

AWD Leadership Team (ALT) Minutes

| AWD Leadership Team | | |
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| 11.21.2017 | 1:30 – 4:00 p.m. | Newtown Conference Room CB123 |
| Meeting | Dr. Greg Feeney | |
| Type of meeting | AWD Leadership Team (ALT) | |
| Facilitator | Robert Campbell | |
| 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, David Sturgill, Steve White, Melanie Williamson | |
| Leadership Highlight | | |
| Discussion | The facilitator gave a brief overview of the selected online Franklin Covey training topic, “10 phrases to help you build trust with direct reports.” A discussion followed. | |
| Conclusions | | |
| Action Items | Person | Deadline |
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| Essential Agenda Additions | | |
| Everyone | | |
| Discussion | Yasemin Congleton talked about the recent fire drill. She requested that the next fire drill take place earlier in the semester instead of during an exam period. | |
| Conclusions | | |
| Action Items | Person | Deadline |
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| ALT Minutes (11/14/17) | | |
| Everyone | | |
| Discussion | Minutes from the meeting held on 11/14/17 were approved. | |
| Conclusions | | |
| Action Items | Person | Deadline |
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| Follow up from previous ALT minutes: | | |
| Everyone | | |
| Discussion | ALT discussed how to obtain international transcripts. It was noted the college is required to have an official document that outlines the courses that faculty have | |

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| taken. Dr. Feeney said the documents are required. A discussion followed. Dean Simms asked everyone to continue to work to obtain international transcripts. | | |
| Yasemin Congleton inquired about the implementation of the Syllabus Template. In response, Kausha Miller stated the Syllabus Template is recommended for use but is not required. Then Kausha talked about courses without components on the Syllabus Checklist. A discussion followed. Angie King said when faculty send syllabi to the AD, they will also send the checklist. Dr. Feeney noted that it will make the review more efficient. | | |
| Dean Mayo reminded everyone that updates or notification about courses to schedule once per year are due on December 8th. | | |
| Robert Campbell thanked everyone for sending out the Library's ProQuest database trial and survey links and information to faculty. | | |
| Dean Mayo reported that she contacted DeAnna Pelfrey to let her know ALT's consensus was to schedule the Fall 2018 12-week evening classes at Leestown. | | |
| Dean Mayo stated that faculty who want to move into a cubicle at Newtown for Fall 2018 should send their names to their AD. | | |
| Dean Mayo said that ADs should forward the names to her of faculty who want to move into a cubicle at Newtown for Fall 2018. | | |
| Kevin Dunn reported that he received some comments from the Division meetings about the Quality Assurance documents. A discussion followed and additional suggestions were offered. Kevin noted they are going to rework the checklist and reword some other things to make them more clear. | | |
| Kevin Dunn requested that comments/suggestions on the Quality Assurance documents be emailed to him. | | |
| Melanie Williamson announced that she had sent out a volunteer sign-up sheet for the 2017 Hour of Code event (December 11-13th). | | |
| Conclusions | | |
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| Action Items | | |
| Send updates or notification about courses to schedule once per year to Dean Mayo. | Everyone | 12/8/17 |
| Faculty who want to move into a cubicle at Newtown for Fall 2018 should send their names to their AD. | Everyone | |
| Forward the names to Dean Mayo of faculty who want to move into a cubicle at Newtown for Fall 2018. | ADs | |
| Email comments/suggestions on the Quality Assurance documents to Kevin Dunn. | Everyone | |
| Sign-up available for volunteers (2017 Hour of Code Event at Newtown – December 11-13th). | Everyone | |
| ALT Open Meeting Review | | |
| Everyone | | |
| Discussion | | |
| The group reported the ALT open meeting held on November 17th went well. Several said they received positive feedback and they thought it was valuable to | | |

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| <p>have open dialogue together. Dr. Feeney noted that it is good to have faculty and staff included in decision making. Steve White suggested that faculty be notified further ahead of time about ALT open meetings. A discussion followed. The consensus of ALT was to change the date of the next ALT open meeting to Friday, April 13, 2018.</p> | | |
| Conclusions | | |
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| Action Items | Person | Deadline |
| The consensus of ALT was to change the date of the next ALT Open Meeting to Friday, April 13, 2018. | ALT | |
| SACS – General Discussion | | |
| Everyone | | |
| Discussion | | |
| ALT talked about BCTC’s SACS Steering Committee and the process. | | |
| Conclusions | | |
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| Action Items | Person | Deadline |
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| ALT Scholarship Committee Update | | |
| Dean Simms | | |
| Discussion | | |
| Dean Simms reported the committee had a productive meeting and there were several good ideas for events generated. She said the following were the top choices: 5K or less run/walk; pancake breakfast at Applebee’s or Texas Road House; BCTC trivia night; BCTC bake-off; clean-up day at Keeneland after the races; and ALT dunking booth. Dean Mayo suggested that the events be kept simple to ensure success. A short discussion followed. Afterwards Dean Simms said she would send ALT an event poll. | | |
| Conclusions | | |
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| Action Items | Person | Deadline |
| Send ALT event poll. | Dean Simms | |
| Online Course Enrollment Requests | | |
| Kausha Miller | | |
| Discussion | | |
| Kausha Miller inquired about assisting a non-BCTC student enrolling in an online BCTC course and assisting a BCTC student enrolling in a non-BCTC online course. A brief discussion followed and suggestions were offered. | | |
| Conclusions | | |
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| Action Items | Person | Deadline |
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| Online Withdrawal Process | | |
| Dean Mayo | | |

