

AWD Leadership Team (ALT) Minutes

AWD Leadership Team		
10.12.2017	2:00 – 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, Kevin Dunn, Greg Feeney, Pam Hatcher, Beth Healander, Tammy Liles, Laura Lynch, Karen Mayo, Kausha Miller, Ralph Potter, Rebecca Simms, Steve White, Melanie Williamson	
Guest	Greg Rickert	
Gen Ed Assessment Plan Update		
Greg Rickert		
Discussion		
<p>The facilitator welcomed Greg Rickert, BCTC’s General Education Assessment Coordinator. Greg explained that he was charged to develop a plan of assessment over a 3-year cycle. Then he gave an overview of a “Proposal for 3-Year General Education Assessment Plan” and provided a handout about it. He provided details about the proposed plan and talked about the plan over the 3-year period. Greg said he would continue to have conversations with area coordinators to find out courses that should be on the plan that are not. He added that one of his goals is to obtain feedback from coordinators and faculty based on CPE student learning outcomes to make sure all of the student learning outcomes are addressed during the 3-year cycle. He said the process would begin in Spring 2018. By Fall of 2018, he said the plan is to have a record of assessment of all student learning outcomes under general education and to begin the first year of the cycle. A discussion followed. Dr. Feeney noted that Greg would be following established guidelines and base the work on CPE student learning outcomes. It was explained that, when doing the assessment and capturing data, activities and methods of assessment would be decided in the academic areas based on what is best for each area. Next Greg said he would present the proposal to Faculty Council. In the meantime, he said that he would continue to receive feedback and present it to the General Education Committee. He noted the committee is ahead of schedule on its work. Yasemin Congleton noted the training provided on October 6th was very helpful. The facilitator thanked Greg for his presentation and his work.</p>		
Conclusions		
Action Items	Person	Deadline
AHNS Program Presentations		
Discussion		
Surgical Technology – Kevin Craycraft, the Surgical Technology Coordinator, gave a		

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detailed presentation on BCTC's Surgical Technology Program. According to his records, he said the program has been accredited by CAAHEP since 1978. He talked about the success of the program and the faculty. He said Rebekah Travis is currently the KSA President. He said this is his 16th year at BCTC and that he has helped to write the curriculum that 478 institutions follow. He mentioned participating in activities with other programs such as the day of review for the certification exam and the mock surgery competency assessment. He provided pass rate statistics for BCTC's Surgical Technology Program. Since the 2014 reporting year, he said there has been a 100 percent pass rate. He said the retention rate has been at 78 percent or above since the 2014 reporting year. He noted the average retention rate is 60 percent. He added that graduate and employer satisfaction rates are high. He said that employer satisfaction has been at 90 percent for that last several years. He attributes the strengths to faculty knowledge, skills, and teaching experience. He talked about the positive clinical site relationships. He noted there are approximately 12 local clinical sites the Surgical Technology Program works with that provide a diversity of training. He said the program advisory committee is strong, provides input, and is supportive of the program. He added that he was pleased the program is growing. The facilitator thanked him for his informative presentation.

Jean Watts gave an interesting overview of BCTC's Environmental Science Technology (EST) Program. She showed a YouTube video that she worked with Stephanie Fitch in BCTC's Film Program to create. She said the EST Program is full of hands on training with hands on experiences in the classes and in the field. She talked about courses such as EST 150, which is an introductory course. She noted the hands on training makes a big difference in preparing students for real world jobs. In addition, Jean said the program provides a solid background in science and is a good technical program for transfer. She provided the example of students transferring from the EST Program to UK's field of Natural Resources and Environmental Science. She noted that she has a great deal of field experience and Tracy Knowles has a great deal of lab experience and that makes good faculty collaboration. She provided handouts that listed a wide range of occupations for students after graduation. She said there are many areas and opportunities that people are not aware of and companies many have never heard about with a wide scope of job titles. She said some of the companies do field work and some do lab work. She noted that many are international companies. She said there are a wide range of companies that hire BCTC students, and she said her students have been satisfied with their jobs. When concluding, Jean talked about the last course in the EST Program. She said it is a special projects course with a real life project that someone in the community needs completed. Jean said it helps students see the connection, usefulness, and importance of their work. The facilitator thanked Jean for her presentation.

