



CISCO COLLEGE

2023-2024

Committee Assignments

CONTENTS

CONTENTS	1
STATEMENT ON SHARED GOVERNANCE AND THE PURPOSE OF STANDING COMMITTEES	2
Committee Chair Duties	2
Committee Schedule	3
ADMINISTRATIVE COUNCIL.....	4
ADMISSIONS, REGISTRATION AND FINANCIAL AID COMMITTEE-ABILENE.....	5
ADMISSIONS, REGISTRATION AND FINANCIAL AID COMMITTEE-CISCO.....	5
CAMPUS ACTIVITIES COMMITTEE-ABILENE.....	6
CAMPUS ACTIVITIES COMMITTEE-CISCO.....	6
CURRICULUM COMMITTEE	7
DISTANCE EDUCATION ADVISORY COMMITTEE.....	8
DUAL CREDIT COMMITTEE	9
FACULTY SENATE	10
FOOD/STUDENT NEED COMMITTEE-ABILENE.....	10
STUDENT NEEDS COMMITTEE-CISCO.....	11
HEARING COMMITTEE.....	12
INSTITUTIONAL EFFECTIVENESS COMMITTEE (POSTPONING THIS COMMITTEE)	13
LIBRARY & LEARNING RESOURCES COMMITTEE.....	14
PATHWAY ADVISING REPRESENTATIVES & ADVISORY COMMITTEE	15
(WAITING UNTIL 2024).....	15
PTK / BLUE JACKETS SPONSORS & ADVISORY COMMITTEE	16
QUALITY ENHANCEMENT PLAN (QEP) COMMITTEE.....	17
SAFETY COMMITTEE—ABILENE	18
SAFETY COMMITTEE—CISCO.....	18
SOCIAL MEDIA COMMITTEE.....	19
STUDENT SUCCESS COMMITTEE (WAITING UNTIL 2024).....	20

Statement on shared governance and the purpose of standing committees

It is the policy of Cisco College to provide opportunities for distinct and complementary roles in shared decision-making in order to implement the fundamental principles of shared governance. Cisco College employees have opportunities appropriate to their area and special expertise to participate in decisions through the following avenues:

- Standing Committees
- Standing Councils
- Organizational Structure and Processes
- Faculty/Professional Staff Senate

The President has established these standing committees to provide recommendations on delegated matters. The President has invited the Faculty/Professional Staff Senate to make recommendations on academic and professional matters relating to the best interest of the College. Employees are encouraged to utilize the committees and Senate to be active in and aware of College programs, services and processes, and to work collaboratively to communicate ideas that will maintain or improve the quality of those programs, services, and processes.

Committee Chair Duties

The chairperson of each committee is responsible for the following general duties:

- Hold an organizational meeting for the membership to review the committee purpose, responsibilities, and previous year's end-of-year report. End-of-Year reports are available on the [Institutional Effectiveness webpage](#).
- Schedule and convene meetings.
- Distribute meeting agendas.
- Ensure minutes are recorded, approved by the membership, and signed by the recorder and chair. Minutes are important for the administration and future members to understand a committee's recommendations and processes.
- Complete the End-of-Year report by the May 31. EOY report forms are available on the [Current Employees webpage](#). Meeting agendas and minutes should be attached to the EOY report.

A chairperson that would like assistance identifying committee goals, topics, and/or activities for the year should schedule a planning meeting with the Director of Institutional Effectiveness as early in the Fall semester as possible. Chairpersons may contact the Director for additional assistance any time during the year.

If a committee requires additional chairperson duties, those duties are included on the committee page.

Committees are encouraged to recommend a list of committee-specific chairperson duties for inclusion in the committee list. Recommendations should be communicated in the End-of-Year report.

Committee Schedule

Fall semester:

- Chair attends chairs' organizational meeting held by Dean of Instruction or VPI during kick off week.
- Identify committee assignment(s).
- Consult with Director of IE as necessary.
- Convene organizational meeting to identify committee goals, topics, and/or activities.
- Convene additional Fall meeting(s) as necessary to complete committee work.

Spring semester:

- Convene Spring meeting(s) as necessary to complete committee work.
- Complete End-of-Year Report including agendas and minutes.
- Submit End-of-Year Report by May 31.

Administrative Council

Purpose/Responsibilities	Purpose: The Administrative Council exists for the Administration to support the Cisco College commitment to shared governance, as a formal organization for communicating concerns and recommending solutions. The Administrative Council also exists, and in no way is limited to, the purpose of enhancing communication between campuses and administrative units. Communication is of the utmost importance.
Chair:	Dr. Thad Anglin, President
Members:	<ol style="list-style-type: none"> 1. Ms. Sydni Rabb, Executive Assistant to the President and Board of Regents 2. Ms. Heather Hicks, Vice President for Instruction 3. Dr. Jerry Dodson, Vice President for Student Services and Athletic Director 4. Ms. Audra Taylor, Dean of Business Services 5. Ms. Beverly Massey, Director Abilene Campus Operations and Procurement 6. Dr. Tim Murphy, Executive Director of Information Technology 7. Mr. Rick Marks, Dean of Workforce and Economic Development 8. Dr. Pearl Merritt, Dean of Nursing 9. Ms. Beth Jackson, Dean of Instruction 10. Ms. Jeanette Vincent, Director of Nursing/Health Sciences 11. Dr. Brian Cottrell, Dean of Students 12. Ms. Tianay Bralley, Director of Dual Credit 13. Mr. Roger Tighe, Director of Campus Safety 14. Director of Institutional Research and Effectiveness 15. Ms. Shirley Dove, Director of Enrollment Services/Registrar 16. Ms. Linda Sellers, Director of Financial Aid 17. Ms. Sheron Caton, Director of Distance Education 18. Dr. Lori Grubbs, Director of Academic Support 19. Ms. Donna Clark, Director of College Libraries 20. Director of Development 21. Mr. Robert Anderson, Director of Physical Plant Operations 22. Mr. Colton Wedeking, Director of Marketing and Public Service <p>Membership Make-up: This Council consists of the members of the College's Executive Council, Academic Leadership, Directors, and staff.</p>
Ex officio:	

Admissions, Registration and Financial Aid Committee-Abilene

Purpose/Responsibilities	Purpose: The purpose of the Admissions, Registration, and Financial Aid Committee is as follows: review and make decisions on admission appeals on any admission that does not meet the regular admission standards; review and make decisions on appeals coming from students placed on financial aid probation or suspension; and to make recommendations on changes to improve registration procedures and processes.
Abilene Chair:	Christina Mendenhall (20-21, 22, 23 Chair)
Members:	<ol style="list-style-type: none"> 1. Shellie Wilson (22, 23) 2. Jackson Boen (23) 3. Robert Watson (22, 23) 4. Todd Muni (23) <p>Membership Make-up:</p> <ol style="list-style-type: none"> 1. Faculty – Abilene 2. Faculty – Abilene 3. Faculty - Abilene 4. Academic Support – Abilene
Ex officio:	VP for Student Services, Dr. Jerry Dodson Director of Admissions, Shirley Dove Director of Financial Aid, Linda Sellers

Admissions, Registration and Financial Aid Committee-Cisco

Purpose/Responsibilities	Purpose: The purpose of the Admissions, Registration, and Financial Aid Committee is as follows: review and make decisions on admission appeals on any admission that does not meet the regular admission standards; review and make decisions on appeals coming from students placed on financial aid probation or suspension; and to make recommendations on changes to improve registration procedures and processes.
Cisco Chair:	Leigh Dycus (14-20 22 23 Chair)
Members:	<ol style="list-style-type: none"> 1. Manuel Martinez (10 22 23) 2. Terra Snyder (23) 3. Roland Stroebe (21 22 23) 4. Rhonda Bryant (23) <p>Membership Make-up:</p> <ol style="list-style-type: none"> 1. Faculty – Cisco 2. Faculty – Cisco 3. Faculty – Cisco 4. Academic Support – Cisco
Ex officio:	VP for Student Services, Dr. Jerry Dodson Director of Admissions, Shirley Dove Director of Financial Aid, Linda Sellers

Campus Activities Committee-Abilene

Purpose/Responsibilities	<p>Purpose: To facilitate activities and events for students, faculty, parents and community.</p> <p>Responsibilities: To provide supervision and oversee fundraising for student activities and organizations.</p>
Abilene Chair:	Zach Brown (22, 23 Co Chair) Austin Postuma (22,23 Co Chair)
Members:	<ol style="list-style-type: none"> 1. Janie Brixey (23) 2. Joy Raines, Health Sciences Assistant (22) 3. VPI Assistant (22) 4. Rick Lopez (21 22) 5. Pam Dorn (23) <p>Membership Make-up:</p> <ol style="list-style-type: none"> 1. Faculty – Abilene 2. Faculty – Abilene 3. Staff - Abilene 4. Staff – Abilene
Ex officio:	VPI, Heather Hicks Dean of Student Life, Dr. Bryan Cottrell

Campus Activities Committee-Cisco

Purpose/Responsibilities	<p>Purpose: The purpose of the Cisco Campus Student Activities Committee is to facilitate activities and events for Homecoming and Ranch Day for students at the Cisco College Cisco campus through the engagement of current Cisco College students in the process.</p> <p>Responsibilities: The responsibilities of the Cisco campus Student Activities Committee are to plan, organize, and direct Homecoming and Ranch Day activities and events.</p>
Cisco Chair:	Kyndall Kaska (15, 19 Co-Chair, 20, 22, 23 Chair)
Members:	<ol style="list-style-type: none"> 1. Don Eddleman (15, 22, 23) 2. Pam Eddleman (21, 22, 23) 3. Misty Brookman (22, 23) 4. Kristi Timerson (22, 23) 5. Linda Hanlon (22, 23) 6. Jenna Wood (21, 22, 23) 7. Terri Widener (23) 8. Lesly Galarza (23) <p>Membership Make-up:</p> <ol style="list-style-type: none"> 1. Faculty – Cisco 2. Faculty – Cisco 3. Staff – Cisco 4. Staff – Cisco 5. Activity Program Director – Cisco 6. Coach or Activity Program Director – Cisco
Ex officio:	Dean of Student Life, Dr. Bryan Cottrell 4-14 students appointed

Curriculum Committee

Purpose/Responsibilities	<p>Purpose:</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> a. Create new courses or programs b. Modify or delete existing courses or programs c. Revise the requirements for a degree or a certificate d. Oversee the core curriculum including transferability, learning outcomes and assessment. <p>Responsibilities: The curriculum committee's scope is restricted to items dealing with the development, removal, or restructuring of segments of the college curriculum. All curriculum changes must be approved by the curriculum committee. <i>Curriculum Committee Guidelines & Forms should be reviewed by the committee at the start of each year.</i></p>
Chair:	David Trussell (15-21, 22 23 Chair)
Members:	<ul style="list-style-type: none"> 1. Anna Morgan (21, 22) 2. Randy Golson (22) 3. Nirmala Chandrasekharan (23) 4. Kyle Smith (22) 5. Roland Stroebel (05, 07, 08, 09, 10, Chair 11-) 6. Zach Frizzell (23) 7. Jason Marks (23) <p>Membership Make-up:</p> <ul style="list-style-type: none"> 1. Lang & Comm or Studio Fine Arts & Edu – 1-2 2. Science 3. Math 4. Social Sciences – Hist/Govt 5. Social Sciences – Soc/Psyc/Phil 6. Ag & Business 1-2 7. Workforce & Industry or Public & Safety Services -2 8. Health Sciences
Ex officio:	<p>Director of Admissions, Shirley Dove VPI, Heather Hicks SACSCOC Liaison Dean of Workforce Education, Rick Marks Abilene Counselor, Dr. Lori Grubbs Cisco Counselor, Renee Leath Veterans Services Coordinator, Rick Lopez</p>

Distance Education Advisory Committee

Purpose/Responsibilities	<p>Purpose: To advise the distance learning services to ensure excellence in distance education opportunities for students and support the instructional needs of online, hybrid, and dual credit faculty. To fulfill this purpose, the committee strives toward the following goals:</p> <ul style="list-style-type: none"> • To survey distance learning faculty and review data/results related to course evaluations in order to identify potential issues related to success, quality or effectiveness and make recommendations for the improvement of distance learning programs. • To provide a forum for sharing and collaboration among distance learning faculty and assist the ex officio members in disseminating and receiving information from disciplines and programs. • To review current policies, standards, and procedures of distance learning. • To advise on future initiatives, technologies, and services. • Act as mentor to new or new-to-online faculty. (New role from Pathways Initiative.).
Chair:	1. Meredith Little (22, 23)
Members:	<p>2. Kimberly Torres (15, 16-18, Chair, 19 22 23)</p> <p>3. Crystal Rolison (20, 22, 23)</p> <p>4. Sherri Clowe-Tompkins (23)</p> <p>5. Brandi Terry (23)</p> <p>6. Rachel Bishop (23)</p> <p>7. Vicki Carney (23)</p> <p>Membership Make-up:</p> <ol style="list-style-type: none"> 1. Lang & Comm or Studio Fine Arts & Edu 2. Science 3. Math 4. Social Sciences 5. Ag & Business 6. Workforce & Industry or Public & Safety Services 7. Health Sciences
Ex officio:	<p>Director of Distance Education, Sheron Caton</p> <p>Director of Dual Credit, Tianay Bralley</p> <p>AEC Library Manager, Klarissa Myers</p>

Dual Credit Committee

Purpose/Responsibilities	<p>Purpose: Works with Dual Credit and other pathways to identify trends or issues in dual credit classes or schools, proposes actions to address common issues. (New committee established in Pathways Initiative)</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Act as liaison between Pathway faculty & Office of Dual Credit to evaluate and make recommendations related to dual credit scheduling, services, and policies. • Act as mentor to new or new-to-dual credit faculty within the member's Department/Division. • The 2021-22 committee will further develop committee responsibilities & annual duties or tasks.
Cisco Chair:	Bill Hagood (22. Chair 23)
Members:	<ol style="list-style-type: none"> 1. Tom Bell (21 22 23) 2. Donna Clark (23) 3. Nole Hadaway (21 22 23) 4. Rachel Ritchie (23) 5. Jett Vincent (23) <p>Membership Make-up – faculty member from each Pathway with dual credit experience:</p> <ol style="list-style-type: none"> 1. Lang & Comm or Studio Fine Arts & Edu 2. Science 3. Math 4. Social Sciences 5. Ag & Business 6. Workforce & Industry or Public & Safety Services 7. Health Sciences
Ex officio:	<p>Director of Dual Credit, Tianay Bralley</p> <p>Dean of Instruction & Academic Support</p> <p>VPI, Heather Hicks</p>

Faculty Senate

Chair:	Linda Spetter (22 VP, 23 Pres.) Staci Shupe (23 VP, 24 Pres.)
Members:	<ol style="list-style-type: none"> 1. Randy Leath (23-24) 2. Elsie (Bea) Jackson (21-23) 3. John Caraway (23-24) 4. Samuel Stewart (20-22) 5. Jeanette Vincent (20-22) 6. David Jackson (20-22, 22-24) 7. Duane Boudreau (20-22) 8. Jodi Frizzell (23-24) <ol style="list-style-type: none"> 1. Lang & Comm. or Studio Fine Arts & Edu (will elect for 25-26) 2. Science (will elect in 23-24) 3. Math (will elect for 24-25) 4. Social Sciences (will elect for 25-26) 5. Ag & Business (will elect in 23-24) 6. Workforce & Industry or Public & Safety Services (will elect in 23-24) 7. Health Sciences – (electing for 22-23) 8. Library – (electing for 22-23) 9. Academic Support – (will elect for 25-26)

Food/Student Need Committee-Abilene

Purpose/Responsibilities	<p>Purpose: To partner with the community to keep students in school and help fill gaps when emergencies happen or needs arise.</p> <p>Responsibilities: To maintain the integrity of the campus food pantry, to post hours, to distribute food to students, and to act as liaisons with people in the community who desire to partner as donors.</p>
Abilene Chair:	Kathie Wright (19-22, 23 Chair)
Members:	<ol style="list-style-type: none"> 1. Spencer Woody (22 23) 2. Zach Brown (22 23) 3. Audrey Buchanan (22 23) 4. Karen Leath (23) 5. Cristina Dita (23) <p>Membership Make-up:</p> <ol style="list-style-type: none"> 1. Faculty – Abilene 2. Faculty – Abilene 3. Faculty or Staff - Abilene 4. Faculty or Staff – Abilene
Ex officio:	Director of Development VPI, Heather Hicks

Student Needs Committee-Cisco

Purpose/Responsibilities	<p>Purpose: To provide toiletries and hygiene products for men and women who cannot afford to buy necessary items. These items include mostly toiletries such as body wash, deodorant, shampoo, conditioner, toothpaste and toothbrushes, hand soap, shower gels, body soap, body lotion, tissues, disposable wipes, toilet paper, and feminine products; as well as cleaning supplies, such as laundry detergent and dish soap.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • To solicit and secure monetary donations with which to buy necessary items. • To solicit and receive direct donations of items. • To maintain a Hygiene Closet wherein items are stored and made available for distribution to students. • To maintain an alphabetical log recording the names of students and items they took from the closet, as well as the date the items were taken. • To monitor the log: Students are permitted to take items only once in two weeks. • To inform of the committee's needs through posters, emails, and media news releases.
Cisco Chair:	Donna Clark (22, 23 Chair)
Members:	<ol style="list-style-type: none"> 1. Kristi Timerson (21) 2. Renee Batteas (23) 3. Bethany Jacobs (23) 4. Jesus Sanchez (32) <p>Membership Make-up:</p> <ol style="list-style-type: none"> 1. Faculty – Cisco 2. Faculty – Cisco 3. Faculty or Staff - Cisco 4. Faculty or Staff – Cisco
Ex officio:	<p>Director of Development</p> <p>Dean of Student Life, Dr. Bryan Cottrell</p>

Hearing Committee

Purpose/Responsibilities	<p>Purpose:</p> <ol style="list-style-type: none"> 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. To hear disciplinary suspension cases that have been appealed by the student involved. The hearing will be conducted as outlined in the student handbook. A Quorum of the annual members must be present for a hearing to take place (seven members) <p>Responsibilities:</p> <p>The committee functions primarily to ensure that the student has been treated fairly and on providing the student the safeguards of “due process.”</p>
Chair:	Tianay Bralley (07, 09 Chair, 11 Interim Chair, 12-18 Chair, 22 Chair, 23 Chair)
Members:	<ol style="list-style-type: none"> Shelley Jacques (22, 23) Catherine Mullinax (23) Katie New (23) Michael Garcia (23) Ronnie Hutchins (23) Jessica Morrow (23) Sarah Pitts (23) Justin Ceniceros (23) Stephen Lee (23) <p>Membership Make-up:</p> <ol style="list-style-type: none"> Faculty – Cisco Faculty – Cisco Faculty – Cisco Faculty - Cisco Faculty – Abilene Faculty – Abilene Faculty – Abilene Faculty - Abilene Coach or Activity Program Director - Cisco Academic Support – Cisco or Abilene
Ex officio:	<p>Director of Academic Support & Title IX, Dr. Lori Grubbs Dean of Student Life, Dr. Bryan Cottrell Director of Human Resources, Laurie Kincannon</p>

Institutional Effectiveness COMMITTEE (Postponing This Committee)

Purpose/Responsibilities	<p><i>Purpose and Responsibilities:</i></p> <ul style="list-style-type: none"> • To study and make recommendations relating to compliance with the criteria on institutional effectiveness of the Southern Association of Colleges and Schools (SACS). • To make recommendations for the evaluation of the research, planning, and institutional effectiveness functions of the college. • To study, review, and make recommendations relating to the College's mission and purpose statements and its long range plan. • Helps chairperson coordinate the department(s) assessment plans including communicating with faculty regarding assessment cycles & requirements, sending & receiving assessment information, forms & data, compiling & reporting on faculty participation & assessment results, assisting the chair with submitting assessment reports to the IE office; • providing guidance and leadership within the department on assessment methods within the pathway/department(s)
Chair:	
Members:	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9. <p>Membership Make-up:</p> <ol style="list-style-type: none"> 1. Lang & Comm. or Studio Fine Arts & Edu 2. Science 3. Math 4. Social Sciences 5. Ag & Business 6. Workforce & Industry or Public & Safety Services 7. Health Sciences – 8. Library – 9. Academic Support –
Ex officio:	<p>VP for Student Services, Dr. Jerry Dodson Vice President of Inst., Heather Hicks Director of IR & IE, Renee Leath</p>

