

PRESIDENT'S CABINET MEETING

July 1, 2008

MINUTES

MEMBERS PRESENT:

Bob Austin, Terry Berg, Laura Grandgenett, Paul Matney, Danita McAnally, and Damaris Schlong

MEMBER ABSENT:

Steven Jones and Ellen Green

OTHERS PRESENT:

LuLu Cowan and Brenda Sadler

Berg reported that on July 25 we should have the tax values from PRAD and be able to get a handle on what the tax revenue will be.

INTRODUCTION OF LULU COWAN – Matney introduced LuLu Cowan who officially began her new position today as Special Assistant to the President. This is a full-time, ten month position. She will report directly to the President; her phone number is 5108 and will be forwarded to the President's Office main line when she is out of the office. LuLu will represent AC on the Clinical Simulation Project and will serve on the Panhandle Twenty/20 Committee among other community committees.

FIRST WEEK ACTIVITIES – Matney distributed the latest draft of the First Week Activities Agenda. The SACS visitors want to meet with the Board Chair while they are here on August 21 or 22. The SACS visitors will meet with the Cabinet on Thursday, August 21 from 8:30 -9:45. On August 18, noon, there will be a special meeting to visit with the Marketing Committee. Further modifications of the agenda will be made and brought back to Cabinet for approval.

ONLINE AND HYBRID ENROLLMENT TRENDS VS. TRADITIONAL – McAnally distributed a page showing traditional, web/online, and hybrid courses offered in summer and enrollments for each. She also distributed a sheet with definitions of hybrid classes from other colleges. The online classes which made during summer sessions show a higher percentage of students each year since 2006. As of June 23, there were 381 total summer classes with headcount; 86 were online classes with 2082 students; 69 hybrid with 1239 students; and 226 other classes with 2804 students.

As an institution we need to get comfortable with which classes we label as hybrid. Discussion regarding hybrid definitions followed. Hybrid is the name commonly used nationwide to describe courses that combine face-to-face classroom instruction with computer-based learning. However, there needs to be a ratio of 40% or more of face-to-face time or online for a course to be considered hybrid. Hybrid and online courses will need to be promoted further to prospective students.

EMERGENCY RESPONSE MANUAL – The last time the Emergency Response Manual was discussed at a Cabinet meeting it was decided that members would review and let Green know of any changes, but the manual still lacks Cabinet approval. The Emergency Response Manual has been designed to provide comprehensive emergency management polices and procedures for

Amarillo College administrators to follow in the event of campus emergencies. All proposed changes to the procedures described must be submitted to the Crisis Management Committee for review; all changes recommended by the committee must be submitted in writing to the President or his designee for approval. The College Police phone number will be changed to 371-5911. The Emergency Manager position will post soon; that person will report directly to Lynn Thornton; he/she will have an office in the Library basement. Grandgenett made a motion to approve the Amarillo College Emergency Response Manual pending verification of the new Police phone number and the decision of ID badges; Schlong seconded. The motion carried. Crisis Management training for Police, Cabinet and other critical personnel will take place on July 9 and 10.

ADMINISTRATIVE/STAFF UPDATES –

- ◆ Dr. Jeanette Embrey was hired to replace Kim Crowley as Associate Director of Center for Continuing Healthcare Education and will begin July 17.
- ◆ Dr. Shawn Fouts joins the Workforce Development Division as Corporate Development Consultant; replacing LuLu Cowan but with a new collaborative focus on corporate development. He will begin August 1.
- ◆ Melissa Wilson was promoted to Director of Testing Services; Jason Norman, was promoted to Associate Director, Advising.
- ◆ Matney reported on future faculty replacements due partially to retirements and reorganizations.
- ◆ The Grants Compliance Officer should be hired soon.

MISCELLANEOUS –

Cabinet members were asked to email reminder notes to Cabinet member Groupwise and their assistants when planning to be away from the College.

Tommy de Jesus and Corey Willis from IT will conduct an upgrade to the management system; this should make for a smooth transition.

The Computer Replacement Taskforce continues to check inventory; labs will be checked for their use and needs now and in the future. The timeframe and assessment should be completed by the end of July for the first phase of replacement computers and equipment.

Next meeting: July 15, 2008
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