**Vice Presidents of Instruction Council**

Meeting – August 11, 2009

**PRESENT:** Rebecca Riley, Feleccia Moore-Davis, Julie Leidig, Elizabeth Chapman, Cher Brock, Judy Murray, Linda Head, Linda Luehrs-Wolfe

**GUESTS**: Debra Rockefeller, Siobhan Fleming, William Durham

1. Curriculum Proposals – All approved
2. Workforce Marketing – Linda Head discussed new marketing process for a new CE Program:

* 1 page slick distributed to campuses
* Website created
* Ad for local newspapers
* Press release

Linda also shared that Corporate College is creating a database to be used for marketing purposes consisting of local businesses that we have relationships with.

1. SACS Update – Debra Rockefeller provided handouts and an update on where we are with SACS preparations. Two areas of focus are faculty credentialing and dual credit. Linda Luehrs-Wolfe has given compliance issues to Associate Vice Chancellors to do an initial audit to adjust processes where needed and to identify any gaps. Debra also discussed the QEP and outcomes assessment focus.
2. NACTC Conference – Feleccia asked if LSC was interested in hosting the 2011 NACTC Conference. The cost to host is approximately $7K. Feleccia and Judy to discuss further because CyFair and Tomball are the only members.
3. Faculty contract changes/status – Faculty are concerned with the wording on their contracts. Many at CyFair have taken their contracts, but are hesitant to sign them.
4. AtD Data issues – Siobhan Fleming attended and shared concerns regarding gathering data for AtD. In order to better track student usage of labs, student names and ID numbers need to be provided to ORIE. Siobhan would like to discuss the lack of benefits in continuing the use of MapleSoft testing.
5. EPC Structure – Feleccia proposed that the EPC committee just have one committee comprised of members from each campus instead of the current set up of separate committees at each campus. It was discussed and decided that the set up would stay as is for now.
6. Center Offerings Schedules – Feleccia proposed removing Center offerings from campus schedules but keeping the online courses in there. The VPI’s agreed.
7. Study Abroad Charge – Minor edits were made and Nithy will do training sessions for the faculty on how to create a study abroad course in order to bring about clarification.
8. Online Student Services – William Durham presented the plan and layout of the new Virtual Learning Assistant Center (VLAC). This will become available for students in October of 2009. In addition to being a resource center for students, it can be used as a communication center for Disaster Relief. William is also creating a Virtual Teacher Assistant Center (VTAC).
9. Updates and Open Discussion

* Revised Drug and Alcohol Abuse procedure for Health Occupations - The VPs approved the inclusion of the Pre-Admission Drug Screening for Nursing program information to the Drug and Alcohol Abuse Procedure for Health Occupation, Emergency Services, and Health Care Programs.
* EDUC 1300 - The VPs reviewed data on EDUC 1300 enrollments and offerings and discussed future implementation. Verification of the number of FTIC students enrolled needs to take place.
* Listing higher degree plans on the University Center plans:

Concerns

- Accuracy maintained?

- Currentcy?

- Clear this is only a UC program?

- Is Associate Degree also listed?

- where are the plans and who uses them?