

Academic Council Meeting
Writing Center, MCB 113
September 12, 2012
2:00 p.m.

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, Ms. Linda Rushing and Mr. Bob Ware, Reporter: Rita Hyatt.

The August 29, 2012 minutes were approved as written.

The Council discussed retention ideas.

- More students are using the UAM Library.
- School of Math and Sciences faculty are spending more time with students on how to be successful in class (how to take notes, how to study for a test, etc.)
- School of Education faculty are counseling students regarding not attending classes.

Dr. Eubanks provided the Council with a copy of the Parent/Family Appreciation Day schedule. She encouraged Deans and faculty to be available to greet students and family in the Spencer Gallery.

Ms. Tarah Tubbs, student tutor, provided the Council with information on how the Writing Center can help all students.

Dr. Eubanks updated the Council on the UA System Distance Education Task Force meeting.

Dr. Eubanks provided the Council with a copy of the Assurance of Child Maltreatment Reporter Training form with the Child Abuse Hotline number.

Dr. Eubanks reminded the Council that the Student Undergraduate Research Fellowship (SURF) is taking applications and encouraged all units to participate. The deadline to apply is November 1.

Ms. Carol Dolberry stated that Fall 2012 enrollment is 3,946 students.

Dr. Eubanks provided the Council with a copy of the Program Review schedule. She stated that programs in mathematics in the School of Mathematics and Natural Sciences will be reviewed this year. The School of Behavioral and Sciences would review programs in History, Political Sciences, and Social Work in 2013. She reminded deans that concurrent enrollment courses should also be included in the Program Review process.

Dr. Eubanks reminded the Council of the Annual Evaluation timetable and asked each member to notify his/her faculty of the deadlines.

Dr. Eubanks provided the Council with a copy of the Promotion and Tenure schedule.

Dr. Eubanks stated that faculty requests for early retirement are due in the Provost's office by October 1.

Dr. Eubanks provided the Council with information on the Concurrent Employment policy a state employee working for two or more institutions/agencies. The Concurrent Employment Request form should be submitted to the Office of Personnel Management (OPM) ten working days before the proposed hire date. When possible, the form should be submitted with the PAF.

The Council discussed a C & S proposal from the Registrar's Office to delete the Ability to Benefit. The Council agreed to waive the 10-day review and approved the proposal. Ms. Dolberry provided the Council with a proposal for discussion only to modify the Academic Standing and Suspension policy.

Dr. Eubanks reminded the Council that this is a catalog year and C&S proposals should be prolific soon.

Dr. Eubanks reminded the Council of upcoming items:

- September 14 – 1st Draft of Spring 2013 Schedule
- September 17 – Arkansas Deans Association Annual Meeting (University of the Ozarks)
- September 21 – Enrollment Verification Rosters
- October 5 – Graduation Deadline for students who plan to graduate in May 2013
- October 18 – Spring 2013 Textbook Forms
- October 31 – Last Day to Drop Classes
- July 2012 – Common Course Numbering

The next Academic Council meeting will be September 29, 2012 in the Library Conference Room A.

The Council adjourned at 3:55 p.m.