Vice President's Council Meeting
May 25, 2005

Summary Notes

Members Present:
R. E. Byrd, Paul Matney, Bill Crawford, Daniel Esquivel, Ron Faulkner, David Fike, Renea Fike, Mark Hanna, Bob Lee, Jerry Moller, Lou Ann Seabourn, Bob Sloger, Renee Vincent,

Members Absent:
Toni Brasher and Sheryl Mueller

Others Present:
Diane Brice, Bobbie Glasscock, Brad Johnson, Dennis Leslie, Carol Moore, Ann Usrey

Daniel Esquivel
Dr. Byrd introduced Daniel Esquivel – Executive Director of the Hereford Campus. Daniel's been on board almost a month.

Budget Update
Matney distributed an update of the Academic Affairs Equipment FY05 budget for the instructional divisions. There will be a net effect of 13.75 (FTE) additional faculty. Travel and student help remain the same. As noted on the handout, Perkins requests have been reduced. Requests were over budget and $33,000 of travel requests still needed to be funded. A balanced draft of the budget has been sent to the Board. It included a 3% salary increase and carryover funds from this year. It is a balanced but tight budget. Contingencies have been reduced. It is difficult to "balance" since state funding has not been determined.

R. Fike noted that beginning in Fall 06, Perkins funding will be based on the number of technical majors not technical classes. We need to make certain that students have declared their correct major - especially general studies majors who are actually a technical program major.

R. Fike also noted that faculty can complete change of major forms for students and forward them to the Assistance Center and not make students go through the process/lines.

Registration & Class Dates Issues
Due to students not being registered by the census date we lost contact hours for 43 students summer 04, 61 for spring 05, 9 already for this summer.   Brice noted that start/end dates drive the census dates and need to be checked for accuracy. Also students may be on the roster but not marked paid. Faculty need to remind students

when they haven't paid. Brice also suggested that faculty print a roster at the beginning of each class till the census day. Byrd suggested that faculty be notified when a census date registration has not been met to make them aware of the problem

Textbook
Matney reminded the chairs of the student whose mother called him. The student dropped a class because she couldn't get a textbook. It was noted that there could have been other options for the student such as a copy of the chapter being put in the library reserve area, putting the chapter on the Web, etc.

Dennis Leslie listed what is important to them as a bookstore.
1. Requisition form – can use e-mail. The most important information on the requisition is the ISBN number and estimated enrollment. He noted that bundles have a different ISBN number than a single textbook. Faculty can contact sales representatives to help with ISBN numbers. It would help the bookstore if faculty would note when the ISBN is for a new edition.
2. Number – Submit best guess for enrollment, Leslie has been ordering 10% above request.
3. Order should be estimated enrollment (not maximum cap) e.g. a class has a cap of 40 but routinely the enrollment is about 25. Twenty-five books should be ordered.

The goal of the bookstore is to have the books students/faculty need – not have to reorder. The bookstore needs to be informed of added sections immediately – remember they were not in the initial order. They do look at the history and will adjust orders. If a book becomes out of stock, Leslie will try to contact the instructor to see how many they need and place 2nd day orders. If he is unable to contact the instructor, he will check the enrollment on Datatel and place a second order. Bundles take longer to receive. Large companies will usually work with us but smaller companies have a harder time meeting our needs and sometimes require a prepayment.

Dual Credit and On-line classes tend to have the largest problems.
1. On-Line classes – we pay 2nd shipping to get books here and then turnaround and pay 2nd shipping to get the books to the students.
2. Dual Credit – causes problems because students take assessment tests in August and it is hard to estimate enrollments. (Seabourn said she would work with Leslie to improve this situation)

Over orders and returns can cause problems and could cause losing "perks" with vendors. Leslie asked that caution be used when ordering bundles. Faculty should make certain that they are going to require what's included in the bundle and the students will need it. Mistakes can cost the students extra and the bookstore extra in shipping costs.

CMS Training
Matney reminded the group that faculty had been encouraged to attend a CMS training session. The plan had been to move the administrative side to CMS first and then the academic side later. Plans were to go ahead with the faculty training in June, but Carol Moore has decided training for the academic side at this time is premature. Training will be available for faculty in the fall.

Brad Johnson noted that we are doing a "guerilla" implementation e.g., we are learning as we implement. CMS implementation will start with administrative group because it is a "more contained" group.

Moore, CMS Project Manager, said that part of the frustration is that it is being customized for Amarillo College. Tommy deJesus is having to jump through some hoops to meet our needs and is defining more "bells and whistles" as we progress. Moore has a demo of the new site. The search feature will go through Google and should work much better.

Johnson talked about how we are working to be consistent on the AC Web Site but keep "different" skins. When we go live, the system will be "pretty plain vanilla" but will have more "bells and whistles" as we proceed. Faculty can still maintain their own web sites and link them to the CMS. More templates can be created.

Strategic Plan
Johnson showed the condensed version of the Strategic Plan which was presented to the Board at the May meeting.

Interactive Device
Byrd noted that he and Lou Ann Seabourn saw a demo on an interactive device and were impressed with it. An entire setup is $6500 and could be used for interactive classes and meetings.

Web Advisor Grade Submission Problems
Matney noted that this semester the system had problems on the day grades were due. He also noted that due to the faculty's diligence, at 4:15 p.m. on the day of commencement, there were only 31 records still out. The group discussed the problem of needing the student's signature for for an "Incomplete (I)" grade. Sometimes it is easier to report a grade and later do a change of grade form when the student completes the work.

Pre-requisites – Renea Fike
R. Fike distributed pre-requisite mismatches report for Spring. Judy had informed the faculty of students in their courses who had not met the reading prerequisite and left it up to the faculty to let the student remain in the class or not. The list shows the grades of students who were allowed to remain in the class and verifies that most were not successful.

Advising and Counseling Center
R. Fike distributed a report showing the number of students the Advising and Counseling Center saw between 4/18/05 through 5/13/05. Many students are still going to the ACC.

Faculty Advisee Report
Ann and Bobbie reminded the group that the new faculty advisee report (XFAR) is available and a useful tool for advisors. This report provides the students assigned to a faculty member or it can be run by the major code.

Announcements

- Classified Employee Education Award – Change in award. – see handout
- Advertising Requests – Instructional divisions' requests have been forwarded to Brad and Ellen.
- Dr. Vincent Tinto – August 24, 2005 – Scheduled to do opening presentation for Fall 05. He will also be doing some individual sessions. He is a community college expert.
- The October 28 In-Service Day has been cancelled.
- CCSP – Brad Johnson – Community College Strategic Planner is a Coordinating Board project. It integrates data from the federal government (from about 25 sources) and merges the data into a single searchable database which can be as specific as a county level. A second part of the project, which has not been implemented, will be a "projection" feature tool e.g., what would happen to Amarillo College if the Pantex plant shut down – how would Amarillo College be impacted.

Perkins Grant Application – Program Measures
Byrd distributed the overall summary of the program measures to the chairs and the specific program data to the appropriate chairs. This is an annual process in the Perkins Grant Application which Bobbie has been completing. The department chairs and program managers also need to be aware of the process. They especially need to be aware of the areas where program measures have not been met and address ways to improve such.