

**Dean's Council
September 1, 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: Terry Berg, Theresa Rider

Budget Amendment Signature Processes

Theresa Rider and Terry Berg distributed a chart developed during the interim VP process to identify all Business Office paperwork (310's, requisitions, travel authorizations, etc.) and the appropriate approval processes. The chart will be updated to reflect current reporting structure and distributed to Council members.

General Compensation in Academic Affairs

The Compensation Task Force will meet for the first time on Friday, September 3, 2010. Two sub-committees will be assigned to review faculty summer compensation and department chair re-assignment. The Task Force will meet throughout the fall semester and should present recommendations before the end of the term.

Exceptions to Curriculum/Program Requirements

Moore reminded Council members that some program managers repeatedly submit course substitution requests for courses within their program. During the upcoming year those program managers will be encouraged to update their curriculum in order to reduce the number of course substitutions.

Advisory Boards

There is currently no standard process to select program advisory board members and expectations of the members vary by program. As per Strategic Plan recommendations, Shawn Fouts will provide leadership and address the institutional needs relating to advisory boards.

List of Standardized Reports Used by Council Members

Members were asked to bring a list of standard reports and data points that are used to make decisions. Data needs to be disseminated beyond the dean/division level.

Some necessary data include:

- Completers (degrees, certificates and reverse transfer)
- Instructional delivery comparison
 - Online, dual credit, hybrid
 - Contact hours
 - Enrollments
 - Retentions
 - Grade distribution
 - Demographics
 - First generation
 - Economic
- Summary of student evaluations (HB 2504, Class Climate)
- Faculty Load Analysis
- FWA
- Retention
 - Fall to Spring
 - Fall to Fall
 - High risk courses success rates and retention
 - Developmental ed enrollments and success

List of Questions for Bruce Cotgreave

A consultant will be on campus in September to assess the renovation/construction needs outside the bond restrictions and determine priorities.

Russell collected questions submitted for Bruce Cotgreave and will compile them.

Faculty Travel Process

Faculty travel funds are now in the Vice President's budget. A process needs to be implemented to distribute the funds.

Accreditation contingency is used for site visits and accreditation fees, not travel by AC staff related to accreditation.

Is travel for professional development or unfunded institutional travel? The discussion will be tabled until the next meeting.

Once the process is approved, the form used by the Classified and Administrators travel fund will be modified and used for "Faculty Travel Request".

Faculty Awards/Rewards

Faculty Senate are concerned the only awards available to faculty are the John F. Mead award and the Piper Professor. Faculty Senate was asked to make recommendations on meaningful ways to recognize faculty.

Faculty Senate Priorities

A copy of Faculty Senate priorities was distributed to the Council.

Assessment Audit

Kara Larkan-Skinner will be conducting assessment audits with department heads. The appointments will be scheduled soon.

Opening Week Activities

The changes implemented during the first week activities were very successful and received positive feedback.

Theme

Academic Affairs and Student Services are partnering to embrace a common theme each year. The theme will provide unity between the events associated with the common reader, the distinguished lecture and the creative mind series.

Honors Program

The Honors Program is expanding and will develop Tier 1 and Tier 2 levels. The expansion of the Honors Program should improve student success rates and program completion as well as establish AC as a quality educational institution.

CE/Academic Alignment

Russell has had several meetings with employees from the CE area regarding the alignment of academic and CE courses. A task force will be implemented soon to review the capabilities within Datatel.

New Business

Renee and Daniel expressed the desire to schedule meetings with Russell to discuss needs of the branch campuses.

Increased enrollment in Hereford has stressed the resources for required equipment needed by instructors. Shawn and Lou Ann suggested the possibility of access to equipment removed from the prison programs.

20 Amarillo College faculty have enrolled in the ENMU online certification program.

Adjourned at 4:20.