

AWD Leadership Team (ALT) Minutes

AWD Leadership Team		
10.24.2017	1:30 – 4:00 p.m.	Newtown Conference Room CB123
Meeting	Dr. Greg Feeney	
Type of meeting	AWD Leadership Team (ALT)	
Facilitator	Melanie Williamson	
Recorder	Barbara Thomas	
Attendees	Robert Campbell, Kevin Dunn, Pam Hatcher, Beth Healander, Tammy Liles, Laura Lynch, Karen Mayo, Kausha Miller, Rebecca Simms, Steve White, Melanie Williamson	
Guests	(Maria Rutherford, Leon Lane, Holly Akers, Dan Schuman) CHLSS	
CHLSS Program Presentations		
Discussion	<p>The facilitator welcomed Maria Rutherford, Coordinator of Interdisciplinary Early Childhood Education (IECE), to the meeting to present information about the program. Steve White made some brief introductory comments and stated there are four technical programs in CHLSS. Then Maria began her presentation and stated that she has been the IECE Coordinator since 2009. She gave an overview of the program, talked about the experience and credentials of the faculty, and noted that IECE is a teacher prep program with a higher standard for students.</p> <p>Leon Lane, Anthropology Coordinator, presented information about Human Services. He discussed the differences in human services and social work, provided the history of both, and said they are known as “helping” fields. He said the recognition that skilled paraprofessionals were needed resulted in the development of Human Services as an academic discipline in the 1960’s. Leon noted BCTC does not offer a degree majoring in Social Work. He stated that students are encouraged to obtain an AAS in Human Services. He said a variety of academic and professional pathways have emerged for students, and he gave an overview of them.</p> <p>Holly Akers, Criminal Justice Coordinator, presented information about the program and the instructors. She said the instructors are current and former police officers, special agents, prosecutors, and corrections officers. Then she talked about her background in criminal justice. She discussed what is offered at BCTC, an AAS in Criminal Justice, an AA, and Criminal Justice Certificates (Criminal Justice, Corrections, Law Enforcement, Security and Loss Prevention). She provided information about classes offered, program enrollment, and goals for the program.</p> <p>Dr. Dan Schuman, Education Coordinator, provided an overview of the program and noted that Education is a transfer based program that offers an AA, AS, and AAS. He provided some program statistics and said that, as of Spring 2017, approximately 170 students have declared education as their major with a five to one female to male ratio. He noted enrollment is good in Education and the most prospective teaching area is</p>	

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Early Elementary Education. He discussed minimum requirements to receive initial certification to teach in Kentucky. When concluding, he talked about the future of BCTC's Education Program. He discussed examining the long term viability of the AAS in Education and establishing dual credit and/or articulation agreements.		
Conclusions		
Action Items		
Person		
Deadline		
Leadership Highlight		
Discussion		
The facilitator gave an overview of the selected online Franklin Covey training topic, "Working with Others, Conflict Management – Unconscious bias: What it is and how it affects managers" and the "Thomas-Kilmann conflict model (video)." She noted that, in the training, information was provided about females receiving twice the criticism and less feedback than males. A discussion followed with others providing their insights. Then she reminded ALT members to send their online Franklin Covey topic requests to Dr. Feeney for the next ALT meeting.		
Conclusions		
Action Items		
Person		
Deadline		
Send online Franklin Covey topic requests to Dr. Feeney for the next ALT meeting.		
Everyone		
10/25/17		
Essential Agenda Additions		
Everyone		
Discussion		
Kausha Miller announced the Syllabus Checklist would be reviewed at a meeting on October 31st. She provided details about the revised document and thanked everyone for contributing to the revision of the Syllabus Checklist. She inquired about SACS guidelines for the course outlines. In response, Dean Simms said she would check on it and get back to her. Dean Liles inquired about the effect on students who transfer and asked Kausha to check on it. A discussion followed. Afterwards Kausha said she would add information about IT support and Open Labs. When concluding, Kausha noted that ALT would update the Syllabus Checklist annually and the documents would reside with the Coordinators.		
Conclusions		
Action Items		
Person		
Deadline		
Check on SACS guidelines for course outlines.		
Dean Simms		
10/27/17		
Check on effect on students who transfer.		
Kausha Miller		
10/27/17		
ALT Minutes (10/17/17)		
Everyone		