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| Discussion | | |
| <p>Dean Mayo gave an update on the online withdrawal process, and she reported it is moving forward with a start date of spring 2018. She said withdrawal notification goes to the faulty member (via email) and it escalates after 48 hours if there is no response. She stated that a report will be generated by SDEM. She added that leadership will be receiving the report and deciding how to implement it. Dean Mayo confirmed that students will receive notification of whether they are approved or not approved for the withdrawal, and she talked about the process. She said financial aid will be affected. Dr. Feeney noted there are schools that have had to pay back a great deal of money.</p> | | |
| Conclusions | | |
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| Action Items | Person | Deadline |
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| Division/Area Updates | | |
| All Divisions and Areas | | |
| Discussion | | |
| <p>Robert Campbell provided some samples of rack cards that BCTC's Marketing Department designed and printed for the Library and Tutoring Services.</p> | | |
| <p>Yasemin Congleton announced that Cosmetology is going to be one of the state board testing centers starting in the spring of 2018.</p> | | |
| <p>Dean Simms reported that Barb Elzey is doing some professional development with the dual credit instructors.</p> | | |
| <p>Dean Liles reported that Janie Thompson is working to ensure that testing for nursing is available at every campus.</p> | | |
| <p>Laura Lynch announced that "Crappie University" is being offered through Community Education. In addition, she reported that Workforce Solutions is providing project management training for Hitachi.</p> | | |
| <p>Steve White reported that Rebecca Glascock is holding a fair trade holiday event and a coat exchange on November 29th. He added that leftover coats will be donated to the Salvation Army, the Hope Center, or the Catholic Action Center.</p> | | |
| <p>Kausha Miller reported that Mathematics has agreed on a mandatory placement plan that helps everyone.</p> | | |
| <p>Dean Simms reported the Library Advisory Committee met recently. She noted the consensus of the advisory committee was that BCTC's Library is the best kept secret because it has so many valuable resources to offer.</p> | | |
| <p>David Sturgill announced the Adult Education graduation will be held on June 7, 2018 at the Lyric Theatre in Lexington.</p> | | |
| Conclusions | | |
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| Action Items | Person | Deadline |
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| Division/Area Updates | | |

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| Professional Development | | |
| Discussion | | |
| The PD calendar with upcoming events was provided on the ALT agenda. | | |
| Action Items | Person | Deadline |
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| Division/Area Updates | | |
| Workgroup | | |
| Discussion | | |
| Student Development and Enrollment Management (SDEM) – (Kevin Dunn): | | |
| Marketing – (Tammy Liles): | | |
| Finance and Operations – (Laura Lynch): Laura Lynch reported the workgroup will meet on November 30th. | | |
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| Conclusions | | |
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| Action Items | Person | Deadline |
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| LET/Academic Council Updates | | |
| Dr. Feeney | | |
| Discussion | | |
| <ul style="list-style-type: none"> • Dr. Feeney discussed BCTC’s upcoming board meeting scheduled for December 6th. He requested that ALT members email him items they want him to include or highlight by December 1st. • Dr. Feeney reminded everyone that APT will meet on December 7th and professional development will be included. • Dr. Feeney gave an update on the Science Education Building. • Dr. Feeney gave a SACS update. He announced the reaffirmation kickoff will be held in January or February. He noted that three recommendations have been submitted for the SACS Steering Committee (Brandon Knight, Maureen Cropper, and Terry Buckner) and the QEP topic will be selected soon. • Dr. Feeney discussed some KERS changes. He reported that in the upcoming year fringe benefits for those participating in KERS will be raised from 46 percent to 84.06 percent of an individual’s salary. He noted the expense will be distributed across all of the System. • Dr. Feeney reported the college is expecting a 10 to 15 percent cut from the state. He encouraged ALT to make efforts to strengthen support activities. • Dr. Feeney announced that BCTC’s graduation will be held at Eastern Kentucky University. A brief discussion about the date followed. | | |
| Conclusions | | |
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| Action Items | Person | Deadline |
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| Awards | | |
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| Woohoo, The | | |
| Discussion | | |
| Kevin Dunn presented one Woohoo Award to Dr. Feeney for putting together the AWD goals document and presentation. | | |
| Karen Mayo gave the other Woohoo Award to Angie King for hitting the ground running when she returned. | | |
| Karen Mayo gave the Doll to Laura Lynch for her continued good work with the Kentucky Work Ready Scholarship. | | |
| Conclusions | | |
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| Action Items | Person | Deadline |
| Meeting was adjourned at 3:45 p.m. | | |
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| Next Meeting | | |
| Tuesday, Nov. 28, 2017 | 1:30 – 4:00 p.m., Newtown Campus Conference Room – CB123, Facilitator: Karen Mayo (Send ALT online Franklin Covey training topic.) | |
| Discussion | | |
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| Conclusions | | |
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| Action Items | Person | Deadline |
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