

VPAA Leadership Team Meeting

10/18/2022 9:00 AM | MSTeams

Tommy Awtry
Vernetta Burkhalter
Kathena Joseph
Josue Munoz

Audrey Wilson-Youngblood
Guests:

Erica Bennett
Jerry Coats
Jeff Krieger
Krisa Robles

Tamela Horton (AISD)

Mutanza Berryhill
Kepa Jackson
Catalyn Longoria
Lori Trafton

Jennifer Castrillo (MISD)

Teri Bholan
Brandi Johnson
Ann Wagner
Carrie Tunson

Agenda Items

1.	<u>Today: Fall Employee Engagement Forum with the Chancellor</u> Lunch at 12:30PM Reminder that the Chancellor will be on campus today.	Jackson
2.	<u>TCC/SE Care Campaign Participation</u> As of Friday, SE was leading all the campus with participation. Encourage your employees that they can go online to contribute or stop by the VPAA/VPSEA offices for envelopes to donate cash.	Jackson
3.	<u>SACS Accreditation Visit Update (October 16-19, 2023)</u> (Marlon Mote Teams Discussion 10/19/2022 @3:00 PM) Faculty class visits being conducted, an audit of class evaluations was performed, SE successfully completed the audit. Please send list of faculty that have been evaluated to Dr. Jackson and Kathena Joseph. Updated CV must be uploaded.	Jackson
4.	<u>Updated Faculty Handbook</u> Updated and released. Dr. Jackson sent via email, it can also be found on InsideTCC.	Jackson
5.	<u>Learning Commons – Bridge Support</u> Continues to be a source noise and distraction. Doors on the ESCT side will be closed, not locked but closed to help eliminate noise into ESCT. Will continue to monitor noise levels. Open to suggestions.	Jackson
6.	<u>Faculty Absences</u> Deans begin to strategize how to emphasize with faculty, especially at the high schools, that coverage is essential. If at all possible, advanced notice would be helpful so that coverage can be received for the classes.	Jackson
7.	<u>Learning Commons Open House</u> Great turn out! All passports, pizza was given out. First event to highlight Learning Commons, are hopeful for future events.	Trafton/Wilson-Youngblood

	More opportunities for faculty to be involved with Learning Commons.	
8.	<u>Mid-semester VPAA Hot Topics (11/11/2022?)</u> Kathena to schedule.	Jackson
9.	<u>ERP/Anthology Update</u> Deep dive sessions have started, if you have been invited, you should receive an invite to MyTCCExperience. Please look for these invites and plan to attend so that we can give lots of good information for the implementation. Meeting weekly, if you have thoughts, please continue to share with Krista so that she can share with ERP Team. Thank you to everyone that helped with information that was given to the ERP Team.	Jackson
10.	<u>Reminders: Promotion in Rank/Tenure Applications</u> Deans, please send a reminder to faculty regarding binder deadline. Kathena to send PiRT spreadsheet to Deans.	Jackson
11.	<u>Southeast Campus Expansion Updates</u> Construction is going ahead of schedule. Some minor issues, working through these as they come to our attention.	Jackson
12.	<u>Spring and Fall 2023 Scheduling</u> New class cancellation policies will go into effect for Dual Credit in Fall 2023. TCC will go into effect Spring 2023.	Jackson

UPDATES

13.	<u>Academic Affairs Updates</u> Meeting yesterday with all Directors, very interesting dialogue regarding faculty and construction. Working on building tools on enrollment management. ISLOs, Marlon Mote sent an email to department chairs that these are required.	Robisheaux
14.	<u>Community Education Updates</u>	Tunson
15.	<u>Academic Deans</u> <u>Josue</u> – No updates. <u>Ann</u> – No updates. <u>Jerry</u> – <u>Tommy</u> – No updates.	Deans
16.	<u>Educational Partnership Updates</u> Coordinators will be out helping with registration.	Berryhill
17.	<u>ECHS/P-TECH Updates</u> <u>Jeff</u> – <u>Erica</u> – Jumpstarted enrollment. Continuing encruitment through December. This evening 9 th and 10 th grade parent university. TCC instructor will be presenting to the parents, the ins and outs of TCC and what to expect. <u>Ben</u> – No updates. <u>Brandi</u> – Thank you for support on October 6 th . <u>Carolyn</u> – Thank you for clarifying grades and PTech. Thank you for TCC personnel coming to help with registration.	Principals
18.	<u>Learning Support Services Updates</u> Focusing on marketing for LC, working with District Graphics to make more visible. Professional Development opportunities coming for LC Staff. Winter Summit. Library Assessment Conference. Focusing on staffing to get open position filled.	Trafton
19.	<u>Library Updates</u>	Wilson-Youngblood

