**ADMINISTRATIVE COUNCIL MINUTES**

# October 10, 2016

3:00 p.m.

Board Room Administration Building, Brenham campus

1. The meeting was called to order by Dr. Hensley, District President/CEO, at 3:01 p.m.
2. Minutes of the May 2, 2016, meeting (Handout).

On a motion by Ms. Smily Flores, seconded by Dr. John O. Beaver, the Minutes of the May 2, 2016 meeting were approved. (A copy of the Minutes are attached and made a part of these **Minutes**). Motion passed unanimously.

1. Distance Learning Advisory Committee Update
2. Dr. Lovell reminded the Council of the Distance Learning Advisory Board’s recommendations to this same group in May 2016.  She thanked Administrative Council for accepting these recommendations and gave an update on actions the Advisory Board had taken since last May (Update is attached.)
3. She thanked several members of the Council for their help including Mel Waxler, Katherine Wickes, Cheryl Metz, Dr. Beaver, Annette Ferguson, Dr. Crystal Lee, Karen Buck, and others.
4. She reminded the group of the increasing importance of Distance Education and our Learning Management System.  20% of all of our duplicated students are taking distance learning classes and all classes in all formats including F2F use the LMS/D2L/Ecampus shell for at least gradebook.  Many F2F classes heavily supplement their classes with tools from our LMS.  Since the re-creation of the Advisory Board on Distance Education course approvals have soared with nearly 200 being completed.  There are 70 or more in the pipeline currently.

Dr. Workman added that there is a subcommittee chaired by Roxanne Brown which is working on deciding if we should turn on the D2L email switch which would allow two-way email communication between our LMS and Outlook programs.

1. Academic Standards Committee Update
2. Dr. Beaver gave an update on the Academic Standards Committee’s work discussing the following academic policies:
1. Incivility Protocol

2. Scholastic Integrity Policy

3. Final Grade Appeal Policy

4. Q/QF Policy

5. Classroom Observation Forms/Rubrics

6. Electronic Devices in the Classroom

7. Distance Learning Duty Hours Policy

8. Faculty travel guidelines for national/international travel

1. Facilities Update
2. Karen Buck, Vice President of Administration and Operations, gave an update on the facilities (Update is attached).
3. Other
4. Dr. Beaver reported his concern that the books in the library may be damaged if the roof is not repaired or replaced soon.
5. Dr. Byrd reported the campus task force is active.
6. Mr. Waxler reported the Legislature will be in session in January.
7. Ms. Ferguson reported the purchase requisitions will be online beginning January 1; there will be a change in the travel forms; and a project will begin to evaluate all course fees.

Dr. Hensley adjourned the meeting at 4:18pm.

Members present: Mr. John O. Beaver, Ms. Roxanne Brown, Ms. Karen Buck, Ms. Laurie Clark, Dr. Dennis Crowson, Ms. Smily Flores, Dr. Mary Hensley, Dr. Crystal Lee, Dr. Diane Lovell, Mr. Mel Waxler, and Ms. Katherine Wickes.

Guest: Mr. Mark Workman, Dr. Diane Lovell, and Jeff Tilley

Ex-Officio: Ms. Cathy Boeker, Mr. Richard Bray

Members absent: Ms. Lisa Caton, Ms. Rebecca Garlick, and Student Government Rep