

**Vice President's Council
April 23, 2008
Summary Notes**

Members Present: Paul Matney, Robert Boyd, Bill Crawford, Toni Gordy, David Hernandez, Judy Johnson, Jerry Moller, Sheryl Mueller, Ed Nolte, Lou Ann Seabourn, Jack Stanley; Carol Moore-recorder

Members Absent: Daniel Esquivel, Renee Vincent

Also Present: Dr. Laura Grandgennet, Sherry Hendrix, Danita McAnally

Announcements:

- Professor Emeritus Diana Cox
- Sneak Peek, Thursday, April 24
- Grades due Friday, May 9 at noon
- Commencement, Friday, May 9, Civic Center, 7 pm

Board of Regents Meeting

- Board discussed primarily the bond construction. The start date has been pushed up to early Fall '08. The science laboratory building should begin in early fall. The Biology Building will be used to schedule classes while Parcels or Byrd is being renovated.
- Introduction of the new student government president

Bond Issue Construction Update

Sign off signatures are being collected for both the Science Wet Lab Building and the Nursing and Dental Health Building.

Student Help Policy – Summer 2008

Matney shared with the Council the requirements for student work during the Summer 2008 semester.

Future of Learning Communities

Learning Communities and Supplemental Instruction are no longer programs managed by Courtney Milleson. The Nursing Department will continue to have

Supplemental Instruction sessions. Funds will be shifted to the nursing department. Learning Communities have been successful in some areas, such as reading. Learning Communities are now going to be a pedagogical option/tool available to faculty to use as needed. Stipends are no longer available to faculty teaching in a learning community. Faculty teaching in a learning community may apply for a professional gift certificate but Division Chairs will be responsible for approving funds.

Catalog Question – Carol Moore

Each academic program in the catalog lists contact information for the program advisor followed by an alternate number, typically the division office phone number. Since each division now has a designated academic advisor, Moore asked the Council if the divisional advisor should be listed as the alternate contact. The Council agreed that the divisional advisors should be listed by name as an alternate contact for each program advisor. The changes will appear in the 2008-09 printed catalog, as well as the online e-catalog.

WECM Course Titles and Descriptions

According to Rebecca Bell, WECM course titles cannot be modified unless the course is a CEU course that does not have a SCH mirror. Course descriptions can be enhanced as long as the course content doesn't change. Moore distributed a document to the Council comparing AC course titles and descriptions of primarily co-ops, internships and practicums.

Matney asked the Council to review the document, approve the changes and submit to Moore by Friday, May 2. The changes will be submitted to Academic Affairs in a group for approval.

Pre-Requisite Override Capability

Matney submitted a current list of personnel with pre-requisite override ability to the Council. He encouraged the Council to verify the list and return to Moore for updates.

Division Chair Performance Review Process

Matney reminded the Council that each member will have a performance evaluation completed in the next 2 months. Janice Newburg will send the self-evaluation electronically to each Division Chair.

Self-evaluations should be returned to Janice Newburg by May 15-20.

Matney expects to complete the evaluations during the last 2 weeks in May and the first 2 weeks in June.

ITS Issues and Projects – CIO Dr. Laura Grandgennet

Matney introduced Dr. Grandgennet to the Council; she will be on campus until December 15.

Grandgennet shared with the Council an update of the IT department.

Committees pertaining to IT (Colleague related) will be reconfigured and collapsed into fewer committees. An IT Council will deal with policy level issues such as merging the IT Tactical Plan into the Strategic Plan. Academic committees will be created to create and employ procedures and processes.

A replacement plan is being developed to address replacement of 1) audio/visual equipment and teaching support 2) electronics-connecting computers and equipment 3) network support of hardware and software 4) computers themselves.

There is some borderline equipment that is also being evaluated.

Crawford asked about the possibility of keeping the MAC's on the West Campus. Grandgennett indicated that the needs of each department will be evaluated to determine the need between MAC's and Windows-based platforms.

Equipment Replacement Support Team—Jerry Moller

The Equipment Replacement Support Team is working to verify the lists of inventory that have been submitted and identify the oldest equipment. The task force has developed a series of questions to determine what the technological needs are in each area. They plan to work with faculty before summer break, then work with administration.

The highest needs will be addressed first.

Moller indicated the Support Team is a quality committee and is working quickly. They estimate 600+ computers will be replaced in the upcoming school year.

Mueller expressed concern that on her inventory list a computer appeared to be a 2006 model and learned that the 2006 date indicated the last time the computer was serviced. Many Council members expressed the same concern about the age of the computers in their areas.

Grandgennet indicated IT and the Support Team will be verifying the age and condition of the computers on the inventory. Computers will not be replaced one to one, but an assessment will be conducted to determine the need in each area.

Multiple computers may be currently in use to meet a need that one updated computer could serve.

LMS Team Update – Sherry Hendrix

Hendrix indicated the eLearning Center purchased 25 laptops in 2005 and they are currently checked out. She has requested the laptops be returned to the eLearning Center for inventory. She has not received a response from all faculty yet. Matney requested Sherry send a list to the Council members so they can assist her in locating the laptops.

Hendrix thanked the Council for the support of Claudie Biggers and Mark Hutson in assessment of the work flow of each division in creation of online courses. They will then standardize the policies and procedures in the development of online courses.

The RFP for the new LMS product is due from vendors on May 2; evaluation of RFP submissions from May 5 to May 13. May 20-27 vendors will be on campus to demo their products; decision on LMS vendor expected by May 30. The LMS team expects the recommendation of a product and vendor to be on Board agenda in June. The LMS team also includes students who have and have not taken online courses.

Depending on the vendor chosen, the tentative timeline is:

- Summer – train the trainer, migrate their courses
- Fall – kickoff and training of faculty
- Fall Too – 8-10 courses in pilot
- Spring 2009 – testing of more courses and dual systems
- Summer 2009 – go live with the new system

2008-09 Budget Review

According to initial budget meetings we are currently \$2.9 million over projected revenue.

Equipment Priority Meeting – Monday, May 5, 9am to noon, L113

The Council was given a copy of the Perkins Equipment, Perkins Travel and Institutional Equipment budget requests and asked to review the items prior to the meeting on May 5.

New Perkins IV Funding Requirements – Danita McAnally

Rules for Perkins IV have changed and we will get much less Perkins funding next year. McAnally estimates a \$187,000 decrease in Perkins funding; final funding amount is unknown.

In the past, all technical programs qualified for Perkins funds. Now, identified career cluster programs qualify for Perkins funds. We have had 2 identified career cluster meetings that included Information Technology and Manufacturing programs.

Career Clusters are not tied to any specific division. Each cluster overlaps multiple divisions.

AEDC recommends the next career clusters should be health sciences and transportation; AC plans to focus on these two career clusters.

Perkins is no longer limited to only technical programs, but will focus on high-demand, high skill programs.

Perkins completers include industry recognized (licenses), certificates, AAS degrees and transfer in high demand areas. All Perkins requests must directly relate to Career Clusters.

Perkins funds for the 2008-09 budget are only available to programs in the 4 identified career clusters.

Perkins requests due to Danita by May 16.

New Community College Accountability Measures – Danita McAnally

Perkins is now in an institutional accountability model. Funds are now performance based.

Grants are now demanding accountability. Perkins grant funds are no different.

Incentive funding will be tied to completers (program completers-graduation, etc., at-risk completers and course completers) Definitions for completers will be issued July 1.

Career clusters are focused around industry demand and must be industry-driven. Manufacturing and Information Technology were identified as the first clusters to target. Program completers need to be a focus at AC, not just enrollment and course completers.