

Academic Council Meeting
Library Conference Room A
April 10, 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. Kelly Bryant, Mr. Brian Hairston, Dr. Morris Bramlett, Ms. Linda Rushing, Mr. Bob Ware, Ms. Carol Dolberry, and Ms. Christine Felts for Dr. Laura Evans.

The minutes of the March 13, 2013 meeting were approved with a grammatical correction on Page 2.

The Council discussed retention ideas.

1. The School of Education faculty met with ERZ to try to increase the frequency of service learning hoping that students who work together are more likely to be retained.
2. The School of Math and Sciences is printing and distributing mid-term grades before the drop date so students can see where they are. Faculties are adding notes such as “You need 80 on the next two exams to pass.”

There was discussion of service learning by Dr. Yeiser. There are people interested in developing service learning on campus. An example is a written project for students such as emergency response systems. This could be covered in the syllabus. The service learning could have components of social, business, economic, public health, or safety, as well as other items of importance. Units should submit to the Provost the names of faculty who would like to serve on a committee for service learning.

The meeting with UAPB will be April 17 from 10-2 in the Caucus Room of the University Center, lunch will be provided. Each Dean is to contact his/her UAPB counterpart to see what ideas have been generated since the last meeting and share with the group April 17.

Dr. Yeiser reviewed Policy 440.3 regarding summer teaching. The Provost stated that he will not approve faculty teaching more than 12 hours in the summer. Overloads must be decreased. Approval for a second overload will not be approved. We must control our use of overloads; as a result, enrollment numbers per course may need to be increased. The Provost indicated he will not prorate courses for fewer than seven students.

Regarding office hours, Dr. Yeiser indicated current policy would be followed. Faculty are to be in their offices and available for students or hold virtual office hours for online courses. The week of exams is considered a regular week for holding office hours. During the summer, each three-hour course is expected to have five faculty office hours.

The School of Math and Sciences completed its 10-year on-site review recently. Indications are that the report will be good. The School of Social and Behavioral Sciences, Departments of History, Political Science and Social Work will have its 10-year review in the coming year.

Dr. Yeiser reminded Deans of the policy regarding having no school-related events 24 hours prior to the start of exams. The final exam schedule placed in Dean’s folders and published on the web will be followed for spring exams.

The credit hour limits for tuition remission for staff taking courses was discussed. The tuition remission is for three credit hours. A copy of the policy was placed in Dean's folders for review.

Dr. Eubanks reviewed the most recent Criteria for Accreditation distributed at the HLC meeting April 6. She noted several items and asked Deans to read and gather evidence as required by the criterion. She indicated that an up-to-date vita for every faculty person would need to be available for uploading electronically no later than August 1, 2014.

Each unit was given a copy of the total responses from students for student evaluation of teaching this fall and reminded that this week is the last week the survey is open. At this time, the results are not promising. Dr. Eubanks asked Deans to encourage faculty and students to complete the online surveys.

Final catalog corrections are due to Dr. Eubanks by April 17. She indicated this is the catalog that HLC will be reviewing and to check everything in their sections for clarity and correctness.

Advisors are still needed for Scholar's Day, April 22 in Harris Hall beginning at 1:30. Remember that these students have the highest test scores and are still trying to decide where to go to school; we want these students to come to UAM.

Two C&S proposals for the Bachelor of General Studies were approved.

Dr. Yeiser stated that commencement rehearsal will be Thursday, May 9 at 3:00 p.m. and Commencement will be Friday, May 10 at 10:00 a.m. and 2:00 p.m. in the Steelman Field House. He stated that all faculty are required to attend commencement; however, if a faculty member cannot attend, the Deans should send a request to the Provost for the faculty member to be excused.

Dr. Yeiser noted that April 11, Drs. Dan Ferritor and Michael Moore from the System office will be on campus to discuss online education as focus groups with students and faculty. At least two students and two faculty from each academic unit would be nice to have.

Dr. Yeiser discussed reminders:

Pre-registration and CoursEval both end April 12.

The Self-Evaluations for Administrative positions are due June 1.

Faculty Instructions for Commencement will be distributed soon.

The next Academic Council meeting will be April 24, 2013, in Library Conference Room A.

The council adjourned at 3:50 p.m.