

# Academic Affairs Council

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## MEETING MINUTES

Date: Friday, October 6, 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 10:45 a.m. on Friday, October 6, 2017 in the ADM Building Board Room.

### II. Roll Call

*The following council members were present: Leslie Appling, Jennifer Baine, Linda Bates, Micheal Champion, Dr. Dave Carty, Dr. Sterling Claypoole, Sarah Dilmore, Sherry Howard, Rhonda Lee-Ernest, Brandy Mendoza, Cindy Meyer, Roslyn Nipper, Robert Norman, Dr. Jennifer Parks, Philip Shackelford, Susan Spicher, Christy Wilson, Ray Winiecki, Teresa Hampton, and Dr. James Yates.*

*The following council members were excused: Dr. Jim Bullock, Keitha Davidson, Caroline Hammond, and Amy Sturdivant*

*The following council members were absent: Ken Kelley*

*The following guests attended the meeting: Dr. Stephanie Tully-Dartez, Jim Roomsburg, Dean Inman, and Mary Kate Sumner-Recorder*

### III. Approval of minutes from last meeting

Jennifer Baine made a motion to approve the minutes of the council meeting held on Friday, September 1, 2017. Dr. Sterling Claypoole seconded the motion.

Linda Bates suggested a name correction. Under “Standing Committee Reports,” the representative for the Faculty Affairs Committee was Roslyn Turner, not Roslyn Nipper.

### IV. Old Business

- a. No Old Business

### V. Planning Council Report – Susan Spicher

- a. Items sent to Cabinet
  - i. Academic Affairs Council Operating Procedures
- b. Faculty Evaluation process: Process is moving forward with ongoing meetings with Dr. Bullock, Deans, and other parties. Will be sent to Faculty Affairs for further vetting when the current process is completed
- c. Announcements
  - i. Strategic plan has been approved by Cabinet and will be moving forward to various task forces and committees for implementation.

- ii. SouthArk Lead Class III has been selected and will begin meetings in October.
- iii. McWilliams house project is almost complete
- iv. Rail line is in at the East Campus; rail car to come soon
- v. ADHE will not be funding the career/college program for a second year. Looking for funding sources.
- vi. Productivity Funding Task Force is being convened to develop plans and strategies.

**VI. VPAA Sharing Report – Dr. Jim Bullock**

**VII. Standing Committee Reports**

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

*No report.*

b. **Assessment Committee – Chair: Christy Wilson**

i. Committee Function Review and Revision:

1. Old Functions:

- a. Develop and review student assessment of learning activities
- b. Collect, analyze and document patterns of evidence that demonstrate strengths and weaknesses of the assessment of student learning
- c. Make recommendations from data collected by faculty as the basis to improve student learning
- d. Develop and review the content of faculty/course evaluation
- e. Coordinate preparation of annual assessment to be presented to the Academic Affairs Council
- f. Make recommendations to the college's leadership regarding strategic planning and budgeting that will impact student learning / teacher effectiveness

2. New Functions:

- a. Develop and review guidelines for the assessment of student learning.
- b. Analyze and document patterns of evidence that demonstrate strengths and weaknesses of the assessment of student learning.
- c. Make recommendations to the Academic Affairs Council from the Assessment Report reviews as basis to improve learning.
- d. Make recommendations regarding strategic planning and budgeting that impacts student learning.
- e. Review the Academic Assessment Manual annually and propose revisions as needed

*Vote: Christy Wilson motioned to accept the changes of the functions for the Assessment Committee. All Approved.*

ii. Announcements

- 1. As a result of the HLC accreditation visit and subsequent recommendations, the Assessment committee will be looking into disaggregating data within assessment reports for classes that are delivered via multiple modes. The committee agreed to review the HLC Accreditation report and the recommendations.
- 2. The Assessment Committee created 2 ad-hoc committees, one to review the Academic Assessment Manual and one to review the HLC Accreditation Report.
- 3. There have been some changes and updates in Weave that have resulted in difficulty seeing data saved in the system. ARRT assessment review assignments will be made after the system glitches have been corrected.

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

- i. Dr. Ken Bridges was elected as the Curriculum Committee Secretary.
- ii. Change in Certificate of General Studies

*Item was tabled until the next meeting.*

- iii. Modified Curriculum Form

*Item was tabled until the next meeting.*

d. **Distance Learning Committee** – Chair: Jennifer Baine

- i. The New functions and responsibilities of the Distance Learning committee:
  1. Review and approve new Distance Learning courses
  2. Review and update the Distance Learning Policy and Procedures Manual
  3. Investigate and recommend new academic technology
  4. Recommend training for Distance Learning instruction
- ii. The updated meeting time and date: 2<sup>nd</sup> Monday of every month at 4:30pm at TEC 229, with every other month meeting electronically.

