

# Academic Affairs Council

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## MEETING MINUTES

Date: April 25-27, 2022  
Place: Virtually – Microsoft Teams & Microsoft Forms  
Responses Due: April 27, 2022 at 12:00pm.

### I. Call to Order - Microsoft Teams

Mary Kate Sumner, on behalf of Scott Larkin, called to order the virtual form meeting of the Academic Affairs Council at 2:53 p.m. on Monday, April 25, 2022 virtually by email. The email requested that the members respond to the form by 12:00 p.m., Wednesday, April 27, 2022.

### II. Roll Call

A. Those that are *present* filled out the form. Those that were *excused* or *absent* did not.

***The following council members were present:*** Dr. Sam Allen, Jennifer Baine, Linda Bates, Dr. David Carty, Shannon Forrest, Dr. Justin Geurin, Gary Hall, Mandi Haynes, Scott Larkin, Dr. Cindy Meyer, Justin Murphree, Juanita Norful, Jim Roomsburg, Kelly Roper, Phillip Shackleford, Jennifer Schroeder, Susan Spicher, Mary Kate Sumner, Dr. Stephanie Tully-Dartez, Brooks Walthall, Genevieve White, Byron Winn and Dr. James Yates.

***The following council members were excused:*** Benjamin Cagle, Lillian Ellen, James Goode, Caroline Hammond, Brandy Mendoza, Amanda Rhodes, Roslyn Turner, Karsten Tidwell, and Ray Winiecki.

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

The minutes of the council meeting held Friday, April 1, 2022. The minutes were approved as written as long as one update was made. Update was made.

- a. Jennifer Schroder noticed an unfinished sentence in the VPAA update area. Please see below, the finished sentence in italicized:
  - i. 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.*

### IV. 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:

- i. EMSP 1007 Course Learner Outcomes update

B. The following items are being reviewed by Planning Council this week. An update will be provided at the May meeting.:

- i. APM 3.06b Course Syllabi – Track Changes
- ii. Proposed Course Syllabi Template
- iii. Education Program – Update TC Education Studies
  - 1. AS026-3142022SPICHERTC
    - a. 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.
- iv. APM 1.10 – Membership Directive for Curriculum Committee
  - 1. 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.
  - 2. 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.

### V. Standing Committee Reports

## A. Actions

- 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. Forestry Technology: FORM - CTE015-04152022DARTEZ(FORESTRY)
    - a. Motion to approve: New Forestry Technology Program.
      - i. GPSs and Master Syllabi are provided/attached.
      - ii. Basic Forestry (CP), Forestry Technology (CP), Forestry Technology (TC)
      - iii. Master Syllabi information: Master Syllabi will require an instructor to be hired and put in place to identify materials, unit outcomes, and CLO alignment. Instructor will be hired when funds are released from the state.

*Vote: Motion was made to approve the new program, Forestry Technology. All Approved.*

2. Industrial Engineering Technology: FORM - CTE022-04192022WINIECKI
  - a. Motion to approve: degree update/change, new certificates, certificate update/change for the Industrial Engineering Technology Program
    - i. Industrial Technology Mechatronics REVAMP to Industrial Engineering Technology – GPSs and files for comparison are included.
    - ii. New Certificates/Degree Names: Industrial Engineering Technology (CP); Industrial Maintenance (TC); Electrical and Instrumentation (TC); Industrial Engineering Technology (AAS) with two tracts: Industrial Maintenance, Electrical and Instrumentation. This will include new CIP Codes as well.

*Vote: Motion was made to approve the degree update/change, new certificate, and the certificate update/change for the Industrial Engineering Technology Program. 20 Approved. 1 Abstained. Motion passed.*

*Comment from Linda Bates on reason for abstaining: I am completely in agreement to move forward on the necessary action to be taken for the viability of the program; however, there must be a review of the content of the CP courses as well as the TC courses to make sure students are learning the fundamentals (i.e. electricity), instead of just moving them through rapidly. When students take Physical Science several semesters later, quite a few students still do not grasp the electricity concepts and communicate concepts such as circuits types, calculating Amps, milliamps, resistance, etc.*

3. Chemical Process Technology: FORM - CTE022-04192022WINIECKI
  - a. Motion to approve: degree update/change, new certificates, certificate update/change for the Process Technology Program
    - i. Process Technology REVAMP to Chemical Process Technology – GPSs and files for comparison are included.
    - ii. New Certificates/Degree Names: Chemical Process Technology (TC); Industrial Engineering Technology: Chemical Process Technology (AAS).
      1. Industrial Engineering Technology (CP) will be the same CP for the Industrial Engineering Technology Program and Chemical Process Technology.

