Academic Affairs Council Meeting
January 20, 2022
2:00 pm via Zoom or In-Person

I. Call to Order

II. Members

X	Employee Name	X	Employee Name
X	Darci Cather	X	Kristin Shelby
X	Brenda Brown	X	Craig Bradley
X	Ginger Harner	X	Greg Mason
X	Judith Dollins	X	Tim Frizzell
X	Lora Clark	X	Teale Betts
X	Amanda Hannan	X	Vicky Cornelissen (recorder)
X	Blake Goforth (Zoom)		

III. Welcome to New Members

Introduction of Vicky Cornelissen, Vicky is Dr. Kristin Shelby's administrative assistant in Transfer and Adult Education.

IV. Review of Council Charge

- Review Committee Charge, which is located on the shared drive within Board Policy Procedures.
- Purpose – Academic Planning and policy making Shawnee responsible for strategic planning, policy development and institutional effectiveness.
- Coordinating the policy of the Academic Standards, Curriculum and Instruction and Student Academic Assessment Team.
- The Executive Council Team will review all submissions.
- Scope of responsibilities:
- We have teams and policy committees that are working groups, that discuss philosophical thinking, where we get ideas to actionize or implement.
- Create policy and guidelines.
- Then operational guidelines to implement.
- Academic Affairs will go to approved groups.
- May need to go to ad-hoc groups.
    - Smart Evaluation Team as example.
    - Proceeding from teams to Cabinet, prior to implementation and procedure.
- Recommendations will be presented to Darci Cather.

V. Election of Council Chair

- Chair needs to be elected, and position will rotate.
- Responsibility will need to also sit on Executive Council Meeting.
- This will be a representative to our voice.
- Meeting time for Executive Council is the first Thursday of every month from 10:00 AM – 12:00 PM CST.
- Academic Advising Meeting is the third Thursday of every month.
- Term is one (1) year.
- Ginger Harner agrees, if occasional conflict of interests can be worked through, ie: calendar conflict.
- Move to Motion for Ginger Harner to be Chair, Academic Affairs.
    - Motion made by Craig Bradley, seconded by Brenda Brown, motion passes unanimously.

VI. Policy Disposition Document

- Darci Cather is not a voting member, but will be a guide for the team.
- Ambitious strategic plan to be guided and implemented.
- Recommendations may need to be modified to strategic plans.
- These will be "living documents", not set-in stone.
    - Shawnee strategic plans have goals and timeframes.
    - Modifications can be made into strategic plans.
- Continue to ensure policy and procedures to Shawnee College.
- Make sure supporting needs.
- Accreditation requirements.
    - We are a communication channel.
        - Shared (to everyone)
        - Involved (to everyone)
- Share responsibility, share work ideas, find pitfalls, avoid the "kiss of yes", when reality does not work.
- We want to create a safe space to share ideas without fear of criticism.
- Review attachments, Policy Development & Review.
- Program Development Process (64, 02, SD).
    - Will go through policy and evaluate over the next few months.
    - List what we'd like to have in the policy manual.
    - Many need to revise, as may not have a credit, will need to create or develop a list – which has a deadline of yearend.
    - To provide a structure, that can be worked on over the next few years.
    - Academic Council is working on a matrix to show a need, definitions, etc.
    - Strategic Plan, some items of greater priority, showing what is the process or need for a new program.
        - Jobs available in a field.
        - Job growth.
- Will send to Curriculum and Instruction, they will create process and standards.
    - Return with recommendations to us.
- Move to Motion to send to Curriculum and Instruction.
    - Motion made by Tim Frizzell, and second by Greg Mason, motion passes unanimously.
- Will have to decide recorder of minutes, currently Vicky Cornelissen taking.
- Need to review existing forms.
- Need to look at sequential steps for development processes.

        - Appears processes are not captured.
        - Items falling through gaps.
        - People leave College and so do the processes.
- Need to develop a check and balance for courses processed.
- Curriculum and Instruction to review forms that are currently used.
- Need for creation of tenure procedures. (63, 05, SC)
    - There is a need for consistency.
    - Need accountability but faculty need to know their responsibilities.
    - Tenure expectations, we need to start at "Why", "Who are we as faculty members", What makes a good faculty member".
        - Experts
        - Care
        - Committed to our students, as examples.
- What does that mean / translate to:
    - Staying current.
    - Experts in our field.
    - Need to capture our processes in that field, job description, interview processes, etc.
    - Pull this all into our tenure processes.
        - Interview questions and responses can be mirrored from our tenure processes.
        - Professional development, establish forms of measurement.
        - Tenure is sometimes voted for, not necessarily objective.
            - Do we like them or not?
            - Do they deserve.
        - Courses may need to be taken and completed, within a timeframe – if unable to complete they risk not reaching tenure.
        - Review qualifications.
        - Consider situations – Pandemic, harder to evaluate skills, the bar has shifted or no longer exists.
        - What you know, articulate how they met student success should be evident.
        - Contract also plays a part.
- Policy needs to be obtainable and it needs to protect the College, from saying it was a subjective choice.
    - Meets the need of the College and Academic Affairs.
- Looking for writing a good policy, should be more general, guidelines and procedure more expect to see.
- Instead of jumping into the tenure process, look at what makes us exceptional faulty, our commitment to student success.
- Some examples of qualities for tenure:

Knowledgeable	Passionate	Caring
Service	Approachable	Professional
Dedicated		

- Needs to represents who we are, what matters, pull it down to other places.
- Possibly start as a faculty meeting, open to suggestions.
- Able to put items on an agenda, or table to meet next time, comfortable talking with, understanding will not happen overnight.
- Look at contract.
- Articulate our values this year, may not be able to review all policies, it gives us space/time.

- We really have the flexibility to make it our own.
- Provides us with an idea, to use it to inform other processes, or course evaluations.

VII. Other Business / Questions

- New software to review: Smart Evals, soft start, possible summer of 2022, roll out in the fall.
    - Smart Evals will possibly start with existing questions and learning outcomes.
    - Process may be able to be used to support evidence, show expertise in an area.
    - Share with faculty, possibly to help engage students.
- 10 Day Report was put to table.
    - Same across system.
    - No flexibility making 10 day verifications.
    - Confusion on 10 Day Report.
        - It would be nice if it was an initial progress, not a grade.
- System is listed, and can be updated as needed.
- Colleague was brought to table.
    - Colleague was implemented in 2017.
    - Training was done, but a lot of people who were trained are no longer at the College.

VIII. Upcoming Meeting Dates

- **Thursday, February 17, 2022**

IX. Adjournment

Craig Bradley made a motion to adjourn Academic Affairs Council Meeting, second by Teale Betts. All voted in favor and the motion carried.
The meeting adjourned at 11:13 AM.

Attachments:
Academic Affairs Council Agenda – January 20, 2022
Committee Charge
Policy Development & Review