

# Planning Council

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## MEETING MINUTES

Date: Friday, March 30, 2018

Time: 8:15 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 8:18 a.m. on Friday, March 30, 2018 in the ADM Board Room.

### II. Roll Call

*The following council members were present: Dr. Ken Bridges, Dr. Jim Bullock, Peg Cole, Keith Everett, Bernadette Hall, Jonathan Harbour, Caroline Hammond, Sherry Howard, Ted James, Dr. Barbara Jones, Dr. Carolyn Langston, Casey Martin, Dr. Derek Moore, Robert Norman, Kathy Reaves, Cynthia Reyna, Philip Shackelford, Heather Smith, Susan Spicher, Veronda Tatum, Carey Tucker, Dr. Stephanie Tully-Dartez, Vanessa Williams, and Dr. James Yates.*

*The following council members were excused: Quincie Deloach, Dean Inman, Dr. Tim Kirk, Valerie Lewis, and Ray Winiecki.*

*The following guests attended the meeting: Mir Ali and Mary Kate Sumner – Recorder.*

### III. Approval of minutes from last meeting

Casey Martin made a motion to approve the minutes of the council meeting held on Friday, February 23, 2018. Susan Spicher seconded the motion. The minutes were approved as written.

### IV. Actions/Discussion

#### a. Academic Affairs – Susan Spicher

- i. Proposal: Incomplete Grade Policy and Contract
- ii. Proposal: To accept the deletion of the 1 hour SouthArk Success course and to change the catalog to state that Students taking two (2) or more Basic Studies courses will be required to take the 3 hour SouthArk Success course.
  1. Purpose of the deletion and modification. The purpose of the 1 hour SouthArk Success course was to satisfy the pre-test portion of the HLC QI initiative on Critical Thinking. Now that we are no longer providing the post-test, and have deleted the pre-test fee there is no reason to continue the 1 hour SAS course and we should change the catalog to reflect the previous requirements for SAS.
- iii. Proposal: To accept the addition of new course to the Education Program. ECED 1043 ECE Ethics and Professionalism to the ECE Certification of Proficiency, ECE Technical Certificate, and AAS in Early Childhood Education. This adds 3 hours to the CP.

*Moved to Cabinet: All items above have been moved to Cabinet.*

- iv. Proposal: To accept the removal of the requirement for CSCI 1003 Computers and Information Processing OR Technology Elective from the Certificate of General Studies
  1. Purpose of the removal. The 3 hours Technology requirement is required for the Certificate of General Studies but not for the Associate of Arts-General Transfer.

Removing this course from the CGS will make the CGS shorter, 31 hours instead of 34 and put it more in line with the AA- General Transfer. The CGS does not have electives, so it will not count at that point in their degree pursuit.

*Returned to originator: The removal of the requirement for CSCI 1003 Computers and Information Processing OR Technology Elective from the Certificate of General Studies has been returned to the originator due to the removal not being an option according to ADHE.*

- v. Proposal: To accept the development of and placement of the New course CIT Internship/Practicum
- vi. Proposal: To accept the updates to name change, material usage and learner outcomes in four (4) CSCI Courses as listed:
  - 1. CSCI 2613 Cisco II - Update in course learner outcomes, change in learning materials
  - 2. CSCI 2433 Business Continuity - Update to Course name
  - 3. CSCI 2043 Web Design I - Update to Course name
  - 4. CSCI 2193 Web Design II - Update course, update in software usage for class

*Moved to Cabinet: Items above have been moved to Cabinet including: CIT Internship/Practicum- new course, CSCI 2613 Cisco II - Update in course learner outcomes, change in learning materials, CSCI 2433 Business Continuity - Update to Course name, CSCI 2043 Web Design I - Update to Course name, CSCI 2193 Web Design II - Update course, update in software usage for class.*

- vii. Proposal: To properly add CSCI 1703 Linux course to the SouthArk catalog which was omitted in the current addition. *(Should have been considered an announcement.)*

b. Student Affairs – Kathy Reaves

i. Book Refund Lottery – *(Where does the money come from?)*

- 1. If a student is enrolled in 15 hours during their first semester and complete 15 hours with a 2.0 GPA and registers for 15 hours during their second semester, their names will be place in a random drawing for 1 of 8 \$250 offers to repay up to \$250 in book costs. As long as the student continues to enroll in 15 hours and has a cumulative GPA of 2.0 and enroll in 15 hours for the next semester they will continue to be eligible for the book refund.

