

PRESIDENT'S CABINET MEETING

March 26, 2019

MINUTES

CALLED TO ORDER

9:07 am

ADJOURNED

11:00 am

MEMBERS PRESENT

Bob Austin; Kevin Ball; Tamara Clunis; Cara Crowley; Cheryl Jones; Russell Lowery-Hart; Denese Skinner; Steve Smith; Mark White

MEMBERS ABSENT

OTHERS PRESENT

Joy Brenneman; Collin Witherspoon

DISCUSSION:

1. RADIUS IMPLEMENTATION UPDATE	Austin
<p>Mr. Austin provided a quick update on the Radius CRM (Customer Relationship Management) Program. The company providing the CRM is Campus Management. Members of the implementation team are Bob Austin, Tommy Morrison, Shane Hepler, Diane Brice, and Maria Juarez. They met with Campus Management/Radius the first part of March. The initial implementation is specific to students who have shown an interest in enrolling and is tied to the SWIM Digital communication plan. The team meets with the representative from Radius each Wednesday for training and implementation via Skype. Additionally, the team meets each Monday to do their homework. He referred Cabinet to the documents he provided via email. Some of the goals listed include receiving the Aspen award and reaching 70% completion by 2020. The implementation team is working to improve enrollment and retention and will hold weekly face-to-face meetings through August until this is up and running. The coordinator for Radius records notes for the meetings. They will do a gradual implementation incorporating the SWIM pieces that are running now. Campus Management provided a project management space. AC's documents are uploaded and saved into this space. It is well-organized and on task.</p> <p>Cost is about \$42k/year for the first three years, then drops to approximately \$30k. The first year is paid by Title V. Eventually, two-way texting with students will be possible as well as automated text messages.</p> <p>The database already exists and first messages could go out by end of May once the college has set up its specifications. Maria Juarez will be attending the Campus Management Users Group meeting in order to network with other institutions who are using this program.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">• Ms. Crowley asked that reports be sent to Pam Madden, Program Director for Title V• Mr. Austin will let Cabinet know when the first email is sent out	

2. 70% COMPLETION DISCUSSION	Cabinet
<p>Dr. Lowery-Hart asked Cabinet to review the table submissions completed by faculty and staff at General Assembly regarding their ideas for things they would like to see at the college. Themes that emerged from these were:</p>	

- Parking, parking garage, carts to transport students (some of these are addressed in the Master Plan)
- Student safety in the classroom (addressed in the Master Plan)
- More technology and better WIFI (being addressed by IT and the Master Plan)
- More study space (the Ware Basement Computer Lab will address some of this)
- Food options and eating space on the West Campus (addressed in the Master Plan with fresh food options and seating areas)
- Mange “Reply All” emails (Mr. Ball and Ms. Jones have discussed this and are working on a policy. They will survey staff council, faculty senate, and employees to before making a recommendation.)
- Texting students (the Radius implementation discussed above will help with this)

Dr. Lowery-Hart will communicate with the campus how some of these issues will be, or have been, addressed. The suggestions and questions provided in these forms helped form part of the discussion for the Master Plan.

Cabinet held a robust discussion on getting to 70% completion by 2020. In a previous meeting three key issues were identified.

Transfer

The Destination WT rollout held at the WTAMU Downtown Campus was great and is the result of conversations started two years ago between AC and WTAMU. Mr. Austin worked closely with Dr. Brad Johnson during this timeframe to get AC’s part completed. Unless a student opts out, they will now be automatically added to the Destination WT plan when they enroll at AC. Their records will be submitted electronically to WT at the end of each semester and they will be able to see a student planning module at WT in addition to their plan at AC. There is a WT advisor, Candice Copelin, on the AC campus two days a week in an office branded with WT colors and logo. She will advise the WT transfer students. There is an automatic scholarship available to students when they transfer to WT, and WT is putting a great deal of emphasis on AC transfers.

Some Amarillo College students are experiencing difficulty assimilating once they transfer to WT. Ms. Copelin is working with these transfer students to build social networks before transfer. Creating student to student relationships are important.

The University Studies degree will allow students to transfer to WT at 60 hours but continue to take an additional 22 hours at AC. Some students are reluctant to travel to Canyon to continue their education but may be more willing to attend the WT campus downtown. It will be necessary to work with WT to be sure these students are able to complete this degree at that campus.

