

AWD Leadership Team (ALT) Minutes

AWD Leadership Team			
2.6.2018		1:30 – 4:00 p.m.	
		Newtown Conference Room CB123	
Meeting	Dr. Greg Feeney		
Type of meeting	AWD Leadership Team (ALT)		
Facilitator	Yasemin Congleton		
Recorder	Barbara Thomas		
Attendees	Melinda Baker, 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		
Guests	Laura Parrish, Michelle Sjogren, James Hogan		
IT Update and Perkins			
Laura Parrish			
Discussion	<p>Laura Parrish gave an overview of the work of IT, the machines ordered in the Fall of 2017, and the installation of machines at Cooper in AT, at Newtown in the Science Education Center, and at Leestown in the Testing Center. She said about 200 machines were placed through Perkins and the request for FY2019 would be about the same. Laura said faculty or anyone needing to purchase anything with a technology component (equipment, hardware, software, accessories) should send the request to her for processing. A brief discussion followed. In response to a question about cartridges for printers in the Science Education Center, Laura said the printer information on the bar codes should be used for ordering cartridges. She said Bruce McDonald adds the bar codes to the machines. The facilitator thanked Laura for the IT update and information about Perkins.</p>		
Conclusions			
Action Items		Person Responsible	Deadline
Anyone needing to purchase anything with a technology component (equipment, hardware, software, accessories) should send the request to Laura Parrish for processing.		Everyone (ALT)	
BCIS Program Presentations			
BCIS			
Discussion	<p>BCIS presented a detailed overview of the programs listed below. Time was provided for questions about the programs.</p> <ul style="list-style-type: none"> • Digital Literacy (Jamie Clark) • Supply Chain Management (Dave Magee) • Hospitality Management (Lauren Campbell) • Information Management & Design (Tim Birch) 		

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	<ul style="list-style-type: none"> • Library Information Technology (Terry Buckner) • Filmmaking and Cinematic Arts (Video by Stephanie Fitch) • Medical Information Technology (Tammie Disco-Boggs) • Administrative Office Technology (Jamie Clark) • Computer & Information Technologies (Melanie Williamson) 		
Conclusions			
Action Items	Person Responsible	Deadline	
Leadership Highlights			
Discussion			
The facilitator talked about the selection on “Managing Change” from the Franklin Covey training. Afterwards the group shared their thoughts about the selection.			
Conclusions			
Action Items	Person Responsible	Deadline	
Essential Agenda Additions			
Everyone			
Discussion	Laura Lynch reminded everyone about the Majors Fair that has been rescheduled for March 27, 2018 at Newtown.		
Conclusions			
Action Items	Person Responsible	Deadline	
ALT Minutes (1/30/18)			
Everyone			
Discussion			
Minutes from the meeting held on 1/30/18 were approved.			
Conclusions			
Action Items	Person Responsible	Deadline	
Follow up from previous ALT minutes:			
Everyone			
Discussion			
ALT members reported they are working with faculty to meet the deadline on updating the transfer/focus areas and links on the Programs of Study website.			
Dean Simms reported that she has received feedback on the draft of the BCTC Faculty Credentials Manual. She said that she would make revisions, and she discussed the place to store the document. A brief discussion followed.			

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Dean Liles reported that she asked Faculty Council for feedback on Metamajors. At Faculty Council on February 2nd, the members voted to move forward with the research on Metamajors.		
ALT members reported they submitted nominations for the All-Academic Team to Linda Faul by the deadline.		
Barbara Thomas emailed ALT information about the nomination deadline for the Innovation Award.		
ALT members reported they are on track to meet the deadlines for Coordinator Search Process for 2018-19.		
ALT members reported they are working with faculty to process substitution waivers in a timely manner.		
ALT members reported they are working with faculty to use the online Graduation Application Form and Faculty Council formed a committee to evaluate and develop a process for the approval process when updating focus areas.		
Dr. Feeney reported that he followed up on bookstore items needed at Newtown, and he said the college is preparing for supplies to be available for purchase from a vending machine.		
Dean Mayo reported that she emailed ALT information about automatic deny with the online withdrawal process, and she asked if there were any questions.		
ALT members reported they have reminded faculty in their areas not to drop a student from a class after the add/drop deadline. A brief discussion followed.		
ALT members reported they are working with faculty on confirming attendance.		
Dean Mayo reported that she checked with James Hogan about the possibility of advising evaluation results being available to faculty on ITES, and she said he is checking into it. She noted the results page for the advising evaluations might look similar to the student evaluations of faculty instruction results page if implemented. A brief discussion followed.		
Kevin Dunn requested that ALT members let those in their areas know two more reviewers from each Division are needed by February 7th for the online QA process. He requested that names of those interested in serving as reviewers be emailed to him or Barbara Elzey. Kevin noted that each review takes about an hour.		
Conclusions		
Action Items	Person Responsible	Deadline
Make revisions to the draft of the BCTC Faculty Credentials Manual.	Dean Simms	
Email names to Kevin Dunn or Barbara Elzey of those interested in serving as reviewers for the online QA process.	Everyone (ALT)	2/07/18
Promotion Notebook		
Yasemin Congleton		

