

University of Arkansas Community College at Batesville
Administrative Cabinet Meeting
July 21, 2021 / 3:00 p.m.
Room 104

Members present were Dr. Anne Austin, Ms. Mandy Walker, Mr. Zach Perrine, and Dr. Brian Shonk. Cabinet recorder, Ms. Jodie Hightower, and Mr. Zach Harber were also present.

Mr. Perrine called the meeting to order at 3:06 p.m.

Mr. Perrine moved to approve the minutes from the July 16, 2021 meeting. Ms. Walker seconded, and the motion carried.

Assessment Academy team member update – Mr. Harber provided an update on his team’s work with the Assessment Academy. He said prior to COVID, they formed a workgroup and used Microsoft Teams to establish faculty learning groups. The workgroup hosted professional development with all faculty in January 2020. His faculty learning group focused on General Learning Outcome (GLO) 4 which states a student will “develop technological and information management skills, including the collection, analysis and organization of material from varied sources.” He said the purpose of the roundtable discussions during professional development was to have the faculty discuss what that GLO meant to them. He said the group discussed how students access information. Dr. Austin said that when GLO 4 was created, students primarily went to the library to access information, however, that model now longer applies. Mr. Harber said his group brain-stormed all the avenues currently used by students. Other members of his faculty learning group were Mr. Andrew Muse, Mr. Bill Wood, and Ms. Beverly Meinzer.

He said they also reviewed Blackboard Analytics for Learning (A4L) data that Ms. Tiffany Guinnip provided to them. He said they looked at that data to determine the viable metrics. He said the missing component is how intentional the College is in reviewing that data to determine cause and effect. He had Information Services pull Microsoft 365 data every 180 days which shows data on how students access data, including which device types are used. He said the data can help the College identify which programs may help students in accessing data. For instance, students may not be using One Drive as they could or should, so incorporating that into the classroom could be considered. He also said there was discussion within their team regarding whether GLO 4 should be revised. Dr. Austin said at one time all courses had a library use component, but said she agrees it might be time to review the GLO entirely.

Mr. Harber said between implementing ACUE, requiring faculty to upload course materials to Blackboard, and providing updated devices to faculty, the College has increased the use of technology significantly. Mr. Harber said the College has a core of information, data, but needs to be more intentional about identifying and outlining how the College is meeting this GLO. Mr. Perrine asked what the next steps are. Mr. Harber said the other Assessment Academy teams need to meet and another set of roundtable discussions to identify what faculty are doing in their courses is needed. Mr. Harber said it is important to have the faculty meet again as a group. He said there are many new faculty members who need to know what assessment is and why it is important and what it means for the College. Mr. Perrine said there is an established group that understands assessment and knows the basics, but the new group needs professional development to get them the fundamentals. The group agreed.

The group discussed having faculty meet once a month to review and learn about assessment. They noted that starting with basic information defining assessment, how it occurs, metrics, and then moving to actual data and

showing how success with the metrics correlates with student success would be a logical progression. Mr. Harber suggested working to create program learning goals rather than course goals may also be helpful. Asking “when a student graduates from x program, what should they know?”, would be useful in this situation.

HLC Assurance Argument Team – Dr. Austin provided handouts listing the Assurance Argument Team and the timeline for implementation. She said the idea was that one person would write an individual core piece with the two other teammates helping to provide evidence. She said evidence will be gathered next summer, but these teammates will be the ones to help identify it. On the Team listing, pink highlighting notes those faculty and staff who are no longer employed at UACCB. A total of five people needs to be replaced. The yellow highlights note faculty members to provide a visual of where they are in the teams. Dr. Austin said she tried to leave out the business office because they were dealing with Project One Workday implementation. The other handout is the timeline, which needs heavy revision. She plans to meet with each of the team leads in the next two weeks to provide them an opportunity to ask questions and her to review what is required. She plans to devote a week each month to meet with each criterion team. Then once a month she will hold a large group meeting with all argument team members. That meeting will be more of a check-in meeting rather than a training meeting. Cabinet members also discussed reviewing documents from other schools as examples of what to write as many on the argument team have not participated in an HLC review.

The group discussed if there were sections that could be written quickly to provide small victories. Those writers could then be re-assigned to other sections with larger writing needs.

They discussed personnel to replace vacant slots. Mr. Perrine suggested Ms. C’iara Stewart to replace Ms. Flanery. Ms. Walker asked that Ms. Sherrie Gunther replace Mr. Cooper.

Dr. Austin said she will completely revise the timeline with outlining regular meetings and what the groups should be working on each month. Mr. Perrine said ideally when faculty leave next spring, the written portion should be complete with it nearing full completion by the start of the Fall 2022 semester.

