

To: Giles Brown  
Dr. Regina Organ  
Dr. Dava Washburn

Gary Paikowski  
Randy Truxal  
Virginia Thompson

Dr. Jeremy McMillen

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## EXECUTIVE COUNCIL MEETING

**Board Room 100D**

**August 30, 2017**

### Meeting Minutes

Dr. Jeremy McMillen  
Dr. Regina Organ  
Dr. Dava Washburn  
Mr. Giles Brown  
Mr. Gary Paikowski  
Mr. Randy Truxal  
Dr. Chase Machen  
Dr. Kim Williams

Dr. Debbie Smarr  
Mrs. Joanna Barnes  
Mr. Steve Davis  
Mr. Leon Deutsch  
Mrs. Djuna Forrester  
Mrs. Amy Evans  
Mrs. Virginia Thompson  
Dr. Molly Harris

#### **Current Business:**

1. The Faculty Association is coordinating the gratitude exercise the Gratitude Breakfast on September 1. They will do a collection for the Hurricane Harvey relief efforts in anticipation of a GC celebration of giving with gratitude.
2. Dr. McMillen shared statewide initiatives by community college leadership relating to Hurricane Harvey relief efforts. At this time, money is the best resource that can be given. Students and staff have been deployed to the area with the Texas Guard and National Guard. Spouses have also been deployed. Currently, there are beds available in shelters across the state of Texas. It's possible we will be asked to activate shelter, but we have not been asked yet. Giles will attend a county-wide emergency management meeting tomorrow to learn about how Grayson County will be able to respond to this tragedy.
3. New Employee Orientation was scheduled for the afternoon of September 22.
4. HR is coordinating a Training and Development Calendar to help schedule required training. EC members were asked to notify HR of dates/times training is scheduled for each area. Additionally, the Staff Advisory Committee and the Staff Development Group have been combined into one group.
5. Cruise to Completion is moving forward. Robbie Trissell has developed an option for students to check-in at events through the Student Portal. Activities have been added to include students on the South Campus. Approximately 15-20 prizes will be awarded during the first year including a \$1,000 gift card, a MacBook and smaller items.
6. The calendar has been set up with a monthly focus on Viking Values. Additionally, Learning Day will be used to focus on the Viking Values in addition to the 8-Week transition.

7. The Spring State of the College will be held Friday, February 2 to encourage balance.
8. GC All In will promote and reward highly engaged employees. The program will be launched in a small way this semester where employees will be awarded prizes for attending various events. It will not be known in advance which events will come with prizes. Work is being done to launch a more formal program in the spring where potentially employees can earn points for engagement. It's important to be mindful to include activities that work for south campus and workforce staff. Dwayne suggested that club advisors be awarded points for their work with the student organization.
9. Conversations are occurring around the 8-Week Course Schedule. Dr. Organ shared that her team is meeting regularly to discuss the transition. The idea is that 16-week semesters will continue to be scheduled while 8-week terms will be included. Work is still being done to determine how summer terms will be addressed. Policy changes may be needed for some areas (ex. Financial Aid). The instructional team recommended to the College Success Council that the Learning Frameworks course would be a zero-hour course taught by the advisors (Success Coaches). The staff would have to be increased from 35-hour employees to 40-hour employees. The goal is to offer this course for free, but research needs to be done in this area. The instructional team and Success Coaches need to determine who should be required to take the success course. Giles has asked his team to be proactive in gathering information and speaking up about how changes might affect their work. Djuna asked if the student success course could be used as a transition course for AEL. EC members were reminded of the importance of synchronizing the college's operations as each delay or challenge becomes magnified under an 8-week term.
  - a. Student Affairs Challenges:
    - i. Funds disbursement are available 30 days into the semester; this is an institutional decision, and we could distribute 10 days prior to the start of the semester.
    - ii. Double majors are being programmed-in to allow for financial aid. We must determine what this does to lock-step degrees.
    - iii. A decision is needed regarding the success course (free, zero hour, who might teach them, etc.)
    - iv. Identify issues around admissions and state reports.
  - b. Instructional Challenges:
    - i. First big decision made was to make the success course a zero-hour course that runs one hour a week for 10 weeks—primarily taught by success coaches.
    - ii. A group is working to identify who must take the success course.
    - iii. Djuna mentioned the success course could be a bridge with AEL. Further clarification is needed here to determine feasibility.
10. Deductions for the September payroll will change slightly. Instead of discretionary deductions being pulled the first two checks, they'll be pulled the 2<sup>nd</sup> and 3<sup>rd</sup>. The regularly schedule will resume in October. This change is needed due to pay

changes that resulted from the approval of the 17-18 budget by the Board of Trustees. Next year, there is not a third payday in September. It may be necessary to adjust the Board meeting date and tax hearings to better accommodate the schedule.

11. Learning Frameworks was discussed in item 9 above.
12. Dr. Smarr reminded everyone that all 2016-2017 end of year strategic planning reports are due in SPOL by September 5, 2017. Components to be included are: Intended Results, Assessment Measure, Results and Use of Results. Also, all 2017-2018 planning items must be completed and approved at the highest level by September 8, 2017.
13. We don't currently have a privacy statement on the website. If one is needed, Amy will draft one for consideration. There is no requirement to have a privacy policy. Leon shared that if students access outside course materials through Canvas, it is required to post the website/company privacy statement. Amy will draft a privacy statement for future consideration of EC.
14. We are required to have an accessibility statement; a draft was provided by Amy Evans. We have contracted with SiteImprove to address accessibility concerns with our website. Dr. Washburn moved to approve the draft statement. Upon a second by Dr. Washburn, the motion carried. Amy will post the accessibility statement on the website.

Regarding accessibility in our courses, Gary shared that most browsers address ADA concerns. Leon noted that faculty are actively working with the disability services area to make sure that our courses are as up to date as possible in the area of ADA. Their department continues to strive to make improvements, as all colleges are. They will bring back any recommendations and/or suggestions for the group during the next meeting on how we can continually improve in this area.

Leon added that one of the greatest challenges is making sure videos are closed captioned. Additionally, it is important for faculty to use alt-tags to provide a description for photos. Ultimately, courses are being addressed on a case-by-case basis through the Office of Disability Services.

*Other items:*

- A. SACSCOC 5<sup>th</sup> Year Report is due September 15. Dr. Machen expressed gratitude for Anderson Xhu's work on the charts and data. Job descriptions are needed. Dr. Washburn expressed gratitude for the work of the part-time employee in HR for pulling documents.
- B. Dr. McMillen shared the results of the Great Colleges to Work For survey.
- C. The College Success Council and the EL agreed to move forward with hiring a South Campus Advisor out of Student Success Funds.
- D. Dr. Organ shared that disenrollment of students has been completed for the fall semester. After disenrollment, enrollment sits at 4,365 which does not

include second 8-week or winter mini course enrollments. Students are also able to re-enroll in courses today; those who are unable to pay for courses now will be encouraged to enroll in the second 8-week term.

- E. Gary expressed concern for the late date that ISBN information is shared with his office to be included in the online course search. Dr. Machen and Dr. Washburn will work with IT to find a solution. It's required to have OER items listed with the course textbook requirements online.