Minutes

Faculty Affairs

Thursday, September 22, 2016

Members present: Linda Bates, Lisa Lewis, Susan Spicher, Nancy Whitmore, Roslyn Turner, Henry Culbreth, Karen Boykin

Guests: Michael Champion, Keith Everett, Dr. Mickey Best, Dr. Jennifer Parks, Carol Mitchell

Meeting came to order at 4:01 p.m.

Nominees for interim Chair of Faculty Affairs Committee: Culbreth nominated Roslyn Turner, who declined; Linda Bates was nominated by Nancy Whitmore but declined; Henry Culbreth nominated Nancy Whitmore as chair.

Everett nominated Bates as vice-chair. Lisa Lewis 2nd.

Everett moved that nominations cease and a vote be taken to elect the nominees of Whitmore as Interim Chair and Bates as Interim Vice-Chair. Boykin 2nd. Passed with unanimous vote.

The Faculty Affairs committee elected, via unanimous vote, Nancy Whitmore as the Interim Chairperson and Linda Bates interim Vice-Chair.

The next meeting of Faculty Affairs will be October 27, 2016 at 4 pm in room 209 of the Whitfield building. The November meeting was discussed since Thanksgiving falls on the meeting day. Faculty Affairs will meet November 17, 2016, the third Thursday in November at 4 pm in room 209 of the Whitfield building.

Two proposals were presented.

               Proposal for the Nominating Committee

The present method of voting for committee chairs for college’s standing committees from the faculty and then electing representatives from each division to populate the committees has not been effective so a nominating committee as a method of populating the college’s standing committees is being proposed.  The Nominating Committee will recommend appointment of members to Southark’s standing committees making sure each sector is represented. The Chair, Vice-Chair, and Secretary of each standing committee will then be elected from within the committee.  With the approval of Dr. Jones and Dr. Best, this nominating committee will be made of representatives from Student Services, Administration and Finance as well as Faculty.  The vice-presidents from each will serve as ex officio members of the Nominating Committee.

According to the APM, Chapter 1.10 the procedure for creating a new committee has been followed and the proposal is attached to these minutes.

This proposal was voted on and passed by Faculty Affairs Committee September 1, 2016, and presented to the Academic Affairs Council the following Friday, September 2, 2016, during which it was accepted understanding that modifications would be made and it would be resubmitted.  The Executive Cabinet reviewed the proposal after which Dr. Jones, Dr. Best, Nancy Whitmore, and Linda Bates made some changes according to what the Academic Affairs Council had requested.  The proposal went back to Faculty Affairs today and with some questions and recommendation made some changes that were not substantial but were to correct wording and punctuation. Susan Spicher seconded the proposal and it passed unanimously.  This proposal for a Nominating Committee will be presented to the Academic Affairs Council at their next meeting even though it has been accepted once, the wording has been clarified and so it will be presented again.  Their next meeting will be the first Friday in October, October 7, 2016 at 10:45 am. It will then go to the Planning Council for their approval before going back to the Executive Cabinet.

The second proposal is to clarify committee terms and membership according to the APM Chapter 1.10.  It was also reviewed by Dr. Jones and Dr. Best along with Nancy Whitmore and Linda Bates.  After discussion and minor edits, Boykin moved the proposal be accepted and sent to the Academic Affairs; Bates seconded the motion. It was also passed unanimously by Faculty Affairs.

This committee was also asked to review APM 1.10 Shared Governance Structure. Copies of which were distributed to the committee members.

The question was raised as to where Adult Education “fits” into standing committee membership requirements, including the Faculty Affairs Committee, since Adult Education has faculty members. Dr. Best suggested that Dr. Stephanie Tully-Dartez be contacted for clarification.

Meeting adjourned at 4:50pm.

The latest, most revised version of these two proposals are as follows:

**Proposal 1.**

**Creation of Committees (according to the APM)**

A new committee is created when it is determined that some sphere of responsibility needs the attention of a representative, recommending body and that there is no currently constituted body to which the responsibility appropriately can be assigned. Anyone in the college community can propose the creation of a committee in writing to the relevant council(s) or committee(s)) whether the committee should be formed and what its exact function and membership ought to be.

The proposal for creating a new committee must include the following information:

•A general description of need for the committee including whether it will be a standing

committee (permanent) or an ad hoc committee (temporary)

Proposal for the Nominating Committee

The present method of voting for committee chairs from the faculty and then electing representatives from each division to populate the committees has not been effective. This new committee will recommend appointment of members to Southark’s standing committees making sure each sector is represented. The Chair, Vice-Chair, and Secretary of each standing committee will then be elected from within the committee.

 • A specific description of the function(s) of the committee

The purpose of the Nominating Committee is to populate the membership of the standing committees as listed in the APM Chapter 1.10.

