

**Vice President's Council Meeting
May 31, 2006
Summary Notes**

Members Present: Paul Matney, Robert Boyd, Bill Crawford, Daniel Esquivel, David Fike, Mark Hanna, David Hernandez, Judy Johnson, Jerry Moller, Sheryl Mueller, Ed Nolte, Lou Ann Seabourn, Robert Sloger, and Renee Vincent

Members Absent: Toni Gordy

Learning Communities – Courtney Milleson

Milleson and Matney reviewed the success of the first Learning Community (Anatomy & Physiology I, Interpersonal Communication and Freshman Composition I). Milleson asked the chairs to encourage their faculty to work with other faculty in building Learning Communities. The deadline for Spring 07 Learning Communities is September 2, 2006. Milleson believes she, the other faculty, and the students got a lot out of it.

Temporary Appointment Letters (handout)

Lists were distributed indicating faculty with temporary appointments. Appointment letters are ready to be sent out. Matney asked the chairs to indicate on the list if the action is correct and return the list to Bobbie ASAP.

WTAMU New Core Curriculum; AC - WT Relations (handout)

Matney briefed the chairs on the meeting with WTAMU administrators and staff. They were here to talk about helping AC students transfer to WTAMU. They presented a PowerPoint of their revised core curriculum. Physical Education will be impacted since WTAMU has deleted an activity course from its core. WTAMU is deleting three hours of required humanities. There is still some question regarding the transfer of MATH 1333 and whether it should be added to AC's core courses. Fike will work on this and keep the chairs informed. Matney believes the meeting was successful and that we're building trust and relationships.

FWA Pay Periods (handout)

Bobbie distributed the first run of the Summer I FWA and a chart showing the various the pay dates. Deadline to make changes/corrections is Friday, June 16, 2006.

FWA Load Assignments – MCC & Hereford Campus

Matney said that he assumes that Esquivel and Vincent will make the call whether a class makes or not. If there needs to be any changes, they will work with the chairs to do such. Matney noted that at times small classes are allowed to make at MCC and Hereford that wouldn't make at an Amarillo campus. Matney encouraged effective communication between division/department chairs

and branch campus directors regarding class enrollment and faculty assignments.

Student Evaluations – MCC & Hereford Campus

By e-mail Matney asked Vincent and Esquivel the process used to evaluate faculty at the MCC and Hereford campuses. Vincent responded that the Division/Departments have always been responsible for sending the packets to the campus for the instructors they want evaluated. She is responsible for seeing that they are filled out, packaged, and sent back in a timely and professional manner. She does not determine which instructor is to be evaluated. She simply acts as a liaison. One change she would like to see implemented is that she and Esquivel receive a copy of the compiled evaluations. Unless there have been several student complaints made to her or if she has concerns with instructors meeting their classes, etc., she doesn't know there is a problem.

Summer Schedule and Enrollment

Currently Summer '06 registration has a 10 percent drop - 380 students. Austin wrote the President that in the past summer classes have been frontloaded – a lot of Summer I classes (plus mini terms). This summer we have fewer front-loaded classes and cannot get a good. Afterwards the committee was reconvened to consider the Summer schedule and the four-day class week which we have used for several years.

Matney encouraged the chairs to run an XFSL for Summer 05 and Summer 06 and count to see how the number of section offerings was effected (increased or decreased) for the entire Summer. Matney asked the chairs what they thought were the advantages and disadvantages of the current Summer schedule. Moller believes they did a great job on the Fall/Spring schedules, but thinks they did a poor job at the last minute on the Summer schedule. He doesn't think students really want:

- 3-week classes
- To begin on May 22
- For Summer classes to begin until after AISD is out

Moller and Boyd gave stats for their divisions. Boyd noted that XFSL does not always have correct enrollment data. Bobbie will check with Kleffman to see what the problem is. Seabourn noted that she has had several calls from high school students who were surprised that classes began on May 22. Matney said he will convene a group after July 5 to analyze the Summer schedule and to make recommendations for improvement.

Fall Too '06 Class Offerings

Chairs were asked to make sure they had appropriate Fall Too class offerings.

2006 – 2007 Budget (handout)

Copies of Institutional and Perkins equipment lists were distributed. Matney noted that \$315,886 was deleted from the original requests. McAnally said she is confident AC's Perkins requests will be funded and that the process went extremely well. She said that Perkins requests should be linked to programs AC has targeted for improvements based on the provided data.

Textbooks

Since fees are going to be increased, we need to be certain that faculty use required textbooks. The President has heard reports of required books not being used and students trying to sell back a new textbook which is not going to be used again.

Tax Freeze and Capital Campaign

Matney said there will be a meeting next week to discuss the bond election process law suit. A senior citizen tax freeze is actually a tax shift, meaning younger citizens will pay higher taxes. Early planning is taking place for a possible capital campaign in 2007 (bond issue).

National Community College Benchmark Project – Danita McAnally Kansas Study – Danita McAnally (handout)

At AC we've been using internal benchmarks (comparing division to division) but need to change and do comparisons with external benchmarks. McAnally reviewed the National Community College Benchmark Study #1 power point presentation and the Kansas Study.

Service Area Maps (handout)

Matney distributed copies of the Amarillo College Service Area maps. Sunray is now part of Amarillo College's service area. Seabourn said that if you go outside the service area to offer classes, she needs to be notified and permission must be obtained from the authorized institution.

Announcements

- Instructional Travel (handout) – Matney reminded chairs of the process. Expense statements should indicate the department's account number with the object code of 523300 and also indicate "Instructional Travel Pot." Later the Business Office does a budget amendment and journal entry capturing the expense in the department.
- WECM Courses – Chairs should continually check to make sure courses are in compliance. Matney noted that the Continuing Education department occasionally catches errors on an academic course which is linked to a CE courses. He encouraged division and department chairs to check their courses to make certain that they are in compliance with WECM.
- College Relations – Matney asked the chairs to let College Relations know about their divisional achievements/successes and other appropriate topics so appropriate publicity can be arranged.

- Chairman Performance Review Program Self Evaluations – Self Evaluations are due June 2. Matney would like to finish the evaluation process by the end of June.
- Four AC students have been accepted to the Texas Tech Pharmacy School – they were competing against students with bachelor's degrees.
- Mueller said that at her church 18 of 25 recognized seniors were going to Amarillo College and several were honor-type students.
- Esquivel noted that at the Hereford graduation ceremony, he handed out over 40 AC scholarships. Matney congratulated Esquivel on being President of Texas Association of Hispanics in Higher Education.