

**Academic Council Meeting**  
**March 19, 2014**  
**2:00 p.m.**  
**Library Conference Room A**

Present: Dr. Jimmie Yeiser, Dr. Ranelle Eubanks, Dr. Rick Clubb, 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, Ms. Carol Dolberry, Ms. Mary Whiting and Ms. Rita Hyatt.

The minutes of the February 26, 2014 meeting were approved.

Dr. Yeiser announced that Dr. Rick Clubb has assumed the position of Dean, School of Social and Behavioral Sciences.

The Council discussed retention and recruitment ideas.

- Dr. Martin forwards letters and emails to prospective students.
- Nursing faculty send out invitations for pre-nursing students to join the nursing association.
- Crossett campus takes attendance in every class and follows up with students who have excessive absences.
- Math and Science penalize students for missing an excessive amount of class by removing points from the student's grade.

Dr. Yeiser discussed that faculty should take attendance and report when a student stops attending class to the Registrar's Office. If a student has never attended class, in WeevilNet the day prior to classes starting is the last date of attendance.

Dr. Yeiser reminded the Council of the March 21 deadline for textbook adoption forms to be submitted so that textbook information can be posted to our website by noon April 1 (Act 175). Mr. Hogue must have a Textbook Adoption Form for *every* course including Special Topics and Independent Studies whether a textbook is used or not.

Ms. Dolberry stated that students could register on-line if they are a graduate student or current undergraduate student who has already completed more than 60 hours with a cumulative GPA of 2.50 or better. Students in the programs below have been excluded from on-line preregistration per the unit head's instructions:

Agriculture  
Business  
Crossett

Ms. Dolberry discussed class schedule and grade changes.

Dr. Yeiser stated the each unit should be checking accessibility on the website and referred the Deans to an email from Tina Freeman that indicated where there were accessibility issues with their unit sites.

Dr. Yeiser asked the Deans review all fees associated with courses to determine if the fee is correct and/or current.

Dr. Yeiser encouraged the Council to contact Mr. Jim Brewer to develop a radio advertisement for their units.

The Council discussed C & S proposals from Education, Nursing, and Social & Behavioral Sciences. The Council agreed to waive the 10-day review for Nursing and Social & Behavioral Sciences proposals and approved all proposals.

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

The next Academic Council meeting will be Wednesday, April 9, 2014 at 2:00 p.m. in the Library Conference Room A.

The meeting adjourned at 10:45 a.m.