

Academic Council Meeting
Library Conference Room A
October 10, 2012
2:00 p.m.

Present: Dr. Ranelle Eubanks, Dr. Debbie Bryant, Mr. Mark Spencer, Dr. Louis James, Dr. Peggy Doss, Dr. Phil Tappe, Ms. Sandra Campbell, Dr. Tom Springer, Dr. Kelly Bryant, Mr. Brian Hairston, Dr. Morris Bramlett, Dr. Laura Evans, and Ms. Sharon Cantrell, Reporter: Rita Hyatt.

The September 12, 2012 minutes were approved as written.

The Council discussed retention ideas.

Dr. Eubanks reminded the Council that any changes concerning international students such as changing major, dropping classes, address, telephone number, campus employer, etc. must be approved by the Office of Admissions.

Dr. Eubanks asked the Deans to let other Deans know if a student organization planned to use classrooms in another area.

Dr. Eubanks asked the Council to inform Mr. John Gladden of upcoming events for the Campus Calendar.

The Council decided to complete CoursEval, the on-line student evaluation of teaching tool, November 5-16. Dr. Eubanks asked the Deans to notify Ms. Crystal Ratliff by email no later than October 19 what courses are to be evaluated and additional questions they would like included on the survey. Deans can require all courses to be evaluated.

Dr. Eubanks stated that Deans should inform faculty about their conduct in the classroom as professional educators.

Dr. Eubanks discussed long term record retention. Grade books and change of grade forms should be kept indefinitely. Course syllabi and other items should be kept for five years and then be destroyed.

Dr. Eubanks provided the Council with a copy of Teaching Overload Compensation for Faculty and Staff (OP 410.6). She asked the Council to be mindful of faculty overloads and the operating procedure requirements.

Dr. Eubanks stated that mandated reporter training for child maltreatment should be included in course syllabi for those units that require that training. Each unit should keep information on faculty/staff and student verification of training forms and submit only the assurance form to the Office of Academic Affairs.

Dr. Eubanks stated that public school teachers and faculty/staff within each Dean's academic unit are excluded from the Concurrent Employment policy.

The Council discussed a C & S proposal from the Registrar's Office to modify the Academic Standing and Suspension policy. The Council voted to make no changes to the policy at this time. The Council discussed other C&S proposals from Academic Affairs, Nursing, Business and Mathematical & Natural Sciences. The Council agreed to waive the 10-day review and approved all proposals.

Dr. Eubanks encouraged the Council to submit C&S proposals because this is a catalog year.

Dr. Eubanks reminded the Council of upcoming items:

Annual Evaluation Deadlines

Promotion and Tenure Deadlines

October 10 – 3rd Draft of Spring 2013 Schedule is due to Registrar's Office

October 16 – Assembly meeting

October 18 – Spring 2013 Textbook Forms

October 31 – Last Day to Drop Classes for Fall semester 2012

November 1 – Student Undergraduate Research Fellowship (SURF) application deadline

July 2012 – Common Course Numbering

Each unit provided an update regarding the unit.

The next Academic Council meeting will be October 24, 2012 in the Library Conference Room A.

The Council adjourned at 4:00 p.m.