

Planning Council

MEETING MINUTES

Date: Friday, September 28, 2018

Time: 10:48 a.m.

Place: WHT 231

Call to order

Dr. Stephanie Tully-Dartez called to order the regular meeting of the Planning Council at 10:48 a.m. on Friday, September 28, 2018 in the Whitfield 231.

I. Roll Call

The following council members were present: Dr. Ken Bridges, Dr. Jim Bullock, Dr. Sterling Claypoole, Keith Everett, Caroline Hammond, Jonathan Harbour, Mandi Haynes, Sherry Howard, Dean Inman, Ted James, Dr. Barbara Jones, Casey Martin, Dr. Derek Moore, Philip Shackelford, Veronda Tatum, Karsten Tidwell, Carey Tucker, Dr. Stephanie Tully-Dartez, Vanessa Williams, Ray Winiecki, and Dr. James Yates.

The following council members were excused: Dr. Tim Kirk, Dr. Carolyn Langston, Cindy Meyer, Vernita Morgan, Kathy Reaves, and Cynthia Reyna.

The following guests attended the meeting: Benjamin Cagle, Heather Smith, Susan Spicher, Roslyn Turner, and Mary Kate Sumner – Recorder.

II. Approval of minutes from previous meetings

Dr. Ken Bridges made a motion to approve the minutes of the council meeting held on Friday, April 27, 2018. Dean Inman seconded the motion. The minutes were approved as written.

Dean Inman made a motion to approve the minutes of the email council meeting held the week of May 9-11, 2018. Dr. Ken Bridges seconded the motion. The minutes were approved as written.

III. President's Updates

- a. Administration Building updates: Mitigation is finished. Explained a preview of the building plans.
 - i. Architects – Taylor Kempkes Architects (TKA) from Hot Springs
- b. McWilliams house update – Will start Phase 3 this Fall.
 - i. Items were bought from the estate sale to keep them in the house.
 - ii. The renovations are funded by ANCRC grants.
- c. Legislative Meetings are starting soon.
- d. Outdoor Expo–Thank you to everyone for helping.

IV. Facilitator

- a. Reminder of what the Planning Council's responsibilities are.
 - i. We will discuss things that are action items – those that will affect people across campus.
 - ii. We will announce those items that only affect their area.
 - iii. We are not a voting body. Council Chairs will bring forward those items, and receive feedback on those items. They decide rather to send it forward to the Cabinet. They will ask the Vice President from their area to take it to the Cabinet.

V. Actions/Discussion

- a. Academic Affairs – Dr. Sterling Claypoole
 - i. Proposal: To accept the redline changes to the Academic Assessment Manual that were approved by the committee in May, 2018. These changes will result in an APM 3.17 change. (APM Form attached)

- ii. Proposal: To accept the Program Name change of Emergency Medical Technology to Emergency Medical Services
- iii. Proposal: To accept the addition of new course to the Emergency Medical Service Program. EMSP 2033 Advanced Emergency Medical Technician Concepts. (The new program actually started September 10, 2018, and this course will be used in November. This is considered an embedded CP within an existing degree program. A Letter of Notification was sent to ADHE. This helps the students earn a CP instead of them just taking the course, and passing the licensure.)
- iv. Proposal: To accept the addition of new course to the Student Service programs. SASC 0300 New Student Orientation. This is to go in affect for Fall 2019.
- v. Proposal: To accept the Revisions to all ARNEC LPN-to-RN course descriptions, program, and course outcomes that were made and placed into the program in Spring 2018. (Purpose of Revisions – To streamline all course descriptions, programs, and course outcomes for clarity and purpose. Notification to be in SouthArk only.)
- vi. Proposal: To accept the Revisions to Practical Nursing Curriculum which include the elimination of courses, renaming of existing course, creation of new course and shifting of course materials from eliminated courses into the new or existing course curriculum. (See below information – and “02.05.02 PN Curriculum Revision Information” PDF – use bookmarks in PDF to navigate.) (This will not change the total number of Credit Hours. Revisions will start with the Summer PN Day Group.)

VPFA requested for the fees to be reviewed. If fees have been affected, then the changes will need to be provided to the VPFA office to present to the Board of Trustees.

