

**Vice President's Council Meeting
March 23, 2005
Summary Notes**

Members Present: Dr. R. E. Byrd, Toni Brasher, Bill Crawford, Ron Faulkner, David Fike, Renea Fike, Mark Hanna, Paul Matney, Jerry Moller, Sheryl Mueller, Lou Ann Seabourn, Robert Sloger, Renee Vincent

Members Absent: Bob Lee

Others Present: Bobbie Glasscock, Brad Johnson, Patsy Lemaster, Courtney Milleson, Ann Usrey

Hope Chest

Courtney Milleson joined the meeting to talk about the Hope Chest project. The Hope Chest is a means by which Amarillo College personnel may contribute toward the needs of 15 students graduating from high school that are in the foster care program. Courtney is asking various departments or individuals to adopt a student at the cost of \$450. Money or items may be contributed. Matney suggested the council members adopt a student. Council members agreed to adopt a foster care graduate.

2005 – 2006 Budget Requests

New Personnel Requests – members were asked to submit their needs for new personnel. Matney asked that everyone send their requests to him in writing by Friday, March 24th.

Equipment Requests (priority) – all equipment lists should be compiled and submitted in order of priority. Online instructors need computers that will support online courses. Dr. Byrd suggested 50-100 computers be purchased for faculty and staff in lieu of replacing a lab this year. The equipment requests are due by April 4th.

Institutional & Instructional Travel – Institutional travel is travel that is important for of Amarillo College to be represented at various meetings and conferences. Perkins travel **should not** be turned in as part of **institutional** travel. **Instructional** travel is budgeted for class-related trips. Division chairs were encouraged to budget \$1,000 in each division budget for institutional travel.

Perkins Travel Requests – Danita McAnally will prepare a specific process for requesting Perkins-related travel. She will attend a future Division Chair Council meeting to explain the process.

Advertising Requests – Chairs should request departmental advertising needs on the Preliminary Budget Worksheets, but do not

budget funds for these needs. Matney will meet with Brad Johnson and Ellen Neal to budget advertising funds.

Review Division Budgets –the division budgets will be reviewed by Dr. Byrd and Dr. Matney. All budgets are due to Theresa Rider in the business office no later than April 4.

Class Schedule Rubrics (Spring '06)

The Spring '06 class schedule is to be reformatted. The rubrics will be sorted by an area of study or department rather than alpha by rubric. The process to make this change was discussed. Council members were asked to begin working on their individual areas, to be completed by April 12th. Bobbie Glasscock stated she would assist each area as needed. Due to time constraints the schedule re-formatting could not be completed in time for the Fall '05 class schedule.

Faculty Professional Development

There was discussion of Faculty Senate recommendations concerning professional development submitted by Robert Boyd to President Steven Jones. Lemaster reported on some changes to be made including more emphasis on departmental and divisional professional development activities. Lemaster will need an outline of the activities in various department meetings. She offered to assist in the planning of these meetings. On August 24, 2005 Professor Vincent Tinto from Syracuse University will be coming to speak about student success initiatives during General Assembly.

Part Time Faculty Evaluation

Examples of evaluations for part-time faculty were presented by Moller. Members received a handout from Moller showing the tool he uses to evaluate part-time faculty in the Division of Behavioral Studies. Chairs may wish to use a similar evaluation of part-time faculty.

New Mass Mail E-mailing Policy

A handout regarding policy that is to be used for mass e-mailings to students was given to each council member. The new mass e-mailing can be used for the entire student body or a subset of students. All mass e-mailings will need approvals by various "gatekeepers" before the mailings will be sent. The new policy will provide the opportunity to communicate with departmental majors or all students in a division. There is excellent potential in this new tool to communicate with students.

Content Management System (CMS) for Websites

Departments will now be responsible for maintaining their own websites. Training classes will be offered in the near future. Websites that are not properly maintained will be removed. Carol Moore has been named Content Management System director.

Career Connection & Sneak Peek

Career Connection did not serve many students, so it will be discontinued. Sneak Peek will be conducted on April 22.

Perkins Reallocation Funds

Perkins reallocation fund approvals were announced. Requisitions for this equipment should be submitted within the month.

Announcements:

- **Hereford Campus Update**
Dr. Byrd announced Daniel Esquivel as the new director for the Hereford Campus.
- **Spring Too Enrollment**
Enrollment numbers for the Spring Too classes were given to the members. The enrollments were good in most of the classes offered this session.
- **March 25, 2005 – Faculty and Student Holiday**
The catalog shows the college to be closed Friday, March 25th. This is an error, the college is not closed.
- **Outcomes Assessment Committee**
Divisional representatives are needed for the Outcomes Assessment Committee.
- **Faculty Load Analysis**
A handout of the Fall 2004 faculty loads was given to each member.
- **Professor Emeritus**
Reagan Hathcock has been named professor emeritus by the Faculty Senate.
- **AC Fact Sheet**
The AC Fact Sheet was developed to take to TCCTA. The TCCTA website also provides excellent information regarding community college enrollments, funding, etc.

The meeting was adjourned at 4 pm.