

AWD Leadership Team (ALT) Minutes

AWD Leadership Team (ALT)		
8.29.2017	2:00 – 4:00 p.m.	Newtown Conference Room
Meeting called by	Dr. Greg Feeney	
Type of meeting	AWD Leadership Team (ALT)	
Facilitator	Tammy Liles	
Recorder	Barbara Thomas	
Attendees	Robert Campbell, Yasemin Congleton, Kevin Dunn, Greg Feeney, Pam Hatcher, Beth Healander, Tammy Liles, Laura Lynch, Karen Mayo, Kausha Miller, Ralph Potter, Rebecca Simms, David Sturgill, Steve White, Melanie Williamson	
Guests	Ryan Kelly	
Promotion		
Ryan Kelly	CACP Chair	
Discussion	<p>Ryan Kelly, BCTC's CACP Chair, gave an overview of BCTC's training for promotion and tenure. He announced that the training would be held three times during the Fall 2017 semester and the sessions would be from 2:00 to 3:00 p.m. at the Newtown Campus. He noted that the training dates and information were posted on BCTC's website. He said the training is open to candidates going up for promotion during the current academic year or in future years. He said that each session would provide the same information. In addition, he noted there were a few changes to the notebook format, and he discussed some changes to part five and the end. He discussed parsing activities, gave some examples of what to do and what not to do, and said it is important to make everything very clear. Dr. Feeney noted that activities should be distinguishable. Ryan talked about the importance of the checklist and the ADs discussing items and making notes about their conversations with candidates. Dr. Feeney added that the checklist is critical. A discussion followed. When concluding, Ryan agreed to come to the ALT meeting on September 5 to follow up and do training. He said that he would email Barbara a PowerPoint and some other items to send to ALT. Dr. Feeney thanked Ryan for coming to the meeting and providing the information.</p>	
Conclusions		
Action Items	Person Responsible	Deadline
Promotion & Tenure Training	Ryan Kelly	Sept. 5, 2017
Leadership Highlight		
"I Wonder. . .?"	Pages 39-61	
Discussion	The group discussed "I Wonder. . .?" from the book, <i>Wait, What?</i> , and shared their thoughts about the selection.	
Conclusions		

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Action Items	Person Responsible	Deadline
Pages 63-82	Everyone	Sept. 5, 2017
Essential Agenda Additions		
Everyone		
Discussion		
Beth Healand: Beth inquired about the process for distributing professional development funds for those in promotion. A short discussion about it followed. It was noted that the additional \$150 for PD could be used.		
Conclusions		
Action Items	Person Responsible	Deadline
ALT Minutes (8/22/17)		
Everyone		
Discussion	ALT minutes from the meeting on 8/22/17 were approved.	
Conclusions		
Action Items	Person Responsible	Deadline
Follow up from previous ALT minutes:		
Discussion		
<p>"It's On Us" Training Requirement and Policy – Aug. 21 to Sept. 30, 2017: Dean Mayo reported that Kelly Hagan has been in contact with the Coordinators to make sure they get the information out to adjuncts about the "It's On Us" training requirement, policy, and deadline. Some members said their adjuncts could not get access because they were not yet in the system. In response, Dean Mayo asked everyone to ask their adjuncts to go back in to the training portal on September 1 when everyone should have access. Then Dean Mayo asked everyone to start communicating with Jane Goatley in HR if there are problems with adjuncts accessing the training portal. In addition, Dr. Feeney asked that everyone go on and email HR a list of all new adjuncts who would need access to the "It's On Us" training. A brief discussion followed and ALT members agreed to complete the "It's On Us" training by September 5.</p>		
<p>Faculty Mentors: Dr. Feeney reported that Jackie Wiseman said everything is going well with the faculty mentors. He added that faculty mentors are required. One member reported having more than one mentee. Another member volunteered to serve as a mentor so they will both have one mentee and will be able to provide more support.</p>		
<p>Reminder about Training for Teaching Online – Coordinator's Meeting: Kevin Dunn reported that he is on the meeting agenda for the next meeting.</p>		
<p>ADs to Review Adjunct Faculty Files: Kevin Dunn said he had placed the faculty lists in the ALT SharePoint folder and that members could upload the documents</p>		

