

Academic Standards Committee Meeting Agenda October 16, 2020,

Agenda :

1. Call to Order

2. Read and Approve the minutes of Sep 18, 2020 (see below)

3. Old Business;

-Meeting minutes Feb.21, 2020, Apr.17, 2020, and Aug. 13, 2020 were corrected/ sent to Michele/VPAA Admin. Assistant, to be posted on the website.

-Suggestion is to have the Academic Standards Committee meet each first Friday of the month.

4.New Business:

Discuss makeup of the 'AD HOC Master Syllabi Review' subcommittee

Ad Hoc Committees which represent groups appointed for a limited time period to review issues or concerns,

and to make specific recommendations to a committee or council. After it has met its functions, an ad hoc committee will be disbanded.

All councils, standing committees, and ad hoc committees will have written function statement, membership list (including terms of appointments), and contact information posted.

Chairs of all committees and councils are encouraged to post provisional minutes of meetings within 10 days of the meeting date,

and must post final, approved minutes within 10 days of the committee's next meeting.

Minutes will be posted on the SouthArk web site.

5. Adjourn

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

Susanne Wache

Chair, Academic Standards Committee

Academic Standards Committee Meeting Minutes

October 16, 2020, 11:00 a.m.

Microsoft Teams

Call to order: 11:10 a.m.

Roll call: Those present were Vicki Badgley, Jennifer Baine, Dean Inman, Abbie Gail Jeffers, Scott Larkin, Michael Murders, Connie Short, Pamela Teague, Garrett Trussell, and Susanne Wache.

After calling the meeting to order, Chairperson Wache reviewed old business, announcing she had revised and corrected the February 21, April 17, and August 13, 2020, minutes and submitted them to the office of the VPAA.

Then the committee reviewed the September 18, 2020, minutes; and, after some discussion and correction of typographical errors, Abbie Gail Jeffers motioned that the minutes be approved, Pamela Teague seconded, and the committee voted unanimously in favor.

Next, the chair turned attention to the committee's attempt to find a meeting date and time that would allow all members to attend. After some recent consultation with Dean Inman, who previously had a conflict with the current meeting schedule, Dr. Wache affirmed that meeting on the third Friday of the month at 11:00am could continue as the committee's scheduled gathering date and time.

Transitioning to new business, the chair reminded the committee of last month's motion, second, and vote to form an ad hoc committee to review the current master syllabi and make suggestions for revision by adding sections related to equity, universal design, and inclusion, amongst other additions and changes

Then, after reviewing the APM's definition of ad hoc committees and emphasizing the basic rules for their constitution, membership, meeting schedule, and minutes reporting, the chair called for suggestions of people to serve. Jennifer Baine volunteered to work on the committee and recalled that fellow committee member, Alma Turner, expressed interest in participating. Susanne Wache also joined the committee and accepted the task of seeking Dr. Stephanie Tully-Dartez's recommendation of a member outside the current committee to offer insight about assessment. Finally, the committee asked Justin Guerin and Scott Larkin to serve as consultants. In the end, if all parties agree, the ad hoc committee will be constituted with the following members:

Jennifer Baine

Alma Turner

Dr. Susanne Wache, and

Dr. Tully-Dartez's recommended member.

Consultants will be

Dr. Justin Guerin and

Scott Larkin.

Since committee member Alma Turner was not present, Jennifer Baine volunteered to communicate with her and ask if she is still interested in serving on the ad hoc committee.

After ad hoc committee membership was established, the full committee composed a functioning statement for the new ad hoc group that reads as follows: The syllabus ad hoc committee will review master syllabi for currency and may include, but not be limited to subjects

of universal design, equity, inclusion, Covid-19, exam proctoring, and remote classroom policies.

The chair then asked for a motion to establish the ad hoc committee, and Pamela Teague so moved, Connie Short seconded, and the committee voted unanimously in favor. Dr. Wache then committed to verifying the ad hoc committee membership by Monday and reporting to the full group through email messages. She also agreed that the ad hoc unit would complete its work by the next full committee meeting on November 20, 2020, and present suggestions on that date for master syllabi changes and additions.

Finally, the committee's time expended, Garrett Trussell motioned for adjournment, Pamela Teague seconded, and the committee voted unanimously in the affirmative.

Adjournment: 11:50 a.m.