

**Vice President's Council Meeting
September 28, 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

FALL '05 CLASS SCHEDULE & ENROLLMENT ANALYSIS

Stats are being run to find enrollments in 7:30 a.m. classes as well as other class times. Matney distributed the "President's Report" that was presented to the Board of Regents regarding the New Schedule, Parking, and Cafeteria.

Comments from chairs –

- Popular teacher's classes fill at any time
- Afternoon classes making
- Two mini terms working in social sciences
- Business Division classes making in the afternoon. They also have Friday only classes which made
- Moller noted that single section classes need to be scheduled at a "convenient" time for most students
- Matney suggested that some faculty believe there is a need to open the Library at 7:30. He asked the chairs to forward concerns to him.
- Traffic and parking are better

SPRING '06 CLASS SCHEDULE & SATURDAY CLASSES

Bobbie noted that when building the spring schedule to be sure to schedule enough time for one-day classes which only have 14 class meetings (e.g., Friday only or Saturday only classes). Once a class is set up correctly, it'll "rollover" correctly in the future. Adding 10 minutes to each class which meets only 14 times will achieve the appropriate minimum class time.

MCC & HEREFORD CAMPUS SPRING '06 CLASS SCHEDULE

Schedules will be extracted. Matney encouraged the chairs to visit the Hereford Campus.

- **MCC** – Vincent distributed "Class Scheduling Process – Moore County Campus". Since Moore County is small, they are able to study their population and their needs. The campus uses 80% local part-time instructors. Vincent noted that chairs do not need to make changes to the MCC classes and can just write "See MCC schedule" on the copy submitted to Kelly Murphy. Matney believes the system is working very

well. He noted that the MCC staff is sensitive that the academic classes/instructors report to an academic chair and the academic chairs need to be sensitive that the staff of MCC is responsible for a campus that includes academic classes/instructors.

- **Hereford** – Esquivel noted that their staff is predominantly female and that their student body is Hispanic. They are working hard to meet their students' needs. Lou Ann Seabourn noted that the ITV room is working very well and may be a possibility for further class offerings in Hereford and other places.

STRATEGIC PLAN – TEAM LEADERS

Matney noted that “What Matters Most” started this project, and everyone had an opportunity to contribute. Dr. Jones has noted that this is a strategic plan not an operational plan. It is a fluid, changing document. Matney asked the chairs to review the academic report, highlight their areas, and decide how they may need to be adjusted. At this time we are not locked into dates/times. Matney will meet individually with division chairs who are responsible for specific items in the Strategic Plan.

STUDENT HELP ISSUE

During the budget process chairs were asked to submit all the student help hours they needed regardless of whether the student was going to be paid by the institution or work study funds. Kathy Roth will process all requested work study requests regardless of whether it was budgeted or not until 95% of the funds are expended. Institutional student workers must use budgeted funds.

SUPERVISORS/MANAGERS CERTIFICATION ISSUE

This is a program that came before the President's Cabinet this summer that had been recommended by the Administrator's Professional Development Committee and Human Resources. Matney asked the chairs to give him some sense as to what they think about the certification. He reminded the chairs that they and their department chair/coordinators are not only faculty but are also supervisors. It was suggested that the spring sessions be held on Fridays. Several of the chairs expressed that they believe the training is beneficial.

DR MATNEY

Dr. Jones joined the meeting and announced that in the near future he will be officially naming Dr. Matney the Vice President and Dean of Instruction. This will open up the division chair position for Language, Communication and Fine Arts.

LYNN LIBRARY SPACE ALLOCATION PROPOSAL – Hanna

Matney, Fike, Hanna, and Sloger have been looking at the Library's space. The second floor has become the learning commons (a collaborative area for students to find help) and the fourth floor the collections floor. The 3rd floor will house the new E-Learning (old First Center) Center. The Heritage Center (currently being used as a storage room) will be moved out of the library and

moved to an area to give it justice. Dr. Jones has talked to Jan Percy, and after she retires she will be the curator. They are looking for an appropriate place to house the center. The vacated space will become a classroom with computers. The Periodical Room is now the Quiet Study Room. The current First Center will be converted to a conference room with a computer, etc. Library room #10 (basement) will be utilized as the Learning Communities Classroom and Supplemental Instruction Classroom.

