

PRESIDENT'S CABINET MEETING

August 30, 2016

MINUTES

CALLED TO ORDER

9:03 am on 08/30/2016

ADJOURNED

11:20 am on 08/30/2016

MEMBERS PRESENT

Bob Austin, Cara Crowley, Lyndy Forrester, Russell Lowery-Hart, Chris Hayes, Steve Smith, Deborah Vess, Mark White

MEMBERS ABSENT

OTHERS PRESENT

Joy Brenneman, Collin Witherspoon

DISCUSSION:

Steve noted that his office is proactive for the possibility that the State could request the return of funds in the future.

1. NO EXCUSES 2020 FOUNDATIONS OF EXCELLENCE REPORT

Vess

Dr. Vess shared a website where information for the No Excuses/Foundations of Excellence committees and reports may be viewed. Approximately 100 faculty and staff were involved in this project which includes nine dimensions and covers the First-Year Experience – anything that touches a student. Many good things are being done at the college but in many cases they are not being communicated sufficiently, linked together, or scaled to reach more students. The recommendations submitted by the committees were reviewed, linked to the strategic plan, and then entered into the strategic plan. The top five recommendations were selected.

Some of the findings and discussions included:

- Overlap in services to students and need for better for communication – ways of improvement were suggested
- There is a need to include adjuncts and part-time staff in a more efficient, effective manner
- Cabinet will need to determine how the divisions use this information
- AC is collecting lots of data but it is not being used effectively to support change
- DWFI rate is highest in FYS courses

Over the next year John Gardner and Betsy Barefoot will be helping implement some of the recommendations. Over all the process was beneficial and participants are most excited about learning and data report insights. There is a plan to use this data to improve communication and redesign New Student Orientation.

In each of the nine dimensions the committees used key performance indicators, surveys, information from the Gardner Institute, and focus groups to come up with a grade for that dimension. This grade was not so much an indicator of how bad but rather what still needs to be done.

Russell reviewed some of the recommendations and noted that some may have policy indications. He asked if they provide a definition of learning which needs to be defined in the report card. The diversity group findings were somewhat surprising and will tie in with Russell's Aspen assignment to compare our student body diversity with administrative and leadership diversity. The All-Students Dimension studied what we do for ALL students. One finding was that students in each class have different needs and bring different things to the classroom. Each class should be assessed for these needs and strengths.

The group formulated the following philosophy statement:

Amarillo College creates and fosters a meaningful, engaging and supportive educational experience, with clear pathways and opportunities, for first-year students (and beyond) to reach their full potential as successful learners who are personally and socially responsible.

This statement needs to be communicated to the college.

ACTION ITEMS

Will send the recommendations to cabinet

Vess

2. NO EXCUSES 2020 DATA

C. Witherspoon

Collin Witherspoon attended the cabinet meeting and will begin bringing in data points to be considered by Cabinet and used to make decisions. AC collects a significant amount of data but doesn't relate it in conversations for determining meaning and actions. We should:

- Compare data to other groups and don't just assume something is working a certain way
- Be specific in analyzing data
- Start with a data point; determine what might need to change
- Develop goals based on data and from an action plan with a timeline, then measure again
- Train faculty/staff to understand data; use the PLI groups to train leaders to develop high level goals and then empower employees to make decisions

Collin provided an example of a data point in Gateway drop rates and success rates where the success rate went up and the drop rate went down when comparing Spring 2015 to Spring 2016. He also noted that DevEd success rates are improved most likely due to eight-week courses, and time to completion of DevEd has been shortened. These successes are a result of the whole college, not just academics, helping our students.

As Collin works through the leadership report card he may put items on cabinet agenda for discussion. Some topics discussed were:

- Success rates of gateway courses in block sections
- Use of IPEDS data – AtD and Aspen both use this
- Employee engagement
- Completion – program specific student success data; program/course drop rates

Labor market discussion

- Do current programs lead to jobs?
- Look at market and create programs
- Look at stackable certificates leading to associates degrees
- Turn some courses into Level I completions
- Track marketable skills certificates and receive credit for those
- Working with TWC to build a crosswalk; need to work with AISD on technical certificates

Learning Discussion

- What are we measuring, how are we measuring?
- Deborah will pull key performance indicators from FOE and send metrics to Collin
- Use CCSSE and look at program goals and outcomes

Equity Discussion

- Stay with No Excuses 2020 tracking plan and add in completion information broken down demographically
- Add socio-economic status – need to determine how to get this data as it goes beyond ethnicity (is it possible to get free and reduced lunch data from AISD?)
- Add age groups
- Look at defining economically at risk through predictive modeling but will need to define it first

- Use TWC and TANIFF to determine what is a living wage for our students, then strive to provide training for jobs that pay more than that for our students.

