

AWD Leadership Team (ALT) Minutes

AWD Leadership Team		
10.31.2017	1:30 – 4:00 p.m.	Newtown Conference Room CB123
Meeting	Dr. Greg Feeney	
Type of meeting	AWD Leadership Team (ALT)	
Facilitator	Greg Feeney	
Recorder	Barbara Thomas	
Attendees	Robert Campbell, Yasemin Congleton, Greg Feeney, Pam Hatcher, Beth Healander, Angie King, Tammy Liles, Laura Lynch, Karen Mayo, Kausha Miller, Ralph Potter, Rebecca Simms, David Sturgill, Steve White, Melanie Williamson	
Guest		
Potential Academics and Workforce Development Scholarship Walk		
Dr. Feeney		
Discussion	Dr. Feeney reported that Dr. Laurel Martin met with him and the Deans before ALT to discuss a potential Academics and Workforce Development Scholarship Walk. Dr. Martin provided some suggestions that included holding the walk in conjunction with the college’s Martin Luther King, Jr. event. He said that more details would be sent by email and ALT would have an opportunity to provide input.	
Conclusions		
Action Items	Person	Deadline
Leadership Highlight		
Discussion	The facilitator gave an overview of the selected online Franklin Covey training topic, “Stress Management – Managing Yourself: 8 ways to better manage ambiguity and uncertainty” (<i>Jhana Blog</i>). A discussion followed. During the discussion, the group talked about the importance of taking care of one’s self while managing work.	
Conclusions		
Action Items	Person	Deadline
Essential Agenda Additions		
Everyone		
Discussion	Laura Lynch reminded everyone about the upcoming Coordinator training at the Newtown Campus on Friday, November 3rd. In addition, she said that Workforce Solutions needs someone with project management credentials such as a Project Management Professional (PMP).	
	Melanie Williamson reported some concerns she heard about the Nursing	

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<p>Program moving to Leestown and transportation to and from the Leestown Campus. The group noted that Lextran bus service would be available.</p>		
<p>Yasemin Congleton reported there was some confusion on whether or not Cooper Campus would be closed December 1-3 due to UK hosting the KHSAA Commonwealth Gridiron Bowl at Kroger Field. A brief discussion followed. Dr. Feeney stated that Cooper Campus would remain open December 1-3 as announced by BCTC. The consensus of the group was for programs to continue with the plans they have already made.</p>		
<p>Conclusions</p>		
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<p>Action Items</p>	<p>Person</p>	<p>Deadline</p>
<p>ALT Minutes (10/24/17)</p>		
<p>Everyone</p>		
<p>Discussion</p>		
<p>Minutes from the meeting held on 10/24/17 were approved.</p>		
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<p>Conclusions</p>		
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<p>Action Items</p>	<p>Person</p>	<p>Deadline</p>
<p>Follow up from previous ALT minutes:</p>		
<p>Everyone</p>		
<p>Discussion</p>		
<p>Dr. Feeney reported that he has received recommendations from ALT for the Franklin Covey in-person training.</p>		
<p>Dean Simms reported that she checked on the SACS guidelines for course outlines while attending SACS training. She said that Dr. Sightler, the SACS representative for KCTCS, provided some guidance. Dean Simms explained there is no standard answer. She said that BCTC needs to make sure there is a policy in place and a course guide or outline that reasonably delineates each course, and she noted the syllabus guidelines provide BCTC's policy.</p>		
<p>Melanie Williamson inquired about transfer credits on faculty transcripts. Dean Simms explained that BCTC's policy is the resource for guidance on faculty transcripts. A discussion followed. Dr. Feeney noted the institution providing each transcript must be accredited. Dean Simms added that institutions evaluate the transfer of credits and provide official transcripts based upon those evaluations. If there is uncertainty about transfer credits on a transcript, she suggested contacting BCTC's area Dean and the institution providing the transcript for clarification. For faculty with transcripts from outside the United States, Dean Simms said there are recognized organizations that evaluate those transcripts. She added that electronic transcripts are official transcripts and documentation of the date received and to whom the electronic transcript was sent is required. She noted that when printed an official electronic transcript may read "copy" on it. Then Dean Simms stated the report to the SACS off-site team would be provided</p>		

