

<b>Academics Leadership Team Meeting Minutes</b>		
Date: April 18, 2017 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Greg Feeney 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): Dr. Lisa Jones		
<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>	
Dr. Lisa Jones, Guest	<ul style="list-style-type: none"> <li>The VP of AWD introduced the guest speaker, Dr. Lisa Jones, and welcomed her to the meeting. Dr. Jones told the group that, before being named the System Director of Distance Learning Initiatives at KCTCS, she taught at Maysville Community and Technical College and at Big Sandy Community and Technical College. She added that she served as the Director of Educational Technology at Berea College. She noted that she sees herself as a teacher first and as an advocate for faculty. She said that in her position with KCTCS she connects with many different aspects of the college such as SACS, Financial Aid, and Learn on Demand. Then she shared a PowerPoint presentation about her work entitled "Faculty Presentation on the New Business Model for Distance Learning (NBMDL)." Her presentation included definitions, CBE-N CBE definition, NBMDL recommendations, Business Plan Implementation (BPI) initial topics for recommendation, what NBMDL <u>does not</u> propose, future full implementation needs for successful implementation of recommendations, why, the CBE path, and time for questions and answers. When concluding, the VP of AWD thanked Dr. Jones for presenting the information and discussing it with the group. He noted that BCTC has a very compassionate group of professional faculty with a great deal of expertise and experience. He added that BCTC is for change and wants to have a voice in what that change is.</li> </ul>	
Essential Agenda Additions	<ul style="list-style-type: none"> <li>Dean Karen Mayo reported that she met with Kelly Hagan, the Adjunct Coordinator, and they set the date for the Fall 2017 Adjunct Orientation. She said it would be held at 5:30 p.m. on Thursday, August 3, 2017, at the Newtown Campus. She noted that the first part of the orientation would provide college-wide information such as mandatory training, blackboard, e-community, and roster verification, and she said the group would break out into their areas after that.</li> <li>Kausha Miller announced that during advising on Wednesday, April 26, Tammy Disco-Boggs would be handling the Registration Station from 2:00 p.m. to 6:00 p.m. at the Newtown Campus. She said the Registration Station works very well at Newtown and asked the group to share the information with faculty and students. The AD of BCIS said that she would email the information about the Registration Station to everyone.</li> </ul>	Kausha Miller announced that during advising on Wednesday, April 26, Tammy Disco-Boggs would be handling the Registration Station from 2:00 p.m. to 6:00 p.m. at the Newtown Campus.
Approval of ALT Minutes from 3/21/17 and 3/28/17	<ul style="list-style-type: none"> <li>Minutes from the meeting held on 3/21/17 and 3/28/17 were approved.</li> </ul>	
Follow-up from previous ALT Minutes	<ul style="list-style-type: none"> <li>Dean Mayo noted the Staff PPE Workshop with Jane Goatley went well and several attended.</li> <li>The Dean of Workforce Development said the Georgetown-Scott County Campus Dedication went very smoothly and over 150 attended. She said the students, faculty, and staff did a fantastic job. She added that everything was so nice from the flowers and beautiful day outside to the facility and food inside. She said that she was pleased that so many dignitaries were able to attend and speak. She thanked all who attended and supported the dedication. She added that the event blew up on Twitter and area superintendents are very interested in the programs offered at Georgetown.</li> <li>The VP of AWD said the AD of Workforce Solutions was attending a meeting concerning the Work Ready Kentucky Scholarship and she would report on it at the next meeting.</li> </ul>	

