

**Dean's Council
September 7, 2011
Minutes**

Members Present: Russell Lowery-Hart, Joy Brenneman, Tamara Clunis, Bill Crawford, Kim Davis, Daniel Esquivel, Patsy Lemaster, Jerry Moller, Carol Moore and Renee Vincent

Members Absent: Shawn Fouts

Others Present:

Jim Rauscher

Jim Rauscher will be the guest performer with the Amarillo Symphony on September 16 & 17, 2011. AC's special ticket price is \$10.

Poverty Summit

The Poverty Summit with Donna Beegle generated very positive responses overall. Deans indicated positive feedback and most complaints were based on timing and length of the event.

Classified Employee Merit Awards

The President's Cabinet reviewed and proposed a revised process for awarding Classified Employee Merit Awards. The awards will no longer be determined by a peer committee, but rather at the Cabinet level. Dean's Council members were asked to develop criteria for selection of recipients and bring the information to the first Dean's Council meeting in October.

A list of last year's recipients and a complete list of Classified Employees within the Academic Affairs division will be run to identify staff eligible for the award.

Food Policy

The Business Office proposed an updated campus food policy due, in part, to the closing of the cafeteria. Council members felt the policy was insulting to integrity of the employees and expressed concern regarding the following items in the policy:

- The allowed per diem meal amounts of \$5/breakfast, \$10/lunch and

\$15/dinner are outdated. It is very difficult to stay within the allowed limits when traveling.

- Restriction of the purchase of food for Advisory Committee meetings
- Restriction of the purchase of food for events which include AC employees
- Who has authority to determine what is a business meeting

Bill, Patsy and Kim will schedule a meeting to review the policy and propose specific changes by Friday, September 16. The President's Cabinet will vote on the proposed policy at the September 20 meeting.

Syllabus Maintenance/Learning Outcomes

Syllabi must be online, contain curriculum vitae, learning outcomes and be consistent between sections of the same course. Health Sciences and Academic Success have reviewed their courses and approved the online syllabi.

The course description is imported into the syllabus system from the catalog and cannot be altered. However, the learning outcomes are populated by each individual instructor. The Council discussed the need for restricted access to the learning outcomes section of the syllabus and maintenance authority should belong at the department chair level.

When a new LMS system is selected, there may be a possibility to add syllabus support and maintenance in the new LMS.

Final Exam Requirements

Dean's Council reviewed the current final exam policy as listed in the Board Policy manual and determined no changes are necessary.

Census Roster Verification

Census rosters are due today. Students in online courses need to demonstrate more activity than simply logging into their class(es) in order for faculty to certify attendance/participation.

Board Orientation in September

The Board Orientation meeting for new board members is September 23 from noon until 2:00. There is a 15 minute block of time available for Academic Affairs and Russell asked that all Council members be present. Each Council member will have 1 ½ minutes to highlight their area and Russell would like to know no later than the day before what each Council member plans to present.

The schedule was later altered to allow Academic Affairs 35 minutes.

Advertising Part-Time Instructors

We need to continue to solicit applications for instructors. Council members indicated they have received a large number of applications.

Advisory Boards

Minutes from all advisory board meetings need to be submitted and posted in the archives.

Amarillo College is the first college in the US to submit a No Excuses University application. The No Excuses model uses powerful symbolism to market programs. Part of the application process requires the institution to describe the use of symbols that will be used to visibly demonstrate career opportunities to students. Russell suggested we ask advisory boards to adopt programs to market real-world careers and provide symbols (tools and equipment) to visibly market programs to students.

No Excuses Student Success Inventory

No Excuses Student Success Inventories are due next week.

New Business

Workshops are scheduled for First Year Seminar on September 15 and Advisor Training on September 16.

October 21 is rollout of No Excuses Plan from 9:00 to 4:00 at Central Church of Christ. Professional development is available in the afternoon.

The Learning Center has been used in the past as a solution for students needing extra hours to meet financial aid requirements. Tamara indicated there are many students enrolled in the Learning Center that should not be there. She asked the Council to discourage advisors from enrolling students in the Center unless they have legitimate developmental needs.

Kim Davis encouraged everyone to submit a written statement to the Co Board regarding bacterial meningitis immunizations and the potential impact the policy interpretation could have on continuing education.

Adjourned at 3:20.