Minutes

Division Meeting – Liberal Arts

August 20, 2015 – 3:00 p.m. - WHT 214

In attendance: Henry Culbreth, Ashley Dougan, Victoria Harden, Scott Larkin, Carol Mitchell, Shakerah Moody, Vernita Morgan, Gayle Norman, Larry Powell, and Christy Wilson.

The following division members were involved in the Blackboard training session and did not attend the division meeting: Jennifer Baine, Ken Bridges, Sterling Claypoole, Rhonda Lee-Ernest, Susan Spicher, and Dinah VanHook.

The meeting started at 3:00 with an ice-breaker exercise in which each member was given a chance to tell about a summer activity that was educational, recreational, and/or inspirational under the “how I spent my summer vacation” theme. Next, personnel changes were announced and new faculty members introduced. Members who did not turn in their master syllabi at the end of the spring semester were encouraged to do so soon. A copy of last year’s division goals were distributed, and the group evaluated the results. Mr. Ballard pointed out that 83% of the assessment reports were turned in on time but that the goal was 100%. He encouraged those who have not submitted their spring assessment reports to do so before the end of September. The group then agreed on a set of division goals for 2015-16. A copy is attached.

The group discussed the new faculty evaluation plan that the VPL and the Faculty Affairs Committee worked on during the summer months. The new plan was adapted from the old plan but features some important differences including some new forms, a new weighting system, and a customized agreement between each fulltime faculty member and the dean that will be discussed one-on-one and signed during the first weeks of the fall semester.

Division members were encouraged to check the liberal arts pages on the new web site and to report any suggested changes to Lesley Drummond for revisions.

At 4:15, Kathy Reaves with the Career Pathways Program came in and spoke to the group about the various services offered to students through the program and encouraged the faculty to help students take advantage of these services.

A list of important dates for the fall semester was distributed and discussed. A copy is attached

Mr. Ballard reminded everyone of the next division meeting scheduled for Tuesday, September 29, at 3:00 p.m. in WHT 209.

The meeting adjourned at 4:30.

**Division Goals for 2015-16 - Liberal Arts**

1. Continue the self-study for reaccreditation with the Higher Learning Commission.
2. Work to implement fully the Quality Initiative on critical thinking.
3. Help the administration to implement the new faculty evaluation plan.
4. File substantial assessment reports on all learning outcomes for all sections of all courses taught in the fall and spring semesters.
5. Post syllabi, grades, announcements, and assignments on Blackboard and/or MyLabsPlus for all classes.
6. Continue integrating technology into the classroom where appropriate.
7. Attend conferences, workshops, and conventions that will enhance teaching skills.
8. Continue supporting the Writers’ Ink creative writing contest and literary magazine for high school students.
9. Continue supporting the *Between the Lines* literary magazine and public reading.
10. Continue supporting and publishing the *South Arkansas History Journal*.

11. Continue sponsoring the Arts in April project.

12. Continue supporting Phi Theta Kappa.

13. Continue sponsoring the African-American Read-in.

14. Continue supporting students-in-recital programs and musical productions.

15. Continue to support the SouthArk Lecture Series.

16. Continue co-sponsoring the history lecture series with the South Arkansas Historical Preservation Society.

17. Continue supporting the Performance and Media Arts events.

**Due Dates, Holidays, and Significant Events**

Office hours/class schedule posted on office door and Blackboard August 28

Fall syllabi due. Email as separate Word documents to Lesley Drummond. August 28

First Early Alerts should be entered. August 31

Sixth class day rosters due by noon September 2

Labor Day September 7

Eleventh class day rosters due by noon September 10

Outdoor Expo September 12

Spring class preferences due September 13

SouthArk Lecture Series – Ndaba Mandela – 7:00 p.m. – Conference Center September 22

Liberal Arts Division monthly meeting - 3:00 p.m. – WHT 209 September 29

15th annual *South Arkansas Historical Journal* submissions due October 1

18th annual *Between the Lines* submissions due October 2

27th Annual Arkansas Community Colleges Conference in Hot Springs October 11-13

Last day to apply for December graduation October 14

Trip and lunch at SAU-Magnolia – 8:00 a.m. to noon October 16

College Knowledge Week October 26-28

Liberal Arts Division monthly meeting - 3:00 p.m. – WHT 209 October 27

Union County College Night October 29

Fall Fest November 10

History Lecture Series – Dr. Carl Moneyhon – 6:30 p.m. – Lib. Aud. November 10

Phi Theta Kappa Fall Induction Ceremony – 6:00 p.m. – Murphy I November 13

Last day to withdraw from class at 4:00 p.m November 16

Liberal Arts Division monthly meeting - 3:00 p.m. – WHT 209 November 24

Thanksgiving November 26-27

*Between the Lines* public reading – 2:00 p.m. – Murphy I December 6

Final Exams December 8-11 Grades due at 10:00 a.m. Dec 11

SouthArk Choral Society Holiday Presentation - 7:00 p.m. - Conference Center December

Assessment Days (reports due by December 17) December 14 - 17

Fall Commencement December 17