

Planning Council
Friday, April 25, 2014
10:45 a.m. – Administration Building Board Room

Meeting called to order at 10:50 a.m.

Present: Dr. Stephanie Tully-Dartez, Dr. Jim Bullock, Dr. Tim Kirk, Dr. Val Cantú, Veronda Tatum, Phil Ballard, Art Brown, Dr. Carolyn Langston, Dr. John Spencer, Christy Wilson, Roslyn Turner, Francis Kuykendall, Dr. Denise Robledo, Jim Roomsburg, Jamie McConathy, Robyn Jardine,
Guest: Nancy Whitmore

Dr. John Spencer made a motion to approve the minutes from the previous meeting and seconded by Dr. Val Cantú.

- There was no discussion or questions posed on the following approval items from the March meeting:
 - Proposal for an appeals process for those students who have been academically suspended
 - Approved for catalog
 - Proposal for a 1 hour SAS class.
 - Approved with modification- Transfer students with 24 or more hours and a transfer GPA of 2.0 or greater are exempt from taking the 1-hour SAS course. Since the book will be created by student services, the cost will be kept to a minimum. In light of this, the course fee (approved by the Board of Trustees 4/15/2014) is set at \$32 to cover the cost of the critical thinking pre-test and post-test. This test was the recommendation of the Quality Initiative Committee. The pre-test will be conducted in the SAS courses.
 - Updated APM policy on travel reimbursement- Approved
 - Updated APM policy on tobacco-Approved

Proposals

- Academic Affairs –
 - Student Misconduct - Dr. Carolyn Langston presented in the absence of Dr. Sandra Pugh. She called on Dr. Jim Bullock to review the requirements to complete the process and the form involved. After instructing how the process will work Bullock apprised the committee of a current case in the Health Science department where the process worked extremely well. Bullock also mentioned that 1st, 2nd, 3rd, etc. offenses would be considered when evaluating. It will be tested in the Summer Session then reviewed in the fall to determine its successfulness then implemented for one year. Christy Wilson asked if this procedure would replace Early Alert. Bullock stated that it should work in conjunction with Early Alert. Dr. Val Cantú stated that HLC will be looking for documentation and what we have learned. Proposal moves on to the Cabinet.
- Student Affairs –
 - Pre College Committee function change- Spencer presented proposed changes to the committee's functions because of redundancy with other departments and committees.
 - The functions of the Pre-College Education Committee will be to:
 - Assess all aspects of college preparation both on campus and in the community;
 - Develop and manage a plan for recruitment of students in Adult Education, Secondary Technical Center, and other college readiness programs;
 - Facilitate interdepartmental communication and collaboration among previously stated programs;
 - Make recommendations to Student Affairs Council; and
 - Act upon issues referred by the Student Affairs Council.
 - The committee intention is to develop more active collaboration between departments and active recruitment of high schools students who are participating in SouthArk activities. The functions were forwarded to the cabinet without discussion.
- Administrative Affairs –
 - Dr. Tim Kirk represented the Clery Act Document - Minor editorial changes have been made and will move forward to the Cabinet for approval.

- Administrative Affairs Announcements (1)-
 - The operational plan was sent back to Safety and Grounds as well as Emergency Preparedness for review to insure alignment, clarity, and possible conflict as the result of the document's distribution.
 - Concern was brought to the council about the lack of lighting on the east end of the conference center parking lot. The safety and grounds committee was tasked with addressing the issue.
 - The college is near implementation of automatic tornado warnings through the Alertus beacons and computer system when issued by NOAA.
 - Art Brown asked the range for the NOAA alert and Kirk said that the range is the zip code. Local users of alert systems such as Lion Oil will be contacted for communication strategies.
 - Kirk encourages everyone to copy the desktop alert folder from the P: Drive to the C: Drive on their computer and install the alert tool.

Announcements

- Academic Affairs –
 - Curriculum Committee Approves
 - Scriptwriting Course Title Change
 - Songwriting Course Addition
- Student Affairs –
 - Dress Code Issue has been referred back to the Student Services Committee for further work
- Administrative Affairs Announcements (2)-
 - Jenzabar implementation has begun on campus and an in-service session will be offered in the fall. Campus connect will be improved by the process. E-Learning application will be piloted but no decisions have been made to convert from BlackBoard. Feedback from the faculty will be used to make a decision.
 - BlackBoard 14 upgrades may be happening during Assessment Week.
 - Cantu made a recommendation to the Distance Learning Committee to have some faculty pilot courses in E-Learning in the fall. Brown seconded. Approved.
 - Spencer asked what date student services will start with Jenzabar. Kirk responded that they would be implementing the conversion on a schedule to complete by July 2016.

Announcements and Discussion from the Planning Council

- Wilson proposed that the Planning Council meet on May 9th, 2014 so that old business could be wrapped up before the end of the standard school year. The Student Affairs Council and the Administrative Affairs Council agreed to meet on May 2nd, 2014 prior to the Academic Affairs Council. Cantu seconded. Approved.
- Dr. Denise Robledo noted that Distance Learning was meeting in June. Dr. Stephanie Tully-Dartez warned that the meeting would be off contract and they would not be able to move anything through the committee structure until the fall term. All faculty on that committee had previously agreed to the June meeting.
- Tully-Dartez asked the Council if they wanted to create a Planning Council Policy that would allow the 15 minute extension of a one hour meeting by vote. Wilson proposed that the Planning Council be allowed to extend an hour meeting by 15 minutes by vote. Cantu seconded. Approved.
- Summer Retreat for the Planning Council will be July 29.
- Tully-Dartez directed the group to the [Performance Based Funding Benchmark Dashboard](#) on the SouthArk web page. She highlighted the overall positive position of the college and emphasized the importance of planning in the maintenance of that good standing.
- At the hour mark, Brown proposed a 15 minute extension. Wilson seconded. Approved.
- Tully-Dartez asked the group to consider the progression statistics and come up with ideas to address it in the future.
- Francis Kuykendall announced that the library is open for business even though the entrance is partially obscured by the construction.
- Cantu announced that the college had exceeded the \$1000 goal for Relay for Life.
- Wilson mad a motion to adjourn. Brown seconded. Approved.