

Academic Council
West Charleston Campus
Tuesday, July 12, 2005

Members Present: Mike Richards, Chris Kelly, Terry Norris, Joanne Vuillemot, Joe West, Joan McGee, Carlos Campo, Eun-Woo Chang, Thomas Brown, Kathryn Jeffery, Laura Moskowitz, Hyla Winters, Fran Brown, Paul Pate, Charles Okeke

Members Excused: Peg Pankowski, Warren Hioki, Debra Solt

Others Present: Diana Wilson, Jacque Matthews, Darren Divine

1. Dr. Richards opened the meeting at 8:59 a.m., on Tuesday, July 12, 2005 with introductions. He introduced Diana Wilson, Chief Development Office for Foundation, and Jacque Matthews, Director, Community Relations. Ms. Wilson and Ms. Matthews distributed Foundation materials and gave an overview of Foundation's mission. Ms. Matthews explained the materials can be found on the Foundation's web site. Ms. Wilson asked the Deans to spend some time compiling information and needs for their programs that the Foundation can share with donors. Dr. Richards asked that the Deans provide the Foundation with this list by the end of July.

Ms. Matthews suggested, as part of the 35th Anniversary of the Community College, this group could provide names of people from the community who got their start at the College. Kathryn Jeffery suggested that there be an email sent out to everyone requesting this information. Ms. Matthews agreed and said she would do just that.

2. Dr. Richards began the regular meeting by thanking everyone for such a great welcome. He recognized Joan McGee for a job well done. He explained that minutes will be taken and distributed to the College Community.

He expressed that his main goal is to make CCSN #1. He spoke about the importance of Chain of Command and how it goes both ways. He will do his part in sharing information and that there should be no surprises.

3. Dr. Richards introduced the idea of an Academic Newsletter. The Office of the Vice President for Academic Affairs will pay for this publication. He explained that there will be a page for each division, Distance Education, CAPE, etc. He expressed that this was another opportunity to let the College know what's going on. This publication would go out to all faculty and staff each semester. All materials for this publication should be turned into

Michelle no later than August 5. The proposed newsletter would not replace division newsletters.

4. Dr. Richards spoke about the Vice President's hosting account. He will talk to Patty Charlton and develop a proposal to give Deans a certain amount of money for the year with guidelines and accountability. He explained that it only took one violation and the funding would be pulled back from that division.
5. Dr. Richards passed out copies of the new CCSN Policy and Procedure templates. He explained that everyone, including chairs and staff, should become very familiar with this. He explained that Academic Affairs would "beta test" about six policies.
6. Dr. Richards distributed the draft policy for CCSN Academic Council. This policy includes the mission of the Academic Council, the membership, roles/duties, and the Council's operations. He explained that the Council will rotate and meet on all campuses twice a month during the normal semester and once during the summer. He asked that they all read and discuss with their respective chairs and faculty. The draft will be further discussed at the next meeting.
7. Information Only – Dr. Richards distributed copies of the Proposed Degree Construct. Deans were asked to review the draft, discuss it with their chairs and return with input.
8. Dr. Richards explained that for several months people have been working on job descriptions. He passed out a draft policy for Academic Officers that describes each academic officer's job description and evaluation metrics. He explained that this document required close reading and discussion with the respective chairs.

Dr. Richards called their attention to the last page regarding Program Coordinators that needed to be developed further.

Dr. Richards explained that academic policies were going to dominate their lives for the next year. Everyone should read and be able to participate in the discussion at the next meeting. Chair input was specifically solicited.

Fran Brown explained that her area was in the process of revising their student handbook. She wanted to know if they should go through this new process. Dr. Richards said no, the intent is not to hold up things in progress.

9. Dr. Richards explained that he spent some time with each Dean before today's meeting and asked each of them many questions. Two questions were: 'What should I be thinking about?' and 'What should be preserved?'. He compiled

all the responses and shared them with the council. He asked which should be priorities. Hyla Winters pointed out that Accreditation and Assessment have to be a high priority. Joan McGee mentioned the handbook and to make sure the book has what people need to find. Charles Okeke spoke about developing a policy on student behavior in the classroom. Darren Divine advised this had been done, and he would see that everyone got a copy. Hyla Winters mentioned that everyone should support the CAPE Director, because faculty development has been overlooked for so long.

Dr. Richards asked what should be preserved. He expressed that there are so many good things at CCSN and as we move forward we don't want to lose what we already have. Dr. Richards stated that these will be 'our' priorities not just his.

