

AWD Leadership Team (ALT) Minutes

AWD Leadership Team		
9.19.2017	2:00 – 4:00 p.m.	Newtown Conference Room CB123
Meeting	Dr. Greg Feeney	
Type of meeting	AWD Leadership Team (ALT)	
Facilitator	Beth Healander	
Recorder	Barbara Thomas	
Attendees	Robert Campbell, Yasemin Congleton, Kevin Dunn, Greg Feeney, Pam Hatcher, Beth Healander, Tammy Liles, Laura Lynch, Karen Mayo, Kausha Miller, Rebecca Simms, Steve White, Melanie Williamson	
Guests	Jeff Herrin, Greg Rickert, Allan Robertson	
KCTCS Innovative Educator Program		
Jeff Herrin, Greg Rickert, Allan Robertson		
Discussion	<p>Dr. Feeney presented plaques to Jeff Herrin, Greg Rickert, and Allan Robertson in recognition of their participation in the KCTCS Innovative Educator Program. He commended Jeff, Greg, and Allan for their participation in the program as well as their outstanding contributions to BCTC. Each of them shared their thoughts about the KCTCS Innovative Educator Program. They said there was a great deal of information provided. Jeff said that one take away from the program was that it is good to change one thing every semester to find out what works best. Greg said that Rolf Smith, nationally known author of the <i>7 Levels of Change</i>, had facilitated sessions when he attended the program. He added that he liked one particular activity and the process to generate innovative ideas in which small, inflatable elephants were used for posting sticky notes. When concluding, Greg suggested decreasing the number of days of the program. Allan stated that he liked interacting with those who attended the program the previous year and were invited back. He said that he would recommend the program. Jeff said he felt the KCTCS Innovative Educator Program was a good opportunity.</p>	
Conclusions		
Action Items	Person Responsible	Deadline
Invite Jeff, Greg, and Allan to present at 2018 Changing Classroom Cultures Conference.	CCCC 2018 Committee	March 23-24, 2018
Leadership Highlight		
“What Truly Matters?”	Pages 103-135	
Discussion	The facilitator asked members to share their thoughts about the	

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	chapter, “What Truly Matters?” Then the group shared their ideas including how the chapter related to teaching and learning.	
Conclusions		
Action Items		
	Person Responsible	Deadline
Invite Maria Torres to next ALT meeting	Barbara Thomas	9/26/17
Essential Agenda Additions		
Everyone		
Discussion		
Dean Liles reported that BCTC had submitted a proposal for a Physical Therapist Assistants Program. In addition, she announced that she sent an email about a RFP for grant opportunities through the NASA Space Grant Consortium, and she encouraged everyone to review the RFP and submit a grant proposal.		
Kausha Miller announced the Mandatory Placement Plan has changed again. She noted the changes were minor. Then she asked everyone to remind faculty about the updated information and resources on the website and suggested that everyone review them before advising.		
Dean Mayo asked everyone to identify Division Meeting topics. The following topics were identified: Advising Appointments in Starfish, Advising Update, Mandatory Placement Plan Updates, Policy for Students Called to Active Military Duty, Distance Learning Quality Review Process, ITS information provided by Laura Parrish, QEP, Technical Graduation Application, Confirming Attendance, SAP Appeal Plan Training, New Course Charge Information, Staff PPEs form out on October 2, ALT Open Meeting on November 17 at 2:00 p.m. at the Newtown Campus, and Grant Opportunities through the NASA Space Grant Consortium.		
Beth Healander announced there is a new QR option for AA and AFA students. She provided a handout, and she agreed to email the handout to ALT after the meeting. In addition, Beth reported there was some concern from faculty about the emphasis on program plan changes and the lack of information about it. A discussion followed. Kevin Dunn said that he sends out an email to students and faculty concerning registration and that he would add some information about program plans to that email.		
Conclusions		
Action Items		
	Person Responsible	Deadline
Beth Healander will email information to ALT about new QR option for AA and AFA students.	Beth Healander	9/26/17
Kevin Dunn will provide information about program plans when he sends email to students and faculty about registration.	Kevin Dunn	

