### MINUTES OF THE FACULTY COUNCIL MEETING

**Date:** 10/2/2015  
**Time:** 1:30 PM - Called to Order  
**Location:** Room 107 Newtown Campus

**Present:** Val Zeps, Leon Lane, Marilyn Akins, Tanya White, Maureen Cropper, Vicki Partin, Mary Jones, Greg Rickert, Cindy Tucker, Jenny Jones, Josh Hoekstra, Kevin Hopper, Yasemine Congleton, Tammie Disco-Boggs, Beth Healander, Karen Mayo, Angela Huddleston, Brent Eldridge, Hossein Motamedi, Barbie Sirimongkon, Deb Davis, Irene Camargo, Angie King, Nancy Bronner  
**Ex-Officio:** Augusta Julian, Tri Roberts, Greg Feeney, Rebecca Simms, Rhonda Wheeler  
**Guests:** Kausha Miller

**Submitted by:** Tanya White

<table>
<thead>
<tr>
<th>Agenda/Issues</th>
<th>Discussion</th>
<th>Action</th>
</tr>
</thead>
</table>
| Additions          | Adjunct pay schedule – Greg Rickert  
KCTCS CRC Work Group – Beth Healander  
Default Management Committee – Karen Mayo | The agenda was approved.  
The Secretary of the Faculty will post the approved agenda on the Faculty Council Webpage |
| Approval of Agenda | Motion: Motamedi – Approve agenda; second  
Motion carried  
Val Zeps asked for a moment of silence in observance of the tragedy that occurred at Umpqua Community College. | The agenda was approved.  
The Secretary of the Faculty will distribute the decision to the faculty, subject to the 10 day objection period. |
| Approval of 5/1//2015 Minutes | Motion: Motamedi – Approve 9/4/2015 minutes; second  
Motion carried | The agenda was approved.  
The Secretary of the Faculty will distribute the decision to the faculty, subject to the 10 day objection period. |
| CEO/CAO Reports    | Dr. Julian gave an update on the search for VP – Academic & Workforce Development. The committee has identified 5 candidates to be interviewed.  
Interviews will occur on October 20, 26, 28, 29, and 30. At this time, three candidates have been scheduled for interviews. For each interview date, open forums will be held at Cooper and Leestown campuses. Dr. Julian asked for volunteers to host sessions and assist with transportation.  
The college committee list has been distributed. Some concern has been voiced about adjuncts not being included on committees. In the past, adjuncts have not been included and there is no policy addressing this issue. If a division would like to add an adjunct to a college wide committee, inform Dr. Julian and she will |
consider the request. She is not against adding adjuncts but it would be hard to manage due to numbers.
Community Day is October 24 and several interesting topics will be presented for community members. The topics include: identity theft, financial literacy, interior decorating, gardening, babysitting advice. Dr. Julian would like to see more varied topics offered for the community participants.
Dr. Julian reported that several retirements and resignations have occurred and the Administrative Leadership Team will consider new hires.

Tri Roberts announced that the Testing Center on the Leestown campus has moved from Building A to Building M because more space was needed.
The Georgetown campus construction is on target and classes should begin spring 2017. Manufacturing classes will move from the Leestown campus to the Georgetown campus.
Tri Roberts commended Vicki Partin for a job well done when recommending courses for each campus for both regular and summer terms.
BCTC is consulting with the UK Medical Center to begin a Pharmacy Technician program. Tri asked for input on ideas for new programs of study.
Adult Education has been opened in Lawrenceburg and Winburn Middle School in Fayette County. The Carnegie Center was awarded a $35,000 grant from Kentucky Refugee Ministry for Operation Read.
Tri reported that Winchester is the only campus that has shown an increase in enrollment.
Greg Rickert asked why adjuncts do not get paid until September 30 when they begin working the middle of August. He suggested a more feasible date would be September 15. Tri will investigate the reasoning for this action and report at the next Faculty Council meeting. Tri will also check with Jefferson County (JCTC) to ask what their policy is.

### Board of Directors Report

<table>
<thead>
<tr>
<th>Josh Hoekstra</th>
</tr>
</thead>
<tbody>
<tr>
<td>Josh has been impressed by the questions board members ask at their meetings. He has attended four meetings and has left these meetings feeling better and having a good sense of our future. He challenged faculty council members to view the other side of the picture when considering administration. He has a newfound respect for administrators. On October 23, a full day meeting will be held for all Board of Directors from all colleges in the KCTCS system.</td>
</tr>
<tr>
<td>Budget Review Advisory Committee Report [Vicki Partin]</td>
</tr>
</tbody>
</table>
| Rules Committee Report [Angela Huddleston - BCTC] [Greg Rickert – KCTCS] | Motion: Huddleston – Approve Academic Calendars for 2017-18 and 2018-19; second Kausha Miller suggested that for student information, the No Show reporting date should be listed on the calendars. Secondary Motion: Miller – Academic Calendars – 2017-18, 2018-19, send back to Rules Committee to address No Show date; second Secondary Motion carried; Main Motion is void. Voting is currently open for the special election of a College Appeals Board Faculty Alternate Representative. There are 3 candidates running. Voting must be completed by noon on Wednesday, October 7, 2015. The KCTCS Rules Committee met on Monday, September 21. The following rules proposals were recommended to be sent forward to the KCTCS Senate:  
- Section IV 1.1.1 Admissions for First Time Freshman  
- Section IV 3.5.1 Medical Laboratory Technician- System  
- Section VI Appendix B Guide for Advance Placement The following proposal was discussed and recommended to be sent to CRC for review and comment  
- Section I 4.0 Committees of the Senate A statement from the KCTCS Office of the Chancellor and Office of General Counsel related to the rule change was read into the minutes: [Concerns with Rules Change Proposal](#) Discussion of the rule focused on a couple of areas. One was the requirement that committees meet once each year and recommended changing wording from “shall meet” to “should meet.” A second point of discussion was the statement regarding college representatives of curriculum committees to be elected by faculty at their local colleges; some colleges are comfortable with, or maybe even |

