

**Academic Council Meeting**  
**April 23, 2014**  
**2:00 p.m.**  
**Library Conference Room A**

Present: Dr. Jimmie Yeiser, Dr. Ranelle Eubanks, Dr. Rick Clubb, Mr. Mark Spencer, Dr. Lou James, Dr. Peggy Doss, Dr. Phil Tappe, Ms. Sandra Campbell, Dr. Laura Evans, Dr. Kelly Bryant, Mr. Brian Hairston, Dr. Morris Bramlett, Mr. Bob Ware, Ms. Carol Dolberry, Ms. Mary Whiting, and Ms. Rita Hyatt.

The minutes of the April 9, 2014 meeting were approved with one minor correction.

The Council discussed retention and recruitment ideas.

- Dr. Yeiser is making a list of retention ideas.
- Several units visited with Drew Central 8<sup>th</sup> graders and provided information about their programs.
- School of CIS shows students a comparison of salary with/without a college education.
- School of CIS pairs up all freshman CIS major with senior students for mentoring.
- School of Forest Resources will host a field day at Crossett.
- Library is working on history of campus buildings.

Dr. Yeiser asked the Council to list five items they would want parents/students/politicians to know about their program.

Dr. Yeiser indicated CourEval had only a 33% completion. Yeiser asked for suggestion for increasing student use. The Council suggested the following items: (1) Use cellphone to evaluate class during the last 10 minutes of class; (2) enter students name in drawing for ipad, tv or gift card; (3) See if the SGA would encourage students to complete survey.

Dr. Yeiser asked the Council for a list of summer maintenance projects that he will submit to the Executive Council.

Dr. Yeiser provided the Council with a copy of the Final Exam Schedule for Spring 2014 and the Request to Take Final Exam Early form. All classes are required to meet during the final exam period. Dr. Yeiser stated that ALL SPRING 2014 GRADES are due by 10:00 a.m. on Wednesday, May 7.

Dr. Yeiser asked Unit Heads to provide a list of all faculty working during Summer I and Summer II to the Office of Academic Affairs.

Dr. Yeiser stated that commencement rehearsal will be Thursday, May 8 at 3:00 p.m. and two faculty representatives from each academic unit are requested to assist in the distribution of herald cards at rehearsal. Unit heads should secure their representatives for rehearsal and send

an email to Ms. Hyatt with names. Commencement will be May 9 at 10 a.m. and 2 p.m. Faculty are expected to attend Commencement; requests to be excused must be sent to the Provost by the Unit Head. Mr. Yeiser provided the Council with an approved list of honor cords to be worn during the commencement ceremony.

Dr. Yeiser stated that freshman pre-registration is June 16-18 and July 14-15.

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

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

The next Academic Council meeting will be Wednesday, May 7, 2014 at 2:00 p.m. in the Library Conference Room A.

The meeting adjourned at 4:05 p.m.