

**Academic Council Meeting**  
**April 25, 2012**  
**2:30 p.m.**  
**Library Conference Room A**

Present: Mr. David Ray, Dr. Debbie Bryant, Dr. Ranelle Eubanks, Mr. Mark Spencer, Dr. Louis James, Dr. Donna Hunnicutt, Dr. Phil Tappe, Ms. Sandra Campbell, Dr. Tom Springer, Dr. Kelly Bryant, Mr. Brian Hairston, Dr. Morris Bramlett, Ms. Pamela Gouner, Mr. Bob Ware, Ms. Linda Rushing, and Guest: Dr. Jack Lassiter, Reporter: Rita Hyatt.

The April 11, 2012 minutes were approved as written.

The Council discussed retention ideas.

- CIS has started an exit interview with seniors at lunch. Mr. Hairston asked questions about the CIS program and the University. Mr. Ray encouraged the dean to ask the same questions to the sophomore students.
- Nursing faculty tries to determine what area students are lacking and help them in that area.
- Mr. Ray encouraged Deans to review incoming freshmen schedules from Scholar's Day and send a letter to each of students.

Dr. Lassiter explained the process of finding a replacement for the Provost/Vice Chancellor of Academic Affairs. He would like to have position filled before the Fall 2012 semester. Dr. Lassiter provided the Council with an update on the 2013 budget, but stated that the budget was not final until the Board of Trustees approves.

Dr. Eubanks updated the Council on the Distance Education Symposium. She stated that Dr. Bobbitt plans to move forward with distance education.

Dr. Eubanks stated that the data from CoursEval would be available to the deans on May 14 and would be sent to faculty on May 21. Faculty will only get information on their courses. She stated that Deans could evaluate 2012 summer courses. Mr. Ray is going to recommend we use CoursEval to complete faculty/course evaluations in Fall 2012.

Mr. Ray stated that we had about 150 students participate in Scholar's Day. Dr. Debbie Bryant suggested that we help students using Green Cards for students that were not able to attend Scholar's Day.

Mr. Ray stated that the first class for T.O.P. (Teaching Online Program) has been selected. He asked that Deans send names to Dr. Eubanks for faculty who would like to participate in T.O.P.

Mr. Ray reminded the Deans that enrollment minimums for summer classes is 10 students for undergraduate, 6 students for graduate classes. Faculty pay will be prorated if the class limit is not met. Academic Affairs will be checking course enrollments. Please submit a list of faculty teaching summer school to Ms. Hyatt. Include the following information: instructor name, course name, number of credits, on-line course and whether or not incentive pay is to be received.

Mr. Ray provided the Deans with a survey from Information Technology. He asked Deans to return the survey as soon as possible to Mr. Bobby Hoyle. Mr. Ray stated that UAM has 200 site licenses for SAS and we are currently using about 100 licenses. It was recommended that IT provide the Deans with a list of the licenses currently available.

Mr. Ray stated that commencement rehearsal will be Thursday, May 10 at 3:00 p.m. and Commencement will be Friday, May 11 at 10:00 a.m. and 2:00 p.m. in the Steelman Field House. Mr. Ray distributed commencement instructions, the processional list of faculty and the list of approved Honor Societies that can wear honors cords during Commencement. He reminded the Deans to assemble and robe in the Adams Room on May 11. Faculty should line up according to the processional list (by rank alphabetically) in the Harris Hall parking lot by 9:30 a.m. and 1:30 p.m. Mr. Ray stated that all faculty are required to attend commencement; however, if a faculty member cannot attend, the Deans should send a request to the Provost for the faculty member to be excused.

Dr. Bramlett asked that the Math and Science's C&S proposals be deferred until the Fall 2012 semester.

Mr. Ray provided the Council with the Final Exam Schedule and the Request to Take Final Exam Early form for students. All classes are required to meet during the final exam period.

Mr. Ray reminded the Council of upcoming dates:

June 1 -- UAM Self-Evaluation (Administrative Position)

June 1 – Strategic Plan

Experiential Learning proposal was approved by C&S Committee.

The next Academic Council meeting will be May 9.

The Council adjourned at 4:20 p.m.