

Academics Leadership Team Meeting Minutes		
Date: February 14, 2017 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Karen Mayo 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): James Kolasa		
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 a movie clip of <i>Sully</i>. A discussion about leadership followed. 	
Essential Agenda Additions	<ul style="list-style-type: none"> The Dean of Academic Support gave an update on the Multistate Collaborative Initiative. She said they would be looking for classes and assignments that fit the sampling plan. When concluding, she said that she would forward an email to ALT concerning the Multistate Collaborative Initiative. The AD of CHLSS gave an overview of the Global Learning and Equity Project Team. He noted that Erin Howard is the team leader and that he is a team member. He said the team's charge is to create a comprehensive set of services related to supporting global learners to support 21st century learners. He added that the team has nine specific objectives. He said the team would like to have a Global Learning Center that would be modeled on the First Year Center with successful second year students mentoring new students. Other needs the group identified included tutors for ESL students, more foreign language courses, more cooperation with Multiculturalism and Inclusion, and advising to meet the specific needs of veterans. He noted that he has been asked to teach a history class for ESL students. When concluding, he mentioned that Sarah Galvin, Becky Womack, and Colleen Merrill would be doing a presentation on "Supporting International and ESL Students" at the 2017 Changing Classroom Cultures Conference. Dean Tammy Liles reported that in the Academics and Workforce Development Policies and Procedures on the list of the Maximum Course Capacity Guidelines, the caps are based upon the level of automation. She noted the document had been updated to reflect the level of automation. The VP of AWD requested that nominations be submitted to Linda Faul for the KCTCS All-Academic Team by Wednesday, February 15. 	<p>The Dean of Academic Support said that she would forward an email to ALT concerning the Multistate Collaborative Initiative.</p> <p>The VP of AWD requested that nominations be submitted to Linda Faul for the KCTCS All-Academic Team by Wednesday, February 15.</p>
Approval of ALT Minutes from 1/24/17	<ul style="list-style-type: none"> Minutes from the meeting held on 1/24/17 were approved. 	
James Kolasa, Guest	<ul style="list-style-type: none"> The VP of AWD introduced James Kolasa, a Professor in the Computer and Information Technologies Department at BCTC. Then James displayed the BCTC course data that he compiled from Spring 2013 to the current semester and analyzed enrollment by subject and location. Afterwards the VP of AWD discussed putting together success rates of classes offered to gain an understanding of approaches in teaching. A lengthy discussion followed about success and the importance of it being clearly defined from course and program completion to the variables such as inconsistency in grades such as MPs and Ws. After the discussion, the VP of AWD thanked James for presenting the data. 	
Follow-up from previous ALT Minutes	<ul style="list-style-type: none"> The VP of AWD encouraged members to remind those in their areas about the nomination deadline for the 2016-17 Faculty and Staff Awards. The VP of AWD noted that he had received nominations for the 3rd KCTCS Innovative Educator Academy (May 21-25, 2017) and asked if there were any other nominations. 	The VP of AWD encouraged members to remind those in their areas about the nomination deadline

	<ul style="list-style-type: none"> • Dean Karen Mayo discussed the credentials required to teach in each area and asked that anyone who needed to submit information do so as soon as possible. • The VP of AWD reminded members that February 20, 2017 is deadline for FY2018 Perkins requests. 	<p>for the 2016-17 Faculty and Staff Awards.</p> <p>Dean Karen Mayo discussed the credentials required to teach in each area and asked that anyone who needed to submit information do so as soon as possible.</p> <p>The VP of AWD reminded members that February 20, 2017 is deadline for FY2018 Perkins requests.</p>
Technology Workshop – February 17, 2017	<ul style="list-style-type: none"> • The Interim AD of Distance Learning announced that a Technology Workshop was scheduled for February 17, 2017 from 8:30 a.m. to 11:50 a.m. at the Newtown Campus. He said there would be a total of nine sessions with three sessions offered each hour for three hours. He reported that he would be presenting along with Clovis Perry and three presenters from KCTCS. He noted that thirty-five participants had signed up for the training and that walk-ins were welcome. When concluding, he said that he had emailed the information about the Technology Workshop to all faculty. 	The Interim AD of Distance Learning announced that a Technology Workshop was scheduled for February 17, 2017 from 8:30 a.m. to 11:50 a.m. at the Newtown Campus.
Division Meetings	<ul style="list-style-type: none"> • The items listed below were identified as topics for the upcoming Division meetings. March 1, 2017 deadline for PPEs Workload Priority Registration and Advising Mandatory Placement – Throw away all old information and download the information from Kausha Miller or look on Advisor Quick View for the new information on Mandatory Placement. All Faculty email concerning Mandatory Placement Update Career Fair March 1, 2017 Distance Learning Business Model Changing Classroom Cultures – March 24-25, 2017 Coordinator Announcements Leadership Positions First Fall Division Meeting – Fall Kick-off – August 4, 2017 Academic Bootcamp 	
Division/Area Updates	<p>All divisions and areas</p> <ul style="list-style-type: none"> • The AD of CHLSS reported that he has worked with Leon Lane on a project to design a tool through OneDrive to streamline scheduling for Coordinators and ADs. • The VP of AWD reported that AD of Workforce Solutions presented to LET and did an excellent job of providing information about the real outcomes and impact of Workforce Solutions. He said that he would like for her to present to ALT on Career Pathways. • The Ad of BCIS discussed different transfer options with campus visitors recently. • The Dean of Workforce Development reported that since the new Georgetown Campus opened, it has been solidly booked with tours and guests. She noted that she asked a group of high school students what their thoughts were after touring the campus. She said that they said it completely changed their ideas about college and that the brand new campus appeared to be on the cutting edge of technology. 	

