

PRESIDENT'S CABINET MEETING

August 11, 2015

MINUTES

MEMBERS PRESENT:

Bob Austin, Terry Berg, Lee M. Colaw, Cara Crowley, Ellen Robertson Green, Russell Lowery-Hart, and Deborah Vess

MEMBER ABSENT:

Lyndy Forrester

OTHERS PRESENT:

Brenda Sadler

Discussion:

ENROLLMENT UPDATE – Austin distributed a handout showing fall comparisons (with 13 days remaining); following are the comparisons:

	<u>Headcount</u>	<u>Credit Hours</u>		<u>Headcount</u>	<u>Credit Hours</u>
Fall 13	8,647	79,258	Fall 14	7,865	71,909
Fall 14	<u>7,865</u>	<u>71,909</u>	Fall 15	<u>7,731</u>	<u>70,998</u>
Difference	-9.04%	-9.27%	Difference	-1.70%	-1.27%

Dual credit enrollment comparisons:

Fall 14 – 455 enrollments

Fall 15 – 545 enrollments

Difference: 90

AC employees are doing more and being more proactive and it is working. Green said that on Wednesday and Thursday, staff will be handing out water and candy to students waiting in line to register.

PRINT SHOP RESEARCH UPDATE – Green distributed a handout which shared the research Berg, Vess, and she conducted to make a recommendation by September 1, 2015 concerning the future of the campus Print Shop, its employees and equipment. The September report and research will include: true costs of the AC Print Shop; comparison of prices between the Print Shop and Zip Print; understanding the storage capacity of Blackboard if faculty move all print jobs to that software; what effect this change on have on student success; where will students print and what are the classes associated with that change; if the decision is to close the Print Shop, what is a reasonable timeline; and are there additional options to closing the Print Shop completely or leaving it functioning as is. The next meeting regarding the Print Shop will be on Thursday, August 13. Included in the agenda will be: to meet with Tammy Hughes and Vickie Shelton about Print Shop day-to-day jobs and workload; compare Print Shop price list to that of Zip Print; Vess will give a report from her VPAA's Council meeting about moving more information to Blackboard. Green said most form jobs and requests are now online. Students pay \$.05/black & white page; and \$.25/color page. The equipment contracts will be looked into. Lowery-Hart met with the Print Shop staff and assured them they would know any decision by September.

CONCEALED HANDGUN PROCESS – The concealed handgun law for community colleges will go into effect in fall 2017. AC leaders will spend the next year with employees and community to identify gun-free zones on campus. The plan will be finished by this time next year. We will have a year to talk with people and lay out the plan. A taskforce will be formed; decisions will be submitted to the legislature. When it comes to the gun-free zones, faculty, staff, and student need to have a voice.

SPACE UTILIZATION – Crowley said in mid-November, IR and grants staff will trade office space with the Employee and Organizational Development staff; IR/grants staff will need only six offices and EOD will need eight. AskAC will use the swing space. Bruce Cotgreave is working on the library and CUB 2nd floor.

POSITION JUSTIFICATIONS – Crowley requested a new position which will be budget neutral. The position will be the Executive Director of Decision Analytics with a salary level of \$65,000/year. This position will be both a senior thought leader for analytics and will implement analytic design. The executive director will be also responsible for managing and leading productive modeling and providing analytic support recommendations for projects across Amarillo College. The position will oversee the IR office and will work with Cabinet members. Crowley said this position needs to have a statistician background. The position will be posted nationally. There was discussion as to whether a person could possibly handle this position remotely; the new job description will include that as an option. Crowley moved; seconded by Vess to move forward with this new position. Stan Adelman is teaching Jarrod Madden to gather data for the Data Warehouse; Adelman should complete the job by the end of August.

Vess requested replacing a Moore County Campus combined services assistant. Austin moved; seconded by Crowley.

Crowley told of the grants staff working to resubmit a grant to cover a basketball camp through Kids Camp. The grant is from United Way. The grant needs to be submitted by Friday, August 14. Colaw moved; seconded by Berg. Cabinet approved pursuing the grant.

BRAGGING ON EMPLOYEES – Vess bragged on Dr. Richard Pullen for his efforts in securing the tutoring center for nursing and health sciences students off the ground.

ODESSA COLLEGE TRIP – A group of AC employees traveled to Odessa College to meet with Dr. Greg Williams, Odessa College President, and his leadership team to talk about scheduling and advising. Lowery-Hart said they received confirmation about what we are doing already. Odessa College seeks to be more institutionally unified and not so divisionally polarized. Vess said Odessa has data and work as a team. They have detailed data and a commitment with faculty to be a part of student success. They have a link between FYS and advising and student success; offer 8-week classes and subsequently have higher enrollment and success rates; they have mapped everything out through guided pathways. Most students earn 12 credits a semester; but if they are encouraged to take 15, the end will be quicker. Odessa College offers stackable classes as well. AC has been set up for different start and end dates for classes. Students could take four classes in Fall One and the second two in Fall Two. Upper level STEM classes have remained as 16-week classes, but 80% of the other classes are 8-week classes and meet three hours twice a week. Crowley remarked that Odessa has a 95% course completion rate; and a 75% success rate. Vess said each faculty is looked at for their student drop rates and held accountable. Odessa holds their faculty responsible for student success. Dr. Greg Williams has a commitment that his leadership team is committed to. At Odessa College, students' first class is free; in the long term they make more revenue with this on-going initiative. Lowery-Hart will meet with Cabinet and those who went on this

trip; they will look at the Strategic Plan and discuss what was learned on the trip. Odessa sets a standard and if faculty do not abide by this they are first offered support and if they do not comply they are gone. Cabinet needs to identify some things we are doing that are working. Michele Fortunato, Board Chair, went on the trip and she came back thinking AC needs to do these things in order to succeed. Cabinet should come up with some commitments regarding student success and take immediate action. Vess suggested committing to block scheduling and rolling it out in the spring. Each faculty needs to: learn their students' names; identify if a student is having difficulty; meet with every student; and have a structured syllabus. Lowery-Hart help build an early alert system when he was at WTA&M University and believes Amarillo College needs one. Crowley requested that a photo be placed by students' names on the roster; Colaw said it was possible. The four things Odessa is asking staff and faculty to do are placed in their job descriptions and in their evaluations. Job descriptions should be built around Culture of Caring. Lowery-Hart said we have the technology and Civitas and we could utilize these to help notify faculty when a student wants to drop a class; students will need to have faculty sign-off on and faculty need to work hard to keep the student in the class and to help the student complete the class satisfactorily and then continue tracking the student. Faculty need to use analytics, early alert system, and follow students' attendance. All employees need to help students in the enrollment process; when students are lost they should be escorted everywhere. Each staff should have to go through the steps and applications of registering. Students should be challenged in the classroom not the processes. Green will have one of her employees make a step-by-step poster for students to follow while enrolling. We will have a report card for the college by General Assembly on September 11. The report card will be based on the Strategic Plan. Staff will be held accountable for commitments to doing the right thing.

Announcements:

- Lowery-Hart will present the 2015-2016 Budget Overview on Thursday, August 20, 9:30 a.m., Ordway Hall Auditorium.

Next meeting: August 18, 2015
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