

**Vice President's Council Meeting
October 26, 2005
Summary Notes**

Members Present

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

Others Present

Brenda Bussey, Renea Fike, Lynn Thornton

Learning Communities – Renea Fike

Fike asked the chairs to encourage faculty to be open minded and receptive about the Learning Communities concept. Learning Committee can involve one faculty member or a team of faculty. Interested faculty should talk to and coordinate activities through Courtney Milleson. The next Learning Communities networking session is at noon on November 18. Interested faculty and those with ideas should attend. The concept is slowly evolving and they are working to make it right. Faculty will meet as a teaching team to develop the curriculum. Faculty incentive is a \$700 professional gift certificate. The first semester is tied to Perkins funding so there are limitations but funding will be open later. The Pre-Allied Health Learning Community is the pilot project. Milleson will register students and they cannot drop any of the classes. A student cohort will enroll in Freshman Composition I, Interpersonal Communication, and Anatomy & Physiology. All Learning Communities classes will meet in the former HLC room in the basement of the Lynn Library.

New Advising Plan – Renea Fike

Fike said the plan is a work in progress and the update will be distributed soon. Registration holds will be automatic on new students, students with less than 12 hours, students on probation, students on suspension, and students who have changed their major (until they meet their new advisor).

Moller noted that Stephanie Wilkinson has worked on a Web tutorial to help students register via WebAdvisor. They are working on a system whereby WebAdvisor will inform students individually if they are ready to register or need to see an advisor.

Club Fundraising and Clearinghouse – Renea Fike

Faculty who sponsor club(s) engaged in fundraising activities need to go through the clearinghouse. The intent of the clearinghouse is not a stumbling block but a recording/tracking system. Forms are on the AC Web site.

AC Distinguished Lecture Series

Matney asked that faculty and students be encouraged to attend the Distinguished Lecture Series. He encouraged that faculty announce the events in class. In the past he has given "extra credit" to students who attended such.

Fall Overload and PT Payroll Dates – Bobbie Glasscock & Lynn Thornton

Matney discussed how in late August/early September chairs are hiring and trying to get paperwork in on new faculty so the FWA can be processed on time. Thornton noted that in addition to working on the FWA, Human Resources is also working on adjusting all employee's salaries for the new year, processing paperwork on new employees, meeting TRS and AC Benefits deadlines, etc. It is hoped that the new FWA process, where stipends are automatically processed, will help HR in meeting all the deadlines. It was agreed to review how generating the spring FWA works and discuss this topic again and make adjustments for next fall if necessary.

Course Loads (lec/lab), Scheduling, Contact Hours – Bobbie Glasscock

Matney explained a handout which showed lec/lab/contact hours for a course. He noted that in scheduling courses chairs need to be certain the course is in compliance with classroom/lab time and contact hours. It was noted that many labs are TBA. Matney will talk to Diane to see if this topic needs to be followed up on. For now chairs just need to be aware and diligent in building schedules.

Scheduling Task Force Committee (summer schedule)

Matney said that after further thought, the original proposal from the Class Schedule Task Force regarding a new 5-day summer schedule needed to be revisited. A meeting was called on October 21 and the draft from that discussion was handed out.

Chairs had several suggestions that Matney will implement in the draft and present to the Task Force to finalize.

Vincent noted that the payment plan has not been an option for students in the summer and wishes it could be. Matney will talk to Berg about such.

Final Exam Committee – Jerry Moller

Moller said the committee will look at the proposed Final Exam schedule drafted by Bob Austin. The committee will review, revise, and finalize such. Chairs should send ideas/thoughts to him before the meeting this Friday.

