

**VPAAC Council
Minutes
August 3, 2017
Ware Student Commons 212, 1:30 pm**

Members Present: Dr. Tamara Clunis, Becky Burton, Mark Rowh, Frank Sobey, Vicky Taylor-Gore, Toni Gray, Daniel Esquivel, Renee Vincent, Dr. Carol Buse, Jill Gibson and Megan Eikner

Members Absent: Kim Crowley

Other: Toni Van Dyke

I. Release time policy – Health Sciences

A potential need to develop a separate release time policy for program directors in the Health Sciences division.

Mark Rowh, Dean of Health Sciences, introduced various examples of release time policies from other colleges, including Physical Therapist Assistant programs at South Plains College and Clovis Community College. Other examples were provided in regard to other Health Science programs, as well.

Presently, program directors are given compensation to direct these programs and are given special assignment opportunities when faculty teaching loads fall below the required 15 hour-load per institutional policy. Accrediting bodies for various programs require that program directors are given sufficient release time to be program administrators. The accreditation standards are not prescriptive about how much release time to give. Accrediting bodies require evidence for specific release time, and additional compensation for these duties, although warranted, do not satisfy the requirements of accreditation.

Council members voiced support to move forward with these discussions. In addition, Council members noted variances in student enrollment numbers for the many programs in the Health Science division. It is imperative a policy proposal is relevant to this information, as well. There are no conclusions at this time.

The committee discussed the importance of meeting accreditation requirements, and in particular, to address the concerns and timeliness of the Physical Therapist Assistant program accrediting body (CAPTE) report.

Due to the nature of the PTA program compliance report, the Deans Council will continue to do research and formulate a policy that will enable release time for

program directors. It is noted the program must be in full compliance with this requirement by November of 2018.

II. **Budget Review 2017-18**

- Overload funds were distributed to departments by average cost of the last 2 fiscal years and the current fiscal year
- Budget Amendments
 - Funds can be moved between 501, 502, & 503
 - Funds cannot be moved from a faculty (501, 502, & 503) line into supplies, travel, etc.
- Review the budget(s) carefully for any errors
 - Deans need to visit with Steve Smith if there are errors

Q and A followed.