

Academic Affairs Council

MEETING MINUTES

Date: Friday, October 4, 2019
Time: 10:49 a.m.
Place: WHT 231

I. Call to order

Cindy Meyer called to order the regular meeting of the Academic Affairs Council at 10:49 a.m. on Friday, October 4, 2019, in Whitfield 231.

II. Roll Call

The following council members were present: Sam Allen, Linda Bates, Dr. David Carty, Michael Champion, Gary Hall, Brandy Mendoza, Jim Roomsburg, Ray Winiecki, Dr. Michael Murders, Justin Murphree, Dr. Cindy Meyer, Philip Shackelford, Shannon Forrest, Lillian Ellen, Mandi Haynes, Susan Spicher, Susan Wache, Vicki Badgley, Dr. Sterling Claypoole, Caroline Hammond, Genevieve White, Ken Bridges, and Dr. James Yates.

The following council members were excused: Yolanda Hoof, Jennifer Baine, and Amy Sturdivant.

The following council members were absent: Teresa Hampton and Zanna Linder

The following guests attended the meeting: Vince Dawson, Dean Inman, Dr. Stephanie Tully-Dartez, Benjamin Cagle, Justin Guerin, and Mary Kate Sumpter (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, September 6, 2019 at 10:45 a.m. Philip Shackelford seconded the motion. The minutes were approved.

IV. Old Business

- A. No Report

V. Planning Council report – Cindy Meyer, Chair

- A. All curriculum changes brought from Planning Council (in May) to Executive Cabinet were approved as is, except the following.
This item was denied: Entertainment and Media Arts Program – Prefix for Theater (THEA) to DRAM in accordance with the ACTS compliance standards.
These 3 items were approved with edits (additions in green):
HCIT 1001 Computer Basics to HSCI 1001 Health Care Computer Basics
HCIT 1011 Ethics and Professionalism to HSCI 1011 Health Care Ethics and Professionalism
MATH 0071 Tech Algebra Math ALP lab
- B. Kinesiology course split (Lecture separate from Laboratory) was brought forth as an Action and will be sent to Executive Cabinet.
- C. Genevieve White as Assessment Chair – and Assessment Coach – was brought forth as an Action and will be sent to Executive Cabinet.
- D. Need a list of all Committee's Vice-Chairs to provide to Mary Kate (she is the record keeper for this).
- E. Dr. Tully-Dartez working on 1.10 APM – Please send any changes to her.

VI. Other Councils

- A. No Report

VII. VPAA Information Sharing – Michael Murders

- A. Travel Reminders
- B. Faculty Evaluation (documents) are still being reviewed in Faculty Affairs
- C. Faculty Credential Rules/Policies

VIII. Standing Committee Reports

A. Actions

1. Academic Standards Committee – *Susanne Wache, Chair*
 - a. No Report.
2. Assessment Committee – *Genevieve White, Acting Chair*
 - a. No Report.
3. Curriculum Committee – *Ken Bridges, Chair*
 - a. No Report.

Distance Learning Committee – *Genevieve White, Chair*

- a. No Report.
- 4. Faculty Affairs Committee – *Susan Spicher, Chair*
 - a. No Report.
- 5. Library Committee – *Gary Hall, Vice-Chair*
 - a. No Report.

B. Discussions

1. Academic Standards Committee – *Susanne Wache, Chair*
 - a. No Report.
2. Assessment Committee – *Genevieve White, Acting Chair*
 - a. No Report.
3. Curriculum Committee – *Ken Bridges, Chair*
 - a. No Report.
4. Distance Learning Committee – *Genevieve White, Chair*
 - a. Looking at combining Library and Distance Learning Committees, waiting on membership
5. Faculty Affairs Committee – *Susan Spicher, Chair*
 - a. No Report.
6. Library Committee – *Gary Hall, Vice-Chair*
 - a. No Report.
7. From the Chair – *Cindy Meyer*
 - a. Consider the last meeting of the year for your committee and for this council to be run by your vice-chair so that person has better continuity with information regarding motions from May to August/September.

C. Committee Announcements

1. Academic Standards Committee – *Susanne Wache, Chair*
 - a. Jennifer Baine new member, she is replacing Ashley Dugan.
2. Assessment Committee – *Genevieve White, Acting Chair*
 - a. Lib Guide with assessment forms on library webpage.

- b. Working to have Assessment Forms in a tab in MyCampus.
- 3. Curriculum Committee – *Ken Bridges, Chair*
 - a. No Report.
- 4. Distance Learning Committee – *Genevieve White, Chair*
 - a. No Report
- 5. Faculty Affairs Committee – *Susan Spicher, Chair*
 - a. Early Alert concerns must now be sent to earlyalert@southark.edu
 - b. Deans are using the current Faculty Evaluation for 2019-2020 Academic year
 - c. Faculty Evaluation Plan continues to be reviewed – target Spring Convocation for Faculty presentation
 - d. Faculty Manual is back in committee after ad hoc committee redline
 - e. All faculty sent most recent Incomplete grade policy and contract (March 2018) (was lost in the aftermath of the Admin. Fire)
 - i. Will be updated on MyCampus
 - ii. Will be updated on the U drive
 - iii. This will be added to the revised Faculty Manual
 - f. Requested additional module on the Faculty tab on MyCampus to house faculty Academic Forms.
 - g. Meetings 3rd Thursday 4:15-5:15 in WHT 231
- 6. Library Committee – *Gary Hall, Vice-Chair*
 - a. The library committee will now be meeting on an as needed basis.

IX. Announcements

- 1. Other –
 - i. Admin Building open house October 9th 8:00 to 9:30.
 - ii. Lecture Series Speaker: Spencer Stone, October 10th @ 7:00 p.m.
 - iii. CIT Advisory Committee Meeting will be October 17th at 2 p.m.
 - iv. October Cyber Security Awareness Month (Podcasts and Posters about Cyber Security)
 - v. Health Science Open House Tuesday, October 22nd, 4:00 – 6:00 p.m.
 - vi. Norphlet STEM night, Tuesday, November 12th at Norphlet Middle School, 5:45 to 8:00 p.m.
 - vii. Storyline Program being worked on by Dr. Sam Allen
 - viii. Fall Commencement will be December 12th at 6:00 p.m.

X. Adjourn

Genevieve White moved to adjourn Academic Affairs Council Meeting, seconded by Philip Shackleford. All Approved. The Academic Affairs Council Meeting was adjourned at 11:13 a.m.

Prepared by: Michele Hildreth