

Planning Council

MEETING MINUTES

Date: Friday, April 27, 2018

Time: 10:47 a.m.

Place: Library Auditorium

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, April 27, 2018 in the Library Auditorium.

II. Roll Call

The following council members were present: Dr. Ken Bridges, Dr. Jim Bullock, Peg Cole, Quincie Deloach, Keith Everett, Bernadette Hall, Jonathan Harbour, Caroline Hammond, Dean Inman, Ted James, Dr. Barbara Jones, Dr. Carolyn Langston, Valerie Lewis, Robert Norman, Cynthia Reyna, Philip Shackelford, Heather Smith, Susan Spicher, Veronda Tatum, Dr. Stephanie Tully-Dartez, Vanessa Williams, Ray Winiecki, and Dr. James Yates.

The following council members were excused: Sherry Howard, Dr. Tim Kirk, Casey Martin, Dr. Derek Moore, Kathy Reaves, and Carey Tucker.

The following guests attended the meeting: Richard Dunlap and Mary Kate Sumner – Recorder.

III. President's Updates on the Administration Building Fire from April 13, 2018

IV. Actions/Discussion

a. Academic Affairs – Susan Spicher

- i. Proposal to update APM 3.03 to reflect the current division structure and names of the divisions. It was clarified that these were Title and Division name changes. – (*APM Change Form*)

Moved to Cabinet: The item above have been moved to Cabinet.

- ii. Proposal to update APM 3.06 to reflect the current structure of maintaining master syllabi. It was clarified that it is the responsibility of Academic Deans for Master and Course Level Syllabi contents (APM 3.03 & 3.06). There will be a link placed on the U:Drive to access syllabi templates. – (*APM Change Form*)

Returned to originator: This was sent back to Academic Standards Committee.

- iii. Changes to APM 3.18 – Distance Learning Policies and Procedures Manual – (*APM Change Form*)

1. Proposal to accept a revision to the current Online Attendance Policy. 2017-2018 College Catalog, page 52. Distance Learning Policies & Procedures, page 12.
 - a. Students are expected to log in to their class during the first week that classes meet for the semester. Students who do not log in and submit a graded assignment by the 11th class day or its equivalent will be dropped from the course. (*Starts June 2018*)

2. Revision to the Existing Course Review Process. Distance Learning Policies & Procedures, pages 9-10. The review team will consist of three members chosen from: the Academic Deans, a Distance Learning staff member, and a faculty member
3. Changes to proctoring of tests, page 11 of the Distance Learning Policies and Procedures Manual.

Moved to Cabinet: The items above have been moved to Cabinet. The Online Attendance Policy update will start June 2018.

- b. Student Affairs – Dean Inman
 - i. No report
- c. Administrative Affairs – Valerie Lewis
 - i. Changes to APM 2.25 – Tuition Waiver (APM Change Form)
 1. Tuition waivers are provided for credit classes at Southern Arkansas University (SAU) in Magnolia and Southern Arkansas University Technical College in Camden and Magnolia. This waiver does not include fees.
 2. Credit Classes: 100% waiver of tuition and mandatory fees.
 3. Non-Credit Classes: 25% waiver of tuition, 75% will be responsibility of the employee.
 4. Tuition waivers may be used to cover the cost of a course one time. The cost to retake a course that the student dropped or failed must be covered by the student.

Moved to Cabinet: Moved to the Cabinet with concerns & suggestions to the changes

- ii. Changes to APM 2.49 – Background Checks (APM Change Form)

Moved to Cabinet: Moved to the Cabinet with concerns & suggestions related to Volunteers and Student Workers. Needs “Dignitaries” defined.

V. Announcements

- a. Academic Affairs – Susan Spicher
 - i. No Announcements
- b. Student Affairs – Dean Inman
 - i. New Student Orientation Advisory Committee
 1. If interested please send email to Dean by Tuesday, May 1.
- c. Administrative Affairs – Valerie Lewis
 - i. Business office will move to Women’s Business Center location the first week of May.
- d. Planning Council – Dr. Stephanie Tully-Dartez
 - i. May Email Meeting

Vote: Valerie Lewis made a motion to have an email meeting to address what comes up from the other Councils prior to May 11th. Susan Spicher seconded. All in favor.

 - ii. Planning Council Retreat – Email vote will be sent out for the Retreat Date
 - iii. Budget Review comments – Thank you for your participation and help.
 - iv. Administration Building Fire Comments: So proud of where she works, and thank you to SouthArk for being so awesome and supportive.
- e. VPAA – Dr. Bullock
 - i. Ditto on how proud he is with how everyone has handled the aftermath of the Administration building fire.
 - ii. Coordinating Board Approved Culinary Program, waiting on HLC to approve.

VI. Adjournment

A motion to adjourn was made by Valerie Lewis. The meeting was adjourned at 11:50 a.m.

Minutes submitted by: Mary Kate Sumner