

**PRESIDENT'S CABINET MEETING**  
**December 18, 2007**  
**MINUTES**

**MEMBERS PRESENT:**

Steven Jones, Terry Berg, Ellen Green, Brad Johnson, Paul Matney, and Damaris Schlong

**MEMBER ABSENT:**

Victor Fite

**OTHERS PRESENT:**

Brenda Sadler

**PARKING LOT** – Berg provided a drawing of the proposed parking spaces and lots between Harrison and Van Buren off of 24<sup>th</sup> Street. He said that Bruce Cotgreave will mark the trees which we intend to keep. Some landscaping will be done around the perimeter. There will be between 120 and 130 new parking spaces. There was discussion regarding patterning the entrance to the Fisk parking lot after the entrance to the North parking lot. Houses will begin being removed in February. Discussion ensued as to where to place the Adult Literacy program. The costume house will be placed in the 2<sup>nd</sup> house from the corner on Harrison.

**RESULTS OF STUDENT SUCCESS PROGRAMS STUDY** – A summary report regarding the Student Success Department Programs was distributed. Courtney Milleson and April Sessler were asked to evaluate the Learning Communities, Supplemental Instruction and Peer Tutoring programs to assure they were accomplishing what they were intended to do. It was recommended to convert Learning Communities from a program to a tool for faculty and shift the responsibilities from the Development Division to the Instructional Division. Participation by students in supplemental instruction has been minimal except in the Nursing Division. It was recommended to end the Supplemental Instruction program because of low student utilization and relatively high “per student” costs. The SI program is most effective for the Nursing Department. Nursing SI would continue but be managed by the Nursing Department itself. The Peer Tutoring program needs to be expanded and funding increased. The program will be renamed “tutoring” because it uses both peer and professional tutors. In 2007, Learning Communities served 149 students; the cost was \$342 per student. There were 9,300 contacts in the Tutoring program at a cost of \$5.00 per student. The final recommendation was to focus the Coordinator of Student Success on the remaining first year experience initiatives (Freshman Orientation, Common Reader, etc.) and shift existing funding into the Tutoring program. These recommendations should be implemented in spring 2008.

Johnson stressed that Learning Communities remains one of the interventions most likely to deliver true impact on student success. However, to be successful learning communities must emanate from Instruction rather than a different division. It is not necessary to have a coordinator or a budget. Faculty interested in improving student learning can develop their own learning communities. The Development Division (Registrar, Advising, etc.) will see to it the administrative details – scheduling, enrollment, etc. – are addressed once faculty members have decided how they wish to deliver the instruction.

**COMMUNITY COLLEGE SURVEY OF STUDENT ENGAGEMENT (CCSSE)** – Johnson distributed a copy of the Community College Survey of Student Engagement. The CCSSE measures student learning and quality of community colleges in the country. The survey asks the students questions that assess institutional practices and student behavior which are associated with student learning and retention. The basic fee to administer this survey to 1,000 students is \$7,750; to add additional questions is \$1,000; and faculty survey questions adds \$825 for a total of \$9,575. Registration for the survey falls between March and October 2008 and the survey will be conducted in spring 2009. Grant funding could be used to pay for the survey because it is becoming a national benchmark instrument. It was recommended to participate in the survey at least once. It was also suggested this be included in FY09 budget discussions.

**INTERNATIONAL STUDENTS PROGRAM** – There are fewer than 15 students in this program. Presently, the College assumes responsibility for their immigration status. These students have many needs which the College does not address now (housing, employment, family and personal problems). If AC were to continue its international program it should direct significant resources (new staff, budget, etc.) to the program's support.

After discussion, it was decided WTAMU has a successful international program for residential students; AC will refer international students needing sponsorship to WT.

#### **MISCELLANEOUS –**

Green reported that FM90 had been off the air for almost a week. Professional tower climbers were hired to find out what was the problem. Linda Pitner will write a letter to the FCC explaining why FM90 has been down.

Johnson met with WTAMU and TTUHSC about the Clinical Simulation project and said there was agreement among the planning team about the basics of a business model. Dr. Jordan from Tech pointed out a missing element – how this alliance would divide revenue from conferences and symposiums. The planning group will meet again on January 18.

Jeff Seybert, consultant, Director, Research Evaluation and Instruction Development, Johnson County Community College, will be coming to Amarillo College in January to address student outcomes.

**PROJECTS FOR 2008** – Jones challenged the Cabinet to bring back to the January 15 meeting a list of big issues/projects planned for 2008. He offered the following examples: the East Campus housing, salary surveys, and IT projects.

Next meeting: January 15, 2008  
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