

Dean's Council
June 1, 2011
Minutes

Members Present: Russell Lowery-Hart, Joy Brenneman, Tamara Clunis, Bill Crawford, Kim Davis, Daniel Esquivel, Shawn Fouts, Jerry Moller, Carol Moore, Lou Ann Seabourn and Renee Vincent

Members Absent: Patsy Lemaster

Others Present:

Low Performing Programs

The Coordinating Board distributed a list of programs that were evaluated for performance. Although AC has no programs identified by the Co Board as low performers, Russell has asked the Council to identify programs that need to be promoted. The Council will meet with Ellen Green in the fall to target programs for marketing next year.

Industrial Maintenance Technology, Renewable Energy and Instrument and Control Technology are programs that are housed in separate divisions (ITT and Sciences & Engineering) but are reported under the same CIP code. Efforts are being duplicated between divisions and campuses and are costing the institution money. If programs are going to remain viable they must be combined into one division.

Department Chair Evaluations

Joy divides the department chair evaluations among the respective deans. Evaluations are completed online by all employees (classified, adjunct and full-time faculty) reporting to department chairs. Since the evaluations are now completed online, she needs direction on how to proceed with the distribution of the results.

The decisions are:

1. The Vice President's office will develop a blanket memo to be distributed by the deans to department chairs
2. If 4 or fewer faculty report to a department chair, the dean will determine whether the evaluations will be distributed to the department chair
3. Joy will train the administrative assistants how to access information and produce reports

ACTS Report

Russell reported on the recent ACTS faculty trip to Talon Point. The retreat focused on the various aspects of best practices in teaching. Each faculty member selected one of the five best practice points and combined into groups to research, collaborate, improve and implement outcomes throughout the next year. Integration and coordination were stressed as outcomes.

ACTS has become a year-long improvement process for faculty.

Dual Credit Load Consistency

A task force was created to evaluate dual credit course loads. The results of the task force are listed in the Faculty Handbook as follows:

Dual credit courses delivered by non-high school faculty will have course loads calculated in the same manner as a college non-dual credit course. The instructor's responsibility and workload will include delivering content, giving feedback on assignments, interacting with students and facilitators, testing, grading and reporting.

If the instructor of record oversees a high school instructor/facilitator who is responsible for most of the content, assignments, test and grades, but the instructor of record primarily handles a small portion of the content, the reporting, and maybe the final exam, the course load should be prorated according to department protocol. It is suggested that a reduction to half-load be considered as an appropriate load in this case.

When determining whether a dual credit section has enough students to constitute a full class, the department chair should be equitable both to the faculty and to the college. The minimum and maximum class enrollments should be the same as those of a class offered to non-dual credit students. Any exceptions should be discussed with the Division Chair, if applicable, or the Dean.

Academic Structure

Beginning September 1, 2011, Division Chair positions will be eliminated and Department Chairs will report directly to the four academic Deans. Russell asked members to bring to the next Council meeting a comprehensive list of all departments that report to each dean and identify all chairs and coordinators.

CE Integration

The Council agreed to meeting on Friday, July 22 to discuss and plan the integration of Continuing Education with Academics.

Tech Prep

Effective September 1, 2011 federal funding for Tech Prep will end and the program will be eliminated. Management of the articulation agreements will be handled by the Career Cluster staff.

SACS

Mark Hanna will meet with the Dean's Council at the next meeting to discuss learning outcomes and course objectives (consistency across courses) and best practices.

Budget

Based on the preliminary budget discussions at the state level, it appears that the AC budget cuts made to this point will be sufficient to meet budget requirements.

Technical Writing Course

Russell has attended several advisory board meetings and many boards have requested technical writing be added to the list of approved core curriculum courses. The request will have to be presented to and approved by the Curriculum Committee.

Articulation Agreement with Frank Phillips College

Amarillo College is hoping to create articulation agreements with Frank Phillips College and Clarendon College that will allow students easier transition between programs at all three institutions. The articulation agreements will provide greater opportunity for marketing of programs at all three schools.

Cell Phone Stipends

Beginning September 1, 2011 all cell phone stipends will be eliminated.

Advertising Part-Time Instructors

We will now be able to advertise for academic and continuing education instructors and create a pool of qualified instructors. Russell asked Council members to bring a list of needed positions and pertinent questions for the part-time faculty applications (hours available, willingness to travel, etc.) to the next Council meeting.

Kick-off Week and Our CC Partners

We will begin to work on Kick-off week activities soon and plan to include community college partners in break-out sessions.

Keynote speakers being considered are Damon Lopez (No Excuses University) or Donna Beagle (Poverty Institute/Opportunity Convergence). Availability of the speaker may require moving the event to Friday.

New Items

MCC will have a dedication on July 24, 2011 to rename the auditorium the Larry D. Appel Lecture Hall. They are also raising funds for the QUEST program.

Space planners were here in May and are expected to submit plans soon to best utilize the remaining bond funds.

Adjourned at 3:25.