

Academic Council Meeting
February 26, 2014
2:00 p.m.
Library Conference Room A

Present: Dr. Jimmie Yeiser, Dr. Rick Clubb, Mr. Mark Spencer, Dr. Louis James, Dr. Alayne Zimmerly, Dr. Phil Tappe, Ms. Sandra Campbell, Dr. Laura Evans, Dr. Kelly Bryant, Mr. Brian Hairston, Dr. Morris Bramlett, Ms. Linda Rushing, Ms. Carol Dolberry, Ms. Mary Whiting and Guest: Dr. Marsha Clayton, and Ms. Rita Hyatt.

The minutes of the January 22, 2014 meeting were approved with minor corrections.

Dr. Clayton discussed the upcoming Higher Learning Commission visit. She provided copies of the criteria for accreditation and core components and a sample of student satisfaction survey which will be emailed to students three weeks before the HLC visit. She encouraged the Council to review the Criterion 3 and provide any comments to her by March 10.

The Council discussed retention and recruiting ideas.

- Arts & Humanities has formed a committee for Fundamentals of English.
- Weevil Welcome had a good turnout.
- Mary Whiting will be meeting with each academic unit.
- Talk to Mr. Brewer about doing a radio ad to promote your unit.

Ms. Dolberry provided the Council with a copy of the schedule concerning the UAM Commencement ceremony and the Request to Participate in May Commencement Ceremony.

Dr. Yeiser discussed incentive pay for developing online courses. What would it take to get faculty to offer more online courses/online degree? We should work together to offer a total online degree.

Dr. Yeiser asked the Council for the number of hours faculty work in their offices. The Faculty Handbook states that all faculty are required to maintain at least one office hour in the morning and one hour in the afternoon to be available for students. Dr. Yeiser asked Deans for input regarding office hours in their unit and to send him an email stating a faculty's normal work week.

Dr. Yeiser asked for volunteers to teach DEV 101 in the fall 2014.

The Council was provided a copy of the schedule for CoursEval with upcoming deadlines. Dr. Yeiser stated that only 30% of students had completed the survey. Please encourage faculty/staff to remind students to participate in the survey and to tell students that all responses are anonymous.

Dr. Yeiser provided the Council with a checklist for promotion and tenure, page 94 in the Faculty Handbook. He stated that faculty should arrange their P&T folder according to the checklist. The submitted P&T folder should be complete, concise, orderly, and neat. The folder should not be any larger than a 3” standard binder. Dr. Yeiser stated that the P&T folders were missing quite a bit of documentation which put holes in the P&T folders. Some P&T Committee members had to call other faculty members to ask questions about the candidate applying for P&T before they could make a recommendation to the Provost. Dr. Yeiser stated that Academic Affairs will reject a P&T folder if any information is missing. He encouraged Deans to review every P&T folder.

Dr. Yeiser stated that no activities including meetings, social events, and fund-raising activities are permitted to be scheduled in the 24 hours prior to the start of the official final exam period.

The Council discussed C & S proposals from Nursing, Business and Academic Affairs. The Council approved all proposals.

Dr. Yeiser discussed reminders:

Performance Evaluations for Classified Employees – February 27

Annual Evaluation Deadlines – February 28

Early Faculty Retirement – March 1

The next Academic Council meeting will be Thursday, March 13, 2014 at 2:00 p.m. in the Library Conference Room A.

The meeting adjourned at 4:20 p.m.