

# Planning Council

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## MEETING MINUTES

Date: January 28, 2022

Place: Virtually - Microsoft Teams & Microsoft Forms

Responses Due: January 31, 2022 at 5:30 pm (Extended to Feb 1 at 5:30pm)

### I. Call to order

Mary Kate Sumner called to order the virtual form meeting of the Planning Council at 12:31 p.m. on Wednesday, January 26, 2022 virtually by email. The email requested that the members respond to the form by the end of the day, Monday, January 31. However, this was extended to the end of the day on February 1, 2022.

### 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:*** John Baine, Benjamin Cagle, Ashley Dougan, Martha Dunn, Shannon Forrest, Dr. Justin Geurin, Caroline Hammond, Mandi Haynes, Tim Johnson, Dr. Tim Kirk, Scott Larkin, Dr. Cindy Meyer, Dr. Derek Moore, Kathy Reaves, Cynthia Reyna, Philip Shackelford, Susan Spicher, Mary Kate Sumner, Veronda Tatum, Dr. Cassandra Tavorn, Dr. Stephanie Tully-Dartez, Dr. Bentley Wallace, Vanessa Williams, Christy Wilson, Jayna Winiecki, and Ray Winiecki.

***The following council members were excused:*** Brooks Walthall

***The following council members were absent:*** Karsten Tidwell

### III. Approval of minutes from previous meetings

The minutes of the council meeting held Friday, November 19-30, 2021. The minutes were approved as written.

### IV. Cabinet Updates

- a. The following items were brought to cabinet as Action items and were approved:
  - i. APM 3.19 – Deletion of APM 3.19 Faculty Manual from the APM
  - ii. APM 3.03a – Academic Rank for Faculty
    1. This is to encourage us to recognize faculty's years of experience in other establishments of higher learning, as well as their years at SouthArk.
    2. Changes include
      - a. FROM: Only years of full-time teaching at South Arkansas Community College, not previous experience at other colleges, will count towards advancement in rank.
      - b. TO: Years of full-time teaching at South Arkansas Community College and previous full-time teaching experience at other colleges, will count towards advancement in rank.

### V. Actions

- a. Academic Affairs – Scott Larkin
  - i. PTAP Changes - Request for an additional CLO to be added to each of the courses listed below. This will bring the courses into alignment with Accreditation requirements. The same CLO is added to each course listed.
    1. CLO: “Demonstrate knowledge, application, and/or performance of content and skills required as an entry-level physical therapist assistant under the direction and supervision of the physical therapist; relating to the body systems’ impact on functional mobility, incorporating ethics, values, and responsibilities focused on patient management within

the health care environment, and utilizing interventions, tests, and measures for the progression of the plan of care.”

2. Courses: 1002 Introduction for PTAs, 2304 Pathophysiological Conditions, 2315/L Applied Physical Therapy I/Lab, 2323 Admin & Mgt for PTAs, 2406/L Physical Therapy Procedures /Lab, 2415/L Applied Physical Therapy II /Lab, 2424 Clinical Practicum I, 2503 PTA Seminar, 2514/L Neuro Rehab for PTAs /Lab, 2528 Clinical Practicum II.

- b. Student Affairs – *Vanessa Williams*
  - i. No Report
- c. Administrative Affairs – *Michael Roberts*
  - i. No Report.

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

## **VI. Discussions**

- a. Academic Affairs – *Scott Larkin*
  - i. No Report.
- b. Student Affairs – *Vanessa Williams*
  - i. No report.
- c. Administrative Affairs – *Michael Roberts*
  - i. No report.

## **VII. Announcements**

- a. Academic Affairs – *Scott Larkin*
  - i. Curriculum Committee:
    1. If you would like to meet to discuss possible curriculum change proposals you may contact Susan Spicher.
    2. Forms posted on U drive under Curriculum Committee
    3. There is a document that details which form should be used for various types of curriculum requests titled “What Form Should I Use”
    4. Curriculum Committee continues to work on a procedures manual. We welcome your thoughts regarding this process.
  - ii. Academic Support Committee:
    1. Be on the look-out for a Technology Survey.
    2. Soon, we will be bringing forward an action item to remove the Library Policies and Procedures Manual from the APM.
- b. Student Affairs – *Vanessa Williams*
- c. Administrative Affairs – *Michael Roberts*
  - i. Institutional Technology Advisory Committee:
    1. Keeping Microsoft Exchange on premises or consider migration to MS 365
      - a. The committee was asked to review the following link and do research on considering MS 365 or keeping the Exchange: Office 365 Hosted Exchange vs On-Premise Exchange: Best Business Email <https://blog.accentonit.com/office-365-vs-on-premise-exchange>
    2. Multi-factor authentication roll-out
      - a. The committee was asked to review the following link and do research on considering and providing info on the roll out of multi-factor authentication.: Multi-Factor Authentication (MFA) <https://www.onelogin.com/learn/what-is-mfa>, and <https://duo.com/>. The committee will be early adopters for DUO.
- d. Nominating Committee – *Martha Dunn*
  - i. Nominating Committee met. Nominations were made, and have been approved by Cabinet. Those nominated for the committees have been notified as well as the committee chairs.
- e. Shared Governance

- i. Continued - More APM 1.10 updates and changes will come through Planning Council in the near future. We will wait to send Academic Standards Committee APM 1.10 update that was sent through Academic Affairs Council on November 3<sup>rd</sup>, through with the other items.
  - ii. Updated Committee and Council lists will be sent out soon.
- f. Planning Council Members
  - i. The next Planning Council agenda will be sent out before March 18<sup>th</sup>. Please submit agenda items to Mary Kate by March 14<sup>th</sup>.

**VIII. Comments**

**IX. Adjournment**

The meeting was adjourned on February 1, 2022 5:30pm.

*Minutes submitted by: Mary Kate Sumner*