

Academic Support Committee

MEETING MINUTES

Date: November 4, 2021

Time: 11:00 AM

Place: via MS Teams

I. Call to order

Amanda Rhodes called to order a meeting of the Academic Support Committee at 11:00 AM on Thursday November 4, 2021, online via Microsoft Teams.

Roll Call

- a. **The following committee members were present:** *Amanda Rhodes, Benjamin Cagle, Dr. Carolyn Langston, Philip Shackelford, Caitlyn Lynn, Brooks Walthall, Ray Winiecki, Caroline Hammond, Kimberly Moore, Sergio Paredes, and Dr. Justin Geurin.*
- b. **The following committee members were excused:** *Ray Winiecki was excused and Sanequa Thompson, Vernita Morgan, and Mike Laws joined late due to class commitments and/or technology issues.*
- c. **The following committee members were absent:**
- d. **The following guests attended the meeting:** *Mary Kate Sumner*

II. Approval of minutes from last meeting

Philip Shackelford made a motion to approve the minutes from the previous meeting, September 23, 2021. Dr. Carolyn Langston seconded. The motion passed.

III. Chair Updates

None

IV. Old Business

- a. Committee membership – Chair Amanda Rhodes wished to review the titles for all members of the committee, asking if any needed to be considered for APM changes.
 - 1. Mary Kate Sumner pointed out that all titles related to Liberal Arts would have to be modified to Arts and Sciences. Caroline Hammond pointed out that the incoming Dean of Arts and Sciences would still be considered “ex-officio.”
 - 2. Mary Kate shared her screen to point out the red-line changes to functions and membership. She recommended changing all membership lists to describe the number

of representatives to be consistent. She also highlighted the potential leadership roles and voting rights of each spot on the membership list.

3. Caroline Hammond made a motion to approve the editorial changes discussed. The motion was seconded by Justin Geurin and passed with no opposition.
- b. Task Force Update - Justin Geurin gave an update on the SPOTS (Student Preparation and Online Training for Success).
 1. The purpose of this Task Force is to review the process by which incoming South Ark students are given important information and trained to be successful as students. The Task Force has been created and the members have been give some information and added to a Blackboard course shell where they can view the various existing training “courses.” The idea is to find a more efficient and student-friendly method for this process.

V. New Business

- a. Actions – There were no new actions
- b. Discussion items
 1. Classroom technology – Amanda asked if everyone had reviewed the classroom technology survey posted in the Team and asked if anyone had feedback or questions.
 - Brooks asked if the surveys would be anonymous, specifically in regards to the classroom location and specifics of each class, program, etc.
 - Caroline suggested the survey be to a more user-friendly document to encourage participation and details. Justin mentioned working with Mary Kate to make a better survey tool.
 - Vernita asked if a question regarding the topics and types of training for faculty could be added to the survey.
 - Amanda pointed out the results of this survey could be sent to the Professional Development Committee for their information and feedback.
 - Vernita pointed out the survey instrument should be sent to Institutional Effectiveness to ensure the survey is approved before being sent out.

VI. Announcements

- a. Policy Manual Update
 1. Justin Geurin briefly discussed the progress on creating an updated Academic Support Policy Manual to reflect the transition from the Distance Learning Policy Manual.
 - Caroline asked about classroom observations for the academic deans. She asked for help with faculty evaluations for online/hybrid courses and Justin offered to work on some plans/ideas to help with this process.
- b. IREPO Grant update
 1. Justin Geurin mentioned that both positions funded by this grant have been posted and several applications have been received for each one.
 - Philip and Benjamin also recently attended a regional library meeting to discuss progress with the grant and potential cooperation moving forward.

- c. Next meeting – December 2, 2021
 - 1. Via Microsoft Teams

VII. Adjournment

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

Minutes submitted by: Justin Geurin