

Deans Council Meeting Minutes
April 10, 2018 at 2:00 p.m.
Sandra Campbell Conference Room

Present: Dr. Peggy Doss, Mrs. Crystal Halley, Dr. Clinton Young, Mr. Mark Spencer, Dr. Lou James, Ms. Kim Level, Dr. Phil Tappe, Dr. Rob Ficklin, Mrs. Kathy Anderson, Dr. Brandy Haley, Dr. Morris Bramlett, Mrs. Caroline Johnson, Ms. Linda Rushing, Mr. Bob Ware, Mrs. Sharon Cantrell, Mrs. Tawana Greene, Mrs. Carol Dolberry, Mr. Quinton Morgan, Mr. Jeffrey Warndof, Ms. Bronte Pearson, Ms. Sarah Haughenbury, and Mrs. Rita Hyatt.

The minutes from the March 27, 2018 meeting were approved.

Dr. Doss welcomed the new staff to the Deans Council meeting.

Mrs. Greene gave a brief explanation of the departments under her management.

The Council had a discussion of why the scholarship accounts were overdraw in the foundation accounts. The Foundation is working with the units to correct issue.

Mrs. Greene stated the admission deadline for fall registration is August 8, 2018.

Mrs. Halley gave an introduction to the staff for Academic Advising.

Mrs. Greene discussed the August drop date for non-finalize bills will be one week prior to classes starting. Dr. Doss will forward to Executive Council for their approval.

Dr. Doss stated that only about 43% of students have registered for the fall semester.

Mrs. Greene announced that Scholars Day (April 16) has been moved to the UC Green Room. Her staff will have a call night to notify students of change of location. Mrs. Halley reminded the deans to have their unit representative to arrive at 1:45 p.m. to escort students to units for advising. UAM will host an Early Admit Date on April 17.

Mrs. Dolberry discussed the Collateral Approval Form and policy. The Collateral Form should not mimic the minor degree.

Mrs. Dolberry provided the Council with drafts of the 2019-20 and 2020-21 calendar with and without fall break and with commencement ceremony on a Friday. The December 2017 ceremony had a very large group of guests attending the ceremony. Dr. Doss stated that the December commencement ceremony needed to be scheduled on a Friday and possibly divided into two ceremonies due to space concerns. Mrs. Dolberry will look at consolidating the Final Exam Week to four days instead of five days. The Council will continue this discussion on April 24.

Dr. Doss reminded the Council that Commencement will be Friday, May 11 at 10:00 a.m. and 2:00 p.m. in the Steelman Field House. She stated that there will be no platform stage but, we will use video projector on the big TV screens. Dr. Doss 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 one week prior to commencement ceremony. She provided the Council with policy on commencement participation.

10:00 a.m. ceremony

School of Forestry & Natural Resources
School of Mathematical and Natural Sciences
School of Nursing
School of Social and Behavioral Sciences
Division of General Studies
University of Arkansas System eVersity

2:00 p.m. ceremony

School of Agriculture
School of Arts and Humanities
School of Business
School of Computer Information Systems
School of Education

Dr. Doss reminded the Deans to complete vacation leave in advance of request and to complete sick leave once you come back to work.

Dr. Doss encouraged the deans to have a discussion with faculty on topics for Professional Development Week.

Mrs. Halley reminded the Council that course evaluations end on April 15.

Dr. Doss stated there would be a retirement reception on May 1 at 2:00 in the Adams Room of Harris Hall for Dr. Louis James, Dr. Roy Cabaniss, Ms. Beverly Lobitz and Mr. John Webb.

Important Reminders:

No activities within 24 hours prior to final exam week
Course Evaluations using Blackboard for Spring 2018 – April 2 -15
UAM Commencement Ceremony – May 11 at 10:00 and 2:00

Important Dates:

Grades for Spring 2018

<u>Term for Spring 2018</u>	<u>Last Day to Drop</u>	<u>Mid-term Grade Posted/Due</u>
Full Term	March 28	March 21
8 Week 2 Sessions	April 13	April 10

On Going Progress:

Strategic Plan Development
Advisement Campaign
Recording of Attendance
Submission of Mid-term Grades

The meeting adjourned at 4:15 p.m.