

March 24, 2014  
Lynn Library 207  
1:00 p.m.

## Core Team Meeting

### Minutes

**MEMBERS PRESENT:** Bob Austin, April Sessler, Dr. Paul Matney, Dr. Kathy Wetzel, Dr. Russell Lowery-Hart, Danita McAnally, Jason Norman, Susan Burks, Heather Voran, Carol Bevel, Janet Barton, Olga Bustos, Penny Massey, Dr. Tamara Clunis, Megan Eikner

Others present: Dr. Linda Watkins, Nancy Showers, Diane Brice, Carol Moore, Jerry Moller

Recorder: Carolyn Leslie

**MEMBERS ABSENT:** Bruce Moseley, Janine Goode, Melanie Castro

Student Representatives: Seth Brogdon and Andrew Alexander

#### **APPROVAL OF MINUTES (Bob Austin)**

- Bob Austin asked for approval of the minutes from the February 17, 2014 No Excuses Core Team meeting. Dr. Russell Lowery-Hart made a motion to approve the minutes and Penny Massey seconded the motion. The minutes were approved by majority vote.

#### **CALL FOR ADDITIONAL AGENDA ITEMS (Bob Austin)**

- Jason Norman-Process/Procedure Proposal. (See Action Item-Core Curriculum and Degree Audit Policy Change)

#### **WELCOME AND INTRODUCTIONS (Dr. Paul Matney)**

- Bob Austin introduced the Achieving the Dream Coaches for Amarillo College, Dr. Linda Watkins and Nancy Showers.
- Dr. Watkins and Ms. Showers shared their involvement with the "No Excuses" program in their colleges.
- They commended Amarillo College for the progress that has been made toward student success through leveraging resources and using data for decision making.

#### **ACTION ITEM-Core Curriculum and Degree Audit Policy Change (Jason Norman)**

- Jason Norman submitted a proposal to the No Excuses Core Team. Diane Brice, Jerry Moller and Carol Moore gave information as to the need and benefit to the students and other areas of Amarillo College if the proposal is accepted by the committee.
- The proposal made to the No Excuses Team stated that Amarillo College programs be allowed to recommend specific courses within the core, but any course on the general education course list be allowed to fulfill requirements.
- A specific example of how this would work and benefits of accepting the proposal were given to Core Team members by Jason. (Handout Attached)
- The committee discussed the advantages and concerns of adopting the proposal.
- Danita McAnally made a motion to accept the proposal as written and Meagan Eikner seconded the motion. The proposal was approved by a majority vote

**PROMISING PRACTICES-Graduation Application Update (Diane Brice)**

- Diane Brice stated that the registrar's office is trying to implement a process where a student can graduate without applying for graduation.
- Data has shown that every semester students complete the requirements for a certificate or an Associate Degree but do not receive them because the student did not apply for graduation.
- Students are currently notified when they are enrolled in the final class for their program and invited to participate in graduation. All students are contacted and told if they think they are ready to graduate to please contact the registrar's office.
- Diane gave the number of students representing several semesters, who graduated because they were contacted specifically and told of their need to apply for graduation.

**PROMISING PRACTICES-Creating a Welcoming Atmosphere (Carol Bevel)**

- Carol Bevel shared her experience of helping students on the last day to pay for classes. She helped students find who they needed to speak with and where they needed to go to complete the registration process. Carol was encouraged that she was able to help students be successful with the registration process and the students were encouraged because someone took an interest in them.
- Bob Austin asked everyone to take this information and opportunity back to their departments and to encourage people to get involved whenever College Relations sends out an email asking college personnel to help students on the last day to pay for classes.
- Heather Voran stated that CTL has a representative on each campus the first week of class to help with computer issues. Faculty take advantage of this but students do not ask for help very often. She asked the team members to get the word out especially to students, that there is help available to them.

**PROMISING PRACTICES-Proactive Advising (Jason Norman)**

- Jason Norman stated that the advising department is involved in proactive advising in order to provide intentional interventions to engage the student. The student is required to be "green lighted" by an advisor in order to register for classes. This requirement ensures that the student meets with an advisor every semester to go over their degree plan and discuss the student's goals for graduation and possible transfer to a college or university after program completion at AC.

**PROMISING PRACTICES-Course Scheduler (Bob Austin)**

- Bob Austin showed the team a video on the software program, College Scheduler.
- He stated that the advantage of having this software available to students is the potential for students to make better decisions in scheduling classes and being able to put their schedule together faster.
- Dr. Matney stated that this would help the deans see when another section of a class needed to be offered and at what times students were needing classes to be scheduled.
- The contract for Course Scheduler is with the college attorney at this time and the program should begin to be implemented in May for use with fall registration.

**DISCUSSION ITEMS-Full-Time Enrollment Implications (Russell Lowery-Hart)**

- Dr. Lowery-Hart led a discussion concerning student completion as it relates to the number of hours students take each semester.

- Danita McAnally gave data concerning program and degree completion as it relates to the number of hours students take each semester.
- The following areas were identified as needing investigation and data collection. Individuals were asked to gather data and present their findings to the team.
  - Share Success Rates with Students, Employees and High Schools-Jason Norman and Bob Austin.
  - Drill Down the Data-Danita McAnally
  - Funding Plan and Financial Intervention
  - Advising Processes-Jason Norman
  - First Year Experience/First Year Seminar-April Sessler and Lana Jackson
  - Increase Student Employment on Campus
  - Georgia State Late Pay Processes-Olga Bustos
  - Intersection of Success, Full-time Major Sequencing
  - Leverage-New Scheduling Software
  - Conflicting Information Between Divisions
  - Course Offerings and "non" Traditional Options

### **CONCLUSIONS AND ACTIONS (All Members)**

- Jason Norman will begin sharing success rates with advisors.
- Bob Austin asked Olga Bustos if she could gather information on the amount of money that would be needed to keep students, who dropped their last class because they couldn't pay, in school.
- Bob asked Core Team members to bring good agenda items to the next meeting.
- The next meeting will be on Friday, April 25, 2014 at 9:00 a.m. in Lynn Library, Room 207.

### **ADJOURNMENT**

- The meeting adjourned at 3:00 p.m.

## **No Excuses Core Team Process/Procedure Proposal Form**

**Division:** Student Affairs, Arts & Sciences

**Department / Program:** General Education Core Curriculum

**Prepared by:** Jason Norman, Director of Advising

**Request(s):**

Currently academic programs can specify particular courses from the approved General Education Course List to fulfill requirements within the 42-hour Core of the program. Although there have been compelling reasons to require a specific course in the past, this has proven to be a barrier to students as they move through their programs. It also results in large numbers of Exception to Curriculum forms submitted for approval. We would like to propose to the No excuses Core Team Committee that programs be allowed to recommend specific courses within the core, but any course on the General Education Course List be allowed to fulfill requirements. For example, a program may recommend PSYC 2301: General Psychology fulfill the Social/Behavioral Sciences requirement, but if the student has already completed a different course from the approved list, it would automatically fulfill the requirement without requiring an exception

**Rationale / Justification / Assessment Data:**

This will alleviate barriers of progression for students to be more student-friendly, reduce the amount of unneeded exception to curriculum paperwork, and make us more flexible working with our transfer institutions.

**Effects of Revisions:**

**A. Faculty & Staff Requirements:** N/A

**B. Equipment/Facility Requirements:** N/A

**C. Location:** All AC campuses

**D. Income projections:** N/A

**Effective Term:** 2014-2015 Catalog