

# Academic Affairs Council

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## MEETING MINUTES

Date: Friday, December 6, 2019  
Time: 10:46 a.m.  
Place: ADM Board Rm 309

### I. Call to order

Cindy Meyer called to order the regular meeting of the Academic Affairs Council at 10:46 a.m. on Friday, December 6, 2019, in Thomas ADM Board Room 309.

### II. Roll Call

*The following council members were present: Michael Champion, Gary Hall, Brandy Mendoza, Jim Roomsburg, Dr. Michael Murders, Justin Murphree, Dr. Cindy Meyer, Mandi Haynes, Susan Spicher, Susan Wache, Dr. Sterling Claypoole, Caroline Hammond, Genevieve White, Ken Bridges, Benjamin Cagle, Justin Guerin, Sam Allen, Vicki Badgley, Dr. James Yates, Lillian Ellen,*

*The following council members were excused: Linda Bates, Zanna Linder, Amy Sturdivant, Ray Winiecki, and Dr. David Carty.*

*The following council members were absent: Teresa Hampton, Philip Shackelford, Jennifer Baine, Ken Bridges, and Shannon Forrest.*

*The following guests attended the meeting: 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, November 1, 2019 at 10:48 a.m. Gary Hall seconded the motion. The minutes were approved.

### IV. Old Business

A. No Report

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

A. No Report.

### VI. Other Councils

A. No Report

### VII. VPAA Information Sharing – Michael Murders

A. Convocation

B. Honors List Input

1. Go to Academic Standards

C. CGS – 31 hrs

D. Presidential Search: Get your input in today in order to be heard

### VIII. Standing Committee Reports

#### A. Actions

1. Academic Standards Committee – Susanne Wache, Chair

a. Academic Standards have minutes to be posted online

i. *Advised to send minutes to Michele Hildreth in order to get minutes posted*

b. Basic Study for Faculty

*Vote: Motion by Susan Wache to accept the elimination of English II and replace it with Composition I with lab. – Gary Hall advised that he needed to see items before they are placed up for vote. Motioned to table this decision until a later time by Cindy Meyer.*

- c. Grading Scales – put in master syllabus based on course

*Vote: Motion by Susan Wache to put grading scale in master syllabus based on course. A lot of unanswered questions came from council members. Motioned to table, allowing for more clarity to come from the Academic Standard Council. Seconded by Dr. Sterling Claypoole*

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. Change membership of Faculty Affairs Committee - APM 1.10 change
    - i. Currently reads: Continuing Education Staff Member (1 – Workforce representative)
    - ii. Change to: Adult/Continuing Education Coordinator/Director - Permanent Member

*Vote: Motion for Faculty Affairs Committee to change APM 1.10 from reading “Continuing Education Staff Member (1 – Workforce representative)” to read “Adult/Continuing Education Coordinator/Director - Permanent Member” was 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. Next week is assessment week.
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. Discussion about which committee the Master Syllabi review falls under. Syllabi review is a function of Academic Standards committee.
6. Library Committee – Zanna Linder, Chair
  - a. No Combine Library and Distance Learning Committees and rename it “Academic Support Committee”.

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

**IX. Announcements**

- i. Campus Conversations:
  1. Board make offer and look to have new president on campus January/February 2020
  2. Gym renovation to start in December. Grant funded.
  3. Fall Commencement will be December 12th at 6:00 p.m.

**X. Adjourn**

Genevieve White moved to adjourn Academic Affairs Council Meeting, seconded by Gary Hall. All Approved. The Academic Affairs Council Meeting was adjourned at 11:44 a.m.

*Prepared by: Michele Hildreth*