

Academic Affairs Council

MEETING MINUTES

Date: Friday, November 3, 2017

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 10:45 a.m. on Friday, November 3, 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, Sarah Dilmore, Caroline Hammond, Sherry Howard, Brandy Mendoza, Cindy Meyer, Roslyn Nipper, Robert Norman, Dr. Jennifer Parks, Philip Shackelford, Susan Spicher, Amy Sturdivant, Christy Wilson, Ray Winiecki, and Dr. James Yates.

The following council members were excused: Dr. Jim Bullock, Dr. Sterling Claypoole, Keitha Davidson, Ken Kelley, and Teresa Hampton

The following council members were absent: Shannon Forrest, and Dr. Rhonda Lee-Ernest

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

Micheal Champion made a motion to approve the minutes of the council meeting held on Friday, October 6, 2017. Philip Shackelford seconded the motion.

IV. Old Business

- a. No Old Business

V. Planning Council Report – Susan Spicher

- a. Items sent to Cabinet
 - i. Academic Affairs Council:
 - 1. APM 1.10: Change to Assessment Committee Purpose/Function
 - 2. APM 1.10: Change to Distance Learning Committee Purpose/Function
 - 3. Disband Ad Hoc Committee evaluating Shared Governance from May 2017
 - 4. Postpone/table review of Shared Governance from May 2017 to September 2018 (Faculty Affairs)
 - 5. APM 1.10 addition - Ex-Officio members on standing committees
 - 6. APM 1.10 change - Removal of specific committee meeting times and dates
 - 7. APM 1.10 addition - Proposal to adopt standard committee agenda template and committee minutes template

8. The Library Committee 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.
- ii. Student Affairs Council:
 1. Student Affairs reviewed committee functions and structure and update functions and structure for Recruitment Committee and Retention and Student Success Committees
- iii. Administrative Affairs Council:
 1. Administrative Affairs will be considering a new Grievance Process.
 2. Administrative Affairs will be considering new Medical Marijuana Procedure to align with State Law.
 3. Administrative Affairs will be considering changes to the APERS retirement plan.

VI. VPAA Sharing Report – Dr. Stephanie Tully-Dartez on behalf of Dr. Jim Bullock

- a. Letters of Notification were sent to ADHE for the following:
 - i. CP in Law Enforcement Curriculum Revision, CP in Criminal Justice Curriculum Revision, TC in Criminal Justice, CP in Film Production, Reconfiguring Existing Associate Degree Program for EMA, TC in Film Production, TC in Entertainment Technology, and CP in Entertainment Technology

VII. Standing Committee Reports

- a. **Assessment Committee – Chair: Christy Wilson**
 - i. Motion - Academic Assessment reports in WEAVE will use the following overall goal for reports: *The goal of the assessment process is to promote the continuous review and improvement of learner outcomes.* This statement is taken from the Academic Assessment Manual.

Vote: Christy Wilson motioned to accept the addition of the overall goal for all WEAVE reports. All Approved.

- ii. All assessment reports in WEAVE will now be marked as draft by the faculty while in progress, and then marked as Final when faculty are finished. Deans will automatically begin reviewing assessment data the week after Assessment Week for the current term's reports that are due. Faculty must contact the appropriate dean if their reports are not complete at the end of Assessment Week.
- iii. Disaggregation of data within Assessment Reports:
 1. As a result of the HLC accreditation visit and subsequent recommendations, the Assessment subcommittee looked into dis-aggregating data within assessment reports for classes that are delivered via multiple modes.
 - a. The committee recommends that data be disaggregated on a course level by the following categories:
 - i. Online
 - ii. On-site Traditional
 - iii. Dual/Concurrent enrollment
 - b. The WEAVE report would reflect the aggregate number; the written analysis (raw data) would reflect the disaggregated data.
- iv. Announcements: The Assessment Committee will meet on the 2nd Tuesday of every month at 4:00 p.m. With the following schedule: Odd months (September, November,

January, March, May) in the TEC Conference Room and Even months (October, December, February, April) in the McGehee Conference Room.

b. Curriculum Committee – Sarah Dilmore

i. *Motion* - To accept the revised Curriculum Proposal Request form.

1. Changes include: addition of Plan of Study and Syllabus in the top listing, removal of VPAA signature and add of Curriculum Committee Chairman Signature at the bottom.

