

**Deans' Council Meeting
Dec 3, 2014
Minutes**

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

Members Absent:

Others Present: Ellen Green and Cara Crowley

Greeters Program – Ellen Green/Cara Crowley

As a part of the Culture of Caring, a volunteer greeter program is being implemented on all campuses. The Badger Greeter program will assign staff to stations in two hour blocks from 7am – 7pm the week before classes begin and the first week of classes. 65 people per day are needed on Washington Street campus to cover all stations. Stations include clocktower, first floor of library, sidewalk between Dutton and Durrett, Byrd Building lobby and CUB first floor. Trainings are on Washington street, West and East Campus. Brian Nixon will video the session on December 4 and it will be available for Hereford and MCC. Maps and general information will be printed and available to distribute to students.

FYS/Curriculum Changes

The core curriculum must be changed again for the 2015-16 academic year in order to comply with THECB requirements. In order to accomplish that the First Year Seminar will have to be reduced from 3 to 1 semester credit hour. The deans supported the recommendation and it will be presented to the Curriculum Committee.

VPAA Schedule

There are 2 external candidates scheduled for on campus for interviews. Barbara Buchanan will be on Wednesday, December 10 and Deborah Vess on Friday, December 12. The candidates will meet with Deans' Council from 11:00 to 1:30 each day. We will have an informal conversation with each candidate over lunch.

Spring 2015 Faculty First Week Activities

Patsy distributed an updated schedule of First Week Activities.

Gradebook/Syllabi Training & Next Steps

CTL has conducted a number of sessions for gradebook and syllabi training, including several night and Saturday sessions. Patsy will distribute a list to the deans of faculty that did not attend training. The deans will ensure all faculty get training.

New Business

Dan Ferguson was asked to review the Accessibility Guidelines for Online Instruction at Amarillo College. He has concerns regarding the verbiage in some of the categories. He is going to work with Patsy and Brenda and bring recommendations to the Council in the spring.

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