- 1. Eliminate three courses listed below and have content material taught in the proposed curriculum plan which will allow for PRNS 1101 and PRNS 1111 to be taught in Nursing Fundamentals and Skills. PRNS 1301 will be taught as a part of the New Course Care of the Adult.
 - a. Courses to be eliminated from curriculum plan:
 - i. PRNS 1101 Geriatrics
 - ii. PRNS 1111 Vocational, Legal, & Ethical Issues
 - iii. PRSN 1301 Mental Health and Care of the Mentally III
 - b. *Course to add content material from eliminated courses:*
 - i. PNRS 1301 Nursing Fundamental and Skills
 - c. *New Course Proposed to add content materials which will be taught in sections of different schedule plans:*
 - i. PRNS 1202, 1206, 1305, 1307, 1318, 1319, 1408 Care of the Adult (The differing course #s reflect different sections of the course being taught in reflection to certain semesters. This is the same course and material but depending on the length of the semester there has to be modifications and adjustments to keep student on appropriate curriculum plan. i.e. Fall and Spring semesters have same length but summer terms are shorter)
- 2. Proposal for following courses to be combined:
 - a. PRNS 1222 Nursing of Mothers and Infants
 - b. PRNS 1232 Nursing of Children
 - i. *New Course Proposed to add for combining materials.*
 - 1. PNRS 1224 Nursing of Mothers and Infants
- 3. Eliminate two (2) of the three (3) Pharmacology courses from the Program and renaming remaining existing Pharmacology course.
 - a. *Courses to be eliminated for program*
 - i. PRNS 1212 Pharmacology II
 - ii. PRNS 1302 Pharmacology III
 - b. *Rename of Course:*
 - i. PRNS 1102 Pharmacology I (New Name for course PNRS 1102 Basics of Pharmacology)

4. Proposal to reduce the number of credit hours from 3 to 2 for the following course:
 - a. PRNS 1353 NCLEX Preparation and Professional Development (CURRENT course listing)
 - b. PRNS 1351 NCLEX Preparation and Professional Development (New Proposed course listing)
 - i. (This revision will not change the overall number of program hours just the hours in the course, content from this course will be moved over to the new course PRNS 1202, 1206, 1305, 1307, 1318, 1319, 1408 Care of the Adult.)

Moved to Cabinet: All of the Academic Affairs items above have been moved to Cabinet.

b. Student Affairs – Dean Inman

- i. Exception for Vice-Chair on Retention Committee: The retention committee would like to make a formal request to the Student Services Council to ask for an exception to allow Pam Teague to serve as Vice Chair. She is new to the committee; therefore, does not meet the requirement of: “A committee member must serve one year on the committee in order to be eligible for the vice-chair position.” Two other committee members who are qualified for the role of vice-chair have declined to serve the position.
- ii. SouthArk Student Clubs and Organizations Policies and Procedures manual: This is an all-inclusive list of policies and procedures governing clubs and organizations. It will be housed on the student activity website and will contain links to all of the documents.
(See “03.02.02_Club and Org Files” PDF – use bookmarks in PDF to navigate)
 1. Link for future location of documents on the SouthArk Website:
<http://www.southark.edu/student-services/services/student-activities>

Moved to Cabinet: The Student Affairs items above have been moved to Cabinet.

