

# AWD Leadership Team (ALT) Minutes

AWD Leadership Team		
11.14.2017	1:30 – 4:00 p.m.	Newtown Conference Room CB123
Meeting	Dr. Greg Feeney	
Type of meeting	AWD Leadership Team (ALT)	
Facilitator	Rebecca Simms	
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	Bruce Manley	
Winchester-Clark County Campus Update		
Bruce Manley		
Discussion	<p>The facilitator welcomed Bruce Manley, Campus Director at Winchester. Bruce made a presentation and gave an update on the Winchester-Clark County Campus. In addition, he distributed a “Winchester-Clark County Campus Profile,” several brochures, and a copy of <i>Winchester Living</i>, a bi-monthly magazine published by <i>The Winchester Sun</i>. He provided information about the community and the campus. He said there is a great deal of community support and there are a number of foundations in Winchester that can fund programs. He talked about an endowment and scholarship opportunities. He provided information about childcare at the campus and noted that it is 4-star rated. He talked about the success of Moonlight Movie Nights, a campus event that began in 2014. Bruce invited ALT to participate in the annual event, and he asked the group to encourage those in their areas to participate and promote their programs as well. He discussed the programs at Winchester and stated the Medical Assisting Program is full. Bruce said he would like to focus on programs at the Winchester-Clark County Campus that would provide opportunities for students and help the community such as offering healthcare programs in collaboration with Clark Regional Medical Center. A discussion followed, and Bruce answered questions. Afterwards the facilitator thanked Bruce for presenting an informative update on the Winchester-Clark County Campus.</p>	
Conclusions		
Action Items	Person	Deadline
Leadership Highlight		
Discussion	<p>The facilitator gave a brief overview of the selected online Franklin Covey training topic, “The Future of Self Improvement Part I: Grit is more important than talent.” The group provided feedback, and a discussion followed about working as a team to help students.</p>	

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Conclusions		
Action Items	Person	Deadline
<b>Essential Agenda Additions</b>		
Everyone		
Discussion		
Steve White reported that CHLSS asked him to discuss with ALT a concern about the lack of communication in matters such as open enrollment for UK healthcare and advising. Dean Mayo inquired about the concerns. A discussion followed.		
Kausha Miller asked what others are doing with Gen Ed Assessment. In addition, she asked what other Divisions are doing for end of year activities and gatherings. The group provided feedback and suggestions.		
Kausha Miller inquired about student attendance policies. A discussion about the policies followed. It was noted that the class syllabus provides guidelines.		
Conclusions		
Action Items	Person	Deadline
<b>ALT Minutes (11/07/17)</b>		
Everyone		
Discussion		
Minutes from the meeting held on 11/07/17 were approved.		
Conclusions		
Action Items	Person	Deadline
<b>Follow up from previous ALT minutes:</b>		
Everyone		
Discussion		
Kausha Miller provided follow up information on the Syllabus Checklist, and she discussed the new template that she developed and provided to ALT before the meeting. Kausha received positive feedback from ALT on the template, and a discussion about it followed. Afterwards Dean Simms stated that ALT had agreed to implement the new template and it might need to be revisited periodically.		
There was a brief discussion about the ALT Semester-End Gathering.		
Dean Simms announced the ALT Scholarship Event Committee would be meeting after ALT. She noted the committee had already received some good input.		
Dean Simms reported that she will be following up with Karen Dearborn on some SACS items. Yasemin Congleton inquired about obtaining international transcripts, and Dean Simms said she would check on it.		
Kausha Miller reported that she feels spring will be a better time to discuss scheduling proctored exams, and she will bring it up again in the spring.		

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Dean Mayo reminded everyone that updates for courses to schedule once per year or less are due December 8, 2017. If there are no changes, she asked everyone to let her know that as well.		
Robert Campbell asked everyone to continue to send out and share the links and information with faculty that he provided earlier about the ProQuest database trial and survey instrument. He noted the ProQuest database trial and survey instrument will be open until the end of November. A brief discussion followed.		
The group discussed providing an explanation to the Deans when class needs are not addressed in response to the scheduling coordinator's enrollment reports and class scheduling suggestions. A discussion about time frame followed. Dean Simms suggested that ADs send the scheduling coordinator an email when waiting on Division responses. Then Dean Mayo discussed the importance of communicating with the scheduling coordinator during the class scheduling process and providing up to date information about what is going on.		
Conclusions		
<b>Action Items</b>		
	Person	Deadline
Check on obtaining international transcripts.	Dean Simms	
Send Dean Mayo updates or notification about courses to schedule once per year or less.	Everyone	12/08/17
Continue to send out and share links and information with faculty about participating in the Library's ProQuest database trial and survey.	Everyone	11/30/17
Send scheduling coordinator an email when waiting on Division responses.	ADs	
<b>ALT Open Meeting</b>		
Discussion		
Dr. Feeney gave an overview of the ALT Open Meeting scheduled for Friday, November 17th, at the Newtown Campus. Later in the meeting, Dean Simms went over the PowerPoint for the ALT Open Meeting and discussed it with ALT. Dean Mayo asked ADs to provide information about their areas during the meeting.		
Conclusions		
<b>Action Items</b>		
	Person	Deadline
<b>SACS – General Discussion</b>		
Discussion		
There were not items to discuss.		
Conclusions		
<b>Action Items</b>		
	Person	Deadline
<b>QEP Update</b>		

