

Planning Council

MEETING MINUTES

Date: Friday, September 25, 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 10:45 a.m. on Friday, September 25, 2020 virtually through Microsoft Teams Program.

II. Roll Call

The following council members were present: Dr. Ken Bridges, Benjamin Cagle, Brandi Cotterman, Keith Everett, Dr. Justin Geurin, Gary Hall, Mandi Haynes, Dean Inman, Tim Johnson, Dr. Tim Kirk, Dr. Carolyn Langston, Casey Martin, Dr. Cindy Meyer, Dr. Derek Moore, Dr. Michael Murders, Cynthia Reyna, Philip Shackelford, Veronda Tatum, Karsten Tidwell, Dr. Stephanie Tully-Dartez, Dr. Bentley Wallace, Lauri Wilson, and Dr. James Yates.

The following council members were excused: Caroline Hammond, Kathy Reaves, Amanda Rhodes, Carey Tucker, Brooks Walthall, Vanessa Williams, and Ray Winiecki.

The following guests attended the meeting: Jayna Winiecki and 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, May 08, 2020. Gary Hall seconded the motion. The minutes were approved as written.

IV. President's Updates

- a. Covid-19 update – any cases related to on campus, has been a very small. Please continue encourage each other to maintain protocols.
- b. ~ \$535,000 CARES ACT funds were received for students and are still in the process of being disbursed.
- c. SouthArk Lead Class VI has started and those members include: Jon Bourn, Carol Modica-Moore, Justin Murphree, Kathy Reaves, Shanell Robbins, Emily Vanderzwalm
- d. Facilities Review Process – Deadline of survey participation is today, September 25.
- e. Three of the Board of Trustees members will be rolling off in January and we will have new ones appointed to us.
- f. HLC Accreditation: 4-year report will be due in 2021, and afterwards we will start the Quality Initiative Project time period (years 5-9).
- g. The Executive Cabinet has changed its meeting scheduled. They have started meeting the 1st Wednesday on West Campus and 3rd Wednesday on East campus. The 4th Wednesday will be an operations group with Dean Walthall chairing. Also, cabinet members will spend scheduled time each week on East Campus and in Warren.

V. Cabinet Updates

- a. The following items were brought to cabinet as Action items and were approved:
 - 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.
- 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.
- b. 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.”

VI. Actions

- a. Academic Affairs – *Gary Hall*
 - i. Request that BSTD 0603 English I be removed as the prerequisite for BUSI 1003 American Enterprise System and be replaced with ENGL 1113 Composition I.
 - ii. Add a COMM prefix to BTEC 1113 Social Media.
 - iii. Change all EMA courses from COMM to MMAT (Multimedia Arts and Technology)
 - iv. Request Approval of revised Faculty Evaluation
- b. Student Affairs – *Tim Johnson*
 - i. No report.
- c. Administrative Affairs – *Lauri Wilson*
 - i. APM 2.52 – Remote Work (Telecommuting)

All Action items above are to be sent forward to cabinet.

VII. Discussions

- a. Academic Affairs – *Gary Hall*
 - i. No report.
- b. Student Affairs – *Tim Johnson*
 - i. No Report.
- c. Administrative Affairs – *Lauri Wilson*
 - ii. No Report.

VIII. Announcements

- a. Officers of Committees and Councils – Information is attached.
- b. Academic Affairs – *Gary Hall*
- c. Student Affairs – *Tim Johnson*
 - i. All Student Representatives will be assigned before the October Planning Council.
- d. Administrative Affairs – *Lauri Wilson*
 - i. HR committee will meet 2nd Thursday of the month at 3:30 pm.
 - ii. Reminder for everyone to take the Facilities survey.

e. Nominating Committee – Brandi Cotterman

- i. Nominations were made this week and sent to Cabinet.

f. Cabinet

- i. Facilities, Energy and Safety Committee continues to have quorum issues. Suggestion was made to have Chair of Administrative Affairs Council discuss with Chair of the committee about a potential APM change of the members.
- ii. The morning of the Planning Council meeting, there were phone issues around campus. It seemed that most everyone was having issues. Dr. Kirk did fix the issues that day.

g. Planning Council Members

- i. Next Planning Council Meeting will be a meeting held October 23, 2020.
- ii. New Staff Members:
 1. Joy DuPont – Programming, Outreach, and Student Engagement Librarian
 2. Cherie Bright – Academic Support Assistant.

IX. Comments

X. Adjournment

A motion to adjourn was made by Gary Hall, and seconded by Keith Everett. The meeting was adjourned at 11:15 a.m.

Minutes submitted by: Mary Kate Sumner