• Identification of the council to which the committee will forward its recommendations

The Nominating Committee will report their recommendations to the Executive Cabinet.

•A draft of a work plan for the first year

Members of this committee are: the Vice President for Learning, VP for Student Services, and VP for Finance and Administration serving as ex officio members. Ex officio’s on this committee will not vote but will serve as advisors. Voting members of this committee will be two full-time faculty members, two members from Student Services, and two members from Finance and Administration. From these six, a Chair, Vice-Chair, and Secretary will be elected.

The VPL will maintain the “master” standing committee list from each sector of the college. The VPL will forward all requests for standing committee appointments from the different sectors of the college to the Chair of the Nominating Committee.

The Vice President for Learning (VPL) will convene the first meeting and serve as Chair until a Chair is elected. The VPL will receive recommendations for Nominating Committee membership from the Chair of Faculty Affairs, the VP for Student Services, and the VP for Finance and Administration.

Full-time faculty will be asked to submit his or her name if interested in serving on this committee to the Chair of Faculty Affairs. From this list of names the Faculty Affairs committee will select two for the Nominating Committee. Two members from Student Services chosen by the VP for Student Services and two members from Finance and Administration chosen by the VP for Finance and Administration will also be selected to serve on the Nominating Committee. Terms for each Nominating Committee member will be three years and will follow the same model as outlined for the college’s standing committees. These six will then elect a Chair, Vice-Chair and Secretary. Ex-officio positions for the committee are not term limited and are fixed committee positions.

Upon approval of this proposal the VPL will initiate the first meeting of this committee. After the committee is formed and the Chair, Vice-Chair, and Secretary are elected, the committee will begin the process of filling current vacancies and making sure that new faculty and employees who need to serve on a committee will have an appointment.

For the present academic year, 2016-17, all committees will retain their current membership. The importance of continuity and institutional history will be a guiding factor as standing committees are populated.

It is anticipated that this committee will meet twice per year prior to convocations to make committee assignments. During each convocation each employee who is required to be on a standing committee will receive his or her committee assignment from the Chair of the Nominating Committee.

Standing committees will have a meeting time during convocation at which time a Chair, Vice-Chair, and Secretary will be elected from within the committee. Committee chairs will serve a one-year term after which the Vice-Chair who has been serving as Chair-Elect will rotate into committee chair position and a new Vice-Chair will be elected. If the Chair is absent or unavailable to preside over a meeting, the Vice-Chair shall preside. Secretaries will be responsible for maintaining an agenda, minutes, and submitting approved minutes to the appropriate VP administrative assistant for posting to the website.

Any vacancies on standing committees throughout the academic year should be forwarded to the Chair of the Nominating Committee so the standing committee membership may be updated by the Nominating Committee.

•Suggested membership of the committee

The VPL, VPSS, VPFA will serve as ex-officio members. Voting members of this committee will be two faculty members, two members from Student Services, and two members from Finance and Administrative. From these six, a Chair, Vice-Chair, and Secretary will be elected. The chair will not vote unless there is a tie to be broken. Robert’s Rules of Order will be followed for meetings.

•Ex officio members

VPL

VPSS

VPFA

•Slots designated for representation by categories

2 from Finance and Admin

2 from Student Services

2 faculty representing all South Arkansas Community College faculty

•Representatives of job functions

N/A

•Representatives of SouthArk constituencies

All full-time employees who must serve on a standing committee as part of his or her job description will be the representatives of South Arkansas Community College constituencies.

**Proposal 2.**

Proposal for change in committee terms and membership

1. Committee Terms--Chairs and Membership
* Standing committee Chairs will serve a one-year term and must serve one-year as Vice-Chair before becoming Chair.
* Standing committee members will be assigned to serve 2 or 3 year terms.
* In case the Chair resigns during the year, the Vice-Chair will become the Chair and another committee member will be elected from within the committee to serve the remainder of the term as Vice-Chair.
* The chairs of the Academic standing committees will be faculty members. The following academic standing committees according to the APM Chapter 1.10 as of July 2016 are the following: Academic Standards, Curriculum, Distance Learning, Assessment (Faculty Course Assessment), Library, and Faculty Affairs.
* According to the APM Chapter 1.10 as of July 2016 other institutional standing committees are the following: Retention and Student Success; Recruitment; Scholarship; Student Services; Administrative Technology Advisory; Emergency Response Team; Facilities, Energy, and Safety; and Professional Development.
* Unless otherwise designated in the APM, all committees should have at least one faculty representative from each division. Chairs are elected from within the committee.
* At no time will one person determine the membership of a committee. The Nominating Committee will be called to meet and will determine standing committee membership.