

# Planning Council

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## MEETING MINUTES

Date: Friday, November 30, 2018

Time: 10:53 a.m.

Place: WHT 231

### I. Call to order

Dr. Stephanie Tully-Dartez called to order the regular meeting of the Planning Council at 10:47 a.m. on Friday, September 28, 2018 in the Whitfield 231.

### II. Roll Call

*The following council members were present: Dr. Ken Bridges, Dr. Sterling Claypoole, Keith Everett, Caroline Hammond, Jonathan Harbour, Mandi Haynes, Dean Inman, Dr. Barbara Jones, Dr. Tim Kirk, Dr. Carolyn Langston, Cindy Meyer, Dr. Derek Moore, Kathy Reaves, Cynthia Reyna, Philip Shackelford, Veronda Tatum, , Dr. Stephanie Tully-Dartez, Vanessa Williams, and Dr. James Yates.*

*The following council members were excused: Dr. Jim Bullock, Sherry Howard, Ted James, Casey Martin, Vernita Morgan, Carey Tucker, Karsten Tidwell, and Ray Winiecki*

*The following guests attended the meeting: Benjamin Cagle, Heather Smith, Mary Kate Sumner – Recorder.*

### III. Approval of minutes from previous meetings

Philip Shackelford made a motion to approve the minutes of the council meeting held on Friday, October 26, 2018. Dr. Sterling Claypoole seconded the motion. The minutes were approved as written.

### IV. President's Updates and Announcements

- a. Institutional Research's page on the website
  - i. Fall Fact Card has been revamped
  - ii. Dashboards have been updated
- b. Retirement Reception for Dr. Jim Bullock, Henry Culbreth, and Dr. Jennifer Parks will be held in the Whitfield Atrium at 2:00pm on December 13<sup>th</sup>.
- c. Administration Building Restoration – Flynnco was chosen as the new contractor
- d. McWilliams/Callahan house – Mr. Callahan has moved into the guest cottage. Morris Beck Construction will start soon. The goal is to turn use the house as a bed & breakfast and for receptions.
- e. New VPAA – Dr. Michael Murders to start January 3<sup>rd</sup>.
- f. Holiday Potluck in the Library on December 11.

### V. Cabinet Updates

- a. The following items were brought to cabinet as Action items and were approved:
  - i. APM 3.21 Title III Education Excellence Endowment Fund to
- b. The following items were brought to cabinet as Discussion items and were endorsed:
  - i. To accept the addition of new course to the Student Service programs. SASC 0300 New Student Orientation. (However, this course and Campus Tech course need to have a separate non-credit approval process put into place for Student Services and Continuing Education. It does not need to go through the credit Curriculum process, but could use a co-curricular process.)
- c. The following items were brought to cabinet as Action items and are still being reviewed and discussed:
  - i. 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

## II. Actions

### a. Academic Affairs – Dr. Sterling Claypoole

Send Forward to Cabinet      Send Back to Committee

- i. Placement scores for the Next-Generation Accuplacer Test.

*The updated placement score chart was sent to cabinet. Comments of the chart were made: We will begin using the new chart in January. The updated chart will need to be an addendum to the catalog. The updated charts will need to be updated in the GPS maps.*

### b. Student Affairs – Kathy Reaves

- i. APM 1.10 Change – Recruitment Committee Purpose and Functions

Send Forward to Cabinet      Send Back to Committee

1. Review SouthArk's strategies to recruit and enroll new credit-seeking college students, providing input and guidance where appropriate.
2. Facilitate interdepartmental communication and collaboration on recruitment activities and principles.
3. Make recommendations to the Student Affairs Council.
4. Act upon issues referred by the Student Affairs Council.

*The change in APM 1.10, related to the Recruitment committee Purpose and Functions, was sent forward to cabinet.*

- ii. Student Code of Conduct

Send Forward to Cabinet      Send Back to Committee

1. After Student Affairs Council approved it, it was sent to Academic Standards, then to Academic Affairs Council, and finally was passed on to Planning Council with no changes.

*The updated Student Code of Conduct was sent forward to Cabinet.*

### c. Administrative Affairs – Philip Shackelford

- i. No Report

## VI. Discussions

### a. Academic Affairs – Dr. Sterling Claypoole

- i. No report

### b. Student Affairs – Kathy Reaves

- i. No report

### c. Administrative Affairs – Philip Shackelford

- i. No report

## VII. Announcements

### a. Academic Affairs – Dr. Sterling Claypoole

- i. Next regular Academic Affairs Council meeting on Friday, December 7, 2018, at 10:45 a.m. in Whitfield 231.

- ii. Dr. James Yates announced Director Positions in Arts and Science Division

1. Linda Bates – Director of Science, Technology and Mathematics
2. Dr. Sterling D. Claypoole – Director of Liberal Arts

### b. Student Affairs – Kathy Reaves

- i. The Retention and Student Success Committee is currently in the process of revising the retention plan. They will review each goal to see if it is still relevant and if any changes need to be made.
- ii. Student Recognition Ceremony was held on Thursday, November 15, with 45 students invited to attend.
- iii. There is intention to start a PTEC or Industrial Technology Club at SouthArk.

### c. Administrative Affairs – Dr. Tim Kirk

- i. IO attendant will roll out soon.
- ii. New security cameras have been installed in and around Whitfield.

iii. 50 New computers have been bought for faculty.

d. Cabinet

i. Recently Signed MOUs – *Dr. James Yates*

1. ASU-Jonesboro and SAU – have been signed

2. To come: Arkansas Tech University, ULM, Louisiana Tech, UALR, and HSC

e. Planning Council Members

i. Next scheduled Planning Council Meeting will be on January 25, 2019. If there are actions that need to be reviewed before our December break, then we will call an Email meeting.

**VIII. Adjournment**

A motion to adjourn was made by Dr. Sterling Claypoole. The meeting was adjourned at 11:33 a.m.

*Minutes submitted by: Mary Kate Sumner*