

**Dean's Council**  
**May 1, 2013**  
**Minutes**

**Members Present:** Joy Brenneman, Tamara Clunis (via conference call), Kim Davis, Daniel Esquivel, Russell Lowery-Hart, Patsy Lemaster, Jerry Moller, Mark Rowh, Renee Vincent

**Members Absent:** Carol Moore, Lyndy Wilkinson

**Others Present:** Lynn Thornton, Brenda Waren

**I-9 Forms** (Lynn & Brenda)

I-9 forms expired last August, but the new form is just now being implemented. We are required to begin using the new form by May 7th. Fines may be levied for every error in a form which may range from \$110 - \$1100 per violation to prison time. All I-9 forms will be done in HR, including part-time and student help, with the exception of part-time staff in Hereford and Moore County. The form should be filled out no more than a week prior to start date and no later than start date. 310's must now list exact start date. As long as there is not a break in service, employees will not have to do another one. Summer does not count as a break in service.

**Standardized Form for Department Chairs** (Faculty Performance Review)

No standardized form exists right now for department chair use when evaluating faculty. Faculty Evaluation Committee has recommended that Department Chairs use a standardized form aligned with the new faculty evaluation instrument. Next year all faculty will be using the new format and the Faculty Evaluation Committee will be charged with developing a form for use by department chairs.

**Student Success Data**

Russell presented a Power Point. We have established our baseline. The numbers aren't good. We have interventions targeted to these areas, but these alone won't improve outcomes. Deans can be instrumental in raising awareness among their faculty and staff.

- Definition of cohorts
  - 2011 – students who started in 2008 and should complete by 2011
  - 2012 – students who started in 2009 and should complete by 2012
  - First time, full time students
- Interventions appear to have great promise, especially course redesign and tutoring

- Need college-wide buy in and awareness. Everyone needs to be the “right person”.

### **Instructional Data Specialists**

Topics raised during an Instructional Data Specialists meeting last week, with some Department Chairs attending, included:

- Data Specialists want critical reading training in the fall when faculty return
- Our students face life issues – we need data to back this up; they discussed ways to collect data and how to collect information departmentally for their students – not institutionally
- Determine key issues for students by using data
- Need to develop a clear charge for Deans to give to their Department Chairs, then give them that charge and the support they need
- Gather data that will allow us to get the services students need; will help us move some of these things forward
- Confusion regarding what is involved in developing relationships with students; may need to develop some theory/training. Define what those relationships should look like
- Russell will schedule a meeting with Department Chairs and Deans Council in late July to discuss these issues. Divisional advisors should be included in this meeting.

### **Faculty Excellence Awards**

Today is the deadline for submission. Sixteen have been received so far. Deans are encouraged to look within their divisions for additional faculty in their areas who should be nominated. Nominations from the Deans will be accepted after the deadline. Nominations should be brought to next meeting and Deans will choose the recipients this year. Subsequently, winners will be involved in the process next year.

### **Budgets**

Everyone has turned in lower budgets with cuts in supplies and travel. The only new positions approved are those covered by increased revenue. Each cabinet member has had individual meetings with Dr. Matney with another expected. He is looking at historical data. Additional cuts may be coming. There are more unknowns than in the past. Faculty Senate made a data driven presentation that showed AC is 49<sup>th</sup> out of 50 in part-time pay. That will likely be increased slightly.

## **Grant Opportunity**

We have an opportunity for a grant called The USA Funds. It is a 3-year grant in the amount of \$800,000 which focuses on technical programs, integrating technology and then using that technology to evaluate competency--based outcomes.

## **Deans Council Member Reports**

- Academic Success
- Arts & Sciences
- Center for Teaching and Learning
  - Patsy handed out a list of all Summer Two Courses so Deans can check to make sure faculty have gotten these courses in Blackboard. She also handed out a list of the faculty who have gone through Blackboard training. Creating a “nuts and bolts” class for those faculty who just want the basics.
- Continuing Education
- Health Sciences
- Hereford Campus
- Moore County Campus
- Technical Education

Adjourned at 3:30