

Academics Leadership Team Meeting Minutes		
Date: January 24, 2017 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Tammy Liles 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, Kausha Miller		
Guest(s): Aaron Akey, Ashley Gei		
Agenda/Issue	Discussion	Action
Welcome	<ul style="list-style-type: none"> Members and guests were welcomed to the meeting. 	
Leadership Highlight	<ul style="list-style-type: none"> The VP of AWD made some brief comments about the leadership highlight, <i>Simon Sinek on Millennials in the Workplace</i>, and invited members to share their thoughts about it. A discussion followed. 	
Essential Agenda Additions	<ul style="list-style-type: none"> Dean Rebecca Simms gave an overview of the Finance and Operations Workgroup meeting. She said that faculty and staff had encountered problems getting into buildings after events had been scheduled in ASTRA. Although there are processes in place, Dean Simms reported that Cindy McDonald indicated there were a couple of cases in which the buildings were not opened as scheduled. She added that Cindy said that Operations would continue to work on improving processes. Dean Simms stressed that it is important to make sure that all events are scheduled in ASTRA. She noted that contact information for the new lead in Security, Scott Coleman, is available on the website. In addition, Dean Simms reported that as a result of the workgroup meeting, there were two other subgroup meetings scheduled, one on course fees and another on testing. The ADs reported that a coordinator position (criminal justice) and several full-time faculty positions (chemistry, physics, and industrial maintenance) have been posted. The AD of CHLSS noted that his Division went Smithtown Seafood as a group. The AD of Humanities reported that some adjuncts are showing up as students in the system, so they are unable to print. The AD of BCIS stated that adjuncts are not getting emails and consequently have not received notices from Becky Stephens about reporting no shows. Then she inquired about Ginger Porter contacting Ray Forsythe about it, and the members agreed that it would be good to try to identify why adjuncts are not getting email. 	
Approval of ALT Minutes from 1/03/17	<ul style="list-style-type: none"> Minutes from the meeting held on 1/03/17 were approved. 	
Follow-up from previous ALT Minutes	<ul style="list-style-type: none"> The VP of AWD requested that members encourage those in their areas to make nominations for the 2016-17 Faculty & Staff Awards. The VP of AWD reminded the group that Who's Who nominations are due to Linda Faul on Wednesday, January 25th. The VP of AWD reported that Dean Karen Mayo would be contacting Randy Johnson with Business Services at the Kentucky Career Center and asking him for more program details about the soft skills training and services. In addition, he said that Dean Mayo would be checking into Am I Job Ready, another tool that KCTCS provides, for possible use with FYE. He said that after Dean Mayo finds out the details of both she would bring the information back to ALT. The AD of CHLSS reported that his Division discussed soft skills and that afterwards four of the CHLSS faculty formed a committee on soft skills (Leon Lane, Chair; Pat Lefler, Co-Chair, Clovis Perry, and Cindy Baker). 	<p>The VP of AWD reminded members about nominations for the 2016-17 Faculty & Staff Awards.</p> <p>The VP of AWD reminded the group that Who's Who nominations are due on January 25, 2017.</p> <p>The VP of AWD noted that FY2017 Perkins professional development requests are due January 27, 2017.</p>

	<ul style="list-style-type: none"> • After the hearing the report about the formation of a committee on soft skills, Dean Liles inquired about the possibility of Cindy Baker doing a presentation on soft skills at the Changing Classroom Cultures Conference in March. • The VP of AWD noted that Perkins professional development requests are due on January 27, 2017. • The VP of AWD reminded the group that Perkins requests for FY2018 are due by February 20, 2017. 	The VP of AWD reminded the group that FY2018 Perkins requests are due by February 20, 2017.
New Role	<ul style="list-style-type: none"> • The VP of AWD introduced Aaron Akey, Associate Dean of Student Development (Transfer Center, Advising, and Career Center). Aaron talked about his new role as Associate Dean of Student Development. He mentioned that he worked with Dual Credit when he was at the Winchester Campus. The AD of Workforce Solutions noted that Aaron sits on the Career Pathways Project Team. In addition, the AD of CHLSS mentioned that Aaron is an adjunct and teaches History. A brief discussion followed. 	
