

# Academic Affairs Council

---

## MEETING MINUTES

Date: Friday, September 1, 2017

Time: 11:45 a.m.

Place: ADM Board Room

### I. Call to Order

Susan Spicher called to order the regular meeting of the Academic Affairs Council, at 10:48 a.m. on Friday, September 1, 2017 in the ADM Building Board Room.

### II. Roll Call

*The following council members were present: Jennifer Baine, Dr. Jim Bullock, Micheal Champion, Dr. Dave Carty, Dr. Sterling Claypoole, Keitha Davidson, Sarah Dilmore, Caroline Hammond, Sherry Howard, Rhonda Lee-Ernest, Ken Kelley, Brandy Mendoza, Cindy Meyer, Robert Norman, Dr. Jennifer Parks, Susan Spicher, Christy Wilson, and Dr. James Yates.*

*The following council members were excused: Leslie Appling, Linda Bates, Roslyn Nipper, Philip Shackelford, Ray Winiecki, and Amy Sturdivant*

*The following guests attended the meeting: Dr. Stephanie Tully-Dartez, Jim Roomsburg, Roslyn Turner, 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, May 5, 2017. Christy Wilson seconded the motion. The minutes were approved as written.

Christy Wilson made a motion to approve the minutes of the council meeting held on Wednesday, August 16, 2017. Jennifer Baine seconded the motion. The minutes were approved as written.

### IV. Old Business

- a. No Old Business

### V. New Business

- a. Academic Affairs Operating Procedures – *Dr. Sterling Claypoole*

*Motion: Dr. Sterling Claypoole moved to suspend Robert's Rules of Order for one item and to move that item from the bottom of the agenda to this position.*

*Jennifer Baine seconded the motion.*

*Motion: Dr. Sterling Claypoole moved to adopt the "Academic Affairs Operating Procedures."*  
*Micheal Champion seconded this motion.*

*Vote: All Approved.*

### VI. Planning Council Report – *Susan Spicher*

- a. Items that were sent to Cabinet
  - i. Accelerated Route to Careers (ARC) Program,

- ii. Assessment Committee Report Reviewing cycle,
- iii. Curriculum Changes due date
- iv. APM 1.10 Shared Governance – Changes to Academic Affairs Committees
- b. Strategic Plan was sent forward to the Board of Trustees, BOT Meeting will be on September 19th.
- c. Announcements
  - i. SouthArk announced about the use of the parking lots during Musicfest
  - ii. SouthArk Expo is on September 9th
  - iii. Manufacturing Day is on October 5th – Ray Winiecki
  - iv. Cyber Security Month – October – Dr. James Yates
  - v. Spirit of South Arkansas Small Business Awards, October 18th
  - vi. Global Business Workshop – February 8th

#### **VII. VPAA Sharing Report – Dr. Jim Bullock**

- a. Committee Populating: Nominating Committee met the morning of September 1, 2017. They finished populating the committees who needed new members. Someone will send out an email announcing the new committee memberships.
- b. Faculty Evaluation Process: The process is being reviewed in detailed. The VPAA, AVPs, and Deans will be making recommendations to faculty affairs once the process has been reviewed and changes have been made. The recommendations will be focused on making sure the process makes sense, is clear, and there is no confusion.

#### **VIII. Standing Committee Reports**

- a. **Academic Standards Committee – Brandy Mendoza**
  - i. No report.
- b. **Assessment Committee – Chair: Christy Wilson**
  - i. Moved meetings to the second Tuesday of the month at 4pm. First meeting will be September 12.
- c. **Curriculum Committee – Chair: Dr. Sterling Claypoole**
  - i. No report.
- d. **Distance Learning Committee – Chair: Jennifer Baine**
  - i. Moved meetings to second Monday of the month at 4:30 pm.
- e. **Faculty Affairs Committee –Roslyn Turner**
  - i. No report.
- f. **Library Committee – Chair: Dr. Rhonda Lee-Ernest**
  - i. No report.

#### **IX. Announcements**

- a. Information on hurricane – EMT team in Newton, TX - no evacuees should arrive in El Dorado
- b. New HIT program director has been hired. Should be at new AAC meeting in October.
- c. SouthArk Expo, September 9<sup>th</sup> - please volunteer!
- d. Student Organizations - please meet on Wednesday, September 6th at noon in the Maple room of the Conference Center
- e. Monday, September 11 is the 16th anniversary Memorial of 9/11. At noon there will be a 30 min ceremony. Official information will be released on Tuesday Sept 5<sup>th</sup>.
- f. October is Cyber Security Month. CIT department and Library will provide presentations, guest speakers, etc.

- g. Student Recognition Ceremonies are November 16<sup>th</sup> and April 19<sup>th</sup>. We are wanting more faculty members to attend.
- h. Sept 11th there will be a meeting with SAU at 4:30pm on the 2+2 program in Education
- i. Student Clubs – Please be aware of all of the different student clubs/organizations and please support them.
- j. Campus Ministries first meeting will be on Wednesday, September 6<sup>th</sup>.
- k. Criminal Justice organization meeting will be on Tuesday, September 5<sup>th</sup>.
- l. Fall Lecture Series speaker - John Douglas - October 12th- not intended for children

**X. Adjourn**

- a. A motion to adjourn was made by Keith Everett and seconded by Dr. Dave Carty. The meeting was adjourned at 11:24 a.m.

*Minutes Submitted by: Mary Kate Sumner*