

# Planning Council

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## MEETING MINUTES

Date: Friday, October 27, 2017

Time: 10:45 a.m.

Place: ADM Board Room

### I. Call to order

Dr. Stephanie Tully-Dartez called to order the regular meeting of the Planning Council at 10:45 a.m. on Friday, October 27, 2017, in the ADM Board Room.

### II. Roll Call

***The following council members were present:*** Bernadette Hall, Carey Tucker, Casey Martin, Cynthia Reyna, Dean Inman, Heather Smith, Dr. James Bullock, Dr. James Yates, Keith Everett, Dr. Ken Bridges, Philip Shackelford, Quincie Deloach, Ray Winiecki, Robert Norman, Sherry Howard, Dr. Stephanie Tully-Dartez, Susan Spicher, Ted James, Dr. Tim Kirk, Veronda Tatum, and Richard Dunlap.

***The following council members were excused:*** Dr. Barbara Jones, Dr. Carolyn Langston, Valerie Lewis, Vanessa Williams, Caroline Hammond, and Peg Cole

***The following guests attended the meeting:*** Kathy Reaves, Ken Kelley, and Adrienne Lawrence

### III. Approval of minutes from last meeting

Ted James made a motion to approve the minutes of the council meeting held on Friday, September 22, 2017. Philip Shackelford seconded the motion. The minutes were approved as written.

### IV. Actions/Discussion

#### a. Academic Affairs- Susan Spicher

##### i. Change to Committee Purpose/Function

##### 1. APM 1.10: Change to Assessment Committee Purpose/Function

##### a. Old Functions:

- i. Develop and review student assessment of learning activities
- ii. Collect, analyze and document patterns of evidence that demonstrate strengths and weaknesses of the assessment of student learning
- iii. Make recommendations from data collected by faculty as the basis to improve student learning
- iv. Develop and review the content of faculty/course evaluation
- v. Coordinate preparation of annual assessment to be presented to the Academic Affairs Council
- vi. Make recommendations to the college's leadership regarding strategic planning and budgeting that will impact student learning / teacher effectiveness

b. New Functions:

- i. Develop and review guidelines for the assessment of student learning.
- ii. Analyze and document patterns of evidence that demonstrate strengths and weaknesses of the assessment of student learning.
- iii. Make recommendations to the Academic Affairs Council from the Assessment Report reviews as basis to improve learning.
- iv. Make recommendations regarding strategic planning and budgeting that impacts student learning.
- v. Review the Academic Assessment Manual annually and propose revisions as needed

2. APM 1.10: Change to Distance Learning Committee Purpose/Function

a. Old Functions:

- i. Follow distance learning policies established by the Higher Learning Commission and Arkansas Department of Higher Education.
- ii. Increase student access to learning opportunities.
- iii. Enhance the abilities of the college to respond to learner needs. Respond to workforce development needs.
- iv. Assure quality of instruction to place and time-bound students. Deliver online programs to expand access to adult learners.
- v. Provide support and training for students, faculty and staff in the use of technology. Use technology to extend learning opportunities and activities beyond the classroom. Enhance the use of instructional technology within the classroom.

b. New Functions:

- i. Review and approve new Distance Learning courses
  - ii. Review and update the Distance Learning Policy and Procedures Manual
  - iii. Investigate and recommend new academic technology
  - iv. Recommend training for Distance Learning instruction
- ii. Disband Ad Hoc Committee evaluating Shared Governance from May 2017 (Faculty Affairs)
  - iii. Postpone/table review of Shared Governance from May 2017 to September 2018 (Faculty Affairs)

*Move to Cabinet: The function changes for Assessment Committee and Distance Learning Committee, the disbanding of the Ad Hoc Committee evaluating Shared Governance and the postponing of the Shared Governance review had no discussion, so all items will go to Cabinet.*

iv. APM 1.10 addition - Ex-Officio members on standing committees

*Non-Voting, Advisory, Ex-Officio Committee Members*

*“Non-voting, advisory, ex-officio committee members are those persons who hold an academic dean position or higher, and Administrative Directors. Non-voting, advisory, ex-officio members are members of the various academic committees that are best aligned with their administrative oversight and position.*

*The SouthArk Shared Governance System recognizes the important and necessary participation of all levels of staff, faculty, and administration in the governing process. Non-voting, advisory, ex-officio committee members attend regular and special committee meetings. They may contribute to discussion and provide advice, information, policy/law, and historical information regarding a particular topic under consideration. These persons may not bring forward motions and may not vote on any item brought before the committee or be counted as part of the quorum."*

*Moved to Cabinet: After much discussion, the added section of "Non-Voting, Advisory, Ex-Officio Committee Members" has moved to Cabinet.*

v. APM 1.10 change - Removal of specific committee meeting times and dates

*"~~Academic~~ All standing committees will establish regular meeting times and dates for the academic year that are appropriate to accomplish the tasks of each committee. Established meeting schedules of the Council to which each standing committee reports should be considered to permit a timely flow of information and actions.*

*At the beginning of each academic year, Standing committee Chairs should notify their Council Chair regarding the committee's agreed upon meeting times and inform them of any changes that should arise through the current academic year."*

*Moved to Cabinet: The motion to remove specific committee meeting times and dates from the APM, and add the section above, has moved to Cabinet.*

*A recommendation was made to strike "Academic" and replace it with "All."*

vi. APM 1.10 addition - Proposal to adopt standard committee agenda template and committee minutes template

1. The motion: Meeting agenda and minutes templates (see attached) be utilized by all academic standing committees which would include a clarification guide similar to the current meeting template that is located on our SouthArk webpage (see attached) so that everyone is using the same terminology and format.