	<ul style="list-style-type: none"> • In addition, the Dean of Workforce Development reported the Lieutenant Governor of Kentucky was scheduled to tour the campus during the current week and the Wall Street Journal would be taking a tour during the upcoming week. • The Dean of Workforce Development invited those who have not visited to stop by Georgetown. • The VP of AWD noted the Dean of Workforce Development is serving as Campus Director, too. She said that she could not do it without the AD of AMT. He said that it is challenging, but rewarding. They asked members to spread the word about Gen Eds being taught at the new Georgetown Campus. <p>Scheduled program updates</p> <ul style="list-style-type: none"> • The VP of AWD reported that a group met with Vice Principal Matt Moore in Jessamine County and talked with him about BCTC's programs. <p>Professional Development</p> <ul style="list-style-type: none"> • Dean Mayo reminded members that CCCC 2017 and the NCLEX-Style Test Writing Workshop for Nursing Instructors would be held March 24-25 at the Newtown Campus. • The VP of AWD noted that van drivers would be needed both days to transport conference participants to the Megowan Building Gym for the sessions with the keynote speakers. <p>Workgroup reports</p> <ul style="list-style-type: none"> • SDEM – The Interim AD of Distance Learning reported that the Distance Learning Business Model was discussed at the last meeting. He added that the travel ban was discussed as it has affected some of BCTC's international students. He said the next meeting would be held on February 23, 2017. 	
Goal Progress	<p>4 Annual Priorities</p> <ul style="list-style-type: none"> • There were no updates reported. <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 reported that a great deal of time had been spent talking about the budget during LET, and he noted the budget would be tight in the upcoming academic year. After being asked if the college is in a better financial position, he said there are a lot of unknowns around the corner with Performance-Based Funding, Dual Credit, the compensation study, the transition to a new building, supplies, and construction. The AD of Workforce Solutions noted that one positive for BCTC might be the new Kentucky Work Ready Skills Initiative that begins in August 2017. She added that KHEAA already has information about it on their website. • The VP of AWD gave an overview of the CAO meeting held on February 7, 2017. Based on college reaction to the Distance Learning Business Model and the CBE delivery model, he said that KCTCS would be putting together a faculty group to discuss it. He noted that BCTC's representative would be Melanie Williamson, the AD of BCIS. 	

	<p>Academic Council</p> <ul style="list-style-type: none"> The next meeting has been scheduled on March 3, 2017. 	
Woohoo Awards	<ul style="list-style-type: none"> Kausha Miller presented a Woohoo Award to Dean Rebecca Simms for all of the work she has done. Laura Lynch gave the other Woohoo Award to Dean Tammy Liles for helping students navigate. 	
Upcoming Deadlines	<p style="text-align: center;">Academics Leadership Team Calendar</p> <p>February</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> <p>Feb. 24 Registrar's Office posts PDFs of the Summer and Fall 2017 class schedules for priority registration</p> <p>March</p> <p>Mar. 1 Faculty PPEs due to Assistant Deans</p> <p>Mar. 1 Final date for College Advisory Committee on Promotion to submit recommendations on Full Professor level to President Julian for her review</p> <p>Mar. 1 Academic Credentials Verification Process</p> <p>Mar. 1 Final date for College Advisory Committee on Promotion to submit recommendations on Assistant level to President Julian for her review</p> <p>Mar. 1 Start of priority registration for Summer/Fall 2017 for currently enrolled students</p> <p>Mar. 1 Final date for College Advisory Committee on Promotion to submit recommendations on Associate level to President Julian for her review</p> <p>Mar. 3 Cancellation of Spring II 8-Week Classes</p> <p>Mar. 3 Faculty Council meeting 1:30-3:30, Newtown Campus</p> <p>Mar. 6 Spring II 8-week classes begin</p> <p>Mar. 8-9 Spring II 8-week registration continues only for faculty-approved classes</p> <p>Mar. 9 Spring II syllabi are to be filed on the server</p> <p>Mar. 13-19 Academic Holidays (Monday-Sunday, Spring Break)</p>	
Adjournment	Meeting was adjourned at 4:00 p.m.	
Next Meeting(s)	Tuesday, February 21, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Ralph Potter	