

Planning Council  
Friday, March 21, 2014  
Administration Building Board Room

Meeting called to order at 10:45AM

Present: Dr. Stephanie Tully-Dartez, Dr. Jim Bullock, Dr. Tim Kirk, Dr. Barbara Jones, Dr. Val Cantú, Bruce Hankins, Casey Martin, Veronda Tatum, Phil Ballard, Art Brown, Dr. Sandra Pugh, Dr. John Spencer, Susan Spicher, Christy Wilson, Roslyn Turner, Francis Kuykendall, Ken Kelley, Brett Powell, Dr. Denise Robledo, Cynthia Reyna, Jim Roomsburg, Dean Inman, Jamie McConathy, Doyle Manis Guest: Tammi McKinnon, Linda Bates, Nancy Whitmore, Dr. Jennifer Parks, Dr. Susan Wache, Jennifer Baine, Dr. Carolyn Langston,

The meeting was called to order at 10:45 a.m.

- Updates/ Announcements

Dr. Barbara Jones gave an update on the campus construction projects and vice president replacement searches.

- Jones stated that the parking lot on Summit has resumed this week and completion is set for mid to late April.
- The Heritage Plaza project-some trees may be planted in the next few weeks in order to insure growth will not be hindered by heat and drought.
- Economy Inn/Townhouse Restaurant –They have been given time to relocate and are still in search.
- The private option vote could have a major budgetary impact on college and universities in Arkansas but its approval means that higher education will not receive the associated extreme budget cuts.
- VPFA – two candidates have been interviewed with one scheduled for Monday
- VPL – two more weeks for applicants will start April or May with selections and interviews.

Christy Wilson made a motion to approve the minutes from the previous meeting and seconded by Brett Powell.

- **Academic Affairs proposals-**

- Dr. Sandra Pugh submitted a proposal for and appeals process for those students who have been academically suspended. Dr. Stephanie Tully-Dartez reminded the group that academic affairs had already approved the policy and the role of the members was to ask for any necessary clarification or to provide any relevant feedback as a representative of their division. No questions or comments were raised and the policy will move forward to the Cabinet.
- Pugh submitted a proposal for a one hour SAS course The following commentary and concerns were expressed:
- Wilson asked if current students would be required to take this course. Pugh responded that it was intended for new students.
- Tully-Dartez reminded the group that the proposal had also gone through the Curriculum Committee, Basic Studies Committee, and the Pre-College Committee.
- Art Brown expressed concern from his faculty that the course would add to the program required pre-requisite course load. Dean Inman asked if the current SAS course was required. Brown responded that it was not. Inman stated that it too was a pre-requisite for students who fit into the previous description and noted that this proposal was actually fewer hours for many students as it dropped from three to one hour. Brown expressed concern that his division had concerns about the population of students that would be forced to take the course but did not have developmental need.
- Tully-Dartez clarified that the current policy stated that any first-time/full-time student or one who was enrolled in two or more developmental courses was required to take and pay for a three hour SAS course which did not count toward the student's earned hours or GPA.
- Pugh asked if it was ethical to charge students for a class in which they received no credit. Tully-Dartez stated that was not only our current policy but that of most other Arkansas Schools with freshman orientations because of the associate degree credit hour caps.

