

Academic Affairs Council

MEETING MINUTES

Date: Friday, November 4, 2022
Time: 10:45 AM
Place: Microsoft Teams

I. Call to Order - Microsoft Teams

Dr. Sam Allen called to order the regular meeting of the Academic Affairs Council at 10:45 a.m. on Friday, November 4, 2022, in Microsoft Teams.

II. Roll Call

The following council members were present: Dr. Sam Allen, Jennifer Baine, Linda Bates, Dr. David Carty, Lillian Ellen, Dr. Justin Geurin, Gary Hall, Mandi Haynes, Dr. Carolyn Langston, Brandy Mendoza, Dr. Cindy Meyer, Justin Murphree, Amanda Rhodes, Jim Roomsburg, Kelly Roper, Jennifer Schroeder, Susan Spicher, Mary Kate Sumner, Karsten Tidwell, Dr. Stephanie Tully-Dartez, Chelsey Turner, Roslyn Turner, Genevieve White, Ray Winiecki, Byron Winn, and Dr. James Yates.

The following council members were excused: Benjamin Cagle, Shannon Forrest, Vernita Morgan, and Phillip Shackelford.

III. Approval of minutes from the previous meeting:

Dr. Carolyn Langston made a motion to approve the minutes of the council meeting held on Friday, May 6, 2022. Dr. James Yates seconded the motion. The minutes were approved as written.

IV. Chair Updates – Dr. Sam Allen, Chair

- a. No Report. Just a Thank you!

V. VPAA Updates – Dr. Stephanie Tully-Dartez

- a. Letter of Intent (LOI) was submitted to ADHE for the Forestry Technology Program

VI. Planning Council and Cabinet Updates

- a. The following items were brought to cabinet as Action items and were approved:
 - i. APM Changes (all items have been updated in the APM):
 - 1. APM 3.20 – Library Policies and Procedures Manual
 - a. To be removed from the APM (deleted) and housed in MyCampus under Administration tab.
 - b. Academic Support Committee also gave the Library editorial freedom for grammar edits
 - 2. APM 1.10 – Updates (APM form will be completed by Mary Kate Sumner before sending to Cabinet)
 - a. Retention & Student Success Committee (started the request Nov 10, 2021)
 - i. Clarified Ex-officios in the committee and added Director of Adult Education
 - b. Curriculum Committee – Membership Directive
 - i. To allow a two-year term for the chair and vice-chair positions on the Curriculum Committee upon request of the committee. A maximum of one additional term will be allowed following the initial appointment.
 - 1. The decision to extend these for an additional year would be made at the last meeting of the Curriculum Committee for the current academic year.
 - 3. APM 3.06b Course Syllabi – Track Changes
 - a. Notes: Templates and instructions are available on the U:Drive in the Syllabi folder and on MyCampus under the Administration tab.
 - ii. Syllabi Template update