Budget for Health and Safety concerns – Ms. Mandy Walker said currently the Safety Committee does not have its own budget. She asked whether it needs one, if so, how much, and where to pull the funds from. The group consensus was that a budget of \$5,000 to start is sufficient. They also discussed that going forward, grouping expenses that are health and safety related but have been paid for from other areas may be needed. Both, Mr. Perrine and Dr. Shonk offered to provide funding from their budgets to fund the health and safety budget.

Meeting Time Discussion – Mr. Perrine proposed moving regular Cabinet meetings to a 2 p.m. start time as there are many things to be discussed and decided with the implementation of Workday. At next week’s special meeting, Ms. Walker has requested that payroll, lost revenue, and student delinquent accounts be reviewed.

Tax Free Weekend, August 7th – Mr. Perrine said in the past financial aid, registrar, student accounts, student affairs and the Chancellor’s office have been present. Ms. Walker said Ms. Robin Britt (student accounts), Ms. Alexas Sterling (accounts payable) and Ms. Sherrie Gunther (assistant to vice chancellor for finance and administration) can help on that day.

Extended Hours (7 a.m. to 6 p.m.) – selected dates of August 18, 19, 23, 24 – Mr. Perrine proposed the student-facing groups such as student affairs, bookstore and business office provide extended hours on the above dates. The group agreed to these dates and hours.

Academic Year Opening Meeting – August 12 – 9 a.m. to 11 a.m. – Mr. Perrine announced the academic year opening meeting to be held August 12, 2021. Breakfast, hosted by First Community Bank, will be from 8:00 a.m. to 9:00 a.m. The meeting will be from 9:00 a.m. to 11:00 a.m. He said Dr. Marla Strecker, Project One student lead, from the UA System office will present on the student portion of Workday. He said he has secured tumblers engraved with the UACCB logo for everyone as well. Dr. Austin said the HLC team will meet for about an hour that afternoon. She said that the Center for Teaching and Learning Excellence plans to have a full schedule developed next week. Mr. Perrine said he will send an “Interim Update” email on August 2, 2021 with an outline of events.

All Student email permission request for Ms. Sherrie Stagner and Ms. Maggie Beshears – Mr. Perrine requested that Ms. Sherrie Stagner, TRIO personal development coach/student activities, and Ms. Maggie Beshears, director of counseling, have permission and access to email the group “all students”.

Dr. Shonk moved to approve the request. Ms. Walker seconded and the motion passed.

Old Business

Student Travel – Tabled to August 4, 2021 agenda

Clarification of Photo Policy 901.0 – Mr. Perrine reported the Mr. Blayne Stewart, computer science faculty, has agreed to create a document outlining best practices for taking head shots. Mr. Perrine will send out on August 2, 2021.

Hiring Committee Selections (if needed) – Mr. Perrine has two committees to form.

- **Testing and Disability specialist** – He recommended Ms. Louise Hughes, director of student development, to serve as chair of the committee. She is also the supervisor for this position. Other committee members recommended were Ms. Sherrie Stagner, Ms. Amy Bullard, nursing faculty, Mr. Dustin McAnally, computer lab manager, and Ms. Robin Britt, fiscal support specialist – student accounts. The group agreed with this recommendation.
- **Marketing and Communications Coordinator** – Mr. Perrine recommended Ms. Tiffany Guinnip, project manager for academic affairs, as chair of the committee. Other committee members recommended were Ms. Jodie Hightower, Mr. Blayne Stewart, Ms. Kim Whitten, director of advancement, and Ms. Meagan Akins, director of admissions. The group agreed with this recommendation.

The group also discussed who is responsible for emailing the proposed committee members regarding the request to serve of a committee. They discussed several options including human resources, the open position’s vice chancellor or the chancellor. Regardless, they decided human resources should be copied on the email to keep them informed. Ms. Walker will discuss this situation with Ms. Julie Johnson, human resources coordinator, for her recommendation.

Follow-up:

- **HLC Accreditation process** -Tabled until August 4, 2021.
- **Assessment Academy Progress** – agenda item
- **Plan to Operationalize Assessment** – Dr. Shonk provided an instructional program review for English. He said using this will help formalize assessment into operations. On page 2, paragraph 2, a comparison outlining exactly what happened and why it is important is given. He said this is a good place to start the collection of the data and in the last two years, the assessment pieces have been completed on these program reviews. He said there is also a budgetary component addressed on the form as well. Mr. Perrine asked if this would be something that could be discussed at roundtable discussions. Dr. Shonk said he plans to have division chairs to complete the program review forms and then have faculty add to them. Dr. Shonk asked if program learning outcomes should be added to the back of these reports. The group said yes. Ideally, divisions would discuss the forms every year and determine which programs to keep and which to update. Dr. Austin said having division chairs keep an agenda of the meeting that indicates a discussion on success rates would be helpful for the HLC review.
- **New hiring policy/procedure** – Tabled until August 4, 2021.
- **Personal record (name/title/education) change policy/procedure** – Tabled until August 4, 2021.
- **Workflow of Classified Positions clarification** – Tabled until August 4, 2021.
- **Hiring committee timeline/process/questions/scorecard** – Tabled until August 4, 2021.

