<p style="text-align:center">**PRESIDENT'S CABINET MEETING**
September 19, 2017
MINUTES</p>

CALLED TO ORDER   **ADJOURNED**
9:03 am on 09/19/2017   11:05 am on 09/19/2017

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, Collin Witherspoon

DISCUSSION:
Dr. Lowery-Hart introduced Marcella Bombardieri with the Center for American Progress who is here gathering information for an article she will be writing about Amarillo College.

1. DATA.	Witherspoon
Mr. Witherspoon has connected the IDS data program. It is fully functional and ready to go. The faculty link is available but disabled at this time. Once the server is up and running, it will be tested and then rolled out. He demonstrated the program which includes three years' worth of data. It is designed to look at student success by course. Users may drill down by department, course, and can select with dual credit or without. This information is plotted on a graph with raw data listed underneath. Tabs across the top allow the user to select Age Category, Race/Ethnicity, First Gen, PELL Status, Enrollment Status, Initial DevEd, and Instructional Method. Race/Ethnicity cannot currently be grouped but that functionality could be added. The data is course based at this time but retention, persistence, and completion could be added. Again, the data reflects that full-time students are more successful than part-time and hybrid success rates continue to rise. It was reported that Biology 2401, A&P, is undergoing redesign this semester. Mr. Witherspoon also noted that there is functionally no difference in course success between first generation students and those who are not first generation. Students 19 and under seem to have the lowest success rates and highest attrition. This is an issue for industry and business who hire these students.	
Mr. Witherspoon narrowed this down by communities as well by creating his own mapping. Some communities previously listed did not have any courses associated with them. These can be viewed using the same breakdowns listed above and can look at students' overall success rate, not just their success in the program. (Mr. Austin renamed the communities "homerooms.") Each of the communities will need to view their data differently than others due to differing issues for each. There are nine communities and General Education is not a community on its own. Cabinet discussed the value, for data purposes, of adding this to the list.	
Dr. Lowery-Hart asked if Mr. White and Mr. Smith had met with Mr. Witherspoon yet to discuss ways to protect this intellectual property. – Not yet.	
Once the faculty link is opened, deans, department chairs, program coordinators, and program directors will be able to see all faculty who report to them when they log in. Dr. Clunis would like the faculty link opened soon for use in determining merit pay for faculty, however, protocol will need to be determined first.	
This data base will be updated at the end of each semester. It will be a beneficial tool for administrators and advisors and marketing can use it to adjust their marketing.	

ACTION ITEMS	Witherspoon
- Cabinet members should present crossover data suggestions to Witherspoon who will cut it down to meaningful combinations. He will also look at the possibility of a flag button for trigger points. - Witherspoon and Clunis will meet to discuss protocol before opening faculty link. - The A&P redesign team will be asked to come to cabinet in December to give an update on progress. - White, Smith, and Witherspoon to meet regarding protecting the program. - Need a plan to roll out the program starting with Deans and perhaps Department Chairs. Witherspoon will need to provide training on how to use the data.	Clunis White Smith

2. IT PRIORITIES	Forrester

Ms. Forrester reported that she has been discussing IT priorities with Shane Hepler, Director of Programming Services, and noted that programming affects nearly every aspect of the college and requires much manpower. Resources have been reduced and they are working to determine priorities as day-to-day maintenance sometimes gets in the way of projects. The project for multiple disbursements will be tested in November for PELL grant aid.

Mr. Austin asked about the role of the Academic Technology Committee in determining priorities and wondered if there is a way to know what is in the que. Mr. Hepler is developing a system to look at prioritization of projects, and Ms. Forrester would like to wait for his recommendations and bring those back to Cabinet. He is a good team manager and is delegating projects. Some organizational changes may be able to free up additional programming resources.

ACTION ITEMS	Forrester
Forrester will bring a priority list back to Cabinet in October.	

3. ENROLLMENT UPDATE	Austin

Mr. Austin noted that WTAMU is limiting their freshman class to 1,500 admissions per year. His team will engage with their admissions office and recruit students who are not able to get in to WT. Dr. Wendler's emphasis at WT is graduate programs and majors, so AC has an opportunity to recruit these freshmen students.

Post cards have been sent to students who applied but did not enroll, those enrolled in only one class for the 1st 8-weeks, and students who were dropped. Since August 28th, the Success Center and Advising have been contacting students who are not currently enrolled in the 2nd 8-week classes. The names of students who drop all of their courses are reported by the Registrar, and Jo Beth Hill sends this information to the advisor to give them the opportunity to contact these students.

Efforts to increase enrollment in the 2nd 8-weeks have included social media, phone calls, and post cards. Data should be available in a couple of weeks. Ernesto has created a student survey which might be of interest to Cabinet.

ACTION ITEMS	Austin
Bring 2nd 8-week enrollment data to Cabinet in two weeks (October 3).	

4. BRAGGING ON EMPLOYEES	Cabinet

Ms. Forrester – Kevin Moore, Hank Blanchard, Stephanie Birkenfeld, and Kim Crowley for their work on the Emergency Response Planning Team. She will bring a plan to cabinet next week for approval.

Ms. Skinner – the Advising Department and Ernesto Olmos who have stepped up to do interventions and place calls to students. They have been proactive and are willing to look at what else might be done.

Ms. Crowley – Toni Van Dyke and Sarah Davis in Dr. Clunis' office for taking care of Sara Goldrick-Rab and Clare Cady while they were on campus last week and making sure the Team Space in the Ware was well-stocked and available to them.

5. COMMUNICATION POINTS	Forrester
Data points WT's limit of freshmen students Fall 2 enrollment information	
ACTION ITEMS • Mr. Forrester will have Charles Hendrick send out this information.	

6. POSITION JUSTIFICATIONS	Cabinet
None	
ACTION ITEMS n/a	

7. OTHER DISCUSSION	Cabinet
Dr. Lowery-Hart talked about Dr. Wendler's inauguration speech in which he specifically mentioned AC and his support of community colleges. Mr. Ball noted that PPBS will be supporting WT's long-term planning effort called *WT 125* and will feature Dr. Wendler in an upcoming program. Dr. Lowery-Hart will connect Ms. Bombardieri with Jacob Fraire of TACC to discuss legislation affecting the college. Mr. Ball shared a page for Amarillo College in the Inc. magazine.	
ACTION ITEMS n/a	