Library & Learning Resources Committee

Purpose/Responsibilities	<p>Purpose:</p> <ul style="list-style-type: none"> • Evaluate faculty and student utilization of the Library and make recommendations to the director for improvement. • Coordinate academic activities with the Library. • Serve as a liaison group between faculty and the Library regarding general faculty representatives during librarian interviews and/or hiring. • Work with Library to build, evaluate, and make recommendations regarding learning resources and library instruction to support programs & faculty. (New role from Pathways Initiative.) <p>Responsibilities:</p> <ul style="list-style-type: none"> • Evaluate Cisco Library survey and report findings to faculty. • Periodically review library policy and make revision suggestions to director, or review library policy revisions made by director and report changes to faculty. • 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. • 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. • Represent the faculty, either as a committee or through a committee-member representative, during library hiring process and report on process to the faculty. • Survey Pathway faculty to identify learning resource usage and needs & make recommendations to improve and increase usage.
Chair:	Cindy Brookey (09, 10, 11 Chair, 12 Chair, 13, 14, 15, Chair 22, Chair 23)
Members:	<ol style="list-style-type: none"> 1. Janie Brixey (22) 2. Rebecca Perkins (23) 3. Cristina Dita (22) 4. Jim Berry (23) 5. Taylor Balli (23) <p>Membership Make-up:</p> <ol style="list-style-type: none"> 1. Lang & Comm or Studio Fine Arts & Edu 2. Science 3. Math 4. Social Sciences 5. Ag & Business 6. Workforce & Industry or Public & Safety Services 7. Health Sciences
Ex officio:	<p>Director Library Services, Donna Clark AEC Library Manager, Klarissa Myers VPI, Heather Hicks</p>

Pathway Advising Representatives & Advisory Committee

(Waiting until 2024)

Purpose/Responsibilities	<p>Purpose: Act individually as the Career Pathway point-of-contact for Academic Support and students. (Proposed new committee established in Pathways Initiative)</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Assist students with information and guidance related to career paths, using degree plans, and locating resources. • Act as liaison between pathway and academic support (counselors, VA, Welcome Center) providing information to address student questions. • facilitate updates to advising materials including degree plans, web pages, or marketing material.
Cisco Chair:	Chair (21-22 Chair)
Members:	<p>Membership Make-up:</p> <ol style="list-style-type: none"> 1. Lang & Comm or Studio Fine Arts & Edu 2. Science 3. Math 4. Social Sciences 5. Ag & Business 6. Workforce & Industry or Public & Safety Services Health Sciences
Ex officio:	<p>Director of Academic Support, Dr. Lori Grubbs</p> <p>Dean of Instruction & Academic Support</p> <p>VPI, Heather Hicks</p>

PTK / Blue Jackets Sponsors & Advisory Committee

Purpose/Responsibilities	<p><i>Purpose and Responsibilities:</i></p> <ul style="list-style-type: none"> To act as faculty sponsors for Phi Theta Kappa and the Blue Jackets, including coordinating advertising/marketing to promote recruitment and membership; managing chapter membership and requirements; and facilitating membership benefits for students such as communicating scholarship information, assisting with recommendations and applications, and ordering graduation regalia. To supervise student officer elections and advise the elected student officers for each honor organization and assist in planning and implementing meetings, events and activities such as community service or volunteer opportunities, induction and other ceremonies. To supervise organizational events and activities, including seeking administrative and budgetary approval as necessary.
Chair:	Renee Leath (22, 23 Chair)
Members:	<ol style="list-style-type: none"> Lori Grubbs (23) Judy Posey (23) Sarah Anker (22 23) Sara Wise (23) Joy Raines, Health Sciences Assistant (23) <p>Membership Make-up drawn from:</p> <ol style="list-style-type: none"> Lang & Comm or Studio Fine Arts & Edu Science Math Social Sciences Ag & Business Workforce & Industry or Public & Safety Services Health Sciences Academic support service staff
Ex officio:	VPI, Heather Hicks Dean of Student Life, Dr. Bryan Cottrell

Quality Enhancement Plan (QEP) Committee

The 21-22 QEP Committee also includes the faculty volunteers for professional development 'Group B' who will evaluate their online courses and complete professional development via the Online Learning Consortium during the year. Group B's membership will extend through 21-23.

Purpose/Responsibilities	<i>Purpose and Responsibilities:</i> The purpose of the QEP Committee is to ensure progress is made according to the QEP timeline and toward completion of the QEP goals and targets; implement the activities and actions that will achieve the QEP goals; to make recommendations to the QEP Director related to improvements or changes to the QEP as necessary and based on QEP assessment results.
Chair:	Sheron Caton, QEP Coordinator (18 Co-chair, 19, 20, 21-22 Chair)
Members:	Group B (21-22 & 22-23) <ol style="list-style-type: none"> 1. John Caraway (21, 22 remote team) 2. Amy Cohen (21) 3. Blake Fambrough (21) 4. Zane Laws (21, 22) 5. Jessica Morrow (21, 22 remote team) 6. Terra Snyder (22 remote team) 7. Tom Bell (22 remote team) 8. Rachel Ritchie (21)
Ex officio:	VP for Student Services, Dr. Jerry Dodson Director of Enrollment Services/Registrar, Shirley Dove VPI, Heather Hicks SACSCOC Liaison VP for Business Services, Audra Taylor Director of Marketing and Public Relations, Colton Wedeking

Safety Committee—Abilene

Purpose/Responsibilities	Purpose: To insure that a safe living and working environment for all students, employees, and visitors is maintained.
Abilene Chair:	Zane Laws (09, 10, 11-22 23 Chair)
Members:	<ol style="list-style-type: none"> 1. Todd Muni (23) 2. Klarissa Myers (21 23) 3. Jennifer Mazey (18 23) 4. Karen Leath (23) 5. Paris Dorn (23) 6. Staci Shupe (23) 7. Tara Bontke (23) 8. James Waddington (23) <p>Membership Make-up:</p> <ol style="list-style-type: none"> 1. Lang & Comm or Studio Fine Arts & Edu 2. Science 3. Math 4. Social Sciences 5. Ag & Business 6. Workforce & Industry or Public & Safety Services 7. Health Sciences 8. Staff – Abilene 9. Staff - Abilene
Ex officio:	Dean of Student Life, Dr. Bryan Cottrell Director of AEC Operations, Beverly Massey Director of Campus Safety, Roger Tighe

Safety Committee—Cisco

Purpose/Responsibilities	Purpose: To ensure that a safe living and working environment for all students, employees, and visitors is maintained.
Cisco Chair:	Roger Tighe (15-22 Chair)
Members:	<ol style="list-style-type: none"> 1. Justin Cenicerros (14) 2. Leigh Dycus (19 23) 3. Amy Shott (23) 4. Manuel Martinez (23) 5. David White (23) 6. Laurie Kincannon (23) <p>Membership Make-up:</p> <ol style="list-style-type: none"> 1. Lang & Comm or Studio Fine Arts & Edu 2. Science 3. Math 4. Social Sciences 5. Ag & Business 6. Staff – Cisco 7. Staff - Cisco
Ex officio:	Director Plant Operations, Robert Anderson Dean of Student Life, Dr. Bryan Cottrell

Social Media Committee

Purpose/Responsibilities	<p>Purpose: The Social Media team is a faculty- and staff-based committee with members from both campuses that supports and advises on the College's social media marketing campaigns.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • To generate and communicate social media leads for the marketing department; • watch and provide input and feedback on social media marketing; • generate and encourage faculty and student involvement in social media campaigns including outreach to student clubs, teams, and organizations. • assist the marketing department in identifying social media and community networking opportunities (events, news, organizations, etc).
Chair:	James Churchill (23)
Members:	<ol style="list-style-type: none"> 1. Renee Crockett (23) 2. Austin Postuma, VPI Assistant 3. Joel Prickett (23) 4. LeighAnn Williams (23) 5. Brock Kimball (23) <p>Membership Make-up:</p> <ol style="list-style-type: none"> 1. Faculty – Cisco 2. Staff – Cisco 3. Faculty – Abilene 4. Staff – Abilene 5. Any
Ex officio:	<p>Dean of Instruction & Academic Support VPI, Heather Hicks</p> <p>Director of Marketing, Colton Wedeking</p> <p>Athletic Director, Dr. Jerry Dodson</p>

Student Success Committee (Waiting Until 2024)

Purpose/Responsibilities	<p>Purpose: Support student success efforts and activities across divisions and departments and provide recommendations related to changes or additions to student success and academic support services and resources. (Proposed new committee established in Pathways Initiative)</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • manage any academic support service provided within a department or division; • plan & develop student success activities & resources for the department, division, or pathway, including coordinating with student activities committee and/or other departments, • make recommendations for Distance Ed regarding online tutoring, • make recommendations for Writing & Math centers regarding usage, needs, trends.
Cisco Chair:	Chair (21-22 Chair)
Members:	<p>Membership Make-up:</p> <ol style="list-style-type: none"> 1. Writing Center coordinator(s) 2. Math Center coordinator(s) 3. Lang & Comm or Studio Fine Arts & Edu 4. Science 5. Math 6. Social Sciences 7. Ag & Business 8. Workforce & Industry or Public & Safety Services 9. Health Sciences 10. Academic support staff
Ex officio:	<p>Director of Distance Education, Sheron Caton Director of Dual Credit, Tianay Bralley Director of Academic Support, Dr. Lori Grubbs Dean of Instruction & Academic Support, VPI, Heather Hicks</p>

Standing Committee End-of-Year Report

Committee:
Admissions, Registration, & Financial Aid

Academic Year:
2022-2023

Committee Chairperson:
Christina Mendenhall

Please list all meetings, dates, and attendees:

Meeting	Meeting date	Attendees
Financial Aid Appeal - 1	8/17/2022	Shellie Wilson, Robert Watson, Lynn Millwood, Christina Mendenhall and Nathan Call
Admissions Appeal - 1	1/4/2023	Shellie Wilson, Robert Watson, Lynn Millwood, Christina Mendenhall and Pam Dorn
Admissions Appeal - 2	1/4/2023	Shellie Wilson, Robert Watson, Lynn Millwood, Christina Mendenhall and Pam Dorn
Admissions Appeal - 3	1/5/2023	Shellie Wilson, Robert Watson, Lynn Millwood, Christina Mendenhall and Pam Dorn
Admissions Appeal - 4	1/11/2023	Shellie Wilson, Robert Watson, Lynn Millwood, Christina Mendenhall and Pam Dorn

Please list any recommended changes to the committee purpose, responsibilities, procedures/guidelines, and membership:

No recommended changes.

Describe or list the work completed by the committee this year (activities, actions, planning, process updates, collaborations, etc.):

Five appeals were submitted to the committee. One Financial Aid appeal in the Fall, which was approved. Four Admissions appeals in the Spring two of which were approved and two were denied. The dates of each are listed in the committee meeting dates above.

List any committee recommendations for related departments or administration:

No recommendations.

Recommendations and continued work for next year's committee:

No recommendations. The committee will continue to work to serve our students to the best of our ability.

Committee Chair elected for upcoming year:

Christina Mendenhall

Faculty/Staff Committee requests for next academic year:

Name

First committee choice:

Second committee choice:

Please attach all meeting agendas, minutes or notes and any other relevant documents.

Submit EOY report through this form by May 31st. EOY reports will be compiled for review by the Faculty Senate and Executive Council.

Meeting agendas, minutes, notes, other relevant documents

Admissions, Financial Aid and Registration
Committee Notes.pdf



Christina Mendenhall <christina.mendenhall@cisco.edu>

Admissions, Registration & Financial Aid Committee - Abilene

2 messages

Christina Mendenhall <christina.mendenhall@cisco.edu>

Tue, Sep 6, 2022 at 2:11 PM

To: Pam Dorn <Pam.Dorn@cisco.edu>, Shellie Wilson <shellie.wilson@cisco.edu>, Lynn Millwood

<lynn.millwood@cisco.edu>, Robert Watson <robert.watson@cisco.edu>

Cc: Linda Sellers <Linda.Sellers@cisco.edu>, Shirley Dove <Shirley.Dove@cisco.edu>, Jerry Dodson <Jerry.Dodson@cisco.edu>

Good afternoon,

I hope you all have had a great start to your year. We have added one to our committee, Pam Dorn. Welcome, Pam! In lieu of a meeting, I wanted to just touch base about our committee and share additional information. At this time, we do not have any student appeals to consider.

Purpose: The purpose of the Admissions, Registration, and Financial Aid Committee is as follows: review and make decisions on admission appeals on any admission that does not meet the regular admission standards; review and make decisions on appeals coming from students placed on financial aid probation or suspension; and to make recommendations on changes to improve registration procedures and processes.

Our committee will "meet" via email as appeals are submitted by students. Linda Sellers, Director of Financial Aid and one of our ex-officio members, shared the information below and attached.

"I will include any information I have pertaining to the appeals I send over including transcripts from previous schools or Financial aid history if I have it. I am attaching the SAP policy if you would like to share it with the committee members. Students sign this each year before any aid is awarded. If they are on warning we try to remind them of their status when they turn it in. This may not happen if they email it in or drop it off at the front desk."

Please let me know if you have any questions or concerns regarding the committee.



Christina Mendenhall
Counselor/Disability Services/Foster Care Liaison
Cisco College
717 E. Industrial
Abilene, TX 79602
Office: 325-794-4406

Students, please provide your Cisco College Student ID

The Mission of Cisco College is to provide quality, affordable, educational opportunities to meet the diverse academic, technical and career needs of the students and communities we serve.

 22-23 Satisfactory Academic Progress.pdf
267K**Shellie Wilson** <michelle.wilson@cisco.edu>

Tue, Sep 6, 2022 at 4:30 PM

To: Christina Mendenhall <christina.mendenhall@cisco.edu>

Thank you for the update, and Welcome Pam!

[Quoted text hidden]

--



Shellie Wilson, BSRC, RRT, RRT-NPS, RCP
Instructor and Director of Clinical Education
Respiratory Care Program
Cisco College
717 East Industrial Blvd.
Abilene, TX 79602
Office: 325-794-4506
fax: 325-692-2530

[Quoted text hidden]

Standing Committee End-of-Year Report

Committee:
Admissions, Registration and FA Appeals

Academic Year:
2022-23

Committee Chairperson:
Leigh Dycus

Please list all meetings, dates, and attendees:

Meeting	Meeting date	Attendees
Regarding N. Peaton and L. Felipe	08-11-2022	Manny Martinez, Jon Stenman, Roland Stroebel, Leigh Dycus, Shirley Dove

Please list any recommended changes to the committee purpose, responsibilities, procedures/guidelines, and membership:

Regarding membership: Jon Stenman has moved on from CC.

Regarding other recommendations: No changes needed.

Describe or list the work completed by the committee this year (activities, actions, planning, process updates, collaborations, etc.):

The members of this committee respond quickly to our very efficient means of communication about any appeal: via email. Our ex-officio, Shirley Dove, sends appeals to me, and I read and forward the information to our committee members. I ask members for a response within 24 hours as to whether they (individually) vote to accept or deny the appeal and have always received response within the requested time frame.

This past year the committee had a majority vote to accept both appeals submitted by the young women listed above.

List any committee recommendations for related departments or administration:
None.

Recommendations and continued work for next year's committee:

Our current members would like to continue to serve on this important committee next year.

Committee Chair elected for upcoming year:
Leigh Dycus

Faculty/Staff Committee requests for next academic year:

Name	First committee choice:	Second committee choice:
Leigh Dycus	Admissions/Reg/FA Appeals	Safety
Manny Martinez	Admissions/Reg/FA Appeals	Safety
Roland Stroebel	Admissions/Reg/FA Appeals	Safety

Please attach all meeting agendas, minutes or notes and any other relevant documents.

Submit EOY report through this form by May 31st. EOY reports will be compiled for review by the Faculty Senate and Executive Council.

Meeting agendas, minutes, notes, other relevant documents

Peaton and Felipe appeal submissions.pdf

Standing Committee End-of-Year Report

Committee:
Abilene Activities Committee

Academic Year:
2022-2023

Committee Chairperson:
Z. Brown - A. Postuma

Please list all meetings, dates, and attendees:

Meeting	Meeting date	Attendees
AAC - #1	9/20/22	Katie New, Rick Lopez, John Caraway, Aspen Dick, Zach Brown, Austin Postuma, Renee Leath, and Heather Hicks
AAC - #2	10/4/22	K. New, R. Lopez, R. Leath, A. Postuma, Z. Brown, H. Hicks, A. Collinsworth, J. Caraway, A. Dick, C. Wedeking, Z. Laws, K. Myers, B. Massey, J. Portillo
AAC - #3	11/17/22	K. New, R. Lopez, R. Leath, A. Postuma, Z. Brown, A. Collinsworth, J. Caraway, A. Dick
AAC - #4	02/07/23	Z. Brown, A. Postuma, J. Caraway, R. Lopez, Z. Laws

Please list any recommended changes to the committee purpose, responsibilities, procedures/guidelines, and membership:

Purpose: To foster growth and community at Cisco College through events and activities.

Responsibilities: To facilitate activities and events, bi-annual faculty appreciation, as well as provide supervision and support for college organizations' activities and fundraising.

Describe or list the work completed by the committee this year (activities, actions, planning, process updates, collaborations, etc.):

Raised funds and awareness for the Alzheimer's Association through Walk participation. Participated in APD Trunk'r'Treat and served around 7,000 children/parents. Held the annual Veteran's Day Celebration with high participation and turnout. Held the annual company Christmas Party @ the Biscuit Bar. Provided breakfast for employees as part of Employee Appreciation Day on March 3rd.

List any committee recommendations for related departments or administration:

Recommendations and continued work for next year's committee:

Iron out complete Spring activities and events now that Fall has been standardized. Plan, in coordination with VPI, the 20th Anniversary of the AEC. Reach out in regards to donations.

Committee Chair elected for upcoming year:
Maintain Co-Chairs of Brown/Postuma

Faculty/Staff Committee requests for next academic year:

Name	First committee choice:	Second committee choice:

Please attach all meeting agendas, minutes or notes and any other relevant documents.

Submit EOY report through this form by May 31st. EOY reports will be compiled for review by the Faculty Senate and Executive Council.

Meeting agendas, minutes, notes, other relevant documents

AAC-Agenda-02-07-23 & Minutes.docx

AAC-Agenda-10-3-22.docx

AAC-Agenda-02-07-23.docx

AAC-Agenda-11-17-22.docx

10/4/2022 – Campus Activities Committee – Veteran's Day Meeting Agenda

- **Call to Order**
- **Roll Call**
- **Lock down the itinerary as much as possible**
- **Go over invitations – 150 copies - \$72 - Colton**
- **Guests**
- **Foyer setup – stage, podium, chairs**
 - **Music - Klarissa**
- **Food & Drink**
 - **Bids for Cupcakes – Market Street, HEB, Sam's, Brandi Terry**
 - **Pepsi donation – Martha**
- **Parking Lot – recruiters & Little Italy**
- **Other supplies**

Minutes

- **Introduction and Roll Call**
 - **In attendance: K. New, R. Lopez, R. Leath, A. Postuma, Z. Brown, H. Hicks, A. Collinsworth, J. Caraway, A. Dick, C. Wedeking, Z. Laws, K. Myers, B. Massey, J. Portillo**
- **RICK: Met with Lt. Reyna and the Honor Guard regarding itinerary. Inquiring about a Chaplain – Mayor of Cisco was mentioned as well as Austin's neighbor.**
- **KLARISSA: Chairs, water, and sound proofing for the musicians. 9 pieces in the set to equal 30-40 minutes.**
- **West side parking lot to be blocked off for recruiters, VIP parking, and Little Italy food truck who will provide veterans with a 10/15% discount.**
- **JOHNNY: The stage is stored in one of the exterior sheds. He will get it out and make sure it is still safe to stand on and use.**
 - **A podium will be needed to set the electronic lectern on. DR. MURPHY ordered some for the Cisco Campus. If they come in on time, we may be able to use one of those, if not we can repurpose one in a classroom.**
- **Invitations were discussed as well as what guests we need to send them to.**
 - **The Board of Regents meets next week – get a copy in their hands through Sydni.**
 - **Abilene Advisory Board – ZACH is also extending a personal invitation to JOEY LIGHT.**
 - **Mayor Anthony Williams – JOHN will call as well.**
- **Food & Drinks were discussed. We will be contacting our bidders to see if they are willing to donate the cupcakes as a form of sponsorship.**

- **MARTHA MONTEGOMERY will secure us a PEPSI donation to cover drinks as well.**
- **RENEE will assist in creating a list of employee veterans to go on a Publisher program for the event.**
- **Tea/Coffee/Water may be served prior to the event with a Reception to follow after the ceremony.**
- **Adjourned**

Activities Committee Agenda – 11/17/2022

- **Roll Call & Call to Order**
- **Review Trunk-or-Treat & Veteran's Day**
- **Discuss & finalize plan for Annual Christmas Party**
- **Look forward to ideas for Spring**
 - **Black History Month – John Caraway**
 - **Volunteer opportunities**
 - **Food Bank – Feb/April**
- **Discuss focus group idea – Faculty/Staff & Student**

Minutes –

All members in attendance – sans Heather

7000 Kids @ APD TT

Finalized Biscuit Bar – set date

Heart Walk discussed

Potential Idea – Re-Entry Month/Resource Fair

Event Calendar(s) – on site, separate, and in Maner Monthly. Discussed potential use of text service but major con would be cost as well as reducing impact OmniAlert.

Spring Events discussed involved Black History Month from Caraway, something before Spring Break related to either Spring Break or St. Patrick's Day.