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Discussion	Yasemin Congleton provided feedback on the Promotion Notebook. A short discussion followed. Dr. Feeney requested that ALT members email feedback pertaining to the Promotion Review Notebook to Ryan Kelly, Chair of the College Advisory Committee on Promotion.		
Conclusions			
Action Items	Person Responsible	Deadline	
Email feedback pertaining to the Promotion Review Notebook to Ryan Kelly, Chair of the College Advisory Committee on Promotion.	Everyone (ALT)		
Public Information and Marketing			
Michelle Sjogren, James Hogan			
Discussion	Dr. Feeney welcomed Michelle Sjogren, AVP of Public Information and Marketing, and James Hogan, Director of Administrative Computing Services, to the meeting. Michelle introduced herself and stated that Administrative Computing Services is merging with Marketing. Then Michelle explained an idea to implement on program pages that will add photos and a form to gather names and emails and provide more content and information to those searching BCTC's website. She said the goal is to make it easy to search the website, obtain program specific information, and provide information to BCTC about the program interests of those searching the website. Michelle said those searching the website would receive a response stating that someone from that program area would be contacting them. James discussed search words and data collection. Then Michelle explained how the tool was implemented at Gateway, and she said it was extremely successful. A discussion followed, and Michelle and James answered questions. When concluding, they said they want to do what they can to help everyone get students enrolled. Then Dr. Feeney thanked them for presenting the information to ALT.		
Conclusions			
Action Items	Person Responsible	Deadline	
Changing Classroom Cultures Conference – March 23-24, 2018			
Dr. Feeney, Dean Mayo			
Discussion	There were no updates reported.		
Conclusions			

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Action Items	Person Responsible	Deadline
SACS – General Discussion		
Everyone		
Discussion	Dean Simms reported that Karen Dearborn has placed a notebook in front of the faculty credentials file for recording questions when Karen is not available. In addition, Dean Simms said the files that need to be reviewed have been placed to stand at a higher level in the file so they may be found easily.	
Conclusions		
Action Items	Person Responsible	Deadline
Division/Area Updates		
All Divisions and Areas		
Discussion	<ul style="list-style-type: none"> • Robert Campbell announced that a Spring book exchange is taking place at Cooper and Newtown. • David Sturgill reported that he has been working with a team on the RFP for the Adult Education Grant. He said that he has been impressed with the team, and the RFP is on schedule to be finalized by February 14th. • Angie King reported that Tim Davis and Kathy Swango have taken students to a film festival in Georgia. 	
Conclusions		
Action Items	Person Responsible	Deadline
Division/Area Updates		
Professional Development		
Discussion	The PD Calendar was included in the agenda.	
Conclusions		
Action Items	Person Responsible	Deadline
Division/Area Updates		
Workgroups		
Discussion		
Student Development and Enrollment Management (SDEM) – (Kevin Dunn):		
Marketing (PIM) – (Tammy Liles):		
Finance and Operations (FOLT) – (Laura Lynch): Laura Lynch announced that FOLT is scheduled to meet on February 8th at 2:30 p.m. at the Leestown Campus.		

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<p>Dean Simms reported the Academic Scholarship Committee met on February 5th. She said the goal is to plan a signature type of event involving all faculty. She said the committee decided upon a run/walk event for Fall 2018. In addition, she said that Val Zeps, Don Hardwick, and Dan Schuman volunteered to head up the event and they will meet to begin organizing it.</p>		
Conclusions		
Action Items	Person Responsible	Deadline
LET/Academic Council Updates		
Dr. Feeney		
Discussion	<p>Dr. Feeney reported on the following items.</p> <ul style="list-style-type: none"> • In the most recent CAO meeting, some workgroup updates were provided. Metamajors is a little further ahead than some other workgroups. With the Transfer Workgroup, there is an attempt to have some consistency with transfer System wide. • Program Health Reviews are being closely studied. • There are serious concerns about academic quality and program relevance at the state level. Education administration is under review and questions are being raised about the relevance of education. • The budget is a topic of concern for KCTCS colleges. • At Faculty Council on February 2nd, it was announced that BCTC is looking at 3 to 4 million dollars in budget cuts and some programs may be affected. • The administrative structure of BCTC is being reviewed, and there may be changes as a result. • The BCTC budget must be complete by April of 2018, and the Deans have been working with Dr. Feeney on budget items. • At BCTC, consideration is being given to implementing a hybrid format for Advanced Manufacturing such as South Central Kentucky's in Bowling Green. • The System is encouraging programs to hold evening classes. At BCTC, there are examples and data that provides evidence for some programs that evening classes are not well attended. • DeAnna Pelfrey is reviewing caps and room space. In addition, Dr. Feeney requested that ALT members review every course in their areas and be prepared to offer thoughts on opportunities for raising caps, increasing load, and protecting quality. He noted the first meeting is February 12th to have conversations about it. 	
Conclusions		

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Action Items	Person Responsible	Deadline
Review every course in each area and be prepared to offer thoughts on opportunities for raising caps, increasing load, and protecting quality.	Everyone (ALT)	
Awards		
Woohoo, The		
Discussion		
David Sturgill presented one Woohoo Award to Yasemin Congleton.		
Karen Mayo gave the other Woohoo Award to Kausha Miller for working without a Division Office Manager for two weeks.		
Steve White gave the Doll to Dr. Feeney.		
Conclusions		
Action Items	Person Responsible	Deadline
Meeting was adjourned at 4:00 p.m.		
Next Meeting		
Tuesday, Feb. 13, 2018	1:30 – 4:00 p.m., Newtown Campus Conference Room – CB123, Facilitator: Karen Mayo	
Discussion		
Conclusions		
Action Items	Person Responsible	Deadline
Send ALT online Franklin Covey training topic.	Karen Mayo	2/07/18