

Planning Council

MEETING MINUTES

Date: Friday, January 26, 2018

Time: 10:45 a.m.

Place: ADM Board Room

I. Call to order

Dr. Stephanie Tully-Dartez called to order the regular meeting of the Planning Council at 10:45 a.m. on Friday, January 26, 2018 in the ADM Board Room.

II. Roll Call

The following council members were present: Dr. Ken Bridges, Dr. Jim Bullock, Peg Cole, Richard Dunlap, Keith Everett, Bernadette Hall, Caroline Hammond, Sherry Howard, Dean Inman, Ted James, Dr. Tim Kirk, Valerie Lewis, Casey Martin, Robert Norman, Cynthia Reyna, Philip Shackelford, Heather Smith, Susan Spicher, Veronda Tatum, Dr. Stephanie Tully-Dartez, Vanessa Williams, Ray Winiecki and Dr. James Yates.

The following council members were excused: Dr. Barbara Jones, Dr. Carolyn Langston, and Carey Tucker.

The following council members were absent: Quincie Deloach,

The following guests attended the meeting: Kathy Reaves, Amanda Baker, and Mary Kate Sumner - Recorder

III. Approval of minutes from last meeting

Dean Inman made a motion to approve the minutes of the council meeting held on Friday, November 17, 2017. Valerie Lewis seconded the motion. The minutes were approved as written.

IV. Actions/Discussion

a. Academic Affairs- Susan Spicher, Chair

- i. Proposal to Accept red line changes to the Academic Assessment manual (please see page 8, and 11-13 of the manual). This will be an APM change.

1. Disaggregation of data:

- a. Hybrid classes will be combined with online classes for data purposes in assessment reports.
 - b. Dual/concurrent enrollment students who are in a college section class will be counted as On-site Traditional for the purposes of assessment reports.

2. Assessment Report Review Teams (ARRT) will review academic assessment reports from the 2016 -2017 academic year. In February, 2018, the Assessment Committee will review the ARRT findings and will make any necessary recommendations for budgetary needs, assessment plan changes, and professional development activities.

- ii. Proposal to accept the revised Curriculum Proposal Request form.

1. Changes include: addition of Plan of Study and Syllabus in the top listing, removal of VPAA signature and add of Curriculum Committee Chairman

Signature at the bottom, add Submitted by and Program/Department at the top and change Media Library center to SouthArk Library.

- iii. Proposal to eliminate the ATI Critical Thinking Exam testing fee of \$35 that is associated with the SouthArk Success Course at the end of the 2017-2018 academic year.
 - 1. Explanation include: SouthArk has been collecting \$35 per student in a testing fee to pay for the pre-test and post-test, sending that money off to the testing company, having students take the pre-test but very few students have taken the post-test. The last time any students took the post-test was May of 2016 and that was only three or four students. This seems like a waste of the testing fee if we are not going to do the post -test and therefore we should cancel that fee.
- iv. Proposal to accept the proposed name change, modifications, and addition of course/credit hour to current Medical Coding Practicum HCIT 2773 to HCIT 2774.
- v. Proposal to accept four (4) proposals of official new GB tracks, course curriculum changes, course substitutions with an extra Business elective in the General Business Program. – *These changes were to address the viability issues from ADHE.*
 - 1. AAS -GB Entrepreneurship
 - 2. AAS-GB General Business Management
 - 3. AAS-GB Office Technology
 - 4. AAS-GB Mid-management internship
- vi. Proposal to make an exception to Distance Learning Online Course Review process for Intro to Resp and Chem 1014/Lab online so that these courses may move forward for the Spring. They will be reviewed by Distance Learning and require approval by Distance Learning but not have to go to Curriculum at this time in order to be taught for Spring. They have already been taught as face to face courses.
- vii. Proposal to accept the revised Faculty Evaluation plan. (A special e-vote on the motion to accept the revised Faculty Evaluation Plan was forwarded to Academic Affairs voting members on Friday, January 19, 2018. This was necessary to expedite the process and move forward through shared governance to allow implementation beginning February 1, 2018.) This will be an APM Change.
- viii. Proposal to accept modified Faculty Evaluation process for Spring 2018. (A special e-vote on the motion to accept the revised Faculty Evaluation Plan was forwarded to Academic Affairs voting members on Friday, January 19, 2018. This was necessary to expedite the process and move forward through shared governance to allow implementation beginning February 1, 2018.)

Moved to Cabinet: All proposals (listed above) brought forth by the Academic Affairs Council, were sent to Cabinet.

- b. Student Affairs – *Dean Inman, Chair*
 - i. No report
- c. Administrative Affairs – *Valerie Lewis, Chair*
 - i. No report

V. Announcements

- a. Academic Affairs – *Susan Spicher, Chair*
 - i. No announcements
- b. Student Affairs – *Dean Inman, Chair*
 - i. No announcements
- c. Administrative Affairs – *Valerie Lewis, Chair*
 - i. New Vice Chair for Administrative Affairs is Philip Shackelford.
- d. Others

- i. Distance Learning is using the new work order system that is on MyCampus.
- ii. Dr. Kirk will send out an email announcing the work order system on MyCampus is ready to be used.
- iii. There will be a new update to Alertus Client soon.
- iv. Fire Drills will continue to occur around the campuses.
- v. Please remind students to reset their passwords.

VI. Comments

- a. Next Planning Council Meeting will be February 23, 2018.

VII. Adjournment

A motion to adjourn was made by Dean Inman and seconded by Valerie Lewis. The meeting was adjourned at 11:25 a.m.

Minutes submitted by: Mary Kate Sumner