

Vice President's Council Meeting
August 3, 2005
Summary Notes

Members Present

Paul Matney, Toni Brasher, Bill Crawford, Daniel Esquivel, Ron Faulkner, Renea Fike, Mark Hanna, David Hernandez, Judy Johnson, Bob Lee, Jerry Moller, Sheryl Mueller, Lou Ann Seabourn, Bob Sloger, Renee Vincent,

Others Present

Mindy Adams, Diane Brice, Brad Johnson, Danita McAnally, and Patsy Lemaster

WELCOME

Matney announced that Judy Johnson will chair the Academic Development Division which will have the Reading, ESL, Learning Center, HEP, Community Link, and Academic Support.

Hernandez will be serving this year as Assistant Chair of the Business Division

DR BYRD

Matney noted how enjoyable it was for the chairs to be able to meet and reminisce with Dr. Byrd before he left.

ORGANIZATION

Until further notice Dr. Jones has appointed Matney to serve as the Interim Vice President for Academic Affairs.

SACS UPDATE

McAnally said they hope to send the SACS response early next week. She thanked the chairs for their help with the identified 12 faculty SACS had listed as incompliant. We have documentation for all but one faculty and lack transcripts on that one. Some of the problems were resolved because the cited faculty member no longer taught the course.

They have worked extensively on the faculty roster and she provided the chairs with an updated copy. She stressed that documentation needs to be in the Human Resources files. She encouraged the chairs to think about a system that would allow us to put this information in Colleague.

The Faculty Qualification Form has been revised and will be available on the Intranet forms site.

McAnally also distributed a list of proposed Hereford Campus courses for Fall 05.

There is concern that we will probably need to have at least one or two full-time faculty member assigned to the Hereford Campus.

PERKINS

Requisitions for equipment can now be created, but McAnally will not sign them until funds are secured. Date the requisition no earlier than September 1, 2005. Received great news yesterday from the Coordinating Board, when they calculated what each school was getting there was an error and we actually gained \$16,080.

ANDROGOGY 101

Androgogy 101 was developed last year for new teachers. Matney asked the chairs to keep Lemaster informed of new faculty (or others) that need to go through the course this year. Lemaster noted that the course has been revised based on feedback from the first course. Androgogy goes hand-in-hand with the new faculty orientation and they are working on non-duplication. There is also a new program "Faculty Squares" developed for the Mentoring Program. Matney asked the chairs to do their best at holding new faculty's teaching loads to 12 hours with the other three hours being reassigned to Androgogy 101. Couser will be the instructor of record for the new session. Renea Fike noted that she will be hiring 3 faculty who basically have 8-5 positions along with new faculty members in Hereford and Dumas.

AC STRATEGIC PLAN

Matney distributed copies of the plan. Johnson said Dr. Jones will be doing a formal presentation of the AC Strategic Plan this fall. The plan will highlight items that need to be added as new initiatives and those that need to be modified.

McAnally said the document will be a fluid document and will be constantly changing.

ELE PROGRAM

Faulkner asked the chairs to remind their faculty and students about the ELE Program. The program affords opportunities for students and additional contact hours for the college. There are two forms that will need to be completed.

RIDER 50 IMPLICATIONS – Brice

Brice distributed a list of courses that needs to be verified for Rider 50. Basically students can only repeat a course twice and AC receive contact hour reimbursement. Courses whose content changes each semester are exempt from Rider 50. Thousands of contact hours have been lost the last few semesters due to Rider 50. State policy says that we could charge students who "repeat" a course a third time additional tuition. AC has not chosen to implement such at this time.

Brice asked the chairs to review the list asap and let her know of any needed changes. Matney asked the chairs to review the 4/26/05 Coordinating Board memo, the course list, and then meet with Brice to correct the course codes.

BUDGET

Board scheduled to approve the budget on August 30, 2005. There is a proposed salary increase of 3% or minimum of \$1,000. The 2005-06 budget includes adding 14 new faculty positions.

E-LEARNING CENTER AND DISTANCE EDUCATION RE-ORGANIZATION

Matney has informed the staff/faculty via e-mail of the re-organization. Sloger has been named Interim Director of the E-Learning Center. Sloger noted that they are working on job descriptions and getting them posted for the E-Learning Center. Tricia Stevens will be going to the "Call Center." All existing personnel are being placed. Seabourn will continue as the Director of Extended Programs – dual credit, prison instruction, coordinate part-time faculty, and ITV, Telecourses, etc.

HEREFORD CAMPUS UPDATE – Esquivel

Matney noted that Regent Forrester had called and complimented Esquivel and what is happening in Hereford. There is now a staff of five in Hereford. Things are going well and growing. Currently have 103 students enrolled with 192 classroom slots filled. Advertising about the campus has been done at community events, in the Hereford paper, Amarillo paper, radio, and television. August 13 -Open house. AC staff should be there by 10 a.m.
August 18 - New student/parent orientation day
August 24 - Hereford registration day

FIRST WEEK ACTIVITIES/DR. VINCENT TINTO

Matney distributed a draft of the Agenda for Opening Activities. After discussion it was agreed to change the faculty meeting time to start at 10:30 a.m. Divisional/Departmental meeting can be called at times of the chairs discretion.

GREENLIGHT REMOVAL for CERTAIN MAJORS – R. Fike

Chairs that want programs to have the registration hold removed for continuing students need to submit a program list to R. Fike by September 1 at the latest.

DIVISIONAL COUNSELORS EVALUATION – R. Fike

R. Fike encouraged the chairs to reevaluate their divisional counselors and make the job duties reflect divisional needs.

STUDENT SUCCESS AND LEARNING

Fike asked that those interested in Learning Communities let her know. There is a Perkins Leadership Grant that Milleson will coordinate. On September 30 from 9-4 in Badger Den (come and go - lunch provided) there will be a presentation on Collaborative Learning and Learning Communities.

WECM COURSE REVIEW WORKSHOP

Submit nominations to Bobbie before the deadline. Perkins funding will not provide reimbursement for these trips this year.

FALL 05 FINAL EXAM SCHEDULE

Matney noted that the final exam published in the schedule was incorrect and was based the old 5-day schedule not the new 4-day schedule. It was suggested that the final schedule be staggered where half the M/W classes give finals on M and half on W (the same for T/R). The chairs like this idea and Matney will take suggestion to Austin.

FALL 05 ENROLLMENT

DISTINGUISED LECTURE SERIES

Matney encouraged faculty input and support of this series

NO OCT 28 FACULTY IN-SERVICE POD DAY

EXCEPTION TO CURRICULUM FORM

Matney noted that the form may need to be revised to require the signature of the discipline chair for substituted courses.