	<ul style="list-style-type: none"> <li>The consensus of the group was the APT Retreat was the best ever. They said the workgroup reports were interesting and informative and everything was on target.</li> <li>Dean Mayo said the Advising Workgroup would meet on Friday, April 21. She added that she would report on it at the upcoming ALT meeting and bring the documents to the meeting so everyone could review them since they would be distributed at the Division meetings on April 25.</li> <li>Dean Mayo reminded everyone that the Summer Contingency Plans would be due to ADs on April 25.</li> <li>The VP of AWD asked members to reach out to their Divisions about the opportunity to have a primary office at the Winchester Campus.</li> <li>The Dean of Academic Support thanked the group for asking their faculty to participate in the Multi-State Collaborative.</li> </ul>	Dean Mayo reminded everyone that the Summer Contingency Plans would be due to ADs on April 25.
Required PD for 2017-18	<ul style="list-style-type: none"> <li>After a brief discussion about required PD for 2017-18, members identified the following topics: Mandatory Placement, Cultural Competency, QEP, Ethical Reasoning, Advising, Assessment, PeopleSoft –Withdrawal and Advising, Workplace Organization – Standard Practices with Soft Skills, and Required KCTCS Training.</li> </ul>	
PSA Community Service Opportunity	<ul style="list-style-type: none"> <li>Dean Mayo announced that April 24-25 the BCTC Presidential Student Ambassadors would be holding a Kentucky Refugee Ministries Drive from 8:00 a.m. to 3:00 p.m. at the Cooper Campus.</li> </ul>	
Division/Area Updates	<p><b>All divisions and areas</b></p> <ul style="list-style-type: none"> <li>The AD of CHLSS reported that Hossein Motamedi’s recent KET telecast was very interesting and could be viewed through KET’s link to the program that he emailed to everyone earlier.</li> <li>Kausha Miller noted that she heard Hossein Motamedi’s program on NPR.</li> <li>Dean Tammy Liles reported that Eric Wilson would be going to Ecuador during the summer to work on a water quality project, and she said that Kay Smith, a LPN faculty member at the Leestown Campus, earned a master’s degree.</li> <li>The Dean of Academic Support reported that interviews had been conducted for the Testing Center Coordinator position.</li> <li>The Dean of Workforce Development reported that KCTCS would be doing a photo shoot and filming videos at the new Georgetown-Scott County Campus the following afternoon, April 19.</li> <li>The AD of BCIS reported that KCTCS would be doing a photo shoot at the Newtown Campus the following morning, April 19.</li> </ul> <p><b>Scheduled program updates</b></p> <ul style="list-style-type: none"> <li>There were no updates reported.</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>There were no professional development events announced.</li> </ul> <p><b>Workgroup reports</b></p> <ul style="list-style-type: none"> <li>There were no workgroup reports.</li> </ul>	
LET/Academic Council Updates	<p><b>LET</b></p> <ul style="list-style-type: none"> <li>The VP of AWD announced that applications are being accepted for the KCTCS McCall Leadership Academy and for LEAD, a mid-level leadership opportunity. He asked members to let their faculty and staff know, and he said to ask those who are interested to apply. In response to an inquiry about college credit for participation in the McCall Leadership Academy, the group said no college credit would be given.</li> <li>The VP of AWD reported there would be a call for proposals for the 2017 Fall Kickoff before the end of May.</li> </ul>	

	<ul style="list-style-type: none"> <li>The VP of AWD announced that an election would be held to fill the unexpired term of a staff member on the BCTC Board of Directors vacated by Dr. Jeffrey Herron.</li> <li>The VP of AWD said the total FY2018 budget request was more than it has been in the past. He noted there would be no additional recurring funds allocated for FY2018.</li> </ul> <p><b>Academic Council</b></p> <ul style="list-style-type: none"> <li>The next meeting has been scheduled on May 5, 2017.</li> </ul>	
Woohoo Awards	<ul style="list-style-type: none"> <li>Kevin Dunn presented a Woohoo Award to Pam Hatcher for her outstanding accomplishments, the opening and dedication of the new Georgetown-Scott County Campus.</li> <li>Melanie Williamson gave another Woohoo Award to Ralph Potter for his assistance with the opening and dedication of the new Georgetown-Scott County Campus.</li> </ul>	
Upcoming Deadlines	<p style="text-align: center;"><b>Academics Leadership Team Calendar</b></p> <p><b>April</b></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><b>May</b></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><b>May 7 Graduation</b></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 4:00 p.m.	
Next Meeting(s)	Tuesday, April 25, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Tammy Liles Guests: Jeff Herrin and Brandon Knight, Ethical Reasoning Initiative	

