

Academic Council Meeting
May 9, 2012
2:00 p.m.
Library Conference Room A

Present: Mr. David Ray, Dr. Debbie Bryant, Dr. Ranelle Eubanks, Mr. Mark Spencer, Dr. Peggy Doss, Dr. Phil Tappe, Ms. Sandra Campbell, Dr. Tom Springer, Dr. Kelly Bryant, Mr. Brian Hairston, Dr. Morris Bramlett, Mr. Bob Ware, and Ms. Linda Rushing, Reporter: Rita Hyatt.

The April 25, 2012 minutes were approved as written.

The Council discussed retention ideas.

- A&H is participating in a pilot program for reading and writing through McGraw Hill. This program could replace the Fundamentals of English; students can set their own pace to complete the on-line course. Students would purchase an access card for \$35.00.
- Math faculty has given the Introduction to Algebra practice exam four (4) different times. Dr. Bramlett stated the pass rate was 59 out of 82 students.
- CIS would like to receive information on students with “Fs” and the last date of attendance.

Mr. Ray provided a handout on the awards completed 2004-2011. He noted a drop in the number of associate degrees award in 2011. The Council would like for students to automatically to receive an associate degree when requirements are met. Dr. Eubanks will submit a C&S proposal to the Council.

Mr. Ray reminded the Unit Heads that enrollment minimums for summer classes is 10 students for undergraduate, 6 students for graduate classes. Deans need to talk to faculty about class size and encourage students to finalize their bills. Faculty pay will be prorated if the class limit is not met.

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. He reminded the Council to assemble for Commencement at 9:30 a.m. and 1:30 p.m. in the Harris Hall parking lot. Mr. Ray distributed commencement instructions, the processional list of faculty, and the list of approved Honor Societies that can wear honors cords. Faculty should line up according to the processional list (by rank alphabetically). Mr. Ray stated that all faculty are required to attend commencement; however, if a faculty member cannot attend, the Unit Head should send a request to the Provost for the faculty member to be excused.

Mr. Ray reminded the Council of freshman pre-registration June 18-20 and July 16-18.

Mr. Ray stated that the first class for TOP (Teaching Online Program) has begun; there are 12 faculty in the course. Dr. Eubanks asked that Deans send names of faculty needing to take this training course for the next class to begin.

Mr. Ray reminded the Council of the visit from the Higher Learning Commission (HLC) on June 25 & 26 for the review of the MFA in Creative Writing.

Mr. Ray reminded the Council of the August 1 deadline for the following reports:

1. Annual Report
2. Assessment Report

Mr. Ray provided the Council with a copy of guiding questions for the Annual Assessment Report. The Council was asked to submit a hard copy to Provost Ray, an email link to Dr. Eubanks and to post to their unit's website by August 1.

3. Outside Employment Report
4. Retention Plan
5. Viability Report

Mr. Ray stated that all faculty are to report back to work on August 13, 2012.

Mr. Ray reminded the Council of upcoming dates:

June 1 – UAM Self-Evaluation (Administrative Position)

June 1 – Strategic Plan

July 2012 – Common Course Numbering

Dr. Eubanks stated that the data on CoursEval would be available to the deans on May 14 and would be submitted to faculty on May 21.

The next Academic Council meeting will be June 13.

The Council adjourned at 3:10 p.m.