

Academics Leadership Team Meeting Minutes		
Date: February 28, 2017 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Kevin Dunn 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): Vicki Partin		
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 the leadership highlights, an article that appeared in the New York Times titled “Are College Lectures Unfair?” and written by Annie Murphy Paul, and a TedEd video lesson by Charlene deGuzman titled “I Forgot My Phone.” The members discussed the article and the video and provided feedback about them. The facilitator noted that active learning is a good teaching method, and he said that most could identify with the video. 	
Essential Agenda Additions	<ul style="list-style-type: none"> The Dean of Academic Support gave a brief overview of the process for credentials and referred to the policy on it in the BCTC Policy and Procedures. She said the college needs all credentials for full-time and part-time faculty from all colleges/universities they have attended. She said the ADs and Deans would review the credentials on file in hard copy. She requested that ADs and Deans schedule a time with Karen Dearborn. The AD of AHNS asked whether or not the files of those who are not currently employed need to be reviewed. In response, the Dean of Academic Support said that SACS asks for faculty files from the previous academic year and the college’s credentials process and policy should be followed. The Dean of Academic Support said that she would recommend that those with specific questions write them down and bring them back to ALT. When concluding, the Dean of Academic Support noted that BCTC would have an on-site SACS visit in 2020. 	
Approval of ALT Minutes from 2/14/17 and 2/21/17	<ul style="list-style-type: none"> Minutes from the meeting held on 2/14/17 were approved as amended and the minutes from 2/21/17 were approved. 	
Vicki Partin, Guest – Scheduling	<ul style="list-style-type: none"> The VP of AWD welcomed Vicki Partin to the ALT meeting to discuss scheduling. She began by talking about the Higher Education Scheduling Index (HESI) and key metrics that can be used to balance efficiency and student course access. She said that enrollments are updated each week and on some of the HESI dashboards information about overloads is included. She provided information about additions, reductions, and eliminations. She said those who work with scheduling had met with ASTRA representatives to provide information and criteria so that data would be as accurate as possible. She noted there are many other helpful report tools that ASTRA has to offer. She added that she would be attending a regional training where ASTRA Platinum would be demonstrated. She said that BCTC is already doing much of what is being discussed during training and regional meetings. She said, for example, BCTC has been analyzing the numbers and using historical data. She said that optimum is 85% overall capacity and BCTC is aiming higher than that. She said that BCTC has been trying to make a schedule with a more customer focused approach that meets students’ needs and offers what students want. She noted that BCTC could use some improvement with the tiered class cancellations and that inactive sections need to be removed. She said that scheduling success depends on accurate caps and enrollment numbers and suggested putting it on the calendar to reset caps on certain dates. She added that recommendations and monitoring the schedule are essential to having success. The VP of AWD noted that the Deans look at the list that Vicki distributes, follow up with their areas, and get back to Vicki. Afterwards Vicki suggested putting together a Scheduling Review Team/Committee that would have the authority to be a decision making body for scheduling. The VP of AWD said that he feels the scheduling authority should be at the AD level and that a checklist could 	

