

Vice President's Council
April 25, 2007
Summary Notes

Members Present: Paul Matney, Robert Boyd, Bill Crawford, Toni Gordy, Mark Hanna, David Hernandez, Judy Johnson, Jerry Moller, Sheryl Mueller, Ed Nolte, Lou Ann Seabourn, Robert Sloger, and Jack Stanley

Members Absent: Daniel Esquivel and Renee Vincent

Announcements:

- Bobbie's Reception: Monday, April 30, 2:00 -3:30 pm, L 113
- Strategic Plan Revision Project – May 4 & 10
Faculty have volunteered to work on the Strategic Plan Revision Project. Robert Boyd will facilitate the event. May 4 and May 10 volunteers will meet about 4 hours – keep the goal, modify the goal, scrap the goal. Matney asked the chairs to look at the document which is on the AC Web site.
- Employees Responsibility Form – April Swindell
Chairs said some faculty reported they had not received the form. Matney asked the chairs to follow up to ensure all their faculty and staff complete and return the form.
- Luncheon with ENMU President & VP; May 1, noon, Johnny Carino's
ENMU has opportunities for some of our students. Matney encouraged the chairs to attend the luncheon.
- Equipment Theft – Tom Sanders
Matney asked the chairs to review the e-mail from Tom Sanders regarding equipment loss and thefts and be aware of potential problems.
- Time & Effort Reports
The deadline for time and efforts reports is April 24. Chairs expressed that tracking and reporting time and effort is an onerous procedure. It was noted that the reports are mandated by grants.
- Summer Payment Plan
Payment plans are now possible during the summer term. Carol Moore noted that there is officially only one summer term which begins on May 29 and the payment plan is based on that date, not the date specific classes begin.
- "High Demand" Panhandle Occupations
The chairs expressed concern that the Globe News does not support promotion of Amarillo College. It was noted AC does not participate in the Celebrate Youth Program sponsored by Globe News and WTAMU does; many believe it affects our coverage?

Board of Regents Meeting

Matney reviewed the Board of Regents Meeting agenda for April 24, 2007. Ed Nolte presented the educational program on the Industrial and Transportation Technologies Division, "Concept for a Center of Excellence on the East Campus". He also announced Kim Hays has completed his Doctorate.

Promotions in Rank were approved for:

Instructor to Assistant Professor

Dr. Mary Orff – Biology

Assistant Professor to Associate Professor

Carol Buse – Computer Information Systems

Dr. Nichol Dolby – Biology

Rathna Prabhakar – Mathematics/Engineering

Associate Professor to Professor

Rudy Bratcher – Computer Information Science

Dr. Rao Prabhakar – Computer Information Science

External Assessment Committee - Technology on all campuses rated high along with Nursing and Allied Health programs. Matney noted the city is thinking about going for a bond issue in November. New legislative rules will restrict our approach on a bond issue. Amarillo College needs a bond issue to pass to secure funds needed for renovations. The architecture firm of Shiver & Megert has been hired to complete a master facilities plan. Matney said faculty and staff who are asked for comments regarding a proposed bond issue need to tell their story but they need to be factual.

President's Report – Authorization to spend \$20,000 out of contingency to hire a consultant to conduct a campus technology study.

Textbook Selection – Matney presented a short program on how textbooks are selected. He explained why all faculty teaching the same course do not always use the same text.

Faculty Supervisors Council

Matney believes the organization of the Faculty Supervisors Council is a good thing for AC. The group has had good participation. He said Wetzel and Huber are doing a great job facilitating the group. The Council is proposing doing away with the printed schedule. Moller said he has talked to several faculty and staff who believe a semester specific document with pertinent information such as a calendar with deadlines, tuition rates, etc. should be printed. Several of the chairs believe a gradual transition to fewer and fewer printed schedules would work better. The chairs believe many faculty still rely on the printed schedule. Several chairs expressed that AC does not have a user friendly web registration system. Crawford asked if it would be cost efficient to print it one time in the Sunday paper (like WTAMU does) rather than the current printing system.

Faculty Online Advisory Committee Update – Seabourn

Seabourn reported the committee met throughout the semester and have looked at Course Cruiser, viewed web conferences for a peer review process, security items, standards, best practices. The committee is tackling issues and plans to continue meeting.

Tech Prep Update – Seabourn

The old consortium has been dissolved and the new consortium has been approved. The new consortium is the "Top of Texas Tech Prep Consortium" and is in the process of reviewing grant requests from high schools.