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<p>from SharePoint. Dean Simms added that the deadline for review is the end of the Fall semester. She noted they are in the process of making a list and ensuring that everyone who is teaching is on the list. Dean Mayo reminded everyone that the first PD on reviewing adjunct faculty files is September 22. She encouraged those reviewing files to develop a list of questions before the PD and to bring it with them to the training for discussion.</p>														
<p>ADs to discuss with Divisions not removing furniture from other areas: Dr. Feeney asked everyone to get the message out about it.</p>														
<p>List of Supervisors of those Lifting Holds & Working with Testing Center: Kausha Miller reported that everything is going well.</p>														
<p>Conclusions</p>														
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<table border="1"> <thead> <tr> <th>Action Items</th> <th>Person Responsible</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>"It's On Us" Training</td> <td>ALT Members</td> <td>Sept. 5, 2017</td> </tr> <tr> <td>Training on Reviewing Faculty Files</td> <td>ALT</td> <td>Sept. 22, 2017</td> </tr> <tr> <td>ADs to discuss with Divisions not removing furniture from other areas.</td> <td>ADs at Division Meetings</td> <td></td> </tr> </tbody> </table>			Action Items	Person Responsible	Deadline	"It's On Us" Training	ALT Members	Sept. 5, 2017	Training on Reviewing Faculty Files	ALT	Sept. 22, 2017	ADs to discuss with Divisions not removing furniture from other areas.	ADs at Division Meetings	
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"It's On Us" Training	ALT Members	Sept. 5, 2017												
Training on Reviewing Faculty Files	ALT	Sept. 22, 2017												
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<p>Faculty Rosters on SharePoint</p>														
<p>Rebecca</p>														
<p>Discussion</p> <p>Dean Simms reported that faculty rosters were on SharePoint and could be uploaded. Dean Mayo asked for the document with all the different requirements to be placed in SharePoint along with the faculty rosters. In response, Dean Simms said the document would be placed in SharePoint.</p>														
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Add Requirements Document	Rebecca Simms	Sept. 22, 2017												
<p> </p>														
<p>PPEs (planning process, AD support in promotion process) – Q & A</p>														
<p>AD Discussion</p>														
<p>Discussion</p> <p>Dean Mayo said the PPE Q&A was part of the PD continued from last Thursday. Kausha said that faculty had requested language to use for Advising in the PPE. A discussion followed. Dean Mayo noted the plan is what is being worked on and that updates can be made through the academic year. She noted that ADs can work individually with faculty if there are changes. Dean Mayo</p>														

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	<p>encouraged ALT to use the 10-month faculty guidelines. The group discussed the ADs responsibility in that process. Ralph discussed a suggestion for student evaluations and received feedback from ALT. Dr. Feeney pointed out that quantity and quality pertaining to the PPE are both important. Then Dean Mayo gave an overview of the planning portion of the PPE process. Dr. Feeney noted the ADs collect the PPEs with a spreadsheet that has each faculty member listed and a place for notes.</p>	
Conclusions		
Action Items	Person Responsible	Deadline
Division/Area Updates		
All Divisions and Areas	Everyone	
Discussion		
<p>Yasemin Congleton reported that Tracy Knowles had a follow up interview on the Eclipse Project with WKYT. She added that Tracy and the students represented BCTC well. She noted that BCTC helped some other four year institutions launch their balloons. She said the work on the Eclipse Project would be finished by September 8 and the information would be sent to NASA. She said that Tracy would present on the Eclipse Project at the 2018 Changing Classroom Cultures Conference.</p>		
<p>Laura Lynch reported that a new part-time temp had started in Workforce Solutions. She added that Workforce Solutions is doing testing with More Than a Bakery and is working on a train the trainer on tool safety for Toyota. She noted that two people were attending a state SHRM Conference in Louisville.</p>		
<p>Kevin Dunn reported that he would be going ahead with the quality assurance process and that he hopes to have it out by the end of the week. Then he briefly discussed implementation.</p>		
<p>Pam Hatcher thanked everyone for the Work and Learn information. She said that she had already sent information to the System Office. She noted that she had received a great deal of information, and she would be looking at next steps.</p>		
<p>Kausha Miller reported that she held her first Division meeting and it went well. She commended her Division.</p>		
Conclusions		
Action Items	Person Responsible	Deadline
Division/Area Updates		
Professional Development	Everyone	
Discussion		
<p>Dean Mayo reminded everyone that Scheduling Coordinators, DeAnna Pelfrey and Vicki Partin, would be presenting on Scheduling at the Newtown Campus</p>		

