

Academic Affairs Council

MEETING MINUTES

Date: Friday, September 21, 2018
Time: 10:45 a.m.
Place: WHT 231

I. Call to Order

Dr. Sterling Claypoole called to order the regular meeting of the Academic Affairs Council at 10:47 a.m. on Friday September 21, 2018, in Whitfield 231.

II. Roll Call

The following council members were present: Sam Allen, Leslie Appling, Vicki Badgley, Dr. Jim Bullock, Dr. David Carty, Michael Champion, Dr. Sterling Claypoole, Ashley Dougan, Gary Hall, Sherry Howard, Ted James, Beverly Land, Brandy Mendoza, Cindy Meyer, Justin Murphree, Jim Roomsburg, Susan Spicher, Roslyn Turner, Ray Winiecki, and Dr. James Yates

The following council members were excused: Caroline Hammond, Yolanda Hoof, Susan Heyde, and Philip Shackelford.

The following council members were absent: Shannon Forrest and Amy Sturdivant

The following guests attended the meeting: Dr. Stephanie Tully-Dartez, Benjamin Cagle, Dean Inman, and Amanda Baker (Recorder)

III. Approval of minutes of the last meeting held on Friday, May 4, 2018.

Michael Champion moved to approve the minutes of the last Academic Affairs Council Meeting held on Friday, May 4, 2018. Cindy Meyer seconded the motion to approve. All approved.

IV. Old Business

- a. Explanation of Curriculum Committee and Academic Affairs Council Chair positions
 - i. Dr. Sterling Claypoole will remain the Chair for the Curriculum Committee for the academic year 2018-2019 because of the high turnover of membership on the committee
 - ii. As Vice-Chair for Academic Affairs Council for the academic year 2017-2018, Dr. Sterling Claypoole rotated to the Chair Position (Previously Susan Spicher) for the academic year 2018-2019.

V. Planning Council report – Dr. Sterling Claypoole

- a. No Report

VI. VPAA Information Sharing – Dr. Jim Bullock

- a. Faculty Evaluation Plan
 - i. Will give the current Faculty Evaluation Plan, as is, a chance to work a full cycle
 - ii. Expandable text boxes and check boxes have been added to the Faculty Evaluation Plan located in the APM.
- b. For consideration of Faculty Affairs:

- i. In the goals section, the scoring is 10, 8, 6, 4, 2, and 0. The odd numbers were left out. Adding the odd numbers and giving them definitions possibly could broaden the accuracy of scoring.
- ii. Part B scoring presently has “excellent,” “above average,” “satisfactory,” and “unsatisfactory.” Between “satisfactory” and “excellent” there is a midway point of “above average,” but there is no midway point between “satisfactory” and “unsatisfactory.”
- iii. Currently there is not a separate form for peer evaluation. A separate form for the peer evaluations possibly could make the plan more user friendly.
- c. If you have any ideas for improvement after having used the Faculty Evaluation Plan, please submit those ideas to Faculty Affairs.

VII. Standing Committee Reports

- a. Academic Standards Committee – *Ashely Dougan, Chair*
 - i. Announcements:
 - 1. Officers:
 - a. Chair – Ashley Dougan
 - b. Vice-Chair – Dr. Susan Wache
 - c. Secretary – Brandy Mendoza
 - 2. Meet on the third Friday monthly as needed @ 10:45 HS 230
- b. Assessment Committee – *Vicki Badgley, Chair*
 - i. Motion: To accept the redline changes to the Academic Assessment Manual that were approved by the committee in May, 2018. These changes will result in an APM 3.17 change.
Vote: Approved
 - ii. Announcement:
 - 1. The Assessment Committee has formed an ad hoc committee to review Assessment Manual Appendix 6, which is a chart that demonstrates how the Assessment Reports are chosen for review by the Assessment Report Review Teams (ARRT).
- c. Curriculum Committee – *Dr. Sterling Claypoole, Chair*
 - i. Motion: To accept the Program Name change of Emergency Medical Technology to Emergency Medical Services
Vote: Approved
 - ii. Motion: To accept the addition of new course to the Emergency Medical Service Program. EMSP 2033 Advanced Emergency Medical Technician Concepts
Vote: Approved
 - iii. Motion: To accept the new program, Advanced EMT, to help bridge the gap between currently licensed EMTs and Paramedics and would earn the student/graduate a CP in AEMT.
Vote: Approved
 - iv. Motion: To accept the addition of new course to the Student Services programs. SASC 0300 New Student Orientation.
Vote: Approved

- v. Motion: To accept the Revisions to all ARNEC LPN-to-RN course descriptions, program, and course outcomes that were made and placed into the program in Spring 2018.

