



CISCO COLLEGE

Standing Committee End-of-Year Reports for 2017-18

MAY 21, 2018

Admissions, Registration and Financial Aid Committee - Abilene

2017-18 Chair:

Link Harris

Statement of committee purpose

This committee provides an opportunity for students to appeal Admissions and/or Financial Aid Suspension.

Statement of committee responsibilities

The committee is responsible for reviewing facts regarding a student's appeal and casting a vote whether to uphold or deny the appeal.

Statement of committee procedures and guidelines

Each committee member is given an appeal. This consists of contact information, claim(s) which led to the student not meeting required criteria, and any documentation which may support the claim(s). Once the committee votes, a decision is made based on these votes whether to uphold or deny. The committee chair then notifies each student of the decision made. This decision is final.

Representation (if specified)

Admissions Appeals

Upheld: 1

Denied: 0

Financial Aid Appeals

Upheld: 1

Denied: 0

Number of meetings and dates

Two appeals were delivered to committee members

Who attended each meeting

Al Clausen, Ronnie Hutchins, Kelly Meyer, and Brandi Terry had appeals delivered to their office.

Personnel changes through the year

None.

Committee Chair elected for the upcoming year

Link Harris

Objectives or issues addressed by committee in the current year

Two appeals were presented to the committee. 1 Admissions 1 Financial Aid

Actions taken in the current year

The two appeals were upheld.

Recommendations

None.

Comments

None.

Admissions, Registration and Financial Aid Committee - Cisco

2017-18 Chair:

Leigh Dycus

Statement of committee purpose

The purpose of this committee is to review and make decisions on: admissions and financial aid appeals not meeting regular admissions standards; appeals from students who have been placed on financial probation or suspension; and recommendations on changes to improve registration procedures and processes.

Statement of committee responsibilities

The responsibility of this committee is to make decisions based on current student appeals and past student information in the best interest of the student and the college.

Statement of committee procedures and guidelines

Student appeals are forwarded from admissions or financial aid offices to the chair, and appeal information is dispersed from the chair to committee members for consideration. A vote is taken to approve or decline the appeal, based on a majority decision.

Representation (if specified)

Not specified

Number of meetings and dates

One meeting: January 12, 2018, via email communication

Who attended each meeting

Manuel Martinez; Katherine Muller; David Trussell; Shae White; Shirley Dove; Leigh Dycus

Personnel changes through the year

Glennis Boyd retired and hence was no longer a member of this committee.

Committee Chair elected for the upcoming year

Leigh Dycus will continue to serve in this position.

Objectives or issues addressed by committee in the current year

One student, [REDACTED], submitted an appeal for his suspension.

Actions taken in the current year

The committee voted to allow [REDACTED] to return.

Recommendations

No changes

Athletic Committee

2017-18 Chair:

Randal L Golson

Statement of committee purpose

To study proposals and make recommendations on improvements for the Athletic Department and its programs

Statement of committee responsibilities

To act as a liaison between the Athletic Department and the other Divisions of the College

Statement of committee procedures and guidelines

The committee meets in both the Fall and Spring semesters and as needed.

Representation (if specified)

The committee is comprised of a variety of individuals that represent a cross section of the college. This would include members from athletics, instruction, administration, financial aid, counseling, and business areas.

Number of meetings and dates

The committee met twice, once in the fall semester and once in the spring semester. The fall meeting was held on 10-19-2017. The spring meeting was held on 4-25-2018.

Who attended each meeting

Misty Taylor, Wanda Moody, and Randy Golson attended the fall meeting. The spring meeting was attended by Misty Taylor, Wanda Moody, Linda Sellers, Randy Golson, and Susan Moore.

Personnel changes through the year

Ryan Johnson resigned his position. The committee was not notified if a replacement was made for his committee assignment.

Committee Chair elected for the upcoming year

N/A

Objectives or issues addressed by committee in the current year

Seek methods through which the Athletic Committee can better serve our student athlete departments and other areas of the college, with emphasis on student success.

Actions taken in the current year

The Athletic Committee suggests that the committee strive to find new approaches to aid student athlete success. This would include the classroom and the numerous other areas of the college that the student athlete has contact with. Additionally, the committee would recommend improving communication across the many areas of the college that are associated with the student athlete.

Recommendations

The Athletic Committee suggests that the committee strive to find new approaches to aid student athlete success. This would include the classroom and the numerous other areas of the college that the student athlete has contact with. Additionally, the committee would recommend improving communication across the many areas of the college that are associated with the student athlete.

Campus Activities Committee - Abilene

2017-18 Chair:

John Caraway

Statement of committee purpose

The purpose of the Campus Activities Committee is to facilitate activities for students, faculty, parents, and the community.

Statement of committee responsibilities

It is the responsibility of the Committee to provide supervision and oversee fundraising for student activities and organizations.

Statement of committee procedures and guidelines

The Committee meets on a regular basis in order to coordinate with student organizations and plan activities.

Number of meetings and dates

The Committee convened primarily via email this year, all members participated.