IT has completed a query that will allow the college to determine where a student is in their plan, or if they have a plan. Once a student reaches certain milestones, e.g. 25%, 50%, or 75% completion, a celebration can take place in Student Activities to recognize this and encourage the student to continue on.

Cabinet discussed the benefit of coding all Allied Health and Nursing students as transfer students and putting them on a transfer plan so they have a continuation plan if they are not accepted into the program immediately. Currently, most don’t return if they don’t get in to their program and discussions with these students indicate they are waiting to get in the program before returning to school. Additional data is needed to determine how far these students are getting in their coursework, how many are just waiting to get in the program, and how many are stopping out after A&P I. Students in these programs need intentional advising and perhaps a plan B for their education. Colleges outside the Amarillo area have Bachelor’s degree

programs in these fields where these students might transfer. UT Arlington has an online nursing program and TTU has a full slate of Allied Health programs. The students should be advised that it may be necessary to leave the Panhandle to obtain the degree they are seeking and find employment. This information could be built into a FYS course front-loaded with information on their program.

There is still room for growth in AC's nursing program, and Dr. Clunis is working with the new Rural Nursing Education Consortium to secure more clinical nursing locations. She will also work with other Allied Health program coordinators to determine if there is clinical space locally that is not utilized. There are evening and nighttime spots available.

Developmental Education

DevEd has worked to scale academic support, integrate adult education, remove DevEd prerequisites, and increase stackable credentials. The Registrar's office has helped get the system in place, and Mr. Austin is auditing stackable credentials. Dr. Clunis and Ms. Skinner are working through these changes and things are going well. Funding should not be effected by the changes as the students are enrolling in credit courses. Tutoring spaces will be evaluated to determine how they may be best-utilized and may include reading help along with subject specific tutoring. Numbers are up for the Peer Tutoring Center which now reports to the Academic Division. Dr. Clunis reports that there is more energy directed toward the integration of DevEd into the classroom.

Academic Probation/Suspension

Mr. Ball and Mr. Austin are working on the language for the letter students receive when their grades drop and they are put on probation or suspension. This should be encouraging to the students. They are discussing different terminology and how to frame this communication.

Cabinet also discussed how monitoring attendance and grades in Blackboard can help faculty identify at-risk students. Mr. Witherspoon is working with Blackboard on pulling grades daily. However, grades will need to be entered more often. This will allow advisors to contact students who are missing class or not doing well much more quickly in the semester to provide advising and interventions. Also, when students know their instructors are tracking their attendance, it does make a difference in attendance. Mr. Witherspoon can also expand the "at-risk" group to include all students, not just FTIC, to provide additional information to faculty.

Ms. Skinner and her staff are working to contact and re-enroll students from the Fall 2017 cohort.

Action Items:

- Obtain additional data from Mr. Witherspoon on how many Allied Health/Nursing students stop out before completing their prerequisite course and the number that complete but do not get in the program and don't return
- Put the Allied Health/Nursing discussion on a future Cabinet agenda; Mr. Witherspoon, Dr. Clunis, Mr. Austin, and Ms. Skinner will bring a plan back to Cabinet on April 23 for the Allied Health/Nursing issue
- Increase the numbers in the Nursing Program
- Begin scripting the advising conversations for transfer
- Put Master Plan on the April 2 Cabinet agenda

3. YOUR BIGGEST ISSUE	Cabinet
Dr. Clunis informed Cabinet that Northwest Texas Hospital is wanting Amarillo College to take over work that dentist Dr. Henderson does for the Wyatt Clinic. Dr. Henderson also works for AC and there would be liability issues with this change. She will let Mr. Smith look into this.	

Action Items:	
<ul style="list-style-type: none"> Mr. Smith will review. 	
4. ENROLLMENT UPDATE	Austin
Not covered.	
Action Items:	
<ul style="list-style-type: none"> None 	
5. BRAGGING ON EMPLOYEES	Cabinet
Ms. Skinner – Ernesto Olmos for his work pulling all the pieces together with the new alignment in Advising, especially during a very busy time.	
6. COMMUNICATION POINTS	
Not covered	
7. POSITION JUSTIFICATIONS	Cabinet
None	
8. OTHER DISCUSSION	Cabinet
Dr. Clunis requested Cabinet approval to move forward on an AACC \$30,000 grant for an institutional learning outcomes survey. Tina Babb is working with Teresa Clemons to complete the application by the Monday, April 1, deadline. This is a small grant with minimal reporting requirements and will be combined with other grants. Request approved.	
Action Items:	
None	