20.	<u>Academic Support Services Updates</u> SI is going well, Senior SI leaders are conducting weekly meetings. Conducting interviews for SI Administrative Assistant. Completed CENS survey. Of 72 selected sections, scheduled 58 and surveyed 54. Attended the Autism Summit, gained valuable information.	Burkhalter

Other Information

Name – item

VPAA Leadership Team Meeting

9/20/2022 9:00 AM | Campus Conference Center



Audrey Wilson-Youngblood
Guests:



Tamela Horton



Agenda Items

1.	<u>SE Campus Expansion Updates</u> Construction continues, new buildings scheduled to be completed in 2023. Renovations will then take place after new buildings are completed.	Jackson
2.	<u>College Class Instructor Absences</u> Faculty need to give notice in advance of any absences. SACS reaffirmation is coming, and we need to have a qualified faculty members covering classes. This includes embedded ISD faculty. Please contact the department chair/Dean, they will work on finding an officially credentialed faculty to cover the class.	Jackson
3.	<u>Spring 2024 Instructional Planning Committee</u> This is the semester where we will be operating out of swing spaces. Everything in ESEE, ESED and a portion of ESEC will be vacated. Fall 2023 will involve packing and moving into swing spaces. Limited face-to-face classes will be offered in Spring/Fall 2024 during the renovations. Online courses will be Connect courses. Will use the ECHS for evening courses. Dr. Jackson is putting together the committee to begin planning. Erica Bennett ECHS/PTECH need to take advantage of priority registration in order to select on campus classes.	Jackson
4.	<u>CTL/OED requests</u> VPAA's requested increase to \$2,000. OED process has not yet been released. Krista is the lead for OED funds/requests.	Jackson
5.	<u>SACS Visit – IEP's 2023</u> Complete IEPs. Krista is the lead for IEPs.	Jackson

6.	<u>Standardized Fill Rate</u>	Jackson
7.	<u>Performance Goals – Schedule Management and 75% Capacity</u> Dr. LeBlanc Sections with less than 15 students will no longer be allowed. Class cancellation process. Cancelled classes will be less than 16%. Classes with 75% capacity will be less than 18%. Optimization date will be when class cancellations will begin to be counted. Course capacities have been standardized. Technical courses may differ. Krista has moved into an operational role; she is supporting Dr. Jackson with pulling the data to share with the Deans. Will be using this data with our projections. Z – caps Z – ECHS course caps	Jackson
8.	<u>Learning Commons Update: Dean Search and Leaders' Retreat</u> Moving forward with the Dean search, position has been posted. Retreat on Friday, Monday and Tuesday.	Jackson
9.	<u>Wintermester</u> Will not be offering Wintermester courses at Southeast until construction/renovation is over.	Jackson
10.	<u>Spring 2023 and Summer College for Kids Instructor Searches</u> Full time faculty hiring in process. Search for faculty to teach College for Kids has begun, if faculty are interested, please contact Dr. Tunson. (3 weeks in summer)	Jackson
11.	<u>CLARA Nominations – Redirected to OED Leadership Program</u> CLARA nominees are being redirected to OED Leadership Program.	Jackson
12.	<u>Fall VPAA Mid-Semester Hot Topics – SE Expansion and Goals</u> Send topics to Kathena. K – Find date	Jackson