Who attended each meeting

All Committee Members participated

Personnel changes through the year

None

Committee Chair elected for the upcoming year

John Caraway

Objectives or issues addressed by committee in the current year

The Committee has continued to expand and improve our two primary activities, Food Truck Days and Wrangler Day in the Spring. We have expanded our Food Trucks to multiple days during the week in an effort to better serve our students, faculty, staff, and community. The Committee also took a role in planning our first Cisco College Black History Lecture this year, we will also be working to add a similar event for Hispanic

Heritage month in September or October. The Committee continues to work with PTK and other organizations to create and direct community service projects for our students and other stakeholders.

Actions taken in the current year

See Above

Recommendations

None

Comments

None

Campus Activities Committee - Cisco

2017-18 Chair:

Susan Moore

Statement of committee purpose

The purpose of the Cisco Campus Student Activities Committee is the facilitate activities and events for Homecoming and Ranch Day for students on the CC campus.

Statement of committee responsibilities

Plan, organize and direct Homecoming and Ranch Day activities and events.

Representation (if specified)

Susan Moore-Chair, Debbie Baker, Kyndall Kaska, Diane Carlile, Don Eddleman, Faith Thurman, Martha Montgomery, Mary McKendree , Debbie Barton, Ex officio-Bryan Cottrell.

Number of meetings and dates

Approximately 12 meetings. 6 fall 6 spring

Who attended each meeting

Most everyone attended the meetings.

Personnel changes through the year

Bryan Cottrell took over for Ryan Johnson as Ex officio

Committee Chair elected for the upcoming year

We did not elect, but most everyone wanted to remain on this committee.

Objectives or issues addressed by committee in the current year

This committee did a fantastic job both with Homecoming and Ranch Day. At Homecoming we recognized three former CJC employees and their families. These three made an outstanding contribution to this college during their time here. Homecoming was well attended. Ranch Day was a Blast! Games were fun.Meal was very good and Hill /Arena activities were the highest attended in several years.

Actions taken in the current year

Bryan has requested an increase in our budget.

Recommendations

Most everyone wants to remain on this committee. We did involve students with selection of games. We as committee prefer to have Homecoming set in October to allow us to properly prepare and organize for alumni and families.

Comments

We worked really well together and had great communication.

Curriculum Committee

2017-18 Chair:

Rick Marks

Statement of committee purpose

- A. To provide the structure through which the faculty have ownership and control over the college curriculum.
- B. To ensure the integrity and the substance of courses and programs by reviewing all proposals to:
 - 1. Create new courses or programs
 - 2. Modify or delete existing courses or programs
 - 3. Revise the requirements for a degree or a certificate
 - 4. Oversee the core curriculum including transfer-ability, learning outcomes and assessment.

Statement of committee responsibilities

- A. The curriculum committee's scope is restricted to items dealing with the development, removal, or restructuring of segments of Cisco College's curriculum. All curriculum changes must be approved by the curriculum committee.
- B. Documents
 - 1. Change of program worksheet
 - 2. Syllabus
 - 3. Explanation of change
 - 4. A copy printed from electronic catalog where each proposed change affects the catalog including a note describing the change to the catalog
 - 5. Transferability (if appropriate—academic courses) must be explained. Will this transfer to any university? Are there some local universities that do not accept the course? How will this change affect core requirements? Will this change take away a course that is required? Will it add another option to satisfy core requirements?
- C. Items not requiring committee action
 - 6. Policies- forward to appropriate office
 - a) Biotechnology & Fire Academy programs:
Provost-Abilene Educational Center
 - b) All other credit programs:
Vice President for Learning Services
 - c) General policies: Administration

- d) Needed policies: Administration or counselors
- 7. Hybrid courses for which there is no change in the course do not require action.
- D. Credit courses that are not listed in the ACGM or WECM will not be considered.

Statement of committee procedures and guidelines

A. Meetings

- 1. Time limit of one hour unless the committee votes to extend the meeting time.
- 2. Quorum will be consist of fifty percent of the membership plus one.
- 3. Minimum of 2 meetings per semester with required meetings in August and April.
- 4. Items that are not complete or have questions will be tabled until completed or questions answered. Example: Handwritten syllabi and incomplete explanation of change will be tabled.
- 5. Chair votes only to break a tie.
- 6. Approved minutes will be posted on the intranet.
- 7. Curriculum change form checklist (Appendix A) must be completed before the meeting. Each member must complete the checklist to ensure that anything that needs to be discussed will be prepared beforehand.

