

<b>Academics Leadership Team Meeting Minutes</b>		
Date: February 21, 2017 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Ralph Potter Recorder: Barbara Thomas
Present: Tammy Liles, Kevin Dunn, Jackie Wiseman, Greg Feeney, Rebecca Simms, Melanie Williamson, Steve White, Karen Mayo, Angie King, Ralph Potter, Laura Lynch, Kausha Miller, Pam Hatcher, Yasemin Congleton		
Guest(s):		
<b>Agenda/Issue</b>	<b>Discussion</b>	<b>Action</b>
Welcome	<ul style="list-style-type: none"> <li>Members were welcomed to the meeting.</li> </ul>	
Leadership Highlight	<ul style="list-style-type: none"> <li>After the facilitator gave an overview of the leadership highlight and explained how it could apply to all leadership roles, he invited the other ALT members to share their thoughts on it.</li> </ul>	
Essential Agenda Additions	<ul style="list-style-type: none"> <li>The AD of Humanities asked the Dean of Academic Support about the Coordinator of General Education position and the number of coordinators that would be appointed since the description stated “six course reassignment each semester divided among coordinators.” Dean Simms said there was some flexibility to allow for co-coordinators with the course reassignment divided among coordinators if there was interest in that.</li> <li>Dean Karen Mayo announced that the ALT PD scheduled on February 23, 2017 would be cancelled, and she said that a cancellation notice would be sent.</li> <li>The VP of AWD announced that Deb Catlett and Jane Goatley would attend ALT on March 21, 2017, and provide information about supervision and the hiring process. He asked members to email him if there were any specific questions for them.</li> </ul>	<p>Dean Karen Mayo announced that the ALT PD scheduled on February 23, 2017 would be cancelled, and she said that a cancellation notice would be sent.</p> <p>The VP of AWD asked members to email him if there were any specific questions for Deb Catlett and Jane Goatley on March 21st about supervision and the hiring process.</p>
Approval of ALT Minutes from 1/31/17	<ul style="list-style-type: none"> <li>Minutes from the meeting held on 1/31/17 were approved as amended.</li> </ul>	
Follow-up from previous ALT Minutes	<ul style="list-style-type: none"> <li>Dean Tammy Liles reported that the Maximum Course Capacity Guidelines had been updated and would be posted on the BCTC website.</li> <li>The Interim AD of Distance Learning reported that the Technology Workshop held February 17, 2017 at the Newtown Campus went well with a total of 101 participants in the three sessions.</li> <li>ALT members provided feedback on the Division meetings that were held on February 17, 2017. It was reported that the faculty appreciated President Julian providing the opportunity to attend the all faculty/staff meeting by Skype. The VP of AWD stated that more information would be coming on the goals that President Julian discussed during the meeting. The Interim AD of AMT reported there was a question about syllabus requirements for co-requisites during the AMT meeting, and a short discussion about co-requisites followed. The AD of Humanities said the Humanities Division was concerned about the Distance Learning Business Model. Kausha Miller noted that BCTC’s resolution had been submitted. A brief discussion followed.</li> </ul>	
Work Ready Kentucky Scholarship Program	<ul style="list-style-type: none"> <li>The AD of Workforce Solutions gave an overview of the Work Ready Kentucky Scholarship Program and shared a link to KHEAA’s website that provided the scholarship information. She noted that the five high-demand workforce sectors qualifying for 2017-2018 would be health care, advanced manufacturing, transportation/logistics, business services/IT, and construction. The Dean of Academic Support said that faculty and staff advisors need to be aware of the information about the Work Ready Kentucky Scholarship Program and the college needs a marketing campaign. The VP of AWD requested that Laura Lynch follow up with BCTC’s Vice President of Advancement and</li> </ul>	

	Organizational Development concerning the scholarship program. Dean Tammy Liles noted that she would discuss the scholarship program with the Career Pathways Project Team.	
Mike McMillen Team Award	<ul style="list-style-type: none"> <li>The AD of Humanities presented a draft nomination for the Mike McMillen Team Award. A brief discussion followed, and the draft was approved to be submitted.</li> </ul>	
Peer Evaluations	<ul style="list-style-type: none"> <li>Dean Karen Mayo announced that peer evaluations had opened and would remain open until March 7, 2017 at midnight. She asked members to remind faculty in their areas to go online and complete the peer evaluations.</li> </ul>	Dean Karen Mayo announced that peer evaluations had opened and would remain open until March 7, 2017 at midnight. She asked members to remind faculty in their areas to go online and complete the peer evaluations.
Division/Area Updates	<p><b>All divisions and areas</b></p> <ul style="list-style-type: none"> <li>The AD of CHLSS reported that George Herring, a scholar on the Vietnam War, would be doing a presentation at the Cooper Campus Auditorium on March 1, 2017 from 3 to 4 p.m. He said that parking would be off control and that he would send everyone a flyer about it.</li> <li>The AD of Humanities reported that BCTC would be co-hosting a session on immigration and that an attorney would be presenting. She said that she would forward the information about it to ALT.</li> <li>Dean Karen Mayo gave an update on an advising workgroup. She explained that in the past during the late registration periods in August and January all resources have been brought to Newtown for a three-day period of advising. After discussing it, the consensus of the workgroup was that dedicating those three days at Newtown is not the best use of resources. She said that students need faculty advising at other times besides those days. She referred to an advising model and said there were advising needs around finals week and after the semester is over. She said that consideration has been given to moving some advising from August and/or January to May at the end of the semester or the week after finals. When concluding, Dean Mayo said the workgroup is looking at advising overall to find out specific advising needs as they move forward. A brief discussion followed.</li> <li>The AD of BCIS announced that the Kentucky Community College Women in Computing (KYCC-WiC) Celebration would be held March 30-31, 2017 at the Newtown Campus.</li> <li>The AD of Workforce Solutions reported that a Medical &amp; Life Science Career Fair would be held March 1, 2017 at the Leestown Campus.</li> <li>The AD of Humanities announced that BCTC's Theatre was presenting Green Day's <i>American Idiot</i> at the Downtown Arts Center in Lexington with shows scheduled <a href="#">March, 30, 31 and April 1 and until April 2, 2017</a>.</li> <li>The AD of AHNS reported that seventy-five children attended an event at the Newtown Campus on February 18, 2017.</li> <li>The AD of Mathematics and Statistics said that her Division held a discussion about overloads and decided that anyone teaching a double overload would be teaching the class in person.</li> <li>The Interim AD of Nursing reported that a new faculty member was hired to teach in Lawrenceburg.</li> </ul> <p><b>Scheduled program updates</b></p> <ul style="list-style-type: none"> <li>The Dean of Workforce Development reported that it would be Legislative Day for AMT students in Frankfort on February 23, 2017. She provided an overview of the day and said that students would be asking questions about legislation pertaining to jobs and talking with the BCTC legislative interns.</li> </ul> <p><b>Professional Development</b></p>	The VP of AWD asked members to encourage those in their areas to sign up for Changing Classroom Cultures by the March 10th deadline, which would be before Spring Break. He noted that van

