

Academic Affairs Council

MEETING MINUTES

Date: Friday, October 1, 2021
Time: 10:45 AM
Place: Microsoft Teams

I. Call to Order - Microsoft Teams

Scott Larkin called to order the regular meeting of the Academic Affairs Council at 10:45 a.m. on Friday, October 1, 2021, in Microsoft Teams.

II. Roll Call

The following council members were present: Dr. Sam Allen, Sherri Arrington, Linda Bates, Benjamin Cagle, Dr. David Carty, Lillian Ellen, Dr. Justin Geurin, Gary Hall, Mandi Haynes, Scott Larkin, Zanna Linder, Brandy Mendoza, Dr. Cindy Meyer, Justin Murphree, Amanda Rhodes, Jim Roomsburg, Jennifer Schroeder, Phillip Shackelford, Susan Spicher, Dr. Stephanie Tully-Dartez, Brooks Walthall, Ray Winiecki, and Dr. James Yates.

The following council members were excused: Vicki Badgley, Shannon Forrest, Caroline Hammond and Karsten Tidwell.

The following guests attended the meeting: Dr. Bentley Wallace, Kim Britt, Heath Waldrop, Michelle Brandon, Bethany Barcroft, Dr. Cassandra Tavorn, and Mary Kate Sumner (Recorder)

III. Approval of minutes from the previous meeting:

Philip Shackelford made a motion to approve the minutes of the council meeting held on Friday, September 3, 2021. Dr. James Yates seconded the motion. The minutes were approved as written.

IV. Chair Information Sharing – Scott Larkin, Chair

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

VI. Planning Council and Cabinet Updates

- A. Committees and Councils are continuing to review their functions and membership lists in APM 1.10. After all have been brought to the Councils, they will be taken to Cabinet for final review.
- B. Committees and Councils are continuing to elect their officers and determine their date/time/location of monthly meetings.

VII. Council

A. Actions

- i. APM 1.10 – Academic Affairs Council Functions

Vote: Motion was made to approve the updates to APM 1.10 Academic Affairs Council Functions by Dr. James Yates and Philip Shackelford seconded it. All Approved.

- ii. APM 1.10 – Academic Affairs Council Membership

Vote: Motion was made to approve the updates to APM 1.10 Academic Affairs Council Schedule and Membership by Philip Shackelford and Dr. James Yates seconded it. All Approved.

VIII. Standing Committee Reports

A. Actions

- i. Academic Standards Committee – Jennifer Baine, Chair
 - 1. No Report

ii. Assessment Committee – Kelly Roper, Chair

1. APM 1.10 Functions and Membership updates

Vote: Motion was made to approve the updates to the APM 1.10 Assessment Committee. All Approved.

iii. Curriculum Committee – Susan Spicher, Chair

1. APM 1.10 Functions and Membership updates

Motion by Philip Shackelford at 11:45am to extend the meeting to 12:00pm and it was seconded by Susan Spicher.

Vote: Motion was made to approve the updates to APM 1.10 for Curriculum Committee. Including the update of the workforce representative. All Approved.

2. Internal Review Only of Curriculum Edits/Changes: Curriculum Committee Proposal Form & Procedure

- a. Form is a fillable PDF
- b. Used for items that are mainly editorial changes that can be made by the Curriculum Committee and passed along as information to various levels of shared governance. (See attached form and Instructions)

Vote: Motion was made to approve the Curriculum Committee Proposal Form and Procedure.

iv. Academic Support Committee – Amanda Rhodes, Chair

1. No Report.

v. Faculty Affairs Committee – Lillian Ellen, Chair

1. APM 1.10 Functions and Membership updates.

Motion by Gary Hall at 12:00pm to extend the meeting to 12:15pm and it was seconded by Philip Shackelford.

Vote: Motion was made to approve the updates to APM 1.10 for Faculty Affairs Committee. All Approved.

B. Discussions

i. Academic Standards Committee – Jennifer Baine, Chair

1. No Report

ii. Assessment Committee – Kelly Roper, 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 – Kelly Roper, Chair

1. Officers: Kelly Roper, Chair; Dr. Carolyn Langston, Vice-Chair; Caroline Hammond, Secretary
2. Meeting Schedule: Still trying to determine.

iii. Curriculum Committee – Susan Spicher, Chair

1. Officers: Susan Spicher, Chair; Dr. James Yates, Vice-Chair; Jennifer Schroeder, Secretary.
2. Meeting Schedule: Third Thursday of each month at 4:00pm. Via Microsoft Teams or in Whitfield 239.

3. The Curriculum Committee is continuing work on streamlining the process of curriculum approvals. We are seeking faculty suggestions.
- iv. Academic Support Committee – Amanda Rhodes, Chair
 1. Officers: Amanda Rhodes, Chair; Dr. Carolyn Langston, Vice-Chair; Dr. Justin Geurin, Secretary
 2. Meeting Schedule: First Thursday of each month at 11:00 am.
 3. An Ad Hoc task force was created to review non-academic requirements such as Campus Technology, SouthArk Success, and other requirements students have to complete in Blackboard. Justin Geurin was appointed chair of the task force. Please reach out to him with any question you might have.
- v. Faculty Affairs Committee – Lillian Ellen, Chair
 1. Officers: Lillian Ellen, Chair; Vernita Morgan, Vice-Chair; Dr. Carolyn Langston, Secretary
 2. Meeting Schedule: Still trying to determine.

IX. Announcements

- A. Reminder for All Committees for their first meeting of the Academic Year:
 - i. Elect: Chair (if needed), Vice-Chair, and Secretary
 - ii. Discuss Meeting day, time, location.
 - iii. Review Functions of the committee and provide track changes of any recommended changes to the APM 1.10.
 - iv. Review Memberships of the committee and provide track changes of any recommended changes to the APM 1.10.
 - v. All items need to be reported to this Council, and to Mary Kate Sumner.
- B. Committee Chairs, please don't forget to send all *approved* minutes to Mary Kate as soon as possible after you have a meeting.
- C. SouthArk Library Co-Curricular Calendar
- D. SouthArk Spotlight Series
- E. Lights! Camera! Arkansas! traveling exhibit
- F. *ALL ACADEMIC PROGRAM DIRECTORS*
 - i. TUESDAY OCTOBER 19TH – 9:00AM TO 5:30PM – SOUTHARK STARS ACADEMIC MAJORS FAIR
 1. This is your opportunity to make our current students aware of your degree and certificate programs that are offered. Many of our students do not know about the value of a two-year degree or certificates.
 2. If you would like to participate please contact Susan Spicher, Gary Hall, or Jim Yates by no later than Wednesday, 10/6. You may have a fully or partially manned or information/display only space. You are welcome to have program graduates or current students participate.
 - ii. Union County College Fair for area high school students on Wednesday, October 20th 9:00 – 12:00 at the Conference Center

IX. Adjourn

A motion to adjourn was made by Dr. James Yates, and seconded by Philip Shackelford. The meeting was adjourned at 12:16 p.m.

Prepared by: Mary Kate Sumner