

AWD Leadership Team (ALT) Minutes

AWD Leadership Team		
10.17.2017	1:30 – 4:00 p.m.	Leestown Conference Room M128
Meeting	Dr. Greg Feeney	
Type of meeting	AWD Leadership Team (ALT)	
Facilitator	Kevin Dunn	
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	Rhonda Wheeler	
Lawrenceburg Campus Update		
Rhonda Wheeler		
Discussion		
<p>The facilitator welcomed Rhonda Wheeler, Campus Director at Lawrenceburg. Rhonda made a presentation and gave an update on the Lawrenceburg Campus. She announced the Lawrenceburg Campus had received a grant in the amount of \$115,000 from Kentucky Department of Education to create an area Academy for high school freshmen through seniors. She said the goal of the Academy is to get students into careers more quickly. She added that she had done some preliminary work on career pathways with Erin Tipton, Campus Director at Danville. She discussed the next phase of implementation and welcomed the involvement of the Deans. She mentioned that she and Erin would be traveling to North Georgia and Nashville to visit and obtain resource information about career pathways from those sites. Then Rhonda talked about other improvements and activities at Lawrenceburg. She shared information about a new simulation lab, and she discussed the training provided by Workforce Solutions. She said that a local consortium of companies included Hitachi and Jim Beam, and she noted that Wild Turkey and Four Roses have been invited to join the consortium. She discussed her involvement with an education committee in Frankfort and an initiative to incorporate essential skills. Then she talked about Adult Education and Dual Credit at Lawrenceburg. She said that Anderson County is utilizing the opportunity for dual credit and provided impressive enrollment numbers for Fall 2017. Rhonda talked about all of the services offered at the Lawrenceburg Campus and said a number of good things are happening at the campus and in the community. The facilitator thanked Rhonda for the update.</p>		
Conclusions		
Action Items	Person	Deadline

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Leadership Highlight		
Discussion	Franklin Covey Training: Trust and Integrity, Organizational Trust	
<p>The facilitator gave a brief overview of the selected online Franklin Covey training topic, "Trust and Integrity, Organizational Trust." The group provided feedback, and a discussion followed. For the leadership highlight topic selection for upcoming ALT meetings, the consensus was to review the other online Franklin Covey training materials and videos available in order to provide a variety of topic choices. Melanie Williamson asked ALT members to send her their Franklin Covey topic requests for the next meeting.</p>		
Conclusions		
Action Items	Person	Deadline
Send Melanie Williamson Franklin Covey training topic requests for next ALT meeting.	Everyone	10/18/17
Essential Agenda Additions		
Everyone		
Discussion		
<p>Dean Mayo gave an overview of the draft advising template she distributed to ALT before the meeting, and she explained how it would be used and implemented. Then she requested feedback on the draft. ALT supported the use and implementation of the advising template. She said that Debbie Holt would be attending the Coordinator's meeting on November 3rd to discuss the process of updating the Programs of Study information on the website. She added that Kevin Dunn would upload and post the updated templates to the Programs of Study webpage. A short discussion followed.</p>		
<p>Dean Mayo announced that Trunk-or-Treat would be held October 31st in the parking lot at the Newtown Campus from 4:00 to 6:00 p.m. She said that two student organizations would be coordinating the event (Coders "R" Us and Phi Theta Kappa), and she encouraged ALT members to participate.</p>		
<p>Kevin Dunn discussed the definition, designation, and review of hybrid classes. Dr. Feeney added that Faculty Council would like the quality of each course to be reviewed. A discussion followed.</p>		
<p>Dr. Feeney talked about the Spring schedule. Yasemin Congleton mentioned the need for more afternoon classes at Newtown in the Spring. A brief discussion followed. Then Dr. Feeney requested that ALT members email any course related issues to DeAnna Pelfrey and Dean Mayo. He noted that DeAnna could attend the next ALT meeting if necessary.</p>		
<p>Yasemin Congleton said that water, candy, and volunteers (noon to 3:30 p.m.) are needed at the Leestown Fall Festival on October 21st at Peace Meal Gardens. In addition, she said that Natural Science is looking for programs to showcase.</p>		
<p>Laura Lynch announced that the annual Chili Cook Off would be held at the Leestown Campus on November 8th and invited everyone to participate. She</p>		