Area Updates

Dr Shonk provided the following update for academic affairs:

- The Department of Labor Workforce Opportunity for Rural Communities grant was submitted yesterday, by Dr. Austin. The plan submitted is entitled “Working for Independence (WIN)”. The Batesville Area Chamber of Commerce, White River Health Systems and the NCA Workforce Development Board are major partners for this program.
- Data from the Dana Center showing the top three transfer institutions was received. The top three schools UACCB students transfer to are Arkansas State University (ASU) (46.84%), University of Arkansas (12.45%), and University of Central Arkansas (UCA) (10.59%). The group discussed the numbers and reasons for why these schools are top choices for UACCB students.

Dr. Austin provided the following update for special projects:

- The Perkins summer reports are being prepared for submission. They include the third-party assessments that our students complete, and a special populations file will be submitted separately. Dr. Deltha Sharp, director of institutional research, is working on those reports.
- Dr. Sharp is also preparing data for Dr. Michael Moore, vice president for academic affairs UA System office, regarding eVersity.

Ms. Walker provided the following update for finance and administration:

- Finance and Administration Open Positions:
 - Bookstore cashier – Posted to job board
 - Cook – Posted to job board
 - Director of Computer Services – Posted to job board

- Accountant – Not posted at this time.
- Mr. Heath Wooldridge, director of physical plant, sent an email to campus regarding the remodeling and construction set to begin at MCB.
- The spending plan for ARPA funds was approved. She learned that a Method of Funding form was not required on the video conferencing quote, however, the College does have to obtain three bids. She has asked Mr. Mark Cartwright, director of campus events and security, to provide the specifications to Ms. Peggy Jackson, procurement manager, to issue an RFQ.
- She said the College will need to review institutional scholarships, as it is only allowed to grant scholarships in the amount of 20% of tuition and fees. She said Arkansas Scholars takes up a large portion of that amount, which is over \$100,000. Mr. Perrine said the group should consider assembling a workgroup for scholarships to review the entire process from how they are awarded, the amounts, and ways to monitor them.

Mr. Perrine provided the following up for student affairs and the chancellor's office:

- He announced that Ms. Kristen Cross, director of financial aid, has accepted a job with the UA System Office assisting with the development of the student portion of Workday. The position of Director of Financial Aid will be open as of August 1, 2021. He said Ms. Cross will still be in the area and is willing to help after she leaves.
- **Enrollment update** – Enrollment is down 42 students from this time last year. Headcount was 1,003 today with SSCH of 10,142. He said admissions is only averaging about eight per day. Applications are at 1,336 and steadily increasing. Volume is high right now and outreach is ongoing. The Arkansas Student Loan Authority (ASLA) is assisting recruiting efforts by contacting 107 students who are close to completing degree requirements but have not registered. Dr. Sharp provided this data to ASLA. A letter regarding the planned debt forgiveness is drafted.
- Ms. Maggie Beshears has been active in her efforts to support mental health on campus and is already scheduling appointments with students.
- **Marketing update** – The Facebook advertisement prepared by MHP went live today. The first story to post will focus on enrollment and transfer opportunities. MHP is also making recommendations regarding the website and all social media channels. Those recommendations will be provided to the new marketing and communications coordinator. A representative from MHP attended the Ready for Life meeting in LR yesterday on the College's behalf.
- **COVID-19 response update** – He said the number of positive cases continues to rise. His office is working to provide a vaccination clinic prior to or during the first week of classes. The College will continue to provide PPE stations as well as offering to place plexi-glass shields again. Sanitizing will be a priority as well. Although the College cannot mandate masks, they can be encouraged. ADHE is hosting a meeting Friday, July 23, 2021 with COVID points of contacts. Mr. Perrine said he plans to talk to Dr. Bobbitt about other measures the College can take. Ms. Walker said Mr. Wooldridge has ordered additional supplies for sanitizing. It was noted that Batesville Public Schools sent an update stating they hoped to have guidance or an approved plan from the state department of education soon. Ms. Walker also said that AAA sent message that if a player is vaccinated, they do not have to quarantine. The group discussed if the College could ask an employee if they are vaccinated. She said yes, but that is as far as the questioning can go. She said the UA System sent an email out this week stating that COVID leave will expire August 1, 2021. She said the College can still provide a remote work option. Ms. Madeline

Roberts, executive director of strategic marketing and communications at Lyon College, provided information to Ms. Hightower about a vaccine clinic Lyon will host on August 7, 2021.

Finally, Ms. Walker said she will send an email to campus regarding spend authorizations, expense vouchers, and official functions along with a gentle reminder to be kind and patient.

With no further business the meeting adjourned at 5:47 p.m.

Respectfully submitted by Ms. Jodie Hightower.