

Academics Leadership Team Meeting Minutes		
Date: January 31, 2017 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Angie King 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):		
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 an article written by Maya Goldman and entitled “University of Michigan refuses to disclose students’ immigration information” that appeared in <i>USA Today College</i> and was published in the <i>Michigan Daily</i> on January 29, 2017. A discussion followed. 	
Essential Agenda Additions	<ul style="list-style-type: none"> The AD of BCIS gave an update on the adjunct email issues. She reported that IT is working on combining some email distribution lists in an effort to resolve the adjunct email issues. 	
Approval of ALT Minutes from 1/17/17	<ul style="list-style-type: none"> Minutes from the meeting held on 1/17/17 were approved. 	
Follow-up from previous ALT Minutes	<ul style="list-style-type: none"> The VP of AWD briefly followed up on Ashley Gei’s presentation about BCTC’s Career Development Services Center and the upcoming Career events she discussed at the previous meeting. The VP of AWD requested that everyone remind those in their areas about the nomination deadline for the 2016-17 Faculty and Staff Awards. The VP of AWD noted that Perkins professional development requests were due on January 27, 2017. The VP of AWD requested that recommendations be emailed to him by Friday, February 3, for the 3rd KCTCS Innovative Educator Academy (May 21-25, 2017). Dean Karen Mayo reminded members to provide the credentials required to teach in each area by Friday, February 10, and noted that Barbara Thomas had emailed a link to the document to update. The VP of AWD reminded everyone that FY2018 Perkins requests are due by February 20, 2017. Dean Mayo reviewed the policies on Faculty Teaching Load and Overload for Full-time Faculty. 	<p>The VP of AWD requested that everyone remind those in their areas about the nomination deadline for 2016-17 Faculty and Staff Awards.</p> <p>The VP of AWD requested that recommendations be emailed to him by Friday, February 3, for the 3rd KCTCS Innovative Educator Academy (May 21-25, 2017).</p> <p>Dean Karen Mayo reminded members to provide the credentials required to teach in each area by Friday, February 10, and noted that Barbara Thomas had emailed a link to the document to update.</p> <p>The VP of AWD reminded everyone that FY2018 Perkins requests are due by February 20, 2017.</p>
Goal Progress	<p>4 Annual Priorities</p> <ul style="list-style-type: none"> Dean Tammy Liles and the AD of AHNS gave a detailed report on the goal progress of their areas. Dean Liles said she was pleased to report that BCTC is teaming up with KCTCS to bring a nationally known speaker to the Newtown Campus for nursing instructor training March 24-25, 2017 in conjunction with the Changing Classroom Cultures Conference. She said that PN faculty need help 	