	<ul style="list-style-type: none"> <li>The VP of AWD announced that registration was open for the Changing Classroom Cultures Conference (CCCC). He said that a nursing workshop had been added this year in conjunction with CCCC and would be held at the Megowan Building. He said that it might be good to focus on one academic area every year. He asked that members encourage those in their areas to sign up for the conference by the March 10th deadline, which would be before Spring Break. He noted that van drivers would be needed for CCCC.</li> </ul> <p><b>Workgroup reports</b></p> <ul style="list-style-type: none"> <li>The Dean of Academic Support reported that a subgroup of the Business and Finance Work Group had met and that Lisa Bell had requested that she bring back to the table a list of all courses that need course fees assigned to them. She noted that KCTCS has a list of allowable fees. Dean Mayo pointed out that the additional course fee charge was not the course fee for textbooks. Dean Simms said the additional course fees need to be identified to determine whether they are allowed. Dean Hatcher added that it is important to have the information during budget planning. Dean Simms noted that the list would be presented to the KCTCS Board of Regents. When concluding, Dean Simms said that she would send ALT the list of allowable course fees that Lisa Bell had provided.</li> </ul>	<p>drivers would be needed on both days of the conference.</p> <p>Dean Simms said that she would send ALT the list of allowable course fees that Lisa Bell had provided.</p>
Goal Progress	<p><b>4 Annual Priorities</b></p> <ul style="list-style-type: none"> <li>Dean Karen Mayo requested that the goals spreadsheet be updated by February 23, 2017.</li> </ul> <p><b>Strategic Plan</b></p> <ul style="list-style-type: none"> <li>There were no updates reported.</li> </ul> <p><b>AWD Goals</b></p> <ul style="list-style-type: none"> <li>There were no updates reported.</li> </ul> <p><b>SEM Plan</b></p> <ul style="list-style-type: none"> <li>There were no updates reported.</li> </ul>	<p>Dean Karen Mayo requested that the goals spreadsheet be updated by February 23, 2017.</p>
LET/Academic Council Updates	<p><b>LET</b></p> <ul style="list-style-type: none"> <li>The VP of AWD reported that the majority of the LET meeting was spent talking about the budget.</li> <li>He noted that President Julian had requested that Project Teams present at the APT retreat.</li> <li>He reported that the recent Perkins audit that went well.</li> </ul> <p><b>Academic Council</b></p> <ul style="list-style-type: none"> <li>The next meeting has been scheduled on March 3, 2017.</li> </ul>	
Woohoo Awards	<ul style="list-style-type: none"> <li>Tammy Liles presented a Woohoo Award to Barbara Thomas for her work on the NCLEX Workshop and making arrangements for statewide participants and a nationally known speaker.</li> <li>Rebecca Simms gave the other Woohoo Award to Barbara Thomas for her support and her work on the Changing Classroom Cultures Conference arranging for a nationally known speaker and sponsors.</li> </ul>	
Upcoming Deadlines	<p style="text-align: center;"><b>Academics Leadership Team Calendar</b></p> <p><b>February</b> Feb. 24 Registrar's Office posts PDFs of the Summer and Fall 2017 class schedules for priority registration</p> <p><b>March</b> Mar. 1 Faculty PPEs due to Assistant Deans</p>	

	Mar. 1	Final date for College Advisory Committee on Promotion to submit recommendations on Full Professor level to President Julian for her review	
	Mar. 1	Academic Credentials Verification Process	
	Mar. 1	Final date for College Advisory Committee on Promotion to submit recommendations on Assistant level to President Julian for her review	
	Mar. 1	Start of priority registration for Summer/Fall 2017 for currently enrolled students	
	Mar. 1	Final date for College Advisory Committee on Promotion to submit recommendations on Associate level to President Julian for her review	
	Mar. 3	Cancellation of Spring II 8-Week Classes	
	Mar. 3	Faculty Council meeting 1:30-3:30, Newtown Campus	
	Mar. 6	Spring II 8-week classes begin	
	Mar. 8-9	Spring II 8-week registration continues only for faculty-approved classes	
	Mar. 9	Spring II syllabi are to be filed on the server	
	<b>Mar. 13-19</b>	<b>Academic Holidays (Monday-Sunday, Spring Break)</b>	
Adjournment	Meeting was adjourned at 3:40 p.m.		
Next Meeting(s)	Tuesday, February 28, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Kevin Dunn		