*Vote: Motion was made by Jennifer Baine to accept the changes of the functions for the Distance Learning Committee. All Approved.*

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

- i. Disband ad-hoc sub-committee commissioned to establish a plan to evaluate the committee/council structure.

*Vote: Motion was made by Linda Bates to accept the disbanding of the ad-hoc sub-committee that was commissioned to establish a plan to evaluate the committee/council structure. All Approved.*

- ii. Amend motion sent to Academic Affairs Council in May 2017 regarding establishment of a plan to evaluate committee/council structure.

*Vote: Motion was made by Linda Bates to postpone the evaluation of the committee/council system. All Approved.*

- iii. Revise APM 1.10 policy regarding Ex-Officio members on academic standing committees.

*Motion was made by Linda Bates to add the following information on Ex-Officio members in academic standing committees to the APM 1.10 policy.*

*Non-Voting, Advisory, Ex-Officio Committee Members*

*“Non-voting, advisory, ex-officio committee members are those persons who hold an academic dean position or higher, ~~plus~~ and Administrative Directors. Non-voting, advisory, ex-officio members are members of the various academic committees that are best aligned with their administrative oversight and position.*

*The SouthArk Shared Governance System recognizes the important and necessary participation of all levels of staff, faculty, and administration in the governing process. Non-voting, advisory, ex-officio committee members attend regular and special committee meetings. They may contribute to discussion and provide advice, information, policy/law, and historical information regarding a particular topic under consideration. These persons may not bring forward ~~proposals or~~ motions and may not vote on any item brought before the committee or be counted as part of the quorum.”*

*Motion to make amendments:*

*Take out the word “plus.” Then, replace it with a comma and the word “and.”*

*Take out the words “proposals or.”*

*Motion made by Jennifer Baine and seconded by Micheal Champion. All approved the motion with the amendments.*

*All committees will need to review who their Ex-officios are, and bring that list to the Academic Affairs Council to update it in the APM.*

- iv. Change APM 1.10 policy regarding specific meeting dates/times for academic standing committees.

*Motion: Linda Bates made a motion to make a change to APM 1.10 regarding meeting days and times for all standing academic committees:*

*“Academic standing committees will establish regular meeting times and dates for the academic year that are appropriate to accomplish the tasks of each committee. Established meeting schedules of the Council to which each standing committee reports should be considered to permit a timely flow of information and actions.*

*At the beginning of each academic year, Standing committee Chairs should notify their Council Chair regarding the committee’s agreed upon meeting times and inform them of any changes that should arise through the current academic year.”*

*Suggestions were made to send out an email, post on website, and post on a calendar with the updated committee meeting days and times. Send information to other Councils.*

*Vote: All approved.*

- v. Faculty Affairs Committee established their meeting time for the academic year 2017-2018: The 3<sup>rd</sup> Thursday of each month at 4:00 p.m. in WHT 211.
- vi. Proposal to adopt agenda and meeting templates for academic standing committee/council.

*Motion: Linda Bates made a motion to propose to the Academic Affairs Council that meeting agenda and minutes templates (see attached) be utilized by all academic standing committees which would include a clarification guide similar to the current meeting template that is located on our SouthArk webpage (see attached) so that everyone is using the same terminology and format.*

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

- i. The library committee voted for Dr. Rhonda Lee-Ernest for Chair.
- ii. The library committee voted to request the one-year member requirement for a new member to be vice chair be waived due to the number of new members this year.

*Vote: Motion was made to suspend the membership rule for Library Committee. All approved.*

### **VIII. Announcements**

- a. Lecture Series – John Douglas will speak on October 12<sup>th</sup> at 7pm, Conference Center
- b. Dr. Yates will show Silence of the Lambs on October 8<sup>th</sup> from 2-5pm and have a Q&A afterwards, Library Auditorium
- c. Library Information, Thursday October 12<sup>th</sup> at 3pm.

### **IX. Adjourn**

- a. A motion to adjourn was made by Philip Shackelford and seconded by Robert Norman. The meeting was adjourned at 11:43 a.m.

*Minutes Submitted by: Mary Kate Sumner*