

AWD Leadership Team (ALT) Minutes

AWD Leadership Team			
2.20.2018		1:30 – 4:00 p.m.	Leestown Board Room M128
Meeting	Dr. Greg Feeney		
Type of meeting	AWD Leadership Team (ALT)		
Facilitator	Robert Campbell		
Recorder	Barbara Thomas		
Attendees	Melinda Baker, Robert Campbell, Yasemin Congleton, Kevin Dunn, Greg Feeney, Pam Hatcher, Tammy Liles, Laura Lynch, Karen Mayo, David Sturgill, Rebecca Simms, Steve White, Melanie Williamson		
Leadership Highlights			
Discussion			
The facilitator talked about the video in the Franklin Covey training from <i>Jhana</i> , "A direct report gets defensive." Then the group shared their thoughts about it.			
Conclusions			
Action Items		Person Responsible	Deadline
Essential Agenda Additions			
Everyone			
Discussion			
Kevin Dunn reported that he updated the Program Plans on the website as scheduled, and he showed additional website updates. Afterwards Dean Mayo commended Kevin for his outstanding work on the project from start to finish.			
Conclusions			
Action Items		Person Responsible	Deadline
ALT Minutes (2/13/18)			
Everyone			
Discussion			
Minutes from the meeting held on 2/13/18 were approved.			
Conclusions			
Action Items		Person Responsible	Deadline
Follow up from previous ALT minutes:			
Everyone			
Discussion			

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ALT members reported they would continue to consider transferring older iPads not in use to the Testing Center to be used for sign-in.		
ALT members stated they have continued to send requests for technology purchases (equipment, hardware, software, accessories) to Laura Parrish.		
Dean Simms reported that she would be discussing the revised draft of the BCTC Faculty Credentials Manual in the Credentials PD after ALT.		
ALT members reported they would continue to review every course in each area and be prepared to offer thoughts on opportunities for raising caps, increasing load, and protecting quality. A discussion followed.		
Conclusions		
Action Items	Person Responsible	Deadline
Follow Up from Division Meetings		
Everyone		
Discussion	<ul style="list-style-type: none"> Yasemin Congleton reported the AHNS faculty made a suggestion for the college to provide information to students about the online withdrawal process by adding another tab with information under “Current Students” on the website. She said there were concerns about the information Robert Chirwa provided about the KCTCS distance learning model. In addition, she stated that AHNS faculty said that students are applying online for graduation, but they are not getting a reply or confirmation so they do not know whether their applications have been received or not. Dean Mayo said that she would address the graduation application concerns in the upcoming ALT SDEM meeting. She noted that graduation applications go to Bethany Lawson. Kausha Miller reported that her faculty want to know if there are any updates on whether or not the auto approve/deny will go from 48 to 72 hours for the online withdrawal process. Kevin Dunn said that he would follow up on the status of the auto approve/deny online withdrawal process at the upcoming ALT SDEM meeting. Dean Mayo added that the 48-hour period goes through the weekend. Kausha Miller inquired about the how the online withdrawal process works with co-requisites and paired classes. A brief discussion followed. Afterwards Kausha said she would compile a list of special cases and email it to Dean Mayo before the upcoming ALT SDEM meeting. ALT members reported there were conversations about the budget and faculty want transparency. 	

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	<ul style="list-style-type: none"> Melinda Baker reported that Susan Hedgecock and 30 BCTC students participated in the NAMI walk in Frankfort at the capitol. In addition, she said that Susan would be presenting at the Changing Classroom Cultures Conference in March. Robert Campbell reported the Library Services team is working together to support library services offered at Leestown by dedicating a few hours each week. 		
Conclusions			
Action Items		Person Responsible	Deadline
Compile a list of special cases for the online withdrawal process such as co-requisites and paired classes and email it to Dean Mayo.		Kausha Miller	2/21/18
Advising			
Dean Mayo			
Discussion	Dean Mayo stated that she asked ALT members to run reports of Fall and Spring advisees at the last meeting. She added that Cindy Tucker would be able to run the reports instead, and she thanked everyone for agreeing to help. She noted that Debbie Holt would send ALT an email once the spring 2018 advisor assignments have been completed.		
Conclusions			
Action Items		Person Responsible	Deadline
QEP			
Dean Mayo			
Discussion	Dean Mayo reported the college is in the next phase of narrowing down the QEP topic, and she said that she would be emailing a QEP Topic Survey for immediate distribution to faculty and staff. She added that the turn-around would be short, as responses are needed by the first week of March. A brief discussion followed.		
Conclusions			
Action Items		Person Responsible	Deadline
Distribute QEP Topic Survey to faculty and staff in each area immediately after receiving the email from Dean Mayo containing the link to the survey.		Everyone (ALT)	
Changing Classroom Cultures Conference – March 23-24, 2018			
Dr. Feeney			

