

AWD Leadership Team (ALT) Minutes

| AWD Leadership Team (ALT) | | | |
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| 8.22.2017 | | 2:00 - 4:00 p.m. | |
| | | Newtown Campus Conference Room CB123 | |
| Meeting called by | Dr. Greg Feeney | | |
| Type of meeting | Academics Leadership Team (ALT) | | |
| Facilitator | Rebecca Simms | | |
| Recorder | Barbara Thomas | | |
| Attendees | Robert Campbell, Yasemin Congleton, Kevin Dunn, Greg Feeney, Pam Hatcher, Beth Healander, Tammy Liles, Laura Lynch, Karen Mayo, Kausha Miller, Ralph Potter, Rebecca Simms, David Sturgill, Steve White, Melanie Williamson | | |
| Guests | | | |
| Leadership Highlight | | | |
| "Wait, What?" | pages 21-37 | | |
| Discussion | The group discussed "Wait, What?" and provided insights from the common read. | | |
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| Conclusions | | | |
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| Action Items | | Person Responsible | Deadline |
| The facilitator asked the group to read pages 39-61 ("I Wonder . . . ?") and be ready to discuss those pages at the upcoming meeting. | | Everyone | Aug. 29, 2017 |
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| Essential Agenda Additions | | | |
| Everyone | | | |
| Discussion | | | |
| Steve White – Steve shared his concerns about air conditioning in the AT Building and getting to and from overflow parking safely at Cooper. He added that some of the Coordinators would like to offer input on the ALT and Scheduling calendars. Karen Mayo said she talked with one of the Scheduling Coordinators about the Scheduling Calendar and she would be talking with the other Scheduling Coordinator about it. | | | |
| Kausha Miller – Kausha inquired about the budget for PD in Divisions. A discussion followed. After the discussion, it was suggested that faculty who are going up for promotion be eligible to be awarded \$500 of Division funds for professional development. Then Dean Mayo gave a brief overview of the 3-year promotion cycle. | | | |
| Beth Healander – Beth said she was concerned about safety with parking at Cooper. Afterwards Rebecca Simms referred the parking safety matter at Cooper to the Finance and Operations Work Group. | | | |
| Karen Mayo – Karen reported that she had met with Dr. Feeney, Dr. Rushin, and Aaron Akey (Associate Dean of Student Development) about advising. She said consideration is being given to Student Development staff and professional advisors being assigned to AA, AS, pending, and undecided first year students during their first year of college. She noted the students identified could receive more intense advising the first year before moving on to another advisor the second year. Dean Mayo added that they are looking at moving forward with that and bringing Cindy, Debbie, and Clovis into that conversation at the next meeting. A discussion followed. | | | |
| Conclusions | | | |
| It was suggested that faculty who are going up for promotion be eligible to be awarded \$500 of Division funds for professional development. | | | |
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| Action Items | | Person Responsible | Deadline |
| Rebecca Simms referred the parking safety matter at Cooper to the Finance and Operations Work Group. | | Finance and Operations Work Group | |
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| ALT Minutes (8/15/17) | | | |
| Everyone | | | |
| Discussion | | | |
| ALT minutes from meeting on 8/15/17 were approved. In addition, a new format for ALT minutes was approved. | | | |
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| Conclusions | | | |
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| Action Items | | Person Responsible | Deadline |
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| Follow up from previous ALT minutes: | | |
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| Discussion | | |
| BIO 130: Yasemin said there was no follow up necessary. | | |
| Contract Requirements – Teaching Outside Area: Dr. Feeney said that he would follow up on it. | | |
| “It’s On Us” Training Requirement and Policy (Aug. 21- Sept. 30, 2017): Dean Mayo reported that an email came out from Dr. Box on August 21 about the KCTCS required training, “It’s On Us” (Aug. 21- Sept 30, 2017). She asked members to work with their adjuncts and full-time faculty to ensure the training requirement would be met by the deadline. She added that Kelly Hagan would contact adjuncts and an announcement would be posted on e-community. A brief discussion followed. | | |
| Refugee Career Pathway Grant: Laura Lynch stated that no follow up was needed. | | |
| Faculty Mentors (Internal and External): Dr. Feeney said that he would follow up with Jackie Wiseman by email on faculty mentors. | | |
| Office Space – Newtown and Leestown: Rebecca Simms said they are developing a draft of the criteria for assigning office space at Newtown and Leestown. Dr. Feeney added that the purpose is to identify needs and establish criteria for assignments based upon needs. A short discussion followed. If members have any additional preferences for assignments, Rebecca Simms asked them to let her know by 4:00 p.m. tomorrow, August 23. | | |
| \$150 for Professional Development: Rebecca Simms said the announcement came out about the online process for the \$150 PD award, and she asked everyone to work with Maria Torres on it. A discussion about the online form followed. In response, Dr. Feeney suggested that members follow up with faculty who submit online PD requests that they do not approve. | | |
