

**Dean's Council
November 7, 2012
Minutes**

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

Members Absent:

Others Present:

Department Chair Evaluations

Faculty Evaluation Committee proposed the following questions be included in the Department Chair Evaluation:

- What specifically can your supervisor do to help you?
- What do you think your supervisor could do to help move the department forward or to help the department reach its goals?

Russell will work with Jerry Moller and Carol Buse to streamline the Department Chair Evaluation document.

Faculty Excellence Awards

Council members discussed clarification of requirements for Faculty Excellence Awards. Suggestions are:

- Add a sixth category for part-time/adjunct faculty excellence and allow multiple awards
- There should be no minimum length of service to qualify for awards
- There should be no restriction on awarding faculty in consecutive years
- Each category should award \$500
- Determine whether finalists be announced as well as winners
- Develop process for selection

DOL Grant Update

AC was selected by the Commissioner of the Texas Higher Education Coordinating Board as a recipient of a \$2.5 million Department of Labor grant.

Tamara Clunis, Mark Rowh, Kim Davis and Lyndy Wilkinson are working together on the grant. The plan is to re-design or create 10 programs with pathways to lead developmental students to success. The goal is to serve 1000 students over 4 years within the redesigned programs.

East Campus will embed soft skills within the technical programs.

Council Member Reports

- Academic Success
- Arts & Sciences
 - Core curriculum committee had proposed to include the First Year Seminar into the AAS degree to meet the Humanities requirement. However, the CB has indicated the FYS does not meet the definition of Humanities. The FYS more closely meets the definition of Social/Behavioral Science but several Health Sciences programs have specific Social/Behavioral Science requirements for accreditation. The proposal will be to recommend in AAS degrees the FYS course fulfill Social/Behavioral Science unless another specific course is required for accreditation.
 - An application process will begin in the spring to submit proposed courses for inclusion in the new core curriculum.
- Center for Teaching and Learning
 - Patsy distributed statistics regarding the Adjunct Academy this semester
 - Blackboard training has begun to train the trainers. Administrative training begins next week.
 - Planning has begun for first week activities for the spring semester.
- Continuing Education
 - Kim shared information about a career finder tool currently utilized by McClennan Community College and available to students on their website. This tool is available in a system recently purchased by Institutional Research.
- Health Sciences
 - Mark has been working to expand nursing and health science student opportunities into the community.
 - Sonography program has been expanded to 15 students.
 - Mark is reviewing inconsistent processes for admission into the Health Science programs.
- Hereford Campus
 - Daniel will be meeting with Mark Rowh tomorrow on expanding Health Science opportunities in Hereford.
 - Construction has begun on the new facility.
 - Tamara Clunis has been working with Hereford on their reading program.

- Moore County Campus
 - Renee met with Mark Rowh to discuss the possibility of adding Health Science opportunities in Moore County.
- Technical Education
 - Lyndy met with Renee and Daniel to discuss offering truck driving within their communities. There is a possibility of purchasing a simulator, through the DOL grant, that will increase enrollment in that program by 128 students per year.

Assignments:

Russell has met with Lyndy and Jason to work on integration of the advisor within the Technical Education division.

Russell has a meeting scheduled to discuss the Early Alert system.

Council members need to identify employees whose jobs they want to audit and bring a list of those employees to the next meeting.

The first meeting with instructional data specialists is November 30.

When the migration to Blackboard is complete, every class will have a presence in it, regardless of instruction method.

Job postings – as jobs come open and need to be re-graded, Council members need to work with one another to ensure consistency of submissions to HR.

Adjourned at 3:15