B. Committee membership

- 1. 7 total representatives from the academic divisions
- 2. 4 representatives total from technical divisions
- 3. Officers: Chair (elected at April meeting)
- 4. Ex officio: Admin. Assistant & Reports Manager for Learning Services, Dean of Counseling, Provost AEC, Director of Admissions, VP of Learning Services, Executive Dean of Workforce Education, and SACS Liaison.
- 5. Replacement of members during academic year

Representation (if specified)

Members: Mike Marks, Scott Hetrick, Angie Cook, David Trussell, Brandi Terry, Roland Stroebel, Nirmala Chandrasekharan, Al Clausen, Wanda Moody, Jeanette Vincent, Melody Cusson

Ex Officio Members: Carol Dupree, Becky Young, Shirley Dove, Heather Hicks

Number of meetings and dates

October 19, 2017

November 30, 2017

December 7, 2017

March 28, 2018

May 9, 2018

Who attended each meeting

October 19, 2017 –Rick Marks, Roland Stroebel, Mike Marks, David Trussell, Brandi Terry, Al Clausen, Wanda Moody, Becky Young, and Dr. Dupree. November 30, 2017 - Rick Marks, Roland Stroebel, Mike Marks, Brandi Terry, Al Clausen, Angie Cook, Nirmala Chandrasekharan, Jeanette Vincent, Melody Cusson, Becky Young, Shirley Dove and Carol Dupree December 7, 2017 - Rick Marks, Brandi Terry, Al Clausen, Nirmala Chandrasekharan, Melody Cusson, Wanda Moody, David Trussell, Becky Young, Heather Hicks and Carol Dupree March 28, 2018 - Rick Marks, Wanda Moody, Al Clausen, Melody Cusson, Brandi Terry, Roland Stroebel and David Trussell, Becky Young and Carol Dupree May 9, 2018 –Rick Marks, David Trussell, Mike Marks, Brandi Terry, Wanda Moody, Al Clausen, Becky Young, and Carol Durgree.

Personnel changes through the year

None

Committee Chair elected for the upcoming year

Rick Marks

Objectives or issues addressed by committee in the current year

None

Actions taken in the current year

October 19, 2017

a. Allied Health/Respiratory Care

- i. Move RSPT 2210 from the first semester to the fourth semester in the Pharmacy Technician Level II Certificate.
- ii. Increase the contact hours for RSPT 2210 from 32 to 80 hours.

b. Allied Health/Pharmacy Technician

- i..Consent agenda item: Change course name for PHRA – 1345 to match WECM

- ii. Remove MDCA 1313 & MDCA 1409 as pre-requisites and put courses back into each semester.

November 30, 2017

a. Math & Science

- i. Add BIOL 2389 to academic course offerings
- ii. Add DMAT 0314, 0332, and 0342 to meet state HB 2223 requirement

b. Liberal Arts

- i. Add basic COMM courses for Communication and Journalism designed for transfer

c. Nursing

- i. VN-AND Program: Remove BIOL 1322 from required courses for this program.
- ii. Change BIOL 2421 to be a prerequisite for this program.
- iii. Change prerequisites to include HPRS 2301 to replace BIOL 1322
- iv. Move RNSG 1324 from first semester to third semester in program.
- v. Change RNSG 2360 to RNSG 2361 per Co-Board course change (Consent

Agenda)

- vi. Remove PSYCH 2314 out of first semester and make it a prerequisite.

December 7

a. Management

- i. Add BUSG 1307 to program
- ii. Add 1341 to program
- iii. Create new Entrepreneurship and Small Business AAS degree in Management

b. Agriculture

- i. Increase AGRI 1315 to 1415 by adding a one hour lab component in the course.
- ii. Increase AGRI 1319 to 1419 by adding a one hour lab component in the course.
- iii. Increase AGRI 1307 to 1407 by adding a one hour lab component in the course.

March 29, 2018

a. Nursing – VN Program

- i. Increase contact hours in VSNG 1331 from 48 to 64
- ii. Add MDCA 1313 Medical Terminology as a pre-requisite to the VN program.
- iii. VNSG 1423 – Basic Nursing Skills. Decrease contact hours from 144

to 128.

- b. Mathematics, Science, & Business
 - i. Add DMAT 0300- Basic mathematics as a stand-alone developmental course (TSI)
 - ii. Add DMAT 0313- Basic mathematics as a stand-alone developmental course (STEM)
- c. Automotive Technology
 - i. Delete AUMT 2434 Auto Engine Performance II from AAS & Certificates
 - ii. Add DEMR 1406 Diesel Engine I to AAS & Certificates
- d. Kinesiology (Consent Agenda)
 - i. Change catalog descriptions to match ACGM for KINE 1306, KINE 1304, & KINE 1308
 - ii. Change course title to match ACGM for KINE 1336 & KINE 1301

May 9, 2018

- a. Allied Health – Surgical Technology
 - i. Request to move SRGT 1441- Surgical Procedures I from the spring Semester to the fall semester.
 - ii. Request to change MDCA 1313 from a prerequisite to a required course offered in the fall semester.
 - iii. Request to change HPRS 2200 from the fall semester to the spring semester.
 - iv. Request to add SRGT 1244- Technological Science for the Surgical Technologist to spring semester
- b. Kinesiology
 - i. Add KINE 1338 Concepts of Physical Fitness to the course offerings and catalog
- c. Business Systems Technology
 - i. Create new computer science degree in Business Systems Technology program by adding all courses listed on the AAS Business Analytics 2018 Excel Spreadsheet.
- d. Elect Chair for next school year

Recommendations

None

Developmental Education Advisory Committee

2017-18 Chair:

Kyndall Kaska

Statement of committee purpose

To retool the developmental education program in order to take advantage of the resources and information available in that field.