Volunteer Opportunities – Food bank in Feb/April

Focus Group – Faculty/Staff & Student – done to get an idea of what is working and what is wanted.

Activities Committee Agenda

02/07/23

- Call Roll
- Confirm members with Heather
- Black History month – John Caraway – podcasts?
- Spring Break – 03/13/23 to 03/17/23
- April – With no Wrangler Day what do we do in its place
- May – Finals Week prep? Memorial Day?
- June – International Tabletop Day, Pride Month, Juneteenth
- Volunteer Opportunities
- FOOD TRUCKS
- Focus Group – Faculty & Staff (end of Spring)
Students (Beginning of Fall)

Activities Committee Minutes for 02/07/23

2:20 pm: Began

Roll Call: Zach, Austin, Zane, John, and Rick present.

Black History Month: John will be doing an in person event instead of only doing podcasts. Podcasts will still happen, once he is able to coordinate with Tim Murphy.

Sam also suggested other events as well including Jazz & Journaling, Black History Trivia Bowl, and Documentary Screening of “I am Not Your Negro,” by James Baldwin. Possibility of screening the documentary at the library or posting QR codes to the link of the documentary on youtube. We still need to review the documentary to see if it is something, we would like to provide QR Codes for.

Additionally we may have a QR code link for notable people of Black History, i.e. Martin Luther King Jr., Rosa Parks, Harriet Tubman etc...

March/Spring Break: Suggestions for a welcome back to campus event, there are also other monthly events for March, i.e.

Women's History Month

National Reading Month

Disability Awareness Month

Multiple Sclerosis Awareness Month

Kidney Month

Again, we are also looking into picking 2-3 notable women of history to put on a QR code link to learn more about. Possible hosting of Disability Awareness and ASL events throughout March/April and possibly the entire year. We will be reaching out with Christina Mendenhall and Rick's Contact with the wife of one of the Veteran's Day event speakers.

April: No Wrangler Day, we might replace it with Sexual Assault Awareness Month (SAAM) that was brought up by Sam, we will talk with Noah Project about coming out to possibly setup a booth, host an event, or have a presentation.

Bandana Project also goes along with (SAAM) with having resources available for students to decorate bandanas to represent the meaning behind the Project.

Also having a bookstore reading or display for SAAM.

May: Finals week we plan to have the therapy dogs back out again to provide emotional/mental support for students

and faculty. We may also have snacks available throughout the week.

Memorial Day we will be looking into creating a memorial wall for people who have died in active duty. Rick and Austin will be looking into what type of wall to go through and create/get. Possibly another trifold wall to pin messages, pictures, notecards, or anything that someone would like to have as a remembrance to their loved one. Also will have the missing man table set up for the event.

Summer: Most events will go unnoticed since our in house student population declines significantly. Students typically go to online studies or wait until fall to attend. Since foot traffic slows, the thought is to provide some events for faculty and staff to continue to boost morale.

Volunteer Opportunities: The Food Bank is still looking for volunteers. We are looking into ways to incentivize students and faculty to volunteer. For students different ideas have been to provide a scholarship or gift card opportunity for students who attain a certain amount of volunteer hours.

Another idea is having the Food Bank or other volunteer organization agree to sponsor a student that they set a criteria for the sponsorship, i.e. student must volunteer for (X) amount of hours during a semester and they will then

be considered the sponsorship. In which case the student and organization could use the company matching scholarship that Cisco offers, Austin is checking with Renee Batteas about the scholarship since Martha Montgomery would normally be the person in charge of that scholarship.

Additionally, the other incentive for students is to receive extra credit in their classes with proof of the volunteering being done.

Food Trucks: Only two food trucks have confirmed they will do Mondays; we have lost all contact with Little Italy. We will need to reach out to some of the surrounding businesses to see if they will be interested in the food trucks being at the campus. Austin has reached out to LAMAR with no responses back.

Post 61: Zane brought to our attention that Post 61 would like to present Cisco with a certificate; we will be reaching out to Heather to accept the award or Rick Lopez to accept it in her stead if she is not here.

3:09 pm: Meeting Adjourned

Standing Committee End-of-Year Report

Committee:
Campus Activities Committee - Cisco

Academic Year:
2022-2023

Committee Chairperson:
Kyndall Kaska

Please list all meetings, dates, and attendees:

Meeting	Meeting date	Attendees
Homecoming Meeting #1	Thursday September 8th	Kyndall, Jenna, Martha, Laurie, Stacey, Misty, Kristi
Homecoming Meeting #2	Thursday September 29th	Kyndall, Jenna, Martha, Laurie, Stacey, Misty, Kristi, Linda
Homecoming Meeting #3	Friday October 14th	Kyndall, Jenna, Martha, Laurie, Stacey, Misty, Kristi, Linda
Ranch Day Meeting #1	Thursday February 16th	Kyndall, Jenna, Laurie, Stacey, Misty, Kristi, Linda
Ranch Day Meeting #2	Thursday March 23rd	Kyndall, Jenna, Laurie, Stacey, Misty, Kristi, Linda, Mary
Ranch Day Meeting #3	Thursday April 13th	Kyndall, Jenna, Laurie, Stacey, Misty, Kristi, Linda, Mary

Please list any recommended changes to the committee purpose, responsibilities, procedures/guidelines, and membership:

There are no recommendations for any changes.

Describe or list the work completed by the committee this year (activities, actions, planning, process updates, collaborations, etc.):

For Homecoming: Tuesday October 25th we hosted a Game Night in the SUB where we played Bingo & Family Feud & had snacks, drinks, & prizes. Thursday October 27th we hosted a Pep Rally with Burning of the Letters with a meal afterwards. Saturday October 29th we had a Tail Gate before the Homecoming Football game. Before the game we honored the Board of Regents and at half-time we honored the Belles.

For Ranch Day: Ranch Day was Tuesday April 18th. In the morning we had multiple games worked by college employees, blow up obstacle course, bucking bull, ax throwing trailer, and a petting zoo. Lunch was served in the SUB. Small prizes were awarded all morning. In the afternoon, we went to the Rodeo arena and did more activities and there were snow cones available. Grand Prizes were drawn at the Rodeo arena.

List any committee recommendations for related departments or administration:

None

Recommendations and continued work for next year's committee:

Continue planning!

Committee Chair elected for upcoming year:

Kyndall Kaska

Faculty/Staff Committee requests for next academic year:

Name	First committee choice:	Second committee choice:
Jenna Wood	Campus Activities Committee - Cisco	Student Needs Committee - Cisco
Kyndall Kaska	Campus Activities Committee - Cisco	Dual Credit Committee
Don Eddleman	Campus Activities Committee - Cisco	
Pam Eddleman	Campus Activities Committee - Cisco	
Kristi Timerson	Campus Activities Committee - Cisco	Student Needs Committee - Cisco
Stacey Elkins	Campus Activities Committee - Cisco	
Misty Brookman	Campus Activities Committee - Cisco	
Linda Hanlon	Campus Activities Committee - Cisco	

Please attach all meeting agendas, minutes or notes and any other relevant documents.

Submit EOY report through this form by May 31st. EOY reports will be compiled for review by the Faculty Senate and Executive Council.

Meeting agendas, minutes, notes, other relevant documents

Homecoming 2022.pdf

Pep Rally Script.docx

Homecoming 2022 Calendar of Events Poster.pdf

Board of Regents Recognition.docx

Ranch Day 2023.pdf

Ranch Day 2023.png

1.png

2.png

5.png

3.png

4.png

6.png

Tuesday Game Night + Snacks

- Bingo

- Need Bingo hopper + balls
- Bingo Cards

*Need Beans

- Prizes
- Tables + Chairs

10 → 15 Games

*10 Giftcards
same amount

*1 or 2 Grand
Prize GC

\$200 for Bingo
Prizes

- Family Feud

- Need Game Cards
- Buzzers
- Podium for Announcers
- Chairs for viewers (?)
- How many on a team 4 or 5

Grand Prize

\$30 GC ($\$120 - \150)
+ Pizza/Food Party

2nd Place $\$75$

Pizza/Food Party
or \$15 GC?

- Snacks

- ✓ cookies
- ✓ popcorn
- Drinks

Maybe decorate cookies

- ✓ Cheese tray

\$200 - 300

7:00pm - 9:00pm

Prizes

3 Each $\$180$
Gift Cards ($\$10$)

- Sonic
- Chicken Express
- Wendy's
- Subway
- Dairy Queen
- Denny's

18 Gift Cards

Grand Prize GC

Amazon $\$50$

Amazon/Walmart

$\$15 @ \$30 \Rightarrow 150$

$\$15 @ \$15 \Rightarrow 75$

4225

1
225
50
180
\$455

To Do

- Room Reservation Form → Sydney

Maintenance Request

- Chairs
- Tables
- Podium (?)

- Flyers w/ QR Code for Lunch Room
& other locations

Thursday Pep Rally & Burning of the Letters + Meal

- Pep Rally

- About 20 minutes
- TV Prize given away towards middle/end of line up
- Burning done before final number

- Burning of the Letters

- David White / Baseball burning / lighting the letters
- Burning Permit
 - _____ must go to FD + get permit ~~review~~
- Letters
 - Cisco Ag Department Building
 - Need bulap

- Food • Drinks

- Smores → Graham Crackers
Marshmallows
 - ✓ Chocolate
 - Chocolate Fountain

- Chili → Chili
 - ✓ Frito's
 - Shredded Cheese
 - ✓ Sour Cream
 - Left over from Linde
 - Onions
 - Jalapenos

- Napkins
- Bowls/Boats
- ~~spoons~~
- ~~Small Plates~~
- Roaster
- Fire Canisters → Sternos
- ✓ Marshmallow Sticks
- Serving Dishes
 - ~~Shredded~~ Shredded Cheese bowl
 - Spoon Chili
 - Bowl marshmallows

TV Prize

Tickets

- Qualifications ??

To Do

- Maintenance Request
 - Tables/Chairs?

Sports

- Football
- Soccer
- Volleyball
- Cross Country
- Rodeo
- Basketball
- Baseball
- Softball
- Band
- Belles
- Cheer
- AT

Football

- 3-5 Overall
- 1-5 Conference
- Last game vs. Navarro
- Rebuild year

Soccer

- 8-6 Overall
- 2-4 Conference
- Played against National Champ Brookhaven College
- 3rd in Conference

Inaugural Season

Cross Country

- 1st Season
- 8 runners
- Competing against D1, D3, & JC

Volleyball

- 21-14 overall
- 7-6 conference
- Gracy Story (Oct 9-15)
- Brooklyn Burnside (Sept. -21)
Twice

~~NTJ~~ NTJAC Women's

VB Players of the Week

Rodeo

Vernon Rodeo

- ✓ Champion Barrel Racer → Rainey Skelton
- Reserve Champion Steer Wrestler → Winston McGraw
- Reserve Champion Heeler → Cooper Freeman
- 6th Place Steer Wrestler → Riley Kittle
- 13th Goat Tying → Brooklyn Balch
- 14th Goat Tying → Rhiley Montoya
- Long Go Winner Steer Wrestling → Tyler Baugle

Clarendon College Rodeo

- ✓ All Around Cowboy → Trevor Hale
- ✓ Champion Barrel Racer → Brooklyn Balch
- ✓ Champion Heeler → Cooper Freeman
- Reserve Champ Barrel Racer → Rainey Skelton
- 3rd Heading / 5th Steer Roping → Dylan Hancock
- 5th Steer Wrestling → Skyler Walls
- 9th Heading → ~~Tyler~~ Tyce Lacina
- ✓ Women's Team Reserve Champions

Rodeo

Sul Ross State University

- Champion Heeler → Zane Pratt
- 1st Team Roping Heading → Riley Kittle
- 1st Team Roping Heeling → Cooper Freeman
- 9th Steer Wrestling → Winston McGraw
- 9th Goat Tying → Rhiley Morgan

Eastern New Mexico University

4 Rodeos

- Women Team Reserve Champions
- All Around Cowboy → Trevor Hake
- Multiple Champions
 - Champion Heeler → Zane Pratt
 - Champion Barrel Racers
Brooklyn Balch + Rainey Skelton
 - Champion Heeler → Cooper Freeman
- Multiple Top 10 Finishers
- At Last Rodeo of the
Fall Season up at Texas Tech

Before Game

Honoring Board of Regents - \$390 ^{Paid ✓} JT Quilt Chili -
Burning Letters - \$190 Cisco Ag Dept Snacks -
Bandanas - \$99.72 Amazon
Vinyl - \$18.99 Amazon
Burlap - \$71.96 Amazon
Wire - \$11.99 Amazon

\$782.66

Half-Time

Honoring Belles

~~*****~~

- Cookies

\$30 per dozen $6 \times 12 = 72$

$\$ \times 6$
\$180 paid ✓

\$962.66
+ 400.00 Prepaid Bart's > Paid ✓
+ 930.00 Extra meals

\$2292.66

\$76 Donated by Hey Dude Trailer

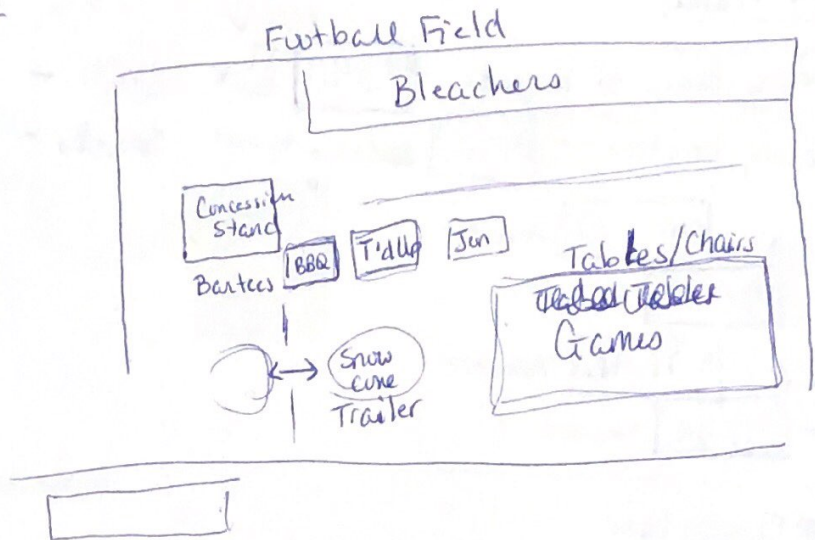
Thank You

- JT Quilt → Jackets
- Bart's BBQ
- Cisco HS Ag Department → Signs
- The Cookie Jar → Cookies
- T'D Up Nutrition
- Snow Cones
- Texas Dude Trailer
- Just Styled - By Jen

Tail Gate Saturday 12-3

Trailers

- Bart's BBQ
- T'd Up
- Snow cone
- Texas Dude Trailer
- Just Styled by Jen (hair)



Soccer is Doing Concession Stand
• Candy, chips, drinks

BBQ

\$400 - Downpayment

HOWDY WRANGLERS!

It is a wonderful time to be a Wrangler!

First off, I would like to give a big shoutout to the Wrangler Band, Belles, & Cheerleaders for putting on this wonderful Pep Rally for All the other Wranglers out there.

This Pep Rally is for each and everyone of you Wranglers, whether you are on a sports team, working the sidelines as an athletic training student, acting in the Theater Department, learning to weld, fix hair, or just coming to Cisco College to get your Associates Degree. This Pep Rally is to cheer you all on as you finish up your season and/or finish up the semester.

This year so far our Wranglers have –

- Seen our first women's cross country team race against other Junior Colleges and even D1 and D3 University's. The ladies will be completing in the Region V Meet on Saturday at Hobbs, NM.
- Our Women's Soccer team went 8-6 this season, and just barely missed going to the Regional Tournament
- Our Football Team is finishing up its first season under our New Head Coach and the boys have 1 more game to show what they can do! Good Luck on the last game of the season on Saturday!
- The Volleyball Team just finished their last regular season match bringing their overall record to 21-15. They will be playing in the Regional Tournament next weekend so Good Luck and Play Hard Ladies!!
- The Rodeo Team is currently in Lubbock at the Texas Tech Rodeo finishing up their Fall schedule. In the 4 rodeos this season, they have come home with an All Around Cowboy, 2 Champion Heelers, 2 Champion Barrel Racers, the Women's Team earned Reserve Champions, and multiple others that have placed in the top 15 of their event.
- Cosmetology has been busy preparing for their state tests and also having some fun painting pumpkins this fall.
- Theater put on a wonderful Murder Mystery Dinner Show this month
- The Band has performed not only at games and here at the pep rally, but also at Rip Fest, Pie Fest, and even marched in some parades.
- The cheerleaders have been flipping, flying, and yelling at multiple games and even attending High School Pep Rally's throughout the semester
- The Belles have been dancing their way through the semester with performances at home games, High School Pep Rally's, and also marching in the West Texas Fair & Rodeo and Ol Rip Parades with the Cheerleaders.
- In December, Theater, Band, Belles, Cheer, and the Cosmetology & Art Departments are all putting on The Wrangler Christmas Show
- All the Athletic Trainers are the team behind the team. Trainers are at every practice and game for their sport, even getting there early and staying late. Thank you for taking care of our athletes, on the court, field, in the training room, and even getting them to the doctor.

Still to come this year:

- We are ready to see the Women's Basketball team start their official season in November. They will be playing their first home scrimmage on Saturday morning at 11am.
- Softball completed their fall schedule earlier this month and are gearing up to start their official season in February on next year
- Baseball also saw the completion of their fall schedule this month and we look forward to seeing ya'll take the field in February

Great Job this Semester Wranglers! Keep Up the Hard Work and Finish Strong!!

Go Wranglers!!

HOMECOMING EVENTS 2022

CISCO COLLEGE - CISCO CAMPUS

EVENT

OCT
25

GAME NIGHT

7:00PM - 9:00PM
IN THE SUB

VOLLEYBALL GAME

5:00PM FIRST SERVE
VS WEATHERFORD COLLEGE

OCT
27



EVENT

OCT
27

PEP RALLY

7:00ISH (AFTER THE VOLLEYBALL GAME)
IN THE SUB PARKING LOT & BALCONY

BASKETBALL GAME

11:00AM SCRIMMAGE
VS WAYLAND BAPTIST UNIVERSITY

OCT
29



EVENT

OCT
29

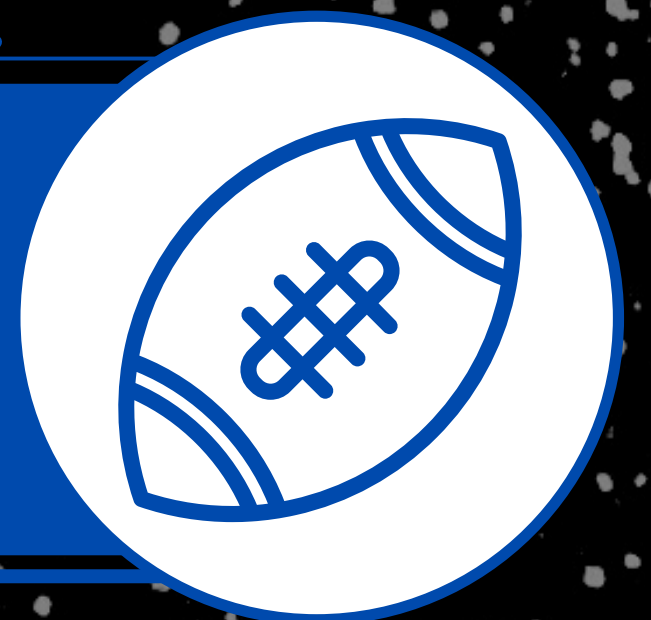
TAILGATE

12:00PM - 3:00PM
AT THE FOOTBALL FIELD PARKING LOT

FOOTBALL GAME

3:00PM KICKOFF
VS NAVARRO COLLEGE

OCT
29



Welcome to Cisco College and the Annual Homecoming game between Your Cisco College Wranglers and the Navarro College Bulldogs. At this time, we would like to introduce some special individuals that commit their time, energy, and expertise in supporting all our students, faculty, and staff here at Cisco College.

The Cisco College Board of Regents:

Our Board President, Mr. Brad Kimbrough

Vice President - Rick Watts

Secretary - Ricky Whatley

And Board Members:

Matt Johnson

Kenneth Preston

Greg Cary

We would also like to recognize and thank Dr. Anglin and his wife Sharon for their commitment and service to the College.

Thank you all for everything that you do for the College!

Board Members and Dr. Anglin need to be at the Football Field down by the concession stand no later than 2:30pm.

We will introduce everyone at 2:45pm.

