# Academic Affairs Council

# **MEETING MINUTES**

 Date:
 Friday, May 3, 2019

 Time:
 10:46 a.m.

 Place:
 WHT 231

#### I. Call to order

Cindy Meyer called to order the regular meeting of the Academic Affairs Council at 10:46 a.m. on Friday May 3, 2019, in Whitfield 231.

#### II. Roll Call

The following council members were present: Sam Allen, Vicki Badgley, Linda Bates, Jennifer Baine, Dr. David Carty, Michael Champion, Gary Hall, Ted James, Brandy Mendoza, Jim Roomsburg, Roslyn Turner, Ray Winiecki, Leslie Appling, Ashley Dougan, Caroline Hammond, Dr. Michael Murders, Justin Murphree, Dr. Cindy Meyer, Philip Shackelford, Shannon Forrest, Beverly Land, Lillian Ellen, and Dr. James Yates.

*The following council members were excused:* Dr. Sterling Claypoole, Yolanda Hoof, Susan Spicher, and Amy Sturdivant.

The following council members were absent: Sherry Howard and Teresa Hampton

*The following guests attended the meeting: Christy Wilson, Nancy Whitmore, Mary Kate Sumner, and Michele Hildreth (Recorder)* 

#### **III.** Approval of minutes from the previous meeting:

Ted James made a motion to approve the minutes of the council meeting held on Friday, April 5, 2019 at 10:46 a.m. Philip Shackleford seconded the motion. The minutes were approved.

#### IV. Old Business

A. No Report

#### V. Planning Council report – Cindy Meyer, Vice Chair

- A. All items brought to Planning Council were sent forward for Cabinet approval.
  - This included all the Curriculum Changes and Items from the April 2019 Academic Affairs Council (AAC) meeting (please refer to April 2019 AAC agenda), as well as the AAC April 2019 items regarding the Class Absence Reporting and the Blackboard Common Navigation Experience.
  - 2. From Administrative Affairs this included updating the APM 5.04a policy requiring detailed restaurant receipts for travel and implementing the new APM 2.49 *Personal Identifying Information* policy.
- B. These items were reported on as still being reviewed and discussed by Cabinet:
  - 1. SouthArk Student Clubs and Organizations Policies and Procedures Manual.
  - 2. Student Code of Conduct
- C. This item was reported on as being approved by Cabinet:
  - 1. APM Policy 4.03 Residency Determination

## VI. Other Councils

- A. No Report
- VII. VPAA Information Sharing Michael Murders A. No Report
- **VIII. Standing Committee Reports**

### A. Actions

- 1. <u>Academic Standards Committee</u> *Ashley Dougan, Chair a.* No Report
- 2. <u>Assessment Committee</u> Vicki Badgley, Chair
  - a. The Assessment Committee needs an exception to allow Genevieve White to hold office.
    - i. Assessment coaches cannot hold office.
    - ii. Genevieve is an Assessment coach.

*Vote: Recommended to send to nominating committee by Nancy Whitmore. Motioned by Ted James, Seconded by Gary Hall.* 

- 3. <u>Curriculum Committee</u> *Linda Bates, Representative* 
  - a. CIT Program Catalog Description Change and Course number Prefix change for CSCI 2023 Visual Basic for Windows to CSCI 2063 Programming 1

*Vote: Motion from Curriculum committee to accept Catalog Description Change and Course number prefix change for CSCI 2023 Visual Basic for Windows to CSCI 2063 Programming 1 was approved.* 

b. General Business Program – To make the prerequisite for Business Statistics an either/or option to include College Algebra or Mathematical Reasoning. Currently College Algebra is the prerequisite.

*Vote:* Motion from Curriculum committee to accept General Business Program – To make the prerequisite for Business Statistics an either/or option to include College Algebra or Mathematical Reasoning was approved.

c. Change the prerequisite from BLAW 2013 Legal Environment of Business from ENGL 1123 (COMP 2) to ENGL 1113 (COMP1).

*Vote: Motion from Curriculum committee to accept Change the prerequisite from BLAW 2013 Legal Environment of Business from ENGL 1123 (COMP 2) to ENGL 1113 (COMP1) was approved.* 

d. Radiologic Technology Program – Catalog Course Description Change for RADT 2042 Imaging Modalities (removing the phrase – *and special procedures*).

*Vote:* Motion from Curriculum committee to accept Radiologic Technology Program – Catalog Course Description Change for RADT 2042 Imaging Modalities (removing the phrase – and special procedures) was approved.

e. Entertainment and Media Arts Program – Change the Prefix for Theater (THEA) to DRAM in accordance with the ACTS compliance standards.

*Vote:* Motion from Curriculum committee to accept Entertainment and Media Arts Program – Change the Prefix for Theater (THEA) to DRAM in accordance with the ACTS compliance standards was approved.

