

**Vice President's Council
January 23, 2008
Summary Notes**

Members Present: Paul Matney, Robert Boyd, Bill Crawford, Daniel Esquivel, Toni Gordy, Mark Hanna, David Hernandez, Judy Johnson, Jerry Moller, Sheryl Mueller, Ed Nolte, Lou Ann Seabourn, Jack Stanley and Renee Vincent

Also Present: Jana Comerford

Members Absent:

Announcements:

- Student Learning Styles Academy – April 3 & 4—AC has partnered with Del Mar College to conduct a workshop for faculty on student learning styles.
- Top of Texas Career Expo – May 14; 9:00 am – 1:00 pm; Carter Gym-WT has hosted the event in previous years. There are typically 2000+ students in attendance.
- Credit by Exam form—Council members were reminded of the importance of completing the form properly to ensure the integrity of the credit awarded.
- Sale of items by departments—The Business Office sent a reminder that if anything is sold from within the department, sales tax must be charged.
- 2008 – 2009 Calendar—The proposed calendar adds Good Friday as an official college holiday.
- SACS faculty credentials—If you have a question regarding SACS faculty credentials, please direct them to Danita McAnally; there appears to be a new approach to justifying exceptional faculty with less than required SACS credentials. The approach involves designing a matrix which clearly identifies how specific faculty experience and credentials lines up with each course learning objectives.
- Keep grade records for five years—When an instructor leaves, their records should be sent to the department chair for mandatory retention.
- Part Time Faculty Questions – submit 310s—It is the responsibility of department chair to place adjunct faculty at the proper place on the salary scale. Human Resources only places full-time faculty on the salary scale.

Board of Regents Meeting

Danita McAnally presented the National Benchmark Study of Community Colleges. Graduation and transfer rates will become benchmarks for success. Johnson presented an update on the Strategic Plan. Transmission line for FM-90 burned up and had to be replaced at a cost of \$65,000. A list was presented of faculty awarded tenure effective September 1, 2008 including Jan Cannon, Dr. Nichol Dolby, LaVon Barrett, Kaki Hoover and Trent O'Neal. Selection of Bond Council for the Bond Issue.

Online Server System Failure

WebCT server experienced a complete system failure due to the age of the equipment and created a very serious situation. A decision will be made on Thursday, January 24 regarding how to proceed and a message will be sent to all online faculty and all online students, as well a message posted in myAC. Seabourn read the prepared message to the Council. Matney stressed the importance of communicating with students and faculty regarding the status of WebCT. IT staff is working with Blackboard, Sun Systems and EduServe and may have to start the semester over on the new server. There is an online faculty meeting scheduled on Friday morning, January 25, to work with faculty and roll out a plan to move forward with Spring 2008 WebCT classes.

The Teacher/Comedian: Is This in My Job Description? – Jana Comerford

Comerford presented a short, humorous program describing the changing role of instructors and librarians in the educational experience.

Bond Issue Planning

Program planners and local architects are on campus this week to work on the new nursing building, the dental hygiene clinic and the new science laboratory building. Dr. Jones, Dr. Matney and Bruce Cotgreave also met with the Amarillo Historical Commission to discuss the re-location of houses on Van Buren and Harrison streets. Three homes will remain—the two opera houses and the house on the corner of 24th and Harrison. The rest of the homes will be sold and relocated and a parking lot will be constructed on the lots. Once the new parking lot is completed, a new science building will be constructed on the site of the current parking lot east of Warren Hall. The wet science lab is scheduled to open in Spring 2010.

New AC Advising Plan

Matney distributed a copy of the new advising organizational chart. All divisional advisors will now report to Lynda Barksdale, Director of Advising. There will also be an advisor certification program initiated in the spring and summer of 2008 similar to faculty certification. An associate director will be hired and mentored by

Barksdale to eventually become the director. Matney believes this plan will serve the institution better than any prior advising plan at AC.