Order to walk out onto the field

Kenneth Preston

Ricky Whatley

To the Right – Brad Kimbrough

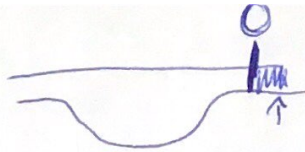
50 Yard Line – Dr. Anglin & Sharon

To the Left – Rick Watts

Matt Johnson

Greg Cary

Ranch Day
2023



T-shirts

\$6.85 → S-XL

8.22 → 2XL

9.45 → 3XL+4XL

$$x(7.05) = 8.50$$

$$x = 1.2$$

$$x(7.05) = 9.75$$

$$x = 1.38$$

$$6.85 \times 225 \Rightarrow 1541.25$$

$$8.22 \times 20 \Rightarrow 164.44$$

$$9.45 \times 10 \Rightarrow 94.50$$

\$1800.15 Estimate for shirts

Rodeo Arena Prizes → \$400

Nina → Goats/Petting Zoo

• Chelsea 1-541-891-6157

• Nena Clark 1,916,295,9475

Rodeo Announcer → \$300

John Sharp

\$250

- On Grass w/water

- clarkcattle@hotmail.com

Ordered Waters from Pepsi ✓
20 cases of 24 Waters

Sydni ↕

Building Usage Form ✓

✓ Massage Gun - \$59.99

✓ TV - \$173.60
Clearance item @ Walmart

✓ JBL Speaker - \$89.95

✓ Weighted Blanket - \$116.49
Bought 1/2 off!!

\$340.03

✓ JBL Bluetooth Headphones \$49.99

\$390.02

• Clear CC Cup - \$9.59

• Clear CC Cup - \$9.59

• Metal CC Cup - \$19.19

• Black CC Cup - \$17.99

• Blue CC Cup - \$7.99

\$54.35 @ Bookstore

\$444.37

\$644.37

Grand prizes

Amazon Gift Cards

✓ \$50	\$25✓	\$25✓	Extra \$25
✓ \$50	\$25✓	\$25✓	\$25
\$200 total			Taco Bell

• \$15.00 GC to Bookstore ✓

• \$20.00 GC to Bookstore ✓

Bookstore - T-shirt / Cap (Small Prize)

• Bookstore - Headphones (\$15ish)

• Bookstore - Speaker (\$30ish) ✓

Chicken Express

\$25 \$25

Taco Bell

\$15

To Do

- Look @ Games
- Plan where everything goes
 - + put games where we can get to them
 - look @ any decorations
 - signs

• Music

For The Arena

- | | |
|---------------------|----------------|
| - Table | - Zip ties |
| - Chairs (personal) | - Pens |
| - Money | - Prize Sheets |
| - Bags | - Grand Prizes |
| - Bats | - Eggs |
| - Trophy's | |
| - Signs | |

T-Shirts

- Monday @ 5:30

Tuesday

- 8:30 for setup

10am - 12:30pm

1:30 - 4:30pm

Maintenance Request for Tables/Chairs

• Leigh → Long Table w/ chairs

• Rhonda Bryant

• Baseball

• Katherine Mullinax

• Renee

• Laurie + Wendy (Maybe)

• Library

• Jon Stenman

• Jesus

• Susan

Helpers

\$2000

Inflatables

• Hex Dude

• Ax Trailer

• Petting Zoo

• Bananagrams

• Library

• Horseshoes

• Connect 4

• Washers

• Beer Pong

• Bean Bag Toss (M)

• Bags/Bats

• Snowcones @ Arena

• Need cowchip plaque

• Table

• Tent

• Water @ Arena

• Water @ ~~Arena~~ Games

Cost for 2023

T-Shirts	$\$3030.85 - \frac{\$200}{105} \Rightarrow \frac{\$2830.85}{2865.85}$
Extra Meals	
Snow Cones	$\$400 \text{ est } \times \text{Misty } (\$496^w)$
Eggs	5 Dozen Donated by Brookshires
MC (Rodeo Arena)	$\$300 \text{ Misty}$
Petting Zoo	$\$250 + \150 extra hours
Ax Throwing	$\$600$
Blow Ups/Bucking Bull	$\$2000 \text{ est } (\$1966.00)$
Arena Prizes	1000 $\$360 - 40$
Small Prizes	1000 $\$300$
Grand Prizes	300 $\$644$
	<div style="border: 1px solid black; padding: 5px; display: inline-block;">$\\$7056.85$</div>

Rodeo Arena List of Events

Welcome & National Anthem

- 1) Cow Chip Throwing
 - a. Honoree - *Mary McKendall*
 - b. ☒ Girls
 - c. ☒ Boys
- 2) Sack Races - individuals
 - ☒ a. Girls
 - ☒ b. Boys
- 3) Chute Doggin 1st Round
- 4) Three-Legged Race → *with Bags*
☒ Co-Ed 2 person teams
- 5) Bat Race - *10 turns*
☒ 4 person teams - 2 girls and 2 guys
- 6) Chute Doggin 2nd Round
- 7) ☒ Hide Race - *individuals*
- 8) ☒ Chute Doggin Final Round
- 9) Egg Toss
☒ 2 person teams
- 10) Calf Scramble for Girls
- 11) Steer Scramble for Guys

Toc ←



NO CLASSES FROM
10AM - 6PM

Unless Instructor States Otherwise

**GRAND
PRIZE**
43" VIZIO TV

WIN CHANCES DURING THE
ACTIVITIES ON THE HILL
DRAWING DURING
ACTIVITIES AT THE RODEO ARENA

FREE
T-SHIRT
PER STUDENT



TUESDAY, APRIL 18th

8:00AM-10:00AM _____ Classes Meet/Check-in

10:00AM-1:00PM _____ Activities on the Hill

Located outside near the Library

Raffle Prizes Awarded During All Activities on the Hill!!

11:30AM-1:00PM _____ Lunch in the SUB

1:30PM-4:00PM _____ Activities at the Rodeo Arena

Located at 7801 HWY 6, Cisco TX

Snow Cones & Activities at the Arena with Chances of WINNING \$\$\$\$

Grand Prizes Drawn During Activities at the Rodeo Arena!!

RANCH DAY

TUESDAY APRIL 18TH

Come have fun up on the Hill!!

****10:00am-1:00pm****

Mechanical Bucking Bull

Horseshoes & Washers

Ax Throwing

Petting Zoo

And Lots of Other Games!!

LOTS OF PRIZES!!!!

ALL MORNING!!



RANCH DAY

TUESDAY APRIL 18TH

Come have fun up on the Hill!!

Outside Near the Library

Mechanical Bucking Bull

Horseshoes & Washers

Ax Throwing

Petting Zoo

And Lots of Other Games!!

The Texas 36 Apparel Trailer will be
here Selling Hey Dude Shoes!!

LOTS OF PRIZES!!

ALL MORNING!!

Lunch IN the SUB Ballroom

Brisket/Brisket Sandwiches

Beans

Potato Salad

Desserts

****10:00am-1:00pm****

****11:30am-1:00pm****



Come have a BBQ Lunch with us!!
LUNCH IS IN THE SUB BALLROOM

Brisket/Brisket Sandwiches

Beans

Potato Salad

Desserts

****11:30-1:00****

RANCH DAY

TUESDAY APRIL 18TH



The Texas 36 Apparel shoe trailer will be on the Hill from 10am-1pm near Schaefer Hall!! Stop by, check out their inventory, and buy yourself some new shoes!!





Participate in any game and get a ticket
for the Small Door Prizes

\$5-\$10 Gift Cards, T-Shirts, Drinks,
Snacks and Other small items

WIN a game and get a ticket for the
GRAND PRIZES

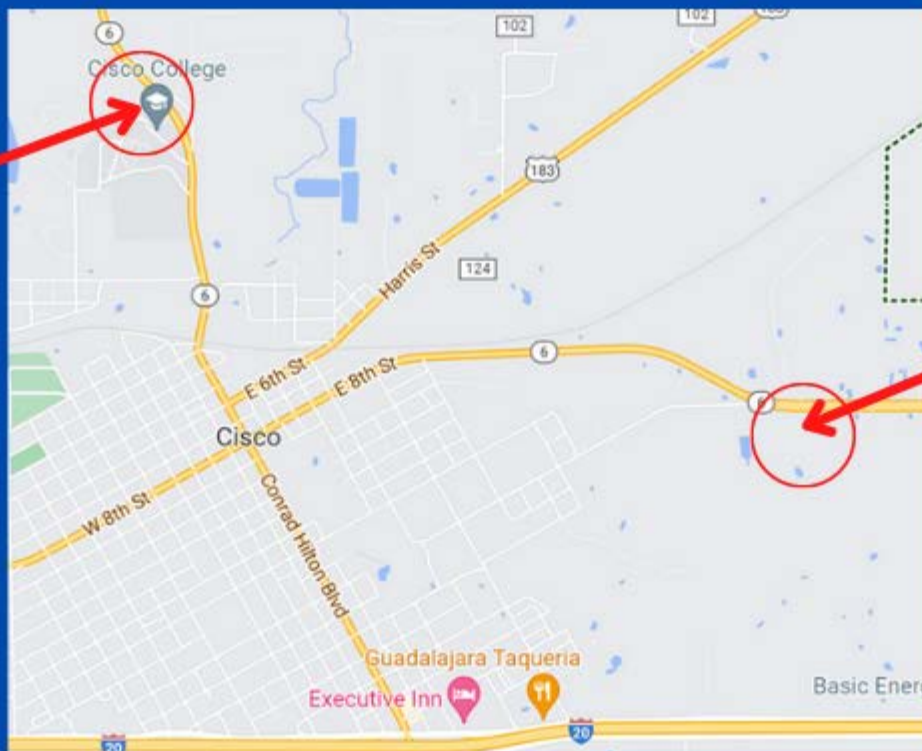
Grand Prize - 43" Flat Screen TV

Bluetooth Speakers, Massage Gun, Headphones,
Weighted Blanket, \$50 & \$25 Amazon Gift Cards & More



More FUN out at the Rodeo Arena
2:00-4:30

Cisco
College



Rodeo
Arena
7801 Hwy 6
Cisco, TX

Standing Committee End-of-Year Report

Committee:
Distance Education Advisory Committee

Academic Year:
2022-2023

Committee Chairperson:
Audrey Buchanan

Please list all meetings, dates, and attendees:

Meeting	Meeting date	Attendees
Fall DEA Committee Meeting	November 14, 2022	Audrey Buchanan, Sheron Caton, Crystal Rolison, Lauren Hatton, Meredith Little
Spring DEA Committee Email Discussion and Vote	April 20 - May 9, 2022	Audrey Buchanan, Sheron Caton, Crystal Rolison, Lauren Hatton, Meredith Little, Tianay Bralley, Kim Torress
DEA Planning Meeting	November 2, 2022	Audrey Buchanan, Sheron Caton

Please list any recommended changes to the committee purpose, responsibilities, procedures/guidelines, and membership:

No recommended changes of purpose, responsibility, or guidelines. As for membership, it is recommended that faculty assigned to this committee teach distance education courses, as this is not the first year that faculty who do not teach distance education have been assigned to this committee. In addition, it would be appreciated if all committee positions could be filled. Paris Dorn should be removed from membership, as she did not attend meetings or participate.

Describe or list the work completed by the committee this year (activities, actions, planning, process updates, collaborations, etc.):

Reviewed last year's faculty survey, considered options to help facilitate active opportunities for professional development, planned to host a "Communities of Practice" event for Spring (which did not occur due to planning issues and scheduling), members were asked to report on a Go2Knowledge session, attended the QEP speaker session and faculty show & tell sessions put on by Sheron, some members provided feedback to Sheron's survey about plagiarism preferences throughout the college, and voted in a new chair for the committee.

List any committee recommendations for related departments or administration:

The recommendation of the Distance Education Advisory Committee remains the same as last year. The recommendation of the committee is that the college immediately pursue hiring at least one additional employee in the Distance Education Department.

Explanation: Although Sheron is fantastic at her job, which is clearly shown by some of the data collected in the 2021-2022 survey, provided as an attachment, and her commitment to the college, there is no way that a team of one can provide support for all faculty members teaching in the online environment. The data in the survey shows that the college has room to grow, particularly when implementing the Online Course Design Checklist, which is one of the foundations of the QEP. Without sufficient support, it will be impossible for the Distance Education Department to pursue new goals and creatively help faculty grow and learn as instructors.

Recommendations and continued work for next year's committee:

Agenda Items for Fall: The committee will co-lead the Unichex replacement process and include that the committee prioritize the use and review of the Online Course Design Checklist throughout the 2023-2024 school year.

Committee Chair elected for upcoming year:

Meredith Little

Faculty/Staff Committee requests for next academic year:

Name	First committee choice:	Second committee choice:
Kim Torres	Distance Education Advisory Committee	
Meredith Little	Distance Education Advisory Committee	
Audrey Buchanan	Food/ Student Need Committee - Abilene	Distance Education Advisory Committee
Lauren Hatton	Dual Credit Committee	Safety Committee - Cisco OR Student Needs Committee - Cisco
Crystal Rolison	Distance Education Advisory Committee	Campus Activities -- Abilene
Paris Dorn	Did not respond with preferences or attend meetings	

Please attach all meeting agendas, minutes or notes and any other relevant documents.

Submit EOY report through this form by May 31st. EOY reports will be compiled for review by the Faculty Senate and Executive Council.

Meeting agendas, minutes, notes, other relevant documents

Committee_EOY-report- Distance Education Advisory Committee 21-22 (2).doc

Distance Education Advisory Committee Agenda 11_14_22.pdf

Distance Education Advisory Committee Minutes 3_20_2023.pdf

Distance Education Advisory Committee

Meeting Agenda 11/14/22

Zoom Link: <https://zoom.us/j/93082986773>

Meeting ID: 930 8298 6773

Record Committee Attendance

Audrey Buchanan

Sheron Caton

Crystal Rolison

Lauren Hatton

Meredith Little

Review of 2022 Committee Activity

- Creation of survey.
- Received feedback from 41 faculty members.
- Committee's recommendation for upcoming year (22-23): It was the singular recommendation of the Distance Education Advisory Committee that the college immediately pursue hiring at least one additional employee in the Distance Education Department.

Beginning-of-Semester Survey for Faculty to Evaluate Professional Development

Preferences

- Questions/Issues to include:
 - To-Date participation in Professional Development opportunities offered
 - Potential teaching practices that would be of interest
 - Interest in Distance Education Communities of Practice on feedback
 - Digital Teaching and Learning – Use of Web-enhancement
 - What would incentivize you to engage in Professional Development
 - Topics
 - Value
 - Time
 - Overwhelmed
 - What other Prof. Development resources do you engage with?

- Improvements have you made in your course based on something you've learned?
- What concerns do you have with Digital Teaching and Learning?
 - Academic integrity
 - Proctoring
- How feasible would it be for you to add professional development to your current workload?
 - How many classes are you currently teaching?
- Timeline:
 - Committee members can submit survey questions until **December 8th**.
 - The Committee Chair creates a mock survey to send to the Sheron for review before Spring Convocation Handouts are due (date unknown).
 - Committee Chair finalizes questions and prepares a handout to survey to faculty at Spring Convocation or in early February.
 - Looking into the possibility of incentivizing participation in this survey by including a raffle?

Schedule Date for Committee to Host “Communities of Practice on Feedback”

- Set a date to host a Communities of Practice Session for Professional Development on both the Abilene and Cisco Campuses.
 - Topic: Feedback
 - Session Format: Discussion-based and oriented for practical applications
 - Participants will be encouraged to watch one webinar (selected from Go2Knowledge by Committee) or read a researched article (possibly from TCCTA) before attendance
 - Participants will be asked to provide an assignment for review by peers
 - Committee Chair will facilitate small group discussions
 - Potential sponsor for food/beverages
 - **Proposed Dates: February 23, 24 OR March 30, 31**

- Action item for Distance Education Committee Members: locate [one Go2Knowledge Webinar](#) that might be of interest regarding the topic of feedback and send it to the Committee Chair.

Additional Items or Concerns

January 5th

Guest Speaker – Humanizing Online Learning

Items Tabled in Spring for Further Discussion in 22-23:

1. Master Course Shells
2. Peer Evaluation
3. Committee Emphasis on Course Design Checklist (and helping Distance Education meet goals)

Committee Goals and Priorities

- Purpose: To advise the distance learning services to ensure excellence in distance education opportunities for students and support the instructional needs of online, hybrid, and dual credit faculty. To fulfill this purpose, the committee strives toward the following goals:
 - To survey distance learning faculty and review data/results related to course evaluations in order to identify potential issues related to success, quality or effectiveness and make recommendations for the improvement of distance learning programs.
 - To provide a forum for sharing and collaboration among distance learning faculty and assist the ex officio members in disseminating and receiving information from disciplines and programs.
 - To review current policies, standards, and procedures of distance learning.
 - To advise on future initiatives, technologies, and services.
 - Act as mentor to new or new-to-online faculty. (New role from Pathways Initiative.).

Distance Education Advisory Committee Updates and Motions

17 messages

Audrey Buchanan <audrey.buchanan@cisco.edu>

Thu, Apr 20, 2023 at 5:12 PM

To: Paris Dorn <paris.dorn@cisco.edu>, Kimberly Torres <Kimberly.Torres@cisco.edu>, Crystal Church <crystal.rolison@cisco.edu>, Meredith Little <meredith.little@cisco.edu>, Lauren Hatton <Lauren.Hatton@cisco.edu>, Sheron Caton <sheron.caton@cisco.edu>, Tianay Bralley <tianay.bralley@cisco.edu>, Klarissa Myers <klarissa.myers@cisco.edu>

Good afternoon,

The spring semester is swiftly coming to a close, and I'd like to open up an asynchronous committee meeting via email. To be considered as "attending" this meeting, please respond at least once with feedback or thoughts about some of the action items and questions below.

I. Stepping Down as Chair

This spring I took over Martha Montgomery's responsibilities for the Food Pantry, and I underestimated the time commitment that would be required to fill that position. Due to this change in responsibility and my heavy involvement in the Food Pantry committee, I plan to step down from the position of chair for this committee. Sheron, Tianay, and Klarissa are ex-officio members, and Kim has served previously as chair.

II. New Chair for Fall 2024

Is someone else willing and able to step in as chair of this committee next year?

III. Objectives

The two objectives we discussed in the fall were to survey faculty about professional development, and facilitate a "communities of practice" discussion session for faculty. I propose that we table these objectives until the fall.

That being said, our primary objective is to support Sheron when she asks for our input, which we did not accomplish this spring as no members of our committee provided feedback about the survey she sent out for review.

IV. Recommendation for End-of-Year Report

I plan to submit our end-of-year report with the same recommendation as last year -- that the college immediately pursue hiring at least one additional employee in the Distance Education Department to support faculty and staff and promote the development and quality of our online courses.

V. Feedback

To wrap up, I'd like to invite each of you to participate by providing a little feedback about the online resources available for faculty so that we can examine future objectives for this committee. Please respond with your thoughts about one of the following questions:

- What are your thoughts about the resources we have to develop our online courses?
- Which resources do you utilize when creating online content for your courses?
- Did you attend the beginning-of-term session with a QEP speaker? If so, would you be interested in attending more sessions like this?

I look forward to seeing your responses, and thanks for being willing participants while I've been committee chair.

--

Tianay Bralley <Tianay.Bralley@cisco.edu>
To: Audrey Buchanan <audrey.buchanan@cisco.edu>

Fri, Apr 21, 2023 at 9:07 AM

Yes, I think having a beginning-of-term session is a great idea. We all can benefit from any communication.

I do not teach now so I do not create online courses.

I do feel that online is a good fit for most of our students.

[Quoted text hidden]

--
--



Tianay Bralley
Director of Dual Credit
Cisco College--Abilene Educational Center
717 East Industrial Blvd
Abilene, TX 79602
Office: 325-794-4510
Cell: 254-631-1252
Fax: 325-692-2530

The Mission of Cisco College is to provide quality, affordable, educational opportunities to meet the diverse academic, technical and career needs of the students and communities we serve.

Crystal Church <Crystal.Church@cisco.edu>
To: Audrey Buchanan <audrey.buchanan@cisco.edu>

Sat, Apr 22, 2023 at 12:14 PM

Cc: Paris Dorn <paris.dorn@cisco.edu>, Kimberly Torres <Kimberly.Torres@cisco.edu>, Crystal Church <crystal.rolison@cisco.edu>, Meredith Little <meredith.little@cisco.edu>, Lauren Hatton <Lauren.Hatton@cisco.edu>, Sheron Caton <sheron.caton@cisco.edu>, Tianay Bralley <tianay.bralley@cisco.edu>, Klarissa Myers <klarissa.myers@cisco.edu>

Audrey, thank you for the time and energy you have dedicated to this committee and distance learning at Cisco. It is much appreciated!

I would like to apologize to Sheron. I honestly thought I responded to the survey email. I'll go look again.

It has been so long since I began teaching online courses that I'm really not sure what is available for first-time content creators. I do know that we could do so much more if the college was willing to invest in more people in the DL office. I see a strong lack of commitment to and understanding of our online learning environment from our administration. That is a problem.

My main concern for DL remains having an appropriately staffed office and being careful to not prescribe requirements for courses across the board. What I need in my online speech class is very different from what is needed in an online math or science class. Coming up with a broad list of requirements that will not work for everyone is not something I can support.

That said, we have to have some sort of standard to be sure every course at Cisco College is taught at the college level and not an easily created fluff course that does not require anything from students or faculty. Having said that, I'm not sure I retain the diplomacy needed to chair a committee.

Again, many thanks to Audrey for her service to the college and this committee. The Food Pantry is lucky to have you.

