

AWD Leadership Team (ALT) Minutes

AWD Leadership Team		
9.5.2017	2:00 – 4:00 p.m.	Newtown Conference Room CB123
Meeting	Dr. Greg Feeney	
Type of meeting	AWD Leadership Team (ALT)	
Facilitator	Laura Lynch	
Recorder	Barbara Thomas	
Attendees	Robert Campbell, Yasemin Congleton, Kevin Dunn, Greg Feeney, Pam Hatcher, Beth Healander, Tammy Liles, Laura Lynch, Karen Mayo, Kausha Miller, Rebecca Simms, Steve White, Melanie Williamson	
Guest	Ryan Kelly	
Promotion Training		
Ryan Kelly	CACP Chair	
Discussion	<p>The facilitator welcomed Ryan Kelly to the meeting. Then Ryan invited members to ask questions and make comments throughout the Promotion training. He noted that all links in the PowerPoint presentation were working links and that he would ask Barbara to distribute the PowerPoint after the training. He said the integrated format was used. Ryan said the documents that candidates include should be easy to read, easy to understand, and easy to interpret. Then he gave an overview of the training. He discussed some changes to the format of the PRN and said that part five would include planning as well as the results area of the PPE. Ryan requested that everyone make sure the percentages on the PPE have been added correctly the narrative describes what the candidate does. Dean Liles noted that faculty should not only include teaching philosophy, but also they should include faculty philosophy. Under teaching load, Ryan said that it is important that classes, sections, and section numbers of classes taught be listed. In addition, he asked ADs to make sure that candidates include information about teaching load changes that have been made. Ryan noted that he would inform the committee that faculty taught an extra class last year. He said that copies of syllabi should not be included. He discussed student evaluations and summary ratings. He requested that a blank copy of all evaluation instruments for the 3-year period be included. He said that it was helpful to include a summary table for evaluations for each course each semester. A short discussion followed. Then Ryan discussed student guidance and advising activities including advising evaluations and providing information about missing evaluations. Under internal service, he asked everyone to keep in mind that 1% equals 14 hours for 10-month faculty. He discussed external service. Dr. Feeney encouraged the ADs and Deans to work with the candidates to define their roles in community service. Ryan provided some examples. Under professional development, Ryan asked everyone to encourage their candidates to be descriptive. He said that promotion training workshops may be included as professional development activities. He noted that travel time to and from conferences should not be included as part of professional development. Ryan provided other examples and instructions. He reviewed educational leadership and said that Associate and Professor candidates</p>	

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should have percentages in leadership. He noted that no double dipping was allowed. He discussed letters of evaluation and pointed out that letters of evaluation provide an opportunity for faculty to have a voice in the process. He encouraged everyone to remind those submitting letters to get them in by the deadline. He provided some additional suggestions such as not including door schedules, emails, or committee lists in the PRN. He said to make sure that all materials are comprehensive, activities are accurately parsed, and checklists have been completed with notes. Ryan said to make sure the PRN has been checked for accuracy and suggested that the candidate ask someone else to review it. He noted that examples could be requested for review. Ryan said that an electronic copy of the PRN would be uploaded and posted on SharePoint. He suggested that the PRN be uploaded and posted 48 to 72 hours before the due date. He added that Connie Rine would be able to provide SharePoint training if needed. Ryan asked for comments and suggestions. Yasemin suggested that CACP be spelled out at the beginning of the PowerPoint. Kausha recommended that the color scheme be changed to a brighter color. Then Dr. Feeney said that he feels this is one of the most important things that ADs and Deans do. He talked about the importance of student evaluations and emphasizing that ADs will have a checklist, provide feedback, and make comments. He noted that too much information is best and that it is important for the AD's letter to be consistent with the candidate's PPE. A discussion followed. After Ryan concluded, the facilitator thanked him for providing the training.

Conclusions	
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Action Items	Person	Deadline
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Blank Student Evaluation of Instruction will be uploaded to the CACP webpage	Ryan Kelly	
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ADs should review process closely and make thorough notes on check-off list	ADs	
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Leadership Highlight

"Couldn't We at Least . . .?"	Pages 63-82
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Discussion	The facilitator asked members to share their thoughts about the chapter, "Couldn't we at Least . . .?" The consensus was the chapter provided a good example of a way to find common ground and help a group get started.
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Conclusions	
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Action Items	Person	Deadline
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The facilitator asked the group to read pages 83-102 ("How Can I Help?") and be ready to discuss those pages at the next meeting.	Everyone	Sept. 12, 2017
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Essential Agenda Additions

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Everyone		
Discussion		
Conclusions		
Action Items	Person	Deadline
ALT Minutes (8/29/17)		
Everyone		
Discussion		
Minutes from the meeting held on 8/29/17 were approved.		
Conclusions		
Action Items	Person	Deadline
Follow up from previous ALT minutes:		
Everyone		
Discussion		
<p>"It's On Us" Training: Dean Mayo reported that she had talked with Jane Goatley because some adjunct faculty still do not have access to the "It's On Us" training. She requested that members send Jane Goatley an email if they have faculty who are not able to access the "It's On Us" training.</p> <p>Faculty Rosters on SharePoint: Dean Simms reminded everyone that faculty rosters can be accessed on SharePoint.</p> <p>PPEs (planning process, AD support in promotion process) Q & A: The group said there were no additional questions from the discussion at the previous ALT meeting. They requested that PPEs be kept on the agenda as a follow up item.</p>		
Conclusions		
Action Items	Person	Deadline
Agenda Item for follow up at next ALT meeting: PPEs (planning process, AD support in promotion process) Q & A	Everyone	9/12/17
FT Faculty and Online Loads		
Beth		
Discussion	<p>Beth discussed full-time faculty and online teaching loads. Yasemin gave an example of teaching load in the AHNS Division. Kausha said every full-time instructor in the Math Department must teach one in person class and all overloads must be in person classes. A brief discussion followed. Dr. Feeney said the AD leadership role at BCTC is to help faculty in each area with their teaching load.</p>	

