Planning Council

MEETING MINUTES

Date: Week of May 10, 2021

Place: Email and Microsoft Forms

I. Call to order

Dr. Stephanie Tully-Dartez requested Mary Kate Sumner, to send out the Agenda by email. The email was sent May 11, 2021 at 11:44AM. It included a form link to provide feedback and stated the following:

> *Good morning!*
> *I have attached the agenda for the May Planning Council email meeting to this email.*
> *Please review the agenda in an PDF program to be able to see all agenda files. If you have*
> *any issues with seeing the files, please let me know.*
> *Please use this link to provide feedback on the agenda items: <u>LINK</u>*
> <u>*All feedback needs to be provided before noon on May 13th*</u>*.*

II. Roll Call

The following council members were emailed the information to review: *Dr. Ken Bridges, Benjamin Cagle, Brandi Cotterman, Dr. Justin Geurin, Gary Hall, Caroline Hammond, Mandi Haynes, Tim Johnson, Dr. Tim Kirk, Dr. Carolyn Langston, Dr. Casey Martin, Dr. Cindy Meyer, Deborah Moore, Dr. Derek Moore, Kathy Reaves, Cynthia Reyna, Amanda Rhodes, Philip Shackelford, Dusty Shepherd, Veronda Tatum, Karsten Tidwell, Carey Tucker, Dr. Stephanie Tully-Dartez, Dr. Bentley Wallace, Brooks Walthall, Vanessa Williams, Lauri Wilson, Ray Winiecki, and Dr. James Yates.*

III. Approval of minutes from previous meetings

The minutes of the council meeting held on Friday, April 23, 2021 were reviewed by the council members. With no objections, or changes suggested, the minutes were approved as written.

IV. Cabinet Updates
   a. The following items were brought to cabinet as <u>Action</u> items and were <u>approved</u>:
      i. Education and Early Childhood Education program changes:
         1. Removing Pre-requisites:
            a. To remove ENGL 0103 as a pre-requisite from ECTC 2303, ECTC 2403; ECTC 2503; ECTC 2703; ECTC 2803; and EDUC 2023
            b. To remove the pre-requisite of ECE Technical Certificate from ECED 2053 Admin of Preschool Programs
            c. To remove the pre-requisite of EDUC 2033 from the following Early Childhood courses: ECTC 2303; ECTC 2503; ECTC 2703; and ECTC 2803
            d. To change ECED 1033 Practicum I pre-req change to – Pre/Co-requisites: ECED 1003 or ECED 1023 and Pre-requisites: EDUC 2033
            e. To remove all pre-requisites from ECTC 2703 Preschool Curriculum
            f. To remove all pre-requisites from ECTC 2903 Future Perspectives
         2. To create a Certificate of Proficiency of Early Childhood Special needs. It would consist of 12 credits.
         3. To create a Basic Certificate in Early Childhood Education: Infants and Toddlers.
         4. To create a Basic Certificate in School-age and After School Care.
         5. To create a Basic Certificate in Early Childhood Education Administration.

6. To create a new Certificate of Proficiency in Early Childhood Education Curriculum.
7. To revise the AAS degree in Early Childhood Education and add eight newly-developed courses to the curriculum:
   a. Caring for Exceptional Children (ECED 2833)
   b. Teaching and Learning for the Exceptional Young Child (ECED 2843)
   c. Infant /Toddler Development and Learning (ECED 2863)
   d. Infant/Toddler Caregiving and Field Experience (ECED 2873)
   e. School-Age Environments, Care and Activities (ECED 2883)
   f. School-Age Development, Learning and Guidance (ECED 2893)
   g. Administration for Early Childhood Education Programs II (ECED 2163)
   h. Music, Movement and the Creative Arts (ECED 2743).

ii. Technical Writing
   1. Create a new course: ENGL 1143 Technical Writing I
   2. Change ENGL 2043: Technical Writing for Industry to Technical Writing II

iii. Name Change BTEC 2413 Advanced Microsoft Office to BTEC 2413 Advanced Business Applications

iv. To accept ENGL 1113 Composition I or ENGL 1143 Technical Writing I in the Culinary Technical Certificate requirements.

v. "Shooting for the Stars" as SouthArk's official plan for designing and implementing an institution-wide open education resources initiative.

vi. APM 3.17 Assessment Manual Changes.

V. Actions

a. <u>Academic Affairs</u> – *Gary Hall*

i. APM 3.06 – Syllabi
   1. *Motion*: To update APM 3.06 to include 3.06a-Master Syllabi & 3.06b-Course Syllabi guidelines and approve text for a standardized 3.06a procedure for all sections of a course for assessment, accreditation requirements, and course transfer. (Note: The Course Syllabi section guidelines will not be updated at this time).

ii. Multiple Measures
   1. *Motion*: To approve the text change to catalog 2020-2021 to improve accessibility, student success, and retention, as multiple measures will be used to place students in gateway courses. The changes will be made for the 2021-2022 catalog.

iii. Academic Appeals Process

iv. EMAT Course Changes
   1. To approve the proposal to remove Composition I (ENGL 1113) as a pre-requisite to Scriptwriting EMAT 1013 *(originally requested as COMM 1013)*.
   2. To approve a proposal to create two new Special Topic Courses – EMAT 2903 and EMAT 2913 *(originally requested as COMM 2903 and COMM 2913)*.

All Action items above are to be sent forward to cabinet with no changes.

v. Faculty Handbook

Faculty Handbook is to be sent forward to cabinet with a few formatting and editorial changes that were updated.

    b.   <u>Student Affairs</u> – *Tim Johnson*

        i. No Report.

    c.   <u>Administrative Affairs</u> – *Lauri Wilson*

        i. No Report.

VI. Discussions

    a.   <u>Academic Affairs</u> – *Gary Hall*
        i. No Report.
    b.   <u>Student Affairs</u> – *Tim Johnson*
        i. No Report.
    c.   <u>Administrative Affairs</u> – *Lauri Wilson*
        i. No Report.

VII. Announcements

    a.   <u>Academic Affairs</u> – *Gary Hall*
        i. Academic Affairs Council agreed to meet in the Summer if need be.

    b.   <u>Student Affairs</u> – *Tim Johnson*

    c.   <u>Administrative Affairs</u> – *Lauri Wilson*
        i. Employee Recognition: May 12 at 10am – Heritage Plaza
    d.   <u>Nominating Committee</u> – *Brandi Cotterman*
    e.   <u>Cabinet</u>
    f.   <u>Planning Council Members</u>
        i. Planning Council Retreat will be a full day on Thursday, June 17. More info to come! Please keep a watch on your email starting June 10th.

VIII. Comments
IX. Adjournment

All items will be sent forward to cabinet.

No negative feedback was provided. Only a few formatting and editorial changes to Faculty Handbook were suggested and completed.

On Monday, May 17, 2021 at 5:30 pm, the email meeting ended.

Minutes submitted by: Mary Kate Sumner