

University of Arkansas Community College
Administrative Cabinet Minutes
December 5, 2018 / 9:00 a.m.
IH 104

Ms. Frazier called the meeting to order at 9:08 a.m. with the following members present: Mr. Greg Thornburg, Ms. Debbie Frazier, Mr. Gayle Cooper, Dr. Anne Austin and Dr. Brian Shonk. Also in attendance was Cabinet Recorder, Ms. Jodie Hightower. Dr. Jo Stephens was in attendance for a presentation.

Dr. Shonk moved to approve the minutes from the November 20, 2018 meeting. Dr. Austin seconded and the motion carried.

Quality Matter – Dr. Stephens and Ms. Karla Wilson recently attended a conference on Quality Matters. Dr. Stephens provided a rubric with the eight review standards for Quality Matters. Quality Matters is a peer-review process that trains and empowers faculty to evaluate courses against defined standards, provides guidance for improving the quality of courses, and certifies the quality of online and blended college courses across institutions.

Dr. Stephens recommends the college review the different membership levels and obtain membership. She suggested bringing training to campus in order to train faculty to be peer reviewers. Each review team needs a master reviewer and two to three additional reviewers. She noted that although Quality Matters is for online classes, the first three standards in the rubric apply to face-to-face classes as well. She said there are several in-state schools using this program and they have expressed willingness to visit this campus to conduct training.

Dr. Austin noted that the Quality Matters rubric aligns with the Higher Learning Commission (HLC) standards as well.

Dr. Stephens is also a member of the Faculty Senate Peer Review Committee. She said having buy-in from all faculty would be essential for the program's success. The group discussed faculty who are already trained or would be interested in implementing this program. She said out of the 38 or so regular, full-time faculty, about five or six teach an online course each semester and six to eight adjunct faculty teach online each semester.

Dr. Shonk suggested adding a stipend for faculty who review and update their courses. Ms. Frazier said that Title III funding may be able to provide funding for that stipend as teaching enhancement. She also noted this is an important step to ensure quality online instruction for our students. Currently the college does not have a standard for how a course looks nor does it have a review process. Dr. Stephens said many faculty have not had specific instruction on how to teach a standard course, let alone an online course. Dr. Shonk said to aid in setting a standard, the college has instituted the use of Blackboard and have required faculty to post class syllabi as well as use the attendance and gradebook modules.

Dr. Stephens also suggested sending additional faculty to the Quality Matters conference each year. Dr. Austin suggested the college bring in a freelance instructional designer who could provide professional

development to faculty. Dr. Shonk said the Professional Development In-Service committee is considering adding a faculty required Blackboard training facilitated by Dr. Stephens in January.

Area Updates –

Student Affairs – Mr. Thornburg reported the following:

- The free lunch for students yesterday, December 4, 2018 served 168 students and generated \$900 in revenue for the Grill.
- Student Affairs is hosting a holiday party today in the Commons area from 9:00 a.m. to 2:00 p.m.
- m-pact, a Los Angeles based a cappella pop-jazz group, will perform on Friday, December 14, 2018. Electronic ticketing is available and other advertising is going out to local businesses.
- Ms. Louise Hughes is finishing the recommendations regarding the Next Gen Accuplacer tests.
- Ms. Kristin Cross and Ms. Jennifer Sinele attended the Federal Student Aid Conference in Atlanta during the last week of November.
- The Student Success Center is seeking additional peer tutors and part-time help because it will be losing three tutors in the spring due to transfer and graduation.
- The Sunday Study Stop hours will be reduced in the spring from 2:00 p.m. to 7:00 p.m. to 2:00 p.m. to 6:00 p.m.

Mr. Thornburg also reported that Student Activities is planning two student trips for spring 2019. A one-day trip to Little Rock on a Friday is planned. The number of students who can participate is 30 and there will be an application process to attend.

The second trip is an out-of-state trip for three days, two nights sometime within the Spring Break timeframe of March 18 – 22, 2019. Mr. Thornburg provided a draft of the potential locations for the out-of-state trip which included Oklahoma City, Nashville, Natchez/Vicksburg and St. Louis. A survey will be used to determine the student's interest in locations. A minimal participation fee will be assessed and a brief application will also be required.

Academics – Dr. Shonk reported the following from the In-Service Professional Development Committee:

- First Community Bank as agreed to provide donuts for breakfast. Yogurt and other healthy options will be provided as well.
- Lunch of soup and sandwiches from Natalie's will be provided
- The committee also plans to host a talent show during lunch on Thursday, January 3, 2019.
- The committee is also developing a trivia game regarding UACCB and navigating through our system and processes which can serve as segue to encourage developing process manuals.
- Tiffany Guinnip, committee chair, will send a survey to faculty and staff regarding the lunch, talent show and Cabinet Q and A breakout session.
- There will be three breakout sessions during the afternoon portion of the day which will include the choice of the following sessions:
 - Cabinet Q and A – Cabinet members
 - Cybersecurity – Mr. Cheston Cooper

