

<b>Academics Leadership Team Meeting Minutes</b>		
Date: April 25, 2017 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Tammy Liles 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, Beth Healander		
Guest(s): Brandon Knight, Jeff Herrin, Greg Rickert		
<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>	
Brandon Knight and Jeff Herrin, Guests	<ul style="list-style-type: none"> <li>Brandon Knight and Jeff Herrin presented the history of an Ethical Reasoning Initiative developed by the committee for General Education Assessment, which began in Spring 2015. They provided data on the Academic Integrity Surveys conducted and noted that 475 student surveys and 150 faculty surveys had been completed. They outlined Kohlberg's Stages of Ethical Reasoning and talked about the attitude toward cheating at BCTC. Then they discussed the Defining Issues Test and provided a summary of the Ethical Reasoning Initiative. From the data, it appeared that students are cheating less frequently they said. They added that a big take away from the data was that between Fall and Spring students reported taking things more seriously. When concluding their presentation, they discussed the future of General Education Assessment and what it might look like. The VP of AWD thanked them for presenting the information.</li> </ul>	
Greg Rickert, Guest	<ul style="list-style-type: none"> <li>Greg Rickert, the 2017-2018 Gen Ed Assessment Coordinator, discussed his new role and provided an opportunity for feedback. The Dean of Academic Support noted that Gen Ed assessment is required by SACS. The group talked about participation in assessment, data collection, the assessment process, and the leadership of Coordinators in the process. The Dean of Academic Support added that another important part would be following through with the assessment and finding out what needs to be done differently the next year or period. The VP of AWD thanked Greg Rickert for discussing his new role.</li> </ul>	
Leadership Highlight	<ul style="list-style-type: none"> <li>The facilitator gave an overview of the leadership highlight, "The tribes we lead" by Seth Godin (TED 2009). Then the members discussed the video and provided feedback.</li> </ul>	
Essential Agenda Additions	<ul style="list-style-type: none"> <li>Dean Karen Mayo announced that Beth Healander would be the Interim AD of Humanities in Fall 2017.</li> <li>The AD of Humanities asked everyone to remind faculty advisors to promote FYE. She noted that FYE is beneficial and early data indicates better retention and a positive direction for students.</li> <li>The VP of AWD announced that ALT's year-end gathering would be held May 9, 2017 and the AD of AHNS would be hosting it. He added that an invitation would be sent by email.</li> </ul>	
Division Meeting Topics	<ul style="list-style-type: none"> <li>After a short discussion, the following Division meeting topics were identified: Graduation, Advising, Vacation Planning Form, Vacation Requests, Summer ADs (Jackie Wiseman and Vicki Partin), Elections, Gen Ed Assessment, Committee Assignments, Assessment, College Readiness, 2017 Fall Kickoff, and Required PD and Recommended PD for 2017-2018.</li> </ul>	
Approval of ALT Minutes from 4/04/17	<ul style="list-style-type: none"> <li>Minutes from the meeting held on 4/04/17 were approved.</li> </ul>	
Follow-up from previous ALT Minutes	<ul style="list-style-type: none"> <li>The AD of Workforce Solutions reported that she had attended a meeting about the Work Ready Kentucky Scholarship instead of attending the last ALT meeting. First, she said that changes have taken place since the Work Ready Kentucky Scholarship information first became available. Then she said there is information about the scholarship on BCTC's website, but it does not appear to be complete. She noted there are 110 certificates available and the original deadline was June 15, 2017. She said there is a great deal of information to review and that she is concerned about having advisors</li> </ul>	

