

**ADMINISTRATIVE COUNCIL  
MINUTES**

November 11, 2021

9:00 a.m.

Via Teams Meeting

**1. Meeting Call to Order**

Dr. Becky McBride, Vice Chancellor for Student Services, called the meeting to order at 9:00 a.m.

**2. Approval of Minutes for the April 22, 2021, meeting**

This committee previously approved the *Minutes* electronically on June 9, 2021 and posted to the website.

**3. Legislative Update**

Mr. Leighton Schubert, Executive Vice Chancellor, presented an update on Legislative changes from the 87<sup>th</sup> Texas Legislative Session that affect the College District.

**4. Academic Affairs Update**

Mr. Max Hibbs, Dean of Engineering, Computer Technology, and Innovation, presented the Academic Affairs Update on behalf of Vice Chancellor, Dr. Marcelo Bussiki.

Dean Hibbs' presentation is attached hereto and made part of these *Minutes*.

**5. Facilities Update**

Mr. Richard O'Malley, Assistant Vice Chancellor for Facilities, Buildings, Planning, and Construction, and Mr. Mark Feldhake, Executive Director, Facilities, Planning and Construction, presented on current building projects and plans for upcoming facilities for the P3 residential housing facility in Brenham and the Phase II Blinn building on the RELLIS Campus which will hold academics, esports, and student services.

Mr. O'Malley's and Mr. Feldhake's presentation is attached hereto and made part of these *Minutes*.

## **6. Additional Comments**

Dr. Hensley thanked everyone for their presentations and wished everyone Happy Thanksgiving.

## **7. Adjournment**

Vice Chancellor McBride asked if there were any further questions or comments. Dean Max Hibbs motioned to end the meeting and a second from Dr. John Turner. Meeting was adjourned at 9:46 a.m.

Members present: Mr. Jay Anderson, Mr. Richard Bray, Dr. Jimmy Byrd, Laurie Clark, Dr. Becky Garlick, Dr. Mary Hensley, Mr. Max Hibbs, Ms. April Kinhead, Mr. Chris Marrs, Dr. Becky McBride, Dr. John Rice, Mr. Leighton Schubert, Dr. John Turner, Mr. Matthew Walker, Ms. Tiffany Dang, and Mr. Colbey Thornton

Guests: Mr. Richard O'Malley and Mr. Mark Feldhake

## Academic Affairs Updates

- **Electronic Processes and Procedures to Improve Service for Students and Faculty**  
**Academic Affairs for the last few months has focused on identifying processes and procedures for which we could improve customer service for students and faculty by converting most of the daily operational tasks into electronic processes. A silver lining of the pandemic.**

- Completed

- Course Completion Contract
- Excessive Hours Request
- Course Substitution Form
- Census Day Reinstatement Form
- New Distance Learning Course Review

**This was an extensive project with IT, Distance Learning Advisory Committee (DLAC), Distance Learning Dean, and Instructional Designers. The project will allow for faculty and leadership to better track course approval status and expedite its completion. As a part of this process the Distance Education Guidelines and Procedures were reviewed and updated.**

***Academic Affairs wants to thank Student Services personnel for their diligent and cooperative work setting up the electronic Dynamic Forms.***

- In Progress

- Academic Complaints Process to mirror the Complaint Portal for general complaints monitored by Student Services.

**A temporary process to register and monitor complaints was put in place in fall 2019 to comply with SACSCOC requirements for the 5<sup>th</sup> Year Report. This new version will be more convenient, robust and will allow for greater flexibility to report and review data. It will also allow for the academic complaints to go directly to academic affairs as opposed to routing from Student Services to Academic Affairs.**

- **Policies, Procedures and Guidelines Review and Updates**

- Administrative Regulations

**Kudo to all instructional deans, via the Deans' Council they were instrumental in completing these projects.**

- Councils and Committees
- Incivility Protocol

- Final Grade Appeal
    - Instruction Statutory and Regulatory Review
  - Guidelines for Class Scheduling and Enrollment Management
 

