

**Academic Council Meeting**  
**March 12, 2015**  
**8:30 a.m.**  
**Taylor Library Room 203**

Present: Dr. Ranelle Eubanks, Dr. Rick Clubb, Mr. Mark Spencer, Dr. Louis James, Dr. Jeff Longing, Dr. Laura Evans, Dr. Kelly Bryant, Mr. Brian Hairston, Dr. Morris Bramlett, Ms. Linda Rushing, Mr. Bob Ware, Ms. Carol Dolberry, Ms. Mary Whiting, and Ms. Rita Hyatt.

The minutes of the January 20, 2015 meeting were approved.

The Council discussed retention and recruitment ideas.

- Mr. Spencer will be interviewing a developmental specialist for English.
- Mr. Spencer suggested putting a cap of 20 students on lower-level English and math courses.
- Ms. Whiting provided a list of students who have applied for admission.
- Dr. Evans stated that they were exploring the possibility of offering a three day nurse camp in the summer so students would have a better understanding of what it takes to be a nursing student.

Dr. Eubanks reminded the Council of the March 20 deadline for Textbook Adoption Forms. Textbook information must be posted to our website by noon on April 1. She also mentioned that faculty have been changing the textbooks required for current Spring 2015 courses without submitting a revised textbook form with a letter of justification. If faculty list a book on their syllabus it should also be listed on the textbook form. Please notify Mr. Billy Hogue, Ms. Linda Rushing, and Mr. Bob Ware of any changes in textbooks.

Dr. Eubanks stated that students expect there to be textbooks on reserve in the Library, but the Library does not keep a copy of all textbooks.

Dr. Eubanks provided the Council with an update on the search for the Director of Library. The search committee will begin reviewing applications after spring break.

Dr. Eubanks stated that every unit should be keeping a log of all student complaints, including phone calls, emails, and office visits, along with complaint resolutions.

Dr. Eubanks stated that Academic Affairs needs faculty to volunteer to teach DEV 101 First Year Seminar course for the Fall 2015 semester. There is no pay for teaching this one hour course, but faculty could show it as institutional service on their evaluation.

Dr. Eubanks stated that the CoursEval program for student evaluations of faculty will begin April 6 and end April 17. If faculty would like to update their questions, please submit any change to Ms. Halley by March 20. Dr. Eubanks stated that we will discontinue using CoursEval after the spring 2015 term and will begin using BlackBoard in the Summer 2015. There was a question about having all courses evaluated. The Faculty Handbooks states: Tenured faculty and

non-tenure-track faculty who have completed six years of service are required to be evaluated by at least one class per year.

Dr. Eubanks 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, which is April 29 through May 5.

Dr. Eubanks reminded Unit Heads that Commencement will be May 8 at 10 a.m. and 2 p.m.

The Council discussed C & S proposals from the UAM College of Technology – Crossett, UAM College of Technology -- McGehee, and Agriculture. The Council agreed to waive the 10-day review and approved all of the proposals. The Council previously electronically approved C & S proposals from Academic Affairs, Social and Behavioral Sciences, Arts and Humanities, Forestry and Natural Resources, and UAM College of Technology – McGehee.

Dr. Eubanks reminded the Council of upcoming items:

- Arkansas Association for the Assessment of Collegiate Learning (AAACL) -2015 Spring Conference on April 23, 2015 at Pulaski Technical College

The next Academic Council meeting will be Wednesday, April 1, 2015 at 2:00 p.m. in the Library conference Room A.

The meeting adjourned at 9:30 a.m.