| Conclusions | | |
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| Action Items | Person Responsible | Deadline |
| “It’s On Us” Training Requirement and Policy (Aug. 21- Sept. 30, 2017) | Everyone | Sept. 30, 2017 |
| Dr. Feeney said that he would follow up on contract requirements for those teaching outside their area. In addition, he said the he would follow up with Jackie Wiseman by email concerning faculty mentors (internal and external). | Dr. Feeney | |
| If members have any additional preferences for office space assignments, Rebecca Simms asked them to let her know by 4:00 p.m. on August 23. | Everyone | Aug. 23, 2017 4:00 p.m. |
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| Faculty Teaching Online | | |
| Kevin Dunn | | |
| Discussion | Kevin discussed training and PD resources for new faculty and adjuncts teaching online. | |
| He asked those at the meeting with new faculty and adjuncts who would be teaching online to contact him or Barbara Elzey to set up their training. Also, Kevin asked those in Divisions who do their own online training to let him know who has been trained. In addition, Kevin announced that he is working on a certification program for teaching online and said there would be a proficiency exam included in the certification program. A discussion followed. When concluding the discussion, Dr. Feeney requested that Kevin remind those attending the next Coordinator’s meeting about the online training. | | |
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| Conclusions | | |
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| Action Items | Person Responsible | Deadline |
| Kevin Dunn asked those at the meeting with new faculty and adjuncts who would be teaching online to contact him or Barbara Elzey to set up their training for teaching online. | Everyone | |
| Also, Kevin asked those in Divisions who do their own online training to let him know who has been trained. | Everyone | |
| Dr. Feeney requested that Kevin remind those attending the next Coordinator’s meeting about the training for teaching online. | Kevin Dunn | Sept. 8, 2017 |
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| Faculty Transcript Review Reminder | | |
| Rebecca Simms | | |
| Discussion | Rebecca Simms reminded everyone about the faculty transcript review. | |
| Dean Simms stated when the academic year closed out on June 30, 2017 everyone responsible should have reviewed all full-time faculty files. She said that it is now time to review files for all adjuncts and part-time instructors. She added that the requirement is to review all of the hard copy files. Rebecca said for new faculty the Assistant Dean and DOM would receive an email notice to review each new file. Dean Mayo reminded everyone to be very clear about the place to send credentials and to work from faculty rosters. Kevin Dunn said that he would put up a list for everyone on SharePoint. A discussion followed. Afterwards Rebecca noted that in January 2018 SACS would be holding a meeting for those going up for reaffirmation. | | |
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| Conclusions | | |
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| Action Items | Person Responsible | Deadline |
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| Assistant deans should be reviewing adjunct faculty files. | Everyone | |
| AIM Training by IPRE | | |
| Rebecca Simms | | |
| Discussion | | |
| Rebecca said on Thursday, August 24, one of the AIM trainings would be held during ALT. Also, she requested that members make sure Coordinators sign up for the training that Alan Lawson is providing. Rebecca briefly discussed the training. | | |
| Conclusions | | |
| Action Items | | |
| ALT PD - AIM Training | Everyone | Aug. 24, 2017 |
| ADs should encourage coordinators to sign up for one of the AIM trainings offered by Alan Lawson. | Everyone | |
| Campus Operations | | |
| Greg Feeney | | |
| Discussion | We continually have missing furniture. No one should remove furniture from rooms/areas without following procedures. This is more important now with the performance based funding that has components related to our classroom capacities (which related to furniture). The numbers in Astra need to match what is in classroom. | |
| Conclusions | | |
| Action Items | | |
| ADs should discuss with faculty/staff in areas | Everyone | |
| Mandatory Placement and PS Overrides | | |
| Kausha Miller | | |
| Discussion | Kausha reported that as Chair of the Mandatory Placement Committee she will be proposing to the BCTC's Faculty Council an amendment for changes to some of the Wonderlic placement scores to realign with KCTCS Mandatory Placement policy. A discussion followed. Kausha discussed some challenges for the Math Department with PeopleSoft holds and overrides. Dr. Feeney requested that Kausha send him and Dean Mayo a list of supervisors of those lifting holds. | |
| Conclusions | | |
| Action Items | | |
| Dr. Feeney requested that Kausha send a list of supervisors of those lifting holds to him and Dean Mayo. | Kausha Miller | |
| He also requested she work closely with Rebecca Simms, as this could greatly impact the Testing Center. | Kausha Miller | |
| Division/Area Updates | | |
| All Divisions and Areas, Professional Development | | |
