

Academic Affairs Council

MEETING MINUTES

Date: Friday, March 1, 2019
Time: 10:45 a.m.
Place: WHT 231

I. Call to order

Dr. Sterling Claypoole called to order the regular meeting of the Academic Affairs Council at 10:45 a.m. on Friday March 1, 2019, in Whitfield 231.

II. Roll Call

The following council members were present: Sam Allen, Leslie Appling, Vicki Badgley, Linda Bates, Jennifer Baine, Dr. David Carty, Michael Champion, Dr. Sterling Claypoole, Shannon Forrest, Gary Hall, Caroline Hammond, Ashley Dougan, Yolanda Hoof, Ted James, Dr. Cindy Meyer, Dr. Michael Murders, Justin Murphree, Jim Roomsburg, Philip Shackelford, Susan Spicher, Roslyn Turner, Ray Winiecki, and Dr. James Yates.

The following council members were excused: Gary Hall, Brandy Mendoza, and Amy Sturdivant

The following guests attended the meeting: Michael Roberts, Benjamin Cagle, Dean Inman, Dr. Stephanie Tully-Dartez, Mary Kate Sumner, and Michele Hildreth (Recorder)

III. Approval of minutes from the previous meeting:

Philip Shackelford made a motion to approve the minutes of the council meeting held on Friday, February 1, 2019 at 10:45 a.m. Justin Murphree seconded the motion. The minutes were approved.

IV. Old Business

No Report

V. Planning Council report – Dr. Sterling Claypoole

A. The following items were brought to Planning Council as Action items and were sent to Cabinet:

1. APM 5.33b Data Management, Use and Protection
2. APM 2.25 Tuition Waiver

B. The following items were brought to cabinet as Action items and are still being reviewed and discussed:

1. SouthArk Student Clubs and Organizations Policies and Procedures Manual.
2. Student Code of Conduct

C. The following items were brought to cabinet as Discussion items and were endorsed:

1. Process Technology Prerequisites change – add MATH 1073 Technical Mathematics as an alternative math prerequisite to CHEM 1014/L College Chemistry Principles 1/Lab.
2. Criminal Justice Program/Plan of Study – add the following CJ courses to the Plan of Study to more accurately reflect the requirements for an AAS Degree and to be in proper alignment with ADHE. (Deleted some general education courses to meet the concentrations for ADHE (2 HISTs and 2 PSYCs and 1 SOCI))
 - a. CRJU 2503: Criminology
 - b. CRJU 2523: Introduction to Corrections
 - c. CRJU 2543: Juvenile Rehabilitation and Corrections
 - d. CRJU 2513: Juvenile Justice

- e. CRJU 2533: Community-Based Corrections
- 3. General Technology Degree Plan– add the Culinary Technical Certificate as a tract in the General Technology Associate of Applied Science Degree.

Course Name change of Quantitative Literacy to Mathematical Reasoning (MATH 1113) 1. Purpose of Name Change – To improve enrollment for the Quantitative Literacy course. Feedback from current math student as well as Student Services state that the name is intimidating/confusing. Another Arkansas college saw increased enrollment when the name of QL was changed. MATH 1113 is listed on the ACTS website as Quantitative Literacy/Mathematical Reasoning.

VI. Other Councils – Michael Roberts (Guest)

A. Discussions

- 1. Administrative Affairs Council
 - a. APM 2.49 Personal Identifying Information (PII)
 - i. Comments include:
 - 1. Training will be conducted through Break-out sessions during Fall Convocation.
 - 2. More Clarification is needed to who is considered “SouthArk employees”. Concerns were stated that student workers would need to be part of the.

VII. VPAA Information Sharing – Dr. Michael Murders

A. Academic Calendar / Final Exam Schedule

VIII. Standing Committee Reports

A. Actions

- 1. Academic Standards Committee – Ashley Dougan, Vice-Chair
 - a. No Report.
- 2. Assessment Committee – Vicki Badgley, Chair
 - a. No Report.
- 3. Curriculum Committee – Dr. Sterling Claypoole, Chair
 - a. No Report.
- 4. Distance Learning Committee – Jim Roomsburg, Chair
 - a. No Report.
- 5. Faculty Affairs Committee – Roslyn Turner, Chair
 - a. No Report.
- 6. Library Committee – Gary Hall, Chair
 - a. No Report.

