

Planning Council

MEETING MINUTES

Date: Friday, April 26, 2019

Time: 10:45 a.m.

Place: WHT 231

I. Call to order

Dr. Stephanie Tully-Dartez called to order the regular meeting of the Planning Council at 10:49 a.m. on Friday, April 26, 2019 in the Whitfield 231.

II. Roll Call

The following council members were present: Dr. Ken Bridges, Keith Everett, Jonathan Harbour, Mandi Haynes, Dean Inman, Ted James, Dr. Barbara Jones, Dr. Tim Kirk, Dr. Carolyn Langston, Casey Martin, Dr. Cindy Meyer, Dr. Derek Moore, Dr. Michael Murders, Kathy Reaves, Philip Shackelford, Veronda Tatum, Karsten Tidwell, Carey Tucker, Dr. Stephanie Tully-Dartez, Vanessa Williams, and Dr. James Yates.

The following council members were excused: Dr. Sterling Claypoole, Caroline Hammond, Sherry Howard, Vernita Morgan, Cynthia Reyna, and Ray Winiecki.

The following guests attended the meeting: Benjamin Cagle, Michele Hildreth, Jayna Winiecki, and Mary Kate Sumner – Recorder.

III. Approval of minutes from previous meetings

Philip Shackelford made a motion to approve the minutes of the council meeting held on Friday, March 29, 2019. Kathy Reaves seconded the motion. The minutes were approved as written.

IV. Cabinet Updates

- a. The following items were brought to cabinet as Action items and are still being reviewed and discussed:
 - i. SouthArk Student Clubs and Organizations Policies and Procedures Manual.
 - ii. Student Code of Conduct
- b. The following item was brought to cabinet as an Action item, was approved, and updated in the APM:
 - i. 4.03 APM Residency Determination - additions to APM Policy 4.03, Residency Determination, Paragraph IV.

V. Actions

- a. Academic Affairs – Dr. Cindy Meyer
 - i. Catalog Change – Class Absence Report
 - 1. To accept change/revision to the Class Attendance Policy and Reporting Form to only send email version to students and to update catalog description.
 - ii. APM 3.17 Update – Academic Assessment Manual
 - iii. HCIT Medical Coding – Catalog Description Change for HCIT 2774 Medical Coding Practicum and Certification Preparation
 - iv. CTE Culinary Program - Split CULA 1038 Culinary I into CULA 1033 Culinary I: A and CULA 1035 Culinary I: B

- v. Practical Nursing – Change PRNS 1202 to PRNS 1502 Prefix
- vi. Microbiology Liberal Arts/Sciences - Add Pre-requisites to MBIO 1124 (Microbiology):
 - 1. Add BSTD 0413 (Elem. Algebra).
 - 2. Add ENGL 1113 (Comp 1)
 - 3. Add BIOL 1004 (Fund of Bio) or BIOL 2064/L (A&P 1/Lab)
- vii. EMS Program #1 - A request to make both Medical Terminology and Math for Health Professions (or its equivalent) as co-requisites instead of a pre-requisites.
- viii. EMS Program #2 - A request to allow College Algebra, Technical Math, and/or Mathematical Reasoning to count as the math requirement in addition to the currently required Math for Health Professions for Paramedic program students (TC and AAS).
- ix. Radiologic Technology Course name Changes:
 - 1. Change RADT 2002 from Film Evaluation to Image Evaluation
 - 2. Change RADT 2403 from Seminar I to Radiographic Pathology
 - 3.
 - 4. Change RADT 2303 from Seminar II to Seminar
- x. Process Technology #1 – Revise courses in the Program from Pre-requisites to Co-Requisites
 - 1. PTEC 1113—Introduction to Process Technology
 - a. Change pre-requisite: BSTD 0603 (English I) to pre- or co-requisite
 - 2. PTEC 1123—Safety, Health, and the Environment
 - a. Change pre-requisite: BSTD 0413 (Elementary Algebra) to pre- or co-requisite
 - 3. PTEC 1133—Process Instrumentation I
 - a. Change pre-requisite: PTEC 1113 (Introduction to Process Technology) & BSTD 0413 (Elementary Algebra) to pre- or co- requisite
 - 4. PTEC 2474—Process Technology III: Unit Operations
 - a. Change pre-requisite: PTEC 2364 (Process Technology II-Systems) to pre- or co-requisite
 - 5. PTEC 2484—Process Troubleshooting
 - a. Change pre-requisite: PTEC 2364 (Process Technology II-Systems) to pre- or co-requisite
- xi. Process Technology #2 - Change program course pre-requisites involving Physical Science and Chemistry
 - 1. PTEC 2193 - Internship I and PTEC 2364 - Process Technology II: Systems
 - a. Change pre-requisite CHEM 1064 (Fundamentals of Chemistry) to CHEM 1014/L (College Chemistry Principles I/Lab)
 - 2. PTEC 2193 - Internship I and PTEC 2364 - Process Technology II: Systems
 - a. Change pre-requisite PHYS 2024/L (The Physical Sciences/Lab) to PHYS 1004 (The Physical Sciences/Lab)
- xii. Industrial Technology #1 - Change the name of the INDUSTRIAL TECHNOLOGY - MECHATRONICS program to INDUSTRIAL TECHNOLOGY - MULTI-CRAFT
- xiii. Industrial Technology #2 - Add existing course PHYS 1004 - Physical Sciences to the curriculum.

