

<b>Academics Leadership Team Meeting Minutes</b>		
Date: April 4, 2017 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Rebecca Simms 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, Steve White		
Guest(s): James Hogan, Thomas Papanicolaou		
<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>The facilitator gave an overview of two leadership highlights, “Students Have ‘Dismaying’ Inability to Tell Fake News from Real, Study Finds” by Camila Domonoske and a Dilbert comic strip about fake news. Then the facilitator asked members to share their thoughts about the highlights and fake news.</li> </ul>	
Essential Agenda Additions	<ul style="list-style-type: none"> <li>The AD of AHNS reported that BCTC’s mission and the goals are not linking correctly during the PPE process. In response, the VP of AWD asked her to contact Jane Goatley about it.</li> <li>The Dean of Academic Support said the members of the Library staff have been working on their summer schedule, and she asked for feedback on closing the Cooper Campus Library for the summer. After discussing it, the consensus of the group was to close the Cooper Campus Library for the summer of 2017 and to provide requested Library resources in the Nucleus at Cooper. The Dean of Academic Support noted the requested Library resources would be located in the same place as in the summer of 2016.</li> <li>Dean Tammy Liles provided information about the BCTC Foundation’s upcoming dine out event at City Barbecue on April 11th, the date of the next ALT meeting. A discussion followed, and the group decided that Dean Liles would place an order with City Barbecue for the next ALT meeting.</li> </ul>	
James Hogan and Thomas Papanicolaou Peer Evaluations	<ul style="list-style-type: none"> <li>The facilitator welcomed James Hogan and Thomas Papanicolaou to the meeting. Thomas gave a presentation on the peer evaluation process and provided the opportunity for discussion and feedback during the presentation. James provided guidance about the process throughout the presentation.</li> </ul>	
Follow-up from previous ALT Minutes	<ul style="list-style-type: none"> <li>The VP of AWD provided an update on the plans for graduation. Then he said that approximately seven more volunteers were needed for set up and clean up. The Dean of Academic Support and the AD of Workforce Solutions agreed to volunteer for graduation set up and clean up.</li> <li>The AD of AHNS shared information about using Wonderlic while advising students. A discussion followed about interpreting and using Wonderlic data and scores. In addition, the role of Student Support Services in advising was discussed. Dean Karen Mayo said she would follow up on all of it.</li> <li>Dean Mayo and the VP of AWD led a discussion about the information presented at the previous ALT meeting concerning the work of an Advising Workgroup consisting of faculty, Erin Howard, and Aaron Akey. Dean Mayo noted that the Advising Workgroup would meet again on Friday, April 7, and prepare the information for dissemination to everyone after that meeting.</li> <li>The AD of Mathematics and Statistics and the AD of Workforce Solutions reminded members and provided information about the Coordinator’s Training scheduled for Friday, April 7, at the Newtown Campus Classroom Building (CB211).</li> </ul>	<p>The Dean of Academic Support and the AD of Workforce Solutions agreed to volunteer for graduation set up and clean up.</p> <p>Members were reminded about the Coordinator’s Training scheduled for Friday, April 7, at the Newtown Campus Classroom Building (CB211).</p>
Reminder – Staff PPE Workshop	<ul style="list-style-type: none"> <li>Dean Mayo reminded everyone of the Staff PPE Workshop with Jane Goatley on April 18 at 1:00 p.m. in a Newtown Classroom Building lab (CB203).</li> </ul>	<p>Dean Mayo reminded everyone of the Staff PPE Workshop with Jane Goatley on April 18 at 1:00 p.m. in a Newtown Classroom Building lab (CB203).</p>

Work Ready Kentucky Scholarship	<ul style="list-style-type: none"> <li>The VP of AWD discussed the Work Ready Kentucky Scholarship and the information that was posted on the BCTC website on March 31, 2017. A discussion followed. Then the AD of Workforce Solutions agreed to take the lead in following up on the Work Ready Kentucky Scholarship information and report back to the VP of AWD and ALT.</li> </ul>	The AD of Workforce Solutions agreed to take the lead in following up on the Work Ready Kentucky Scholarship information and report back to the VP of AWD and ALT.
ALT Meeting – Newtown Conference Room (CB123) Thursday, August 3, 2017	<ul style="list-style-type: none"> <li>The VP of AWD provided a correction on the date of the first ALT meeting of the 2017-2018 academic year. He noted the meeting would be held Thursday, August 3, 2017, at the Newtown Campus Conference Room (CB123) from 8:30 a.m. to 3:30 p.m.</li> </ul>	
Division/Area Updates	<p><b>All divisions and areas</b></p> <ul style="list-style-type: none"> <li>The AD of BCIS announced that Stephanie Fitch would be presenting to seven scouting companies for film making at Mayor Jim Gray’s home and she would be attending with Stephanie. The AD of BCIS added that she was pleased to report the Women in Computing Celebration (KYCC-WiC 2017) held March 30-31 at the Newtown Campus was a success.</li> <li>The AD of Humanities reported that <i>American Idiot</i> sold out every day it showed. She acknowledged Tim Davis’ hard work on external communication about <i>American Idiot</i>, and she said that Melinda Lemaster did an outstanding job of advertising internally for the play.</li> <li>The Interim AD of Nursing reported that Melanie Sallee has received a NP doctorate degree.</li> <li>Dean Karen Mayo reported that she recently attended a professional development session on student success, and the presenter said the way to effect change in student success is one student at a time.</li> </ul> <p><b>Scheduled program updates</b></p> <ul style="list-style-type: none"> <li>Dean Tammy Liles said that she was pleased to announce the recent Respiratory site visit report came the with a notation that Respiratory was accredited for another 10 years.</li> <li>The AD of CHLSS reported that interviews are in process for the position in Criminal Justice.</li> <li>The AD of AHNS announced that “Give Kids a Smile” is taking place at the Cooper Campus.</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>Kausha Miller reported that she spoke to the AMT Division on March 31, 2017 about Mandatory Placement.</li> </ul> <p><b>Workgroup reports</b></p> <ul style="list-style-type: none"> <li>SEM – Dean Tammy Liles said that she had sent emails to specific ADs concerning the SEM report, and she added that she would be following up with them.</li> </ul>	
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 focused on the budget. He added that preparation is in process for the next SACS visit. He said that he has been working with President Julian and the Dean of Academic Support on a QEP initiative that faculty would be hearing more about in the next month. He added that Terry Bucker would be chairing the Topic Selection Team, and he would be reaching out to folks about it during the upcoming week.</li> </ul> <p><b>Academic Council</b></p> <ul style="list-style-type: none"> <li>The next meeting has been scheduled on April 7, 2017.</li> </ul>	

Woohoo Awards	<ul style="list-style-type: none"> <li>• Greg Feeney gave the Woohoo Award to Kevin Dunn for his excellent work on the transition of Distance Learning and the continuing progress in that area.</li> <li>• Tammy Liles gave the other Woohoo Award to Yasemin Congleton for her outstanding work with an AHNS program.</li> </ul>	
Upcoming Deadlines	<p style="text-align: center;"><b>Academics Leadership Team Calendar</b></p> <p><b>April</b></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><b>Apr. 14-16       Academic Holidays (Friday-Sunday, Good Friday)</b></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 3:50 p.m.	
Next Meeting(s)	Tuesday, April 11, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Melanie Williamson	