

VPAA Council
September 21, 2016
Summary

Present: Deborah Vess, Renee Vincent, Heather Voran, Frank Sobey, Vickie Taylor-Gore, Kim Crowley, Toni Gray, Mark Rowh, Becky Burton, Megan Eikner, Emily Gilbert, Daniel Esquivel, Guest Speaker Collin Witherspoon and Sarah Davis as recorder

Absent: Tamara Clunis

I. Minutes Approval

Minutes of August 24 and September 7 reviewed
Motion made to approve, seconded, approved by all

II. Sharing session

Round table discussion how everyone came to be at Amarillo College and everyone is happy to be here.

III. Data Discussion Collin Witherspoon

Collin presented data on the smart-board and explained how everyone had access to same information for their areas and college wide.

The information was to show how the offerings at Amarillo College aligned with the present and next 3-year model of the local job market. Local being Moore, Potter, Randall and Deaf Smith Counties. Collin was using AC's enrollment and declared and non-declared majors with the Texas Workforce Commission job analysis and forecasts. He explained the same forecasting can be done with additional information from each Dean with specifics they would provide of the majors in their area or fine tuning the information for their specific needs.

The CIP codes are matched with the industry indicators.

EMSI is a source that everyone needs to be using for your data compilations and working with Collin for our data driven decisions about our programs.

IV. Quick Updates

a. President's luncheons: progress reports

Presently there are 3 luncheons planned for October. Additional luncheons will need to follow those. Each Dean needs to contact community leaders within their division's specialty for possible luncheons.

b. Updates to Rank and Tenure Committee Membership requirements: Vess

The limited number of faculty that are qualified to be of the Rank and Tenure Committee were discussed. It is felt the number of committee members could be expanded and qualifiers for membership could be reviewed to allow expansion.

c. Program goals for this year- leadership retreat updates: Deans and CEDs

Want people to come and enjoy the workshop, but to also take away the analysis of how and the drive to increase the numbers of completion.

Deans are to look at the data prior to the retreat to have information ready to discuss and ideas of how you will be working toward improvements.

d. Curriculum map submissions to CC progress updates: Deans

Discussion of the review and presentation of the maps to the Curriculum Committee for final review and approval was clarified. All Deans need to have them ready for presentation and posting to the website.

This is a requirement by the strategic plan to submit and have these maps approved as Dr. Lowery-Hart explained at the Curriculum Committee.

e. Coffee hour with the President's Cabinet: Vess

The President's Cabinet will begin having an hour at the Cub every month to be available for anyone to visit or get a signature. Everyone is encouraged to stop by and visit.

V. Updates on Council Members' goals: Deans/EDs

Your own goals may be a work in progress. Deans will need to have updates for Dr. Vess. The more goal driven, the closer to meeting the strategic plan goals will be met.

VI. Master Course Shells and Quality Matters Project: Voran and Vess

Dr. Vess is concerned with the online offerings. There are some shells that are empty. They may have a syllabus and nothing else. There are some classes with hundreds of students and nothing in the shell. We need effective online instruction with interaction and content.

Heater announced there will be workshops on Master Course Shells and they will be based on the quality Matters Project. There was extensive discussion to make the results of the workshop for online courses to have the same quality the student would receive in a classroom setting. Explaining the Best Practices will be updated and enhanced for today's classes with online interaction content.

Becky announced Title V Redesign uses Quality Matters as they are redesigning courses. There are online workshops and courses for redesign that faculty have to go through. There are 9 faculty out there that have just finished redesign and Quality Matters online training. This year with Title V we are looking at bringing in someone from Quality Matters that might do an in-house training, for those that are in redesigning for next year.

Dr. Vess would like a committee created to evaluate courses and accessibility. Would like someone from all campuses and from all divisions. Several names were submitted and will be emailed by Heather for interest and consideration

Frank explained when hiring a new adjunct faculty in the English Department we give them a Master Class to start with that has gone through the process. When they have taught it and we've looked at their success numbers, then we gradually let them put their personal stamp on the class.

Becky Easton always facilitates the online interaction process of the training for the new adjuncts.

Dr. Vess suggested Becky Easton could chair the Committee to work on redesigning a certification course and review the Online Course Quality. There is no way to review all the courses, but want to start with the highest enrolled courses. Larry Adams has put in a great deal of work, but we need to look closely at the enrollment of online courses and their content.

It was noted that this is an area SACS will most likely be scrutinizing.

VII. Redesign of adjunct certification course: Vess

We used to have a welcoming meeting when new faculty first came to AC.

This class needs to be redesigned (the current Pedagogy class.) We want it to be like the NFO we just did. It explained the Strategic Plan in connection with the mission and what the faculty did throughout the day.

It needs to be easy to get through, be useful and something they might refer back to after completion. They would get additional compensation after completing the course. They need to know why they are to complete it. Needs to be well design with examples of how to deliver an online class.

Should we continue to offer it while we work on it or quickly redesign it for use in the spring?

Discussion followed with information they need as soon as possible, that would be easy but useful.

Names were suggested for consideration of a committee to redesign the course. Heather will contact nominees for interest and consideration

VIII. Meetings to be held:

a. Guided Pathways and degree maps: Becky Burton

Becky presented the latest Gen Ed Block plan for Arts and Humanities (handout). There are a couple of issues. She sent out meetings to B&I pathway people to get a clearer idea of where the AAS programs are going. Other divisions will also be having meetings scheduled. The Chairs got invitations as they will help clean the pathways up in some areas.

Then we are meeting to discuss each pathway for program mapping, sequencing courses in their programs. The old website showing what to take each semester. That site has been taken down because they are not aligned with the block pathways. Dr. Vess and Becky will be meeting with people to help align the pathway programs.

Dr. Vess said it is the two year plan that each program has, when placing it into Elucian we have found they do not align as was planned.

b. Program Coordinator's meetings

After reviewing the coordinators stipends it is felt a consistent formula needs to be determined. Dr. Vess will be meeting with the Coordinators to help develop a point form similar to what is used for department chairs. The coordinators know what they do and the time involved.

c. Department meetings

Dr. Vess spends so much time in so many meetings she is seldom seen about the different campuses, and even on Washington Street, she is on her way to another meeting. There is a great deal going on these days and she would like to hear what is being said or concerns people may have.

Dr. Vess would like for the Deans to be present and have open conversations with the Department Chairs and depending on the division, who the Deans would like to be present. This would be a chance for interaction.

IX. Fundraising priorities: Deans and CEDs

We need to get these ideas over to Mark White quickly. Ideas were presented by the different Deans and it was discussed how these had to be tied to the strategic plan. These ideas will be looked at how the completion rates will increase, the capacity of classes and how this will happen. You need to have costs and actual plans of how this will all work together. We also need to think how we can raise the bar on how Amarillo College is perceived nationally. Can this funding request be pitched as a forward trajectory of a higher unit? In your narrative, what is it we are trying to do to address the success and completion rates?

X. Announcements

a. Creative Arts events

Tonight Diego Caetano has his first Amarillo College recital.
Mary Jane Johnson had her concert last night.

b. Other announcements

Becky Easton will be moving into the English Department Chair.
Bryant Manning will be taking on the Dual Credit Coordination.
Frank Sobey will stay in his present office in Ordway Hall and Cherie Haney will be his administrative assistant.

Adjourned 4:00 pm