

Academics Leadership Team Meeting Minutes		
Date: March 7, 2017 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Jackie Wiseman 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): Ryan Kelly, Mike Franklin		
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 highlight, "5 Disney Clips That Showcase Leadership Qualities," by Jillian Sheedy and published by TeamBonding. Then she asked members to share their thoughts about the leadership qualities they observed in the clips. 	
Essential Agenda Additions	<ul style="list-style-type: none"> The AD of CHLSS reported there was a good turnout for George Herring's presentation at the Cooper Campus on March 1, 2017. Dean Mayo asked members to remind those in their areas who are taking time off work during Spring Break to turn in an absence form. In addition, Dean Mayo announced that supervision PD training would be held March 21, 2017 during the first 30 minutes of the ALT meeting. 	Dean Mayo announced that supervision PD training would be held March 21, 2017 during the first 30 minutes of the ALT meeting.
Approval of ALT Minutes from 2/28/17	<ul style="list-style-type: none"> Minutes from the meeting held on 2/28/17 were tabled until the next meeting. 	
Ryan Kelly, Guest Promotion	<ul style="list-style-type: none"> The VP of AWD welcomed Ryan Kelly to the meeting. Ryan, chair of the College Advisory Committee on Promotion, gave a brief overview of the promotion process and commended the committee for doing a great job. Then the VP of AWD discussed training for the upcoming promotion cycle. He noted that an orientation would be planned for the committee. He added that he and the Deans would be able to participate in the orientation. Afterwards Ryan inquired about doing a presentation at the Changing Classroom Cultures Conference, and he said that he would submit a proposal for consideration. The VP of AWD thanked Ryan for presenting at ALT and reminded members to celebrate with and support those in their areas who went up for promotion. 	
Mike Franklin, Guest Perkins	<ul style="list-style-type: none"> The VP of AWD welcomed Mike Franklin to the meeting. Mike gave a detailed overview of the Perkins funding process and provided examples. He said the Deans would be contacting ADs about Perkins requests. He noted that once a plan has been put together it goes to KCTCS for review, and it might require additional information. He added that a plan might even make it to the Kentucky Department of Education and still require more information. He said the next step would be to fine tune the plan. He said, for example, justification might be needed for an IT related item. If a plan has been approved, he said the AD has to provide him with a Planned Use of Funds Form (PUFF), a local requirement. He reminded members they are required to send in the PUFF in order to receive the funding. He noted that all PD funds would go into one fund in FY2018 and that anyone wanting to use those funds would still go through the formal application process. The VP of AWD thanked Mike for presenting at ALT. 	
Follow-up from previous ALT Minutes	<ul style="list-style-type: none"> The VP of AWD gave an overview of the Summer AD position at Newtown for the two terms, Summer I and Summer II. He said the Summer AD hours would be Monday through Thursday from 9 a.m. to 4 p.m., and the Summer AD would need to be available Fridays on orientation days. He noted that orientations were scheduled at Cooper due to space availability. The AD of Academic Support said that parking at Cooper would be off control during orientation. The VP of AWD added that Ginger Porter would be the DOM lead at Newtown and another DOM would need to fill in at her desk when she is out for vacation. He noted the Summer AD position includes every Division except 	The VP of AWD requested that ADs interested in a Summer AD position email their Dean by Friday, March 10, 2017.