1. Proposed Course Syllabi Template
 - a. Notes from Academic Affairs Council meeting: Course Syllabi template (Content/Format) will need to be formatted appropriately for ADA compliance and Allied/Blackboard. This will be handled and updated by someone in the Academic area and handled before being sent out to others. A request was made to not use content control boxes. A request was made to make the Master Syllabi template ADA compliant as well.
 - i. *Vanessa Williams stated: There is no mention of medical absences and the distinction depending on type of program. There is also no mention of Title IX. Not saying there should be, but students need to know that absences related to sick children are excused (follows the medical absence policy). After a discussion between Dr. Stephanie Tully-Dartez, Dr. Cindy Meyer, and Mary Kate Sumner, we made a compromised update to the syllabi, which Vanessa Williams accepted. The update includes adding the listed areas of the catalog to refer to.*
 - ii. *The update that was made:*
 1. *Original: Additional college absence policy information available through the current college catalog available at:*
<https://www.southark.edu/admissions/resources/course-catalog>
 2. *Update: Additional college absence policy information (including Jury Duty/Military/Official Function, Medical Leave, and Scheduled Absences) available through the current college catalog available at:*
<https://www.southark.edu/admissions/resources/course-catalog>
- iii. Curriculum Changes (Programs updates)
 1. Education Program – Update TC Education Studies
 - a. AS026-3142022SPICHERTC
 - i. Update to accept Fundamentals of Biology/Lab or Physical Science/Lab or approved subject area substitutions to meet the science requirements for the Technical Certificate.
 2. Forestry Technology: FORM - CTE015-04152022DARTEZ(FORESTRY)
 - a. New Forestry Technology Program.
 - i. GPSs and Master Syllabi are provided/attached.
 - ii. Basic Forestry (CP), Forestry Technology (CP), Forestry Technology (TC)
 - iii. Master Syllabi information: Master Syllabi will require an instructor to be hired and put in place to identify materials, unit outcomes, and CLO alignment. Instructor will be hired when funds are released from the state.
 3. Industrial Engineering Technology: FORM - CTE022-04192022WINIECKI
 - a. Motion to approve: degree update/change, new certificates, certificate update/change for the Industrial Engineering Technology Program
 - i. Industrial Technology Mechatronics REVAMP to Industrial Engineering Technology – GPSs and files for comparison are included.
 - ii. New Certificates/Degree Names: Industrial Engineering Technology (CP); Industrial Maintenance (TC); Electrical and Instrumentation (TC); Industrial Engineering Technology (AAS) with two tracts: Industrial Maintenance, Electrical and Instrumentation. This will include new CIP Codes as well.
 4. Chemical Process Technology: FORM - CTE022-04192022WINIECKI
 - a. Motion to approve: degree update/change, new certificates, certificate update/change for the Process Technology Program
 - i. Process Technology REVAMP to Chemical Process Technology – GPSs and files for comparison are included.
 - ii. New Certificates/Degree Names: Chemical Process Technology (TC); Industrial Engineering Technology: Chemical Process Technology (AAS).
 1. Industrial Engineering Technology (CP) will be the same CP for the Industrial Engineering Technology Program and Chemical Process Technology.
- b. The following items were brought to cabinet as Announcements:

- i. Computer Information Technology Program – Course Deletions – Note from Academic Affairs Council meeting: Courses (course description, etc) will be archived in a folder that is accessible to the VPAA and the Registrar.
 1. AS002-03062022TURNER001 – Delete CSCI 1425
 2. AS002-03062022TURNER002 – Delete CSCI 1203
 3. AS002-03062022TURNER003 – Delete CSCI 1112
 4. AS002-03062022TURNER004 – Delete CSCI 1102
- ii. Radiologic Technology: Form – HS101-04152022HAYNES(RADT)
 1. Course Description Updates
- iii. Faculty Questionnaire results:
 1. The overload pay rate structure has been clarified
 2. We have discovered that tenure within 2-year schools is slowly vanishing, although we are still focusing on mentoring programs in other colleges and what they look like. Perhaps there can be a type of reward program for our senior faculty if we can bring back the mentorship program. Mentorship died in shared governance and is worth revisiting/resurrecting.
 - a. We are continuing our discussion with Dr. Tully-Dartez on remote office hours, rules around that, and what's best for students regarding virtual classes and office hours.
- iv. Course & Master Syllabi “Template” update – On May 3rd, Benjamin Cagle, Chelsey Turner, and Mary Kate Sumner teamed up to make sure the syllabi “templates” are accessible (accessibility/ADA/UDL) to all users. We should be able to send the “template” out Friday, May 6th or Monday, May 9th. The “template” will not need to be used for courses until Fall 2022. These will be housed in the VPAA’s office/U:Drive.
 1. They will be available in the following locations: MyCampus Administrations tab and U:Drive – Syllabi folder.
- v. Course Syllabus Directions – the directions are attached as a file and will be added to the same locations as the syllabi “templates”. Please review and if you have any suggested updates to be made, please inform Mary Kate Sumner.
 1. This will be housed in the VPAA’s office/U:Drive. It will be available in the following locations: MyCampus Administrations tab and U:Drive – Syllabi folder.
- vi. Dean’s List (Catalog Listing)
 1. The Description of the Dean’s List will be updated to include information to properly include the programs that are considered to be full time by their financial aid status.

VII. Academic Affairs Council Officer Nominations

- a. Approving Chair to be Dr. Sam Allen (Vice-Chair from 2021-22)

Vote: Motion was made by Dr. James Yates to approve Dr. Sam Allen to transition last year’s vice-chair to be the chair for the 2022-23 Academic year for the Academic Affairs Council. The motion was seconded by Dr. David Carty.

Vote: Motion to elect last year’s vice-chair as chair. Jennifer Schroeder so moved. Linda Bates seconded. All Approved.

- b. Vice-Chair Nominations

Nomination: Dr. Cindy Meyer nominated Linda Bates.

