

Vice President's Council
August 22, 2007
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, Robert Sloger, Jack Stanley and Renee Vincent

Members Absent: None

Announcements:

- Matney shared the most recent enrollment report indicating enrollment is up by 12.45%. This number is not expected to hold; we do anticipate an enrollment increase.
- Matney shared information regarding faculty load analysis comparing Fall semesters from 2000-2006.
- Carl Perkins IV Changes – Matney reminded the Council about the upcoming changes to the Carl Perkins grant making institutions more accountable for funds. Ed inquired whether CE enrollments may apply toward credit with the grant (i.e. Safety & Environmental contracts).
- PT Faculty Soiree – Thursday, Aug. 23; 5:30 pm; 2nd floor, CUB – Matney encouraged department and division chairs to participate and support the part time faculty.
- Spring '08 Class Schedule due Sept. 4 – Matney reminded Council of the September 4 deadline; there is a recommendation that we begin the elimination of the printed schedule.
- Gear Up Grant - \$872K – Brad Johnson – Grant requires a dollar for dollar match from partners. Although we missed the original award last year, the Department of Education allowed money to be awarded this year without new award process. AC receives almost no money directly but instead places coordinators in area schools to encourage a college-going culture. Total dollar amount over 6 years approximately \$6 million.
- FWA – meet with Carol Moore – Matney encouraged chairs to work with Moore in the analysis of the fall FWA.
- Average Class Size – Delton Moore generated reports comparing on-campus classes with web classes. The trend is moving toward higher enrollment and more course offerings in web classes than on-campus classes. Crawford questioned whether anyone is tracking success in online courses; Brad Johnson indicated there are reports established but he's not sure if anyone is using them. (Delton sent a spreadsheet to Carol with fall-to-fall and spring-to-spring comparisons which we will share).
- THECB Funding Rates – Handouts were generated from the Co Board web site indicating funding rates for the next biennium.

- THECB Undergraduate Education Advisory Committee Report – Amarillo College submitted names to participate on the committee, but no one was selected. Ray Williams from Trinity Community College is chairing committee.
- Job Demands Article – Article from 7/4/07 from Amarillo Globe News listing high demand jobs.
- Booking Lynn Library 113 – Matney reminded Council that Library 113 is not a room designed for course instruction. Any questions should be directed to Mark Hanna regarding the use of the room. Sloger pointed out that Parcels 207 should be available for interactive course broadcasts.

Tech Prep – Seabourn

John Smoot is new director of Top of Texas Tech Prep and will be housed in East Campus Resource Center, room 106. He is already working on articulation agreements, career clusters. He will be working with various departments along with area schools.

IT Strategic Plan (CampusWorks, Inc.)

Amarillo College conducted a technology audit through CampusWorks, Inc. during the summer to evaluate the status of technology on all campuses. Brad Johnson reported on the CampusWorks report that was recommended to the Board of Regents who endorsed the recommendations.

CampusWorks identified strengths: 1) Datatel conversions; they commended AC on the conversion to Datatel 2) Commended IT division's commitment to a customer service model.

Identified weaknesses: 1) No common vision, 2) lack of coordination and no budget commitment to make things happen, 3) lack of classroom technology, 4) lack of expertise in use of technology, 5) poor LMS replacement schedule(need more time for implementation), 6) redundant email systems.

Report to Board recommends: 1) move away from roll-down philosophy; poorest quality equipment provided to least savvy employee 2) purchase of PC is only 1/3 of total cost (70% of IT's time is spent in supporting computers three years old and older).

Revised Strategic Plan – Infrastructure (pc's, mac's, network, software and servers, networked printers) will go on a fixed replacement schedule and will be budgeted in a separate budget process. Equipment should be at the top of the budget process. Equipping classrooms with technology must be priority in budgeting process. We need a new, more rational technology approach-too many Colleague committees; we need a more clearly defined process for users

to determine how to accomplish desired goals. We need to shift our methods from supplying training to developing skills and understanding processes.

The consultants will develop a plan during the Fall semester; we have a very short timetable.

Matney – We currently have no IT tactical plan. Equipment already approved in this budget will be purchased, but we need to look ahead at future needs.

Brad Johnson – Ideally, there will be a 3 year window in the implementation of a technology plan during which there will continue to be roll-downs of current equipment.

AC Strategic Plan (revised)

Last May, 24 faculty members met extensively with Danita's staff to evaluate the status of the AC Strategic Plan. Recommended changes are going to print. Please be aware of changes as they apply to budget requirements. Council members will be sent a copy of the revised AC Strategic Plan.

eLearning Center – LMS – Sloger

During the summer the eLearning Center encouraged faculty evaluations of LMS systems (Blackboard, CourseCruiser) to replace the WebCT system that will be eliminated next year. They are asking for input on essential functions, important functions and "nice-to-haves".

