

# Academic Affairs Council

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## MEETING MINUTES

Date: Friday, February 5, 2021

Time: 10:45 AM

Place: Microsoft Teams

### I. Microsoft Teams

Gary Hall called to order the regular meeting of the Academic Affairs Council at 10:45 a.m. on Friday, February 5, 2021, in Microsoft Teams.

Voting was conducted by poll in Microsoft teams.

### II. Roll Call

***The following council members were present:*** Mandi Haynes, Sherri Arrington, Gary Hall, Brandy Mendoza, Jim Roomsburg, Dr. Stephanie Tully-Dartez, Dr. Cindy Meyer, Linda Bates, Susan Spicher, Susan Wache, Lillian Ellen, Caroline Hammond, Benjamin Cagle, Justin Guerin, Sam Allen, Dr. James Yates, Ray Winiecki, Shannon Forrest, Jim Roomsburg, Amy Sturdivant, Genevieve White, Justin Murphree, Phillip Shackelford, Scott Larkin, Vicki Badgley, Dr. Sterling Claypoole, Nancy Whitmore, and Dr. David Carty.

***The following council members were excused:*** None

***The following council members were absent:*** Jennifer Baine, Zanna Linder, Brooks Whathall, and Alivia Zartuche

***The following guests attended the meeting:*** Dr. Bentley Wallace, Christy Wilson, Cynthia Reyna, Amanda Rhodes, Dr. Carolyn Langston, Veronda Tatum, Christy Cottrell, Kim Britt, and Michele Hildreth (Recorder)

***Votes recorded by:*** Michele Hildreth (Recorder)

### III. Approval of minutes from the previous meeting:

The minutes of the council meeting held on Friday, November 6, 2020 were voted to be accepted and approved. Motioned by Susan Spicher and 2<sup>nd</sup> by Mandi Haynes.

### IV. Old Business

A. Nothing Reported

### V. Chair Information Sharing – Gary Hall, Chair

A. Basic protocols for motions and deadlines

B. Clarification on the grade scale addition to the syllabus

### VI. Other Councils

A. Nothing Reported

### VII. Interim VPAA Information Sharing – Dr. Stephanie Tully-Dartez

A. Budgets & Grants

B. Critical Nature of 11<sup>th</sup> day rosters

C. Scholarship Promotion

D. Blackboard Ultra

## VIII. Standing Committee Reports

### A. Actions

1. Academic Standards Committee – Dr. *Susanne Wache, Chair*
  - a. No Report.
2. Assessment Committee – Scott *Larkin, Chair*
  - a. *Motion:* APM Change – 3.17 Appendix 5 – Assessment Rubric  
*Vote: Approved*
3. Curriculum Committee – Nancy *Whitmore, Chair*
  - a. *Motion:* English 1 name change to English Fundamentals  
*Vote: Approved*
4. Academic Support Committee – Genevieve *White, Chair*
  - a. No Report.
5. Faculty Affairs Committee – Susan *Spicher, Interim Chair*
  - a. No Report

### B. Discussions

1. Academic Standards Committee – Dr. *Susanne Wache, Chair*
  - a. No Report
2. Assessment Committee – Scott *Larkin, Chair*
  - a. No Report
3. Curriculum Committee – Nancy *Whitmore, Chair*
  - a. No Report
4. Academic Support Committee – Genevieve *White, Chair*
  - a. No Report
5. Faculty Affairs Committee – Susan *Spicher, Interim Chair*
  - a. No Report

### C. Committee Announcements

1. Academic Standards Committee – Dr. *Susanne Wache, Chair*
  - a. The academic standards committee discussed concerns regarding the present Master Syllabi. The topics included:
    - i. Discuss description of classroom modality and online recordings.
    - ii. Check the wording of policies that were added.
    - iii. Check organization and need for an acceptable length of the document,
    - iv. Suggest other revisions, additions, and deletions.
    - v. Checking for provision of equity-based design of course syllabi outside of ADA related language
  - b. Two motions were adopted at our Ad hoc Master syllabus meetings (see attachment):
    - i. the technical requirement and materials inclusion in the master syllabus
    - ii. the grading scale inclusion
2. Assessment Committee – Scott *Larkin, Chair*
  - a. No Report
3. Curriculum Committee – Nancy *Whitmore, Chair*
  - a. No Report
4. Academic Support Committee – Genevieve *White, Chair*
  - a. No Report

5. Faculty Affairs Committee – *Susan Spicher, Interim Chair*
  - a. Lillian Ellen elected Vice-Chair
  - b. Next Faculty Affairs Committee meeting – February 18<sup>th</sup>, via Teams at 4:30 pm
6. Visitors –
  - a. Scholarships – Veronda Tatum and Cynthia Reyna
    - i. Suspense for scholarship submissions is March 1<sup>st</sup>.

**II. Announcements**

Nothing to Report

**III. Adjourn**

Meeting Adjourned at 11:40 a.m.

*Prepared by: Michele Hildreth*