

# Planning Council

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## MEETING MINUTES

Date: Friday, May 08, 2020

Time: 10:45 a.m.

Place: Virtually - Microsoft Teams Program

### 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, May 08, 2020 virtually through Microsoft Teams Program.

### II. Roll Call

*The following council members were present: Dr. Ken Bridges, Benjamin Cagle, Keith Everett, Dr. Justin Geurin, Caroline Hammond, Charley Hankins, Mandi Haynes, Dean Inman, Tim Johnson, Dr. Tim Kirk, Dr. Carolyn Langston, Casey Martin, Dr. Cindy Meyer, Dr. Derek Moore, Dr. Michael Murders, Kathy Reaves, Cynthia Reyna, Amanda Rhodes, Philip Shackelford, Veronda Tatum, Karsten Tidwell, Carey Tucker, Dr. Stephanie Tully-Dartez, Dr. Bentley Wallace, Brooks Walthall, Vanessa Williams, Ray Winiecki, and Dr. James Yates.*

*The following council members were excused: Deborah Moore*

*The following guests attended the meeting: Jayna Winiecki, Kanasha Evans, Sarah Johnson, Susan Spicher, and Mary Kate Sumner – Recorder.*

### III. Approval of minutes from previous meetings

Keith Everett made a motion to approve the minutes of the council meeting held on Friday, April 24, 2020. Charley Hankins seconded the motion. The minutes were approved as written.

### IV. President's Updates

- a. Employee Recognition will be May 12 at noon
- b. Commencement will be virtual on May 21
- c. Board of Trustees has a special called meeting for Cares Act funds
- d. Board of Trustees Finance Committee will meet Tuesday May 12
- e. Fall 2020 – we plan to have On Campus classes

### V. Cabinet Updates

- a. The following items were brought to cabinet as Action items and were approved:
  - i. Add a co-requisite laboratory for MATH 1083 Math for Health Professionals.
  - ii. Add a co-requisite Laboratory for MATH 1113 Mathematical Reasoning.
  - iii. Change name of CSCI 1813 from Principles of Information Assurance to Cyber Security Essentials.
  - iv. Change the following courses' prefix from CSCI to BTEC (1113 Social Media, 1903 Digital Publishing, 1923 Introduction to Digital Photo Editing, 2043 Web Design 1, 2183 Introduction to Computer Graphics, 2193 Web Design 2, 2223 Excel, 2413 Advanced Microsoft Office).
  - v. Change course number for Math for Health Professionals from MATH 2123 to MATH 1083.
  - vi. Eliminate BSTD requirement for the CP in EMT; Revise EMT CP course descriptions.
  - vii. Modify MATH 1073 Technical Math Redesign.

- viii. Removal of Basic Studies Math Courses. (Please see the updated Math Advising Pathways.)
- ix. Update the Computer and Information Technology GPS.
- x. New student organization: The Alpha Omega Tau Honor Society – exception waiver requested.
- xi. APM 2.18 - Salary Payments.

## **I. Actions**

### **a. Academic Affairs – Dr. Cindy Meyer**

- i. Revise the Accounting TC curriculum to reduce the number of hours to a level that could reasonably be completed in just two semesters.
- ii. The Criminal Justice program proposes changing
  - 1. CRJU 2553 Introduction to Criminology to CRJU 1313 Introduction to Criminology
  - 2. CRJU 2523 Introduction to Corrections to CRJU 1353 Introduction to Corrections.
- iii. Update the AAS – Early Child Education to allow students a choice of Social Science courses so there will be more flexibility in scheduling and degree completion.
- iv. Revise the General Business curriculum to eliminate three of the present tracks, and modify the remaining track to have more electives, allowing students to continue to pursue the same specialized concentrations of courses.

*(A suggestion was made for the General Business pre-requisites to be reviewed.)*

### **v. APM 1.10 Shared Governance - Faculty Affairs Committee updates**

- 1. Oncoming full time faculty members for the Faculty Affairs Committee must have a minimum of one (1) full academic year of service at SouthArk to be appointed to this committee.
- 2. Add a position on Faculty Affairs Committee membership for an Adjunct Faculty Representative to be filled by a volunteer from the current pool of adjunct faculty and must have a minimum of 4 semesters of service at SouthArk to be appointed to this committee.
- vi. Add a line within all Master syllabi stating: “The modality/delivery of instruction may be modified at any time due to emergencies or unforeseen situations, per a college directive.”

*All action items above have been sent forward to cabinet.*

### **b. Student Affairs – Veronda Tatum**

- i. No report.

### **c. Administrative Affairs – Charley Hankins**

- i. No report.

### **d. Planning Council**

- i. Retreat Date Options (June 9<sup>th</sup>, June 11<sup>th</sup>, June 16<sup>th</sup>, and June 24<sup>th</sup>) – Choices will be taken to Executive Cabinet to discuss which day will be best.

## **II. Discussions**

### **a. Academic Affairs – Dr. Cindy Meyer**

- i. Faculty Affairs Committee brought forth the document: Organizational Communication Structure - Committees, Councils, Cabinet. It details the chain of communication throughout the Shared Governance process. The next Academic Affairs Council Chair, Gary Hall, will bring it to both of the other division councils at the beginning of the next academic year.
- b. Student Affairs – Veronda Tatum
  - i. No Report.
- c. Administrative Affairs – Charley Hankins
  - ii. No Report.

### **III. Announcements**

- a. Academic Affairs – Dr. Cindy Meyer
  - i. Curriculum Proposal Form is still on target to be reviewed by the Curriculum Proposal Form Task Force (been a bit delayed with COVID-19).
- b. Student Affairs – Veronda Tatum
- c. Administrative Affairs – Charley Hankins
- d. Nominating Committee – Dr. Carolyn Langston
  - i. Working to populate the Academic Support Committee
- e. Cabinet
  - i. VPSS – Please remind students to register for summer and fall. Please share the Facebook campaign.
  - ii. VPAA – An email will be sent out about scheduling an all faculty meeting.
- f. Planning Council Members
  - i. Next Planning Council Meeting will be a meeting held either in August or September. We will update everyone in August.
  - ii. Casey Martin announced that 3 Accuplacer tests were completed remotely. The next test that will be tested remotely will be the TEAS test.

### **IV. Comments**

#### **V. Adjournment**

A motion to adjourn was made by Philip Shackelford, and seconded by Casey Martin. The meeting was adjourned at 11:28 a.m.

*Minutes submitted by: Mary Kate Sumner*