Academic Affairs Council

**MEETING MINUTES**

Date: Friday, October 2, 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, October 2, 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, Dr. David Carty, Tracy Goodwin, Clifford Haak, Francis Kuykendall, Dr. Carolyn Langston, Cindy Meyer, Shakerah Moody, Blake Nolan, Gayle Norman, Dr. Jennifer Parks, Larry Powell, Jim Roomsburg, Susan Spicher, Karsten Tidwell, Genevieve White, Ray Winiecki, Lena Wood, and Kellye Young.*

***The following council members were excused:*** *Keitha Davidson, and Dr. Denise Robledo*

***The following council members were absent:*** *Tonya Kendrix*

***The following guests attended the meeting:*** *Benjamin Cagle (for Dr. Denise Robledo),**Dean Inman, Dr. John Spencer, Roslyn Turner, and Marguerite Rodgers-Recorder*

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

Dr. Ken Bridges made a motion to approve the minutes of the council meeting held on Thursday, August 21, 2015. Donna Hendricks seconded the motion. The minutes were approved as written.

1. **Old Business**

Ms. White opened up the floor for nominations for the position of chairperson of the Academic Affairs Council. Ms. White nominated Jennifer Baine, Dr. Ken Bridges seconded the motion. Ms. Baine accepted the nomination.

*Vote: All were in favor of the nomination of Ms. Baine, and she was duly elected.*

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

Mr. Tidwell reported that Ashley Dougan had been appointed to fill the position on the committee vacated by Dr. Lura Brown.

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

No report.

* 1. **Curriculum Committee –** *Chair: Donna Hendricks*

Ms. Hendricks is the new chairperson for this committee. There was no report.

* 1. **Distance Learning Advisory Committee –** *Chair: Dr. Denise Robledo*

Mr. Benjamin Cagle reported for Dr. Denise Robledo. He said that they were working on online teaching certification. Dr. Best explained that this is a process for certifying people to teach online. Mr. Cagle said that initially first time online instructors would take this certification, then those who volunteered to take it, and also those recommended by the dean.

Mr. Cagle said that the committee also addressed concerns about the number of students in a class.

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

Dr. Bridges brought several items to the council for discussion.

1. Amendment to the existing faculty rank policy – (see Attachment A for details)



Attachment A

Dr. Bridges presented a proposal from the committee for two new faculty ranks, this would be an amendment to the existing faculty rank policy; these two ranks are Professor Emeritus and Distinguished Professor. The current faculty rank policy can be found in the APM, #3.03a [Academic Rank for Faculty](http://www.southark.edu/operations-2/administrative-procedures-manual-apm/chapter-three/3-03a-academic-rank-for-faculty).

After some discussion, Ms. White asked if we needed a motion to amend, or a motion to send back to the Faculty Affairs committee. Susan Spicher made a motion, and Cindy Meyer seconded, to send the proposal back to the committee. All were in favor of this motion.

1. Proposal for cabinet faculty representative, and population of committees – (see Attachment B for details)



Attachment B

Regarding the population of committees, Dr. Bridges said that with the four divisions we now have, some divisions do not have the numbers to populate the committees. He brought forward two proposals from the Faculty Affairs Committee:

* 1. Each standing committee shall have two faculty representatives from each division.
  2. For each standing committee, the Health and Natural Sciences and the Liberal Arts division shall both have two faculty representatives each, the Business and Information Technology (BIT) and the Career and Technical Education (CTE) divisions shall both have one faculty representative each.

Mr. Roomsburg said that one committee assignment from BIT and one from CTE would be sufficient. Ms. White said that there are some health science faculty who can’t find a place on a committee. Dr. Best said the situation could be solved by having a ‘faculty member at large’ position on each committee. He also noted that committee service was part of the new faculty evaluation plan.

Dr. Bridges said that this item had been brought forward for discussion, guidance and direction, and that no vote was required.

The second proposal was that *“Faculty Affairs sees the need for faculty to have direct representation on the president’s cabinet meetings and on the Planning Council. We believe that the faculty can present a perspective and a special expertise that can enhance the advice and counsel of the president in the college’s decision-making process.”* Two options were proposed.

Ms. Spicher noted that there was already faculty representation on the Planning Council and that maybe there needs to be more diligence in sharing information from the council back to the faculty.

Dr. Best said there needs to be a procedure for reporting back from the cabinet. He also asked what role the VPL would play. Dr. Best also said that we don’t currently have a Faculty Senate in place, and that the Faculty Senate is an organization and the Faculty Affairs Committee is an internal committee.

Dr. Bridges said this leads into Attachment C regarding the Faculty Senate proposal.

1. Proposal for faculty senate – (see Attachment C for details)



Attachment C

*“Under this proposal, a Faculty Senate, comprised of all faculty members shall be formed and shall assume the duties of the Faculty Affairs Committee.”*

Dr. Best said that the objection will be that the Faculty Affairs Committee is a recommending group that recommends certain processes for approval; the faculty senate is an organization. The senate could make recommendations to the committee but he didn’t see acceptance for doing away with the Faculty Affairs committee.

Jennifer Baine had a question regarding the nominating committee part of the proposal. She thought that the chairmanship rotation could be handled without a nominating committee.

Dr. Spencer said it seems that this is addressing the underlying area of communication and that perhaps we should first find out where the communication is not happening.

1. Proposal for committee chairmanship rotation, term limits, and structure – (see Attachment D for details)



Attachment D

Dr. Bridges explained the proposed 3-step chairmanship rotation process, term limits, and committee structure. It is proposed that as the chair rotates off that they go to another committee. Ms. Baine suggested that the secretary position be separated from the chair and vice-chair positions for the rotation process. The vice-chair would succeed the chair. There was some discussion on the best way to do this and who should elect the chairman positions.

1. Proposal for reinstatement of tenure – (see Attachment E for details)



Attachment E

Dr. Bridges presented the subject of reinstating tenure at the college for discussion. He said that this policy was discontinued by the college several years ago. There was some discussion on the pros and cons of tenure and how it would be structured. Dr. Bridges said that tenure provides formalized protection for faculty. Dr. Best noted that there is a difference between non-renewal and termination. Mr. Ballard said that the right to a hearing and representation is an important aspect of tenure.

Susan Spicher made a motion to extend the meeting by 5 minutes, Jennifer Baine seconded, and the motion was approved.

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

Ms. Baine reported that we now have assessment coaches and they are under the leadership of Dr. Best. They also have representation on the assessment committee. Christy Wilson has replaced Dinah VanHook on the committee.

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

Francis Kuykendall gave a report on some of the accomplishments from last year.

1. Major additions to the archives and special collections.
2. Their intern, Philip Shackleford did an excellent job creating the policies and procedures manual.
3. Submitted a South Arkansas Memories in Print grant for the purchase of South Arkansas newspapers on microfilm and equipment, this was for $74,000. This one was not approved but another application has been made for an Arkansas grant for the equipment, $17,000.
4. The library has a strategic plan and initiative that correlates with the college plan.

See attached document (below) for more details.



Library Update

1. **New Business**

There was no new business.

1. **Adjournment**

A motion to adjourn was made by Larry Powell and seconded by Jennifer Baine. The meeting was adjourned at 12:00 noon.

*Minutes submitted by: Marguerite Rodgers*