Administrative Council

**AGENDA / Minutes**

February 2, 2015

3:00 p.m.

IVC: Brenham – Board Room Administration Building

Bryan – E205A

1. Interim District President Guzmán
   1. Approval of Minutes of 12/15/14 meeting (attachment)

Joe Baumann moved; Dr. Guzmán took oral vote - passed

1. Reports / Comments / Discussion
2. Deans’ Council (Megan Costanza)
   1. Workforce Education
   2. TWC Check Presentations
   3. Statewide CEU conference for PTA

* Pre-Reqs: Divisions will review required pre-requisite courses for all courses and make changes as appropriate for fall registration
* Roll-over of schedule: Voted to roll over summer and fall schedules from year to year to decrease manual input by administrative assistants (and thus errors due to large amounts of manual input).  Edits and additions can and will be made as needed to the rolled schedule.
* SPOI – Student Perception of Instruction: Deans Council is brainstorming how to improve response rates to student course evaluations.  Joe Baumann will be invited to attend the next meeting to partake in the conversation.
* Substitute Teaching:  Policy change for classroom substitutes is under review; led by Dr. Beaver
* Distance Education Conference: 4th Annual Teaching & learning Conference at Sam Houston State University is March 26-27, 2015: faculty from all divisions are encouraged to attend <http://distance.shsu.edu/teaching-and-learning-conference/>
* [Core Curriculum](http://www.blinn.edu/academics/core_curriculum.html): [Blinn’s Core Curriculum](http://www.blinn.edu/academic_affairs/core-curriculum.pdf) is available for review this year.  Instructional Deans, with the addition of faculty, will review the new Core and recommend any needed changes.  No drastic changes are expected at this time as a three year minimum time period is recommended for benchmarking before major changes are made.

1. Faculty Senate (Joseph Engle)

No real issues. Several textbook adoptions for next meeting of Feb. 13. Dr. Guzman asking about acceptance of gifts; Dr. Kirkland asking assistance from Cathy’s area regarding policies.

Dr. Guzman requested that she have a monthly meeting with the Faculty Senate officers.

1. Division Leadership Council (John Schaffer)
   1. a. Suggestions for revisions to the Scholastic Integrity Policy from the Academic Standards Committee. (attachment, which has comments inserted.)

Schaffer spoke with James Reed; the existing student conduct database looks like it will work fine for reporting purposes. Dr. Kirkland elaborated.

b. Scholastic Integrity, Academic Standards committee

John Schaffer is leading; info comes up thru the Deans; then on to Executive Council. Ms. Boeker will study language; should finalize in 2-3 weeks.

c. A new on-line student complaint form has been suggested by a DLC committee. Suggestions were given to Dr. Crowson; the committee chair John Ferreira will meet with him.

* 1. Concerns of the Health Sciences Division Leadership from the Division Leadership Council. (attachment).

Concerns: need a position of leadership at the VP level; or consider an HSC VP, and suggested Dean Flores be assignment an Administrative Assistant dedicated to her office for assistance. Dr. Guzman would like to meet with Dr. Kirkland to compare programs and review staffing.

* 1. D2L training (availability for summer)
  2. Instructions for Final Grades Submissions

There is separate grade book training, will be offered throughout the semester; and the summer, if necessary, per Dr. Kirkland. Still a concern of PT hours added by training. Will work it out.

1. Staff Council

James Reed presented on behalf of Sophia Polk. All is ready; waiting for Convocation on Feb. 27. Four offices open; will need VP approval for added workload. Dr. Guzman asked what vehicle staff will have to join Staff Council. James replied that HR helped in dividing up groups/departments. Two representatives from those groups would be eligible. There will be no cap on membership. Dr. Guzman suggested that they keep track of attendees, and she offered to meet with the group once a month, once they are in place.

1. Student Government Association (Stephen Giuffré, SGA Treasurer attended)

Tomorrow 4 advisors and 32 students (Ag Club, PTK and SGA) to attend Community College Day in Austin wearing business casual and Blinn logo pin.

Dr. Guzmán offered to meet with the group twice a semester. They meet every other Monday in the Student Center. Will place on her calendar and attend when possible.

1. Institutional Effectiveness & Enrollment Management

Joe Baumann reported that 12 staff members will be attending the Texas Assessment Conference. Would like volunteers to participate on a task force to review employee survey results on March 6. Will be asking the Deans for 2 representatives from each division.

Enrollment, per Registrar and Dr. Crowson is up 4% for Spring 2014; 4.61% headcount; and 3.60% contact hours. Total 17,554.

1. Marketing/Media Relations (Rich Bray)

Reminder for all to use on-line calendar and marketing request forms. Dr. Guzmán congratulated Marketing/Media on their latest edition of the Connection newsletter, beautiful, professional and informative.

1. Schulenburg Campus (Becky Garlick)

They are working on the Call Center training. Hosting UIL 1A events on March 27, expecting 400 students; any help is appreciated.

1. Sealy Campus (Lisa Caton)

They are kicking off their spring recruiting with Katy ISD, with every Friday lunch to trigger interest. Hosting with Brenham Recruitment and students from that high school.

Plans are underway for the annual fundraiser on March 28. Raised over $10,000 last year and was able to award five scholarships. These scholarships are awarded to individuals who miss out of the financial aid monies.

1. Executive Council Updates
   1. McMullen

Community College Day at the Capitol is tomorrow and will stay for the next day’s Bryan/College Station Day; 2 ½ days with the Legislature. FutureWorks retreat this Thursday and Friday in Navasota. The forums on facilities will begin soon. Tejas is progressing well / painting.

* 1. Crowson

Also, excited about the Tejas move --- clubs, recitals, and athletics. February 26 is Brenham Campus Preview day, in which tables are set up in the Student Center. Blinn departments set up to assist students.

Reporting for 12 class day on Wednesday. Cycle of reporting; certifying and winter minimester and 8 week classes. Getting ready for fall 2015; collecting FAFSAs, ready to turn on receiving by March 1st (one month early)! Becky Garlick attended on-line training. New Team Behavior Intervention Team/council to help identify those students that need help.

Mordecai Brownlee’s last day is tomorrow. Reception going on now in VPSS offices.

* 1. Kirkland

Dr. Kirkland stated that Megan reported on most all that he would have brought up. Dean Flores and PTA Director are in Austin, to be there to see if there are any changes regarding the 60 hours. Kelli and Marie are working on report; Feb. 11 on page of fees schedules. TAMU Assessment Conference coming up, meeting in April. State Conference – budget reviews; signing for grants; very important for constituents. Megan working with TWC. Bonuses on Success – in less than 6 mos. To receive $100,000. Will check if any restrictions on use; safest is equipment.

* 1. Shomaker

Thank you for Joe for completing budget. Reminder to all to work on. Facility Form on the Bryan campus, Friday 2 to 5, E120. Will go over timelines, shifts of moving to Post Office (?). After April 1, we will lose the use of the banquet room (E120-E123).

Staff Convocation coming up February 27. Thank you who attended the HR Supervisors’ training. Annette Ferguson sent out email regarding course fee, lab increases, etc. to collect. FutureWorks Academy, would like list and distribute. Tejas Center request at February Board meeting for a shuttle bus. Will need a driver; work-study; overseer; Shawn?

* 1. Boeker

In Austin with Legislators.

1. Other / Upcoming Issues

Dr. Guzmán reported that in her one month and one day at Blinn College; it is great! We’re on the right path, continue and address issues – continue to grow.

1. Next meeting – February 16, 2015, 3:00 p.m.