

AWD Leadership Team (ALT) Minutes

AWD Leadership Team		
9.26.2017	2:00 – 4:00 p.m.	Newtown Conference Room CB123
Meeting	Dr. Greg Feeney	
Type of meeting	AWD Leadership Team (ALT)	
Facilitator	Ralph Potter	
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	
Guest	Maria Torres	
Leadership Highlight		
Maria Torres	Franklin Covey Training	
Discussion	<p>The facilitator welcomed Maria Torres, BCTC’s POD Manager, to the meeting. Then Maria provided an online demonstration and overview of the Franklin Covey training. She informed ALT that after getting some feedback from Kevin Dunn, Dr. Feeney, and others she had requested changes to the online home page. She said that all content has been merged onto two tiles, Excelerators and Insights, that can now be seen at the top of the page. She noted the two tiles were previously located at the bottom of the page. She said the Excelerators area contains a brief overview of the content, and she explained some other features. After an inquiry about the tile with webinars, Maria said that she would add the webinars tile back to the home page. Beth Healander asked about the process for using the \$150 for professional development. Maria explained the process and said that faculty and staff should send her an email stating their \$150 for PD has been approved and then she will add them as a passholder. She said there was a limit to the number of passholders for the Franklin Covey training. Then Dr. Feeney inquired about the extra slots. In response, Maria said she would find out how the extra slots will be used. Laura Lynch thanked Maria for fixing the home page to make it more user friendly and explaining the changes to ALT.</p>	
Conclusions		
Action Items	Person Responsible	Deadline
Add webinar tile back to the home page of the online Franklin Covey training.	Maria Torres	
Find out how extra slots for Franklin Covey training will be used.	Maria Torres	
Essential Agenda Additions		
Everyone		
Discussion		

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Beth Healander inquired about what is being done to communicate with faculty and advisors about program plans. A short discussion followed. Dean Mayo said she would talk with Clovis Perry and see what information he has for sub plans.		
Laura Lynch reported that Ashley Gei, a counselor from BCTC's Career Center, wanted to let ALT know there are online tools and other resources available for students. Ashley is available to speak at Division meetings, and she asked that we please invite her.		
Dean Mayo announced that she is working with a group to discuss a KCTCS Mandatory College Success Course and the work of the committee should be completed in December. In addition, she asked everyone to think about how they would like to proceed with the Franklin Covey training in order to get the most out of that training and be ready to talk about it at the next ALT meeting.		
Kausha Miller reported the updated advising documents are on Math & Stats and Advisor Quick View online and asked the Coordinators to review the information. In addition, Kausha said she noticed some students have been added after add/drop, which is three weeks after classes started. Dr. Feeney asked Kausha to email examples to him.		
Steve White reported that he noticed there is no Title IX or Title VI contact information on the website.		
Conclusions		
Action Items	Person Responsible	Deadline
Talk with Clovis Perry and see what information he has for sub plans.	Karen Mayo	
Talk about how to proceed with the Franklin Covey training at the next ALT meeting in order to get the most out of the training.	Everyone	
Talk with HR about Title IX or Title VI contact information.	Dr. Feeney	
ALT Minutes (9/19/17)		
Everyone		
Discussion		
Minutes from the meeting held on 9/19/17 were approved.		
Karen		
Conclusions		
Action Items	Person Responsible	Deadline
Follow up from previous ALT minutes:		
Everyone		
Discussion		

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Dr. Feeney discussed the ALT meeting schedule. Since everyone agreed at the last meeting to change the schedule this semester, he said he had discussed it with the Deans and the current ALT meeting schedule would be effective until October 17th. Then he said ALT would meet from 1:30 to 4:00 p.m. on Tuesdays only for the remainder of the academic year. Dr. Feeney added that he would email the new, modified schedule in calendar format. A discussion followed. Steve White clarified that his CHLSS group would present on Tuesday, October 24th. After an inquiry about the time for presentations, Dr. Feeney said that area presentations should last no more than an hour.

