

Planning Council

MEETING MINUTES

Date: Friday, November 17, 2017

Time: 10:45 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 10:45 a.m. on Friday, November 17, 2017, in the ADM Board Room.

II. Roll Call

The following council members were present: Carey Tucker, Caroline Hammond, Casey Martin, Dr. James Bullock, Dr. James Yates, Keith Everett, Dr. Ken Bridges, Peg Cole, Philip Shackelford, Quincie Deloach, Robert Norman, Sherry Howard, Dr. Stephanie Tully-Dartez, Susan Spicher, Ted James, Veronda Tatum, Vanessa Williams and Richard Dunlap.

The following council members were excused: Dr. Barbara Jones, Dr. Carolyn Langston, Cynthia Reyna, Dean Inman, Heather Smith, Ray Winiecki, Dr. Tim Kirk, and Valerie Lewis

The following council members were absent: Bernadette Hall

The following guests attended the meeting: Kathy Reaves

III. Approval of minutes from last meeting

Caroline Hammond made a motion to approve the minutes of the council meeting held on Friday, October 27, 2017. The minutes were approved as written.

IV. Actions/Discussion

a. Cabinet – Carey Tucker

i. Share Governance APM 1.10, Ex-officio description

1. As described in Article 9, Section 51 of Robert's Rules of Order, an ex-officio member of a committee or council are members by virtue of their office at SouthArk. The ex-officio member has all the privileges, including the right to vote and may hold the office of secretary for the committee, but no higher office may be held. Advisory members are non-voting members of the committee holding a position of academic dean/administrative director or higher who have administrative oversight on functions covered by the committee. The SouthArk shared governance structure recognizes the importance and necessary participation of all levels of staff, faculty, and administration in the governing process. Advisory members attend regular and special committee meetings. They may contribute to discussion and provide advice, information, policy/law, and historical information regarding a particular topic under consideration. Advisors may not bring forward motions, may not vote on any item brought before the committee, or be counted as part of a quorum.

Moved back to Cabinet: The proposal to accept the changes to Shared Governance APM 1.10, Ex officio description has been moved back to Cabinet.

b. Academic Affairs- *Susan Spicher*

i. Following item will be added or updated in the Assessment Manual:

1. Academic Assessment reports in WEAVE will use the following overall goal for reports: *The goal of the assessment process is to promote the continuous review and improvement of learner outcomes.* This statement is taken from the Academic Assessment Manual.
- ii. Proposal - Changes in required courses/curriculum in the Certificate for General Studies. Changes include: Currently students are required to complete 3 hours of History and 6 hours of Social Science to meet the requirements for the Certificate of General studies. Proposed to change to just 9 hours of History or Social Sciences.
- iii. Proposal - To accept the new proposed Culinary Art TC/CP Program. Culinary Arts CP (15 credit hours) and TC (31 credit hours)
- iv. Proposal - To accept the proposed NEW course of COMM 1033 Fundamentals of Stagecraft in the Performance and Media Program.
- v. Proposal - To accept seven (6) proposals of course renames, course curriculum changes, combination/rename in the Production and Media Arts Program.
 1. 6 Proposals Listed below:
 - a. Proposal to Redesign Performance and Media Arts (PMA) program and change from AA to AAS
 - b. Proposal to Rename PMA to Entertainment and Media Arts (EMA)
 - c. Proposal to add CP and TC in Film Production
 - d. Proposal to add CP and TC in Entertainment Technology
 - e. Proposal to Rename COMM courses
 - i. COMM 1103 Introduction to Film to COMM 1103 Introduction to Media
 - ii. COMM 2603 Sound Design for Film to COMM 2603 Sound Design
 - f. Proposal to combine and Rename CSCI course
 - i. Combine CSCI 1903/2113 Desktop Publishing I & II and rename to CSCI 1903 Digital Publishing
 - ii. CSCI 1923 Introduction to Adobe Photoshop to CSCI 1923 Introduction to Digital Photo Editing
 - vi. Proposal - To accept the proposed modification changing CRJU 1103 Intro to Criminal Justice from a Pre-Requisite to a Co-Requisite Course.
 - vii. Proposal -To accept the new proposed Technical Certificate in Criminal Justice into the Plan of Study for the Criminal Justice Program.
 - viii. Proposal - To accept the change in curriculum/required courses in the Criminal Justice Certificate of Proficiency. Changes include: The CP in Criminal Justice be changed to reflect an either/or modification for CRJU 2303 Rules of Evidence & Procedures and CRJU 2403 Criminal Investigative Techniques.
 - ix. Proposal - To accept the addition of two classes to replace classes, a reconfiguration of the course sequence, and the addition of clinical hours for the Respiratory Therapy Program.
 1. RESP 2013/2113 Combined and renamed RESP 2023 Respiratory Care Science I
 2. RESP 2623/2123 Combined and renamed RESP 2323 Respiratory Care Science II

