

Academic Affairs Council

MEETING MINUTES

Date: Friday, May 5, 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 10:50 a.m. on Friday, May 5, 2017 in the ADM Board Room.

II. Roll Call

The following council members were present: Leslie Appling, Jennifer Baine, Dr. Mickey Best, Micheal Champion, Sarah Dilmore, Caroline Hammond, Donna Hendricks, Dr. Carolyn Langston, Brandy Mendoza, Cindy Meyer, Robert Norman, Dr. Jennifer Parks, Jim Roomsburg, Philip Shackelford, Susan Spicher, Karsten Tidwell, Nancy Whitmore, and Dr. James Yates.

The following council members were excused: Dr. David Carty, Keith Davidson, Sherry Howard, Amy Sturdivant, and Ray Winiiecki.

The following council members were absent: Ken Kelley

The following guests attended the meeting: Linda Bates, Dr. Stephanie Tully-Dartez, Dr. Jim Bullock, and Mary Kate Sumner-Recorder

III. Approval of minutes from last meeting

Dr. Carolyn Langston made a motion to approve the minutes of the council meeting held on Friday, April 14, 2017. Susan Spicher seconded the motion. The minutes were approved as written.

IV. Old Business

- a. No Old Business

V. Planning Council Report – Jennifer Baine

- a. Mechatronics did move to cabinet. Cabinet approved the changes.
- b. SouthArk will start closing at 5:30 on May 15th
- c. Strategic Planning Retreat will be July 11
- d. Faculty Load was approved with changes from Cabinet
- e. Distance Learning Manuel changes were approved
 - i. Levels of Achievement and Best practices – approved in Cabinet as is with the APM form that was submitted

VI. VPAA Information Sharing – Dr. Mickey Best

- a. Dr. Best's Last day is May 19th
 - i. Starting May 20th until July 1st - all Academic Deans will report to Dr. Bullock.
 - ii. Starting July 1st – Director of Distance Learning and the Library Director will report to Dr. Yates; Dean Winiiecki and Dean Hammond will report to Dr. Tully-Dartez.
 - iii. The new CPs were approved at the last ADHE meeting.
 1. Computer Networking
 2. Computer Support Specialist

- iv. Update on the transfer of office from Dr. Best to Dr. Bullock
 - 1. Preparing a book of calendar ad operations
 - 2. Working on Catalog
- v. Update on the replacement for the Administrative Specialist II for the VPAA office

VII. Standing Committee Reports

a. Academic Standards Committee – Chair: Karsten Tidwell

VOTE: Proposal of Accelerated Route to Careers (ARC) Program by Karsten Tidwell, and seconded by Philip Shackelford. All approved.

b. Assessment Committee – Chair: Jennifer Baine

VOTE: Currently, Assessment Committee reviews assessment reports in the Fall, then makes recommendations for Spring, and in the Spring makes recommendations to the Fall. A Proposal was made to change to one cycle, to only review in Fall and make recommendations for the Spring that will carry into the following Fall by Jennifer Baine, and seconded by Dr. James Yates. All approved.

c. Curriculum Committee –

VOTE: Proposal by Curriculum Committee: Due to the extensive amount of work that is required for any major curriculum changes, the Curriculum Committee proposes that all curricular changes must be approved by the Cabinet by March 1st for the coming academic year unless specified otherwise by accrediting agency or an approval body. All approved

Dr. Best recommended, before the vote, that “unless specified otherwise by accrediting agency or an approval body” is added to the end of the proposal.

d. Distance Learning Committee –Robert Norman

- i. No Report

e. Faculty Affairs Committee – Linda Bates

VOTE: Proposal to establish a plan by the end of September 2017 to evaluate to committee system council structure. Faculty, staff and administrators will be involved. Plan should be based upon input from employees obtained from survey following APM guidelines by Linda Bates, and seconded by Dr. Carolyn Langston. All approved.

f. Library Committee – Chair: Dr. Carolyn Langston

- i. Library position has been posted.

VIII. New Business

a. Nominations

- i. Nominating committee recommends that we wait to vote on for chairs until the new members are placed on the committees so then those chairs are in the councils and they are able to meet with the new members to vote in Fall 2017.

(Dr. Carolyn Langston proposed to extend the time of the meeting by 5 minutes, seconded by Caroline Hammond.)

VOTE: Proposal to wait to hold elections, for the Academic Affairs Council, in September, by Jim Roomsburg and seconded by Micheal Champion. All approved.

IX. Adjournment

- a. A motion to adjourn was made by Susan Spicher and seconded by Brandy Mendoza. The meeting was adjourned at 11:47 a.m.

Minutes submitted by: Mary Kate Sumner