

Academic Council Meeting
January 19, 2012
9:30 A.m.
Library Conference Room A

Present: Mr. David Ray, Dr. Debbie Bryant, Dr. Ranelle Eubanks, Mr. Mark Spencer, Dr. Ted Hammett, Dr. Donna Hunnicutt, Ms. Helen Guenter, Dr. Tom Springer, Dr. Bob Stark, Mr. Brian Hairston, Dr. Morris Bramlett, Ms. Pam Gouner, Reporter: Ms. Rita Hyatt.

The minutes of the December 7 meeting were approved.

The Council discussed retention ideas.

- Record number of students enrolled for Spring 2012.
- Students must be reminded to check their UAM email account.
- Students should be sent emails each semester detailing how to access their grades.
- Math and Sciences faculty gave students a post card with their mid-term grades.
- Business encourages students to get involved in student organizations on campus.

Mr. Ray reminded the Council that the Higher Learning Commission will be visiting UAM on January 30-31 for our first all on-line degree, the Master of Physical Education and Coaching. He provided the Council with a copy of the agenda for the visit. Mr. Ray stated that there will be a HLC briefing on January 24 at 2:00 in Library Conference Room A.

Mr. Ray stated that UAM is the only institution in the state that requires BA & BS Identity Requirements. Mr. Ray encouraged the Deans to visit with their faculty about building the BA & BS Identity Requirements into individual degree requirements. The Council will re-visit the discussion at a later date.

Mr. Ray stated that the 120 hour degree went into effect January 3, 2012. A student may graduate in May 2012 with 120 hours if all the General Education Requirements, major requirements, and minor requirements are met regardless of the catalog year the student is under. Mr. Ray stated that each student applying for graduation will be reviewed on an individual basis.

Mr. Ray discussed moving up the deadline to Drop with a "W." Dr. Eubanks will work up a proposal for the next meeting.

Mr. Ray reminded the Council that Grade Verification Rosters were due on January 17, 2012 and Draft I of the Summer/Fall Class Schedule is due on January 20. Deadlines on all requests are important. Mr. Ray stated that UAM will not offer the SIP (Summer Improvement Program) in summer 2012.

Mr. Ray reminded the Council that UAM Census Date is January 26, at 4:30 p.m. and faculty should encourage students to finalize his/her bills. Faculty are required to report students who have never attended classes to the Registrar office so that their financial aid can be adjusted accordingly. **Mr. Ray stated that it is the faculty's responsibility to take roll in every class and report attendance.**

Mr. Ray reminded the Council that Weevil Welcome Days are set for February 3 and 6.

Mr. Ray stated that Joshua Pettigrew at Graphic Design & Copy Center is no longer employed by the University. Mr. Ray stated UAM will participate this spring in demo run on course evaluations with CoursEval. This is an online evaluation of courses/faculty by students. Mr. Ray will form an Ad Hoc committee to review the procedures for student evaluations of teaching.

Mr. Ray provided the Council with an outline for a textbook checklist. The following documentation is required and must be submitted with forms for any new course:

1. Independent Study Approval Form, Special Topics Approval Form, or new course listing.
2. Syllabus.
3. Student transcript with Independent Study Approval Form.
4. Letter to the Provost from the Dean listing the name of the course, instructor, and an explanation of why the course was added late. Indicating that the course was added late is *not a reason why* the course was added late.
5. Textbook Adoption Form signed by the instructor of the course and the Dean. If no textbook is required, the form must be completed with “no textbook required” indicated on the form.
6. **This form must be submitted with dean’s signature for each request listed above.**

Mr. Ray stated that some units are not completing prospective student requests for information on UAM programs. It is important to send out information on programs to every student. If you can’t read information on cards return the card to the Admissions Office indicating you are unable to read the information.

Mr. Ray asked Unit Heads to complete the Extra Income Report and submit it to Ms. Melodie Colwell by January 31.

Mr. Ray reminded the Unit Heads to complete the Who’s Who Nomination form and submit to Mr. Jay Hughes by February 3.

Mr. Ray reminded the Council that Performance Evaluations for classified employees are due by February 15.

The Council discussed C & S proposal from Arts & Humanities. The Council approved the proposal.

Mr. Ray reminded the Council of deadlines for the following:

- Annual Evaluation

The meeting adjourned at 11:26 a.m.

The next Academic Council meeting will be Wednesday, February 8, 2012 at 2:00 p.m. in Library Conference Room A.