Kevin Dunn provided an update on the Distance Learning Quality Review Process. He said that it has been received well with Divisions such as Math. Melanie Williamson added that BCIS has endorsed and is recommending to Faculty Council to include face to face and hybrid classes. Kevin said most faculty are already doing the things on the checklist. Steve White mentioned some concerns about proctoring. Then Kevin talked about online proctoring. Yasemin talked about the concerns shared by AHNS. Kevin asked that any comments or concerns be emailed to him. Then he asked for suggestions for the next step. The consensus of the group was to take it to Faculty Council for endorsement. Kevin said he would request that the Distance Learning Quality Review Process be put on the Faculty Council agenda and that he would attend Faculty Council when it is on the agenda.

Kausha Miller reported that the Syllabus Workgroup had met.

There were no updates reported on the Technical Graduation Application.

Dr. Feeney noted that Jeff Herrin, Greg Rickert, and Allan Robertson would be invited to present at the 2018 Changing Classroom Cultures Conference.

Beth Healander emailed information to ALT about the new QR option for AA and AFA students, and she provided an update at the ALT meeting. Kausha Miller noted that the new QR option has been added to the Math flowcharts.

Dean Mayo gave an update on the "It's On Us" training. She said that she would continue to disseminate information concerning the training. She noted that the reports would change every day because new employees are added as they are hired. She said that new hires would get 30 days to complete the training and they would receive an email from KCTCS informing them about it. After an inquiry about the "It's On Us" training being ongoing throughout the year, she said that she would check on it with Jane Goatley and report back to ALT. Dean Mayo requested that everyone remind faculty they need to check their KCTCS email and to be sure to look at the due date for the "It's On Us" training.

The group requested that PPEs (planning process, AD support in promotion process) Q & A be kept on the agenda as a follow up item.

Dean Mayo reported that work is still being done to provide ADs access to faculty information located in Starfish. She said that work is near completion on entering advisees. She noted the information should be populated on Thursday, September 28th. She added that Debbie Holt will send out an email letting everyone know when it is ready.

Dean Simms reported that several good recommendations for the new QEP

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initiative had been received.		
There were no updates concerning the Entrepreneurial Innovation Workgroup.		
Conclusions		
Action Items		
	Person Responsible	Deadline
Email the new, modified meeting schedule to ALT in calendar format.	Dr. Feeney	9/26/17
Steve White's CHLSS group will present at ALT.	CHLSS	10/24/17
Request that the Distance Learning Quality Review Process be put on the agenda for Faculty Council and attend Faculty Council when it is on the agenda.	Kevin Dunn	
Disseminate "It's On Us" training information.	Karen Mayo	
Check with Jane Goatley on ongoing "It's On Us" training and report back to ALT.	Karen Mayo	
ALT Goals		
Dr. Feeney		
Discussion		
<p>Dr. Feeney provided information about ALT's upcoming open meeting with faculty at Newtown on November 17, 2017. He said each AWD area will address AWD and college goals to those attending the open meeting. Then he shared a list of ten items concerning the 2017-18 AWD Goals and discussed them. He said that some might want to share additional information or talk about things that do not fit into items 1-6 (AWD Specific) or 7-10 (College). Dr. Feeney said folks will be given time to share area goals/updates at the November 17 meeting. He asked for feedback. Then he said that Barbara Thomas would create a table similar to the one used last year. He added that once the table has been created it will be distributed to the Deans. Dr. Feeney said that October 20th is the deadline to submit the detailed information to your dean on what each area is doing to address listed goals. He noted that the document will provide an overview of all that AWD has accomplished. When concluding, Dr. Feeney said the Deans will work closely with everyone in their areas to document what is being done in each area and Division.</p>		
Conclusions		
Action Items		
	Person Responsible	Deadline
ADs should work with deans on entering activity once document is provided.	ADs/Deans	
Brainfuse		
Kevin Dunn		
Discussion		
Kevin Dunn provided an update on Brainfuse. He said earlier in the year he had		

