

**SPECIAL  
PRESIDENT'S CABINET MEETING  
April 9, 2009  
MINUTES**

**MEMBERS PRESENT:**

Bob Austin, Terry Berg, Ellen Green, Paul Matney, Danita McAnally, Jerry Moller, and Damaris Schlong

**MEMBER ABSENT:**

Laura Grandgenett

**OTHERS PRESENT:**

Brenda Sadler

Dr. Matney, Acting President, began the meeting by expressing the challenges and dilemma Amarillo College faces in tracking online degree and certificate programs when 50% or more become available. AC's online degrees and certificates have created a need for AC to submit a substantive change prospectus for distance learning. In addition, AC is offering 50% or more of at least one degree or certificate program at two high schools in our area, Amarillo High School and Randall High School. Therefore, a substantive change prospectus must be filed for these high schools.

These two prospectuses must be submitted by April 15, 2009. The Commission will meet in mid-June. The Commission will determine whether the prospectuses fulfill AC's requirements, whether AC must submit monitoring report(s), or whether AC will be placed on negative action.

During this past year, AC has had four SACS procedures to contend with: 1.) Fifth-Year Review; 2.) SACS visit to our Hereford Campus; 3) Distance Learning Substantive Change, and 4.) all substantive changes since the last reaffirmation. A substantive change is a significant modification of the nature and scope of an accredited institution. Notification must come from the institution's CEO/President to the President of the Commission summarizing the proposed change, providing the intended implementation date, and location, if the change involves an off-campus site.

There was discussion on implementing a monitoring system and/or process to prevent AC from future unreported substantive changes. The Commission is interested in the outcomes of such a system and/or process which will prove that AC is avoiding late notification of substantive changes. As a College, we will proceed with a plan. This plan will be given a high priority and we will commit the resources necessary.

There was discussion regarding the reporting of various types of substantive changes. Danita McAnally submitted a proposed *Process to Avoid Future Late Substantive Changes*. The following are examples from that proposed process:

- Initiating coursework or programs at a more advanced level than currently approved – 12 months prior notice to SACS COC. If the Texas Legislature includes AC among the community colleges offering courses beyond an associate's degree (3 year + 1 year degree) a notice must be submitted to SACS COC. It is anticipated that a request for a prospectus would be made and the change must wait for approval from SACS COC.
- Expanding at current degree level (significant departure from current programs) – 6 months prior

notice to SACS COC. All proposals to the Academic Affairs Committee will require the completion of the Curriculum Revision form. Any approval by the Academic Affairs of a new discipline program will serve as a flag for notification to be sent to SACS COC.

- Initiating programs/courses offered through contractual agreement or consortium – requires notification to SACS COC prior to implementation.
- Altering significantly the educational mission of the institution – 6 months prior notice to SACS COC. Expanding AC to a 3 year + 1 year degree offering institution or changing its delivery will require notification, prospectus, and approval from SACS COC.
- Relocating a campus – requires notification to SACS COC prior to implementation. This includes any branch campus and off-campus site; it must be approved by the Board of Regents as well.
- Altering significantly the length of a program – 6 months prior notice to SACS COC. Any change in number of credit or contact hours with the program will require prior notification to SACS COC. It will require notification, prospectus, and approval from SACS COC.
- Initiating degree completion programs – 6 months prior notice to SACS COC, prospectus, and approval from SACS COC. Offering credit for experience or roll-over of credit hours into a degree program for fast-track purposes will require notification to SACS COC.
- Closing an institution/program; initiating teach-out agreements – 6 months prior notice, prospectus, and approval from SACS COC. Faculty and students must be advised in advance; Academic Affairs must approve, and the Board of Regents must agree and then notice must be submitted to SACS COC.

It was agreed that Amarillo College will make an institutional commitment to begin a process which meets the deadlines and requirements for each substantive change line item as indicated in the proposed process. In addition, AC will commit to educating employees across the institution of the SACS COC substantive change requirements and will offer appropriate training. It was agreed that today's meetings of the President's Cabinet and Academic Affairs Committee are the beginning of the fulfillment of this commitment.

Mrs. Schlong made the motion that we accept the proposed process with the exception of changing each use of the word "database" to "technology supported reporting solution." It was also agreed that the process be submitted prior to the deadline. Mrs. Green seconded the motion. Motion carried unanimously.

Dr. Matney reported that he met with the Faculty Senate Survey Committee yesterday. He will distribute copies of the summary to Cabinet members and asked that they peruse and bring any discussion items regarding the survey to the next President's Cabinet meeting.

Respectfully submitted by:

Brenda Sadler