

Agenda :

1. Call to Order
2. Read and Approve the minutes of Apr. 17, 2020
3. New Business:

Discuss the level of involvement by Academic Standards Committee in the process of edits done on the new Master Syllabi for SP21 term

4. Adjourn

Please let me know of any other topics that you want us to discuss.

Susanne Wache

Chair, Academic Standards Committee

From: Susanne Wache

Sent: Monday, September 14, 2020 8:57 PM

To: SACC-ALL <SACC-ALL@southark.edu>

Subject: Academic Standards Committee meeting, via MS Teams, 9/18, 11a

Good Evening Everyone ---

The academic standards committee will meet this Friday September 18 at 11:00 a.m. using MS Teams.

Edited Agenda :

1. Call to Order
2. Read and Approve the minutes of Apr. 17, 2020 **and Aug.13, 2020**
3. New Business:
Confirm meeting times .

Discuss the level of involvement by Academic Standards Committee in the process of edits done on the new Master Syllabi for SP21 term

4. Adjourn

Please let me know of any other topics that you want us to discuss.

Anyone is welcome to attend, but since the meeting is on Microsoft Teams, you must send me a message so I can electronically invite you.

Thank you,
Susanne Wache, committee chair

Academic Standards Committee Meeting Minutes

September 18, 2020 11:00 a.m.

Microsoft Teams

Call to order: 11:01am,

Roll call: Those present were Susanne Wache, Vicki Badgley, Jennifer Baine, Scott Larkin, Connie Short; Pamela Teague, Alma Turner, Gail Jeffers, and Michael Murders. Kimberly Moore and Carolyn Langston attended as guests.

First, the chair asked for a motion to approve the April 17, 2020, minutes. Alma Turner moved for approval and Connie Short seconded. Then the committee voted unanimously in favor.

Next, the chair asked for a motion to approve the August 13, 2020, minutes. Vicki Badgley so moved that the minutes be accepted, but only after correcting a misspelled name and adding a name to the roll call roster. Pamela Teague seconded the motion and the committee voted unanimously in favor.

After the approval of the previous meetings' minutes, the committee discussed the continuing issue of finding an acceptable meeting day and time. The committee historically has met every third Friday at 11:00am; however, Dean Inman, Dean of Enrollment, cannot attend the Academic Standards Committee meeting on that date and time due to a conflict with another important council gathering. Recently, the members worked to find a meeting day and time that would fit all members' schedules.

The chair complimented Jennifer Baine's effort to use the Doodle organizing tool to sift through schedules and find a universal meeting day and time. The options the program proposed also didn't work, so Mr. Inman agreed to be absent from some committee meetings, but wished to be included on important votes and discussions either by reading the minutes, viewing the Teams' recording, or calling a midweek meeting from time to time.

With this agreement in place, Jennifer Baine suggested the committee find which Friday Mr. Inman can attend; and, after receiving that information, poll the committee to see if those dates are acceptable. This discussion prompted Jennifer Baine's motion that the committee keep its regular meeting schedule of third Fridays at 11:00 am and adapt to Mr. Inman's inclusion as needed. Connie Short seconded the motion, and it carried unanimously.

Finally, Dr. Murders, vice president for academic affairs, made a request of the Academic Standards Committee to review the Master Syllabi Template. During the current pandemic, the Academic Affairs Council and the administration agreed to make quick additions to the syllabi template for the fall 2020 term concerning classroom modality and recordings. The administration made those additions during extraordinary times of crisis and now wanted to follow proper shared governance protocol and have the Academic Standards Committee review the template to check the policies' wording and location in the document, as well as suggest other revisions, additions, and deletions.

The committee readily accepted the Master Syllabi review task, but the members disagreed on the need for a subcommittee to complete preliminary work in finding what revisions and changes were needed. Some thought the whole committee should be involved, while others felt a subcommittee would hasten the completion process. Jennifer Baine made a motion and Vicki Badgley seconded the idea to form the subcommittee. The motion carried with six members voting in favor and one voting as other. Then discussion ensued that became heated. Since it was past the noon hour, the committee needed a motion to extend the meeting time. Lacking that, Alma Turner motioned to adjourn, Vicki Badgley seconded, and the committee agreed, voting again unanimously.

Adjourn 12:04 pm