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<p>by BCTC in March 2019 and that faculty rosters would be reviewed by SACS at that time. Dean Mayo inquired about the recommendation for BCTC as the college moves forward. In response, Dean Simms stated that new faculty need to provide BCTC with an official transcript sent directly from the institution awarding the degree or credential required to teach each class to BCTC. Then Dean Mayo reminded everyone about the Credential training on November 7th. Afterwards Dr. Feeney requested that Dean Simms review BCTC’s policies for faculty transcripts and bring any suggestions for changes back to ALT for review and discussion.</p>		
<p>Yasemin Congleton inquired about plans for space at Leestown to be converted to classrooms. In response, Dr. Feeney said there was no current plan to add space at Leestown. A brief discussion followed. Dr. Feeney pointed out that efficient scheduling is important. He added that sometimes changes may need to be made in order to accommodate needs.</p>		
<p>Kausha Miller provided follow up on the possibility of holding 12-week Fall 2018 classes at Leestown. She said that DeAnna Pelfrey is recommending that 12-week classes be held at Leestown to free up rooms at Newtown. A brief discussion followed. Kausha noted that DeAnna could submit recommendations for the 12-week Fall 2018 classes at Leestown. Dr. Feeney said DeAnna should move forward with that, and he asked everyone to work with their Coordinators on it.</p>		
<p>Dr. Feeney requested that SACS be placed on every upcoming ALT agenda under “Follow up from previous ALT minutes.”</p>		
<p>Conclusions</p>		
<p>Action Items</p>		
<p>Place SACS on every upcoming ALT agenda under “Follow up from previous ALT minutes.”</p>	<p>Barbara Thomas</p>	<p>Deadline</p>
<p>KCTCS Academic and Career Advising Operations Team</p>		
<p>Dean Mayo</p>		
<p>Discussion</p>		
<p>Dean Mayo announced that she is serving on the KCTCS Academic and Career Advising Operations Team along with Clovis Perry and Rebecca Meeks. She said the team’s first meeting was held and the team was charged with redesigning an academic advising and career model for KCTCS by February 2018.</p>		
<p>Conclusions</p>		
<p>Action Items</p>		
<p>Advising</p>		
<p>Dean Mayo</p>		
<p>Discussion</p>		
<p>Dean Mayo discussed details of the program plan template that she distributed by email before the ALT meeting. She said the program plans would be updated yearly or as needed in the interim, and she noted there was a place for that</p>		

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<p>information to be recorded on the template. Dean Mayo said the transition would take place by March 1, 2018 so that everything would be in place for next advising period. She added that completed program plan templates should go to Kevin Dunn in time for them to be posted by March 1, 2018. Dean Simms suggested having PD on the program plan template to facilitate the implementation. In addition, Kausha Miller suggested that program plan updates be added to ALT's Academic Calendar. Dr. Feeney stated the program plan template would reside in the Academics and Workforce Development Policies and Procedures Manual on the website and that it could be linked to other areas as needed.</p>		
Conclusions		
Action Items	Person	Deadline
PD on program plan template.	Dean Mayo	
New Syllabus Checklist and Related College Policies Document		
Kausha Miller		
Discussion		
<p>Kausha Miller discussed the new BCTC Syllabus Checklist and related college policies document that she distributed by email before the ALT meeting. She provided details and information about the documents. A discussion followed. ALT unanimously approved the new BCTC Syllabus Checklist and the BCTC College Policies and Resources documents for implementation.</p>		
Conclusions		
Action Items	Person	Deadline
The new BCTC Syllabus Checklist and the BCTC College Policies and Resources documents were unanimously approved for implementation.	Everyone	
ALT Semester-End Gathering		
Dr. Feeney		
Discussion		
<p>Dr. Feeney provided two optional dates for the ALT Semester-End Gathering, December 8th or December 11th, and said it would be discussed at the next ALT meeting.</p>		
Conclusions		
Action Items	Person	Deadline
Discuss ALT Semester-End Gathering at next meeting.	Everyone	11/07/17
Division/Area Updates		
All Divisions and Areas		
Discussion		

