

Vice President's Council
June 24, 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, Jack Stanley, Renee Vincent; Carol Moore-recorder

Members Absent:

Announcements:

- “Leading From the Middle” conference July 19-22 – YO Ranch, Kerrville, TX – Bruce Mosely and Bob Matthews will attend the conference
- Equipment/Travel Requisitions – As Perkins funds are approved
- Summer II FWA – Reports will be distributed to chairs
- Fall Scheduled (classes)

Board of Regents Meeting

- Following a closed session, the Board voted unanimously to appoint Paul Matney to the position of President
- Distance Learning Strategic Plan was approved.
- The final Edu-Serve Report was given by Laura Grandgenett

Faculty Travel Funds

The Faculty Travel Pool is attached to the division budgets and funds should be transferred to department budgets as expenses are incurred. The process allows an accurate cost study of expenditures at the department level. Theresa Rider notified Matney and Moller it appears that funds have not been transferred in all instances. Even if Chairs travel on behalf of the entire division, the funds should be transferred to the Division Travel account. Moller asked all Council members to review expenses and prepare budget amendments for any travel that should be reflected at the department level. If travel has already occurred, Council members should notify Michael Sugden in order for members to make journal entry to move expenses to the correct account.

Department Chair/Program Coordinator Evaluations & Faculty Performance Review

Department Chair/Program Coordinator evaluations that are due the same year as Faculty Performance Review have been combined into one evaluation process. However, the evaluation tools used do not cover the duties required in each of faculty and supervisor positions.

Crawford and others indicated they have combined the evaluation process on a modified Supervisor evaluation form and added faculty components rather than use separate forms. Some Chairs indicated they complete both forms for their faculty that fall in both arenas and are actually duplicating efforts. Moller indicated he completes separate evaluations but staggers the evaluations on opposite years, resulting in an evaluation every year.

Matney suggested an ad hoc group be formed to evaluate and overhaul the Supervisor evaluation form to include a faculty performance component. Council members agreed the forms should be reviewed.

Department Chair Evaluations and Faculty Evaluations

Moller reminded the Council that Department Chair evaluations and Faculty evaluations are due and need to be submitted.

Student Evaluation Forms

The new student evaluation form was distributed to the Council. The questions on the form are the same as the evaluation given to online students. The questions were approved by the Faculty Evaluation Committee.

Council members had concerns regarding some questions currently listed on the evaluation form. Johnson served on the committee and indicated that some questions were required to satisfy for SACS, online learning, etc.

PET Forms

Moller reminded the Council that PET forms are due this summer. Seabourn announced that the non-instructional committee met and discussed the process of entering PET information electronically. Once the process is in place it will allow comparison in order to compare TK20

Faculty Survey

Council members were asked at the last meeting to use the Faculty Survey as a tool to identify Institutional Priority Improvements and submit them to Matney.

Faculty Committee Assignments

The Faculty Senate has submitted recommendations for filling vacancies on campus committees. Division Chairs will soon receive lists of

Summer Enrollment/Fall Enrollment

Summer enrollment is up 16.44% in headcount, 11.24% in contact hours.

Fall enrollment, as of today, is up 19.67% in headcount, 23.21% in contact hours.

Moller reminded the Council that there is usually approximately a 12% purge of enrollment after the payment deadline. He encouraged members to increase enrollment caps and add additional sections now to increase enrollment in courses in order to increase numbers in post-purge timeline.

Exceptions to Curriculum

Moller encouraged Council members to carefully review all exceptions to curriculum that are submitted by departments to verify the accuracy and validity of the request.

Additions:

Matney will attend a Future Leaders Institute in Chicago beginning June 28 at the request of the Board.

Legislative session – SB 42 did not pass eliminating proportionality. Concealed handgun bill did not make it to the floor.

We are down 100,000 contact hours in the last biennium, did not increase tuition, tax valuation is

Received grants for nursing and bell training.

We are appealing the loss of accreditation in Mortuary Science with the National Board and the Texas Board.

AC has chosen not to pursue the renewal of the TRIO grant. It will be in place until August 2010. We are currently seeking new grants that will serve a larger number of students.

The meeting was adjourned at 3:20 pm.