

No Excuses 2020 Team Meeting

October 28, 2016
Dutton Hall, 103
9:00 a.m.

Minutes

MEMBERS PRESENT: Bob Austin – Chair, Janet Barton, Claudie Biggers, Diane Brice, Edythe Carter, Tamara Clunis, Cara Crowley, Jordon Herrera, Alan Kee, Dr. Russell Lowery-Hart, Jarrod Madden, Penny Massey, Jason Norman, Kelly Prater, Mark Rowh, Dr. Deborah Vess, Collin Witherspoon, and Reem Witherspoon

Others Present: Recorder: Carolyn Leslie

MEMBERS ABSENT: Carol Bevel, Nancy Forrest, Lyndy Forrester, Emily Gilbert, Olga Kleffman, Terry Kleffman, Cindy Lanham, Steve Smith, and Karen Taylor

Student Representative: Logan Nelson

DROP POLICY – (Bob Austin)

- The committee discussed the current procedure and policy for students withdrawing from classes. The current policy and procedure involves many individuals and takes a long time to process.
- Students receiving financial aid do not always understand that withdrawing from classes could affect their financial aid. The committee suggested that a generic statement be included in the withdrawal policy and in the syllabus for each class. The statement needs to communicate that withdrawal could affect student's financial aid. Faculty could also use the wording of this statement when consulting with students. The policy should also include that withdrawals will be processed as quickly as possible rather than putting a set number of days. Claudie Biggers, Tamara Clunis, Kelly Prater, Reem Witherspoon, Edie Carter, and Dr. Vess will work with Diane Brice toward a solution to speed up the withdrawal process.
- The committee decided to make changes to the following wording in the withdrawal policy: *Students will be notified within 5-7 working days of the date of their withdrawal request with the instructor.* The change will state: *Students will receive confirmation that their withdrawal request has been completed.* A motion to approve the drop policy based on the change was made by Tamara Clunis, and seconded by Alan Kee. The motion carried unanimously.

NO EXCUSES 2020 STRATEGIC PLAN UPDATES – (Cara Crowley)

- The cabinet approved changes to the Strategic Plan timeline. This will be on the website soon. A web page from the President's page will be created for the Strategic Plan to be posted.
- The committee discussed the time that the President's Leadership Institute is held. There are currently conflicts because the institute is scheduled the week before the semester begins. Cara Crowley will contact participant's supervisors so they know when staff will be out.
- A quarterly report will be created for tracking the document that each Strategic Plan committee will complete. The cabinet will review, and give feedback to the appropriate

committee. An interactive PDF will be filled out by each committee quarterly, and the report will be posted on the website. Cara is developing the cabinet follow up.

AMARILLO COLLEGE'S LEADERSHIP REPORT CARD – (Collin Weatherspoon)

- The leadership report card follows the Strategic Plan in each area.
 - The report card indicates how the labor market aligns with AAS degrees. The data is based on information from the Texas Workforce Commission. Amarillo College will work to realign students to programs where jobs will be available in the 26 counties of the Texas Panhandle after the students graduate.
 - The Biology department is hosting symposiums to show students all of the options available to broaden their choices in this area. The First Year Seminar course could be a place to inform students of all options.
 - All employees at Amarillo College are mentors to our students. We need to be aware of the labor market in order to redirect students who are not accepted into certain programs such as Health Sciences
 - Stackable credentials need to be encouraged so students can get a good job while waiting for the job they are preparing for.
- Pathways will help to encourage students in their completion because they can identify where they are and where they are going. Employees need to ask students where they are and where they are going while encouraging them to go full time. If students take two classes each eight weeks, they are going full time which helps them in their responsibilities and jobs.
- Gateway courses need to be evaluated. Currently, there is a list of Achieving the Dream gateway courses, and institutional gateway courses.

ADJOURNMENT

- The meeting adjourned at 10:30 a.m.

NEXT MEETING

- January 27, 2017 at 9:00 a.m. in Dutton Hall, 103.

Recorder: Carolyn Leslie Carolyn Leslie