Planning Council

MEETING MINUTES

Date: Friday, April 23, 2021

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, April 23, 2021 virtually through Microsoft Teams Program.

II. Roll Call

The following council members were present: *Dr. Ken Bridges, Benjamin Cagle, Brandi Cotterman, Dr. Justin Geurin, Gary Hall, Caroline Hammond, Mandi Haynes, Tim Johnson, Dr. Tim Kirk, Dr. Carolyn Langston, Dr. Casey Martin, Dr. Cindy Meyer, Dr. Derek Moore, Amanda Rhodes, Philip Shackelford, Veronda Tatum, Carey Tucker, Dr. Stephanie Tully-Dartez, Brooks Walthall, Lauri Wilson, Ray Winiecki, and Dr. James Yates.*

The following council members were excused: *Deborah Moore, Kathy Reaves, Cynthia Reyna, Dusty Shepherd, Karsten Tidwell, Dr. Bentley Wallace, and Vanessa Williams.*

The following guests attended the meeting: *Lillian Ellen, Jayna Winiecki, Kim Britt, Susan Spicher, 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 19, 2021. Dr. James Yates seconded the motion. The minutes were approved as written.

IV. President's Updates

V. Cabinet Updates

    a. The following items were brought to cabinet as <u>Action</u> items and were <u>approved</u>:
        i. To change Course Prefix designation: BSTD 0211 Comp I lab to ENGL 0211 Comp I lab
        ii. APM 5.05d Gym Use. Update to Gym Use policy.
        iii. APM 2.42 Salary Adjustments for Degree(s) Earned. Update to Salary Adjustments for degree(s) earned policy.
        iv. APM 2.35a Retirement Benefits. New Policy to explain current benefits.

VI. Actions

    a. <u>Academic Affairs</u> – *Gary Hall*
        i. Education and Early Childhood Education program changes:
            1. Removing Pre-requisites:
                a. To remove ENGL 0103 as a pre-requisite from ECTC 2303, ECTC 2403; ECTC 2503; ECTC 2703; ECTC 2803; and EDUC 2023
                b. To remove the pre-requisite of ECE Technical Certificate from ECED 2053 Admin of Preschool Programs
                c. To remove the pre-requisite of EDUC 2033 from the following Early Childhood courses: ECTC 2303; ECTC 2503; ECTC 2703; and ECTC 2803
                d. To change ECED 1033 Practicum I pre-req change to – Pre/Co-requisites: ECED 1003 or ECED 1023 and Pre-requisites: EDUC 2033
                e. To remove all pre-requisites from ECTC 2703 Preschool Curriculum
                f. To remove all pre-requisites from ECTC 2903 Future Perspectives

2. To create a Certificate of Proficiency of Early Childhood Special needs. It would consist of 12 credits.
3. To create a Basic Certificate in Early Childhood Education: Infants and Toddlers.
4. To create a Basic Certificate in School-age and After School Care.
5. To create a Basic Certificate in Early Childhood Education Administration.
6. To create a new Certificate of Proficiency in Early Childhood Education Curriculum.
7. To revise the AAS degree in Early Childhood Education and add eight newly-developed courses to the curriculum:
    a. Caring for Exceptional Children (ECED 2833)
    b. Teaching and Learning for the Exceptional Young Child (ECED 2843)
    c. Infant /Toddler Development and Learning (ECED 2863)
    d. Infant/Toddler Caregiving and Field Experience (ECED 2873)
    e. School-Age Environments, Care and Activities (ECED 2883)
    f. School-Age Development, Learning and Guidance (ECED 2893)
    g. Administration for Early Childhood Education Programs II (ECED 2163)
    h. Music, Movement and the Creative Arts (ECED 2743).

ii. Technical Writing
    1. Create a new course: ENGL 1143 Technical Writing I
    2. Change ENGL 2043: Technical Writing for Industry to Technical Writing II

iii. To replace ENGL 1113 Composition I with ENGL 1143 Technical Writing in the Culinary Technical Certificate requirements.
    1. Suggested change: "To *accept* ENGL 1113 Composition I *or* ENGL 1143 Technical Writing I in the Culinary Technical Certificate requirements."

iv. "Shooting for the Stars" as SouthArk's official plan for designing and implementing an institution-wide open education initiative.
    1. Suggested change: '"Shooting for the Stars" as SouthArk's official plan for designing and implementing an institution-wide open education *resources* initiative.'

v. APM 3.17 Assessment Manual Changes

All Action items above are to be sent forward to cabinet with suggestions.

b. <u>Student Affairs</u> – *Dr. Casey Martin*

   i. No Report.

c. <u>Administrative Affairs</u> – *Lauri Wilson*

   i. No Report.

VII. **Discussions**
   a. <u>Academic Affairs</u> – *Gary Hall*
      i. No Report.
   b. <u>Student Affairs</u> – *Dr. Casey Martin*
      i. No Report.
   c. <u>Administrative Affairs</u> – *Lauri Wilson*
      i. No Report.

VIII. **Announcements**
   a. <u>Academic Affairs</u> – *Gary Hall*
      i. Multiple Job openings in the academic areas.
      ii. Academic Appeals Process revision will be coming soon.
      iii. Please remember there are multiple surveys being sent out currently.
      iv. Commencement is May 13.
      v. Admin Building Staff will move out on May 3rd and hope to return by June 1.
   b. <u>Student Affairs</u> – *Dr. Casey Martin*

     d. <u>Administrative Affairs</u> – *Lauri Wilson*
- i. New Employee Orientation via Zoom: April 30. Please provide any feedback to HR of who would like to be involved or contribute to the orientation.
- ii. Employee Recognition: May 12 at 10am – Heritage Plaza

     e. <u>Nominating Committee</u> – *Brandi Cotterman*

     f. <u>Cabinet</u>

     g. <u>Planning Council Members</u>
- i. Next Planning Council Meeting: Depending on the items, we might meet via email or via Teams. The meeting will occur sometime the week of May 10th.
- ii. Planning Council Retreat will be a full day on Thursday, June 17. More info to come! – Mary Kate will send out an invite soon!

IX. Comments

X. Adjournment

A motion to adjourn was made by Gary Hall, and seconded by Dr. James Yates. The meeting was adjourned at 11:20 a.m.

Minutes submitted by: Mary Kate Sumner