

Academic Affairs Council

MEETING MINUTES

Date: Friday, September 2, 2016

Time: 10:45 a.m.

Place: ADM Board Room

I. Call to order

Jennifer Baine called to order the regular meeting of the Academic Affairs Council at 10:48 a.m. on Friday, September 2, 2016 in the ADM Board Room.

II. Roll Call

The following council members were present: Leslie Appling, Jennifer Baine, Dr. Mickey Best, Dr. Ken Bridges, Benjamin Cagle (rep. Distance Learning), Dr. David Carty, Sarah Dilmore (rep. Respiratory Therapy), Michael Champion, Caroline Hammond, Ken Kelley, Brandy Mendoza (rep. Surgical Technology), Cindy Meyer, Dr. Jennifer Parks, Jim Roomsburg, Susan Spicher, Dawn Tucker, Ray Winiecki, and Dr. James Yates

The following council members were excused: Keitha Davidson, Donna Hendricks, Dr. Carolyn Langston, Philip Shackelford, Amy Sturdivant, Karsten Tidwell, and Kellye Young.

The following council members were absent: Sherry Howard

The following guests attended the meeting: Henry Culbreth, Ralph Phillips, Lauri Wilson, and Marguerite Rodgers-Recorder

III. Approval of minutes from last meeting

Cindy Meyer made a motion to approve the minutes of the council meeting held on Friday, May 6, 2016. Susan Spicher seconded the motion. The minutes were approved as written.

IV. Old Business

There was no old business to discuss.

V. Planning Council Report – Jennifer Baine

The Planning Council has not yet met this semester. There was a Planning Council retreat over the summer during which they did some HLC activities and discussed the strategic plan. They also approved the Institutional Effectiveness Plan which will be added to the APM shortly. Ms. Spicher said that the progress made towards HLC was encouraging and gave a better handle on where we are going as an institution.

VI. VPL Information Sharing – Dr. Mickey Best

- a. Dr. Best deferred the two agenda items to Benjamin Cagle who will give a proposal in his distance learning committee report.
- b. Dr. Best gave an update on HLC. The document is in its final form in the portal for the mock visit team. Three volunteers from ASU Newport are on that team, including Dr. Holly Ayers, and they will make a mock visit on September 26-27, and they are being given a 30-day window to look at the draft. Dr. Bullock and Marguerite Rodgers are the only people with editing access. Dr. Best and Dr. Bullock are brainstorming ideas on how to make faculty and

staff more comfortable with the process. There will be a Campus Conversation meeting coming up in September or October.

- c. Cabinet report – The Library Manual will be placed in the APM and there will be some additional items added. The class absence report procedure has been handed over to Student Services from the VPL office. The Early Alert process will remain the same.

VII. Standing Committee Reports

- a. **Academic Standards Committee** – *Chair: Karsten Tidwell*

No report.

- b. **Curriculum Committee** – *Chair: Donna Hendricks*

No report.

- c. **Distance Learning Committee** – *Interim Chair – Benjamin Cagle*

Benjamin Cagle reported for the committee which met on Friday, September 2. He said the Distance Learning Policies and Procedures Manual will be placed into the APM. Included in that document will be the Best Practices based on the Quality Matters rubric. These have been entered as evidence for HLC. Mr. Cagle wanted to make members aware that part 5(d) of that document mentions that the maximum course enrollment before overload is 30 students.

Dr. Best said that we have been subscribing to Quality Matters (QM) for some time. The committee put together the SouthArk version of Best Practices for online teaching that instructors should follow. There will be three levels of training (beginning, intermediate, and advanced), and a faculty member will be placed into one of those levels. He said it's very common for a course to be required of a faculty member. Ms. Baine said that we will primarily be using QM but it is also influenced by BlackBoard best practices.

Ms. Baine asked a question, is there a statement that if the committee changes the class size, can this be changed without going back through the APM approval process? The statement in the document up for approval says "maximum course enrollment before overload is 30 students." Dr. Best said that there has to be a minimum of 150 SSCH before an overload.

Mr. Cagle said that something should be done with the document before it is put forward for approval by the cabinet. Mr. Cagle has made a motion to add the distance learning policies and procedures manual to the APM. There was no second to the motion and so the document will go back to the Distance Learning committee. The committee will bring it back when a decision has been made on the class size question.

