

Academic Council Meeting
April 13, 2016
2:00 p.m.
Sandra Campbell Conference Room

Present: Dr. Peggy Doss, Dr. Dale Bower, Dr. Rick Clubb, Mr. Mark Spencer, Dr. Lou James, 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 March 30, 2016 meeting were approved.

Dr. Doss reminded the Council of the coming Scholar's Day on April 18. She discussed the new format for Scholar's Day with the Council. Ms. Whiting provided 3 flow charts for the day. She encouraged the deans to share the Faculty Guide with faculty and staff. Ms. Halley will be providing water and snacks for students and faculty.

Dr. Doss stated that the Professional Development Committee has meet to discuss the ideas for the upcoming PDW 2016. The committee members are Dr. Laura Evans, Ms. Debbie Gasaway, Ms. Kim Level, Mr. Bryan Fendley, Dr. Lynn Fox, Mr. Craig Olsen, Dr. John Davis, and Ms. Crystal Halley. The Council asked for training on Blackboard, updated policies that affect student advising, and more faculty training in Weevilnet.

The Council discussed the format of the syllabi templates. Students do not read the whole syllabi, because they are too long. Dr. Bower will restructure the template for student usability.

Dr. Doss asked Unit Heads to provide a list of all faculty working during Summer I and II to Ms. Hyatt by April 20.

Dr. Doss provided the Council with a copy of the Final Exam Schedule for Spring 2016 and the Request to Take Final Exam Early form. All classes are required to meet during the final exam period. Dr. Doss stated that ALL SPRING 2016 GRADES are due by 10:00 a.m. on Wednesday, May 4.

Dr. Doss reminded the Council that Commencement will be Friday, May 6 at 10:00 a.m. and 2:00 p.m. in the Steelman Field House. She stated that all faculty are required to attend commencement; however, if a faculty member cannot attend, the Deans should send a request to the Office of Academic Affairs for the faculty member to be excused. Ms. Dolberry stated that student and faculty will line up on the sideway along the UAM Weevil pond.

Dr. Doss reminded the Council of the following items:

- Preregistration for Summer and Fall ends on April 15
- Faculty Evaluations using Blackboard for Spring 2016 ends on April 24
- No activities within 24 hours prior to final exam week
- SWOT due on June 1, 2016 to Chancellor's Office
- Textbook Adoption Form -- any changes after April 1 must be submit a letter from Dean explaining why course was added late

The next Academic Council meeting will be Wednesday, April 30, 2016 at 2:00 p.m. in the Sandra Campbell Conference Room.

The meeting adjourned at 3:32 p.m.