

# PRESIDENT'S CABINET MEETING

March 29, 2022

## MINUTES

### **CALLED TO ORDER**

9:02 a.m.

### **ADJOURNED**

10:40 a.m.

### **MEMBERS PRESENT**

Bob Austin; Kevin Ball; Tamara Clunis; Cara Crowley, Cheryl Jones; Chris Sharp; Joe Bill Sherrod; Denese Skinner; Mark White

### **MEMBERS ABSENT**

Russell Lowery-Hart

### **OTHERS PRESENT**

Ernesto Olmos; Frank Sobey; Toni Van Dyke

### **DISCUSSION:**

1. SCHEDULING TASK FORCE	Olmos, Sobey
<p>Dr. Sobey shared that early on in the implantation of 8-week courses, they discovered challenges with student schedules. Dr. Lowery-Hart asked Dr. Sobey and Mr. Olmos to create a task force to create a model to support the new 8-week format. The Taskforce consisted of various staff around campus including Advising, Department Chairs, Program Coordinators, etc.</p> <p>The Taskforce focused on centralized scheduling and courses with 70% enrollment or higher. One of the scheduling issues was offering too many options. For example, offering a one-day-a-week class or offering the same class two days a week. Additionally, this causes a strain on scheduling classrooms for the different courses. Hybrids were moved to 50/50 only, instead of offering different hybrid variations. Courses were moved to the morning, afternoon, and evening to provide flexibility for students who work during the day. Program managers were tasked with building out a yearlong course offering instead of one semester at a time.</p> <p>Data shows full-time students outperform part-time students. In 2014, 22% of students were full-time in 2020, 44% of students were full-time. Additionally, thrive students take more of the high enrollment courses that are 8 weeks. Thrive students must maintain an average of 80 or higher in high school. Younger students typically have fewer obstacles outside the college vs older students. Increased online offerings did not create an increase in full-time status.</p> <p>Mr. Olmos gathered information provided by part-time students on why they are unable to attend full-time. A few of the life barriers keeping students from going full-time are:</p> <ul style="list-style-type: none"><li>• Balancing work or school</li><li>• Childcare</li><li>• Courses not offered during the time needed</li><li>• Easing back into school</li><li>• Financial need</li><li>• Online course offering</li><li>• Work schedule</li></ul>	

The reason for some courses not being offered online is due to the low online success rate. Data shows courses like Biology, English, and A&P have higher success rates in person.

**Action Items:**

- Create timeline

**2. LEADERSHIP RETREAT**

**Crowley,  
Clunis**

Ms. Crowley reviewed the proposed agenda for the May retreat. The tentative schedule is:

Monday: Keynote, review activities for the week

Tuesday: Mr. McLees and guest speaker

Wednesday: Dr. Lowery-Hart and Mr. Witherspoon

Thursday: Cabinet presents data on the four big ideas

The hotel will provide breakfast, lunch, and dinner.

**Action Items:**

- Presentations presented at the April 26<sup>th</sup> Cabinet meeting.
- Send out calendar invites

**3. AC HOLIDAY**

**Cabinet**

Mr. Austin reported Juneteenth was added to the 2022-2023 calendar. Cabinet discussed that Amarillo College currently provides 23 paid holiday days on top of two weeks paid vacation time.

**Action Items:**

- None

**4. WEATHER POLICY**

**Ball**

Mr. Ball reported the current AC policy is to mimic AISD policy regarding bad weather. The current protocol is that Mr. Ball is notified when AISD is closing and then Mr. Ball calls Dr. Lowery-Hart. Mr. Sharp would like the policy to be clear and concise. For instance, if AISD closes for bad weather, then AC automatically closes. Regarding canceling night classes, decisions will be made by 3:00 pm.

Current AC policy states if Amarillo campuses close due to bad weather then Hereford and Dumas close. It was decided that Hereford and Dumas will follow their local school district weather policy instead of AISD.

**Action Items:**

- AC will follow AISD's weather policy
- Dumas & Hereford will follow the local school district weather policy
- Mr. Ball will write up the policy
- Review data on students and faculty traveling to Amarillo, Dumas, or Hereford

**5. AC2WT TRANSFER IMPROVEMENT PLAN**

**Skinner**

Ms. Skinner reported that phase II of the transfer improvement plan will focus on Academic Affairs.

Mr. White reported Emily Hunt, Dean of Engineering, wants as many transfer students from Amarillo College as possible. The current Amarillo College student transfer completion rate is 80%.

**Action Items:**

- None

**6. STRATEGIC HORIZONS**

**Crowley**

Ms. Crowley reported the Strategic Horizons meeting will be in-person on June 12-14 in Ann Harbor, MI. The focus of the meeting is "Positive Deviance and Positive Culture."

**Action Items:**

- Ms. Crowley will email Cabinet additional information