

VPAA Council

June 29, 2016
WARE 204, 1:30 pm

Summary

Members Present: Dr. Deborah Vess, Becky Burton, Megan Eikner, Jill Gibson, Emily Gilbert, Toni Gray, Kristin McDonald-Willey, Dr. Richard Pullen, Victoria Taylor-Gore, Renee Vincent, Heather Voran

Members Absent: Dr. Tamara Clunis, Kim Crowley, Daniel Esquivel, Mark Rowh, Heather Voran

Others Present: Carol Buse, Sarah Davis, Frank Sobey

- I. Review of previous minutes
Motion made by Richard to approve minutes; Megan seconded the motion-all approved; motion carried.
- II. Quick Updates
 - a. FWA issues and updates: Dr. Vess and Sarah Davis
Dr. Vess reminded all that FWA is assigned by the departments and reviewed by the deans. Care should be taken when entering 2nd-8 week faculty; the 2nd 8-weeks is more difficult to enter and calculate. Remember to finish the load for these classes.
 - b. Institutional Review Board
A chair and committee is needed for IRB. Dr. Vess asked for suggestions from the council. Those named were Kati Alley, Robert Bauman, Debby Hall, Alan Kee, Michelle Orcutt, and Mindy Weathersbee.
 - c. Academic Calendar for 2016-2017: Dr. Vess
Review for next time
 - d. Dean of Liberal Arts/STEM Search: Dr. Vess
A consolidation of the Liberal Arts and STEM division is in the works. Dr. Vess will post the position internally for five days and hopefully will have a new person in place in July. Dan Ferguson will help with transition. There is a possibility of two to three associate deans for the new division of Arts and Sciences.
 - e. Summer pay issues for faculty on ten-, eleven-, or twelve -month contracts
A consistent approach is needed to calculate summer pay for Faculty with contracts that exceed the traditional 9-month contract. Discussion followed. Dr. Vess suggested a task force comprised of Renee (chair), Richard, and Toni be created to clarify the handling of summer pay for these faculty. The task force will spell out cases that we have and look at the handbook to clarify.

III. Strategic Plan Updates

Dr. Vess wants all to begin to think strategically: How can our projects be aligned with the strategic plan?

a. **Kicking off the Strategic Plan:** Update on Foundations of Excellence: Dr. Vess

Dr. Vess, Richie Garza, and Frank Sobey attended the Foundations of Excellence 2016 Summit. FOE is not a process that competes with the Strategic Plan, but kicks off the plan. Frank Sobey commented that FOE needs to be fully integrated with the Strategic Plan. He is anxious to hear Dr. Vess' take on which of the recommendations will be prioritized to fit in the plan.

Dr. Vess said there were many faculty and staff involved in AC's recommendation process. Betsy Barefoot, of the John Gardener Institute, complimented AC's reports; she said they were the best she had seen, which speaks well of our people at AC. Dr. Vess would like to have a large group meeting to look at the recommendations, then consolidate, prioritize, and align them with the strategic plan. The Strategic Plan has five main goals; definitions of each goal are displayed underneath the stated goal. Completion is big goal concern. We have 120 people serving on nine FOE committees, each with in depth reports. The data from these reports needs to be studied in order to formulate an action plan. After the plan is made, we need to keep tracking the data. In fall we work on FOE to align and prioritize in the context of strategic plan.

b. **Learning**

i. *"Leverage program outcomes for improved learning": Assessment*

a. Director of IE position: Dr. Vess

Dr. Vess reported that Kristin will be transitioning to another position in the College. She complimented Kristin on the fabulous job she has done in this role; Kristin will be missed. Until Kristin's position is filled, Becky will help with assessment, Dr. Vess will handle accreditation, and Sarah Davis will upload the CB information. Becky will also help compile for the curriculum committee. Please give all curriculum committee documents to Becky, Sarah, and Dr. Vess.

b. Restructuring assessment tasks

i. Appointment of assessment coordinators

Moving forward, assessment coordinators will be appointed in each department, and that person will be responsible for collecting reports. Then, an associate dean (or a divisional level coordinator if an associate dean is not available) will assure that the reports are completed. These department and division point people will take a lot of the burden off of the next person in the Institutional Effectiveness role; Blackboard will facilitate and generate the reports. Discussion followed. Dr. Vess would like to have the list of the people filling these rolls by August.

ii. Formation of Data Teams

Dr. Vess asked Collin Witherspoon to load IDS data on the dashboard; faculty will then meet and talk about data. There will be department data teams, consisting of two to three people, depending on size of department. Dr. Vess plans on having a fall faculty

meeting, with round table discussions concerning data elements needing action. She asked that teams be appointed by department by August.

