

Planning Council
Friday, May 9, 2014
10:45 a.m. – Administration Building Board Room

Meeting called to order at 10:45AM.

Present: Dr. Stephanie Tully-Dartez, Dr. Barbara Jones, Dr. Belinda Aaron, Dr. Jim Bullock, Dr. Tim Kirk, , Veronda Tatum, Phil Ballard, Art Brown, Dr. John Spencer, Christy Wilson, Roslyn Turner, Dr. Denise Robledo, Casey Martin, Susan Spicher, Brett Powell, Doyle Manis
Guest: Larry Powell

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

- Proposals from Academic Affairs
 - None were presented by Pugh.
- Proposals from Student Affairs
 - Spencer presented the dress code policy proposal as follows. It was moved forward to the Cabinet.

Page 29 of the SACC catalog, under “Standards of Student Conduct” reads:

The college expects students to conduct themselves as responsible members of the college community and adhere to an appropriate code of dress and conduct.

The Student Services Committee proposes the following addition:

The college expects students to conduct themselves as responsible members of the college community and adhere to an appropriate code of *conduct and dress (for example, the wearing of scrubs for allied health courses, steel-toed boots for welding classes, and casual business attire for business courses), as stated in course syllabi and program handbooks.*

- Proposals from Administrative Affairs
 - Dr. Tim Kirk had no formal proposals for presentation.
 - Kirk polled the group to see who had received an alert from the previous test of the emergency alert. 6 of 17 responded that they had received it. Kirk encouraged the deans to make sure that their faculty and staff had up to date information in campus connect. Kirk will send out a SACC all with explicit directions on updating.
 - Art Brown asked why he had received previous alerts but not the recent test. Kirk said that Chris was updating the system and they will test again.
 - Dr. Barbara Jones noted that the text message came from Blackboard. Kirk stated that he is looking into changing that to SouthArk Alert. Jones noted the progress on the Emergency Alert process and expressed thanks to Senator Pierce for contributing to the project.
- Announcements from Academic Affairs
 - Business and Technical Curriculum Proposal- Pugh stated approved at Academic Affairs

- Course and Program Assessment Report Template- Pugh stated approved at Academic Affairs
 - Dr. Denise Robledo noted that ELearning was about to be tested. The distance learning committee is prepared to evaluate the system. During convocation we will receive a tour of Jenezebar student service platform along with the learning management system. Kirk and the committee recommended that we have our Blackboard representative do a presentation on the changes in Blackboard for whatever version we deploy. Kirk also recommended that we have instructors sand box the new LMS during the fall. Jones and Dr. Bullock noted that we had to use ELearning for course delivery on at least one course in the fall to meet our Title II obligation. Jones suggest SAS. Kirk said that it would be possible to allow faculty access in August. Rosalyn Turner expressed concern about new students being the pilot group. Turner volunteered to pilot in one of her upper level classes instead because the students would have better perspectives on the positives and negatives of the new system. Robledo said she would bring up the need for full fall pilots at the next distance learning meeting.
 - Kirk clarified that ELearning would be installed July 1 but he did not want to open it to all faculty until it had been tested. The distance learning committee will be allowed entry in July. Robledo clarified that the first pilot class would begin in the fall.
 - Tully-Dartez suggested a standardized evaluation tool for faculty and students using ELearning. Robledo agreed.
 - Robledo said that the distance learning committee would provide a recommendation on whether to roll out the new Blackboard or use a previous version.
- Announcements from Student Affairs
 - Spencer stated that there were no announcements from Student Affairs but inquired about the cabinet approval of the proposed function changes to the pre-college committee. Tully-Dartez said that they had been approved and apologized for not announcing it sooner. The cabinet is looking at a potential form to help close the communication loop more efficiently.
- Announcements from Administrative Affairs
 - Kirk stated that he had no further announcements.
- Announcements from the President/ Cabinet
 - Jones stated that she was currently checking on the two candidates for the VPL position. Both are excellent and we hope to make an offer soon.
 - The HLC mini-retreat allowed the steering committee to meet for the first time and while successful we may need to add to criterion 4 because of the breadth and content of it.
 - The parking lot is nearly done and the construction company asked for a rain day extension on Heritage Plaza.
 - Jones noted that both candidates had looked into us and seen our innovation and we should be proud.
- Announcements/ Discussion for the Planning Council
 - Tully-Dartez asked for feedback on the current committee structure noting that some individuals external to the planning council recommended the reuniting of the Academic Affairs and Student Affairs Councils.
 - Jones thanked the group for their role in the new communication process.

- Casey Martin still expressed concern about communication back from the cabinet. Tully-Dartez indicated that the cabinet is looking at a potential form to help close the communication loop more efficiently.
- Brown said that the deans were looking into ways to communicate to their division faculty. He will be implementing a more department wide communication strategy including division wide meetings. He noted the importance of not getting bogged down in debate in these meetings.
- Christy Wilson said that the faculty professional development committee had suggested professional development for committee chairs. Pugh requested a course on Robert's Rules of Order.
- Jones stated that the Cabinet would start to post action items that were taken at the weekly meetings.
- Spencer suggested an easy to read bullet point list of the committee structure and process. Jones suggested that it be placed on the website with the minutes. Bullock suggested the addition of a manual to assist users with the committee structure.
- Tully-Dartez asked for volunteers to evaluate different website models for the committee structure. Robledo, Martin, and Spencer volunteered. Marguerite Rogers and Charley Hankins were also placed on the committee.
- Robledo proposed that all committee chairs have typed out thorough but bulleted announcements for in service. Wilson seconded and all were in favor. Tully-Dartez said she would send out models to the volunteers and that this would be a short discreet task.
- Overall, the members of the planning council voiced their desire to acknowledge the concerns of the faculty and staff but continue to work on the current structure instead of returning to the previous structure.

Brown asked for a 15 minute extension, Bullock seconded. 15 in favor, and 1 opposed.

The committee then reviewed the national benchmarking data from the website. The meeting ended at 11:56AM.