

Vice President's Council
November 28, 2007
Summary Notes

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

Also Present: Dr. Jones, Diane Brice, Kelly Murphy

Members Absent: Toni Gordy, Jerry Moller

Announcements:

- Bad weather closing (AISD is key) – AC telephone & website—Matney indicated we will closely follow the decision of Amarillo ISD. The first notice will be on the college phone system and the college website. Matney recognized the concerns of particularly the Allied Health and Nursing staff that the information will not be available until after 6:00am.
- Self serving stats – Danita McAnally's office (demo at future meeting)
- Faculty Professional Development—The Council was given a list of upcoming faculty development activities. If there are needs within the departments, Matney encouraged chairs to contact Patsy Lemaster with requests. Seabourn indicated the part-time faculty certification class has been very successful and each semester it is offered on a different night of the week. Boyd recommended that the institution refer to part-time faculty as "adjunct". Matney will contact Dwight Huber and Kathy Wetzel regarding the designation of a new title for part time faculty.
- Outstanding Classified Performance Award recipients—Matney submitted a list of recipients from within the instructional departments.
- Dates:
 - Dec. 10 -14 - Final Exams
 - Dec. 14 - Grades due
 - Dec. 20 - Jan. 2 - Christmas Break—Matney reminded 12-month faculty they need to submit vacation time if they are not on campus December 17-19.
 - Jan. 7 - Faculty Return
 - Jan. 8 - Dr. Jeff Sybert All Faculty Meeting
 - Jan. 14 - Classes Begin
 - Jan. 21 - Martin Luther King, Jr. Holiday

Bond Issue Election – Dr. Steven Jones

Matney distributed canvassing results which listed the voting precincts supporting and not supporting the bond. Matney expressed appreciation to Dr. Jones for his leadership during the bond election.

Jones reported on the bond and upcoming meetings as the college moves forward. Departments have already begun to meet with architects.

The first change will begin on the Washington Street Campus with a parking lot at 26th and Van Buren. The lot will be well landscaped and parking will be arranged around the landscaping. AC owns all but one house between 22nd and 24th streets and Van Buren and Harrison. Three of them will remain, including the two Amarillo Opera houses and the house at 24th & Harrison.

Board of Regents Meeting

The Board meeting was held in Hereford. The Hereford mayor welcomed the Board of Regents to the community. Clint Formby asked KACV-TV to use airtime to help promote higher education attendance.

A firm was selected for image consulting for the purpose of advertising and marketing of the college.

Architect Programming/Planning Sessions

The architects have already met with the Science, Allied Health and Nursing faculty. The architects have indicated that with every month delay in building, the price increases by ½-1% due to inflation.

Hernandez asked what would happen if the projects come in under budget. Matney indicated the amount of the bond request was reduced prior to the election, so the funds approved in the bond election were less than enough to complete all the projects.

Bob Sloger Memorial

This is the first Council meeting since Bob Sloger's passing and Matney expressed his sadness at the loss. We will miss Bob as a valued colleague and a good friend.

LMS Transition Plan

Matney indicated that EduServe is making recommendations to the President on how to proceed with the implementation of a new LMS system. The President is expected to submit a transition plan prior to the Christmas break. With the passing of Bob Sloger the eLearning staff will be supervised by Lou Ann Seabourn and Paul Matney.

Outcomes Assessment (General Education) - Dr. Jeff Sybert Visit; Jan. 8

101 different faculty members and all divisions have submitted assignments for general education outcomes assessment. Hernandez indicated the Business Division does not appear on the list submitted by Danita McAnally. The assignment, not the actual student work, is what is requested at this point.

McAnally requested that missing PET forms be submitted. Boyd and Stanley expressed concern that they had already submitted forms electronically; they will follow up with Institutional Research.

Spring '08 Class Schedule Deadlines (problems?)

Matney reminded the Council that drastic changes that are submitted late are not easily made within the layout of the schedule.

Reference Courses for College Readiness Standards (CRS); P-16 Council

Seabourn distributed information on College Readiness Standards (CRS) including a timeline. College Readiness Standards are available for comment with the Coordinating Board until December 17, 2007. Seabourn logged into the CoBoard website to show the council how to access the information and submit comments.

