

Vice President's Council
February 27, 2008
Summary Notes

Members Present: Paul Matney, Robert Boyd, Bill Crawford, Daniel Esquivel, Toni Gordy, David Hernandez, Jerry Moller, Sheryl Mueller, Ed Nolte, Lou Ann Seabourn, Jack Stanley and Renee Vincent, Carol Moore-recorder

Members Absent: Mark Hanna, Judy Johnson

Also Present:

Announcements:

- Dr. Jones Update—Dr Jones has traveled to MD Anderson in Houston to pursue treatment options
- ENMU “Desserts and Degrees”—Matney encouraged the Council to take a break from the current meeting and walk over to the CUB to meet the ENMU staff.
- WECM Workshops May & June; Career Cluster Workshops—WECM Workshop applications have been faxed to the Coordinating Board
- NADE Certification—After a 7 year process, AC has been awarded the highest level of distinction in all three developmental areas (reading, writing and math). AC is the only community college to receive the award.
- Rocky Mountain Round-up of Instructional Administrators June 8 – 11—Matney encouraged faculty to attend the workshop.

Board of Regents Meeting

- The EduServe group presented a report to the Board on the IT Tactical Plan and the Board approved it. Matney encouraged the Council to read the Tactical Plan on the AC website.
- After the resignation of Victor Fite as the Dean of Information Technology, the Board also approved an EduServe consultancy that will bring in a Chief Information Officer. EduServe leadership of IT will begin March 17 and will continue for 9 months; Matney noted that Amarillo College has no intention of outsourcing IT.
- Linda Pintner presented an update on KACV.
- Page & Associates was selected as the general contractor for the bond renovations.

IT Tactical Plan Implementation

Implementation of the IT Tactical Plan will begin with the upcoming budget. The Plan moves the process of computer purchase and replacement into a centralized, 3-year cycle. Matney asked the Council to remove all computer requests from the upcoming budget process.

Nursing the Numbers Grant MSN Graduates – Sheryl Mueller

Two years ago 20 students were selected to participate in the “Nursing the Numbers” grant and earn a Master’s Degree in Nursing. The students’ tuition, fees and books were paid by the program partners including BSA and NWTN. The students signed a letter of intent stating they would seek positions as nurse educators with AC, WT or one of the providers. 19 of the students completed the program and 6 will be joining the Nursing faculty.

The grant is not renewable.

2008 – 2009 Budget Request Process – Theresa Rider

Theresa Rider reviewed the packet of information distributed to the Council. All forms are available on the P: drive and can be saved but cannot be modified. The packets include instructions, a time line, budget officers and copies of forms.

Seabourn reminded the Council that Perkins money will not buy textbooks.

Faculty professional travel is not requested in the budget process but at the Cabinet level based on fund availability.

Other department expenses must be listed on the Preliminary Budget Worksheet and submitted along with the Budget Request Form.

Perkins travel requests need to be submitted electronically to Danita.

Perkins equipment requests must be submitted on the Perkins Equipment request form, not on the Budget Request Form. If a program is Perkins eligible, all equipment should be submitted on Perkins request form, not an institutional request form.

All Perkins requests should be submitted electronically to Danita after meeting with Matney.

No IT equipment (computers, laptops, network printers, projectors, sound equipment, etc.) should be requested in the budget process. The IT Tactical Plan

addresses the needs for technology and the implementation of the phase-in plan will begin in the next budget year.

If salary has been paid by a grant and will return to institutional funds, the funds need to be added to the Budget Request Form.

Spring Too Course Offerings (base year)

Matney reminded the Council we are entering a base year and encouraged Chairs to offer courses in Spring Too. Also, since Spring Too begins the week before spring break Matney reminded members that students should not be expected to complete homework during the Spring Break week.

Schedule 25—Kelly Murphy

Murphy updated the Council on the status of Schedule 25. Summer courses have been scheduled through Schedule 25. The Registrar's Office has a demonstration set up on Tuesday, March 4 from 3:00-5:00. Council members are encouraged to attend.

Career Cluster Initiative—Lou Ann Seabourn

Perkins requires participation in Career Clusters in order for programs to receive funds. There is a Manufacturing Career Cluster Development meeting Friday, February 29 on the AC campus.

LMS Implementation Team Update

The LMS Implementation Team has decided to re-evaluate the decision to move to Blackboard. There are concerns that Blackboard will not meet the needs of AC as we move forward. The team will look at other available options.

AC Transfer Pipeline Team

The AC Transfer Pipeline Team is a new group formed to improve the transfer process between AC and WTAMU. The group is chaired by Bob Austin and includes Lynda Barksdale, Ann Britt, Lynae Jacob, Mary Clare Munger, Jack Stanley, Margie Vitale and Kathy Wetzel.

2008-09 Catalog Changes—Carol Moore

Moore updated the Council on the status of the 2008-09 catalog. Currently all catalog information is maintained and updated in Word documents in the Vice President's office then sent to College Relations in the spring for publication. Beginning with the 2008-09 catalog information will be maintained through a hosted product called Acalog. This product will allow the current catalog to be visible on the AC website and, as program and course revisions are submitted through Academic Affairs each year, changes can be made to an unpublished version of the catalog immediately. Once all changes are made, the catalog can be sent to College Relations to print and the new version of the catalog can be activated on the website.

Bond Construction Update

The architects met with the Sciences & Engineering division this week. Stanley indicated the layout of all three floors of the science building has been determined.

FPRP & CPRP

The Faculty Performance Reviews are coming in. The Division Chair Performance Review process is behind schedule. Matney will soon send an email to all faculty and classified employees in each division asking them to complete an online evaluation of their division chair.

Rank Promotion Process

Biggers is chair of the Rank and Tenure Committee and they are currently working on the rank process. Rank and Tenure should be a rigorous process. Matney suggested there should be careful screening of rank applications. Moller mentioned some faculty are discouraged from applying for rank before they begin the process.

Branch Campus Faculty Evaluations

Matney asked that department chairs should at least review faculty evaluations that are done on the branch campuses. Esquivel indicated he has completed evaluations for Hereford faculty and sent the evaluation for review to the appropriate department chair. Vincent indicated she has not done faculty evaluations.

SGA Class Schedule Request

SGA submitted a request to adjust the class schedule to allow a 45 minute to 1 hour break around noon for students interested in attending club meetings. Matney indicated the request had been previously submitted for consideration and, after a thorough review, the request was denied. Matney asked if there is a compelling reason to re-evaluate the request at this time. Everyone agreed there should be no change.

Esquivel expressed his appreciation to Robert Boyd for finding a replacement for a speech instructor.