

Vice President's Council Meeting
December 7, 2005
Summary Notes

Members Present: Dr. Paul Matney, Bill Crawford, Daniel Esquivel, David Fike, Mark Hanna, David Hernandez, Bob Lee, Judy Johnson, Jerry Maller,

Members Absent: Toni Brasher, Sheryl Mueller, Lou Ann Seabourn, Robert Sloger, Renee Vincent

Others Present: Kim Davis

Matney welcomed Robert Boyd, newly appointed Chair of the Language, Communication and Fine Arts Division to the group.

Training for cross-listed CE courses - Kim Davis

Davis noted that Continuing Education will be going to an electronic class authorization and calendar process and that there will be training in the Fall. Division and department chairs and staff assistants will be required to attend the training. Forms will be on-line and will be submitted via e-mail. A detailed manual will guide the process. The new procedures should answer past questions and streamline the process. The manual will also include some valuable query builders. There are approximately 411 linked sections a year. Some problems encountered are correct general ledger codes and calculation of tuition rates. Continuing Education classes which qualify for funding are funded at the same formula rate as the academic side.

Outstanding Classified Employee Performance Awards (Handout)

The academic area had the opportunity to turn in 18 nominations. Thirteen nominations were submitted and 10 were awarded. Two of the 13 submitted were not eligible and one was denied. Moller said his staff who received the award were very appreciative.

Proposed Executive/Administrative Assistant Council (Handout) — Bobbie Glasscock

Janice MacMillan has suggested an Executive/Administrative Assistant's Council. The concept would be for the group to meet monthly to plan for mutual tasks and share ideas and procedures. Hanna said doing this is a "community of practice" procedure and the implementation of such is part of the Strategic Plan. Hanna moved, seconded by Fike, to approve the establishment of such a Council. Glasscock and MacMillan were assigned to organize, select participants, and determine how the chair is selected.

Last Date of Academic Participation

Matney asked the chairs to remind faculty to be aware of policy and turn in accurate attendance dates.

Submission of Final Grades

Matney said Victor Fite believes the problem of overloading the system has been corrected. Matney will ask Brice to remind faculty to submit grades asap and not wait until all their classes are completed.

Wording In Catalog and EVAL Degree Audits Catalog wording of “Recommended Courses” (Handout) — David Fike

Fike showed a discrepancy between the wording of the Biology program as listed in the catalog and a degree audit (EVAL). Glasscock said corrections can and should be made. She suggested that the new Assistant’s Council research inconsistencies between catalog/degree audits for the chairs to review.

Courses which have Pre-requisite/Co-requisite (Handout) — Bobbie Glasscock
Chairs were asked to review with their department chairs/faculty a chart of courses which currently requires a pre/co-requisite(s). They need to explain to the faculty that Colleague cannot accommodate a course having the same pre/co-requisite. Proposed revisions need to be submitted to Bobbie Glasscock via the chart by February 1, 2006.

Bobbie will see who has override authority of a prerequisite.

Requests to Pay (procurement card and purchase order requisitions)

Matney has been informed that there is a problem with Requests to Pay being submitted when no departmental funds are available. Requests to Pay were created primarily for memberships, subscriptions, etc. Terry Berg is proposing that as of February 1 the request to pay option be eliminated. Several of the chairs said the Request to Pay was a convenient way to process paperwork and hated to see the option eliminated. Perhaps verification of available funds could be added to the form. Matney said this topic will be discussed by the President’s Cabinet and he will relay the chairs thoughts.

Title V Individual Grant

Matney reported that Amarillo College is in the process of applying for a Title V Grant and chairs may be asked for input.

Follow-up on Accepting AP classes

Chairs reported more courses (ECON 2301, GOVT 2305, PSYC 2301)have been added to the list of Advance Placement courses accepted for credit at Amarillo College with appropriate AP scores.

New Summer Schedule Class Format (WSC) (Handout)

Matney had been asked if there could be a 9-week evening schedule. Matney asked that the schedule be adhered to, but he would consider exceptions on an individual basis. He asked if the department chairs have been able to understand and work with the standard dates and class meeting times. The council members said the new summer format seems to be working.

Offering Online Classes at MCC & Hereford — (Handout) Renee Vincent and Daniel Esquelvel

Matney reviewed the request noting that when he first got the request he wondered why we should offer on-lines courses from a branch campus when students can take one being offered out of WSC. But he can also see that a Moore County Campus or Hereford Campus faculty member may offer an on-line class.

Part of the request is monetary. Matney explained that some students who would have enrolled in an MCC or Hereford on-campus course elect to take on-line classes and, thus, the branch campus loses those contact hours. By offering on-line courses the

branch campus could capture the revenue for those contact hours. There was a question if the revenue could be broken out based on student residency. Moller supported the HYBRID concept for MCC and Hereford courses, but believes that on-line courses should not be created specifically for the branch campuses. Linked courses may be an option. Members said an on-line course is an on-line courses and it shouldn't matter where the student's residence is, but possibly the "bean counters" can capture the revenue for the "other" campuses. Moller also noted that we have many branch campus students drive to the WSC for classes — should that revenue be captured? Where would we stop? Matney decided that he, Esquivel, and Vincent will continue discussions and include the Business Office.

Announcements:

- Encourage faculty recommend students register for Spring by Friday, December 16th** - Matney announced that we are significantly down in advance Spring registration. He asked chairs to encourage their faculty to promote advance registration to their students.
- **SACS annual meeting in Atlanta, GA.** — Matney just returned from the annual SACS meeting. He noted that it was a very worthwhile, informative meeting. Speakers were Derek Bok (former President of Harvard) ,Andrew Young (one of Martin Luther King's assistant and past mayor of Atlanta) He noted that it was sobering to hear the list of institutions who did not receive affirmation.
- **Assessment Committee (Handout)** — SACS requires that student outcomes assessment be made to see what difference we made for students. We recently sent McAnally and 3 faculty (Poling, Burgoon, Ferguson) to an assessment meeting to help guide us in improving our assessment process.
- **No electricity in Lynn Library** December 17-January 2.
- **Transfer Day** — January 25, 2006 — Matney encouraged the chairs to visit with the university representatives.
- AC first-time students needing developmental classes — Fall 2005 Math — 85%, Reading — 31%, Writing — 22%
- **"No Average Student"** (Community college students are not your typical undergrads) — Handout - Matney encouraged the chairs to read the interesting article.
- **Other**