

AWD Leadership Team (ALT) Minutes

AWD Leadership Team		
11.7.2017	1:30 – 4:00 p.m.	Leestown Board Room M128
Meeting	Dr. Greg Feeney	
Type of meeting	AWD Leadership Team (ALT)	
Facilitator	David Sturgill	
Recorder	Barbara Thomas	
Attendees	Robert Campbell, Yasemin Congleton, Kevin Dunn, Greg Feeney, Pam Hatcher, Angie King, Tammy Liles, Laura Lynch, Karen Mayo, Kausha Miller, Ralph Potter, Rebecca Simms, David Sturgill, Steve White, Melanie Williamson	
Guests	Ty Sturdivant, Brandon Knight, Ralph Potter	
Bluegrass Academic Leadership Academy		
Ty Sturdivant, Brandon Knight, Ralph Potter		
Discussion		
<p>The facilitator welcomed Ty Sturdivant and Brandon Knight to the meeting. Ty, Brandon, and Ralph Potter gave a presentation about their participation in the Bluegrass Academic Leadership Academy. They shared a PowerPoint presentation that provided an overview of their involvement. Ty said it was a great experience and he enjoyed listening to the speakers. Brandon said it was good to get other perspectives and to collaborate with others from different colleges. Ralph said Dr. Aaron Thompson made a good presentation. The facilitator thanked Ty, Brandon, and Ralph for presenting and sharing the information about their experiences.</p>		
Conclusions		
Action Items	Person	Deadline
Leadership Highlight		
Discussion		
<p>The facilitator gave an overview of the selected online Franklin Covey training topic, “Negotiations: 8 ways your brain tricks you into making bad decisions” (<i>Jhana Blog</i>). A discussion followed. During the discussion, the group shared some examples of what they felt the reading illustrated.</p>		
Conclusions		
Action Items	Person	Deadline
Essential Agenda Additions		
Everyone		
Discussion		

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<p>Ty Sturdivant provided information about the new Black Faculty Alliance (BFA) that has been formed at BCTC. He said that he is the chair of BFA, Stacy Webster-Little is vice chair, and LaVetta Reliford is serving as secretary. He announced the next meeting would be held December 8th at 12:30 p.m. and the topic would be promotion. He said that everyone is welcome to attend. He added that a mission was developed, and Dr. Feeney read it to the group. Ty thanked everyone for supporting the new organization.</p>		
<p>Kevin Dunn discussed Quality Assurance for distance learning. He reported that he submitted the proposed document to Faculty Council and a request was made for the information to be provided to all Divisions for their next meeting. Therefore, Kevin asked everyone to place Quality Assurance on the next Division meeting agenda for all Divisions so that everyone has the opportunity to review it before it goes before Faculty Council. He said it would go to Faculty Council afterwards. A brief discussion followed.</p>		
<p>Laura Lynch reported the Work Ready Scholarship continues to be problematic, and she noted there are some issues with advising. Dr. Feeney reported that a System group met in Frankfort with the scholarship administrators. He said they are considering changing the requirements and processes. He noted that Dr. Julian said she expects that changes will be implemented soon.</p>		
<p>Dean Liles reminded everyone that she had sent a notice about an upcoming recruitment event. She said she was pleased to report that an adjunct faculty member is heading up the event.</p>		
<p>Dean Mayo gave an update on the System work group's recommendations on the College Success Course. She provided the draft recommendations as follows: Required FYE 105 course (3 credit hours) Phased approach (Fall 2018 implementation date)</p> <ul style="list-style-type: none"> • Phase 1 – required FYE 105 course for AA and AS degree seeking students; • Phase 2 – required FYE 105 course for AAS degree seeking students. <p>Dean Mayo said that once the report is finalized, she will send it to ALT.</p>		
<p>Conclusions</p>		
<p>Action Items</p>		
<p>ALT Minutes (10/31/17)</p>		
<p>Everyone</p>		
<p>Discussion</p>		
<p>Minutes from the meeting held on 10/31/17 were approved.</p>		
<p>Conclusions</p>		
<p>Action Items</p>		
<p>Follow up from previous ALT minutes:</p>		
<p>Everyone</p>		
<p>Discussion</p>		
<p>Dean Mayo discussed the new program plan template and its implementation.</p>		

