

Academic Affairs Council

MEETING MINUTES

Date: Friday, April 14, 2017

Time: 10:45 a.m.

Place: Library Auditorium

I. Call to order

Jennifer Baine called to order the regular meeting of the Academic Affairs Council at 10:52 a.m. on Friday, April 14, 2017 in the Library Auditorium.

II. Roll Call

The following council members were present: Leslie Appling, Jennifer Baine, Dr. Mickey Best, Dr. David Carty, Micheal Champion, Caroline Hammond, Sherry Howard, Dr. Carolyn Langston, Brandy Mendoza, Cindy Meyer, Robert Norman, Susan Spicher, Amy Sturdivant, Ray Winiecki, and Dr. James Yates.

The following council members were excused: Keith Davidson, Sarah Dilmore, Donna Hendricks, Ken Kelley, Jim Roomsburg, Philip Shackelford, and Nancy Whitmore

The following council members were absent: Karsten Tidwell

The following guests attended the meeting: Linda Bates, Henry Culbreth, Christy Wilson, and Mary Kate Sumner-Recorder

III. Approval of minutes from last meeting

Cindy Meyer made a motion to approve the minutes of the council meeting held on Friday, March 3rd, 2017. Micheal Champion seconded the motion. The minutes were approved as written.

IV. Old Business

V. Planning Council Report – Jennifer Baine

a. Wage certificate:

Vote: Proposal to present research by email to committee, before May 5, 2017. Motion by Cindy Meyer to table Wage Proposal until May. This was seconded by Sherry Howard. All approved.

- b. MLT Closure sent forward, CNA programs were suspended
- c. APM 1.10 Share Governance needs APM change form
- d. APM change form needs to be updated
- e. Catalog Technology change sent forward
- f. Health Insurance information changes
- g. Please lock and check external doors after hours
- h. Ours Futures Past
- i. Classified staff is now considered part of ADHE

VI. VPAA Information Sharing – Dr. Mickey Best

- a. Meeting for AHECB on April 20-21, in Russellville, AR. We are hoping the 2 new CPs will be approved.

VII. Standing Committee Reports

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

No report

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

Workshops – April 21

- c. **Curriculum Committee – Ray Winiecki**

VOTE: Proposal for Mechatronics course selection to be realigned so students can acquire CP in one semester and TC in another semester. A correction was mentioned of a change from PHYS 2014 to PHYS 1004. Susan Spicher motioned to accept all changes in the proposal and the proposal for Mechatronics. All Approved.

- d. **Distance Learning Committee –Robert Norman**

Discussed the use of Collaborate

- e. **Faculty Affairs Committee – Linda Bates**

Vote: Proposal was motioned by Linda Bates to accept the changes to the Teachers Load policy. Dr. Carolyn Langston seconded it. All approved the changes.

Caroline motioned to extend the meeting by 10 minutes. Dr. Carolyn Langston seconded it.

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

- i. Library is working on making demo videos to show how to do a few things in the Library.

- ii. Need to replace the staff member that has left as soon as possible.

VIII. Announcements

- a. May meeting will need to vote for Vice Chair.

IX. New Business

- a. Posting of varying grading scales in the Master Syllabi. - *Dr. Mickey Best*

- i. SouthArk uses differing grading scales because we offer both General Education and otherwise offer various programs with a different scale. The basic request is for Council support for the academic deans to coordinate with applicable Faculty and Program Directors to ensure that the correct grade scale is posted in the Master Syllabi. The charge would be for the deans to receive this information and then pass it along to the Administrative Assistant in the office of the academic VP.

Vote: Proposal for the grading scale to be added to all Master Syllabi starting in Summer 2017 by Cindy Meyer with amendment by Caroline Hammond and seconded by Susan Spicher. All approved.

Details: Proposal to provide this information to the Deans, and the Deans provide the information to Dr. Best. That the Master Syllabi have the agreed upon grading scale, per program, per area of study per general education. Amended by Caroline Hammond by saying grading scale for that course and/or program be added to Master Syllabi. Starting in the Summer 2017.

X. Adjournment

By acclamation the meeting was adjourned at 12:03 p.m.

Minutes submitted by: Mary Kate Sumner