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Conclusions		
Action Items	Person	Deadline
Committee meeting times conducive for all faculty to have a voice		
Tammy		
Discussion	Dean Liles reported that she has been hearing some concerns that committee meeting times are not conducive for all faculty to have a voice. Dr. Feeney asked that ALT members with any similar concerns contact him, and he will follow up on it.	
Conclusions		
Action Items	Person	Deadline
Faculty Advising		
Karen		
Discussion	Dean Mayo reminded everyone that consideration is being given to Student Development staff and professional advisors being assigned to AA, AS, pending, and undecided first year students during their first year at BCTC. She said the proposal supported that students would be getting more career planning up front. In addition, Dean Mayo asked all ADs to provide training on SAP appeals at the next Division meeting. She suggested having someone come in to talk about SAP appeals. She added that Clovis Perry is preparing a video that will be available to show at the next Division meeting. She said that Runan Pendergrast and Michael Birchett will be available, too. Dean Mayo said that she would like for everyone to receive the same information to move forward with new model. She said that if complaints are received they could be documented on a spreadsheet that would provide a trail that shows the support offered. After a brief discussion, Dean Mayo agreed to send out a template.	
Conclusions		
Action Items	Person	Deadline
Dean Mayo will send ADs a template for SAP appeal documentation.	Dean Mayo	
Distance Learning Quality Review Process		
Kevin		
Discussion	Kevin presented three documents concerning the distance learning quality review process. He said the documents were based upon best practices. Then he discussed the rubric and the checklist. He said there is a document that explains each	

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category or item and there is a step by step condensed version. He said they are proposing two reviewers, an area faculty member and a distance learning committee member. He noted that an e-mentor could serve as the area faculty member reviewer. Kevin said the plan is to pilot approximately 15 classes using the distance learning quality review process in Spring 2018 and plan for implementation in Fall 2018. He noted that classes with larger enrollments should be included. He noted that new faculty and instructors would go through the training and a process would be established for all others. Then he asked for comments and suggestions. A discussion followed and the consensus was to send the distance learning quality review process documents to the ADs for review. Dr. Feeney suggested that the distance learning quality review process be included in the AWD goals.

Conclusions

Action Items	Person	Deadline
Kevin will send the distance learning quality review process documents to the ADs for review.	ADs	

Clarification and Communication on HR Policy for Faculty Absences

Steve

Discussion

Steve discussed reporting faculty absences. In response, Dean Mayo said that employees should follow standard policies, procedures and practices for reporting absences and referenced Human Resources Policies and Procedures (4.1) and Leaves of Absence Policy 2.14-2.14.14. She said that if a faculty member is going to be out, then the AD needs to know. She noted that continuing absences of 3 to 5 days should be reported to HR. Dr. Feeney added that HR provides guidance on those types of absences.

Conclusions

Action Items	Person	Deadline

Coordinator Training

Everyone

Discussion

Conclusions

Action Items	Person	Deadline

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Division/Area Updates		
All Divisions and Areas		
Discussion	There were no Division/Area updates reported.	
Conclusions		
Action Items	Person	Deadline
Division/Area Updates		
Professional Development		
Discussion		
Conclusions		
Action Items	Person	Deadline
Division/Area Updates		
Workgroup		
Discussion		
Student Development and Enrollment Management (SDEM) – (Kevin Dunn): No updates were reported.		
Marketing – (Tammy Liles): Dean Liles said the Marketing Workgroup met earlier in the day and recommended doing a digital advertising campaign for the 10 programs listed below.		
<ol style="list-style-type: none"> 1. Phlebotomy 2. Welding 3. Medical Assisting/Medical Information Technology 4. Environmental Science Technology (EST) 5. Information Management Design (IMD) 6. Practical Nursing 7. Film 8. Cosmetology 9. Biotechnology 10. Computer & Information Technologies (CIT) 		
Finance and Operations – (Laura Lynch): No updates were reported.		
Conclusions		
Action Items	Person	Deadline
Members should contact Tammy on feedback concerning the list and adding other programs.	Everyone	

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LET/Academic Council Updates		
Dr. Feeney		
Discussion	ALT and CAOs did not meet.	
Conclusions		
Action Items	Person	Deadline
Awards		
Woohoo, The		
Discussion		
Beth Healander presented one Woohoo Award to Kevin Dunn for his work on distance learning quality assurance.		
Kausha Miller gave the other Woohoo Award to Robert Campbell for working hard to find a solution for an issue at hand.		
Steve White gave the Doll to Kevin Dunn for his work on distance learning quality assurance.		
Conclusions		
Action Items	Person	Deadline
Meeting was adjourned at 4:20 p.m.		
Next Meeting		
Tuesday, Sept. 12, 2017	2:00 – 4:00 p.m., Newtown Campus Conference Room CB123, Facilitator: Yasemin Congleton	
Discussion		
Conclusions		
Action Items	Person	Deadline