

Academics Leadership Team Meeting Minutes		
Date: March 21, 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, Karen Mayo, Angie King, Ralph Potter, Laura Lynch, Kausha Miller, Pam Hatcher		
Guest(s): Deb Catlett, Jane Goatley, 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"> Due to a member's unexpected absence and having three guests at the meeting, the facilitator decided to postpone the leadership highlight until the next meeting. 	
Essential Agenda Additions	<ul style="list-style-type: none"> The AD of Humanities requested clarification on the incentive to attend graduation and confirmed that Divisions with 90 percent attendance or greater would receive an additional \$500 in their 2018 budget. The VP of AWD inquired about the reasons some areas are going over budget in printing and said that it is something the group has to get under control. A discussion followed that included suggestions. 	
Approval of ALT Minutes from 2/28/17	<ul style="list-style-type: none"> Minutes from the meeting held on 2/28/17 were approved. 	
Deb Catlett, Jane Goatley Supervision	<ul style="list-style-type: none"> The VP of AWD welcomed Deb Catlett and Jane Goatley to the meeting. Deb and Jane provided supervision training, and they answered questions and gave feedback during the training. 	
Vicki Partin Scheduling	<ul style="list-style-type: none"> The VP of AWD welcomed Vicki Partin to the meeting. She provided updates on scheduling and noted that updates would be posted on the website. She pointed out things that were new, and she said that some dates would be added to the planning calendar. Then she provided information about the Spring 2018 class schedule meta-analysis and division room swap scheduled for April 25th at the Newtown Campus. Dean Karen Mayo asked if the regional directors had been invited to the meeting. Then a request was made for Vicki to work on scheduling with AMT, Allied Health, and Nursing. When concluding, Vicki said that more scheduling preparation needs to be done during the summer. 	
Follow-up from previous ALT Minutes	<ul style="list-style-type: none"> After a discussion about graduation and an incentive to attend, the consensus of the group was that Divisions with 90 percent attendance or greater would receive an additional \$500 in their budget. The VP of AWD discussed the upcoming graduation and said that approximately 25 volunteers have committed to help with graduation and that 15 more volunteers are needed to serve as greeters, work at the GAR, and serve refreshments at the GAR. The AD of BCIS, the AD of AHNS, and Dean Tammy Liles volunteered to serve as greeters and work at the GAR. The Dean of Academic Support and the AD of Workforce Solutions volunteered to serve refreshments at the GAR. The VP of AWD said that an announcement would be made soon concerning the Summer AD. 	
Hours at Newtown	<ul style="list-style-type: none"> Dean Karen Mayo provided information about the Newtown Campus hours of operation and encouraged members to give the information to their faculty and staff. 	
Coordinator/AD Scheduling Checklist	<ul style="list-style-type: none"> Dean Mayo provided a Coordinator/AD Scheduling Checklist for use. 	
March Advising Madness Campaign	<ul style="list-style-type: none"> Dean Mayo reminded members about the email they received concerning the March Advising Madness Campaign and asked them to be sure their faculty have advising slots open during that week. 	
Credential Update	<ul style="list-style-type: none"> The Dean of Academic Support gave a credential update. She said the credential files are in Karen Dearborn's office and the ADs need to review them as soon as possible. After a brief discussion, the 	

	<p>consensus of the group was to meet at the Leestown Campus on March 28th so the ADs could review credential files before the meeting. When concluding, she encouraged members to let Karen Dearborn know when they would be coming to review the credential files.</p>	
SEM Plan Updates	<ul style="list-style-type: none"> Dean Tammy Liles requested that members update the SEM Plan by adding the things they have done. The AD of BCIS requested that Dean Liles distribute the most current document to the group. 	
Outstanding Program Graduates – Reminder	<ul style="list-style-type: none"> The VP of AWD reminded members that Wednesday, March 29, 2017, would be the deadline to submit nominations to Linda Faul for Outstanding Program Graduates. 	The VP of AWD reminded members that Wednesday, March 29, 2017, would be the deadline to submit nominations to Linda Faul for Outstanding Program Graduates.
Division Meeting Topics	<ul style="list-style-type: none"> After a brief discussion, the following Division meeting topics were identified: March Advising Madness, SEM Plan, graduation, graduation attendance incentive, MAT 011 Advising and Progress Reports, and a notation that MAT 011 is the default when advising. 	
Division/Area Updates	<p>All divisions and areas</p> <ul style="list-style-type: none"> The AD of Humanities announced that Tim Davis would be directing American Idiot, a play showing March 30th through April 2nd at the Downtown Arts Center in Lexington. In addition, she recognized Melinda Lemaster for all her work on publicity for the play. <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 encouraged members and their faculty and staff to attend CCCC 2017. <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"> 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 tuition and fee schedules would be determined in June. In addition, he said that BCTC decided not to charge a parking fee and noted that was decided by each college. <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"> • Angie King presented a Woohoo Award to Yasemin Congleton for two reasons – her attention to credentials instead of keys – and her close attention to the biology curriculum and jumping into a curriculum meeting concerning the Biology 137 revision at the last minute. • Kausha Miller presented another Woohoo Award to Barbara Thomas for her work on coordinating the 2017 Changing Classroom Cultures Conference. 	
Upcoming Deadlines	<p style="text-align: center;">Academics Leadership Team Calendar</p> <p>March</p> <p>Mar. 21 Deans and Vicki Partin submit Spring 2018 space allocation and class schedule recommendations to ALT</p> <p>Mar. 24 Division meetings</p> <p>Mar. 26 Process begins for two-year and four-year reviews of faculty</p> <p>April</p> <p>Apr. 4 ALT identifies summer Assistant Dean assignments</p> <p>Apr. 4 Academics budgets swept</p> <p>Apr. 7 Textbooks for Fall 2017 semester due to Barnes and Noble Bookstore</p> <p>Apr. 7 Annual faculty evaluation process completed by Assistant Deans and Deans</p> <p>Apr. 7 Faculty Council meeting 1:30-3:30, Newtown Campus</p> <p>Apr. 7 Coordinator Meeting 10:00-Noon, Newtown Campus</p> <p>Apr. 11 Academics web content review</p> <p>Apr. 14-16 Academic Holidays (Friday-Sunday, Good Friday)</p> <p>Apr. 17 Vicki Partin sends request for list of Fall 2017 classes with bookstore course fees</p> <p>Apr. 21 ALT members submit completed Spring 2018 room grids for Regional Campuses to Vicki Partin; ALT members have completed the schedule’s draft</p> <p>Apr. 24 ALT returns list of Fall 2017 classes with bookstore course fees</p> <p>Apr. 25 Assistant Dean submits Summer/Fall Course Schedule Contingency Plans to Dean</p> <p>Apr. 25 Regional Campus Spring 2018 class schedule meta-analysis; division room swap [8:30-10:00; Newtown Campus Conference Room]</p> <p>Apr. 26 1st round cancellations/Fall schedule adjustments</p> <p>Apr. 28 Division meetings</p> <p>Apr. 30 End of class work</p>	
Adjournment	Meeting was adjourned at 4:10 p.m.	
Next Meeting(s)	Tuesday, March 28, 2:00-4:00, Leestown Campus Board Room, Building M (128) Facilitator: Pam Hatcher	