- f. CTE Program Change the Prefixes for the four (4) listed courses from HCIT (Medical Coding) to HSCI (Health Science). Reason for requested change/addition: The above courses have the prefix for the medical coding program but the medical terminology course is a general health science pre-requisite and the other courses are part of the health science technology program for the secondary technical center. The HCIT prefix affects credentialing of the faculty and could cause an issue as the college pursues medical coding accreditation.
  - i. HCIT 1003 Medical Terminology to HSCI 1003 Medical Terminology
  - ii. HCIT 1021 CPR and First Aid to HSCI 1021 CPR and First Aid
  - iii. HCIT 1001 Computer Basics to HSCI 1001 Computer Basics
  - iv. HCIT 1011 Ethics and Professionalism to HSCI 1011 Ethics and Professionalism

*Vote:* Motion from Curriculum committee to accept Career and Technical Educational Program – Change the Prefixes for the four (4) above listed courses from HCIT (Medical Coding) to HSCI (Health Science) were all approved.

- g. Math Dept. Add two (2) new courses/labs that replace two courses that will no longer be offered and then changing two existing course syllabuses to make these new courses co-requisites. This request is expected to allow students to complete requirements in math courses better, accelerate completion in course/degree plan, and to come in accordance with state advising and math pathways.
  - i. Add New Math Course MATH 0021 College Algebra ALP lab (to replace Intermediate Algebra)
  - ii. Add New Math Course MATH 0071 Tech Math ALP lab (to replace Elementary Algebra)
  - iii. Change Course Syllabus in MATH 1023 College Algebra from Intermediate Algebra as a prerequisite to MATH 0021 College Algebra ALP lab being a co-requisite
  - iv. Change Course Syllabus in MATH 1073 Tech Math from Elementary Algebra as a prerequisite to MATH 0071 Tech Math ALP lab being a co-requisite

Vote: Motion from Curriculum committee to accept the Math Department - Add two (2) new courses/labs that replace two courses that will no longer be offered and then changing two existing course syllabuses to make these new courses co-requisites listed above were all approved.

- 4. <u>Distance Learning Committee</u> *Jim Roomsburg, Chair* a. No Report.
- 5. <u>Faculty Affairs Committee</u> *Roslyn Turner, Chair* 
  - a. Proposal FAC20190405-01: To add a third discretionary leave day for 12-month faculty and maintain the two days for 9-month faculty.

Motion from Curriculum committee to accept Proposal FAC20190405-01: To add a third discretionary leave day for 12-month faculty (27 hours of discretionary leave) and maintain the two days for 9-month faculty (18 hours of discretionary leave) was approved.

6. <u>Library Committee</u> – *Gary Hall* a. No Report.

#### B. **Discussions**

- 1. <u>Academic Standards Committee</u> *Vicki Badgley* a. No Report.
- <u>Assessment Committee</u> Vicki Badgley, Chair
   a. No Report.
- 3. <u>Curriculum Committee</u> *Dr. Sterling Claypoole, Chair* a. No Report.
- 4. <u>Distance Learning Committee</u> *Jim Roomsburg, Chair* a. No Report.
- 5. <u>Faculty Affairs Committee</u> *Roslyn Turner, Chair* a. No Report.
- <u>Library Committee</u> *Gary Hall* 
   Library Committee Meetings are now only held on an as needed basis until further notice.
- C. Announcements

- 1. <u>Academic Standards Committee</u> *Vicki Badgley* a. No Report.
- 2. Assessment Committee Vicki Badgley, Chair
  - a. Sarah Bauldree has resigned as Vice Chair of the committee.
  - b. Genevieve White was elected as Vice Chair of the committee.
  - c. There should be an Assessment Committee LibCal Guide available to faculty during Assessment Week.
  - d. There will be a Share Fair during Fall Convocation.
  - e. Assessment Week starts Monday.
    - i. Details forthcoming
- 3. <u>Curriculum Committee</u> *Dr. Sterling Claypoole, Chair* a. No Report.
- 4. <u>Distance Learning Committee</u> *Jim Roomsburg, Chair* a. No Report.
- 5. <u>Faculty Affairs Committee</u> *Roslyn Turner, Chair* a. No Report.
- 6. <u>Library Committee</u> *Gary Hall*a. The library committee will now be meeting on an as needed basis.
- 7. <u>Other</u>
  - a. Employee Recognition Ceremony May 9
  - b. Spring Commencement May 10

#### IX. Announcements

#### X. Adjourn

Gary Hall moved to adjourn Academic Affairs Council Meeting, seconded by Micheal Champion. All Approved. The Academic Affairs Council Meeting was adjourned at 11:16 a.m.

Prepared by: Michele Hildreth