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reported the System is paying for a maximum of 200 hours of Brainfuse and he had requested the maximum number of hours for BCTC. Kevin said it is part of the service to students provided by the \$20 fee. He noted that he would receive usage reports and that BCTC would be billed for anything above 200 hours. Kevin said that he would work with faculty and classes that have a high need for online tutoring, and he requested that everyone send him the courses that need it. Kevin added that he would send the directions on how to put a link to Brainfuse into Blackboard for online classes. He noted that the System is working on a demo to show students how to use Brainfuse. Robert Campbell reminded everyone that BCTC has online tutors available through Tutoring Services, too.

Conclusions	
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Action Items	Person	Deadline

SACS PD Questions Update

Dean Simms	
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Discussion	
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Dean Simms provided an update on the questions from the SACS PD held on September 22nd. She reported that she is developing a FAQ sheet. On the Faculty Roster, she said the timeline for Fall 2017 through Fall 2018 includes Summer and the course prefix and title need to be included. She said only the documents that are required credentials to teach the particular course should be in the faculty file. Dean Simms added that documentation provided must be from a regional or national accrediting agency. Dr. Feeney noted that transcripts are used to verify credentials. If a faculty member is teaching in more than one area, Dean Simms said to use the primary area of teaching. When documenting work experience, she said justification is needed and there are variables. She suggested talking with the area Dean when documenting work experience. She stated that if a business or employer no longer exists, then BCTC would need to create a document such as a CV with specific duties listed that are applicable to the teaching area. Dean Simms noted that she is creating a template to be used. Melanie Williamson asked if it would be possible for ADs to get a copy of faculty employment applications to provide details on work experience for the faculty roster. A discussion followed. Then Dean Simms said that she would check on it with HR and let ALT know. After an inquiry about the requirements for developmental classes, Dean Mayo provided specific information from SACS that is available online. Kausha Miller asked what to with all of the other documents in the file that are not required. In response, Dean Simms said that information needs to be put in an archived file.

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Conclusions	
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Action Items	Person	Deadline
Check with HR about requesting faculty employment applications and report back to ALT.	Rebecca Simms	

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Revised Draft of Faculty Office Assignment Policy		
Dean Simms		
Discussion		
<p>Dean Simms reported that she revised the draft of the Faculty Office Assignment Policy and sent it out last Tuesday, September 19th. Kausha Miller shared it with Math and provided feedback. A discussion about office space followed. Dr. Feeney noted the layout of each building is different and there will be variance. Dean Simms asked whether or not to move forward with the draft policy. Dr. Feeney asked ALT to share the draft policy, and he requested that it be kept on the agenda for the next meeting. Then Dean Mayo said moving forward there are some cubical spaces at Newtown. She said if some want a permanent move to a cubicle, then she asked the ADs to send that request to the area Dean. After Dean Mayo receives all of the requests, she said the options would be reviewed and the assignments would be made.</p>		
Conclusions		
Action Items	Person Responsible	Deadline
Share revised Draft of Faculty Office Assignment Policy and place on ALT agenda for next meeting.	Everyone	10/03/17
Send permanent move to a cubicle request to area Deans.	ADs	
Support our Veterans 5K Run Sunday, November 5		
Laura Lynch		
Discussion		
<p>Laura Lynch announced that the Veteran's 5K Run will be held on Sunday, November 5, and she shared a handout about it. She added that BCTC is going to have a table at the event, and she invited everyone to participate.</p>		
Conclusions		
Action Items	Person Responsible	Deadline
ALT is invited to participate at Veteran's 5K Run.	Everyone	11/5/17
Division Meeting Follow Up		
Everyone		
Discussion		
<p>In addition to course fees, Yasemin Congleton reported that someone in AHNS heard that Barnes & Noble is going to slightly increase their prices. Dr. Feeney asked Yasemin to send him that information.</p>		
<p>Melanie Williamson reported that Robert Chirwa discussed Learn on Demand. She noted that the Senate committee for Computer Based Education is discussing</p>		

