

# Academic Affairs Council

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## MEETING MINUTES

Date: Friday, October 7, 2016

Time: 10:45 a.m.

Place: ADM Board Room

### I. Call to order

Susan Spicher called to order the regular meeting of the Academic Affairs Council at 10:45 a.m. on Friday, October 7, 2016, in the ADM Board Room.

### II. Roll Call

*The following council members were present: Leslie Appling, Dr. Mickey Best, Benjamin Cagle, Dr. David Carty, Michael Champion, Keitha Davidson, Sarah Dilmore, Caroline Hammond, Sherry Howard, Ken Kelley, Dr. Carolyn Langston, Brandy Mendoza, Cindy Meyer, Dr. Jennifer Parks, Jim Roomsburg, Philip Shackelford, Susan Spicher, Amy Sturdivant, Nancy Whitmore, Ray Winiecki, and Dr. James Yates.*

*The following council members were excused: Jennifer Baine, Donna Hendricks, Karsten Tidwell, and Dawn Tucker.*

*The following guests attended the meeting: Vicki Badgley, Linda Bates, Karen Boykin, Dr. John Spencer, Roslyn Turner, Christy Wilson (for Jennifer Baine), and Marguerite Rodgers-Recorder*

### III. Approval of minutes from last meeting

Ray Winiecki made a motion to approve the minutes of the council meeting held on Friday, September 2, 2016. Ken Kelley 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

Ms. Spicher gave this report.

- Dr. Jones addressed the Planning Council and gave an overview of the HLC mock visit.
- The nominating committee proposal was discussed. This had been approved with changes by the Academic Affairs Council at the last meeting. The Planning Council said that it should be put to the other councils because it affected them and it was going to be put to an eVote.
- The Assessment Manual was approved. Dr. Best said that this was then sent on to the executive cabinet and approval was given for placement in the APM.

Ms. Christy Wilson pointed out that the Assessment Manual was “endorsed” by the Assessment Committee, not “approved.” A change will be made to the minutes of the council meeting held on October 7<sup>th</sup> to reflect this correction.

### VI. VPL Information Sharing – Dr. Mickey Best

- a. Dr. Best said that he’d received a sample visit schedule from Mr. Lloyd Hammonds who is the chair of the HLC visiting team. There will be a conference call next week to discuss.

- b. Dr. Best said the sessions will be every 45 minutes, they cannot go any longer. Classes will not be cancelled, but they need to be covered. The sessions will follow the same format as the mock visit.

## **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*

- Mr. Cagle said the committee has met twice since the last council meeting. They passed a motion to have part 5.D stricken from the distance learning policies and procedures manual. This stated that the maximum course enrollment before overload is 30 students. The committee voted to send to the Faculty Affairs and the Academic Standards committees a consideration concerning faculty compensation and workload that is specific to online teaching. The current proposal is that 24 is a normal course limit; 25-30 students with approval of instructor or dean; 31-37 students paid per extra student; 38 and up split into two sections; including an exception statement which states other numbers or situations (e.g. reading and intensive courses) are to be settled with an agreement between the instructor and dean, with approval of the VPL.
- Mr. Cagle said the committee requests that the council clarify the established pathway for new procedure approval. This came about after it was discovered that the policies and procedures manual had become policy when the proposal was put forward as a draft. Dr. Best stated that in the Assurance Argument this document is a draft. There was some discussion on the APM approval procedure.
- The manual should be removed from the APM because it is a draft and doesn't have final approval. Dr. Best said that he would look into this.
- Dr. Best announced that the new Distance Learning Director, Mr. Robert Norman, will report on October 12.

d. **Faculty Affairs Committee** – *Chair: Nancy Whitmore*

Linda Bates, Dr. Jones, Dr. Best and Ms. Whitmore worked on a proposal to create a new Nominating Committee, it was then taken to the Faculty Affairs committee. Ms. Whitmore brought the two-part proposal from the Faculty Affairs committee to this council for approval. There are two parts to this proposal. (See Attachment A for the details).