Suggestions: Add options “new program,” “program change,” “program closures,” “action regarding _____,” to the top of the list, make the approve/do not approve useful on the form (Check Boxes), originator line not able to sign in Microsoft Word – Please make fillable PDF form, Please change “Library Media Center” to “Library.”

Vote: Christy Wilson motioned to send the Curriculum Proposal Request Form back to the Curriculum committee. Cindy Meyer seconded this motion and all approved.

ii. *Motion* – Changes in required courses/curriculum in the Certificate for General Studies.

1. Changes include: Currently students are required to complete 3 hours of History and 6 hours of Social Science to meet the requirements for the Certificate of General studies. Proposed to change to just 9 hours of History or Social Sciences.

Vote: All Approved

iii. *Motion* – To accept the new proposed Culinary Art TC/CP Program. Culinary Arts CP (15 credit hours) and TC (31 credit hours)

Vote: All Approved

iv. *Motion* – To accept the proposed NEW course of COMM 1033 Fundamentals of Stagecraft in the Production and Media Program.

Vote: All Approved

v. *Motion* – To accept seven (6) proposals of course renames, course curriculum changes, combination/rename in the Performing and Media Arts Program.

1. 6 Proposals Listed below:

- a. Proposal to Redesign PMA program and change from AA to AAS
- b. Proposal to Rename PMA to Entertainment and Media Arts (EMA)
- c. Proposal to add CP and TC in Film Production
- d. Proposal to add CP and TC in Entertainment Technology
- e. Proposal to Rename COMM courses
- f. Proposal to combine and Rename CSCI course

Vote: All Approved

vi. *Motion* – To accept the proposed modification changing CRJU 1103 Intro to Criminal Justice from a Pre-Requisite to a Co-Requisite Course.

Vote: All Approved

vii. *Motion* – To accept the new proposed Technical Certificate in Criminal Justice into the Plan of Study for the Criminal Justice Program.

Vote: All Approved

viii. *Motion* – To accept the change in curriculum/required courses in the Criminal Justice Certificate of Proficiency.

1. Changes include: The CP in Criminal Justice be changed to reflect an either/or modification for CRJU 2303 Rules of Evidence & Procedure and CRJU 2403 Criminal Investigative Techniques.

Vote: All Approved

- ix. *Motion* – To accept the addition of two classes to replace classes, a reconfiguration of the course sequence, and the addition of clinical hours for the Respiratory Therapy Program.

Vote: All Approved

- x. *Motion* – To accept the changes to the PTAP course descriptions which are in need to be compliance with the recommendations from the Commission on Accreditation in Physical Therapy (CAPTE), consistency within the program course descriptions, and to clarify content.

Vote: All Approved

- xi. *Motion* – To accept the changes to the Phlebotomy Program which are to delete the two courses that were part of the MLS program since they are no longer offered, add a credit hour to a Phlebotomy course for the applicable content from those courses, and eliminate Basic Computer course option.

Vote: All Approved

- xii. *Motion* - To accept the changes in the Paramedic Program in response to our communities of interest requests to provide well prepared, credentialed graduates, and the changes are responsive to the concerns of ADHE concerning program viability.

Vote: All Approved

- xiii. *Motion* – to close the Medical Transcription Program.

Vote: All Approved

- xiv. *Motion* – to create 4 separate tracks to the General Business degree

Item was tabled to discuss at a later date due to changes that will need to be made.

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

No report.

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

No report.

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

- i. Faculty Affairs continues to review the Faculty Evaluation proposal and is asking for input from all full time faculty.
- ii. Course Evaluation Content – the course evaluation content should be reviewed by an Academic Affairs Standing Committee.

The Academic Standards Committee was charged to add to their functions to review the Course Evaluation content.

Motion to extend the meeting by 5 minutes by Christy Wilson. No second.

f. **Library Committee** – *Philip Shackelford*

- i. Library Staff continued a revision of Library Policies and Procedures, Library Committee sent back to Staff with some additional changes.

VIII. Announcements

- a. Introduction of Susan Hyde, the new HIT Director
- b. List of Academic Affairs Standing Committees' meeting times and locations have been placed on the Meeting Calendar, on the website.

- c. Housing Survey: Please remind students to fill out the Housing Survey that will go out Wednesday, November 8.

IX. Adjourn

- a. A motion to adjourn was made by Micheal Champion and seconded by Brandy Mendoza. The meeting was adjourned at 11:45 a.m.

Minutes Submitted by: Mary Kate Sumner