

Academic Affairs Council

MEETING MINUTES

Date: Friday, December 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 10:50 a.m. on Friday, December 2, 2016 in the ADM Board Room.

II. Roll Call

The following council members were present: Leslie Appling, Jennifer Baine, Dr. Mickey Best, Dr. David Carty, Michael Champion, Keitha Davidson, Sarah Dilmore, Caroline Hammond, Sherry Howard, Ken Kelley, Dr. Carolyn Langston, Brandy Mendoza, Cindy Meyer, Robert Norman, Dr. Jennifer Parks, Jim Roomsburg, Philip Shackelford, Susan Spicher, Karsten Tidwell, Dawn Tucker, Nancy Whitmore, Ray Winiecki, Dr. Jim Yates

The following council members were excused: Donna Hendricks and Amy Sturdivant

The following guests attended the meeting: John Spencer, Mary Kate Sumner, and Marguerite Rodgers-Recorder

III. Introduction

Dr. Best introduced his new Administrative Specialist, Mary Kate Sumner. He also reminded everyone of Marguerite's retirement on December 31, 2016.

IV. Approval of minutes from last meeting

Philip Shackelford made a motion to approve the minutes of the council meeting held on Friday, November 4, 2016. Susan Spicher seconded the motion. The minutes were approved as written.

V. Old Business

There was no old business to discuss.

VI. Planning Council Report – Jennifer Baine

Jennifer Baine mentioned there was a long list of items that the planning council had passed on to the cabinet, and those items passed at the cabinet meeting as well.

VII. VPL Information Sharing – Dr. Mickey Best

- a. HLC Comments – He thanked everyone for a good job they all did. “Your folks get it” was said by the chair of the team during exit interview.
- b. Areas that could come forward from assessment:
 - i. Strong recommendation for disaggregating data
 1. Look at online vs traditional vs hybrid

- ii. The HLC felt program outcomes are unclear.
 - 1. The team had no rejections to the review process
- c. Many suggestions were personal preferences
- d. Ken Kelley asked when the accreditation would be known.
 - i. Dr. Best said maybe around March.
- e. David Carty sends kudos to the assessment team

VIII. Standing Committee Reports

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

HLC meetings went well.

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

- i. Ms. Baine spoke about HLC and how it went well.
 - 1. Desegregating data was the major component
 - a. Comparing online and on-campus classes and making action plans according to that was discussed.
 - 2. Reminded everyone of Assessment week and that there is a WEAVE workshop on Monday, December 12, 2016 at 8:30 in WHIT 101, and an Action Plans workshop at 10:30. This is for all faculty including adjunct and concurrent.

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

No Report

d. **Distance Learning Committee** – *Chair: Jim Roomsburg*

- i. No Action Items at this time but two major discussions
 - 1. Quality Matters – More Local Training very important, including local peer review
 - 2. Archiving – When should classes be archived? Maybe wait until after 1 year before archiving.
- ii. Jennifer Baine reminded everyone to export courses before turning in grades, and make sure you download your grade book.
 - 1. Robert Norman said Benjamin is working on creating a tutorial for the gradebook.

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

- i. Faculty Handbook has been prepared and ready to go on to the next step.



Adobe Acrobat
Document

Faculty Handbook

Ken Kelley second motioned, and all in favor to send it forward to the planning committee, then cabinet

Vote: All were in favor. This will now be sent to the Planning Council and the Executive Cabinet.

The handbook will be up for constant revision every Fall. Previous faculty blackboard course will most likely become the faculty orientation.

- ii. Nominating Committee has been chosen – 6 volunteers
 - 1. Dr. Carolyn Langston and Vernita Morgan will be the representatives from faculty. Alternate will be Ralph Phillips.
 - 2. Other members of the Committee: Dr. Mickey Best, Dr. Jim Bullock, and Carey Tucker as ex-officio. David Henry, Bill Fowler, Dean Inman and Heather Smith.
 - 3. First order of business is to elect a Chair then, fill the open slots on committees.
- iii. Adjunct faculty are classified as instructors. There was some discussion. Dr. Best explained why they decided to change the classification.
- iv. Discussion on Recognizing Steve Ellis as a long time adjunct. Will be discussed more in February.
- v. Dr. Best mentioned the loss of adjunct instructor Nick Macchiarolo.

f. Library Committee – Chair: Dr. Carolyn Langston

- i. Philip Shackelford reported for the committee.
- ii. SouthArk events task force will come under the library committee.
- iii. Philip Shackelford discussed HOOPLA, the digital media service. It starts December 12, 2016.
- iv. There will be a new unit for gate counters
- v. A community forum was approved to have in the spring.
- vi. He went to the Arkansas Library Association (ALA) meeting and he has some ideas that he recently pitched to Student Services
- vii. Library Orientation
 - 1. It would be nice if the Library Director could visit classes, or they could come to the Library to bring the students information.
 - 2. Prefer SAS classes to have a mandatory visit to the Library

IX. New Business

Next Meeting will be February 3, 2017.

X. Adjournment

A motion to adjourn was made by Susan Spicher and seconded by Jim Roomsburg. The meeting was adjourned at 11:16am.

Minutes submitted by: Mary Kate Sumner