**To provide consistency across campuses and divisions, Academic Affairs expanded and clarified the Guidelines for Class Scheduling and Enrollment Management with detailed information for deans and division leadership on processes related to class scheduling and enrollment management.**
  - College Catalog
 

**An extensive review and update of the College Catalog involving multiple constituencies in the College including Student Services, Marketing, and Instructional Technology has been underway and is near completion. It has been the most in-depth revision in the catalog in many years. There was an urgent need to make the catalog more streamlined, clear, and accurate. We are working on an Administrative Regulation that defines and regulates how and under which circumstances the Catalog may be edited in compliance with SACSCOC Standard 10.3. The full revised College Catalog is expected to be complete before Thanksgiving break for implementation in spring 2022. A new feature will be an index of changes.**
  - College-wide Procedures for Assessment.
    - Compliance with SACSCOC 8.2.a and 8.2.b
 

**Defining and Assessing Student Outcomes**
    - A proposed Administrative Regulation for Procedures for Assessment will be presented to Legal for review and approval.
- **Quality Enhancement Program (QEP)**
  - QEP is a major part of our SACSCOC Reaffirmation process. “The QEP describes a carefully designed course of action that addresses a well-defined and focused topic or issue related to enhancing student learning and/or student success.”
  - A committee has been created
  - Multiple College constituencies have participated in focus groups to identify mechanisms for “enhancing student learning and/or student success.”
  - Decide on a Student Population and Interventions to put in Place
  - A Pilot will begin Fall 2023 in Preparation for a Reaffirmation Visit in 2025 with implementation in 2026
- **Transfer Agreements**
  - Multiple agreements are under way or in the process of finalizing MOUs.
  - The following agreements (in yellow) have been signed or are ready to be signed:
 

**18 listed below but many others we have are being renewed and updated**  
**TATE-UTSA Transfer Academy for Tomorrow's Engineers**

Details		
University	Department	Blinn Program
TAMU	Public Health	Kinesiology
SHSU	Engineering Technology	Engineering
SHSU	Agriculture Sciences	Agriculture
TAMU - COALS	Agriculture Sciences	Agriculture
UTSA	Performing Arts	Music
SFA	Performing Arts	Music
SFA	Performing Arts	Theatre Arts
SHSU	Performing Arts	Music
SHSU	Performing Arts	Theatre Arts
Prairie View	Public Health	Kinesiology
UTSA	Engineering	Engineering
Tarleton	Comprehensive	Comprehensive
Texas Tech	Performing Arts	Music
Texas Tech	Performing Arts	Theatre Arts
TTU	General	multiple
UHV	General	multiple
TAMU	Education Academy - BVTeach	Education
Prairie View	General	Multiple

- **Blinn Online**

- Online Proctoring Platform Search

**Our current contract with HonorLock expires September 1<sup>st</sup> 2022. So, we will have Honorlock (one of the finalists) or a new proctoring software starting fall 2022.**

- Completed:

- A search committee has been selected and is in place
- RFPs have been sent
- Faculty pilots have been underway and completed
- Conclusion of the process expected November 2021



# **Blinn College District Administrative Council P3 and RELLIS Administration Building Update**

November 11, 2021

[www.blinn.edu](http://www.blinn.edu)



