

**Academic Council Meeting**  
**October 30, 2014**  
**2:00 p.m.**  
**Library Conference Room A**

Present: Dr. Jimmie Yeiser, Dr. Ranelle Eubanks, Dr. Clint Young, Mr. Mark Spencer, Dr. Louis James, Dr. Donna Hunnicutt, Dr. Phil Tappe, Ms. Sandra Campbell, Dr. Laura Evans, Dr. Bob Stark, Dr. Morris Bramlett, Ms. Linda Rushing, Mr. Bob Ware, Ms. Carol Dolberry, Ms. Mary Whiting and Ms. Rita Hyatt.

The minutes of the October 9, 2014 meeting were approved with minor changes.

The Council discussed retention and recruitment ideas.

- Dr. Yeiser will give a copy of his summaries on retention and recruitment ideas to the Council.
- The music faculty are considering have marching band rehearsal in the morning; they believe this would help students attend 8 o'clock classes.
- The English faculty are developing a new remedial English class called Basic Writing for students with an ACT of less than 15. Students with ACTs of 16-18 would take Funds of English. Both classes would have a reading component.
- Math and Sciences will host a chemistry workshop.
- Each department is encouraged to develop a Points of Pride card to be used in recruitment materials when the Admissions Office is visiting area schools.
- The School of Education had the 8<sup>th</sup> graders from Drew Central on campus for a tour.
- The School of Forest Resources is hosting an art exhibit called "Arkansas Champion Trees."

Dr. Eubanks stated we had some issues with the syllabi template that were noted by the Higher Learning Commission.

- Learning outcomes are not currently included in the on-line template
- Contact hours for every course will need to be added
- Expected course work hours outside of class will need to be included

Ms. Dolberry gave the Council a class description with relation to online use to understand how Blackboard is used in the classroom and how distance education fees are calculated.

- Face-to-face
- Partially online (meets less than 50% online)
- Hybrid (meets at least 50% online but not enough to be an online class)
- Online with some campus presence (requires a distance education fee)
- Online (requires a distance education fee)

Ms. Dolberry asked that PAFs on adjunct faculty to be completed prior to the 11<sup>th</sup> day of class.

Ms. Dolberry stated that a complete budget should be submitted for every field trip including the dates of the trip. This information must be sent to the Office of Finance & Administration for figuring student accounts.

Ms. Dolberry presented several examples of academic standing for students. She noted that UAM does not downgraded a student's academic standing for summer terms. However, a student could make grades of all F's in the summer term and still be on good academic standing.

The Council discussed C & S proposals from Nursing, Academic Affairs and Arts & Humanities. The Council agreed to waive the 10-day review for the Academic Affairs proposal and approved Nursing and Academic Affairs proposals. The Council asked Dean Spencer to make corrections to his proposals and resubmit to the Council. Dr. Yeiser asked the Council to vote electronically by 4:00 p.m. Friday, November 1, 2014 for Mr. Spencer's proposals. Note: The proposals for Arts & Humanities were approved by electronic vote.

Dr. Yeiser reminded the Council of the Annual Evaluation timetable and asked each member to notify his/her faculty of the deadlines.

Dr. Yeiser reminded the Council of the Promotion and Tenure deadline.

Dr. Yeiser reminded the faculty that requests for early retirement are due in the Provost's office before November 1.

Dr. Yeiser reminded the Council that the deadline to submit an application for the Student Undergraduate Research Fellowship (SURF) grant is November 1.

The next Academic Council meeting will be Wednesday, November 12, 2014 at 2:00 p.m. in the Library Conference Room A.

The meeting adjourned at 4:00 p.m.