

Academic Council Meeting
Library Conference Room A
January 23, 2013
2:00 p.m.

Present: Dr. Jimmie Yeiser, Dr. Ranelle Eubanks, Dr. Tom Springer, Mr. Mark Spencer, Dr. Louis James, Dr. Peggy Doss, Dr. Phil Tappe, Ms. Sandra Campbell, Dr. Laura Evans, Dr. Kelly Bryant, Mr. Brian Hairston, Dr. Farrokh Abedi, Ms. Linda Rushing, Mr. Bob Ware, Ms. Carol Dolberry, Guests: Ms. Lindsay Henry and Ms. Kristen Woodruff, Reporter: Rita Hyatt.

The December 12, 2012 minutes were approved as written.

Ms. Kristen Woodruff with the UAM Small Business & Technology Development Center (ASBTDC) discussed with the Council a proposal for an internship program with UAM students. The students will receive working experience with a business and adjustable credit towards his/her degree.

The Council discussed retention ideas.

Dr. Yeiser provided the Council with copy of UAM Operating Procedure 215.1 Inclement Weather and Emergency Situations. The operating procedure clearly identified who will be considered critical personnel in the event of inclement weather or emergency situations. Dr. Yeiser asked Deans to notify him if they will not be in office during inclement weather/emergency situations.

Dr. Yeiser provided the Council with copy of UAM Operating Procedure 410.6 Teaching Overload Compensation for Faculty and Staff. Faculty will be allowed to teach one overload per semester. If a faculty is needed to teach a second overload, the Dean must provide advance notice and get approval from the Provost and the Chancellor. Dr. Yeiser stated he will not sign a PAF request for faculty to teach more than two overloads per semester.

Dr. Yeiser provided the Council with copy of UAM Operating Procedure 420.2 Teaching Load for Academic Unit Head. All Deans are required to teach three hours per semester in the fall and in the spring semesters.

Dr. Yeiser asked the Deans to notify his office of any leave requests. Requests for vacation leave should be submitted prior to leave, and sick leave should be submitted after faculty/staff return to work.

Dr. Yeiser stated it important to report a student's last date of attendance in any class to Ms. Susan Brewer. When a student receives a grade of "F" the faculty must report the student's last date of attendances to the Registrar's Office. Please encourage your faculty to take roll in every class.

Dr. Yeiser provided the Council with information on the annual evaluation of deans by faculty members. The Council will put this information on hold until further notice.

Dr. Yeiser asked the Deans if they received information on CoursEval.

Dr. Eubanks provided the Council with information on Arkansas Mandated Reporter web-based training. Anyone who comes in contact with a minor must complete training. This training is free through the state @ www.ar.mandatedreporter.org.

Dr. Yeiser asked the Council to send an email to Lydia Lowery of possible dates to meet with UAPB.

Dr. Yeiser stated the Faculty Handbook needs to be updated. He asked the Deans to send names of faculty to serve on a committee to do a complete review.

The Council discussed C & S proposals from School of Nursing to modify the AASN supportive requirements. The Council agreed to waive the 10-day review and approved the proposal.

Dr. Yeiser reminded the Council of upcoming items:

- Census Date – January 24 at 4:30 p.m.

- Draft 1 of the summer and fall 2013 class schedule due January 25

- Statement of Financial Interest due January 31

- Extra Income Reporting due January 31

- Early Faculty Retirement request due February 1

- Annual Evaluation Deadlines

- 2012 Who's Who Nominations due February 1

- Weevil Welcome Days February 8 and 11

- Performance Evaluations for classified employees due February 15

Dr. Yeiser asked each Dean to call Ms. Pace or Ms. Bryant in the Chancellor's office to schedule an appointment during the 2013 Spring semester for their annual departmental meeting with the Chancellor and the Provost.

Dr. Yeiser discussed the telephone situation and indicated it could take two months before a new phone system is in place.

Ms. Dolberry stated that the tentative Spring 2013 enrollment is 3,595 students but that number included students who had not finalized bill.

Ms. Dolberry asked Deans to complete their advisement report error sheets and submit to her as soon as possible or students needing an advisement report will be put on HOLD until the report is completed.

The next Academic Council meeting will be February 13, 2013 in Library Conference Room A. The Council adjourned at 3:45p.m.