- 1. *Purpose of Revisions – To streamline all course descriptions, programs, and course outcomes for clarity and purpose. Notification to be in SouthArk only.*

Vote: Approved

- vi. Motion: To accept the Revisions to Practical Nursing Curriculum which include the elimination of courses, renaming of existing course, creation of new course and shifting of course materials from eliminated courses into the new or existing course curriculum. (See below information.)
 - 1. Eliminate three courses listed below and have content material taught in the proposed curriculum plan which will allow for PRNS 1101 and PRNS 1111 to be taught in Nursing Fundamentals and Skills. PRNS 1301 will be taught as a part of the New Course Care of the Adult.
 - a. Courses to be eliminated from curriculum plan:
 - i. PRNS 1101 Geriatrics
 - ii. PRNS 1111 Vocational, Legal, & Ethical Issues
 - iii. PRSN 1301 Mental Health and Care of the Mentally III
 - b. *Course to add content material from eliminated courses:*
 - i. PNRS 1301 Nursing Fundamental and Skills
 - c. *New Course Proposed to add content materials which will be taught in sections of different schedule plans:*
 - i. PRNS 1202, 1206, 1305, 1307, 1318, 1319, 1408 Care of the Adult (The differing course #s reflect different sections of the course being taught in reflection to certain semesters. This is the same course and material but depending on the length of the semester there has to be modifications and adjustments to keep student on appropriate curriculum plan—i.e. Fall and Spring semesters have same length but summer terms are shorter.)
 - 2. Proposal for following courses to be combined:
 - a. PRNS 1222 Nursing of Mothers and Infants
 - b. PRNS 1232 Nursing of Children
 - i. *New Course Proposed to add for combining materials.*
 - 1. PNRS 1224 Nursing of Mothers and Infants
 - 3. Eliminate two (2) of the three (3) Pharmacology courses from the Program and renaming remaining existing Pharmacology course.
 - a. *Courses to be eliminated for program*
 - i. PRNS 1212 Pharmacology II
 - ii. PRNS 1302 Pharmacology III
 - b. *Rename of Course:*
 - i. PRNS 1102 Pharmacology I (New Name for course PNRS 1102 Basics of Pharmacology)

4. Proposal to reduce the number of credit hours from 3 to 2 for the following course:
 - a. PRNS 1353 NCLEX Preparation and Professional Development (CURRENT course listing)
 - b. PRNS 1351 NCLEX Preparation and Professional Development (New Proposed course listing)
 - i. (This revision will not change the overall number of program hours just the hours in the course, content from this course will be moved over to the new course PRNS 1202, 1206, 1305, 1307, 1318, 1319, 1408 Care of the Adult.)

Vote: Approved

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

- i. Announcements:
 1. Beginning work on a standard organization and look to online courses
 2. Looking at policy for opening courses before first day of class
 3. BlackBoard has been renewed for the next three years

e. Faculty Affairs Committee – *Roslyn Turner, Chair*

- i. Announcements:
 1. Officers
 - a. Chair – Roslyn Turner
 - b. Vice-Chair – Susan Spicher
 - c. Secretary – Lauren Johnson
 2. Monthly Meetings
 - a. 3rd Thursday 11:00-12:00 WHT 231
 3. Reviewed Functions with no changes necessary
 4. Upcoming items:
 - a. Faculty Manual
 - b. Adjunct Faculty Manual
 - c. Rank Change Form
 - d. Faculty participation in advising

f. Library Committee – *Beverly Land, Chair*

- i. Motion: To update APM Policy Number 1.1
 1. Insert at end of paragraph two.
 - a. In order to use SouthArk Library Services students must have a SouthArk Student ID and patrons must have a photo ID. (State issued ID, work related ID, passport, etc.). If an individual does not have an ID, information will be provided on how to obtain an ID.

Vote: Not Approved

- ii. Motion: Susan Spicher moved to send the motion back to committee for further consideration. Michael Champion seconded the motion.

Vote: Approved

- iii. Announcements:
 1. Officers
 - a. Chair – Beverly Land
 - b. Vice-Chair – Zanna Linder

- c. Secretary – Amanda Baker
- 2. Monthly Meetings
 - a. 2nd Monday 3:30 – 4:30 Library Conference Room
- 3. Reviewed Functions with no changes necessary

VIII. New Business

- a. Motion: Susan Spicher moved to extend the Academic Affairs Council Meeting ten minutes. Michael Champion seconded the motion to extend.

Vote: Approved

- b. Academic Committee Tasks
- c. Election of Vice-Chair
 - i. Cindy Meyer and Michael Champion were nominated for Vice-Chair
 - ii. Cindy Meyer was chosen as Academic Affairs Vice-Chair

IX. Announcements

- a. Next regular Academic Affairs Council meeting on Friday, October 5, 2018 at 10:45 a.m. in Whitfield 231.
- b. A motion to extend both the Catastrophic Leave and Maternity Leave policies to reflect that of the state's was approved through Administrative Affairs.

X. Adjourn

Michael Champion moved to adjourn Academic Affairs Council Meeting, Justin Murphree seconded the motion. All approved. The Academic Affairs Council Meeting was adjourned at 11:57 a.m.

Prepared by: Amanda Baker

*APPROVED:
Dr. Sterling Claypoole
Academic Affairs – Chair
9-25-18*