

PRESIDENT'S CABINET MEETING

March 28, 2017

MINUTES

CALLED TO ORDER

9:00 am on 03/28/2017

ADJOURNED

11:25 am on 03/28/2017

MEMBERS PRESENT

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

MEMBERS ABSENT

OTHERS PRESENT

Kevin Ball, Joy Brenneman, Frank Sobey, Collin Witherspoon

DISCUSSION:

1. DATA

Witherspoon

The Aspen Award winner and Rising Star winners were recently announced. The data Aspen uses comes directly from IPEDS, but it is from the 2012, 2013, 2014 data files. Collin reviewed the measures used by Aspen to select the finalists.

1. First-year retention rate (about two years behind the current year)
2. Three-Year graduation (June to June)
3. Undergraduate credentials awarded per 100 FTE students
4. Change over time: credentials awarded per 100 FTE students
5. Minority three-year graduation rate
6. Minority credentials awarded per 100 FTE students
7. Median family income of location (from the census bureau)

He then noted how AC's scores compare to all US college data for 2012-13

No.	AC	All US colleges Including Universities	Notes
1.	49.89	67.56	AC now at 55 (2015-16)
2.	15.06	33.66	AC now at 18 (2013-14)
3.	25.07	32.23	
4.	2.37	1.11	
5.	13.49	34.2	AC now at 17
6.	9.11	8.09	

Any student not listed as "Non-Degree Seeking" will be included in the calculations. This includes any student in any program. It was noted that Odesa College received the "Rising Star Award" due to their change over time score of 6 although other scores were below the community college score averages.

The next cycle for Aspen winners will be 2019 and will use 2015 through 2017 IPEDS data. The 2021 cycle will consider 2017 through 2019 data which is the basis of AC's No Excuses 2020 strategic plan. The college should expect to see improvement in its change over time. Collin reviewed the data for San Jacinto and Odessa colleges which were both "Rising Stars". Russell expects labor market data to be included in the next rounds which could be a strength for AC if we aggressively connect with industry and align students with the job market.

Retention rates are key as all others areas will pivot from there. We are on the right track for fall. The High Risk Task Force will be letting faculty know which FTIC students fall into this group.	
Russell asked cabinet members what areas of the No Excuses 2020 plan contribute most to changing the numbers. Pathways, collaborative classrooms allowing students to complete assignments in class, no online courses for FTIC students, and 8-week courses were named. Areas of concern mentioned were campus politics, time-intensive programs not aligned with a pathway, lack of year-round registration for students who get “off-plan”, and first year advising.	
ACTION ITEMS	
None	

2. BIOL 2401 (A&P 1) ONLINE COURSE FACULTY FEEDBACK	Sobey Witherspoon
Frank reported that Collin presented the data on the poor success rates for students in A&P online courses to Department Chair Claudie Biggers and Biology Faculty. They were receptive to removing the online option for these courses until they have been redesigned. Becky Burton was able to move these A&P courses up on the course redesign calendar. Dr. Biggers is considering redesigning both traditional and online A&P courses and online courses will not be offered until they are fixed. In the research phase of the redesign, the team will look at successful courses at other institutions and talk with them.	
As a side note to this decision Cabinet discussed how these types of decisions should be codified, explained, and recorded for future reference.	
ACTION ITEMS	Cabinet members
It was determined that decisions needing to be codified and documented will be brought to cabinet where they will be recorded in the Cabinet minutes.	President's Assistant

3. AMARILLO JUNIOR LEAGUE/ARC	Crowley
Cara informed the Cabinet that the Junior League is considering making the Advocacy and Resource Center one of their volunteer sites. This would result in 8-10 volunteers working in the pantry each week covering both day and evening shifts. They would give a \$5000 donation to the No Excuses Fund. This one year commitment may result in the Junior League partnering with the ARC in subsequent years. Jordan has maximized Perkins funds for the students and requested a \$1,500 grant to purchase gas cards.	
ACTION ITEMS	Cara
Cabinet agreed that Cara and Jordan should move forward with this partnership.	Jordan

4. DAY OF CARING	Lowery-Hart
Russell announced that the United Way's Day of Caring is Friday, April 21 st . Amarillo College volunteers will be joining WTAMU volunteers to paint a building. There are also 25 other community projects in which to participate. Employees who sign up should plan to block on 8:00 to 12:00 on that day.	
ACTION ITEMS	Russell
Joy will send out a request for volunteers and more information when it is available.	Joy

5. ASPEN AND TRIGGER POINTS	Lowery-Hart
<p>Russell reviewed Type I and Type II personalities and our use of data to inform decisions. He discussed the need to plan decision making using pre-set trigger points. All decision making and actions should be taking AC toward 70% success. By creating a trigger point prior to something happening, decision making is easier for all parties involved since clear expectations were already pre-determined and communicated. These may be resource or action oriented and could allow resources to be shifted where necessary. They may be positive or negative and have a specific action point.</p> <p>Russell asked Cabinet members to start working within their divisions to think about what trigger points need to be considered. These would need to be ratified and upheld by Cabinet and well-documented.</p>	
ACTION ITEMS	
Cabinet members to bring broad trigger/tipping points for their divisions to the April 11 th meeting for discussion.	Cabinet
6. GENERAL ASSEMBLY	Lowery-Hart
<p>Russell proposed inviting one of the speakers who comes for the President's Leadership Institute training to the Fall General Assembly. This speaker would lead a facilitated discussion on workforce customer service and connecting the community and college employees.</p>	
ACTION ITEMS	
Cabinet liked the idea and Russell will move forward with this plan.	Russell
7. FACULTY PAY SCHEDULE	Clunis
<p>Steve has finished up conversations with faculty. The Faculty Senate would like to pass a resolution on April 7th. Tamara will be meeting with the Faculty Senate prior to the 7th to discuss pieces of the plan that could be implemented now. The \$500 step with no step out and leveling of pay can happen now. It is not possible to do "aid-like-a-paycheck" in the summer due to Financial Aid restrictions which makes full implementation of the faculty pay schedule more difficult. As a general rule, Faculty Senate and the faculty support the new proposal, but enrollments must be there for this to work. Phase I in timeline will need to be put in place.</p>	
ACTION ITEMS	
Tamara & Steve will meet with Faculty Senate	Steve Tamara
8. ENROLLMENT UPDATE	Austin
None	
ACTION ITEMS	
n/a	Bob
9. BRAGGING ON EMPLOYEES	Cabinet
<p>Cara – Jordan Herrera is doing well supervising her department Russell – Lesley Shelton and Mary Dodson are co-chairing the "Industries of the Future" committee for PLI and doing a good job Steve – Jim Baca and Kevin are working well together managing the physical plant in the absence of a director Russell complimented Kevin, Chris, and PBS employees on a Panhandle PBS advisory board meeting that was open and honest</p>	

10. COMMUNICATION POINTS	Forrester
Lyndy reviewed the items to be covered in her report.	
ACTION ITEMS Lyndy will send email.	Forrester

11. POSITION JUSTIFICATIONS	Cabinet
Tamara requested approval to hire an academic advisor to support transitioning technical students who would help align them to employment and create an exit plan for them. There are Perkins savings from the changes with Becky Burton and Susie Wheeler positions.	
ACTION ITEMS Cabinet approved.	

Russell noted that a tuition increase would be on the agenda at tonight's Board meeting. He and Steve met with the Board Finance Committee last week and they are recommending this increase. He provided a press release and talking points to Cabinet members and noted that the Student Government Association has endorsed the increase.