UPDATES

13.	<u>Academic Affairs Updates</u> CENS surveys are being conducted. Need help with proctors.	Robisheaux
14.	<u>Community Education Updates</u>	Tunson
15.	<u>Academic Deans</u> <u>Josue</u> – Spanish Honor Society inducted MISD ECHS students, hope to have more ECHS students to join. Civic engagement is growing, please encourage students to join. Contact Kristan.Foust@tccd.edu <u>Ann</u> – October 3-5 site visit for Culinary Arts. September 27 th , Drinks on Us, Mocktails from Beverage Management. September 27 th , Practice Dinner. October 4 th information session for NTHS. <u>Jerry</u> – Complete arts calendar ready and will send out soon. New art exhibit from faculty. Play the first week of October. PTK meets Thursdays at 2:00 PM. <u>Tommy</u> – Encourage stronger math students to contact Nena or Betty for the math club to prepared for the Jim Bolen competition.	Deans
16.	<u>Educational Partnership Updates</u> Last Friday, the directors met with Tarleton at the Ft. Worth location. They are interested in meeting with the Deans to take a tour and of bringing night classes back to their campus. We can also use their facility for retreats. AISD planning meeting was held yesterday on SE campus. Coordinators sent events email to counselors. MISD planning meeting is scheduled for October. Will be setting up a meeting for PTECHs as well.	Berryhill
17.	<u>ECHS/P-TECH Updates</u> <u>Jeff</u> – Audrey reached out to AISD library personnel, Audrey and April visited and is working on a project to include the ECHS students. <u>Erica</u> – Decision making committee tomorrow. Dr. Cantu has given each Principal 3 focuses. Safety and Security is HUGE. Student discipline management plan. Recruiting starting. <u>Ben</u> – Constitution Day.	Principals

	<p>Thank you. Yutanzia and Krista for working on the IDs for 9th graders and classroom space.</p> <p><u>Brandi</u> – October 6th health care summit. Recruitment starting. Starting to plan for next year.</p> <p><u>Carolyn</u> – Great start to the semester. November 4th Career exploration event.</p>	
18.	<p><u>Learning Support Services Updates</u></p> <p>Learning Commons Open House in October in the Library. VDIs in the accounting and economics labs.</p>	Trafton
19.	<p><u>Library Updates</u></p>	Wilson-Youngblood
20.	<p><u>Academic Support Services Updates</u></p> <p>Friday FLEX underway.</p>	Burkhalter

Other Information

Name – item

VPAA Leadership Team Meeting

3/22/2022 9:00 AM | Campus Conference Center

Tommy Awtry
Vernetta Burkhalter
Brandi Johnson
Carolyn Longoria
Krista Robisheaux
LizBeth Moore

Erica Bennett
Jerry Coats
Kathena Joseph
Ann Machen
Carrie Tunson
Allen Powell

Yutanzia Berryhill
Maria Delgado
Jo Klemm
Josué Muñoz

Ben Bholan
Zena Jackson
Jeff Krieger
Karen Nolen-Austin

Agenda Items

1.	<u>Dr. LeBlanc's Video Message – Acting Chancellor</u>	Jackson
2.	<u>SE Campus Expansion Updates – Groundbreaking (April 8, 2022)</u> Friday, April 8, 2022, Parking Lot A Reception to follow in the Ballroom. Tables for each of the Divisions to “showcase” areas within the Division. Set up of tables should be done by 9:00 AM. RSVPs – if you are unable to use the link, please email Frank.Powell@tccd.edu .	Jackson/Powell
3.	<u>2022 Impact Awards Virtual Ceremony – Southeast Recognition</u> Dr. Coppola sent an email with the link to the virtual meeting. March 30 th at 4:00 PM	Jackson
4.	<u>Fall 2022 and beyond Faculty Assignments</u> Email from Dr. LeBlanc. Deans will be able to have FT Faculty use Connect classes for a portion of their load, IF the faculty are unable to make load on campus. Approval must go to the VPAA. This is NOT for Dual Credit faculty.	Jackson
5.	<u>Deans (Learning Commons and Student Affairs) / NW VPAA Search Updates</u> Interviews have taken place. Student Affairs has moved forward and candidates should be announced in the near future. Learning Commons, presented 5 candidates. Feedback warranted the search to continue. The position will be reopened. June 1 st start date for all 6 positions. NW VPAA – Finalist interviews took place prior to Spring Break.	Jackson
6.	<u>Budget Changes Deadlines</u> Process changed last year, Mr. Powell is our lead contact for the Southeast.	Jackson/Powell