Sloger reported on the following items:

- Discussed with Matney the stipend paid to faculty for course development.
- Trying to respond to March Faculty Senate survey.
- Hoping to re-instate First Fridays similar to the First Center to showcase new technologies
- ITV rooms are updated.
- Online orientation is almost complete.
- Last open position posted for the eLearning Center. When the position is filled, the eLearning Center will be at full staff. They are also looking at 2 ELE students for student workers.
- New graphic designer was hired from the AC Graphic Design program to replace Sheila Schmidt.

- Seabourn commented on the Faculty Online Advisory Committee which is designed to give online faculty a voice in the development and delivery of online courses. Seabourn chairs the committee.

Shiver - Megert Facilities Master Plan

12 out of 30 internal capital assessment committee members were faculty. The committee visited all campuses followed by an external community capital assessment committee of 45 community members. The two committees' recommendations were condensed and presented to the Cabinet. It will be presented to Board for approval to request a bond election on November 6, 2007.

There are general needs for each campus but no specific renderings, drawings etc. have been developed. That will not occur unless recommendations are approved by the Board and the bond is passed.

College Relations will produce fact sheets addressing needs such as nursing and allied health facilities, science laboratory building, East Campus needs, etc. Any media requests need to be directed to College Relations. College Relations will develop a speaker's bureau and will be asking for staff to participate.

Bond Issue

Dr. Jones strongly advised that we maintain a consistent story as we are approached by the community. Any information given must be factual, nothing subjective.

College Relations is preparing a "fact sheet" to be given to all AC employees to provide consistent information to the community.

Governor's Veto

Dr. Jones covered latest information in the morning session following General Assembly.

2007 – 2008 Budget (Equipment)

Budget going to the Board next week includes \$410,000 Perkins Equipment \$254,000 of institutional equipment and \$54,000 of Perkins travel.

Instructions for Faculty Professional Travel (\$54,450) – Carol Moore

A travel formula of \$275 per FT faculty member is being placed into Divisional

budgets; division chairs will work with department chairs to transfer the funds via budget amendments. Division and department chairs should prioritize faculty travel requests.

Boyd expressed desire to pay for travel from the Divisional account rather than transfer funds from the Divisional to the Departmental accounts, which could potentially require excessive paperwork. (Carol Moore talked to Theresa Rider and she confirmed with Terry Berg the need to track expenses at the department level for budget tracking and development).

Boyd has created a new form for faculty to request travel funds, and he is going to share with other divisions.

WTAMU Articulation Meeting (July 23)

Group from AC met with a number of WT staff regarding course transferability with Dr. David Burris (articulation specialist from Sam Houston State University). The meeting sparked relationships between AC and WT staff. Some of the opportunities include web-based articulation agreements, joint admissions, reverse transfer, joint/cooperative advising. WT is already aggressively pursuing AC students.

This development is in addition to the articulation with ENMU. Gordy is also working with an ENMU colleague on transferability of our new forensics program.?

Student Outcomes Assessment – Kara Larkin Skinner

We are beginning year three of the Student Outcomes Assessment project.

Spring 2007 Report – 29 faculty submitted usable pieces of student work for student outcomes assessment. Even though only three nursing faculty submitted work, 46% of work assessed was from the nursing department because of the size of the classes. The work was collected during the Spring semester, but the work has not been assessed; results should be compiled in the Fall. We need to develop a pilot study this Fall. Each competency has its own committee, and they will be working on assessments during the Fall.

We've had a good start to Student Outcomes Assessment, but departments need to increase participation. This process is not intended to be a faculty evaluation, but simply an assessment of student outcomes.

Travel Policy Changes

Submit travel authorizations prior to taking trips.

Procurement Card Policy

Matney reminded the Council to be mindful of use of procurement cards. There have been abuses to policy across the campus and Berg reminded the Cabinet of the proper uses of procurement cards. Matney covered specific areas of concern.

Vickie Shelton indicated that since she's been in purchasing (approx. 1 year) a copy of the policy has been given to anyone who receives a procurement card.

Development of Online Class Priorities

AC has no strategic plan for the development of online courses. We need to develop a priority plan for development of online courses and determination of online degrees and certificates.

Panhandle 20/20 Educational Attainment – Sept. 18, 5:00pm – GNC

Panhandle 20/20 will roll out its report to community in September concerning educational attainment in our community. Council members are urged to attend the 20/20 report at the Globe News Center on September 18.

Part – Time Faculty Teaching Load Policy

Matney reminded Council of the restrictions of load for part-time faculty.

Faculty Office Hours

Matney addressed the question of mandatory faculty office hours. The Faculty Handbook states:

Full-time faculty members must have regular office hours for teaching preparation, student advising and other incidental tasks required for teaching. The schedule of classroom and office hours must be posted as soon after registration as possible.