	<p>available when people come to BCTC to inquire about the Work Ready Kentucky Scholarship. The VP of AWD noted it was discussed at the CAO meeting, and he said that Marketing had been waiting on additional information yet to be provided.</p> <ul style="list-style-type: none"> <li>• Dean Mayo noted that Summer Contingency Plans were due to ADs on April 25 and should be placed on the S drive under Academic Affairs.</li> <li>• The VP of AWD inquired about faculty who are interested in having a primary office at the Winchester Campus. The AD of CHLSS stated that Kimberly Ross-Brown had expressed an interest.</li> <li>• The group noted they appreciated Dr. Lisa Jones, System Director of Distance Learning Initiatives, presenting the information on the proposed KCTCS Distance Learning Model at the previous meeting. The VP of AWD said that Dr. Jones would be happy to come back and to present at Division meetings.</li> </ul>	<p>Dean Mayo noted that Summer Contingency Plans were due to ADs on April 25 and should be placed on the S drive under Academic Affairs.</p>
Required PD for 2017-18	<ul style="list-style-type: none"> <li>• After discussing the Required PD and Recommended PD for 2017-2018, the items that were identified for the upcoming academic year are listed below.</li> <li>• <u>Required PD for 2017-2018</u> 2 Advising 1 Cultural Competency 1 Mandatory Placement Required BCTC/KCTCS Training</li> <li>• <u>Recommended PD for 2017-2018</u> PeopleSoft Campus Solutions Upgrade 9.2 Assessment Advising Students on Career Pathways PeopleSoft – Withdrawal Process QEP Workplace Organization – Standard Practices with Soft Skills</li> </ul>	
Promotion and Tenure Reps	<ul style="list-style-type: none"> <li>• The AD of AHNS inquired about the Promotion and Tenure representatives for the upcoming academic year. After a brief discussion, the VP of AWD requested, by May 2, that each AD submit the name of one Full Professor and one Associate Professor who would be willing to serve as a Promotion and Tenure representative.</li> </ul>	<p>The VP of AWD requested, by May 2, that each AD submit the name of one Full Professor and one Associate Professor who would be willing to serve as a Promotion and Tenure representative.</p>
Advising	<ul style="list-style-type: none"> <li>• Dean Mayo provided three Advising documents for the upcoming Division meeting and asked the ADs to send the documents to their faculty when they send the agenda on Thursday, April 27. She asked ADs to discuss the information in their meetings and noted that up to 15 faculty members could apply not to do Advising for the upcoming year. She said that Debbie Holt would have SignUpGenius ready for faculty to sign up for the 15 available slots. A discussion followed.</li> </ul>	<p>Dean Mayo provided three Advising documents for the upcoming Division meeting and asked the ADs to send the documents to their faculty when they send the agenda on Thursday, April 27.</p>
Adjunct Orientation	<ul style="list-style-type: none"> <li>• Dean Mayo provided a draft agenda for the Fall 2017 Adjunct Faculty Orientation that has been scheduled at the Newtown Campus on Thursday, August 3, at 5:30 p.m.</li> </ul>	<p>Topic tabled until next meeting.</p>
Withdrawal Process	<ul style="list-style-type: none"> <li>• Dean Mayo provided a handout on the new “Withdraw Process Prior to Mid-Term or Mid-Session.” She asked members to send out the information and to talk with their faculty about it.</li> </ul>	<p>Dean Mayo provided a handout on the new “Withdraw Process Prior to Mid-Term or Mid-Session.” She asked members to send out the</p>

		information and to talk with their faculty about it.
2017-2018 Leadership Highlight Options	<ul style="list-style-type: none"> <li>Dean Mayo provided some options for the 2017-2018 leadership highlight and asked for feedback.</li> </ul>	Topic tabled until next meeting.
Division/Area Updates	<p><b>All divisions and areas</b></p> <ul style="list-style-type: none"> <li>The VP of AWD reminded everyone that graduation would be held Sunday, May 7, in Frankfort.</li> </ul> <p><b>Scheduled program updates</b></p> <ul style="list-style-type: none"> <li>There we no program updates.</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>There were no announcements for professional development.</li> </ul> <p><b>Workgroup reports</b></p> <ul style="list-style-type: none"> <li>There we no workgroup reports.</li> </ul>	The VP of AWD reminded everyone that graduation would be held Sunday, May7, in Frankfort.
LET/Academic Council Updates	<p><b>LET</b></p> <ul style="list-style-type: none"> <li>The VP of AWD reported the committee list for the upcoming year had been finalized and that Project Teams would be continuing. He said that he would be sending the list to the Deans and the Deans would be working with the Divisions to identify the representatives. He noted that some names have been included as recommendations.</li> <li>The VP of AWD said that state budget allocations would be sent to each KCTCS college in FY2018. He noted the budget would be tight and that Divisions may not be allocated as many funds in FY2018.</li> <li>The VP of AWD announced that a faculty workgroup would be charged with developing a required student success course in Fall 2017 and that digital literacy should be included.</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>Pam Hatcher presented a Woohoo Award to Melanie Williamson for the accommodations she made.</li> <li>Ralph Potter presented another Woohoo Award to Beth Healander, the Interim AD for Humanities.</li> </ul>	
Upcoming Deadlines	<p style="text-align: center;"><b>Academics Leadership Team Calendar</b></p> <p><b>April</b></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 4:15 p.m.	
Next Meeting(s)	Tuesday, May 9, 2:00-4:00, Newtown Campus Conference Room 123 Facilitator: Karen Mayo	