Academic Affairs Council

**MEETING MINUTES**

Date: Friday, April 3, 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 10:50 a.m. on Friday, April 3, 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, Keitha Davidson, Debby Edney, Ken Kelley, Francis Kuykendall, Dr. Carolyn Langston, Cindy Meyer, Blake Nolan, Gayle Norman, Dr. Jennifer Parks, Dr. Denise Robledo, Jim Roomsburg, Susan Spicher, Karsten Tidwell, Genevieve White, Ray Winiecki, and Kellye Young.

***Excused:*** Bettie Mahony, Jamie McConathy, Kimberly Tucker, and Lena Wood

***The following guests attended the meeting:*** Dean Inman, Dr. John Spencer, Dr. Stephanie Tully-Dartez*,* and Marguerite Rodgers-Recorder

***Not present:***Clifford Haak, Tonya Kendrix, Shakerah Moody, and Larry Powell.

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

Dr. Ken Bridges made a motion to approve the minutes of the council meeting held on Friday, March 6, 2015. Ken Kelley seconded the motion.

Dr. Denise Robledo made a correction to the distance learning report. The decision for the IT member of the committee to be a non-voting member was made by the IT Department, not the committee.

The minutes were approved as corrected.

1. **Old Business**

There was no old business to discuss.

1. **Committee Reports**
   1. **Academic Standards Committee – Chair: Karsten Tidwell**

Karsten Tidwell presented the Credit for Prior Learning guidelines (see attachment A).



Credit for Prior Learning

These are guidelines to follow for students who want credit for prior learning and the document lists the forms for different types, such as military experience and professional training.

Dr. Best had a question about the second paragraph, it suggests that SouthArk has a pre-set template regarding entering with a sophomore standing. He said we should just make a general statement that we will consider AP & CLEP. Phil Ballard made a motion and Jim Roomsburg seconded a proposal to amend the statement “…high school graduates to enter with sophomore standing.” (Second paragraph, first line).

*Motion: To amend statement to read “…qualified applicants to enter with advanced standing.”*

*Vote: All were in favor of the amendment.*

There was then some general discussion on the document.

* Regarding #1: Dr. Best asked if perhaps there were some people who could test out of Comp II. Mr. Ballard said that the English faculty has argued that Comp II is a fundamental course that prepares students for other courses offered at the college, and no replacement has been found for it.
* Dr. Best asked about acceptance of transfer credits with regard to foreign transfer credits. Dean Inman said the student would need to bring a translated document.
* Art Brown brought up the subject of portfolio assessment. Susan Spicher is working on this.
* The information on PLA will be made available in the catalog and also through advising.

*Vote: All were in favor of approving the document with the amendment. All were in favor of the process.*

* 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**

Dr. Denise Robledo made a correction to the minutes for last month’s meeting. It was the decision of the IT Department, not the committee, to make the IT committee representative a non-voting member.

* 1. **Faculty Affairs Committee – Chair: Dr. Ken Bridges**

Dr. Ken Bridges reported that there will be an annual faculty meeting at 4:00 p.m. on April 23rd in the library auditorium. The committee is still looking at the faculty evaluation. For next year the committee will work on going beyond what they have now to bring in the whole picture of what the faculty does.

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

Jennifer Baine discussed “College-wide Student Learner Outcomes Descriptors and Definitions.” There were two handouts.



Definitions and Codes



Color Chart

* The student learner outcomes are critical thinking, communication, and responsibility. This is the plan to assess the student learner outcomes. The terms agreed on for critical thinking are inquiry & analysis, quantitative problem solving, logical reasoning, scientific reasoning, and creative thinking. For responsibility they are diversity, safety, ethical behavior, service, and progression. For communication they are written, oral, visual, and performance (see attachment for details).
* The handout shows the definitions and also the codes, such as CT1 for Critical Thinking 1. When Weave is implemented, with the codes all assessments with the same code will be grouped together.
* There will be training made available in April/May/June/July and August.
* The second page of the first handout is a breakdown of the large color document and shows when things have to be submitted. The blue section is for all faculty and the purple is for program directors.
* The color grid/chart is color coded: green=general education faculty, blue=cohort programs, pink=non-cohort programs, purple=all programs combined. The last pages (blue) is college-wide.

*Motion: There was a motion from the committee to approve the documents.*

*Vote: All were in favor of approval.*

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

The committee will be meeting to determine membership and functions of the new joint committee of faculty and staff. They have reviewed evaluations from spring convocation and will be making suggestions for the fall. Dr. Best had a question on the schedule for convocation and when it would be finalized. It is planned to have it complete before the end of the semester.

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

Dr. Carolyn Langston said that the committee (and Francis Kuykendall) had completed the policies and procedures manual. It can be found in the HLC folder on the U: drive. No changes have been made it was just made compatible with the APM.

1. **New Business**

Genevieve White announced that she would be resigning the position of chair of the Academic Affairs Council at the end of this semester. A new chair will need to be elected for the fall semester.

1. **Adjournment**

A motion to adjourn was made by Dr. Carolyn Langston and seconded by Dean Inman. The meeting was adjourned at 12:00 noon.

*Minutes submitted by: Marguerite Rodgers*