

Academic Council Meeting  
April 13, 2011  
Library Conference Room A

Present: Dr. Debbie Bryant, Dr. Ranelle Eubanks, Mr. John Webb (for Mark Spencer), Dr. Roy Cabaniss (for Lou James), Dr. Peggy Doss, Dr. Phil Tappe, Ms. Sandra Campbell, Dr. Tom Springer, Dr. Kelly Bryant, Mr. Brian Hairston, Dr. Morris Bramlett, Mr. Bob Ware, Ms. Pam Gouner, Ms. Linda Rushing; Guest: Dr. Jack Lassiter.

Brandy DeLee and Ken DeCourt of Verizon Wireless made a presentation to the Council regarding Verizon's ability to provide service and netbooks. DeLee showed how some secondary schools are using Verizon services including Hermitage Public Schools.

The minutes of the March 9 meeting were approved as written.

Dr. Eubanks noted that we have begun pre-registration for Summer and Fall 2011 and that next week (April 18-22) will be for registration of transfer and new students. Unit Heads should encourage faculty to daily set aside time to advise/register students.

April 25 (Monday) will be Scholar's Day registration. Faculty advisors will be needed in Harris Hall the afternoon of April 25.

Eubanks noted that in WeevilNet a query or "work around" has not been established to easily tell which students have paid (not just enrolled) for summer terms. As a result, summer pay for faculty may need to be adjusted from the first check to the final check to reflect students who actually paid. The Council asked that as soon as possible a memo from the Provost be issued to faculty indicating this potential problem.

Units with outstanding late textbook adoptions had a list of their late faculty and courses in their packets. This Unit Head must send a letter to the Provost explaining why the textbook adoption was late and attach a copy of the Textbook Adoption Form. At this date, if textbooks have not been ordered, the Bookstore cannot guarantee textbooks for intersession or summer.

The Institutional Report on the Annual Review of Faculty Performance was included in Unit Head packets; an emailed copy of the form had been distributed the week of April 11. The completed unit form is to be returned to Ranelle by April 29.

Unit Heads were reminded that final the exam period is May 4-10 and that all classes are expected to meet during that time. No campus events can be held during exam time. The "Request to Take Final Exam Early" form must be completed for any student who has extenuating circumstances.

Unit Heads were reminded that Commencement will be May 13 at 10 a.m. and 2 p.m. A faculty processional list will be emailed to Unit Heads soon; it should be checked for accuracy. Any discrepancies are to be sent to the Provost. Faculty are expected to attend Commencement; requests to be excused must be sent to the Provost by the Unit Head.

The list of groups that are permitted to wear honor cords during commencement was included in each Unit Head's packet.

Two faculty representatives from each academic unit are requested to assist in the distribution of herald cards at rehearsal. Unit heads should secure their representatives for Thursday, May 12, at 3:30 p.m.

Summer hours will reflect a change from last summer: Monday-Thursday will be somewhat longer, Friday will be shorter. An official email will be forthcoming from the Chancellor's office.

Self-evaluation (Administrative Positions) (SWOT analysis) forms were included in Unit Head packets. Completed self evaluations are expected in the Provost's office by June 1.

Units must have Strategic Plan assessment for the past year loaded to Sharepoint no later than June 1. Unit's new Strategic Plans must be loaded to Sharepoint by July 1.

Ranelle made Unit Heads aware of The Dept. of Education policy 600.9 regarding distance education students not residing in the state. She also noted Act 747 which calls for common course numbering and the number of hours for a degree may be 120.

Each course in the class schedule beginning with Fall 2011 will be downloaded to a Course Shell in Blackboard; no course shell authorization will be needed. At the end of the term, unused course shells will be deleted from Blackboard.

The Council discussed and approved C&S proposals from Arts and Humanities and Academic Affairs.

Dr. Lassiter discussed the budget for the University. He also mentioned textbook rental, the increase in tuition and fees (not yet approved by the Board of Trustees), performance funding by 2014, plans to update campus housing, and Faculty/Staff Excellence Awards (more details on that forthcoming).

There were several unit updates:

- Forest Resources: groundbreaking ceremony and SAF accreditation review

- Music: NASM accreditation review

- Math and Science: The Arkansas Academy of Science visit

- Nursing: National Nursing Convention and Alpha Chi awards

- Social and Behavioral: Psychology conference this weekend and April 25-26 in conjunction with Public Safety a presentation by a nationally-known advocate for Sexual Assault Prevention.

- Crossett: Receipt of \$50,000 (requires matching funds) from Crossett Economic Development for electromechanical training equipment.

- Business: Turning Technologies presentation on the use of "clickers" to provide student feedback.

The next Academic Council meeting will be April 27 at 2 p.m. in Library Conference Room A.

The meeting adjourned at 4:22 p.m.