

Academics Leadership Team Meeting Minutes

Date: January 17, 2017
 Time: 2:00 p.m.-4:00 p.m.

Facilitator: Greg Feeney
 Recorder: Barbara Thomas

Present: Tammy Liles, Kevin Dunn, Jackie Wiseman, Greg Feeney, Rebecca Simms, Melanie Williamson, Yasemin Congleton, Steve White, Karen Mayo, Angie King, Ralph Potter, Laura Lynch

Guest(s): Randy Johnson, Runan Pendergrast, Scott Coleman, Mike Franklin, Chad Hayes, Alan Lawson

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"> There was no leadership highlight presented at the meeting. 	
Essential Agenda Additions	<ul style="list-style-type: none"> There were no additions to the agenda. 	
Approval of ALT Minutes from 1/03/17	<ul style="list-style-type: none"> Minutes from the meeting held on 1/03/17 were tabled until the meeting on 1/24/17. 	
Follow-up from previous ALT Minutes	<ul style="list-style-type: none"> The VP of AWD reminded everyone about nominations for the 2016-17 faculty and staff awards and the deadlines for submitting nominations beginning with the Innovation Award on January 29, 2017. 	<p>The VP of AWD reminded everyone about nominations for the 2016-17 faculty and staff awards and the deadlines for submitting nominations beginning with the Innovation Award on January 29, 2017.</p>
Soft Skills Training through Kentucky Career Center	<ul style="list-style-type: none"> Randy Johnson with Business Services at the Kentucky Career Center gave an overview of the services provided by the Kentucky Career Center. He explained the work being done to close the skills gap and to provide soft skills training that employers are requesting. He noted that 91 employers in Fayette County use their services. He added that employee turnover rates have exceeded 200 % for some employers and that by utilizing the services of the Kentucky Career Center some employers have cut that percentage in half. In addition, he discussed the programs involved, free assessments offered, the official state certificate issued upon completion, and potential ways to partner with BCTC. A lengthy discussion followed with time for questions and answers. Afterwards the VP of AWD requested that Dean Rebecca Simms, AD Laura Lynch, and Dean Karen Mayo meet and discuss the information presented at the meeting. Then the VP of AWD thanked Randy for presenting the information to ALT and informed him that someone would get back with him in the next two weeks to talk about next steps. 	<p>The VP of AWD requested that Dean Rebecca Simms, AD Laura Lynch, and Dean Karen Mayo meet and discuss the information presented at the meeting by Randy Johnson with the Kentucky Career Center.</p> <p>The VP of AWD informed Randy that someone would get back with him in the next two weeks to talk about next steps.</p>
Financial Aid Update	<ul style="list-style-type: none"> Runan Pendergrast, Associate Dean of Financial Aid, gave an update on financial aid and presented a PowerPoint on Program Applicability. During the presentation, she provided information about the studies she has compiled, the importance of program plans being updated and correct, and the impact on financial aid. She noted that faculty advisors need PD on Program Applicability and important information concerning financial aid. The VP of AWD asked her to consider doing a presentation on financial aid at the Changing Classroom Cultures Conference in March. She said that she would send the PowerPoint on Program Applicability to ALT. The VP of AWD thanked her for presenting the important financial aid information to ALT. 	

BCTC Security	<ul style="list-style-type: none"> The VP of AWD introduced Scott Coleman, BCTC's new Safety and Security Operations Manager. Scott said that he is excited about the opportunity to work with everyone. He said that he is a retired police officer and that he has worked on the BCTC campuses at Danville and Winchester. He talked about the BCTC campuses and the opening of the new Georgetown Campus. He said there would be two positions opening in Safety and Security, one to replace an officer who left BCTC and the other for the new Georgetown Campus. The VP of AWD invited Scott to join the ALT Finance and Operations Workgroup. Then he thanked Scott for attending the ALT meeting and noted that Scott's email address is david.coleman@kctcs.edu. 	
Perkins	<ul style="list-style-type: none"> Mike Franklin introduced Chad Hayes, ITS Director of Projects Analysis & Development, and Alan Lawson, Director of Grants & Contracts, and briefly discussed their roles in planning for Perkins. Then Mike gave an overview of Perkins and the process for Academics and Workforce Development to use when planning for FY2018 Perkins requests. He encouraged ADs to identify Division needs during the upcoming Division meetings and to compile the information in an Excel spreadsheet afterwards. He said that he would be emailing an Excel spreadsheet to each Division in the next week that would contain last year's requests. He asked that Divisions send him their FY2018 Perkins requests by February 20, 2017. He said that tentative approvals would be sent to Divisions in March of 2017 and he would request that a Planned Use of Funds Form be completed and submitted. He said the Systems Office would then review the Perkins requests. He noted that the new online application requires a revision process for every change and the revision process can hold up the application. He encouraged members to get quotes early for FY2018 requests and to be prepared by making sure the vendor is approved and is in the system and a certificate of liability insurance is on file if required. Then Chad Hayes stated that Laura Parrish would be the primary contact for all technology planning topics including: vendor relation information/scheduling, contract review/renewal, software licensing, hardware specifications, and official quotes. Afterwards Mike discussed FY2017 Perkins funding for professional development and announced that applications need to be submitted by Friday, January 27, 2017. In addition, Mike discussed current fiscal year reallocations and stated that the funds must be used in the current fiscal year. The VP of AWD thanked Mike, Chad, and Alan for presenting the information to ALT concerning Perkins. 	<p>Mike Franklin asked that Divisions send him their FY2018 Perkins requests by February 20, 2017.</p> <p>Chad Hayes stated that Laura Parrish would be the primary contact for all technology planning topics including: vendor relation information/scheduling, contract review/renewal, software licensing, hardware specifications, and official quotes.</p> <p>Mike Franklin discussed FY2017 Perkins funding for professional development and announced that applications need to be submitted by Friday, January 27, 2017.</p>
First Week Review	<ul style="list-style-type: none"> The VP of AWD asked for feedback concerning the first week of Spring classes. 	
Who's Who Reminder	<ul style="list-style-type: none"> The VP of AWD reminded members that nominations for Who's Who are due to Linda Faul on Wednesday, January 25th. He added that Linda will be sending another notice about the deadline. 	The VP of AWD reminded members that nominations for Who's Who are due to Linda Faul on Wednesday, January 25th.
Credentials Required to Teach in Each Area	<ul style="list-style-type: none"> It was announced that credentials required to teach in each area would be discussed at the meeting on January 24, 2017. 	
SACS Faculty Requirements	<ul style="list-style-type: none"> It was announced that SACS faculty requirements would be discussed at the meeting on January 24, 2017. 	
Leadership Positions for Advising and Distance Learning	<ul style="list-style-type: none"> The VP of AWD announced that the positions for Advising and Distance Learning had been filled. Dean Simms reported that Kevin Dunn and Barbara Elsey would be serving in the Learning Technologies and Distance Education role. Dean Mayo reported that Debbie Holt would be serving on the operations side of Advising and that Clovis Perry would be serving on the professional development side. A discussion followed. 	

