

**PRESIDENT'S CABINET MEETING**  
**July 20, 2010**  
**MINUTES**

**MEMBERS PRESENT:**

Bob Austin, Lee M. Colaw, Ellen Robertson Green, Russell Lowery-Hart, Paul Matney, Danita McAnally, and Damaris Schlong

**MEMBER ABSENT:**

Terry Berg

**OTHERS PRESENT:**

Joy Brenneman, Jerry Moller, and Brenda Sadler

**Core Values: Integrity + Innovation + Teamwork = SUCCESS**

**Action:**

**QEP TEAM MEMBERS** – There will be 12 voting members and two ex-officio members of the QEP team to meet SACSCOC principles. Recommendations for the two ex-officio members were Lilia Escajeda, Board member; and Bob Austin, Cabinet member. Matney will send out a memo reflecting this committee's membership. Members will include: Lana Jackson, Judith Carter, Joe Wyatt, Jan Martin, Matt Goodman, Bob Mathews, Kaki Hoover, Jennifer Barrett, Charlotte Robles, Megan Eikner, Aimee Martin, and Jill Gibson.

Lowery-Hart moved to accept the committee member recommendations; Schlong seconded. The motion carried.

**COUNCILS AND COMMITTEE ASSIGNMENTS** – Joy Brenneman, Executive Assistant to the Vice President of Academic Affairs, presented the councils and committee assignments for 2010-2011. Each was discussed and new members or replacements approved. Brenneman will contact each council/committee member of their duties for 2010-2011.

**AGENDA FOR OPENING WEEK ACTIVITIES** – A draft of the proposed agenda for opening week activities was distributed and discussed. There were a couple of changes and additions discussed. It was the consensus of Cabinet to accept the agenda with the impending changes. Patsy Lemaster will be notified of the changes.

**Discussion:**

**TRTF UPDATE** – Deferred

**STRATEGIC PLAN STRATEGIES ASSIGNED BY CABINET MEMBERS TO PET FORMS** – McAnally distributed handouts. The PET forms should include at least one task as an outcome each year that assists AC in completing the *Strategic Plan through 2015*. Task assignments will be made by Cabinet members with responsibility of completion by member. These should be accomplished because of SACSCOC Principles of Accreditation - Core Requirement 2.5: The

institution engages in on-going, integrated, and institution-wide research-based planning and evaluation processes that (1) incorporate a systematic review of institutional mission, goals, and outcomes; (2) result in continuing improvement in institutional quality; and (3) demonstrate the institution is effectively accomplishing its mission. Comprehensive Standard 3.3: Institutional Effectiveness; 3.3.1 The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in each of the following areas: 3.3.1.1 educational programs to include student learning outcomes; 3.3.1.2 administrative support services; 3.3.1.3 educational support services, and 3.3.1.5 community/public service within its educational mission, if appropriate. Four important institutional priorities for 2010-2011 include: (1) further our culture of embracing student success; (2) open all AC doors to more students; (3) use integrated planning and budgeting throughout the College; (4) collaborate across the College and with our partners outside of the College. The *Strategic Plan through 2015* will be presented to the Board either August 13 or August 16 and then published on the website if accepted by the Board.

**INSTITUTIONAL PRIORITIES FOR 2010-2011 (SET ½ DAY RETREAT)** – The Cabinet retreat will be on August 9 from 7:30 – noon. Schlong will call about reserving the Skyline Conference Room at Amarillo National Bank with breakfast catered. Cabinet will develop the Institutional Priorities for 2010-2011 at this retreat.

**SURVEY OF INSTITUTIONAL EXCELLENCE (UT) AND FACULTY SENATE SURVEY** – The two surveys were distributed. Matney asked that the Cabinet read over the surveys before the next meeting so they can discuss how to move forward to improve Amarillo College.

**Announcements:**

- School Violence Training is set: East Campus – September 16, 8:30-12:00; Polk Street Campus – September 17, 1:00-4:30; Washington Street Campus – September 30, 8:30-12:00 and October 14, 1:00-4:30; West Campus – October 21, 8:30-12:00.
- Colaw distributed a Business Advisory Services three-year planning quality improvement process from Datatel Professional Services.

Next meeting: August 3, 2010

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