Adobe Acrobat  
Document

### **Nominating Committee Proposal – Attachment A**

Ms. Whitmore read the relevant parts of the document to the council.

**Proposal 1** deals with the creation of committees.

- The purpose of the Nominating Committee is to populate the membership of the standing committees as listed in the APM Chapter 1.10.
- The committee will report their recommendations to the Executive Cabinet.
- Members of this committee are: the VP for Learning, VP for Student Services, and VP for Finance and Administration (all ex-officio members). Voting members will be two full-

time faculty, two members from Student Services, two members from Finance and Administration.

This proposal will be put before the other councils for approval.

*Motion to accept Proposal 1 was made by Dr. Jennifer Parks, seconded by Keitha Davidson. There was no discussion and all were in favor of the proposal.*

**Proposal 2** is for change in committee terms and membership. (See attachment A, page 4, for details).

There was a short discussion.

- It was clarified that the length of committee service would be staggered (second bullet, 2 or 3 years), so that members wouldn't all be leaving the committee all at the same time.
- VPs decide who will be on the nominating committee.
- Chapter 1.10 of the APM will need some editing to reflect the addition of the nominating committee.
- If a member of a committee wants to change or leave a committee, the nominating committee will make the decision.

*Motion to approve Proposal 2 was made by Caroline Hammond, seconded by Dr. Jim Yates. All were in favor of the proposal.*

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

Christy Wilson reported for the committee. The committee is going to create a portion of the website for assessment documents. A motion was made to have training for faculty on syllabi during assessment week. Dr. Best made a correction to the name of the committee, it is now just Assessment Committee.

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

Dr. Langston said that Philip Shackelford would give the report for the committee.

- The committee met but did not have a quorum.
- The 20<sup>th</sup> anniversary celebration was a success.
- The committee is considering asking a member of the community to serve on the committee.
- The committee is considering gate count adjustments to include those going to the auditorium. Dr. Best said this will be a discussion item at the next cabinet meeting.
- Mr. Shackelford asked for feedback on planning that is on-going.

## **VIII. New Business**

There was no new business to discuss.

## **IX. Adjournment**

A motion to adjourn was made by Ms. Whitmore and seconded by Ray Winiacki. The meeting was adjourned at 11:34 a.m.

*Minutes submitted by: Marguerite Rodgers*

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## Proposal 1.

### Creation of Committees

A new committee is created when it is determined that some sphere of responsibility needs the attention of a representative, recommending body and that there is no currently constituted body to which the responsibility appropriately can be assigned. Anyone in the college community can propose the creation of a committee in writing to the relevant council(s) or committee(s) whether the committee should be formed and what its exact function and membership ought to be.

The proposal for creating a new committee must include the following information:

- A general description of need for the committee including whether it will be a standing committee (permanent) or an ad hoc committee (temporary)

### Proposal for the Nominating Committee

The present method of voting for committee chairs from the faculty and then electing representatives from each division to populate the committees has not been effective. This new committee will recommend appointment of members to Southark's standing committees making sure each sector is represented. The Chair, Vice-Chair, and Secretary of each standing committee will then be elected from within the committee.

- A specific description of the function(s) of the committee

The purpose of the Nominating Committee is to populate the membership of the standing committees as listed in the APM Chapter 1.10.

- Identification of the council to which the committee will forward its recommendations

The Nominating Committee will report their recommendations to the Executive Cabinet.

- A draft of a work plan for the first year

Members of this committee are: the Vice President for Learning, VP for Student Services, and VP for Finance and Administration serving as ex officio members. Ex officio's on this committee will not vote but will serve as advisors. Voting members of this committee will be two full-time faculty members, two members from Student Services, and two members from Finance and Administration. From these six, a Chair, Vice-Chair, and Secretary will be elected.

The VPL will maintain the "master" standing committee list from each sector of the college. The VPL will forward all requests for standing committee appointments from the different sectors of the college to the Chair of the Nominating Committee.

