

Academics Leadership Team Meeting Minutes		
Date: January 3, 2017 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Laura Lynch Recorder: Barbara Thomas
Present: Tammy Liles, Kevin Dunn, Jackie Wiseman, Greg Feeney, Rebecca Simms, Melanie Williamson, Yasemin Congleton, Steve White, Karen Mayo, Angie King, Pam Hatcher, Ralph Potter, Laura Lynch		
Guest(s): James Hogan		
Agenda/Issue	Discussion	Action
Welcome	<ul style="list-style-type: none"> Members were welcomed to the meeting. 	
Leadership Highlight	<ul style="list-style-type: none"> The facilitator gave an overview of “‘Don’t Take it Personally’ Is Terrible Work Advice,” an article by Duncan Coombe that appeared in the <i>Harvard Business Review</i> on March 29, 2016. Then the group shared their thoughts about the article. 	
From the VP of AWD	<ul style="list-style-type: none"> The VP of AWD discussed the opportunities that a new year bring, the importance of each person in each of their roles, and the collective accomplishments and goals of the group. 	
Essential Agenda Additions	<ul style="list-style-type: none"> After a lengthy discussion, the AD of BCIS volunteered to work with BCTC’s Administrative Computing Services on posting student evaluations and reported the evaluations should be available to post the next day. Dean Mayo announced that the Student Code of Conduct had been posted online, and she pointed out a discrepancy. A discussion followed about the discrepancy, and an appeal was mentioned. In addition, Dean Mayo announced that class cancellations would be Friday, January 6. She requested that class cancellations be emailed to Vicki Partin as soon as the decisions have been made about them. The AD of AHNS inquired about the date on which PRN letters would be due to Bev Drake. She stated that she understood they were due January 16 and pointed out the college would be closed that day. The suggestion was made to send the letters to Bev Drake by Friday, January 13, since the college would be closed for the holiday on Monday, January 16. The VP of AWD discussed the need to create options for enrollment. Then Dean Mayo talked about Student Enrollment Management. In conclusion, the VP of AWD encouraged ALT to know and listen to their audience. 	<p>The AD of BCIS volunteered to work with BCTC’s Administrative Computing Services on posting student evaluations and reported the evaluations should be available to post the next day.</p> <p>Dean Mayo requested that class cancellations be emailed to Vicki Partin as soon as the decisions have been made about them on Friday, January 6, 2017.</p>
Approval of ALT Minutes from 12/13/16	<ul style="list-style-type: none"> Minutes from the meeting held on 12/13/16 were approved. 	
Follow-up from previous ALT Minutes	<p>Courses to Schedule Once Per Year (Karen)</p> <ul style="list-style-type: none"> Dean Mayo reported that she sent out an email the day before about the courses to schedule once per year. She said that she received some changes and updated the document again. She noted that it is a working document that will continue to change. She said that she appreciated the justification that some faculty included. Then Dean Mayo said that she would send the document forward after noon the following day. <p>Megowan Building</p> <ul style="list-style-type: none"> There were no updates to the information provided at the previous meeting. <p>PPE Evaluations</p> <ul style="list-style-type: none"> The VP of AWD said that he wanted to make sure ALT was set for PPE evaluations. The AD of Mathematics and Statistics reported that she did not have any evaluations for those going up for promotion. A discussion followed. 	

	<p>Printing</p> <ul style="list-style-type: none"> The VP of AWD provided information about the detailed reports on printing the Business Office would be emailing once a month to each Division and the Deans. 	
Nominations for the 2016-17 Faculty & Staff Awards	<ul style="list-style-type: none"> The VP of AWD requested that members review the email they received from Raeanne Powers on December 2, 2016 about the nominations for the 2016-17 faculty and staff awards. 	The VP of AWD requested that members review the email they received from Raeanne Powers on December 2, 2016 about the nominations for the 2016-17 faculty and staff awards.
