Vice President’s Council Meeting  
January 26, 2005  
Summary Notes

**Members Present:** Dr. R. E. Byrd, Toni Brasher, Bill Crawford, David Fike, Renea Fike, Mark Hanna, Bob Lee, Paul Matney, Lou Ann Seabourn, and Robert Sloger  
**Members Absent:** Ron Faulkner, Jerry Moller, Sheryl Mueller, and Renee Vincent  
**Others Present:** Diane Brice and Tommy De Jesus

**On-Line Syllabi - DeJesus will be present**  
**Additional Section(s) – e.g. “Other Information”** – Crawford has requested an additional field “Other Information” be added to the on-line syllabi for items that don’t fit into the existing fields. De Jesus said adding the additional field is possible and will add such.

**Sorting on WEB and WebAdvisor** – There was discussion on the sorting of “rubrics.” Several believe using topics codes will improve the current system of using the rubrics. It was agreed that whatever is decided should be standardized for the catalog, Webadvisor, and syllabi.

**Retention of syllabi** – De Jesus is working on a system to tie syllabi to a specific semester. There was a discussion as to how long syllabi should be kept online and then archived. It was agreed to keep syllabi for five years -active for on the Web for two years and archived for 3 more years. This will become academic policy

**Course Groupings & Display in - Schedule/WebAdviser/Catalog**  
Matney distributed copies of initial “cluster” groups for future schedules. He also showed the group a copy of Austin Community College’s schedule noting their organizing as such.

The M/W, T/R class schedule will be implemented Fall 05. The Fall 04 schedule will be “rolled over” for Fall 05. Some options may be available to help with reformatting for the Fall 05 schedule. Brice thought she could selectively rollover the meeting times/dates but it is an all or none command. She may do a pilot project with the LCF&A division to update/correct sections in schedule building. It was agreed that in the future Brice will roll over BAS and Applied Music classes.

Matney asked the chairs to look at the groupings and send him any changes/additions.

**New Class Schedule Implementation/Library Schedule**  
In building the new schedule there will be no standard such as all 8 a.m. T/R classes becoming 7:30 T/R classes. Byrd envisions about ¼ of 8 a.m. classes changing to 7:30 but the other half to 9 T/R classes. Byrd plans to draft some guidelines, hints, etc, to help guide the new schedule building process.
Library – Currently opens at 7:45 but will not open to 8 a.m. since studies show that students are not using the library early anyway and now any early students will be in class at 7:30.

R. Fike said registration is set for April 18 but may be moved up to April 11.

**Hereford Branch Campus**

Byrd said the facility will be very nice and operative. Announcement for the Executive Director will be posted soon. A screening committee is being formed. Goal is to have the position filled by April 1.

Byrd would like Matney, Vincent, and R. Fike to talk about the schedule especially ESL.

Will have an agreement with HISD to meet SACS Library requirements along with access to electronic library.

McAnnally is working on the substantive change.

Seabourn has had no response to offer classes in Hereford or Tulia for Summer 05.

**Perkins Funds**

Chairs should have received notice of additional funds and requests need to be submitted. Byrd noted that travel request funded by Perkins need to be submitted as soon as possible – at least two weeks in advance.

Funds have been set aside for WECM Workshops. First priority for Perkins funds is equipment purchases. Seabourn reminded the chairs they need to check with their on-line faculty to see if we can meet their computer needs.

**Student and Academic Development Division Issues – New Advising/Registration Plan – R. Fike**

R. Fike said if we are going to implement the pilot program the time is just around the corner and it needs to be promoted/advertised to both the advisors and students. The idea is to spread out advising over a couple of months and reward students who get advised early to register April 11-15 before registration is turned on April 18. Fike said she realizes the plan is not for all majors such as Nursing, and smaller cohort groups.

Fike said advisors need to understand the alpha order of students is not a die hard “law” and they need to accommodate students when they come in.

**Moore County Open House**

Vincent said Tuesday, February 1 from 4-6 p.m. they will host an open house to celebrate the Moore County Campus’ five-year anniversary. Byrd will try to organize transportation for a group to go. Vincent reported a record enrollment of 360 students this Spring. They are continuing to use on-line classes but that does not seem to be affecting on-campus headcounts.
On-Line Evaluations – Seabourn
Seabourn explained that students had to use the synonym to evaluate their class and she knows by comments made that there are instances where students chose an incorrect synonym number.

VCT COURSES
Matney thought AC had adopted the philosophy to look for reason to not open VCT courses—look for other ways inhouse to meet the students needs. Seabourn will formulate some guidelines for advisors to follow.

Board of Regents Meeting
Tenure recommendations were approved. Authorization of bonds approved. Johnson reported on the Title V grant.