The Vice President for Learning (VPL) will convene the first meeting and serve as Chair until a Chair is elected. The VPL will receive recommendations for Nominating Committee

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membership from the Chair of Faculty Affairs, the VP for Student Services, and the VP for Finance and Administration.

Full-time faculty will be asked to submit his or her name if interested in serving on this committee to the Chair of Faculty Affairs. From this list of names the Faculty Affairs committee will select two for the Nominating Committee. Two members from Student Services chosen by the VP for Student Services and two members from Finance and Administration chosen by the VP for Finance and Administration will also be selected to serve on the Nominating Committee. Terms for each Nominating Committee member will be three years and will follow the same model as outlined for the college's standing committees. These six will then elect a Chair, Vice-Chair and Secretary. Ex-officio positions for the committee are not term limited and are fixed committee positions.

Upon approval of this proposal the VPL will initiate the first meeting of this committee. After the committee is formed and the Chair, Vice-Chair, and Secretary are elected, the committee will begin the process of filling current vacancies and making sure that new faculty and employees who need to serve on a committee will have an appointment.

For the present academic year, 2016-17, all committees will retain their current membership. The importance of continuity and institutional history will be a guiding factor as standing committees are populated.

It is anticipated that this committee will meet twice per year prior to convocations to make committee assignments. During each convocation each employee who is required to be on a standing committee will receive his or her committee assignment from the Chair of the Nominating Committee.

Standing committees will have a meeting time during convocation at which time a Chair, Vice-Chair, and Secretary will be elected from within the committee. Committee chairs will serve a one-year term after which the Vice-Chair who has been serving as Chair-Elect will rotate into committee chair position and a new Vice-Chair will be elected. If the Chair is absent or unavailable to preside over a meeting, the Vice-Chair shall preside. Secretaries will be responsible for maintaining an agenda, minutes, and submitting approved minutes to the appropriate VP administrative assistant for posting to the website.

Any vacancies on standing committees throughout the academic year should be forwarded to the Chair of the Nominating Committee so the standing committee membership may be updated by the Nominating Committee.

•Suggested membership of the committee

The VPL, VPSS, VPFA will serve as ex-officio members. Voting members of this committee will be two faculty members, two members from Student Services, and two members from Finance and Administrative. From these six, a Chair, Vice-Chair, and Secretary will be elected. The chair will not vote unless there is a tie to be broken. Robert's Rules of Order will be followed for meetings.

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- Ex officio members

VPL

VPSS

VPFA

- Slots designated for representation by categories

2 from Finance and Admin

2 from Student Services

2 faculty representing all South Arkansas Community College faculty

- Representatives of job functions

N/A

- Representatives of SouthArk constituencies

All full-time employees who must serve on a standing committee as part of his or her job description will be the representatives of South Arkansas Community College constituencies.

## Proposal 2.

### Proposal for change in committee terms and membership

#### 1. Committee Terms--Chairs and Membership

- Standing committee Chairs will serve a one-year term and must serve one-year as Vice-Chair before becoming Chair.
- Standing committee members will be assigned to serve 2 or 3 year terms.
- In case the Chair resigns during the year, the Vice-Chair will become the Chair and another committee member will be elected from within the committee to serve the remainder of the term as Vice-Chair.
- The chairs of the Academic standing committees will be faculty members. The following academic standing committees according to the APM Chapter 1.10 as of July 2016 are the following: Academic Standards, Curriculum, Distance Learning, Assessment (Faculty Course Assessment), Library, and Faculty Affairs.
- According to the APM Chapter 1.10 as of July 2016 other institutional standing committees are the following: Retention and Student Success; Recruitment; Scholarship; Student Services; Administrative Technology Advisory; Emergency Response Team; Facilities, Energy, and Safety; and Professional Development.
- Unless otherwise designated in the APM, all committees should have at least one faculty representative from each division. Chairs are elected from within the committee.
- At no time will one person determine the membership of a committee. The Nominating Committee will be called to meet and will determine standing committee membership.