

Academic Affairs Council

MEETING MINUTES

Date: Friday, May 7, 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, May 7, 2021, in Microsoft Teams.

II. Roll Call

The following council members were present: Dr. Sam Allen, Sherri Arrington, Vicki Badgley, Linda Bates, Benjamin Cagle, Lillian Ellen, Shannon Forrest, Dr. Justin Geurin, Gary Hall, Caroline Hammond, Mandi Haynes, Scott Larkin, Brandy Mendoza, Justin Murphree, Jim Roomsburg, Phillip Shackelford, Susan Spicher, Dr. Stephanie Tully-Dartez, Dr. Susanne Wache, , and Dr. James Yates.

The following council members were excused: Dr. David Carty, Dr. Sterling Claypoole, Dr. Cindy Meyer, Karsten Tidwell, Brooks Walthall, Genevieve White, Nancy Whitmore, and Ray Winiecki.

The following council members were absent: Alivia Zartuche

The following guests attended the meeting: Kim Britt, Jayna Winiecki, Dr. Carolyn Langston, Tim Johnson, and Mary Kate Sumner (Recorder)

The following members were named as proxy: Sam Allen for Dr. Cindy Meyer and Brooks Walthall, and Lillian Ellen for Dr. David Carty.

III. Approval of minutes from the previous meeting:

Philip Shackelford made a motion to approve the minutes of the council meeting held on Friday, April 2, 2021 and the minutes of the council meeting held via Microsoft Teams Polly Vote for April 15-19, 2021. Jim Roomsburg seconded the motion. The minutes were approved as written.

IV. Chair Information Sharing – Gary Hall, Chair

- a. Welcome Guests: Tim Johnson
- b. Discussion guidance for meeting
- c. Appreciation for a difficult year

V. VPAA Information Sharing – Dr. Stephanie Tully-Dartez

- a. Commencement – will be outside at El Dorado Football Stadium, May 13
- b. Catalog – Please get your Catalog Edits to your Deans
- c. Notes for the most intelligence creatures...

VI. Planning Council and Cabinet Updates

- a. The following items were brought to cabinet as Action items and were approved:
 - i. English I to English Fundamentals:
 1. Explanation of change: English I is the only class left on campus that has the BSTD designation, and the college continues to work toward no longer having BSTD courses.

2. Reason for change: To remove the BSTD course designation from the catalog. We would like to change the name to *English Fundamentals*; Course Code Recommendation: *ENGL 0103*
- ii. To change Course Prefix designation: BSTD 0211 Comp I lab to ENGL 0211 Comp I lab
- iii. APM 5.05d Gym Use. Update to Gym Use policy.
- iv. APM 2.42 Salary Adjustments for Degree(s) Earned. Update to Salary Adjustments for degree(s) earned policy.
- v. APM 2.35a Retirement Benefits. New Policy to explain current benefits.
- vi. Education and Early Childhood Education program changes:
 1. Removing Pre-requisites:
 - a. To remove ENGL 0103 as a pre-requisite from ECTC 2303, ECTC 2403; ECTC 2503; ECTC 2703; ECTC 2803; and EDUC 2023
 - b. To remove the pre-requisite of ECE Technical Certificate from ECED 2053 Admin of Preschool Programs
 - c. To remove the pre-requisite of EDUC 2033 from the following Early Childhood courses: ECTC 2303; ECTC 2503; ECTC 2703; and ECTC 2803
 - d. To change ECED 1033 Practicum I pre-req change to – Pre/Co-requisites: ECED 1003 or ECED 1023 and Pre-requisites: EDUC 2033
 - e. To remove all pre-requisites from ECTC 2703 Preschool Curriculum
 - f. To remove all pre-requisites from ECTC 2903 Future Perspectives
 2. To create a Certificate of Proficiency of Early Childhood Special needs. It would consist of 12 credits.
 3. To create a Basic Certificate in Early Childhood Education: Infants and Toddlers.
 4. To create a Basic Certificate in School-age and After School Care.
 5. To create a Basic Certificate in Early Childhood Education Administration.
 6. To create a new Certificate of Proficiency in Early Childhood Education Curriculum.
 7. To revise the AAS degree in Early Childhood Education and add eight newly-developed courses to the curriculum:
 - a. Caring for Exceptional Children (ECED 2833)
 - b. Teaching and Learning for the Exceptional Young Child (ECED 2843)
 - c. Infant /Toddler Development and Learning (ECED 2863)
 - d. Infant/Toddler Caregiving and Field Experience (ECED 2873)
 - e. School-Age Environments, Care and Activities (ECED 2883)
 - f. School-Age Development, Learning and Guidance (ECED 2893)
 - g. Administration for Early Childhood Education Programs II (ECED 2163)
 - h. Music, Movement and the Creative Arts (ECED 2743).
- vii. Technical Writing
 1. Create a new course: ENGL 1143 Technical Writing I
 2. Change ENGL 2043: Technical Writing for Industry to Technical Writing II
- viii. Name Change BTEC 2413 Advanced Microsoft Office to BTEC 2413 Advanced Business Applications
- ix. To accept ENGL 1113 Composition I or ENGL 1143 Technical Writing I in the Culinary Technical Certificate requirements.