WTA&M & Dual Credit with CISD – Lou Ann Seabourn

Seabourn said Canyon was not happy with the article in the paper because it didn't reflect what's actually happening. Canyon is not changing their dual credit agreement with Amarillo College but only adding the option of their students going on campus at WTA&M (mostly for foreign language classes). According to a Canyon High School Counselor there will probably be less than 10 students

involved with the dual credit program with WTA&M. Lou Ann Seabourn will continue to monitor dual credit initiatives by WTAMU. WTA&M is working at changing its culture and becoming more innovative, aggressive, and competitive. Amarillo College personnel should be aware of this culture shift.

Seabourn said that if WTA&M decides to do lower level classes off their campus, they will have to submit such in their Out-of-District plan and have them approved by the regional council.

AP Credit at AC

Bobbie told of a student who had graduated in May from Tascosa High School. The student was in the top 2 percent of the class had 27 hours of dual credit (all A's) and had also taken AP Economics and AP Government and made a 4 on the Advanced Placement tests. Texas Tech and WTA&M will recognize the AP credit, but Amarillo College does not, so the student told Bobbie she guessed that she needed to repeat the courses at Amarillo College. Matney asked that the chairs review the "Amarillo College Petition for Credit Earned by Examination" list, look at their individual areas, and see if some adjustments need to be made in what AC will accept. It is important that AC stay competitive with other local and regional institutions.

AC Strategic Plan

Johnson gave an update at the last Board meeting. Matney would like to meet with the chairs of the areas that are in the Strategic Plan and his office will set meetings.

Student Evaluation (October 31 – November 11; due to Bobbie November 15)

Matney noted the deadline and the procedures to follow. Bobbie stressed that evaluation packets should be checked in the department before they are submitted to be scanned. Esquivel will coordinate Hereford and Vincent will coordinate Dumas. Sloger will coordinate on-line classes. Seabourn will conduct dual credit instructor evaluations.

LCFA Division Chair Screening Committee

Screening Committee (Rauscher, Urban, Bellah, Moore, Carter, Haynes, Pirtle, Moller, Usrey) has been appointed. There are three internal candidates. The Screening Committee has its first meeting this Friday

Transferring Courses Back to AC to Earn Associate's Degree

Faculty need to encourage transfer students who are close to graduating to transfer back courses and get their associate degree from Amarillo College. This practice is good for both the student and the College. The number of graduates is one of the outcomes assessment measurements.

AC Board Meeting

David Daniels of Midland College conducted a board training presentation
Schlong – Presented food training agreement with Salvation Army on the East Campus

Schlong – Gave report on the East Campus Development Committee's activities

Announcements:

- Recommendations for continued employment are due to Janice Newburg
- Clearinghouse Data Report - The purpose of the Clearinghouse is to enable the College Advancement office to coordinate all development efforts to the best interest of AC. The form is to be completed by any AC employee who becomes aware of, or is considering, a development opportunity involving persons or organizations outside Amarillo College
- WTAMU Counselors in Advising and Counseling Center (Tue. & Wed. 10:30 am – 12:30 pm; Thur 5:00 – 7:00 pm)
- Perkins travel – Travel should be approved before, not after the fact
- No power in Lynn Library December 17 – January 1
- Instructional Repair Account – Submit request to Dr. Matney for approval and account number i.e., setup before submitting requisition

Summary Notes

Bobbie will send out a draft of the summary notes with deadline for corrections/comments and then resend final for chairs to distribute at their discretion.

Nursing Grant

Amarillo College received a \$1,386,525 grant from the Department of Labor's Community-Based Job Training program. AC will use the funds to increase the number of Registered Nurses in the Panhandle by an estimated 545 within the next five years. To accomplish this, 20 Registered Nurses from this area will be selected from a competitive process to complete Master's in Nursing degrees through either West Texas A&M University or Angelo State University. The graduates of the mater's program will be available for employment as faculty members at nursing program within this region. Expenses of the students will be covered by the grant and \$531,800 in matching funds from BSA and NWTN. Sheryl Mueller, Richard Pullen, Danita McAnally and staff and Brad Johnson worked many hours on this grant. The grant was "pitched" six times before it was approved. Congratulations to all concerned.