ii. Retention Scholarship – *(Needs more Clarification – maybe GPA increase?)*

- 1. Students who are enrolled full time (15) in the Associate of Arts major will receive a letter stating that if they complete 15 hours with a 2.0 at the end of the fall and sign up for 15 hours for the spring will receive a \$200 scholarship after the 11th class day of the Spring. Those students who complete 15 hours in the Spring with a 2.0 (for a total of 30) will be eligible for a \$300 scholarship for the following fall. Those students who complete 15 hours in the fall (for a total of 45) will be eligible for a \$400 scholarship in the spring.
- 2. Concurrent students who start SouthArk with 15 completed hours will be eligible for the \$200 for their first fall semester, then (total of 45) \$300 for first spring, \$400 for second fall (total of 60).

iii. APM 1.10 – Change to double the faculty members on the Retention and the Recruitment committees

*Moved to Cabinet: All items brought forward by Student Affairs have been sent on to Cabinet with questions to be answered and clarified.*

c. Administrative Affairs – Philip Shackelford

- i. APM 1.10 – Change name of Administrative Technological Advisory Committee to Institutional Technology Advisory Committee. Add Director of Distance Learning to committee.
- ii. APM 2.41 – Deleted a small portion concerning nominations that is covered in more detail in a sub-chapter.
- iii. APM 2.41a – Changed wording in item 1. Guidelines for selection of Outstanding Faculty from Vice President for Learning to Vice President *for* Academic Affairs.
- iv. APM 2.41b – Changed procedure on how nominations are made and to determine employee to receive the award.

*Moved to Cabinet: All items brought forward by Administrative Affairs have been sent on to Cabinet with APM Change forms and redlines. APM 2.41a and 2.41b redlines will be sent out following the meeting, due to being accidentally omitted from the Agenda files. If anyone has comments on APM 2.41a or b, they have until Monday before the Cabinet to send them to Philip Shackelford.*

**V. Announcements**

a. Academic Affairs – Susan Spicher

- i. The Assessment Report Review Teams (ARRT) reviewed a sampling of academic WEAVE reports from the 2016-2017 academic year and found that many reports contained weak or non-measurable verbs, weak or non-measurable outcomes, inconsistent labeling, weak performance targets, and no attachments of rubrics or raw data. The recommendation from the teams is to offer additional training and/or professional development covering all areas of the assessment process.
- ii. An ad-hoc committee was formed to edit the assessment rubric that is used by the deans and the ARRTs when evaluating reports. An ad-hoc committee was also formed to edit the assessment checklist so that faculty will have a guide when completing their reports this May.
- iii. The Assessment Committee recommends continuing with three Assessment Coaches for the upcoming academic year to help improve the reporting process. This recommendation was sent directly to Dr. Bullock for consideration
- iv. Information pertaining to program viability of SouthArk's Cosmetology Program was brought before the committee. Dr. Bullock provided clarification pertaining to ADHE standards and consequent actions by South Arkansas Community College.
  1. Cosmetology is one of several programs at SouthArk that showed up on the latest viability list from the Arkansas Department of Higher Education. In order to be viable, according to ADHE, a program must have at least four completers per year on a rolling three-year average. After two semesters of intensive effort to improve the numbers, Cosmetology did not meet that standard. It is currently mathematically impossible to reach viability in the next cycle. Meanwhile, the Department of Career Education now has declared they will no longer support cosmetology programs at the secondary level state wide. These two factors have rendered the Cosmetology program non-viable. We, therefore, have recommended the closure of the program. That recommendation goes to the Board of Trustees for a formal determination on March 20. We are sad to see the program close, but we cannot conscientiously recommend its continuation.

*The closure was approved by the Board of Trustees on March 27, 2018 and has been submitted to ADHE to close at the end of the 2017-2018 year.*

b. Student Affairs – Kathy Reaves

- i. No announcements
- c. Administrative Affairs – *Philip Shackelford*
  - i. No announcements
- d. President comments:
  - i. Barb's Wire will go out today, Friday, March 30.
  - ii. We requested for a \$1 tuition increase (for in-state and in-district) and a \$2 increase for Safety. This was approved by the Board of Trustees on March 27, 2018.
  - iii. Lead Class is putting together a Database of online resources for each book being used on campus as their project.
  - iv. Student housing interest survey was sent out and 400 students replied with 55% interested and 34% not interested.
    - 1. The survey was brought to the Board of Trustees and they recommended investigating housing on campus.

## **VI. Comments**

- a. Next Planning Council Meeting will be April 27, 2018.

## **VII. Adjournment**

A motion to adjourn was made by Carey Tucker. The meeting was adjourned at 9:20 a.m.

*Minutes submitted by: Mary Kate Sumner*