

**ACADEMIC COUNCIL MEETING MINUTES**  
**Friday, May 6, 2016**  
**Interactive Video Classrooms**  
**Vernon Campus and Century City Campus**

Present: Dr. Gary Don Harkey, Chair; Dr. Brad Beauchamp, Shana Drury, Christina Feldman, Dr. Karen Gragg, Marian Grona, Kristin Harris, Mark Holcomb, Bettye Hutchins, Joe Johnston, Melissa Moore, and Mary Rivard. Absent: Greg Fowler and Joe Hite.

**I. Old Business**

**A. Approval of Minutes**

Marian Grona motioned to accept April 1, 2016 minutes, seconded by Karen Gragg. The motion passed unanimously.

**II. New Business**

**A. Emergency Medical Services**

Shana Drury made a motion to revise the following courses by adding a testing fee:  
EMSP 1501 Emergency Medical Technician – EMS-B Testing Fee \$45.00  
EMSP 1338 Introduction to Advanced Practices – EMS-A Testing Fee \$60.00  
EMSP 2206 Emergency Pharmacology – EMS-P Testing Fee \$90.00

Dr. Harkey commented that this testing instrument is similar to products used by the LVN and the ADN programs. The goal is to improve student's test passing rates, improve the validity and consistency of testing and improve the National Registry Licensure Exam pass rates. Bettye Hutchins seconded the motion and it received unanimous approval.

**B. Health Information Management**

Shana motioned to revise HITT 1211 Health Information Systems by changing the lecture-lab hours from (2-2) to (1-3). Shana explained that the (2-2) combination is not permitted in the GIPWE. Mark Holcomb seconded the motion and it passed unanimously.

**C. Discipline Evaluation**

Greg Fowler was unable to attend the meeting so Dr. Harkey shared the report from the 2015-2016 Discipline Review Subcommittee. Committee members included Greg Fowler, Chair; Kristin Harris, Daniel Lowe, and Tom McNeely.

**Criminal Justice**

The committee recommends that the Criminal Justice discipline be continued without Probation. No deficiencies were noted in the discipline. The discipline was found to be excellent in 4 areas including: Integration of the QEP; Discipline Structure; Percentage of Courses Taught by Full-time Faculty; Identification of Strengths, Weaknesses, and Deficiencies.

**Economics**

The committee recommends that the Economics 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 relationships to the mission and other disciplines. The committee further recognizes that the report was well written with attention to detail in all areas.

### **Kinesiology**

The committee recommends that the Kinesiology discipline be continued without probation. No deficiencies were noted in the discipline.

### **Physics**

The committee recommends that the Physics discipline be continued without probation. The committee found no deficiencies in the discipline and found it to be excellent in the areas of Faculty Qualifications and Percentage of Courses Taught by Full-time Faculty.

### **Sociology**

The committee recommends that the Sociology discipline be continued without probation. The committee found this discipline to be excellent in the areas of: Relationship to Institutional Mission; Completion Rates within Online Courses; Results/Evidence of Improvement within the Discipline, Integration of the QEP. The committee would also like to recognize that the report was well written with attention to detail.

Shana Drury motioned that the committee approve the Discipline Evaluation Committee's recommendations as presented, seconded by Marian Grona. The motion was approved unanimously.

## **D. Program Evaluation**

Mark Holcomb, Program Evaluation Committee Chair commended the review team of Sherrie Denham, Clara Garza, and Diana Shipley for their thorough work in reviewing the programs listed below.

### **2015/16 Computer Information Science Program Evaluation (CIS):**

#### **Report author Sharon Wallace**

The evaluation committee would like to commend Sharon Wallace for writing an outstanding evaluation that reflects a detailed and accurate report of the performance and health of the program. Ms. Wallace was recognized for several excellent ratings on the assessment of the CIS program. Significant program accomplishments included a high number of unduplicated majors (61) during the 2015/16 academic school year and 72 graduates over the previous 5 years. Of these graduates, 72% completed their Associates degrees, aiding the enrollment in academic disciplines teaching general education courses. CIS financial reports also indicated the CIS program operates below the state approved funding rate and produces a large profit margin. Occupational Outlook forecasts for related fields in Computer Sciences are well above those of other workforce programs and are predicted to grow at rates higher than state averages.

The report only recognized 2 weaknesses within the CIS program. First, as the program constantly demonstrates good enrollment, it has become increasingly difficult to find qualified adjunct instructors to relieve the heavy workload of the full-time instructor. Student demand requires program course offerings of day classes only, which further complicates finding qualified adjunct instructors. Comments from Ms. Wallace have indicated classes are regularly overloaded to meet student demand and lack of available part-time instructors has made this a major issue. Secondly, the report indicated that due to the geographical separation of CIS lab areas at the Skills Training Center, coupled with the lack of adjunct instructors, an ineffective teaching environment exists. Ms. Wallace

indicated it has become increasingly more difficult to maintain a span of control and to effectively aid students within the 3 separate lab areas.

It is the Program Evaluation committee's recommendation that the Computer Information Science program continue operations without any probationary status. Also, administration should aid Ms. Wallace in combining 3 lab areas into 1 larger area to create an improved educational environment.

