

**Vice President's Council
May 28, 2008
Summary Notes**

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

Members Absent:

Also Present: Diane Brice, Sherry Hendrix, Danita McAnally

Announcements:

- Enrollment-Headcount down less than 1.73% from last summer
- Fire Academy graduated 14 last week
- Nursing Division graduated 105 nursing students (VN & ADN) in Spring 2008

Dr Jones Update

Dr. Jones travelled to San Antonio to participate in a research trial for his cancer. Matney encouraged the Council to continue to pray for his health.

Board of Regents Meeting

- Dr. Jones was granted a 3-week medical leave for treatment in San Antonio; Matney will now step in as acting President in Dr. Jones' place
- Don Nicholson and Gene Norman were inducted as the two newest Regents; Sharon Oeschger and Frank Nelson completed their last terms as Regents
- Granted 15 rank and tenure promotions out of 18 faculty submissions
- Michelle Fortunato was appointed Board of Regents Chair

Organizational Changes

Matney shared with the Council the proposed re-organization plan. With Dr. Jones' illness and loss of Bob Sloger and Brad Johnson, a few changes will occur:

- Bob Austin and Danita McAnally will become deans, report to the President and serve on the Cabinet
- April Sessler will report to Bob Austin and become Associate Dean of Enrollment Management
- Patsy Lemaster will become Associate Dean for the Center for Teaching and Learning which includes eLearning and Professional and Organizational Development; a position for Director of eLearning will be posted soon. Patsy will move from the Student Services division to the Instructional division.
- Bill Crawford and Jerry Moller will become Assistant Deans of Career and Technical Programs and Academic Programs reporting to the VP and Dean of Instruction. Career and Technical Programs include Allied Health, Nursing, Business and ITT. Academic Programs include LCFA, Behavioral Studies, Sciences and Engineering and ACcess.
- Lou Anne Seabourn will remain Associate Dean reporting to the VP and Dean of Instruction.
- Technical Training Solutions, Hereford Campus and Moore County Campus will continue to report to the VP and Dean of Instruction.

Matney encouraged the Council to submit any questions and concerns to him regarding the re-organization.

Bond Construction Projects Schedule

Bruce Cotgreave created a construction schedule which was passed out to the Council.

Equipment Replacement Support Team—Jerry Moller

The Equipment Replacement Support Team selected the Behavioral Studies division as the guinea pig to begin the assessment of the technology needs of each division. Initially the entire committee met to identify equipment in Carter Fitness Center. Because of the extensive amount of time it took the entire committee, they decided to pare down the group to only critical individuals who will assess the needs and look at each piece of equipment in each area.

Some classrooms will be made smart classrooms in the next year but there is no determination where those will be located. Moller estimated there will be 10-15 new smart classrooms added next year. Because inventory information was gathered by division, it is difficult to determine need by building.

LMS Team— Sherry Hendrix

Hendrix reported that after 5 vendors responded to the LMS RFP, Blackboard, Angel and Desire to Learn were invited to campus for presentations to the LMS team. The LMS team then narrowed the selection down to Blackboard and Angel. 98% of LMS team selected Angel, and Hendrix is working to negotiate the cost. The LMS team still has a few questions before the final product selection. Linda Hendricks is setting up a conference call with a California school to get more feedback on the product. Angel is a "hosted solution" that is guaranteed to be up 99.9% of time and the purchase of additional equipment is not required by AC. The final proposal will be presented to the Board in June.

The projected time line is to Train the Trainer during summer 2008, begin faculty training in Fall with migration of information and push for Spring 2009 roll-out. However, Hendrix feels that is too aggressive and estimates a complete roll-out by Summer 2009.

Seabourn and Lemaster will lead the implementation after Hendrix departs in May. Seabourn and Hendrix praised the participation of faculty in the lengthy selection process. Hendrix will provide a complete LMS report prior to her departure.

Perkins IV and Tech Prep – Lou Ann Seabourn

Perkins funds will focus on accountability-funds must be spent on Perkins students only. High demand, high skill and high wage programs will be the focus. There are many new rules restricting the use of funds.

2008-09 Budget

2008-09 budget has been balanced. There will a Board budget workshop on June 24. The new Perkins IV criteria and our equipment replacement project have made preparing the '08-'09 budget extra challenging.

Schedule 25—Diane Brice

Matney asked Brice to update the Council on Schedule 25. Brice indicated Fall 2008 classes have been loaded into the system. Brice and staff met with faculty members and departments for clarification on submitted requests. Holly Hicks should complete updates by the end of May and will begin loading CE classes. Brice expressed willingness to meet individually with any department needing assistance. Johnson indicated they didn't initially understand the level of detail needed by the Registrar's Office to assign appropriate classrooms.

The Registrar's Office is working to implement Webviewer which will allow individuals to locate and schedule rooms for meetings without having to contact Holly.

SACS Issues – Danita McAnally

- Distance Education Substantive Change
- Five (Seven) Year Report
- Hereford Campus Site Visit-August 2008

Distance Learning Substantive Change requires AC to report to SACS when 50% or more of a program is available via distance education. McAnally indicated approximately $\frac{3}{4}$ of programs taught by AC can be completed online.

A Five-Year Report is required to SACS by October 1. It will identify improvements and revisions that have occurred since the last SACS visit.

On campus accreditation teams have begun to meet to develop a report for the Five Year Report. A draft should be submitted to the visiting team by August 7.

All faculty qualifications in Hereford and Distance Learning must be updated, but it would probably be best to review and update all faculty qualifications. Certifying faculty by exemplary professional experience is permitted, but should be the exception and held to a minimum. The instructor's education and experience should be aligned with the student learning objectives from the course syllabus. What is the process going to be? They will be looking at whether we are following the letter of the requirements and if they are viewable in the electronic format. Faculty qualifications should be verified during the program review process. Danita agreed to offer training on how to use the database and verify each faculty file in human resources.

Fall 2008 Tuition and Fee Schedule

Matney shared the Tuition and Basic Fee schedule for the Fall 2008 semester.

High Demand and High Wage Definitions (Perkins State Plan)

Matney shared with the Council information received from the Coordinating Board defining high demand and high wage jobs in Texas.