

# Academic Affairs Council

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## MEETING MINUTES

Date: Friday, November 1, 2019  
Time: 10:47 a.m.  
Place: WHT 231

### I. Call to order

Cindy Meyer called to order the regular meeting of the Academic Affairs Council at 10:47 a.m. on Friday, November 1, 2019, in Thomas ADM Board Room 309.

### II. Roll Call

*The following council members were present: Michael Champion, Gary Hall, Brandy Mendoza, Jim Roomsburg, Ray Winiecki, Dr. Michael Murders, Justin Murphree, Dr. Cindy Meyer, Shannon Forrest, Mandi Haynes, Susan Spicher, Susan Wache, Dr. Sterling Claypoole, Caroline Hammond, Genevieve White, Ken Bridges, Jennifer Baine, Amy Sturdivant, Benjamin Cagle, Justin Guerin, and Dr. James Yates.*

*The following council members were excused: Sam Allen, Vicki Badgley, Yolanda Hoof, and Dr. David Carty.*

*The following council members were absent: Teresa Hampton, Linda Bates, Lillian Ellen, Philip Shackelford, and Zanna Linder*

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

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

Ken Bridges made a motion to approve the minutes of the council meeting held on Friday, October 4, 2019 at 10:49 a.m. Micheal Champion seconded the motion. The minutes were approved.

### IV. Old Business

- A. No Report

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

- A. Kinesiology course split into lecture and lab approved by Cabinet. Pathways will need to be changed/updated.
- B. Chair Policy Exception for Genevieve White to chair Assessment Committee approved by Cabinet.
- C. Need all Committee: Chair, Vice-Chair, Secretary, meeting day and time to be sent to Cynthia Meyer and Mary Kate Sumpter.
- D. Need all committee approved minutes to division administrative professional so they can be logged. Send a copy of the committee approved minutes to Michele Hildreth so that the minutes can be posted on the website.
- E. Any shared governance structure changes for APM 1.10 connect with Dr. Tully-Dartez ASAP.

### VI. Other Councils

- A. No Report

### VII. VPAA Information Sharing – Michael Murders

- A. VPAA Leadership Topic Discussion
- B. Academic Committee Structure
- C. Convocation
- D. Spring schedule has been approved
- E. Two-year Schedule

**VIII. Standing Committee Reports**

**A. Actions**

- 1. Academic Standards Committee – *Susanne Wache, Chair*
  - a. No Report.
- 2. Assessment Committee – *Genevieve White, Acting Chair*
  - a. No Report.
- 3. Curriculum Committee – *Ken Bridges, Chair*
  - a. No Report.
- 4. Distance Learning Committee – *Genevieve White, Chair*
  - a. No Report.
- 5. Faculty Affairs Committee – *Susan Spicher, Chair*
  - a. Faculty Discretionary Leave Procedure.

*Note: Motion for Faculty Discretionary Leave Procedures be accepted by Committee, seconded by Gary Hall. Purposed, Motioned, Seconded, and Approved.*

- 6. Library Committee – *Zanna Linder, Chair*
  - a. No Report.

**B. Discussions**

- 1. Academic Standards Committee – *Susanne Wache, Chair*
  - a. No Report.
- 2. Assessment Committee – *Genevieve White, Acting Chair*
  - a. No Report.
- 3. Curriculum Committee – *Ken Bridges, Chair*
  - a. No Report.
- 4. Distance Learning Committee – *Genevieve White, Chair*
  - a. No Report
- 5. Faculty Affairs Committee – *Susan Spicher, Chair*
  - a. Concerns regarding enforcement of Student Dress Code (Part of Student Code of Conduct that was presented to Academic Affairs as “Information” only in Spring 2019).

*Caroline Hammond request that the information pertaining to the Student Dress Code be placed on Blackboard.*

- i. Committee members will survey their faculty constituents.
- ii. Forward anonymous suggestions/comments to Dr. Murders who will then forward them to Dr. Moore as VPSS. This information would be considered in the review of the document.
- iii. Possible discussion during Spring Convocation regarding best practices for enforcement.
- iv. Faculty are expected to be familiar with the entire Student Handbook.

v. Enforcement of current Dress Code in the classroom setting is at the discretion of the Faculty member.

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 – *Genevieve White, Chair*
  - a. No Report
3. Curriculum Committee – *Ken Bridges, Chair*
  - a. No Report.
4. Distance Learning Committee – *Genevieve White, Chair*
  - a. No Report
5. Faculty Affairs Committee – *Susan Spicher, Chair*
  - a. We are working w/ Dr. Murders, Charlie Hankins, etc. to update forms used by Faculty/Adjunct Faculty.
    - i. Latest versions
    - ii. Common location a module on the MyCampus Faculty page
    - iii. Let us know about any forms you think should be posted that are not currently posted (Contact Faculty Affairs Representative).
  - b. Secretary position for FAC: Sterling Claypoole volunteered
  - c. Faculty/Adjunct Faculty Manual has been reviewed 5 times and will be presented to Dr. Murders and deans for review by November 1<sup>st</sup>.
6. Library Committee – *Zanna Linder, Chair*
  - a. No Report

**IX. Announcements**

- i. Campus Conversations:
  1. East Campus, Thursday, November 7, 2019, 10.45-11.45 a.m., Center for Workforce Development, Room 121
  2. West Campus, Friday, November 8, 2019, 8.15-9.15 am. Library Auditorium
- ii. Presidential Search timeline
  1. November 11, 2019 committee meet to discuss applications
  2. November 18, 2019 committee meet to review semifinalists' video interviews
  3. week of December 2, 2019 finalist on campus for interviews
  4. Board make offer and look to have new president on campus January/February 2020
- iii. Gym renovation to start in December. Grant funded.
- iv. Looking to have public grand opening of Admin building Nov 21, 2019.
- v. Norphlet STEM night, Tuesday, November 12th at Norphlet Middle School, 5:45 to 8:00 p.m.
- vi. Fall Commencement will be December 12th at 6:00 p.m.
- vii. Thanksgiving Day November 28<sup>th</sup>.

viii. College Closed for Thanksgiving Holiday November 29<sup>th</sup>.

**X. Adjourn**

Dr. Sterling Claypoole moved to adjourn Academic Affairs Council Meeting, seconded by Gary Hall. All Approved. The Academic Affairs Council Meeting was adjourned at 11:34 a.m.

*Prepared by: Michele Hildreth*