

Planning Council

MEETING MINUTES

Date: Friday, September 24, 2021

Time: 10:45 a.m.

Place: Virtually - Microsoft Teams Program

I. Call to order

Mary Kate Sumner called to order the regular meeting of the Planning Council at 10:47 a.m. on Friday, September 24, 2021 virtually through Microsoft Teams Program.

II. Roll Call

The following council members were present: Benjamin Cagle, Ashley Dougan, Martha Dunn, Shannon Forrest, Dr. Justin Geurin, Mandi Haynes, Dr. Tim Kirk, Scott Larkin, Dr. Cindy Meyer, Dr. Derek Moore, Kathy Reaves, Cynthia Reyna, Michael Roberts, Philip Shackelford, Susan Spicher, Veronda Tatum, Karsten Tidwell, Dr. Stephanie Tully-Dartez, Dr. Bentley Wallace, Brooks Walthall, Christy Wilson, Jayna Winiecki, Ray Winiecki, and Dr. James Yates.

The following council members were excused: Caroline Hammond, Tim Johnson, and Vanessa Williams.

The following guests attended the meeting: Brandi Cotterman, Sarah E. Johnson, 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 the week of May 10, 2021. Dr. James Yates seconded the motion. The minutes were approved as written.

IV. President's Updates

- a. No Updates – See “What’s Happening at SouthArk” weekly recorded meeting for updates.

V. Cabinet Updates

- a. The following items were brought to cabinet as Action items and were approved:
 - i. APM 3.06 – Syllabi
 - 1. Motion: To update APM 3.06 to include 3.06a-Master Syllabi & 3.06b-Course Syllabi guidelines and approve text for a standardized 3.06a procedure for all sections of a course for assessment, accreditation requirements, and course transfer. (Note: The Course Syllabi section guidelines will not be updated at this time).
 - ii. Multiple Measures
 - 1. Motion: To approve the text change to catalog 2020-2021 to improve accessibility, student success, and retention, as multiple measures will be used to place students in gateway courses. The changes were updated in the 2021-2022 catalog.
 - iii. Academic Appeals Process – updated in the 2021-2022 catalog.
 - iv. EMAT Course Changes
 - 1. To approve the proposal to remove Composition I (ENGL 1113) as a pre-requisite to Scriptwriting EMAT 1013 (originally requested as COMM 1013).
 - 2. To approve a proposal to create two new Special Topic Courses – EMAT 2903 and EMAT 2913 (originally requested as COMM 2903 and COMM 2913).
 - v. Faculty Handbook (Faculty Manual) – APM 3.19 – updated in the APM

VI. Actions

- a. Planning Council
 - i. APM 1.10 functions and membership review of the Planning Council

Motion to extend for 5 minutes by Philip Shackelford and seconded by Dr. James Yates at 11:47.

Motion to extend for 10 minutes by Philip Shackelford and seconded by Dr. James Yates at 11:53.

Motion to carry the recommendation of “Nominating Committee to dissolve and pass on responsibilities to the Planning Council” to the other Councils was made by Philip Shackelford and seconded by Susan Spicher. This was approved to take to the other councils for feedback.

Motion by Philip Shackelford to approve the APM 1.10 updates for Planning Council and seconded by Dr. Yates. All were approved.

Motion to extend for 5 minutes by Philip Shackelford and seconded by Mandi Haynes at 12:05.

b. Academic Affairs – Scott Larkin

- i. No Report.

c. Student Affairs – Tim Johnson

- i. No Report.

d. Administrative Affairs – Michael Roberts

- i. No Report.

VII. Discussions

a. Academic Affairs – Gary Hall

- i. No Report.

b. Student Affairs – Dr. Casey Martin

- i. No Report.

c. Administrative Affairs – Lauri Wilson

- i. No Report.

VIII. Announcements

a. Academic Affairs – Scott Larkin

- i. All Academic Affairs Council meetings will be held virtual for 2021-2022.
- ii. Council officers: Chair – Scott Larkin; Vice-Chair – Dr. Sam Allen; Recorder – Mary Kate Sumner
- iii. Academic Affairs Council Standing committees have been trying to meet for their first meetings.
- iv. From Curriculum Committee - One of the first orders of business for the Curriculum Committee is a review of our current process for curriculum related actions. If you have any questions, comments, or suggestions regarding this process please email Susan Spicher, Curriculum Chair at sspicher@southark.edu by no later than Friday, September 10th. The Curriculum Committee will be meeting during the week of the 13th to begin working on various proposals to clarify and refine these processes.
- v. From Library –
 - 1. SouthArk Library Co-Curricular Calendar
 - 2. SouthArk Spotlight Series
 - 3. Lights! Camera! Arkansas! traveling exhibit

b. Student Affairs – Tim Johnson

c. Administrative Affairs – Michael Roberts

- i. All Administrative Affairs Council meetings will be held virtual for 2021-2022.
- ii. Council officers: Chair – Michael Roberts; Recorder – Ann Southall; Vice-Chair will be voted on at the next meeting.
- iii. No Administrative Affairs Council Standing committee had conducted a meeting at the time of the Council meeting, so all committees will be meeting soon.

d. Nominating Committee – Martha Dunn

- i. Nominating Committee has met twice to nominate members to the committees. Both sets of information has gone to cabinet. One has been approved, and the other is in the process of being approved, and should be approved before this meeting meets.

e. Cabinet

f. Shared Governance

- i. Reminder for All Committees for their first meeting of the Academic Year:
 1. Elect: Chair (if needed), Vice-Chair, and Secretary
 2. Discuss Meeting day, time, location.
 3. Review Functions of the committee and provide track changes of any recommended changes to the APM 1.10.
 4. Review Memberships of the committee and provide track changes of any recommended changes to the APM 1.10.
 5. All items need to be reported to the Councils, including Planning Council, and to Mary Kate Sumner for record keeping.

g. Planning Council Members

- i. Next Planning Council Meeting: If we finish reviewing and making changes to the Planning Council section of APM 1.10, then the next Planning Council will most likely be conducted through information provided by email, pdf, Microsoft Teams, and through Microsoft Forms.

IX. Comments

X. Adjournment

A motion to adjourn was made by Philip Shackelford, and seconded by Dr. James Yates. The meeting was adjourned at 12:08 p.m.

Minutes submitted by: Mary Kate Sumner