

Academic Council  
Cheyenne Campus  
Wednesday, February 8, 2006

Members Present: Mike Richards, Hyla Winters, Joe West, Carlos Campo, Eun-Woo Chang, Chris Kelly, Peg Pankowski, Thomas Brown, Charles Okeke, Warren Hioki, Art Byrd, Chemene Crawford, Kathryn Jeffery, Joan McGee, Clarissa Erwin, Terry Norris, Darren Divine, Mitzi Ware, Pat Zozaya

Members Excused: Paul Pate, Fran Brown, Debra Solt, Joanne Vuillemot

1. Dr. Richards opened the meeting at 9:01 a.m. with the Dean's Training. Academic Deans and Directors are invited to participate in this training. Hyla Winters, Joe West, Carlos Campo, Eun-Woo Chang, Chris Kelly, Peg Pankowski, & Thomas Brown were all present.

Some suggested questions for the revision of the faculty evaluation of Deans' Performance Questionnaire were distributed to the group. Dr. Richards explained that the questions on this form represented the new rubrics that they all had discussed. He asked the group to take a few minutes to read, so that they could discuss.

There were changes made to the document. After further discussion, the group decided to take the changes and compare with the rubrics to make sure that everything was captured. Dr. Richards asked everyone to come back on February 22, 2006, the next meeting, to finalize.

The group was asked to take break before the regular meeting started.

2. The group reconvened at 10:05 a.m. Peg Pankowski motioned for the January 25, 2006 minutes be approved. Chris Kelly seconded. The minutes were approved.
3. Dr. Richards introduced Dr. Byrd, Vice President, Student Affairs, to discuss what's going on in his area. Dr. Byrd gave an overview on recruitment and retention. He distributed a draft copy of the Recruitment Goals & Objectives for 2005-2009 and also calendars with the scheduled locations that the recruiters will visit.

To insure that everyone has the same marketing method, Dr. Byrd asked the group to please inform his staff when there were plans to recruit. Eun-Woo Chang suggested that we invite the local principals to visit our campuses. Dr. Byrd advised that they usually invite the counselors, but it would be a good idea to invite the principals also. There was further discussion.

4. Dr. Richards distributed an email from Dave Morgan summarizing what was going on in the marketing area for the class schedules. Dr. Richards explained that either Dave or himself were available if they wanted to talk further.

Mitzi Ware explained that on the CAPE website, there was a schedule of dates that Dave would be giving a Logo presentation.

5. Dr. Richards distributed two PowerPoint presentations that were presented by Jane Nichols at the January Board of Regents. He asked the group to share with interested chairs and faculty. There was discussion on these documents.
6. Dr. Richards distributed a CCSN Space Utilization Narrative Report and Instructional Space Utilization for Fall 2005. He explained that we were at or exceeding standards for Fall. Dr. Richards informed the group that when he received the Spring report he would share with them.

Dr. Richards further explained that as of 2/7/06, enrollment was down 4%. He informed the group that he had visited a few sites including Summerlin and it was a “ghost town.”

There was further discussion on how to better our enrollment. Dr. Richards encouraged the group to maybe talk to their faculty about offering 4 or 8 week block courses this semester. He advised that it wasn't too late.

7. Dr. Richards explained to the group that the Curriculum & Program Distribution Team had been formed and met last week. He explained that the committee will be meeting every Friday. Dr. Richards also advised that a committee on ABET findings was formed.
8. Members were invited to share reports on what's new in their respective areas.
9. At the last meeting, Dr. Richards asked the group to take a look at the academic plan and provide input; he was now accepting their input.
10. Dr. Richards informed the group that he asked Bob Gilbert to attend the next Academic Council to better explain the capital improvement process.
11. Dr. Richards asked the group if they wanted him to invite Collegis to come to one of these meetings and do a presentation. The group felt that would be helpful.

The meeting adjourned at 12:01 p.m.

Handouts available upon request.