Conclusions		
Action Items	Person	Deadline

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Essential Agenda Additions		
Everyone		
Discussion		
Dean Mayo reported that she received three faculty requests to move permanently to a cubicle at Newtown. In addition, she announced that she would be sending out the Academic Ombud job description on Monday, October 16th. She asked everyone to send the Academic Ombud job description on to their Divisions after they receive it. She noted the new Academic Ombud would start in January 2018.		
Kausha Miller inquired about the discontinuation of the \$50 full-time employee benefit. Dr. Feeney said that he would check on it.		
Yasemin Congleton inquired about the availability of sabbaticals. Dr. Feeney said he would check on it and let her know.		
Melanie Williamson agreed to send ALT information about the pathway in PeopleSoft for the Consent to Release Information.		
Laura Lynch asked members for suggestions on topics for the upcoming Coordinator Training. A discussion followed. Yasemin Congleton suggested that Ashley Gei be invited to speak at the training. Dean Simms requested that Regional Coordinators be invited and that substantive change be included on the agenda. Another topic suggested was the Consent to Release Information pathway in PeopleSoft. In addition, a suggestion was made to invite James Chambers to talk about disruptive student reports and safety protocols. Dr. Feeney requested that the December 1 cancellation of classes at Cooper be included.		
Conclusions		
Action Items	Person	Deadline
Send Academic Ombud job description to ALT.	Dean Mayo	10/16/17
Send Academic Ombud job description to Divisions after it has been received.	Everyone	
Check on discontinuation of \$50 full-time employee benefit.	Dr. Feeney	
Check on the availability of sabbaticals.	Dr. Feeney	
Send ALT information about the pathway in PeopleSoft for the Consent to Release Information.	Melanie Williamson	
ALT Minutes (10/03/17)		
Everyone		
Discussion		
Minutes from the meeting held on 10/03/17 were approved.		
Conclusions		
Action Items	Person	Deadline
Follow up from previous ALT minutes:		

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Everyone		
Discussion		
Barbara Thomas sent ALT the PowerPoint about performance-based funding measures.		
ALT will send data requests to IPRE when needed to facilitate outreach efforts.		
Dr. Feeney reminded everyone that Kevin Dunn had already sent the selected Franklin Covey training topic to ALT for the meeting on October 17th. He noted the facilitator of each ALT meeting will email the selected Franklin Covey training topic to ALT the Wednesday prior to their date to facilitate.		
Dr. Feeney provided the document to the Deans for recording AWD Goal progress and activities.		
Dean Simms asked ALT members to submit any employment application requests to her for faculty credential files. She said that she is the point of contact for HR.		
Dean Simms, Kausha Miller, and Beth Healander agreed to review the Faculty Credentials document in the Academics and Workforce Development Policies and Procedures and bring the proposed changes back to ALT for consideration.		
Dean Liles requested that ALT members record information about SEM Plan goal progress and activities on the document located in SharePoint under ALT.		
Dean Simms checked on the Dual Credit enrollment for 2017-18 and explained the changes some of the schools had made.		
Conclusions		
Action Items	Person	Deadline
Review Faculty Credentials document and bring proposed changes back to ALT.	Dean Simms, Kausha Miller, and Beth Healander	
December 1 Cooper Plan (Greg)		
Dr. Feeney		
Discussion		
Dr. Feeney discussed the proposed plan to close the Cooper Campus for classes on December 1st due to the UK football game. He discussed the options for non-exempt employees and faculty. He added that faculty need to be available on December 1st. He requested that ALT members provide all of those options. A discussion followed.		
Conclusions		
Action Items	Person	Deadline
Online Withdraw Form for Students, Faculty, and Staff		
Dr. Feeney		
Discussion		
Dr. Feeney discussed the Online Withdraw Form for Students, Faculty, and Staff.		

