

**Dean's Council  
September 21, 2011  
Minutes**

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

**Members Absent:**

**Others Present:** Kara Larkan-Skinner

**NCIA Exemplary Initiative**

Russell forwarded an email from NCIA asking for institutions to submit their best practices for national recognition. If Council members have an initiative to nominate, they are asked to submit the information to Russell. He has already received a request to submit the Math Outreach Center. Members also suggested the New Faculty Academy and the Dental Hygiene Clinic with associated service learning projects.

**Instructional Programs at Risk/Kara Larkan-Skinner**

The Instructional Programs at Risk report is generated by the Institutional Research department. Kara Larkan-Skinner asked the Committee if the report still provides meaningful information. The report includes enrollment, cost study, contact hours, graduates, transfer data, the Kansas Study, and Faculty Workload Analysis.

The Committee agreed the report is still useful and asked if the cost study can be created as a separate document available in the fall. They also asked to include number of majors rather than just enrollment numbers.

The report may not be available this year until November, but she will aim for early fall in the future with a separate cost study to follow later in the semester.

The 5 Achieving the Dream goals should be targeted by each department in PET forms that are due in October. Pet forms will be reviewed in the last October Dean's Council meeting.

### **Momentum Point Performance**

Russell forwarded an email to the Council that included momentum points for AC as listed on the Co Board's website. There may be information that is helpful when completing PET forms.

### **Four Day Class Schedule**

The Registrar's Office indicated to Russell that Academic Affairs will be held more accountable for courses offered outside the approved class offering schedule.

### **Advisory Boards**

Minutes from all advisory board meetings need to be submitted and posted in the archives. The website has been updated and all links are functioning.

### **Marketable Skills/Financial Aid**

Marketable skills certificates require 9 to 14 semester hours for completion. Financial aid is not awarded to programs requiring less than 16 semester hours, but these are integrated into the related certificate and associate degree programs so students are still eligible for financial aid.

### **Syllabus Maintenance/Learning Outcomes**

Patsy has spoken to Lee Colaw and will schedule a meeting with Tommy de Jesus to determine how to move forward within the syllabus system to restrict data entry in the learning outcomes section.

Kathy Wetzel and the Mathematics and Engineering faculty are reviewing all course syllabi and faculty vitae.

### **New Business**

The President's Cabinet has developed a subcommittee to address concerns in the proposed food policy. Russell submitted the Academic Affairs recommendations to the subcommittee.

Kathy Wetzel and Cara Crowley submitted and received a Department of Education grant (Student Aid and Financial Responsibility Act - SAFRA) for \$900,000/year for 5 years. It will allow for physical expansion of the Math Outreach Center and requires total course redesign of math and engineering courses.

After reviewing faculty performance evaluations Russell sent emails to faculty acknowledging the content of the evaluations and copied the emails to each dean.

Adjunct faculty should be encouraged to contact the Center for Teaching and Learning as soon as they are hired. Adjunct faculty need technical training in order for them to become familiar with AC processes. A formal process needs to be developed to integrate adjunct faculty more quickly.

Patsy reported successful numbers for CTL since the beginning of the school year.

A math faculty position will be posted next week.

The Health Science career cluster, including nursing, is adopting Medical Terminology and Human Anatomy and Physiology I as common courses within the cluster. The nursing program has chosen to eliminate the Principles of Nutrition course from the curriculum. Since approximately 96% of enrollment in the nutrition course is nursing students, nutrition enrollment is expected to plummet. As a result, Priscilla Hunt will transfer from the nutrition area to the East Campus Learning Center and Pam George will begin teaching Medical Terminology.

Adjourned at 3:00.