

Academics Leadership Team Meeting Minutes		
Date: May 9, 2017 Time: 2:00 p.m.-4:00 p.m.		Facilitator: Karen Mayo Recorder: Barbara Thomas
Present: Tammy Liles, Kevin Dunn, Jackie Wiseman, Greg Feeney, Rebecca Simms, Melanie Williamson, Yasemin Congleton, Karen Mayo, Angie King, Ralph Potter, Kausha Miller, Pam Hatcher, Beth Healander, 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 a brief overview of the leadership highlight, a video clip from <i>Apollo 13</i>. Then she asked members to discuss the leadership examples exhibited in the video. 	
Essential Agenda Additions	<ul style="list-style-type: none"> Dean Karen Mayo recognized Jackie Wiseman for her three years of service to ALT as an AD. The AD of Humanities talked about credentials. Then Dean Rebecca Simms discussed credential justification and gave examples. She said only required credentials that qualify the person to teach the course need to be included. Some inquired about the hard copy faculty files being used. In response, Dean Simms said hard copy files were being used to find out if there are any missing documents. When concluding, she noted that Karen Dearborn would archive files of those who are no longer teaching. Afterwards Dean Mayo asked everyone to put all of their information into their Division faculty roster and save it. In addition, she requested that everyone review the sheet for the college that lists all of the requirements and keep those requirements in mind when looking through the files. The AD of AHNS inquired about updating the faculty list for the catalog. A brief discussion followed. 	
Approval of ALT Minutes from 4/11/17, 4/18/17, and 4/25/17	<ul style="list-style-type: none"> Minutes from the meeting held on 4/18/17 and 4/25/17 were approved. The minutes from the meeting held on 4/11/17 were tabled. 	
Follow-up from previous ALT Minutes	<ul style="list-style-type: none"> There was no follow up on the Division meetings. The VP of AWD reminded everyone to turn in their recommendations for Promotion and Tenure representatives. Dean Mayo briefly discussed the response to the Advising options for the 2017-2018 academic year. The group reported that faculty acknowledged the new withdrawal process. 	The VP of AWD reminded everyone to turn in their recommendations for Promotion and Tenure representatives.
Excused Graduation Absences	<ul style="list-style-type: none"> The AD of BCIS inquired about excused graduation absences and noted that she had three faculty excuses. In response, Dean Mayo said there was a process in place, and she asked everyone to send excuses to their Dean by noon on May 10. She added that legitimate excuses would be forwarded to the VP of AWD. 	Dean Mayo asked everyone to send graduation excuses to their Dean by noon on May 10.
Graduation	<ul style="list-style-type: none"> The group provided feedback on the 2017 graduation. The VP of AWD said that he had heard a great deal of positive feedback about the commencement speaker, Dr. Pearse Lyons. The AD of AHNS suggested that faculty sit together in a designated area with signage at the 2018 graduation. After a short discussion, the group suggested that Coordinators sit together in a designated area at the 2018 graduation. 	
BCTC Courier	<ul style="list-style-type: none"> This item was tabled until Fall 2017. 	