Employer Spotlights (Ashley Gei, Guest)	<ul style="list-style-type: none"> • Ashley Gei, a Career Development Counselor with BCTC's Career Development Services Center, gave an update on the changes in her role and noted that she is no longer part of counseling. She said that she now works with career and academic advising and the Transfer Center. She added that she has moved into the Advising area in the Oswald Building (OB109) and that she has a new email address (ashley.gei@kctcs.edu). Then she presented a PowerPoint presentation on the Career Development Services Center. Her presentation included information on how to schedule an appointment and it outlined the services provided (Career Counseling, Career Development Skills, and New Services). In addition, she shared a proposal for a new service, a Career Spotlight. Then Ashley announced two upcoming Career events, one on Thursday, April 6, 2017, and another on Wednesday, March 1, 2017. Afterwards Dean Simms inquired about the days and times on which events are scheduled. She said that she was concerned about students who would not be able to attend and suggested that events be scheduled on days and at times students are available. The AD of Workforce Solutions suggested that employers be invited to participate that have existing relationships with the college. In addition, the AD of AHNS suggested holding events on Thursdays that could be incorporated into clinicals. The VP of AWD asked ALT to share with the information with their Divisions about the services of the Career Development Services Center, and he requested that they get back to Ashley Gei with any suggestions for events by Tuesday, January 31, 2017. In addition, he asked Ashley to consider presenting a session at the 2017 Changing Classroom Cultures Conference. Then he thanked Ashley for presenting the information to ALT. 	The VP of AWD asked ALT to share with the information with their Divisions about the services of the Career Development Services Center, and he requested that they get back to Ashley Gei with any suggestions for events by Tuesday, January 31, 2017.
SACS Faculty Requirements	<ul style="list-style-type: none"> • Dean Rebecca Simms discussed the SACS faculty requirements and how the college prepares to meet the requirements. She said the college leadership feels that it is important for the college to do regular audits of their files. Dean Simms said that she would be working with Karen Dearborn to make sure that all files are up to date and are in place for the upcoming audit in 2020. She noted that all hard copy files would be reviewed and approved by the ADs, Deans, and VP using an outlined process. Then Dean Simms went over BCTC's Credentials policy and discussed the SACS recommendations and suggestions. A discussion followed. 	
Credentials Required to Teach in Each Area	<ul style="list-style-type: none"> • Dean Karen Mayo discussed the credentials required to teach in each area. Then she requested that each AD list the credential requirements or minimum qualifications for teaching each class in their area and Division on a shared document that would be posted with notification. 	Dean Mayo requested that each AD list the credential requirements or minimum qualifications for teaching each class in their area and Division on a shared document that would be posted with notification.

Policies on Faculty Teaching Load and Overload for Full-time Faculty	<ul style="list-style-type: none"> Dean Mayo discussed the policies on Faculty Workload and Overload for Full-time Faculty. She noted that the policy on Faculty Workload contained the information in the Overload for Full-time Faculty policy and suggested that the two policies be combined. A lengthy discussion followed. Then the VP of AWD stated the two policies would be revisited at the next meeting. 	The VP of AWD stated the policies on Faculty Workload and Overload for Full-time Faculty would be revisited at the next meeting.
Rooms 105, 106, 107 – Newtown	<ul style="list-style-type: none"> Dean Mayo asked members to avoid using rooms 105, 106, and 107 in the Newtown Classroom Building for Division meetings. She said the partitions between the rooms need to be moved back into place after meetings. However, she said it is not possible at that time of day because the staff responsible for moving the partitions have already left for the weekend. When concluding, Dean Mayo noted that the rooms may be used if there are no other rooms available. 	