KCTCS Leading Educator Academy (LEA)	<ul style="list-style-type: none"> The VP of AWD requested that members review the email he sent them about nominations for the KCTCS Leading Educator Academy (LEA) that was from Deb Catlett. If there is someone in their area interested in a leadership position, he requested that they email only one name to him by Friday, January 13, 2017. 	The VP of AWD requested that members email only one name to him by Friday, January 13, 2017, to nominate for the KCTCS Leading Educator Academy (LEA), if there is someone their area interested in a leadership position.
Faculty Compensation for Online Classes with Enrollment Over the Class Cap	<ul style="list-style-type: none"> Dean Mayo provided an updated policy on Faculty Compensation for Online Classes with Enrollment Over the Class Cap. ALT reviewed the updated policy, approved it, and requested that it be posted on the BCTC website. 	ALT reviewed the updated policy on Faculty Compensation for Online Classes with Enrollment Over the Class Cap, approved it, and requested that it be posted on the BCTC website.
Building Access During Breaks	<ul style="list-style-type: none"> The AD of BCIS inquired about faculty not being able to enter the Classroom Building at the Newtown Campus during institutional closing. She said there were some faculty members who needed items for their promotion notebooks. The Dean of Academic Support noted that the Business Workgroup would be meeting on January 20, 2017, and she said that she would add building access during breaks to the agenda. 	
BCTC Website Migration Update	<ul style="list-style-type: none"> James Hogan, BCTC's Director of Administrative Computing Services, gave an update on the BCTC website migration. He said the migration started on December 16 and would last until mid-February. He said that it is going well, and he commended those who have helped with it. He said they are working behind the scenes to make the migration as seamless as possible. He noted that Sitecore support ends March 22, 2017 and that training would be offered for OU Campus soon. He said that said that an ITES work order must be placed in order to post items on the BCTC website until the website migration is complete. For urgent requests, contact him. 	James Hogan, BCTC's Director of Administrative Computing Services, said that an ITES work order must be placed in order to post items on the BCTC website until the website migration is complete. For urgent requests, contact him.
Division/Area Updates	<p>All divisions and areas</p> <ul style="list-style-type: none"> The Dean of Workforce Development reported that they are almost finished setting everything up at the Georgetown Campus and that Workforce has a new Division Office Manager at Georgetown She added that Lesley Klosterman completed all of her work for her Master's degree. The AD of AMT reported that Perry Sloan has left the college. The AD of CHLSS reported that a faculty member in his area is working on a project concerning how to deal with grief. The AD of Mathematics and Statistics sadly reported that two faculty members lost their fathers during the holidays, Peggy Saunier and Cindy Barber. The AD of BCIS thanked all those who helped with the Hour of Code and reported that it was fun. 	

	<ul style="list-style-type: none"> The AD of Workforce Solutions reported they are working on a project with the Kentucky National Guard and they are sending Stephanie Fitch to drone training. <p>Scheduled program updates</p> <ul style="list-style-type: none"> There were no updates. <p>Professional Development</p> <ul style="list-style-type: none"> Dean Mayo reminded ALT members that proposals for the Changing Classroom Cultures Conference would be due on January 22, 2017. A short discussion followed, and a suggestion was made for Rebecca Simms to present on Wonderlic and Aaron Akey to present on Transfer Center initiatives. <p>Workgroup reports</p> <ul style="list-style-type: none"> Book Workgroup – The AD of BCIS reported the group made several findings. She said that books could sometimes be bought for less online than in the bookstore. She added that in some instances cost is quite a bit different among faculty in the same Academic area. She said that a biology book is more expensive than other books. She said that course fees, 8-week semesters, and 12-week semesters were discussed. When concluding, she noted that the workgroup is looking at course completion, too. In context, the VP of AWD discussed student success. PD Workgroup – Dean Mayo reported that the Interim AD of Distance Learning has been working very hard on a technology workshop and announced that it would be held on Friday, February 17, from 8:30 to 11:50 a.m. at the Newtown Classroom Building. The AD of Distance Learning added that three sessions per hour would take place for three hours. He noted there would be presenters who had presented at the Technology Summit. 	<p>Dean Mayo reminded ALT members that proposals for the Changing Classroom Cultures Conference would be due on January 22, 2017.</p>
<p>Goal Progress</p>	<p>4 Annual Priorities</p> <ul style="list-style-type: none"> Dean Tammy Liles will report at the next meeting. <p>Strategic Plan</p> <ul style="list-style-type: none"> There were no updates reported. <p>AWD Goals</p> <ul style="list-style-type: none"> There were no updates reported. <p>SEM Plan</p> <ul style="list-style-type: none"> There were no updates reported. 	
