

**Vice President's Council
January 24, 2007
Summary Notes**

Members Present: Paul Matney, Robert Boyd, Bill Crawford, Daniel Esquivel, Mark Hanna, David Hernandez, Jerry Moller, Sheryl Mueller, Lou Ann Seabourn, and Robert Sloger, and Renee Vincent

Members Absent: Toni Gordy, Judy Johnson, and Ed Nolte

Others Present: Sondra Beighle, Ann Hamblin, and Danita McAnally

Perkins Equipment and Re-allocation

On January 5, 2007 Matney sent a memo to chairs with information concerning the Perkins reallocation funding. Currently \$18,651.36 has been allocated out of the \$27,000 available. McAnally said funds must be spent by April 1. Chairs with pressing needs should submit requests as soon as possible. Travel requests for technical staff are also a possibility. Travel requests must include location, dates, registration fee, name of conference, and attendee/position.

External Capital Needs Committee

Now is the most critical phase of the External Capital Needs Committee. At the last meeting, 43 of the 47 committee members invited attended. The charge of the committee is to determine what Amarillo College needs to do to meet community needs. Amarillo College receives only 38 percent of our funding from the state and that percentage is on the decline. The committee members will tour the Biology, Concert Hall/Theater, Parcels, and Byrd. They will be given fact sheets that include Warren, Engineering, and Durrett. They will also go to the West Campus and East Campus. They are in the process of selecting a chair and a Steering Committee. Needs will be submitted that are so compelling that they will see and understand our needs.

Learning Communities

It has been a struggle to get both faculty and students to accept the learning community concept. Key people are continuing to work to make learning communities a viable program. Milleson is also proposing a learning community with the new STSU course and developmental courses. Boyd said he has seen the development concept work well. Moller has a learning community with developmental reading and a sociology course. Moller is also working on a learning community with reading and nutrition.

Faculty Performance Review Program

Department Chairman Performance Review Program

Matney distributed copies of the above programs' schedules that are included in the "blue calendars" for 2006-07. Matney asked if the chairs are comfortable seeing what they need to see in the student evaluation analysis and the student evaluation forms. Sloger noted that they are having problems getting the analysis for the on-line evaluation. Jon Bellah who is

working out of India is working to get them generated. Mueller said they piloted an on-line evaluation with the Level 4 nursing students and would not allow students to take their final without having completed the evaluation. Mueller who is on the Faculty Evaluation Committee will prompt the committee to start researching possibilities for a college-wide on-line student evaluation system.

Grants/Contracts Management Handbook

Chairs are being asked to become more aware of grants and contracts in their respective areas. Matney will ask McAnally to send a copy of the Handbook to the members of the Vice President's Council members.

2007 - 2008 AC Calendar

The 2007-2008 calendar is going back to the traditional start and end dates. Seabourn needs to meet with Moller, Huber, and a few others to work out some details for late registration for dual credit students. AC classes will begin on August 27.

2005 – 2006 Cost Study

Matney distributed divisional levels of the cost study report. Chairs asked who generated the report so they can discuss some concerns they see.

Task Force on Institutional Cost Efficiencies – Robert Boyd

Matney said the task force is trying to create an awareness of instructional cost efficiencies. Boyd is the chair of the task force and members are Sloger, Huber, Nolte, Porter, Kee, Wetzel, Moller, Fike, and Mills. The task force met a number of times last semester. Cost efficiency should always be an item of concern for chairs. Boyd reviewed the recommendations of the Task Force.

Summer Courses

Matney noted there should be compelling reasons to offer and run summer classes

FWA

Matney wants to meet with the division chairs to review their faculty loads and FWA. Chairs should complete the FWA by February 3. They will then receive a copy of the FWA and final corrections/changes should be completed by February 10.

Developing Outcomes (programs with specific majors) – Danita McAnally

Need to encourage faculty to participate in the assessment of student learning by sending class assignments which could assess general education competencies. McAnally noted that so far only eight faculty from two divisions have volunteered. Matney asked the division chairs to set an example by participating and to also encourage their faculty to participate.

