

## **VPAA Council**

**April 6, 2016**

**Library 204, 1:30 pm**

### **Summary**

Members Present: Dr. Deborah Vess; Dr. Tamara Clunis; Kim Crowley; Daniel Esquivel; Dr. Daniel Ferguson; Emily Gilbert; Jill Gibson; Dr. Richard Pullen; Renee Vincent; Mark Rowh; Kristin McDonald-Willey; Heather Voran

Members Absent: Megan Eikner, Toni Gray; Victoria Taylor-Gore

Others Present: Dr. Kim Hays; Donna Cleere; Nancy Forrest; Brian Jacob; Shawna Lopez; Reem Witherspoon

#### **I. Faculty Senate Evaluation Presentation**

Dr. Vess invited the Faculty Evaluation Committee (Donna Cleere, Nancy Forrest, Emily Gilbert, Brian Jacob, Shawna Lopez, and Reem Witherspoon) to present to the Council information concerning the new faculty evaluation system and the Faculty Evaluation Committee Workshop being held on Friday, April 8<sup>th</sup>. The new evaluation is faculty driven; input from the faculty is important in order for the new evaluations to be successful. Please encourage faculty to come to the workshop. If they cannot attend, there will be mini-sessions held to accommodate as many faculty as possible. There will be another group activity early in the Fall 2016 semester for the second part of the evaluation. Dean input may be needed on the activity list portion of the evaluation; the faculty may need guidance aligning activities and roles. The Evaluation Committee is extremely excited about the new evaluation system. They will be communicating to faculty throughout the semester and are open to suggestions from the faculty. Dr. Vess has requested that the Evaluation Committee have the new evaluation ready for presentation to the Board of Regents in November of 2016. The new evaluation system will be implemented in the Fall of 2017.

There may be a need to modify the Rank and Tenure section of the Faculty Handbook after the new evaluation system goes into effect.

#### **II. Minutes**

Minutes were distributed and will be approved in the next meeting.

#### **III. Fall schedule/Strategic plan**

In accordance with the Strategic Plan, the goal for Fall 2016 is to have 50% of the schedule be loaded with 8-week classes; right now we are at 41%. Please look in your areas and find programs that could have 8-week courses. In the

Spring of 2017, the goal will be having 80% of our schedule loaded with 8-week courses. Discussion followed.

A question about FWAs arose. There were some issues with faculty pay, due to the new 8-week schedules. This is the first time that we have had two different 8-week class sessions. There has been some miscommunication about payment for the second 8-week classes. If the class is part of the instructor's regular load, they will be paid as they normally would. If the class is either an overload for the instructor, or if the instructor is an adjunct, they will not be paid for those classes until the semester begins and it's known that the classes will make.

H.R. was not informed about the new 8-week class schedules; AC's software system has not been able to keep up with all of the scheduling changes that have been occurring. Dr. Vess will find out from H.R. how the checks for these 8-week courses will be divided. Dr. Vess commended Sarah Davis on her work with the FWA this semester. She has done a wonderful job. Discussion followed.

### III. Budgets

The budgets are in the system. Our president asked for flat budgets to be submitted. If a budget was sent that was not flat-line, it will have to be corrected and re-submitted as a flat line budget. If a budget line was increased, another line must be decreased to keep the budget flat. All extra positions have been removed from the 2016-2017 budget. If you have accreditations, the money will come out of the institutional line through the Business Office. If you are starting a new program this year, you will need to use part-time people until it is known that the program can be successful. If the program is doing well within a year's time, then perhaps full-time faculty can be added. As a reminder, departments do not receive contact hour reimbursement; hopefully that will change in the future. Capital expenditures are to be added into each budget as of now, but once again that may change in the future. Dr. Vess reiterated that we do need new lines, but we do not have the funding at this point. The Hinkson and MCC campuses operate differently than the campuses in Amarillo, due to different tax bases and rules, so they may have revenue that is not available to the Amarillo campuses. AC is hopeful that there will be no more cuts for the next fiscal year. Discussion followed.

### IV. Dual Credit updates

We have challenges in our dual credit areas. The course deliveries vary from school to school. Standard models for course delivery include having qualified instructors at the high school that teach the course, or if the high school does not have a qualified instructor, AC provides Instructor of Record, and the high school provides the facilitator. Some facilitators are more involved in the classroom than others. There are too many variables with the dual credit classes; a new standardized model is needed. AC must also make

sure that the dual credit classes are indeed college level classes, not classes using the AP curriculum. The state recently passed legislation lifting age restrictions for taking dual credit classes. No matter the age of the student, they must be able to perform at the college level in order to take dual credit classes through Amarillo College. In the past, there have been online dual credit classes with only one or two students; this made it difficult for the students to have online discussion that would enhance their learning experience. Diane and Becky are working to put the students that traditionally would be in those classes into online classes with students in other high schools. Discussion followed.