Statement of committee responsibilities

To maintain vertical integration between developmental courses and college level courses within the same discipline and to act as liaisons between academic departments and Student Success Programs.

Number of meetings and dates

1 Meeting on November 1, 2017

Who attended each meeting

Kyndall Kaska, Jessica Morrow, Kim Torres, Tom Bell, Lori Grubbs, Leigh Dycus

Objectives or issues addressed by committee in the current year

With the big move that the Math Department is having to undergo due to HB 2223, the meeting focused on what the English Department has been doing and what has been successful for them since they have already made the transition. Class sizes and instructor layout for the classes were the main topics.

Actions taken in the current year

All advice was relayed to the Math Department Chair to take into consideration when creating the schedule for the upcoming semesters.

Recommendations

Since HB 2223 is doing away with the majority of developmental classes, I am wondering what the direction of this committee will be in the future. Does this need to be converted to a Co-Requisite Education Advisory Committee?

Food/Student Need Committee - Abilene

2017-18 Chair:

Kathy Kennedy

Statement of committee purpose

To partner with the community to keep students in school and help fill gaps when emergencies happen or needs arise.

Statement of committee responsibilities

To maintain the integrity of the campus food pantry, to post the hours for the food pantry, to distribute food to students (and sometimes staff), and to act as liaisons with people in the community who desire to partner as donors.

Statement of committee procedures and guidelines

The Food for Thought (Cisco College) Food Pantry is open for business four days each week. Students may shop for food twice each month. To qualify, consumers must have a valid Cisco College ID.

Representation (if specified)

Dr. Carol Dupree (Provost of AEC/VP of Instruction)
Martha Montgomery
Kathy Kennedy (Chair)
Dr. Kathie Wright
Mary McKendree

Number of meetings and dates

The Food/Student Needs Committee officially meets once each semester. In addition, the committee may converse in many formal settings as needed.

Who attended each meeting

All members were present or presented their votes at each formal meeting.

Personnel changes through the year

None.

Committee Chair elected for the upcoming year

Kathy Kennedy

Objectives or issues addressed by committee in the current year

- a. To recruit more donors from the community.
- b. To improve the registration process.
- c. To promote the pantry through "Popcorn Day" at least once each semester.

Actions taken in the current year

June 2017- May 2018: 991 visits to the food pantry occurred. Many students were served in our student population of approximately 1500. Most of our students reported having multiple people in their family. The mean number per family was four. $991 \times 4 = 3,964$ people were served in the 2017-2018 school year.

Thanksgiving Baskets 2017: 20 students were served with baskets that included a United Supermarket gift card (for meat) and everything needed for a nice meal.

Volunteers: Global Leadership, First Christian Church, Cisco College Professors

Donations: \$1,149.00 from 7 individuals
AT&T Care Grant for \$10,188.52

Community Donors:
A T & T (grant money)
Blue Cross/Blue Shield (food drive)
First Christian Church (food drive)
Beltway Park Church (food donation)
Cisco College Nursing Department (food drive)

Hearing Committee

2017-18 Chair:

Tianay Bralley

Statement of committee purpose

A. To perform the due process provisions as outlined in the Policy Manual relating to dismissal of tenured personnel or professional contract personnel during the term of their contract. B. To hear disciplinary suspension cases that have been appealed as outlined in the student handbook. C. A Quorum of the annual members must be present for a hearing to take place (seven members).

Statement of committee responsibilities

The Committee functions primarily to insure that the student has been treated fairly and on providing the student the safeguards of "due process."

Statement of committee procedures and guidelines

The college Hearing Committee functions primarily to insure that members of the college community are treated fairly. The committee is composed of a chairperson, nine faculty/staff members and three students. Any student wishing to appeal his/her case to the Hearing Committee must make a written request for such a hearing to the Dean of Students within 24 hours of the decision he/she wishes to appeal. The Dean of Students will then notify the chairperson of the Hearing Committee with 24 hours. Upon notification that a hearing is requested, the chairperson shall convene a meeting with five college working days by randomly selecting four faculty and two students from the committee membership. Prior to the hearing, the chairperson shall, through personal contact, insure that each person selected for the hearing can participate objectively.

Number of meetings and dates

1 meeting--November 6, 2017

Who attended each meeting

Tianay Bralley, Chairperson; Deborah Castleman, member; Katherine Trotter, Member; Al Clausen, member; John Caraway, member; Julie Paredes, member; Tori Robertson, member; Duane Hale, member; David Jackson, member; Kari Montoys, student member; Bryan Costlow, student member; Marvella Starlin, nursing; Melody Cusson,

nursing; Tracy Tally, nursing; Immaculate Musonera, grievance; Richard Musonera, brother of grievance; Napoleon Musonera, brother of grievance

Personnel changes through the year

Glennis Boyd -retired/John Caraway added

Committee Chair elected for the upcoming year

Tianay Bralley

Recommendations

Members need to be flexible enough to attend hearings on either campus.

Comments

I will be chairperson for next year, but if anyone else wants this position, they may have it.