| Discussion | Steve White reported that CHLSS held an outing on Friday, August 18, at West Sixth/Smithtown after the Division meeting. He added that the Division is planning to hold outings after Division meetings throughout the academic year. Yasemin Congleton said that Bill Snyder and Ashley Jent had recently moved from Building N to Building M at the Leestown Campus. She commended Tracy Knowles for doing a good job with the solar eclipse projects leading up to the event and on August 21. She said that an instructor with a master's degree in Biology is needed in Lawrenceburg to staff a lab. Melanie Williamson announced that BCIS is working on a new excellence in cyber security endeavor for institutions. | |
| Beth Healander announced that James Goode would be launching a new book on Wednesday, August 23, at the Carnegie Center. Beth added that she is pleased that Humanities has a new DOM. | | |
| Robert Campbell announced the KCTCS Library Directors Peer Team is conducting an electronic database review. He said that 70 databases were available through a consortium agreement. He added that BCTC is hosting a retreat this Fall for the KCTCS Library | | |

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| Directors Peer Team. | | |
| Robert gave an update on Tutor hiring and asked everyone to remind Coordinators about the hiring process for tutors and that they are not able to work with students until they are cleared by the BCTC's Human Resources Department. Rebecca Simms suggested that an announcement be made at the next Coordinators meeting. | | |
| Tammy Liles announced that Nursing has a walk coming up on October 14 to benefit the NAMI Stigma Stompers and that information could be found at https://www.namiwalks.org/index.cfm?fuseaction=donorDrive.team&teamID=17443 . | | |
| Also, Tammy reported that Owensboro Health is going to talk with students in Nursing about employment opportunities. | | |
| In addition, Tammy announced that Fayette County is hosting a CSEPP event on September 20 and is looking for 100 or more BCTC volunteers from programs such as Theatre and Computer Information Technology. | | |
| David Sturgill reported the state would be distributing a new RFP for Adult Education in late January 2018. The impact of WIOA on the RFP has created lots of concern and speculation. The state directors are hearing rumors that the RFP model will no longer allow a single county to serve as the fiscal agent. Several surrounding counties in the Bluegrass region have already contacted BCTC AE to see if we would be submitting for their county. KYAE Skills U has not released any official details relating to the RFP. | | |
| Kevin Dunn announced the he and Melanie Williamson would be representing BCTC at a KCTCS meeting on September 29. He said that a Soft Chalk poll would be going out in order to get feedback on whether or not it's being utilized. He reported that he requested availability for 200 in person users of Brainfuse, a resource readily available for online students. In addition, he said there would be a Blackboard upgrade in December 2017 that should provide for better service and that a Blackboard SAS test server is available at https://kctcs-test-mig.blackboard.com . When concluding, he said that he has been working on quality assurance for online classes this semester. | | |
| Conclusions | | |
| Action Items | | |
| Person Responsible | | |
| Deadline | | |
| Division/Area Updates | | |
| ALT Workgroup Reports | | |
| Discussion | | |
| There were no Workgroup reports since no meetings have been held yet. | | |
| Student Development and Enrollment Management (SDEM) - (Kevin Dunn) | | |
| Marketing - (Tammy Liles) Tammy said that Marketing would be meeting in September. | | |
| Finance and Operations - (Laura Lynch) | | |
| Conclusions | | |
| Action Items | | |
| Person Responsible | | |
| Deadline | | |
| LET/Academic Council Updates | | |
| Greg Feeney | | |
| Discussion | | |
| Dr. Feeney announced that a KCTCS regional meeting on Competency Based Education would be held in the fall. | | |
| He said that Dr. Tracy would provide more information about the regional meetings on CBE. The one BCTC is hosting is slated for September and he will provide the information as soon as he receives it. He added that it is important for everyone to attend and he understood key faculty can be invited. | | |
| Conclusions | | |
| Action Items | | |
| Person Responsible | | |
| Deadline | | |
| Awards | | |
| Woohoo, The Doll | | |
| Discussion | | |
| Karen Mayo gave a Woohoo Award to Beth Healander for jumping in and keeping things running smoothly as Interim AD. | | |
| Karen Mayo gave the Doll to Laura Lynch for all her work on the Kentucky Work Ready Scholarship. | | |
| Kausha forgot the award and will bring it next week (if she remembers). | | |
| Conclusions | | |
| Action Items | | |
| Person Responsible | | |
| Deadline | | |
| Bring the awards | | |
| Kausha, Laura, Beth | | |

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| Meeting was adjourned at 3:50 p.m. | | |
| Next Meeting | | |
| Tuesday - August 29, 2017 | 2:00 - 4:00 p.m., Newtown Campus Conference Room CB123, Facilitator: Tammy Liles | |
| Discussion | | |
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| Conclusions | | |
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| Action Items | Person Responsible | Deadline |
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