

Academics Leadership Team Meeting Minutes		
Date: April 11, 2017 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Melanie Williamson Recorder: Barbara Thomas
Present: Tammy Liles, Jackie Wiseman, Greg Feeney, Rebecca Simms, Melanie Williamson, Yasemin Congleton, Karen Mayo, Angie King, Ralph Potter, Laura Lynch, Kausha Miller, Pam Hatcher, Steve White		
Guest(s):		
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, an excerpt from <i>Leadership Presence</i> by Belle Linda Halpern and Kathy Lubar, and two assessments, one about leadership presence and another concerning bias toward leaders based on gender. After that, members shared their thoughts about the selection and the assessments. 	
Essential Agenda Additions	<ul style="list-style-type: none"> The Dean of Academic Support reported that she has been working with the STEAM Academy this year and that BCTC would be the sole dual credit provider for STEAM Academy in Fall 2017. She noted that STEAM's goal is to make specific BCTC classes available so that students may complete 30 credit hours before they graduate from STEAM. She said that would provide a path for their students to choose to continue with BCTC after they graduate and go on to UK afterwards. The VP of AWD noted that it is new for STEAM students to have specific programs and 30 credit hours available. Then the Dean of Academic Support initiated a STEAM Academy Workgroup to educate the students about BCTC and the opportunities available, and she asked members to invite faculty in their programs to join the workgroup. When concluding, she said that STEAM commended BCTC faculty who taught Fall 2016 classes and who have been teaching Spring 2017 classes to STEAM students. In addition, the Dean of Academic Support announced that Kevin Dunn had successfully defended his dissertation to earn his doctorate. Dean Karen Mayo complimented Vicki Partin for keeping everyone on task with scheduling. Then she led a discussion about Fall 2018 scheduling. In anticipation of more classes being offered at Newtown in Fall 2018, the consensus of the group was to offer 12-week classes at Leestown. Also, Dean Mayo discussed next year's leadership highlight with the group. She suggested the idea of reading and discussing a book during the upcoming academic year. She said the group could select a book, and facilitators could lead a discussion on each chapter. She said the group could potentially go with one book for Fall and one for Spring. A short discussion followed, and she asked members to submit titles of books that would be appropriate. 	
Approval of ALT Minutes from 3/21/17 and 3/28/17	<ul style="list-style-type: none"> Minutes from the meeting held on 3/21/17 and 3/28/17 were tabled until the next meeting. 	
Follow-up from previous ALT Minutes	<ul style="list-style-type: none"> The AD of Mathematics and Statistics said the Coordinator's Training went very well and noted that Jamie Hunt and Bethany Lawson were guests. Dean Mayo said that Rhonda Wheeler was pleased the regional campuses were included. Dean Liles requested that it be added to the SEM document. Dean Mayo reminded everyone about the Staff PPE Workshop with Jane Goatley scheduled at Newtown on April 18, 2017 at 1:00 p.m. in CB203. The AD of Workforce Solutions said that she did not have an update on the Work Ready Kentucky Scholarship information. She noted the scholarship would be for an industry-recognized certificate or diploma for those who have not yet earned an associate's degree. 	

Advising	<ul style="list-style-type: none"> Dean Mayo reported the Advising Workgroup met again on Friday, April 7. She provided an update and talked about the documents that she had presented earlier in draft format. She noted the pilot would provide more flexibility by allowing sign-ups for different times. She said the Advising Workgroup would be sending the documents out before the Division meetings scheduled for April 28, and the documents would be discussed at the Division meetings. She said Advising Workgroup representatives would be available to attend Division meeting as requested. A lengthy discussion followed with feedback and suggestions. When concluding, Dean Mayo said the Advising Workgroup is committed to providing training for those in the pilot in order to meet expectations. 	
Last call for Program Promotional Tablecloths and Pop-up Banners	<ul style="list-style-type: none"> The VP of AWD announced the last call for promotional tablecloths and pop-up banners and requested that anyone interested in ordering items send Barbara Thomas an email by 4 p.m. on Wednesday, April 12. The Dean of Workforce Development, the Dean of Academic Support, the AD of AHNS, and the AD of Workforce Solutions expressed an interest in ordering some items. 	The VP of AWD requested that anyone interested in ordering the promotional items send Barbara Thomas an email by 4 p.m. on Wednesday, April 12.
APT Retreat	<ul style="list-style-type: none"> The VP of AWD requested that members participate in the APT retreat on Thursday, April 13. 	The VP of AWD requested that members participate in the APT retreat on Thursday, April 13.
Use of CB 123 Newtown on May 2 and May 4	<ul style="list-style-type: none"> The VP of AWD let the group know that on May 2 (Tuesday) and May 4 (Thursday) DSS would be using the Newtown Classroom Building Conference Room (CB 123) and it would not be available. 	
Georgetown-Scott County Campus Dedication	<ul style="list-style-type: none"> The Dean of Workforce Solutions announced the Georgetown-Scott County Campus dedication and open house would be held Monday, April 17, from 11 a.m. to 1 p.m., and invited the group to attend. She that she was excited about everyone seeing the new campus. 	The Dean of Workforce Solutions announced the Georgetown-Scott County Campus dedication would be held Monday, April 17.
Automated Online Withdraw Process Prior to Midterm and After Midterm	<ul style="list-style-type: none"> Dean Mayo provided a handout and information about the new automated online withdraw process prior to midterm and after midterm. She said the process would be automated in Fall 2017. She noted that once the withdraw process is initiated in self-service then it will go to Records for processing. She explained the choices that faculty members would have and the requirements for response. 	
Summer Contingency Plans	<ul style="list-style-type: none"> Dean Mayo announced that Summer Contingency Plans would be due to ADs on Tuesday, April 25. She said that it is the responsibility of the ADs to make sure each area has Contingency Plans posted. She noted there were examples showing how to create a Contingency Plan on e-community, and she said that it had been discussed at the Coordinator's Training. 	Dean Mayo announced that Summer Contingency Plans would be due to ADs on Tuesday, April 25.
Winchester Campus Faculty	<ul style="list-style-type: none"> The VP of AWD reported that Bruce Manley expressed concern about only having two faculty members with offices located at Winchester. The VP of AWD said it would be an opportunity for a faculty member to have a primary office at Winchester. He asked the group to let their faculty know about the opportunity, and he asked those with faculty interested in it to discuss it with their Deans. 	The VP of AWD asked the group to let their faculty know about the opportunity to have a primary office at Winchester, and he asked those with faculty interested in it to discuss it with their Deans.
Multi-State Collaborative	<ul style="list-style-type: none"> The Dean of Academic Support asked everyone to mention the Multi-State Collaborative to their faculty again. 	The Dean of Academic Support asked everyone to mention the Multi-State Collaborative to their faculty again.
Required PD for 2017-18	<ul style="list-style-type: none"> The AD of Humanities discussed the PD requirements for the upcoming year with the group. The following topics were suggested: QEP, Advising, Withdrawal, Mandatory Placement, Ethical Reasoning, and Required KCTCS Training. The AD of BCIS requested that Required PD be placed 	The AD of BCIS requested that Required PD be placed on the