Crystal

On Thu, Apr 20, 2023 at 5:11 PM Audrey Buchanan <audrey.buchanan@cisco.edu> wrote:

[Quoted text hidden]

--

Crystal Church Rolison
Professor of Speech Communication
Cisco College, Abilene Educational Center

Lauren Hatton <Lauren.Hatton@cisco.edu>

Mon, Apr 24, 2023 at 10:48 AM

To: Audrey Buchanan <audrey.buchanan@cisco.edu>

Cc: Paris Dorn <paris.dorn@cisco.edu>, Kimberly Torres <Kimberly.Torres@cisco.edu>, Crystal Church <crystal.rolison@cisco.edu>, Meredith Little <meredith.little@cisco.edu>, Sheron Caton <sheron.caton@cisco.edu>, Tianay Bralley <tianay.bralley@cisco.edu>, Klarissa Myers <klarissa.myers@cisco.edu>

Hello all,

I also thought I did a survey for the distance committee, but it may have been something else that I am thinking of. I apologize for missing that.

I found the Canvas online training helpful when I hired on, though not all of it applied to my courses directly due to the nature of the content. I feel the online course design checklist provides enough flexibility to allow instructors to organize it in their own way as long as it is clear and easy to navigate, though most of the required information in the syllabus is repeated there and that can feel redundant. I do feel that some of the items on the checklist do not apply to all courses, but it gives an overall idea of what the goals of a course are. Most of my classes are face-to-face or hybrid, so a true online course would look different. I do find the faculty resources folder in Canvas helpful when locating forms or information.

I attended the QEP speaker presentation at the beginning of the semester and loved the idea of the liquid syllabus, though when presented, it was too late to be incorporated into the current semester. I thought the material presented was great and had a wide range of applications for various course types. I would attend more sessions like this in the future.

Our department has worked through the curriculum committee to add a new course offering this fall in environmental science that I will be teaching for lecture and lab. Given the time requirements to get that up and running while planning out new labs, I do not anticipate having the time to take over the committee chair position. I do appreciate all the hard work that goes into it! Thank you Audrey!

Lauren Hatton

On Thu, Apr 20, 2023 at 5:11 PM Audrey Buchanan <audrey.buchanan@cisco.edu> wrote:

[Quoted text hidden]

Meredith Little <meredith.little@cisco.edu>

Mon, Apr 24, 2023 at 3:14 PM

To: Audrey Buchanan <audrey.buchanan@cisco.edu>

Hello Audrey,

I apologize. I thought I had completed and submitted the survey. My answers are below. What are the feelings about Quality Matters at Cisco? I'm a new hire, so I'm not sure of what's been done or what's on the table.

What are your thoughts about the resources we have to develop our online courses?

The Canvas training assigned to me was very beneficial. Also, being able to email Canvas Help whenever I have a question or issue is extremely helpful.

Which resources do you utilize when creating online content for your courses?

I make sure to use the tools that students need in order to gauge their success in an online class such as the grade book. I make sure it's current. The one thing I've implemented the last couple of semesters is a weekly report at the top of every module. It's a "what to expect" and a to do list for the week. I also use the Home page to remind students to read the weekly report and link them to the weekly module. I link the weekly report as well. I do this for online and face-to-face classes. I've noticed a decrease in emails from students confused about expectations.

Did you attend the beginning-of-term session with a QEP speaker? If so, would you be interested in attending more sessions like this?

Yes, I found the session very beneficial. I'm in the process of creating my welcome video after listening to our first guest speaker.

Meredith Little
Professor of Government and History
Cisco College
Cisco Campus
Faculty Office Building 9 (office hours MWs 12:45 - 3:15 p.m.)
Office: 325-939-4152
meredith.little@cisco.edu



On Thu, Apr 20, 2023 at 5:11 PM Audrey Buchanan <audrey.buchanan@cisco.edu> wrote:

[Quoted text hidden]

Audrey Buchanan <audrey.buchanan@cisco.edu>

Tue, Apr 25, 2023 at 4:39 PM

To: Paris Dorn <paris.dorn@cisco.edu>, Kimberly Torres <Kimberly.Torres@cisco.edu>, Crystal Church <crystal.rolison@cisco.edu>, Meredith Little <meredith.little@cisco.edu>, Lauren Hatton <Lauren.Hatton@cisco.edu>, Sheron Caton <sheron.caton@cisco.edu>, Tianay Bralley <tianay.bralley@cisco.edu>, Klarissa Myers <klarissa.myers@cisco.edu>

Good afternoon, everyone,

Thanks for your responses so far! I appreciate the brief responses of what is helpful, interesting, and concerning about creating and maintaining online courses. Crystal, thanks for your note about administration understanding and investing in the online learning environment at our college. Lauren, I'm excited to hear about the new course your department is working on; it's always great to hear about innovation on campus! And Meredith, thanks for sending me a question about Quality Matters. I'll look into that resource and learn more. I know that Sheron has included an interesting option for professional development, Go2Knowledge, that has some good webinars.

I will be completing our End-of-Year Report for this committee next week, so please be sure to send along any additional comments you have by next week, Monday May 1.

I know that most of the faculty members on this committee are either involved in multiple committees, are heading the implementation of new classes, are directors of a student service, or are new to this committee (and even the college). We are a little short-staffed on our committee this Spring, so hopefully that will change in the Fall. If you haven't already responded about your willingness to chair this committee, please consider if you'd be able to serve in this role.

Thanks,

[Quoted text hidden]

Audrey Buchanan <audrey.buchanan@cisco.edu>

Tue, Apr 25, 2023 at 4:46 PM

To: Meredith Little <meredith.little@cisco.edu>

Hi Meredith,

I'd be happy to have a Zoom chat or phone call about the responsibilities if you have any questions or concerns, and I hope you'll keep considering the position. The college is always in need of good people willing to serve.

Thanks for considering it, and I look forward to hearing what you decide.

[Quoted text hidden]

Meredith Little <meredith.little@cisco.edu>
To: Audrey Buchanan <audrey.buchanan@cisco.edu>

Wed, Apr 26, 2023 at 3:35 PM

Thank you for your thoughtful email! I will take the position. I will definitely need to talk to you and any material you think would be helpful, I will take gladly.

[Quoted text hidden]

Audrey Buchanan <audrey.buchanan@cisco.edu>
To: Sheron Caton <sheron.caton@cisco.edu>
Cc: Paris Dorn <paris.dorn@cisco.edu>, Kimberly Torres <Kimberly.Torres@cisco.edu>, Crystal Church <crystal.rolison@cisco.edu>, Meredith Little <meredith.little@cisco.edu>, Lauren Hatton <Lauren.Hatton@cisco.edu>, Tianay Bralley <tianay.bralley@cisco.edu>, Klarissa Myers <klarissa.myers@cisco.edu>

Wed, Apr 26, 2023 at 5:07 PM

Sheron,

Thank you. Committee members, please be sure to participate in the survey to help provide good feedback about Unichex and plagiarism detection systems.

Agenda Items for Fall: I will make up a meeting agenda for the Fall by the end of the semester and send it out so that the new chair can edit and update as needed. I will include that the committee will co-lead the Unichex replacement process and include that the committee prioritize the use and review of the Online Course Design Checklist throughout the 2023-2024 school year.

Committee Placement Requests: Heather has asked that committee chairs include committee placement requests for next year in our End-of-Year Reports. I will record each of your requests in my report. **The End-of-Year Report form notes that this is the only method for committee recommendations. Committee assignment requests will not be solicited or accepted through email, so please send me a response listing your top two preferences for committee service.**

Volunteer for Chair: Meredith Little, Government and History Professor on the Cisco Campus, has graciously volunteered to take on the chair position next year. Thank you Meredith for volunteering! **Committee members, I motion to elect Meredith Little to the position of Distance Education Advisory Committee Chair; any responses (in favor or not in favor) to this election are welcome for submission by Monday, May 1st.**

Thank you all for your participation in our email chain this spring. Here's to continuing to have good conversations about online learning in this committee!

[Quoted text hidden]

Audrey Buchanan <audrey.buchanan@cisco.edu>
To: Meredith Little <meredith.little@cisco.edu>

Wed, Apr 26, 2023 at 5:54 PM

Meredith,

Amazing! Thank you so much for volunteering. I will gather some materials together next week and send them along! I'm free to chat any time about committee questions and needs.

I look forward to working with you, and I hope you have a great last week of school!

[Quoted text hidden]

Crystal Church <Crystal.Church@cisco.edu>
To: Audrey Buchanan <audrey.buchanan@cisco.edu>

Wed, Apr 26, 2023 at 6:14 PM

Cc: Sheron Caton <sheron.caton@cisco.edu>, Paris Dorn <paris.dorn@cisco.edu>, Kimberly Torres <Kimberly.Torres@cisco.edu>, Crystal Church <crystal.rolison@cisco.edu>, Meredith Little <meredith.little@cisco.edu>, Lauren Hatton <Lauren.Hatton@cisco.edu>, Tianay Bralley <tianay.bralley@cisco.edu>, Klarissa Myers <klarissa.myers@cisco.edu>

I'll second and vote aye! Thank you, Meredith.

[Quoted text hidden]

[Quoted text hidden]

Lauren Hatton <Lauren.Hatton@cisco.edu>

Thu, Apr 27, 2023 at 11:34 AM

To: Crystal Church <Crystal.Church@cisco.edu>

Cc: Audrey Buchanan <audrey.buchanan@cisco.edu>, Sheron Caton <sheron.caton@cisco.edu>, Paris Dorn <paris.dorn@cisco.edu>, Kimberly Torres <Kimberly.Torres@cisco.edu>, Crystal Church <crystal.rolison@cisco.edu>, Meredith Little <meredith.little@cisco.edu>, Tianay Bralley <tianay.bralley@cisco.edu>, Klarissa Myers <klarissa.myers@cisco.edu>

I vote for Meredith. Thanks for taking that on.

Sheron, I did complete the survey. Let me know if you need anything else.

Thanks!

[Quoted text hidden]

Sheron Caton <sheron.caton@cisco.edu>

Wed, May 3, 2023 at 11:27 AM

To: Audrey Buchanan <audrey.buchanan@cisco.edu>

Hi Audrey,

These committee members did not complete the survey:

- Paris Dorn
- Meredith Little

Tianay and Klarissa didn't either, but I didn't expect them to, as they are not in teaching roles.



Sheron Caton
Director of Distance Education
(325) 794-4530 | sheron.caton@cisco.edu
Abilene Educational Center
717 E. Industrial Blvd., Abilene, TX, 79602



The Mission of Cisco College is to provide quality, affordable, educational opportunities to meet the diverse academic, technical, and career needs of the students and communities we serve.

On Wed, Apr 26, 2023 at 3:09 PM Sheron Caton <sheron.caton@cisco.edu> wrote:

[Quoted text hidden]

Audrey Buchanan <audrey.buchanan@cisco.edu>

Wed, May 3, 2023 at 1:29 PM

To: Sheron Caton <sheron.caton@cisco.edu>

Thanks for the update, Sheron.

I'll be sure to report this in the End-of -Year Report.

I hope you got some good feedback from other (non-committee) faculty in the survey!



Standing Committee End-of-Year Report
Committee: Distance Education Advisory Committee
Academic Year: 2021-2022
Committee Chair: Audrey Buchanan

Statistical Information

- Number of meetings and dates: One meeting each semester.
 - Fall Meeting: November 16, 2022
 - Spring Meeting: March 19, 2022
 - Who attended each meeting:
 - Fall Meeting: Kim Torres, Klarissa Myers, Lauren Hatton, Tianay Bralley, Crystal Rolison, and Sheron Caton. (Sean Kim did not attend or participate).
 - Spring Meeting: Kim Torres, Klarissa Myers, Tianay Bralley, Crystal Rolison, Sheron Caton, and Audrey Buchanan. (Lauren Hatton could not attend due to class conflict. Sean Kim did not attend or participate.)
 - Personnel changes through the year: None. Though it is recommended that Sean Kim be placed on a different committee due to his lack of participation.

Committee Chair elected for the upcoming year: Audrey Buchanan

Summary of Current Year Committee Activity

- Committee purpose and responsibilities: To advise the distance learning services to ensure excellence in distance education opportunities for students and support the instructional needs of online, hybrid, and dual credit faculty.
- Statement of committee purpose: Advising distance learning really means supporting Sheron in any way that the committee can. It is our goal that in the next few years this committee can put procedures and rhythms in place that help the distance education department.
- Statement of committee responsibilities: To survey distance learning faculty, provide a forum for collaboration among distance learning faculty, review current policies, standards, and procedures for distance learning, and advise on future initiatives, technologies, and services.
- Statement of committee procedures and guidelines: The committee has met once a semester with an open floor policy. The committee is a forum of peers and ideas are shared freely and openly in order to promote creative and critical thinking.
- Committee goals: Create and send out a survey of distance education faculty to gather data about distance education.

Goals or issues addressed by committee:

In the fall, the committee addressed a few ideas that we could implement during the spring semester. Proposals included: Implementing a review process of courses and instructors, rewriting policies for online course review, peer-mentoring for new faculty, better implementing/emphasizing the online

Attach meeting minutes or notes and any other relevant documents. Submit EOY report to the Assistant to the VPI by email.

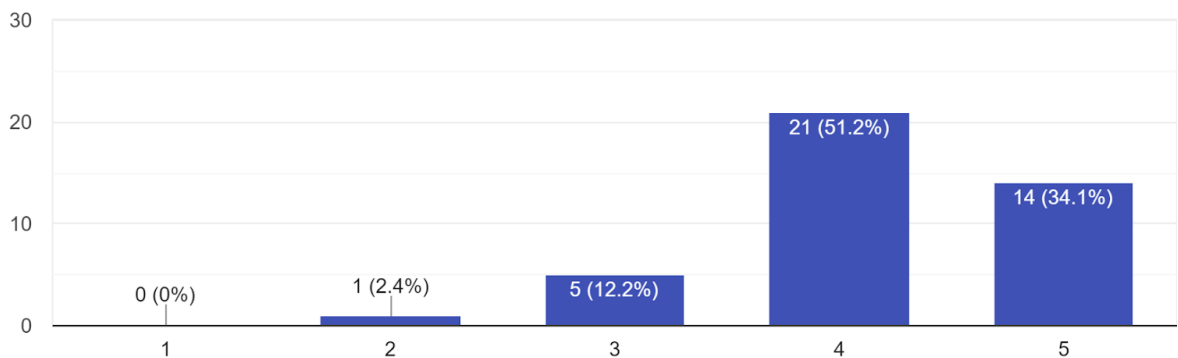
*Effective 2014
Updated Fall 2021*

course design checklist, surveying faculty to know where to begin with better supporting faculty, and the possibility of creating departmental examples of online courses.

In the spring, the committee convened to discuss the creation of an end-of-semester survey for faculty. The committee discussed what types of questions needed to be included in the survey. The committee chair compiled the questions and sent the survey to faculty April 25. 41 faculty members responded to the survey. Some survey results are included below:

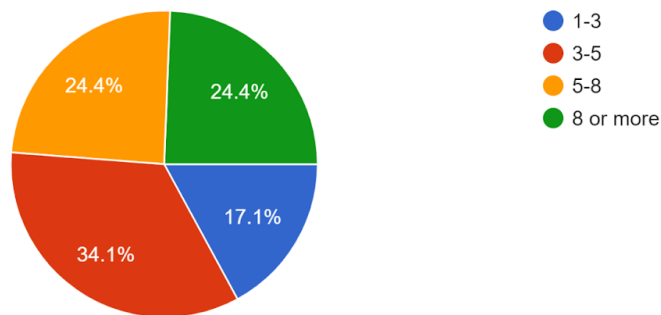
How confident do you feel in your ability to use the online tools that are needed for your current approach to online instruction?

41 responses



How many hours per week on average do you estimate you spend building, maintaining, or adding to your online courses?

41 responses

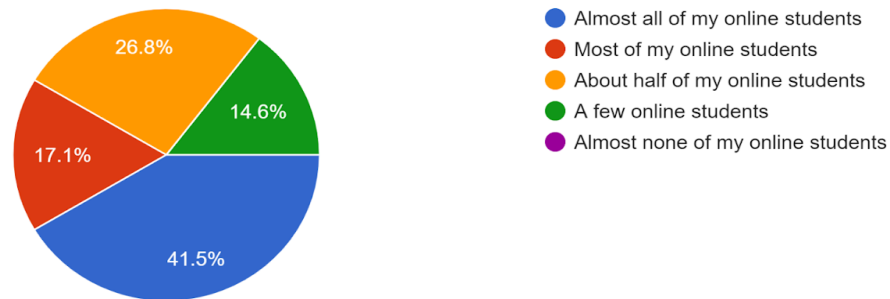


Attach meeting minutes or notes and any other relevant documents. Submit EOY report to the Assistant to the VPI by email.

*Effective 2014
Updated Fall 2021*

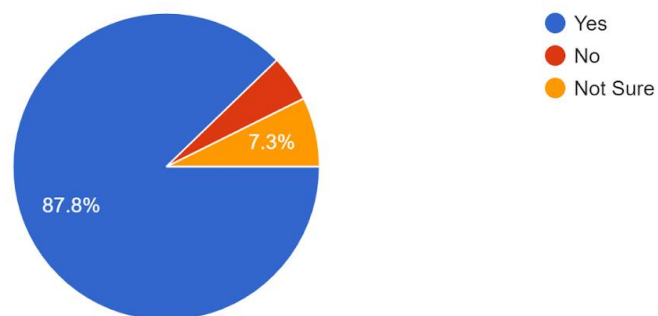
In an average week, how many students in your online courses have you communicated with?
(Examples of communication include: Video Confer... Messaging, Providing Annotated Feedback, etc.)

41 responses



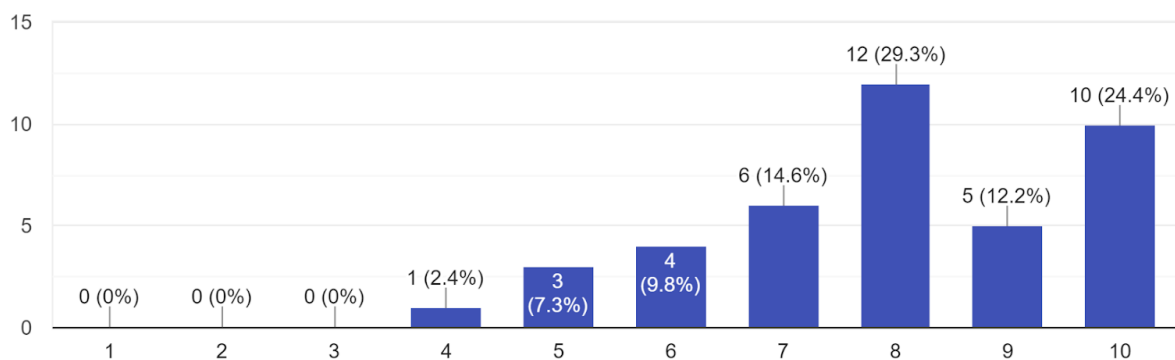
Have you reviewed the concepts from the online course design checklist within the last year?

41 responses



How much of your online course structure is based on the criteria listed in the online course design checklist?

41 responses

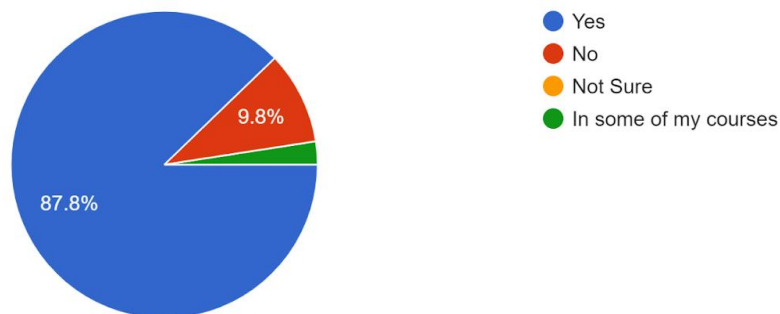


Attach meeting minutes or notes and any other relevant documents. Submit EOY report to the Assistant to the VPI by email.

*Effective 2014
Updated Fall 2021*

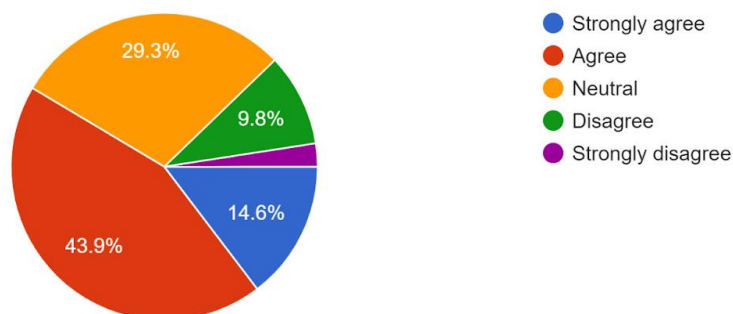
Are you currently using modules to organize your online course materials?

