Planning Council

MEETING MINUTES

Date: April 27, 2022

Place: Virtually - Microsoft Teams & Microsoft Forms

Responses Due: April 29, 2022 at 12:00 pm

I. **Call to order**

Mary Kate Sumner called to order the virtual form meeting of the Planning Council at 2:48 p.m. on Wednesday, April 27, 2022 virtually by email. The email requested that the members respond to the form by 12:00p.m., Friday, April 29.

II. **Roll Call**

a. Those that are *present* filled out the form. Those that were *excused* or *absent* did not. *Guests* would be anyone that filled out the form that were not Council members.

The following council members were present: *Michael Armstrong, John Baine, Benjamin Cagle, Ashley Dougan, Martha Dunn, Shannon Forrest, Mandi Haynes, Tim Johnson, Dr. Tim Kirk, Scott Larkin, Dr. Cindy Meyer, Dr. Derek Moore, Kathy Reaves, Cynthia Reyna, Susan Spicher, Mary Kate Sumner, Veronda Tatum, Dr. Cassandra Tavorn, Dr. Stephanie Tully-Dartez, Dr. Bentley Wallace, Brooks Walthall, Vanessa Williams, Christy Wilson, and Jayna Winiecki.*

The following council members were excused: *TC Brasher, Dr. Justin Geurin, Caroline Hammond, Ray Winiecki, Philip Shackelford, and Karsten Tidwell.*

III. **Approval of minutes from previous meetings**

The minutes of the council meeting held March 29-April1, 2022. The minutes were approved as written.

IV. **Cabinet Updates**

a. The following items did not need to be brought to cabinet as <u>Action</u> items, so they have been "approved" by Planning Council:

i. EMSP 1007 Course Learner Outcomes update

V. **Actions**

a. <u>Academic Affairs</u> – *Scott Larkin, Chair*

i. APM 3.06b Course Syllabi – Track Changes

ii. Proposed Course Syllabi Template

1. Notes from Academic Affairs Council meeting: Course Syllabi template (Content/Format) will need to be formatted appropriately for ADA compliance and Allied/Blackboard. This will be handled and updated by someone in the Academic area and handled before being sent out to others. A request was made to not use content control boxes. A request was made to make the Master Syllabi template ADA compliant as well.

17 members approved the changes to the template to go to cabinet, if needed. 1 member did not approve changes to move forward.

Vanessa Williams stated: There is no mention of medical absences and the distinction depending on type of program. There is also no mention of Title IX. Not saying there should be, but students need to know that absences related to sick children are excused (follows the medical absence policy).

After a discussion between Dr. Stephanie Tully-Dartez, Dr. Cindy Meyer, and Mary Kate Sumner, we made a compromised update to the syllabi, which Vanessa Williams accepted. The update includes adding the listed areas of the catalog to refer to.

The update that was made:
    <u>*Original*</u>*: Additional college absence policy information available through the current college catalog available at: https://www.southark.edu/admissions/resources/course-catalog*
    <u>*Update*</u>*: Additional college absence policy information (including Jury Duty/Military/Official Function, Medical Leave, and Scheduled Absences) available through the current college catalog available at: https://www.southark.edu/admissions/resources/course-catalog*

