

Academic Council Meeting
August 29, 2012
2:00 p.m.
Forest Resources Room A101

Present: Dr. Ranelle Eubanks, Ms. Carol Dolberry, 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 Mr. Bob Ware, Reporter: Rita Hyatt.

The August 1, 2012 minutes were approved as written.

The Council discussed retention ideas.

- School of Nursing rewrote the remediation plan.
- School of CIS is reviewing grades from junior and senior level courses and are asking students for feedback on how to improve the course or why students are dropping a course.
- School of Forest Resources is forming a Student Leadership Council.
- School of Education has purchased a study guide for the Praxis II exam. Education has study guides available for students and provided copies to other units.
- School of Arts and Humanities will offer five sections of Fundamentals of English under a pilot program through McGraw Hill. The Writing Center has a new director and trained student workers to help the students with tutoring.
- The Library staff sends emails to students about what information is available at the library.

Dr. Eubanks reminded the Council that a copy of each syllabus must be submitted in electronic format and hard copy to the Provost's Office for every class no later than the last day to add classes.

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

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

Ms. Carol Dolberry stated about 130 students were dropped for not finalizing their bill. She also stated that UAM Census Date is September 6, at 4:30 p.m. She asked that units check the schedule and remove STAFF from the class schedule. Ms. Dolberry provided the Council with the first draft of the Spring 2013 class schedule; it is due in the Registrar's Office on September 14.

Dr. Eubanks encouraged Deans to review the faculty committee assignments and send suggestions of faculty changes to her by September 7.

Dr. Eubanks reminded the Council to be mindful of faculty overloads and paying adjunct faculty to teach classes with low enrollment. The minimum per class enrollment for courses is ten (10) students for undergraduate classes; six (6) students for graduate classes.

Dr. Eubanks stated that Mathematics is in the 10-year Program Review this year.

Dr. Morris Bramlett will be the Academic Council representative for the C&S Committee 2012-13.

Dr. Eubanks provided the Council with information on the UAM Contract Review Procedure (Board Policy 300.1). All contracts and agreements in the name of the University of Arkansas must be signed by the Chancellor or the Vice Chancellor for Finance and Administration after appropriate legal review. She asked deans to review these procedures and the Certification of Contract Review form. Effective immediately, all contracts submitted to Melodie Colwell for legal review must be accompanied by the Certification of Contract Review form.

Dr. Eubanks reminded the Council that all annual reports were due on August 1. There are several units with reports not yet submitted.

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 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 September 12, 2012 in the Library Conference Room A.

The Council adjourned at 3:00 p.m.