

Academic Council Meeting
November 11, 2015
2:00 p.m.
Sandra Campbell Conference Room

Present: Dr. Jimmie Yeiser, Dr. Rick Clubb, Mr. Mark Spencer, Dr. Lou James, Dr. Peggy Doss, Dr. Phil Tappe, Mr. Dan Boice, 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 October 29, 2015 meeting were approved.

The Council discussed retention and recruitment ideas.

- The School of Education uses videos to show future students and parents what goes on in the classroom setting.
- Dr. Bramlett visits High School AP classes in Hamburg, Crossett, Dumas and El Dorado.
- Dr. Evans stated that the School of Nursing faculty and two UAM graduates, who graduated from Hamburg High School, visit students at Hamburg High and recruit them for the nursing program.
- The Jazz Band will be touring in the spring semester at area high schools to recruit students for UAM.

Ms. Whiting said the team recruitment event at the El Dorado Convention Center on November 10th was a good team effort. Twenty-two Prospective Students attended the event. She stated that the Admissions Office had worked three weeks before the event to contact all surrounding high schools and the SouthArk Community College. Ms. Whiting stated that the institution will do more team recruitment in the future in places like Central Arkansas; Monroe, LA; Greenville, MS; and Northwest Arkansas. She encouraged every Dean to develop their Points of Pride to use a recruitment tool.

Dr. Yeiser provided a copy of the catastrophic leave donation form. Faculty may carry forward 240 annual leave hours and 960 sick leave hours. Anyone can donate up to a maximum of forty (40) hours of combined sick and annual leave.

Dr. Yeiser provided the Council with revised online and face-to-face syllabi formats and stated these changes would be effective in the Spring 2016. Every syllabi will need to include what is the expected hours for course work both inside and outside of class. The Council was given a copy of HLC Federal Compliance Program Package and guidelines for determining work required per credit hour.

Dr. Yeiser provided the Council with a copy of final exam schedule starting on December 7 and ending on December 11. Exams must be held during the times noted on the schedules with no variations. A student who needs to take an exam early should complete the Request to Take Final Exam Early form. 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.

Ms. Dolberry stated that ALL FALL 2015 GRADES are due by 10:00 a.m. on Monday, December 14.

Dr. Yeiser reminded the Council that faculty course evaluation begins November 9 and end November 30. Please encourage students to complete the faculty survey.

Mr. Yeiser stated he had a conversation with Mr. Kevin Kilgore with Tyson Foods in Pine Bluff about establishing a relationship with UAM about prospective student employment.

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 Council about Textbook Adoption Forms for any course(s) added to schedule after the November 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.

The next Academic Council meeting will be Wednesday, December 2, 2015 at 2:00 p.m. in the Sandra Campbell Conference Room inside the Taylor Library.

The meeting adjourned at 3:02 p.m.