	<p>with writing test questions and that will be the focus of the training. She added that she would be presenting a session at the Changing Classroom Cultures Conference.</p> <ul style="list-style-type: none"> The AD of AHNS provided other details about the accomplishments of the Division. She reported that AHNS is putting more technology into classes by using clickers. She said that Biotech is working with three students who are doing research with faculty for a Career Pathway project. She reported that Dental Hygiene is working on a study during 2016-2017 and that Respiratory Care had a site visit in December of 2016. She said that Fire Science was approved to add an EMS-Paramedic AAS in December of 2016. She noted that all of the technical programs held advisory committee meetings during the Fall of 2016 and that Winchester wants an ADN Program. She said that Surge Tech would be expanding at Winchester and that Clark Regional Hospital is willing to help with space. She said another company, with a goal of hiring 60 new employees each semester and up to 400 over time, is interested in two BCTC programs, Biotech and Nursing. She said that Biotech is collaborating with Fermsolutions at Danville. She reported that AHNS is working with LFUCG in Lexington on a monitoring project. She said that AHNS is working with Wilderness Trace on a project. In addition, she noted that cereal boxes are being collected for another project. She said that Biology participated in BCTC Community Day in October and a Science Safari would be taking place in February with drones, robotic arms, and a walking toothbrush to be on display. She said that AHNS faculty would participate in a Career Fair and a Regional Science Olympiad during March of 2017. She said other activities of the Division included Cosmetology doing a makeover for job interviews and a free spa day for veterans. <p>Strategic Plan</p> <ul style="list-style-type: none"> Dean Liles and the AD of AHNS gave a detailed report on the progress of their areas as noted above. <p>AWD Goals</p> <ul style="list-style-type: none"> Dean Liles and the AD of AHNS gave a detailed report on the progress of their areas as noted above. <p>SEM Plan</p> <ul style="list-style-type: none"> Dean Liles and the AD of AHNS reported on the progress of their areas. 	
Load	<ul style="list-style-type: none"> The VP of AWD reported that an initial meeting of an Advising Workload Workgroup would be held on Friday, February 3, 2017, to talk about the significant need for advising, how advising affects financial aid, and how advising relates to performance funding and accountability. The VP of AWD briefly discussed the additional load for this year, and he stated that he planned to present information on how the additional load has been dealt with at Faculty Council on Friday. 	
Budget	<ul style="list-style-type: none"> The VP of AWD gave an update on FY2018 recurring and non-recurring budget requests. He said the Deans would be working with the ADs on FY2018 budget requests. When concluding his remarks on the budget, he noted that he would be following up with a few members to make needed changes. 	
Multistate Collaborative Initiative Update	<ul style="list-style-type: none"> Dean Rebecca Simms gave an update on the Multistate Collaborative Initiative. She noted that Tracy Knowles would be soliciting faculty volunteers and working with them to identify and submit at least 50 assignments for review from all areas. 	
Chamber of Commerce Workforce Summit Overview	<ul style="list-style-type: none"> Dean Simms reported that she attended a Chamber of Commerce Workforce Summit with the Dean of Workforce Development and the AD of Workforce Solutions. She gave a brief overview of the Summit and noted that area employers had identified the need for more apprenticeships. In addition, she discussed the importance of essential skills assessment and noted BCTC is investigating it. Then she shared information presented at the Summit about a useful website that contains Kentucky data. 	

List of Courses Open for Late Enrollment – 12 week	<ul style="list-style-type: none"> Dean Karen Mayo discussed the list of courses open for late enrollment (12 week), and she asked members to get that document back to her by Friday, February 3, 2017. 	Dean Karen Mayo discussed the list of courses open for late enrollment (12 week), and she asked members to get that document back to her by Friday, February 3, 2017.
Computer Issues in the Classroom at the Start of the Semester	<ul style="list-style-type: none"> Dean Mayo discussed computers issues in the classroom at the Cooper Campus that were reported by a Coordinator. She added that the Coordinator said the faculty member has the same issues every semester on the first day of class and that it has happened for at least the 7th consecutive semester. The VP of AWD requested that those with computer issues follow up with their ADs and IT. 	The VP of AWD requested that those with computer issues follow up with their ADs and IT.
Job Description – Professional Development Coordinator for Adjunct Faculty	<ul style="list-style-type: none"> Dean Mayo shared a job description for a Professional Development Coordinator for Adjunct Faculty. The VP of AWD added that the role would report to Dean Mayo. A brief discussion followed. The Ad of AHNS recommended that Dean Mayo add “collaborate with ADs” to the job description. Kausha Miller recommended adding a social component to the job description. When concluding the discussion, Dean Mayo asked if there were any other questions, comments, additions, or suggestions. 	
Course – Book Fees	<ul style="list-style-type: none"> Dean Mayo provided information about book fees for courses and explained the process for ADs and DOMs. She said that she wanted to clarify that Vicki Partin would be sending out a request for Summer course fees and that ADs need to send that information out starting February 8, 2017 with a due date of February 15, 2017. Dean Mayo said that if the course fee was not attached at that time, then a course fee could not be added. Also, she noted that if anyone provides book fee information for courses through the bookstore, the bookstore representative should email that person back and explain the process to the AD or faculty member who sends the book fee information. The VP of AWD suggested that the ADs email Vicki Partin and copy Becky Stephens and Julie Briggs if bookstore representatives make any book fee changes. 	Dean Mayo said that she wanted to clarify that Vicki Partin would be sending out a request for Summer course fees and that ADs need to send that information out starting February 8, 2017 with a due date of February 15, 2017.
12 week vs. 16 week – When to Open Escrow	<ul style="list-style-type: none"> Dean Mayo opened a discussion on when to open 12-week and 16-week classes in escrow. She noted that Vicki Partin would use her best judgement when making decisions about escrowed classes. The VP of AWD said that it had been discussed several times in ALT and that he feels the college should meet the needs of the current population of students. He noted that Vicki Partin would be able to open classes in escrow when needed. 	
Bellevue University	<ul style="list-style-type: none"> Dean Mayo reported the college has signed an agreement with Bellevue University, a college based in Omaha, Nebraska. She noted that Bellevue would accept every course BCTC offers with their 2-year programs. She said that Bellevue representatives would be visiting BCTC campuses. In addition, she said that Bellevue had inquired about doing a lunch and learn with BCTC administration and faculty. 	
Program Applicability	<ul style="list-style-type: none"> The AD of CHLSS inquired about training in Program Applicability and discussed it with ALT. The VP of AWD noted there are federal guidelines that must be followed. 	
Graduation Volunteers	<ul style="list-style-type: none"> The VP of AWD announced that he would email ALT and request that members email the faculty in their areas and invite them to volunteer at graduation. 	The VP of AWD announced that he would email ALT and request that members email the faculty in their areas and invite them to volunteer at graduation.
Division/Area Updates	<p>All divisions and areas</p> <ul style="list-style-type: none"> The Dean of Workforce Solutions reported that interviews would be held the following Friday for the campus assistant position at the Georgetown Campus. The AD of Workforce Solutions reported that several projects were under way and that Workforce Solutions is preparing to do bilingual testing. Dean Liles reported that UK printed 100 Pharm Tech brochures in partnership with the new program. 	