2017 Fall Kick-Off Session Proposals	<ul style="list-style-type: none"> The VP of AWD encouraged members to submit their proposals for the 2017 Fall Kickoff. 	The VP of AWD encouraged members to submit their proposals for the 2017 Fall Kickoff.
Printing	<ul style="list-style-type: none"> The VP of AWD discussed printing funds for FY2018. He noted that in FY2018 no Division would receive more printing funds than they received in FY2017. 	
New Faculty Orientation	<ul style="list-style-type: none"> The VP of AWD reminded everyone about new faculty orientation and the new faculty meetings that would be held the fourth Friday of each month during the upcoming 2017-2018 academic year. 	
Adjunct Orientation	<ul style="list-style-type: none"> Dean Mayo discussed adjunct orientation and suggested that the meeting be held on Thursday, August 3, 2017, at 5:30 p.m. After discussing it, the consensus of the group was to hold the adjunct orientation at the Newtown Campus on Monday, August 7, 2017, at 5:30 p.m. The VP of AWD noted that ADs or Coordinators would meet with their adjuncts individually. He asked the ADs to have a draft agenda ready for their individual adjunct orientations. Kausha Miller suggested two agenda items for the meeting, the new withdrawal process and the PeopleSoft upgrade. Dean Mayo asked the group to email her any additional agenda items. 	The consensus of the group was to hold the adjunct orientation at the Newtown Campus on Monday, August 7, 2017, at 5:30 p.m.
2017-2018 Leadership Highlight Options	<ul style="list-style-type: none"> Dean Mayo discussed the leadership highlight options for the next academic year. Several books were suggested for a common read. After talking about the books and the options, Dean Mayo asked members to email their book title choices to her by noon on May 10. 	Dean Mayo asked members to email their book title choices to her by noon on May 10.
Division/Area Updates	<p>All divisions and areas</p> <ul style="list-style-type: none"> Kausha Miller announced that another Summer Boot Camp would be held at Newtown. Dean Mayo provided details about the Summer Boot Camp scheduled for July 18, 19, 20, and 21, and she said it would prepare students to retest in English and Math. In addition, she said the Ed Ready Program would be used as a supplement to the Boot Camp. After a brief discussion about it, the VP of AWD asked that Dean Mayo, Kausha Miller, Judy Druggan, and Angela Huddleston meet and report to him how they would be using Ed Ready in the Summer Boot Camp. The AD of AHNS reported that Tracey Knowles received the Carolyn Beam Faculty Award. She added that TS published an article in the Journal of Environmental Science, a new physics instructor had been hired, and Dental Hygiene had received good remarks about the program. The AD of CHLSS reported the second recognition event was held for History and Political Science students. In addition, he noted the position in Criminal Justice had been filled and that he had published a book review on Quaker history. Dean Liles reported the last Nursing Division meeting of the academic year was held recently, and she said it was one of the most productive meetings of the year. The VP of AWD announced the GED graduation would be held on June 8, and he invited and encouraged everyone to attend. He said a student from the AO program would be speaking. The Dean of Academic Support reported that Peggy Saunier had finished the year as Interim Testing Coordinator. She said that a staff position had been created for a 12-month Testing Center Coordinator, and a brief discussion about the duties of the position followed. The Dean of Academic Support noted the Testing Center Coordinator would not only work with SDEM but also with Workforce Solutions to administer Workforce exams. She said an informational meeting about the Testing Center had been held with all of the Regional Campus representatives and the SDEM staff. The AD of BCIS reported that the second Informatics Academy would be held at Newtown, and she said that Scott County would be participating. <p>Scheduled program updates</p> <ul style="list-style-type: none"> There were no updates reported. 	The VP of AWD asked that Dean Mayo, Kausha Miller, Judy Druggan, and Angela Huddleston meet and report to him how they would be using Ed Ready in the Summer Boot Camp.

	<p>Professional Development</p> <ul style="list-style-type: none"> The group discussed leadership highlight options for 2017-18 and made suggestions. <p>Workgroup reports</p> <ul style="list-style-type: none"> Dean Mayo reported that Runan Pendergrast had continued to provide information about financial aid changes and program applicability. 	
LET/Academic Council Updates	<p>LET</p> <ul style="list-style-type: none"> The VP of AWD announced that project teams would continue for the next year, and he noted the membership might change. He said LET would receive recommendations from the chairs of the current project teams and that some might be added. The VP of AWD reminded everyone the End-of-Year Recognition and Celebration would be held on Wednesday, May 10, starting at 8:30 a.m. at the Leestown Conference Center. The VP of AWD reported that an ad hoc work group would review the Curriculum Review Process. He said the System would have a Digital Literacy Information Team and that Dean Liles and Aaron Akey would be serving on a Meta Majors Team. In addition, he reported that Dean Mayo would be serving on a College Readiness Course Work Group. The VP of AWD commended the Deans and ADS for their excellent work throughout the year. <p>Academic Council</p> <ul style="list-style-type: none"> Due to it being the end of the academic year, there were no upcoming meetings scheduled. 	
Woohoo Awards	<ul style="list-style-type: none"> Melanie Williamson gave a Woohoo Award to Dean Simms for her tremendous support and help. Beth Healander gave another Woohoo Award to Steve White for his collegiate speech at graduation. 	
Upcoming Deadlines	<p style="text-align: center;">Academics Leadership Team Calendar</p> <p>May</p> <p>May 10 End-of-Year Recognition and Celebration – Wednesday, May 10, starting at 8:30 a.m. at the Leestown Conference Center</p> <p>May 15 Summer class work begins</p> <p>May 15-17 Add/Drop and Registration for new and continuing students</p> <p>May 17 Last day to add a class with permission (selected classes only)</p>	
Adjournment	Meeting was adjourned at 4:00 p.m.	
Next Meeting(s)	Thursday, August 3, 8:30-4:30, Newtown Campus Conference Room 123 Facilitator: Greg Feeney	