College Readiness Standards are designed to prepare high school graduates for success in freshman level college courses.

Schedule 25 – Diane Brice & Kelly Murphy

Brice gave the Council a brief update on the implementation of Schedule 25. She encouraged the Council to view the information in the test environment prior to launching Schedule 25 in the live system. Boyd and Matney expressed concern that information gathered by Glasscock regarding the needs of each course is not current, such as sign language, etc. Brice asked Council members to send specific course needs to the Registrar's Office. Council members asked if there is a specific form they can fill out so they will know the information that needs to be entered into Schedule 25. Council members are concerned that faculty will be moved randomly between classrooms for no specific reason. Nolte agreed to have East Campus participate in the initial trial of Schedule 25 during the Summer 2008 semester while Crawford and Mueller prefer to wait for West Campus until a later date. Brice and Murphy agreed to create a form for the departments to use to submit classroom needs for each course.

Matney suggested a couple of division chairs sit in with the Registrar's Office team as they move forward with the implementation of Schedule 25.

Brice will:

- Check on the ability to roll spring over for testing
- Send out requirement forms
- Exclude West, Hereford and Moore campuses
- Pre-assign labs with specific requirements
- Include two division chairs in the test

Matney reminded the council that Schedule 25 is not an option and we will try to make the transition as smooth as possible.

Policy Change to Award Certificates – Diane Brice

The Substance Abuse Counseling students have been advised to declare the associate degree because the certificate alone will not enable them to gain employment. Because of low graduation numbers, the program is in peril. As a result of this problem, the Registrar's Office will now evaluate students enrolled the degree program and determine whether they are eligible to receive a certificate as well. The student will not have his/her major changed, but will be awarded the appropriate certificate and sent a letter of notification. This policy change could impact many programs such as Aviation Maintenance, Safety and Environmental Technology, Fire, EMSP, Surgical Tech, etc. Brice will work with division chairs to determine which programs can benefit from this change.

Program Accreditation Statements on Transcripts – Diane Brice

The Mortuary Science program accreditation requires notice on the student transcript of the appropriate accreditation of the program. Brice indicated the programming is in place to include the program accreditation on the transcript when the student graduates. Any other program wishing to include this information on the transcript when students graduate needs to get the information to the Registrar's Office prior to the end of the semester.

Six Course "Drop" Policy (SB 1231) – Diane Brice

Brice has drafted Amarillo College policy to address the six course drop legislation. The six course drop policy impacts only students enrolling for the first time in Fall 2007 and later. At the end of the Fall 2007 semester the Registrar's Office will exclude developmental, dual credit, early college and concurrent students.

Any courses deemed an exception will be awarded the grade "withdrawal exception" (we). The Registrar's Office will award the exceptions and manage the tracking of the drops.

Review of People with Pre-requisite Override Capability

Matney reviewed the list of personnel with the ability to override pre-requisites with the Council. Division chairs need to review the list, determine who does and does not need to have the ability to override pre-requisites and notify the Registrar's Office of the changes.

Advising Task Force – Bill Crawford

Matney and Johnson appointed an Advising Task Force to evaluate the current advising structure with divisional advisors separate from the Advising & Counseling Center. Crawford gave a brief update on the spirited discussions of the group. The committee submitted several advising models to the deans with a report for one model. Matney and Johnson will present the plan to representatives of the task force on Friday, November 30 and get the support of the President. There will be a presentation to the divisions during the week of December 3 to roll out the new advising plan.

TACC Tuition and Fee Schedule

Matney shared information from the Texas Association of Community Colleges (TACC) regarding tuition and fees at community colleges throughout the state of Texas.

Nolte asked if anyone in the group had information on the changes in Perkins funding. Matney indicated we need to discuss Perkins changes with McAnally.

Seabourn indicated that online faculty evaluations will be available in the next week.

Crawford mentioned that the Advising Task Force suggested that the college eliminate probation and suspension statuses.