Faculty will also need to participate in Outcomes Assessment Training in developing new PET forms. They will receive e-mail invitations for the training. Clerical staff may also benefit from the training.

Out of District Plan – Lou Ann Seabourn

Seabourn annually meets with members of the High Plains Higher Education Regional Council to review and approve the out of district plans. The plans include anything colleges propose to offer out of their service and/or taxing district plus all distance education classes. The plans must now include clinical sites for Allied Health and Nursing. Seabourn asked that the chairs help her review and update Amarillo College's plan.

Spring Too Classes

A report will be run to show what courses are currently being offered for Spring Too classes.

AC – WTAMU Partnerships

Matney noted the following partnerships:

- Mueller working with WTAMU on a proposed Health Care Clinical Simulation Resource Center
- Working on seamless curriculum between every AC major and WTAMU – Student Contracts
- Reverse transfer emphasis being emphasized
- University Center
- Engineering partnership
- AC may start offering all WTAMU the developmental classes
- Working an articulation between AC Forensic program and a proposed Forensic Program at WTAMU

Concept of Division Advisors

Crawford noted that Allied Health needs a divisional advisor. It was noted that the loads for the divisional advisors is not equitable. The advisor for Business and Language, Communication, and Fine Arts handles over 1900 students whereas another divisional advisor has only 400 students.

Announcements:

- Spring '07 enrollment – The Cactus raid affected the Moore County Campus.
- ENMU articulation – We have an opportunity to establish an articulation agreement with ENMU. Matney is proposing an articulation for our core but would also submit specific program articulation agreements for which there is a need for our students. There probably are not many AC students who transfer to ENMU.
- Non-print material – Making some progress in budgeting and in the future will budget non-print in the "Supply" pool with the object code of 522250.
- AC-WTAMU transfer advising – WTAMU counselors will be in the Advising and Counseling Center on Mondays 5-7 p.m. and Tuesday & Wednesday 10:30 a.m. to 12:30 p.m.
- Classified faculty ads – Matney asked if the chairs interviewed any potential part-time faculty due to the recent ad. Moller/Esquivel hired someone for sociology. Moller has received about a dozen applications. Matney said the ad was run because the part-time faculty pool is diminishing. Vincent suggested that a general posting for part-time faculty be on the HR job posting site. Hernandez will follow up on this with HR. (After the meeting Hernandez talked to HR and discovered that part-time teaching opportunities are always posted on the HR site.)

- XMGE & XMGD – Chairs said they did use and liked the Missing Grade Reports
- Course syllabi using CMS – System is working.
- *USA Today* article
- Ann Britt – Appointed the new LCFA & Business division advisor – Boyd noted reception to say good bye to Joyner and hello to Britt is being held on Thursday, January 25 from 2 – 3 p.m. on the third floor of Business/Parcells lobby.
- Fall '07 Class schedule due January 29 – Matney reviewed the classes for Spring 07 this weekend and said it appears there are some sections that could have been eliminated. Now is the time to make those adjustments for the proposed Fall '07 schedule. Don't just let the semesters roll over. Matney took a vote to see how many chairs would like to do away with a printed schedule:
 - 6 want the printed schedule
 - 3 were in favor of eliminating it.
- Articulation agreement with College of the Southwest – Hobbs, MN

Divisional Reports

- Hernandez – Chamber of Commerce Business Conference. Panhandle Days is going to be combined with South Plains Day.
- Tenure Petitions – Matney reviewed the petitions over the break and was very impressed. The petitions will be presented at the January Board meeting.
- Mueller – When the campus closed and announced late, several faculty and students showed up for clinicals at 6:30 and it caused quite a dilemma. Crawford had the same problem. A 6:30 notice is too late for Nursing and Allied Health. A more feasible time would 5 a.m.