

AWD Leadership Team (ALT) Minutes

AWD Leadership Team		
10.3.2017	2:00 – 4:00 p.m.	Newtown Conference Room CB123
Meeting	Dr. Greg Feeney	
Type of meeting	AWD Leadership Team (ALT)	
Facilitator	Steve White	
Recorder	Barbara Thomas	
Attendees	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	
Guest	Alan Lawson	
Performance-Based Funding Measures		
Alan Lawson		
Discussion		
<p>The facilitator welcomed Alan Lawson, Director of IPRE. Alan gave an overview of performance-based funding and shared a PowerPoint presentation about it. He explained that beginning in 2018-2019, the proportion of state funding tied to performance-based metrics will increase by 25% per year. Then he provided a handout on the “KCTCS Sample Funding Model” and explained the funding model components. He talked about milestones for student success. He pointed out that where BCTC can have an immediate impact is awarding more credentials. Then he discussed course completion, which is 35% of total funding. A discussion followed. Afterwards Alan explained an initiative he has been working on that he referred to as a graduation operation initiative. He said IPRE has software that can be used to provide valuable data, and he demonstrated the process. He added that such data can be obtained quickly to facilitate outreach efforts. When concluding, he said that Barbara Thomas would send ALT his PowerPoint presentation. He noted that ALT members could send IPRE data requests that would facilitate their outreach efforts. The facilitator thanked Alan for presenting.</p>		
Conclusions		
Action Items	Person	Deadline
Send ALT PowerPoint about performance-based funding measures.	Barbara Thomas	10/03/17
Send data requests to IPRE when needed to facilitate outreach efforts.	Everyone	
Leadership Highlight		
Discussion	Dean Mayo asked ALT to discuss how to move forward with the Franklin Covey training. She provided some suggestions. A discussion followed. The consensus of the group was to identify Franklin Covey topics of interest they would like to discuss a	

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	chapter at a time in ALT as a “Leadership Highlight.” Dean Mayo noted that the facilitator of each ALT meeting would send out the selected topic the Wednesday prior to their date to facilitate.	
Conclusions		
Action Items		
	Person	Deadline
Send Franklin Covey training chapter and information about reading to ALT.	Next ALT meeting facilitator	10/11/17
Essential Agenda Additions		
Everyone		
Discussion		
Dean Mayo reported that all ALT members who are supervisors should now be able to see advising appointments of those they supervise in Starfish. She added that questions should be sent to Tania Gross about access to advising appointments in Starfish.		
Kausha discussed STEM Pathways in Math and noted that BCTC does not have a seat on the KCTCS committee. A short discussion followed.		
Beth Healand shared an inspirational message she heard about student success.		
Conclusions		
Action Items		
	Person	Deadline
ALT Minutes (9/26/17)		
Everyone		
Discussion		
Minutes from the meeting held on 9/26/17 were approved.		
Conclusions		
Action Items		
	Person	Deadline
Follow up from previous ALT minutes:		
Everyone		
Discussion		
The group reported that the webinar tile was added back to the home page of the online Franklin Covey training.		
Dean Mayo reported that she had sent ALT an email with information Clovis Perry designed and provided on how students can change their academic plans and sub plans.		
Dr. Feeney reported that he talked with HR about the Title IX and Title VI contact information. He said the information was posted in the Security section of BCTC’s website and now it’s posted on the Human Resources home page, too.		
Steve White announced that his CHLSS group will present at ALT on October 24th.		

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He added that he has contacted his Coordinators about their presentations.		
Kevin Dunn reported the local Distance Learning Advisory group is scheduled to meet soon.		
Dean Mayo reported that she had disseminated the “It’s On Us” training information. A short discussion followed.		
Dean Mayo reported that she had talked with Jane Goatley and the “It’s On Us” training would be ongoing for new hires. She added that from the time new hires are notified by KCTCS they will have 30 days to complete the required training.		
Dr. Feeney will send out the document to Deans on which information about AWD Goal progress and activities will be recorded.		
Kevin Dunn reported that he received information from ALT about online courses that need online tutoring, and he thanked everyone for providing the information.		
Kevin Dunn reported that he sent ALT directions and information on how to put a link to Brainfuse into Blackboard for online classes.		
Dean Simms reported that she checked with HR about requesting faculty employment applications and found out they can be obtained by request, and she will serve as the point of contact for requests. Dean Simms said ALT members wanting faculty employment applications need to send her the request for the faculty employment application, and then she will send the request to HR. After an inquiry about changing some language under the Developmental Faculty section of the Faculty Credentials document in the Academics and Workforce Development Policies and Procedures and the discussion that followed, Dean Simms said she was hearing that everyone was in agreement and she had the approval to make the change. She said that she would change the “and” to “or” in item “a” under D. Developmental Faculty in the Faculty Credentials document.		
Members reported they distributed and shared the revised Draft of Faculty Office Assignment Policy with their Divisions.		
Dean Mayo said that she had received one faculty request to move permanently to a cubicle at Newtown. A brief discussion followed. Dr. Feeney noted that if there is a point at which cubicles at Newtown are full, then decisions will be made at that point.		
Laura Lynch reminded everyone that BCTC will have a table at the Veteran’s 5K Run, and she encouraged everyone to participate and showcase their programs.		
Conclusions		
Action Items	Person	Deadline
Provide document to Deans for recording AWD Goal progress and activities.	Dr. Feeney	
Submit requests to Dean Simms for faculty employment applications.	Everyone	
Change the “and” to “or” in item “a” under D. Developmental Faculty in the Faculty Credentials document in the Academics and Workforce Development Policies and Procedures.	Dean Simms	

