

# Academic Affairs Council

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## MEETING MINUTES

Date: Friday, April 6, 2018

Time: 10:45 a.m.

Place: ADM Board Room

### I. Call to order

Susan Spicher called to order the regular meeting of the Academic Affairs Council, at 10:46 a.m. on Friday, April 6, 2018 in the ADM Board Room.

### II. Roll Call

*The following council members were present: Leslie Appling, Linda Bates, Dr. Jim Bullock, Dr. David Carty, Michael Champion, Dr. Sterling Claypoole, Keitha Davidson, Sarah Dilmore, Susan Heyde, Sherry Howard, Brandy Mendoza, Cindy Meyer, Roslyn Nipper, Robert Norman, Dr. Jennifer Parks, Susan Spicher, Christy Wilson, Ray Winiecki, and Dr. James Yates.*

*The following council members were excused: Jennifer Baine, Shannon Forrest, Caroline Hammond, Philip Shackelford, and Amy Sturdivant.*

*The following council members were absent: Ken Kelley, Dr. Rhonda Lee-Ernest.*

*The following guests attended the meeting: Dean Inman, Jim Roomsburg, and Amanda Baker – Recorder.*

### III. Approval of minutes

Dr. Sterling Claypoole made a motion to approve the minutes of the last council meeting held on Friday, March 2, 2018. Michael Champion seconded the motion. All Approved

### IV. Old Business

- a. No Old Business

### V. Planning Council report – Susan Spicher

- a. Items sent to Cabinet

- i. Academic Affairs Council:

1. Proposal: Incomplete Grade Policy and Contract (Approved by Cabinet)
2. Proposal: To accept the deletion of the 1 hour SouthArk Success course and to change the catalog to state that Students taking two (2) or more Basic Studies courses will be required to take the 3 hour

SouthArk Success course. This proposal did not pass cabinet and is still under consideration.

- a. Purpose of the deletion and modification. The purpose of the 1 hour SouthArk Success course was to satisfy the pre-test portion of the HLC QI initiative on Critical Thinking. Now that we are no longer providing the post-test, and have deleted the pre-test fee there is no reason to continue the 1 hour SAS course and we should change the catalog to reflect the previous requirements for SAS.
3. Proposal: To accept the addition of new course to the Education Program. ECED1043 ECE Ethics and Professionalism to the ECE Certification of Proficiency, ECE Technical Certificate, and AAS in Early Childhood Education. (Approved Cabinet)
4. Proposal: To accept the development of and placement of the New course CIT Internship/Practicum (Approved by Cabinet)
5. Proposal: To accept the updates to name change, material usage and learner outcomes in four (4) CSCI Courses as listed:
  - a. CSCI 2613 Cisco II - Update in course learner outcomes, change in learning materials
  - b. CSCI 2433 Business Continuity - Update to Course name
  - c. CSCI 2043 Web Design I - Update to Course name
  - d. CSCI 2193 Web Design II - Update course, update in software usage for class(All approved by Cabinet)
6. Proposal: To properly add CSCI 1703 Linux course to the SouthArk catalog which was omitted in the proper addition. (Approved by Cabinet)

b. Items Returned to Academic Affairs Council:

- i. Proposal: To accept the removal of the requirement for CSCI 1003 Computers and Information Processing OR Technology Elective from the Certificate of General Studies
  1. Purpose of the removal. The 3 hours Technology requirement is required for the Certificate of General Studies but not for the Associate of Arts-General Transfer. Removing this course from the CGS will make the CGS shorter, 31hours instead of 34 and put it more in line with the AA- General Transfer. The CGS does not have electives, so it will not count at that point in their degree pursuit.
    - a. Commentary: Upon further review it was found that this course is part of the State Requirements for a Certificate of General Studies and was therefore sent back to Academic Affairs for

further action. Conflicting documents from ADHE made it difficult to understand necessary content for this certificate.

c. Announcements:

- i. Student Affairs – *Dean Inman*
  1. Book Refund Lottery (8 STUDENTS RECEIVE \$250 REFUND ON BOOKS)
  2. Retention Scholarship
  3. APM 1.10 – Change to double the faculty members on the Retention and the Recruitment committees
- ii. Administrative Affairs – *Valerie Lewis*
  1. APM 1.10 – Change name of Administrative Technological Advisory Committee to Institutional Technology Advisory Committee. Add Director of Distance Learning to committee.
  2. APM 2.41a – Changed wording in item 1. Guidelines for selection of Outstanding Faculty from Vice President for Learning to Vice President of Academic Affairs.
  3. APM 2.41b – Changed procedure on how nominations are made and to determine employee to receive the award.

**I. VPAA Information Sharing – *Dr. Jim Bullock***

- a. Provided Council Chair with list of submissions approved by cabinet

**II. Standing Committee Reports**

a. Academic Standards Committee – *Roslyn Nipper, Chair*

- i. Motion: To update APM 3.03 to reflect the current division structure and names of the divisions. *It was clarified that these were Title and Division name changes.*

*Vote: All Approved*

- ii. Motion: To update APM 3.06 to reflect the current structure of maintaining master syllabi. *It was clarified that it is the responsibility of Academic Deans for Master and Course Level Syllabi contents. There will be a link placed on the U:Drive to access syllabi templates.*

*Vote: All Approved*

b. Assessment Committee – *Christy Wilson, Chair*

No Report

c. Curriculum Committee – *Dr. Sterling Claypoole, Chair*

- i. Announcement:
  1. Curriculum Committee will be requesting information from Division Program Directors, Deans, and leadership in regards to contact information on accrediting agency standards. The Committee will be compiling the direct contact information (titles, web links, phone numbers, etc.) for each accrediting agency that is utilized to develop

academic program standards for all of the Programs, Degrees and Certificates within SouthArk. This information will be placed in a Worksheet Guide Document and posted in the Curriculum Committee folder located in the community U:Drive for all leadership to have quick and easy reference.

d. Distance Learning Committee – *Jim Roomsburg, Vice-Chair*

- i. Motion: To accept a revision to the current Online Attendance Policy. 2017-2018 College Catalog, page 52. Distance Learning Policies & Procedures, page 12.

*Vote: All Approved*

- ii. Motion: To accept a revision to the Existing Course Review Process. Distance Learning Policies & Procedures, pages 9-10. *The review team will consist of three members chosen from: the Academic Deans, a Distance Learning staff member, and a faculty member. The possibility of a review team not containing a faculty member was discussed. Dr. James Yates moved the question in order to put the motion to a vote.*

*Vote: Approved*

*Michael Champion moved to extend the council meeting five minutes.*

*Vote: Approved*

- iii. Motion: To accept a revision to the Distance Learning Policies & Procedures regarding the proctoring of tests, page 11.

*Vote: All Approved*

e. Faculty Affairs Committee – *Linda Bates, Chair*

- i. Announcement:
  1. The next and final meeting for the academic year for Faculty Affairs Committee is April 19th, 4-5 pm, in WHT 211. All are welcome to attend.

f. Library Committee – *Dr. Rhonda Lee-Ernest, Chair*

No report

**III. New Business**

**IV. Announcements**

- a. Next Academic Affairs Council meeting on Friday, May 4, 2018.
- b. Agenda items due Friday, April 27, 2018 by 12:00 p.m.

**V. Adjourn**

A motion to adjourn the council meeting was proposed at 11:45, none were opposed.

*Prepared by: Amanda Baker*

