

**Dean's Council
March 5, 2014
Minutes**

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

Members Absent: Joy Brenneman and Patsy Lemaster

Others Present: Dennis Leslie, Bruce Moseley, Lynn Thornton and Heather Voran

Faculty Senate Textbook Policy Proposal

Bruce Moseley attended the meeting to discuss the Faculty Senate textbook policy proposal. The committee spent a year researching and developing the proposal. Program coordinators currently approve faculty book recommendations prior to submission of the requests to the bookstore. If there is a question by the program coordinator as to whether a book is appropriate, the proposed policy is a guide to next step to evaluate the quality of the books recommended.

If an internal faculty has produced a quality, peer-reviewed textbook, and the book is used at other institutions, there should be no reason the book cannot be used at Amarillo College.

The proposed policy was presented to the Dean's Council for review. Bruce will incorporate the recommendations of the Council and send the updated proposal to the Council.

Text Book Issues

Dennis Leslie and Lynn Thornton attended the meeting to discuss the process of supplying textbooks to students.

Several council members expressed concern that many textbooks are not available at the beginning of the semester. Dennis indicated that at times they do not receive accurate information regarding the needs of a course or a program.

Russell asked what would help improve the communication pipeline. Some of the suggestions include:

- Send Dennis a copy of the email whenever new sections of a course are requested.

- Asked that the Bookstore be more proactive in verifying textbook needs prior to placing orders
- Identify someone in each division to take ownership of textbook needs and provide contact information to the bookstore.

New Business

None.

Deans' Council Member Reports

- Academic Success
- Arts & Sciences
- Center for Teaching and Learning
- Continuing Education
- Health Sciences
- Hereford Campus
- Moore County Campus
- Technical Education

Adjourned at 4:45.