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ALT Minutes (9/12/17)		
Everyone		
Discussion		
Minutes from the meeting held on 9/12/17 were approved.		
Conclusions		
Action Items	Person Responsible	Deadline
Follow up from previous ALT minutes:		
Everyone		
Discussion		
<p>"It's On Us" Training: Dean Mayo reported that as of Friday there were still several full-time faculty members on the list of those who have not completed the "It's On Us" training. Starting September 22, she said that Jane Goatley would provide her with an updated list and she would disseminate the information.</p>		
<p>PPEs (planning process, AD support in promotion process) Q & A: Dean Mayo reminded everyone of the new advising model as they review PPEs and provide feedback. A short discussion followed. The group requested that PPEs be kept on the agenda as a follow up item.</p>		
<p>Faculty Advising: Dean Mayo provided follow up information about advising. She said that students would be contacted by SDEM in October through a connect message with a flyer attached and several text messages would be sent. She added that faculty need to go ahead and put their availability in Starfish so students will know when they are available. In response to an inquiry, she noted that work is being done to provide access to ADs in Starfish so they will be able to view faculty information located there.</p>		
<p>Distance Learning Quality Review Process: Kevin Dunn asked if there were any questions or concerns about the Distance Learning Quality Review Process. Melanie Williamson said the checklist is different from the Syllabus Checklist. In response, Kevin said there is an area with syllabus related items, and he agreed to review and compare the checklist.</p>		
<p>Official Midterm Dates: Kausha Miller said the Rules Committee did not meet on Friday, September 15.</p>		
<p>ITS Related Projects: There was no follow up on ITS related projects.</p>		
<p>Course Charges: The ADs said they had provided the new course charge information to their Coordinators and faculty.</p>		
<p>Students Unable to Buy Books: Beth Healander reported that a workgroup contacted Financial Aid concerning the students unable to buy books due to registering for 16 and 12-week classes at the same time and found out the process for students. Dean Mayo noted that advisors will be able to use the information provided by the workgroup to inform students about the process.</p>		
<p>Syllabus Checklist: Melanie Williamson reported that she sent out the updated form. It was noted the Syllabus Workgroup is meeting September 26 at 1:00 p.m.</p>		

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Conclusions		
Action Items	Person Responsible	Deadline
Dean Mayo will disseminate information concerning the "It's On Us" training.	Dean Mayo	9/25/17
Agenda Item for follow up at next ALT meeting: PPEs (planning process, AD support in promotion process) Q & A	Everyone	9/26/17
Remind faculty to put their availability for advising in Starfish.	Everyone	
Review and compare checklist for Distance Learning Quality Review Process.	Kevin Dunn	9/26/17
Policy for Students Called to Active Military Duty		
Dean Mayo		
Discussion		
Dean Mayo reported that she had sent ALT the link to the policy for students called to active military duty and so had Desiree Marshall. She noted that some students have been called to active military duty for hurricane relief. Dean Mayo said that faculty need to review the policy and follow the guidelines provided. A short discussion followed.		
Conclusions		
Action Items	Person Responsible	Deadline
Technical Graduation Application		
Dean Mayo		
Discussion		
Dean Mayo reported the Records Office has been working on a new technical graduation application so they will be able to make sure students are awarded all the credentials they have earned. She asked everyone to use the newest form that Records and Registration has posted on the website. She noted the form is beneficial to students. Melanie Williamson encouraged everyone to review the applications for their areas. Dean Mayo suggested that those with questions about the form contact Bethany Lawson in Records and Registration. Dr. Feeney asked Melanie to bring any information about the applications back to ALT.		
Conclusions		
Action Items	Person Responsible	Deadline
Contact Bethany Lawson with questions about the technical graduation application.	Everyone	
Bring any information about the technical	Melanie	

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graduation application back to ALT.		Williamson	
Confirming Attendance			
Dean Mayo			
Discussion			
<p>Dean Mayo said that she recommends that everyone confirm attendance sooner rather than later. She noted there were many that were not confirmed. Melanie Williamson reported that Ginger Porter said DOMs were not included in the notification about those who were not confirmed. Dean Mayo noted that Tonya Spivey had developed instructions for running a query that had been used in the past after the last day to confirm attendance. She suggested running reports again. A discussion about confirming attendance followed. The consensus was that faculty and students should know who did not confirm attendance.</p>			
Conclusions			
Action Items		Person Responsible	Deadline
Franklin Covey Training			
Dean Mayo			
Discussion			
<p>Dean Mayo announced that she had emailed the results to everyone with top picks for the Franklin Covey training. She said inspiring trust and leaders at change was picked most. Then Kevin Dunn shared information about participant access to the training and what that included. He noted that as a facilitator a participant would have access to all parts of the training. A discussion followed. Dr. Feeney requested that Maria Torres be invited to the next ALT meeting.</p>			
Conclusions			
Action Items		Person Responsible	Deadline
Invite Maria Torres to be to the next ALT meeting.		Barbara Thomas	
Staff PPEs			
Dean Mayo			
Discussion			
<p>Dean Mayo reported that the new staff PPE would be released on October 2, 2017 according to Jane Goatley. She added that training would be provided the week of October 25 and the deadline to complete staff PPEs would be November 3. Dr. Feeney noted that staff PPEs are being changed System wide.</p>			
Conclusions			
Action Items		Person Responsible	Deadline

