

# Core Team Meeting

August 15, 2014  
Lynn Library 207  
9:00 a.m.

## Minutes

**MEMBERS PRESENT:** Bob Austin, Janine Goode, April Sessler, Carol Bevel, Dr. Russell Lowery-Hart, Dr. Tamara Clunis, Susan Burks, Olga Bustos, Dr. Kathryn Wetzel, Megan Eikner, Heather Voran, Bruce Moseley and Danita McAnally

Others present: Diane Brice, Jordan Herrera, Lisa Bentley

Student Representative: Andrew Alexander

Recorder: Carolyn Leslie

**MEMBERS ABSENT:** Janet Barton, Penny Massey, Kelly Prater, Melanie Castro, Jason Norman, and Student Representative: Seth Brogdon

### **APPROVAL OF MINUTES (Bob Austin)**

- Bob Austin asked for approval of the minutes from the July 18, 2014 No Excuses Core Team meeting. Heather Voran made a motion to approve the minutes and Carol Bevel seconded the motion. The minutes were approved by majority vote.

### **CALL FOR ADDITIONAL AGENDA ITEMS AND ACTION ITEMS (Bob Austin)**

- Bruce Moseley met with Dr. Lowery-Hart to update the information on the No Excuses website. Bruce will finalize the information and post it to the site.
- April Sessler handed out copies of the book, Blue Hole Back Home, to committee members.
- Bruce Moseley would like to discuss the registration process in reference to a few of his classes.

### **DISCUSSION ITEMS**

- **Class Cancellation Policy (Austin and Moseley)**
  - The committee discussed an email which was sent out to Program Managers stating that August 20, 2014 was the deadline for instructors to decide if certain classes would be held or cancelled based on enrollment numbers.
  - The policy requiring students to be registered for class one day before the class meets was also discussed.
  - Bruce Moseley stated that both of these issues affect the classes he teaches. Some of the classes he teaches only have 10 students enrolled and 12 students are needed for the class to continue. With the policy of having to decide by August 20<sup>th</sup> if a class will make and not letting students register after one day before class begins, several of his classes would be cancelled. Bob Austin suggested that Bruce show the class enrollment numbers to the instructional leadership and adjustments could be made so he could continue with his classes this semester.

- Dr. Lowery-Hart stated that the decision to have 12 students enrolled in a class in order to be held was a financial one. When 12 students are enrolled, the college makes money but when only 11 students are enrolled, the college loses money.
  - Another suggestion was that the low enrollment classes begin 2 weeks later for the purpose of increasing enrollment and allowing everyone who enrolls to begin at the same time.
  - Dr. Lowery-Hart said that the cancellation policy needs to be reconsidered.
  - The committee discussed how this is a communication issue and perhaps the email notifying faculty when they have to make the decision whether or not to hold their class be sent out the end of the spring semester for the fall semester. Dr. Lowery-Hart also suggested that Diane Brice meet with the department chairs concerning registration guidelines and the department chairs can communicate the policies to the faculty.
- **Poverty Training Report (Jordan Herrera and Lisa Bentley)**
    - Jordan Herrera, Social Services Coordinator, and Lisa Bentley, Student Money Management Coordinator, attended poverty training at Region 16. Dr. Donna Beegle was the guest speaker.
      - Jordan and Lisa both reported that attending the training made them aware of what Amarillo College students are going through and where they come from.
      - Individuals who attended the training but represented other organizations besides Amarillo College were impressed with all of the services that Amarillo College has for the students.
      - Jordan and Lisa stated that they learned there is a language barrier with students. The students do not understand many terms that are used every day at AC such as scholarship. They also learned that handouts are not very effective with this student group as they are oral language communicators.
    - Bob Austin challenged everyone in the meeting to consider how effective they are in communicating with students they come in contact with. He also challenged those who had not attended Dr. Beegle's poverty training to attend when it is offered again.
    - Dr. Lowery-Hart reported that the lack of signage at Amarillo College is also a hindrance for students to find where they need to be. The cabinet is looking at companies who specialize in "Way Finding". They would like to utilize a company to help the college know the best signage and placement to use in order to be more effective with students.
  - **AEL Project Overview (Tamara Clunis)**
    - Dr. Clunis reported on the achievements that have been made at Amarillo College toward adult education and literacy.
      - Amarillo College is the leader in a grant consortium and is partnering with 6 churches in helping individuals who are working on their GED to learn English with the goal of attending college.
      - This grant will allow Amarillo College to serve students who did not pass the state test but were able to test in order to receive their high school diploma and attend AC.
    - Amarillo College will have a GED prep-service on each campus beginning August 25, 2014.
    - ESL classes are now free of charge. There are at least 50 students who enroll every day in ESL classes. These students will hopefully be Amarillo College students in the future.
    - Dr. Clunis also talked about the relationship with Community Link. Bob Austin said that Community Link does recruitment of adult students and will help students reach their goals.

- **I-BEST Grant 3-year Program Report (Tamara Clunis)**

- The purpose of this program is for students to learn English and then attend college. Dr. Clunis stated that a person can complete a certificate and learn English at the same time as well as complete a workforce training program. Dr. Clunis provided a handout of the characteristics of the students that AC is serving and information about the certificates that the students are receiving. (See Handout)
- The goal next year is to do more on the technical education side especially at West Campus.

- **DOL Summer 2014 Clinical Medical Assistant (CMA) I-BEST Cohort Results-(Tamara Clunis)**

- Dr. Clunis reported that these students are increasing their developmental skills because of the intensive support they are receiving. They also scored very high in the medical terminology course.
- These students will be taking Anatomy and Physiology this fall. Dr. Clunis worked with the academic department for A & P in order to provide the opportunity for these students to be able to take Anatomy and Physiology.
- April Sessler said that students who are interested in this program should see Nola Bartling whose office is located on the third floor of the library.

## **PROMISING PRACTICES**

- **Rapid Review and Save a Semester Update (Kathy Wetzel)**

- Dr. Wetzel reported that the statistics for the Developmental Math Rapid Review results look good.
- The results for Save A Semester will be better because it consists of 8 hours of review for only one course.
- Dr. Wetzel stated that if anyone sees or talks to a student who is upset over math, to please contact the math department so the student can receive help.

- **Financial Intervention (Bob Austin)**

- Bob Austin and Dr. Lowery-Hart have not met with the Foundation in order to propose a scholarship program for those students who are enrolled in the payment plan but are having to drop classes because they are unable to make their final payment. They will present the data that Olga Kleffman gathered on the number of students this will affect.

## **ADJOURNMENT**

- The meeting adjourned at 10:30 a.m.

## **Next Meeting**

- The next meeting is scheduled for Friday, September 19, 2014 at 9:00 a.m.

Recorder: Carolyn Leslie Carolyn Leslie