

**Academic Council Meeting**  
**April 11, 2012**  
**2:00 p.m.**  
**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, Dr. Marvin Fawley, Ms. Belinda Wells, Reporter: Ms. Rita Hyatt.

The minutes of the March 28 meeting were approved.

Mr. Ray announced that he would be resigning effective June 30, 2012. He has served UAM for 42 years as Professor in Speech, Dean of Arts and Humanities, and Provost and Vice Chancellor of Academic Affairs. Mr. Ray stated that Dr. Lassiter would attend the next Academic Council meeting to discuss the process for naming a new Provost.

The Council discussed retention ideas.

- Faculty are advising students carefully during pre-registration.
- Faculty are reviewing degree audits for graduating students.
- The General Education requirements were reduced to 35 hours and degrees to 60/120 hours.

Mr. Ray stated that preregistration for Summer and Fall will close Friday, April 13.

Mr. Ray stated that CoursEval, the on-line evaluation tool, began April 9 and will end April 20. Deans should tell faculty to encourage students to complete the online survey.

Mr. Ray reminded the Council that Scholar's Day is Monday, April 23. Faculty advisors will be needed in Harris Hall by 1:10 p.m. on April 23. Mr. Ray encouraged Unit Heads to send letters to students who are attending Scholar's Day.

Mr. Ray provided the Council with the UAM Self-Evaluation (Administrative Positions) (SWOT analysis) forms were included in the AC folders. Completed self-evaluations are expected in the Provost's office by June 1.

Mr. Ray reminded the Council that the Higher Learning Commission will be visiting UAM in fall 2014.

Mr. Ray asked the Council to submit names to Dr. Eubanks of faculty/adjuncts to attend the Weevil Teaching Online (T.O.P.) program for the ones who are teaching online for the first time. Mr. Ray suggested that everyone should participate in the training program.

Mr. Ray provided the Council with a copy of Dean's Evaluation by Faculty. He stated that three units were asked to complete evaluations and other deans may be evaluated up on request.

Mr. Ray reminded the Council that Strategic Plans are very important and to carefully review plans.

Mr. Ray reminded the Unit Heads that enrollment limits for summer classes are 10 students for undergraduate and 6 students for graduate. If class limits are low instructors pay will be prorated.

Mr. Ray reminded Unit Heads that final the exam period is May 2-8 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.

Mr. Ray reminded Unit Heads that Commencement will be May 11 at 10 a.m. and 2 p.m. and provided a faculty processional list that should be checked for accuracy. Faculty are expected to attend Commencement; requests to be excused must be sent to the Provost by the Unit Head. Mr. Ray provided the Council with an approved list of honor cords to be worn during the commencement ceremony.

The Council discussed C & S proposals from Nursing, Education, and UAM College of Technology—Crossett & McGehee. The Council agreed to waive the 10-day review on all proposals. The Council approved all proposals.

Mr. Ray encouraged Unit Heads to update their website regarding 60/120 hour degree programs prior to UAM Scholar’s Day. Mr. Ray stated that someone in each unit should be reviewing the unit’s webpage on a weekly basis.

The meeting adjourned at 4:05 a.m.

The next Academic Council meeting will be Wednesday, April 25, 2012 at 2:00 a.m. in Library Conference Room A.