

# Planning Council

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## MEETING MINUTES

Date: Friday, October 26, 2018

Time: 10:47 a.m.

Place: WHT 231

### Call to order

Dr. Stephanie Tully-Dartez called to order the regular meeting of the Planning Council at 10:47 a.m. on Friday, September 28, 2018 in the Whitfield 231.

### I. Roll Call

***The following council members were present:*** Dr. Ken Bridges, Dr. Sterling Claypoole, Caroline Hammond, Jonathan Harbour, Mandi Haynes, Sherry Howard, Dean Inman, Ted James, Dr. Tim Kirk, Dr. Carolyn Langston, Casey Martin, Dr. Derek Moore, Kathy Reaves, Cynthia Reyna, Philip Shackelford, Karsten Tidwell, Carey Tucker, Dr. Stephanie Tully-Dartez, Ray Winiecki, and Dr. James Yates.

***The following council members were excused:*** Dr. Jim Bullock, Keith Everett, Dr. Barbara Jones, Cindy Meyer, Vernita Morgan, Veronda Tatum, and Vanessa Williams.

***The following guests attended the meeting:*** Benjamin Cagle, Heather Smith, Susan Spicher, Amanda Baker, Vince Dawson, Charley Hankins, Margarita Norment, Janna Alvarez, Jayna Winiecki, and Mary Kate Sumner – Recorder.

### II. Approval of minutes from previous meetings

Dr. Ken Bridges made a motion to approve the minutes of the council meeting held on Friday, September 28, 2018. Philip Shackelford seconded the motion. The minutes were approved as written.

### III. Cabinet Updates

- a. The following items were brought to cabinet as Action items and were approved:
  - i. To accept the redline changes to the Academic Assessment Manual that were approved by the committee in May, 2018. These changes will result in an APM 3.17 change. This has been updated on the website.
  - ii. Exception for Pam Teague to be the Vice-Chair on Retention Committee.
- b. The following items were brought to cabinet as Discussion items and were endorsed:
  - i. To accept the Program Name change of Emergency Medical Technology to Emergency Medical Services.
  - ii. To accept the addition of new course to the Emergency Medical Service Program. EMSP 2033 Advanced Emergency Medical Technician Concepts. (*Dr. Bullock announced ADHE approved.*)
  - iii. To accept the Revisions to all ARNEC LPN-to-RN course descriptions, program, and course outcomes that were made and placed into the program in Spring 2018. (Purpose of Revisions – To streamline all course descriptions, programs, and course outcomes for clarity and purpose. Notification to be in SouthArk only.)
  - iv. Proposal: To accept the Revisions to Practical Nursing Curriculum which include the elimination of courses, renaming of existing course, creation of new course and shifting of course materials from eliminated courses into the new or existing course curriculum.
- c. The following item was brought forward to cabinet as a Discussion item and an announcement will be sent out once endorsed:
  - i. To accept the addition of new course to the Student Service programs. SASC 0300 New Student Orientation.

#### IV. Actions

- a. Academic Affairs – *Dr. Sterling Claypoole*
  - i. No report
- b. Student Affairs – *Kathy Reaves*
  - i. Did not meet in October
- c. Administrative Affairs – *Philip Shackelford*
  - i. APM 3.21: Title III Education Excellence Endowment Fund

Sent Forward to Cabinet	Sent Back to Committee
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*The APM 3.21 was sent to cabinet via VPFA, Carey Tucker.*

#### V. Discussions

- a. Academic Affairs – *Dr. Sterling Claypoole*
  - i. No report
- b. Student Affairs – *Kathy Reaves*
  - i. Did not meet in October
- c. Administrative Affairs – *Philip Shackelford*
  - i. No report

#### VI. Announcements

- a. Academic Affairs – *Dr. Sterling Claypoole*
  - i. Faculty Affairs Committee representatives met with Dr. Jones on Thursday, October 4, 2018.
- b. Student Affairs – *Kathy Reaves*
  - i. Veteran's Day Event – Thursday, November 8th, from 11:30 am to 1:00 pm.
    - 1. In conjunction with the Veteran's Day Event, students from Northwest Elementary will be on campus at 10:00 that day to participate in some of the activities honoring our local veterans.
  - ii. Student Recognition Ceremony – Thursday, November 15th, at 6:00 pm in Murphy Hall.
  - iii. National Society for Leadership and Success Induction – Monday, November 26th, at 6:00 pm in the Library Auditorium.
- c. Administrative Affairs – *Philip Shackelford*
  - i. Reminder of Benefits Fair on November 5 in the El Dorado Conference Center break out rooms.
  - ii. Discussed preliminary information regarding upcoming requirements by Department of Justice grant. This will be developed and brought to the committee as relating to APM policies relating to employees, students and visitors.
- d. Cabinet
  - i. *Carey Tucker*: The Administration Building new floor plan will be sent to Dr. Jones, and she plans on sending it out SACC-ALL.
- e. Planning Council Members
  - i. Next Planning Council will be on November 30, 2018. This will be on the 5<sup>th</sup> Friday, due to Thanksgiving break falling on the 4<sup>th</sup> Friday.
- f. Guests

#### VII. Adjournment

A motion to adjourn was made by Dr. Sterling Claypoole and seconded by Philip Shackelford. The meeting was adjourned at 10:58 a.m.

*Minutes submitted by: Mary Kate Sumner*