*Vote: Motion was made to approve the degree update/change, new certificate, and the certificate update/change for the Industrial Engineering Technology: Chemical Process Technology Program. 19 votes for approval. 2 votes did not approve. Motion Passed.*

*Comments Made by the individuals who did not approve:*

*Gary Hall: I would like more information about the lack of a science in the curriculum. I am not opposed to it. I just want more information.*

*Linda Bates: I am completely in agreement to move forward on the necessary action to be taken for the viability of the program; however, there must be a review of the content of the TC courses to make sure students are learning the fundamentals (i.e. electricity) instead of just moving them through rapidly. When students take Physical Science several semesters later, quite a few students still do not grasp the electricity concepts and communicate concepts such as circuits types, calculating Amps, milliamps, resistance, etc. More importantly, for this to be a Chemical Process TC, there should be some type of chemistry fundamentals taught - either embed in the courses taught or have a mini semester of basic chemistry concepts. I would be glad to have further discussions regarding this situation. Again, I am completely for improving the revamp for viability of the program, but using the "Chemical" aspect for the TC, seems to be misleading.*

- 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. No Report
- 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. New Chair for the Syllabus Ad Hoc Committee: Dr. Cindy Meyer.
- ii. Assessment Committee – Kelly Roper, Chair
  - 1. No Report.
- iii. Curriculum Committee – Susan Spicher, Chair
  - 1. Radiologic Technology: Form – HS101-04152022HAYNES(RADT)
    - a. Course Description Updates
- iv. Academic Support Committee – Amanda Rhodes, Chair
  - 1. No Report.
- v. Faculty Affairs Committee – Lillian Ellen, Chair
  - 1. No Report.

#### **VI. Announcements**

- A. Academic Affairs Council will meet again, May 6<sup>th</sup>. This will most likely be via Teams. Please send any agenda items as soon as possible, and keep an eye out for the emails.
- B. Commencement, May 12<sup>th</sup>, El Dorado Conference Center, split ceremonies:
  - i. 5:30pm Ceremony will include – Arts & Sciences, Career & Technical Education, ACAP, Adult Education
  - ii. 7:00pm Ceremony will include – Health Sciences
- C. Course Evaluations – Currently the Spring Term Course evaluations are underway and will end at the end of the day April 28<sup>th</sup>. Minimester 2 and 6 course evaluations will start May 2<sup>nd</sup>. They all will be available May 9<sup>th</sup>.
- D. Assessment WEEK- We will have open Assessment lab for anyone needing help with completing their assessment reports
  - i. Monday, May 9<sup>th</sup>, 8a-12p and 1:30p-5p in Whitfield 101

- ii. Tuesday, May 10th 8a-12p and 1:30p-5p in Whitfield 101.
  - iii. All new faculty are required to attend this lab time to complete their assessment reports.
    - 1. Dean's should report all new faculty names to Christy Wilson.
  - iv. Genevieve White, Assessment coach, will host an open lab on Tuesday, May 10th only from 8a-12p and 1:30p-5:00p in HSC 272 computer lab.
- E. Course Syllabi Template update – As long as Planning Council moves the template forward to cabinet, Benjamin Cagle, Chelsey Turner, and Mary Kate Sumner have a plan to try to work on making the “template” ADA compliant/Ally/Blackboard etc, before Assessment week. We are not sure how long this will take, but we will do our best to have it finished by the Academic Affairs Council meeting on May 6<sup>th</sup>. If we don’t have it ready, we will provide an update at that time. The template will not need to be used for courses until Fall 2022.

## **VII. Adjourn**

The meeting was adjourned April 27, 2022 at 12:00 p.m.

*Minutes submitted by: Mary Kate Sumner*