

**Vice President's Council Meeting
April 27, 2005**

Summary Notes

Members Present:

Gene Byrd, Paul Matney, Toni Brasher, Bill Crawford, David Fike, Renea Fike, Mark Hanna, Bob Lee, Jerry Moller, Sheryl Mueller, Lou Ann Seabourn, Bob Sloger, Renee Vincent,

Others Present:

Bobbie Glasscock, Ann Usrey

Budget Update:

Byrd distributed budget information and reviewed the status of the 2006 budget requests.

Personnel Requests – Byrd noted that the proposed personnel requests would cost an additional \$209,000. He also noted that any cuts in new faculty requests would be offset by an increase in part-time pay. Most of the additional requests are highly justified. Byrd has calculated that if all personnel requests are met, part-time faculty will be reduced from 31.5 to 27.5 percent. A 3 percent salary increase is projected but not definite.

Equipment Request – Byrd noted that the institution will receive less Perkins funding but that can probably be offset by the actual cost of equipment (primarily computer requests).

Scheduling Task Force Update:

Byrd asked for feedback from the Council and the chairs about the new proposed summer class schedule format. He has only received comments from Dr. Jones so far. D. Fike said in his division comments are being collected and will be provided to their representative on the committee.

Hereford Update:

Daniel Esquivel met with HR on Monday. He is looking for a house in Hereford and will start work Monday, May 02, 2005. He will be meeting with different administrators and staff. Renovations to the Hereford Campus building are progressing. Furniture has been ordered.

Board Meeting Update:

Renee Vincent was commended for the excellent educational program she presented on the Moore County Campus at the last Board meeting. Promotions in rank were approved. Regents authorized \$650,000 of equipment for the robotics program.

Prioritize 2005-2006 Perkins Travel:

Matney distributed travel requests for Perkins 2004-2005. Danita needs to know what Perkins travel will be requested for 2005-2006. All Perkins eligible requests which have been taken out of institutional travel need to be submitted as Perkins travel. Perkins requests have to be submitted upfront. Matney suggested that chairs work off the handout and delete trips that are not needed, highlight those that are needed, and add any additional needed trips. If chairs know of WECM maintenance meetings, they need to submit detailed requests. Matney noted that the CB will no longer fund the \$300 reimbursement for WECM workshops. Matney asked that the Perkins request list be returned to him by May 6th.

Future Perkins Qualification Requirements

Matney reported that McAnally said funding will be changed for the 2006-07 academic year from Perkins eligible enrollments to Perkins eligible declared majors.

Instructional Assessment Committee:

Matney distributed information concerning the Instructional Assessment Committee. We are going to have to move away from grade-based student assessment. McAnally has appointed the IA committee members. There are two subcommittees – Instructional (chaired by Matney) and Non-Instructional (chaired by Austin). Matney had his first instructional subcommittee meeting last Monday. It was an orientation meeting, but very productive. The first task is to design an appropriate way to assess student outcomes at AC. He reminded the chairs how AC currently has outcomes linked to sophomore level courses. AC is participating in a pilot study. Letters have been sent to May AA, AS, AAS graduates asking them to take part in a general education assessment. Those who complete the assessment will receive a \$10 Hastings gift certificate along with their name being put in a drawing for an IPOD Shuffle

The IA committee hopes to send a recommendation to Academic Affairs by early September concerning assessment of general education competencies.

Divisional Advisors:

Chairs were asked how the divisional advisors are working out in their area. What are the advantages, problems, etc? Matney reminded chairs that the faculty should still be the front line advisors. Moller said it is working well in his area, and his divisional advisor is doing a very good job. Matney and Sloger added that it is working well in their divisions also. Vincent would like to have the Dumas faculty serve as academic advisors. Bobbie will work with Renee to get this accomplished after chairs endorse such for their division. Matney said if you are having problems with the new divisional advising concept, let him or Renee know.

Lee noted that their area also needs a divisional counselor. R. Fike suggested that if needed, students should be referred to the Counseling Center where there are qualified counselors. R. Fike noted that the counselors in the Advising and Counseling Center should not be the backup for the divisional counselors – if the divisional counselor is not available, students should be referred to the program manager, faculty, or division office. Byrd noted that he wants to make certain that the faculty realize they are the “main” advisors. R. Fike noted that there will be times the divisional counselors may not be busy and can be given other tasks such as recruiting, etc. The chairs should be comfortable to direct the divisional counselor’s work.

Financial Aid/VA

Faculty now have to report the last participation date for students who are on financial aid/veteran’s benefits and who receive F’s . The faculty should support this new policy because taxpayers are funding the students who are abusing the system.

ADVISING PLAN (2 models)

R. Fike distributed a draft of two Advising Plan models.

1. Has an incentive to have students register a week before open registration.
2. Puts the responsibility on the students to take care of business. The idea behind this model is to remove the required green light for continuing students as long as they maintain a 2.0 GPA. Students would have a hold if they meet the following criteria:
 - a. new students
 - b. students who have not achieved a minimum of 15 credit hours with at least a 2.0 PGA
 - c. students in developmental reading and English
 - d. students on probation
 - e. students on suspension
 - f. students who change their major
 - g. students in majors who want to see their students every semester.

There was a discussion on how to advise students for courses on a semester by semester basis. Byrd noted that although semester by semester advising plans are nice, they are not reality and students could hold us liable if a course is not offered the semester the plan indicates.

After discussion the chairs endorsed Plan 2 as an advising model. There was discussion whether general studies majors should have their hold removed. Byrd believed the initial hold should be removed by either the program manager or student advisor – not the divisional counselor.

Advertising Needs In Divisions:

Matney noted that in the initial budget requests there were no advertising requests, but he needs the chairs to submit their advertising requests by Friday May 6th. This information will help College Relations.

Class Schedule Rubrics – Spring 06:

The new rubrics will be used in the Spring 2006 class schedule.

Scantron v. Par Score Issue:

Matney said there are 9 Scantron machines on campus and the maintenance on the machines is free dependent on purchasing a required number of Scantron forms. It has been discovered that we actually need to be using a different Scantron form. Biology and Nursing faculty want to continue using the old form, because they use ParScore which loads grades automatically into grade books. Matney will see if there are other faculty who use ParScore.

Book Order Protocol:

Dennis Leslie asked that he be informed ASAP when additional books are needed for classes. Hanna noted that a possible temporary solution to a text book shortage would be to put a copy of the needed chapter on reserve or on the web. Leslie also needs to know when new sections are created so he knows to order more books. Byrd suggested that Leslie attend our next meeting and review the process of ordering books.

Bob Lee:

Matney congratulated Bob Lee on completing his master's degree at Colorado State University.

The meeting was adjourned at 3:58pm.