

Deans Council
Minutes January 30, 2020
West Campus, Lecture Hall B, 1:30 pm – 2:30 pm

Members Present: Becky Burton, Frank Sobey, Daniel Esquivel, Linda Munoz, Jeannie George, Carol Buse, Edie Carter, Becky Easton, Toni Gray, Renee Vincent, Kim Boyd, David Hall

Others Present: Toni Van Dyke, Andrew Flores, Todd McLees

Members Absent: Tamara Clunis, Kim Crowley, Tina Babb

Todd McLees

Guest speaker Todd McLees visited with the deans regarding his presentation on Building High-Performing Ecosystems: A faculty focused discussion.

Bookstore

Andrew Flores visited with the deans regarding the challenges his department faced ordering books for the spring 2020 semester. He acknowledged the issue and is cross training the bookstore staff to avoid any future ordering delays. A few of the challenges the bookstore faces are:

- Departments not communicating when a new section is added.
- Departments not communicating when the instructor of record changes.
- Departments changing books or codes over holiday break and not informing the bookstore.
- Book publishers no longer providing access codes; the bookstore is having to build the codes.

It was suggested that the deans review the number of books their departments are requested.

Deans were asked to talk with their departments about keeping the bookstore informed. The departments need to email Lynne Haskins when they add sections, delete sections, increase sections, decrease sections, cancel sections, or change the instructor of record, etc.

There is plan to bring the West Campus instructional site bookstore back. The bookstore will carry medical uniforms, stethoscopes, patches, shoes, backpacks, yoga pants, AC branded clothes, etc. Financial Aid will cover a majority of the items sold at the new bookstore.

The bookstore strives to provide the best service for the student and faculty/staff.

Collaborate Courses

When providing collaborate courses with Hereford or Dumas be sure to do prep work ahead of time. Sessions have to be set-up in certain classrooms, not all rooms have collaborate capabilities. Additionally, faculty need to be trained on how to use collaborate as well.