

**Board of Trustees  
Academic Affairs Committee  
Wednesday, March 10, 2010**

The Academic Affairs Committee met in their first session on Wednesday, March 10, 2010 on the Ozarka College campus in Melbourne. Those present were Trustees Larry Sullivan and Paul Weaver also in attendance: Dr. Richard Dawe, Dr. Mike DeLong, Kathryn Langston, Holly Ayers, Ruby Johnson, Michael Orf and Karen Overturf. Trustee Barbara Perryman was unable to attend.

Mike DeLong called the meeting to order at 3:00 p.m. with an informal introduction of those present.

This being the first meeting there were no previous minutes to approve.

Review of Committee Charter—

- The committee will review Academic processes, new program recommendations, Letters of Notification, Letters of Intent, and other pertinent academic information before taking it to the Board of Trustees for approval. This falls in line with the ADHE process and helps to ensure the Board as a whole is well informed of important academic issues.
- There will be a designated Board member to serve as Chair of the committee and be the spokesperson who will make the committee report to the Board of Trustees. Trustee Weaver volunteered to be the spokesperson for the March 2010 meeting.

Review of new programs—

- There was discussion as to how so many students here are "place bound" therefore the need to offer programs where they can get a certificate or degree and remain living in the area is very important. Based on Business and Allied Health Advisory Committees there is a need for the following programs to be offered:
  - Certificate of Proficiency in Banking and Finance-provides courses to qualified students for banking industry operations and administrative positions. There were questions as to whether we have faculty to teach these courses or not. An adjunct instructor will be hired to teach the two Banking courses but the other courses are already being taught by current faculty. These courses also fit into the AAS degree program. Committee members agree there is a need for this program and recommended moving forward with approval.
  - Certificate of Proficiency in Medical Office Administration-prepares students to successfully work in a medical office. Courses needed for this certificate are already being taught and will also fit into an AAS degree. Kathryn Langston is doing a large mailing to former students who have had some of these classes to encourage them to return and earn the certificate. Committee members recommended moving forward with this certificate program.

- Technical Certificate and Associate of Applied Science in Diesel Technology- designed to prepare students to work as a diesel engine mechanic. Currently the college is considering the possibility of offering this degree program along with the current automotive program. The automotive instructor will be retiring at the end of the spring semester. At that time, the college would like to find an instructor that is qualified to teach both auto and diesel mechanics. Trustee Weaver stated that with the number of people in the area that own farm equipment and the limited number of mechanics that can work on them, this program would meet the needs of the area. Committee members agreed that this program needs to be pursued.
- Certificate of Proficiency and Associate of Applied Science in Corrections- designed to prepare students to work and advance in the correctional facilities system. The college is currently considering the possibility of offering this program. The Department of Corrections stated that there is an immediate and long-term need for correctional officers at facilities in our immediate area as well as the rest of the state. Completing this degree will give the student a leg up (preference points) to entering the Department of Corrections Academy. Melbourne High School will be offering Law Enforcement classes starting in the fall. According to the Arkansas Department of Career Education, the law enforcement curriculum is parallel with corrections. There is also a possibility of working with the high school and Workforce Education to share cost of equipment, faculty, etc. Ouachita Technical College is the only other college in the state currently offering this program. It was agreed to further explore the possibility of offering this program.

Next meeting date—

- It was agreed that the next meeting should be prior to the week of the regularly scheduled Board of Trustees meeting. Dr. Mike DeLong said that he would look at the Board schedule and set a meeting date for the week before if there was anything that needed to be discussed at that time.

The meeting was adjourned at 3:45 p.m.

Minutes respectfully submitted by:

Karen Overturf