

PRESIDENT'S CABINET MEETING

March 27, 2018

MINUTES

CALLED TO ORDER

9:09 am on 03/27/18

ADJOURNED

11:25 am on 03/27/18

MEMBERS PRESENT

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

MEMBERS ABSENT

OTHERS PRESENT

Joy Brenneman

DISCUSSION:

1. SENSE	Crowley
<p>Ms. Crowley presented data from the Survey of Entering Student Engagement (SENSE) which is given only to first time in college students (FTIC) students. Amarillo College will do this survey for at least three years in a row in order to follow the trend lines and areas of improvement. This survey does require a student to provide their student ID. One hundred institutions participated in the survey including the Top 10 Aspen schools. The Community College Survey of Student Engagement will be given this Spring.</p> <p>The SENSE survey looks at six benchmarks: Early Connections; High Expectations and Aspirations; Clear Academic Plan and Pathway; Effective Track to College Readiness; Engaged Learning; and, Academic and Social Support Network. Amarillo College did well in three areas and showed improvement needed in three. AC's score for Clear Academic Plan and Pathway was actually higher than the high-performing institutions. The college scored higher than the cohort in Early Connection, but there is room for improvement in this category. Dr. Lowery-Hart went through some of the questions asked and noted that the college is trending in the right direction in this area. The score for Effective Track to College Readiness was not far off from the high-performing schools and reflects a good job of advisors working with students. The lowest score came in the area of Engaged Learning. This is being addressed by Academic Affairs with professional development and course redesign, in addition to finding ways to connect with students in and out of the classroom</p> <p>Ms. Crowley noted that there was no difference between part-time and full-time students in the report.</p> <p>The survey also included two special focus groups. Academic Advising is doing a good job working with and connecting with students. The report reflected that the average time an advisor spends with a student for first-time advising is 30 minutes. Best practices suggest one hour is best. It did show a disconnect between academic advising and career advising. Students self-identified how often they used tutoring and it was very low. The question was asked if students just didn't mark that or didn't associate it with going to the Writer's Corner, Math lab, etc. Ms. Crowley will ask Collin Witherspoon to work with Tina Babb to determine if these students actually received more tutoring than indicated in their survey answers.</p>	

<p>Answers to questions regarding social services (the ARC) were comparable to the results shared by Sara Goldrick-Rab; for example, her survey a year ago found that 15% of students did not have reliable transportation. This survey was at 14%. These results validate the previous survey.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Ms. Crowley will provide the link to the full survey results to Cabinet who may want to pull their own reports to review • Create focus groups from the students in this survey • Include this report at the next No Excuses meeting 	<p>Crowley Skinner/Austin Forrester</p>

<p>2. ACE AMARILLO</p>	<p>Lowery-Hart</p>
<p>Dr. Lowery-Hart discussed progress on Free College for Amarillo ISD students (formerly ACE). Amarillo College needs to be prepared to implement this in the Fall of 2018 once final approval is obtained. To qualify, a student must have an 80 overage or better, apply for admission, and complete the FAFSA prior to the end of their senior year. Cabinet discussed what is already in place and what next steps should happen.</p> <p>Already scheduled:</p> <ul style="list-style-type: none"> • Ernesto Olmos and the advisors will spend a full week at Tascosa, Palo Duro, and Caprock high schools to help students complete their applications and FAFSA. They will be working with ACE counselors. • This will be followed up by Badger Beginnings during the summer. • ACE students from Tascosa and Palo Duro will be on campus on April 3. Could students from other schools be included? <p>Step 1: Determine the messaging</p> <ul style="list-style-type: none"> • This is a free college scholarship program which includes tuition, fees, and books at Amarillo College pending final approval. • Create written communication piece to let students and parents know that Amarillo College will be in the high schools helping students prepare for this program • Create a standalone web page for the program with links to relevant pages on the AC web page, including the Amarillo College Foundation application • Determine the new name for this program • Messaging will need to go out before the end of April • Mr. Ball will take the lead on messaging <p>Step 2: Work with Amarillo High and Tascosa to gain buy-in by all counselors</p> <ul style="list-style-type: none"> • Dr. Lowery-Hart will work on a meeting with principals and counselors and include Dr. Dana West. Mr. Austin will provide the information that identifies where students at those schools go to college. • Encourage counselors to have all students apply to Amarillo College and complete their FAFSA and list AC. If they have already completed those items, they can go back in and add Amarillo College to them. • Set up events and times to work with students to give to the principals and counselors at the meeting. • Allow room for schools to design their own approach to this and provide support. 	
<p>Action Items:</p> <ul style="list-style-type: none"> • Mr. Austin will email Cabinet a copy of the current ACE contract. • Other items as listed above 	<p>Austin</p>

3. ENROLLMENT UPDATE	Austin
<p>Mr. Austin provided the enrollment information in an email prior to the meeting. He noted that his numbers are now the same as those in the dashboard created by Mr. Witherspoon. His previous numbers did not include students who had completely withdrawn. Mr. Witherspoon tracks students as they enroll so the numbers continue to go up. Compared to the five-year average, AC's current enrollment is at the average point.</p> <p>He also provided the number of seniors at Amarillo High and Tascosa, those who had applied for AC admission, and those who completed the FAFSA and listed AC. There could be additional students who have completed the Texas Common App and the FAFSA but did not list Amarillo College so that information is unknown. Palo Duro and Caprock counselors will take care of getting their students to complete their applications. Amarillo College will need to take responsibility for recruiting and assisting Amarillo High and Tascosa.</p>	
<p>Action Items:</p> <ul style="list-style-type: none"> • None 	
4. BRAGGING ON EMPLOYEES	Cabinet
Not covered.	
5. COMMUNICATION POINTS	Forrester
Ms. Forrester briefly covered what she would include in her email.	
6. POSITION JUSTIFICATIONS	Cabinet
<p>Dr. Clunis noted that East Campus has only 218 active students, down significantly from prior years. The low enrollment needs to be addressed before Fall 2018 and she is requesting a position for someone who has expertise in advising technical students who do not need to be TSI ready to take these courses. She would like to return to the model that addresses basic skills while students are in their classes through a Level I certificate. She is requesting an Associate Dean of Academic Success position. She has one employee returning to a grant which will release funds for this new position. She is requesting a 75%/25% split between institutional and grant funds. The 25% will come from the Career Pathways Grant. Cabinet unanimously approved this position.</p> <p>Ms. Forrester noted many positions have been added since the retirement incentive program was completed; however, it will take additional time for Ms. Forrester to determine if these are grant positions, reclassified positions, or actual new positions. Dr. Lowery-Hart reiterated that <u>all</u> positions, replacement and new, must come to Cabinet for approval before being posted or filled.</p>	
7. OTHER DISCUSSION	Cabinet
<p>Cabinet briefly discussed the new employee of the year model where 3 employees of the year will be named and not differentiated by employee groups, i.e. Administrator/Classified. The Mead Award for faculty remains as is.</p> <p>Ms. Skinner provided Cabinet a copy of a report named <i>This Week in Student Affairs</i> which provides information on each of the areas in her division. It lists updates on processes, improvements, and accomplishments in these areas.</p>	