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Tanglewood Conference Discussions

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Collin County Community College District

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TO: Staff

FM: John Anthony *JA*
President

RE: TANGLEWOOD CONFERENCE DISCUSSIONS

JOHN H. ANTHONY
President

Enclosed is an outline of concepts discussed at the Tanglewood Conference. The section on facilities has been expanded as a result of our Architectural Planning meeting of Thursday, January 23.

Please review and we will plan to discuss at our next staff meeting. If you have any questions regarding any of the concepts that you wish to discuss prior to the meeting, please feel free to drop in and discuss.

/jl

Enclosure

ORGANIZATION

"Essentials unity, nonessentials liberty - all things charity.

7. 1. In all areas of college programs and services our focus will be doing a few things well, not attempting to be all things to all people.
2. Leadership must be creative, action oriented, responsive and with an accent on quality and excellence in programs and people.
3. The college will operate as a single college - multi-campus district with campuses located in the central, southwest and west sections of Collin County.
4. The administration of the College will be centralized. Administrative functions will not be duplicated on individual campuses.
5. The campuses within the district will function with a staff position assigned to each campus for purposes of coordination.
6. The organization will consist of three major functional areas - Instruction, Student Development and Administrative Services.
7. Instruction will be comprised of the Divisions of Arts and Social Sciences, Science and Health and Business and Industry as well as Library learning Resources and Community/Continuing Education.
8. Student Development will be comprised of the Divisions of Life Planning, Financial Aid and Student Employment, Admissions and Student Recruitment, Developmental Education, Student Life and Public Information.
9. Administrative Services will be comprised of the Divisions of Business Services including Accounting and Purchasing, Plant Facilities including construction, maintenance, safety and security, Personnel Services, Computer Services and the College Bookstore.
10. A Director of College Development will report to the President and be responsible for working with the College Foundation, doing Master Planning, and soliciting public and federal grants.
11. The College will attempt to avoid bureaucracy, excessive structure, over prescription and unnecessary duplication.
12. The College will function with no standing committees, task forces will be used to involve staff in problem solving. All task force meetings will be open to all staff.

13. All policies and procedures will be kept simple and easy to understand, with paperwork kept to a minimum.

CURRICULA

1. The College mission will be to provide as a first priority programs that will enable the students to obtain jobs and/or transfer to a senior college or university. The college will also have as a priority, programs of enlightenment. (Self interest)
2. The college curricula will be organized to develop:
 1. Inquiry, abstract logical thinking, critical analysis.
 2. Literacy - writing, speaking, reading, listening.
 3. Understanding of numerical data.
 4. Historical awareness - inquiry to the past.
 5. Science - the nature of, methods, reliability and limitations.
 6. Values - choices, decisions, judgments.
 7. Art - appreciation & experience; fine & performing.
 8. International & multi cultural experiences - access to cultural diversity.
 9. Study in Depth - concentration, sequential learning, and building blocks.
3. All curricula will provide for a depth as well as breadth of experience. (We will not substitute coverage for learning.)
4. Curricula will be integrated and holistic - avoiding departmentalization.
5. Associate Degrees will be prescriptive and offered in the following: Arts, Sciences, Applied Arts, Applied Science, General Studies and Technical Studies.
6. All curricula will consist of distributive requirements, core courses and electives.
7. Core curriculum will include social sciences, behavioral sciences, physical sciences, biological sciences, humanities and communications.
8. Basic skills components will be individualized and self-paced, integrated with counseling, be non punitive and with transition to degree programs made easy.
9. Basic skills will consist of reading, writing, math, ESL, Study skills, time management, listening.
10. Vocational programs should be developed along four week modules.
11. Vocational programs will be developed only in areas where

employment opportunities exist.

12. All programs should have a competency base and provide for advanced skills and knowledge.
13. A variety of disciplinary and interdisciplinary courses will be offered.
14. Prerequisites will be limited and based on educational validity.
15. All programs will stress writing across the curriculum.
16. All programs should focus on the "HOW" and not the "WHAT".

METHODS

1. The emphasis must be on education not instruction - teachers must be more than the disseminators of facts.
2. High expectation, accurate assessment and appropriate feedback are necessary ingredients for educational effectiveness.
3. Creativity and imagination on the part of the teacher and the student must be encouraged.
4. All courses should have a syllabus outlining goals and objectives, course content, teaching methodology and evaluation techniques. (What are students trying to accomplish and what is expected!).
5. A variety of instructional techniques should be used to encourage involvement of students physically and mentally. (Active not passive.)
6. Workshops, labs, seminars, coops, clinics, research, field studies, tutorials, internships, problem solving and analytical activities should be utilized.
7. Instruction should be in small learning units, with single concepts, providing immediate reinforcement.
8. The Library-Learning Resources Center should be viewed as a key learning tool.
9. Assessment and placement activities must be an integral part of all programs.
10. Periodic standardized testing for all Associate Degree candidates at 30 and 60 hours should be explored.
11. A refined instrument for program evaluation must be developed.