B. Discussions

- 1. Academic Standards Committee – Ashley Dougan, Vice-Chair
 - a. No Report.
- 2. Assessment Committee – Vicki Badgley, Chair
 - a. No Report.
- 3. Curriculum Committee – Dr. Sterling Claypoole, Chair
 - a. No Report.
- 4. Distance Learning Committee – Jim Roomsburg, Chair
 - a. No Report.
- 5. Faculty Affairs Committee – Roslyn Turner, Chair

- a. No Report.
- 6. Library Committee – *Gary Hall, Chair*
 - a. No Report.

C. Announcements

- 1. Academic Standards Committee – *Ashley Dougan, Vice-Chair*
 - a. No Report.
- 2. Assessment Committee – *Vicki Badgley, Chair*
 - a. Next Meeting March 28, 2019 at 4 p.m., Location: TBD.
- 3. Curriculum Committee – *Dr. Sterling Claypoole, Chair*
 - a. No Report.
- 4. Distance Learning Committee – *Jim Roomsburg, Chair*
 - a. Next Meeting Thursday, March 7, 2019 at 3:30 p.m., Location: TBA.
 - b. Subcommittee is still working on a standardized experience for Blackboard.
 - i. New Chair will be voted on for the subcommittee at next meeting.
- 5. Faculty Affairs Committee – *Roslyn Turner, Chair*
 - b. Faculty rank change form has been handed off to Dr. Murders, VPAA, to discuss with deans and AVPs
 - c. Faculty Affairs Committee proposal form has been adopted by Faculty Affairs Committee
 - d. Ad hoc committee to be formed to proof the Faculty Handbook
 - i. Seeking deans' input on getting a diverse group of members from across the divisions, especially faculty with a history with SouthArk and preferably a history of working on the Handbook.
 - e. Faculty Forum was held Friday, February 21, 2019, to discuss the 2019-2020 Academic Calendar
 - f. Faculty Affairs Committee is discussing/seeking:
 - i. Clarification of faculty office hours, including virtual office hours
 - ii. Clarification on faculty hours on Fridays
 - iii. Clarification on documenting faculty sick leave
 - g. Next meeting: Tuesday, March 26, 2019, at 3:00 p.m. in WHT 231
- 6. Library Committee – *Gary Hall, Chair*
 - a. Philip stated that we do have about \$1,600 under special programs. He included the guidelines, which outline how the funds can be used. Our funding request on the second page is for the rental of the conference center March 9, 2019 for \$868. We also have two author honorariums for \$100 each. Total request is \$1,068. If this committee approves the request, the foundation will need a copy of the minutes or an email stating the committee approves. About \$500 will remain in the account. Also, there is a \$20 vendor table fee this year. Vendor fees and any sponsorship money received will go into this account.
- 7. Other –
 - a. Show & Tech Day 2019 – March 9
 - b. South Arkansas Literary Festival – March 9
 - c. Spring Fling – March 12
 - d. Weldathon – East Campus – March 14
 - e. Student Recognition Ceremony – April 18
 - f. Employee Recognition Ceremony – May 9
 - g. Spring Commencement – May 10

- h. The Nominating Committee has been made aware of the 14 spots on the committees that need to be filled. They have met, and sent recommendations to Cabinet. They are responding to the Cabinet's suggestions/recommendations on a few changes to their recommendations. The updated recommendations should be reviewed by cabinet this week (Feb 28). Once approved, those who have been nominated for the committees, will be notified along with the chair of the committee. Please contact Mary Kate Sumner with any questions related to committees.

IX. Announcements

- A. Next regular Academic Affairs Council meeting will be on Friday, April 5, 2019, at 10:45 a.m. in Whitfield 231.
- B. Introduction of Lillian Ellen by Dr. Stephanie Tully-Dartez.
- C. Introduction of Michele Hildreth by Dr. Michael Murders.
- D. Dr. David Carty suggested that all SouthArk employees should be recruiting.
- E. Comments & concerns were made about security. Ray Winiecki will take them to the next Facilities, Energy, and Safety committee.

X. Adjourn

Ted James moved to adjourn Academic Affairs Council Meeting, and Susan Spicher seconded. All Approved. The Academic Affairs Council Meeting was adjourned at 11:26 a.m.

Prepared by: Michele Hildreth