

**Dean's Council
October 9, 2012
Minutes**

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

Members Absent:

Others Present: Ellen Green

Marketing

Ellen Green met with the Council to discuss the program marketing needs for the current year. She asked that the Council identify 5 programs to target, submit the list to College Relations and have program directors coordinate with College Relations to develop a targeted marketing strategy and update websites. The work needs to begin in November and have information available to students by January in preparation for early registration in April.

Members also discussed the need for an overall acceleration of programs to get students in and out quickly.

Clunis expressed concern about movement of students through developmental course sequences.

Rowh identified Medical Laboratory Technology and Radiation Therapy as target programs in Health Sciences. Wilkinson identified the Utility Power Worker program in Technical Education.

Vincent and Esquivel are interested in marketing technical programs at the external campuses, especially Industrial Maintenance and core technical courses

Instructional Data Specialists

The instructional data specialists will begin training by the end of October. Kathy Wetzel is leading the pilot group. Faculty members will be trained by IR and receive release time.

Distance Ed Report

The Coordinating Board distance education report was processed and received by Lemaster's department. There are now 24 programs completely online. The report will be sent to members of the Council.

Classified Merit Awards

A list of previous award recipients from 2009, 2010 and 2011 was distributed to Council members along with a list of all classified employees within Academic Affairs. Members were asked to submit 2 names per division for consideration. The top choice within each area will be selected and other slots will be filled from the pool of second names.

Core Curriculum

Mark Rowh was concerned with the proposed core curriculum options for the AAS submitted to the Dean's Council last week. He will continue to meet with his faculty to determine the needs of each program.

Awards/NCIA Exemplary Initiatives Recommendations

Council members were asked to bring nominations for the NCIA Exemplary Initiatives Recommendations/Awards. Categories include:

- Professional & Organizational Development
- Curricular & Program Innovation
- Teaching & Learning Strategies/Effective Instructional Strategies
- Innovations in Meeting Community and Workforce Needs
- Student Access, Persistence and Completion Initiatives

Deadline for submission is November 1, 2012 and there is no entry fee because AC is a member. Only 2 proposals are allowed per institution.

Members need to submit a 2-3 sentence proposal to Russell by Friday, October 12. Those proposals selected will then need a nomination completed for submission. The VPAA office will submit them.

Scheduling

Issues created by the elimination of late registration have already been addressed.

12 week course sections were developed to accommodate students who missed enrollment at the beginning of the semester. Faculty are encouraged to create 12 week sections in the spring as well.

A broader selection of times for course sections is being utilized by students. Students are filling courses offered at non-traditional times.

Load Issues

Department Chair and Program Coordinators and Directors stipends have been reviewed and updated in the last 2 years. Moving forward we need to be consistent between departments and aware of the release time awarded to faculty on projects.

Blackboard Migration

Timeline

- Orientation with core team and Blackboard – October 22, 2012
- 8 days of training by Blackboard – November 2012
- Train the trainers – January 2013
- Both Angel and Blackboard will operate simultaneously – Summer II 2013
- Go live in Fall 2013

Travel

Faculty Travel Request Form is online. Funds are available to faculty for travel not covered by departmental budgets. Once a request is reviewed and approved, funds are moved into the departmental account.

New Business

A \$1 million grant was received in Hereford and equipment has been moved in to start on the new building.

We received a Trade Adjustment Assistance Community College And Career Training (TAACCCT) grant for \$2.5 million.

East campus staff has begun to meet and developed an internal mission: “Putting people to work with industry partnerships”. They are developing internal strategies to become more proactive in partnerships with industry.

Mortuary Science on site accreditation visit is scheduled for March 2-4, 2013.

Tuesday, October 16, is an evening with Rudy Giuliani. Russell encouraged members to attend the event. Cost is \$20 per ticket but a portion of the funds will be distributed to AC.

There is a monitoring visit November 15-16 for the Co Board Adult Basic Education Grant.

Adjourned at 10:30.