Vote: Motion to cease nomination was made by Dr. James Yates with a second by Susan Spicher. Approved.

Vote: Motion was made by Dr. James Yates for Linda Bates to be the vice-chair for the 2022-23 Academic year for the Academic Affairs Council. The motion was seconded by Dr. Carolyn Langston. All Approved.

- c. Approving Recorder to be Mary Kate Sumner (continuing responsibility)

Vote: Motion was made by Dr. Cindy Meyer to approve Mary Kate Sumner to continue being the Recorder for the 2022-23 Academic year for the Academic Affairs Council. The motion was seconded by Susan Spicher. All Approved.

- d. APM 1.10 Shared Governance – Academic Affairs Council

- i. Purpose/Functions

1. From: Assign issues needing to be addressed to the appropriate committee under the council. Review, develop, and implement college-wide policies and procedures.

2. To: Assign items needing to be addressed to the appropriate committee under the council.
Review, develop, and implement college-wide policies and procedures.

Discussion was had on which word to replace “issues” with.

Vote: Motion was made to change the word from “issues” to “items” in the first function by Genevieve White with a second from Dr. James Yates. Approved.

Vote: Motion to approve the Purpose and functions for that the Academic Affairs Council with the updates was made by Jennifer Schroeder and seconded by Dr. David Carty. All Approved.

- ii. Membership

Vote: Motion was made by Dr. Carolyn Langston for no changes to be made to the membership with a second from Dr. Yates. All Approved.

VIII. Standing Committee Reports

a. Actions

- i. Academic Standards Committee – Jennifer Baine, Chair

1. APM 1.10 Shared Governance

- a. Redline changes for membership and functions

- i. Function Change:

1. From: Make recommendations on matters relating to the academic policies of the College.
2. To: Make recommendations on matters relating to the academic procedures of the College.

Vote: Motion was made to approve the Academic Standards Function Changes with a second by Jim Roomsburg. All Approved.

- 3.

- ii. Membership Change Edits:

1. Liberal Arts → Arts & Sciences
2. Continuing Education Staff Member → Division of Workforce and Continuing Education (1 representative)
3. Dean or Enrollment Services → Registrar

Vote: Motion was made to approve the Academic Standards Membership Changes with a second by Dr. Carolyn Langston. All Approved.

- ii. Academic Support Committee – Dr. Carolyn Langston, Chair

1. APM 1.10 Shared Governance

- a. No Changes or updates were made to APM 1.10 at this time.

No motion or vote needed.

2. Officer Exceptions requested:

- a. Due to the Vice-Chair for 2021-22 rolling off in May 2022, we request an exception to be made to keep the vice-chair on the committee to be Chair for the 2022-2023 year. – Dr. Carolyn Langston.

Vote: Motion was made to approve officer exception for the Academic Support Committee with a second made by Kelly Roper. All Approved

- iii. Assessment Committee – Kelly Roper, Chair

1. APM 1.10 Shared Governance

- a. Redline changes for membership and functions

- i. Function Change

1. From: Review the Academic Assessment Manual annually and propose revisions as needed .
2. To: Review the Academic Assessment Manual and propose revisions as needed.

Vote: Motion was made to approve function change for the Assessment Committee with a second made by Justin Murphree. All Approved

b. Membership Change:

1. Delete: Student Services Member
2. Add: Vice President for Academic Affairs (advisory)

Vote: Motion was made to approve membership changes for the Assessment Committee with a second made by Dr. Carolyn Langston. All Approved

2. Officer Exceptions requested:

- a. The 2021-2022 Chair was asked to stay on as chair for the 2022-2023 year. – Kelly Roper.

Vote: Motion was made to approve officer exception for the Assessment Committee with a second made by Linda Bates. All Approved.

iv. Curriculum Committee – Susan Spicher, Chair

1. APM 1.10 Shared Governance

- a. No Changes or updates were made to APM 1.10 at this time.

No motion or vote needed.

2. Curriculum Changes:

- a. Practical Nursing Program – Revamp (HS 017-10272022White)

- i. The Program will be reformed with the current courses being combined and mixed into new courses with new course names and new numbers.
- ii. Changing Evening Program from a 4 semester program to a 3 semester program.

Vote: Motion was made to approve the reformed Practical Nursing Program. All Approved

- iii. Practical Nursing Program – Secondary Tech Center approval (CTE 015-10272022Winieck)

Vote: Motion was made to approve the reformed Practical Nursing program into a new Practical Nursing Secondary Tech center/high school program. All Approved

v. Faculty Affairs Committee – Vernita Morgan, Chair

1. APM 1.10 Shared Governance

- a. No Changes or updates were made to APM 1.10 at this time.

