

Deans Council Meeting Minutes
November 19, 2018 at 10:00 a.m.
Sandra Campbell Conference Room

Present: Dr. Peggy Doss, Dr. Rick Clubb, Mr. Mark Spencer, Dr. Marsha Clayton, Ms. Kim Level, Dr. Phil Tappe, Dr. Robert Ficklin, Dr. Brandy Haley, Mr. Dan Boice, Mr. Brian Hairston, Ms. Caroline Johnson, Mr. Bob Ware, Ms. Linda Rushing, Ms. Misty Paschall, Ms. Elaine Hargraves, and Ms. Naomi Williams.

The minutes from the November 7, 2018 meeting were approved.

Dr. Doss gave an update on pre-registration. She was pleased with the overall total for the Monticello campus with 84% pre-registering. She then gave the numbers for the individual units; Agriculture 94%, Arts & Humanities 93%, Business 93%, CIS 91%, Education 83%, Forestry 89%, General Studies 75%, Math & Sciences 81%, Nursing 80%, and Social & Behavioral Sciences 85%. McGehee had 70% and Crossett 82%. Dr. Doss asked the deans to remind faculty to keep enrolling students. Dr. Doss will ask Ms. Bethany Hayden to send a list to the deans with specific names by unit of those still eligible to preregister. Mr. Bob Ware commented about the holds on students who owe over \$200 balance. Dr. Doss mentioned there are deadlines to apply to the university, maybe there should also be a deadline for payment.

Dr. Doss discussed the course evaluations. The deadline was November 18th for students to complete. There was a discussion about a better way to get course evaluations from students. Dr. Clubb mentioned the paper evaluations gave more information and he liked those better. The ones we have now are hard to look at. Dr. Doss asked everyone to keep looking at better ways to collect this information and if you see something you feel would work better to let her know.

Dr. Doss reminded everyone final exams are December 10th – 13th, all classes are required to meet during final exam period. There is a special form for students to complete to request to take the exam early. There are to be no meetings, social events or hosts fund raising activities 24 hours before final exam period. All grades are due to the Registrar's Office by 10:00 a.m. December 17th. She asked deans to remind adjuncts this deadline applies to them also. She noted we have some who are repeat offenders and it should maybe be noted in the faculty's evaluations if they are late turning in grades. Dr. Doss suggested the deans should send an email out to faculty and adjuncts reminding them of the deadline when we return from the holiday next week.

Dr. Doss advised Commencement is December 14th at 10:00 a.m. There are about 400 eligible and around 150 have requested to walk in the ceremony. Faculty are required to attend Commencement. Requests to be excused or any faculty/staff wishing to present the diploma to their immediate family member need to get those requests turned in to Dr. Doss by December 7th. Two faculty members from each unit are needed to pass out herald cards at rehearsal on December 13th. Those names need to be sent to Ms. Rita Hyatt by December 10th.

Dr. Doss asked the deans to look over the Faculty Handbook as Executive Council will be looking at it after the holidays. It was noted some committees no longer exist or others may need names changed.

Dr. Doss requested everyone look at the phone directory and their unit's website to make sure all names, links and everything are up-to-date. Make sure if you have a new program, the 8 Semester Plans are posted to the website. Ms. Williams will send directions for the phone directory link.

Dr. Doss stated furniture in Harris Hall needs to be left alone. Do not put your name on items. A notification will be sent when it's available.

Dr. Doss advised FTF registration dates will be June 11 and July 9, 2018; Transfer dates will be June 12 and July 10, 2018.

Mr. Mark Spencer presented a Curriculum Change for the School of Arts and Humanities to Modify the ENGLISH MAJOR with a Concentration in Composition and Rhetoric. Mr. Spencer explained it would provide the student with a professional e-portfolio which could be useful for job applications. After discussion, the proposal was unanimously approved.

Dr. Clayton advised the next Assembly Meeting would be January 14. Dr. Doss advised the deadlines are known well in advance and there should be enough time to get them in to meet those deadlines. She didn't feel it was appropriate to ask the Assembly for special meetings to hear late proposals.

Dr. Doss asked Ms. Carrie Johnson to address remediation. First time freshmen taking remedial English or Math are not allowed to take online classes. If they pass the remedial English the first semester then they can take an online class the next semester even if they haven't passed Math. They cannot however take online classes if they have failed the remedial English the first semester. There was a discussion about "protecting them from themselves" - look at their GPA and mid-term grades before placing them in classes. If a student says they have CLEP tested out of a remedial class, they need proof from the Testing Center. If they don't have proof, put them in the remedial class.

Dr. Doss mentioned there was a concern when a student is taking 3,000 - 4,000 level courses and they don't have the basics out of the way. Make sure advisors are following up with the students and keeping them on track. We need to make sure their basic courses are out of the way so that we aren't looking at a Senior who still doesn't have their Math and English. Advisors need to make sure they are following their Degree Plan. Get back to the basics. She asked deans to remind faculty, coaches should not be calling and suggesting classes their athletes should be in.

Dr. Doss advised Dr. Goldman had mentioned retention rates from fall to fall showed improvement with a 2 % increase. Dr. Doss stressed that recruitment and retention were extremely critical to UAM, but there will be no grade inflation or lowering standards.

Senior Preview Day is Monday, November 26th from 9:00 – 1:00. Need to clarify when units need to be there. Make sure faculty are in place for that event.

Mr. Spencer inquired about placing digital boards around campus to display announcements/news items.

Dr. Tappe will try to get an address for Kelly Bryant so that the group can send him a card.

Important Dates:

- Annual Faculty Evaluations deadlines
- Promotion and Tenure deadlines
- December Commencement Ceremony – December 14 (Friday)
- Mid-Term Grades

The meeting adjourned at 11:15 a.m.