    iii. Education Program – Update TC Education Studies
        1. AS026-3142022SPICHERTC
            a. Update to accept Fundamentals of Biology/Lab or Physical Science/Lab or approved subject area substitutions to meet the science requirements for the Technical Certificate.
    iv. APM 1.10 – Updates (APM form will be completed by Mary Kate Sumner before sending to Cabinet)
        1. Retention & Student Success Committee (started the request Nov 10, 2021)
            a. Clarified Ex-officios in the committee and added Director of Adult Education
        2. Curriculum Committee – Membership Directive
            a. To allow a two-year term for the chair and vice-chair positions on the Curriculum Committee upon request of the committee. A maximum of one additional term will be allowed following the initial appointment.
                i. The decision to extend these for an additional year would be made at the last meeting of the Curriculum Committee for the current academic year.
    v. Forestry Technology: FORM - CTE015-04152022DARTEZ(FORESTRY)
        1. New Forestry Technology Program.
            a. GPSs and Master Syllabi are provided/attached.
            b. Basic Forestry (CP), Forestry Technology (CP), Forestry Technology (TC)
            c. Master Syllabi information: Master Syllabi will require an instructor to be hired and put in place to identify materials, unit outcomes, and CLO alignment. Instructor will be hired when funds are released from the state.
    vi. Industrial Engineering Technology: FORM - CTE022-04192022WINIECKI
        1. Motion to approve: degree update/change, new certificates, certificate update/change for the Industrial Engineering Technology Program
            a. Industrial Technology Mechatronics REVAMP to Industrial Engineering Technology – GPSs and files for comparison are included.
            b. New Certificates/Degree Names: Industrial Engineering Technology (CP); Industrial Maintenance (TC); Electrical and Instrumentation (TC); Industrial Engineering Technology (AAS) with two tracts: Industrial Maintenance, Electrical and Instrumentation. This will include new CIP Codes as well.
    vii. Chemical Process Technology: FORM - CTE022-04192022WINIECKI
        1. Motion to approve: degree update/change, new certificates, certificate update/change for the Process Technology Program
            a. Process Technology REVAMP to Chemical Process Technology – GPSs and files for comparison are included.
            b. New Certificates/Degree Names: Chemical Process Technology (TC); Industrial Engineering Technology: Chemical Process Technology (AAS).
                i. Industrial Engineering Technology (CP) will be the same CP for the Industrial Engineering Technology Program and Chemical Process Technology.

  b. <u>Student Affairs</u> – *Vanessa Williams, Chair*
    i. No Report.

  c. <u>Administrative Affairs</u> – *Michael Armstrong, Interim-Chair*
    i. No Report.

All items were approved, and will be sent forward to cabinet, if needed.

VI. Discussions
    a. <u>Academic Affairs</u> – *Scott Larkin, Chair*
       i. No Report.

    b. <u>Student Affairs</u> – *Vanessa Williams, Chair*
       i. No report.

    c. <u>Administrative Affairs</u> – *Michael Armstrong, Interim-Chair*
       i. No report.

VII. Announcements
    a. <u>Academic Affairs</u> – *Scott Larkin, Chair*
       i. Computer Information Technology Program – Course Deletions – Note from Academic Affairs Council meeting: Courses (course description, etc) will be archived in a folder that is accessible to the VPAA and the Registrar.
          1. AS002-03062022TURNER001 – Delete CSCI 1425
          2. AS002-03062022TURNER002 – Delete CSCI 1203
          3. AS002-03062022TURNER003 – Delete CSCI 1112
          4. AS002-03062022TURNER004 – Delete CSCI 1102
       ii. Radiologic Technology: Form – HS101-04152022HAYNES(RADT)
          1. Course Description Updates
       iii. Academic Affairs Council will meet again, May 6th. This will most likely be via Teams. Please send any agenda items as soon as possible, and keep an eye out for the emails.
       iv. Commencement, May 12th, El Dorado Conference Center, split ceremonies:
          1. 5:30pm Ceremony will include – Arts & Sciences, Career & Technical Education, ACAP, Adult Education
          2. 7:00pm Ceremony will include – Health Sciences
       v. Course Evaluations – Currently the Spring Term Course evaluations are underway and will end at the end of the day April 28th. Minimester 2 and 6 course evaluations will start May 2nd. They all will be available May 9th.

    b. <u>Student Affairs</u> – *Vanessa Williams, Chair*

    c. <u>Administrative Affairs</u> – *Michael Armstrong, Interim-Chair*

    d. <u>Nominating Committee</u> – *Martha Dunn, Chair*

    e. <u>Shared Governance</u>

    f. <u>Planning Council Members</u>
       i. There will be one last Planning Council agenda and form sent out the week of May 9-13th. The responses will be due back on May 13th. This is to finish up any items that Academic Affairs might have for their May 6th meeting.

VIII. Comments
IX. Adjournment
The meeting was adjourned on April 29, 2022 12:00pm.

Minutes submitted by: Mary Kate Sumner