	<p>be developed for AD use. Dean Mayo asked Vicki to create a checklist. A discussion followed about different approaches to scheduling. Vicki said that a BCTC regional campus meeting was held to create a more student friendly schedule. The Interim AD of Distance Learning asked about renaming online classes since there have been several issues with them. In response, the VP of AWD said there were related issues in PeopleSoft with online classes. The VP of AWD suggested that an approach to consider might be doing scheduling reviews in ALT so that others could hear the questions, action could be taken, and everyone could learn from each other throughout the process. When concluding, the VP of AWD said that Academics is focusing on the scheduling challenges in order to do an even better job of scheduling. He thanked Vicki for providing the scheduling information and said that she would be invited back after Spring Break to review the checklist.</p>	
Follow-up from previous ALT Minutes	<ul style="list-style-type: none"> • Dean Karen Mayo noted that peer evaluations would remain open until March 7, 2017 at midnight. • Dean Mayo reminded everyone they need to have the goals spreadsheet updated and to their Dean. 	
Overloads in Summer	<ul style="list-style-type: none"> • The AD of Humanities stated that ALT had talked about faculty workloads and overloads. She said the Humanities Division has a unique situation for the Summer that she would like to discuss. The VP of AWD stated the general rule is for faculty to teach two classes per term in the Summer. He noted there are exceptions. He said an example of an exception would be if the college could not find anyone to teach a class. A discussion followed. After the discussion, the VP of AWD stated that all exceptions would need to be discussed with the area Dean and him before being approved. 	
Summer I Evening Courses	<ul style="list-style-type: none"> • Dean Karen Mayo announced that BCTC would be piloting a small group of Summer classes in the evening at Leestown in Building A. She said that since registration would be starting, she wanted to make everyone aware of it. 	
Summer AD	<ul style="list-style-type: none"> • The VP of AWD asked the AD of Humanities to provide an overview of Summer AD responsibilities at the Newtown Campus. The AD of Humanities provided a detailed overview and said that it was busy last Summer from the time she arrived at Newtown until she left for the day. She said the main responsibilities were making sure the syllabi were on the “S” drive, approving and signing contracts, advising and doing SAP appeals, and contacting instructors for various needs. In Summer I, she said that another focus was Summer II class scheduling and some Fall II scheduling. In Summer II, it was mainly Fall class scheduling she said. She suggested that the Summer AD request office space on the 2nd floor near Ginger Porter, the Division Office Manager who would be working closely with the Summer AD and very instrumental with all of the work. The VP of AWD noted there would be a master schedule for Summer. When concluding, the AD of Humanities said that Coordinators should send their instructions before the Summer sessions begin to provide guidance. The VP of AWD thanked the AD of Humanities for providing the overview and said that a description would be sent out. He said the description would provide for one person for Summer I and one person for Summer II for the six-week terms. However, he said the same person could do both Summer I and Summer II. 	The VP of AWD said that a Summer AD description would be sent out.
Promotion	<ul style="list-style-type: none"> • The VP of AWD asked members to celebrate with and support those who have gone up for promotion, and he reminded members there is a process for appeal. He noted that Ryan Kelly would be a guest at the upcoming ALT meeting to provide general feedback. 	
Courses to Offer Once a Year	<ul style="list-style-type: none"> • Dean Karen Mayo said that she had received feedback on the document she sent to everyone and that she would be sending it to Vicki Partin on March 1, 2017 for to her to update. She reminded everyone to use the updated document when scheduling classes. 	Dean Mayo said that she would be sending the document on courses to offer once a year to Vicki Partin on March 1, 2017 for to her to update, and she reminded everyone to use the updated document when scheduling classes.

Division/Area Updates	<p>All divisions and areas</p> <ul style="list-style-type: none"> • The AD of Mathematics and Statistics reported that nine faculty members attended KYMATYC, and it was noted that corequisites were discussed at KYMATYC. • The AD of Humanities reported that she had sent ALT information that was published on the Distance Learning Business Model. It was noted that other KCTCS colleges are writing resolutions. • The AD of AHNS announced that the Science Olympiad would be held on March 4, 2017. • The AD of CHLSS reported that Karen Gauthier would be doing a project on oldest sisters with Carnegie and James Goode. • The Dean of Academic Support announced the Skills USA Regional Competition would be held March 3, 2017 at Eastside Technical Center. She added that volunteers were needed for judging. • The AD of Workforce Solutions announced that a Career Fair would be held March 1, 2017 from 10 a.m. to 1 p.m. at the Leestown Campus. • The AD of BCIS reported that in Fall 2017 Clovis Perry would be piloting GEO 130 at the Danville and Lawrenceburg campuses. The AD of CHLSS noted that GEO 130 counts as a science. <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 announced that registration was open for CCCC and the NCLEX Workshop for nursing instructors. He noted there would be two outstanding keynote speakers at CCCC this year. <p>Workgroup reports</p> <ul style="list-style-type: none"> • There were no updates reported. 	
Goal Progress	<p>4 Annual Priorities</p> <ul style="list-style-type: none"> • Dean Mayo reminded everyone they need to have the goals spreadsheet updated and to their Dean. <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 President Julian would be discussing Wildly Important Goals at APT. • He noted that conversations about access to buildings are ongoing since class schedules are being designed to meet the needs of students and industry partners such as scheduling a class at 3 a.m., for example. He noted that administration is working to move most services to Newtown and that generally from midnight to 6 a.m. no one would be allowed in buildings. <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"> • Barbara Thomas presented a Woohoo Award to Dean Karen Mayo for her support to Academics. • Barbara Thomas presented another Woohoo Award to Dr. Greg Feeney for his work on budgeting. 	

Upcoming Deadlines	Academics Leadership Team Calendar		
Adjournment	Meeting was adjourned at 4:15 p.m.		
Next Meeting(s)	Tuesday, March 7, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Jackie Wiseman		

March

- Mar. 1 Faculty PPEs due to Assistant Deans
- 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

Mar. 13-19 Academic Holidays (Monday-Sunday, Spring Break)