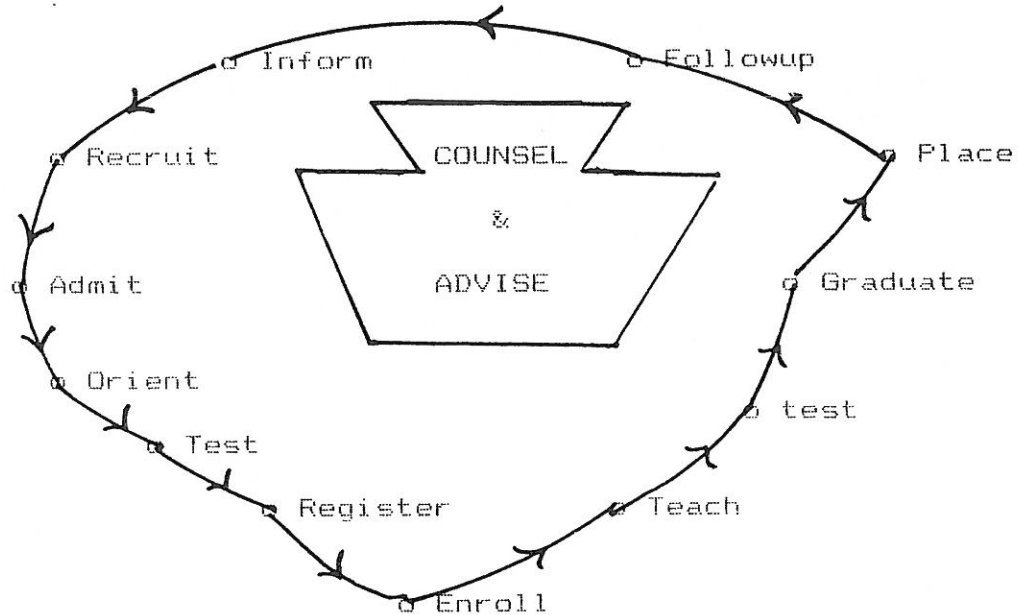
12. Open entry, open exist programs are a necessity.

PERSONNEL RELATIONS

1. We must strive to get, keep and enhance unity and sustain high levels of enthusiasm and excitement.
2. Employees are the greatest college resource and should be supported at every occasion. Their individuality should be encouraged.
3. All staff should have input into decisions that effect them directly and should be provided the opportunity for involvement in all decisions related to the college's direction.
4. Staff should be provided with meaningful challenges and opportunities.
5. A goal of personnel relations is to have all staff fully aware and understanding of the college, its goals and philosophy.
6. All staff should be accessible to peers, students and community residents.
7. All staff must work toward the continued improvement of communication, internal and external to the college.
8. All should strive to optimize employee achievement with recognition, responsibility, advancement, growth and self esteem.
9. Each employee should have the opportunity to pursue a number of career paths.
10. There will be one salary schedule developed for all employees with differentiation based on area of responsibility and experience (classification of employees should be kept to a minimum).
11. Annual compensation adjustment beyond cost of living adjustments will be based on increased responsibility and/or quality of performance.
12. All employees will go through a 90 day probationary period. The period will include an evaluation of performance.
13. All employees during the first three years of employment will be evaluated annually, after the first three years, employees will be evaluated bi-annually.

STUDENT SERVICES

1. Cycle of Student Development



2. Students need identity and security .
3. Student advising must be integrated with the curriculum.
4. Students must see value in the orientation and advising processes and have active not passive involvement in such activities.
5. Faculty must be provided with relevant information on who their students are.
6. Staff must be involved and available to students.
7. Since a majority of our students are part time and enrolled evenings, the majority of services should be provided to meet such needs.
8. Registration should be available by mail and telephone, on-line and a continuous process throughout the year.

By when?

