

# PRESIDENT'S CABINET MEETING

August 15, 2017

## MINUTES

### CALLED TO ORDER

9:08 am on 08/15/2017

### ADJOURNED

11:22 am on 08/15/2017

### MEMBERS PRESENT

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

### MEMBERS ABSENT

None

### OTHERS PRESENT

Joy Brenneman, Frank Sobey, Collin Witherspoon

### DISCUSSION:

1. DATA	Witherspoon Sobey
<p>Mr. Witherspoon presented data on core courses in reference to creating a master schedule. He looked at total enrollment removing dual credit and online with the goal of setting up locations on campus. He took the 3-year average for Spring enrollment and percentage of enrollment overall for the course. He only included general education core courses. Twelve core courses constitute 54% of all general education enrollment. 77% of general education enrollment comes from only 26 courses while there are 89 gen ed courses offered. The Master Course Task Force is looking at rolling out a master calendar in the Spring which focuses on these 26 courses. The courses will be spread throughout morning, afternoon, and evening classes to offer students the most options and determine what is needed in the future. Hybrid courses are effective and will be redesigned for some of the sciences. The task force set parameters and will meet with department chairs and other stakeholders to work out all details before sending on to Keith Gamblin, Room Scheduler. Work still needs to be done to help repeaters get out of the cycle. It was noted that A&amp;P will be going through course redesign this fall. There was some discussion about the gen ed courses at the end of the list as to whether some might be combined or number of offerings reduced.</p> <p>All courses will need to align with transfer schools and students should be encouraged to transfer as soon as they have everything they can take from AC. Ideally, building WT's schedule into our student planning module which delineates AC courses and WT courses would allow advisors to monitor students' course selections. There is a webpage for Destination WT available for students currently.</p> <p>Mr. Witherspoon demonstrated a FTIC data warehouse he created which includes approximately 400 students. He will distribute this list to faculty who are teaching these courses. This list identifies students who have a risk factor of 3, 4, or 5. Faculty will be able to find their students by name and risk level in each course and will be asked to be aware and know who these students are and be watchful of their attendance. It is not time-intensive. Both full-time and part-time faculty will receive training on this at the faculty meeting and will leave with a plan with emphasis on the first two weeks of class. Mr. Witherspoon will create a similar database to be used by advisors and department chairs.</p>	
<b>ACTION ITEMS</b> The task force will create a master schedule for top 26 courses; ready to go for Spring. Parameters include: <ul style="list-style-type: none"><li>• 8-week, high enrollment courses (excluding chemistry)</li></ul>	Sobey Austin Witherspoon

<ul style="list-style-type: none"> <li>Standardized delivery methods (hybrid-2 days/week, 1 hour and 15 minutes; traditional M-Th, 1 hour and 15 minutes). Allows evening student to take two courses per semester.</li> <li>Courses spread throughout morning, afternoon, evening;</li> <li>Evening courses remain at 5:30 pm</li> <li>More intentional course sequencing</li> <li>Fewer online course offerings</li> <li>Fewer Friday courses to allow faculty time for professional development and meetings</li> </ul> <p>Mr. Austin will work with WT to see what is possible for linking schedules and bring a report back to Cabinet.</p> <p>Mr. Sobey will ask the Curriculum Committee to audit all of AC's degree plans for alignment with WT by March 2018.</p> <p>Present the master calendar plan at Achieving the Dream next year.</p> <p>Mr. Witherspoon will finish up and present last year's 100 students video at this month's Board meeting. Next year's will track FTIC students and projects.</p>	
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<b>2. TEXTBOOK POLICY</b>	<b>Sobey</b>
Mr. Sobey and Mr. White have worked on updating the textbook policy addressing the conflict of interest arising from deriving profits from the sale of textbooks.	
<b>ACTION ITEMS</b> Mr. Sobey will take this proposed policy to Faculty Senate and bring back to Cabinet for approval.	Sobey

<b>3. NEW FACULTY LINES AND ENROLLMENT</b>	<b>Lowery-Hart</b>
Ten sections have been added to the new faculty lines. Biology lines were moved to speech because they were not filled. One biology line is still open and additional lines will be opened in the Spring.	
<b>ACTION ITEMS</b> None	

<b>4. GREAT COLLEGES REPORTS</b>	<b>Forrester</b>
Ms. Forrester reviewed the report which was covered at the previous cabinet meeting. She highlighted areas for improvement and celebration. Communication received the lowest rating and she recommends that leadership focus on that over the next year along with respect and appreciation which also received lower ratings. Across the board, pride in the job and institution received the highest rating and should be celebrated. Improving communication should result in high ratings in other areas as well. Overall, this is a positive and affirming result considering it was taken just one semester after some major changes.	
<b>ACTION ITEMS</b> Ms. Forrester will meet with her team to come up with action plans for this year. They will work to make employees more aware of the survey and expect higher participation next year. This could be presented at the first No Excuses core team meeting. Those attending will be asked for input on what to focus on and action items. They may help define what would build better communication.  Add to September Board meeting.	Forrester Brenneman

<b>5. ENROLLMENT UPDATE</b>	<b>Austin</b>
Enrollment today is at 8,700 students, up 7% over 3- year average. These are mostly new students, not dual credit. Dual credit enrollment is at 1,413 and still ahead of last year. Contact hours are up 1.79% and credit hours up 3.8%	
<b>ACTION ITEMS</b> None	
<b>6. BRAGGING ON EMPLOYEES</b>	<b>Cabinet</b>
Not covered	
<b>ACTION ITEMS</b> n/a	
<b>7. COMMUNICATION POINTS</b>	<b>Forrester</b>
Ms. Forrester reviewed the communication points from today.	
Dr. Lowery-Hart noted that obtaining approval from the boards of AISD, AEDC, AC, and AAF for the expansion of the ACE program is in process.	
<b>ACTION ITEMS</b> n/a	
<b>8. POSITION JUSTIFICATIONS</b>	<b>Cabinet</b>
None	
<b>ACTION ITEMS</b> n/a	
<b>9. OTHER DISCUSSION</b>	<b>Cabinet</b>
Ms. Forrester noted that Kelsey Shelton, EOD Coordinator, will run a report to see what has not yet been completed in Cornerstone and will do some tracking to insure everything is complete.	
<b>ACTION ITEMS</b> Send update later today.	Forrester