

**Academic Council Meeting**  
**May 10, 2010**  
**10:00 a.m.**  
**Library Conference Room A**

Present: Mr. David Ray; Dr. Ranelle Eubanks; Mr. Mark Spencer; Dr. Louis James; Dr. Peggy Doss; Dr. Philip Tappe; Ms. Sandra Campbell; Dr. Carol Strong; Dr. Kelly Bryant; Mr. Brian Hairston; Dr. Morris Bramlett; Ms. Pamela Gouner; Reporter: Rita Hyatt.

The April 21, 2010 minutes were approved as written.

The Council discussed retention ideas.

Mr. Ray discussed C.U.B.I.T. (College and University Behavioral Intervention Team) which serves as an intervention program to counsel students with behavioral and/or mental health issues. Mr. Ray encouraged Unit Heads to discuss any student behavioral problems with Dr. Clay Brown.

Mr. Ray stated that all faculty are required to attend commencement; however, if a faculty member cannot attend, the Unit Head should send a request to the Provost for the faculty member to be excused. Mr. Ray stated that commencement rehearsal will be Thursday, May 13 at 3:00 p.m. and Commencement will be Friday, May 14 at 9:30 a.m. in the Convoy Leslie Cotton Boll Stadium. He reminded the Council to assemble for Commencement at 9:00 a.m. in the Harris Hall parking lot. Mr. Ray distributed commencement instructions, the processional list of faculty, and the list of approved Honor Societies that can wear honors cords during commencement. Faculty should line up according to the processional list (by rank alphabetically).

Mr. Ray stated that grades are due on Wednesday, May 12 at 10:00 a.m. He reminded the Unit Heads to be sure to have phone numbers of faculty in case of any problems with grade reporting.

Mr. Ray asked the Council to review the email from Debbie Gasaway concerning dates for the FY 10 fiscal year end.

Mr. Ray asked the Council to explore ideas for new degrees or courses that could be offered to increase student enrollment. This discussion will be continued at the next meeting.

Mr. Ray reminded the Council that there will be no WebCT server beginning Fall 2010. Faculty and staff should download any information from WebCT that they may need in the future such as files, grades, emails, etc.

Mr. Ray announced that Academic Affairs has purchased a subscription to Sentenceworks effective June 1, 2010. Students can use Sentenceworks to check for writing errors, mechanics,

style, and vocabulary. Faculty can use Sentenceworks to check for plagiarism as well as composition errors.

Mr. Ray asked Unit Heads to carefully review the vicinity mileage on travel reimbursement forms.

Mr. Ray reminded the Unit Heads that enrollment minimums for summer classes is 10 students for undergraduate, 6 students for graduate classes.

Mr. Ray reminded the Council of freshman pre-registration on June 14-16 and July 12-14. Unit Heads were reminded to have as many faculty members as possible to work the advising tables.

Mr. Ray reminded the Council of the August 1 deadlines for the following reports:

- 1) Annual Report
- 2) Assessment Report

Mr. Ray provided the Council with a copy of guiding questions for the Annual Assessment Report. The Council was asked to submit a hard copy to Provost Ray, an email link to Dr. Eubanks and to post to their units website by the deadline.

- 3) Outside Employment Report
- 4) Retention Plan
- 5) Viability Report

Mr. Ray stated that all faculty are to report on August 16, 2010. He stated that Faculty Development Week would include more faculty training sessions that all faculty are expected to attend because of the new student data management system, PeopleSoft.

Mr. Ray reminded the Council of upcoming dates:

- May 20-23 -- Arkansas Mission of Mercy (ArMOM) Free Dental Clinic**
- June 1 -- UAM Self-Evaluation (Administrative Position)**

The next Academic Council meeting will be June 9.

The Council adjourned at 11:31 a.m.