- Dr. Jim Bullock noted the importance of this proposal as a part of our accreditation and the course as a vehicle for the Critical Thinking Initiative pre-test.
- Brown raised the concern that some of the transfer students were coming in with Bachelor's Degrees and would be required to take this course. He asked for an exclusion for these students. Inman said that the transfer students are a population that would otherwise be missed in an SAS class and could not be captured otherwise for the Critical Thinking Initiative.
- Pugh said that students with Bachelors were outliers and that the people included in the Critical Thinking Initiative should be people who had started at SouthArk. Tully-Dartez clarified that the design of the pre and post test was to show the kind of impact SouthArk had on the student's critical thinking. Also, the population of transfer students with a degree was small and many transfer students come in with 0 credit hours therefore making it imprudent to disregard the group as a whole.
- Casey Martin said the proposal was just to lessen the hours more than the requirements. Brown expressed more concerns about the entry requirements.
- Dr. Val Cantu said that we should keep the outlying transfer students because they are part of the population and would likely be successfully students in our initiative.
- Roslyn Turner asked if the three hour course would be completely eliminated, as indicated on the Curriculum Committee Information Sheet. Tully-Dartez stated that those who required two or more remedial courses, would still take the three hour version because of the additional course outcomes associated with remediation.
- Dr. John Spencer stated that the majority of his students this term would have benefitted better from the one hour course in lieu of the three hour course in which they were currently enrolled.
- Brown asked that the college collect data on the retention associated with this proposed course. Tully-Dartez stated that we currently have a retention issue with academically prepared students in the current SAS course.
- Susan Spicher asked if the name could be changed to remove the remedial stigma. Inman stated that that was an option.
- Tully-Dartez allowed for non- Planning Council members to briefly provide input.
  - ❖ Dr. Susanne Wache concurred with Cantu's recommendation.
  - ❖ Nancy Whitmore asked for clarification on the course description and asked if some transfer students could be eliminated. Tully-Dartez noted that concerns had been expressed from the registrar's office on the identification of those hours in time because of the delay in transcript receipt.
- **Student Affairs proposals**
  - Early Alert proposal presented by Spencer. The proposal had been brought to the Academic Affairs Council and had been reviewed in the Student Affairs Council. It was the SA recommendation that the proposal be sent to the cabinet through the Planning Council in an effort to have it reviewed. The proposal states that all instructors are required to send an early alert at least 24 hours prior to starting the withdrawal for excessive absence process. Roslyn Turner stated some faculty are not using early alert and some have lost faith in it. She noted that this was stacking extra activities and paperwork to an already slow process. Spencer clarified that this was technically not adding to the excessive absence process but rather giving student services an opportunity to contact the individual. Dr. Tim Kirk suggested that student services could contact the students for whom excessive absence but no early alert had been filed prior to beginning the withdrawal process. Pugh said by the time that the instructor makes the decision to drop the students it's too late. She also noted that she had recently had success with the early alert process. Casey Martin noted that some faculty members do not attempt to contact students prior to dropping them. Wilson said we want to retain students but the problem arises from forcing the process. Spencer noted the process is fairly simple because the paperwork would simply not be processed without the early alert. When used ideally, early alert could reduce the excessive absence. Pugh asked how to implement this with adjuncts and how to enforce it. Tully-Dartez noted that we already require adjuncts to participate in some non-teaching activities such as turning in rosters and grades. Pugh said computer wise, the early alert process is difficult and requested that it be tied to email or documents. Whitmore asked why the excessive absence and early alert could not be done at the same time. Tully-Dartez noted that the student is dropped as soon as the paperwork is received by the registrar's office. Whitmore said that she has to do it for financial aid. Spencer responded that the proposed policy would prevent the first contact with the student from being punitive. Whitmore said we need to change the date for excessive absence and provide training. Cantu suggested that a check box be added to the form so that the instructors could self-report if they have used early alert. Brown noted that early alert is

a resource and should be used that way. Spencer said he would take the feedback back to SA and reevaluate the proposal. Whitmore suggested that it be looked at in faculty affairs. Dr. Carolyn Langston said the policy would be much palatable if it were introduced as a resource instead of a requirement.

- Spencer presented the dress code policy which originated in February 2012 in the student services committee. The original proposal stated that faculty would be able to determine the dress code for their class; include that code in their syllabus; require their students to read the code within the first week of class, sign a contract to show they have read and promise to abide by the syllabus, and follow the code; the faculty could begin the disciplinary proceedings; a report would be filed by the VPSS. Turner stated that instructors were concerned because of the differences between courses could cause issues and suggested a general campus wide dress code. Pugh stated that this could be confusing to students. Pugh noted that we are supposed to prepare students for the workforce and we should have a universal dress code to reduce confusion. Wilson said liberal arts requests a college-wide dress code. Spicher concurred and noted that this is common at other institutions. Cantu pointed out existing policy about appropriate dress. Spicher said we need some specifics to guide students. Tully-Dartez summarized the feedback by highlighting: campus wide dress code, a few specific guidelines (modeled after other college's policies), and a statement that additional dress code specifications may be added to an instructors syllabi and must be followed by the student in that class. Francis Kuykendall noted the short timeline for the catalog. Turner asked how long we were required to keep signed syllabi. Cantu stated we have a records retention policy. Spencer stated that the policy leaving it in the hands of the instructor was simpler and the recommendation from the SA but he would take the commentary back. Tully-Dartez noted that further discussion could happen at that level.

Ken Kelley made a motion for a 15 minute extension to the meeting. Inman seconded

- **Administrative Affairs proposals: -**

- Language change to section 2.04 APM Tobacco policy- moved on to Cabinet
- Insertion of language to APM 5.04a to reinforce trip optimizer process- moved on to Cabinet
- The Facilities, Energy, & Safety Committee reviewed the Clery Act and approved it for Administrative Affairs with amendments. Dr. Jim Bullock reminded the council that this was a federal reporting requirement. Cantu stated that the deans recommended the addition of a signature line to ensure that all employees have read the document.

- **Announcements from Academic Affairs-**

- Proposal to restore a new version of Digital Photography to the catalog- Approved at AA level. No further action required.
- Policy change for Natural Sciences requiring a student to take the same instructor for course and lab - Approved at AA level. No further action required.
- Proposal to make ALP version of Comp I a part of the regular curriculum - Approved at AA level. No further action required.
- Follow up from Last Month's Discussion Items
  - ❖ Health Science Math Course- No committee discussed the option of changing the course to a math prefix.
  - ❖ Course Evaluation Process- Assessment rubric in progress, no committee discussed the expansion of the course evaluation process.

- **Announcements from Administrative Affairs –**

- All interior beacons for the alert system have been installed on both campuses.

- **Announcements/Discussion for the Planning Council:**

- We will conduct a survey to get feedback on what is working well within the Planning Council and what needs to be modified.
- Please vote on the potential retreat date if you have not done so already.

Motion to adjourn made by Powell and seconded by Spencer. The meeting adjourned at 12:01 P.M.