

Academic Affairs Council

MEETING MINUTES

Date: Friday, November 2, 2018
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 10:45a.m. on Friday November 2, 2018, in Whitfield 231.

II. Roll Call

The following council members were present: Sam Allen, Leslie Appling, Vicki Badgley, Jennifer Baine, Dr. Jim Bullock, Benjamin Cagle, Dr. David Carty, Micheal Champion, Dr. Sterling Claypoole, Shannon Forrest, Gary Hall, Caroline Hammond, Susan Heyde, Yolanda Hoof, , Ted James, Beverly Land, Brandy Mendoza, Cindy Meyer, Justin Murphree, Jim Roomsburg, Philip Shackelford, Susan Spicher, Amy Sturdivant, Roslyn Turner, Ray Winiecki, and Dr. James Yates

The following council members were excused: Ashley Dougan and Sherry Howard

The following council members were absent: none

The following guests attended the meeting: Dr. Stephanie Tully-Dartez, Dr. Susanne Wache, and Amanda Baker (Recorder)

III. Approval of minutes from the previous meeting:

Micheal Champion made a motion to approve the minutes of the council meeting held on Friday, October 5, 2018. Philip Shackelford seconded the motion. The minutes were approved with updated correction to the word “Minutes” in the heading.

IV. Old Business

A. Academic Tasks Discussion

1. Dr. Claypoole discussed with Chairs of committees about the progress of certain tasks that had been established in the September meeting and encouraged committees to have a determination of tasks and timeframes to present by January AAC meeting.

V. Planning Council report – Dr. Sterling Claypoole

A. The following items were brought to cabinet as Action items and were approved:

1. To accept the redline changes to the Academic Assessment Manual. These changes will result in an APM 3.17 change.
2. Exception for Pam Teague to be the Vice-Chair on Retention Committee.

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

1. To accept the Program Name change of Emergency Medical Technology to Emergency Medical Services.
2. To accept the addition of new course to the Emergency Medical Service Program. EMSP 2033 Advanced Emergency Medical Technician Concepts.
3. To accept the Revisions to all ARNEC LPN-to-RN
4. Proposal: To accept the Revisions to Practical Nursing Curriculum

C. The following item was brought forward to cabinet as a Discussion item and an announcement will be sent out once endorsed:

1. To accept the addition of new course to the Student Service programs. SASC 0300 New Student Orientation.

VI. VPAA Information Sharing – Dr. Jim Bullock

- A. Student Code of Conduct
- B. Recruitment Plans for all Programs are under development.
- C. Dr. James Yates announced Director Positions in Arts and Science Division
 - 1. Linda Bates – Director of Science, Technology and Mathematics
 - 2. Dr. Sterling D. Claypoole – Director of Liberal Arts

VII. Standing Committee Reports

- A. Student Code of Conduct: Item was presented as an announcement – not a motion.
Dr. Claypoole asked if the council would like to vote on the Student Code of Conduct in this meeting as a motion by the raise of hands.
 - 1. Motion from Academic Standards Committee by Dr. Suzanne Wache to accept the Student Code of Conduct.

Vote: Motion from Academic Standards Committee by Dr. Susanne Wache to accept the Student Code of Conduct. It was approved by a vote of hands: 19 approved, 1 opposed.

B. Academic Standards Committee – Dr. Susanne Wache, Vice-Chair

- 1. Motion: To accept the placement scores for the Next-Generation Accuplacer Test

Vote: Motion to accept the placement scores for the Next-Generation Accuplacer Test. Approved.

- 2. Motion: To accept redline changes to APM 3.03
 - a. Updated the policy to reflect current divisions.
 - b. Updated wording to reflect Vice President for Academic Affairs

Vote: Motion to accept redline changes to APM 3.03 to reflect current divisions and wording for Vice President for Academic Affairs. All opposed. Will be sent back to Academic Standards Committee.

- 3. Motion: To accept redline changes to APM 3.06
 - a. Updated the policy to reflect the connection between APM 3.03 and APM 3.06

Vote: Motion to accept redline changes to APM 3.06. Policy will reflect the connection between APM 3.03 and APM 3.06. All Opposed.

Due to the fact that the changes in 3.03 affect the 3.06, 3.06 also needs to go back to Academic Standards Committee.

C. Assessment Committee – Vicki Badgley, Chair

- 1. Announcement: Assessment Committee will be holding Mock ARRT (Assessment Report Review Teams) Reviews for all faculty during the month of November.
Dates attached.
- 2. Next Assessment Committee is November 13th.

D. Curriculum Committee – Dr. Sterling Claypoole, Chair
No report

E. Distance Learning Committee – Jim Roomsburg, Vice-Chair

- 1. Announcements:
 - a. The committee has had a long discussion on when the online classes should be turned on – before classes or the first day of class. This was sent to Faculty Affairs, and once there is feedback Distance Learning will start planning more on this.
 - i. This was due to the students needing to know information by the first day of class and the fact we have minimester classes that start at different times.
 - ii. Question of why the faculty access to turning on the class was taken away, and this has been reviewed and they plan on allowing the faculty to have this right back this semester.

- b. Sub-committee started to discuss a standardized format for online courses with much flexibility.

Vote: Motion to extend 10 minutes past 11:45 by Dr. James Yates and Philip Shackelford seconded.

F. Faculty Affairs Committee – Roslyn Turner, Chair

- 1. Announcements:
 - a. Sub-committee has been started to review changes for the Faculty Evaluation that were presented to them by Dr. Stephanie Tully-Dartez.
 - b. Next Faculty Affairs Committee will be On November 15, and a time change and location change might occur for this meeting.

G. Library Committee – Beverly Land, Chair

- 1. Announcement
 - a. Next Library Committee Meeting Monday, November 5, 2018, at 3:30 in the Library Conference Room.

VIII. Announcements

- A. Next regular Academic Affairs Council meeting on Friday, December 7, 2018, at 10:45 a.m. in Whitfield 231.
- B. Benefits Fair on November 5 in the El Dorado Conference Center break out rooms
- C. Next Planning Council will be on November 30, 2018. This will be on the 5th Friday, due to Thanksgiving break falling on the 4th Friday.
- D. Employee Club Meeting – Thursday, November 8th, 12:15-1pm, lunch and beverages will be provided.
- E. Student Recognition Ceremony – Thursday, November 15th at 6:00 pm

IX. Adjourn

Philip Shackelford moved to adjourn Academic Affairs Council Meeting. All Approved. The Academic Affairs Council Meeting was adjourned at 11:55 a.m.

Prepared by: Mary Kate Sumner