

**ACADEMIC COUNCIL MEETING MINUTES**  
**Friday, May 1, 2015**  
**Interactive Video Classrooms**  
**Vernon Campus and Century City Campus**

Present: Dr. Gary Don Harkey, Chair; Dr. Brad Beauchamp, Shana Drury, Christina Feldman, Greg Fowler, Dr. Karen Gragg, Marian Grona, Clara Garza (as substitute for Kristin Harris), Joe Hite, Mark Holcomb, Dr. Adrien Ivan, Joe Johnston, Lynn Kalski, and Melissa Moore. Absent: Cathy Bolton, Bettye Hutchins

**I. Old Business**

**A. Approval of Minutes**

Mark Holcomb motioned to accept March 27, 2015 minutes, seconded by Greg Fowler. The motion passed unanimously.

**II. New Business**

**A. ACMT 0100 Academic Math Transitions**

Dr. Karen Gragg motioned to change the course description for ACMT 0100 Academic Math Transitions to match the Coordinating Board approved description. Greg Fowler seconded the motion and committee members voted unanimously in approval.

**B. Discipline Evaluation Report**

Dr. Harkey thanked the participating faculty and the Program and Discipline Subcommittee members for their dedication and work.

Greg Fowler made a motion to continue the Agriculture discipline without probation. The Discipline Evaluation Committee identified two minor weaknesses: enrollment of less than 12 per course (11.72) and the discipline cost per contact hour is more than the legislatively approved contact hour reimbursement rate (\$7.77 vs. \$2.80). However, the discipline has shown improvement in overall enrollment rates in the last two years. The full time instructor for the discipline has made great strides in recruitment and has gained support in the Vernon College service area. Mark Holcomb seconded the motion and it received unanimous approval.

Greg made a motion that the Biology discipline be continued without probation. There were no deficiencies found in the discipline and the committee found them to be excellent in the areas of facilities, enrollment, rationale of sequence of courses and assessment of core outcomes. The committee further recognized that the report was well written with attention to detail in all areas. Shana Drury seconded the motion and it was unanimously approved.

Greg made a motion that the Education discipline be continued with probation due to the declining numbers in the discipline and the cost of the discipline. Greg reported that the discipline review overall was well written and the discipline was given excellent ratings in the areas of changes to the discipline and the QEP. The full time faculty strives to stay current with current techniques and has made improvements to the curriculum through the integration of notes and videos in Blackboard. The committee noted two major weaknesses in the discipline, both of which are related to class size. The average class size in the discipline has steadily declined over the last five years to a 9.6 average in 2013-2014. The second major weakness identified is the cost of the discipline, which is largely a function of the small class sizes. The committee was extremely concerned with the cost per contact hour for the discipline. The cost

of \$9.90 per contact hour far exceeds the \$2.53 actual reimbursement rate from the state. The committee feels that any further loss of students in the future will result in a net loss for the discipline. Kristin Harris seconded the motion and it passed unanimously.

Greg motioned that the History discipline be continued without probation. In addition, the committee recognized the excellent work of the History department when writing this report. The report was well thought out and received eight excellent ratings by the committee. Karen Gragg seconded the motion and the motion received unanimous approval.

Greg motioned to continue the Spanish discipline without probation. The committee found no deficiencies in the program and rated the program as excellent in three areas. Melissa Moore seconded the motion and it was unanimously approved.

Greg motioned to continue the Speech discipline without probation. The committee noted several areas of excellence in this discipline including the relationship with other disciplines, advising, and library resources. The discipline had a noteworthy goal of implementing IPADS into the classroom. The committee suggested that the discipline consider applying for a Vernon College Foundation Grant to fund the IPAD initiative. No deficiencies were noted by the committee in this discipline. Clara Garza seconded the motion and it was unanimously approved.

### C. Program Evaluation Report

Mark Holcomb motioned to continue the Surgical Technology program without probation. Mark reported that the report itself was completed in a detailed, professional manner reflecting a very in-depth evaluation of the program by Program Coordinator, Jeff Feix. Additionally, the committee noted several areas of excellence including recruitment, program structure, placement of program completers, and external support among others. The committee recognized only one weakness which was limited clinical opportunities for students. This limited availability of suitable clinical sites may possibly create a barrier to future program growth. Greg Fowler seconded the motion and it passed unanimously.

Mark motioned that the Associate Degree Nursing program continue without probation. The committee recognized Program Director Cathy Bolton for her contributions to the program and for establishing herself as community leader in the health care field and contributing to the overall strength of the program. Other program strengths noted were the faculty lead tutoring program which is used to prepare students for major exams and the hiring of a full time lab coordinator to improve simulated lab experiences for students. The committee noted one major weakness in that the ADN program needs to improve licensure exam pass rates to meet external accreditation requirements. The committee also noted one minor weakness in the reduced availability of clinical sites which potentially limits program capacity for growth. Shana Drury seconded the motion and committee members unanimously approved the motion.

Mark made a motion that the Pharmacy Technician program continue without probation. The committee commended Program Coordinator, Katrina Brasuell for having established a large list of practicum sites and providing students with many opportunities for both external learning and employment. Also, the committee recognized the addition of the PTCB Review course to address any deficiencies in the program which might hinder successful completion of PTCB exam. The Program Coordinator credited the new expansion of the Century City site as a catalyst for offering a more diverse curriculum with added hands-on experience. The

committee noted one minor weaknesses in that the program is operating below program capacity. Karen Gragg seconded the motion and it was unanimously approved.

Mark motioned that the Administrative Office Technology program be continued with probationary status. The committee ~~would like to commend~~ program instructor Rita Lee for her development and subsequent incorporation of rubrics in the assessment of program outcomes. However, the committee noted major deficiencies in student enrollment (especially on the Vernon campus), recruiting, and the availability of practicum opportunities. It is the opinion of this committee that program growth is hindered by the lack of full-time presence of an instructor at the Century City Center. Shana Drury seconded the motion and it passed unanimously.

Mark motioned that the Automotive Technology program be continued with probationary status pending the completion and re-submission of the Program Review & Assessment instrument. Due to a poorly written report which included numerous ratings of NOJ (No Opportunity to Judge) and an overall lack of detail, the committee recommended this program instructor re-submit the Program Review & Assessment instrument to allow the committee to more adequately evaluate the program. Moreover, the committee was able to identify deficiencies which should be immediately addressed. The committee ~~did~~ recognize and commend the instructor for his efforts to provide students with a flexible schedule which allows Wichita Falls area learners to take courses and graduate in a timely manner. The committee also recognized the program's lack of ASE certification limits employment opportunities for program graduates. The program will be reevaluated early this fall. Shana Drury seconded the motion and committee members voted unanimously in approval.

### III. Other

#### A. Substantive Change Policy

Council members reviewed the Vernon College Substantive Change Policy. The College Effectiveness Committee and the Academic Council will monitor changes that require notification to SACSCOC. Dr. Harkey gave an example of an area that requires monitoring. He explained that five area high schools offer 25% of an Associate in Science or Associate in Arts degree through the dual credit program. (Iowa Park High School, Wichita Falls High School, Rider High School, Vernon High School, and Crowell High School) Close monitoring of course offerings is required ~~to ensure timely notification of SACSCOC with all substantive changes. because any time a distance site or dual credit program reaches 50% of a degree the college must provide services such as library and counseling for that location.~~ Greg Fowler motioned to support the Substantive Change Policy and Adrien Ivan seconded the motion. Committee members voted unanimously in approval.

### IV. Adjourn

The committee voted unanimously to adjourn.