

**Dean's Council  
October 6, 2010  
Minutes**

**Members Present:** Russell Lowery-Hart, Joy Brenneman, Bill Crawford, Daniel Esquivel, Shawn Fouts, Patsy Lemaster, Carol Moore and Renee Vincent

**Members Absent:** Jerry Moller, Lou Ann Seabourn

**Others Present:**

**Faculty Roster for SACS and H.B. 2504**

It is the responsibility of the Deans and Executive Directors to ensure that all faculty are in compliance with SACS and H.B. 2504 requirements.

Faculty rosters and syllabi are required by every faculty member and must be updated every semester.

Patsy indicated "go to" people will be identified within each division. "Train the trainers" sessions for those people will be offered through Professional Development to learn the process and train faculty in each department/division.

Delton and Jon are developing databases for the curriculum vita.

All information must be updated and live by the end of the Fall semester.

**Coordinating Board Licensure Report**

The Coordinating Board sent out an announcement asking for licensure pass rates for students in career and technical programs. Delton indicated he had coordinated this request in the past and will begin gathering data to meet the November 22 deadline.

**Dean Titles**

Human Resources verified that Bill Crawford and Jerry Moller are listed officially as Dean and the title of Division Chair is no longer attached.

### **Faculty Years of Service**

A question has arisen whether years of service completed as a Temporary Faculty Assignment is counted toward years of service as a Probationary Faculty.

There is no clearly defined process to apply the years of service. It is further complicated when a faculty moves between departments.

A recommendation was made to send the issue to the Faculty Handbook Committee to determine:

- Process of moving from temporary to probationary
- How years of temporary service are applied to probationary assignment

### **“Connecting the Dots” Tech Prep Event**

The event will be held October 29, 9:00am to 3:00pm on the East Campus to develop relationships between high school counselors in the Region XVI service area and technical programs housed on the East Campus.

There is also an Allied Health/Nursing Counselor Roundtable scheduled November 3, 11:00am to 2:00pm.

### **PET Forms and Program Review**

Dean’s Council members discussed the PET form and Program Review processes.

### **Faculty Travel Process**

Members were asked to bring a list of travel requests for faculty in their areas. Shawn indicated Kim Hays must attend re-certification for non-destructive testing. Jerry anticipates having requests in the future, but none have been submitted yet.

The deans will disseminate the information to faculty in their division regarding the availability of faculty travel funds.

### **Questions for President’s Cabinet**

At the next Dean’s Council meeting, members are asked to address the following questions for their divisions:

1. What should AC do to improve the perception/reality that employee efforts and opinions/ideas matter?

2. What recognitions for outstanding work would make you feel appreciated?
3. What should be done to encourage employees to take risks in trying new things even though the risk might not work?
4. What should be done to reduce the disrespectful and rude behaviors?
5. What should be done to improve communication across divisions?

### **Events for Russell's Attendance**

Russell asked each Council member to identify events in their areas he should attend. He asked them to contact Joy in order to get the events on his calendar. Several events have already been emailed to Russell. The requests will be sent to Joy to add to Russell's calendar.

### **New Business**

Mark Taylor will speak Tuesday, November 30 to kickoff QEP and Student Preparedness.

Amarillo College Teaching Seminar (ACTS) has been approved for Summer 2011.

Adjourned at 3:30.