

Academic Council Meeting
April 1, 2015
2:00 p.m.
Library Conference Room A

Present: Dr. Jimmie Yeiser, Dr. Ranelle Eubanks, Dr. Rick Clubb, Dr. Leigh Graziano, Dr. Louis James, Dr. Peggy Doss, Dr. Phil Tappe, Dr. Laura Evans, Mr. Brian Hairston, Dr. Morris Bramlett, Ms. Carol Dolberry, Ms. Mary Whiting, and Ms. Rita Hyatt.

The minutes of the March 12, 2015 meeting were approved with changes.

Dr. Yeiser stated he would not put a cap on lower-level English or math courses.

The Council discussed retention and recruitment ideas.

- Dr. Doss discussed alternative routes to prepare teachers.
- Math and Science invite high school students to campus to compete in Southeast Arkansas Regional Science Fair and the Robotics competition.
- Ms. Whiting stated the Admissions Office will host Scholar's Day on April 20.
- Dr. Bramlett discussed that the Market Committee had gone to electronic bill boards in the Little Rock area with six different locations. He stated that they are discussing to expand locations to include Texarkana and Monroe, LA.

Dr. Yeiser reminded the Council that preregistration will begin April 6 for Summer and Fall and will end April 17.

Dr. Yeiser stated the CoursEval survey began April 6 and will end April 17. He stated that any course with a Blackboard component will be evaluated through Blackboard. Deans should tell faculty to encourage students to complete the online survey.

Dr. Yeiser reminded the Council that Scholar's Day is Monday, April 20.

Dr. Yeiser provided the Council with the UAM Self-Evaluation (Administrative Positions) (SWOT analysis) forms. Completed self-evaluations are due in the Provost's office by June 1.

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

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, which is April 29 through May 5.

Dr. Yeiser reminded the Council that the final exam period is April 29-May 5 and that all classes are expected to meet during that time. The "Request to Take Final Exam Early" form must be completed for any student who has extenuating circumstances. Ms. Dolberry stated that ALL SPRING 2015 GRADES are due by 10:00 a.m. on Wednesday, May 6.

Dr. Yeiser reminded the Council that Commencement will be Friday, May 8 at 10:00 a.m. and 2:00 p.m. in the Steelman Field House. The Council was provided with a copy of commencement participation and list of approved Honor Societies that can wear honors cords during Commencement. He reminded the Deans to assemble and robe in the Adams Room on May 8. Dr. Yeiser stated that all faculty are required to attend commencement; however, if a faculty member cannot attend, the Deans should send a request to the Provost for the faculty member to be excused.

Dr. Yeiser stated that the School of Social and Behavioral Sciences completed its 10-year program review for Psychology. He provided the Council with a copy of the ten year schedule of programs to be reviewed. The School of Math and Natural Sciences, Departments of Biology, Chemistry, and Natural Science and the School of Education will have its 10-year review in the coming year (2015).

Dr. Yeiser reminded the Council about Textbook Adoption Forms for any course(s), including all Special Topics and Independent Studies added to the schedule after the April 1 deadline. The Dean must submit a letter to the Provost indicating why the course was added after the deadline along with the Textbook Adoption form.

Dr. Eubanks indicated each academic unit needs to select a student representative to serve on the 15-16 Assembly. Please submit names to Mr. Jay Hughes and herself as soon as possible.

The Council discussed C & S proposals from the School of Education. The Council agreed to waive the 10-day review and approved all of the proposals.

Dr. Yeiser reminded the Council of the following items:

- Arkansas Association for the Assessment of Collegiate Learning (AAACL) -2015 Spring Conference on April 23, 2015 at Pulaski Technical College.
- Every unit should be keeping a log of all student complaints, including phone calls, emails, and office visits, along with complaint resolutions. Dr. Yeiser will ask Executive Council to define "complaints".
- Need of 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 instructors need to be very specific in course syllabus about how much outside classroom work is required for every course (this included reading time, studying time and other assignments).

The next Academic Council meeting will be Wednesday, April 22, 2015 at 2:00 p.m. in the Library conference Room A.

The meeting adjourned at 3:30 p.m.