10. Dr. Richards distributed CCSN's Academic Programs, Five-Year Plan and asked had anyone seen before. Most had not. Joan McGee stated that she came across this awhile back at a Board of Regents meeting. Dr. Richards expressed the need to be all on "the same page" and proposed that we revisit this issue strategically.
11. A proposed list of Peer Institutions was distributed by Dr. Richards. He expressed that there should be an "approved" list by which we can benchmark CCSN. Paul Pate mentioned that Central Piedmont College might be a good benchmark institution. Dr. Richards proposed that the Council identify 10-12 institutions. After some discussion, it was decided the following list would be analyzed and brought back for further discussion: Tarrant County Community College, Pima Community College, Austin Community College, Broward Community College, Montgomery College, Portland Community College, North Harris Montgomery CC District, Tidewater Community College, Mt. San Antonio College, and Long Beach City College.
12. Dr. Richards explained that he was working with Dave Morgan to provide a friendly, useful VPAA website. When it was ready, he would bring in for review. Joanne Vuillemot suggested dated information be immediately removed from the web.
13. Dr. Richards explained that during Fall Convocation, there are plans for a Deans and Department Chairs' Retreat on Monday afternoon for about three hours to discuss assessment and other topics. Darren Divine expressed that everyone should make sure that Department and Division meetings remain separate.
14. Terry Norris spoke regarding Distance Education. He provided a status report and identified areas that we should target for the success of our students. He explained that we need to develop a plan to meet our student demand, serve students, and increase our enrollment. He encouraged everyone to be

aggressive in looking for adjunct faculty members to teach online courses; and that they should not force full time faculty to do so.

Kathryn Jeffery suggested that we use CAPE in training faculty who want to teach online. Terry said that he had talked to Mitzi Ware briefly. Dr. Richards mentioned that he hoped everyone agreed that we should all work together in this endeavor.

Terry explained that his office was in the process of reviewing all the online courses. They found a wide range of differences and would like to standardize the quality of presentation more. He would be contacting each Dean to share the information.

15. Dr. Richards mentioned that when Dr. Byrd, Vice President, Student Affairs, arrived, they would talk about developmental education and form a team to give developmental education a comprehensive review.
16. Dr. Richards suggested having academic leadership training, particularly for deans, if there was interest. Charles Okeke felt that it was a good idea. Hyla Winters suggested that it would set a wonderful tone to faculty. Dr. Richards mentioned CAPE will have a leadership academy, so he will work within that structure.
17. Dr. Richards brought up the idea of having or creating an Adjunct Handbook. He suggested organizing a team with Deans, possibly Human Resources, and Chairs. Carlos Campo and Eun Woo Chang volunteered to serve on this team.
18. Dr. Richards discussed Accreditation and Assessment issues. He asked if the Deans had a copy of the Accreditation Handbook, few did. He advised that one would be ordered for all of them. Hyla advised that the next Assessment Committee would be this Friday, 7/15, at 9a in B113.
19. Members were invited to share reports on what's new in their respective areas.
 - ✓ Joan McGee informed that summer was going fine and it was nice to be back on the Henderson Campus.
 - ✓ Joanne Vuillemot – No report.
 - ✓ Joe West stated that summer classes are going well.
 - ✓ Darrin Divine informed the group that the Department Chair reorganization was still in the President's Office and that he had a meeting later with the President, so hopefully we should hear something soon.
 - ✓ Terry Norris explained the College will be using Smarthinking, an on-line tutoring service, effective this Fall. These services are for all students. He explained that Smarthinking will be providing workshops during Convocation week.

- ✓ Laura Moskowitz informed the group that she was pleased that the 23 million dollar library project was on the way. She also said that the library faculty are working on online library tutorial.
- ✓ Kathryn Jeffery reported that there was a major clean up on the Charleston Campus this past weekend; the trees were trimmed. She reported that signs are being put in some of the restrooms on the campus.
- ✓ Thomas Brown reported that he was glad that Bob Gilbert was on the Cheyenne Campus. He advised the group that the Mesquite Campus was due to open on September 1st.
- ✓ Eun Woo Chang reported that he is also new at his post, so he was meeting daily with his Department Chairs.
- ✓ Hyla Winters – No report.
- ✓ Fran Brown reported that she was still in the process of selecting student for the limited entry programs.
- ✓ Chris Kelly reported the Police Academy had 65-70 students in each class.
- ✓ Paul Pate reported that they got their Automotive building and were very pleased.
- ✓ Carlos Campo reminded everyone the theater production, “Sexual Perversity in Chicago” was this weekend.
- ✓ Charles Okeke reported that his division was installing statistics software.

20. Dr. Richards ended the meeting by giving his email address. Kathryn Jeffery informed the group that she was working with Bob Gilbert on space for adjunct faculty.

The meeting adjourned at 11:09 a.m.

Handouts available upon request.