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Discussion		
Minutes from the meeting held on 10/17/17 were approved.		
Conclusions		
Action Items	Person	Deadline
Follow up from previous ALT minutes:		
Everyone		
Discussion		
ALT sent Melanie Williamson Franklin Covey online training topic requests for the ALT meeting.		
Dean Mayo said any course related issues concerning Spring classes should be sent to her and DeAnna Pelfrey. In response, Kausha Miller inquired about the possibility of holding the 12-week Fall 2018 classes at Leestown instead of Newtown. Dean Mayo noted that considering moving the 12-week classes to Leestown on the front end and making that decision early would provide for more efficient planning. The ADs agreed to discuss it with their Coordinators and bring their comments back to ALT.		
Dean Mayo thanked everyone for sending the Academic Ombud job description out to the Divisions. She noted that she had received inquiries about the position and is hopeful there will be several candidates.		
Dr. Feeney inquired about the availability of full year sabbaticals.		
Dean Simms sent the approved Faculty Credentials document to Barbara Thomas to post on website, and it has been posted.		
ALT members discussed UK hosting the KHSAA Commonwealth Gridiron Bowl at Kroger Field December 1-3. (On Wednesday, October 25, a BCTC announcement came out and stated the Cooper Campus would remain open December 1-3.)		
Conclusions		
Action Items	Person	Deadline
Discuss with Coordinators the possibility of holding 12-week Fall 2018 classes at Leestown and bring comments back to ALT.	ADs	
Advising		
Dean Mayo		
Discussion		
Dean Mayo reported that she had sent the template (Advising – Documentation – Issues and Concerns) again at the beginning of the week to use when advising. Then she talked about advising. She added that Aaron Akey and SDEM will be doing an “advising push” the week of November 13-17 and Aaron will send a flyer to Debbie Holt to distribute reminding faculty to have advising slots open for students.		
Conclusions		

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Action Items	Person	Deadline
Division Meeting Follow Up (10/20/17)		
Everyone		
Discussion		
<p>Steve White shared some concerns voiced by CHLSS. He provided an overview of the concerns about the development of the syllabus checklist, the activity scheduled at Newton on Halloween, faculty not being able to see the politicians when they meet with KCTCS, and the ASA meeting being held on the same day as Division meetings. A discussion followed.</p> <p>Beth Healander reported that Humanities had a good meeting. Beth said she showed a video about EST and one about another program that Marketing has put together. She added that Humanities wants to request that Marketing develop videos for their programs, too. Then Beth provided some feedback from the ASA meeting about Wonderlic scores and placement. A discussion about Wonderlic and FERPA followed.</p>		
Conclusions		
Action Items	Person	Deadline
Division/Area Updates		
All Divisions and Areas		
Discussion		
<p>Robert Campbell reported that resource materials for Science are being moved from Cooper to Newtown. He noted there would be a representative collection at Newtown to support the Sciences.</p> <p>Kevin Dunn reported that he would be taking Quality Assurance to Faculty Council on Friday, November 3. In addition, he announced there will be a Blackboard upgrade in December and said he would send out an email about at the end of the week after he receives the dates and details.</p> <p>Pam Hatcher reported that her area would be hiring a DOM soon.</p> <p>Beth Healander reported that Collen Merrill is calling for artwork submissions for the BCTC Student, Staff, and Faculty Art Show. In addition, she announced the deadline for artwork submissions has been extended to Monday, October 30th.</p> <p>Tammy Liles reported that Janie Thompson is participating KCTCS' LEAD Academy. In addition, she said the Leestown event at Peace Meal Gardens was nice.</p> <p>Laura Lynch reported that Workforce Solutions has training on mental health first aid scheduled with several companies at Danville. In addition, she announced that BCTC will hold a Majors Fair March 20, 2018 from 11:00 a.m. to 1:00 p.m. at Newtown.</p>		

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Kausha Miller said she was pleased to report that someone who previously taught statistics at the college is coming back to teach statistics again. As a result, she said Math will be able to offer three more statistics classes.		
Dean Simms reported that she is working on articulation agreements with Melinda LeMaster. She noted there may be more dual credit with technical programs.		
Melanie Williamson said she was pleased to report that Ginger Porter is back at work. In addition, she reminded everyone about Trunk-or-Treat at Newtown on Tuesday, October 31st.		
Conclusions		
Action Items	Person	Deadline
Division/Area Updates		
Professional Development		
Discussion		
Kevin Dunn reported that Barb Elzey is doing Quality Assurance training.		
Beth Healander reminded everyone about the KADE Conference at the Newtown Campus on Friday, October 27th.		
Conclusions		
Action Items	Person	Deadline
Division/Area Updates		
Workgroup		
Discussion		
Student Development and Enrollment Management (SDEM) – (Kevin Dunn):		
Marketing – (Tammy Liles): Dean Liles reported that Marketing/PIM will meet on October 26th.		
Finance and Operations – (Laura Lynch):		
Conclusions		
Action Items	Person	Deadline
LET/Academic Council Updates		
Dr. Feeney		
Discussion		
Conclusions		
Action Items	Person	Deadline

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Awards		
Woohoo, The		
Discussion		
Melanie Williamson presented one Woohoo Award to Steve White for bringing packages to her at Newtown that were delivered to Cooper.		
Tammy Liles gave the other Woohoo Award Laura Lynch for excellent customer service and for her work with the UK Advanced Eyecare Institute to provide needed training for their ophthalmic technicians.		
Melanie Williamson gave the Doll to Tammy Liles.		
Conclusions		
Action Items	Person	Deadline
Meeting was adjourned at 4:00 p.m.		
Next Meeting		
Tuesday, Oct. 31, 2017	1:30 – 4:00 p.m., Newtown Campus Conference Room CB123, Facilitator: Greg Feeney	
Discussion		
Conclusions		
Action Items	Person	Deadline