

Academic Council Meeting
December 2, 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, Ms. Carol Dolberry, Ms. Mary Whiting, and Ms. Rita Hyatt.

The minutes of the November 11, 2015 meeting were approved.

The Council discussed retention and recruitment ideas.

- The School of Business hosted a Christmas luncheon for students.
- Dr. Doss stated the School of Education will host a Spring Hot Dog Cookout in April.
- Dr. Bramlett stated faculty have help sessions at end of course for students enrolled in the courses. They create a test and go over it with students.
- Ms. Whiting reminded the Council of the team recruitment event at the Jacksonville Community Center on January 11 from 5-7 p.m. and the Stuttgart Grand Prairie Center on January 25 from 5-7 p.m. She stated that everybody must work together to recruit students to come to UAM.
- UAM will host Weevil Welcome on February 5 and 8.

Mr. Spencer gave scenarios of the expansion of 8-week classes. He stated that the Fundamentals of English classes had 100% completion rate and 90% completion rate in Comp I classes. The students benefit from fewer classes at one time and attend classes five days a week. Dr. Yeiser encouraged Deans to look into offering more 8-week classes.

Dr. Yeiser asked the Council about the impressions and value of videos.

Dr. Yeiser provided the Council with a copy of the Final Exam Schedule for Fall 2015 beginning on December 7 and ending on December 11. He stated that all classes are required to meet during the final exam period. The "Request to Take Final Exam Early" form must be completed for any student who has extenuating circumstances. Exams must be held during the times noted on the schedules with no variations. 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.

The Council discussed a C & S proposal from the School of Computer Information Systems to modify the CIS major supportive requirements. The Council approved the proposal.

Dr. Yeiser provided the Council with a copy of a syllabus template for face to face and online classes.

Dr. Yeiser reminded the Council of the Annual Evaluation deadline.

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, January 13, 2016 at 2:00 p.m. in the Sandra Campbell Conference Room inside the Taylor Library.

The meeting adjourned at 3:50 p.m.