

Academic Council Meeting
December 2, 2013
9:30 a.m.
Library Conference Room A

Present: Dr. Jimmie Yeiser, Mr. Mark Spencer, Dr. Louis James, Dr. Peggy Doss, Dr. Phil Tappe, Ms. Sandra Campbell, Dr. Kelly Bryant, Mr. Brian Hairston, Dr. Morris Bramlett, Dr. Laura Evans, Ms. Linda Rushing, Mr. Bob Ware, Ms. Carol Dolberry, Ms. Mary Whiting and Ms. Crystal Halley.

The minutes of the November 14, 2013 meeting were approved.

The Council discussed retention ideas.

- Math & Science will be emailing all preregistered students course syllabi before classes begin.
- To increase student success, the School of Education is using formative data from the Teacher Education Committee to revise current coursework.
- Business will be holding a potluck for its students.
- The Marketing Committee is currently running new commercials.

Dr. Yeiser asked that all members of Academic Council continue to submit paper leave requests to him.

Dr. Yeiser announced that deans will have access to the Fall 2013 course evaluation results on December 16, 2013. Faculty will gain access on January 2, 2014. Crystal Halley stated that fewer surveys were completed this term than in previous fall terms. The Council discussed options for evaluating courses that do not last the entire semester. Crystal Halley will begin requesting course evaluation course lists at the beginning of each term and administer course evaluations during the last week of classes for classes that do not last the entire term.

Dr. Yeiser reminded everyone that a process to prove that online courses are equivalent in time to face-to-face courses must be developed.

Dr. Yeiser encouraged everyone to donate to the catastrophic leave bank by December 8.

Dr. Yeiser reminded everyone that all classes are required to meet during the final exam period. He distributed a copy of the Request to take Final Exam Early form.

Dr. Yeiser discussed the two formats for course syllabi. The Council decided that hybrid courses that are predominately online should use the online course format.

Dr. Yeiser announced several important dates for the Spring 2014 term.

Dr. Yeiser reminded everyone of the annual evaluation deadlines, promotion and tenure deadlines, and the Assembly Meeting on December 3, 2013.

The next Academic Council meeting will be Wednesday, January 22, 2014 at 2:00 p.m. in the House Room.

The meeting adjourned at 3:57 p.m.