

## **Academic Council Meeting**

**January 22, 2014**

**2:00 p.m.**

**House Room**

Present: Dr. Jimmie Yeiser, Dr. Ranelle Eubanks, Dr. Rick Clubb, Ms. Julia Platt, Dr. Louis James, 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, Ms. Mary Whiting and Guest: Ms. Kay Berryman, Ms. Melodie Colwell, Ms. Jennifer Hargis, and Ms. Rita Hyatt.

Ms. Berryman discussed reporting leave request for faculty. It is the units responsible to keep copies of all leave requests submitted by faculty with the approval of supervisor. Faculty should submit their time on Friday and supervisors should approve all time sheets on Monday. Ms. Berryman will run the report on Monday to see who has not submitted time and will send out email to faculty. Deans are to make sure faculty time sheets are reported correctly. If faculty miss class lecture/lab or office hour, they should be counted as absent.

The minutes of the December 2, 2013 meeting were approved.

The Council discussed retention ideas.

- Math & Science are working with AP programs to recruit students to UAM.
- Music Theory has students in class to help students.
- Education has an attendance policy for all classes and it is noted in the syllabus what happens if a student misses a lot of class time.
- Awarded 274 AA degrees in December.
- School of Social and Behavioral Science faculty are going to area high schools to recruit students.

The Council discussed recruiting ideas.

- Dr. Martin in School of Education sends letters & emails to all prospective students.
- The Writing Center would like to start meeting with deans to find out what writing skills are needed.

Dr. Yeiser stated that he will talk to the deans about a recruiting plan.

Dr. Yeiser discussed that we need to ask students if they are receiving a scholarship when advising student for classes. Ms. Whiting asked to have students visit with Financial Aid or the Admission Office if students need to drop a class. Ms. Whiting provided the Council with a hand out on scholarships.

Dr. Yeiser reminded the Council of the upcoming National Survey of Student Engagement (NSSE) which will invite first year students and senior students to complete the survey.

Ms. Dolberry talked about unofficial room changes. If a room needs to be changed please email Ms. Sarah Pippen with your request.

Ms. Dolberry stated that draft two of class schedules will be sent out on February 5.

Ms. Dolberry provided the Council with revised forms for the Drop Form, Registration Exception, and Graduate Course Registration. The revised Drop Form will require a visit to the Financial Aid office for their signature.

Ms. Dolberry stated that census date is January 23. Please encourage faculty to print class rosters daily and report attendance. If a student's name is not on the class roster the student should be sent to the Registrar's Office to enroll in the class.

Ms. Dolberry asked everyone to be careful about scheduling classes on TH @9:40 and MWF @9:00 due to class room availability.

The Council discussed C & S proposals from Education and Academic Affairs. The Council approved both proposals.

Dr. Yeiser reminded the Council of upcoming items:

- Statement of Financial Interest due January 31

- Extra Income Reporting due January 31

- Early Faculty Retirement request due March 1

- Annual Evaluation Deadlines

- 2012 Who's Who Nominations due February 7

- Weevil Welcome Days February 7 and 10

- Performance Evaluations for classified employees due February 14

Dr. Yeiser asked the Council, what were their thoughts on the UAM catalog? Should we continue printing hard copy or go to an electronic catalog? Dr. Yeiser asked the Council if they had any concerns going to yearly electronic catalog. The Council stated that the electronic catalog needs to be mobile friendly for students and should have common formatting. Dr. Yeiser stated that the students really don't use the paper catalog.

The next Academic Council meeting will be Thursday, February 13, 2014 at 2:00 p.m. in the House Room.

The meeting adjourned at 4:23 p.m.