E-LEARNING CENTER – Sloger

Sloger distributed an outline about the E-Learning Center and its future. It is committed to a partnership with the Library (and KACV) in sharing resources and technology. The E-Learning Center will be housed on the 3rd floor where the CAI lab was. Sloger is working with IT for hardware specs and staying with WEBCT. The system will be able to inform students whether the computer they are using meets their computer needs. They are also developing an online orientation for students using WEBCT for the course. Lots of training opportunities will be offered. There are several plans in the future that will enhance the process.

LATE REGISTRATION FOR SPRING '06

Diane Brice would like the chairs to answer, "With the new M/W & T/R schedule, why can't we take late registration until the close of Friday." Students will not miss anymore classes. The chairs endorsed the idea of late registration ending at 5 p.m. on Friday.

DEPARTMENT CHAIR/PROGRAM DIRECTOR & COORDINATOR COMPENSATION

Matney noted that data needs to be updated to review chair/coordinator/director compensation. He plans to work on such prior to next fall. In the meantime, if chairs see any glaring error, they should let Matney know and he can look at that specific situation. Fike noted that the merging of labs affects such.

FINAL EXAM SCHEDULE ISSUE

The revised final exam schedule was attached to the agenda. Matney would like to charge a group to study the final exam schedule – two hour blocks, disrupting schedules, etc. Moller, Hernandez, and Johnson will work with Brice and Austin along with several faculty who teach on the Washington Street Campus.

NEW SUMMER CLASS SCHEDULE

Classes will start a week after finals (only 68 came from high school so no reason to wait), There would be 12 week, 9 week, two 6-week, and four 3-week sessions. This will require a five day class schedule.

DUAL CREDIT REPORT – Seabourn

Matney complimented Seabourn, O'Kelly, and Prather on the dual credit registration process. They reported a 10% increase in enrollments (from 1403

to1561). Work is being done to enable dual credit students to register online but there are complications with testing requirements. The last day to register was set to coincide with the last day to register for “regular” classes.

NEW FACULTY QUALIFICATION FORM

Matney noted that when McAnally revised the faculty qualification form and had it put online, the section for “Verification of English Proficiency” was missing. The form has now been corrected.

R.E. BYRD BUSINESS BUILDING & RESOLUTION; September 29; 11:45 am

The signage is up. The Faculty Senate adopted a resolution which Dutton will read and present to Dr. Byrd. Jones will open the dedication with remarks, Dutton will read the resolution, and Byrd will be invited to make comments.

ANNOUNCEMENTS

Advising – registration hold information needed by Dr. Fike

Perkins travel – Must have budgeted for Perkins travel unless there is an emergency

Academic special projects (\$6,000) - Lemaster

Clearing house for grants, contracts, etc. (online) – Dr. Jones having a meeting on resource development

No VCT Classes

Texas Industry Cluster Initiatives - An online version of a state wide initiation that the Texas Workforce is doing to cluster industries in Texas

Texas Tech University Day – October 10, 2005 – Students can sign up and take a bus to Texas Tech. Also, Texas Tech will be going to Hereford on October 12, 2005.

WTA&M – WTA&M counselors are now available in the Counseling Center on Tuesdays and Wednesday 10:30 to 12:30 and on Thursdays from 5 to 7. Matney asked the chairs to encourage students who plan to transfer there to take advantage of this opportunity. Faculty may also schedule the WTA&M counselors to visit an entire class. Contact Cherie Clifton at ext 5446.

No power in Library (Dec. 17 – Jan 2, 2005)

Wireless Internet is now available on Campus