

**Dean's Council
September 22, 2010
Minutes**

Members Present: Russell Lowery-Hart, Joy Brenneman, Bill Crawford, Daniel Esquivel, Shawn Fouts, Patsy Lemaster, Jerry Moller, Carol Moore, Lou Ann Seabourn and Renee Vincent

Members Absent:

Others Present:

Faculty Travel Process

A "Faculty Travel Request" form is now available on the website under Forms and Policies.

The funds available for the 2010-11 academic year are approximately \$26,000.

The Council determined the funds should be used for institutionally required travel. Some travel is covered by Perkins funds.

Russell asked Council members to bring a list of travel requests within each department to the next meeting and the Council will prioritize the requests.

Dual Credit Compensation

Jerry and Shawn plan to meet with department chairs to determine a process to compensate dual credit faculty equitably across campus. Lou Ann asked to be included in the meetings.

Faculty Senate Survey/ Organizational Effectiveness Survey

The President's Cabinet hope is that administration can be seen as responsive regarding perception relevant to each division and then college-wide. In addition, they hope each division might identify some things within the division that could be done to help AC improve. Five questions were identified based on the areas for improvement listed in the Organizational Effectiveness Survey and Faculty Senate Survey.

The 5 questions are:

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?

Responses to questions need to be brought to the Council by the last Dean's Council meeting in October and Russell will take the information to Cabinet in November.

The results of both surveys will be distributed across campus soon.

Datatel Survey

Datatel has a group on campus this week meeting with AC staff and identifying the technological needs of the institution as they relate to Datatel. A Datatel survey was sent electronically to Council members; they were asked to review the survey and submit responses to Russell.

Exceptions to Curriculum Process

Currently the Exception to Curriculum form requires signatures of the department chair, division chair and vice president. There is no signature requirement for deans or campus directors. After discussion, Council members determined the form should include the following signatures:

Department Chair/Division Chair
Branch Campus Director *optional*
Dean
Vice President of Academic Affairs

Course Development Compensation

Council members discussed the process for compensation of online course development.

Full-time to Part-time Faculty Certification

Full-time faculty that separate from full-time service to Amarillo College and continue to teach part-time are currently being moved from the "Board-Appointed Personnel and Part-Time Faculty Compensation with Certification" compensation

table to the “Teaching Compensation for Part-Time Faculty without Certification” resulting in decreased compensation per load hour.

Council members suggested that qualifying faculty members be given an assessment regarding the contents of the Part-Time Faculty Certification training to certify them.

Lou Ann and Carol will meet to develop a certification process.

CE/Academic Alignment

Russell and Damaris have had several meetings with individuals from both the academic and continuing education arenas to develop processes to link academic and CE courses. The process is bringing to light inconsistencies in processes in both areas. A task force will be formed by the end of the semester to identify and assess the needs to accomplish the linking of academic and CE courses.

New Business

Crawford questioned whether the Vice President’s Council would be disbanded or re-purposed and continue to meet. The Council agreed it should be disbanded. In the future, the Dean’s Council minutes will be distributed to all division chairs as well as the Dean’s Council.

The deans currently carry the title of division chair as well as dean. Members discussed whether the division chair title should be dropped and if so, what is the process.

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.

Shawn is developing an accountability tool to identify advisory boards and centralize their tracking.

Adjourned at 3:40.