Cabinet Meeting – Monday, March 21, 2016
Administration Building Board Room – 3:00 P.M.
Minutes

| Present | Absent | |
|---|---|---|
| __x__ | _____ | President, Dr. Barbara Jones |
| __x__ | _____ | Vice President for Finance and Administration, Mr. Carey Tucker |
| __x__ | _____ | Vice President for Learning, Dr. Mickey Best |
| __x__ | _____ | Vice President for Student Services, Dr. Jim Bullock |
| __x__ | _____ | Chief Information Officer, Dr. Tim Kirk |
| __x__ | _____ | Chief Institutional Effectiveness & Advancement Officer, Dr. Stephanie Tully-Dartez |

**I.    Action**

Approval of Minutes – March 14, 2016

President

VPFA

VPL

- Absence Policy change in light of the Title IX requirements – Cabinet approved – put changes in catalog and Title IX manual (Clery)
- Delete the CPs and TC in Computer Installation and Repair – announced to Board of Trustees and approved by Cabinet.
- Change in Math Courses – Fundamental Math eliminated – incorporated into Elementary Algebra – Tech Math and Math for Nurses to MATH prefix and Math faculty teaching

VPSS

- Recruitment Plan (sent from Planning Council, see attached) – Cabinet approved
- Retention Plan (sent from Planning Council, see attached) – Cabinet approved

CIO

- Digital Signature Procedure – Technology Committee to review April 5th- Administrative Council has reviewed and approved.

CIEAO

**II.    Discussion**

President

- Student Forum update – no students attended. Asked Dr. Bullock to arrange an "invited" student forum.

VPFA

- EXPO Vendors

VPL

- Start-date challenge for Summer II sessions is currently in June.  VPFA indicates that the start needs to be in July.
    o   Required number of instructional days
    o   Required number of instructional hours
  We have approved calendars through 2020
  Suggest making changes and resubmit for consideration
- Move from hard copy version of *South Arkansas Historical Journal* to electronic version and "subscription print copy" only. – investigate the costs savings and options

- Faculty Credentialing Criteria Table is Complete – once edited suggest sending to Academic Standards Committee
- Combine Fundamentals of Arithmetic and Elementary Algebra
- Add courses Social Problems and Intro to Social Work
- Change the Class Absence report Form to an electronic form

<u>VPSS</u>
- Data plan for recruiter to facilitate our move away from printed brochures

<u>CIO</u>

<u>CIEAO</u>
- College Document Accuracy Procedure – send to Administrative Technology committee for review

**III.    Announcements**

<u>President</u>
- Congressman Westerman – March 30, 2016 – noon – Library Auditorium
- College Readiness Pilot Meeting – March 31, 2016 - Arkadelphia
- Be Pro. Be Proud. Initiative Announcement – 3/28 at 11:00 a.m. – El Dorado High School

<u>VPFA</u>

<u>VPL</u>
- First cycle reviews   – Faculty Evaluation Plan – April 15, 2016
                            – Assessment Coaches – April 15, 2016
- Reminder Catalog Revision Timeline for 2016 -2017

<u>VPSS</u>

<u>CIO</u>

<u>CIEAO</u>