	<p>Nursing and AMT. For Summer I and Summer II, he said that Ralph Potter would serve as AD at Georgetown and Kevin Dunn would serve as AD for Distance Learning. He said that the LRC would only be open at Newtown, Tutoring would only be available at Newtown with a few exceptions, and Testing would be centralized at Leestown except for testing days during Summer I and Summer II. He noted that LRC faculty would be doing SAP appeals and advising during Summer. He added that Coordinators and ADs should be available during the month of May unless they are on vacation, and they would post Summer I syllabi. Then VP of AWD requested that ADs interested in a Summer AD position email their Dean by Friday, March 10, 2017.</p> <ul style="list-style-type: none"> • Dean Karen Mayo reported that the information about Courses to Offer Once a Year have been turned in to Vicki Partin and DeAnna Pelfrey. 	
Essential Skills Update	<ul style="list-style-type: none"> • The Dean of Academic Support and Dean Mayo discussed essential skills for job readiness with ALT. They talked about the presentation that was made to ALT a couple of months ago concerning it. Dean Mayo said that she had sent out PAN Am I Job Ready for review, but no students signed up and only 11 faculty or staff registered. She said that she thinks it is a valuable tool and noted that 1,000 uses are available through KCTCS until the end of July. The Dean of Academic Support stated that the Kentucky Essential Skills tool through the Career Center is free and there is no limitation on it. Dean Mayo said they would like to get feedback on both of the tools because the college may be evaluated on essential skills and job ready skills in the future. A discussion followed about the possibility of asking the FYE Advisory Group, the FYE Coordinator, and the FYE faculty how essential skills tools might enhance FYE classes. The Dean of Workforce Development inquired about how it could help business and industry to connect essential skills and job readiness. The Dean of Academic Support noted there is a Kentucky Essential Skills Certificate (KESC). 	
Graduation	<ul style="list-style-type: none"> • The VP of AWD announced that graduation would be held at the Frankfort Convention Center on Sunday, May 7, 2017, at 4:00 p.m. He said the Graduation Awards and Recognition (GAR) reception would be held before graduation beginning at 1:30 p.m. and that everyone is welcome. He said that a program would be held from 2:00 to 3:00 p.m. A discussion about graduation followed. ALT decided to form a Graduation Workgroup with a faculty representative from each Division. 	ALT decided to form a Graduation Workgroup with a faculty representative from each Division.
Division/Area Updates	<p>All divisions and areas</p> <ul style="list-style-type: none"> • The Interim AD of Distance Learning reported that peer teams are talking about KYVC and how it could be streamlined. He added that the Faculty Senate Council wanted to create an ad hoc committee on the Distance Learning Business Model. • The AD of AHNS reported that Pharm Tech held an advisory committee meeting and more than 15 turned out for it. She added that the Science Olympiad was held at Newtown on March 4, 2017 and that Biotechnology has 3 students doing internships. • The AD of Workforce Solutions reported the Career Fair held at Leestown on March 1, 2017 was a huge success. • The AD of CHLSS noted that 50 people or more attended George Herring's presentation at Cooper. • The Dean of Academic Support announced that Robert Campbell would be starting work with BCTC the following week as the Library and Tutoring Center Director. • The Dean of Workforce Development announced that Hillary Moran began work with BCTC on March 1, 2017 as the Georgetown Campus Assistant. • Kausha Miller announced that Advisor Quickview has been updated for Mandatory Placement. • The AD of Humanities reported that it appears students are placing 20% higher on Wonderlic than on Compass. The AD of Academic Support added that published minimum scores could be used. <p>Scheduled program updates</p> <ul style="list-style-type: none"> • There were no program updates. 	

	<p>Professional Development</p> <ul style="list-style-type: none"> The VP of AWD noted that registration was still open for CCCC and that several were registered for the NCLEX Workshop. <p>Workgroup reports</p> <ul style="list-style-type: none"> The AD of CHLSS gave a brief report on the Global Learning and Equity Group. He said the VP of Multiculturalism and Inclusion is working on cultural competencies. He added that the group is working on identifying faculty experts on equity. He said that Sarah Galvin gave an update on ESL, and she is going to work on making sure ESL students are placed correctly. 	
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 said the last two LET meetings were focused on budget and that he hopes to have more information to share in two weeks. He said the CAOs discussed Distance Learning Business Models and Dual Credit during the last meeting. He added that a great deal was discussed concerning Dual Credit and the much of it depends upon what the state decides. <p>Academic Council</p> <ul style="list-style-type: none"> The next meeting has been scheduled on April 7, 2017. 	
Woohoo Awards	<ul style="list-style-type: none"> Karen Mayo presented a Woohoo Award to Angie King for her leadership with solving problems. Greg Feeney presented another Woohoo Award to Kausha Miller for attending ALT meetings and for stepping up and planning to attend graduation. 	
Upcoming Deadlines	<p style="text-align: center;">Academics Leadership Team Calendar</p> <p>March</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> <p>Mar. 13 Recommendations sent to KCTCS Chancellor from President Julian, either affirmative or negative, regarding promotions in rank for Professor and Associate Professor; individuals being promoted to Professor and Associate Professor notified by President Julian</p> <p>Mar. 15 The Academic Vice President will notify respective coordinators of appointment to the position of program/area coordinator. The Academic Deans and Assistant Deans will be copied.</p>	

	Mar. 15 Textbooks for Summer 2017 due to Barnes and Noble Bookstore Mar. 17 Portfolios for system review due in KCTCS Chancellor's Office (PRNs) Mar. 21 Deans and Vicki Partin submit Spring 2018 space allocation and class schedule recommendations to ALT Mar. 24 Division meetings Mar. 26 Process begins for two-year and four-year reviews of faculty	
Adjournment	Meeting was adjourned at 4:15 p.m.	
Next Meeting(s)	Tuesday, March 21, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Steve White	