- x. “Shooting for the Stars” as SouthArk’s official plan for designing and implementing an institution-wide open education resources initiative.
- xi. APM 3.17 Assessment Manual Changes

VII. Standing Committee Reports

a. Actions

i. Academic Standards Committee – Dr. Susanne Wache, Chair

1. APM 3.06 – Syllabi

- a. *Motion:* To update APM 3.06 to include 3.06a-Master Syllabi & 3.06b-Course Syllabi guidelines and approve text for a standardized 3.06a procedure for all sections of a course for assessment, accreditation requirements, and course transfer. (Note: The Course Syllabi section guidelines will not be updated at this time).

2. Multiple Measures

- a. *Motion:* To approve the text change to catalog 2020-2021 to improve accessibility, student success, and retention, as multiple measures will be used to place students in gateway courses. The changes will be made for the 2021-2022 catalog.

3. Academic Appeals Process

- a. *Motion:* To approve the updated Academic Appeals Process.

Vote: All Academic Standards Committee items - No objections - Approved

ii. Assessment Committee – Scott Larkin, Chair

1. No Report

iii. Curriculum Committee – Nancy Whitmore, Chair

- 1. *Motion:* To approve the proposal to remove Composition I (ENGL 1113) as a pre-requisite to Scriptwriting EMAT 1013 (*originally requested as COMM 1013*).
- 2. *Motion:* To approve a proposal to create two new Special Topic Courses – EMAT 2903 and EMAT 2913 (*originally requested as COMM 2903 and COMM 2913*).

Vote: All Curriculum Committee items - No objections - Approved

iv. Academic Support Committee – Genevieve White, Chair

1. No Report.

v. Faculty Affairs Committee – Lillian Ellen, Vice- Chair

1. Faculty Handbook (Faculty Manual)

- a. *Motion:* To accept the Faculty Affairs Committee.
 - i. Please update the footer to state “May 2021.”

Vote: All Faculty Affairs Committee items - No objections - Approved

b. Discussions

- i. Academic Standards Committee – *Dr. Susanne Wache, Chair*
 1. No Report
- ii. Assessment Committee – *Scott Larkin, Chair*
 1. See Announcements
- iii. Curriculum Committee – *Nancy Whitmore, Chair*
 1. No Report
- iv. Academic Support Committee – *Genevieve White, Chair*
 1. See Announcements
- v. Faculty Affairs Committee – *Lillian Ellen, Vice- Chair*
 1. *Motion:* from Lillian Ellen to request Summer meeting of Academic Affairs Council as needed. Susan Spicher seconded the motion.

Vote: As needed Academic Affairs Council meeting during Summer – No objections - Approved

IX. Announcements

- A. PTK ceremony will be recorded and sent out Tuesday May 11
- B. Assessment Week – Assessment Coaching on Weave will be available.
- C. Blackboard Ultra questions – please contact Benjamin or Dr. Geurin.
- D. Nurse Pinning will be at 6pm in the North parking lot of Heritage Plaza – limited parking
- E. Employee Recognition Ceremony Wednesday, May 12
- F. Commencement – Thursday, May 13
- G. This week is Teachers Appreciation Week – Thank you to all teachers!
- H. Ultra-Party (Blackboard Training) - HSC 272 Wednesday, May 12 from 1- until.

X. Adjourn

A motion to adjourn was made by Dr. James Yates, and seconded by Philip Shackelford. The meeting was adjourned at 11:45 a.m.

Prepared by: Mary Kate Sumner