Mr. Cagle stated that over 300 students have enrolled in Campus Technology.

- d. **Faculty Affairs Committee** – *Chair: Dr. Ken Bridges*

Dr. Bridges brought the issue of committees and their structure to the council. This is a two-step proposal. The first document references committee structure which the committee has been working on for two years. He said that the process needs to be radically revamped. See the Committee Structure document below for full details.



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Document

[Committee Structure](#)

This document addresses, amongst other things,

- Election of chair/vice-chair
- Term limits
- Establishment of a nominating committee, or committee on committees
- Responsibilities of the chair
- Attendance
- Meeting procedure
- Notice of meetings
- Meeting minutes
- Nomination of ex-officio members as appropriate
- Members at large
- etc.

Dr. Bridges made a motion to approve this document, it was seconded by Dr. Parks.

Dr. Best asked if Student Services was represented as the committee worked through the document.

Dr. Best said that it's a standing policy that if someone retires/leaves that the new person hired takes over that position. Dr. Bridges said this was included as part of the duties of the nominating committee.

Dr. Best addressed #6 regarding attendance. He said that the cabinet may feel that if a meeting is called and the committee member/council member does not show and does not notify the meeting organizer, then they need to charge themselves leave time, because it is part of regular business. Ms. Baine said that there needs to be communication if members are not able to make meetings.

There was extended discussion on what constitutes an acceptable absence. Mr. Culbreth suggested that the word 'encouraged' (in the first sentence of #6) be replaced by 'expected.'

Ms. Meyer asked about #14, that a committee can add other members from faculty at large. Would this not open the door to stack the committee?

Ms. Meyer brought forward that this document covered just instructional and not the whole college, including Student Affairs' and Administrative Affairs' committees. Some faculty members are on committees not under instructional.

Vote: All those in favor of the committee structure proposal brought forth by the Faculty Affairs Committee. A call was made for a hand vote – For = 5, Against = 8. The proposal did not pass and will go back to the committee.

Dr. Bridges resigned as chair of the Faculty Affairs Committee and left the meeting.

It was brought up that this document needs to encompass college-wide representations, not just faculty and the instructional side.

Ms. Baine asked if someone would like to bring the nominating committee document up for discussion. This document is college-wide and will also go to the Planning Council.

Dr. Parks made a motion to bring forth the nominating committee document for discussion, Ms. Spicher seconded the motion.

The council went on to discuss the second proposal, the formation of a committee on committees. (See attached).



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Document

Establish a Committee on Committees

Dr. Best said that SouthArk does not have a faculty senate and that that word is used multiple times throughout the document.

Motion: Ken Kelley made a motion to extend the meeting, Ms. Hammond seconded the motion. All were in favor.

A proposal was made to change ‘faculty senate’ to ‘faculty representatives’ and then define who those representatives are.

Vote on amendment regarding verbiage: Membership of the committee on committees should be ex-officio Vice President for Learning and ex-officio Vice President for Student Services, two representatives from the Faculty Affairs Committee (chosen by the chair of that committee), two representatives from the Student Services staff (chosen by the VP for Student Services).

Vote on the amendment: All were in favor and the amendment passed.

Vote on sending the Committee on Committees document forward: All were in favor.

e. **Assessment Committee – Chair: Jennifer Baine**

Ms. Baine said that the ~~committee had approved~~ the new Assessment Manual *was endorsed by the committee and added to the APM* (see note below). Ms. Baine said that this was not new material or policy, but a collection of all the pieces into one document. She said this needs to be added to the APM, chapter 3.16. (*NOTE: This change was made to the minutes by Marguerite Rodgers at the direction of the Assessment Committee*).

Dr. Yates seconded the motion brought forward by the committee. Ms. Spicher made a motion to approve adding the assessment manual to the APM.

Vote: All were in favor of the motions.

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

Lauri Wilson reported for the committee. There was no formal report but Ms. Wilson encouraged everyone to go to the library to meeting the new director, Mr. Philip Shackelford.

VIII. New Business

There was no new business to discuss.

IX. Adjournment

A motion to adjourn was made and seconded. The meeting was adjourned at 12:07 p.m.

Minutes submitted by: Marguerite Rodgers

The following standing committees will be governed by the following rules: Academic Standards, Curriculum, Faculty Course Assessment, Professional Development, and Student Services.

