

Deans Council Meeting Minutes
September 6, 2018 at 2:00 p.m.
Student Success Center Room 208

Present: Dr. Peggy Doss, Ms. Crystal Halley, Dr. Rick Clubb, Mr. Mark Spencer, Dr. Marsha Clayton, Ms. Kim Wilkerson, Dr. Rob Ficklin, Dr. Brandy Haley, Mr. Dan Boice, Mr. Brian Hairston, Dr. Morris Bramlett, Ms. Caroline Johnson, Ms. Linda Rushing, Ms. Misty Paschall, Mr. Bob Ware, Ms. Sharon Cantrell, and Ms. Rita Hyatt. Guest: Chancellor Hughes, Mr. Jeff Weaver, Dr. Moses Goldmon, Ms. Sylvia Miller, Ms. Leah Bryant.

Chancellor Hughes stated that UAM was holding a press conference to announce the largest gift in the institution's history from the trust of the late Merle and Deloris Peterson, of Dumas.

The minutes from the August 8, 2018 meeting were approved.

Ms. Miller reminded the Council of the deadline for the 2019 spring class schedule. She discussed the problem with changes not rolling over. Ms. Miller stated in the future there will be three different drafts and the system will close at the end of each draft. Dr. Doss encouraged the Council to make changes in a timely manner. Just a reminder when you need to add Special Topics or Independent Study, you must complete the necessary paperwork and the Registrar's Office will add the course to the class schedule. Dr. Doss reminded the Council of the following items when working on class schedules:

- 1) Just a reminder when you need to add Special Topics or Independent Study, you must complete the necessary paperwork and the Registrar's Office will add the course to the class schedule
- 2) Special instructions for taking test
- 3) TBA – every face to face course should have room location listed on class schedule. Call the Registrar's office to see what room is available.
- 4) STAFF – every course should have an instructor listed
- 5) Offer fewer sections of course then add additional courses as needed
- 6) Be careful with time conflicts with 8-week courses (English and math)
- 7) Please notify the Registrar's office if you need to change room location due to a student disability.

Dr. Doss asked for comments about Professional Development Week. It was a better than in the past. The Council suggested using UAM faculty to present next year.

Dr. Doss discussed the 8-semester Forms. We had a larger number of students who did not sign the 8-semester form this year. Please encourage your faculty to get incoming freshman to sign the form while they are registering for classes. The Council discussed alternative for getting the form signed by students.

Dr. Doss discussed the Parent/Family Appreciation Day on September 22 with a meet & greet with faculty/staff immediately following the 10:30am Walk of Champions. The unit tables will be located under the white star tent near the start of Tailgate Row. Please encourage your faculty to attend this event and show their support.

Ms. Johnson stated there are 201 active alerts on students within the first two weeks.

Dr. Doss asked for a volunteer to serve as the C&S representative for the coming year. Dr. Masha Clayton stated she would serve as the C&S representative for 2018-19.

Dean Spencer presented Curriculum & Standards Proposals from School of Arts and Humanities.

Add Bachelor of Arts in Liberal Arts.

The Council approved the C&S proposal.

Dr. Ficklin presented Curriculum & Standards Proposals from College of Forestry, Agriculture and Natural Resources.

Add an Associate of Science in Natural Resources Management (NRM)

Modify NRM 2014 Introduction to GIS, GPS and Remote Sensing

The Council approved the C&S proposals.

Important Dates:

UAM College Fair, Sept. 13-14 in UC Gym

Arkansas Dean's Association Annual Meeting September 16-17

Parent/Family Appreciation Day – September 22

December Commencement Ceremony – December 14 (Friday)

Mid-Term Grades:

Fall 2018	Last Day to Drop	Mid-term Grade Posted/Due
6 Week Sessions	September 21	September 14
8 Week 1 Sessions	September 26	September 19
8 Week 2 Sessions	November 16	November 9
Full Term	October 31	October 24

Dates for Fall 2018:

September 26 (Wed) – Last day to drop a session 8W1 class. Grade will be W.

September 28 (Fri) - Deadline to apply for May graduation.

October 11 (Thurs) – Last day of session 8W1 classes.

October 15 (Mon) – First day of sessions 8W2.

October 31 (Wed) - Last day to drop a session 1 class or withdraw from the term (not applicable to other sessions). Grade(s) will be W. Important Dates:

Last date for application for admission for fall 2018 – August 8

Annual Report Due – August 10

Dean's Evaluation Due –August 10

The meeting adjourned at 4:06 p.m.