41 responses



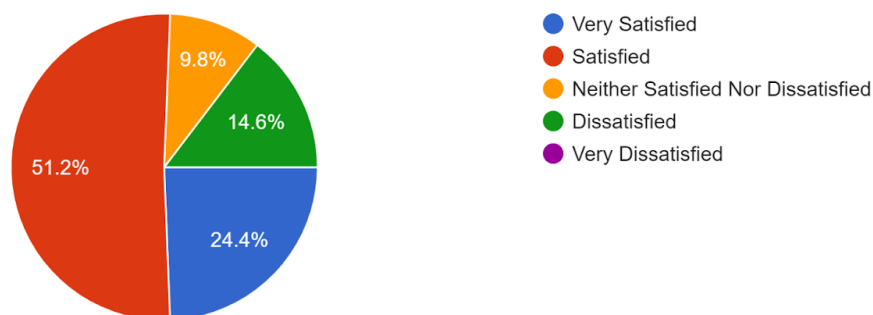
Cisco College is achieving an ideal digital learning environment.

41 responses



As an instructor, how satisfied are you with the support that Cisco College provides for teaching online courses?

41 responses



Attach meeting minutes or notes and any other relevant documents. Submit EOY report to the Assistant to the VPI by email.

*Effective 2014
Updated Fall 2021*

In response to the prompt “Please detail how the college might better support your role as an online instructor,” 11 of 30 faculty members mentioned that additional employees in the distance education department would be beneficial. Four faculty members noted to the committee chair that they did not fill out the form as critically as they might have because they knew that the one member of the Distance Education Department could not possibly work any more than she already does. In fact, every comment left about the work Sheron does throughout the survey was positive; the note for improvement was solely focused on finding help for her department. Some other faculty responses noted that they try not to ask questions throughout the year because they know how busy the member of the Distance Education Department is.

Written responses from the survey have been attached with this report. All survey results can be viewed by following this link:

https://docs.google.com/forms/d/1bINqBBs_OcgzbqAU9FPjNiSnb4YI43jNPBSep3E_52g/viewanalytics

Actions taken or recommendations made:

Recommendations for Upcoming Year

1. It is the recommendation of the Distance Education Advisory Committee that the college immediately pursue hiring at least one additional employee in the Distance Education Department.

Explanation:

Although Sheron is fantastic at her job, which is clearly shown by some of the data collected in this survey and her commitment to the college, there is no way that a team of one can provide support for all faculty members teaching in the online environment. The data in the survey shows that the college has room to grow, particularly when implementing the Online Course Design Checklist, which is one of the foundations of the QEP. Without sufficient support, it will be impossible for the Distance Education Department to pursue new goals and creatively help faculty grow and learn as instructors.

Attach meeting minutes or notes and any other relevant documents. Submit EOY report to the Assistant to the VPI by email.

*Effective 2014
Updated Fall 2021*

Standing Committee End-of-Year Report

Committee:
Dual Credit Committee

Academic Year:
2022-2023

Committee Chairperson:
Terra Snyder

Please list all meetings, dates, and attendees:

Meeting	Meeting date	Attendees
1	March 7, 2023	Nole Hadaway, Rachel Bishop, Beth Jackson, Terra Snyder, Heather Hicks, Nathan Monroe, Tianay Bralley, Bill Hagood
2	April 4, 2023	Beth Jackson, Nole Hadaway,, Tianay Bralley, Tom Bell,, Nathan Monroe, Terra Snyder
3	April 27, 2023	Nole Hadaway, Rachel Bishop Nathan Monroe, Tianay Bralley, Terra Snyder, Bill Hagood
Ongoing	Ongoing	Via Email

Please list any recommended changes to the committee purpose, responsibilities, procedures/guidelines, and membership:
None

Describe or list the work completed by the committee this year (activities, actions, planning, process updates, collaborations, etc.):

Aided in MOU update, planned summer professional development for high school facilitators, discussed Health Care Academy, discussed reviewing dual credit sites, discussed part-time employee evaluations, discussed keeping the same faculty teaching the dual credit courses where possible

List any committee recommendations for related departments or administration:

The Committee recommends Nathan or dual credit faculty from Cisco review dual credit sites at the beginning of the Fall semesters, on-site dual credit faculty be evaluated by division chair yearly-ideally in the middle of the Fall semesters, summer professional development added to the calendar at the end of the summer, but before two-a-days, the same faculty should continue to teach the dual credit sections when possible

Recommendations and continued work for next year's committee:
nothing at this time

Committee Chair elected for upcoming year:
Pending-Either Bill Hagood or Terra Snyder

Faculty/Staff Committee requests for next academic year:

Name	First committee choice:	Second committee choice:
------	-------------------------	--------------------------

Terra Snyder	Dual Credit Committee
Bill Hagood	Dual Credit Committee
Nole Hadaway	Dual Credit Committee
Beth Jackson	Dual Credit Committee
Rachel Bishop	Dual Credit Committee
Tom Bell	Dual Credit Committee

Please attach all meeting agendas, minutes or notes and any other relevant documents.

Submit EOY report through this form by May 31st. EOY reports will be compiled for review by the Faculty Senate and Executive Council.

Meeting agendas, minutes, notes, other relevant documents

Dual Credit Committee Meeting Minutes April 4th.docx

Dual Credit Committee Meeting Minutes March 7th.docx

Dual Credit Committee Meeting Minutes April 26th.docx

Same Instructor Communication.docx

Dual Credit Committee Meeting

March 7, 2023

Minutes

Those present included Nole Hadaway, Rachel Bishop, Beth Jackson, Terra Snyder, Heather Hicks, Nathan Monroe, Tianay Bralley and Bill Hagood.

I. Health Care Academy

Cisco College and have partnered together to offer courses to high school students in the healthcare field.

Jett has more information on this partnership.

Rachel mentioned that the department struggles with support.

Rachel mentioned that they are ramping up health care sciences in high schools.

Tianay asked about forms that could be filled out regarding these courses, and suggested putting the form on the website under dual credit.

Flyers will be distributed for promotion.

Jett will need to visit with Tianay and Nathan.

Committee keep in mind and talk to colleagues regarding dual credit experiences and how we can handle it and bring back to committee.

Should we promote dual credit in the summer? Jim Ned is the only school committed.

HB 8 could make changes with dual credit and communication

II. Reviewing Dual Credit Sites

Briefly reviewed SACS requirements.

Struggled with showing that we monitor sites in last reaffirmation

How do we know spaces are efficient?

MOU or agreement established at beginning

At whose cost?

It is on Cisco if we give credit for course

Academic courses-the instructor should be sufficient.

Rachel-Director of program

How often would it make sense to do this type of review?

What things need to be reviewed?

How often do we need to review?

Rachel-annually would be good unless new program is offered.

Heather-annually by instructional staff.

Could MOU that we already have be tweaked?

Tianay and Nathan look at MOU.

Suggestions from committee for form.

Heather will take a stab at writing the process.

III. PT Employee Evaluations

SACS requires faculty evaluation.

We need a policy update regarding part-time faculty.

Gather feedback regarding the appropriate and manageable way to regularly evaluate dual credit faculty.

Implement process/policy.

Communicate this to dual credit schools.

Dual Credit Committee Meeting

April 4, 2023

Agenda

Present-Beth Jackson, Nole Hadaway, Tianay Bralley, Tom Bell, Nathan Monroe, Terra Snyder

I. Health Care Academy

A. Form

*Update from Nathan-Hendrick pulled back from paying 100%. They agreed on paying for one class a semester for 8 semesters.

*Jett has scholarship form and Health Care Academy form

B. Flyers

*Jett and Hendrick are in the process of creating flyers.

C. Summer Dual Credit Promotion

*Summer dual credit is coming in, primarily with Jim Ned for stand alone courses. Other schools will enroll in general population courses. Jim Ned has also asked for a Maymester speech.

II. Reviewing Dual Credit Sites

A. Who

*This will probably be Nathan or faculty that goes out to the site-then report to Nathan.

B. What-MOU

*2.11

*Nathan feels comfortable evaluating property.

*On site dual credit faculty need to be evaluated by division chair yearly-ideally mid fall semester.

*Possible summer professional development with dual credit faculty (primarily on-site faculty).

*We need to ensure a dual credit collaboration with division chairs.

*3.5

*Nathan will do his best to ensure oversight

*3.6

*MOU should be non-negotiable, overseen by dual credit and division chairs.

*3.7

*High school WILL provide facilitator/observer

*Nathan's goal is to be the person in charge of facilitator/observer.

C. When

*Beginning of fall semester.

D. Heather Writing Process Update

Next meeting-Wednesday April 26th @1:00 pm via Zoom.

Dual Credit Committee Meeting

April 27, 2023

Minutes

Roll Call-Nole Hadaway, Rachel Bishop, Nathan Monroe, Tianay Bralley, Terra Snyder, Bill Hagood

I. Update on MOU

- *Nathan talked to Sheron about having him assign observers for each school
- *Who the observer is will depend on each school
- *Nathan will send reminders each week for observers to check grades
- *"Facilitators" will be responsible for grade checks
- *There is a possibility that there will be different facilitators from each school

II. Summer Professional Development

- *Dual Credit will set date and get ahold of schools. They will also let the committee know.
- *This will be a face-to-face, three-hour workshop, and will possibly consist of two sessions.
- *It will be held at the end of summer before two-a-days begin
- *This will include Cisco's dual credit, Sheron, etc.

III. Site Observation Form

- *Dual Credit office will do more at the beginning of each semester to ensure that the classrooms have what they need
- *Dual Credit office will go to schools if needed

IV. Division Chair/Dual Credit Collaboration

- *Heather is going to invite dual credit to be more involved in division chair meetings

V. Elect 2023-2024 Chair

- *No quorum-chair not elected for 2023-2024

Terra Snyder <Terra.Snyder@cisco.edu>

Thu, Apr 27, 2023 at 8:36 AM

To: Tom Bell <tom.bell@cisco.edu>, Elsie Jackson <bea.jackson@cisco.edu>, Beth Jackson <Beth.Jackson@cisco.edu>, Nole Hadaway <nole.hadaway@cisco.edu>, Rachel Bishop <rachel.bishop@cisco.edu>, Tianay Bralley <Tianay.Bralley@cisco.edu>, Heather Hicks <Heather.Hicks@cisco.edu>, Nathan Monroe <nathan.monroe@cisco.edu>, William Hagood <William.Hagood@cisco.edu>

Good morning,

We will meet this afternoon via Zoom. Please see invitation below. I have attached minutes from the April 4th meeting as well as today's agenda.

Our final task for this afternoon's meeting is to elect a chair for the 2023-2024 year. Following are the members of the committee of which to select a chair:

Tom Bell
Bea Jackson
Beth Jackson
Nole Hadaway
Rachel Bishop

Also, if you would like to send me your committee requests for next year, I will add those to our end of year report. If you choose to do so, please provide first and second choices.

See you this afternoon,
Terra

Terra Snyder is inviting you to a scheduled Zoom meeting.

Topic: Dual Credit Committee
Time: Apr 27, 2023 01:00 PM Central Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/7600091272>

Meeting ID: 760 009 1272
One tap mobile
+13462487799,,7600091272# US (Houston)
+16699006833,,7600091272# US (San Jose)

Dial by your location
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 719 359 4580 US
+1 253 205 0468 US
+1 253 215 8782 US (Tacoma)
+1 669 444 9171 US
+1 564 217 2000 US
+1 646 876 9923 US (New York)
+1 646 931 3860 US
+1 689 278 1000 US
+1 301 715 8592 US (Washington DC)
+1 305 224 1968 US
+1 309 205 3325 US

+1 312 626 6799 US (Chicago)
+1 360 209 5623 US
+1 386 347 5053 US
+1 507 473 4847 US
Meeting ID: 760 009 1272
Find your local number: <https://zoom.us/j/az6DDPXN3>

2 attachments

 **Dual Credit Committee Meeting Agenda April 26th.docx**
14K

 **Dual Credit Committee Meeting Minutes April 4th.docx**
15K

Terra Bartee <terra.snyder@cisco.edu>
To: Beth Jackson <Beth.Jackson@cisco.edu>

Thu, Apr 27, 2023 at 6:39 PM

Oh happy day!! Keep me posted please ma'am!!

Sent from my iPhone

On Apr 27, 2023, at 4:58 PM, Beth Jackson <Beth.Jackson@cisco.edu> wrote:

Hello Terra,

I apologize that I missed the meeting today. I am with my daughter who is still in labor. It's her first baby and things are progressing well, but slowly.

I will read through the minutes and let me if there is anything I need to do.

I would like to be on this committee again next year.

Thank you!

Beth

[Quoted text hidden]

Terra Snyder <Terra.Snyder@cisco.edu>

Fri, Apr 28, 2023 at 8:55 AM

To: Tom Bell <tom.bell@cisco.edu>, Elsie Jackson <bea.jackson@cisco.edu>, Beth Jackson <Beth.Jackson@cisco.edu>, Nole Hadaway <nole.hadaway@cisco.edu>, Rachel Bishop <rachel.bishop@cisco.edu>, Tianay Bralley <Tianay.Bralley@cisco.edu>, Heather Hicks <Heather.Hicks@cisco.edu>, Nathan Monroe <nathan.monroe@cisco.edu>, William Hagood <William.Hagood@cisco.edu>

Hi all,

Please see minutes from yesterday's meeting attached. Also, if you would like to serve on this committee next year, please let me know.

Thank you,
Terra
[Quoted text hidden]



Dual Credit Committee Meeting Minutes April 26th.docx

15K

Terra Snyder <Terra.Snyder@cisco.edu>

Thu, May 4, 2023 at 8:29 AM

To: Tom Bell <tom.bell@cisco.edu>, Elsie Jackson <bea.jackson@cisco.edu>, Beth Jackson <Beth.Jackson@cisco.edu>, Nole Hadaway <nole.hadaway@cisco.edu>, Rachel Bishop <rachel.bishop@cisco.edu>, Tianay Bralley <Tianay.Bralley@cisco.edu>, Heather Hicks <Heather.Hicks@cisco.edu>, Nathan Monroe <nathan.monroe@cisco.edu>, William Hagood <William.Hagood@cisco.edu>

Hi all,

I have run into an issue with dual credit, and want to bring it to your attention for next year's discussions. This week is finals week at the college. The student's are also taking STAAR tests this week. In the future, I am going to have to look into possibly giving the final for the dual credit courses either the week before or the week after actual finals week to avoid conflict with the STAAR tests. What are your thoughts on this?

Terra

On Thu, Apr 27, 2023 at 8:36 AM Terra Snyder <Terra.Snyder@cisco.edu> wrote:

[Quoted text hidden]

Terra Snyder <Terra.Snyder@cisco.edu>

Tue, May 9, 2023 at 11:57 AM

To: Tom Bell <tom.bell@cisco.edu>, Elsie Jackson <bea.jackson@cisco.edu>, Beth Jackson <Beth.Jackson@cisco.edu>, Nole Hadaway <nole.hadaway@cisco.edu>, Rachel Bishop <rachel.bishop@cisco.edu>, Tianay Bralley <Tianay.Bralley@cisco.edu>, Heather Hicks <Heather.Hicks@cisco.edu>, Nathan Monroe <nathan.monroe@cisco.edu>, William Hagood <William.Hagood@cisco.edu>

Hi Everyone,

I wanted to pick your brain on an issue that has been brought to my attention from a dual credit faculty member. I will pose the issue followed by my opinion.

Should the dual credit classes be taught by the same instructor or is this something that should be rotated?

In my experience as a dual credit professor and a division chair, it is my opinion that the dual credit classes should be taught by the same professor (per location, rather online or face-to-face). I have taught the Psyc 2301 dual credit courses both online and face-to-face for at least 13 years. I have built a rapport with the faculty and facilitators at our dual credit schools, so much so that it is not uncommon for me to get text messages from facilitators at various times (including during the summers). It is often necessary to switch out professors for various reasons, but for the most part, I feel it is beneficial to stick with the same professor.

What are your thoughts? I would like for this to be mentioned in the EOY for the Dual Credit Committee.

Thank you,
Terra
[Quoted text hidden]

Rachel Bishop <rachel.bishop@cisco.edu>
To: Terra Snyder <Terra.Snyder@cisco.edu>

Tue, May 9, 2023 at 12:02 PM

Cc: Tom Bell <tom.bell@cisco.edu>, Elsie Jackson <bea.jackson@cisco.edu>, Beth Jackson <Beth.Jackson@cisco.edu>, Nole Hadaway <nole.hadaway@cisco.edu>, Tianay Bralley <Tianay.Bralley@cisco.edu>, Heather Hicks <Heather.Hicks@cisco.edu>, Nathan Monroe <nathan.monroe@cisco.edu>, William Hagood <William.Hagood@cisco.edu>

For me, I think the same professor should teach. However, if it is a big department, as long as it is all the same material, maybe offering it to other faculty members or asking that department for their thoughts would help.

Rachel Bishop, Ph.T.R., CPh.T.
Program Director, Pharmacy Technician
Cisco College
[717 E. Industrial Blvd.](#)
[Abilene, TX 79606](#)
[Office: 325-794-4441](#)

[Quoted text hidden]

Nathan Monroe <nathan.monroe@cisco.edu>

Tue, May 9, 2023 at
12:20 PM

To: Rachel Bishop <rachel.bishop@cisco.edu>
Cc: Terra Snyder <Terra.Snyder@cisco.edu>, Tom Bell <tom.bell@cisco.edu>, Elsie Jackson <bea.jackson@cisco.edu>, Beth Jackson <Beth.Jackson@cisco.edu>, Nole Hadaway <nole.hadaway@cisco.edu>, Tianay Bralley <Tianay.Bralley@cisco.edu>, Heather Hicks <Heather.Hicks@cisco.edu>, William Hagood <William.Hagood@cisco.edu>

For what it's worth, I can offer a different perspective than others might have. Bear in mind that I am well aware I do not understand the intricacies of scheduling or the perspective of the Division Chairs. When I was a Dual Credit Coordinator at Winters for three years, it was very nice to get to know the instructors who would be working with my students. I learned the teaching styles and personalities of the instructors, and I could help the students navigate their courses better for that reason. So, from that one perspective, I would say that familiarity, continuity, and consistency are all good things. That is not to say that changing it up once in a while would be the end of the world, but I liked knowing the instructors with whom I would be working.

Sincerely,



Nathan Monroe
Dual Credit Counselor
[717 E. Industrial Blvd Abilene, TX 79602](#)
Phone: 325-794-4439

The Mission of Cisco College is to provide quality, affordable,

educational opportunities to meet the diverse academic, technical, and career needs of the students and communities we serve.

[Quoted text hidden]

Tianay Bralley <Tianay.Bralley@cisco.edu>

Tue, May 9, 2023 at 12:37 PM

To: Nathan Monroe <nathan.monroe@cisco.edu>

Cc: Beth Jackson <beth.jackson@cisco.edu>, Elsie Jackson <bea.jackson@cisco.edu>, Heather Hicks <Heather.Hicks@cisco.edu>, Nole Hadaway <nole.hadaway@cisco.edu>, Rachel Bishop <rachel.bishop@cisco.edu>, Terra Snyder <Terra.Snyder@cisco.edu>, Tom Bell <Tom.Bell@cisco.edu>, William Hagood <William.Hagood@cisco.edu>

Excellent point, Nathan

[Quoted text hidden]

--
--

Tianay Bralley
Director of Dual Credit
Cisco College--Abilene Educational Center
[717 East Industrial Blvd](#)
Abilene, TX 79602
Office: 325-794-4510
Cell: 254-631-1252
Fax: 325-692-2530

The Mission of Cisco College is to provide quality, affordable, educational opportunities to meet the diverse academic, technical and career needs of the students and communities we serve.

Beth Jackson <Beth.Jackson@cisco.edu>

Tue, May 9, 2023 at 3:46 PM

To: Tianay Bralley <Tianay.Bralley@cisco.edu>

Cc: Nathan Monroe <nathan.monroe@cisco.edu>, Elsie Jackson <bea.jackson@cisco.edu>, Heather Hicks <Heather.Hicks@cisco.edu>, Nole Hadaway <nole.hadaway@cisco.edu>, Rachel Bishop <rachel.bishop@cisco.edu>, Terra Snyder <Terra.Snyder@cisco.edu>, Tom Bell <Tom.Bell@cisco.edu>, William Hagood <William.Hagood@cisco.edu>

The input from our math faculty is the same. They prefer to work with the same schools each year because of the familiarity and consistency as Nathan mentioned.

Beth

Beth Jackson
Mathematics Chair
Mathematics Professor
325-794-4468 | beth.jackson@cisco.edu
Abilene Educational Center
[717 E. Industrial Blvd.](#)
[Abilene, TX 79602](#)

The Mission of Cisco College is to provide quality, affordable, educational opportunities to meet the diverse academic, technical and career needs of the students and communities we serve.