- c. Assessment information needed from coordinators/chairs/Deans
Assessment results:
It is imperative to get the results in this year. There cannot be large holes in assessment during our SACS five year review. This year and next year's assessment will need to be completed.
- d. *"Require all programs to develop goals and outcomes with reference to general education competencies and high impact practices"*: Update on program goals
Kristin reported that all had hit every deadline on this. Goals were submitted by the departments, and the departments were to have the goals completed, and with committee help complete their maps by December. These are now completed and mapped to every degree; all have been reviewed.
- e. *"Require programs to complete curriculum maps to assess outcomes"*: Update on curriculum maps:
With all of the curriculum changes that have occurred, there may be a need to update. Going forward, the map is created and then evaluated at higher course level. Please remember that Soft Chalk cannot be used for the assessments; drop boxes may be used. Psychology and Criminal Justice will have their assessments in Blackboard. The pilot cannot finish with reports until all data is completed. Core curriculum submission reports: Databases have been developed to show how state requirements are being met. We must show every course every year. Over half were completed the first year. There are still items that have not been received, such as sample artifacts from Creative Arts.
- f. Tracking unique needs, local needs, and Special Topics courses.
We need to keep our own tracking records for unique needs classes. We need to work together to make sure that we have permissions for the courses we are offering; if the permissions expire, we will not get funding for the classes.
- ii. *"Enhance the use of learner-centered pedagogies and high impact practices"*:
Creating a First-Year Experience: FYS vs. FYE and High Impact Practices
 - a. High Impact Practice: **Common Reader** Workshop: Dr. Vess
English, Speech, and FYS
The Common Reader is now under Dr. Vess' area, with Courtney Milleson as coordinator. Dr. Vess would like as much faculty participation as possible and will kick off with a Common Reader Workshop for faculty. The tentative dates are July 25th and 26th. The faculty will then work the common reader into their courses as they see fit. The readers are arriving July 5th and will be distributed before workshop.
 - b. High Impact Practice: FYS
 - i. Transition: Coordinator for FYS and team model

Lana Jackson is retiring; Becky will be facilitating FYS for now. Becky has wonderful ideas for a team model for FYS.

ii. Staffing the course

There are 32 FYS courses offered in Fall 2016; 24 courses need instructors. Dr. Vess asked the deans to inform instructors that they are allowed to teach FYS as an overload if they are already scheduled to teach their 15 hours. Becky will be offering an accreditation session in July for instructors who have never taught an FYS section. There will be a re-accreditation session in August for those who have taught FYS in the past. All FYS classes will be either 8-week or online classes; there will be no hybrid courses taught. Courses will be evolving, but there will not be huge changes for this fall. An FYS committee will be formed to drive the FYS, with a redesign committee coming stemming from the FYS committee. This will help give us a faculty driven FYS as we go forward. In the future, deans will be responsible for staffing a certain number of sections.

iii. **Equity:** *Ensure equitable access to all college resources*

- a. “Increase employee and community participation in the AC Coach/Champion program:” **Success Coaches and FYS**
We want to scale this idea of being a success coach to FYS. We can connect the FYS to the coaches/champions model and the instructors can take on the role of success coach.

iv. *Enhance the use of learner-centered pedagogies and high impact practices”/”Offer a series of Faculty Development Workshops in Learner Centered Pedagogies and High Impact Practices”:* **Faculty Development**

- a. **Opening week schedule:** Dr. Vess, Heather Voran, Becky Burton
New faculty report on August 15th; New Faculty Orientation will be on that day.
- b. **Reacting to the Past Workshop** (Tuesday and Wednesday, August 16-17): Dr. Vess
Dr. Vess will be offering a Reacting to the Past workshop, with people from Barnard College, on August 16th and 17th. All faculty are welcome, but the workshop will not be mandatory. The reacting games can apply to almost any discipline.
- c. Possible Workshop for Title V Course Redesign
This may be available later in the year. Dee Fink will be the speaker.
- d. Fall Faculty meeting (Thursday, August 18): Dr. Vess (mandatory)
- i. We will have a morning workshop with author (if possible) of the engagement techniques book used by

our new faculty. There will be a data summit in the afternoon.

e. CTL/Other Faculty Development Updates

i. New Faculty Orientation

a. NFO dates

The New Faculty Orientation will be held on August 15th.

