

Academic Affairs Council

MEETING MINUTES

Date: Friday, December 7, 2018
Time: 10:45 a.m.
Place: WHT 231

I. Call to order

Cynthia Meyer called to order the regular meeting of the Academic Affairs Council at 10:48a.m. on Friday December 7, 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, Ashley Dougan, Gary Hall, Caroline Hammond, Yolanda Hoof, Sherry Howard, Ted James, Brandy Mendoza, Cindy Meyer, Justin Murphree, Jim Roomsburg, Susan Spicher, Amy Sturdivant, Roslyn Turner, Ray Winiecki, and Dr. James Yates

The following council members were excused: Dr. Sterling Claypoole, Susan Heyde, Beverly Land, and Philip Shackelford

The following council members were absent: Shannon Forrest

The following guests attended the meeting: Tamara Smith, Linda Bates, Dean Inman and Mary Kate Sumner (Recorder)

III. Approval of minutes from the previous meeting:

Justin Murphree made a motion to approve the minutes of the council meeting held on Friday, November 2, 2018. Susan Spicher seconded the motion. The minutes were approved with correction to those who attended provided by the update that was given with the sign-in sheets.

IV. Old Business

No Report

V. Planning Council report – Cynthia Meyer

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

1. APM 3.21 Title III Education Excellence Endowment Fund

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

1. To accept the addition of new course to the Student Service programs. SASC 0300 New Student Orientation. (However, this course and Campus Tech course need to have a separate non-credit approval process put into place for Student Services and Continuing Education. It does not need to go through the credit Curriculum process, but could use a co-curricular process.)

C. 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: This is an all-inclusive list of policies and procedures governing clubs and organizations. It will be housed on the student activity website and will contain links to all of the documents

D. The following items were sent to cabinet and the review of these will take place in December. *It was announced that the following items were approved at the time of this meeting.*

1. Placement Scores for the Next-Generation Accuplacer Test

2. APM 1.10 Change – Recruitment Committee Purpose and Functions
 3. Student Code of Conduct
- E. The following items were presented as Announcements at Planning Council in November.
1. The Retention and Student Success Committee is currently in the process of revising the retention plan. They will review each goal to see if it is still relevant and if any changes need to be made.
 2. Student Recognition Ceremony was held on Thursday, November 15, with 45 students invited to attend.
 3. There is intention to start a PTEC or Industrial Technology Club at SouthArk.
 4. MOUs were recently signed with SAU and ASU.
 5. Next scheduled Planning Council Meeting will be on January 25, 2019. If there are actions that need to be reviewed before our December break, then we will call an Email meeting.

VI. VPAA Information Sharing – Dr. Jim Bullock

- A. Reminder to turn in final grades on time.
- B. Dr. Bullock commented that this is his last Academic Affairs Council meeting and he wanted to reflect on the changes that have occurred while he was here.
 1. Fine Tuned Shared Governance
 2. New Programs
 3. Faculty Evaluation Process updated
 4. HLC Accreditation
 5. 2017-2022 Strategic Plan crafted
 6. Standardized process to meet viability
 7. Recruitment Plans for all Programs
 8. Assessment Improvement
 9. Renewed and Acquired Grants
 10. Articulation Agreements Updated and Renewed.

VII. Standing Committee Reports

- A. **Academic Standards Committee – Ashely Dougan, Chair**
No Report
- B. **Assessment Committee – Vicki Badgley, Chair**
 1. Assessment Week starts December 10th.
 - a. The Assessment Committee will have work rooms set up on both campuses. Details to be finalized by *Monday* morning.
- C. **Curriculum Committee – Tamara Smith, Vice-Chair**
 1. Motion – To accept the Course Name change of Quantitative Literacy to Mathematical Reasoning (MATH 1113)
 - a. 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.

Vote: A Motion to accept the Course Name Change of Quantitative Literacy to Mathematical Reasoning (MATH 1113) was approved.
- D. **Distance Learning Committee – Jim Roomsburg, Vice-Chair**
 1. Took online vote to give emergency approval of BSTD 0613 English II to be added to the online course schedule for Spring 2018-19.

E. Faculty Affairs Committee – Roslyn Turner, Chair

- a. Faculty Affairs Committee productivity this semester- Committee accomplishments, the issues faced, and plans to address these issues.

A recommendation was made for Roslyn, the Chair, to meet with Dr. Claypoole and administration to discuss the issues further and to come up with a plan.

F. Library Committee – Gary Hall

No Report

VIII. Announcements

- A. Next regular Academic Affairs Council meeting will be on Friday, February 1, 2019, at 10:45 a.m. in Whitfield 231.
- B. Nursing Pinning is Monday, December 10, 2018 at 6:30, ECC
- C. Holiday Potluck is Tuesday, December 11, 2018 from 11-1
- D. Retirement Party for Dr. Bullock, Dr. Parks, and Henry Culbreth will be on Thursday, December 13, 2018 from 2-3
- E. Commencement is Thursday, December 13 at 7pm

IX. Adjourn

Micheal Champion moved to adjourn Academic Affairs Council Meeting, and Gary Hall seconded. All Approved. The Academic Affairs Council Meeting was adjourned at 11:20 a.m.

Prepared by: Mary Kate Sumner