

**Vice President's Council
August 30, 2006
Summary Notes**

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

Members Absent: None

Others Present: Diane Brice

Matney reported that as of noon today, enrollments for Fall 2005 -- day 9 were 10,512. For Fall 06 -- day 9 enrollments are 9,861. The difference is a 6.19 percent decrease. Earlier enrollments were down as low as 15 percent. Dual credit enrollments as of this morning were 1,541 and there are still two more days of dual credit registration.

Matney also noted that there had been several articles in Sunday's paper about WTAMU. Amarillo College needs to do what we do, and continue to do it well.

XSCSR01 (Old ACCRPT 12 Report) – Useful? (Bring copy previously sent to you – Bobbie Glasscock)

Chairs say the report is valuable and would like it run after the 12th class day each Fall and Spring with only the ACTIVE classes.

WECM Facilitators-in-Training Nominations

These facilitators will actually learn to conduct WECM workshops. Jack Stanley and Shawna Lopez volunteered and have been nominated.

General Education Core Curriculum (no substitutions)

Matney emphasized that core courses cannot be substituted with a course not in the approved general education course list. Core courses transferred in from another university are evaluated course by course.

LCB Class Designation – Diane Brice

Brice distributed samples of different way to report/schedule lecture/lab classes. She explained the LCB type of instruction. It can be used when a class is a combined lecture/lab class and the time can be a block time to include both the lecture and lab. An example is an automotive class where students go back and forth between their lecture and lab. Brice also reminded the chairs that when building the spring schedule to make certain that distance education forms are submitted for both WEB and Hybrid courses.

Dual Credit Registration

TSI requirements have been a hang up in accomplishing on-line registration for dual credit students. To solve this problem at the master course level, duplicate courses have been created specifically for dual credit classes. Duplicate courses have also been created for on-line classes.

Task Force on Instructional Cost Efficiencies

Matney will be appointing faculty to this task force. The charge will be to investigate ways to improve instructional cost efficiencies. Matney needs to appoint a chair for this committee. Hernandez volunteered. Matney thanked Hernandez for his offer to chair the committee which will be announced later and which will balance divisions and department and division chairs and faculty.

Student Outcomes Instructional Sub-Committee (Attachment)

Matney described the progress made by the subcommittee in 2005-06 as follows:

- The committee was able to “get their arms around” what is meant by student outcomes assessment.
- Dr. Jeff Sybert from Johnson County Community College at Overland Park, Kansas conducted an all-faculty workshop on student outcomes assessment in January, 2006. Dr. Sybert was well received by our faculty.
- Danita McAnally, Dan Ferguson, Wendy Poling, and Susan Burgoon attended an outstanding national conference in Indianapolis, Indiana on outcomes assessment.
- The committee researched both portfolio and embedded assessment techniques.
- The subcommittees reduced nine Amarillo College general education competencies to six general education competencies; wording on the competencies was revised; the Academic Affairs Committee approved the revisions.
- Poling and Ferguson developed pilot studies in their departments on embedded assessments in Freshman Composition and College Algebra.
- The General Education Competencies committees were appointed to develop rubrics and standards for all six General Education Competency Committees.

Revised Strategic Plan

Matney has some extra copies, let him know if you need a copy.

Fall/Spring/Summer Class Schedule Post Mortem Analysis (Attachment)

Matney noted that groups had met to discuss and make suggestions for future class schedule formats. He believes it would be beneficial to offer schedule building training for chairs. The consensus of the group was that they did not like the early start date. Matney said he studied the Fall '06 schedule in detail and believes the chairs did a good job in making early decisions on classes in an attempt to eliminate small sections.

FWA

Matney wants to sit down with every division chair and go over each faculty member's FWA assignment. Chairs need to schedule a time with Matney before Sept. 8th.

Critical Priority

Increase Capacity to Teach More Online Classes – How?

Dr. Jones' Critical Issues (Attachment)

Matney asked the chairs to review the list submitted by Dr. Jones. Send Matney an e-mail if you would like to volunteer for a committee which will be formed.

