

Academics Leadership Team Meeting Minutes		
Date: March 28, 2017 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Pam Hatcher Recorder: Barbara Thomas
Present: Tammy Liles, Kevin Dunn, Jackie Wiseman, Greg Feeney, Rebecca Simms, Yasemin Congleton, Karen Mayo, Angie King, Ralph Potter, Laura Lynch, Kausha Miller, Pam Hatcher, Steve White		
Guest(s): Sara Sauer, Andrew Morgan		
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 AD of CHLSS gave an overview of two leadership highlights, an excerpt from <i>The Power of Myth</i> by Joseph Campbell and “5 Team Leadership Insights from Cubs’ Skipper Joe Maddon” by Michael Lee Stallard. A discussion about the leadership highlights followed. 	
Essential Agenda Additions	<ul style="list-style-type: none"> The AD of Mathematics and Statistics inquired about services for students with special needs. The VP of AWD suggested the following resources: BCTC’s Director of Disability Support Services, the Dean of Academic Support, BCTC Adult Education, and Beth Healander. He noted that students’ lives could be radically changed with support services. Dean Karen Mayo gave an overview of the work of an Advising Workgroup consisting of faculty, Erin Howard, and Aaron Akey. Afterwards the VP of AWD asked members to think about the information presented and he would follow up with them on it at the next meeting. 	The VP of AWD asked members to think about the information Dean Karen Mayo presented concerning the work of an Advising Workgroup and he would follow up with them on it at the next meeting.
Approval of ALT Minutes from 3/07/17	<ul style="list-style-type: none"> Minutes from the meeting held on 3/07/17 were approved. 	
Sara Sauer, Andrew Morgan Pharmacy Tech	<ul style="list-style-type: none"> The VP of AWD introduced Sara Sauer, Academic Program Coordinator for BCTC’s Pharmacy Technician program, and Andrew Morgan, Experiential Site Coordinator. Sara presented information about BCTC’s new Pharmacy Technician program that began in the Fall of 2016, and Andrew provided additional information during the presentation. Andrew noted that he is a UK employee assigned to collaborate with the Pharmacy Tech program as UK’s investment in it. During the presentation, Sara said the Pharmacy Technician program is a 12-month, nationally certified program that qualifies those who complete it to work all over the United States without having to take the program or the exam over again in another state. She said the cap on the program is currently 20 students, and 12 students have already enrolled for Fall 2017. She added that the program started with UK as a clinical site, and they are working with Rite Aid, CVS, Wal-Mart, and Wheeler Pharmacy as potential clinical sites. She noted that a site visit for accreditation was scheduled for August 7, 2017. Then Sara discussed details of the program such as filling, labeling, and recording prescriptions and the skill set involved that includes customer service, accessing electronic medical records, using computerized patient databases, processing payments and insurance claims, preparing sterile and non-sterile products, operating robotic dispensing machinery, and using pharmacy management systems. She added that the program can accommodate personal interests such as compounding and mail order pharmacy and specialized skills such as information technology. Then Sara and Andrew invited the ALT members to tour the program training area located in Building A at the Leestown Campus. 	
Follow-up from previous ALT Minutes	<ul style="list-style-type: none"> The VP of AWD announced that Jackie Wiseman would be the AD for Summer I and Vicki Partin would be the AD for Summer II. In addition, he said that Kevin Dunn would be over Distance Learning and Ralph Potter would be at the Georgetown Campus for Summer I and Summer II. Members reported that Division meeting topics included graduation, advising, and the SEM Plan. 	
CCCC Feedback	<ul style="list-style-type: none"> The VP of AWD requested that members provide feedback on the 2017 Changing Classroom Cultures Conference held March 24-25, 2017 at the Newtown Campus. 	

