

Academic Council Meeting  
Library Conference Room A  
October 29, 2013  
2:00 p.m.

Present: Dr. Jimmie Yeiser, Dr. Ranelle Eubanks, Ms. Julia Platt, Dr. Lou James, Dr. Peggy Doss, Dr. Phil Tappe, Ms. Sandra Campbell, Dr. Laura Evans, Dr. Kelly Bryant, Dr. Morris Bramlett, Ms. Linda Rushing, Ms. Carol Dolberry, Ms. Mary Whiting, and Ms. Rita Hyatt.

The minutes of the October 9, 2013 meeting were approved.

The Council discussed retention ideas.

- The School of Agriculture encourages students to get to know his/her advisor early in their education.
- Business faculty send emails to students who are at risk of not completing a course.
- The School of Education is considering opening a Facebook and twitter account to keep in contact with students.
- The School of Math and Science allows a tutor from Arkansas Advanced Initiative for Math and Science (AAIMS) to attend a class for Introduction to Chemistry and Intermediate Algebra. The tutor takes notes and shares information through a blog with students who are enrolled in classes.
- Dr. Yeiser would like to see UAM develop a first year experience program.

The Council discussed recruitment ideas.

- Encourage students to get involved with activities on campus.
- Let parents know that we offer tutoring services, Special Student Services, and the Writing Center.
- Dr. Bramlett is offering three AP (Advanced Placement) training days with Pulaski County Special School District.

Dr. Yeiser provided the Council with a copy of Request for Leave and asked that the form be completed any time they are away from their office.

Dr. Yeiser reminded the Council that October 30 is the last day to drop a course with grade of "W."

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

Dr. Yeiser reminded the Council that the deadline to submit an application to the Student Undergraduate Research Fellowship (SURF) grant is November 1.

Dr. Yeiser stated that CoursEval will be open on November 4-17 for fall semester. Please encourage students to complete the student evaluation of teaching survey.

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

Dr. Yeiser reminded the Council of the Promotion and Tenure deadline.

Dr. Yeiser reminded the Council about Textbook Adoption Forms for any course(s), including all Special Topics and Independent Studies added to schedule after the November 1 deadline. The Dean must submit a letter to the Provost indicating why the course was added after the deadline along with the Textbook Adoption form.

Dr. Yeiser discussed with the Council that pre-registration begins on November 4 and ends on November 15.

Ms. Dolberry provided the Council with a handout on how to register a student using a permission number. Any course that requires departmental consent to enroll will now need to obtain a permission number from the instructor of the course.

The Council discussed C & S proposals from Nursing, Education and Business. The Council approved all proposals. The C&S proposals from Social and Behavioral Science was tabled until the next meeting.

The next Academic Council meeting will be November 14, 2013.

The Council adjourned at 4:15 p.m.