

Academic Affairs Council

MEETING MINUTES

Date: Friday, April 1, 2022
Time: 10:45 AM
Place: Microsoft Teams

I. Call to Order - Microsoft Teams

Scott Larkin called to order the regular meeting of the Academic Affairs Council at 10:45 a.m. on Friday, April 1, 2022, in Microsoft Teams.

II. Roll Call

The following council members were present: Dr. Sam Allen, Jennifer Baine, Linda Bates, Benjamin Cagle, Dr. David Carty, Lillian Ellen, Shannon Forrest, Gary Hall, Caroline Hammond, Mandi Haynes, Scott Larkin, Brandy Mendoza, Dr. Cindy Meyer, Justin Murphree, Amanda Rhodes, Jim Roomsburg, Kelly Roper, Jennifer Schroeder, Susan Spicher, Mary Kate Sumner, Dr. Stephanie Tully-Dartez, Roslyn Turner, Brooks Walthall, Ray Winiecki, Byron Winn, Genevieve White and Dr. James Yates.

The following council members were excused: Dr. Justin Geurin, Juanita Norful, Phillip Shackelford, and James Goode.

The following council members were excused: Karsten Tidwell

III. Approval of minutes from the previous meeting:

Dr. Sam Allen made a motion to approve the minutes of the council meeting held on Friday, March 4, 2022. Susan Spicher seconded the motion. The minutes were approved as written.

IV. Chair Updates – Scott Larkin, Chair

V. VPAA Updates – Dr. Stephanie Tully-Dartez

- A. We were approved for a Forestry Technology program to be funded through the Office of Skills Development (OSD). Fall 2022 we will start the program in a non-credit form, then possibly start the credit program Spring 2023.
- B. We are one of three pilot schools to start an LPN cohort for high school students in the secondary technical center for Fall 2022.
- C. Understanding that it is hard to keep students engaged in the classroom, and encourages faculty to remind the students they need to continue to come to class.
- D. Commencement ceremonies in El Dorado Conference Center on May 12. More info to come.
- E. Welcome Chelsey Turner to SouthArk!

VI. Planning Council and Cabinet Updates

- A. The following items did not need to be brought to cabinet as Action items, so they have been “approved” by Planning Council:
 - 1. HSCI 1003 Med Term Course Learner Outcomes update
- B. The following items are being reviewed by Planning Council this week. An update will be provided either at this meeting or the May meeting.:
 - 1. EMSP 1007 Course Learner Outcomes update

VII. Standing Committee Reports

A. Actions

- i. Academic Standards Committee – Jennifer Baine, Chair

1. APM 3.06b Course Syllabi – Track Changes
2. Proposed Course Syllabi Template (Content/Format)

Vote: Motion was made to approve the APM 3.06b Course Syllabi updates and a second motion for changes to the Course Syllabi Template (Content/Format). All Approved for both motions. Additional notes: Course Syllabi template (Content/Format) will need to be formatted appropriately for ADA compliance and Allied/Blackboard. This will be handled and updated by someone in the Academic area and handled before being sent out to others. A request was made to not use content control boxes. A request was made to make the Master Syllabi template ADA compliant as well.

ii. Assessment Committee – Kelly Roper, Chair

1. No report.

iii. Curriculum Committee – Susan Spicher, Chair

1. Education Program – Update TC Education Studies

a. AS026-3142022SPICHERTC

- i. Update to accept Fundamentals of Biology/Lab or Physical Science/Lab or approved subject area substitutions to meet the science requirements for the Technical Certificate.

Vote: Motion was made to approve the TC Education Studies update. All Approved.

2. APM 1.10 – Membership Directive for Curriculum Committee

- a. To allow a two-year term for the chair and vice-chair positions on the Curriculum Committee upon request of the committee. A maximum of one additional term will be allowed following the initial appointment.
- b. The decision to extend these for an additional year would be made at the last meeting of the Curriculum Committee for the current academic year.

Vote: Motion was made to approve the APM 1.10 membership term update to Curriculum Committee. All Approved. This will be added to the other items that will need to be update in APM 1.10.

iv. Academic Support Committee – Amanda Rhodes, Chair

1. No Report.

v. Faculty Affairs Committee – Lillian Ellen, Chair

1. No Report.

B. Discussions

i. Academic Standards Committee – Jennifer Baine, Chair

1. No Report

ii. Assessment Committee – Kelly Roper, Chair

1. No Report

iii. Curriculum Committee – Susan Spicher, Chair

1. Computer Information Technology Program – Course Deletions

- a. AS002-03062022TURNER001 – Delete CSCI 1425
- b. AS002-03062022TURNER002 – Delete CSCI 1203
- c. AS002-03062022TURNER003 – Delete CSCI 1112
- d. AS002-03062022TURNER004 – Delete CSCI 1102

Courses (course description, etc) will be archived in a folder that is accessible to the VPAA and the Registrar.

iv. Academic Support Committee – Amanda Rhodes, Chair

1. No Report

v. Faculty Affairs Committee – Lillian Ellen, Chair

1. No Report.

C. Announcements

- i. Academic Standards Committee – *Jennifer Baine, Chair*
 1. A team lead by Nancy Whitmore and Jim Roomsburg will be creating an instruction sheet for the course syllabi.
 2. There were discrepancies between the Catalog and the Student Handbook that were noticed and mentioned during our last meeting. Please reach out to Mary Kate Sumner with any items that you found since we are working on updating the catalog at this time.
- ii. Assessment Committee – *Kelly Roper, Chair*
 1. Our next scheduled meeting will be on Tuesday, April 19, 2022 at 3:00pm via TEAMS.
- iii. Curriculum Committee – *Susan Spicher, Chair*
 1. No Report.
- iv. Academic Support Committee – *Amanda Rhodes, Chair*
 1. No Report.
- v. Faculty Affairs Committee – *Lillian Ellen, Chair*
 1. No Report

VIII. Announcements

- A. Course Evaluations – please contact Mary Kate Sumner or Benjamin Cagle if you have any questions on how to access your course evaluations or how to read it.
- B. Catalog Review – please keep a look out for the 2nd round of edits to the catalog.
- C. Welcome to Chelsey Turner, Instructional Design Coordinator, by Benjamin.

IX. Adjourn

A motion to adjourn was made by Kelly Roper, and seconded by Dr. James Yates. The meeting was adjourned at 11:24 a.m.

Prepared by: Mary Kate Sumner