Institutional Effectiveness Committee

2017-18 Chair:

Robert Karlin

Statement of committee purpose

1. To study and make recommendations relating to compliance with the criteria on institutional effectiveness of the Southern Association of Colleges and Schools. 2. To make recommendations for the evaluation of the research, planning and institutional effectiveness functions of the college 3. To study review and make recommendations relating to the college's mission and purpose statements and also the college's long range plans 4. To ensure assessment occurs institution-wide. 5. To review assessment efforts to comment on how well Cisco fulfills its mission

Statement of committee responsibilities

Cisco College has an ongoing, integrated and institution-wide research-based planning and evaluation process. (Appendix 1). The Institutional Effectiveness Committee (IE) coordinates institutional effectiveness participation, planning and assessment across the college. Each college planning units assess its purposes and outcomes: instructional planning units assess student learning outcomes; non-instructional planning units asses service or business operation outcomes. Sixteen standing committees assess specified college areas or processes as per the committee's purpose. The IE committee does not grade planning unit assessment efforts or committee IE Reports. Rather, the IE committee administers a process that ensures assessment is performed at all levels of the college and a comprehensive evaluation of the institution's effectiveness is presented to the college.

Statement of committee procedures and guidelines

The committee set goals for the academic year”

- Revise Cisco College’s mission statement.
- Change the wording of the IE response sheet for the planning unit heads.
- Include a simple checklist for reviewing “Institutional Effectiveness Planning Unit Report.”
 - o Data-driven?
 - o Outcome based?
 - o Ongoing and evolving?
 - o Results used for improvement?

- The IE committee divided into two-person teams to review the last academic years Planning Unit Reports.

Representation (if specified)

The IE committee has ten members: committee chair Robert Karlin-Math, Tom Bell- Language & Communication, John Caraway- History, Beth Jackson- Math, Zane Laws- Science, Terra Bartee, Cassie Bryant Nursing, Renee Leath - tutoring center, Barbara Pitman – VA Coordinator

Ex Officio Members: Sharon King- Director of Institutional Effectiveness & Planning, Jerry Dodson- VP Student Services, Carol Dupree - Provost and Chief Academic Officer, Heather Hicks -Accreditation Liaison, Karen Donoho.

Number of meetings and dates

IE Meeting 27 Sept 2017

The committee set goals for the academic year”

- Revise Cisco College’s mission statement.
- Change the wording of the IE response sheet for the planning unit heads.
- Include a simple checklist for reviewing “Institutional Effectiveness Planning Unit Report.”
 - o Data-driven?
 - o Outcome based?
 - o Ongoing and evolving?
 - o Results used for improvement?
- The IE committee divided into two-person teams to review the last academic years Planning Unit Reports.

1. List your unit's service outcomes or student learning outcomes or program outcomes (if reporting for a technical/workforce program). Each outcome should have a success benchmark (i.e., 85% of students will achieve a test average of B or better or 85% of students will successfully complete Assignment X).
2. Which outcomes were achieved, and which outcomes indicate an opportunity for improvement?
3. List or summarize the data used to assess the outcomes. Files or spreadsheets may be shared via a google doc link.
4. What will your unit do next semester/year to improve the results? Include specific activities and actions you plan to implement.
5. Did the activities and actions planned in last year's report result in improvements for

this year?

We did not receive a report for the following planning units in 2016-17:

- 02.03.00 Athletic Programs - Women's Softball (Leslie Dean left and Joel Prickett began after the report was due)
- 02.06.00 Athletic Programs - Women's Basketball (Do not know why this was not submitted.)
- 06.04.01 Instruction - Kinesiology - Athletic Training (We have never received a report from this planning unit. Michael Garcia probably wasn't sure what needed to be done.)
- 06.05.06 Instruction - Liberal Arts - Foreign Language (Do not know why this was not submitted.)
- 06.05.10 Instruction - Liberal Arts - Philosophy (Do not know why this was not submitted.)
- 06.05.12 Instruction - Liberal Arts - Sociology (Do not know why this was not submitted)
- 06.07.00 Instruction - Nursing Programs (Marvella submitted individual reports for ADN and LVN Programs - this may be a redundancy.)
- 06.08.01 Instruction - Workforce Development (Reports were submitted for each of the areas comprised within Workforce Development - this may be a redundancy.)
- 06.09.04 Instruction - Liberal Arts - Music (There was some confusion on who the planning unit head is for music. Angie stated that it should be under Performing Activities, where it was previously. However, this planning unit is for the academic MUSI classes not the band - MUAP & MUEN classes.)
- 07.00.00 Maintenance & Physical Plant - Cisco (Robert Anderson has never submitted a planning unit report.)
- 09.02.00 Student Services - Counseling (Jerry addressed the Cohort Advising model in his 09.00 Student Services report.)
- 09.11.00 Student Services - Student Success Programs - Tutoring & Math Center (Do not know why this was not submitted.)

The committee is reviewing the above missing reports to see if any are redundant and should be eliminated. The reporting unit list has been reduced from 112 to 95 in the past year by eliminating planning units not under control by Cisco College and some redundancy. Currently, 93% of planning units have submitted IE Reports. Since 2016 the planning unit submission rate has steadily improved from 52% in 2014/2015 to 93% for 2017/2018.