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<p>Yasemin Congleton announced the birth of Sara Sauer’s daughter. She said the new Medical Assistant Program located at the Winchester Campus only has one seat left for the upcoming session. She added that Dental Hygiene will have a site visit for accreditation the week of November 6th.</p>			
<p>Beth Healander announced that Tim Davis sent his poster last week for <i>Great Expectations</i>, the play showing at the end of November. She reported the KADE Conference recently held at BCTC was a great success and KADE wants to hold the conference at BCTC again. She noted that Brandon Knight is the President-Elect of KADE. In addition, she said she was pleased to announce that Angie King is back.</p>			
<p>Angie King reported the Theatre Advisory Committee met on Friday, October 27th. She said it was a great meeting. She noted that Dr. Laurel Martin and Jeremy Gillett’s mother generated some excellent ideas with a marketing vision and plan.</p>			
<p>Melanie Williamson reported that John Carroll Lynch, writer and director of <i>Lucky</i>, will be holding the film bootcamp that will culminate with a film festival during Spring Break 2018.</p>			
<p>Conclusions</p>			
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<p>Action Items</p>		<p>Person</p>	<p>Deadline</p>
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<p>Division/Area Updates</p>			
<p>Professional Development</p>			
<p>Discussion</p>			
<p>Dean Mayo reminded everyone about the SACS PD on Credentials at Leestown on November 7th during the next ALT meeting.</p>			
<p>Conclusions</p>			
<p> </p>			
<p>Action Items</p>		<p>Person</p>	<p>Deadline</p>
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<p>Division/Area Updates</p>			
<p>Workgroup</p>			
<p>Discussion</p>			
<p>Student Development and Enrollment Management (SDEM) – (Kevin Dunn): Dean Mayo reported that SDEM met and discussed the new online withdrawal process. She said it will go into effect in the Spring 2018 for all students except those enrolled in Dual Credit. She said no information was provided on the exact approval/denial process. She added that some things are still being worked out. Dean Mayo said the information about the withdrawal policy will be available on the Record’s Office website and the syllabus information about withdrawal can link directly to that page. She said that ALT could share the faculty and student drafts. She noted the student side will start in January 2018 and the faculty approval will start at mid-term. Dean Simms noted that Dual Credit would not follow that process, and she inquired about a hold for students enrolled in Dual Credit. Dean Mayo noted there may be financial aid implications. A lengthy discussion followed.</p>			

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Marketing – (Tammy Liles): Dean Liles reported the workgroup is currently featuring twelve programs on Instagram, Facebook, and Twitter. In addition, the group is working on a communication plan and signage for the new Science Education Center. She noted that James Hogan has been an excellent addition and resource for the workgroup. She noted the workgroup is planning for a Coordinator role in their proposed GIG.		
Finance and Operations – (Laura Lynch): There was no update reported.		
Conclusions		
Action Items		
	Person	Deadline
LET/Academic Council Updates		
Dr. Feeney		
Discussion		
Dr. Feeney noted that he would be following up with Pam Hatcher and Laura Lynch on some Workforce related items.		
Dr. Feeney reported the System’s FYE Workgroup will address faculty credentials required to teach FYE. He noted the System’s goal for implementation is Fall 2018. He added they may start with AA and AS and then roll out to other areas. Dean Mayo said it has been discussed in the KCTCS workgroup, and she said that she would take ALT’s comments to the KCTCS workgroup meeting on November 6th. However, the KCTCS workgroup has not made any recommendations. Dean Liles noted there were implications that FYE might be program specific.		
Dr. Feeney announced there would be a System meeting of schedule builders. He said that he would request that DeAnna Pelfrey, Vicki Partin, and a representative from SDEM attend the meeting.		
Dr. Feeney reported that he has submitted his name for the System’s Transfer Workgroup.		
Dr. Feeney stated the budget has been discussed in LET.		
Dr. Feeney announced that a BCTC SACS Steering Committee will be formed. He asked everyone to check with folks in their areas with SACS experience to find out if they are interested in serving on the committee and let him know.		
Dr. Feeney reported the System has inquired about how BCTC is using EdReady.		
Dr. Feeney said that ALT will discuss the November 17th open meeting on AWD Goals at the next meeting.		
Conclusions		
Action Items		
	Person	Deadline
Send Dr. Feeney names of those with SACS experience interested in serving on a BCTC SACS Steering Committee.	Everyone	11/03/17
Discuss ALT’s open meeting on AWD Goals that will be held at Newtown on November 17th.	Everyone	11/07/17
Awards		

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Woohoo, The		
Discussion		
Steve White presented one Woohoo Award to Kausha Miller for her outstanding work on the Syllabus Checklist.		
Laura Lynch gave the other Woohoo Award to Karen Mayo for getting the program plan template in place.		
Tammy Liles gave the Doll to Yasemin Congleton.		
Dr. Feeney thanked Beth Healander for her leadership, and he said he was glad to have Angie King back in Humanities and at ALT. Beth said she appreciated the opportunity and that she learned a great deal. Angie thanked Beth and Robin Haggerty for keeping everything in good shape while she was out.		
Conclusions		
Action Items	Person	Deadline
Meeting was adjourned at 3:45 p.m.		
Next Meeting		
Tuesday, Nov. 7, 2017	1:30 – 4:00 p.m., Leestown Campus Board Room (M128), BLDG M Facilitator: David Sturgill	
Discussion		
Conclusions		
Action Items	Person	Deadline