prefer, that the college representatives be appointed by the CAO at their colleges. A third point of discussion was the final paragraph which identifies that Program Curriculum Committees create their own sets of rules and governing processes; some felt this may create inequities among the committees and additional confusion, especially in the area of the curriculum approval process.

<table>
<thead>
<tr>
<th>Curriculum Review Committee Report</th>
<th>BCTC CRC – No report. The next meeting will be October 9 to discuss Lower Division University Courses. Barbara Sirimongkhon asked for suggestions on how to distribute the changes in curriculum throughout the college. Tri Roberts suggested that she give the information to ALT for them to review and distribute if they determine that it is relevant or appropriate information for BCTC. Barbara stated that all information is available to all faculty on SharePoint. The next KCTCS CRC meeting is scheduled for November 6, at the systems office.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DeAnna Pelfrey</td>
<td>[Barbie Sirimongkhon – KCTCS]</td>
</tr>
</tbody>
</table>

| Academic Standards and Admissions Committee Report | Kevin Hopper reported on the following information discussed at the ASA meeting in September.  
**Withdrawal after finals**  
A loophole allowed an online math student to take a proctored final exam before the last day of classes, see that they had failed the course, and then withdraw from the college because the last day of classes had not yet passed. The previous request that ASA look for a way to close this loophole was withdrawn. The math and stats division decided to deal with this internally rather than have ASA address it at the level of the entire college. If the issue arises again, the division will keep final exam scores unavailable to students until after the last day of classes to avoid a recurrence. Other divisions may do the same if they have a similar issue, and this would not require ASA review or any Rules change.  
**Paired, linked, combo-course terminology**  
The committee attempted to clarify and unify the terms used in reference to these courses across the college. After discussion, ASA developed the following draft of a reference:  
- **Pre-requisite courses** = required as a prior course of study  
- **Co-requisite courses** = required to be taken prior to, or simultaneously with a course  
- **Paired courses, or Linked courses or Joined courses** = specific designated sections must be taken together  
**Combination (Combo) courses** = two courses in one (e.g. accelerated math courses) coordinated courses condensed into one semester |
- **Emporium courses** = competency-based, self-paced (e.g. MAT011)

**Registration** - As of September 9th, BCTC’s fall enrollment stood at 9748 students, down 3.3% from last year. FTE was down 5.6% from last year

<table>
<thead>
<tr>
<th>KCTCS Senate Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Jenny Jones]</td>
</tr>
<tr>
<td>Senate Council members were informed of a change in current policy 2.1.4.4. on Emeritus Professors. This policy has been amended to allow term faculty to be accorded emeritus status. The policy was presented for Faculty Council review. Senate Council will discuss the change at the next meeting on October 16.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty Performance Review Committee Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Tammie Disco-Boggs]</td>
</tr>
<tr>
<td>Committee members will work on developing Professional Development on methods for improving participation in Student Evaluations. The committee will meet with IT to develop a report form for the new version of Student Evaluations.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty Committee on Information Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Brent Eldridge]</td>
</tr>
<tr>
<td>At the next committee meeting, members will review the surveys on IT concerns that were received from each division. Patricia Price is the new student representative on the committee.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beth Healander announced that she has been appointed as a representative from BCTC to the KCTCS Curriculum Process Work Group. The first meeting will be October 6. Default Management Committee report by Karen Mayo</td>
</tr>
</tbody>
</table>

**2015 Fall Loan Disbursement:**

- As of 9/22/15 over $7 million has been disbursed in federal loans for fall semester.
- This is over half of what BCTC disbursed for the entire academic year last year.

**KHEAA (Kentucky Higher Education Assistance Authority)**

- BCTC pays $46,000 per year for KHEAA’s services. This is BCTC’s second year in contract with KHEAA to work on default management.
- In collaboration with KHEAA – BCTC default rate was reduced to 24%.

**Goals for 2015-2016:**

- Schools could lose their ability to administer Title IV aid (grants, loans, federal work- study) if their default rate is 30% or higher for three consecutive years. This not only affects the financial aid office, but the entire school (faculty, staff, and students).
- Goals/ideas for default prevention were discussed
| Announcements and Adjourn. | Motion: Motademi–adjourn meeting; second
Motion carried
Items posted for objection following the September 4, 2015 meeting passed
without objection.
The next Faculty Council meeting will be Nov. 6, at Newtown Campus. Please have items to be considered sent to Valdis Zeps or Tanya White by Monday, Oct. 26. | The meeting adjourned at 4:05 PM |