

**Academic Council Meeting**  
**Library Conference Room A**  
**November 14, 2012**  
**2:00 p.m.**

Present: Dr. Jimmie Yeiser, 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. Linda Rushing, Reporter: Rita Hyatt.

The October 10, 2012 minutes were approved as written.

The Council discussed retention ideas.

- The School of Education faculty tries to complete student advisement reports early to improve faculty advising of students.
- The School of Forest Resources has six student organizations and encourages student involvement.
- The School of Social and Behavioral Sciences has formed a mentor program to pair freshman and junior students.
- The School of Arts and Humanities has the Writing Center available.

The Council discussed thoughts on the UAPB/UAM meeting concerning the possibility of academic program partnerships. Dr. Bryant suggested that we should have a discussion with Financial Aid, Admissions and the Registrar's Office.

Dr. Yeiser asked the Council for suggestions for improving summer enrollment for 2013. It was noted that students did not receive Financial Aid for summer school in 2012.

Dr. Yeiser stated he would like to meet with each Unit Head and visit one classroom while the faculty was teaching.

Dr. Yeiser stated that 37% of students have completed CoursEval. Deans should ask faculty to encourage students to complete the online survey.

Dr. Yeiser reminded the Council that two days remain for pre-registration and Deans should encourage faculty to remind students to pre-register for classes.

Dr. Yeiser reminded the Council that Late Textbook Adoption Forms and supporting documentation must be completed when any course is added after the November 1 deadline.

Dr. Yeiser reminded Unit Heads that the final exam period is December 10-14 and that all classes are expected to meet during that time. No campus events can be held during exam week. The "Request to Take Final Exam Early" form must be completed for any student who has extenuating circumstances.

Dr. Yeiser provided the Council with a copy of the format for both face to face and on-line syllabi. He stated that all syllabi should be submitted to the Unit Heads on the first day of class and a hard copy and electronic copy of the syllabi must be submitted to the Provost's Office on the last day to enroll in classes.

The Council discussed C & S proposals from the Registrar's Office, Arts and Humanities, Education, Social and Behavioral Sciences, Nursing, Academic Affairs, and UAM Colleges of Technology – Crossett and McGehee. The Council agreed to waive the 10-day review and approved all proposals.

The Council discussed the C&S proposal concerning the last day to drop or withdraw from classes (the 50<sup>th</sup> class day). The Council would like to add a comment for a student who experiences extenuating circumstances after the 50<sup>th</sup> class day. Dr. Yeiser stated he would review the current policy and make changes to clarify the proposal.

Dr. Yeiser reminded the Council of upcoming items:

- Assembly Meeting - December 6
- Annual Evaluation Deadlines
- Promotion and Tenure Deadlines

The next Academic Council meeting will be November 28, 2012 in Library Conference Room A.

The Council adjourned at 4:07 p.m.