

Academic Affairs Council

MEETING MINUTES

Date: Friday, December 3, 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 10:46 a.m. on Friday, December 3, 2021, in Microsoft Teams.

II. Roll Call

The following council members were present: Dr. Sam Allen, Linda Bates, Benjamin Cagle, Dr. David Carty, Lillian Ellen, Dr. Justin Geurin, Gary Hall, Caroline Hammond, Mandi Haynes, Scott Larkin, Dr. Cindy Meyer, Amanda Rhodes, Jim Roomsburg, Kelly Roper, Phillip Shackelford, Susan Spicher, Mary Kate Sumner, Ray Winiecki, Byron Winn and Dr. James Yates.

The following council members were excused: Vicki Badgley, Jennifer Baine, Shannon Forrest, Brandy Mendoza, Justin Murphree, Jennifer Schroeder, Karsten Tidwell, Dr. Stephanie Tully-Dartez, and Brooks Walthall.

The following guests attended the meeting: Dr. Carolyn Langston.

III. Approval of minutes from the previous meeting:

Susan Spicher made a motion to approve the minutes of the council meeting held on Friday, November 5, 2021. Dr. James Yates seconded the motion. The minutes were approved as written.

IV. Chair Updates – Scott Larkin, Chair

V. VPAA Updates – Dr. Stephanie Tully-Dartez

VI. Planning Council and Cabinet Updates

A. The following items were brought to cabinet as Action items and were approved and have been updated in the APM:

- i. APM 1.10 Shared Governance - Functions and Membership updates - Committees and Councils that were updated:
 1. Planning Council, Academic Affairs Council, Assessment Committee, Curriculum Committee, Faculty Affairs Committee, Student Affairs Council, Retention and Student Success Committee, Recruitment Committee, Student Services Committee, Administrative Affairs Council, Human Resources Committee, Professional Development Committee
 2. Removal of Emergency Response Team from APM 1.10
- ii. APM 2.35A Retirement

VII. Standing Committee Reports

A. Actions

- 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. PTAP Changes - Request for an additional CLO to be added to each of the courses listed below. This will bring the courses into alignment with Accreditation requirements. The same CLO is added to each course listed.

- a. CLO: “Demonstrate knowledge, application, and/or performance of content and skills required as an entry-level physical therapist assistant under the direction and supervision of the physical therapist; relating to the body systems’ impact on functional mobility, incorporating ethics, values, and responsibilities focused on patient management within the health care environment, and utilizing interventions, tests, and measures for the progression of the plan of care.”
- b. Courses: 1002 Introduction for PTAs, 2304 Pathophysiological Conditions, 2315/L Applied Physical Therapy I/Lab, 2323 Admin & Mgt for PTAs, 2406/L Physical Therapy Procedures /Lab, 2415/L Applied Physical Therapy II /Lab, 2424 Clinical Practicum I, 2503 PTA Seminar, 2514/L Neuro Rehab for PTAs /Lab, 2528 Clinical Practicum II.

Vote: Motion was made to approve addition of the CLO to be added to all PTA courses mentioned above. All Approved.

- iv. Academic Support Committee – *Amanda Rhodes, 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 – *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. We will have open computer labs that will be staffed with help from assessment committee members in Whitfield 101 and 102 during the following times:
 - a. Monday, December 13 from 10:30am -12pm and 1pm to 5pm
 - b. Tuesday, December 14 from 8am-12pm and 1pm to 5pm
 - i. Genevieve White will be available in HSC 272 on Tuesday, December 14th 8a-12p and 1:30p-5p
 - c. Wednesday, December 15 from 8am-12pm and 1pm to 5pm
 - d. Thursday, December 16 by appointment only
 2. All-Faculty Meeting – Monday, December 13th 9am-10am Library Auditorium – Dr. Stephanie Tully-Dartez sent out a calendar invite.
- iii. Curriculum Committee – *Susan Spicher, Chair*
 1. If you would like to meet to discuss possible curriculum change proposals you may contact Susan Spicher.
 2. Forms posted on U drive under Curriculum Committee
 3. There is a document that details which form should be used for various types of curriculum requests titled “What Form Should I Use”

4. Curriculum Committee continues to work on a procedures manual. We welcome your thoughts regarding this process.
- iv. Academic Support Committee – *Amanda Rhodes, Chair*
 1. Be on the look-out for a Technology Survey.
 2. Soon, we will be bringing forward an action item to remove the Library Policies and Procedures Manual from the APM.
- v. Faculty Affairs Committee – *Lillian Ellen, Chair*
 1. No Report.

VIII. Announcements

A. Commencement

- i. Nursing Pinnings will include the conferring of their degrees and they will receive their diplomas that night.
- ii. December 16th Main Commencement Ceremonies:
 1. 5pm Arts & Sciences also includes Adult Ed Students
 2. 7pm Health Sciences
- iii. A volunteer form will be sent out soon to request volunteers.
- iv. Communication with the students will be by email and maybe by text.

B. Convocation

- i. More info on Convocation to come soon.

C. The Nursing Director, Dr. Sherri Arrington, has left for a new opportunity. The Nursing Director position is vacant at this time.

IX. Adjourn

A motion to adjourn was made by Gary Hall, and seconded by Dr. James Yates. The meeting was adjourned at 11:04 a.m.

Prepared by: Mary Kate Sumner