- xiv. Industrial Technology #3 - Change MECH 1504 Digital Circuit Technology and MECH 2803 Industrial Robotics from required courses to electives.
- xv. Industrial technology #4 – Adding in Prerequisites and Co-requisites to courses in Program:
 - 1. Course MECH 1404 Fundamentals of Electricity & Electronics ADD MECH 1203 Industrial Safety and MATH 1073 Technical Math (or higher) as a Pre- / Co-requisite
 - a. Course MECH 1414 Electronics and Electrical Circuits CHANGE
Typographical error in the course catalog of pre-requisite MECH 1403 to MECH 1404.
 - b. Course MECH 1103 Electrical Drawings ADD Pre-requisite MECH 1404 and pre-requisite / co-requisite MECH 1414
 - c. Course MECH 1504 Digital Circuit Technology ADD Pre-requisites MECH 1404 and MECH 1414
 - d. Course MECH 1203 Industrial Safety CHANGE Pre-requisite BSTD 0603 English 1 from pre-requisite to pre- / co- requisite
 - e. Course MECH 2614 Internship ADD Pre-requisite “completing two full semesters of program coursework”
 - f. Course MECH 1804 Introduction to Programmable Logic Controllers ADD Pre-requisites of BSTD 0413 and BSTD 0603 (or place out of these)
 - g. Course MECH 1003 Fundamentals of Mechatronics and Industrial Maintenance CHANGE Co-requisite of MECH 1203 Industrial Safety to pre- / co-requisite
 - h. Course MECH 1003 Fundamentals of Mechatronics and Industrial Maintenance ADD Pre- / co-requisites of BSTD 0413 and BSTD 0603 (or place out of these)
 - i. Course MECH 1604 Fluid Power (this course has a high level of Math content) ADD Pre- / co-requisite MATH 1073 Technical Math or higher
 - 2. Industrial Technology #5 - Add an Instrumentation course to the program of study curriculum.
 - 3. Accept and Implement Common Navigational Experience into Blackboard

All Items under Academic Affairs have been sent forward to Cabinet.

- b. Student Affairs – Kathy Reaves
 - i. No Report
- c. Administrative Affairs – Philip Shackelford
 - i. APM 5.04a Travel Reimbursements – update
 - 1. Updates include:
 - a. Detailed Receipts
 - b. Restaurant receipts
 - c. Ground transportation
 - d. Travel reimbursement submission timelines
 - ii. APM 2.49 Personal Identifying Information – new
 - 1. Protecting personal identifying information

APM Changes: All Items under Administrative Affairs have been sent forward to Cabinet.

- d. Planning Council Retreat – We will decide which date to have our Planning Council Retreat. The retreat usually lasts almost full day. – *No date decided.*

A decision was made to send out a doodle poll to see when everyone would like to have the Planning Council Retreat.

II. Discussions

- a. Academic Affairs – *Dr. Sterling Claypoole*
 - i. No Report.
- b. Student Affairs – *Dean Inman*
 - i. No Report.
- c. Administrative Affairs – *Philip Shackelford*
 - i. No Report.

III. Announcements

- a. Academic Affairs – *Dr. Sterling Claypoole*
 - i. Employee Recognition Ceremony – May 9th
 - ii. Spring Commencement – Friday, May 10th, at 7:00 pm in Murphy Hall
- b. Student Affairs – *Dean Inman*
- c. Administrative Affairs – *Philip Shackelford*
- d. Nominating Committee– *Vernita Morgan*
- e. President's Updates – *Dr. Barbara Jones and Cabinet members*

- i. Building updates:

- 1. Thomas 1905 Administration Building update
 - a. Stairs are being replaced
 - b. Starting to Paint 3rd floor, soon
 - c. Collapsed Pipes under the basement replaced
 - d. Leaks from soffits; soffits will be replaced/fixed
 - e. Plan to have Mural-like painting on the 1st floor
- 2. McWilliams House update
 - a. Sheetrock is up and starting to be painted
 - b. May 8th – request for the ANCRC grand for phase 4
- 3. Computer Tech Building
 - a. New roof will need to be placed.
- 4. Heritage Plaza
- 5. Library windows to be replaced soon.
- ii. Lt. Governor, Tim Griffin, will be speaking at May 2019 Commencement
- iii. Writing the NSF Grant - \$242,000
 - 1. Training for instructors to create more hybrid courses with hands-on labs and provide a more flexible course delivery method.
- iv. Legislative items
 - 1. Rule for DACA students to be able to go through a nursing program and earn their license
 - 2. Rule for DACA students to be charged in-state rates at Arkansas colleges if the student has had 3 years of High School in Arkansas and lived in state.
 - 3. Workforce Bill/Law– administered under ACE
 - a. Related to having workforce accredited programs

- v. Automotive – Motor Vehicle Grant
 - 1. To buy a new 2019 tire machine, retiring a 1994 tire machine
 - 2. To buy 2 Electrical Trainers
- vi. CNA has been approved
 - 1. Testing Center is working to be a Testing Location for CAN
- vii. Noel Levits College Employee Satisfaction Survey – results in
 - 1. 97 participants
 - 2. Comparison institutions - 79 other US colleges
 - 3. Some basic response information provided
 - 4. An executive summary will be combined, provided, and presented.
- viii. Athletics
 - 1. Basketball Tryouts on Sunday, April 28 and Saturday, May 4.
- f. Planning Council Members
 - i. Next Planning Council Meeting will be announced by email. We will only meet if actions need to be completed from the other councils.

g. Guests

VI. Comments

VII. Adjournment

A motion to adjourn was made by Jonathan Harbour, and seconded by Ted James. The meeting was adjourned at 11:41 a.m.

Minutes submitted by: Mary Kate Sumner