

ACADEMIC COUNCIL MEETING MINUTES
Friday, April 12, 2019
Interactive Video Classrooms
Vernon Campus and Century City Center

Member	Vernon College Position	Present	Not Present
Dr. Elizabeth “Lisa” Crandall	Vice President of Instructional Services, Co-Chair	X	
Shana Drury	Dean of Instructional Services, Co-Chair	X	
Dr. Brad Beauchamp	Director of Instructional Assessment, Mathematics Instructor	X	
Christina Feldman	Director of Continuing Education		X
Greg Fowler	Division Chair Behavioral & Social Sciences, Criminal Justice Instructor	X	
Clara Garza	Counselor		X
Marian Grona	Director of Library Services	X	
Kristin Harris	Dean of Student Services	X	
Mark Holcomb	Division Chair Information & Technology, Industrial Automation Systems Instructor	X	
Bettye Hutchins	Faculty Senate Representative, History Instructor	X	
Joe Johnston	Division Chair Communications, English Instructor	X	
Melissa Moore	Early College Start Coordinator	X	
Kirk Polk	Government/ Faculty Senate Representative	X	
Amanda Raines	Director of Enrollment Management/ Registrar		X
Dr. Mary Rivard	Director of Associate Degree Nursing	X	
Steven Underhill	Business Administration/ Faculty Senate President	X	
Paula Whitman	Division Chair Mathematics & Science, Mathematics Instructor	X	

Guests: Holly Scheller, Coordinator of Marketing and Community Relations

I. OLD BUSINESS

A. Review of Minutes of Electronic Meeting – March, 2019

Marian Grona motioned to approve the minutes as presented, Greg Fowler seconded the motion and the committee voted unanimously in approval.

II. NEW BUSINESS

A. Barber Program Level 1 Certificate of Completion

At the recommendation of the Barber Advisory Committee, Shana made a motion to add the Barber Program Level 1 Certificate of Completion that includes the following courses:

- BARB 1307 Introduction to Hair Design
- BARB 1402 Barber Styling I
- BARB 1404 Introduction to Barber Styling

BARB 1442 Barber Styling II
BARB 2402 Barber Styling III
BARB 2431 Advanced Barber Styling I
BARB 2432 Barber Law and Shop Management I
BARB 2441 Advanced Barber Styling II
BARB 2444 Barber Law and Shop Management II
CSME 2337 Advanced Cosmetology Techniques

Greg Fowler seconded the motion. Shana explained that upon approval by Academic Council, College Effectiveness Committee and the Vernon College Board of Directors, the proposed program will be sent to the Texas Higher Education Coordinating Board and to SACSCOC for final approval. Tentative start date for the Vernon Campus program is Spring 2020 and Fall 2020 for the Century City Center. This will be an evening program requiring one year and 8 weeks for completion. Committee members voted unanimously in approval of the motion.

B. Dental Assisting Program Level 1 Certificate of Completion

At the recommendation of the Dental Assisting Advisory Committee, Shana Drury made a motion to add the Dental Assisting Program Level 1 Certificate of Completion that includes the following courses:

DNTA 1305 Dental Radiology
DNTA 1311 Dental Science
DNTA 1415 Chairside Assisting
DNTA 1301 Dental Materials
DNTA 1347 Advanced Dental Science
DNTA 1245 Preventive Dentistry
DNTA 1249 Dental Radiology in the Clinic
DNTA 1241 Dental Laboratory Procedures
DNTA 1353 Dental Assisting Applications
DNTA 1160 Clinical-Dental Assisting/Assistant
DNTA 2230 Seminar for the Dental Assistant

Kristin Harris seconded the motion. Shana commented that this certificate program replaces the highly successful Continuing Education program and it will go through the same approval processes as was described for the previous program addition. The vote was unanimous in favor of this motion.