Personnel changes through the year

None

Committee Chair elected for the upcoming year

Robert Karlin

Objectives or issues addressed by committee in the current year

Please see meetings and dates

Actions taken in the current year

Please see meetings and dates

Recommendations

For 2018/2019 evaluate effectiveness of the new form. Refine the list of planning units to eliminate redundancies. Prepare a system to help new planning unit heads understand and use the Institutional Effectiveness Questionnaires to improve their units effectively.

Comments

None

Library Committee

2017-18 Chair:

Catherine Mullinax

Statement of committee purpose

1. Evaluate faculty and student utilization of the Library and make recommendations to the director for improvement.
2. Coordinate academic activities with the Library.
3. Serve as a liaison group between faculty and the Library regarding general faculty representatives during librarian interviews and/or hiring.

Statement of committee responsibilities

1. Evaluate library surveys and report findings to faculty.
2. Periodically review library policy and make revision suggestions to director, or review library policy revisions made by director and report changes to faculty.
3. Communicate any requests from faculty to the library that cannot be made individually to the director, and communicate any requests from the library to the faculty that cannot be made to individual departments of faculty members.
4. Investigate any issues which arise during the academic year the library director and/or the faculty request help with, and which cannot be addressed individually with the director, or with individual departments or faculty members.
5. Represent the faculty, either as a committee or through a committee-member representative, during library hiring process and report on process to the faculty.
6. Investigate or identify the library regarding new issues, policies, revisions, and/or requests needed to be in compliance with SACS.

Statement of committee procedures and guidelines

(Aside from some procedures and guidelines outlined in the committee responsibilities, the committee follows the following general guidelines):

1. The committee tries to meet at least once per long semester.
2. All meetings take place over ITV on both campuses.
3. During the meeting, issues listed on the meeting agenda are discussed as well as other concerns that may be brought to the table by committee members during the meeting. If a course of action or recommendation needs to be made on an item, a vote of consensus is considered acceptable.

Representation (if specified)

The committee is made up of the following members:

- Catherine Mullinax (Chair)
- Justin Cenicerros
- Cindy Brookey
- Linda Spetter
- Wanda Moody
- Crystal Rolison
- Angelia Torrez
- Sheron Caton
- Donna Clark, Director of Libraries (Ex Officio), and Jordan Burt, Library Manager (Ex Officio)

Number of meetings and dates

The committee met twice over the course of the academic year on October 23, 2017 and April 30, 2018.

Who attended each meeting

October 23, 2017 meeting : Donna Clark, Jordan Burt, Catherine Mullinax, Justin Cenicerros, Linda Spetter, Sheron Caton, Angelia Torrez
April 30, 2018 meeting: Donna Clark, Jordan Burt, Catherine Mullinax, Justin Cenicerros, Linda Spetter, Cindy Brookey

Personnel changes through the year

Michaela Stewart left the Reference/Research Assistant position at the AEC. That position has not been refilled. Betty Hogan passed away April 24, 2018, leaving the Library Technical Assistant/Cataloging position at the Maner Library vacant. Director Donna Clark seeks speedy approval to replace Betty's position this summer.

Committee Chair elected for the upcoming year

Catherine Mullinax

Objectives or issues addressed by committee in the current year

(For a more exhaustive list with notes, please see meeting minutes.)

1. Discussed streamlining and improving of library Canvas database pages.
2. Discussed organization of English LibGuides pages.
3. Discussed edits to library website pages to place contact info and “Text a Librarian” services in prominent places.
4. Discussed the libraries’ promotional activities and events.
5. Discussed need for new student-use computers in the libraries.
6. Discussed wireless printing possibilities.
7. Discussed administrative actions on last year’s committee recommendations and recommendations for the upcoming year.

Actions taken in the current year

1. The committee reviewed and offered suggestions for Canvas, LibGuides, and library website site improvements.
2. The committee recommended the acquisition of brand new student-use computer for the libraries.

Recommendations

- A. Continuing to seek fulfillment for maintenance needs for the libraries.
- B. Actively promote faculty and staff participation for library materials requests/recommendations.
- C. Continuing to seek better handicap accessibility for the Maner library building.
- D. Seek approval for the replacement of the Maner Library water fountain and for a memorial plaque for fountain in honor of Betty Hogan.
- E. The continuing service of Catherine Mullinax as committee chairperson for the next academic year.

Program-Level Assessment Committee

2017-18 Chair:

Heather Hicks

Statement of committee purpose

To implement a faculty-driven, efficient and effective institution-wide process for assessing student learning in the AA, AAT, AAS and addresses the expectations of SACSCOC principles 2.7.2 and 3.3.1.1.

To implement a faculty-driven, efficient and effective institution-wide process for assessing student learning in the general education core which align the expectations of the THECB and SACSCOC principles 2.7.3 and 3.5.1.

Statement of committee responsibilities

To maintain core and program curriculum maps with current program objectives, outcomes or competencies.

To report program-level information to the college for use in improving student learning.

To provide institutional effectiveness documentation for the purpose of institutional-level assessment of the college mission.

