**Vice Presidents of Instruction Council**

Meeting – May 12, 2009

**PRESENT:** Bill Coppola, Feleccia Moore-Davis, Julie Leidig, Gary Clark, Cher Brock, Linda Luehrs-Wolfe

**GUESTS:** Christina Todd, Cindy Casparis (for Judy Murray), Marie Thibodeaux

1. Curriculum Proposals – Approved
2. CurricUNET implementation/access/training (Christina Todd)
	1. VP’s decided that the CurricUNET training will be required before writing access is granted
	2. Another training opportunity will be held in June and online training will be available by Inservice Week as well
	3. C&I needs Curriculum Team list from Dean’s Council as quickly as possible in order to assign permissions correctly
3. College Algebra as prerequisite for MATH 1350 and 1351 (Julie Leidig) – Inconsistencies exist between us and our partner Universities as to what level of Math is necessary. This impacts transfer students. Julie and Linda will send information to the Curriculum Team for their feedback.
4. Faculty Assessment (Linda Luehrs-Wolfe & Jean Grove)
	1. Linda and Jean reviewed proposed changes to the forms
	2. Cindy McNamee will be attending the Dean’s Retreat to train them on the new forms and new procedures
	3. VPI’s approved documents with suggested changes to be forwarded to the EC for approval and implementation in the Fall of 2009
5. Faculty Workload (Linda Luehrs Wolfe) – Linda reviewed the Faculty Workload recommendations Draft and it was approved by VPI’s with one recommendation regarding class size as below:

Class size: Set the minimum at 10-12 across all colleges with exceptions granted for things such as student needs, equipment needs, availability of other classes, etc.

1. Academic Appeal Process Update (Linda Luehrs-Wolfe) – the old brochure was distributed for changes
2. CLEP recommendations (Christina Todd) – Christina reviewed the procedures currently in place at the different colleges and will check processes with partner Universities before VPI’s will make final decisions on system-wide procedures
3. TSSB Seal (Linda Luehrs Wolfe) – VPI’s voted to put the TSSB Seal on the diploma
4. Double Overload Process (Jean Grove) – Compensation and Workload committees decided that only the VP has to approve double overload; issue has gone to the Chancellor for feedback
5. Update on Dr. Carpenter meeting to Dean’s Council (Linda Luehrs-Wolfe)
	1. Linda reviewed main points from the meeting and shared that it was a very positive meeting
	2. According to the Chancellor, we are not required to have an AFT member in the room when handling a discipline issue. VPI’s are requested to make it clear to Deans that they can meet with faculty without an AFT member present.
6. Linda Update
	1. Health Occ Update
		1. Accept/Decline numbers are being duplicated in the current processes. We are going to submit duplicate numbers to the BON.
		2. Health Occ Deans have recommended that $25 will be reimbursed to faculty who purchase their own liability insurance
		3. We are having issues with reporting numbers on nursing majors because more declare than are actually accepted into the programs. One suggestion is to create an institutional award for pre-reqs when completed which entitles students to a “pre-Nursing Certificate”
7. Misc.
	1. Cher Brock shared that LSC-North Harris and LSC-CyFair will be offering some classes as dual credit online courses. LSC-North Harris will begin in the fall of 2009 and LSC-CyFair will begin in the Spring of 2010.

Next VP Council Meeting: June 9, 2009