

# Academic Affairs Council

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## MEETING MINUTES

Date: Friday, September 3, 2021

Time: 10:45 AM

Place: Microsoft Teams

### I. Call to Order - 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, Dr. David Carty, Lillian Ellen, Dr. Justin Geurin, Gary Hall, Caroline Hammond, Mandi Haynes, Scott Larkin, Zanna Linder, Brandy Mendoza, Dr. Cindy Meyer, Justin Murphree, Amanda Rhodes, Jim Roomsburg, Jennifer Schroeder, Phillip Shackelford, Susan Spicher, Karsten Tidwell, Dr. Stephanie Tully-Dartez, Ray Winiecki, and Dr. James Yates.*

*The following council members were excused: Shannon Forrest, and Brooks Walthall*

*The following guests attended the meeting: Kim Britt, Michelle Brandon, Gregory Hawkins, Christy Wilson, and Mary Kate Sumner (Recorder)*

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

Gary Hall made a motion to approve the minutes of the council meeting held on Friday, May 7, 2021. Susan Spicher seconded the motion. The minutes were approved as written.

### IV. Chair Information Sharing – Scott Larkin, Chair

- A. Welcome Guests

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

- A. Covid Updates

### VI. Planning Council and Cabinet Updates

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

- i. APM 3.06 – Syllabi
  - 1. *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).
- ii. Multiple Measures of Placement (Catalog updated)
- iii. Academic Appeals Process (Catalog updated)
- iv. EMAT Course Changes (Catalog updated)
  - 1. To approve the proposal to remove Composition I (ENGL 1113) as a pre-requisite to Scriptwriting EMAT 1013 (*originally requested as COMM 1013*).
  - 2. To approve a proposal to create two new Special Topic Courses – EMAT 2903 and EMAT 2913 (*originally requested as COMM 2903 and COMM 2913*).

- v. APM 3.19 - Faculty Manual (APM updated)

## **VII. Council**

### **A. Actions**

- i. Election of Vice-Chair
  - 1. Susan Spicher nominated Dr. Sam Allen to be Vice-Chair. Justin Murphree seconded. – No opposed. *Approved*
- ii. Election/Discussion of Recorder
  - 1. Recommended to keep Mary Kate Sumner as Recorder with no opposition.

### **B. Discussions**

- i. Process to Review Functions and Memberships October 1 (Council and Committees)

## **VIII. Standing Committee Reports**

### **A. Actions**

- i. Academic Standards Committee – *Jennifer Baine, Chair*
  - 1. No Report
- ii. Assessment Committee – *Zanna Linder, Chair*
  - 1. No Report
- iii. Curriculum Committee – *Susan Spicher, Chair*
  - 1. No Report.
- iv. Academic Support Committee – *Genevieve White, Chair*
  - 1. No Report.
- v. Faculty Affairs Committee – *Lillian Ellen, Chair*
  - 1. No Report.

### **B. Discussions**

- i. Academic Standards Committee – *Jennifer Baine, Chair*
  - 1. No Report
- ii. Assessment Committee – *Zanna Linder, Chair*
  - 1. No Report.
- iii. Curriculum Committee – *Susan Spicher, Chair*
  - 1. No Report
- iv. Academic Support Committee – *Amanda Rhodes, Chair*
  - 1. No Report.
- v. Faculty Affairs Committee – *Lillian Ellen, Chair*
  - 1. No Report.

### **C. Announcements**

- i. Academic Standards Committee – *Jennifer Baine, Chair*
  - 1. No Report
- ii. Assessment Committee – *Zanna Linder, Chair*
  - 1. No Report.
- iii. Curriculum Committee – *Susan Spicher, Chair*
  - 1. One of the first orders of business for the Curriculum Committee is a review of our current process for curriculum related actions.
    - a. If you have any questions, comments, or suggestions regarding this process please email Susan Spicher, Curriculum Chair at [sspicher@southark.edu](mailto:sspicher@southark.edu) by no later than Friday, September 10th. The Curriculum Committee will be meeting during the week of the 13th to begin working on various proposals to clarify and refine these processes.
- iv. Academic Support Committee – *Amanda Rhodes, Chair*
  - 1. No Report.
- v. Faculty Affairs Committee – *Lillian Ellen, Chair*
  - 1. No Report.

## **IX. Announcements**

- A. Reminder for All Committees for their first meeting of the Academic Year:
  - vi. Elect: Chair (if needed), Vice-Chair, and Secretary
  - vii. Discuss Meeting day, time, location.
  - viii. Review Functions of the committee and provide track changes of any recommended changes to the APM 1.10.
  - ix. Review Memberships of the committee and provide track changes of any recommended changes to the APM 1.10.
  - x. All items need to be reported to this Council, and to Mary Kate Sumner.
- B. SouthArk Library Co-Curricular Calendar
- C. SouthArk Spotlight Series
- D. Lights! Camera! Arkansas! traveling exhibit

## **X. Adjourn**

A motion to adjourn was made by Dr. James Yates, and seconded by Jennifer Schroeder. The meeting was adjourned at 11:05 a.m.

*Prepared by: Mary Kate Sumner*