No motion or vote needed.

2. Membership Exceptions requested:

- a. To be a member of the Faculty Affairs Committee, a member must have completed a minimum of one (1) full academic year of service at SouthArk.
- i. Andy Newman and Curt Socia due not follow this rule. They are new to the college within the last year. We request an exception to be made due to the low numbers of faculty/staff that fall in the membership category that they fall in.

Vote: Motion was made to approve membership exceptions for the Faculty Affairs Committee. All Approved

b. Discussions

i. Academic Standards Committee – Jennifer Baine, Chair

1. Discussion of dissolving the Committee and blending the responsibilities into the other four Academic Affairs Standing Committees

- a. Chairs of the other Academic committees are in the process of taking the list of items that the Academic Standards would usually handle, and are in the process of reviewing them with their committees.
- i. Question was asked about the comparison of the total number of committees and memberships, and would removing this committee cause issues? Concise info: This would help prevent faculty from being overloaded in committees.

ii. Academic Support Committee – Dr. Carolyn Langston, Chair

1. No Report

iii. Assessment Committee – Kelly Roper, Chair

1. No Report

- iv. Curriculum Committee – *Susan Spicher, Chair*
 - 1. No Report
- v. Faculty Affairs Committee – *Vernita Morgan, Chair*
 - 1. No Report

c. Announcements

- i. Academic Standards Committee – *Jennifer Baine, Chair*
 - 1. Officers: Jennifer Baine, Chair; Dr. Ken Bridges, Vice-Chair; Lillian Ellen, Secretary
 - 2. Meeting Schedule: The Second Monday of the month at 4:00pm via Microsoft Teams
 - 3. Syllabus Templates – Both the Course and the Master now have a version that includes instructions in the template to assist in creating the syllabi.
- ii. Academic Support Committee – *Dr. Carolyn Langston, Chair*
 - 1. Officers: Dr. Carolyn Langston, Chair; Vernita Morgan, Vice-Chair; Dr. Justin Geurin, Secretary
 - 2. Meeting Schedule: First Thursday of each month at 11:00am. Via Microsoft Teams. As needed.
- iii. Assessment Committee – *Kelly Roper, Chair*
 - 1. Officers: Kelly Roper, Chair; Dr. Carolyn Langston, Vice-Chair; Jessica Brown, Secretary
 - 2. Meeting Schedule: The Tuesday a week before the 1st Friday of each month at 3:00pm. Via Microsoft Teams
 - 3. Assessment Week: Open Lab on Monday and Tuesday of Assessment Week (December 12 & 13) in the Whitfield Labs.
- iv. Curriculum Committee – *Susan Spicher, Chair*
 - 1. Officers: Susan Spicher, Chair; Dr. James Yates, Vice-Chair; Jennifer Schroeder, Secretary
 - 2. Meeting Schedule: Fourth Monday of each month at 3:00pm. Via Microsoft Teams or in Whitfield 239
- v. Faculty Affairs Committee – *Vernita Morgan, Chair*
 - 1. Officers: Vernita Morgan, Chair; Keith Everett, Vice-Chair; Dr. Carolyn Langston, Secretary
 - 2. Meeting Schedule: Second Tuesday of each month at 3:00pm. Via Zoom or Microsoft Teams

IX. Announcements

- a. Dr. Carty announced that IET program was looking for faculty
- b. Mary Kate Sumner announced:
 - i. Announced that the Professional Development Committee met and the following items were discussed:
 - 1. Convocation suggestions were reviewed and their feedback was sent back to the VPAA's office.
 - 2. Safe Colleges is being recommended as the mandatory training system and it is being taken to Administrative Affairs and then on to Planning Council in November
 - ii. Commencement Ceremonies: Two ceremonies – one at 5:30 the other at 7pm on December 15
 - iii. PTK induction will be on November 10, 2022 at 6pm in the Library (this was changed to the Conference Center).
 - iv. Administrative Affairs Council will be the morning of November 18 at 9am.
 - v. Planning Council will be the morning of November 18 at 10:45am.

X. Adjourn

- a. A motion to adjourn was made by Dr. Carolyn Langston, and seconded by Dr. David Carty. The meeting was adjourned at 11:45 a.m.

Prepared by: Mary Kate Sumner