To assess the program-level assessment cycles and methodologies and make changes to improve the processes.

To review and make changes to the Assessment Committee purpose as necessary.

Representation (if specified)

Debbie Baker, Terra Bartee, Debbie Barton, John Caraway, Jerry Clemons, Angie Cook, Rick Marks, Susan Moore, Marvella Starlin, Heather Hicks

Number of meetings and dates

22 September 2017

8 March 2018

Who attended each meeting

22 September 2017 - Dupree, Marks, Starlin, Clemons, Baker, Cook, Caton, Hicks / 8
March Dupree, Cook, Clemons, Marks, Starlin, Baker, Moore

Personnel changes through the year

NA

Committee Chair elected for the upcoming year

Heather Hicks

Objectives or issues addressed by committee in the current year

Assessed 15-16 program-level data & set outcomes and benchmarks for each core curriculum objective.

Assessed 16-17 program-level data using outcomes and benchmarks, revised course evaluation questions to align with benchmarks.

Actions taken in the current year

Piloted revised course evaluation questions.

Met with Government, History, Speech, Science and Art faculty to develop assessments for social responsibility, communication, and teamwork.

Created the 2017-18 Program-level assessment report with Fall 2017 course evaluation data to check the success of the evaluation questions and the usefulness of the data related to the benchmarks.

Recommendations

Update committee purpose to reflect revised SACS-COC principles.

Continue use of course evaluation & assess the evaluation during 18-19 assessment of 17-18 data.

Encourage department heads to attend academic leadership team meetings where program-level assessment is on the agenda.

Safety Committee - Abilene

2017-18 Chair:

Zane Laws

Statement of committee purpose

To insure that a safe living and working environment for all students, employees, and visitors is maintained.

Number of meetings and dates

1 Jan. 18, 2018

Who attended each meeting

Zane Laws, James Berrym Cindy Brookey, Jerry Clemmons, Bea Jackson, Kindra Elliot

Personnel changes through the year

No changes.

Committee Chair elected for the upcoming year

Zane Laws

Objectives or issues addressed by committee in the current year

Reviewed Safety Captain Program. Discussed training opportunities.

Actions taken in the current year

No action taken.

Recommendations

Training for faculty and staff is needed.

Safety Committee - Cisco

2017-18 Chair:

Roger Tighe

Statement of committee purpose

To ensure that a safe living and working environment for all students, employees, and visitors is maintained.

Statement of committee responsibilities

Committee members when assembled are to discuss and address existing safety concerns or incidents that affect the safety and security of the Cisco Campus and to determine potential solutions.

Statement of committee procedures and guidelines

By appointment the committee chair is Roger Tighe.

The committee decided to meet at least once a school year or as necessary due to members having other responsibilities in other areas.

Number of meetings and dates

Annual meeting 05/04/17

Who attended each meeting

Roger Tighe, Justin Cenicerros, Leigh Dycus, Steve Fox, Michael Garcia, William Hagood, Ryan Johnson P

Personnel changes through the year

Ryan Johnson departed during the academic year and Scott Hetrick's position was moved.

Committee Chair elected for the upcoming year

Roger Tighe

Objectives or issues addressed by committee in the current year

Discussions were started concerning the existing access control throughout the buildings and the installation of an electronic system was raised.

Actions taken in the current year

Electronic access systems and the supporting card systems are being researched. Additional surveillance cameras such as those installed in the Student Union would be beneficial in the remainder of campus buildings and that too is being researched. The Safety Captain Program was also incorporated into the new Multi Hazard Emergency Operations Plan with an intended roll out for Fall 2018.

Recommendations

The Safety Captain program is a necessity and should be implemented for this campus for Fall 2018. Electronic access control and the supporting surveillance systems are also being addressed for potential piecemeal introduction as budget allows.

Student Needs Committee - Cisco

2017-18 Chair:

Diane Carlile

Statement of committee purpose

The purpose of the Hygiene Closet is to provide items of hygiene products to students. They may need them and cannot purchase the items because of a lack of financial funds or the lack of transportation to purchase these products at the time they are needed.

Statement of committee responsibilities

The committee is responsible for purchasing products and keeping the shelves fully stocked with the recommended products.

Statement of committee procedures and guidelines

The students are allowed 2 visits per month to the Hygiene Closet. They must write their name and student ID number in our log.

Representation (if specified)

I serve as the only person on this committee.

Number of meetings and dates

No one to meet with.

Who attended each meeting

No one.

Personnel changes through the year

N/A

Committee Chair elected for the upcoming year

No

Objectives or issues addressed by committee in the current year

The issue of allowing commuters to receive items was brought to my attention. It is my objective to allow them to come in and get hygiene products.

Actions taken in the current year

Keep the shelves fully stocked.

Recommendations

Continue to provide products needed for the students of Cisco College.

Comments

In the school year of 2017-2018 the closet served 109 students. This number reflects multiple visits by students.