c. Administrative Affairs – Philip Shackelford

- i. no actions/discussions

VI. Announcements

a. Academic Affairs – Dr. Sterling Claypoole

- i. Faculty Evaluation Plan form is more fillable and more user friendly.
- ii. The Assessment Committee has formed an ad hoc committee to review Assessment Manual Appendix 6, which is a chart that demonstrates how the Assessment Reports are chosen for review by the Assessment Report Review Teams (ARRT).
- iii. The new program, Advanced EMT, is to help bridge the gap between currently licensed EMTs and Paramedics and would earn the student/graduate a CP in AEMT. *(This was sent in an email on September 24, 2018 as an announcement).* (As stated above in V. a. iii. The new program actually started September 10, 2018. This is considered an embedded CP within an existing degree program. A Letter of Notification was sent to ADHE. This helps the students earn a CP instead of them just taking the course, and passing the licensure.)
- iv. Council Officers: Dr. Sterling Claypoole – Chair; Cynthia Meyer – Vice-Chair; Amanda Baker – Recorder. Meet on the first Friday of the month at 10:45 in WHT 231.
- v. Academic Standards: Ashley Dougan – Chair; Dr. Susanne Wache – Vice-Chair; Brandy Mendoza – Secretary. Meet on the third Friday monthly as needed at 10:45 in HS 230
- vi. Assessment: Vicki Badgley – Chair; Sarah Bauldree – Vice-Chair; Nancy Whitmore – Secretary. Meet on second Tuesday at 3:00 pm.
- vii. Curriculum: Dr. Sterling Claypoole – Chair; Tami Smith – Vice-Chair; Dr. Ken Bridges – Secretary.
- viii. Distance Learning: Jim Roomsburg – Chair; Genevieve White – Vice-Chair; Benjamin Cagle – Secretary. Meet 3rd Friday at 9am in the TEC 229.

- ix. Faculty Affairs: Roslyn Turner- Chair; Susan Spicher – Vice-Chair; Lauren Johnson – Secretary. Meet on the third Thursday at 11:00-12:00 in WHT 231
- x. Library: Beverly Land – Chair; Zanna Linder – Vice-Chair; Amanda Baker – Secretary. Meet on the 2nd Monday at 3:30-4:30 in Library Conference Room

b. Student Affairs – *Dean Inman*

- i. Council Officers: Kathy Reaves – Chair; Dean Inman – Vice-Chair; Adrienne Lawrence – Recorder. Meet on the second Friday of the month at 10:45 in ECC 246.
- ii. Retention and Student Success: Leslie Appling – Chair; Pam Teague - Vice-Chair (if exception is approved above); Kathy Reaves & Casey Martin – Recorder
- iii. Recruitment: Dr. Dave Carty – Chair; Mir Ali – Vice-Chair; Alejandra Muñoz – Recorder.
- iv. Student Services: LeBreshia Hicks – Chair; Ted James – Vice-Chair; Henry Culbreth – Recorder.

c. Administrative Affairs – *Philip Shackelford*

- i. Reminder of Benefits Fair on November 5 in the El Dorado Conference Center break out rooms
- ii. Review of TIA and Valic - TIA still presented the most inexpensive options for the employees on that plan and the College
- iii. APM 2.23 Catastrophic Leave redline changes regarding the additions for maternity and update the amount of hours for catastrophic leave. These changes would match the OPM (Office of Personnel Management). (This was sent in an email on September 24, 2018 as an announcement).
- iv. Council Officers: Philip Shackelford – Chair; Charley Hankins – Vice-Chair; Ann Southall – Secretary.
- v. Professional Development: Meet on 2nd Thursday at 4pm.
- vi. Human Resources: Meet on 2nd Tuesday at 3pm.
- vii. Institutional Technology Advisory: Meet on 3rd Thursday.

d. President's update (Continued) – *Dr. Barbara Jones*

- i. Student Housing – Asked for feedback and for us to think about it. The Cabinet is still considering it.
- ii. Athletics – Asked for feedback on sports.
- iii. 2018-19 SouthArk Lead Class: Brandi Cotterman, LaBreshianna Hicks, Jennifer Baine, Rebekah Wagner, Dr. Sterling Claypoole, Will Rankin

Dr. Tully-Dartez recommended adding Student Housing and Athletics to the October meeting agenda.

e. Others:

- i. Lecture Series – Daniel “Rudy” Ruettiger on October 11, 2018 at 7pm at ECC
- ii. SouthArk's member of the ACC Leadership Institute Class XI for 2018-19 is Tim Johnson.
- iii. OER Part 1 – 10am Library
- iv. OER Classes (Dr. Claypoole & Susan Spicher) – both are going well.
- v. Campus Technology – Benjamin Cagle: Currently – 70% Completion Rate. They are looking for feedback/suggestions on modules to be added to the course.

VII. Adjournment

A motion to adjourn was made by Ted James. The meeting was adjourned at 11:56 a.m.

Minutes submitted by: Mary Kate Sumner