

PRESIDENT'S CABINET MEETING

January 3, 2017

MINUTES

CALLED TO ORDER

9:05 am on 01/03/2017

ADJOURNED

11:20 am on 01/03/2017

MEMBERS PRESENT

Bob Austin, Tamara Clunis, Cara Crowley, Lyndy Forrester, Russell Lowery-Hart, Steve Smith, and Mark White

MEMBERS ABSENT

Chris Hays

OTHERS PRESENT

Joy Brenneman, Collin Witherspoon

DISCUSSION:

1. STRATEGIC PLAN	Cabinet
<p>Looking back at 2016, much has happened and much has been accomplished. The college is looking forward to good things ahead. There is a great team of leaders and employees committed to No Excuses 2020 and AC is a fun place to work. We now need to focus on accomplishing what we said we would do in the strategic plan. General Assembly on February 3 will focus on the strategic plan. Fall of 2017 is the date the cohort starts for AC and everything needs to be in place and working in order to meet the goal of 70% by 2020. Cabinet spent time reconnecting to the plan and deadlines.</p> <p>Completion:</p> <p>A. Accountability –</p> <ul style="list-style-type: none">• We do have a campus and leadership report card which will become a standard agenda item in the future. Data presented by Collin Witherspoon will be the first item on every agenda for 2017.• Drop policy change data shows that it is working. We will shift to using data to make decisions. AC has become better at this but needs to share it with the division teams so that they may share it with their teams. Collin and Tamara will come up with a plan to tie in to IDS. The concept is good, now it is time for execution. <p>B. Career/Transfer focus –</p> <ul style="list-style-type: none">• Degree mapping and learning communities. Pathways can create learning communities organically and tie into a transfer focus. These need to be specifically created for community college students• Tamara will be working on improving the FYS course. Need to change terminology from “Learning Community” to “Pathway Community” which can include more than just courses. This will allow student activities and advising to form around these pathways and give more flexibility• The Completion Committee has made some good adjustments. Each committee is required to document what has been accomplished in order for the strategic plan to be updated to list those things. This information will also be on the website so that all AC faculty/staff may see the progress. It will also reflect those items needed Cabinet assistance and how that was addressed. <p>C. More responsive and purposeful schedule –</p> <ul style="list-style-type: none">• Blocks and 8 week courses have been created. Block scheduling is more functional and is not stopping students from enrolling.• Credit for prior learning has been addressed somewhat through a conference by ACE leaders. Course substitutions will be revisited. After FYS is redone, these substitutions should diminish. The prior learning policy going through curriculum committee.• Steve is working on a plan that would incentivize year round and 24 hour scheduling.• Good progress is being made on stackable credentials.	

- Changes are being made to the calendar.
- Tutoring Committee recommendation is for a larger space for English to accommodate mandatory tutoring. Plans are being considered. English 1301 is the only gateway course that doesn't require mandatory tutoring. Tutoring was AC's number two on its funding priorities list so there is a need to focus on fundraising for tutoring and space. The new hire for Director of the Physical Plant, David Stidham, and Steve will look at utilizing space better, and this will be high on his list when he starts. English and Math need to be high priority.

D. Revise and Contextualize Dev Ed –

- There is much happening in this area with great success data.

E. Align degrees and certificates with Labor market –

- There has been a change to HB5 with regard to Pathways. AC's Career Center is not doing anything specific with Pathways, but is taking state, DOL, and EMSI data and connecting that to certain programs. There is a need to make this part of the new website design and make career and transfer front and center. We still need to identify our programs that are best connecting to careers. We have the data but now need to get the information out so students will know. The website should be career driven rather than program driven and provide local and state career needs information. The Career Center is involved with FYS talking with hundreds of students and making sure they take the career assessment. Advising is sending students to the Career Center

F. Cluster degree programs by endorsement –

- The online catalog should be redesigned to mirror the Pathways. College Relations will need to help with the new design. Tamara will find out if AC's catalog reflects a SACS requirement or if it may be changed.

G. Focus transfer students on a transfer degree –

- General Studies' degrees are transfer degrees. Some current associate degrees have courses that do not transfer. Need to delete the word transfer "degree" and insert the word transfer "pathway." We have a process with WT to initiate automatic reverse transfer to complete the degree and have a similar one with TTU. Cabinet discussed ways to have advisors specific to WT on our campus and create a pipeline to WT creating a smooth transfer process between AC and WT and making students feel comfortable.

ACTION ITEMS

E – Call meeting for marketing and recruitment committee - Joy
 F – Tamara to follow up on the catalog. We link to it for SACS. Is there a reason it looks the way it does for SACS? If so, then we could have a catalog for SACS and a website that looks different for students.

Joy
 Tamara

Discussion not on the Agenda:

- Over the Christmas break, David Stidham has been hired as the new Director of Physical Plant taking over for Bruce Cotgreave when he retires at the end of January. He has good experience in this area, P&L budget experience, and wants to cut down on turnover. Steve provided copies of his resume to Cabinet and noted that we had really good applicants.
- Shane Hepler has been hired as the new Director of Programming Services. He was previously at Hastings and most recently at BSA. He will work on the programming side, learn Colleague, and will report to Lyndy.
- David Green has announced his departure from Amarillo College. He will be going to work for a congregation in Philadelphia. Russell stated that Aspen has noted we don't have an intentional transfer process for students and no training connection between departments and the Strategic Plan. With David's departure, we will look at our trainings and how they might be changed or improved upon.
- Fall graduation was great and America's speech was fantastic. College Relations is working on ideas to market graduation. Because of the large numbers attending last Spring's graduation, the Civic Center is asking us to distribute tickets. Instead, AC will be moving the orchestra to the back end of the floor to open up those seats behind the screen.
- Russell will be meeting with the AEDC finalist on Friday.

2. ENROLLMENT UPDATE	Austin
Up 1.5% yesterday, down 2% today. Bob thinks this is a calendar issue. We had a good boost with the first Wednesday open during break. Dual Credit enrollment is ahead of last year. Enrollment of returning students in behind and could be due to AC's closing right after commencement. There were many more Fall graduates this year which could affect Spring enrollment. The payment deadline is Friday. Bob will send updates every morning while he is out with the Honors students in Japan and keep Tamara updated.	
ACTION ITEMS Bob to send updates.	Bob
3. BRAGGING ON EMPLOYEES	Cabinet
Not covered	
ACTION ITEMS n/a	
4. COMMUNICATION POINTS	Forrester
Not covered	
ACTION ITEMS Lyndy will send email.	Forrester
5. POSITION JUSTIFICATIONS	Cabinet
None	
ACTION ITEMS n/a	