

Academic Council Meeting
April 22, 2015
2:30 p.m.
Library Conference Room A

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

The minutes of the April 1, 2015 meeting were approved with minor changes.

The Council discussed retention and recruitment ideas.

- Dr. Doss stated that 80 young ladies were on campus for STEM program.
- Dr. Evans stated the School of Nursing will host Welcome Picnic for incoming nursing students on May 11.
- All departments are hosting banquets or luncheons to recognize students for their academic achievements.
- Dr. Bramlett stated that Scholar's Day was a huge success. Ms. Whiting stated that 155 students registered for classes.
- Dr. Clubb stated in one semester that 6 students declared their major as Social Work.

Dr. Yeiser provided the Council with a copy of the Final Exam Schedule for Spring 2015 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 2015 GRADES are due by 10:00 a.m. on Wednesday, May 6.

Dr. Yeiser stated that commencement rehearsal will be Thursday, May 7 at 3:00 p.m. and Commencement will be Friday, May 8 at 10:00 a.m. and 2:00 p.m. in the Steelman Field House. Dr. Yeiser distributed commencement instructions, the processional list of faculty and the 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. Faculty should line-up in the Harris Hall parking lot by 9:30 a.m. and 1:30 p.m. 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.

Ms. Whiting provided an update on the Chancellor search.

Dr. Yeiser stated that freshman pre-registration is June 15-17 and July 13-14.

Dr. Yeiser provided the Council with a copy of the ten year schedule of programs to be reviewed. He asked the Council to review list carefully and notify Academic Affairs of any changes or errors. Dr. Yeiser stated that 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 (2015-16).

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

Ms. Dolberry provided an example of Milestones in Weevilnet. For example, if a student is required to complete the piano proficiency exam, the Milestones section in the student center will show the status of the Milestone. Milestones will also be on advisement reports and transcripts.

Dr. Yeiser provided the Council with a copy of Horizons Program Operating Procedure which outlines the opportunities for students to experience a diverse range of cultures within their own region, country and abroad in order to enrich the educational experiences. He asked the Council to review the document and send comments or questions to him.

Dr. Yeiser reminded the Council of the following items:

- Every unit should be keeping a log of all student complaints, including phone calls, emails, and office visits, along with the complaint resolution(s).
- UAM Self-Evaluation for the Administrative Positions (SWOT analysis) forms are due in the Provost's office by June 1.
- Any textbook changes after April 1 must be submitted with both a letter from the Dean explaining why the request is late and a Textbook Adoption Form.

The next Academic Council meeting will be Wednesday, May 13, 2015 at 2:00 p.m. in the Library conference Room A.

The meeting adjourned at 3:27 p.m.