

Planning Council

MEETING MINUTES

Date: March 29, 2022

Place: Virtually - Microsoft Teams & Microsoft Forms

Responses Due: April 1, 2022 at 5:30 pm

I. Call to order

Mary Kate Sumner called to order the virtual form meeting of the Planning Council at 8:59 a.m. on Tuesday, March 29, 2022 virtually by email. The email requested that the members respond to the form by the end of the day, Friday, April 1.

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: Michael Armstrong, John Baine, Benjamin Cagle, Ashley Dougan, Martha Dunn, Shannon Forrest, Mandi Haynes, Tim Johnson, Dr. Tim Kirk, Scott Larkin, Dr. Cindy Meyer, Dr. Derek Moore, Kathy Reaves, Cynthia Reyna, Susan Spicher, Mary Kate Sumner, Veronda Tatum, Dr. Cassandra Tavorn, Dr. Stephanie Tully-Dartez, Dr. Bentley Wallace, Brooks Walthall, Vanessa Williams, Christy Wilson, and Jayna Winiecki.

The following council members were excused: TC Brasher, Dr. Justin Geurin, Caroline Hammond, Ray Winiecki, Philip Shackelford, and Karsten Tidwell.

III. Approval of minutes from previous meetings

The minutes of the council meeting held February 25 – March 1, 2022. The minutes were approved as written.

IV. Cabinet Updates

- a. The following items did not need to be brought to cabinet as Action items, so they have been “approved” by Planning Council:
 - i. HSCI 1003 Med Term Course Learner Outcomes update

V. Actions

- a. Academic Affairs – Scott Larkin, Chair
 - i. EMSP 1007 Course Learner Outcomes update
 1. Please see the forms and the attachments inside of the form to see the exact changes.
 2. Notes/Comments made at Academic Affairs Council: The new CLOs are more measurable, more concise and more articulate. This is the first time that we have enough CLO changes within a program (due to EMSP 1007 being the only course in the EMT – CP program.) that we would need to look at it for the 25% threshold change rule that feds put in place. The Academic Affairs office will review to determine.
- b. Student Affairs – Vanessa Williams, Chair
 - i. No Report
- c. Administrative Affairs – Michael Armstrong, Interim-Chair
 - i. No Report.

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

VI. Discussions

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

VII. Announcements

- i. Academic Standards Committee: The Course Syllabus Ad hoc Committee sent suggested updates of the course syllabus to the Academic Standards Committee. The committee will bring their motion of the updates and the template to the Academic Affairs Council in April.
 - ii. Updates to the MyCampus Assessment page will be made soon. No content changes, just a redesign.
 - iii. A recommendation has been made by the Assessment Committee to Dr. Stephanie Tully-Dartez to add another assessment coach.
 - iv. No regular Assessment Committee meeting in March, ARRT teams will meet to review WEAVE reports. Our next scheduled meeting will be on Tuesday, April 19, 2022 at 3:00pm via TEAMS.
 - v. Catalog Changes – Mary Kate Sumner thanks everyone for attending the catalog process training and contact her if you need any assistance. Those that haven't been contacted about updating their area in the catalog, will be contacted soon. The next chance to edit areas of the Catalog will be in April. Currently we are reviewing edits that were made before Spring Break.
 - vi. Course Evaluations – Watermark, our new Course Evaluation system is up and running. Benjamin Cagle and Mary Kate Sumner are the contacts and are able to provide trainings if requested. Mary Kate sent out a detailed email on course evaluations along with a pdf of instructions. Reminders will be sent out soon, and a follow up will be sent out around Assessment week in Spring.
- b. Student Affairs – *Vanessa Williams, Chair*
 - c. Administrative Affairs – *Michael Armstrong, Interim-Chair*
 - d. Nominating Committee – *Martha Dunn, Chair*
 - 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 3rd, through with the other items.
 - ii. Updated Committee and Council have been sent out.
 - f. Planning Council Members
 - i. The next Planning Council agenda will be sent out by April 20th. Please submit agenda items to Mary Kate by April 18th.

VIII. Comments

IX. Adjournment

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

Minutes submitted by: Mary Kate Sumner