

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

**Members Present:** Dr. Paul Matney, Sondra Beigle (for Toni Brasher) 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:**

**Others Present:** Brad Johnson, Judy Carter, Diane Brice, Kay Mooney

**Portal – Brad Johnson**

Johnson said area a number of things faculty have asked for over the years and the portal will address many of those needs. It will become be the gateway to Amarillo College's different systems – colleague, groupwise, WebAdviser, WebCT, etc. You will be able to use a single user log on. Will also be accessible off campus. A handout listed many of the features of a CampusCruiser Web Portal. Many features will be available as early as April but it will take a couple of years to fully utilize several of the features. Faculty and staff will be ask what features they desire. The Par grading system will be integrated.

The Title V grant will fund the project for the next five years. Johnson said some of the advantages of outsourcing the system is:

- No maintenance of the system
- Supplier's past experience
- Savings of training of IT personnel
- Security/stability
- No long-term commitment
- Fixed Costs

**Registration Overrides (Handout) – Diane Brice**

Attached was a list of faculty who currently have prerequisite override responsibilities. Matney asked the chairs to review the list, mark out names who should not be listing, and return the list to Bobbie to compile and have corrected.

**Students Purged from Class – Diane Brice**

Brice distributed a report showing a list of students whose reading prerequisite was overridden for BIOL 2401. She noted the example of Marisa Salinas and said this student was registered in the prerequisite but made an F. She had preregistered and the system assumed she would pass. Brice said she believes she can change the system to dereg these students when a failing grade is issued. She would send a letter to the student telling they had be purged due to not meeting the prerequisite. She could also send a comprehensive list to the division chairs listing all purged students and what they were purged from due to not meeting the prerequisite the previous semester. The chairs endorsed the procedure as a group. Brice said she can also work with chair who may want to make exceptions.

Honors Program (Handout) – Judy Carter

The Honors Program was implemented in 1988 with Dwight Huber coordinating the program. Judy Carter distributed the honor program brochure which was designed by honors program students last year. She noted the courses which currently are included in the program noting that GOVT 2305 is one of them. AC has now decided to grant AP credit for GOVT 2305 and most of them will receive that credit. After discussing such with Moller, he suggested adding GOVT 2306 to the program. She has also approached Dr. Bauman and he has agreed to create an honor Microbiology class. Most of the students will be premed students. She encouraged each division have at least one honor courses. The courses would be offered on a rotation basis. She believed that it would be beneficial to both the institution and the students.

Matney said an example would be to have an honors section of Minority Studies. Advisors who have programs who require such could encourage their brightest students to take such. Honors classes are not more work, but different work. The honors seminar includes service, learning, and leadership. If a student has dual credit for one of the honors core classes, the program allows for one substitute course for the program. Honor students must maintain a 3.25.

#### **Faculty Performance Review Program**

Matney noted that many have come in. If chairs have not completed such, he asked them to keep working and get them in asap.

#### **Chairman Performance Review Program**

Matney reminded the chairs that their evaluation process is this year.

#### **New General Education Competencies (Handout)**

Matney noted that the Assessment Committee has revised the General Education Competencies. The Academic Affairs Committee approved them last week and they will be listed in the next Catalog. Matney said the Assessment Committee believes reducing the previous nin competencies six measurable ones is beneficial.

#### **Professional Development Day – April 7, 2006**

There will be activities for each employee group – faculty, staff, and administrators. Ginger Tucker from Canyon ISD will be the keynote speaker. **Is this right?** Dr. Jones believes professional development should be conducted by divisions/departments. Basically it is carte blanc day – but Matney hopes the divisions, department, faculty will participate.

#### **2006-2007 Budget Preparation**

- Faculty Load Analysis (Handout)

Matney said the numbers do not speak well for the instructional divisions. Contact are down but full-time equivalent loads increased. Loads taught by full-time faculty increased, overloads dipped down, and part-time equivalents was status quo. The student/faculty ratio is down to 17.24:1 Matney said that it will be very difficult to justify new full-time appointed faculty. He encouraged to chairs to think of what their faculty/staff needs will be and let him know in about week what they are. Moller and Matney said if you suspect a faculty member is going to retire to try to secure his resignation so that a replacement can be budgeted and advertised.

- Budget Time Line (Handout)  
Matney reviewed the dates of the time line. He would like to go over the individual divisional budgets with chairs before the March 30. As soon as chairs have completed their budget, please schedule a time with Matney between March 22 and 30. Once the budgets are submitted, the VP Council will meet to prioritize/cut requests.
- Program Cost Analysis (Handout)  
Matney asked the chairs to look at their cost study reports and be aware of areas that are continually in the deficit. Administration is aware that there are program that can and will generate a lot of net income whereas there are some programs that will not. It was noted that now is the time to look at lab fees and the cost study analysis could support a requested increase.
- Perkins Travel Request Forms (Handout)
- Perkins Equipment Request Forms (Handout)
- Institutional Equipment Request Forms (Handout)
- Personnel Requests (Replacement and New)  
A salary analysis was attached which may be helpful in planning your budget.
- What are we doing that we should stop doing?

Matney noted that there will be a very tight budget but said it is still appropriate to list priority 3's. Berg has proposed that the mileage reimbursement be raised to \$.40 a mile. A technology fee will also probably be implemented at a \$? Per credit hours. Matney also reminded chairs to submit student requests.

Accreditation – Annual fees should be budgeted by the department but expenses come from the accreditation pot. **Matney will verify this.**

#### **Tech Prep Cluster Meeting – B&I, March 31, 2006 (Handout)**

Matney thanked those who attended the February 24 meeting and encouraged others to attend the upcoming meeting on March 2.

#### **WIA Training (Handout)**

Matney reviewed the report provided by the PRPC.

#### **PET Forms and Departmental Purpose Statements**

Matney believes there will be a hiatus on program reviews this year until the procedures are reviewed and updated. Matney encouraged that faculty have input in departmental purpose statements.

#### **Announcements:**

- David Fike's reception (Thursday, March 2; 2:00 – 4:00 p.m.; Oak Room)  
Matney encouraged the chairs to attend.
- Title V cooperative grant with SPC  
Matney reminded the chairs that the Title V grant has some ramifications with the E-learning Center
- Rank promotion portfolios (Due to RAT Committee February 28)  
Matney has heard that there are 22 petitions
- Catalog Changes Due Immediately
- Summer/Fall Registration Begins April 17
- Distinguished Alumni Nominations (Due to Heather Atchley March 10)

- Melonye Curtis was named Professor Emeritus
- Education Program at the Board meeting was McAnally giving a report on