

Academic Affairs Council

MEETING MINUTES

Date: Friday, March 2, 2018

Time: 10:45 a.m.

Place: ADM Board Room

I. Call to order

Susan Spicher called to order the regular meeting of the Academic Affairs Council, at 10:46 a.m. on Friday, March 2nd, 2018 in the ADM Building Board Room.

II. Roll Call

The following council members were present: Leslie Appling, Jennifer Baine, Dr. Jim Bullock, Dr. David Carty, Michael Champion, Dr. Sterling Claypoole, Keitha Davidson, Sarah Dilmore, Caroline Hammond, Susan Heyde, Dr. Rhonda Lee-Ernest, Cindy Meyer, Robert Norman, Philip Shackelford, Susan Spicher, Christy Wilson, Ray Winiecki, and Dr. James Yates.

The following council members were excused: Linda Bates, Shannon Forrest, Sherry Howard, Ken Kelley, Brandy Mendoza, Roslyn Nipper, and Dr. Jennifer Parks.

The following council members were absent: Amy Sturdivant.

The following guests attended the meeting: Dean Inman, Dr. Stephanie Tully-Dartez, Ashley Dougan, Jim Roomsburg, Roslyn Turner, and Amanda Baker – Recorder.

III. Approval of minutes

Philip Shackelford made a motion to approve the minutes of the council meeting held on Friday, February 2nd, 2018. Christy Wilson seconded the motion. All approved.

IV. Old Business

- a. No Old Business

V. Planning Council report – Susan Spicher

- a. Items sent to Cabinet

- i. Academic Affairs Council:

- 1. Proposal to accept membership changes to the Assessment Committee based on the definitions of ex-officio and advisory members were approved by committee and are brought forth for council approval. (APM change form filed).
 - 2. Proposal for an exception to committee structure - According to Shared Governance APM 1.10, “The ex-officio member has all the

privileges, including the right to vote, and may hold the office of secretary for the committee, but no higher office.” The Assessment Committee would like to ask for an exception to this rule so that Vicki Badgley, who is ex-officio based on her role as an academic assessment coach, be allowed to remain Vice-Chair of the committee for 2017-2018.

3. The following curriculum changes are proposed:
 - a. Proposal - To accept the proposed updates in name, course descriptions, and software changes to CSCI 2043 Web Design (new name - CSCI 2043 Web Design 1).
 - b. Proposal – To accept the proposal for a new course CSCI 2533 Mobile Application Programming.
 - c. Proposal – To accept the proposed update to the SouthArk Catalog description for course CSCI 1113 Social Media.
 - d. Proposal - To accept the proposed modifications and offering of Online version for course CHEM 1014/L College Chemistry Principles 1/Lab.
 - e. Proposal - To accept the proposed modification and offering of Online version for course RESP 1001 Introduction to Respiratory Therapy
4. Proposal - To approve Revision of SouthArk Library Policy Manual. (APM change form filed)

I. VPAA Information Sharing – Dr. Jim Bullock

- a. New Faculty Evaluation Plan training for deans has begun. There will be ongoing training for deans and faculty each year at Convocation. The division of Health Sciences is planning a faculty training session on Tuesday, March 6, at 3:00, and the Career and Technical Division is planning a faculty training session on Wednesday March 7, at 10:30 a.m.

II. Standing Committee Reports

Susan Spicher yielded the floor to Dr. Sterling Claypoole due to the fact that Ms. Spicher made the original proposal.

- a. Academic Standards Committee – Ashley Dougan
 - i. Motion: To accept the proposed Incomplete Grade Policy and Contract.

Christy Wilson moved to accept the Incomplete Grade Policy with the addition of a number 10. *Any exceptions to this policy will be made on a case by case basis and must be approved by the faculty member and the appropriate dean.* Cindy Meyer seconded this motion.

Vote: All Approved

Dr. Sterling Claypoole yielded the floor back to the chair.

b. Assessment Committee – *Christy Wilson, Chair*

- i. Announcement: The Assessment Report Review Teams (ARRT) reviewed a sampling of academic WEAVE reports from the 2016-2017 academic year and found that many reports contained weak or non-measurable verbs, weak or non-measurable outcomes, inconsistent labeling, weak performance targets, and no attachments of rubrics or raw data. The recommendation from the teams is to offer additional training and/or professional development covering all areas of the assessment process.
- ii. Announcement: An ad-hoc committee was formed to edit the assessment rubric that is used by the deans and the ARRTs when evaluating reports. An ad-hoc committee was also formed to edit the assessment checklist so that faculty will have a guide when completing their reports this May.
- iii. Announcement: The Assessment Committee recommends continuing with three Assessment Coaches for the upcoming academic year to help improve the reporting process. This recommendation was sent directly to Dr. Bullock for consideration.