My.ACtx.edu

Chairs have gone to training. Moller said that he has heard concern that dual credit students' (under age 18) e-mail addresses will be accessible. Matney asked Moller to send concern to Brad Johnson. Faculty don't like having to check 3 different e-mails – My.AC, groupwise, and WebCT. Matney and the group praised Linda Hendrick and Becky Easton on their work and implementation of My.ACtx.edu. Mueller said that it was very beneficial in their community grant.

CMS

Matney said that the academic areas will be directed to use CMS for their web pages unless there is a compelling reason not to do so..

Textbooks and Costs (Attachment)

Matney has received some complaints about the bookstore:

- students being sold the wrong book
- books categorized incorrectly
- students having to stand in line too long
- hours on the East Campus
- students required to buy a book that was never used

Chairs questioned why the bookstore reduces the number of books requested. Matney asked the chairs to send him a list of problems they encountered this semester. Gordy said students dropped some classes because the books were too expensive. Boyd mentioned that they are working with a publisher for a custom book at a much lower cost. Dr. Jones is concerned that departments don't adopt the same book for a class – e.g. that all ENGL 1301 classes require the same book(s). Johnson suggested that we utilize lending libraries and encourage sales among students.

STUD 0211 – Student Success Class (Pilot Fall '06)

STUD 0211 is being piloted and SPCH 1171 will be deleted from course offerings next year. STUD 0211 will not a required course, but should be a highly recommended course.

MATH 1333- Contemporary Math Dilemma – Dr. David Fike

Fike explained that the dilemma is that we offer MATH 1333 (Contemporary Math) but it is not on AC's approved general education course list for the core, because it has a low entry prerequisite (220 score). MATH 1333 is in the Academic Course Guide Manual (ACGM) and WTAMU offers MATH **1332** (Contemporary Math) and accepts it in their core, however, WTAMU will not transfer Amarillo College's MATH 1333 as a core, however, WTAMU will not transfer Amarillo College's MATH 1333 as a core math course. Changes could impact all the

AAS programs. Dr. Fike and the Math Department are studying the issue and will make a recommendation to Academic Affairs.

Minimum Number of Hours to Earn Associate's Degree

Currently, the minimum number of hours to earn an associate degree at AC is 62. There may be a reason and statues will allow us to reduce the minimum number of hours to 60. Doing such could benefit our AAT programs. More on this issue late.

Announcements:

- Minimum Tuition (1-3 hours - \$147.75) – Boyd, Clifton, Moller, Rauscher, Hamblin and Matney met and believe that a serious mistake was made in increasing minimum tuition and making the cost of 1, 2, and 3 hours course to all be \$147.75 rather than the previous graduated scale starting at \$53.25. At the same time this went before the Board, the \$5 Technology fee was presented and more emphasis/discussion was placed on it and the increase in the minimum “slipped” by. Cost of students taking a single course such as golf and civic chorus, was drastically impacted. A recommendation will be made to the Board for a change.
- Online and Hybrid forms to Registrar's Office
- Police reports required for injured students – Please make certain your faculty and staff follow through with the appropriate paperwork when there is an injury/accident.
- Faculty Evaluations at MCC and Hereford – Continue doing as in the past. Academic chairs are responsible for sending packets to MCC and Hereford and those campuses will administer them. **Vincent and Esquivel would like to receive copies of the analysis for the faculty who teach on their campuses.** Chairs will be responsible for getting copies to them.
- Spring '07 Class Schedule due September 8 – Two meetings are being held for post mortem class analysis of the new Fall/Spring Washington St. campus schedule. Matney asked how many would vote to do away with the printed schedule. Most of the chairs still want a printed schedule. The group also wanted to start working on their schedules on-line themselves rather than marking up one for Kelly.
- Travel Meal Expenses - Either turn in \$30 per diem or actual expenses with receipts.
- WECM Workshops – Matney asked that participants to share automobile expenses when going to the same workshop.
- Emphasis on “reverse transfer” to students – Inform and encourage students of this option. No longer a policy of having to do this within 12 months of leaving AC.
- Overload policy – Faculty taking classes count as load in the overload policy – Matney reminded the chairs that when faculty take courses toward a degree for themselves (either undergraduate or graduate degree) that is the same as teaching an overload.
- Steve Blow *Dallas Morning News* column – June 25, 2006 (Attachment)