

Academic Affairs Council

MEETING MINUTES

Date: Friday, May 4, 2018

Time: 10:45 a.m.

Place: WHT 231

I. Call to order

Susan Spicher called to order the regular meeting of the Academic Affairs Council, at 10:48 a.m. on Friday, May 4, 2018 in WHT 231.

II. Roll Call

The Following council members were present: Leslie Appling, Linda Bates, Dr. David Carty, Michael Champion, Dr. Sterling Claypoole, Keitha Davidson, Sarah Dilmore, Caroline Hammond, Susan Heyde, Brandy Mendoza, Cindy Meyer, Roslyn Nipper, Robert Norman, Philip Shackelford, Susan Spicher, Christy Wilson, and Dr. James Yates.

The Following Council Members were excused: Jennifer Baine, Dr. Jim Bullock, Sherry Howard, Amy Sturdivant, and Ray Winiecki.

The Following Council Members were absent: Shannon Forrest, Ken Kelley, and Dr. Rhonda Lee-Ernest.

The following guests attended the meeting: Dean Inman, Jim Roomsburg, Dr. Stephanie Tully-Dartez, and Amanda Baker (recorder)

III. Approval of minutes

Michael Champion made a motion to approve the minutes of the last council meeting of the last meeting held on Friday, April 6, 2018. Christy Wilson seconded the motion. All approved.

IV. Old Business

Where our new incomplete grade policy and form are located. Endorsed at Cabinet Level. Should be in my campus under retention. Need to have form uploaded to website. Susan said she would email to Dean Inman to upload to website. The forms will be located in my campus under retention.

V. Planning Council report – Susan Spicher

a. Items sent to Cabinet

i. Academic Affairs Council:

1. Proposal: 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.*
2. Proposal: 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 (APM 3.03 & 3.06). There will be a link placed on the U: Drive to access syllabi templates.* The Planning Council acknowledged the diligent work performed by the Academic Standards Committee regarding this topic of Master and Course Syllabi. After discussion, it was determined that the wording in APM 3.03 & 3.06 needs clarification regarding process and procedures for both Master Syllabi & Course Syllabi, Only the editorial changes were sent to cabinet for these two policies with the recommendation that further review and clarification of the Master and Course Syllabi be performed. It is recommended that Academic Affairs Council form an ad hoc committee at the beginning of the next school year to review this matter and report back to the Academic Standards Committee.
3. Changes to APM 3.18 – Distance Learning Policies and Procedures Manual
 - a. Proposal: To accept a revision to the current Online Attendance Policy. 2017- 2018 College Catalog, page 52. Distance Learning Policies & Procedures, page 12. *Students are expected to log in to their class during the first week that classes meet for the semester. Students who do not log in and submit a graded assignment by the 11th class day or its equivalent will be dropped from the course.*
 - b. Proposal: 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.*
 - c. Proposal: Proposal to accept a revision to the Distance Learning Policies & Procedures regarding the proctoring of tests, page 11.

ii. Administrative Affairs

1. Changes to APM 2.25 – Tuition Wavier
2. Changes to APM 2.49 – Background Checks

VI. VPAA Information Sharing – Dr. Jim Bullock

- a. None

VII. Standing Committee Reports

a. Academic Standards Committee – Roslyn Nipper, Chair

- i. Motion: *(Amended) To accept final draft of changes made to the Student Course Evaluation with understanding that analysis will include item analysis.*

Vote: Approved

b. Assessment Committee – Christy Wilson, Chair

- i. Announcement: The Academic Assessment Checklist has been revised and approved by the committee.
- ii. Announcement: The Course and Program Outcome Rubric has also been revised and approved.
- iii. Announcement: The committee is planning several faculty sessions during assessment week to highlight the changes in WEAVE.

c. Curriculum Committee – Dr. Sterling Claypoole, Chair

- i. Motion: To accept the addition of new course to the SAS Program. SASC 1000 Financial Literacy.

Vote: Approved

- ii. Motion: To accept the addition of the Registrar’s signature to the Current Curriculum Committee Proposal form.

- 1. *Purpose of adding the Signature of Registrar. The Registrar is notified when we are adding new courses. If the proposal is just rearranging courses, the registrar’s office is not always notified. When we get new Curriculum proposals, while they look wonderful on paper “they may be problematic when inputting” into the Jenzebar system and many have financial aid ramifications. By acquiring the Registrar’s signature and then the Dean’s signature should help to alleviate some of these issues.*

Vote: Approved

- iii. Motion: To accept the reduction of Arts/Humanities requirements for the Certificate of General Studies from 6 hours to 3 hours.

- 1. *Purpose of the reduction is according to Arkansas Department of Higher Education policy 5.11 page 29 CGS is required to have 3-6 hours of Fine Arts/Humanities Currently SouthArk requires 6 hours.*

Vote: Approved

- iv. Motion: To accept the addition of the CSCI 1003 or other technology course to the AA program requirements.

Vote: Approved

- v. Motion: To accept the remove of current General Studies courses to be replaced with Criminal Justice requirements according to Arkansas Department of Higher Education requirements for the Criminal Justice AAS Degree.

- 1. HIST 2013/HIST 2023
- 2. SOCI 2033
- 3. PSYC 2223
- 4. PSCI 2012

Vote: Approved

- vi. Motion: To accept the addition of Criminal Justice courses into the Criminal Justice AAS Degree according to Arkansas Department of Higher Education.

- 1. CRJU 2502
- 2. CRJU 2504
- 3. CRJU 2604
- 4. CRJU 2506

Vote: Approved

- vii. Motion: To accept the modifications of three Respiratory Therapy courses from face-to-face version to Online version for Summer Programming.

- 1. RESP 2513
- 2. RESP 2553
- 3. RESP 2623

a. Purpose of online transition. Current Program Director is moving out of state and current students will need these courses in Summer 18 for completion of program.

Vote: Approved

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

i. Announcement:

- 1. The Distance Learning Committee approved Respiratory Therapy classes to be taught online this summer.

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

i. Announcement:

- 1. Any proposed changes to the student advisement responsibilities of faculty must be submitted as a proposal through the shared governance process for a possible change to the APM. There are currently guidelines regarding the scope of faculty advising found in APM 3.19.

2. The VPAA is currently reviewing the latest draft of the Faculty Handbook. The Faculty Handbook will be submitted to Faculty Affairs for vetting in the 2018-19 school year following the completion of the current VPAA review.

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

- i. No report

VIII. New Business

- a. None

IX. Announcements

- a. Next regular Academic Affairs Council meeting on Friday, September 7, 2018.
- b. There may be a called meeting during Fall 2018 Convocation.
- c. Please send committee meeting minutes to post on website.

X. Adjourn

A motion to adjourn the council meeting was proposed by Dr. Sterling Claypoole at 11:48. All Approved.

Prepared by: Amanda Baker