

Academic Council Meeting
August 1, 2012
2:00 p.m.
Library Conference Room A

Present: Dr. Ranelle Eubanks, Ms. Carol Dolberry, Mr. John Webb, Dr. Louis James, Dr. Peggy Doss, Dr. Phil Tappe, Ms. Sandra Campbell, Dr. Tom Springer, Dr. Kelly Bryant, Dr. Morris Bramlett, and Dr. Laura Evans, Ms. Linda Rushing, and Dr. Jack Lassiter, Reporter: Rita Hyatt.

The June 13 and June 27, 2012 minutes were approved as written.

The Council discussed retention ideas.

- Summer 2012 enrollment was down about 200 students.
- Dr. Bramlett stated that he cancelled one fall class due to low enrollment.
- Some deans mentioned that UAM students seem to prefer face-to-face classes rather than on-line classes.

Dr. Eubanks distributed information concerning the HLC Institutional Snapshot which replaces Basic Institutional Data Forms (BIDs). This is what the HLC evaluation team will be looking for during UAM re-accreditation visit.

Dr. Lassiter stated that fall 2012 registration is up from this time last year. Dr. Lassiter hopes to survey students who did not attend summer school. Dr. Lassiter also noted the Board of Trustees has approved the 2013 budget.

Dr. Lassiter stated that the Search Committee has narrowed the search for Provost to three candidates. He will select two finalists to be interviewed on campus. He encouraged faculty and staff to attend meetings and send comments concerning each candidate to him.

Dr. Lassiter discussed Dr. Bobbitt's focus regarding distance education using collaborative efforts in on-line degrees.

Dr. Lassiter stated that the UAM Bookstore has been sold to a third party vendor (Follett Higher Education Group). The name remains the same but items for sale will be different.

Dr. Eubanks reminded the Council that a copy of the syllabus must be submitted in electronic format and hard copy to the Provost's Office for every class no later than the first day of class. The Council was provided with a copy of the format for both face to face and on-line syllabi.

The last date to drop a course has been moved to the 50th class day, which is October 31 for the fall 2012 semester. Remind faculty to make the necessary changes in their syllabi. Students will not be able to drop a class after the October 31 deadline.

Dr. Eubanks reminded the Council that any printed materials or information posted to the web must include the ACTS course index numbers for such courses effective July 1, 2012.

Dr. Eubanks provided the Council with a copy of Fall 2012 calendar of events.

Dr. Eubanks stated that it is the faculty's responsibility to take roll in every class and report attendance to the Office of Registrar.

Dr. Eubanks provided the Council with copy of minutes from March 28, 2012, concerning the Teaching Online Program (TOP) that requires all faculty/adjunct teaching online for the first time at UAM are required to the complete effective April 2, 2012. After a lengthy discussion, the Council agreed to change TOP to be "available" for faculty and staff.

Dr. Eubanks talked about timesheet adjustments concerning the July 4 holiday.

Dr. Eubanks stated that Faculty Development Funds have been allocated to each unit. The Council was provided a copy of UAM Faculty Development Funds Request form. Each Dean is to forward a copy of all approved requests and related materials to the Office of Provost.

Dr. Eubanks stated that only two deans submitted suggestions for changing the web appearance of the class schedule.

Dr. Eubanks encouraged Deans to review the faculty committee assignments and send suggestions to her.

Dr. Eubanks stated that all faculty are to report to work on August 13 and Professional Development Week will be August 14-17.

Dr. Eubanks reminded the Council of upcoming dates:

July 2012 – Common Course Numbering on the web and all printed material

August 1– deadline for the following reports Deans are to submit each report electronically as well as one hard copy.

- Annual Report
- Assessment Report
- Outside Employment Report
- Retention Plan
- Viability Report

Dr. Eubanks reminded the Council of the Arkansas Deans Association Annual meeting September 17 at the University of the Ozarks.

The next Academic Council meeting will be August 29, 2012 in the School of Forest Resources.

The Council adjourned at 4:35 p.m.