

Academic Council Meeting
May 7, 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. Farrokh Abedi, Ms. Linda Rushing, Mr. Bob Ware, Ms. Carol Dolberry, Ms. Mary Whiting, Guest: Dr. Marsha Clayton, and Ms. Rita Hyatt.

The minutes of the April 23, 2014 meeting were approved.

The Council discussed retention and recruitment ideas.

- School of Forest Resources will host a field day at Crossett.
- School of Education is offering a teacher cadet program.
- School of Math and Science took students to attend MAA meeting at Harding University and a UAM freshman student was awarded the highest score.
- Admission Office provides a list of prospective students each month for units to contact and provide additional information about the program.

Dr. Yeiser reminded the Council about meeting with Dr. Don Bobbitt, UA System President, during which he will share the search procedures for the new Chancellor at UAM. The meeting will be on May 8, 2014 at 10:30 in the auditorium of the Memorial Classroom Building.

Dr. Clayton provided the Council with outline of faculty vita for the upcoming HLC visit. The Council decided that faculty vita did not have to be in the same format.

Dr. Yeiser stated that commencement rehearsal will be Thursday, May 8 at 3:00 p.m. and Commencement will be Friday, May 9 at 10:00 a.m. and 2:00 p.m. in the Steelman Field House. He reminded the Council to assemble for Commencement at 9:30 a.m. and 1:30 p.m. in the Harris Hall parking lot. Students and faculty will receive an email where to meet if it is raining on commencement day. Dr. Yeiser distributed commencement instructions, the processional list of faculty, and the list of approved honor cords to be worn during the commencement ceremony. Dr. Yeiser stated that all faculty are required to attend commencement; however, if a faculty member cannot attend, the Unit Head should send a request to the Provost for the faculty member to be excused.

Dr. Yeiser asked Units Heads to provide a list of all faculty working due Summer I and Summer II to the office of Academic Affairs.

Dr. Yeiser stated that the following reports are due on August 1. 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 provide 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 back to work on August 11, 2014.

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

Dr. Yeiser reminded the Council of freshman pre-registration June 16-18 and July 14&15.

Dr. Yeiser stated that Dr. Mike Moore will be on campus July 10 to meet with Council to speak on eVERSITY.

Dr. Yeiser stated that the Office of Academic Affairs had completed a phone survey for second semester freshman and he would share information with the Council. He stated we are losing 50% of freshman students.

Ms. Whiting stated that students receiving scholarship were not writing acceptable thank you notes. The Council said to require students to go to the Writing Center to get help with writing a thank you note. Deans would like to receive an email about unacceptable thank you notes.

Mr. Ware invited the Council to attend dinner with the Board of Trustee meeting in McGehee on July 10, please notify him if you plan to attend.

The next Academic Council meeting will be Wednesday, June 11, 2014 at 2:00 p.m. in the Library Conference Room A.

The meeting adjourned at 3:15 p.m.