

Academic Council Meeting
September 14, 2011
Library Conference Room A

Present: Mr. David Ray, Dr. Debbie Bryant, Dr. Ranelle Eubanks, Mr. Mark Spencer, Dr. Louis James, Dr. Peggy Doss, Dr. Phil Tappe, Ms. Sandra Campbell, Dr. Tom Springer, Dr. Kelly Bryant, Ms. Lori Selby, Dr. Morris Bramlett, Reporter: Rita Hyatt.

The minutes of the August 31 meeting were approved.

The Council discussed retention ideas. The School of Math & Sciences is completing course changes for students who are enrolled in the wrong mathematic course.

Mr. Ray continued the discussion on Act 747 (includes 120 hour degree requirements). The Council would like to see the General Education requirements reduced to the state minimum of 35 hours. Dr. Eubanks will take the request to the General Education Committee. Mr. Ray encouraged Deans to talk with their representative on the committee about reducing the General Education Requirements. Mr. Ray stated that the deadline for complying with Act 747 is the April 2012 Coordinating Board Meeting.

Mr. Ray distributed outlines of face to face and on-line course syllabus requirements. Some of the concerns that have been identified with some of the Fall 2011 syllabi are.

- There is no course outline.
- There is no indication of when or where the class meets.
(i.e. MWF 10:10-11:00 in MCB 301)
- There are no student learning outcomes or course objectives.
- Use of vague statements such as “research will be presented,” “tasks will be assigned,” “credit will be given for practical experience” with no details about what is expected from the research, when it is due, the format to use, oral or written, etc.
- Faculty are required to keep office hours: to say “email me” or “by appointment” is not acceptable.
- Use of “Campus Connect” instead of Weevilnet.
- Textbook information does not include the publisher or ISBN number or no information except the name of the book.
- Use of the wrong year on the syllabi (i.e. Fall 2009, Fall 2010) or wrong catalog year (use of 09-11 catalog)
- It seems that several on-line classes are not on line, they are simply emails between the faculty member and student. Several online classes did not use the online course syllabi format.
- Grammar errors.

Mr. Ray noted that Deans should work with faculty to correct syllabi and make sure requirements are met.

Dr. Debbie Bryant stated that Fall 2011 enrollment is 3,923 students, an increase of 8%.

Dr. Bryant stated that Enrollment Verification Rosters would be sent to Deans by Friday, September 16. Dr. Debbie Bryant asked that faculty be encouraged to review the rosters carefully.

Mr. Ray asked that students be encouraged to apply for May 2012 graduation by submitting an application through WeevilNet by October 7.

Mr. Ray reminded the Council of the activity period on Thursday from 12:40-1:20 and stated that before a course is scheduled during that time, it should be approved by the Provost.

Mr. Ray stated that the first draft of the Spring 2012 class schedule is coming soon.

Mr. Ray stated that Textbook Adoption Forms for Spring 2011 are due to Mr. Billy Hogue on October 21. Mr. Hogue must have Textbook Adoptions posted on his website by November 1.

Mr. Ray provided the Council with forms required for Student Absences Due to Participation in University-Sponsored Events and asked that whenever possible, a one-week notice should be given.

Mr. Ray asked the Council if any faculty member was using e-books. Two schools are using ebooks in some classes.

Mr. Ray reminded the Council that the Student Undergraduate Research Fellowship (SURF) is taking applications. The deadline to apply is November 1.

Dr. Eubanks provided the Council with a copy of the Program Review schedule. She stated that programs in forestry, spatial information systems and wildlife management in the School of Forest Resources, and AASN program in the School of Nursing, will be reviewed this year.

Mr. Ray reminded the Council of the Annual Evaluation timetable and asked each member to notify his/her faculty of the deadlines. Mr. Ray stated that University of Arkansas at Fayetteville completes all of their faculty evaluations on-line. Mr. Ray will try to obtain the cost of on-line evaluations.

Mr. Ray provided the Council with a copy of the Promotion and Tenure schedule. He asked the Unit Heads to email him notification of who would be seeking promotion and tenure this year.

Mr. Ray stated that faculty requests for early retirement are due in the Provost's office by November 1. Please notify him as soon as possible anyone seeking early retirement.

Mr. Ray reminded the Council that UAM Accreditation with the Higher Learning Commission will be reviewed 2014. He would like to have committee in place by this fall and encouraged the Council to email any suggestions.

Mr. Ray asked the Council to discuss Points of Pride.

The meeting adjourned at 4:07 p.m.

The next Academic Council meeting will be Wednesday, September 28, 2011 in Library Conf. Room A.