## **New P3 Student Housing**



PARKING LOT BUILDING 1



# New P3 Student Housing



PARKING LOT BUILDING 2



# New P3 Student Housing



CAMPUS VIEW





# New P3 Student Housing



HIGH STREET VIEW



# New P3 Student Housing



LEVEL 1

LEVEL 3

LEVELS 2-4





# New P3 Student Housing



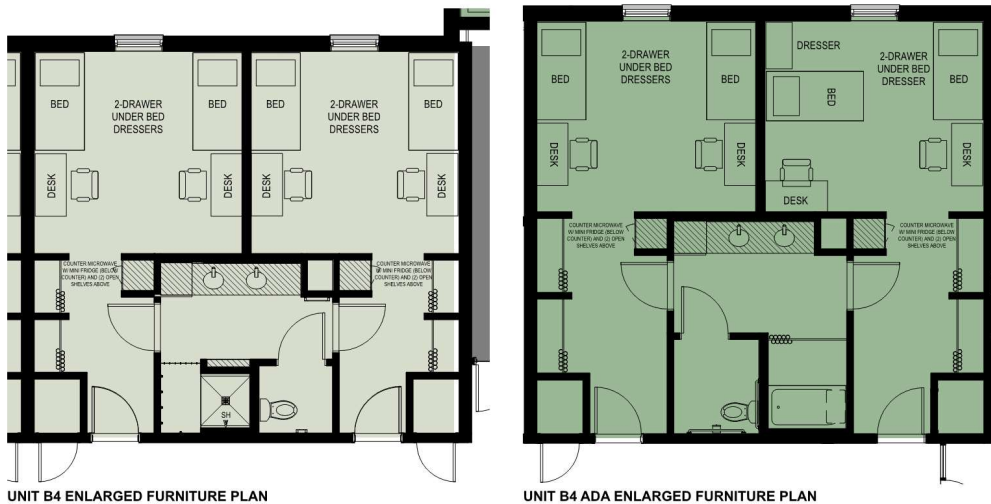
LEVEL 1

LEVEL 3

LEVELS 2-4



# New P3 Student Housing

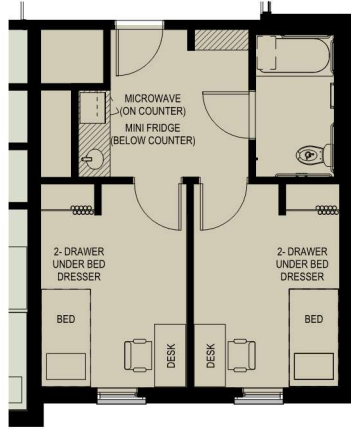


UNIT B4 ENLARGED FURNITURE PLAN

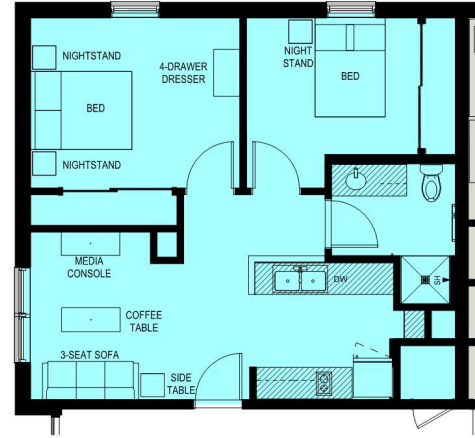
UNIT B4 ADA ENLARGED FURNITURE PLAN



# New P3 Student Housing



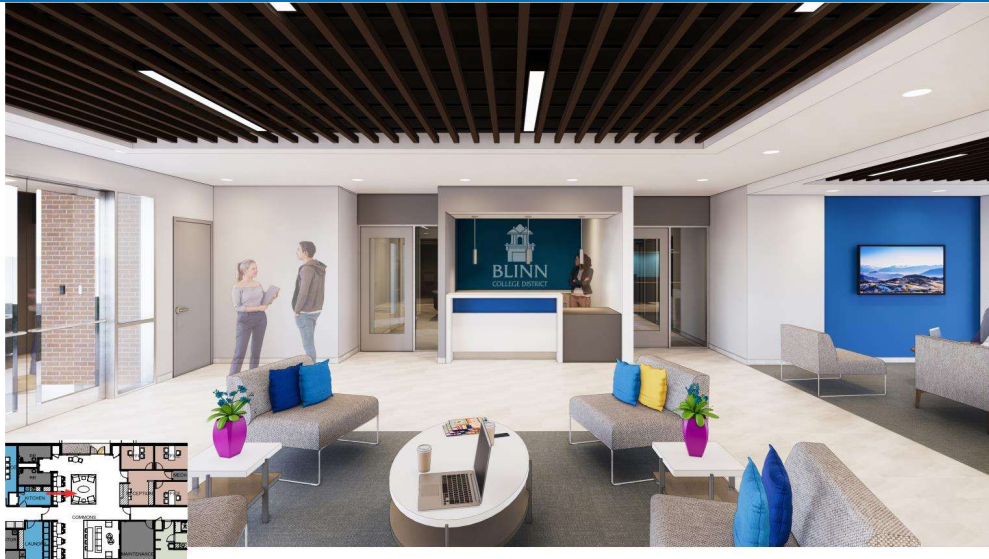
UNIT B2 ENLARGED FURNITURE PLAN



APARTMENT ENLARGED FURNITURE PLAN



# New P3 Student Housing



# New P3 Student Housing



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# RELLIS Administration Building