3. RESP 2223 Changed to RESP 2224 Clinical Practice I and increase from 3 to 4 credit hours

- x. Proposal – To accept the changes to the Physical Therapist Assistant Program PTAP course descriptions which are in need to be compliance with the recommendations from the Commission on Accreditation in Physical Therapy (CAPTE), consistency within the program course descriptions, and to clarify content.
- xi. Proposal - To accept the changes in the Paramedic Program (AAS only) in response to our communities of interest requests to provide well prepared, credentialed graduates, and the changes are responsive to the concerns of ADHE concerning program viability. Changes include: reducing total AAS credit hours from 71 to 60. Eliminate 2 elective courses. Adding 2 prerequisite courses, eliminating pharmacology as redundant.
- xii. Proposal – To accept the changes to the Phlebotomy Program which are to delete the two courses that were part of the MLS program since they are no longer offered, add a credit hour to a Phlebotomy course for the applicable content from those courses, and eliminate Basic Computer course option.
- xiii. Proposal – to close the Medical Transcription Program.

Moved to Cabinet: All proposals (listed above) brought forth by the Academic Affairs Council, were sent to Cabinet.

c. Student Affairs – *Kathy Reaves*

- i. The Recruitment Committee requested a waiver of the one-year requirement for Vice-Chair.

Moved to Cabinet: The proposal to waive the one-year member requirement for a new member to be vice-chair rule for the Recruitment Committee, has been moved to Cabinet.

d. Administrative Affairs – *Carey Tucker*

- i. Proposal – to Rescind and replace APM 2.5. “Weapons” with APM 6.07 “Weapons on Campus”
- ii. Proposal – to accept the update to APM 2.12, “Grievance Process”
- iii. Proposal – to accept the update to APM 2.35, “Retirement Plan Options” related to ATRS and APERS changes.
- iv. Proposal – to accept and add APM 2.48, “Medical Marijuana”
- v. Proposal – to accept the updates to APM 6.07, “Weapons on Campus”
- vi. Proposal – to accept the updates to APM 1.10 “Shared Governance” related to Facility, Energy and Safety committee

Moved to Cabinet: All proposals (listed above), brought forth by the Administrative Affairs Council, were sent to Cabinet.

V. Announcements

a. Academic Affairs – *Susan Spicher*

- i. All assessment reports in WEAVE will now be marked as draft by the faculty while in progress, and then marked as Final when faculty are finished. Deans will automatically begin reviewing assessment data the week after Assessment Week for the current term’s reports that are due. Faculty must contact the appropriate dean if their reports are not complete at the end of Assessment Week.
- ii. Disaggregation of data within Assessment Reports:
 - 1. As a result of the HLC accreditation visit and subsequent recommendations, the Assessment subcommittee looked into dis-aggregating data within assessment reports for classes that are delivered via multiple modes.

- a. The committee recommends that data be disaggregated on a course level by the following categories:
 - i. Online/Hybrid
 - ii. On-site Traditional
 - iii. Dual/Concurrent enrollment
- b. The WEAVE report would reflect the aggregate number; the written analysis (raw data) would reflect the disaggregated data.
- iii. Faculty Affairs continues to review the Faculty Evaluation proposal and is asking for input from all full time faculty.
- iv. List of all Academic Affairs Standing Committee meeting times are posted on the Meeting Calendar on the college website.
- b. Student Affairs – *Kathy Reaves*
- c. Administrative Affairs – *Carey Tucker*

VI. Comments

- a. Next Planning Council Meeting will be January 26, 2018.
 - i. There will not be a December Planning Council Meeting.

VII. Adjournment

A motion to adjourn was made by Casey Martin and seconded by Keith Everett. The meeting was adjourned at 11:15 a.m.

Minutes submitted by: Mary Kate Sumner