

Academic Affairs Council

MEETING MINUTES

Date: Friday, February 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 February 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, Micheal Champion, Dr. Sterling Claypoole, Shannon Forrest, Gary Hall, Caroline Hammond, Teresa Hampton, Susan Heyde, Yolanda Hoof, Sherry Howard, Ted James, Beverly Land, Brandy Mendoza, Dr. Cindy Meyer, Dr. Michael Murders, Jim Roomsburg, Philip Shackelford, Susan Spicher, Roslyn Turner, Ray Winiecki, and Dr. James Yates.

The following council members were excused: Ashley Dougan, Justin Murphree, and Amy Sturdivant

The following guests attended the meeting: Vincent Dawson, Benjamin Cagle, Dean Inman, Carey Tucker, Brandi Cotterman, Dr. Tim Kirk, and Mary Kate Sumner (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, December 7, 2018 and the minutes of the council email meeting held January 14-22, 2019. Susan Spicher seconded the motion. Both sets of minutes were approved.

IV. Old Business

No Report

V. Planning Council report – Dr. Sterling Claypoole

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

1. Placement scores for the Next-Generation Accuplacer Test
2. APM 1.10 Change – Recruitment Committee Purpose and Functions
 - a. Review SouthArk's strategies to recruit and enroll new credit-seeking college students, providing input and guidance where appropriate.
 - b. Facilitate interdepartmental communication and collaboration on recruitment activities and principles.
 - c. Make recommendations to the Student Affairs Council.
 - d. Act upon issues referred by the Student Affairs Council

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: 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
2. Student Code of Conduct – Cabinet has been asked to provide feedback to Dr. Moore for review and compilation. A suggestion of development of a separate committee for conduct. The BRT has a very specific role which is not general misconduct issues.

- C. The following items were presented as Actions at Planning Council in January and were sent forward to Cabinet.
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. With amendment made by C. Meyer in Academic Affairs: We accept the 5 Criminal Justice syllabi presented, with post-vote edits, prior to delivery to ADHE, for including at least one Criminal Justice Program Outcome to be aligned with each Course Learner Outcome with all editing being completed as a joint activity among the Criminal Justice Program Director, the Dean of Arts and Science, and the Curriculum Committee Chair.
 - 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 – Culinary Program – add the Culinary Technical Certificate as a tract in the General Technology Associate of Applied Science Degree.
 4. 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.

VI. VPAA Information Sharing – Dr. Michael Murders

- A. Academic Calendar / Final Exam Schedule
1. Changes to be made are provided in attachments.
 2. Meetings with Assessment Committee and Professional Development Committee will occur.
 3. More information to come.

VII. Standing Committee Reports

A. Actions

1. Academic Standards Committee – Vicki Badgley, Vice-Chair
 - a. No Report.
2. Assessment Committee – Vicki Badgley, Chair
 - a. No Report.

Dr. Sterling Claypoole yielded the Chair of Academic Affairs Council to Dr. Cindy Meyer.

3. Curriculum Committee – Dr. Sterling Claypoole, Chair
 - a. General Business AAS: We are modifying our four tracks into one track with four separate recommended sets of 15 credit hours of electives for the purpose of specialization. Our current curriculum structure does not fit into Jenzabar. Coursework will remain essentially the same except that the new structure will allow a phase out of Intermediate Keyboarding from the Office Technology specialty. New structure is shown on attachments.
 - i. As previously noted, the change is being driven by compatibility with Jenzabar and was requested by Student Services. The core courses and elective sets were

based on the four existing tracks. The sets of electives should be used in advising, but will not be strictly enforced, allowing students more opportunities to specialize in accordance with their own career plans and reducing the need for course substitutions.

The Motion related to the General Business AAS was pulled due to more changes coming soon.

Dr. Cindy Meyer yielded the Chair of Academic Affairs Council back to Dr. Sterling Claypoole.

4. Distance Learning Committee – *Jim Roomsburg, Chair*
 - a. No Report.
5. Faculty Affairs Committee – *Roslyn Turner, Chair*
 - a. No Report.
6. Library Committee – *Beverly Land, Chair*
 - a. No Report.

B. Discussions

1. Academic Standards Committee – *Vicki Badgley, 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. Our subcommittee is still working on the standardized design (Blackboard shell template) for all courses using blackboard.
 - i. Would like Feedback from Faculty – please contact Benjamin Cagle, Susan Heyde, or someone else on the subcommittee.
 - b. We decided to allow the Distance Learning staff to continue with the current practice of permitting instructors to open online courses early, with the DL staff turning on the rest of the courses on the first day of the semester. An Instructor turning a course off is such a rare occurrence that it doesn't need a policy statement.
5. Faculty Affairs Committee – *Roslyn Turner, Chair*
 - a. No Report.
6. Library Committee – *Beverly Land, Chair*
 - a. No Report.

C. Announcements

1. Academic Standards Committee – *Vicki Badgley, Vice-Chair*
 - a. No Report.
2. Assessment Committee – *Vicki Badgley, Chair*
 - a. February Meeting date and time to be determined.
 - b. Mock Assessment Review Results – seem to be well received.
 - c. Convocation Assessment Workshop Results – seem to be well received.
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. Distance Learning Committee had asked if a survey should be sent out about Blackboard. Faculty Affairs sent back to Distance Learning and said that they can send out a survey or request information, but Faculty Affairs would not be in charge of the survey or request of information.
 - b. Items to be brought to Academic Affairs next month:
 - i. Committee approved a form for requesting faculty rank change
 - ii. Committee approved a form for accepting and tracking proposals that come to/through our committee
 - c. Next Faculty Affairs Committee Meeting will be February 19th at 3:00pm in WHT 231.
6. Library Committee – *Beverly Land, Chair*
 - a. No Report.

VIII. Other Councils

- A. Discussions
 1. Administrative Affairs Council
 - a. APM 2.25 Tuition Waiver
 - i. Comments include:
 1. Change “South Arkansas University” to “Southern Arkansas University-Tech”
 2. Questions/concerns related to financial aid changes

Motion was made by Gary Hall to extend the meeting for 15 minutes. Approved.

- b. Data Management APM add – location of the procedure in the APM will be decided later

IX. Announcements

- A. Next regular Academic Affairs Council meeting will be on Friday, March 1, 2019, at 10:45 a.m. in Whitfield 231.
- B. Nominating Committee will be meeting soon and they will be replacing those on the committees who have left.
- C. African-American Heritage Week is February 11-15, 2019
- D. Show & Tech Day 2019 – March 9th
- E. Literary Festival – March 9th

X. Adjourn

Susan Spicher moved to adjourn Academic Affairs Council Meeting, and Jennifer Baine seconded. All Approved. The Academic Affairs Council Meeting was adjourned at 11:53 a.m.

Prepared by: Mary Kate Sumner