

# Planning Council

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## MEETING MINUTES

Date: Friday, October 23, 2020

Time: 10:45 a.m.

Place: Virtually - Microsoft Teams Program

### 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, October 23, 2020 virtually through Microsoft Teams Program.

### II. Roll Call

*The following council members were present: Dr. Ken Bridges, Benjamin Cagle, Brandi Cotterman, Keith Everett, Dr. Justin Geurin, Gary Hall, Caroline Hammond, Mandi Haynes, Dean Inman, Tim Johnson, Dr. Tim Kirk, Dr. Carolyn Langston, Dr. Cindy Meyer, Dr. Derek Moore, Dr. Michael Murders, Kathy Reaves, Cynthia Reyna, Amanda Rhodes, Philip Shackelford, Veronda Tatum, Karsten Tidwell, Carey Tucker, Dr. Stephanie Tully-Dartez, Dr. Bentley Wallace, Vanessa Williams, Lauri Wilson, Ray Winiecki, and Dr. James Yates.*

*The following council members were excused: Casey Martin, Deborah Moore, Dusty Shepherd, and Brooks Walthall.*

*The following guests attended the meeting: Jayna Winiecki, Bill Fowler, 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, September 25, 2020. Caroline Hammond seconded the motion. The minutes were approved as written.

### IV. President's Updates

- a. Facilities first walk through soon.
- b. Gym Grand Reopening (open house) - invite only - Oct 29
- c. Fall Scrimmage - Oct 30
- d. Launched Early registration opened currently for Spring - encourage students to register
- e. Continue to take care of one another and use resources that are available including EAP (more info provided by HR).

### V. Cabinet Updates

- a. The following items were brought to cabinet as Action items and were approved:
  - i. APM 2.52 – Remote Work (Tele-Commuting)
  - ii. Nominations from Nominating Committee
- b. The following items were brought to cabinet as Action items and were tabled originally:
  - i. Request that BSTD - 0603 English I be removed as the prerequisite for BUSI -1003 American Enterprise System and be replaced with ENGL - 1113 Composition I
    1. *Change was made to make BSTD 0603 English I a **co-requisite** for BUSI 1003 American Enterprise System – this will prevent delay in students graduating.*
  - ii. Change all EMA courses from COMM to MMAT (Multimedia Arts and Technology)
    1. *Change was made to change All EMA courses from COMM to **EMAT** (better represents EMA program)*
  - iii. Request Approval of revised Faculty Evaluation – (Needs APM form)
    1. *APM form was submitted and signed.*

## **VI. Actions**

- a. Academic Affairs – *Gary Hall*
  - i. Change *OCCU 2103 Knowledge, Health, and Wellness of Disease Processes* course description.
    - 1. Current: Study of diseases. The connection between disease processes and health and wellness (both the physical and mental realms) and occupational therapy service delivery is explored.
    - 2. Change To: The study of disease processes and conditions typically addressed in occupational therapy. Consideration toward how they affect occupational participation, health, and wellness (within the physical, mental, and developmental realms).
  - ii. APM 1.10 Change - Revise function 4 and 5 of the Academic Support Committee to include the statement “annually and as needed”.
- b. Student Affairs – *Tim Johnson*
  - i. No report.
- c. Administrative Affairs – *Lauri Wilson*
  - i. No report.

*All Action items above are to be sent forward to cabinet.*

## **VII. Discussions**

- a. Academic Affairs – *Gary Hall*
  - i. Requesting that the deans are to be added in Blackboard as an administrator with limited privileges in order to review their faculty’s courses as needed.
- b. Student Affairs – *Tim Johnson*
  - i. No Report.
- c. Administrative Affairs – *Lauri Wilson*
  - i. No Report.

## **VIII. Announcements**

- a. Officers of Committees and Councils – Information is attached. We are still needing a few committees to send their information to their councils.
- b. Academic Affairs – *Gary Hall*
  - i. The Faculty Evaluation needed an APM Change form. The signatures have been collected, and it has now been sent to Cabinet for their approval and signatures.
- c. Student Affairs – *Tim Johnson*
  - i. All Student Representatives have been assigned and notified.
- d. Administrative Affairs – *Lauri Wilson*
  - i. Facilities Walk-Through to begin in 2-3 weeks, beginning on Fridays
  - ii. SouthArk to reassess our contract with City in regards to ECC
  - iii. Gym Open House October 29th (Invitation-only)
  - iv. Basketball Scrimmage – October 30th (open to public)

- e. Nominating Committee – Brandi Cotterman
  - i. Nominations were made, sent to Cabinet and approved. Nominations are attached.
- f. Cabinet
  - i. VPAA – Dr. Michael Murders
    - 1. December 10th - Commencement Ceremony (considering); maybe multiple ceremonies: Nurse Pinning in the morning, Around 1pm 1st commencement ceremony, and around 4pm the 2<sup>nd</sup>. Students Only, along with limited staff and faculty. No guests will be able to attend. It is planned to be recorded and then combine all ceremonies in a video to release
    - 2. Remote Learning - Starting Nov 23 all classes and finals will be remote learning. This will minimize the risk with many people traveling and visiting around Thanksgiving holiday.
  - ii. VPSS – Dr. Derek Moore
    - 1. PBL Award Ceremony Monday, October 26 at 7:30 with limited sitting.
    - 2. Student Recognition Ceremony nominations are needed- nominations deadline Oct 27
    - 3. Awarded a Verizon Grant - \$50,000 for the food pantry
    - 4. Look for RSVP email for the basketball scrimmage
- g. Planning Council Members
  - i. Next Planning Council Meeting will be a meeting held November 20, 2020.
    - 1. Administrative Affairs Council will move their meeting to a different time.
- h. Guests
  - i. *Human Resources Director – Bill Fowler*
    - 1. Information on EAP
      - a. Up to 3 visits via telephone, and if more is needed then the medical insurance will work with you
      - b. it isn't just for emotional or psychological, it can also be financial etc.
      - c. it is confidential
      - d. list of trainings available as well

**IX. Comments**

**X. Adjournment**

A motion to adjourn was made by Caroline Hammond, and seconded by Dr. Carolyn Langston. The meeting was adjourned at 11:18 a.m.

*Minutes submitted by: Mary Kate Sumner*