Academic Affairs Council

**MEETING MINUTES**

 Date: Friday, February 6, 2015

 Time: 10:45 a.m.

 Place: ADM Board Room

1. **Call to order**

Ms. Genevieve White called to order the regular meeting of the Academic Affairs Council at 10:45 a.m. on Friday, February 6, 2015, in the ADM Board Room.

1. **Roll Call**

***The following council members were present:*** Jennifer Baine, Phil Ballard, Dr. Mickey Best, Dr. Ken Bridges, Art Brown, Dr. David Carty, Debby Edney, Clifford Haak, Ken Kelley, Francis Kuykendall, Bettie Mahony, Jamie McConathy, Blake Nolan, Larry Powell, Dr. Denise Robledo, Jim Roomsburg, Karsten Tidwell, Kimberly Tucker, Genevieve White, Ray Winiecki, Lena Wood, and Kellye Young.

***Excused:*** Keitha Davidson, Dr. Carolyn Langston, Cindy Meyer, Gayle Norman,
Dr. Jennifer Parks, and Susan Spicher.

***Not Present:*** Tonya Kendrix and Shakerah Moody

***The following guests attended the meeting:*** Dean Inman, Heather Smith, Dr. John Spencer, Dr. Susanne Wache, Dr. Tim Kirk, and Marguerite Rodgers-Recorder

1. **Approval of minutes from last meeting**

Bettie Mahony made a motion to approve the minutes of the Council meeting held on Friday, December 5, 2014. Art Brown seconded the motion and the minutes were approved as written.

1. **Old Business**

There was no old business to discuss.

1. **Planning Council Report**

Genevieve White reported on feedback from the Planning Council.

* 1. The Faculty Professional Development Committee asked the Planning Council to create a task force to investigate a Leadership Training Program at SouthArk for faculty and staff. This would identify those interested in being a leader. Those on the task force are Heather Smith (Chair), Dr. Best, Dr. Chikeleze, Dr. Robledo, Jamie McConathy, Christy Wilson, and Genevieve White. They have had their first meeting.
	2. All the VPs have met with their committee chairs to review functions and membership.
	3. The Planning Council is evaluating the current strategic plan. They are also looking at the APM procedures 1.03 (which is the planning process) and 1.07 (which is modification to the APM).
1. **Committee Reports**
	1. **Academic Standards Committee – Chair: Karsten Tidwell**

No report.

* 1. **Basic Studies/Adult Education Committee – Chair: Gayle Norman**

No report.

* 1. **Curriculum Committee – Chair: Bettie Mahony**

No report.

* 1. **Distance Learning Advisory Committee – Chair: Dr. Denise Robledo**
* The committee met to review their functions and membership. They approved replacing their functions with those detailed in the distance learning policies and procedures.
* Discussed evaluation of the Learning Management System (LMS). The Blackboard license is coming due next year. They visited campus and sent a new proposal which is available for viewing on the U: drive.
* Reviewed another LMS and there will be a demo of this on Friday, February 13, at 9:30 a.m.
* Reviewing distance learning policies and procedures.
* Reviewed online course evaluations for fall 2014.
	1. **Faculty Affairs Committee – Chair: Dr. Ken Bridges**

The committee met and discussed the new Plan to Evaluate Faculty (see attachment for full details).



Plan to Evaluate Faculty

Dr. Bridges gave an overview of the new Plan to Evaluate Faculty which has been approved by a vote of faculty members and by the Faculty Affairs Committee. There are separate plans for faculty with more than three years’ experience, faculty with less than three years’ experience, and for adjunct faculty.

*Motion:* Mr. Ballard made a motion to amend the table on Page 10 (Classroom/Laboratory Observation Report) by adding another column for “n/a” (not applicable). Blake Nolan seconded the motion. Mr. Ballard spoke to the motion. The deans had a trial run of the procedure and they noticed that some of the criteria did not apply and shouldn’t be held against the instructor. They felt that a “not applicable” column would remedy this.
*Vote: All were in favor of amending the table.*

*Main Motion:* Accept the new Plan to Evaluate Faculty.

*Vote:* *All were in favor of accepting this plan.*

* 1. **Faculty Course Assessment Committee – Chair: Jennifer Baine**

Ms. Baine brought a motion from the committee to eliminate the division learner outcomes from the academic outcome structure. She demonstrated this with the following graphic:

The committee is working on their functions. Ms. Baine also made a motion to approve a title change from Faculty Course Assessment Committee to Assessment Committee.

*Vote: All were in favor of the name change.*

* 1. **Faculty Professional Development Committee – Chair: Genevieve White**

Ms. White said that they want to extend a formal invitation to the Staff Development Committee to join the Faculty Professional Development Committee. They have seen that in some of the things they evaluate to determine faculty education opportunities, they have also come across staff education needs.

*Vote: All were in favor of extending this invitation.*

Ms. White said that Tara Anglin had developed a professional development calendar and website. <www.southark.edu/pd>, people can click on an event to sign up. There is also a form to request a certain type of professional development, and a form to recommend a speaker. She said that Ms. Anglin keeps up with professional development and if people have done something outside of the college, please let her know. There is a space to enter internal expertise and abilities. Mandated reporter training and other annual events are also included here.

Dr. Denise Robledo said that all the distance learning events are on the professional development calendar.

Francis Kuykendall said that the library was paying for this service through LibGuides.

Ms. White recognized the winners from the poster sessions at spring convocation. Tara Anglin was the overall winner. Ms. Anglin’s poster will be submitted to the League for Innovation.

Dr. Susanne Wache requested that the participants in the poster sessions should receive feedback. Ms. White said that this is something that needs to be worked on.

* 1. **Library Committee – Chair: Dr. Carolyn Langston**

Ms. Kuykendall reported and said there was no report.

1. **New Business & Announcements**
* Ms. Kuykendall said that the library was sponsoring a strategic planning forum on February 11th in the Cypress room in the conference center; she encouraged participation by students, faculty and staff.
* Dr. Ken Bridges announced the African-American Read-In on February 17th.
* Larry Powell announced a showing of a documentary called Mountain Meadows Massacre, in which Dr. Bridges will be interviewed, it will premiere on April 11th in Hampton, and be shown again in April at the conference center. A script written in Screenwriting class last semester entitled The Incident on Aisle 14B will be filming shortly and premiere in April. There will also be a live theatre production of “Murder at the Copacabana” at the dinner theatre in Murphy Hall in April, and auditions will be conducted this month.
* Dr. Robledo announced that the Closing the Distance seminar series will be resuming this month. On February 19th Cheryl Murphy will be doing a presentation on how Quality Matters aligns with accreditation practices and standards throughout the state of Arkansas. Deans and faculty are encouraged to attend. Ms. Murphy will be presenting from the SAU Tech campus and it will be streamed here.
* Dr. Best announced that an initiative for SouthArk to be a digital delivery institution for K-12 has been submitted to the state for approval. This is important because of the state requirement for a student in grades 9-12 to take one online course, and we would like to be the institution to offer that. On February 19th there will be a meeting of superintendents in our service area and we would like to attend this meeting with approval for this initiative. Some of these institutions would like to work an AA degree on a concurrent basis.
* Genevieve White will not be able to attend the council meeting on March 6th and Jennifer Baine said that she would chair that meeting.
1. **Adjournment**

A motion to adjourn was made by Phil Ballard and seconded by Larry Powell. The meeting was adjourned at 11:30 a.m.

*Minutes submitted by: Marguerite Rodgers*