

University of Arkansas Community College at Batesville
Administrative Cabinet+ Meeting
December 18, 2024 / 3:00 p.m.
IH 104
Minutes

The members present were Mr. Bruce Hankins, Dr. Zach Perrine, Mr. Heath Wooldridge, Ms. Crystal Blue, Dr. Becky Warren, Ms. Jeanette Youngblood, Ms. Meagan Akins, Ms. Stacey Gross, and Dr. Brian Shonk. Minutes recorded by Dr. Zach Perrine.

Dr. Perrine called the meeting to order at 3:02 p.m.

Mr. Heath Wooldridge moved to approve the minutes from the December 11, 2024, meeting. Mr. Bruce Hankins seconded. With no further discussion the motion passed.

Institutional Learning Outcomes (ILOs) – Dr. Zach Perrine – Dr. Perrine presented the revised ILOs that had been reviewed by Faculty and Staff Senate. Stephanie Minor had created a survey to provide direct feedback. Feedback had been provided and was used in the revisions. The revised ILO draft had been reviewed by Dr. Perrine, Ms. Minor, and Mr. Randall Warn (the latter two in their capacities as Staff Senate President and Faculty Senate President, respectively). Dr. Perrine noted this was an essential step in the College’s plans to address assessment. Dr. Shonk noted the timeline previously presented. Additionally, working drafts of all Program Learning Outcomes (PLOs) were completed.

The revised ILOs are listed below for reference:

1. Critical Thinking and Problem Solving

Students will demonstrate the ability to assess complex, real-world problems and use critical thinking to solve them, discerning when and how to gather, evaluate, analyze, and synthesize relevant information.

2. Workforce Readiness and Technical Proficiency

Students will acquire industry-specific skills, certifications, and degrees that empower them to thrive in the rapidly changing workforce as contributors in their field.

3. Communication and Collaboration

Students will demonstrate cultural awareness and the ability to collaborate across a variety of perspectives by utilizing effective written, oral, and digital communication skills.

4. Civic Engagement and Leadership

Students will demonstrate responsibility and a commitment to the public good by engaging in community service or leadership activities.

Dr. Perrine made a motion to approve the revised ILOs as proposed. Mr. Heath Wooldridge seconded the motion. With no further discussion the motion passed.

Information Technology Accessibility Committee Recommendations – Dr. Zach Perrine – Dr. Perrine presented the recommendations from the UA System Policy 280,1, Information Technology Accessibility Committee, from their last meeting. The work was progressing, with the next steps to continue building the plan/timeline. The following recommendations had been made:

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Website Revision, the plan was on track and meeting held last week with Dr. Shonk, Dr. Perrine, Mr Blayne Stewart, and Ms. Emily Brockway to develop the overall structure, then will bring in content experts many of whom are on the 280.1 committee and/or Cabinet+ already.

VPAT Procedure, a housekeeping procedure to ensure consistency on campus. This would result in the VPAT process returning to IT. While other parties could search for a VPAT, approval would still fall with IT. Additionally details for the simple procedure related to storage, parameters for seeking at VPAT (anything with a software).

Blackboard Accessibility, Academics + Access Services were scheduled for a meeting in January about accessibility in Blackboard.

Accessible Document Templates for Campus, Dr. Perrine will ask Emily about getting accessible templates for handbooks, PowerPoint, meeting minutes, and (potentially) forms

Spring 2025 Enrollment – Dr. Zach Perrine– Dr. Perrine brought up the Enrollment Tracking document used daily and reminded everyone they had access, and to check this regularly: [Enrollment Tracking.xlsx](#)

Enrollment was trending lower than this same time last year. Dr. Perrine noted his original belief we'd have recovered from the conversion by now, but the process had been prolonged. Other factors could include 8-week terms, market trends shifting, or even the new application – of which Ms. Akins reiterated.

Enrollment Projections AY2025-2026 – Dr. Zach Perrine – Examination of enrollment projections, expected flat or decline, process is behind due to change in pattern of enrollment in Fall. Mr. Hankins noted he will start the budgeting process with a baseline of this. He will also get mid-year updates to budget managers by the end of the semester.

Gateway Center Director/FARM Grant Administrator – Dr. Brian Shonk – Discussion was held regarding position and process.

Welcome Center Construction Update – Mr. Heath Wooldridge. Mr. Wooldridge noted the progress continued on the project and it could be done by January 10th. Furniture could be in this Friday, and there had been a delay on hardware for doors. Work would continue a few days while campus was closed.

Welcome Center Change Order Review – Mr. Bruce Hankins – Mr. Hankins walked through a change order for the Welcome Center project to show process, cost, and how these were structured.

Welcome Back Meeting Draft Schedule – Dr. Brian Shonk – Dr. Shonk provided the draft welcome back meeting timeline created by Ms. Guinnip.

Search Committee (if needed)

Open Discussion

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- a. **Mr. Bruce Hankins** – Mr. Hankins noted the Annaplan demonstrations and that we were in Cohort 2.

Meeting was adjourned at 4:33 p.m.

Minutes respectfully submitted by Zach Perrine.