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it. Kausha Miller said the KCTCS Gen Ed Committee is discussing the model.		
Conclusions		
Action Items	Person Responsible	Deadline
Division/Area Updates		
All Divisions and Areas		
Discussion		
<ul style="list-style-type: none"> • Steve White reported that Rebecca Glasscock recently held an international Day of Peace featuring Native American culture and activities. • Yasemin Congleton reported that Dental Hygiene students participated in an emergency preparedness activity. • Robert Campbell reported that Library Services is holding a free book exchange September 25-29th at Newtown and Cooper. • Beth Healander reported that Tim Davis has a show opening this coming weekend at Stagebox Theatre. Dean Mayo noted that it is listed on upcoming productions. Dr. Feeney requested that additional publicity be provided. • Laura Lynch reported that Workforce Solutions is starting a Retirement Planning class. She added that SHRM would be meeting in the evening after ALT with Human Resource Managers in attendance representing 28 local companies. • Melanie Williamson reported that Stephanie Fitch has been invited to accompany John Carroll Lynch on a local tour this weekend. • Dr. Feeney asked Steve White to share information about Greg Rickert asking CHLSS faculty to share something they have accomplished in CHLSS. • Kausha Miller reported that Michael Birchett and two others did SAP appeal training. She added that it was informative and well attended. • Yasemin Congleton said that Michael Birchett spoke to AHNS and was well received. • Dean Liles reported that Nursing will be doing SAP appeal training in November. 		
Conclusions		
Action Items	Person Responsible	Deadline
Division/Area Updates		
Professional Development		
Discussion		

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Conclusions		
Action Items	Person Responsible	Deadline
Division/Area Updates		
Workgroup		
Discussion		
Student Development and Enrollment Management (SDEM) – (Kevin Dunn): There were no updates reported.		
Marketing – (Tammy Liles): There were no updates reported.		
Finance and Operations – (Laura Lynch): Laura Lynch reported that Finance and Operations had a good meeting. She said parking at Cooper was discussed. She said that several things had been tried such as adding signs. She noted that safety was still a concern and the release of liability was discussed. She said the group talked about the air conditioning issues and the need for better internal and external communication. Laura said parking at Newtown and Leestown was discussed. She noted there was a concern about safety in the back of Newtown. She reported campus hours were discussed and that there will be security at both campuses through class times. She said it was suggested that all weekend classes be held at one campus. She said student printing was discussed. Melanie Williamson let Laura know that one of the city-county government alarms for thunderstorms and lightning strikes was going to be installed in the Newtown Classroom Building in the 213D conference room and several were concerned about it. Kausha Miller asked Laura if there was anything advisors can do to help students know what is going to happen if they do not pay their bills.		
Conclusions		
Action Items	Person Responsible	Deadline
LET/Academic Council Updates		
Dr. Feeney		
Discussion		
Dr. Feeney said that neither group met. He noted that although enrollment is down, BCTC has met budget. Then he asked if everyone read the article he emailed that appeared <i>Inside Higher Ed</i> about repaying federal aid. A brief discussion followed. Dr. Feeney asked the ADs to share information from the article with those it would benefit.		
Conclusions		
Action Items	Person Responsible	Deadline

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Awards		
Woohoo, The		
Discussion		
Beth Healander presented one Woohoo Award to Rebecca Simms for all her work on SACS.		
Melanie Williamson gave the other Woohoo Award Kevin Dunn for his work on the Quality Assurance.		
Robert Campbell gave the Doll to Yasemin Congleton.		
Conclusions		
Action Items	Person Responsible	Deadline
Meeting was adjourned at 4:15 p.m.		
Next Meeting		
Tuesday, Oct. 3, 2017	2:00 – 4:00 p.m., Newtown Campus Conference Room CB123, Facilitator: Steve White	