Technical Education dual credit has some large issues. AC has challenges with the college curriculum with our regular students as well, but we are doing better. Employers want employees that are problem-solvers, not someone who can only follow a manual. Texas has a state framework that mandates that we can have only 60 credit hours; it can be difficult to turn out a quality employee with that limited number of hours. AC must find a way to ensure that our students are successful within the mandated timeframe. Discussion followed.

V. FOE Updates

Dr. Vess is very pleased to report on FOE. AC has six of the nine reports completed. She is impressed by the depth of study done by the committees and the responses to key indicators. We have major talent at Amarillo College; these reports are the best that Dr. Vess has seen, and Betsy Barefoot is impressed as well. The recommendations from the committees will change things. According to the committees, communication is the biggest issue on the campus. Many people are doing the same things throughout college, but nothing is being aligned. We need to take the results and act on the issues. John Gardener and Betsy Barefoot will help with implementing the findings. Becky will compile all recommendations into a document and will bring a spreadsheet with the information to the next meeting, so that a discussion and plan may be worked out to fit the pieces together. Discussion followed.

VI. Travel requests

AC's travel budgets are limited. There had been a discussion about centralizing the travel monies; this will be put on hold for now. Next year, perhaps this can be done, but there needs to be discussions before this is implemented. Many departments do not have any travel money, while others have a larger travel pool. Dr. Vess would like to move all the travel funds, excluding grant money, to one pool to make a system of equity. She has not moved on this as of yet; she is waiting for other cabinet members to make their decision. This needs to be a cabinet level decision. She would like the VPAA Council, as a leadership team, to find a more equitable approach. At this point, Dr. Vess has limited travel funds for Academic Affairs. Before funds are requested from Dr. Vess, please use any travel monies in the

department. Also, she wants requests for travel funds to come from dean, not instructor. The dean needs to relay to her the importance and need of the trip. She would also like as many requests as possible to come over at the first of the year. Please be prepared to centralize funds in the future. Discussion followed.

## VII. Block Scheduling

Dr. Vess asked Becky to report on the block scheduling project. Becky reported that B & I is now finished and will be presented at the next VPAA meeting. STEM has been redefined for a third time and should be ready by the next VPAA meeting. Sports and Exercise Science will be added to the Arts/Humanities pathways; Becky is waiting for Craig Clifton's information in order to complete the pathway. Dr. Vess said the VPAA will discuss how to have the pathways entered into the catalog during the next meeting.

Every degree must be able to list marketable skills. To this end, Becky will attend the THECB Marketable Skills Workshop next week.

It can be challenging to keep up with all the state mandates. There are new mandates constantly coming from Austin, and Dr. Vess daily checks to make sure nothing has slipped through the cracks.

Amarillo College is ahead of most community colleges with our pathways and blocks. The completed pathways are:

- 7 Pathways for Health Science
- 10 Pathways for Stem
- 10 Pathways for B & I
- 12 Pathways for Art/Humanities

Dr. Vess commended Becky and all that have worked on this project. It is difficult to put blocks together and everyone has done a wonderful job on the pathways. Pamela Madden had the daunting task of finding rooms to fill all of the blocks. Most blocks have a 16-week offering and first 8-week and second 8-week offerings. If you want copies of the blocks, please get in touch with Becky. All the academic credit blocks that were offered in the Spring 2016 semester made. We are already seeing a difference in contact hours. As soon as the Fall 2016 schedule is completed, work will need to begin on block scheduling for the Spring 2017 semester. The goal is to have blocks set into place so that a student can register for their whole pathway in advance. This is a very common practice in most higher education institutions. Another thing to think about is trying to keep students going to school during the summer; students have a better chance of completing if they attend classes year-round. There may be obstacles that must be overcome if we transition to a year-round model, i.e., financial aid, veteran's benefits, instructor contracts, etc. Discussion followed.

VIII. Rank and Tenure

The Faculty Handbook needs to be looked over and updated. One important area that needs to be cleaned up is the Rank and Tenure section. Dr. Vess does not know who is applying or who is up for rank and tenure. The list of eligible candidates needs to come from the VPAA office. Dr. Vess does not have any notification if there are issues with a candidate during their process. If there is a problem, she finds out after the candidate has been denied. There is lack of communication throughout the Rank and Tenure process between the committee and the candidates. A candidate should know if there is an issue at any stage of the process.

The committee chair should be required to tell the candidate of any recommendations, and candidates should have right to appeal at every stage of game. Dr. Vess would like feedback about the issues. Discussion followed.

Dr. Vess hopes to have the blue calendar available little early for 2016-2017 year. She also hopes to have the committee lists together by graduation.

IX. Congratulations

Congratulations to the following:

Kim Crowley on her acceptance to Texas Tech. She will be studying for her Doctorate of Education. In addition, Kim's area, Continuing Healthcare, was recently accredited.

Debby Hall, from the Nursing Department, was accepted in the Ph.D. Nursing Program at the University of Texas at Tyler.

David Tompkins, from the AEL area recently submitted his proposal for his Ph.D. dissertation.

Kim Crowley and the Continuing Healthcare Department for their recent accreditation.

Dr. Vess thanked the council for all of their work.

Adjourned 4:14 pm