Part-time Faculty Certification Program

Seabourn said she and the part-time faculty believe it is a successful program.

Math 1333 (1332 as of Fall '07) – Contemporary Mathematics

Matney noted Math 1333 will be offered for the last time summer '07. Math 1332 will replace it and will be taught as a college-level course. It will require a 270 THEA score. Matney believes we did the right thing and the change is best for students and the integrity of the college.

Budget Process and Budget Survey

The proposed budget is \$970,000 out of balance with anticipated revenue. There are many questions to address such as:

- Do we ask for a tax increase in light of a bond issue?
- What about salary increases?

Matney asked for reactions to the President's budget survey. Some believed it presented animosity and put employee groups against each other. Some expressed they did not like the tone of the survey. Jones recognizes the survey was a predetermined instrument. Matney reviewed the results by each employee group. Johnson noted raising tuition to raise funds was not an option on the survey.

Textbooks

Matney believes faculty are more sensitive than ever before about textbook selection but asked the chairs to increase awareness to faculty about the textbook issue. Faculty should never require a textbook they do not use. McAnally believes the State will be making some mandates which will affect textbooks. Matney noted faculty still have academic freedom but need to be concerned about costs.

2007 – 2008 Equipment Requests – Glasscock

Distributed updated reports and noted some items had been shifted from Perkins to Institutional items

Chairman Performance Review Program

Discussed whether full-time and part-time faculty responses should be segregated or sent a different survey. It was recommended that a different survey for part-time faculty would be more appropriate. Matney expressed concern/disappointment about the low evaluation response rate. Since the evaluation results are being sent out late, the deadlines for the rest of the process will be adjusted.

Commencement

Matney has had about 8 requests from faculty to be excused from Commencement. He is concerned some of the reasons are not legitimate. He would like the institution to recreate the culture that it is expected for all faculty attend commencement. He asks that requests to miss commencement be determined by division chairs before being sent to him.

Faculty Survey

Matney said the survey has revealed many good things. Clearly one concern is leadership. The survey indicates there is some misunderstanding and some clarification is needed. It was noted that naturally the survey was an opportunity for unhappy faculty. Jones will be responding to the survey results and will address the issues in an appropriate, positive manner.

Johnson noted the survey should be viewed as a positive instrument and taken as constructive criticism. Administration should search for validity and work to improve issues revealed from the responses. Hanna noted some schools have ombudsmen and AC may want to consider such.

Matney said faculty want and deserve to be heard, appreciated and valued. He also stressed the President deserves support.

Perkins Grant Application – McAnally & Crowley

McAnally said the “new law” has affected internal budgeting. McAnally said with the current equipment requests, there are no Perkins funds for travel. Matney reminded the chairs that funds for faculty professional travel have been proposed for the 2007-08 budget. McAnally believes Perkins supports professional travel and prefers to not submit a zero travel budget. It was suggested the institution fund McClure’s position thus releasing Perkins funds for the Perkins travel requests. Matney asked if any Perkins priorities need to be changed; if so, let Bobbie know. Cuts will come from the bottom of the approved list of equipment.

Cara Crowley reported Perkins IV has changed some requirements such as a Strategic Plan. Performance Measures are not out but the application is due by the end of May. Career and Technical Education (CTE) is a new issue which must be addressed in the new application. Crowley will be contacting the chairs to address the 14 items required for the Grant Proposal (Local Plan) and the 9 items required for the Local Uses of Funds.

Tech Prep Grant – Crowley will be working with Seabourn.

Students Outcomes Assessment and PET Training – McAnally & Larkan-Skinner

Five of the eight PET training sessions for “disciplines with a major” were successful. Two sessions will be held this spring for “support courses”. Four additional sessions will be offered this coming fall for “support courses” and several “make-up” sessions will be held for faculty that did not attend the previous trainings. Matney asked the chairs to buy in and support the training and encourage their faculty and staff to attend. Faculty who have a conflict with the time set for their division can attend another session. Kara discussed that sessions will be scheduled by division chairs rather than POD to increase awareness and participation.

General Education pilot – Six competencies. Participation low.

Initial turn out and participation was low; approximately 40 initial assignments were submitted. Currently 20 out of 40 assignments have been turned in. This leaves huge gaps in the competencies of Ethics and Diversity, Aesthetics, and Mathematics. Kara asked how to get more faculty participation. No suggestions were noted. Kara offered to attend department and/or division meetings to explain the process/requirements and increase participation.

Paul noted that Jeff Seybert may come back next year to offer a progress report on AC's Outcomes Assessment Process.