[Quoted text hidden]

Tom Bell <Tom.Bell@cisco.edu>

Wed, May 10, 2023 at 3:05 PM

To: Terra Snyder <Terra.Snyder@cisco.edu>

Cc: Elsie Jackson <bea.jackson@cisco.edu>, Beth Jackson <Beth.Jackson@cisco.edu>, Nole Hadaway <nole.hadaway@cisco.edu>, Rachel Bishop <rachel.bishop@cisco.edu>, Tianay Bralley <Tianay.Bralley@cisco.edu>, Heather Hicks <Heather.Hicks@cisco.edu>, Nathan Monroe <nathan.monroe@cisco.edu>, William Hagood <William.Hagood@cisco.edu>

Hey - Having the same instructor for dual credit schools establishes and preserves useful consistency for students, schools and instructors.

Thanks, Bell

[Quoted text hidden]

Standing Committee End-of-Year Report

Committee:
Food/Student Need Committee, Abilene

Academic Year:
2022/2023

Committee Chairperson:
Kathie Wright

Please list all meetings, dates, and attendees:

Meeting	Meeting date	Attendees
Meetings of the Food/Student Need Committee, Abilene were by Zoom with others adding in by email or conversations of focus groups in the pantry. September 14—Zoom	September 14, 2022	Kathie Wright, Zachary Brown, Nirmala Chandrakesharan, Karen Leath, Randy Leath, Rachel Ritchie, and Aubrey Buchanan attended. Martha Montgomery contributed ahead of time.
Popcorn Day Planning Meeting	October 12, 2022	Kathie Wright, Judy Cumby, Audrey Buchanan, Martha Montgomery, Randy Leath Karen Leath
Popcorn Gathering	October 31, 2022	Kathie Wright, Judy Cumby, Audrey Buchanan, Martha Montgomery, Karen Leath, Spencer Woody
Thanksgiving Bag Filling	November 11, 2022	Audrey Buchanan, Judy Cumby, Martha Montgomery
Spring Opening/Planning Meeting	January 4, 2023	Kathie Wright, Audrey Buchanan, Judy Cumby, Martha Montgomery
Planning Meeting regarding Martha's Retirement	February 9, 2023	Kathie Wright, Martha Montgomery, Audrey Buchanan, Heather Hicks
Spring Final Meeting planning for summer and fall	May 3, 2023	Kathie Wright, Audrey Buchanan, Judy Cumby

Please list any recommended changes to the committee purpose, responsibilities, procedures/guidelines, and membership:

We recommend keeping the current statement of Purpose & Responsibilities of the Food/Student Need Committee, Abilene

"Our committee's purpose is to partner with the community to keep students in school and help fill gaps when emergencies happen or needs arise.

Our responsibilities are to maintain the integrity of the campus food pantry, to post hours, to distribute food to students, and to act as liaisons with people in the community who desire to partner as donors."

We recommend making Karen Leath an actual committee member and removing Randy Leath who wants to move to a different committee. Martha Montgomery has retired. We await word about Martha's replacement to see how the new person might fit into our committee work based on the person's abilities as well as the responsibilities assigned to that person.

While adding Karen Leath, we want to keep on the committee Zach Brown, Audrey Schaffner, Nirmala Chandrasekharan, Heather Hicks, Rachel Ritchie, Spencer Woody, and myself, Kathie Wright. Judy Cumby is an adjunct faculty member so volunteers regularly and we see her as a defacto core committee member. We have appreciate having Colton work with us to keep getting the word out. He would take us as a second committee appointment if he needs two in the fall. He needs to serve on the Social Media Committee also.

Our official Abilene Food/Student Need Committee this year included Zach Brown, Audrey Schaffner, Nirmala Chandrasekharan, Heather Hicks, Randy Leath, Martha Montgomery, Rachel Ritchie, Spencer Woody, and myself, Kathie Wright. Heather and Martha have a special role as administrators who oversee the connection to resources. Karen Leath and Judy Cumby have been a committed volunteers who continue to serve with us. We added student volunteer Beau Barnett this year and he plans to continue.

We recommend continuing with the current committee chair, Kathie Wright, and revisiting the roles and functions distribution between committee chair and food pantry manager in the fall.

Describe or list the work completed by the committee this year (activities, actions, planning, process updates, collaborations, etc.):

We gave out Thanksgiving bags of groceries with \$25 gift cards for fresh items and meat to the 25 most vulnerable students/families in the fall with 10 of these spots being reserved for nursing students and 3 spots for respiratory therapy students and 12 for the general population of learners.

We took the cart of food to the people and saw an increase in use.

We were given the back of the pantry as extra shelving.

We realized a need to create a short survey for committee members to agree on the meeting times for the year at the start so people can have appointments pre-set on the calendar to help with increased committee-member attendance.

Kathie Wright agreed to remain as the chair as we enter Fall, 2023. After the manager role is defined, we will consider whether the manager should also be chair or the manager and chair should be separate roles.

Totals regarding people served in 2022-2023

Summer May 3, 2022 to August 22, 2022—12 visitors to the pantry

Fall August 23 to December 15, 2022 (as we implemented the brown bag lunch/supper give-aways, going out to where the people are with the cart)—211 visitors to the pantry with 79 of these being for immediate food as lunch/supper and 132 being for groceries.

Spring, January 10 to May 4, 2023 (we increased the purchasing for immediate food as brown bag lunches and suppers). We gave 284 Lunch/Suppers bags. (More than tripling the previous term's lunch/supper giving.) We had 128 visitors for groceries. The families we are feeding with groceries range from one to 11 members. The list of number of mouths to feed in the family tends toward large families being helped.

Thanks to all for a wonderful year in which many were helped.

List any committee recommendations for related departments or administration:

We recommend that administration continue to define and develop the role of food pantry manager allowing a stipend to compensate for the time spent in purchasing, fundraising, reporting, grant-writing.

As these responsibilities remove a professor from the teaching tasks, it is possible that a staff person would fit the role better than a professor. If a staff person can be identified to take this role of purchasing, fundraising, reporting and grant-writing with extra compensation for the extra work, that idea would be open for discussion also.

Recommendations and continued work for next year's committee:

We recommend the current food pantry manager position be extended into the fall term with continued conversations about the buying procedures to ensure that the buyer has time in the schedule for that role and to ensure that the buyer has enough credit on the purchasing card to make large purchases of groceries for the pantry.

We recommend stocking the pantry with non-perishables including diapers over the summer to have plenty of stock for fall.

We recommend partnering with the local consortium of people helping students who have food insecurity at Abilene colleges. The consortium has offered us a new small refrigerator as a way of keep some items that benefit from being cold.

We recommend surveying students from diverse countries and cultures to stock foods that appeal across cultures and diverse family's needs.

We recommend looking into options for adding foods that are less processed and lower in sodium.

We recommend continuing to give out Thanksgiving bags of groceries to the 25 most vulnerable students/families in the fall with 10 of these spots being reserved for nursing students and 3 spots for respiratory therapy students.

We recommend highlighting the details of sign in procedures to capture the nature of the visit as being for groceries and a bagged lunch/supper or only a bagged lunch/supper.

We recommend continuing to fill our extended storage which was added at the back of the pantry this past spring.

A suggestion is to survey committee members to agree on the meeting times for the year at the start of the year so people can have appointments pre-set on the calendar to help with increased committee-member attendance.

Committee Chair elected for upcoming year:

Kathie Wright agreed to remain as the chair as we enter Fall, 2023. After the manager role is defined, we will consider whether the manager should also be chair or the manager and chair should be separate roles.

Faculty/Staff Committee requests for next academic year:

Name	First committee choice:	Second committee choice:
Audrey Buchanan	Food/Student Need Committee, Abilene	Distance Education
Nirmala Chandrasekharan	Food/Student Need	Library

Committee, Abilene

Randy Leath	Institutional Effectiveness	Developmental Education Advisory Committee
Rachel Ritchie	Food/Student Need Committee, Abilene	Campus Activities
Spencer Woody	Food/Student Need Committee, Abilene	
Karen Leath	Food/Student Need Committee, Abilene	
Zachary Brown	Food/Student Need Committee, Abilene	
Kathie Wright	Food/Student Need Committee, Abilene	Library if a second one is needed.

Please attach all meeting agendas, minutes or notes and any other relevant documents.

Submit EOY report through this form by May 31st. EOY reports will be compiled for review by the Faculty Senate and Executive Council.

Meeting agendas, minutes, notes, other relevant documents

Student Need Committee, Abilene 2022-2023.pdf

September 14, 4:00

Food for Thought

Kathie, Zachary, Dr. Chandra, Karen, Randy, Rachel, and Aubrey attended. Martha also contributed ahead of time.

We planned for Thanksgiving Prep

—Martha is purchasing food and setting us up to give away 25 full Thanksgiving blue CC bags. She is talking with Alice of AT&T about possible gift card donations for use in buying meat.

—We are grateful to Beverly for allowing us to use the floor space in the old Dual Credit office to store our stockpile for filling the bags. Judy and Martha put some items in there to get started.

—Packing the bags will happen in early November. Using tables in the corridor may work if we pack on a Friday with fewer people around. If we pack on a day with students around, we can use the Bob Hunter Room. That space also worked successfully in the past. We can decide on the process in November. Let us know here if you have a strong preference.

—Getting our list of recipients together begins now. We need 10 nurses (identified by Spencer Woody), 3 respiratory therapy students (identified by Tracy Talley) who use the pantry, and 12 others who use the pantry. Add to the list of people right in the pantry so we can see each other's picks and not overlap. Keep the list private so learners don't feel they have been promised anything yet. We need perfect contact information: both the cell phone and most-used email address.

Greater Access

—We are inviting Colton in for help with getting professional looking signage that points the way to the food pantry from the lobby.

—We will add to our signs "Everyday necessities are stocked here" since some people are unsure what we are as "Food for Thought."

—To help with de-stigmatizing getting help, we are going public. We will start providing the pantry on wheels during each of our shifts by going into the areas where people gather. We will take along the sign-up book as well as pre-bagged food for people to take home.

—An additional large cart is needed pretty quickly for moving our pantry on wheels. Uline may have what we need; we can ask if Beverly Massey can help. Martha and Beverly can talk more about this.

—We need some brown lunch bags. We will fill them with lunch items such as microwavable lunches, fruit cups and granola bars. Hanging out in the corral during lunchtime shifts or a suppertime shift, we will hand out the brown bags.

—We would like to give out K-cups and have students use the Keurig in the corral. We may need to buy a Keurig for the corral as the one there belongs to the bookstore for the K-cups they sell. We would need some styrofoam cups to give with the K-cups.

—We will show our hours on small notes included in the brown bag lunches as well as including a list of pantries around town.

—As opportunities to be visible arise, we will join in. We will tag-along by adding a booth at any activities planned for students, such as a potential trunk or treat. We will create a flashy Christmas tree with food pantry items.

Helping with Shopping and Bag Carrying

—For shopping help, Audrey is free after 2:00 on Tuesdays; Nirmala is free afternoons Mondays and Wednesdays. Randy Leath welcomes the opportunity to help carry in groceries.

—We will provide phone numbers to Martha and to each other for any sudden needs on food arrival.

—Martha can email that it is shopping day ahead of time and then text out the time that she is arriving with food later in the day.

Pantry Upkeep

—We will make a laminated map of the pantry sections and move a magnet to show which part we have checked for expiration so the next shift can continue around the room. We need a magnetic glass board in the pantry.

—We have asked Beverly Massey for two washable chairs in the pantry.

Zoom Meeting, 3:30, October 12.

To prepare for our part in the fall activity, Costume Day at the Abilene campus for Halloween, Monday, October 31.

—We have popcorn chefs at the ready for October 31.

9:30-11:00 a.m. Randy

11:00 a.m.-12:30 p.m., Chandra

12:00-1:00 p.m. Karen

1:00-2:00 p.m., Audrey

—FFT on wheels serving lunch/supper bags is a hit.

October 31—Happy Costume Day! We have the Food for Thought volunteers lined up to make and serve the popcorn today.

—In the past, for popcorn giveaways, the maintenance department would set up the drink area of the event and take down the tubs of ice afterward. Beverly and the maintenance staff helped. They set out and fill the tubs with drinks and ice and put those filled tubs on a large black rubber-bottomed felt mat to catch water that dripped as students grabbed a drink. The maintenance crew also ran an extension cord from the old dual credit office outlets to power the popcorn machine and they took that cord at the end of the day.

—We started serving around 9:30 and finish around 2:00 today.

—Martha arranged for drinks to be donated and delivered by Pepsi. Heather said the ice can come from the ice machine in the corral and from Stripes if needed.

November 11, at 10:00 a.m. team members with Food for Thought filled bags to give out as our Thanksgiving Give-Away. We had long white tables set up outside of the dual credit office to let the sacking proceed around the table. We stored the filled bags in the old dual credit office and give them out next week.

We continue to assemble the brown bag lunches using the items on the back shelving. We make some of tuna and some of mac and cheese. We also have some microwaveable single dishes. We use the snacks and drink pouches back on those shelves. We add granola bars, crackers, fruit cups, raisins, and sweet snacks.

Zoom meeting at 4:00 Wednesday, January 4. This is our spring meeting for getting started well. We set the Spring volunteering times. Zachary posts our open times on the screens as learners return to classes. Colton updates our hours on the website.

Our big news is that Martha Montgomery will enter retirement toward the end of Spring term. How we will miss Martha's exceptional leadership. She puts in many hours in service to Food for Thought as she strategizes, shops, transports, keeps financial records, drums up money from the community, and then also joins us in handing out food. Her investment of time, expertise, and compassion is a treasure.

We met with Martha to receive her paperwork and hear her strategies. We invited Heather in to plan for Audrey to step in for shopping and managing in Martha's absence. We agree to a reduced teaching load with a stipend over the summer.

Final meeting of the term
We planned for the future and made recommendations.

We recommend keeping the current statement of Purpose & Responsibilities of the Food/Student Need Committee, Abilene

"Our committee's purpose is to partner with the community to keep students in school and help fill gaps when emergencies happen or needs arise.

Our responsibilities are to maintain the integrity of the campus food pantry, to post hours, to distribute food to students, and to act as liaisons with people in the community who desire to partner as donors."

We recommend making Karen Leath an actual committee member and removing Randy Leath who wants to move to a different committee. Martha Montgomery has retired. We await word about Martha's replacement to see how the new person might fit into our committee work based on the person's abilities as well as the responsibilities assigned to that person.

While adding Karen Leath, we want to keep on the committee Zach Brown, Audrey Schaffner, Nirmala Chandrasekharan, Heather Hicks, Rachel Ritchie, Spencer Woody, and myself, Kathie Wright. Judy Cumby is an adjunct faculty member so volunteers regularly while being without a committee appointment. We have appreciate having Colton work with us. He would take us as a second committee appointment if he needs two. He needs to serve on the Social Media Committee also.

Our official Abilene Food/Student Need Committee this year included Zach Brown, Audrey Schaffner, Nirmala Chandrasekharan, Heather Hicks, Randy Leath, Martha Montgomery, Rachel Ritchie, Spencer Woody, and myself, Kathie Wright. Heather and Martha have a special role as administrators who oversee the connection to resources. Karen Leath and Judy Cumby have been a committed volunteers who continue to serve with us. We added student volunteer Beau Barnett this year and he plans to continue.

We recommend continuing with the current committee chair, Kathie Wright, and revisiting the roles and functions distribution between committee chair and food pantry manager in the fall.

We recommend that administration continue to define and develop the role of food pantry manager allowing a stipend to compensate for the time spent in purchasing, fundraising, reporting, grant-writing.

As these responsibilities remove a professor from the teaching tasks, it is possible that a staff person would fit the role better than a professor. If a staff person can be identified to take this role of purchasing, fundraising, reporting and grant-writing with extra compensation for the extra work, that idea would be open for discussion also.

We recommend the current food pantry manager position be extended into the fall term with continued conversations about the buying procedures to ensure that the buyer has time in the schedule for that role and to ensure that the buyer has enough credit on the purchasing card to make large purchases of groceries for the pantry.

We recommend stocking the pantry with non-perishables including diapers over the summer to have plenty of stock for fall.

We recommend partnering with the local consortium of people helping students who have food insecurity at Abilene colleges. The consortium has offered us a new small refrigerator as a way of keep some items that benefit from being cold.

We recommend surveying students from diverse countries and cultures to stock foods that appeal across cultures and diverse family's needs.

We recommend looking into options for adding foods that are less processed and lower in sodium.

We recommend continuing to give out Thanksgiving bags of groceries to the 25 most vulnerable students/families in the fall with 10 of these spots being reserved for nursing students and 3 spots for respiratory therapy students.

We recommend highlighting the details of sign in procedures to capture the nature of the visit as being for groceries and a bagged lunch/supper or only a bagged lunch/supper.

We recommend continuing to fill our extended storage which was added at the back of the pantry this past spring.

A suggestion is to survey committee members to agree on the meeting times for the year at the start of the year so people can have appointments pre-set on the calendar to help with increased committee-member attendance.

Kathie Wright agreed to remain as the chair as we enter Fall, 2023. After the manager role is defined, we will consider whether the manager should also be chair or the manager and chair should be separate roles.

Totals regarding people served in 2022-2023

Summer May 3, 2022 to August 22, 2022—12 visitors to the pantry

Fall August 23 to December 15, 2022 (as we implemented the brown bag lunch/supper give-aways, going out to where the people are with the cart)—211 visitors to the pantry with 79 of these being for immediate food as lunch/supper and 132 being for groceries.

Spring, January 10 to May 4, 2023 (we increased the purchasing for immediate food as brown bag lunches and suppers). We gave 284 Lunch/Suppers bags. (More than tripling the previous term 's lunch/supper giving.) We had 128 visitors for groceries. The families we are feeding with groceries range from one to 11 members. The list of number of mouths to feed in the family tends toward large families being helped.

Thanks to all for a wonderful year in which many were helped.

Standing Committee End-of-Year Report

Committee:
Library & Learning Resource Committee

Academic Year:
2022-23

Committee Chairperson:
Cindy Brookey

Please list all meetings, dates, and attendees:

Meeting	Meeting date	Attendees
Library Committee Meeting	May 7, 2023	<ul style="list-style-type: none">• Cindy Brookey (Chair)• Klarissa Meyer• Janie Brixey• Kathie Wright• Cristina Dita• Tara Bontke• Jodi Frizzell
Library Committee Meeting	March 8, 2023	<ul style="list-style-type: none">• Cindy Brookey (Chair)• Klarissa Meyer• Donna Clark• Janie Brixey• Kathie Wright• Cristina Dita• Tara Bontke• Jodi Frizzell
Library Committee Meeting	November 2, 2023	<ul style="list-style-type: none">• Cindy Brookey (Chair)• Klarissa Meyer• Donna Clark• Janie Brixey• Kathie Wright• Cristina Dita• Tara Bontke• Jodi Frizzell Guest speaker: Dr. Tim Murphy

Please list any recommended changes to the committee purpose, responsibilities, procedures/guidelines, and membership:

No changes are recommended.

Describe or list the work completed by the committee this year (activities, actions, planning, process updates, collaborations, etc.):

Helped Librarian notify departments of the changes to databases.

Collaborated with IT to create study spaces for students in the area outside the Abilene Library.

Met with Dr. Murphy to explore the creation of Maker Space for students on each campus.

Investigated issues facing off-campus students who were trying to access Proquest. The issue was fixed by Klarissa Meyer.

Surveyed students to see what library events would interest them. Then the library made changes to the event schedule.

Discussed ways to show faculty what the library offers and how we can better serve them.

Surveyed faculty to see what the library could do to support them.
 Discussed ways to get faculty to submit book/material requests for their classes and for their own reading pleasure. Klarissa created a survey and a form for the requests.
 Assisted the library in compiling OER links page.

List any committee recommendations for related departments or administration:

- a) Recommend that the budget for databases be increased. Losing EBSCO Databases this spring caused our students to lose many important resources. The remaining database, Gale, is a good one, but many English instructors said they depend on sources found only in EBSCO.
- b) Recommend that the administration fund giving faculty members a Starbucks gift card (or other gift card) as incentive for adding a course design feature that helps learners gain a library skill such as finding reliable, credible information at the library databases.

Recommendations and continued work for next year's committee:

- a. Recommend that the calendar date for changing the database passwords should be moved so that it occurs during the summer between the May term and Summer 1 and that the library notifies all instructors of this change and the new passwords.
- b. Recommend that the committee consider meeting/communicating with library committees from other Texas colleges to share ideas on making research articles accessible to learners through databases and other means.
- c. Recommend that the "Ask a Librarian" tab be made prominent after the first click for the Library at Support Services in Canvas for students to chat with a librarian who can answer with quick tips and directions on the website. Also, check to see that there is a map provided to students showing them the location of the library.

Committee Chair elected for upcoming year:

Cindy Brookey

Faculty/Staff Committee requests for next academic year:

Name	First committee choice:	Second committee choice:
Janie Brixey	Campus Activities Committee, Abilene	Library Committee - Abilene
Jodi Frizzell	Campus Activities Committee, Cisco	Curriculum Committee
Tara Bontke	Library Committee - Abilene	Any
Cristina Dita	Library Committee - Abilene	Food/Student Need Committee-Abilene
Kathy Wright	Food/Student Need Committee-Abilene	Library Committee - Abilene
Klarissa Meyers	Abilene Safety Committee	
Cindy Brookey	Library Committee - Abilene	Safety Committee - Abilene

Please attach all meeting agendas, minutes or notes and any other relevant documents.

