

**Vice President's Council
January 28, 2009
Summary Notes**

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

Members Absent: Patsy Lemaster, Jack Stanley

Also Present: Ellen Green, Kim McMahon, David White

Announcements:

- CCSSE Student & Faculty Survey-AC is paying for the service and the survey will be administered to classes selected at random. The program is sponsored by the UT Community College Leadership Program. A separate online survey will be administered to the faculty.
- Groundbreaking for Steven W. Jones Hall will be conducted at 2:00 pm on February 25, 2009
- Developmental Math Recognition-John Champaign Memorial Award, which is a competitive process, was awarded to the developmental math department. The award will be presented at the NADE conference in the spring.
- Plugged In (2nd ed.) – The second edition of the online newsletter was published
- CE Enrollment (48,830 for 2007-08)
- Part-Time (Adjunct) Faculty Certification Program-Seabourn announced that only 6 people applied to the program and because of the cost to operate the program, it has been cancelled for the Spring 2009 semester. She is working with Lemaster to determine how to proceed with a certification process for adjunct faculty.
- New Mexico Tech story-AC received a \$1.7 million co-op grant with New Mexico Tech. Matney received a very positive email praising the efforts of Dr. Hays, Dr. Wetzel, Dr. Sun and Brandy Hayes at a recent meeting between the institutions.
- Saturday classes will meet April 11 **OR** each class will meet an additional 10 minutes each week
- Media experts list to Joe Wyatt-Matney reminded the Council that expert lists are to be submitted to Joe Wyatt in College Relations. Also, the Amarillo Globe News has a new education reporter named David Pittman.

- Fire Protection program received an inspection by the Texas Commission on Fire Protection and passed with zero deficiencies.
- Faculty Performance Review Process-Faculty student evaluations have been distributed

Dr. Jones Update

Dr. Jones remains gravely ill.

Board of Regents Meeting

- The education report was presented by LuLu Cowan and Martha Howell about the Clinical Simulation Center. We are close to signing an agreement with an alliance between Amarillo College, Texas Tech University and West Texas A&M University. The simulation center is named Sim Central. The project has been underway for 2 years. Amarillo College Nursing and Allied Health programs will benefit from the simulation center.
- Board officially approved the name of the Steven W. Jones Hall. Nursing and dental signage will be posted at appropriate locations in the building.
- New Mexico grant
- Dan Ferguson and Paul Whitfield were awarded tenure

Spring 2009 Enrollment

Matney announced that, according to information reported by Robert Austin, our enrollment is up 3.9%. There is conflicting information at the state level indicating our enrollment is down. Matney and Austin will be contacting the state to clarify the information reported by the state.

Spring WECM Workshop Nominations – Jerry Moller

The dates for the WECM workshops have been revised and an email has been forwarded to each division chair listing all programs scheduled for review. Nomination forms need to be completed and forwarded to Janice Newburg. She will compile all the nominations, submit them and coordinate the travel.

Career Cluster Workshops – Jerry Moller

Divisions need to submit Career Cluster Workshop nominations. The deadline for submission is 2/13. There will be stipends available for faculty who are selected to attend the workshops. Nomination forms need to be completed and forwarded to Janice Newburg. She will compile all the nominations, submit them and coordinate the travel.

Community College Education Program (CCEP) Revision – Lemaster

Several years ago a committee developed the New Faculty Academy (Androgogy 101) and the Community College Education Program. New faculty were required to complete one graduate course at WT as part of the Community College Education Program within the first two years of employment.

The program has been revised with the input from faculty. Effective in Fall 2009 new faculty will be required to participate in the New Faculty Academy beginning in the fall. The content from College Teaching and The Community College will be combined and taught together beginning in Spring 2010.

AC Online Training – Lemaster

Sabra Gore and Claudie Biggers will be teaching 55 sessions of AC Online to train faculty on online course development using Angel Learning Management System.

Printed Spring Class Schedule Issue – Moller & Green

Spring 2009 was originally determined to be the last semester to produce a printed class schedule. Many academic representatives (advisors, administrators, faculty) met to express concern about the elimination of the schedule. Green told the Council that College Relations doesn't have the resources to keep producing a "pretty" schedule and the schedule should not be a marketing piece. However, it is possible to produce a very basic list of courses generated from Colleague, save as a PDF document and have them printed at a reasonable cost.

Green also distributed a copy of the new viewbook targeted at adult students.

College Marketing Campaign and Summer Class Schedule – Moller & Green

(NOTE: **Summer schedule due February 13 with faculty assignments**)

Matney reminded the Council that the academic departments should work with College Relations and provide sufficient sections of online courses that College Relations is highlighting in their marketing campaigns.

David White presented information about the Google marketing campaign undertaken in January by College Relations.

In order for the new marketing strategies to be effective, online courses must be available. The target audience is students in Texas that need general education courses to transfer back to their university.

Seabourn reminded the Committee the LMS training is underway and a very good time to integrate new and part-time faculty into online teaching.

PRO – Pursuing Real Opportunities

This is a great opportunity for growth in our career and technical areas. AEDC and AISD have identified clusters (different from Career Clusters) through PRO. There are facilitation sessions scheduled to bring together faculty from AC and AISD in a cooperative effort. Marcy McKay is the facilitator for these sessions.

Credit by Exam Committee (Academic Affairs)

An ad hoc committee has been created through Academic Affairs to evaluate alternative options for academic credit. Jerry Moller will chair the committee. The committee will develop recommendations regarding fees and policy for credit by departmental exam, credit by experience and credit by licensure/certification.

Perkins Equipment and Mid-Year Allocation

Affected chairs were given a list of Perkins funds allocated but not yet expended.

Matney encouraged chairs to formulate a list of equipment for next year and ask for mid-year allocation funds. Matney will work with Jerry and Danita to determine what programs can receive funds.

Proper/Improper Use of Procurement Cards

In light of the current economy and state budget process, chairs are encouraged to be vigilant in watching expenditures.

TCCTA Conference Travel (Registration)

Registration does not need to be included in Travel Requests because the institution will be billed for all registrations.

The meeting was adjourned at 3:45 pm.