

# Planning Council

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## MEETING MINUTES

Date: October 22, 2021

Place: Virtually - Microsoft Teams & Microsoft Forms

Responses Due: October 22, 2021 at 5:30pm (extended to Oct 27, 2021)

### I. Call to order

Mary Kate Sumner called to order the virtual form meeting of the Planning Council at 1:48 p.m. on Wednesday, October 20, 2021 virtually by email. The email requested that the members respond to the form before 5:30pm on October 22. However, this was extended to the end of the day on October 27, 2021.

### II. Roll Call

- a. Those that are *present* filled out the form. Those that were *excused* or *absent* did not. *Guests* would be anyone that filled out the form that were not Council members.

*The following council members were present: John Baine, Benjamin Cagle, Ashley Dougan, Martha Dunn, Shannon Forrest, Dr. Justin Geurin, Caroline Hammond, Mandi Haynes, Tim Johnson, Dr. Tim Kirk, Scott Larkin, Dr. Cindy Meyer, Dr. Derek Moore, Kathy Reaves, Michael Roberts, Philip Shackelford, Susan Spicher, Mary Kate Sumner, Veronda Tatum, Dr. Cassandra Tavorn, Dr. Stephanie Tully-Dartez, Dr. Bentley Wallace, Brooks Walthall, Vanessa Williams, Christy Wilson, Jayna Winiecki, and Ray Winiecki.*

*The following council members were excused: Cynthia Reyna*

*The following council members were absent: Karsten Tidwell*

### III. Approval of minutes from previous meetings

The minutes of the council meeting held Friday, September 24, 2021. The minutes were approved as written.

### IV. President's Updates

#### V. Cabinet Updates

- a. No items were brought to cabinet as Action items.

### VI. Actions

#### a. Planning Council

#### b. Academic Affairs – Scott Larkin

##### i. APM 1.10 Functions and Membership updates

1. Academic Affairs Council
2. Assessment Committee
3. Curriculum Committee
4. Faculty Affairs Committee

- a. *Feedback/Comment: If nominating committee dissolves, this committee membership will need updating.*

#### c. Student Affairs – Vanessa Williams

##### i. APM 1.10 Functions and Membership updates

1. Student Affairs Council
2. Retention and Student Success Committee
3. Recruitment Committee
4. Student Services Committee

#### d. Administrative Affairs – Michael Roberts

##### i. APM 1.10 Functions and Membership updates

1. Administrative Affairs Council
2. Human Resources Committee
  - a. *Feedback/comment: Schedule has been removed because most committees have removed the schedule due to semester changes that occur.*
3. Professional Development Committee
4. Removal of Emergency Response Team from APM 1.10

ii. APM 2.35A updates

All items were approved and will be sent forward to cabinet next week

## VII. Discussions

- a. Academic Affairs – Scott Larkin
  - i. Internal Review Only of Curriculum Edits/Changes: Curriculum Committee Proposal Form & Procedure
    1. Form is a fillable PDF
    2. Used for items that are mainly editorial changes that can be made by the Curriculum Committee and passed along as information to various levels of shared governance. (See attached form and Instructions)
    3. *Curriculum form feedback: "Looks good & Logical Progression" "I love the idea of being able to make some changes in a more streamlined / time efficient way - I feel this will be helpful to instructors!" "; Instructions: What about course # change? That isn't listed; Shouldn't the VPAA review proposed changes prior to it going through shared gov? Maybe VPAA just reviews as it comes up through the process; I suggest adding an 'Other' under 'Change or Edit requested' in the form."*
- b. Student Affairs – Tim Johnson
  - i. No report.
- c. Administrative Affairs – Michael Roberts
  - i. No report