Submit EOY report through this form by May 31st. EOY reports will be compiled for review by the Faculty

Senate and Executive Council.

Meeting agendas, minutes, notes, other relevant documents

Agenda for Nov. 2 Meeting - Library Committee.pdf

Agenda for March 8th Meeting - Library Committee.pdf

Minutes for March 8th Meeting - Library Committee.pdf

Minutes for Nov. 2 Meeting - Library Committee.pdf

Agenda for May 8, 2023 Meeting - Library & Learning Resource Committee.pdf



Library & Learning Resource Committee

Academic Year: 2022-23

Meeting Location: Library, Abilene Educational Center

Date: November 2, 2022

Agenda

Open Issues

- a) Glass boards outside the Abilene Library--completed
- b) Digital Media for online classes. New -- Academic Video Online through TexShare.

New Business

- a) "Maker Spaces" --What is needed for students to do projects?
- b) Ways to get faculty to submit book/material requests for their classes
- c) Library events for the Spring semester (at least one per month.)
- d) Survey for student interest: What type of events would they like?
- e) Discuss ways to show faculty what the library offers and how we can better serve them.



Library & Learning Resource Committee

Academic Year: 2022-23

Meeting Location: Library, Abilene Educational Center

Date/Time: November 2, 2022 at 2:45 p.m.

Meeting Minutes

Meeting Opened

This meeting was called to order at 2:48

Members in Attendance:

- Cindy Brookey (Chair)
- Klarissa Meyer
- Donna Clark
- Janie Brixey
- Kathie Wright
- Cristina Dita
- Tara Bontke
- Jodi Frizzell

Guest speaker: Dr. Tim Murphy

Open Issues

a) Installation of glass boards for student collaboration spaces outside the Abilene Library.

This project started in the spring has been completed. Several glass boards have been installed in the round area just outside the library on the Abilene campus. Dry erase markers are provided by the library.

b) Digital Media for online classes. Donna Clark spoke about Academic Video Online, a new media database available to Cisco College through TexShare. This database provides media such as movies, interview, video clips, etc. Cindy Brookey mentioned that off campus students were having trouble accessing the new database. After logging into TexShare, a pop-up window requires the student to put in login information for a ProQuest account. Both Klarissa Meyer and Donna Clark will investigate and troubleshoot the issue. Klarissa reminded the committee that the EBSCO database password changes every year.

New Business

- a) **Exploring the need for a Makerspace for students.** Klarissa Meyers, Cristina Dita, and Tara Bontke noted that Cisco College currently has Makerspaces such as the SIM labs and the

- automotive area. Guest speaker Dr. Tim Murphy discussed the definition of a Makerspace and gave examples from his years of working at George Mason University which has an enrollment greater than 40,000 students and a large budget. He explained that the Makerspace is very different from the Media Creation Center where instructors can create audio visual media for classes. The Makerspace might include a 3D printer, a laser cutter, sewing machines, woodworking machinery, a crafts area, and more. He suggested that faculty should first decide what they want to do with a Makerspace and how it ties in to the curriculum. If the Makerspace does not fit into the curriculum and the expense of the Makerspace cannot be justified, the funding would soon dry up. He suggested that the college could increase the availability of equipment and space for audio visual creation. Students could create PSAs, videos, blogs, etc. It all depends on what the faculty want to do and how the project is tied to curriculum and programs here at the college. Members suggested that we look at local libraries to see what their Makerspace includes. Jodie Frizzell pointed out that a Makerspace would fit well in the art department curriculum. Klarissa Meyer noted that one problem may be that each area or program has its own Makerspace such as the nurses' SIM lab and the automotive department's service bay.
- b) **Faculty requests for books and materials.** We discussed ways to get faculty to submit book/material requests for their classes and for their own reading pleasure. Klarissa Meyers reported that it has been very hard to get the faculty to submit any requests. Donna Clark stated that the library has funds to provide for these requests. Kathie Wright suggested some questions for a faculty survey. Cindy Brookey will send out a group email to gather ideas for questions. Then Klarissa Meyer will choose from the questions submitted and create a survey for students.
 - c) **Library events for the spring semester** (at least one per month.) Klarissa Meyer and Donna Clark said that the summer events did not draw as many visitors to the library as they had in the past. Several ideas for spring were suggested including these:
 - 1. **Survey for student interest: What type of events would they like?** The committee decided to come up with some questions for a student survey. Cindy Brookey will send out a group email to gather ideas for questions. Then Klarissa Meyer will choose from the questions submitted and create a survey for students.
 - 2. **Discuss ways to show faculty what the library offers and how we can better serve them.** This item was tied with the faculty survey issue and will be addressed in the survey.

Meeting Adjourned at 3:45



Library & Learning Resource Committee

Academic Year: 2022-23

Meeting Location: Library, Abilene Educational Center

Date/Time: Wednesday, March 8, 2-23 at 3:00 p.m.

Committee Members:

- Cindy Brookey (Chair)
- Klarissa Meyer
- Donna Clark
- Janie Brixey
- Kathie Wright
- Cristina Dita
- Tara Bontke
- Jodi Frizzell

Agenda

Open Issues

Digital Media for online classes—Issue: Off campus students were having trouble accessing the new database. After logging into TexShare, a pop-up window requires the student to put in login information for a ProQuest account. Both Klarissa Meyer and Donna Clark said they would investigate and troubleshoot the issue.

New Business

1. **Changes in TexShare Resources per attached handout.**
2. **From Heather Hicks - Library committee members are tasked with going back to division meetings and finding Open Educational Resources - OERs - for your division and reporting back to library.**
3. **Changes in EBSCO Discovery Service interface - more information in April trainings.**
4. **Closing Comments: Poetry Contest, etc.**



Library & Learning Resource Committee – Minutes

Academic Year: 2022-23

Meeting Location: Library, Abilene Educational Center

Date/Time: Wednesday, March 8, 2-23 at 3:00 p.m.

Committee Members in Attendance:

- Cindy Brookey (Chair)
- Klarissa Meyer
- Donna Clark
- Janie Brixey
- Kathie Wright
- Cristina Dita
- Tara Bontke
- Jodi Frizzell

Committee Members Absent:

None

The meeting was called to order at 3:00 pm.

Open Issues

Digital Media for online classes—Issue: Cindy Brookey reported that off-campus students are having trouble accessing the new database. After logging into TexShare, a pop-up window requires the student to put in login information for a ProQuest account. Both Klarissa Meyer and Donna Clark said they will investigate and troubleshoot the issue.

New Business

1. Changes in TexShare Resources per attached handout.

Klarissa made a short video explaining the changes to the database and gave the committee a review of it. She scheduled zoom meetings to update the faculty.

- 2. From Heather Hicks - Library committee members are tasked with going back to division meetings and finding Open Educational Resources - OERs - for your division and reporting back to library.**

Cindy Brookey discussed OER and asked committee members to communicate with their divisions and ask faculty to send the librarian an email containing links to helpful OERs.

- 3. Changes in EBSCO Discovery Service interface - more information in April trainings.**

Klarissa updated the committee on the discontinuation of the contract with EBSCO in the TexShare databases and provided handouts with information about the cutoff date for using the databases. Committee members will distribute this information to divisions.

- 4. Closing Comments: Poetry Contest**

Klarissa updated the committee concerning the Poetry Contest and the response by students.

The meeting adjourned at 4:00.



Library & Learning Resource Committee

Academic Year: 2022-23

Meeting Location: Library, Abilene Educational Center

Date/Time: Meet via Email, Monday, May 8, 2023

Committee Members:

Cindy Brookey (Chair)

Klarissa Myers

Janie Brixey

Kathie Wright

Cristina Dita

Tara Bontke

Jodi Frizzell

Agenda

1. Select a chairperson for next year.
2. Give preferences for committee service next year.
3. Make recommendations for library and administration.

Standing Committee End-of-Year Report

Committee:
Phi Theta Kappa

Academic Year:
2022-2023

Committee Chairperson:
James Churchill

Please list all meetings, dates, and attendees:

Meeting	Meeting date	Attendees
List of Eligible Members--Zoom Meeting	October 7th	

Please list any recommended changes to the committee purpose, responsibilities, procedures/guidelines, and membership:
No recommended changes

Describe or list the work completed by the committee this year (activities, actions, planning, process updates, collaborations, etc.):

Compiling a list of eligible members, checking transcripts, sending invitations to these students to join PTK, addressing member questions through email, planning the end of the year ceremony.

List any committee recommendations for related departments or administration:

Recommendations and continued work for next year's committee:

Committee Chair elected for upcoming year:
None

Faculty/Staff Committee requests for next academic year:

Name	First committee choice:	Second committee choice:
James Churchill	Social Media Committee	Curriculum Approval

Please attach all meeting agendas, minutes or notes and any other relevant documents.

Submit EOY report through this form by May 31st. EOY reports will be compiled for review by the Faculty Senate and Executive Council.

Meeting agendas, minutes, notes, other relevant documents

PTK Goals.docx

Goals:

October 7th meeting—list of eligible members

Compile list of eligible members for Fall

Compile list of eligible members for Spring

Answer student questions concerning PTK membership

Plan end-of-year ceremony

Standing Committee End-of-Year Report

Committee:
Abilene Safety Committee

Academic Year:
22-23

Committee Chairperson:
Zane Laws

Please list all meetings, dates, and attendees:

Meeting	Meeting date	Attendees
Fall Meeting	August 26	All members attended
Spring Meeting	February 7th	All members attended
End of year meeting	April 24	All members attended

Please list any recommended changes to the committee purpose, responsibilities, procedures/guidelines, and membership:

There are no recommended changes to purpose, responsibilities, procedures/guidelines, or membership.

Describe or list the work completed by the committee this year (activities, actions, planning, process updates, collaborations, etc.):

Items recommended: Mow around gravel parking lot. Identify evacuation rally points with signs. Purchase weather radio to warn people in the building after normal business hours. Provide more lighting for gravel parking lot.

Items discussed but not yet recommended. Provide training for CPR, AED, etc. This is an on-going discussion.

List any committee recommendations for related departments or administration:

Mow around gravel parking lot. Identify evacuation rally points with signs. Purchase weather radio to warn people in the building after normal business hours. Provide more lighting for gravel parking lot.

Recommendations and continued work for next year's committee:

Provide training for CPR, AED, etc

Committee Chair elected for upcoming year:

Zane Laws

Faculty/Staff Committee requests for next academic year:

Name	First committee choice:	Second committee choice:
James Berry	Abilene Safety Committee	
Roy Call	Abilene Safety Committee	
Bill Dailey	Abilene Safety Committee	
Zane Laws	Abilene Safety Committee	

Klarissa Myers	Abilene Safety Committee
----------------	--------------------------

Jennifer Mazey	Abilene Safety Committee
----------------	--------------------------

Sarah Wise	Abilene Safety Committee
------------	--------------------------

Please attach all meeting agendas, minutes or notes and any other relevant documents.

Submit EOY report through this form by May 31st. EOY reports will be compiled for review by the Faculty Senate and Executive Council.

Meeting agendas, minutes, notes, other relevant documents

Agenda Safety committee meeting august 30 2022.pdf

Abilene Safety Committee.pdf

Abilene Safety Committee survey results.pdf

Agenda
Abilene Safety Committee Meeting
August 30, 2022
3:00 pm

Members: James Berry, Roy Call, Bill Dailey, Jennifer Mazey, Klarissa Myers, Sarah Wise
Ex officio: Beverly Massey, Roger Tighe

Call to order

Roll call

Old business:

Survey from last spring- review and discuss results

New business

Adjourn

Abilene Safety Committee
February 9, 2023
Agenda

Call to order

Roll call- James Berry, Roy Call, Bill Dailey, Jennifer Mazey, Klarissa Meyer, Sarah Wise,
Bryan Cottrel, Beverly Massey, Roger Tighe

Old Business

Training (CPR, AED, etc)

New business

Gravel parking lot- lighting and mowing of high weeds around it

Clarification of evacuation rally points

Severe Weather Awareness

Adjourn

Abilene Safety Committee survey results

How safe do you feel in general inside the Abilene Education Center? 16% very safe, 56% safe, 14% neutral

How do you rate the safety level of Abilene Education Center parking lots? 35% satisfied, 42% Neutral, 16% not satisfied

How do you rate the safety level inside of the Abilene Educational Center building? 49% satisfied, 35% neutral, 9% not satisfied

How concerned are you for the need of security cameras around the AEC? 12% satisfied, 35% neutral, 19% not satisfied

Are you satisfied with the times the APD officer is on duty at AEC? 56% yes, 19% no

Are you aware of the APD schedule at the AEC? 49% yes, 47% no

Are you aware of the Cisco College Safety Captain program? 33% yes, 65% no

Are you interested in conflict resolution training? 63% yes, 33% no

Would you attend a training session for First Aid? 67% yes, 21% no

Would you attend an AED training session? 72% yes, 21% no

Would you attend a CPR training session? 72% yes, 21% no

Would you actively participate in a fire drill? 86% yes, 14% no

Would you attend fire extinguisher use training? 79% yes, 19% no

Would you attend active shooter training? 81% yes, 14% no

Are you aware of the Safety Incident Report on the Cisco college internet? 33% no, 62% yes

How satisfied are you with the following safety measures? (APD and lighted parking lot) 49% satisfied, 33% neutral, 12% not satisfied

Comments:

We have students come in and out of our office from open to close. This is great. However, we have no way of knowing who is walking into our campus until they are at the front desk. Anyone can walk down any hallway and not be questioned. I think we can begin by locking doors. I also think we could work on procedures in case an emergency were to happen. For example: what if an emotionally unstable student were to walk into the office. How do we handle this situation properly if we have no way of alerting an entire office?

After night classes, sometimes individual students will stay behind to talk. I have often thought about what would happen if these students were mad and I was trapped alone in my classroom with them. Perhaps a duress button in the classrooms?

Keep entries locked except for main. Use a key card entry program for all students or at least lock exterior doors on faculty side and make faculty use key to enter!

I think that being aware of the safety measures and protocols is a good start. Thanks!

I feel there is no measure in place to stop someone from coming into our building and starting a fight or whatever the case may be. Not all officers are easily found immediately.

I would like to see a police officer on campus for all business hours.

There needs to be more light at the doors and in the parking lot. The side walk by the pine trees is dark. Path lights would help there. The far parking lot has no lights at all. Walking out after class at night is scary. It would be nice if there was more than one policeman who could be there providing security. Cameras are also needed. Cars have been broken into and burglarized but there is no way to take action on the thefts.

I have seen several disgruntled students who have cursed and made big scenes, but the policeman on duty is usually quick to respond. I don't have any other concerns.

Vet your lists. I do not work on the Abilene Campus. You get garbage if you send this to people who do not have answers.

Would like to see implementation of security cameras, at least near the doors and main office. Also, keeping the doors near the offices locked, and then locking the rest (except for the main entrance) at certain time.

I just moved here from out of state where the area was quite crime ridden and dangerous, so I tend to feel safer here in the area as a whole. We had at least 5-6 weapons on campus lock downs per year. This may prevent me from having a clear view of the safety in this area as well as the school.

I am concerned that we do not have safety measures in place if there was an active shooter. We do not have a police officer on duty at all times. I would like to have a police officer on duty at all time. I also think they need to patrol the parking lot as well as the inside of the building. We need cameras for security as well. I would like to see the doors locked. Also, designated Marshals would be a great idea.

I don't feel like Administration is concerned enough about the safety of our faculty, staff and students. I believe Administrators should initiate the process for improvement, show continued interest and support the process of making our campus safe for everybody.

Standing Committee End-of-Year Report

Committee:
Social Media

Academic Year:
2022-2023

Committee Chairperson:
Kyle Smith

Please list all meetings, dates, and attendees:

Meeting	Meeting date	Attendees
	9-2-22	
	10-20-22	
	12-7-22	
	2-9-23	
	4-11-23	

Please list any recommended changes to the committee purpose, responsibilities, procedures/guidelines, and membership:

Another member requested. This committee has three members, including chair Kyle Smith, Zack Frizzell, and Sarah Pitts. Aspen Dick did not show to any meetings, and their Cisco email address is defunct.

Describe or list the work completed by the committee this year (activities, actions, planning, process updates, collaborations, etc.):

We shared ideas to support Colton in his mission to cover as many campus/community events for social media.

List any committee recommendations for related departments or administration:

Recommendations and continued work for next year's committee:

Semester after semester, department leads send emails to their departments requesting information about interesting assignments that could be featured on social media, only for the request to be forgotten or lost in the shuffle. This is understandable because thinking "I should contact Colton or take pictures of this to send to Colton for social media" is never at the forefront of an instructor's mind when teaching.

To remedy this, an instructor should be able to input a specific assignment or project to be featured on social media somewhere (a link to a Google calendar or doc might suffice). I can't stress enough: this link should be easy to find and be promoted by Colton and the social media committee if not someone in administration. If this is done ahead of time, Colton would have a calendar of events to refer to and decide which of those to cover.

In sum, a centralized, editable list of upcoming, social media-worthy assignments/events/projects should be available to faculty and staff for input. Colton can then decide to either capture these events himself or communicate with the instructor and have them do so.

Committee Chair elected for upcoming year:

Faculty/Staff Committee requests for next academic year:

Name	First committee choice:	Second committee choice:

Please attach all meeting agendas, minutes or notes and any other relevant documents.

Submit EOY report through this form by May 31st. EOY reports will be compiled for review by the Faculty Senate and Executive Council.

Meeting agendas, minutes, notes, other relevant documents

Agenda 9-22-22.pdf

Minutes 4-11-23.pdf

Agenda 12-7-22.pdf

Minutes 2-9-23.pdf

Minutes 10-20-22.pdf

Purpose and Responsibilities Handout.pdf

Social Media Committee Meeting Agenda

9/29/22

12:00 p.m. – 12:30 p.m., Zoom

- discuss committee goals
- survey departments about interesting classroom assignments/activities that could be captured for social media; club or organization alliances
- set reply-by dates
- discuss future meeting times/dates

Social Media Committee Meeting

10/20/22, 4:30 p.m., Zoom

Purpose: Discuss ideas for social media leads

Meeting Items:

- English Department Faculty Spotlight volunteers
 - Kim Torres – English Department Chair
 - Audrey Buchanan
 - James Churchill
 - Judy Cumby
 - Linda Spetter, PhD
 - Laurie Lowrance, PhD
- Discussed ideas for social media campaigns.
 - community outreach events (All Kind Animal Shelter Event, Alzheimer's Walk, Food Bank volunteer event photos sent to Colton)
- We also discussed adding a Student Spotlight for current and former students who stand out based on academic credentials and/or compelling personal history.

Social Media Committee Meeting, 12/7, 4:30 p.m.

Zoom link:

<https://zoom.us/j/7904220107>

Agenda:

- Introductions
- Committee purpose
- Goals for next meeting in early Spring semester (early February)
 - Ask departments and divisions:
 - Faculty spotlight volunteers (3-5 for Spring)
 - Student spotlight volunteers
 - Ideas for social media photo ops (activities, events, out-of-the-box assignments/class projects)
- Current ideas for social media
- Reminders to like/share content

Social Media Committee Meeting Minutes 2/9/23, 1:00 p.m., Zoom

Purpose: Discuss ideas for social media leads

Attendees:

- Kyle Smith
- Zack Frizzell
- Sarah Pitts

Meeting Items:

- Student profiles of those with powerful stories (Sarah mentioned a student who used to be homeless who is now a full-time college student)
- Galentine's Paint and Sip event hosted by Jodi Frizzell
- Cisco library events
- Black History Month/Women's History Month tie-ins with history professors

Social Media Committee Meeting Minutes, 4/11/23, 3:30 p.m.

Purpose: Discuss ideas for social media leads

Attendees:

- Kyle Smith
- Zack Frizzell

Meeting Items:

- In addition to big draw events such as Wrangler Day, student awards ceremony, and PTK ceremony already being covered by Colton, Zach updated with theater theatre workshops for Moran Junior High and Highland Junior High hosted on Cisco campus, April 28
- Cisco library events

Social Media Committee Purpose and Responsibilities

The Social Media team is a faculty- and staff-based committee with members from both campuses that supports and advises on the College's social media marketing campaigns.

Responsibilities:

- generate and communicate social media leads for the marketing department
- watch and provide input and feedback on social media marketing
- generate and encourage faculty and student involvement in social media campaigns including outreach to student clubs, teams, and organizations
- assist the marketing department in identifying social media and community

From Colton Wedeking, CC Marketing Director:

Over the last several months, I have seen a noticeable uptick in engagement when I post photos of things going on around campus and videos. The more of that content we can push out, the better. I'm happy to visit classes doing hands-on activities to take photos, or if the instructors prefer to take photos themselves and send them to me, that's fine. However, when we've asked that before, it's rare that I get anything sent to me. When I do, they're usually not great. (← ed. note: let's change that)

As always, I need as much content as possible to post. Be it photos or video. So however we can continue to encourage instructors to send it my way is most appreciated.