<p>LET/Academic Council Updates</p>	<p>LET</p> <ul style="list-style-type: none"> The VP of AWD reported that the December CAO meeting had been cancelled. The VP of AWD gave an overview of the college’s initiative on civility, and he stated that more information about the initiative would be coming soon. One of the Deans suggested that Charlene Walker, Vice President, Multiculturalism and Inclusion, be invited to do a presentation on the initiative at the 2017 Changing Classroom Cultures Conference. The VP of AWD reported that the Workforce Initiative Grants submitted for Danville and Leestown were still being considered. In addition, he discussed the three performance based funding recommendations that were sent to the Governor. Then he gave an overview of some additional initiatives (WIGs and GIGs) President Julian discussed in LET, and he stated that more information about them would be coming. Another suggestion was made to do a presentation on the new initiatives (WIGs and GIGs) at the 2017 Changing Classroom Cultures Conference. The VP of AWD noted that positions were discussed again in LET. 	

	<ul style="list-style-type: none"> Then he announced that April 17, 2017 at 11:00 a.m. is the tentative date and time for the Georgetown Campus dedication. He encouraged ALT members to mark their calendars and plan to attend. <p>Academic Council</p> <ul style="list-style-type: none"> The next meeting has been scheduled on January 6, 2017. 	
Woohoo Awards	<ul style="list-style-type: none"> Kevin Dunn presented a Woohoo Award to Karen Mayo for demonstrating outstanding leadership. Steve White gave the other Woohoo Award to Laura Lynch for driving the van to the Georgetown Campus for the December meeting and sharing her knowledge about building Shaker style furniture while on the way to Georgetown. 	
Upcoming Deadlines	<p style="text-align: center;">Academics Leadership Team Calendar</p> <p>January</p> <p>Jan. 5 Cancellation of remaining Spring escrowed classes</p> <p>Jan. 6 Cancellation of Classes</p> <p>Jan. 6 Faculty Council meeting 1:00-3:00, Newtown Campus</p> <p>Jan. 8 Letters of evaluation for Full Professor due to Beverly Drake</p> <p>Jan. 9 Class work begins</p> <p>Jan. 9-13 Registration - Add/Drop continues; tuition due at the time of Registration</p> <p>Jan. 9 Beverly Drake notifies Assistant Deans about letters of evaluation for Full Professors not yet received</p> <p>Jan. 9 Letters of evaluation for Associate Professor due to Beverly Drake</p> <p>Jan. 9 List of names of members of College Advisory Committee on Promotion due in KCTCS Systems Office</p> <p>Jan. 10 Vicki Partin sends 1st proof of the Summer 2017 class schedule to ALT</p> <p>Jan. 11 Beverly Drake notifies Assistant Deans about letters of evaluation for Associate Professors not yet received</p> <p>Jan. 12-13 Registration continues only for faculty-approved classes</p> <p>Jan. 13 Deans submit Program Health Reviews to Vice President</p> <p>Jan. 13 New Assistant Deans announced by President Julian</p> <p>Jan. 13 PRNs for Full Professor due to Beverly Drake</p> <p>Jan. 13 Letters of evaluation for Assistant Professors due to Beverly Drake</p> <p>Jan. 16 Academic Holiday (Martin Luther King, Jr. Day)</p>	
Adjournment	Meeting was adjourned at 3:55 p.m.	
Next Meeting(s)	Tuesday, January 17, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Pam Hatcher	