LMS Implementation Team (Sherry Hendrix & Phil Hill)

Matney believes that Bob Sloger had the institution on the right track in replacing WebCT. With his death, EduServe was hired to lead the LMS implementation. Sherry Hendrix and Phil Hill are consultants with EduServe. Dr. Claudie Biggers and Mark Hutson will co-chair the implementation team and will attend training on Friday. The LMS implementation will be modeled after the portal implementation. Matney stressed this needs to be a faculty-driven project. The original plan was to pilot 4 courses in Blackboard for Spring Too, add more in summer and go live in fall. Sherry Hendrix suggested that, in light of server failure with WebCT, we should go live on Blackboard in summer. There will be fewer classes in the summer and give us a better opportunity to work out the bugs. Moller suggested that, if we go live in summer, we might need to offer more courses in the Spring Too pilot. Seabourn has been working primarily in the eLearning Center recently to supervise the eLearning Center staff.

Marketing Consultants

The Board approved the funds to hire marketing consultants. The consultants are from Houston and have been on campus talking to students. They will bring results to the table by the end of the semester. The consultants will interview students and community citizens to determine AC's image, strengths, weaknesses, etc.

National Benchmark Study

Matney brought a copy of a presentation on AC's Position in Benchmark Studies that was given to the Board.

Although our tuition and fees have increased in the past few years, AC has dropped in rank percentile compared to other schools in the national study. Enrollment has traditionally been the key to accountability. However, persistence and success will be benchmarks as we move forward. Degrees and certificates earned and transfer will also become accountability measures.

Dual credit students are pushing our enrollment up while traditional student enrollment has dropped.

More students are coming to school unprepared while 1000 fewer students were enrolled in developmental courses in 2005-06 as compared to 2003-04. Johnson indicated pre-requisite overrides are reducing enrollments in developmental courses.

The best predictors of retaining a student from Fall to Fall include:

- Under 24 years of age
- Successful completion of developmental education
- Receive financial aid
- Enroll in one or more online classes
- Change majors
- Enroll in more hours

The AAccess program is working to develop fast-tracked developmental courses to get students through developmental coursework quicker.

There is a possibility of implementing a flat-rate tuition—any enrollment over 12 hours would not cost any additional tuition

Enrollment Review

Matney asked the Council to review the 2007 Enrollment Review handout with statistics regarding enrollment. Seabourn shared that during the registration period she placed a CARL call to dual credit students from the previous semester and it produced a tremendous response; dual credit enrollment is up. Seabourn suggested to the Council the possibility of the divisions utilizing the CARL system to contact majors from the previous semester that haven't enrolled.

Seabourn described the Early College program in the area high schools. The aim is to get high school students who have passed the TAKS test but not at college level to take Accuplacer. After testing they enroll in a STSU and an appropriate developmental course, either in the high school or on campus.

Schedule 25 Update

Boyd intended to sit in on Schedule 25 testing in the Registrar's Office. Because of technical problems, he was unable to participate in any testing. Diane Brice continues to work on Schedule 25 to be used in Summer 2008.

Reference Courses—College Readiness Standards (CRS)—Lou Ann Seabourn

Seabourn shared a list of courses selected as reference courses for the Texas CRS review. These courses will be used by the high schools to prepare students for college level courses. Matney appreciates the AC faculty who are participating in the College Readiness Standards reference courses.

Perkins Equipment

Matney reminded the Council that approved Perkins equipment funds need to be spent by April 1 or the funds will not be available to spend.

IDS 6382 E – Community College Program Implementation II – Dr. Henry Moreland

Matney reminded the Council that when faculty submit a Faculty Academic Advancement Approval Form, department and division chairs should verify the graduate course actually enhances the skills of the faculty and their value to the college. Faculty advancement should not occur when a faculty is simply fulfilling the requirements his/her job. Division and Department Chairs must evaluate whether or not the requested graduate course should be accepted for salary enhancement.

Faculty Evaluations at Branch Campuses

Matney expressed the desire for the campus directors to have input in the evaluations of faculty on the branch campuses. Student evaluations are completed on the campuses, processed in Amarillo, and sent to the divisions. The branch directors want to see the student evaluation results but they aren't receiving them consistently. Matney suggested the directors submit a list of instructors and ask for a copy of instructor student and self evaluations. Vincent asked that departments be encouraged by the division chairs to share information with the directors.

Classified Evaluations (self-evaluation comments)

Matney asked the Council how many members asked their classified employees to complete a self-evaluation.

“Adjunct” Terminology

Matney shared with the Council Lynn Thornton's response to the question about “adjunct” faculty. Matney suggested the Council informally adopt the term “adjunct” rather than “part-time” faculty.