AMARILLO COLLEGE

P.O. Box 447
Amarillo, Texas 79178

COMMITTEE VISIT:
March 20 - 22, 1996

RESPONSE TO THE REPORT OF
THE SUBSTANTIVE CHANGE COMMITTEE

RESPONSE PREPARED BY:

Kay Henard, Ph.D.
Dean of Institutional Advancement
Phone: 806/371-5426
Fax: 806/371-5370
Amarillo College requested a Substantive Change from Southern Association of Colleges and Schools/Commission on Colleges when the Texas Legislature mandated that the Amarillo Campus of Texas State Technical College be transferred to Amarillo College effective September 1, 1995. The Substantive Change Visiting Committee included Sherry L. Hoppe, Chair, and C. Edward Meadows. The staff representative was G. Jack Allen. The three member committee visited the campuses of Amarillo College from March 20 - 22, 1996. Three recommendations resulted from that visit. Response was requested by August 22, 1996 for consideration at the December 1996 meeting of the Commission on Colleges. Each recommendation is addressed below.

SECTION I: PRINCIPLES AND PHILOSOPHY OF ACCREDITATION

Criteria 1.6 - Representation of Status

(Recommendation 1) The Committee recommends that the college describe its relationship with the Commission according to the statement in the publication statement in Criteria Section 1.6.

Amarillo College has provided in the 1996-97 college catalog a change in its Representation of Status to reflect the new SACS/Commission of Colleges’ requirements that went into effect January 1996. Page 2 of this response document displays the 1996-97 catalog statement and has the SACS required information highlighted. This same information can be located within the enclosed 1996-97 catalog in the lower right column on page 5 and the upper left column on page 6.

At this point, no other brochures and advertisements exist for which it has been deemed necessary to describe the relationship with the Commission. However, for all appropriate brochures and advertisements, the following statement will be included:

Amarillo College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award associate of arts degrees, associate of science degrees, associate of applied science degrees, and certificates of completion.
Accreditations

Institutional Accreditations and Memberships

Amarillo College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate of arts degrees, associate of science degrees, associate of applied science degrees, and certificates of completion.

Amarillo College is a member of:

- the Texas Junior College Association,
- the Texas Association of Community Colleges,
- the Association of Texas Colleges and Universities,
- the American Association of Community and Junior Colleges,
- the Texas Community College Teachers Association,
- the Texas Association of School Boards,
- the Southern Association of Colleges and Schools, Commission on Colleges (1866 Southern Lane, Decatur, Georgia 30033-4097 Telephone 404/679-4500).

The Amarillo College President's Office will make available for review to any enrolled or prospective student, upon request, a copy of the documents describing the institution's accreditation.
SECTION IV: EDUCATIONAL PROGRAMS

Criteria 4.4 - Publications

(Recommendation 2) The Committee recommends that the College revise all appropriate College publications to reflect the merger accurately.

Criteria 4.4 (Publications) specifies that an institution must make available to students and the public accurate, current catalogs or other official publications. Amarillo College (AC) has now revised its published documents to incorporate the Amarillo Technical Center (ATC) programs and services and thus accurately reflect the merger.

All instructional programs offered by Amarillo College are on the semester system as of Fall 1996. ATC instructional programs underwent review and restructuring as necessary to adapt to the semester system from the quarter system during 199596. Refer to the enclosed 1996-97 Amarillo College General Catalog and the Fall 1996 Class Schedule. The tuition and fee schedules within the catalog (pages 1 I-15) reflect the cohesive, merged costs that have resulted from the transition. The degree and certificate information in the catalog (pages 34-85) merges all instructional programs into a common format. Course descriptions in the AC catalog (pages 88-155) for credit courses offered are all-inclusive. There is no distinction in the catalog to the particular campus offering any of the instructional programs and courses; however, there is reference to ATC in places such as inside the front cover of the catalog where contact information is located as well as within the final paragraph of the college history statement in the upper right column of page 4.

