

# PRESIDENT'S CABINET MEETING

November 8, 2016

## MINUTES

### **CALLED TO ORDER**

9:02 am on 11/08/2016

### **ADJOURNED**

11:20 am on 11/08/2016

### **MEMBERS PRESENT**

Cara Crowley, Lyndy Forrester, Steve Smith, Mark White, Russell Lowery-Hart, and Deborah Vess

### **MEMBERS ABSENT**

Bob Austin

### **OTHERS PRESENT**

Keven Ball, Joy Brenneman, Collin Witherspoon

### **DISCUSSION:**

<b>1. HANDBOOK CHANGES – TEXTBOOK POLICIES AND RANK &amp; TENURE COMMITTEE MEMBERSHIP</b>	<b>Vess</b>
Dr. Vess discussed the Rank & Tenure arbitration committee that has been in place for several years and has been utilized every year in the past few years. Currently, this is the mechanism faculty may use to appeal rank and tenure decisions and this committee may either uphold or change the recommendations of the Rank and Tenure Committee. There is a proposal by the Faculty Handbook Committee to delete the arbitration committee from the handbook. However, this would leave the only recourse for appeal up to the Vice President of Academic Affairs, followed by the President. Cabinet supports leaving the arbitration committee in the Faculty Handbook, but recommends that the Faculty Handbook Committee provide the suggested changes to the Board of Regents Standing Policies & Procedures Committee once they have finalized their work on this handbook.	
<b>ACTION ITEMS</b> Place the Rank and Tenure committee on next week's agenda.	Vess

<b>2. ASPEN UPDATE – FACULTY AND EMPLOYEE PROFESSIONAL DEVELOPMENT</b>	<b>Lowery-Hart</b>
Russell reported that our strategic plan was well-received at the Aspen Fellowship meeting he attended in October. They identify two specific things for the college to work on prior to the next Aspen Fellowship meeting. 1) Create a more intentional transfer process (this will be moved to next week's agenda); and, 2) Create an intentional connection between professional development and the strategic plan. Aspen liked the No Excuses 2020 plan, but would like to see a more purposeful connection to our core values and the goals/tasks listed within the strategic plan.	
<b>ACTION ITEMS</b> Intentional Transfer Process discussion moved to next week. Russell will work with Deborah and Lyndy on a more intentional professional development plan.	Lowery-Hart

<b>3. CAMP WOW ENDING/NEW HIRE ORIENTATION</b>	<b>Forrester</b>
Since July, 225 employees have completed the voluntary <i>Safety Training for an Active Shooter Situation</i> . Camp Wow counts as student success certification for faculty and staff. Since January, 371 employees have attended Camp Wow and 538 have completed Compliance Training. Camp Wow will be changed to new hire orientation in January 2017. Two or three additional sessions will be offered before the end of the year to allow those employees who have not attended a chance to complete the mandatory training. Cabinet members will be provided with a list of employees in their areas who have not yet completed either Camp	

Wow and/or compliance training. They may distribute this to the appropriate supervisors. Failure to attend required trainings may be noted in an employee's Pay for Performance record.

Compliance training will continue in the future but will change to an online format to allow employees to go through the training each year as required. Currently, tracking attendance is a manual process. In the future, Cornerstone should be able to house the compliance training and track attendance.

#### **ACTION ITEMS**

A list of non-attenders will be sent to Cabinet members.

Forrester

#### **4. UPDATE ON GREENHOUSE PROJECT**

**White**

Mark reviewed the grant for the greenhouse. Cabinet discussed the current plans for the proposed grant-supported 12,000 square foot greenhouse, which would be located in parking lot 7. Mark noted that there are ongoing meetings each month with all the parties involved. He will ask the committee to assess the viability of using Botanical Garden facilities while still being able to fulfill the goals of the grant and the articulation agreement with Texas Tech University.

#### **ACTION ITEMS**

n/a

#### **5. NO EXCUSES PATHWAYS**

**Lowery-Hart**

Deborah reviewed information she provided to each Cabinet member regarding guided pathways. Collin Witherspoon, Bob Austin, Becky Burton, Deborah Vess, Russell Lowery-Hart, and Jay Barrett just attended the Texas Pathways Conference near Austin last week. It was noted that these pathways will change what we are doing to get students through their courses and is a complete systems change. All of our initiatives feed into the guided pathways which aligns with House Bill 5 and the endorsement areas for high school students. Pathways have been established in every program and include accelerated degrees and stackable credentials. Two-year degree plans were restructured to match up with the blocks and all the curriculum is in line with the pathways. A student may be put on a General Studies path, then move around in that pathway to different area of emphasis without losing any credits allowing flexibility along the way. Changing between pathways may result in some loss of credit. Fields of study will have their own pathway.

Students will be able to complete more quickly while attaining stackable credentials along the way. Arts and Humanities cannot do stackable certificates. Within the Ellucian student planning module students may create 2 and 3 year course structures, plus one that also includes summer blocks. Students are able to take only what they need within the blocks. Block scheduling will include more evening and afternoon classes and weekend classes in the future.

#### **Completion**

New proposed legislation will give bonuses to PELL students and institutions for completers. The Certified Nurse Aide and Patient Care Technician programs are now academic programs. Articulated credit will roll over into a completion when a high school student enrolls at Amarillo College. High school dual credit may be aligned with Level 1 programs and the students will be transferred into a pathway. Students are already being placed into these pathways. High School students in technical education should be able to come to AC having already obtained a Level 1 certification.

The block scheduling and pathways create clear pathways to completion and will change how we advise students, as well as when and how courses are offered. Students will be advised into a pathway rather than into courses and/or programs. We are much further ahead in these changes than most colleges. The State has asked that we identify marketable skills in all programs and this can be tied to our outcomes. The conversation needs to shift from "what is your major?" to "what is your pathway/plan?"

#### **ACTION ITEMS**

Intentionally train advisors. Ellucian planning module will help with this implementation.	
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<b>6. ENROLLMENT UPDATE</b>	<b>Austin</b>
No report.	
<b>ACTION ITEMS</b> None	

<b>7. BRAGGING ON EMPLOYEES</b>	<b>Cabinet</b>
<p>Deborah – Diego Caetano, Assistant Professor in Music, who won an international competition and will be performing in London's Royal Albert Hall and Nathaniel Fryml, Music Instructor, for his work with the Amarillo Master Chorale</p> <p>Kevin Ball – Cullen Lutz, KACV, for her work writing a learning grant for \$26,000 which has been awarded to Panhandle PBS</p> <p>Cara – Jordan Herrera and Judith Lara have served 508 student visits to the ARC since August. Social Services assisted less than 600 students in all of last year.</p> <p>Steve – Olga Kleffman for all of her work in making the changes to payment plans for students</p>	
<b>ACTION ITEMS</b> None	

<b>8. COMMUNICATION POINTS</b>	<b>Forrester</b>
Not discussed at meeting	
<b>ACTION ITEMS</b> Lyndy will email	Forrester

<b>9. POSITION JUSTIFICATIONS</b>	<b>Cabinet</b>
<p>Steve is requesting a position at the East Campus for someone who would be in charge of inventory and sales for items such as tools, supplies, books, and shirts for East Campus students that cannot be lumped into tuition and are no longer provided by the WSC bookstore. This person could also maintain equipment, set up classes, etc.</p>	
<b>ACTION ITEMS</b> Cabinet approved the position but suggested that he work with Mark and Deborah to see if there are other ways to fill this position or repurpose another position before hiring a new position.	Smith