

**Dean's Council  
July 21, 2010  
Minutes**

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

**Members Absent:** Lou Ann Seabourn

**Others Present:** Lee Colaw, Bruce Cotgreave, Damaris Schlong

**Bruce Cotgreave**

Shawn Fouts expressed the desire for Bruce to be involved with and notify the Dean's Council of upcoming renovation activities on each campus.

West Campus is going well. Jones Hall doesn't yet have computer and phone equipment available. The building should be available for faculty to move in soon. Dental equipment is already installed and physical plant has begun to move hospital beds into the 4<sup>th</sup> floor.

Warren Hall should be available August 4. Russell asked that department chairs be allowed to complete an official walk-through prior to release of the building for move in. Cotgreave agreed.

\$1.3 million dedicated for the renovation of the Lynn Library. An internal committee is planned to work with an external consultant to develop a plan for the library.

Parcels renovation will begin in Fall 2010. Physical Plant will begin work with contractors on August 1, 2010 and close the employee parking lot. The lot will be closed for approximately 2 years. August 16, 2010 will begin an asbestos abatement process.

Contractors are currently working in the Biology Building.

Conduit is being installed to run copper and fiber throughout the Washington Street campus.

Esquivel asked to schedule a time for Cotgreave to come to Hereford and assess the facilities. Cotgreave suggested a meeting be scheduled in September.

## **Damaris Schlong**

The West Campus parking lot renovation pushed the weekend motorcycle program to the Polk Street Campus. The program will move back to West Campus by Fall 2010. A week-day motorcycle class was added in order to accommodate several area ministers interested in the class. Continuing Education is interested in the motorcycle training program moving to East Campus.

There have been instances of the Amarillo Police Department circumventing the Criminal Justice Programs in setting up training on the East Campus.

Schlong indicated there have been growing partnerships between the academic areas towards creating linked classes. Streamlining of the paperwork would increase the support of linking academic classes to continuing education classes.

Instructions have been created to create customizable CE Pivot Tables.

Five training sessions are being scheduled for School Violence Prevention Training for entire campus.

## **Lee Colaw**

Overview:

IT is working with the Truck Driving program to develop the ability to create electronic logs.

Many East Campus buildings will have unfinished ceilings until after school starts.

Community Link is being added to the college-wide communication systems.

Jones Hall dental hygiene areas are almost completely wired.

SIM Center will be installed next week.

Criminal Justice Academy room will be upgraded to a smart room before Fall 2010.

The gym and child care center should be wireless soon.

Biology will be a transitional classroom building for 2 years and will be renovated after completion of Business and Parcels.

Library should be wireless by Fall 2010.

Administrative Committee for Technology (ACT) will undergo changes in the fall.

Student email will be moved to a different environment in January 2011.

Computer replacement schedule – computers will not be purchased until September and will be installed in October.

Upgrades will be made in the telephone system in the upcoming academic year.

Smart technology training for the classroom will be available the Friday before classes start and the first week of school. Professional Development is working to development electronic resources and instruction manuals for operation of the equipment in the Smart Classrooms.

### **First Week Activities**

The proposed First Week Activities were taken to the President's Cabinet and approved. Session titles and speakers have yet to be finalized. The reception scheduled on Wednesday at 4:30 will be to honor Jerry Moller for his leadership as Acting Vice President.

### **Identify VP Council Purpose**

The VP Council has been a forum for distributing information. Members feel like the information is redundant.

It was suggested that the VP Council should change and be enlarged to include department chairs and program coordinators as well as division chairs, and combine the VP Council with the Faculty Supervisors Council.

It was suggested that an "in-service day" be added into the Master Calendar to allow all faculty to attend a mandatory meeting.

### **Faculty Supervisors Council**

Lemaster suggested that the Faculty Supervisors Council be combined with the VP Council.

### **HR Request for "List of Departments"**

Human resources sent an email to the Academic Deans to determine the reporting structure for each of their areas.

Colaw asked the Council to support the policies of Human Resources in submitting 310's for faculty who are not actively teaching at Amarillo College. Council members indicated a need for clarification between termination and deactivation in order to avoid forcing adjunct faculty to re-apply and provide documentation each time they are asked to teach a class.

### **Academic Priorities/Goals**

Russell asked each member of the Council to identify what the priorities and goals should be for Academic Affairs and bring them to the next Dean's Council meeting.

Adjourned at 4:00.