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added that Workforce Solutions has been doing training on Kizan power tools for Toyota along with the other local training that has been scheduled.			
Kausha Miller made a request to use and designate the CB113 classroom at Newtown for calculus.			
Dean Liles reported that 16 people from BCTC participated in a NAMI Walk in Lexington on October 14th and helped to raise over \$500.			
Beth Healander reported that BCTC is hosting the 2017 KADE Conference at the Newtown Campus on Friday, October 27th.			
ALT identified the following Division meeting topics: QEP, Zombie Makeover at Leestown (October 28), Trunk-or-Treat at Newtown (October 31), Coordinators Meeting (November 3), Reminder about November 17th Open ALT Meeting at 2:00 p.m. at Newtown, End of Year Event at Newtown (December 1), Cancellation of Classes at Cooper (December 1-3), Hour of Code Event at Newtown (December 11 or 13), Mandatory Placement Document Updated in Advisor Quickview, and Discuss Online Withdraw Process. A brief discussion followed about meeting formats and Division rules governing meetings.			
Conclusions			
Action Items		Person	Deadline
Email any course related issues for Spring classes to DeAnna Pelfrey and Dean Mayo.		ALT	
ALT Minutes 10/12/17)			
Everyone			
Discussion			
Minutes from the meeting held on 10/12/17 were approved.			
Conclusions			
Action Items		Person	Deadline
Follow up from previous ALT minutes:			
Everyone			
Discussion			
Dean Mayo reported that she had sent ALT the Academic Ombud job description. She requested that anyone who had not sent the job description to their Division to please send it out. A short discussion about the application followed.			
Dr. Feeney checked with HR about the \$50 benefit discontinuation. He said, according to Deb Catlett, it was a decision KCTCS made to discontinue the benefit.			
Dr. Feeney reported that he had checked on sabbaticals. He said that currently there are no half year opportunities available. He noted that he would check on full year opportunities and let everyone know.			
Melanie Williamson said that she had sent out the Consent to Release pathway information.			
Dean Simms displayed a draft of the Faculty Credentials document and discussed the proposed changes to the document. A discussion followed, and the proposed			

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changes to the document were approved. Afterwards Dean Simms said she would send the final approved document to Barbara Thomas to post on the website.		
Conclusions		
Action Items		
Person	Deadline	
Send Academic Ombud job description to Divisions as soon as possible if not already sent.	ALT	
Check on availability of full year sabbaticals.	Dr. Feeney	
Send final approved Faculty Credentials document to Barbara Thomas to post on website.	Dean Simms	
ALT PD - Credentials		
Dean Simms		
Discussion		
Dean Simms provided an update on the credentials process and made note of things ALT should be aware of during the process. Afterwards she invited ALT to continue their work individually and said she would be available for questions.		
Conclusions		
Action Items		
Person	Deadline	
Division/Area Updates		
All Divisions and Areas		
Discussion		
There were no updates.		
Conclusions		
Action Items		
Person	Deadline	
Division/Area Updates		
Professional Development		
Discussion		
Beth Healander and Kausha Miller noted the 2017 KADE Conference would be held at Newtown on Friday, October 27th.		
Conclusions		
Action Items		
Person	Deadline	
Division/Area Updates		
Workgroup		

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Discussion		
Student Development and Enrollment Management (SDEM) – (Kevin Dunn): No update was reported.		
Marketing – (Tammy Liles): Dean Liles reported that the next Marketing/PIM meeting would be held on October 26th.		
Finance and Operations – (Laura Lynch): No update was reported.		
Conclusions		
Action Items	Person	Deadline
LET/Academic Council Updates		
Dr. Feeney		
Discussion		
Dr. Feeney announced there would be three to five slots available for the in-person Franklin Covey training. He requested that ALT members send him one to five names by Friday, October 20. He noted it would be on a first come, first served basis.		
Dr. Feeney announced that Cooper would be closed December 1-3 due to UK hosting the KHSAA Commonwealth Gridiron Bowl at Kroger Field. He added that the last high school game is Sunday, December 3rd. Dr. Feeney asked everyone to start working on cancelling or moving classes and communicating with students, faculty, and staff.		
Dr. Feeney said that Dr. Box would be talking with legislators on December 4th.		
Dr. Feeney announced that the end of year event has been scheduled on December 1st at the Newtown Campus. He said that tours of the new Science Education Center would be held from 10 a.m. to 12 noon. He added that pizza would be served at 11:00 a.m. and a faculty and staff meeting would be held afterwards.		
Dr. Feeney said the budget was discussed at LET.		
Conclusions		
Action Items	Person	Deadline
Send Dr. Feeney one to five names to recommend for in-person Franklin Covey training.	ALT	10/20/17
Start working on cancelling or moving classes and communicating with students, faculty, and staff about Cooper closing December 1-3 due to UK hosting the KHSAA Commonwealth Gridiron Bowl at Kroger Field.	ALT	
Awards		
Woohoo, The		
Discussion		
Beth Healander presented one Woohoo Award to Tammy Liles for her community involvement.		

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Beth Healand gave the other Woohoo Award to Melanie Williamson for immediately sending ALT important follow up information and documents.		
Karen Mayo gave the Doll to Melanie Williamson.		
Conclusions		
Action Items	Person	Deadline
Meeting was adjourned at 3:30 p.m.		
Next Meeting		
Tuesday, Oct. 24, 2017	1:30 – 4:00 p.m., Newtown Campus Conference Room CB123, Facilitator: Melanie Williamson	
Discussion		
Conclusions		
Action Items	Person	Deadline