

# Academic Affairs Council

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## MEETING MINUTES

Date: Friday, February 2, 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 10:45 a.m. on Friday, February 2<sup>nd</sup>, 2018 in the ADM Building Board Room.

### II. Roll Call

**The following council members were present:** Leslie Appling, Linda Bates, Dr. Jim Bullock, Dr. Sterling Claypoole, Keitha Davidson, Sarah Dilmore, Shannon Forrest, Caroline Hammond, Susan Heyde, Sherry Howard, Dr. Rhonda Lee-Ernest, Brandy Mendoza, Roslyn Nipper, Robert Norman, Philip Shackelford, Susan Spicher, Christy Wilson, and Dr. James Yates.

**The following council members were excused:** Jennifer Baine, Dr. David Carty, Michael Champion, Ken Kelly, Cindy Meyer, Dr. Jennifer Parks, Amy Sturdivant, and Ray Winiecki.

**The following council members were absent:** Teresa Hampton.

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

### III. Approval of minutes from last meeting

Philip Shackelford made a motion to approve the minutes of the council meeting held on Friday, December 1st, 2017. Caroline Hammond 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 to Accept red line changes to the Academic Assessment manual – APM Change (please see page 8, and 11-13 of the manual).

- a. Disaggregation of data:

- i. Hybrid classes will be combined with online classes for data purposes in assessment reports.

- ii. Dual/concurrent enrollment students who are in a college section class will be counted as On-site Traditional for the purposes of assessment reports.
  - iii. Assessment Report Review Teams (ARRT) will review academic assessment reports from the 2016 -2017 academic year. In February, 2018, the Assessment Committee will review the ARRT findings and will make any necessary recommendations for budgetary needs, assessment plan changes, and professional development activities.
- 2. Proposal to accept the revised Curriculum Proposal Request form.
  - a. 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, add Submitted by and Program/Department at the top and change Media Library center to SouthArk Library.
- 3. Proposal to eliminate the ATI Critical Thinking Exam testing fee of \$35 that is associated with the SouthArk Success Course.
- 4. Proposal to accept the proposed name change, modifications, and addition of course/credit hour to current Medical Coding Practicum HCIT 2773 to HCIT 2774.
- 5. Proposal to accept four (4) proposals of official new GB tracks, course curriculum changes, course substitutions with an extra Business elective in the General Business Program.
  - a. AAS -GB Entrepreneurship
  - b. AAS-GB General Business Management
  - c. AAS-GB Office Technology
  - d. AAS-GB Mid-management internship
- 6. Proposal to make an exception to Distance Learning Online Course Review process for Intro to Resp and Chem 1014/Lab online so that these courses may move forward for the Spring. They will be reviewed by Distance Learning and require approval by Distance Learning but not have to go to Curriculum at this time in order to be taught for Spring. They have already been taught as face to face courses.
- 7. Proposal to accept the revised Faculty Evaluation plan – APM Change. (A special e-vote on the motion to accept the revised Faculty Evaluation Plan was forwarded to Academic Affairs voting members on Friday, January 19, 2018. This was necessary to expedite the process and move forward through shared governance to allow implementation beginning February 1, 2018.)
- 8. Proposal to accept modified Faculty Evaluation process for Spring 2018. (A special e-vote on the motion to accept the revised Faculty Evaluation Plan was forwarded to Academic Affairs voting members on Friday, January 19, 2018. This was necessary to expedite the process and move forward through shared governance to allow implementation beginning February 1, 2018.)

## **VI. VPAA Information Sharing – Dr. Jim Bullock**

- a. I would like to say thank you to the faculty on behalf of myself and the administration for their excellent work on the faculty evaluation plan. I think that we have a much better process in place, and I look forward to getting through the first iteration of that plan and hope that you also will be pleased.
- b. I received two emails today from a university that is very interested in setting up a 2+2 articulation agreement with SouthArk for our newly structured general business program. Such an agreement would allow our students to finish a four-year degree in business with one of four possible concentrations in just two years after finishing here at SouthArk.