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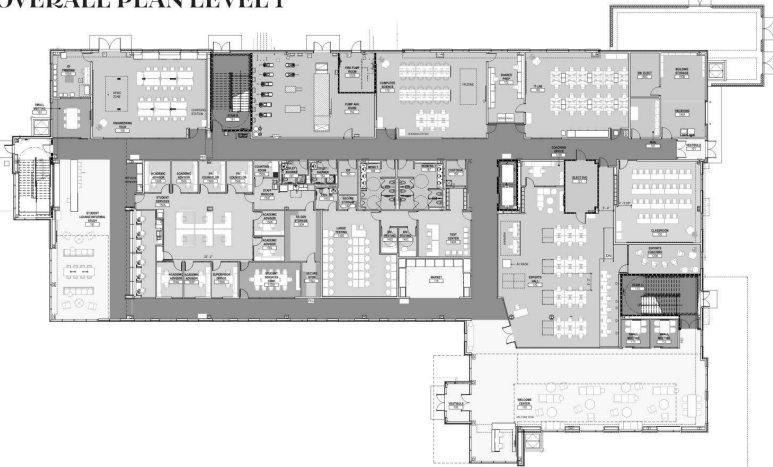


# RELLIS Administration Building



# RELLIS Administration Building

OVERALL PLAN LEVEL 1



# RELLIS Administration Building

OVERALL PLAN LEVEL 2



# RELLIS Administration Building

OVERALL PLAN LEVEL 3



# RELLIS Administration Building

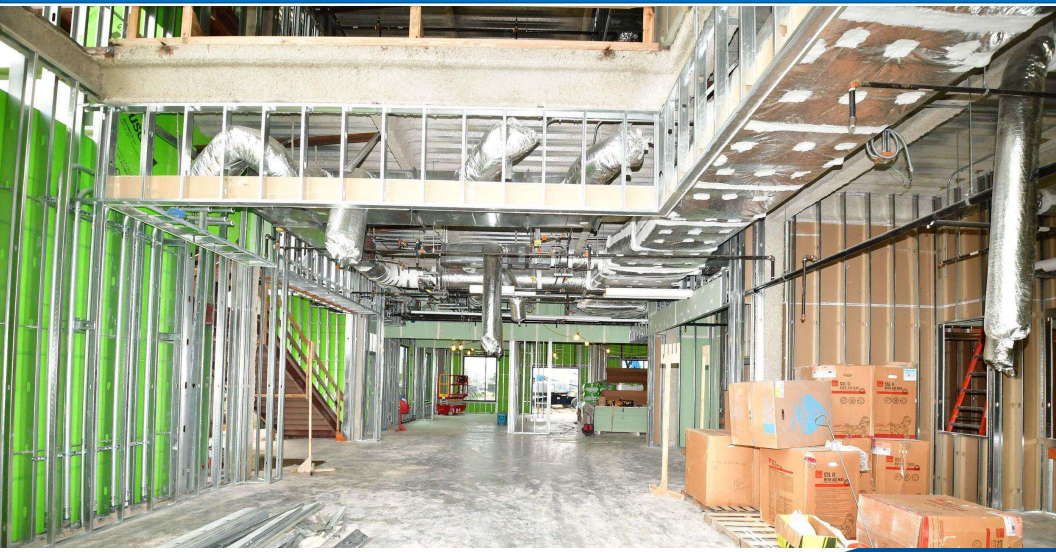


# RELLIS Administration Building





# RELLIS Administration Building



# RELLIS Administration Building



Questions ?

[www.blinn.edu](http://www.blinn.edu)