FACILITIES

THE SPRING CREEK CAMPUS WILL CONSIST OF FOUR MAJOR CORE AREAS:

1. STUDENT, COMMUNITY, LEARNING RESOURCES, ADMINISTRATION.
2. ARTS, SOCIAL SCIENCES, HUMANITIES, VOCATIONAL EDUCATION, THEATRE.
3. PHYSICAL AND NATURAL SCIENCES, VOCATIONAL EDUCATION, HEALTH, PHYSICAL EDUCATION, GYMNASIUM.
4. BUSINESS AND INDUSTRY, S.B.A.C. INCUBATOR , CONFERENCE CENTER.

THE CAMPUS WILL:

1. FUNCTION AS A STUDY AND LEARNING CENTER FOR STUDENTS.
2. FUNCTION AS A RESEARCH, LABORATORY, AND LEARNING INSTITUTE.
3. FUNCTION AS A COMMUNITY CULTURAL RECREATIONAL AND EDUCATIONAL CENTER. (OPEN 7 DAYS A WEEK)
4. BE FLEXIBLE AND ADAPTABLE.
5. BE A PLACE WHERE INDIVIDUALITY AND UNITY CAN CO-EXIST.
6. PROVIDE EASY ACCESS TO ALL AREAS OF THE CAMPUS.
7. HAVE A STRONG EMPHASIS ON AESTHETICS.
8. PROVIDE AN ATMOSPHERE OF FRIENDLY INFORMALITY.
9. FOCUS ON SERVICE TO STUDENTS AS ITS PRIMARY OBJECTIVE.
10. PLACE AN EMPHASIS ON LEARNING AND LEARNING SPACE.
11. BE TECHNOLOGICALLY STATE-OF-THE-ART.
12. HAVE AN UNIQUE AND DYNAMIC DESIGN THAT IS FUNCTIONAL AND REFLECTIVE OF AND INTEGRATED WITH THE COMMUNITY.
13. BE A PLACE WHERE STUDENTS, STAFF AND COMMUNITY CAN FEEL COMFORTABLE. (STAY AND ENJOY).
14. BE A PLACE WHERE PROGRAMS AND SERVICES ARE HIGHLY VISIBLE.
15. PROVIDE FOR AN INTEGRATION OF PROGRAMS. (AVOIDANCE OF

GHETTOS.

16. PROVIDE FOR A GREATER USE OF LABORATORY (HANDS ON) LEARNING.
17. PROVIDE A VARIETY OF WORK AREAS AND LEARNING OPTIONS.
18. PROVIDE THE IDENTIFICATION AND CORRECTION OF LEARNING DEFICIENCIES.
19. BE CENTERED AROUND THE LIBRARY/LEARNING RESOURCE CENTER
 - A. MEETINGS
 - B. COMMUNICATIONS
 - C. CASUAL ENCOUNTERS
 - D. SERVICE
 - E. INSTRUCTION
20. HAVE HIGHLY VISIBLE MALLS AND WALKING AREAS.
21. HAVE DECENTRALIZED PARKING, PROTECTED IF POSSIBLE.
22. BE UNDERSTANDABLE TO THE USER-FUNCTIONALITY IT WILL PROMOTE AND HIGHLY VISIBLE.
23. AVOID MASSIFICATION!
24. ENHANCE SAFETY AND SECURITY.
25. BE COST EFFECTIVE AND EFFICIENT.
26. PROVIDE OPPORTUNITIES FOR A MEDIA PRODUCTION FACILITY - SERVICE - PROGRAMS.
27. HAVE OUTSIDE COURTYARDS, GARDEN AREAS, ETC.
28. HAVE WINDOWS!!! LOTS OF THEM!
29. PROVIDE OPPORTUNITIES FOR CHILD CARE/COOP FACILITY.
30. HAVE DEMASSIFIED FOOD SERVICE.
31. PROVIDE A METHOD TO STAY INSIDE BUT ACCESSIBLE TO ENTIRE CAMPUS.
32. HAVE GLASS INSIDE AND OUTSIDE.
33. PROVIDE FOR STUDENT SPACES TO CALL THEIR OWN.
34. PROVIDE FOR PART TIME INSTRUCTORS AND ENHANCE THEIR INTEGRATION INTO THE INSTITUTION.
35. PROVIDE FOR COLOR AND OTHER COORDINATION.
36. PROVIDE FOR FUNCTIONAL ACOUSTICS.

37. INCLUDE ART STUDIOS AND A GALLERY
38. DEMASSIFY OUTSIDE PHYS. ED. AND RECREATION SPACE.
39. PROVIDE FOR EASY ACCESS AND INFORMATION & PEOPLE
40. GRAPHICALLY IDENTIFY SEGMENTS OF BUILDING.
41. DECENTRALIZE COMPUTER SPACE.

when will
we get signage