b. New Faculty list- Becky Burton

Heather asked the deans to look over the listing Of new faculty. Please let her if there are any new instructors that are not on the list. This will include any instructor who started at AC after the New Faculty Orientation in 2015.

c. NFO update: Heather Voran and Becky Burton

Heather will be facilitating the orientation; she will be aligning the orientation to the strategic plan. A faculty committee was assigned to give guidance on pedagogy. The committee was asked what information would have been beneficial to begin their teaching career at AC; this helped Heather develop a schedule for the NFO. Dr. Vess has looked at the schedule and it does fit into the Strategic Plan. In addition to the NFO, new faculty will need to attend four more faculty workshops.

v. *“Create Faculty Fellows to mentor other faculty in Learner-Centered Pedagogies and High Impact Practices”*:

a. Coordinator of **Faculty Fellows and Learner-Centered Initiatives**: Dr. Vess

Karen Taylor will coordinate the Faculty Fellows in order to create a faculty driven presence at AC.

b. **Faculty Learning Communities**: Dr. Vess

There will be a call for faculty learning communities. The communities will be given \$1500 per community to use as they see fit for their community. The communities will need to report on their projects.

c. **Completion**

i. *Program for student success with more responsive and purposeful scheduling*”: *Implement Block Scheduling Aligned with Pathways*:

Update on **Block scheduling**/Becky Burton

The block schedules approved by committee will be in the next catalog. An advising model where all new students come into the college through pathways is needed. There are nine blocks that are tight blocks; all nine have made and the rest will need to be opened. We underestimated how many students come to AC with dual credit

hours, so now we have a better idea on how to proceed in the future. The block schedules are a moving target because the population changes every year; but if predictive modeling is used, it will help in setting up the block schedules in the future. What we have managed to do has changed the way classes are scheduled. There is an intentionally planned schedule, with no overlapping time frames. This project has been successful. Becky and Pamela Madden have done a superb job with the block scheduling. There will be brochures for each pathway for careers for advising purposes.

- ii. ***“Accountability for Student Success: Implement a data-driven approach to improve key student success metrics:”***
 - a. Update on Dev Ed Success Rates/Dr. Clunis
 - b. Update on Nursing tutoring initiative and success /NCLEX:
Dr. Pullen
Dr. Pullen explained the impact of expanded tutoring in the nursing department’s pass rates. Due to mandatory tutoring, attrition rates have improved, with the largest improvement in the pharmacology course, from 42-43% attrition in Fall 2015 to 24% in Spring 2016. The A.D.N. Program had a 94% pass rate in December, and a 100% pass rate on the NCLEX exam. The L.V.N. Program had a 79% completion rate. For the Fall 2016 semester, Nursing has admitted 110 students to the A.D.N. program. To in order to help students be more successful on the HESI admission test, Nursing is trying to develop a tighter partnership with the Math and English departments for the HESI prep course. HESI must be passed to make admission to A.D.N. program. In Fall 2016, the Nursing program hopes to put forward a request to the curriculum committee for A & P I to be a pre-requisite to the program to soften the blow of the first semester of courses and in the admission points.
 - c. Completion Updates: Dean Taylor-Gore
Using the new revised certificate, 21 students were able to complete the Drafting certificate. This was a phenomenal achievement for the department.
 - d. **Align Degrees and Certificates with Labor Market Demand**
 - i. *“Align HB5 endorsements with AC Career Pathways”*
 - a. **Guided Pathways:** Update on Fall Blocks and and Registration
 - b. **Dual Credit/Guided Pathways:** Grant work update
 - ii. *“Intentionally Focus Programs for Quality, Productivity, and Viability”/“Intentional and purposeful program review”/Financial Effectiveness: Align budgets ..assessments/outcomes*

through program review”: **Program Review** plans for Deans’ and Chairs’ retreats

- e. **Equity:** *Ensure equitable access to all college resources*
 - i. *“Link Block Scheduling **with Child-Specific CE offerings**”*: Lil’ Badgers Update/Dean Toni Gray
- f. **Financial Effectiveness**
 - i. *Align budgets .. assessments/outcomes through program review*”: **Perkins allocations** – Dr. Vess and Sarah Davis
Please prioritize your Perkins requests. Think a little more about what you can do without so that other areas can get what they need. We will visit about this at the next meeting.
 - ii. Other budget matters

IV. Concerns

V. Achievements in the Divisions

Adjourned 4:32