Academic Affairs Council

**MEETING MINUTES**

Date: Friday, December 4, 2015

Time: 10:45 a.m.

Place: ADM Board Room

1. **Call to order**

Jennifer Baine called to order the regular meeting of the Academic Affairs Council at 10:45 a.m. on Friday, December 4, 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, Keitha Davidson, Leslie Gray, Caroline Hammond,   
Donna Hendricks, Sherry Howard, Ken Kelley, Tonya Kendrix, Francis Kuykendall, Dr. Carolyn Langston, Cindy Meyer, Shakerah Moody, Blake Nolan, Gayle Norman, Dr. Jennifer Parks,   
Dr. Denise Robledo, Jim Roomsburg, Susan Spicher, Karsten Tidwell, and Kellye Young*

***The following council members were excused:*** *Larry Powell, Ray Winiecki, and Lena Wood*

***The following council members were absent:*** *Tracy Goodwin and Clifford Haak*

***The following guests attended the meeting:*** *Benjamin Cagle, Dean Inman, and Marguerite Rodgers-Recorder*

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

Blake Nolan made a motion to approve the minutes of the council meeting held on Friday, November 6, 2015, Cindy Meyer seconded the motion. Tonya Kendrix asked that her attendance status at the October meeting be changed from AB to EX. Blake Nolan made a motion to approve the change and amend the minutes, Cindy Meyer seconded, and the minutes were approved as written.

1. **Old Business**

There was no old business to discuss.

1. **Planning Council report**

No report.

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

Mr. Tidwell reported on the proposed changes to absence policies in light of Title IX requirements (See attachment A).



Attachment A

Caroline Hammond made a comment about the first section which is under Jury Duty/Military/Official School Function; she said that this was generic and should be a section/paragraph by itself at the beginning, and then have special section for jury duty etc. This would just be a format change.

Ms. Hammond made a motion that the paragraph with the heading of Jury Duty/Military/Official School Function be moved down to be before a (new) paragraph starting with “scheduled absences are those that occur…” etc. Mr. Ballard seconded the motion. *Vote: All were in favor of this change.*

There was then some further discussion on the policy. Ms. Meyer asked if there was a definition of official school function. It was suggested that this should be defined in the APM, and it was also suggested that the Academic Standards committee should define this. Dr. Robledo brought up the subject of absences in online classes.

After discussion, and some other points being brought up, it was suggested that this issue be referred back to the Academic Standards Committee. There was a suggestion that they consult with Financial Aid, and also with Distance Learning regarding absences in online courses. Dean Inman suggested that absence should be defined for all courses.

Ms. Hammond made a motion to refer this back to Academic Standards, Keitha Davidson seconded the motion.

*Vote: All were in favor of this motion.*

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

No report.

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

Ms. Hendricks brought some changes in CNA program for the council to consider. The main reason for the changes is to increase enrollment.



Attachment B

A motion to approve these changes was made by Ms. Hendricks, and Mr. Roomsburg seconded the motion.

*Vote: All were in favor of this motion.*

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

Benjamin Cagle gave division updates as follows:

* Issues with Java – he recommended that Java should be updated when prompted.
* The Distance Learning division has created a ticket to fill out to address problems and to better analyze time and resources.
* Made it possible for people to schedule appointments. One way is by clicking on the link in email communications. Can also do this via the web site in the distance learning section.
* Accessibility standards can be found on the distance learning web site under instructional technologies.
* There are online training sessions available from national organizations, such as Quality Matters.
* Professional development is available via webinars linked to on the web site.
* Distance Learning is schedule to provide three sessions at convocation; Quality Matters, Blackboard (basic and advanced), and a session on how to incorporate Blackboard with assessment.
  1. **Faculty Affairs Committee –** *Chair: Dr. Ken Bridges*

No report.

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

The committee approved the Master Syllabi Guidelines and Samples document. They also made changes to master syllabi, using CLO to tie in with Weave, and approved using codes from definitions. Unit outcomes will be listed, or competencies or objectives (depending on program). Approved the training schedule for assessment week.

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

No report.

1. **New Business**

* Dr. Robledo brought up the subject of the attendance policy for online courses, and where to include it in the catalog. Dr. Best was assigned to address the issue and consult with Dr. Robledo and Dean Inman.
* It was suggested that there be a session on scheduling in Outlook at convocation.
* Dr. Best said that the convocation schedule will have links to click on to sign up for breakout sessions.

1. **Adjournment**

A motion to adjourn was made by Mr. Roomsburg and seconded by Mr. Nolan. The meeting was adjourned at 11:43 a.m.

The next meeting of the Academic Affairs Council will be on February 5, 2016.

*Minutes submitted by: Marguerite Rodgers*