

PRESIDENT'S CABINET MEETING
February 13, 2018
MINUTES

CALLED TO ORDER

9:10 am on 02/13/18

ADJOURNED

11:00 am on 02/13/18

MEMBERS PRESENT

Bob Austin, Kevin Ball, Tamara Clunis, Lyndy Forrester, Russell Lowery-Hart, Denese Skinner, Steve Smith, Mark White

MEMBERS ABSENT

Cara Crowley

OTHERS PRESENT

Joy Brenneman, Collin Witherspoon

DISCUSSION:

1. DATA	Witherspoon
<p>Mr. Witherspoon presented his tutoring impact analysis for Fall 2016. He matched students who received tutoring and those who did not and compared their success rates. Overall, students who received tutoring had a 71% success rate compared to 63% for those who did not receive tutoring. The data confirms that students are much more likely to pass a course if they receive tutoring. He then showed data for each quartile. The results reflect that the more tutoring a student receives, the better he/she does. There is no other profile/demographic that contributes. Tutoring is the significant factor.</p> <p>He then presented the same data related to specific courses. Biology shows a significant difference in the 4th quartile with students who receive more than 6.5 hours of tutoring (76% success rate), but did not have good success rates in the other three quartiles. The course redesign project for A&P should use this data while redesigning the course. Cabinet had a robust conversation about the challenging success rates in A&P, and they are looking forward to seeing a significant redesign presentation.</p> <p>Chemistry is another course that only has significant success rates in the 4th quartile, but the numbers were small and not statistically significant. It was noted that space is limited in the Science Enrichment Center but that it is not as well-utilized as the Math Outreach Center. Math students are required to attend a specified number of hours if they receive a grade lower than 70 on an exam. This potentially puts these students into the 2nd quartile for the Math courses.</p> <p>Writer's Corner for English courses shows similar data if tutoring is received with higher success rates for those students in the 3rd and 4th quartiles, however the number of students receiving tutoring is low. Dr. Clunis believes that tutoring is imbedded within the English courses and would not be reflected in the number of visits to the Writer's Corner. She will double-check.</p> <p>Mr. Witherspoon's data reflects that a nursing student is more likely to be successful if they did <u>not</u> go to the tutoring center. Dr. Lowery-Hart noted that WTAMU's nursing program ranks 5th in the state while AC's is 29th.</p> <p>Mr. Witherspoon will meet with the individual tutoring centers and distribute their data along with the other centers data for comparison. Dr. Clunis will accompany him to the Nursing Resource</p>	

Center. This will help them know if their centers are successful or if there is need for improvement. He will also provide the information to the department chairs if necessary. He has created a dashboard where this data is accessible.	
ACTION ITEMS <ul style="list-style-type: none"> Schedule A&P redesign presentation to Cabinet in April Mr. Witherspoon will report back in about 6 weeks on his conversations with the tutoring centers 	Joy Collin
2. CORNERSTONE COMPENSATION	Forrester
Cabinet discussed compensation models and timelines for evaluation roll outs.	
They also discussed the effects of raises over time to staff salaries funded by grants. Over time, salaries may take up 90% of grant funds making it less likely the college would be successful in obtaining these grants in the future. Mr. White suggested doing an analysis of all grants to enable long-term decision making.	
ACTION ITEMS <ul style="list-style-type: none"> Revisit the Cornerstone discussion after the current compensation model has gone through a full cycle for all employee groups. Mr. White will work with Teresa Clemons in analyzing all grants and bring information back to Cabinet in two months. 	Lyndy Mark Teresa
3. VENA UPDATE	Smith
Mr. Smith did a very brief demonstration of the program. This new software will make the budgeting process better and less time-intensive. His next step will be a test of the budget worksheet with a few departments.	
ACTION ITEMS <ul style="list-style-type: none"> None 	
4. SPRING COMMENCEMENT/SUMMER GRADUATES	Clunis
A faculty member from Health Sciences raised the question of summer graduates not being allowed to attend commencement in May. Her students were already planning to attend. It was decided that because this had not been communicated from the President's office, these students should be allowed to attend this year's Spring graduation, but that that this would be the last time. Cabinet discussed some possible alternatives to alleviate the overcrowding of the Civic Center in the Spring but no decision was made. Cabinet will meet with the Commencement Committee to look at possible solutions.	
ACTION ITEMS <ul style="list-style-type: none"> Let Ms. Brice know that this Spring summer graduates will be allowed to attend, but this is the last time. Cabinet will study a summer commencement or other options. Determine how many summer graduates come to graduation. Schedule meeting with Cabinet and Commencement Committee 	Bob Joy
5. LACTATION ROOM	Lowery-Hart
Mr. Smith followed up on a request from the President's Office regarding the creation of a lactation room on each Amarillo College Campus. Mr. Smith made recommendations based on best practices that the space should be a designated room with enough space, plumbing, a sink, a refrigerator, privacy, and a place to sit. Funds had been budgeted for this space in	

<p>2018, but the renovation had not yet begun. He provided several space options and Cabinet determined that the women's restroom on the first floor of the CUB which is across from the Louise Daniel room would be the best location. The men's restroom adjacent to that is a single toilet and will become a unisex restroom. Work can begin immediately and should be completed within 3 to 4 weeks. Eventually, the college will have lactation rooms on each campus.</p>	
<p>ACTION ITEMS</p> <ul style="list-style-type: none"> Move forward and start converting the restroom as soon as possible 	Steve
<p>6. ENROLLMENT UPDATE</p>	Austin
<p>Mr. Austin provided numbers via email prior to the meeting and reported that the college is ahead of last year at this time which was ahead of the previous year. He is working with his team to capture Spring 2 enrollments. There are approximately 1,500 students who have applied but have not enrolled. Communications and Marketing will reach out to these students to encourage enrollment in the 2nd 8-week courses. Mr. Austin provides a chart of available sections to Frank Sobey, the advisors, and Ms. Skinner. His team will track these 1,500 students.</p> <p>There will be dual credit courses available online during the summer. Jason Norman has communicated this information to the high school counselors who can identify students who would be successful in these courses. Dual Credit online courses leverage technology and do not take up space on campus.</p>	
<p>ACTION ITEMS</p> <ul style="list-style-type: none"> None 	
<p>7. BRAGGING ON EMPLOYEES</p>	Cabinet
Not Covered	
<p>8. COMMUNICATION POINTS</p>	Forrester
Ms. Forrester reviewed what would be communicated in her email.	
<p>9. POSITION JUSTIFICATIONS</p>	Cabinet
None	
<p>10. OTHER DISCUSSION</p>	Cabinet
<p>Mr. Smith noted that the restrooms across from College Relations probably have a leak in the wall and will need to be taken out of service for a while.</p> <p>Mr. Ball reported that the "Success Is" Campaign won several Collegiate Advertising Awards recently:</p> <ul style="list-style-type: none"> Judge's Choice (Top 1% of Entries, only 3 Issued nationally) <i>Success is Amarillo College – Entire Campaign</i> Gold Award (Top 5% in Nation) <i>Success Is Viewbook & Envelope</i> <i>Email – Travel to Paris</i> Silver Award (Top 12% in Nation) <i>Tell Us What Success Means to You – Billboard Campaign</i> <p>He complimented Wes Condray and Penny Massey for the good job they did putting this presentation together. He noted that Panhandle PBS is working on presentations as well.</p>	