C. Medical Assisting Program Level 1 Certificate of Completion

At the recommendation of the Medical Assisting Advisory Committee, Shana made a motion to add the Medical Assisting Program Level 1 Certificate of Completion that includes the following courses:

MDCA 1205 Medical Law and Ethics
MDCA 1254 Medical Assisting Credentialing Exam
MDCA 1260 Clinical-Medical/Clinical Assistant
MDCA 1309 Anatomy and Physiology for Medical Assistants
MDCA 1313 Medical Terminology
MDCA 1321 Administrative Procedures
MDCA 1348 Pharmacology & Administration of Medication
MDCA 1417 Procedures in a Clinical Setting
PLAB 1323 Phlebotomy

Greg Fowler seconded the motion. This certificate program is also a replacement of the highly successful Continuing Education program and it will go through the same

approval processes. Students enrolling in Barber, Dental Assisting and Medical Assisting programs will be eligible to apply for financial aid (Pell Grant and student loans.)
Committee members voted unanimously in favor of the motion.

D. Mathematics

Paula Whitman motioned to add MATH 2415 Calculus III to the course inventory. She explained that several students have requested to take this course at Vernon College for the summer semester. Mark Holcomb seconded the motion and it received unanimous approval.

E. Occupational Skills Award

Shana Drury referenced the Occupational Skills Award chart that was included in the agenda packet and she motioned to adopt the courses as listed. Greg Fowler seconded the motion and the motion was unanimously approved.

F. Workplace Competencies

Shana Drury referenced the Workplace Competencies Award chart for Vernon College Career and Technical Education programs that was included in the agenda packet and she made a motion to adopt the courses as listed. Paula Whitman seconded the motion and committee members voted unanimously in approval.

G. Advanced Placement and CLEP Score Information

Shana Drury, as spokesperson for Amanda Raines who could not attend the meeting, made a motion to add Advanced Placement and CLEP score information to the *Vernon College General Catalog*. This information will be helpful to students and advisors. Paula Whitman seconded the motion and the vote was unanimous in approval.

H. Discipline Evaluation Sub-Committee Recommendations

Greg Fowler reviewed the 2018-2019 Discipline Evaluation Report. The disciplines included in the review were Business Administration, Computer Science, Drama and Education. The committee reported that each discipline was found to be satisfactory in all areas; therefore, they recommend continuing each without probation. He added that Education had previously been on probation but the current report no longer warrants a probationary status. Mark Holcomb seconded the motion and it received unanimous approval.

I. Program Evaluation Sub-Committee Recommendations

Mark Holcomb reviewed the 2018-2019 Program Evaluation Report. The programs included in the review were Farm and Ranch Management, Industrial Automation Systems, Health Information Management, and Firefighter Academy. The committee reported that these programs were found to be satisfactory in all areas; therefore, they recommend continuing each without probation.

Emergency Medical Services and Administrative Office Technology were included on the list for review but due to health issues of the primary writers prevented the report from being completed. The committee recommends adding the EMS program to the 2019-2020 Program Evaluation selection list.

Mark reported that Administrative Office Technology has been on probation consecutively since 2013-2014 academic year. With the continued decrease in student

interest, lack of graduates, and lack of meeting other state and local benchmarks, the program evaluation sub-committee recommends sunsetting the Administrative Office Technology program. Fall 2018 enrollment did not meet the VC minimum expectations. The Division Chair and Dean of Instructional Services researched how many students were actively pursuing a certificate or degree in this program. Transcripts were reviewed from Fall 2016 through Fall 2018 and produced approximately 5-8 students actively taking classes. Students were contacted by the Division Chair and options were discussed. A teach out plan for the students that wanted to continue was put into place with completion targeted for Summer 2019. It was discussed with senior administration that no new students would be allowed to register in Spring 2019 pending the results of the program evaluation. Unfortunately, the program evaluation could not be completed due to health issues, however data and previous evaluations led to the decision by the sub-committee that the program should be sunset. A teach out plan has been put into place for the few students that wanted to complete the certificate/degree and this should be accomplished by the end of Summer 2019. Greg Fowler seconded the motion as presented by Mark and committee members voted unanimously in approval.

Shana commended both committees for their excellent work. She added that a decision to sunset a program is difficult and not something taken lightly by college administrators. She expressed appreciation for Arwyna Randall-Gay's efforts to strengthen and sustain the AOT program.

III. OTHER

A. Core Objectives Update

Brad Beauchamp reported that he is working on adjusting the benchmarks for the Core Objectives rubrics. Spring 2019 assessments focus on teamwork and students will assess empirical and quantitative skills during the summer semester.

IV. ADJOURN