	<ul style="list-style-type: none"> The AD of AHNS suggested continuing to have an additional workshop focused on one program area such as the NCLEX Workshop for nursing instructors that was held during the conference this year. In addition, she said that students who participated in her presentation were brainstorming and suggested that BCTC pre-engineering students, for example, could collaborate with UK engineering students to do presentations at the conference. When concluding, she said that while talking with a couple of faculty members they wished the lunch break was not so long on Saturday. The VP of AWD said that one of the options being discussed was to start the conference on Thursday afternoon and end on Friday instead of Saturday. Another idea was to wrap up the conference by noon on Saturday. Other suggestions were to have two tracks instead of five and fewer sessions each day. The AD of Workforce Solutions said that she listened to participants while driving one of the vans, and she reported that some participants on Friday said the keynote speaker was one of the best keynote speakers they had ever heard. Someone said the AD of BCIS suggested having programs set up around the perimeter of a room so participants could go from one program to the next in speed dating style to hear about each program. Some said they liked the opportunity to network and give back by presenting a session. Another member said she thought the conference was an overall success. 	
Coordinator's Training	<ul style="list-style-type: none"> The AD of Mathematics and Statistics announced that April 7th would be the next Coordinator's Training. She said that Vicki Partin and DeAnna Pelfrey would be presenting information on Summer scheduling for regional campuses. Then she requested that members suggest topics for the training. The group identified the following topics: graduation applications, SEM Plan initiatives, and majors. In addition, the Dean of Academic Support requested that Robert Campbell, the new Library and Tutoring Center Director, be invited to the training and introduced to the group. 	
Graduation	<ul style="list-style-type: none"> The AD of AHNS discussed the incentive for faculty to attend graduation. Dean Karen Mayo reported that she had discussed the incentive with CHLSS. 	
ALT PD Meeting March 30 – Cancelled	<ul style="list-style-type: none"> Dean Mayo announced the ALT PD scheduled for March 30, 2017 was cancelled. 	
Course Book Fees - Update	<ul style="list-style-type: none"> Dean Mayo responded to an inquiry the AD of Humanities made at the previous meeting about changing from one book company to another after the deadline for course book fees. She said that faculty could not change from one book company to another after the course book fee deadline because course book fees are identified in the system and attached to a chart string. If changes were made after the deadline, students would have to be dropped and reregistered in order for the correct book company to be paid. That would affect not only the book companies but also the students. 	
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/Area Updates	<p>All divisions and areas</p> <ul style="list-style-type: none"> The AD of AHNS expressed appreciation for everything Kausha Miller has done for the faculty and for ALT. In addition, she reported that a meeting was held earlier in the day with the Clark Regional Medical Center. She said the hospital is very supportive of BCTC's programs and would provide items for programs at the Winchester Campus. She noted the hospital is particularly interested in the Surge Tech program. She also reported the Biology Coordinator has recently become a grandmother. 	

	<ul style="list-style-type: none"> • The AD of AMT announced that Adam Grigsby is the proud father of a new baby girl. In addition, he reported that the AMT faculty was acknowledged by the VP of AWD for all the work they did during the move to the new Georgetown Campus. He said it was the first time anyone in a leadership role recognized AMT's effort and that it reflects the leadership at that level at this time. • The VP of AWD said that is a good example of where communication comes in so that everyone can work together to make people feel appreciated, and he said it provides an opportunity to talk about things that are going well. • The AD of Mathematics and Statistics reported the course enrollment request form has been updated on the website with line items added in the drop downs. • Kausha Miller said the big course enrollment website is a one stop shop that is all on one website and has been linked to the top of the Mandatory Placement document. After the AD of Nursing inquired about her availability, Kausha Miller said that she would be going to the AMT Division meeting later in the week. • The AD of Humanities reported that American Idiot would be showing downtown during the upcoming weekend and reminded everyone to make plans to attend. In addition, she noted the course enrollment request form has been updated for English and Reading. • Dean Tammy Liles reported that the NCLEX Workshop and CCCC was a success. • The AD of Nursing reported that a new nursing faculty member for Cooper was hired for Fall 2017. • The Dean of Academic Support reported the new Library and Tutoring Center Director, Robert Campbell, is on board and is so impressed with student support at BCTC. • The AD of Workforce Solutions reported that interviews were conducted for a new career counselor. • In addition, the AD of Workforce Solutions reported that a welding class has been scheduled in June at Leestown for 20 employees at Lexmark who are not currently welders. <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"> • Dean Karen Mayo announced the cancellation of the ALT PD scheduled on March 30, 2017. In addition, she reminded everyone about the Staff PPE Workshop with Jane Goatley scheduled at the Newtown Campus (CB203) on April 18th at 1:00 p.m. <p>Workgroup reports</p> <ul style="list-style-type: none"> • There were no updates reported. 	<p>Dean Karen Mayo reminded everyone about the Staff PPE Workshop with Jane Goatley scheduled at the Newtown Campus (CB203) on April 18th at 1:00 p.m.</p>
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 there were no LET and CAO meetings held before the ALT meeting. <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"> Yasemin Congleton presented a Woohoo Award to Greg Feeney for recognizing AMT's extraordinary effort during the move to the new Georgetown Campus. Barbara Thomas presented a Woohoo Award to Tammy Liles for inviting two excellent nationally recognized keynote speakers to the 2017 Changing Classroom Cultures Conference. 	
Upcoming Deadlines	<p style="text-align: center;">Academics Leadership Team Calendar</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 4:00 p.m.	
Next Meeting(s)	<p>Tuesday, April 4, 2:00-4:00, Newtown Campus Conference Room 123</p> <p>Facilitator: Rebecca Simms</p>	