*Moved to Cabinet: The motion to adopt standard committee agenda template and committee minutes template has been approved and moved to Cabinet.*

vii. The Library Committee request the one-year member requirement for a new member to be vice-chair be waived due to the number of new members this year.

*Moved to Cabinet: The motion to waive the one-year member requirement for a new member to be vice-chair rule for the Library Committee, has been moved to Cabinet.*

b. Student Affairs – Dean Inman

i. APM 1.10 changes:

1. Recruitment Committee Changes

a. Old Functions

- i. Periodically review and update processes, policies and procedures of SouthArk Recruiting, Retention and Student Success plan from potential new student to graduation.
- ii. Develop new recruiting strategies that will attract more and better students to SouthArk.
- iii. Examine current retention strategies to determine which efforts are effective and which need improvement.

- iv. Develop new policies that will aid in the success of all SouthArk students.
    - v. Act upon issues referred by College Leadership Team.
  - b. New Functions
    - i. Monitor and Report on the recruitment plan, which is one half of the Enrollment Management Plan, and provide suggestions when appropriate.
    - ii. Facilitate interdepartmental communication and collaboration for accurate monitoring and reporting.
    - iii. Make recommendations to Student Affairs Council.
    - iv. Act upon issue referred by the Student Affairs Council.
  - c. Removal of the following Members
    - i. Database Administrator, Director of Career Pathways, Director of Financial Aid, Director of Testing & Learning Center, Student Services Counselor, and Website Administrator
2. Retention and Student Success Committee Changes
- a. Old Functions
    - i. Assess all aspects of college preparation both on campus and in the community;
    - ii. Develop and manage a plan for recruitment of students in Adult Education, Secondary Technical Center, and other college readiness programs;
    - iii. Facilitate interdepartmental communication and collaboration among previously stated programs;
    - iv. Make recommendations to Student Affairs Council; and
    - v. Act upon issues referred by the Student Affairs Council.
  - b. New Functions
    - i. Annually review and update the programs, goals, and strategies of the Retention Plan section of SouthArk's Enrollment Management Plan to determine which efforts are effective and which need improvement.
    - ii. Develop new policies that will aid in the success of all SouthArk students.
    - iii. Make recommendations to Student Affairs Council.
    - iv. Act upon issue referred by the Student Affairs Council.
  - c. Removal of the following Members
    - i. Academic Advisor, Dean of Career & Technical Education ,Division Chair, Business and IT, College and Career Coach/Transfer Advisor, Director of Career Pathways Director of Upward Bound, Student Recruitment Specialist, Director of Adult Education
3. Student Services Committee Changes
- a. Following were Members Added
    - i. Faculty Member – Career and Technical Education

*Moved to Cabinet: The motion to make changes to the Student Affairs Council standing committee memberships and functions has been moved to Cabinet.*

- c. Administrative Affairs – *Dr. Tim Kirk and Carey Tucker*
  - i. Administrative Affairs provided a new Grievance Process.
  - ii. Administrative Affairs provided a new Medical Marijuana Procedure to align with State Law.

*Moved to Cabinet: Motion of the updated Grievance Process and a new Medical Marijuana Procedure were approved to move to Cabinet.*

*\*\*\*There was a mistake, and the items had not been approved by Administrative Affairs (this was determined after the meeting). Once the Items have passed through Administrative Affairs Council, and if there are no changes from the original information that was provided, then they items will go straight to Cabinet.*

- iii. Announcement: Administrative Affairs will be considering changes to the APERS retirement plan.

*Extension: Philip Shackelford motioned to extend the meeting by 5 minutes, and Robert Norman seconded.*

## **V. Announcements**

- a. Presidential Updates – *Dr. James Bullock*
  - i. Program Viability
- b. Academic Affairs – *Susan Spicher*
  - i. As a result of the HLC accreditation visit and subsequent recommendations, the Assessment committee will be looking into disaggregating data within assessment reports for classes that are delivered via multiple modes. The committee agreed to review the HLC Accreditation report and the recommendations.
  - ii. The Assessment Committee created 2 ad-hoc committees, one to review the Academic Assessment Manual and one to review the HLC Accreditation Report.
  - iii. There have been some changes and updates in Weave that have resulted in difficulty seeing data saved in the system. ARRT assessment review assignments will be made after the system glitches have been corrected.
- c. Student Affairs – *Dean Inman*
  - i. Nominating Committee will need to fill the following Vacancies:
    - 1. Retention and Student Success Committee
      - a. Administrative Staff Member
    - 2. Students Services Committee
      - a. Faculty Member – Career and Technical Education
      - b. Faculty Member – Career and Technical Education (if approved in above motion as the addition to the committee)
      - c. Faculty Member – Health Sciences
- d. Administrative Affairs – *Valerie Lewis*

## **VI. Adjournment**

A motion to adjourn was made by Philip Shackelford and seconded by Dean Inman. The meeting was adjourned at 11:50 a.m.

*Minutes submitted by: Mary Kate Sumner*