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Kevin Dunn talked about the process for updating the templates and archiving old program plans. A discussion followed about naming and labeling the archived program plans.		
Kausha Miller reported that she is working with Kevin Dunn to implement, upload, and link the new BCTC Syllabus Checklist and the BCTC College Policies and Resources documents. A brief discussion followed.		
Dr. Feeney requested that any others with SACS experience interested in serving on a BCTC SACS Steering Committee send him an email as soon as possible.		
Conclusions		
Action Items	Person	Deadline
Send Dr. Feeney names of those with SACS experience interested in serving on a BCTC SACS Steering Committee.	Everyone	
ALT Open Meeting		
Discussion		
Dr. Feeney discussed the ALT Open Meeting that will be held at the Newtown Campus on Thursday, November 17th. Dean Simms said that she would prefer to focus on one goal at a time and have each area explain. Dr. Feeney asked the ADs and Deans to work together to decide who will represent each area. The group decided they would set up as a panel in front of the room and that handouts would be provided. A discussion about the presentation followed.		
Conclusions		
Action Items	Person	Deadline
ALT Semester-End Gathering		
Discussion		
Dr. Feeney announced the ALT Semester-End Gathering would be held on December 8th at 5:30 p.m.		
Conclusions		
Action Items	Person	Deadline
ALT Semester-End Gathering	Everyone	12/08/17
Possible ALT Scholarship Event - Discussion		
Discussion		
Dr. Feeney opened a discussion about the possibility of having an ALT scholarship event in conjunction with the MLK walk. The group brainstormed for ideas and decided to form a committee in order to move forward with planning the event. Rebecca Simms, Pam Hatcher, Robert Campbell, Tammy Liles, and Melanie Williamson volunteered to serve on the ALT Scholarship Event Committee.		
Conclusions		

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Action Items	Person	Deadline
ALT Scholarship Event Committee	Rebecca Simms, Pam Hatcher, Robert Campbell, Tammy Liles, Melanie Williamson	

SACS

Dean Simms		
Discussion		
<p>Dean Simms discussed the credential file location on ALT's SharePoint site. She said that if anyone finds an electronic version and does not find a hard copy of a credential, or if there are any inconsistencies in the files, then they should follow up with Karen Dearborn. Dr. Feeney reminded everyone that a periodic review for substantive change reporting to SACS/COC is now listed on the Academic Calendar. Dean Simms provided detailed examples of substantive changes and explained the importance of reporting those changes in a timely and accurate manner.</p>		
Conclusions		

Action Items	Person	Deadline
Follow up with Karen Dearborn if there are any credential hard copy files missing or if there are any inconsistencies.	Everyone	

Sabbaticals

Discussion		
<p>Dr. Feeney announced that no sabbaticals are available for 2017-18. However, he said sabbaticals would remain on the Academic Calendar.</p>		
Conclusions		

Action Items	Person	Deadline

Proctored Exam Scheduling

Kausha Miller		
Discussion		
<p>Kausha Miller talked about the proctored exam schedule and the students' need for proctoring. She noted the Testing Center does not coordinate mid-term and final exam proctoring across the campuses. She said there have been conversations about getting a mid-term period passed for proctoring. Kausha added that she had contacted Dean Simms and Darrel Brewer about it. Some of the ADs shared their concerns about proctoring. Dr. Feeney noted there would be</p>		

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costs involved and resources would need to be identified to cover those costs. A discussion followed.		
Conclusions		
Action Items	Person	Deadline
Program Plan Advising Template		
Dean Mayo		
Discussion		
Dean Mayo said the program plan advising template was already discussed.		
Conclusions		
Action Items	Person	Deadline
Courses to Schedule Once Per Year or Less		
Dean Mayo		
Discussion		
Dean Mayo talked about the courses to schedule once per year or less and shared the current document. She requested that any updates be sent to her, and she said that she would send them on to DeAnna Pelfrey.		
Conclusions		
Action Items	Person	Deadline
Send Dean Mayo updates for courses to schedule once per year or less.	Everyone	
ProQuest Database Proposal		
Robert Campbell		
Discussion		
Robert Campbell reminded everyone he had shared information in September about the ProQuest database proposal the System's Library Directors Peer Team was discussing. He said the Library Directors Peer Team is currently conducting an analysis of electronic resources alongside potential resources through ProQuest Central. As a next step, he said the peer team is asking for faculty feedback. He said he would send everyone the link to the database trial and the survey instrument after ALT, and he asked everyone to share the links and information with their faculty.		
Conclusions		
Action Items	Person	Deadline
Share the links and information with faculty about the ProQuest database trial and survey instrument.	Everyone	
Cultural Competency Initiative		
Steve White		
Discussion		