Standing faculty committees shall have the following structure:

3 members from Liberal Arts

3 members from Health and Natural Sciences

2 members from Career and Technical Education

1 member from Adult Education

1. Committees shall elect their own officers, including secretary, vice-chair, and chair, each by majority vote.
2. Committee members elected as vice-chair shall serve for one year in the position and rotate into the committee chair position. The committee chair shall also serve a term of one year. Committee chairs and vice-chairs should serve at least one year on the committee prior to taking these positions.
3. Committee members should serve no longer than four years on a particular committee before rotating off that committee. However, there shall be no minimums to the length that they serve on a committee.
4. Committee assignments shall be determined by the Nominating Committee (or Committee on Committees).
5. If the chair shall be absent or unavailable to preside over a meeting, the vice-chair shall preside.
6. While attendance on committees and councils is encouraged as part of a faculty member's service to the college and overall professional conduct, there shall be no penalties of any type, neither monetary penalties nor penalties in leave time nor any other if the faculty member is unable to attend a meeting. If a faculty member is consistently unable to attend a committee meeting because of time conflicts, it is encouraged that another committee assignment be found. If a member cannot attend, then a proxy should be sent if at all possible.
7. If a chair should resign or become unavailable to finish out the year, the vice-chair shall then serve as chair for the remainder of the academic year.
8. In any question of procedure in a meeting, *Robert's Rules of Order* shall be the general guide.
9. The secretary shall take minutes of each meeting. These minutes, once approved by committee (either electronically or in person) shall be sent to faculty by e-mail and sent by committee chairs after approval to the appropriate college official for official storage.
10. Committees should send reminders to all faculty of any upcoming in-person meeting, including time and location.
11. A committee can meet and vote on issues electronically if a simple majority of members deem it appropriate. Similarly, a simple majority of a committee can vote to hold a meeting in addition to any set meeting times.
12. Standing faculty committees may, by majority vote of the committee members, designate any ex officio members as deemed appropriate.

13. No faculty member shall be required to serve on more than one committee. However, they can choose to serve on more than one if they deem it appropriate.
14. Committees can include among their regular voting membership, by majority vote, members from the faculty at large, that is, faculty members from any division, to join the committee.

As a method of organizing and populating the standing committees at SouthArk:

Establish a Committee on Committees (or a committee called a Nominating Committee)

Purpose

The purpose of the C on C is to focus only on membership of standing college committees, Student Services Committee, Academic Standards Committee, Assessment Committee, Professional Development Committee, and the Library Committee. Faculty Affairs, will remain the same for the next year to complete this process.

Charge

The C on C is a standing committee charged with oversight of all standing committees. This committee will oversee the appointment of all committees' members. As the duties for this committee are reviewed, they may also come to include seeing that minutes or notes are provided and placed on the Intranet site for easy access and updated regularly, reporting progress, challenges, and issues to the VPL.

Members:

Members of the C on C will be the VP for Learning, VP for Student Affairs, two members from Faculty Senate chosen by the Chair of the Faculty Senate, two members from Student Services chosen by the VP for Student Services.

Committee composition

1. The members of the Committee on Committees will be the VP for Learning, VP for Student Affairs, two members from the Faculty Senate, and two members from Student Affairs chosen by the VP for SA.
2. With ex-officio approval and committee support, standing committees may permit any interested faculty and staff to join. These members will be listed as "members at large" in the membership list and will be placed on a 4-year rotation; members-at-large will have voting privileges for the 4-year rotation.
3. Any changes on committee positions or membership should be forwarded to the CoC so the college membership list may be updated.
 - a. At the beginning of each school year all full-time faculty will present to the VPL three choices for committee for which they wish to participate.

1. Recorder (Secretary)

Maintains minutes of all meetings

Distributes the approved minutes to the Chair who will distribute them and any action items for all meetings within five business days after the meeting to members of the committee and to the VP for Learning or Student Affairs, whichever is appropriate.

2. Member (appointed or volunteers)

Presents, clarifies, and otherwise participates as an active committee member.

Process for staffing communicating committee membership annually

1. Chairs will review the membership with their ex-officio member and communicate membership at the end of spring with the C on C.

2. Chairs will work with the appropriate academic dean or departmental director to fill vacant slots due to individuals rotating off the committee or resigning from the committee