

Deans Council Meeting Minutes
December 7, 2018 at 9:00 a.m.
Sandra Campbell Conference Room

Present: Dr. Peggy Doss, Ms. Crystal Halley, Dr. Rick Clubb, Mr. Mark Spencer, Dr. Marsha Clayton, Ms. Kim Level, Dr. Brandy Haley, Mr. Dan Boice, Mr. Brian Hairston, Dr. Morris Bramlett, Ms. Caroline Johnson, Ms. Linda Rushing, Ms. Misty Paschall, Ms. Elaine Hargraves, and Ms. Rita Hyatt.

The minutes from the November 19, 2018 meeting were approved.

Ms. Halley discussed that ADHE will be implementing a new LON process starting January 1. When we submit the new form to ADHE, a copy will automatically be sent to the UA System Office. We will still provide the UA System Office the Chancellor's letter which outlines the proposed changes, needs, deletions, etc. Ms. Halley will provide the Council with deadlines for the revised sequence for new undergraduate program proposals and graduate program.

Dr. Doss discussed that the UA System Office would develop a common course numbering system to facilitate ease of transfer of courses between community colleges and four-year institutions. These common courses would be general education and freshman level courses.

Ms. Halley asked the Council if associate degrees should be listed under General Studies or the department. The Council stated under the unit.

Dr. Doss provided the Council with a copy of the Final Exam schedule and indicated that classes are to meet during that time. All grades are due to the Registrar's Office no later than 10 a.m. on Monday, December 17th. Dr. Doss encouraged the deans to ask for a copy of all grades posted in WeevilNet.

Dr. Doss reminded the Council that Commencement will be Friday, December 14th at 10:00 a.m. in the Steelman Field House and all faculty are required to attend. If a faculty member cannot attend, the Dean should send a request to the Office of Academic Affairs for the faculty member to be excused.

Ms. Rushing presented a Curriculum & Standards Proposal from College of Technology-Crossett.

Modify the Associate of Applied Science in Advanced Manufacturing Technology to align with changes in the CP and TCs programs in Manufacturing Technology.

The Council approved the C&S proposal.

Important Dates:

Annual Faculty Evaluations deadlines

Promotion and Tenure deadlines – December 15

December Commencement Ceremony – December 14 (Friday)

Students need to Finalizing Bills – December 20

Syllabus Template (on-line and face to face classes)

- Faculty submit to Dean – January 9

- Submit electrically copy to Office of Academic Affairs – January 11

UAM Campus open January 2

Faculty Return on January 7

New student orientation/schedule changes – January 7

Open registration – January 8

First day of classes – January 9

Last day to register or add classes – January 11

The meeting adjourned at 11:15 a.m.