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Faculty Office Assignment Policy Draft & QEP		
Discussion		
<p>Dean Simms handed out a draft policy of the BCTC Office Space Assignments Process and explained it. Dr. Feeney noted they are guiding principles and policies to serve the needs of the college. A discussion about the draft policy followed. Kausha Miller suggested putting bullets on the general list. Melanie Williamson suggested that Coordinators be included in the general list. The consensus was to add language above the general list that states “in addition to the policies in general, the following are variables to be used for office space allocation.” Dean Mayo said based on the immediate needs she is hearing, there are some cubicles that possibly could be offered at Newtown. Steve White inquired about another building at Newtown, and Dr. Feeney said there is nothing funded at this time. Then Dean Simms went over the suggested changes and said she would bring the revised draft policy back to the next ALT meeting.</p> <p>In addition, Dean Simms requested suggestions for the new QEP initiative and asked everyone to email those to her or Terry Buckner.</p>		
Conclusions		
Action Items		
	Person Responsible	Deadline
Revise the draft policy of the BCTC Office Space Assignments Process and bring revised draft policy back to ALT next week.	Rebecca Simms	9/26/17
Email suggestions for the new QEP initiative to Dean Simms or Terry Buckner.	Everyone	
Division/Area Updates		
Professional Development		
Discussion		
<p>Kevin Dunn gave a brief overview of the latest report from NC SARA and said it appears there was a greater number of students outside BCTC taking classes with BCTC than BCTC students taking classes outside of BCTC.</p> <p>Beth Healand reported that the new DOM in Humanities is doing a good job.</p> <p>Dean Liles reported there was a 61% increase in those applying for Nurse Aide. She attributed the increase to the work of Janie Thompson and Trish Banta and the testing for Nurse Aide that had been done in the summer of 2017.</p> <p>Kausha Miller reported that everything is going well in her area and that faculty members are getting their advising documents ready.</p> <p>Rebecca Simms reported that 1,010 students are enrolled in Dual Credit this year.</p> <p>David Sturgill reported that Adult Education has received performance awards dollars from the previous year.</p>		

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Melanie Williamson reported that BCIS is one step closer to changing Cinematic Arts to Film/Cinematic Arts.		
Conclusions		
Action Items	Person Responsible	Deadline
Division/Area Updates		
Workgroup		
Discussion		
Student Development and Enrollment Management (SDEM) – (Kevin Dunn): No updates were reported.		
Marketing – (Tammy Liles): No updates were reported.		
Finance and Operations – (Laura Lynch): No updates were reported.		
Conclusions		
Action Items	Person Responsible	Deadline
LET/Academic Council Updates		
Dr. Feeney		
Discussion		
Dr. Feeney briefly discussed the Entrepreneurial Innovation grant opportunity and asked everyone to give suggestions to the ALT workgroup (Yasemin Congleton, Pam Hatcher, Beth Healander, Laura Lynch, Kausha Miller, Rebecca Simms, David Sturgill, Melanie Williamson). Pam Hatcher agreed to serve as the convener for the workgroup. Dr. Feeney said he resent the August 30 th email about it.		
Dr. Feeney proposed a change to the ALT meeting schedule. He asked everyone to consider only meeting on Tuesdays from 1:00 p.m. to 4:00 p.m. or 1:30 p.m. to 4:30 p.m. A short discussion followed. Everyone agreed to consider the schedule change for this semester and to discuss it at the next ALT meeting. Meetings will proceed as scheduled until worked out.		
Dr. Feeney announced that BCTC has currently met budget and the 8-week classes are looking solid. He asked everyone to review the schedule as Deanna or Vicki send updates and work to offer needed additional sections if noted.		
Conclusions		
Action Items	Person Responsible	Deadline
Dr. Feeney will send ALT an email requesting suggestions for the Entrepreneurial Innovation Workgroup.	Dr. Feeney	
ALT will discuss schedule change at next meeting.	Everyone	9/26/17
Awards		

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Woohoo, The Doll		
Discussion		
Yasemin Congleton presented one Woohoo Award to Beth Healand for doing an excellent job of facilitating.		
Barbara Thomas gave the other Woohoo Award to Melanie Williamson for her quick response and work on the Syllabus Checklist and other items needing immediate attention.		
The group agreed for Robert Campbell to keep the Doll for another week.		
Conclusions		
Action Items	Person Responsible	Deadline
Meeting was adjourned at 4:05 p.m.		
Next Meeting		
Tuesday, Sept. 26, 2017	2:00 – 4:00 p.m., Newtown Campus Conference Room CB123, Facilitator: Ralph Potter	