### **2015/16 Law Enforcement/Police Academy Program Evaluation:**

#### **Report author Mike Hopper**

The Law Enforcement Academy reported 3 strengths of the program. Mike Hopper described the faculty as a strong asset and gives them credit for the success of the program. The experienced and diversity of the adjunct teaching staff benefits the students in real world application. The program coordinator credits the expertise of the staff as the main reason a 100% pass rate on the state exam has been realized since 2011. Also, the program coordinator has done an exceptional job of assisting graduates in finding employment throughout the north Texas region.

The report indicated a weaknesses in administrative support by the program coordinator. He felt with his heavy workload and demands away from the campus, an administrative assistant would support the program in keeping highly regulated office files ready for inspections from external agencies. Also, the evaluation committee felt the revenue of the program does not indicate a large gap above the cost of the program. State funding rate was well below expenses per contact hour.

It is the recommendation of the Evaluation Committee that the Law Enforcement Academy program continue without probationary status, but senior administrators should review the financial reports of the program for a better analysis.

### **2015/16 Business/ Management Program Evaluation:**

#### **Report author John Hennington**

The Evaluation Committee would like to commend John Hennington for writing a good report. Committee members found the information provided allowed for a comprehensive assessment of the program. The following strengths for the Business/Management program were identified by the evaluation committee: a large student population; excellent financial report conclusion. This program had (74) 2014/15 majors and 29 graduates over the past 5 years. This program also offers students great transfer credit possibilities with several universities including Midwestern State University and Wayland Baptist University. Mr. Hennington has worked hard to maintain an open dialog with school officials at Midwestern State's Dillard School of Business which benefits students continuing their education into a four degree. Also, the program's financial report indicated a large total revenue margin over program cost. The Business/Management program operates under the State's funding rates in expense per contact hour.

There were no major weaknesses reported in the program evaluation, but the committee did identify two areas of minor concern. First, although in state compliance, the graduate rate of declared majors was low in the committee's opinion. The committee felt more investigation was needed to determine the large gap between the number of declared majors and the reported number of graduates. Also, the committee noticed a small decrease in average number of students per class over the past 2 years. This should be further examined and tracked for future reference.

It is the recommendation of the evaluation committee that Business/Management program continue without any probationary status.

**2015/16 Culinary Academy Program Evaluation: Report author Nina Feldman**

One major strength of the Culinary program is a dynamic advisory committee. As the author stated, “Due to the support of this body, the program in just the last year was able to acquire many new items for the kitchen and upgrade equipment.” In addition to equipment and supplies, the committee has many contacts nationally. They were able to help our instructors get professional development opportunities paid for in 2015 and also provided ways for our students to receive local recognition from Texas Restaurant Association. This advisory committee has been an integral part of helping to market and promote the current program. Also, Burkburnett ISD, in partnership with Vernon College, has developed several workforce programs to support students with the opportunity to be work ready upon graduation. The Culinary program reflects a strong collaboration between Vernon College and the Burkburnett ISD and their community. The program’s main weakness is the size of the classes. This program operates at a student load below its maximum capacity and at the lowest end of the Vernon College CTE benchmark of 12 students per class. The writer cited the location as a possible reason. The committee recognized this weakness may come from a strength of the program as it is associated with the Burkburnett ISD and builds relationships and educational opportunities within the local community. This small size affects the revenue to Vernon College. According to provided data, state approved funding rate is at \$2.55 compared to its \$6.37 expense per contact hour for the program. The committee also identified that there appears to be little effort within the program to aid students in obtaining employment.

It is the recommendation of the evaluation committee to place the Culinary program on probationary status for its adult learner program only due to low student enrollment under the 12 student average benchmarked for credit CTE programs.

**2015/16 Machining Program Evaluation: Report author Chris Smith**

The Machining program’s main strength as identified by the committee is student engagement. As the Machining instructor stated in his report, 66 students have been placed for employment in the past 3 years. There is no shortage of requests from industry when they are in need of a new hires. In fact, the advantages of industry having a personal relationship with the program is the capability to place students in the workforce. The instructor has also created a program Facebook page to interact with students on a more personal level.

The program’s main weakness is the low student enrollment which has exhibited a constant pattern. Over the past five years, the machining program’s annual student class enrollment average ranges from 5.9 to 9.2 students. This low enrollment has caused the program to be below the five year number of graduates needed to meet state requirements. The program still operates at a small profit, but costs \$7.43 per contact hour as compared to a \$5.03 state funding rate.

It is the recommendation of the committee that the Machining program remain on probation due to low student enrollment and graduation rates below state requirements.

**2015/16 Welding Program Evaluation: Report author David Tepfer**

The welding program enjoys several major strengths which include: high student enrollment; high graduation rates; and a large program profit margin. The program has

graduated 93 students in the past five years - almost 4 times the minimum state requirement. Its average class size ranges from 21 to 30 students annually. The program operates at a total expense per contact hour of \$2.30 with a state funding rate of \$5.62. Only one major weakness was noted by the committee. The welding lab has 20 welding machines, and the number of students attempting to enroll in the program is approximately 22-26 each class per semester.

It is the recommendation of the evaluation committee that welding program continue without any probationary status.

Mark Holcomb made a motion to approve the Program Evaluation Committee's recommendations as presented, seconded by Shana Drury. The motion received unanimous approval.

### **III. Other**

#### **A. Core Objective Subcommittee Update**

Dr. Brad Beauchamp reported that he sent lists to faculty members requesting signature assignments and explaining that the reports are due by May 12. The assessment team of 12 faculty members will review approximately 250 essays on May 17. A sample of essays from students with more than 45 semester hours of credit will be submitted to the multi-state review project.