- Effective Classroom Management: Preparing our Classrooms for Concurrent Students – Mr. Zach Harber
- Professional Communication – Ms. Megan Akins
- Quality and Safety Education for Nurses through Virtual and Conceptual Learning – Ms. Karla Wilson
- UACCB's Secondary Career Center: CTE's Past, Present, and Future – Mr. Zach Harber
- Student Resources – Ms. Andrea Lee
- Guided Pathways – Mr. Nate Pyle
- Office 365: Share, Store and Collaborate – Mr. Blayne Stewart
- Roundtable Discussion: Teaching and Learning Online – Ms. Tracy Broadwater and Ms. Susan Tripp

Dr. Shonk provided the following update on vacant positions –

- The Academic Advising Center administrative specialist interviews will be Tuesday, December 4, 2018, and Thursday, December 6, 2018. There are five interviewees scheduled.
- Ms. C'aira Stewart was offered and she accepted the academics administrative assistant position beginning January 1, 2019.
- Ms. Jennifer Davidek was offered and she accepted the EMS program director position beginning January 1, 2019.
- Industrial Technology faculty interviews will be Monday, December 17, 2018, and Tuesday, December 18, 2018. There are three interviews scheduled.

Dr. Shonk made the following motion regarding the vacant full time adult education faculty position:

In accordance with UACCB Procedure 220.1, Hiring Process, section II.(A.)(1.)(c.), "...under certain circumstances the chancellor has the right to exemption from the open search process. For example:... a person may be appointed to a non-classified position after a review and consensus by the administrative cabinet." Dr. Shonk moves that Carol Sellars be appointed to the position of nine-month full time Adult Education Faculty for Sharp County effective January 1, 2019.

Mr. Thornburg seconded the motion and it passed.

Dr. Shonk provided the following updates for general academic affairs:

- The Guided Pathways Advising and Career Exploration Work Group made a recommendation for a "no wrong door" FAQ list. This would be a list of basic questions that a student or potential student might ask. Faculty and staff could refer to this list to better assist students. It could also be posted on the my.UACCB website. The work group hopes to introduce the list during the January In-Service Professional Development day.
- Adult Education had a site visit last Friday, November 30, 2018, by the Department of Career Education. There were no major findings and the reviewer noted Ms. Andrea Lee was the most organized of all the schools visited.

Research, Planning and Assessment – Dr. Austin reported the following:

- The Integrated Postsecondary Education Data System (IPEDS) portal is opening this month. There have been some definition changes so data is undergoing additional screening to ensure accuracy.
- Project One and the members of the Colleague Optimization Resource Committee (CORA) have been working together to complete required workbooks to support Project One. She noted the importance of process manuals and documenting why we do things the way we do.
- The newest requirement for Veteran Affairs funding is providing a list of possible internships sites. The sites have to be pre-approved.
- The beta version of the new HLC criteria. These will be presented at the annual meeting in April 2019. There are no substantial differences between current and proposed criteria.
- With the appointment of Ms. Carol Sellers to full time faculty, the Research, Planning and Assessment department will need to fill the newly vacated position.

Finance and Administration – Mr. Cooper reported the following:

- The pre-bid meeting for the Secondary Career Center was held yesterday, December 4, 2018. Eleven contractors attended the meeting and requested plans. Opening of the bids will occur on Tuesday, December 18, 2018 at 2:00 p.m. in Independence Hall room 102.
- The business office is changing the way they process checks due to some fraudulent activity recently discovered. Each day the college will send a file to First Community Bank where they will compare the checks they have received to the ones the college has issued. This may delay payment by a day, but will reduce the likelihood of fraudulent activity.
- Mr. Cooper provided a document entitled, “What Happens to My Travel” and reviewed the contents. This document will be included in the new hire packet. He also provided a travel information sheet and a meal chart reference guide.
- He said for official functions, the business office reviews the number of people attending. They compare the meal cost and ensure the cost is at or below the 75% maximum daily meal limit for that meal.

Ms. Frazier provided the following updates:

- The nursing career guides are printed and ready for use in aiding recruitment.
- Dr. Bobbitt will be attending the RN pinning on Friday, December 7, 2018.
- At the November 26, 2018 meeting of UA system colleges and universities, a legal seminar was held presented by Ms. JoAnn Maxey, general counsel, and Mr. Matt McCoy, senior associate general counsel for athletics. They discussed residence halls, athletics, Title IX, and the costs of violating Title IX.
- She said many of our peers are adding club sports to their activities. They still follow NCAA guidelines as well as Title IX requirements.
- UA System schools of Phillips Community College, Cossatot Community College, and UA – Rich Mountain currently have athletic programs but none employ a full time coach.

- Several community colleges are also discussing and reviewing the feasibility of adding residence halls to their campuses.
- She reported that the Arkansas Community Colleges association is undergoing a change of leadership and will have to review member responsibilities including dues and participation. Dues will increase as they work to stabilize the organization.

With no further business, the meeting adjourned at 11:39 a.m.

Submitted by: Jodie Hightower