

Academic Affairs Council

MEETING MINUTES

Date: Friday, February 3, 2017

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 10:55 a.m. on Friday, February 3, 2016, in the ADM Board Room.

II. Roll Call

The following council members were present: Leslie Appling, Jennifer Baine, Dr. Mickey Best, Michael Champion, Keitha Davidson, Sarah Dilmore, Caroline Hammond, Donna Hendricks, Ken Kelley, Dr. Carolyn Langston, Brandy Mendoza, Robert Norman, Jennifer Parks, Jim Roomsburg, Philip Shackelford, Susan Spicher, Amy Sturdivant, Nancy Whitmore, and Dr. Jim Yates

The following council members were excused: David Carty, Cindy Meyer, Karsten Tidwell, and Ray Winiacki

The following council members were absent: Sherry Howard

The following guests attended the meeting: Dean Inman, Dr. John Spencer, and Mary Kate Sumner-Recorder

III. Approval of minutes from last meeting

Micheal Champion made a motion to approve the minutes of the council meeting held on Friday, December 2, 2016. Susan Spicher seconded the motion. The minutes were approved as written.

IV. Old Business

- a. There was no old business to discuss.

V. Planning Council Report – Jennifer Baine

- a. No Report

VI. VPL Information Sharing – Dr. Mickey Best

- a. Proposal Approval Process Under Shared Governance – Steps
 - Suggested a way to follow a proposal by using a Chain of Custody so the proposer can follow the process through each committee instead of waiting to hear if the Cabinet has made a decision.
 - Explains the share governance process and steps.
 - Anyone can be a guest in any committee meeting, but Dr. Jones might have to approve guests in the Cabinet meetings.

- a. Requested Minutes from all committees that are approved. They will be posted on the website by Mary Kate Sumner.
- b. Cabinet requests an annual process to occur in each committee at the beginning of the year or semester – Chairs should ask the committees to examine the functions, membership, and open positions. Then if positions need to be filled they will need to notify the Nominating Committee.
- c. Announced Dr. Best, Dr. Bullock and Dr. Tully-Dartez will travel to ASU Newport on Monday, February 6, 2017 to help them with a HLC Mock visit.

VII. Standing Committee Reports

- a. **Academic Standards Committee** – *Chair: Karsten Tidwell*
 - No Report
- b. **Assessment Committee** – *Chair: Jennifer Baine*
 - Went over professional development plans: Open lab workshops will be targeted to specific topics or groups. Please be aware and look for the emails.
- c. **Curriculum Committee** – *Chair: Donna Hendricks*
 - No Report
- d. **Distance Learning Committee** – *Chair: Jim Roomsburg*
 - A follow up to a discussion about purging courses from the server was discussed. This means they would archive courses to a hard drive, then remove courses from older semesters, from the server. The Distance Learning Committee approved the scheduled to remove old courses in August 2017 (the Courses would be from Fall of 2015, Spring of 2016, and Summer of 2016) after the Summer of 2017 will be in class so this would not affect Summer 2017. Not a policy, only a plan, so no approval needed by Academic Affairs.
 - Dr. Best was concerned with canceling the courses and deleting data. Robert Norman said that canceling a class does not delete class information. Caroline Hammond commented that she understands that with Jenzabar we do not cancel/delete a course we just lower the enrollment number to “0.” Dean Inman confirmed this.
 - Discussion with the relationship with Quality Matters. Will be trying to have instructors adhering to the standards of Quality Matters as well as starting a process on training the instructors. Nothing was voted on so this will be a continued discussion in Distance Learning Committee.
 - Changes to Distance Learning Policies and Procedures Manual were voted on in Distance Learning Committee, and will have a list and more information with amendments for AAC March 3, 2017 meeting. This was a highlight:
 - Defined requirements for beginner, intermediate, advanced level instructors on Blackboard and made some provisions for instructors who are coming in from intuitions with experience so they can be placed at a higher level with an evaluation.
 - Set up a process to review 10% of the courses annually. Course Review Process, similar to Quality Matters process, to review course content, design and structure. Criteria –looking at highest enrollment, not looking at recently reviewed/approved. Faculty would be notified.

- Online class limits were set at 30, and since this is being discussed in Faculty Affairs, they will temporarily strike that from their manual until it is resolved on a campus wide basis and would apply what is decided to their manual.
- Will have all items prepared for the March 3, 2017 AAC meeting.

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

- Chapter 1 of the APM needs to be updated. We would like to ask the Academic Affairs Council to appoint an ad hoc committee to go through the chapter and see what needs to be done.
 - Make sure divisions are represented correctly on each committee.
 - Make sure each faculty member is on a committee and the Deans help to inform Nominating Committee that someone needs to be placed.
 - Deans need to identify their openings, then they should present it to their VP. The VP will then present to the Nominating Committee. The current reading of Chapter 1 of the APM needs to be updated with this information.
 - Dr. Carolyn Langston moved to form Ad Hoc committee to update Chapter 1 of the APM. Philip Shackelford seconded the motion, all approved.

Vote: All in favor of forming the Ad Hoc committee.

- Ad Hoc Committee members: Dr. Carolyn Langston, Nancy Whitmore, Henry Culbreth
- Faculty are interested in evaluations of our Deans, VP's, and the President.
- Zero-based scheduling and advising problems.
 - Schedule issues, class maximums changed after orders
 - Lecture and Labs tied together – Faculty would like options.
 - Changes in schedules were not sent to advisors or instructors with updates.
 - VPL stated he drove the zero-based scheduling. We must make sure the classes are needed by the students.
- Teachers who turn in time cards on time but the time cards either didn't get certified by the Dean or there was a glitch in the system.
- Faculty member of the year selection
 - Caroline Hammond suggested Faculty Affairs should review the procedure and come up with a proposal.

(A Motion to extend the meeting by 5 minutes was made by Susan Spicher, seconded by Philip Shackelford and all approved.)

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

Philip Shackelford reported for the committee.

- Visit from the State Library – to discuss law that requires that colleges need to send any publications generated by the college to the state library. – *Historical Journal, Between the Lines*, Board of Trustees Minutes
- Robust Schedule of events
- Very excited about the partnership with Lincoln Center Local.

- Personal Librarian Program went live January 5th.

VIII. New Business

a. Master Syllabi – Grade Scale posting?

- Dr. Best suggests that the Master Syllabi should include the grade scale.
- Caroline Hammond motioned to add the applicable grade scale to each Master Syllabi for each course beginning Fall 2017. It was seconded by Nancy Whitmore and all approved. (It was clarified that Grade Scale meant what is considered an A or B and it should be the same in all courses; not whether or not teachers use points or weights, which will be on his or her syllabus.)

Vote: All approved to add the grade scale to each Master Syllabi for each course beginning Fall 2017.

IX. Adjournment

A motion to adjourn was made by Susan Spicher and seconded by Robert Norman. The meeting was adjourned at 11:56am.

Minutes submitted by: Mary Kate Sumner

Comments sent by email after the AAC meeting:

Nancy Whitmore:

I want to add to my comments from Friday. The question from distance learning was not the number of students in an online class, but the approval of the maximum number of students being 30, in their manual. Distance learning committee has voted in two of their meeting this year remove that item. Academic Affairs has listened to this topic on this particular item three times. Faculty affairs has discussed it twice.

The approval of that particular item is not a Faculty Affairs question. We stand by the number of 24 as the maximum. I don't know exactly who has a stake in this item that needs to approve it to be in the manual for distance learning but that is where this item needs to be sent! I am confused now more than ever about the entire subject and trying to clear up what I can!