

**Dean's Council
September 12, 2012
Minutes**

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

Members Absent: Kim Hays

Others Present: Bob Austin

Student Discipline

Bob Austin will be emailing a memo to all currently enrolled students regarding Student's Rights and Responsibilities with a link to the document on the website. He will also be sending a memo to faculty.

There is now an online Student Complaint Form. When the form is submitted by the student it is received in the office of the Vice President of Student Affairs. Once a complaint is received, information is sent to the most appropriate person to review the complaint. All information is captured and stored in a database and is available for review. Bob asked that any information gathered in the resolution of the complaint be sent to him for inclusion in the database

SACS

The SACS visit will occur next week. Several Council members have received appointments for specific meetings next week. Many Council members have not received specific appointments and do not know who in their areas have received appointments. It was suggested that each member email their staff and ask to be copied on any appointment received.

The site team will tour Moore County Campus Monday afternoon. Dual credit campuses will be toured Tuesday morning at Amarillo HS, Randall HS, Tascosa HS and Ascension Academy.

Exit interview is scheduled at 9:00am in Ordway.

Deans Retreat

Members discussed what items should be included in the retreat agenda.

- ACGM, WECM, GIPWE, Coordinating Board guidelines and processes
- Business Office and HR practices
- Targeted Marketing – 5 programs to target next year
- Awards
- Travel-What's institutional, instructional, faculty, etc.
- Budgeting
- Load issues
- Email any new ideas to Russell
- Scheduling – alternative things, late registration strategies, 12-week classes
- No Excuses update
- Integration of Blackboard – all course will have a presence

Dean's Retreat is day before Cabinet Retreat. Russell will send location later.

New Business

Discussed the possibility of retirement buy-outs in the future.

Adjourned at 4:55.