	<ul style="list-style-type: none"> • The AD of Humanities reported there were new reading and writing models and that professional development would be offered on the new models. • The AD of BCIS reported the Kentucky Community College Women in Computing organization is holding its 3rd KYCC-WiC Celebration March 30-31, 2017 at BCTC's Newtown Campus. She said that a Google representative would be speaking at the KYCC-WiC Celebration. She noted that the organization had been commissioned to do a study on women who are leaving the CS field. • The AD of CHLSS reported a committee would be meeting soon concerning the new criminal justice coordinator position. <p>Scheduled program updates</p> <ul style="list-style-type: none"> • There were no updates reported. <p>Professional Development</p> <ul style="list-style-type: none"> • The VP of AWD noted that CCCC 2017 would be held March 24-25 at the Newtown Campus and the Innovation Award would be presented during the conference. <p>Workgroup reports</p> <ul style="list-style-type: none"> • The Interim AD of Distance Learning gave a brief report on SDEM. He said that Aaron Akey had shared information that Governor Bevin had made public giving all Kentucky high school graduates the opportunity for scholarships to obtain two-year credentials for high-demand programs such as health care, AMT, and business starting in the Fall. The VP of AWD noted that he would forward the information that he received about it to ALT. 	
LET/Academic Council Updates	<p>LET</p> <ul style="list-style-type: none"> • The VP of AWD reported that LET would not meet during the current week. • The VP of AWD announced the next CAO meeting would be held February 7, 2017. <p>Academic Council</p> <ul style="list-style-type: none"> • The next meeting has been scheduled on February 3, 2017 at the Newtown Campus. 	
Woohoo Awards	<ul style="list-style-type: none"> • Pam Hatcher presented Woohoo Award to Kausha Miller to welcome her to ALT. • Jackie Wiseman gave the other Woohoo Award to Laura Lynch for her work on organizing the Coordinator meeting. 	
Upcoming Deadlines	<p style="text-align: center;">Academics Leadership Team Calendar</p> <p>January</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</p>	

	<p>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. 14 Vicki Partin sends 2nd proof of the Fall 2017 class schedule to ALT</p> <p>Feb. 15 A final written recommendation for coordinator positions will be submitted by the appropriate Academic Dean to the Academic VP.</p> <p>Feb 15 ALT returns list of Summer 2017 classes with bookstore course fees</p> <p>Feb. 17 ALT members return final proof of the Fall 2017 class schedule to Vicki Partin</p> <p>Feb. 17 Division meetings</p> <p>Feb. 17 All Spring syllabi are to be filed on the server</p> <p>Feb. 20 Academic Holiday (President's Day)</p>	
Adjournment	Meeting was adjourned at 4:05 p.m.	
Next Meeting(s)	Tuesday, February 14, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Karen Mayo	