

Academic Support Committee

MEETING MINUTES

Date: September 23, 2021

Time: 10:30 AM

Place: via MS Teams

I. Call to order

Amanda Rhodes called to order a meeting of the Academic Support Committee at 10:30 AM on Thursday September 23, 2021, online via Microsoft Teams.

II. Roll Call

- a. **The following committee members were present:** *Amanda Rhodes, Benjamin Cagle, Dr. Carolyn Langston, Mike Laws, Philip Shackelford, Caitlyn Lynn, Brooks Walthall, Ray Winiecki, James DuBose, Sanequa Thompson, and Dr. Justin Geurin.*
- b. **The following committee members were excused:** *Caroline Hammond was excused. Justin Geurin had to leave early and Vernita Morgan arrived late, both due to class commitments.*
- c. **The following committee members were absent:**
- d. **The following guests attended the meeting:** *None*

III. Approval of minutes from last meeting

Dr. Carolyn Langston made a motion to approve the minutes from the previous meeting, March 12, 2021. Philip Shackelford seconded. The motion passed.

IV. Chair Updates

Chair Amanda Rhodes welcomed the new members of the Academic Support Committee and thanked them for serving.

V. Old Business

None

VI. New Business

- a. Review functions of committee

1. Amanda Rhodes showed and read the list of functions required for the Academic Support Committee. Philip Shackelford made a motion to approve these functions and the committee membership as stated; Brooks Walthall seconded the motion.
 2. Ray Winiecki pointed out that we had not officially voted on the functions and membership, as well as asking if we should set a more specific time to review those functions and membership, as the APM simply states, “Annually.”
 3. Justin Geurin stated he is working to update the Academic Support Policy and Procedure Manual, and asked the committee to consider whether or not to continue with this change or remain with policies specifically aimed at Distance Learning.
 4. Philip Shackelford pointed out that he believed the purpose of the function was to reflect the policies of the department so, the policy manual should reflect the shift to Academic Support.
 5. It was decided that Justin Geurin would present the committee with a draft of the policy and procedure manual and then the decision would be made when to annually review both that manual, as well as the Library policy manual, perhaps one in the fall semester and one in the spring semester each year.
 6. Ray Winiecki pointed that the committee would be “recommending” updates as opposed to making updates, and asked if the wording should be modified.
 7. Philip amended his motion to include reviewing the Academic Support Manual each fall, the Library Manual each spring, and to recommend updates to either as necessary. Brooks Walthall seconded the motion, which was passed with no objections.
- b. Review membership of committee
1. Amanda asked if there were any recommendations or changes needed for the committee membership. There were no comments and Amanda reported that a student member would be joining the committee for upcoming meetings.
- c. Election of vice-chair
1. Amanda shared the committee membership via Teams and asked for nominations for vice-chair.
 2. Benjamin nominated Dr. Carolyn Langston for the role. Philip Shackelford seconded the nomination and Dr. Langston accepted the nomination.
 3. Brooks Walthall made a formal motion to approve Dr. Langston, which was passed with no objections.
 4. Philip Shackelford made a motion to approve Justin Geurin as the committee secretary, which was seconded by Ray Winiecki. The motion passed with no objection.
- d. Discussion items
1. Classroom technology – Justin Geurin discussed the possibility of sending a technology survey to faculty to ascertain the current state of classroom technology as well as any wants or needs in classrooms. Amanda asked if the committee would have to approve the survey, and Justin Geurin responded he would like to have feedback from the committee.
 2. Blackboard experience – Benjamin Cagle mentioned the issue with having many “courses” students are asked to complete in the first semester at South Ark and the

desire of the department to streamline the student online experience, including Campus Technology, Title IX training, etc. How should enrollment take place? Should any course fees be attached? This leads to a series of issues and many work orders for Academic Support, plus the students are often confused.

- a. Amanda asked for comments/feedback
 - b. Ray pointed out that portions of these courses are academic in nature and some are from Student Services, necessitating the need to include academic and student services personnel in the discussion. He also mentioned the need to reevaluate the impact on students.
 - c. Philip asked if it was appropriate to create a taskforce to look at this issue, which Brooks agreed and pointed out the need for a process for including Academic Support when any other “courses” or training were added.
 - d. Benjamin pointed out Justin Geurin’s position and vision for this idea. Philip responded with a motion to create a taskforce and to appoint Justin as the chair of this taskforce. Brooks seconded the motion and it passed with no objections.
 - e. Ray Winiecki pointed out that as the chair of the taskforce, he would be responsible for selecting the members of the group.
3. Meeting time – Amanda asked about the best time to have our next meeting
- a. Vernita Morgan stated she would have to miss the meetings at this time, as she has a class. Mike Laws mentioned he had classes all afternoon on Tuesdays and Thursdays.
 - b. Dr. Langston asked about Friday mornings, which Amanda responded that most Fridays were busy and CTE instructors had limited availability on Fridays.
 - c. Amanda suggested meeting on the first Thursday of each month at 11:00 AM via MS Teams. She also mentioned there would be no October meeting as the committee was meeting so late in September. She mentioned Thursday November 4th as the next meeting.

VII. Adjournment

- a. Philip Shackelford made a motion to adjourn, which was seconded by Brooks Walthall. The motion passed with no objections.

Minutes submitted by: Justin Geurin