

Planning Council

MEETING MINUTES

Date: Thursday, April 27, 2017

Time: 3:00 p.m.

Place: ADM Board Room

I. Call to order

Dr. Stephanie Tully- Dartez called to order the regular meeting of the Planning Council at 3:00 p.m. on Thursday, April 27, 2017, in the ADM Board Room.

II. Roll Call

The following council members were present: Dr. Barbara Jones, Jennifer Baine, Dr. Mickey Best, Dr. Jim Bullock, Keith Everett, Caroline Hammond, Sherry Howard, Dean Inman, Dr. Tim Kirk, Valerie Lewis, Casey Martin, Robert Norman, Philip Shackelford, Heather Smith, Susan Spicher, Mr. Carey Tucker, Dr. Stephanie Tully-Dartez, Christy Wilson, Ray Winiecki, Ken Kelley, Kathy Reaves, Cynthia Reyna, Veronda Tatum, Vanessa Williams, and Dr. Jim Yates

The following guests attended the meeting: Mary Kate Sumner-Recorder

III. Approval of minutes from last meeting

Valerie Lewis made a motion to approve the minutes of the council meeting held on Friday, March 17, 2017. Philip Shackelford seconded the motion. The minutes were approved as written.

IV. Actions/Discussion

- a. Academic Affairs- *Jennifer Baine*
 - i. Industrial Tech/Mechatronics proposal:
 1. Changes names and sequences
 2. Changes will be made to Fall 2017
 3. *Moves to Cabinet*

Proposal to Curriculum committee to set a date that all curricular changes must be approved by the Cabinet by March 1st for the coming academic year unless specified otherwise by accrediting agency or an approval body.

- ii. APM Changes to Teaching Load –
 1. *Proposal made by Christy Wilson to academic affairs to have the term “cohort” explained in the teaching load APM section. Must be clarified/edited before moving to cabinet.*
 - iii. Distance Learning Manual changes to the APM – *moves to cabinet*
 - iv. Grading scale added to Master Syllabi must be re-submitted prior to the beginning of Fall 2017 – *moves to cabinet*
- b. Student Affairs – *Kathy Reaves*
 - i. *No Report*

- c. Administrative Affairs – *Valerie Lewis*
 - i. *No Report*

V. Announcements

- a. Academic Affairs – *Jennifer Baine*
 - i. Library
 - 1. Library Demo Videos being created
 - 2. Staff Member replacement is still needed
 - ii. Arts in April
 - 1. Psycho and Birds
 - 2. Genaro Ky Ly Smith – Author – Sunday, April 30th at 2p.m.
 - 3. Writer’s Ink at 7:00 p.m., April 27th
- b. Student Affairs – *Kathy Reaves*
 - i. *None*
- c. Administrative Affairs – *Valerie Lewis*
 - i. Organizational Charts – please release when able

VI. Comments

- a. May Meeting
 - i. *Motion made by Valerie Lewis that if Planning Council needs to meet, to meet by email. Seconded by Philip Shackelford. All Approved.*
- b. Strategic Planning Event Date
 - i. *Motion made by Philip Shackelford that the Strategic Planning Retreat will be July 11th. Seconded by Caroline Hammond. All Approved.*
- c. College Closing time:
 - i. Starting on May 15th, the College will close at 5:30 p.m.

VII. Adjournment

A motion to adjourn was made by Christy Wilson and seconded by Valerie Lewis. The meeting was adjourned at 4:09 p.m.

Minutes submitted by: Mary Kate Sumner