

Academic Affairs Council

MEETING MINUTES

Date: Friday, September 6, 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 September 6, 2019, in Whitfield 231.

II. Roll Call

The following council members were present: Sam Allen, Linda Bates, Jennifer Baine, Dr. David Carty, Michael Champion, Gary Hall, Brandy Mendoza, Jim Roomsburg, Ray Winiecki, Dr. Michael Murders, Justin Murphree, Dr. Cindy Meyer, Philip Shackelford, Shannon Forrest, Lillian Ellen, Mandi Haynes, Yolanda Hoof, Susan Spicher, Genevieve White, Susan Wache, Benjamin Cagle, Justin Guerin, and Dr. James Yates.

The following council members were excused: Dr. Sterling Claypoole, Caroline Hammond, and Amy Sturdivant.

The following council members were absent: Zanna Linder and Vicki Badgley

The following guests attended the meeting: Dr. Stephanie Tully-Dartez, Nancy Whitmore, and Michele Hildreth (Recorder)

III. Approval of minutes from the previous meeting:

Micheal Champion made a motion to approve the minutes of the council meeting held on Friday, May 3, 2019 at 10:46 a.m. Gary Hall seconded the motion. The minutes were approved.

IV. Old Business

A. Election of Academic Affairs Council Vice – *Cindy Meyer, Chair*

Nominated: Micheal Champion was nominated by Jennifer Baine. Seconded by Linda Bates.

Micheal Champion declined position due to obligation to other committees.

Nominated: Gary Hall was nominated by Susan Spicher. Seconded by Micheal Champion. Position accepted by Gary Hall.

Voted: Move to close nomination

V. Planning Council report – *Cindy Meyer, Chair*

A. All items brought to Planning Council regarding Curriculum changes were sent forward for Cabinet approval.

1. This included all the Curriculum Changes and Items from the May 2019 Academic Affairs Council (AAC) meeting (please refer to May 2019 AAC agenda).

B. Report on previous item from Student Affairs Council:

1. SouthArk Student Clubs and Organizations Policies and Procedures Manual is now official and available from Student Affairs.
2. Student Code of Conduct is updated and now in the new Student Handbook under Student Services on the website.

C. Summer Retreat

1. Focused on analyzing data from College Employee Satisfaction Survey. Discussions were Target on Pathways we can take at SouthArk to improve processes for employees and available from Student Affairs.

VI. Other Councils

- A. No Report

VII. VPAA Information Sharing – Michael Murders

- A. Commencement and Christmas Parade Date.
- B. Final exam schedule
- C. Book Adoption

VIII. Standing Committee Reports

A. Actions

1. Academic Standards Committee – *Susanne Wache, Chair*
 - a. No Report.
2. Assessment Committee –
 - a. No Report.

Nominated: Genevieve White volunteered to take position as chair for Assessment Committee.

Voted: to allow exception for Genevieve White to hold the position as chair on two different committees was approved.

3. Curriculum Committee – *Linda Bates, Representative*
 - a. No Report.

Motion: Nancy Whitmore purposed that the Kinesiology Class and Lab which is a 4 hr. course combined (3 hrs. lecture and 1 hr. lab) be changed and become two separate classes instead of one combined course. Motioned to send back to Curriculum Committee expedited by Jennifer Baine, Seconded, and Approved

Concern 1: If this class is separated from the lab, what about other classes that have labs? Will these classes be separated from their labs also? (Susan Spicher)

Concern 2: Do not think this class should be separated from the lab. (Susanne Wache)

4. Distance Learning Committee – *Genevieve White, Chair*
 - a. No Report
5. Faculty Affairs Committee – *Susan Spicher, Chair*
 - a. No Report.
6. Library Committee – *Zanna Linder, Chair*
 - a. No Report.

B. Discussions

1. Academic Standards Committee – *Susanne Wache, Chair*
 - a. No Report.
2. Assessment Committee –
 - a. No Report.
3. Curriculum Committee – *Linda Bates, Representative*
 - a. BSTD 0613, English II, is no longer being offered or taught, but many of the GPS and syllabi have it listed as a pre-requisite. This does need to be addressed because it does affect many courses.

Vote: Motion from Academic Standards work with Arts and Sciences Division to develop a method to work the issues of English II and Intermediate Algebra. Purposed, Motioned, Seconded, and Approved.

Vote: Motioned to extend time 10 minutes by Gary Hall, Seconded by Jim Roomsburg

4. Distance Learning Committee – *Genevieve White, Chair*
 - a. No Report.
5. Faculty Affairs Committee – *Susan Spicher, Chair*
 - a. Updating of Master Syllabus Template: Should this be accomplished by Faculty Affairs or Academic Standards? Faculty Affairs is willing to take on this task.
6. Library Committee – *Zanna Linder, Chair*
 - a. No Report.

C. Committee Announcements

1. Academic Standards Committee – *Susanne Wache, Chair*
 - a. No Report.
2. Assessment Committee –
 - a. No Report.
3. Curriculum Committee – *Linda Bates, Representative*
 - a. No Report.
4. Distance Learning Committee – *Genevieve White, Chair*
 - a. No Report
5. Faculty Affairs Committee – *Susan Spicher, Chair*
 - a. Faculty Manual/Handbook will be called the Faculty Manual
 - b. Faculty Manual is still under review for editing
 - c. Micheal Champion was elected as the vice-chair
 - d. Faculty Affairs meeting time was moved to the 3rd Thursday @ 3:00-4:00pm in Whitfield 231
6. Library Committee – *Zanna Linder, Chair*
 - a. The library committee will now be meeting on an as needed basis.

IX. Announcements

1. Other –
 - a. Fall Commencement – December 12
 - b. Spring Commencement – May 14

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