

Planning Council

MEETING MINUTES

Date: May 9-11, 2018

Place: Email Vote

I. Call to order

Dr. Stephanie Tully-Dartez requested Mary Kate Sumner, to send out the Agenda by email. The email was sent on May 9, 2018 at 8:12am and stated the following:

“Good morning!

Attached is our agenda for the Planning Council E-mail meeting.

Academic Affairs wishes to move these items forward to Cabinet.

Members of Planning Council will have until Friday, May 11th to provide any feedback that needs to be carried with these items.

Please “Reply-All” when providing feedback.”

II. Roll Call

The following council members were emailed: Dr. Barbara Jones, Bernadette G. Hall, Carey Tucker, Caroline Hammond, Dr. Carolyn Langston, Casey Martin, Cynthia Reyna, Dean Inman, Dr. Derek Moore, Heather Smith, James Yates, Dr. Jim Bullock, Jonathan Harbour, Kathy Reaves, Keith Everett, Dr. Kenneth Bridges, Peggy Cole, Philip Shackelford, Quincie Deloach, Ray Winiecki, Robert Norman, Sherry Howard, Dr. Stephanie Tully-Dartez, Susan Spicher, Ted James, Dr. Tim Kirk, Valerie Lewis, Vanessa Williams, and Veronda Tatum.

III. Actions/Discussion

a. Academic Affairs – Susan Spicher

- i. Motion: To accept final draft of changes made to the Student Course Evaluation
- ii. Motion: To accept the addition of new course to the SAS Program. SASC 1000 Financial Literacy.
- iii. Motion: To accept the addition of the Registrar’s signature to the Current Curriculum Committee Proposal form.
 1. Purpose of adding the Signature of Registrar. The Registrar is notified when we are adding new courses. If the proposal is just rearranging courses, the registrar’s office is not always notified. When we get new Curriculum proposals, while they look wonderful on paper “they may be problematic when inputting” into the Jenzebar system and many have financial aid ramifications. By acquiring the Registrar’s signature and then the Dean’s signature should help to alleviate some of these issues.
- iv. Motion: To accept the reduction of Arts/Humanities requirements for the Certificate of General Studies from 6 hours to 3 hours.
 1. Purpose of the reduction is according to Arkansas Department of Higher Education policy 5.11 page 29 CGS is required to have 3-6 hours of Fine Arts/Humanities Currently SouthArk requires 6 hours.

- v. Motion: To accept the addition of the CSCI 1003 or other technology course to the AA program requirements.
- vi. Motion: To accept the remove of current General Studies courses to be replaced with Criminal Justice requirements according to Arkansas Department of Higher Education requirements for the Criminal Justice AAS Degree.
 - 1. HIST 2013/HIST 2023
 - 2. SOCI 2033
 - 3. PSYC 2223
 - 4. PSCI 2012
- vii. Motion: To accept the addition of Criminal Justice courses into the Criminal Justice AAS Degree according to Arkansas Department of Higher Education.
 - 1. CRJU 2502
 - 2. CRJU 2504
 - 3. CRJU 2604
 - 4. CRJU 2506
- viii. Motion: To accept the modifications of three Respiratory Therapy courses from face-to-face version to Online version for Summer Programming.
 - 1. RESP 2513
 - 2. RESP 2553
 - 3. RESP 2623
 - 4. Purpose of online transition. Current Program Director is moving out of state and current students will need these courses in Summer 18 for completion of program.

Moved to Cabinet: The items above have been moved to Cabinet.

IV. Announcements

- a. Academic Affairs – *Susan Spicher*
 - i. The Academic Assessment Checklist has been revised and approved by the committee.
 - ii. The Course and Program Outcome Rubric has also been revised and approved.
 - iii. The committee is planning several faculty sessions during assessment week to highlight the changes in WEAVE.
 - iv. The Distance Learning Committee approved Respiratory Therapy classes to be taught online this summer.
 - v. Any proposed changes to the student advisement responsibilities of faculty must be submitted as a proposal through the shared governance process for a possible change to the APM. There are currently guidelines regarding the scope of faculty advising found in APM 3.19.
 - vi. The VPAA is currently reviewing the latest draft of the Faculty Handbook. The Faculty Handbook will be submitted to Faculty Affairs for vetting in the 2018-19 school year following the completion of the current VPAA review.
 - vii. After the hard work of many people it has been decided to take a proactive action and close the Respiratory Therapy Program. Current Students will be taught out through the summer.

V. Adjournment

- a. No feedback was provided. On Friday, May 11 at 12:00pm the email meeting ended.

Minutes submitted by: Mary Kate Sumner