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Classroom Building on August 31 in the lab noted on the invitation.		
Conclusions		
Action Items	Person Responsible	Deadline
ALT PD - Scheduling	ALT	Aug. 31, 2017
Division/Area Updates		
ALT Workgroup Reports		
Discussion		
Student Development and Enrollment Management (SDEM) – Kevin Dunn said SDEM would be meeting at Cooper on August 31.		
Marketing – Tammy Liles announced that Marketing would be meeting on September 5 at the Newtown Classroom Building in room 214 from 12:30 to 2:00 p.m. She asked that members email her anything they have for the agenda.		
Finance and Operations – Laura Lynch announced that Finance and Operations would meet on September 8 at the Newtown Classroom Building in room 302 at 2:00 p.m. Laura said that parking is on agenda. Dean Simms requested that parking permits for different campuses be added to the agenda. In addition, she would like for an announcement to be sent out about changes concerning parking permits and the requirements for them. Steve White requested that an update on air conditioning in the AT Building be added to the agenda.		
Conclusions		
Action Items	Person Responsible	Deadline
SDEM Meeting	Committee Members	Aug. 31, 2017
Marketing Meeting	Committee Members	Sept. 5, 2017
Finance and Operations Meeting	Committee Members	Sept. 8, 2017
LET/Academic Council Updates		
Greg Feeney		
Discussion		
Dr. Feeney reported that enrollment is down for 12-week classes. He asked everyone to work on 12-week enrollment and getting seats filled.		
Dr. Feeney announced that he had emailed everyone a grant RFP and information, and he asked everyone to review it for discussion at the next ALT meeting.		
Dr. Feeney provided a graduation update.		
Dr. Feeney gave an update on the air conditioning in the AT Building. He said the college is working on getting a temporary system for the AT Building that is similar to what had been used in Moloney last year. He noted that the college has been monitoring the temperature in the AT Building. He asked everyone to encourage their faculty to use their judgement and find another room to move into if necessary. He said that faculty could move into a 12-week classroom. He		

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added that faculty and staff could find an alternate location to work during the outage as long as it was approved by their supervisor.		
Conclusions		
Action Items	Person Responsible	Deadline
BCTC's Academic Council	ALT	Sept. 8, 2017
Awards		
Woohoo, The Doll		
Discussion		
Beth Healander gave one of the Woohoo Awards to Kausha Miller for continuing to deal with the challenging circumstances.		
Kausha Miller gave the other Woohoo Award to Beth Healander for getting her to ALT.		
Laura Lynch gave the Doll to Steve White in case the air conditioner in AT does not get repaired.		
Conclusions		
Action Items	Person Responsible	Deadline
Bring the awards to the next meeting.	Beth, Kausha, Steve	Sept. 5, 2017
Meeting was adjourned at 3:40 p.m.		
Next Meeting		
Tuesday, September 5, 2017	2:00 – 4:00, Newtown Campus Conference Room CB123, Facilitator: Laura Lynch	
Discussion		
Conclusions		
Action Items	Person Responsible	Deadline