

**VPAA Council Meeting
February 4, 2015
Minutes**

Members Present: Kim Davis, Daniel Esquivel, Dan Ferguson, Lyndy Forrester, Patsy Lemaster, Kristin McDonald-Willey, Carol Moore, Cheryl Oldham, Richard Pullen, Mark Rowh, Deborah Vess, Renee Vincent and Kathy Wetzel

Members Absent: Tamara Clunis

Others Present: Lee Colaw

Blackboard Analytics

There was a demo of *Blackboard Analytics* last week. Lee Colaw indicated *Analytics* is now up and running with our data. IT is working on some problems that have been identified and should be corrected within the next couple of weeks. Roles are already being assigned and there are executive and deans reports. It would be helpful to have another training session and let the participants “play” with the system.

Deans were asked to consider who within their areas should have access to the data in the system. Deans, department chairs and program managers should have access to all sections and courses within their authority.

There is concern that relying on data pulled from the system may not be truly representative of the level of interaction between faculty and students.

After another training session, the Council needs to identify how the tools will be used at the administrative level and faculty level and create some concrete goals. Dr. Vess requested each dean submit a list identifying employees in their area that need access to the system.

Faculty will need training in the use of the *Analytics* tool and the system needs to be rolled out in stages. A core group of courses was identified for use as a test group. The initial courses include:

- BIOL 2401: Human Anatomy & Physiology I
- RNSG 1209: Introduction to Nursing
- ENGL 1301: Composition I
- MATH 0302: Beginning Algebra
- HITT 1305: Medical Terminology I
- CHEM 1311: Principles of Chemistry I
- RDNG 0331: Reading Techniques II

- MCHN 1343: Machine Shop Mathematics

The deans will focus on learning how to use the system in the spring semester. As a sampling of faculty become trained, they can be included in this process in Summer and Fall 2015.

Instructional Data Specialists

With the addition of *Blackboard Analytics* and *Civitas* reporting tools, the role of the Instructional data specialists needs to be determined. Questions arose regarding whether Achieving the Dream data will be available in *Blackboard Analytics*. When the deans attend the next training session, they want to determine if the information is available.

The deans expressed a desire to identify, on a semester or an annual basis, key pieces of data tied to assessment outcomes that can contribute to the Achieving the Dream long-term goals. Mark, Lyndy, Kristin and Kathy volunteered to join Deborah as a team to determine key metrics. The team will meet and bring recommendations back to the Council and determine how to present the proposal to faculty.

Budget Process

Dr. Vess distributed the timeline for budget development for fiscal year 2016. Deans are to enter their budgets prior to meeting with Dr. Vess.

The mandate to reduce expenses by 5% means that cuts will be made to operating expenses and there will be serious discussions about filling vacant positions. All vacant positions must be reviewed and approved at the President's Cabinet level prior to being refilled. (Note: Later campus discussions emphasized that the 5% reductions will be across the board, to include salary lines.)

EDUC 1100: FYS Learning Framework

Currently we are teaching the First Year Seminar as a 3 semester hour course. With the change in the core for Fall 2015, the FYS course will be taught as a 1 semester hour course. EDUC 1100: First Year Seminar is currently taught as a 1 lecture course. It was agreed that the course be changed to 1 lecture/1 lab. Dr. Vess suggested that the course be used in a Learning Community setting.

There are currently faculty teaching the course in order to meet their 15 hour load. Dr. Vess asked deans to submit the names of faculty who routinely teach an FYS class as either an overload or part of their base assignment.

Deans' Council/VPAA Council

Dr. Vess announced that the name of the Deans' Council will change to the VPAA Council.

Reorganization

As a result of the restructure of Planning and Advancement, Kristin McDonald-Willey will now report to the Vice President of Academic Affairs. She will continue to be responsible for outcomes assessment. Kristin will move forward with all plans that began in fall regarding program improvement and annual review and will not add anything new this year regarding existing processes.

FWA

Dr. Vess participated in the FWA process for the spring semester. There appears to be a number of faculty who are given a special assignment to achieve their load. She would like a list of faculty with special assignments to review.

Professional Development Funds

Dr. Vess has received a large number of requests for travel. She does not know what, if any, criteria exist for approving funds. She would like to work with the faculty to develop guidelines for distribution of travel funds. Deans were asked to submit nominations for participants on a travel committee next year.

Dean's Council Member Reports

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

Adjourned at 3:40