

**Vice President's Council Meeting
February 1, 2006
Summary Notes**

Members Present: Dr. Paul Matney, Robert Boyd, Toni Brasher, Bill Crawford, Daniel Esquivel, David Fike, Mark Hanna, Judy Johnson, Jerry Moller, Sheryl Mueller, Lou Ann Seabourn, Robert Sloger, Renee Vincent

Members Absent: David Hernandez

Others Present: Diane Brice, Kay Mooney, Courtney Milleson

Electronic Rosters – Diane Brice & Kay Mooney

Chairs said they still need to be able to print grades and rosters after they have been submitted. Moller said it would be helpful if the procedures for rosters and grades were the same. Seabourn noted that she will work with the dual credit instructors.

Brice and Mooney said they need to “pull out” students that are not eligible for financial aid funds. Faculty need to complete submission of their electronic rosters within 24 hours of the census date. At the end of the 24 hours, Brice will send out an e-mail informing supervisors of those faculty who have not completed their rosters. When faculty certify that a student has not attended class, Financial Aid will “pull back” the appropriate amount of awarded financial aid.

Mooney said the system will now alert advisors that students on financial aid need to report to the Financial Aid Office to withdraw entirely from school.

Drops after Deadline Procedures

Matney reminded the chairs that it is a faculty member's call to allow a student to drop late or change a grade.

David Fike

Matney congratulated David Fike on completing his doctorate.

Learning Communities – Courtney Milleson

Matney reminded the chairs that Learning Communities is part of the Strategic Plan and one of our student success and retention strategies. He stated that Amarillo College is committed to the Learning Communities concept. Milleson hopes to have 10 learning communities in Fall 06. She said it is an “honor” for faculty to teach the integrated classes. There is a simple application process and the application in on the P drive. There is a brief training session for participating faculty. Milleson said participating faculty with integrated classes will receive a \$700 professional gift certificate which can be used for travel, classroom equipment, conference, etc.

E-Learning Center – Bob Sloger

Matney commended Sloger on the work he has done the last five months for the E-Learning Center. Sloger presented the educational report on the E-Learning Center at the last Board meeting. An advisory committee has been formed and Brenda Davidson, an instructional designer, has been hired and is doing a fantastic job. The Center is working well with the Information Services Technology Division. Matney commended Georgeann Burrell for her service to E-Learning, but announced she is no longer employed at Amarillo College.

FWA

A copy of FWA run the morning of 2/1/06 was distributed. Matney and Glasscock asked the chairs to review the report taking note of small classes, zero out loads for Spring Too sections, pro-rate loads for small dual credit classes, special assignments, and special circumstance such as Foster who teaches dual credit and but paid by AC.

Matney challenged the chairs to begin thinking about pro-rating loads for small classes (especially for overloads) and have good justification for classes with less than 10 students.

Instructional costs were higher this fall than last fall even though enrollment was down. The final FWA will be printed next Monday and sent to payroll later that week.

Summer '06 Class Schedule (handout)

Copy of the Summer 06 schedule was distributed. It was noted that in submitting some of the 3 week classes, the required Fridays had not been scheduled. Those sections have been revised and the Friday meeting dates added. Matney commended Bobbie Glasscock and Kelly Murphy for their work on the Summer schedule.

Facility Planning – Deadline February 10

Dr. Jones is interested in doing renovations to B Building on the West Campus. Submit to Matney by February 10 realistic facility requests/needs for the Washington Street, East and West campuses. Dr. Jones may suggest a bond issue to fund these facility needs.

Chairs expressed they would like the buildings on the West Campus to be renamed something other than an alpha letter.

Tech Prep Cluster Meeting – March 31, 2006 – Lou Ann Seabourn (handout)

Matney is on the Tech Prep Board. He noted that it is a good program for our students.. He asked the chairs who have magenda shows the AC link for a crosswalk of articulated courses.

This is an opportunity for Amarillo College to make contact with potential students and their teachers. Seabourn noted they need a headcount for March 31 and faculty who will participate need to submit the registration form Chairs and faculty/directors need to attend either the 2/24 or 3/2 planning meeting.

Crawford noted that Allied Health program applications asks if the student's high school had a Tech Prep program. Most students haven't ever heard of it.

