

**Deans' Council Meeting
November 19, 2014
Minutes**

Members Present: Kim Davis, Daniel Esquivel, Dan Ferguson, Lyndy Forrester, Patsy Lemaster, Jerry Moller, Carol Moore, Cheryl Oldham, Richard Pullen, Mark Rowh and Kathy Wetzel

Members Absent: Tamara Clunis and Renee Vincent

Others Present:

ACE Day of Giving

The ACE program is funded through the Amarillo Area Foundation. There is a community wide push on Thursday, November 20, to raise funds for the scholarship program. Toot N Totum is supporting the fund drive and AC and WT employees are invited to sign up for shifts in various stores. Deans were asked to encourage their staff to participate.

Greeter Planning

AC is implementing a new initiative to assign greeters on all campuses for the first 2 weeks of each semester. Training for the greeters will occur in December. Deans were asked to encourage and identify employees to attend training.

Spring 2015 Opening Activities

Patsy distributed a draft of the Spring 2015 Opening Activities agenda; there will not be a general assembly. Suggestions were given to Patsy for changes in the agenda. She will incorporate those ideas and send updated agendas electronically to Council members.

Co-requisite Advising

In the past pilot groups have been created to enroll students who score just below college level in reading concurrently with reading intensive courses, such as history. Research indicates this strategy has been successful. This week Jason Norman sent an email to advisors encouraging them to enroll students in reading courses concurrently with reading intensive classes and override reading pre-requisites. Jerry met with advisors and urged caution so as not to cause financial aid problems with students who may not be ready for this arrangement.

Accessibility Guidelines for Online Instruction

As AC moves forward with more online resources for students, issues have been discovered indicating accessibility non-compliance for students with disabilities.

Council members were asked to review the Accessibility Guidelines for Online Instruction at Amarillo College and submit any recommend changes to Dan and Carol. The guidelines will then be taken to the Faculty Handbook Committee to determine where the guidelines should be placed in the Faculty Handbook. They will also be made available online.

Clinical and Practicum Loads

Many new courses are being added into the course inventory and academic programs as we meet the Co Board directive to restrict associate degrees to 60 semester hours. Many of the new courses include clinicals and practicums without traditional loads. Deans were asked to review and consider the level of faculty involvement when determining load for those courses, and ensure inter-departmental consistency.

Lab Fees

Lab fees are attached to a number of courses in the course inventory. As new courses are added and as courses are offered via a greater variety of delivery methods, inconsistencies have appeared in the application of those fees. Deans discussed the need to review the fees in the future.

New Business

CTL staff identified courses in Blackboard with grading and syllabi inconsistencies. Patsy distributed a short list of problems that have been identified so far and will send a detailed list to the deans via email. A meeting is scheduled on Monday with deans and the Registrar's Office to address the issues. Deans need to be aware of the issues and be prepared to support CTL staff as the issues are addressed with faculty.

Dean's Council Member Reports

- Academic Success
- Center for Teaching and Learning
- Continuing Education
- Health Sciences
- Hereford Campus
- Liberal Arts
- Moore County Campus
- Nursing – see attached
- STEM
- Technical Education

Adjourned at 3:30