

# Planning Council

---

## MEETING MINUTES

Date: Friday, January 25, 2019

Time: 10:47 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, January 25, 2019 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, Sherry Howard, Dean Inman, Ted James, Dr. Carolyn Langston, Casey Martin, Dr. Cindy Meyer, Dr. Derek Moore, Vernita Morgan, Kathy Reaves, Cynthia Reyna, , 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. Michael Murders, Dr. Barbara Jones, Dr. Tim Kirk, and Philip Shackelford.*

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

### III. Approval of minutes from previous meetings

Dr. Sterling Claypoole made a motion to approve the minutes of the council meeting held on Friday, November 30, 2018. Dr. Kenneth Bridges seconded the motion. The minutes were approved as written.

### IV. President's Updates and Announcements

- a. Dr. Jones and Dr. Murders were in Little Rock for ADHE Coordinating Board.
- b. Dr. Jones will be in Little Rock on most Mondays for Legislations.

### V. Cabinet Updates

- a. The following items were brought to cabinet as Action items and were approved:
  - i. Placement scores for the Next-Generation Accuplacer Test
  - ii. APM 1.10 Change – Recruitment Committee Purpose and Functions
    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
- b. 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. Student Code of Conduct – Cabinet has been asked to provide feedback to Dr. Moore for review and compilation. A suggestion of development of a separate committee for conduct. The BRT has a very specific role which is not general misconduct issues.

## VI. Actions

- b. Academic Affairs – *Dr. Sterling Claypoole*
- |   |                         |                        |
|---|-------------------------|------------------------|
| i. Process Technology Prerequisites change – add MATH 1073 Technical Mathematics as an alternative math prerequisite to CHEM 1014/L College Chemistry Principles 1/Lab.   | Send Forward to Cabinet | Send Back to Committee |
| ii. Criminal Justice Program/Plan of Study – add the following CJ courses to the Plan of Study to more accurately reflect the requirements for an AAS Degree and to be in proper alignment with ADHE. (Amendment made in Academic Affairs: “We accept the 5 Criminal Justice syllabi presented, with post-vote edits, prior to delivery to ADHE, for including at least one Criminal Justice Program Outcome to be aligned with each Course Learner Outcome with all editing being completed as a joint activity among the Criminal Justice Program Director, the Dean of Arts and Science, and the Curriculum Committee Chair.”)<br>1. CRJU 2503: Criminology<br>2. CRJU 2523: Introduction to Corrections<br>3. CRJU 2543: Juvenile Rehabilitation and Corrections<br>4. CRJU 2513: Juvenile Justice<br>5. CRJU 2533: Community-Based Corrections | Send Forward to Cabinet | Send Back to Committee |
| iii. General Technology Degree Plan – Culinary Program – add the Culinary Technical Certificate as a tract in the General Technology Associate of Applied Science Degree.   | Send Forward to Cabinet | Send Back to Committee |
| iv. Course Name change of Quantitative Literacy to Mathematical Reasoning (MATH 1113)<br>1. Purpose of Name Change – To improve enrollment for the Quantitative Literacy course. Feedback from current math student as well as Student Services state that the name is intimidating/confusing. Another Arkansas college saw increased enrollment when the name of QL was changed. MATH 1113 is listed on the ACTS website as Quantitative Literacy/Mathematical Reasoning.  | Send Forward to Cabinet | Send Back to Committee |
- c. Student Affairs – *Kathy Reaves*
- i. No report. Did not meet in December 2018 or January 2019.
- d. Administrative Affairs – *Philip Shackelford*
- i. No report.

## II. Discussions

- a. Academic Affairs – *Dr. Sterling Claypoole*
- i. No Report.
- b. Student Affairs – *Kathy Reaves*
- i. No Report. Did not meet in December 2018 or January 2019.
- c. Administrative Affairs – *Philip Shackelford*
- i. No Report.

## III. Announcements

- a. Academic Affairs – *Dr. Sterling Claypoole*
- i. Distance Learning Committee took an online vote to give emergency approval of BSTD 0613 English II to be added to the online course schedule for Spring 2018-19.
- ii. Next regular Academic Affairs Council meeting on Friday, February 1, 2019, at 10:45 a.m. in Whitfield 231. Send in agenda items, Monday by noon.

- b. Student Affairs – Kathy Reaves
  - i. No Report. Did not meet in December 2018 or January 2019.
- c. Administrative Affairs – Philip Shackelford
  - i. Data Management, Use and Protection Policy (Dr. Kirk)
  - ii. Updates and Announcements from AHEC Insurance Meeting (Carey)
  - iii. APM Review and Edits (Carey)
  - iv. APM 2.24 update will be sent to all councils for their review and feedback.
- d. Cabinet
  - i. Campus Conversations:
    - 1. East Campus – Thursday, January 31 at 10:45 am, Workforce Development Room - 121
    - 2. West Campus – Friday, February 1 at 8:30 am , Library Auditorium
    - 3. Campus Wide Employee Survey – through Noel Levitz
    - 4. Safety and Security updates and best practices will be presented
- e. Planning Council Members
  - i. Next scheduled Planning Council Meeting will be on February 22, 2019.
    - 1. Need to discuss the Planning Council Retreat Dates for the summer.
  - ii. March’s Planning Council Meeting will be on March 29, 2019. This was moved due to Spring Break.
  - iii. February- Data Discussions from Institutional Effectiveness/Research Department – “Longitudinal look at Student Success” – keep a look out for the email to sign up!
  - iv. Spring Fling – 3/12
  - v. South Arkansas Literary Festival – 4/6
  - vi. Weldathon – East Campus – 3/14
- f. Guests

## **VII. Comments**

## **VIII. Adjournment**

A motion to adjourn was made by Casey Martin, and seconded by Dr. Sterling Claypoole. The meeting was adjourned at 11:00 a.m.

*Minutes submitted by: Mary Kate Sumner*