	<p>Mr. Powell sent an email with the new deadlines and the required spreadsheet. Please refer to the email/spreadsheet for details.</p> <p>Call or email Frank.Powell@tccd.edu with questions or to set up an appointment.</p> <p>Ms. Robisheaux is working with the ECHS/P-Tech Principals with budgetary needs.</p>	
7.	<p><u>Administrative Assistants restructure</u></p> <p>Departmental AAs now report directly to the Dean. Please communicate to the AAs of the new reporting structure.</p> <p>All performance reviews, timecards and leave requests should go through the Dean.</p>	Jackson
8.	<p><u>Administrative Assistant and Faculty Appreciation</u></p> <p>In the process of working on recognitions.</p> <p>Dr. Burkhalter and Ms. Robisheaux are working on these "events". If you have ideas, please reach out to them.</p>	Jackson
9.	<p><u>Upcoming VPAA Hot Topics (Friday, April 22nd at 11:00 AM)</u></p> <p>Please send agenda items to Kathena Joseph.</p>	Jackson
10.	<p><u>Retirements/Resignations</u></p> <p>Charles Smith Jo Klemm Diane Suarez Carol White Virginia Gleason</p> <p>Deans work together for celebration before the end of the semester.</p>	Jackson
11.	<p><u>Reminders to submit Action Items for Approvals</u></p> <p>Please try to check your queue at least once a day.</p> <p>Make sure Concur requests are submitted with all the required information.</p>	Jackson
12.	<p><u>Flexible Work Schedule</u></p> <p>Dr. Jackson will have meeting with her team to discuss.</p>	Jackson
13.	<p><u>TCC HS Campus Presentations (CTE Criminal Justice, HVAC Residential Tech I, Welding Basic)</u></p> <p>Visiting high schools to discuss these programs. Have seen approximately 192 students. If students are interested, directing students to how to apply to TCC.</p>	Nolen-Austin
14.	<p><u>IEP Updates</u></p>	Robisheaux

	Marlon Mote asked for volunteers. Team reviewing IEPs that were entered. His team is looking for completion first. Next phase will be the team looking at the structure/content. Deadline is April 15, 2022. For 2021/2022 year.	
15.	<u>CCSSE</u> Administering CCSSE survey. Have a sampling of courses that were selected for our campus there are 67 courses. Dr. Pearson and Dr. Anthony Walker are the District coordinators for CCSSE survey. First round of student surveys going out this week.	Burkhalter
16.	<u>Uncontested Dept Chair Reappointments</u>	Awtry
<u>UPDATES</u>		
17.	<u>Community Education Updates</u> College for Kids, instructors needed. Please have interested individuals complete the online application.	Tunson
18.	<u>Educational Partnership Updates</u> Working on filling two coordinator positions.	Berryhill
19.	<u>Supplemental Instruction Updates</u> Celebrating SI leaders week. The week ends with SI training event on Friday.	Delgado
20.	<u>Library Updates</u> Currently advertising Women's Suffrage Book Groups, coordinating with History department. 2:00 PM today, fictional, and real Texas women. Book group with the Intercultural Club. Have selected a librarian to replace Chelsea, currently in salary review with HR.	Klemm
21.	<u>ECHS/P-TECH Updates</u> <u>Jeff</u> – (Lizbeth) Testing in progress. How to show appreciation to TCC staff/faculty. Thanks to Dr. Coats for helping to fill the English faculty position. <u>Erica</u> – Admission process, have noticed students that were accepted. In testing process, also. <u>Ben</u> – Admission process, final stages. New hires taking place. <u>Brandi</u> – Testing/Recruiting in progress. Professional Development focus, worked with sponsors of HOO. <u>Carolyn</u> – Please send Dr. Jackson high school graduation information.	Principals
22.	<u>CATE Updates</u>	Nolen-Austin

23.	<p><u>Academic Deans</u></p> <p><u>Josue</u> – Stan Foust put a video regarding Civic Engagement. Campus Compact Award, March 30th using virtual link. Government Club, visited the Arlington Police Department the Friday before Spring Break. Spanish Club, visited Amon Carter the Thursday before Spring Break.</p> <p><u>Ann</u> – Friday interviews for Hosp faculty position. Next Tuesday, Honors induction. 24 students that qualified. Next month, graduation dinner on April 19th.</p> <p><u>Jerry</u> – SKD having their first induction in over a year. Dance group competed over Spring Break. Play in April. One act plays. Faculty recital held the week before Spring Break. PTK conference during Spring Break.</p> <p><u>Tommy</u> – Jim Bolen test completed the week before Spring Break. In communication with UTA and Tarleton regarding Engineering program.</p>	Deans
24.	<p><u>Academic Affairs Updates</u></p> <p>ISLOs, April 30th deadline for faculty to submit.</p>	Robisheaux
25.	<p><u>Academic Operations Updates</u></p> <p>Where to Go for Help document has been updated. Course evaluation email to go out this week. Student award email to go out this week. CLARA advisory board – conferences coming up. This Saturday, T3 day of service. Annual clean up day. Currently working on updating our Faculty directory.</p>	Burkhalter