	on the agenda again for the next ALT meeting. The AD of Workforce Solutions said that Project Teams might have some suggestions for topics during the upcoming APT retreat.	agenda again for the next ALT meeting.
Tuesday, May 9, ALT Gathering	<ul style="list-style-type: none"> The VP of AWD proposed that ALT's end of the year gathering be held after ALT on May 9. A short discussion followed, and he asked the group to save the date for the event. 	The VP of AWD asked the group to save May 9 for the ALT end of year gathering.
Division/Area Updates	<p>All divisions and areas</p> <ul style="list-style-type: none"> The AD of AHNS reported the Give the Kids a Smile event went very well. In addition, she reported the Bluegrass District Dental Hygienists' Association named Melissa Kemp, coordinator for the BCTC Dental Hygiene program, as the Outstanding Dental Hygienist for 2016-17. The AD of Mathematics and Statistics reported that Jeff Herrin would be taking over as the Math Emporium Coordinator in Fall 2017 since Kausha Miller would be serving as AD. The AD of CHLSS reported that a Criminal Justice Coordinator would be hired soon. <p>Scheduled program updates There were no updates reported.</p> <p>Professional Development</p> <ul style="list-style-type: none"> Dean Mayo announced the Dean of Academic Support would be presenting an overview of the credentialing process on Thursday, April 20, at Leestown in the Board Room located in Building M. <p>Workgroup reports</p> <ul style="list-style-type: none"> There were no reports. 	Dean Mayo announced the Dean of Academic Support would be presenting an overview of the credentialing process on Thursday, April 20, at Leestown in the Board Room located in Building M.
LET/Academic Council Updates	<p>LET</p> <ul style="list-style-type: none"> The VP of AWD reported that a CAO meeting would be held on April 20, 2017. Then the VP of AWD briefly discussed BCTC's website migration. He noted there had been some trouble with links being broken, so he asked everyone to check their information on the website. In addition, he requested that everyone be mindful of the transitions that would occur as the new academic year begins and the changes that would need to be made for Fall 2017. <p>Academic Council</p> <ul style="list-style-type: none"> The next meeting has been scheduled on May 5, 2017. 	
Woohoo Awards	<ul style="list-style-type: none"> Yasemin Congleton presented a Woohoo Award to Melanie Williamson for the excellent work she did formatting the PPE documents for AHNS. 	
Upcoming Deadlines	<p style="text-align: center;">Academics Leadership Team Calendar</p> <p>April</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> <p>May</p> <p>May 1 Letters for local promotions - Assistant Rank and Term Contract Faculty (all ranks) due to KCTCS Chancellor's Office</p> <p>May 1-7 Final exams</p> <p>May 5 ALT members submit Spring 2018 class schedules to Vicki Partin</p> <p>May 5 Cancellation of Summer Classes</p> <p>May 5 Faculty Council meeting 1:30-3:30, Newtown Campus</p> <p>May 5 Faculty Vacation Planning Sheet - Completed electronic form submitted to and approved by Assistant Dean for next academic year</p> <p>May 7 Graduation</p> <p>May 8 Vicki Partin submits Spring 2018 schedule of classes to Registrar's Office</p> <p>May 15 Summer class work begins</p> <p>May 15 Classes open for late registration (all Summer terms) due by Noon</p> <p>May 17 Registration continues only for faculty-approved classes</p>	
Adjournment	Meeting was adjourned at 3:20 p.m.	
Next Meeting(s)	<p>APT – Thursday, April 13, 8:30 a.m. - 4:00 p.m.</p> <p>Tuesday, April 18, 2:00-4:00, Newtown Campus Conference Room 123</p> <p>Facilitator: Laura Lynch – Guest: Dr. Lisa Jones</p>	