c. Curriculum Committee – *Dr. Sterling Claypoole, Chair*

- i. Motion – To accept the deletion of the 1 hour SouthArk Success course and to change the catalog to state that Students taking two (2) or more Basic Studies courses will be required to take the 3 hour SouthArk Success course.
 1. *Purpose of the deletion and modification. The purpose of the 1 hour SouthArk Success course was to satisfy the pre-test portion of the HLC QI initiative on Critical Thinking. Now that we are no longer providing the post-test, and have deleted the pre-test fee there is no reason to continue the 1 hour SAS course and we should change the catalog to reflect the previous requirements for SAS.*

Vote: All Approved

Susan Spicher yielded the floor to Dr. Sterling Claypoole due to the fact she is the Early Childhood Education Program Director.

- ii. Motion – To accept the addition of new course to the Education Program. ECED 1043 ECE Ethics and Professionalism to the ECE Certification of Proficiency, ECE Technical Certificate, and AAS in Early Childhood Education.

Vote: All Approved

Dr. Sterling Claypoole yielded the floor back to the chair.

- iii. Motion – To accept the remove of the requirement for CSCI 1003 Computers and Information Processing OR Technology Elective from the Certificate of General Studies
 1. *Purpose of the removal. The 3 hours Technology requirement is required for the Certificate of General Studies but not for the Associate of Arts-General Transfer. Removing this course from the CGS will make the CGS shorter, 31 hours instead of 34 and put it*

more in line with the AA- General Transfer. The CGS does not have electives, so it will not count at that point in their degree pursuit.

Vote: All Approved

- iv. Motion - To accept the development of and placement of the New course CIT Internship/Practicum

Vote: All Approved

- v. Motion – To accept the updates to name change, material usage and learner outcomes in four (4) CSCI Courses as listed:

1. CSCI 2613 Cisco II - Update in course learner outcomes, change in learning materials
2. CSCI 2433 Business Continuity - Update to Course name
3. CSCI 2043 Web Design I - Update to Course name
4. CSCI 2193 Web Design II - Update course, update in software usage for class

Vote: All Approved

- vi. Motion – To add CSCI 1703 Linux course to the SouthArk catalog as it had been omitted from the previous edition.

Vote: All Approved

- d. Distance Learning Committee – *Jennifer Baine, Chair*

- i. No report

- e. Faculty Affairs Committee – *Roslyn Turner, Vice Chair*

- i. Announcements:

1. Faculty Affairs Committee expressed great appreciation for SouthArk's faculty input and the tremendous cooperation of our Academic Administration for the successful approval of the revised Faculty Evaluation Plan which will be included in the APM.
2. Michael Champion volunteered and was selected to be the Faculty Affairs Committee representative to be on Task Force for Open Education Resources (OER).
3. Doyle Manis volunteered and received committee approval to investigate security concerns voiced and bring the Faculty Affairs Committee a report next month.
4. Information pertaining to program viability of SouthArk's Cosmetology Program was brought before the committee. Dr. Bullock provided clarification pertaining to ADHE standards and consequent actions by South Arkansas Community College.
 - a. Dr. Jim Bullock announced Cosmetology is one of several programs at SouthArk that showed up on the latest viability list from the Arkansas Department of Higher Education. In order to be viable, according to ADHE, a program must have at least

four completers per year on a rolling three-year average. After two semesters of intensive effort to improve the numbers, Cosmetology did not meet that standard. It is currently mathematically impossible to reach viability in the next cycle. Meanwhile, the Department of Career Education now has declared they will no longer support cosmetology programs at the secondary level state wide. These two factors have rendered the Cosmetology program non-viable. We, therefore, have recommended the closure of the program. That recommendation goes to the Board of Trustees for a formal determination on March 20. We are sad to see the program close, but we cannot conscientiously recommend its continuation.

5. Next month, the Faculty Affairs Committee meeting will be held March 15th, on East Campus in the McGee Building conference room, from 4:00-5:00 pm. All are welcome to attend.

f. Library Committee – *Dr. Rhonda Lee-Ernest, Chair*

- i. No report

III. New Business

- a. No New Business

IV. Announcements

- a. Student Affairs: Student Medical Marijuana Policy will be placed in the Student Catalog for this next school year. Location yet to be determined.
- b. Next Academic Affairs Council meeting on Friday, April 6, 2018.
- c. Sunset Boulevard opens tonight. Gary Hall, an adjunct professor, is the director. Stephanie built the car. Dr. Yates and Jim Roomsburg are both actors.
- d. Olympia Le Point will be here March 15th
- e. Literary Festival April 13th – 14th

V. Adjourn

Dr. Jim Yates moved to adjourn the meeting at 11:41. Philip Shackelford seconded.