3rd KCTCS Innovative Educator Academy	<ul style="list-style-type: none"> The VP of AWD gave a brief overview of the 3rd KCTCS Innovative Educator Academy, which will be held May 21-25, 2017 at Barren River State Resort Park. He said that he would email information about it to the group. In addition, he said that he would email the list of those who have been nominated for the other KCTCS leadership opportunities. 	The VP of AWD said he would email information to the group about the 3rd KCTCS Innovative Educator Academy.
Outsourcing Online Courses	<ul style="list-style-type: none"> The AD of CHLSS stated that a discussion was held at the CHLSS Division meeting on January 20th about a position that had been posted on the KCTCS website for a System Director of Virtual Student Services. He said the CHLSS Division was concerned that online classes would be outsourced. A brief discussion followed. Kausha Miller noted that a resolution was in process. The VP of AWD encouraged faculty to communicate concerns to Division representatives. 	
Division/Area Updates	<p>All divisions and areas</p> <ul style="list-style-type: none"> The AD of BCIS reported that Financial Aid had presented at the BCIS Division meeting. The AD of Humanities reported that Ren Bates, Vice President of Information Technology Services, spoke to the Humanities Division about IT and the budget for IT services. The AD of Mathematics and Statistics reported there were several questions and concerns about Program Applicability in that Division. <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 – March 24-25, 2017 at the Newtown Campus Innovation Award – The VP of AWD requested that the leadership encourage those in their areas to make nominations for the Innovation Award. Van Drivers – This item will be discussed at the meeting on January 31st. Dean Mayo reminded the group that Scheduling PD with Vicki Partin would be held at the Newtown Campus on Thursday, January 26th, at 2:00 p.m. She added that she would try to reserve room 205 for the Scheduling PD. <p>Workgroup reports</p> <ul style="list-style-type: none"> Dean Simms gave an overview of the Finance and Operations Workgroup meeting. 	
Goal Progress	<p>4 Annual Priorities</p> <ul style="list-style-type: none"> The VP of AWD requested that Goal Progress be moved to top of agenda for the next meeting. Dean Tammy Liles will report at the January 31st 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. 	
LET/Academic Council Updates	<p>LET</p> <ul style="list-style-type: none"> • The VP of AWD announced that August 4, 2017 is the tentative date for the Fall Kick-off. <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 August 4, 2017 is the tentative date for the Fall Kick-off.
Woohoo Awards	<ul style="list-style-type: none"> • Melanie Williamson presented Woohoo Award to Jackie Wiseman because Jackie will be leaving the AD position at the end of the academic year and she will be missed at ALT. • Ralph Potter gave the other Woohoo Award to Pam Hatcher because he appreciates that she is patient. 	
Upcoming Deadlines	<p style="text-align: center;">Academics Leadership Team Calendar</p> <p>January</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> <p>February</p> <p>Feb. 3 Cancellation of Spring II 12-Week Classes</p> <p>Feb. 3 ALT returns 2nd proof of Summer 2017 class schedule to Vicki Partin</p> <p>Feb. 3 Coordinator Meeting, 10:00-Noon, Newtown Campus</p> <p>Feb. 3 Faculty Council Meeting, 1:30-3:30, Newtown Campus</p> <p>Feb. 6 Spring II 12-week classes begin</p> <p>Feb. 7 ALT initiates 2017-18 reassignment update and application process</p> <p>Feb. 7 The Division Assistant Dean will solicit and receive input from program/area faculty for Coordinator positions. (Division Assistant Dean will provide a written summary to the appropriate Academic Dean summarizing the input received on recommendations for the Coordinator positions by February 15.)</p> <p>Feb. 7 ALT members return 1st proof of the Fall 2017 class schedule to Vicki Partin</p> <p>Feb. 7 Academics web content review</p> <p>Feb. 8 Vicki Partin sends request for list of Summer 2017 classes with bookstore course fees</p> <p>Feb. 8-9 Registration for Spring II 12-week classes continues only for faculty-approved classes</p> <p>Feb. 13 Academic Holiday (President's Day)</p>	
Adjournment	Meeting was adjourned at 4:10 p.m.	
Next Meeting(s)	Tuesday, January 31, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Angie King	