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Steve White discussed the cultural competency initiative. He said the committee would like to promote an annual PD for cultural competency. A discussion about the details of the PD followed.		
Conclusions		
Action Items	Person	Deadline
Nursing Curriculum Updates		
Dean Liles		
Discussion		
Dean Liles gave an update on the curriculum for the ADN Nursing Program. She said that 9 credit hours would be removed from the ADN Nursing Program beginning in the Fall of 2018. A discussion followed, and Kausha Miller talked about some other curriculum changes.		
Conclusions		
Action Items	Person	Deadline
Division/Area Updates		
All Divisions and Areas		
Discussion		
Pam Hatcher announced that the DOM position in Workforce Development has been filled. She said that Hillary Moran will be holding that position. She added that the campus assistant role is now vacant and needs to be filled. In addition, she announced there is now a part-time IT person on the Georgetown Campus.		
Angie King reminded everyone about BCTC's Arts in Focus Committee's Student, Staff, and Faculty Art Show and reception after ALT from 4:30 to 6:00 p.m. at the Newtown Campus. Yasemin Congleton shared some concerns about the time of the event. Dr. Feeney suggested that she provide that feedback to BCTC's Arts in Focus Committee.		
Ralph Potter announced that a new adjunct will soon be joining AMT.		
Conclusions		
Action Items	Person	Deadline
Division/Area Updates		
Professional Development		
Discussion		
Dean Mayo said that she will be sending out five to six examples for the PD on PPEs that will be held during the next ALT meeting on November 14th.		
Conclusions		
Action Items	Person	Deadline

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Division/Area Updates		
Workgroup		
Discussion		
Student Development and Enrollment Management (SDEM) – (Kevin Dunn):		
Marketing – (Tammy Liles): Dean Liles reported that Nursing and AHNS have been preparing to implement their GIG.		
Finance and Operations – (Laura Lynch):		
Conclusions		
Action Items	Person	Deadline
LET/Academic Council Updates		
Dr. Feeney		
Discussion		
<ul style="list-style-type: none"> • Dr. Feeney said that DeAnna Pelfrey has been sending out enrollment reports and suggestions for adding classes when enrollment exceeds 80%. He said that ADs should provide an explanation to the Deans when class needs are not addressed in response to DeAnna’s reports and suggestions. • Dr. Feeney said several System work groups have been formed such as Transfer and Assessment and Placement. He noted that Kausha Miller and Aaron Akey will serve on Assessment and Placement. • Dr. Feeney reported that a Recruitment and Training Workshop would be held at Elizabethtown Community and Technical College (ECTC) on December 12th from 9:30 a.m. to 3:00 p.m. He noted that it would be focused on how to recruit adult learners. He said there may be one or two slots available for Academics, and he asked ALT to send him recommendations of those interested in attending by Thursday, November 9th, at 4:00 p.m. 		
Conclusions		
Action Items	Person	Deadline
Provide an explanation to the Deans when class needs are not addressed in response to DeAnna Pelfrey’s enrollment reports and class scheduling suggestions.	ADs	
Send Dr. Feeney recommendations of those interested in attending a Recruitment and Training Workshop at ECTC on December 12th.	Everyone	11/09/17 at 4 p.m.
Awards		
Woohoo, The		
Discussion		
Karen Mayo presented one Woohoo Award to Barbara Thomas.		
Kausha Miller retained the other Woohoo Award for her work with the Testing		

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Center to streamline some processes.		
Yasemin Congleton gave the Doll to Rebecca Simms.		
Conclusions		
Action Items	Person	Deadline
Meeting was adjourned at 3:15 p.m.		
Next Meeting		
Tuesday, Nov. 14, 2017	1:30 – 4:00 p.m., Newtown Campus Conference Room – CB123, Facilitator: Rebecca Simms (Send ALT online Franklin Covey training topic.)	
Discussion		
Conclusions		
Action Items	Person	Deadline