Other Information

Name – item

VPAA Leadership Team Meeting

2/15/2022 9:00 AM | Campus Conference Center

Attendees:

Zena Jackson, Kathena Joseph, Carrie Tunson, Tommy Awtry, Jerry Coats, Ann Machen, Josué Muñoz, Krista Robisheaux, Jo Klemm, Yutanzia Berryhill, Maria Delgado, Vernetta Burkhalter, Karen Nolen-Austin, Ben Bholan, Erica Bennett, Jeff Krieger, Brandi Johnson

Guest: Tolya Washington

Agenda Items

1.	<u>Catholic Charities Fort Worth – Stay the Course Program</u> Southeast site representative. Has been on the SE campus since 2017. Non-academic support services for students to help them persist in school and help them to graduate or transfer to a university. Navigators serve as mentors to help students overcome obstacles outside the classroom. Each student must meet with a navigator at least once a month. Navigators also assist students in navigating the college system. Along with non-academic support services, financial services are available. Three staff on campus in the EMBD modular, Ms. Washington and two navigators. Please see Ms. Washington with questions on qualifications for students to participate in the program.	Tolya Washington
2.	<u>SE Expansion Project Updates</u> Construction fencing has gone up, parking issues are being addressed as they are brought forward. The Board approved the first stage of the bond funding.	Jackson/Coppola
3.	<u>Summer 2022 Preparations (Maymester)</u> Start planning for Summer 2022. May not offer Maymester courses, due to historic low enrollment.	Jackson
4.	<u>Mid-semester Hot Topics</u> Please send topics to Dr. Jackson/Kathena to be placed on the agenda for discussion. Kathena to schedule.	Jackson
5.	<u>Learning Commons Dean Search Update</u> First round of interviews has been completed. Search being led by Dr. Madison, the Champion of Learning Commons.	Jackson
6.	<u>African American Read In (Tuesday, February 22 at 12:30 PM)</u> Virtual.	Jackson
7.	<u>Community Education Updates</u> Nothing to report.	Tunson

8.	<u>Dual Credit Updates</u> Welcome Yutanzia Berryhill, Director of Academic Affairs – Educational Partnerships. In the process of hiring two coordinators, have gone through a second round of interviews. In the process of reviewing/renewing MOUs.	Berryhill
9.	<u>Supplemental Instruction Updates</u> Preparing for mid-semester training. SI leader appreciation week. Planning for the summer.	Delgado
10.	<u>Library Updates</u> Jo's last day will be April 1st, she is retiring.	Klemm
11.	<u>ECHS/P-TECH Updates</u> <u>Jeff</u> – Nothing to report. <u>Erica</u> – Admissions and recruitment season. <u>Ben</u> – New recruiting process, ECHS and P-TECHs on the same application. <u>Brandi</u> – New recruiting process.	Principals
12.	<u>CATE Updates</u> Meeting with deans of South/TR/NW/SE. Sara Mahoney has invited TCC to a work session tomorrow, in-person or virtual.	Nolen-Austin
13.	<u>Academic Deans</u> <u>Josue</u> – Working on the Summer/Fall schedule. Civic engagement group won an award. Melody Ngugen/Anel Herrera/Kathy Nevins setting up the language lab to be used for ESL students to go for testing. <u>Ann</u> – 2 full-time positions posted. Preparing for NTHS induction, March 29 th . Hospitality/Dietetics students preparing to travel to San Antonio. Standardized times committee, Unified Practicum rate committee. <u>Jerry</u> – Plays coming up, short plays. First weekend of March. All district dance event coming up, taking place at Sundance Square. All dance faculty will be performing. Faculty Study Trip – 13 applicants to travel to Washington, DC.	Deans
14.	<u>Academic Affairs Updates</u> Ramping up for another SACS visit. Working on ISLO submissions. Southeast Campus IEP submissions. Marlon Mote will be presenting on the SE Campus, open to faculty and staff. Student Awards coming up, be on the look out for emails regarding the awards ceremony.	Robisheaux
15.	<u>Academic Operations Updates</u> Working for Where to go for Help flyer. SSE survey. Training proctors. Students feedback on how they think we are doing as an institution. Look for emails.	Burkhalter

Other Information

Name – item