

Planning Council
Friday, January 24, 2014
Administrative Board Room

Meeting called to order at 10:46AM.

Present:

Dr. Stephanie Tully-Dartez, Dr. Val Cantú, Dr. Jim Bullock, Dr. Tim Kirk, Dr. Barbara Jones, Lathan Hairston, Veronda Tatum, Phil Ballard, Art Brown, Dean Inman, Dr. Sandra Pugh, Dr. John Spencer, Susan Spicher, Christy Wilson, Roslyn Turner, Francis Kuykendall, Ken Kelley, Brett Powell

The meeting was called to order at 10:46 a.m. Dr. Sandra Pugh made a motion to approve the minutes from the previous meeting and seconded by Susan Spicher.

Council Reports and Proposals:

- **Academic Affairs:**
 - A recommendation was made for a curriculum revision to the AAS degree for Surgical Technology. The recommendation is that Math for Nursing replace the current required course College Algebra. The idea being that the current math requirement does not concentrate in areas specific to the daily duties of a Surgical Assistant such as administering medication dosages. This is an allowable change by ADHE requirements. The change would take effect for the 2014 Fall term and would be included in the pre-requisite courses. Dr. Jones questioned whether this would require math credentialed instructors. Art Brown responded that it currently does not. Christy Wilson commented that she had students who realized the value of taking Intermediate Algebra even though it was not a requirement for Math for Nurses. She recommended that the pre-requisites be adjusted to include intermediate algebra. John Spencer agreed with her suggestion based on his experience advising students in these classes. The recommendation was made to return the proposal of an intermediate algebra pre-requisite and math credentialed instructors to be reviewed by the curriculum committee.
- **Student Affairs** - Dr. John Spencer reported that the Student Affairs Council did not meet and have no proposals.
- **Administrative Affairs:**
 - (Per agenda this item was to be covered under the Planning Council) Dr. Kirk spoke of the need for a two year calendar from departments, councils, etc. Dr. Cantú stated that the "Calendar Committee" had met earlier in the day and are addressing the issues that were raised by Dr. Kirk.
 - There was discussion/proposal on the programmatic blocks of courses and the need to schedule as units in advance which would allow students and counselors an opportunity to determine when a course should be taken in order not to delay obtaining a particular degree. The consensus of the committee was to forward this proposal to the Deans.
- **Announcements from Academic Affairs**
 - New Class absence forms are available for pick up in Marguerite's office.
- **Announcements from Administrative Affairs**
 - Enterprise Resource Planning (ERP) upgrade -- The College is pursuing an incremental upgrade to its Jenzabar PX / POISE business process management software. The scope of work and contract are under review. The upgrade will include an enhanced admissions

module, web portal, e-learning solution, and a web-based query tool for ad hoc and routine report creation.

- Emergency Notification -- The electricians will complete the wiring to support the internal warning beacons and the external loudspeakers within the next two weeks. Vendor technicians will be on site in February to complete installation and perform training. Specifications for wiring to support parking lot emergency phones/speakers are complete and bids for work are due February 1, 2014. It is anticipated that work will be completed and phones will be in place by mid-March.
- Computer Upgrades -- All classroom workstations have been upgraded to Windows 7 and Office 2013; the department is working to upgrade faculty and staff workstations. We anticipate meeting our April timeline.
The College is requesting permission from the state to transfer obsolete computer equipment to another state agency in support of its program of education.
- Technology work orders -- In November 249 work orders were opened and 252 were closed; in December 171 work orders were opened and 156 were closed; as of Jan 15th 247 work orders were opened and 253 were closed. 104 work orders remained open.

- **Announcements/Discussion:**

- Voluntary Framework of Accountability—Dr. Tully-Dartez explained that SouthArk is the third college in Arkansas to utilize this information which allows us to measure ourselves with peer benchmarks by departments and divisions.
- Stepping stones proposal is going to the Board of Trustees.
- New forms for adjuncts and overload are in Marguerite's office. This form has a copy for the instructor
- Dr. Stephanie Tully-Dartez showed potential structure for reaccreditation process.
- Dr. Tully-Dartez showed the council the location (and emailed) the criterion for reaccreditation on HLC's website.

The meeting adjourned at 12:10 P.M.