## **I. Standing Committee Reports**

*Motion: Susan Spicher proposed to suspend Robert's Rules of Order for one item and to move that item, The Faculty Affairs report, to first position. Christy Wilson moved to suspend. Philip Shackelford seconded this motion.*

*Vote: All Approved.*

### **a. Faculty Affairs Committee – Linda Bates, Chair**

#### **i. Announcements:**

1. The Faculty Affairs Committee approved the motion to accept the SouthArk Faculty Evaluation Plan and the Modified Timeline for the Evaluation of Faculty and Program Directors for Spring 2018.
2. The next Faculty Affairs Committee Meeting will be February 5, at 4:00 p.m.

### **b. Academic Standards Committee – Roslyn Nipper, Chair**

- i. Student/teacher evaluations – Looking to revise questions for student teacher evaluations. Since the new Faculty Evaluation Plan wasn't available until the day of the meeting, it was decided to table discussion of revising questions until the next meeting.
- ii. Adding grade scales to master syllabi – Will be readdressing in the next meeting.
- iii. Announcement:
  1. The next Academic Standards Committee Meeting will be Tuesday, February 13<sup>th</sup> at 3:00 p.m. in the HNS Lecture Hall.

### **c. Assessment Committee – Christy Wilson, Chair**

- i. Motion - Membership changes to the Assessment Committee based on the definitions of ex-officio and advisory members were approved by committee and are brought forth for council approval.

*Vote: All Approved*

- ii. Motion - According to Shared Governance APM 1.10, “The ex-officio member has all the privileges, including the right to vote, and may hold the office of secretary for the committee, but no higher office.” The Assessment Committee would like to ask for an exception to this rule so that Vicki Badgley, who is ex-officio based on her role as an academic assessment coach, be allowed to remain Vice-Chair of the committee for 2017-2018.

*Vote: All Approved*

- iii. Announcement: Assessment Report Review Teams (ARRT) are reviewing academic assessment reports from the 2016-2017 academic year. In February, 2018, the Assessment Committee will review the ARRT findings and will make any necessary recommendations for budgetary needs, assessment plan changes, and professional development activities.

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

- i. Motion - To accept the proposed updates in name, course descriptions, and software changes to CSCI 2043 Web Design (new name - CSCI 2043 Web Design 1).

*Vote: All Approved*

- ii. Motion – To accept the proposal for a new course CSCI 2533 Mobile Application Programming.

*Vote: All Approved*

- iii. Motion – To accept the proposed update to the SouthArk Catalog description for course CSCI 1113 Social Media.

*Vote: All Approved*

- iv. Motion - To accept the proposed modifications and offering of Online version for course CHEM 1014/L College Chemistry Principles 1/Lab.

*Vote: All Approved*

- v. Motion - To accept the proposed modification and offering of Online version for course RESP 1001 Introduction to Respiratory Therapy.

*Vote: All Approved*

vi. Announcement: Where to find the Curriculum Change Form

1. Curriculum Committee Folder in U:Drive – New folder in U:Drive which contains the Request forms, Procedure handout, and the Approved Request Folder.
2. Curriculum Committee Request Procedure Handout – Standard Committee Procedure handout describes the Step-by-Step procedure for Deans, Directors, and Faculty to understand and follow in submitting a Request to Committee.
3. Official Request Form in Word and Digital formatting – Official Request Form in Word Doc and Digital/Fillable formatting is located in U:Drive committee folder.

- e. Distance Learning Committee – *Robert Norman*
  - i. No report
- f. Library Committee – *Dr. Rhonda Lee-Ernest, Chair*
  - i. Motion: To approve Revision of SouthArk Library Policy Manual.

*Vote: All Approved*

## **II. New Business**

- a. No New Business

## **III. Announcements**

- a. All committee chairs please respond to the request for agenda items even if you do not have any agenda items so Amanda will know that you are aware of the deadline.
- b. As members of various committees, when you send out emails or surveys to gather or give information regarding a particular topic your committee is discussing please be sure to copy your committee chair/vice chair.
- c. Next Academic Affairs Council meeting on Friday, March 2, 2018.
- d. Philip Shackelford:
  - i. Creating OER lib guide on the Library website.
  - ii. February Events for the Library were announced in the El Dorado News Times.
- e. Dr. James Yates:
  - i. International Business Institute will be in the Library Auditorium February 8<sup>th</sup> from 9:00- 4:00.
- f. Christy Wilson:
  - i. Dr. James Yates and Jim Roomsburg are in the SAAC production of Sunset Boulevard.

## **IV. Adjourn**

- a. Susan Spicher adjourned meeting at 11:24.

*Minutes Submitted by: Amanda Baker*