

**Dean's Council
February 15, 2012
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: Bob Austin, Diane Brice, Paul Matney

Late Registration

Bob and Diane addressed the Council regarding the proposal to eliminate late registration. The current proposal is to allow registration until the last business day prior to the start of the semester. There is a committee meeting scheduled for Thursday, February 16 to discuss the possibility of allowing registration up to the day before the start date of each specific section. The concern is that the students who enroll on the day of the first class meeting may not be prepared to be successful in the course.

Another possibility is to establish shorter (8 or 12 weeks) terms that allow last-minute students the opportunity to enroll.

Bob also expressed the possibility of restricting enrollment in Spring/Fall Too courses until after the beginning of the term. Students who miss enrollment at the beginning of the semester have no option when the mid-semester courses fill at the beginning of the semester. Shawn expressed concern that would impact students on the East Campus that are set up on an 8-week schedule. Bob and Diane assured the Council the only courses they are recommending are the general education courses taught in an 8-week format scheduled to begin at the mid-point in the semester.

Diane also stressed the importance of checking the accuracy of class rosters to ensure that students sitting in the classroom are enrolled and paid for the course.

Budget

Paul Matney addressed the Council regarding upcoming Budget preparation and presented information from the latest meeting of the Texas Association of Community Colleges.

Academic Affairs budget information is due to Russell on March 9, 2012.

Course Development Compensation – CTL

Including CE in the Academic Affairs Division has caused issues with Master Course Development. A process needs to be developed to allow CE course development access to the same funding and support systems as academic courses.

Course Caps

Faculty Senate has a complaint about “fairness” regarding course enrollment caps. A course cap is established at the time a section is created and there have been instances of faculty contacting the Registrar’s Office to reduce/increase the course cap. The Council agreed that any course cap changes must have Dean’s Council level approval.

Course Pre-Requisites

The Coordinating Board has updated the description and learning outcomes of several courses in the ACGM. We have adopted the course descriptions and learning outcomes, but not the pre-requisites. Our course pre-requisites will be reviewed in the upcoming year.

SACS

The work completed by personnel in the Academic Affairs Division has been stellar. The only sections not yet complete are in the Institutional Research department.

The report will go to the offsite committee in May and we will receive recommendations by the end of May. Once received, we have 6 weeks to complete re-writes.

No Excuses

Coffee Talks are being scheduled for Russell to meet with departments to discuss the AC vision for No Excuses, faculty concerns, etc.

New Business

Complete Blackboard implementation is planned for Fall 2013.

AC has been asked to host a conference for developmental educators and student services personnel in 2013. The College Academic Support Program Conference (CASP) is a joint conference between the Texas Association of

Developmental Ed and the Texas College Reading and Learning Association.
We will partner with Clarendon College and Frank Phillips College to host the
conference.

Adjourned at 3:50.