

Cabinet Meeting  
Monday, September 15, 2014  
Administration Building Board Room

Meeting Notes/Minutes

**I. Action**

Approval of Minutes – September 8, 2014 – Tully-Dartez/Dr. Aaron. Approved.

**II. Discussion**

Dr. Barbara Jones, President

A. Administrative Procedures Manual (APM) – Changes submitted by Dr. Ayers:

1. 3.01: Various revisions are proposed to reflect the current internal communications model/academic affairs council/academic committees, functions, and membership. Move 3.01 to Chapter 1 with full Internal Communication Model.
2. 3.02: Proposing this section be deleted as Faculty Affairs Committee is addressed in 3.01. Approved and signed.
3. 3.03: Various revisions are proposed to reflect the current organizational structure, titles, and to add the division of continuing education. Dr. Jones to revise 3.03 to include new Deans' titles.
4. 3.04: Various revisions are proposed to reflect updated procedures for recording class attendance in traditional, hybrid, and online instruction. Action: Approved and signed.
5. 3.05: No proposed revisions at this time but there is a clear need to standardize hours of work, teaching hours, office hours, service, and evaluation procedures. \* To Do
6. 3.06: No proposed revisions at this time but there is a clear need to develop a master syllabus template for every course listed in the college catalog. The master syllabi should be located on a shared drive, restricted uploading privileges for the office of the VPL, methodology for submission, and the template should be used as the minimum requirement for every course. Suggestion (minimums for master syllabi):
  - a. Template should include prefilled sections for:
    - semester offered
    - instructor name, office hours, and contact information
    - meeting dates and location of course
    - course number and name
    - course description and number of credits hours
    - course prerequisites
    - course learning outcomes
    - ACTS course number (if applicable) and link to ACTS website
    - student course evaluation method
    - early alert policy
    - academic integrity policy
    - smoking policy
    - section for student services functions (i.e. referral networks)
  - b. Template should include fillable sections for:
    - course outline by week
    - method of instruction
    - method of evaluation
    - grading scale
    - required textbook
    - other required material
    - attendance policy
    - date of last revision

Hold – Faculty Assessment Committee is reviewing APM 3.06 and recommending changes.

7. 3.12: Various updates are proposed to reflect the current organization structure (Division Chairs vs. Deans) Action: Approved
8. General Recommendations:
  - a. A section should be added to reflect council and committee structures for Planning Council, Administrative Council, and Student Affairs Council, but not in Chapter 3. – Ch. 1
  - b. Formatting is inconsistent throughout the document. Some areas of inconsistency are text color, text font, spacing and indentation.

B. Employee Flower Fund – to be handled in Human Resources now. Email to go out about change.

Dr. Jim Bullock, Vice President of Student Services

- C. Appointing technology specialist(s) for Assurance Argument to manage electronic resource room \*Suggested Rosalyn Turner to work with Marguerite Rodgers.

Dr. Belinda Aaron, Vice President of Finance and Administration

- D. Fire drills by building for fall semester will begin Tuesday, Sept. 16<sup>th</sup> about 9:00 a.m. at the Whitfield Building, then TEC, and may continue through Friday or Monday. Announcement and Building Coordinator list to go out this afternoon. 1) Alarm test 1-2 minutes 2) Sprinkler – back flow outside Fire Chief to be here for 2 buildings. Hope to move it to week of Sept. 22<sup>nd</sup>.

Dr. Stephanie Tully-Dartez, Chief Institutional Effectiveness and Advancement Officer

- E. Great Colleges to Work for Survey <handout>

- F. Course Evaluations – Deans were notified by Dr. Ayers that all courses and all sections will be evaluated through the use of LIME Survey. Other digital survey tools will be researched for Spring 2015.

### III. Announcements

Dr. Tully-Dartez

- Denise and I will be setting up a Basecamp project to monitor the progress of the catalog revisions. Please let your people know to expect emails about Basecamp in the next couple of weeks. Everyone will be trained on it once the revision group begins to meet.
- We've been identifying the old EOC statement in printed materials/ website and replacing it with the current version. Please check your materials. All director monitored program brochures need the updated language.
- Please review your division mission statement as titles have been modified. When completed, please send to Stephanie along with a brief description of the division (no more than 700 words) for posting on the website. – VPs
- Please have your staff check their department webpages. If there is an alternate or preferred contact number to the one on their front page, let Charley Hankins know.

Dr. Jim Bullock, Vice President of Student Services

- CAO/CSAO Meeting at ADHE Tuesday, September 16, 10 a.m.-12 noon
- AATYC CAO/CSAO Meeting at ASU Beebe, September 24, with sessions on Title IX and SGAs

Dr. Belinda Aaron, Vice President of Finance and Administration

- Sprinkler inspection all buildings, both campuses, Tuesday thru Friday.
- Two evacuation slings ordered, 3 on back-order, for buildings with elevators.
- Reposting security officer opening for applications.
- HP and East campus parking lot lights are out. Security can escort students and faculty/staff to vehicles; pick up **red phone** located in each building on both campuses, tell them your location, and they will

arrive to escort. If an escort is needed after classes and security shifts have ended, one should call 9-1-1, indicate it is not an emergency but that an officer is needed as an escort, identify location, and a City policeman should arrive for escort.

- McWilliams House re-roofing project to begin today; ends ~ Dec. 15, 2014.
- Parts ordered for TEC HVAC compressors.
- East campus tree harvest bid due Sept. 29<sup>th</sup>. Site preparation due by Oct. 31, 2014, with crop management due by Oct. 31, 2015.
- Architect RFQ for AMTC out; due Sept. 29<sup>th</sup>.
- Bids for East campus storage building demolition/removal; due Sept. 25<sup>th</sup>.
- Work orders – please send electronically.
- ADHE reports
- Plant funds

Dr. Tim Kirk, Information Technology

- Testing the External Emergency phones now
- Reminder: Sept. 23<sup>rd</sup> – webinar on data mapping
- Jenzabar – Powerfaids training & SS Administration training this week
- Practice site – e-Learning set up for testing – Roslyn Turner will run a pilot class