

Academic Standards

MEETING MINUTES

Date: Friday, November 16, 2018

Time: 10:45 a.m.

Place: HSC 330

I. Call to order- Ashley Dougan called the meeting to order at 10:49 am

II. Roll Call

a. **The following committee members were present:**

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| • Ashley Dougan-Chair | Liberal Arts |
| • Brandy Mendoza-Secretary | Health Sciences |
| • Vicki Badgley | Liberal Arts |
| • Connie Short | Continuing Education Staff Member |
| • Scott Larkin | Liberal Arts |
| • Garrett Trussell | Career and Technical |
| • Pamela Teague | Career and Technical |

b. **The following committee members were absent:** Dr. Susanne Wache Liberal Arts-Vice Chair, Alma Turner- Health Science, Dean Inman - Permanent Administrative/Dean of Enrollment Services

III. Approval of minutes from last meeting-

a. A motion was made by Vicki Badgley to approve the September 24, 2018 E-Mail meeting minutes that were provided and reviewed. Garrett Trussell seconded the motion. No further discussion was made. The motion carried.

b. The October 19, 2018 meeting minutes that were provided and reviewed. Pamela Teague noted the omission of her name from the attendance. A motion was made by Brandy Mendoza to approve the minutes with the revision to attendance. Pamela Teague seconded the motion. No further discussion was made. The motion carried.

IV. Old Business-

a. **Review proposal for BSTD English courses-** enrollment data was provided and reviewed. Discussion was made over the three year data provided that indicated a very small amount (11/48) of courses actually met or exceeded the

15 enrollment capacity. The possibility for the need of additional faculty or adjunct instructor since Carol Mitchell is currently the only faculty instructor currently teaching BSTD English was also discussed. This may pose similar situations with other BSTD courses. It was also discussed that this request has been made in the past for similar reasons and has never passed Academic Affairs approval. It was agreed that it is in the best interest of the student to create a more conducive learning environment by reducing the class size from 24 to 15. A motion was made by Scott Larkin to propose a reduced class size of 15 students to the Academic Affairs Council. Garrett Trussell seconded the motion. No further discussion was made. The motion carried.

b. Make recommended changes to APM 3.03 and 3.06- Current revisions to the 3.03 and 3.06 were provided and reviewed by committee members. Representatives from liberal arts and career and technical discovered revisions that will need to be made. Vicki Badgley made a motion to table the discussion until review and corrections can be made. Garrett Trussell seconded the motion. The motion carried. Further discussion was made on the APM 3.06 and the requirement of a job description of the VPAA defined by human resources. Vicki Badgley made a motion to table the discussion until the next meeting. Brandy Mendoza seconded the motion. No further discussion was made. The motion carried.

V. New Business- There was no new business to discuss

VI. Adjournment- Discussion was made over the next meeting date since our regularly scheduled meeting time lands during the Christmas holiday. Ashley Dougan suggested to meet at the next month's meeting time on January 18, 2019, everyone agreed. A motion was made by Garrett Trussell to adjourn and was seconded by Vicki Badgley. Committee adjourned at 11:24 am

Minutes submitted by: Brandy Mendoza