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Dean Simms		
Discussion		
Dean Simms reported the QEP Topic Selection Committee has continued to work on identifying a topic. She said the committee has received 720 responses in 17 different categories. She stated the topics would be narrowed and the top four topics should be sent out in a second survey in December.		
Conclusions		
Action Items		
	Person	Deadline
<b>12-Week Evening Classes – Fall 2018 Leestown</b>		
Dean Mayo		
Discussion		
Dean Mayo reported that she had received an email from DeAnna Pelfrey about scheduling 12-week evening classes for Fall 2018. Dean Mayo said the proposed approach would be to hold the 16-week evening classes at Newtown and the 12-week evening classes at Leestown. She noted the majority of the 12-week evening classes should be at Leestown for student convenience but there may be some exceptions. ALT provided positive comments about holding the 12-week evening classes at Leestown and the 16-week evening classes at Newtown. Dean Mayo said she would email DeAnna Pelfrey to let her know the consensus of ALT is to schedule the 12-week evening classes at Leestown for Fall 2018.		
Conclusions		
Action Items		
	Person	Deadline
Email DeAnna Pelfrey to let her know the consensus of ALT is to schedule the 12-week evening classes at Leestown for Fall 2018.	Dean Mayo	
<b>Faculty Moves to Newtown for Fall 2018</b>		
Kausha		
Discussion		
Kausha Miller reported that she is receiving requests for faculty moves to Newtown for Fall 2018. A discussion followed. Then Dean Mayo stated that anyone who wants to give up their office and move into a Newtown cubicle for Fall 2018 should notify their AD. The consensus of the group was the deadline should be December 1, 2017. Dean Mayo requested that faculty, who want to move into a cubicle at Newtown for Fall 2018, send their names to their AD, and she requested that ADs forward the names to her by December 1, 2017.		
Conclusions		
Action Items		
	Person	Deadline
Faculty who want to move into a cubicle at Newtown for Fall 2018 should send their names to their AD,	Everyone	12/01/17

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and the ADs will forward the names to Dean Mayo by December 1, 2017.		
<b>BCTC Mandatory Placement Policy and KYOTE Testing</b>		
Kausha Miller		
Discussion		
Kausha reported the Mandatory Placement Committee is working on a mandatory placement plan and it will be moving forward soon. A brief discussion followed.		
Conclusions		
Action Items	Person	Deadline
<b>Division Meeting Topics</b>		
Everyone		
Discussion		
The following Division meeting topics were identified: Quality Assurance, faculty moves, Syllabus Checklist, Open ALT Meeting (Newtown Campus on November 17th at 2:00 p.m.), Library ProQuest database trial and survey instrument open until the end of November, reminder to submit vacation requests, and Hour of Code (December 11-13th at the Newtown Campus).		
Conclusions		
Action Items	Person	Deadline
<b>Division/Area Updates</b>		
All Divisions and Areas		
Discussion		
Yasemin Congleton reported that Dental Hygiene’s site visit went well and positive comments were made about the program. She noted there were two required recommendations and one suggestions for the program.		
Kevin Dunn announced that he would be sending an email to ALT the following day with the new Quality Assurance documents to share with faculty at Division meetings on November 17th. He requested that ALT email him any suggestions or items brought up during the meetings. He added that ALT could collect comments and suggestions and send them in a single email, have faculty members email him directly, or forward comments from faculty to him. He stated that he needs the comments/suggestions by Wednesday, November 22nd, so he can get them sent to Faculty Council for a vote of endorsement. He asked everyone to watch for the email and to share the documents with their faculty. Dean Simms noted that she will mention it during the Open ALT Meeting on Friday, November 17th.		
Melanie Williamson announced the 2017 Hour of Code event is scheduled for December 11-13th at the Newtown Campus, and she said volunteers are needed.		
Conclusions		
Action Items	Person	Deadline

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Share Quality Assurance documents with faculty at Division meetings.	Everyone	11/17/17
Send comments/suggestions on Quality Assurance documents to Kevin Dunn.	Everyone	11/22/17
Volunteers are needed for 2017 Hour of Code event (December 11-13th).	Everyone	
<b>Division/Area Updates</b>		
Professional Development		
Discussion		
The PD calendar with upcoming events was provided on the ALT agenda.		
Conclusions		
Action Items	Person	Deadline
<b>Division/Area Updates</b>		
Workgroup		
Discussion		
Student Development and Enrollment Management (SDEM) – (Kevin Dunn):		
Marketing – (Tammy Liles): Melanie Williamson reported that committee members held meetings with most Divisions and provided information about marketing and the opportunities available. Yasemin Congleton added that she feels the work being done on marketing is creating interest in programs.		
Finance and Operations – (Laura Lynch):		
Conclusions		
Action Items	Person	Deadline
<b>LET/Academic Council Updates</b>		
Dr. Feeney		
Discussion		
There were no updates reported.		
Conclusions		
Action Items	Person	Deadline
<b>Awards</b>		
Woohoo, The		
Discussion		
Barbara Thomas presented one Woohoo Award to Kevin Dunn for his work on distance learning initiatives and the program plans.		
Kausha Miller gave the other Woohoo Award to Karen Mayo for all of her support.		
Rebecca Simms gave the Doll to Karen Mayo.		
Conclusions		

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Action Items			Person	Deadline
Meeting was adjourned at 3:45 p.m.				
Next Meeting				
Tuesday, Nov. 21, 2017	1:30 – 4:00 p.m., Newtown Campus Conference Room – CB123, Facilitator: Robert Campbell (Send ALT online Franklin Covey training topic.)			
Discussion				
Conclusions				
Action Items			Person	Deadline