Technology and Distance Learning Advisory Committee

2017-18 Chair:

Kimberly Torres

Statement of committee purpose

To advise the Distance Learning program and Information Technology Management in order to ensure excellence in distance education opportunities for students and the technology needs of Cisco College. To fulfill this purpose, the committee strives toward the following goals (listed of "committee responsibilities")

Statement of committee responsibilities

- Review current policies, standards, and procedures of distance education (including online & hybrid, VCT, and ITV).
- Recommend guidelines for course development.
- Recommend standards, evaluation, and training for distance learning faculty.
- Help prepare for the future of distance learning by providing vision in view of new technologies and ideas.
- Serve as a liaison group between the Information Technology Department and the faculty and staff.
- Identify faculty, staff, and student technology needs and make recommendations to Information Technology Management.

Statement of committee procedures and guidelines

This committee will meet twice per semester.

Representation (if specified)

Faculty

Counseling

Nursing

Dual Credit Director & Assistant to the Director

Executive Director of IT

Director of Distance Education & eLearning

Director of Workforce

Number of meetings and dates

Meeting 1: 11/15/17

Meeting 2: 4/18/18

Who attended each meeting

Meeting 1: Kimberly Torres & Sheron Caton; Meeting 2: Kimberly Torres, Terra Bartee, Tianay Bralley, Julie Paredes, Beth Jackson, Randall Miller, Steve Powell, Sheron Caton, Janna Anderson

Personnel changes through the year

Dawn Kochanek left Cisco College at the beginning of Spring 2018.

Committee Chair elected for the upcoming year

Kimberly Torres

Objectives or issues addressed by committee in the current year

Objectives 1, 2, 3

- Review current policies, standards, and procedures of distance education.
- Recommend guidelines for course development.
- Recommend standards, evaluation, and training for distance learning faculty.

This committee is tasked to “review current policies, standards, and procedures of distance education.” However, complete documentation of these items does not exist for the committee to review. The Director of Distance Education & eLearning is working to create these documents, but without the necessary assistance that her growing department requires, these documents continue to be in process.

Questions regarding Plagiarism Detection Strategies came up from the Nursing department. Particularly, aside from TurnItIn, what methods do instructors currently use to detect plagiarism? The Director of Distance Education suggested that specific Communities of Practice be established to address this issue and set best practice strategies for the college. These Communities should be focused on:

- Plagiarism
- Accessibility & Universal Design of Online Courses
- llos

The following questions were posed for faculty to ask of themselves:

- Are we teaching students what plagiarism is?
- Are assignments designed to be more specific rather than general (more specifically, could students easily google the answer the assignment)?

Other concerns: There is no procedure for reporting plagiarism, and that needs to be established.

Online Best Practices: According to the Director of Distance Learning, individual departments are supposed to be coming up with criteria based on Best Practices. Online Best Practices are (1) provided to all new instructors via online training course, (2) distributed via division chairs to faculty, and (3) available via email from the Director of Distance Learning.

Objective 6

- Identify faculty, staff, and student technology needs and make recommendations to Information Technology Management.

ITV Rooms: IT is trying to replace all projectors with TVs.

ZOOM: All faculty can use ZOOM for free.

Updated ITV: The Director of Distance learning is requesting newer, up to date connections for ITV through the 2018-2019 budget. This update is pending board budget approval.

Issue: Dual Credit

The committee questioned whether dual credit falls under the purview of this committee. While parts of Dual Credit naturally fall under this category, several other issues surrounding Dual Credit do not. Therefore, it is the recommendation of this committee that a new committee be formed solely to focus on Dual Credit.

This committee will (1) establish policy, procedures, and/or recommendations of best practices for handling issues unique to the dual credit classroom, (2) review, update, and expand the Dual Credit policies and procedures of Cisco College [currently located in the Faculty Handbook, last updated 2014], (3) establish a clear line of communication between faculty and the dual-credit office.

Representation:

- Faculty members of this committee should have taught (or be teaching) dual credit courses, preferably delivered in a variety of formats (including a combination of face to face, both off-site and on-site; online; and/or ITV).
- Director & Assistant to the Director of Dual Credit
- Counseling Office

The committee should meet twice a semester.

Actions taken in the current year

IT will create a checklist to make sure that every classroom is tech-ready at the beginning of each semester.

Recommendations

This committee should meet twice a semester.

Comments

The Distance Learning Department staff should be expanded to keep up with growing enrollment and increased demands.

Regarding Committees in general, a written explanation of the guidelines, procedures, etc. should be added to the Standing Committee Assignments and Reports document (distributed at the Fall kickoff meeting) and/or the Policy Manual.

General questions about committees that need to be written into policy/procedure:

1. Who decides the focus of the committees, sets representation within a committee, and decides on the appointment of committee members?
2. If a committee wants to take action on an issue, how should they go about it? (This might need to be explained according to each committee, or perhaps we could be provided with an organizational chart that places the committees on that chart so that we see a clear chain of command. Would it be the job of the chair or the Ex-Officio members to seek action from departments outside of the committee?)
3. Once a committee makes a recommendation, what happens to that recommendation? (The recommendations are included in the EOY report, but what happens after that? Who reports back to the committees on these recommendations?)
4. What are the specific responsibilities and duties of each member of a committee (specifically: the chair, Ex-officio members, and committee members)?