The Fall 1996 Class Schedule also reflects the unification of ATC with other AC campuses in that all sections of courses are listed by discipline and the campus and/or room in which each is taught is identified beside each section of a class listed. This location identifier is the only distinction between classes taught at any AC facility. See pages 13-37 of the enclosed class schedule with the key to buildings on page 5. A map of each of AC’s four local locations is included in the class schedule on pages 8-.10.
SECTION VI: ORGANIZATION AND ADMINISTRATION

Criteria 6.1.5 - Administrative Organization

(Recommendation 3) The Committee recommends that the College define its organizational-structure and revise its organizational chart to reflect the purpose and philosophy of the institution and enable each functional unit to perform its particular responsibilities as defined by the stated purpose of the institution.

The organizational structure of Amarillo College now reflects the purpose and philosophy of the College after the addition of the Amarillo Technical Center. Information has been provided in writing to all functional units that clarifies the organizational structure and functioning effective September 1, 1996. Clarification about the reporting lines of personnel in Student Support Services areas between campuses has evolved as a logical follow-up to the enormous task of merging all instructional programs and courses. Refer to three attached documents to substantiate the current organizational structure and its clarification to all employees: Page 5 - current Amarillo College organizational chart; Page 6 - Amarillo Technical Center organizational chart; and Pages 7 and 8 - Amarillo Technical Center Organization and Staffing Plan.
Red = Reports to both ATC Executive Director and WSC Director
AMARILLO TECHNICAL CENTER CAMPUS
ORGANIZATION AND STAFFING PLAN

The following plan is the result of analysis of a complex set of information and circumstances. Foremost in the planning has been the goal of consolidating functions while maintaining quality services within the constraints of funding. A second compelling motivation has been the future of the personnel involved.

Even though this plan is a best judgement presentation, it is understood by all that circumstances which will begin to unfold in August, 1996, may demand regular and on-going adjustments.

CRITERIA FOR SUCCESSFUL INCORPORATION OF AMARILLO TECHNICAL CENTER INTO AMARILLO COLLEGE

1. Must be a mix of programs and offerings enhanced by location, nature, and synergy.

2. Must be received in the local and broader regional community as an integral part of Amarillo College.

3. Must be accepted into the Amarillo College community as a positive element.

4. Must be economically viable within the total Amarillo College operation.

TO SUCCESSFULLY INCORPORATE THE ATC CAMPUS, THE COLLEGE WILL:

1. Promote ATC Campus as a center which offers programs and services based on regional needs of business and industry and students.

2. Incorporate the programs into the existing structure, policies, and standards of Amarillo College.

3. Consolidate faculty and support staff wherever possible without impacting quality and service.

4. Place all programs and services on an annual review starting Fall, 1996.

5. Create a mix of programs which meet-one or more of the following viability criteria:
   - Attracts students from the region or even beyond
   - Uses uniqueness or quantity of space available
   - Is significantly enhanced by housing availability
   - Is enhanced by location
   - Benefits from unique services available on the campus
   - Does not compete with programs on other campuses
ORGANIZATION AND ADMINISTRATION

In administrative matters, Dr. Abrams will continue as Executive Director reporting to the President. Instructional programs on the ATC campus will be organized into departments reporting to Dr. Abrams. In this role, Dr. Abrams will function as a division chairman within the existing Amarillo College instructional organization.

Housing Services will report directly to Dr. Abrams. Student Services, Campus Services, and the Assistant Director of Personnel Services will have a joint relationship reporting to Dr. Abrams for day-to-day administrative matters and reporting to their respective unit supervisor on policy matters. Business Office personnel will report directly to Leann Byrd. This organizational structure will be evaluated prior to the 1997-98 academic year.

In addition to the positions already eliminated through attrition, this organizational structure necessitates the elimination of six currently existing positions. All remaining positions are being converted to the AC pay plan with pay rates and position titles adjusted accordingly.

Following are the positions that were eliminated for either one of two reasons -- their functions were consolidated with other positions, or the job function was no longer necessary.

<table>
<thead>
<tr>
<th>DIVISION</th>
<th>POSITION</th>
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<tbody>
<tr>
<td>Business Services</td>
<td>Data Review Specialist</td>
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<td></td>
<td>Accounting Supervisor</td>
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<tr>
<td>Campus Services</td>
<td>Senior Secretary</td>
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<tr>
<td>Instruction</td>
<td>Clerk Typist II</td>
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<td></td>
<td>Director of Continuing Education</td>
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<tr>
<td>Student Services</td>
<td>Director of Admissions &amp; Records</td>
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