

Academic Affairs Council

MEETING MINUTES

Date: Friday, February 7, 2020

Time: 10:46 a.m.

Place: ADM Board Rm 309

I. Call to order

Cindy Meyer called to order the regular meeting of the Academic Affairs Council at 10:46 a.m. on Friday, February 7, 2020, in Thomas ADM Board Room 309.

II. Roll Call

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

The following council members were excused: Amy Sturdivant

The following council members were absent: Teresa Hampton

The following guests attended the meeting: Dr. Bentley Wallace, Brooke Walthall, Sherri Arrington, and Michele Hildreth (Recorder)

III. Approval of minutes from the previous meeting:

Mandi Haynes made a motion to approve the minutes of the council meeting held on Friday, December 6, 2019 at 10:48 a.m. Micheal Champion seconded the motion. The minutes were approved.

IV. Old Business

- A. Faculty Affairs motion to include Adult Education Director as a permanent member of Faculty Affairs committee – (Vote to return).

V. Chair Information Sharing – Cindy Meyer, Chair

- A. Moving a motion.
- B. Planning Council did not meet in January 2020
- C. Committee Chairs met for follow-up discussion from Dec 2019 AAC meeting regarding possible committee combinations.

VI. Other Councils

- A. No Report

VII. VPAA Information Sharing – Michael Murders

- A. Academic Affairs Updates
- B. Academic Calendar
- C. Calendar
- D. Course Schedules
- E. Posting of Final Exam Schedule
- F. Intersession

VIII. Standing Committee Reports

A. Actions

1. Academic Standards Committee – *Susanne Wache, Chair*
 - a. Standard grading scale placed on each course master syllabi
Vote: Motion from Academic Standards Committee by Dr. Suzanne Wache to accept that a consistent grade scale be placed on each course master syllabus to be used by all sections of one course. It was approved by a vote of hands: approved
 - b. Elimination of the English II course and replace with Composition I with Laboratory course (including changing all current catalog entries regarding prerequisite of English II toward any and all college level courses).
Vote: Motion from Academic Standards Committee by Dr. Suzanne Wache to accept the elimination of the English II course and replace with Composition I with Laboratory course (including changing all current catalog entries regarding prerequisite of English II toward any and all college level courses). It was approved that it would be implemented in Fall 2020.
2. Assessment Committee – *Genevieve White, Chair*
 - a. No Report.
3. Curriculum Committee – *Ken Bridges, Chair*
 - a. Honors program proposal and capstone seminal course.
Vote: Motion from Curriculum Committee by Dr. Ken Bridges that the Honors program proposal and capstone seminal course be implemented. Motion was not approved: 1- yes, 27-no
4. Distance Learning Committee – *Genevieve White, Chair*
 - a. No Report.

Motion to extend the Academic Affairs Council Meeting 15 minutes at 11:42 by Gary Hall, 2nd by Genevieve White.

5. Faculty Affairs Committee – *Susan Spicher, Chair*
 - a. No Report.
6. Library Committee – *Zanna Linder, Chair*
 - a. Merge the committees of Distance Learning and Library to form the new committee of: Academic Support Committee, with new functions and membership.
Vote: Motion from Library Committee by Zanna Linder to Merge the committees of Distance Learning and Library to form the new committee of: Academic Support Committee, with new functions and membership.
Motion to accept with noted changes: add an additional member to CTE, by Phillip Shackelford and 2nd by Genevieve White.
It was approved.

Motion to extend the Academic Affairs Council Meeting to 12:15 at 11:54 by Dr. Sterling Claypoole, 2nd by Micheal Champion.

B. Discussions

1. Academic Standards Committee – *Susanne Wache, Chair*
 - a. No Report.
2. Assessment Committee – *Genevieve White, Chair*
 - a. Next week is assessment week.

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. No Report.
6. Library Committee – *Zanna Linder, Chair*
 - a. No Report

C. Committee Announcements

1. Academic Standards Committee – *Susanne Wache, Chair*
 - a. No Report
2. Assessment Committee – *Genevieve White, Chair*
 - a. No Report
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. Faculty Affairs will begin sponsoring Faculty Lunch & Learn Sessions.
 - b. First Meeting Tuesday, February 25th. 12:15pm – 12:50 pm in Whitfield 231.
6. Library Committee – *Zanna Linder, Chair*
 - a. No Report

IX. Announcements

- i. Spring Commencement will be May 14th at 7:00 p.m.

X. Adjourn

Genevieve White moved to adjourn Academic Affairs Council Meeting, seconded by Gary Hall. All Approved. The Academic Affairs Council Meeting was adjourned at 12:05 p.m.

Prepared by: Michele Hildreth