

**Vice President's Council**  
**November 29, 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, and Robert Sloger,

**Members Absent:** Toni Gordy and Renee Vincent

**Guests:** Sondra Beighle and Tommy DeJesus

**October 25, 2006 Summary Notes**

**Board of Regents Meeting Review**

Richard Ware, chair of a downtown rejuvenation committee, presented a request which includes a tax-free incentive (TIF) for downtown Amarillo. The incentive would freeze property taxes in the designated downtown zone for 10-15 years with additional taxes due to increases in property valuations designated for incentives. Happy State Bank is building a new building downtown and there is hope of a downtown hotel. The Board voted to approve waiving a 60-day waiting period to approve the TIF plan.

The East Campus Development Committee is meeting. Some buildings have been torn down. They are working on making a central core on the campus. All the area has been zoned. Signage has been approved.

Library 113 is now a functional video/web conferencing facility. The room is capable of conferencing with four different sites at one time. Hanna noted that all the improvements were funded through an anonymous grant.

Johnson presented a Strategic Plan update to the Board.

**Outstanding Classified Employee Performance Award**

Matney noted with pride that 11 of the 12 nominees from the instructional area received awards.

**Commitment to Learning Communities**

Matney asked the chairs to not cancel a Learning Community class a few days after registration begins. Those sections need to be given an opportunity to be promoted and to 'make.' Wait to cancel until final grades of the prior semester are due. Milleson has been encouraged to communicate with department chairs. Make certain that Milleson is aware of Learning Community sections that are cancelled.

**2006 – 2007 Developmental Education Plan**

Matney asked the division chairs to review with department chairs and academic advisors the Testing Requirements for Certificate Programs. Submit any updates to Bobbie. Johnson and Matney asked the chairs to either remove or enforce the testing requirements.

**Early College/Middle College Proposal to CB – Lou Ann Seabourn**

Seabourn said the Early College Program is something Dr. Jones asked her to look at about a year

ago. In August 2005, the Texas Higher Education Coordinating Board approved Rules 4.151-5.161 that allow Texas community colleges to establish Early College High School/Middle College programs. Amarillo College has been piloting a project with Caprock High School this fall with 46 students enrolled in Student Success (STDU 0211). Future programs can be on any campus e.g., Hereford, Dumas, etc. Amarillo College's program will bring students to the AC campus. These students will pay full tuition. Early College is different than dual credit. With dual credit you have to match class to class. With early college classes we do not have to match and classes will not necessarily meet high school requirements. Early college classes do not have to be core classes, but can also be WECM classes that have a high demand because of strong high school program such as Criminal Justice or Drafting. This program should not impact dual credit classes because with dual credit students can stay on their high school campus and pay a small fee for those courses.

Seabourn is also working with Americorps. This program has student ambassadors for education which Amarillo College will encourage to take classes in Summer '07.

#### **Execution of Contracts Procedures (Terry Berg & Victor Fite)**

All contracts should be reviewed by Terry Berg and then he will forward them to the appropriate people. Instructional contracts over \$25,000 go before the Board and are executed by Dr. Jones. All contracts dealing with computer hardware and software (licenses) should be sent to and approved by Victor Fite.

#### **Student Evaluations – Bobbie Glasscock**

Bobbie encouraged the chairs to be aware of the written comments from students on the evaluation forms. In cases where there may be a concern about a faculty member, chairs should review and capture any comments before the forms are forwarded to the faculty member.

#### **Recommendations from Faculty/Staff Coffee Sessions with Dr. Steven Jones**

Jones shared with Matney the recommendations from the faculty/staff coffee sessions held during Spring 2006.

#### **Online Syllabus Program Changes – Tommy de Jesus**

Tommy reviewed the background and update process for on-line syllabus. The update will use the faculty and staff's portal login/password. Staff assistants will have access to all syllabi within their department(s). Staff Assistants will be able to add faculty to their department(s).

Currently syllabi on located on several different systems: on-line syllabus CMS file, WebCT, faculty pages, etc. Policy needs to be published and enforced that all syllabi be "housed" in the official CMS location. The syllabus input page previously was one page but has now been split into nine pages and therefore makes saving as you revise easier. Future versions of the software will include the ability to upload images.

Faculty will initially need to log into CMS and then go to on-line syllabi and log in. If they are assigned to a department, it will indicate such and show the syllabi they currently have on-line.

Syllabi should be loaded prior to registration for the upcoming semester. Do not replace semester syllabi, but copy and edit it for the next semester. Syllabi will be maintained on-line for 5 years.

Bobbie will get the "authority" list to the chairs to review/revise.

#### **Student Outcomes Assessment for General Education Competencies**

The Student Outcomes Assessment Committee will meet next week to plan a training session for faculty in early January concerning student outcomes assessment of general education competencies.

### **Community College Education Program**

Matney asked how the chairs think the CCEP is working. David Fike and Paul have met with the Dean of Education at WTAMU and are considering other courses. Esquivel said for new faculty it is great. Boyd said that most of the time he hires experienced faculty and finds no value of the CCEP for them. Crawford said the Allied Health area finds it beneficial. Fike has heard good comments about the courses.

### **Announcements:**

**Nursing** – Has hired an AC success story Cele Rangel. Cele is the daughter of migrant workers whose saw no value in education. As a child she had dreamed of being a nurse. At 13 she began to learn English on her own. As a young bride she worked at a nursing home as a dish washer so she and her husband could buy a house. She did so well at the nursing home the supervisor put her on the floor. She worked to obtain a vocational nursing degree and associate degree in nursing at Amarillo College, joined the service, will finish her MSN this Fall, and will start to work at AC this coming Spring. She has been working at NWTN in ICU and is taking a cut in pay to live her dream of teaching at Amarillo College. She did all this without family support or their recognition of her accomplishments.

**Hereford** – Will be doing training at the new Panda ethanol plant. Esquivel has been working with the AC Foundation to reach their goal of \$30,000 and have exceeded that with about a \$90,000 endowment for scholarships.

**David Fike** will be leaving Amarillo College to work at Texas Tech Health Science Center as a faculty member focused on research. Reception for him is this Friday at the Sciences and Engineering Holiday party.

**Toni Gordy** had a baby girl last week – Brooklyn Tate

**Revised Summer '07 Class Schedule** (Handout) – Going back to a traditional summer schedule. The schedule includes two three-week sessions. Preferred time for on-line classes is 8 weeks but may be different at the discretion of the department/division chairs. Faculty will return on August 22.

**Revised Fall '07 Dates** - Summer II ends Aug. 14; Faculty return Aug. 22; Fall classes begin Aug. 27.

**Articulation Agreement with College of the Southwest in Hobbs, NM** (Handout) Matney wanted the chairs and advisors to be aware of the agreement. May want to list formal articulation agreements we have in the catalog.

**WECM Training Session – March 7, 2007; B & I Center; 10 am – 3 pm** - This training will be good for chairs, program coordinators/directors, and staff assistants who have WECM programs.