## VIII. Announcements

- a. Academic Affairs – Scott Larkin
  - i. All Academic Affairs Council meetings will be held virtual for 2021-2022.
  - ii. Council officers: Chair – Scott Larkin; Vice-Chair – Dr. Sam Allen; Recorder – Mary Kate Sumner
  - iii. Assessment Committee:
    1. Officers: Kelly Roper, Chair; Dr. Carolyn Langston, Vice-Chair; Caroline Hammond, Secretary
    2. Meeting Schedule: Still trying to determine
  - iv. Curriculum Committee
    1. Officers: Susan Spicher, Chair; Dr. James Yates, Vice-Chair; Jennifer Schroeder, Secretary.
    2. Meeting Schedule: Third Thursday of each month at 4:00pm. Via Microsoft Teams or in Whitfield 239.
    3. The Curriculum Committee is continuing work on streamlining the process of curriculum approvals. We are seeking faculty suggestions.
  - v. Academic Support Committee
    1. Officers: Amanda Rhodes, Chair; Dr. Carolyn Langston, Vice-Chair; Dr. Justin Geurin, Secretary
    2. Meeting Schedule: First Thursday of each month at 11:00 am.
    3. An Ad Hoc task force was created to review non-academic requirements such as Campus Technology, SouthArk Success, and other requirements students have to complete in Blackboard. Justin Geurin was appointed chair of the task force. Please reach out to him with any question you might have.
  - vi. Faculty Affairs Committee
    1. Officers: Lillian Ellen, Chair; Vernita Morgan, Vice-Chair; Dr. Carolyn Langston, Secretary

2. Meeting Schedule: Still trying to determine.
- vii. Academic Standards Committee:
  1. Officers: Jennifer Baine, Chair; Dr. Ken Bridges, Vice-Chair; Jim Roomsburg, Secretary
  2. Meeting Schedule: 2<sup>nd</sup> Monday of the Month at 4pm.
- b. Student Affairs – *Vanessa Williams*
  - i. All Student Affairs Council Meetings will be held virtual for 2021-2022
  - ii. Council officers: Vanessa Williams, Chair; Kathy Reaves, Vice-Chair; Tim Johnson, Recorder
  - iii. Retention & Student Success Committee:
    1. Officers: Linda Bates, Chair; Mike Laws, Vice-Chair; Kathy Reaves, Secretary
    2. Meeting Schedule: 2nd Wednesday of the month at 4:00pm
  - iv. Recruitment Committee
    1. Officers: Dr. Sam Allen, Chair; Ashley Dougan, Vice-Chair; Tammy Ward, Secretary
    2. Meeting Schedule: 3<sup>rd</sup> Friday of the month at 9:30am.
  - v. Student Services Committee:
    1. Officers: Amelia Yarbrough, Chair; Katheryn Bourne, Vice-Chair; Kelly Goodwin, Secretary
    2. Meeting Schedule: 4<sup>th</sup> Wednesday of the month at 3:00pm.
- c. Administrative Affairs – *Michael Roberts*
  - i. All Administrative Affairs Council meetings will be held virtual for 2021-2022.
  - ii. Council officers: Chair – Michael Roberts; Recorder – Ann Southall; Vice-Chair will be voted on at the next meeting.
  - iii. Human Resources:
    1. Officers: Sarah Johnson, Chair; Kelly Roper, Vice-Chair; Kelly Roper, Secretary (Gary Hall will proxy in as secretary if need be).
    2. Meeting Schedule: 2<sup>nd</sup> Thursday of the Month at 4:00pm
  - iv. Professional Development Committee:
    1. Officers: Roslyn Turner, Chair; Amanda Rhodes, Vice-Chair; Lauri Wilson, Secretary
    2. Meeting Schedule: 1<sup>st</sup> Wednesday of the Month at 4:00pm. Only the months of September, November, February, and April.)
  - v. Facilities and Institutional Technology Advisory Committees are trying to plan their first meetings.
- d. Nominating Committee – *Martha Dunn*
- e. Cabinet
- f. Shared Governance
  - i. Reminder for All Committees for their first meeting of the Academic Year:
    1. Elect: Chair (if needed), Vice-Chair, and Secretary
    2. Discuss Meeting day, time, location.
    3. Review Functions of the committee and provide track changes of any recommended changes to the APM 1.10.
    4. Review Memberships of the committee and provide track changes of any recommended changes to the APM 1.10.
    5. All items need to be reported to the Councils, including Planning Council, and to Mary Kate Sumner for record keeping.
- g. Planning Council Members
  - i. Next Planning Council Meeting: If we finish reviewing and making changes to the Planning Council section of APM 1.10, then the next Planning Council will most likely be conducted through information provided by email, pdf, Microsoft Teams, and through Microsoft Forms.

## IX. Comments

## X. Adjournment

The meeting was adjourned on October 27, 2021 5:30pm.

*Minutes submitted by: Mary Kate Sumner*