

**Academic Council Minutes**  
**January 30, 2008**  
**2:00 p.m.**  
**Library Conference Room A**

Present: Mr. David Ray; Dr. Debbie Bryant; Dr. Ranelle Eubanks; Mr. Mark Spencer; Dr. Louis James; Dr. Peggy Doss; Dr. Richard Kluender; Dr. Morris Bramlett; Dr. Trey Berry; Dr. Kelly Bryant; Dr. Jim Roiger; Ms. Annette Hall; Ms. Pamela Gouner; Ms. Sandra Campbell; Ms. Linda Rushing; Reporter: Ms. Rita Hyatt.

The Council approved the December 12, 2007 minutes with a correction noted.

Dr. Ranelle Eubanks asked each Unit Head to describe efforts to improve retention in their units. Some faculty are reviewing students test scores and putting students in study groups, working to make programs more friendly, making sure students are in the right class, having better communication with students, having faculty offer a help sessions for students, and better academic advising.

The Council continued their discussion of offering an Honors Program. The Council approved a special committee to make recommendations regarding an Honors Program.

Dr. Trey Berry, Chair  
Ms. Annette Hall  
Dr. Ranelle Eubanks  
Ms. Pam Gouner  
Mr. Mark Spencer

Mr. Ray asked the committee to put together a proposal for the Honors Program for the next meeting.

Mr. Ray announced that Governor Mike Beebe will be on our campus February 4 at 11:00 a.m. in the University Center Green Room to present the University \$2 million from the State's General Improvement Fund to help construct a new wing to the School of Forest Resources complex. He encouraged all faculty, staff and students to attend the presentation. Dr. Kluender announced that there would be an open house at the School of Forest Resources following the luncheon with Governor Beebe.

Mr. Ray encouraged Unit Heads to respond by letter to every prospective student card requesting interest and information. Brochures and other information about UAM programs should be included.

Mr. Ray reminded the Unit Heads that all on-line classes will use Web CT by fall 2008.

The Council continued their discussion of increasing numbers of "Ws". The Council discussed setting up a policy on the number of "W's". Is this a student problem or a faculty problem? The Council will revisit the discussion on "W's" at a later date.

Mr. Ray stated that students are to be continuously enrolled in math and English until they have completed the course with a passing grade. Mr. Ray asked Unit Heads to review with faculty the policy concerning continuous enrollment.

Mr. Mark Spencer discussed the need for graduation requirements in English Composition I and English Composition II being a "C" or better. The Council agreed that students must receive "C" or better in both Comp I and Comp II.

Mr. Ray reminded the Council that Enrollment Verification Rosters are due on February 6 in the Registrar's Office. He stated it was important for faculty take class attendance daily. Faculty will need to indicate on the Enrollment Verification Roster if a student never attended class or the last day the student attended class.

Mr. Ray reminded the Council that the first draft of the class schedule for Summer 08, Fall 08 and Spring 09 is due to the Registrar's Office on February 13. Mr. Ray asked Unit Heads to remove the names of faculty who are not teaching.

Dr. Eubanks reminded the Council that Text Books are to be posted on the UAM website by April 1 at 11:00 a.m. Textbook Adoption Forms will be sent by the Bookstore at the end of February.

Dr. Debbie Bryant asked that the discussion of scholarly intramurals be removed from the agenda.

Mr. Ray asked the Unit Heads to complete the Volunteer Survey Information and submit it to Dr. Clay Brown as soon as possible.

Mr. Ray asked the Unit Heads to complete the Extra Income Report and submit it to Mr. Lathan Hairston by January 31.

Mr. Ray reminded the Council that Early Retirement of Faculty requests are due in the Provost's Office by March 1. Mr. Ray asked Unit Heads to notify him if they have any faculty requesting early retirement.

Mr. Ray noted that this is a catalog year and he asked that everyone work on catalog changes to submit to C & S by October. The goal is to submit as many changes as possible this spring.

Mr. Ray reminded the Council to begin preparation of their 2009 budget.

The Council discussed C & S proposals from Social and Behavioral Sciences and Division of Music.

Mr. Ray stated the Council would receive a recommendation on the Bachelor of Liberal Arts degree shortly.

Dr. Eubanks stated that the Council would receive a C & S proposal changing the admission requirement concerning proof of immunization.

Dr. Debbie Bryant provided the Council with a handout on Advanced-Standing Programs from the University of Arkansas at Fayetteville to specifically to address an International Baccalaureate program at UAM.

The Council adjourned at 4:32 p.m.

Revised 2-13-08