Amarillo College is on the front end of a national conversation on low socio-economic students which will be a conversation over the next five years. We will be a national voice on this issue.

As of yesterday – full-time students were at 40%.

ACTION ITEMS

Cabinet will begin to have weekly discussions on data points
 Collin will talk at Leadership Training on Thursday
 Russell will ask Dana West about sharing information regarding free and reduced lunch with Amarillo College and asked Cabinet to give him talking points
 Note: The TG grant is a first step in the process to get AISD counselors and teachers trained on what AC does at the East Campus

Collin
 Russell
 Cabinet

3. GENERAL ASSEMBLY

Lowery-Hart

Communicate that the school will close at 11:30 – email to be sent out by College Relations and will include a print out to put on doors
 Check in – IT has it covered
 Food – catered by Marconi Joe’s, Italian food
 Dessert – anyone can bring a dessert and enter it into the contest for prizes
 Program – is getting close to being final, Chris will send out agenda for speakers
 No one will be sitting on the stage
 Mark will invite AC Foundation Board and NLNE Executive Committee
 Regents and Cabinet will sit at separate tables; Cara and Joy will provide place cards for the tables
 The Innovation Challenge has been simplified this year, and it will be announced that there will be a prizes for first, second and third places
 Some member of the Coordinating Board will be attending to announce that AC is receiving a \$904,000 grant

ACTION ITEMS

As listed above

4. PART V – STRATEGIC PLAN: FUNDRAISING

White

Mark has sent an email to Cabinet that will be shared with their deans and directors. The email asks for a list of funding priorities – projects, equipment, faculty, staff, etc. Cabinet members are then to bring prioritized lists back to the Cabinet. Submissions must tie to the Strategic Plan. These may include new projects or improvement of things already in existence. Cabinet will meet to review the lists, create a super list, and determine where to start.

ACTION ITEMS

Need lists by September 30
 Determine date in October for cabinet to meet and create the super list
 Mark will enhance email and resend to cabinet to then send to their deans and directors
 Mark is available to talk to people if they need clarification
 Mark will cover this briefly at General Assembly

Mark

5. ENROLLMENT UPDATE

Austin

Bob sent an email to Cabinet prior to the meeting which reflected this information on enrollment:

- Unduplicated headcount (9,746) – up 2.59%
- Contact Hours up 2.86%
- Credit Hours up 3.36%
- Fall 2016 unduplicated headcount versus three-year average (10,094) – down 3.4%

<ul style="list-style-type: none"> Dual credit enrollment was ahead of Fall 2015 by about 250 students; currently at 1,961 students and expect more than 2,200 dual credit enrollments this semester 	
ACTION ITEMS	
None	

6. BRAGGING ON EMPLOYEES	Cabinet
<p>Lyndy – Ina Fiel and Sarah Bruce have worked tirelessly on Cornerstone Steve’s group working on income – Olga Kleffman, Sharon Doggett, Aida Aldape, Jamie Moore Chris – Panhandle PBS is doing their own pledge drive and telling their story in one hour – Lynne Groom (Chris will see if this could be broadcast over a lunch hour or create a link where others could watch it later) Deborah – 30 faculty shared creative approaches to teaching</p>	
ACTION ITEMS	
None	

7. COMMUNICATION POINTS	Forrester
<p>Budget includes additional contingency in case state requires more in addition to the 4% already requested FOE project and committee recommendations Collin attended to talk about using data to make decisions and will speak at Leadership Training Share the good data Collin provided today Mark’s request for funding needs General Assembly – clarify dessert contest; Innovation Challenge</p>	
ACTION ITEMS	Forrester
Email to be sent	

8. POSITION JUSTIFICATIONS	Cabinet
None	
ACTION ITEMS	

Note: We have complied with the new 911 law to make 911 accessible without first getting an outside line.