

Academic Council Meeting  
Library Conference Room A  
May 8, 2013  
2:00 p.m.

Present: Dr. Jimmie Yeiser, Dr. Ranelle Eubanks, Dr. Tom Springer, Mr. Mark Spencer, Dr. Peggy Doss, Dr. Phil Tappe, Ms. Sandra Campbell, Dr. Laura Evans, Dr. Kelly Bryant, Mr. Brian Hairston, Dr. Morris Bramlett, Ms. Linda Rushing, Mr. Bob Ware, Ms. Carol Dolberry, and Ms. Rita Hyatt.

The minutes of the April 24, 2013 meeting were approved.

The Council discussed retention ideas.

Dr. Yeiser stated that Commencement 2013 would be May 10 at 10:00 a.m. and 2:00 p.m. in the Steelman Field House. Commencement rehearsal will be Thursday, May 9 at 3:00 p.m. He distributed commencement instructions, the processional list of faculty, and the list of approved Honor Societies that can wear honors cords. He reminded the Deans to assemble and robe in the Adams Room. Faculty should line up according to the processional list (by rank alphabetically) in the Harris Hall parking lot by 9:30 a.m. and 1:30 p.m. Dr. Yeiser stated that all faculty are required to attend commencement; however, if a faculty member cannot attend, the Dean should send a request to the Provost for the faculty member to be excused.

Dr. Eubanks provided the Council with a copy of the new policy regarding a student's participation in the commencement ceremony effective May 16, 2014.

Students must complete all degree requirements, including required exit examinations and/or all tests, for the baccalaureate or associate degree or technical certificate in order to participate in the commencement. Requests for exceptions must be initiated with the Dean of the academic unit under which the degree is housed and forwarded to the Provost for approval. Students may only participate in one commencement ceremony for each degree or technical certificate earned.

Dr. Yeiser reminded the Council of freshman pre-registration June 17-19 and July 15-17.

Dr. Yeiser provided the Council with a copy of the FY 2012/2013 year-end memo from Ms. Gasaway.

Dr. Yeiser reminded the Council of the August 1 deadline for the following reports. All reports should be submitted electronically and a hard copy to Academic Affairs.

1. Annual Report
2. Assessment Report

Dr. Yeiser provided the Council with a copy of Guiding Questions for the Annual Assessment Report. The Council was asked to submit an email link to Dr. Eubanks and to post to their unit's website by August 1.

3. Outside Employment Report
4. Retention Plan
5. Viability Report

Dr. Yeiser stated that all faculty are to report to work on August 12, 2013.

Dr. Yeiser reminded the Deans that the Self-Evaluation for Administrative positions (SWOT analysis) is due June 1.

Ms. Dolberry reviewed with the Council how to post student's last date of attendance in Weevilnet.

The next Academic Council meeting will be June 12, 2013.

The council adjourned at 3:00 p.m.