

**Dean's Council
December 5, 2012
Minutes**

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

Members Absent: Joy Brenneman, Kim Davis

Others Present:

Awards

Russell met with faculty senate officers, who were supportive of the Faculty Excellence Awards proposal. The officers will present it to Faculty Senate and ask for recommended processes.

Institutional Priorities – Paul Matney

Paul shared and distributed a list of institutional priorities for the 2012-13 year.

- Student success and completion
- Re-affirmation granted by SACSCOC in June 2013
- Successful construction to meet student needs
- Present a balanced 2013-14 budget to the Board of Regents
- Aggressively pursue a capital campaign in Hereford to match possible Amarillo Area Foundation grant funding
- Seek private funding to re-purpose and re-model first floor of Lynn Library to create a student commons
- Find ways to seek more appropriate private funding as part of our “new normal”
- Successfully manage all existing grants
- Update AC Strategic plan through 2015
- Continue mutually beneficial cooperative agreement with Clarendon College and Frank Phillips College

Training Idea – Lyndy and Mark

Lyndy and Mark discussed the need for diversity training within their divisions and asked if there is a similar need within the other divisions. It was agreed that

diversity training is needed across all campuses. Mark, Lyndy, Tamara, Daniel, Rene and Patsy will work together to identify specific issues, explore possible programs and develop a plan to bring to the Dean's Council.

Job Audits

Deans were asked to bring audit recommendations to the meeting.

Instructional Data Specialists

The departments who are piloting the Instructional Data Specialist program had their initial meeting Friday, November 30. Faculty will be trained by IR to pull data by department from a specific data set.

Grants

Two grants were submitted last week – a Department of Labor grant for \$2.5 million and a Coordinating Board Developmental Education grant for \$150,000.

Opening Week Activities

Russell will send a calendar invitation to all faculty for a meeting at 10:00am on Wednesday, January 9, 2013 at the Civic Center. The deans need to decide whether to attend the faculty meeting or a meeting with Dr. Milliron.

Council Member Reports

- Academic Success
 - Tamara was awarded the Community College Outstanding Student Advocate of the Year. She will receive the award at a banquet in Orlando in February 2013.
 - The Learning Center will be converting to an emporium model.
 - With changes in developmental education, students will be transitioning sooner into credit courses than in the past and will need more options (8-week, 12-week, etc.) Tamara asked that deans be aware of the needs when scheduling classes.
- Arts & Sciences
 - Department Chair evaluation tool has been updated and a copy was distributed to the Council
 - Core Curriculum Committee continues to meet; a process is being developed for submitting courses for inclusion into the new core
- Center for Teaching and Learning
 - Blackboard training will occur in January.
 - Syllabus, course outline, gradebook and email are included in Blackboard.

- Buster and H.Q. are going to Baylor in Ft. Worth for his kidney transplant next week.
- Continuing Education
- Health Sciences
 - Mark and Renee met with CEO of the Dumas hospital about providing health programs.
 - Mark and Daniel will meet with the CEO at the Hereford hospital about providing health programs.
- Hereford Campus
 - Construction in Hereford is progressing.
 - Daniel has been working with Lyndy to purchase equipment for Hereford through the Economic Development Assistance grant.
- Moore County Campus
 - Moore County has 2 construction programs going; wind lab is being converted into a classroom in addition to the new technical facility.
 - Student peer leaders met to discuss what the student activities center should look like.
- Technical Education

MJ Coates position will move from Continuing Education to College Relations and will focus on marketing the technical programs and branch campuses.

Adjourned at 3:30