AC/WT Degree Plan Equivalency listing (handout)

Matney noted that a sample (Criminal Justice) of the AC/WTAMU Degree Plan Equivalency was distributed. WTAMU is posting these on their website. If chairs see discrepancies, let Matney know ASAP. He will follow up on such with WTAMU.

CE Cross-Listed Classes Training by Kim Davis

There are still a few problems doing authorizations and calendars for cross-listed classes. Matney asked that those who offer such to attend the online training on 2/3/06.

New Program Review Format

Behavioral Studies was reviewed last spring and the internal review committee will begin looking at it. Matney noted there may be a one-year hiatus on program reviews while the procedures are being revised. Fike noted that the new forms are on the WEB in the Institutional Effectiveness site.

Pre-requisite and Co-requisite Information – Bobbie Glasscock (handout)

The chart listing courses which had pre-corequisites was distributed. Most have submitted clarification of either a prerequisite or corequisites. Those remaining on the list need to submit which they prefer.

Executive/Administrative Assistants Council – Bobbie Glasscock

Glasscock said the Academic Assistant Council had its first meeting. The participants had expressed their gratitude for organizing such. They believe the sharing of tasks and procedures will be most beneficial. They plan to meet once a month. At the first meeting several projects for the group were already established.

Request for Payment Policy (handout)

Matney noted the revised policy stipulates that "Request for Payment" may be used only for:

1. Reimbursement greater than \$150 (petty cash to be used for amounts less than \$150)
2. Stipends
3. Certain Grant Expenditures

Departmental funds must be available to cover requests. All other payments must be made utilizing a purchase order.

Budget Request Forms for Perkins Travel and Equipment (handout)

Matney noted that Perkins equipment/software/travel requests must be budgeted and instructions/forms will be part of the budget packets.

Perkins Reallocation

Amarillo College received \$37,636 in the Perkins reallocation and it has already been expended.

Announcements

Dr. Jeff Seybert's Outcomes Assessment Workshop

Chairs were complimentary of the workshop. College Algebra instructors are embedding assessment items into their exams. SACS requires that we know if we are making a difference in student learning. Matney noted that student outcomes assessment will become part of Amarillo College's culture. Matney also noted that Amarillo College needs to do assessments not because SACS requires such but because it is the right thing to do.

2006 Final Exam Schedule (handout)

Copy of revised final exams schedule was distributed and is on the AC website. Matney noted that the dates/times printed in the class schedule are incorrect.

Tascosa High School Pilot Project

Brad Johnson is leading the institution in new recruiting efforts. He is conducting a pilot project with THS and AC. 135 THS graduates (33.8% of the class) entered AC this fall. 42% of THS graduates had no college plans and that is going to be the focus group to recruit.

2006-2007 Master Calendar (handout)

Matney noted that after a lot of discussion, it has been decided to begin classes August 21, 2006 and end December 8, 2006. The reason is to test the theory that our Financial Aid Office and Registrar's Office have work to do after grades have gone in. We did not get a very good advance registration for this Spring and hope that an additional week to register after Fall final exams will yield a higher number of Spring enrollees. It was noted that public schools are in session by that time.

Online Division Chair Evaluations

This year the evaluations will be completed on-line. Moller suggested part-time faculty be included. We will work on this request, but it probably cannot be accomplished for this year.

Mueller asked that security be added so that faculty can only submit one evaluation. (That security has been added)

Job Audits Conducted Between Nov. 1 and Feb. 28 (handout)

A copy of the job audit policy was distributed. It was noted that there is a window of time for job audits to be conducted. Raises will go into effect the next budget year.

Perkins Funding Policy (no change)

McAnnally said we will no longer get funding on the number of students taking technical courses but the number of students majoring in technical programs. We need to work to have general studies majors who are actually taking technical courses towards a certificate of degree to change their major to such.

Drops After Deadline Procedure

Odyssey Ad

Matney commented on what an outstanding facility the new Globe News Performing Arts Center is. Several Amarillo College faculty and staff were involved in the initial performance. College Relations is highlighting faculty in ads. If a chair has a suggestion of a faculty member to highlight, contact Ellen Neal.

Brasher –

Thomas Manson is conducting a powerpoint skills/classroom management presentation. She has seen the presentation and said it is excellent. Presentations are February 23 and 24. Register with Toni at 6083.