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Discussion	<p>Dr. Feeney provided the information below about the Changing Classroom Cultures Conference.</p> <ul style="list-style-type: none"> • Registration is open, and the meal deadline is March 19th. • Division meetings may be held via email to work with CCCC. • The Innovation Award will be presented at CCCC. 		
Conclusions			
Action Items	Person Responsible	Deadline	
SACS – General Discussion			
Everyone			
Discussion	<ul style="list-style-type: none"> • Dean Simms announced that she would provide Credentials PD after the ALT meeting. 		
Conclusions			
Action Items	Person Responsible	Deadline	
Division/Area Updates			
All Divisions and Areas			
Discussion	<ul style="list-style-type: none"> • Yasemin Congleton reported that Paramedics received SACS approval. • Steve White reported that BCTC’s History and Political Science Area and Peace Studies would sponsor the 2018 Spring Speakers. He said that he would send information to ALT about it, and he encouraged everyone to attend. • Kausha Miller reported that Bob Biega would participate in the BCTC Majors Fair on March 27th. • David Sturgill reported that Scott County Adult Education came in 14th in the state for GED production. He added that Scott County came in 23rd out of 128 for overall GED performance. • Laura Lynch reported that 20 programs have signed up to participate in the Majors Fair on March 27th. • Dean Hatcher reported that BCTC was honored to host officials from the National Association of Manufacturers' "State of Manufacturing Tour" at the Georgetown-Scott County Campus. She said that she took part in the event, and she noted that Governor Bevin attended. In addition, she reported that she participated in Advocacy Day in Frankfort along with students and employers. 		
Conclusions			
Action Items	Person Responsible	Deadline	

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Division/Area Updates		
Professional Development		
Discussion	<ul style="list-style-type: none"> Dean Simms provided PD on Credentials after ALT. 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): The next SDEM/ALT meeting will be February 22nd.	
	Marketing (PIM) – (Tammy Liles): Dean Liles reported that a meeting will be held February 27th after ALT.	
	Finance and Operations (FOLT) – (Laura Lynch): Laura Lynch reported that tables and chairs have been missing in classrooms in the Newtown Classroom Building.	
Conclusions		
Action Items	Person Responsible	Deadline
LET/Academic Council Updates		
Dr. Feeney		
Discussion	<p>Dr. Feeney reported on the items listed below.</p> <ul style="list-style-type: none"> He reported that he participated in Advocacy Day in Frankfort last week, and he stated that he would be participating again on February 21st. He said that BCTC students provided information about issues they experienced with the Work Ready Scholarship Program. He noted that Secretary Hal Heiner addressed it. In addition, he noted the message in Frankfort is that budget cuts will have to be made. He reported that he attended a meeting at UK and toured UK's new student center before the ALT meeting. He said it is impressive and UK's branding is prominent. He reported that LET is working on the budget and that budget discussions would continue. He said that data and recommendations are being reviewed and the Academics and Workforce Development leadership is doing its best to make well-informed decisions. He noted the college may not offer some programs and classes that have been offered in the past, some caps may change, and there may be load variables. He added that major variables would be budget decisions at the state and enrollment. 	

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Conclusions			
Action Items		Person Responsible	Deadline
Awards			
Woohoo, The			
Discussion			
Tammy Liles presented one Woohoo Award to Barbara Thomas for her work on the Simulation Workshop.			
Robert Campbell gave the other Woohoo Award to Pam Hatcher for hosting the National Association of Manufacturers' "State of Manufacturing Tour" at the Georgetown-Scott County Campus.			
Melinda Baker gave the Doll to Robert Campbell for facilitating the meeting.			
Conclusions			
Action Items		Person Responsible	Deadline
Meeting was adjourned at 2:40 p.m. Afterwards ALT members participated in the Credentials PD.			
Next Meeting			
Tuesday, Feb. 27, 2018	1:30 – 4:00 p.m., Newtown Campus Conference Room – CB123, Facilitator: Kevin Dunn		
Discussion			
Conclusions			
Action Items		Person Responsible	Deadline
Send ALT online Franklin Covey training topic.		Kevin Dunn	2/21/18

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