Portfolio Reviews	<ul style="list-style-type: none"> The VP of AWD discussed portfolio reviews and the funds generated from them. The AD of Workforce Solutions noted that she has been getting several requests for portfolio reviews. 	
Coordinator Training – Request for Agenda Items	<ul style="list-style-type: none"> The AD of Mathematics and Statistics requested agenda items for the Coordinator training that has been scheduled on February 3, 2016. Perkins funding was suggested as a topic for the training. The AD of Mathematics and Statistics asked members to email her any other agenda items. 	
Division Meetings – January 20, 2017	<ul style="list-style-type: none"> During a discussion about Division meetings scheduled for Friday, January 20, 2017, the meeting topics listed below were identified. Federal Financial Aid (Program Applicability PowerPoint) February 17, 2017 – Faculty/Staff Meeting – 1:00 p.m. at Newtown Campus Syllabi Posting Date Call for Proposals for Changing Classroom Cultures Conference – Deadline is January 22, 2017 (Sunday) http://bluegrass.kctcs.edu/en/Professional_Development/CCCC2017.aspx PPEs 	
Division/Area Updates	<p>All divisions and areas</p> <ul style="list-style-type: none"> There were no reports. <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"> CCCC - Proposals due on January 22, 2017 Innovation Award – Nominations due on January 29, 2017 Van Drivers – Tabled until the meeting on January 24, 2017. Technology presenters were discussed. <p>Workgroup reports</p> <ul style="list-style-type: none"> It was reported that SDEM recently held a meeting. 	
Goal Progress	<p>4 Annual Priorities</p> <ul style="list-style-type: none"> It was announced that Dean Tammy Liles would present at the meeting on January 24, 2017. <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. 	
LET/Academic Council Updates	<p>LET</p> <ul style="list-style-type: none"> The VP of AWD gave a brief update and announced that a faculty/staff meeting would be held February 17, 2017 at 1:00 p.m. on the Newtown Campus. <p>Academic Council</p> <ul style="list-style-type: none"> The next meeting has been scheduled on February 3, 2017 at the Newtown Campus. 	The VP of AWD announced that a faculty/staff meeting would be held February 17, 2017 at 1:00 p.m. on the Newtown Campus.
Woohoo Awards	<ul style="list-style-type: none"> Karen Mayo presented a Woohoo Award to Melanie Williamson for her outstanding work on posting student evaluations. Laura Lynch presented the other Woohoo Award to Ralph Potter for all his work helping to open the 	

	new Georgetown Campus.	
Upcoming Deadlines	<p style="text-align: center;">Academics Leadership Team Calendar</p> <p>January</p> <p>Jan. 17 ALT members return 1st proof of the Summer 2017 class schedule to Vicki Partin</p> <p>Jan. 19 Beverly Drake notifies Assistant Deans about letters of evaluation for Assistant Professors not yet received</p> <p>Jan. 20 Division meetings</p> <p>Jan. 23 PRNs for Associate Professor due to Beverly Drake</p> <p>Jan. 24 Vicki Partin sends 1st proof of the Fall 2017 class schedule to ALT</p> <p>Jan. 26 Initiate update of 2017-18 college catalog</p> <p>Jan. 27 Final Spring PeopleSoft course updates complete</p> <p>Jan. 30 PRNs for Assistant Professor due to Beverly Drake</p> <p>Jan. 31 Vicki Partin sends 2nd proof of Summer 2017 schedule of classes to ALT</p>	
Adjournment	Meeting was adjourned at 4:20 p.m.	
Next Meeting(s)	Tuesday, January 24, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Tammy Liles	