

**Vice President's Council  
September 23, 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:**

**Others Present:** Ellen Green, Lana Jackson, David White

**Announcements:**

- Southwest Seminar Participants – Don Abel and Tony Thomas were selected; Mary Clare Munger is an alternate
- Fall Too Courses – General Ed courses are full and departments are encouraged to consider adding more sections
- Spring Schedule Development – Council members expressed concern with the difficulty of the current process of developing academic and cross-listed CE courses
- Outcomes Assessment
- Degree & Certificate (DAC) Program/AISD – AISD students must be within 5 credits of graduation and between 17 and 25 years old; students will be bused to the East Campus and will stay on campus 9:00-4:00; technical programs are developing Fall Too courses to offer the students
- Legislative Appreciation Day will be Friday, October 2 in Concert Hall Theatre.

**Board of Regents Meeting**

- Seabourn presented the education report on P-16
- Approved \$800,000 bond funds to purchase equipment and furniture for new Science Building
- Approved \$2 million of bond funds for Warren Hall renovation
- Demarcation installation for fiber optics and copper was approved for East Campus

### **Department Chair/Coordinator Evaluations/FPRP**

Hernandez, Crawford and Boyd indicated they had met previously and developed a process to combine faculty and coordinator evaluations, rather than evaluate separately. Moller asked them to compile the information and present it to the VP Council.

### **Faculty Performance Review Form/Adjunct Faculty**

Part-time faculty need to be evaluated. The Part-time Faculty Performance Review Form is available online. It is not mandatory to use the form, but it is strongly encouraged. The form may also be modified to address specific needs of a department.

### **Substitution Memos**

Moller and Moore clarified the expectations of the VP office regarding submission of Exception to Curriculum forms. A program director/department chair has the authority to recommend the substitution of courses within their own program curriculum, particularly if coursework is already on the approved General Education Course list. If there is a question regarding the transferability of a course from another institution into Amarillo College, the Registrar's Office may rely on the expertise of the corresponding academic department to determine the equivalency of the transferring course to a course in the AC course inventory.

### **Conversations on Student Success**

The Conversations on Student Success group began meeting on Friday, September 18, 2009. The group is made up of 21 members from the classified, faculty and administrative employee groups representing all campuses and areas and is led by Dr. Kathy Wetzel and Dr. Lana Jackson. Anyone else interested is encouraged to attend as an observer. The group will be asked to present a report to the Board of Regents in Spring 2010. The group is expected to develop open dialog and make recommendations on student success. A blog is available with meeting outcomes and is open to comments. The blog is at [http://cis7.actx.edu/ACLibrary/student\\_success/](http://cis7.actx.edu/ACLibrary/student_success/).

### **Community College Survey on Student Engagement (CCSSE)**

Amarillo College participated in the CCSSE process in Fall 2008. AC received a detailed report and a 15 member panel will assess the results and make recommendations to address issues identified by the survey.

## **Rank and Tenure**

The Rank and Tenure Committee questioned the eligibility of a 2009-10 member of the committee. The member should have rotated off the committee in 2008-09. As a result, an election will be held within the effected division to identify a replacement member.

Each division should hold yearly elections within the division to identify faculty interested in serving on the Rank and Tenure Committee. Once interested faculty have been identified, the President's Cabinet determines the final committee membership.

## **Career Clusters**

Green, Jackson and White presented to the Council the need to market AC programs in Career Cluster format. Green presented the four possible brochure sizes and corresponding envelope. Jackson indicated she will be working with the various department managers to combine programs into cohesive marketing brochures. Green reminded the Council that brochures are a small portion of the marketing campaign utilized by Amarillo College and are supplemented by online, targeted marketing. A timeline was distributed of targeted programs and brochures through the 2010-2011 year.

Council members had many questions regarding the process of brochure development, inclusion of information and cost.

Moller reminded the Council that the institution is supportive of the Career Cluster process.

The meeting was adjourned at 3:02 pm.