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Franklin Covey – ALT PD		
Dean Mayo		
Discussion		
Dean Mayo noted that a plan for the Franklin Covey training/ALT PD had been identified earlier in the meeting.		
Conclusions		
Action Items	Person	Deadline
Placement Test Changes for Math		
Dean Simms, Kausha Miller		
Discussion		
Dean Simms reported that she had met with Darrell Brewer, BCTC Testing Center Coordinator, and Kausha Miller to discuss placement test changes for Math. She announced the Math Department will not use Wonderlic after the Spring 2018 semester. She said that KYOTE would be used for Math in Summer I, and she noted the effective date of the change would be March 1, 2018. Then Kausha discussed average times for taking tests in Wonderlic and KYOTE and noted that placement tests in Math are multiple choice. A discussion followed. Then Dean Simms explained how the KYOTE testing would be set up and noted that students would need two separate passwords for Wonderlic and KYOTE. A discussion followed. David Sturgill noted that the new Tests of Adult Basic Education (TABE) 11/12 just got approved at the Federal level. He added that the Math tests are more difficult than in the past.		
Conclusions		
Action Items	Person	Deadline
SEM Plan Update		
Dean Liles		
Discussion		
Dean Liles explained that the SEM Plan goal list is what AWD is responsible for. She noted that several of the goals pertain to advising and tutoring.		
Conclusions		
Action Items	Person	Deadline
Provide information about SEM Plan activities and record it on the SEM Plan goal list located in the ALT meeting folder in SharePoint to show progress.	Everyone	
Division/Area Updates		
All Divisions and Areas		

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Discussion		
<p>Yasemin Congleton announced that a painting activity is scheduled October 21st at the Leestown Campus around the Peace Meal Garden. She said donations and volunteers are needed. She added that donations could be brought to her suite.</p>		
<p>Beth Healander reported that Tim Davis finished his shows over the weekend and a three of the four shows were sold out. She said the next show is <i>Great Expectations</i> and a PR plan is already in place for it.</p>		
<p>Steve White reported that Rebecca Glasscock recently had a fund raiser in the entrance of Cooper and hundreds of dollars were raised.</p>		
<p>Conclusions</p>		
<p>Action Items</p>		
	Person	Deadline
<p>Division/Area Updates</p>		
Professional Development		
Discussion		
<p>There were no updates reported.</p>		
<p>Conclusions</p>		
<p>Action Items</p>		
	Person	Deadline
<p>Division/Area Updates</p>		
Workgroup		
Discussion		
<p>Student Development and Enrollment Management (SDEM) – (Kevin Dunn): There was no update reported.</p>		
<p>Marketing – (Tammy Liles): Dean Liles reported that the ALT PIM met last week and they are working on a project to get rack cards for programs. She explained that PIM wants to get racks for the rack cards and will need more than \$500 for that part of the project. She said they are planning to apply for a WIG or a GIG. She added that digital marketing will take place to advertise programs. She said that all of the programs on all of the campuses would be advertised. Dean Hatcher said to make sure programs are updating their information so that it is correct and current. She asked everyone to let their programs know about the project and to ask them to send information to BCTC’s Marketing Department.</p>		
<p>Finance and Operations – (Laura Lynch): Laura gave a follow up report on Finance and Operations. She said the group suggested that a safety letter be sent to students at the last meeting, and they are planning to move forward with that. She noted the release of liability had been tabled. Steve White noted that UK is putting in a sidewalk from the new baseball stadium and suggested that UK be asked to extend it to BCTC.</p>		

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Steve White reported the Syllabus Workgroup would be meeting on October 5th.		
Dean Hatcher reported the Entrepreneurial Innovation Workgroup met and brainstormed, and the workgroup provided that information to Dr. Feeney. She noted most of the information generated by the workgroup concerned wrap around services. She thanked everyone for the input.		
Conclusions		
Action Items	Person	Deadline
LET/Academic Council Updates		
Dr. Feeney		
Discussion		
<ul style="list-style-type: none"> • Dr. Feeney announced that ALT/SDEM would review the Entrepreneurial Innovation suggestions/recommendations from ALT and SDEM on Thursday, October 5, 2017, in OB 210 at Cooper if anyone wanted to attend. • Dr. Feeney said he was pleased to announce that BCTC can now have volunteers. He said volunteers would be required to have a background check, complete the required "IT's On Us" training, fill out a volunteer form, and comply with any other regulations. He asked members to contact Jane Goatley in HR if they have someone who is interested in volunteering. • Dr. Feeney noted there were many comments on the Education Opportunity Center (EOC) Grant last week. He announced the grant was not funded and three college employees lost their jobs. However, he said the director and administrative support would be funded through December 2017 through BCTC's Student Development and Enrollment Management. • Dr. Feeney reported that BCTC is one of the three colleges in the System that did not increase Dual Credit enrollment. He requested that Dean Simms check into it. • Dr. Feeney noted there would be another review of the BCTC Policy and Procedures Handbook. 		
Conclusions		
Action Items	Person	Deadline
Check on Dual Credit enrollment.	Dean Simms	
Awards		
Woohoo, The		
Discussion		
Rebecca Simms presented one Woohoo Award to David Sturgill for proactively creating a plan in case budget cuts are enacted.		
Kevin Dunn gave the other Woohoo Award to Kausha Miller for her work on the placement tests.		

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Yasemin Congleton gave the Doll to Steve White for facilitating the use of Starfish.		
Conclusions		
Action Items	Person	Deadline
Meeting was adjourned at 3:25 p.m.		
Next Meeting		
Tuesday, Oct. 17, 2017	2:00 – 4:00 p.m., Newtown Campus Conference Room CB123, Facilitator: Kevin Dunn	
Discussion		
Conclusions		
Action Items	Person	Deadline