

**Vice President's Council**  
**May 27, 2009**  
**Summary Notes**

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

**Members Absent:** Jack Stanley,

**Announcements:**

- New doctorates for Kelly Jones (DPT) and Lana Jackson (PhD)-Kelly Jones is the first Allied Health faculty to receive a doctorate since Clara Oldham. There is another doctorate in progress in the division that will be completed very soon and a celebration will be planned for both of them after the completion of the second degree.
- Updated degree audits for 2009-2010 for new catalog now available
- Printed academic class schedules-A bare-bones schedule has been produced for students and advisors for summer and fall semesters.
- "Leading from the Middle" conference (July 19-22) YO Ranch Resort in Kerrville, TX-Conference is designed for mid-level administrators. AC hasn't sent anyone in a number of years. Matney encouraged the Council to consider sending new department chairs or possibly Division Chairs.
- Bob Gustin was hired as the new machining instructor and will report effective July 1.
- The Mortuary Science program has lost its accreditation because our graduates have not passed board exam at a 60% rate. Matney, Moller and Stanley have been working with the ABSFE and Texas State Funeral Commission. Moller, Matney, Stanley and Meehan will attend a state hearing on June 9 to determine what course of action is required to pursue reaccreditation. They are also working to protect current students in the program.

**Board of Regents Meeting**

- The education report was presented by Renee Vincent regarding activities at the Moore County Campus.
- The DEDC presented a \$69,000 check to AC for the Renewable Energy program.

- The presidential interview committee made a recommendation to the Board to proceed with Paul Matney as a finalist. The Board went into executive session and named Matney as a finalist for the presidential position. He will interview with the Board on June 10.

### **P-16 Council & College Readiness Faculty Groups - Seabourn**

P-16 Councils were part of a Senate bill passed several years ago requiring a seamless transition from high school through college. At a recent meeting Rod Schroeder stated the local P-16 council has done more than any other council in state.

April 25, 2009 the local council conducted a Council Summit attended by 128 area high school teachers and college instructors, including Amarillo College, Frank Phillips College, Clarendon College and WTAMU. The event was a huge success bringing to light issues faced by both the high schools and colleges.

### **Transfer Conference - Seabourn**

Seabourn attended a transfer conference in Lubbock at Texas Tech University with division advisors and administrators. They were given much information about accessing information on the Coordinating Board site. They were also given information regarding the development of transfer plans. A powerpoint presentation will be forwarded to the Council after Seabourn receives it electronically.

### **Center for Teaching and Learning Update - Lemaster**

Lemaster distributed to the Council a list and description of the activities conducted by and planned for the Center for Teaching and Learning. The list includes each activity and a list of committee members associated with the activity.

The New Faculty Academy has consolidated the content of New Employee Orientation and College Teaching and Community College. She also distributed a Course Substitution Plan for employees who began the Community College Education Program but did not complete the program before it was discontinued.

### **PRO (3:30 today at AISD Board Room)**

There are 24 AC faculty and 25 AISD faculty that have met in 3 Pie and Coffee meetings. There is a meeting today including Pat Hickman and Joe Street to discuss the final report and determine how best to use the information gathered at the meetings.

### **FWA – Moore**

We will not meet individually with the Division Chairs during the summer. The initial report will be generated and distributed on to the divisions on Monday, June 1. Final changes must be completed by June 11 and Moore will meet with Payroll on Monday, June 15. Moller reminded the Council that online courses do not begin until June 8, so decisions about questionable courses must be addressed in a timely manner in order to process faculty pay in June.

### **Distance Learning Strategic Plan**

Matney asked the Council to take the proposed Strategic Plan for Distance Learning and review it. The document must be vetted and a motion be made to approve the document by the Vice President's Council, the President's Cabinet, the Academic Affairs Committee and the Board of Regents. Any questions can be submitted to Patsy Lemaster. **Matney asked that Council members contact Moller via email by June 3 to officially approve the document.**

On June 17, 2009, Moller reported that all Council members responded to him indicating approval of the Distance Learning Strategic Plan

### **Department Chairs Evaluations – Moller**

Moller reminded the Council to complete and submit all department chair evaluations.

### **Registrar's Office - Mann**

Mann distributed a "pop quiz" to the Council designed to address some of the requirements of the Registrar's Office. She would also like the opportunity to attend department and division meetings to explain to faculty the purpose of many of the processes and requirements in the Registrar's Office.

### **Institutional Equipment – Moller**

Moller encouraged the Council to review the proposed Institutional Equipment list for the 2009-10 budget.

### **Perkins Equipment and Travel – Moller**

The Perkins travel and equipment information is listed in a different format than the drafts previously distributed. Moller asked each Council member to carefully review all items listed in the new draft and verify their accuracy.

### **PET Forms**

Moller reminded the Council that PET forms are due at the end of May.

### **Faculty Survey – Matney**

Matney distributed copies of the faculty survey conducted during Spring 2009. Council members commented on the survey. Matney asked each council member to determine how the survey results could be used in a positive and constructive fashion.

Each council member was asked to review the survey and then answer the following questions in writing to Matney:

1. Determine how you can most productively use survey results in your area in a positive and constructive fashion, and with whom you will share the survey.
2. List several priority improvement recommendations in your specific area of responsibility.
3. List what you believe are the most critical current overall institutional priority improvement issues.
4. List specific recommendations on how Amarillo College can improve (improvement strategies) in each issue area.

The meeting was adjourned at 3:00 pm.