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<p>He noted that he had forwarded the email from the System Registrar to everyone before the meeting with the three forms attached. Dean Mayo talked about the differences in the forms. A discussion followed. Melanie Williamson expressed her concerns with the forms. Dr. Feeney asked Melanie to review the forms. Then he asked that the concerns about the forms be sent to the workgroup for discussion at the October 26th meeting.</p>		
Conclusions		
Action Items		
Person	Deadline	
Send concerns about the online Withdraw Form for Students, Faculty, and Staff to workgroup.	Workgroup	10/26/17
QEP Topic Brainstorming		
Dean Simms		
Discussion		
<p>Dean Simms discussed QEP topic brainstorming. She said that part of the process is to get feedback from students, faculty, and the community. She noted that some provided input recently at APT. Then she asked for topic feedback from ALT. The group suggested the following topics: cultural competency, workplace skills, essential skills, workplace ethics, and advising.</p>		
Conclusions		
Action Items		
Person	Deadline	
Division/Area Updates		
All Divisions and Areas		
Discussion		
<p>Yasemin Congleton announced that her Medical Assisting and Biology Lab staff moved to M Building at Leestown. She added that volunteers are needed on October 21st for the activity with Rebecca Glasscock at Leestown.</p>		
<p>Beth Healander commended the Humanities faculty and Coordinators for stepping up and doing what they needed to do to get nine classes re-staffed quickly.</p>		
<p>Steve White reported that Rebecca Glasscock held three fundraisers recently. He added that Stacy Webster-Little volunteered to help with fire safety in her area.</p>		
<p>Melanie Williamson said she was sad to announce that Ginger Porter's husband had passed away over the weekend. In addition, she reported that Cindy Tucker is the Vice Chair for the Association for Computing Machinery (ACM). She noted that Cindy Tucker and James Kolasa both recently had been mentioned in an ACM publication.</p>		
Conclusions		
Action Items		
Person	Deadline	

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Division/Area Updates		
Professional Development		
Discussion		
Dr. Feeney noted that program presentations would begin at 3:00 p.m.		
Conclusions		
Action Items	Person	Deadline
Division/Area Updates		
Workgroup		
Discussion		
Student Development and Enrollment Management (SDEM) – (Kevin Dunn): There was no workgroup report.		
Marketing – (Tammy Liles): There was no workgroup report.		
Finance and Operations – (Laura Lynch): There was no workgroup report.		
Conclusions		
Action Items	Person	Deadline
LET/Academic Council Updates		
Dr. Feeney		
Discussion		
<ul style="list-style-type: none"> • Dr. Feeney reported the December 4th legislative visit might not be taking place. • He said that he is working on the steering committee for the SACS visit for the reaffirmation of accreditation. • He said the December 1st cancellation of classes at Cooper was discussed at LET. • Dr. Feeney said with students dropping classes and not paying that BCTC has not met budget. He added that everyone needs to make sure BCTC has the classes available that students need. He asked everyone to do their part to reach out to students, find out what they need, and to recruit them. 		
Conclusions		
Action Items	Person	Deadline
Awards		
Woohoo, The		
Discussion		
Kausha Miller presented a Woohoo Award to Beth Healander, on behalf of Robin Haggerty and Tanya White, Coordinators in the Humanities Division, for their work		

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getting nine classes re-staffed mid-semester so quickly.		
David Sturgill gave the other Woohoo Award to Beth Healander for her valuable work as a success coach and with the transition of students from Adult Education to college.		
Steve White gave the Doll to Dean Mayo for all her work and support.		
Conclusions		
Action Items	Person	Deadline
Meeting was adjourned at 4:10 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