

**VPAA Council  
Minutes  
September 7, 2016  
Library 204, 1:30 pm**

**Members Present:** Deborah Vess, Becky Burton, Heather Voran, Emily Gilbert, Frank Sobey, Vicky Taylor-Gore, Tamara Clunis, Mark Rowh, Kim Crowley, Toni Gray, Daniel Esquivel, Renee Vincent and Megan Eikner

**I. Minutes Approval**

Minutes will be emailed for review and approved at next meeting.

**II. Perkins Update: Susie Wheeler (with handouts)**

Susie presented the Perkins Core Indicators report. Appreciation was extended to all for their efforts in expanding the non-traditional student numbers. Q and A followed.

**III. Advancement Plan: Mark White**

Mark White has been raising funds for the college and is embarking in December on a fund raiser.

- Deans are to prepare a list of items they would like to pursue and discuss them together.
- At the next meeting, have your list ready to be reviewed.
- These items have to align with the strategic plan.
- Items can be for high ticket equipment, staffing, or a new program (need assessment) that needs funding.

**IV. DOE commendation**

Dr. Tamara Clunis and the Dev. Ed. Department have received a commendation on the approach they take to helping students. This is a very prestigious award.

Dr. Clunis: The way we have been able to connect adult student education and Dev. Ed. Students and the way we are trying to get them into college program has been a team effort which includes, Kim, Mark, and Megan. It has been difficult, but to see Amarillo College as one of the four institutions in the mix is wonderful.

## **V. Advisory Board meetings**

- All advisory boards need to meet regularly.  
How are we using those meetings? Deans are urged to use the expertise of the Advisory Boards and not simply use the time to list the latest accomplishments of the program. Have activities where they can tell us what needs to be brought to the table.

### **Discussion followed:**

- Recommendations from Advisory Boards have to be approved by the Curriculum Committee. Sometimes the recommendations cannot be followed due to ACGM, WECM or THECB rulings.
- Deans are to review the Advisory Board meeting agendas before they meet. Also, Dr. Vess would like to see the agendas.

## **VI. Scheduling issues and FWAs related to branch campuses**

Most of the Deans have had their meetings with Dr. Vess to review their FWAs. Deans need to be managing the loads that are out of sync with the Handbook and/or accreditation issues.

- Only when there are special issues or overloads over 21 hours does Dr. Vess need to see the faculty load report (FWLR). At this point, we need to be aware of the SACS 5<sup>th</sup> year report due date, which is soon.
- Deans should manage this process directly. It is not necessary for Dr. Vess to meet with the chairs along with the deans.
- It is encouraged to have a narrative and/or chart summary for the department or division and formulas as to how loads are calculated to include special assignments and exceptions. The nursing division was cited as an example of how to prepare a quick, concise, and clear summary.

## **VII. Branch Campuses FWA responsibilities and how they were established:**

Renee Vincent: There was a committee that established a document that we operate from. The campuses enter the loads from their budget, as the faculty work for multiple locations and departments. The Branch Campuses use this information to see what the faculty load is.

If there are any issues how the faculty are loaded, then they touch base with the Department Chairs. The Branch Campuses schedule their classes so that there are no conflicts for students.

Discussion followed.

- Dr. Vess: Branch campuses may load, but the Deans and CEDs need to review the loads and meet/discuss any loads in question.
- Faculty are still questioning 8 week sessions pay system.
- Dr. Vess urged the team to consider further possible solutions to the issue of the 2<sup>nd</sup> 8 week pay solution.

#### **VIII. SACS issues:**

- i. Dual Credit Statement from SACS
  - ii. 5th year interim report
  - iii. Updates on assessment submissions
- SACS meetings start tomorrow for about 1 ½ hours each. Training will be provided as to how to respond to a SACS narrative.
  - Steering committee will work for a common voice.
  - The report will be produced a year ahead of time, to be reviewed by cabinet and a seasoned SACS reviewer before it will be submitted.

#### **ASSESSMENT CHART:**

Deans were urged to complete their program and gen ed assessments.

#### **DUAL CREDIT**

- Dr. Wheelan's letter was reviewed (handout.)
- Everyone is to read the letter and determine where their areas are out of compliance.
- Substantive Changes are in good shape at this time.
- Transferability: We get calls from colleges out of State. If the class is taught at a high school by a high school teacher.

#### **IX. General Assembly**

Important for all to attend. If you cannot attend, you need to notify Dr. Lowery-Hart.

#### **X. Concerns, Announcement, and Updates**

- Financial Aid issues. Now able opt out of required supplies? Or Fees?
- Title IV, waiting for program to be implemented before approval for financial aid?
- 15 vs. 16 credit rule for financial aid?
- TSI score is required to apply and participate with Dr. Clunis' Level 1 Award.

- Retention alert, scanners in the classroom are not always being used by part-time faculty or they need guidelines. The data is being reviewed.
  - Some faculty think the alert comes from Dr. Vess, but it is an automated system. Faculty don't need to reply to Dr. Vess.

Discussion followed.

We will start sending out a call for Agenda items.

Adjourned at 4:00 pm