

**Deans Council Meeting Minutes**  
**January 29, 2019 at 1:30 p.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. Phil Tappe, 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. Elaine Hargraves, and Ms. Rita Hyatt. Guest: Ms. Renea McClendon

The minutes from the January 22, 2019 meeting were approved.

Ms. McClendon stated that the Dean of Students places a hold on students with a felony record. Once reviewed, these students are approved for certain programs and may not change degree plans.

Ms. Halley discussed the policy of second baccalaureate degree and second major policy. The Council agreed to change the language of the second major policy to set a limit on courses. Ms. Halley will look at other university policy and will work up a draft to bring back to the Council.

Dr. Doss provided the Council with copy of the ADHE Program Viability Report. She asked the Council to review all programs to see if the need to offer a degree is still there.

Mr. Boice provided an update on the HLC Report. Our Assurance Report will be submitted in May 2019 and reviewed by HLC in June 2019. Mr. Boice asked that someone be available in every unit during our review in June to address any potential HLC questions.

Dr. Doss asked the Deans to review the Strategic Plan with their faculty. She also stated that your Strategic Plan should be addressed in your Annual/Assessment Report.

Dr. Doss asked for ideas or suggestions on the topics for the Professional Development Week 2020. She encouraged deans to ask faculty and staff what would be beneficial. Any comments on topics should be emailed to Dr. Doss.

Ms. Halley provided the Council with deadlines to get program approval/revision procedure for undergraduate and graduate degrees. To offer a new degree it takes 1 ½ to 2 years to complete the process. If you are changing 3 or more courses in a degree program, the revisions will require notification to the BOT and the ADHE Coordinating Board.

Dr. Doss talked about creating a class schedule for students who didn't pre-registration during the allowed time. Please be sure to notify students if you made a class schedule for them.

Dr. Doss asked the Council about the process of developing the class schedules for summer 2019 and fall 2019. The Council stated the system was working better.

Dr. Doss provided the Council with a copy of an Arkansas Tech degree map. She asked the Council to review the layout.

Dr. Doss reminded the Council about the Winthrop Rockefeller Distinguished Lecture Series featuring Best-Selling author, Liz Murray on February 5, 2019 at 5:30 p.m. in the UAM Fine Arts Center Auditorium. She encouraged everyone to attend.

Dr. Doss talked about the faculty reminders:

- Class Attendance
- Mid-term Grades
- Change of Grades
- Faculty Office Hours
- Blackboard for Supplemental Instruction
- Reporting Students Who Never Attended Spring 2019 Classes

Dr. Doss talked about UAM's important dates:

- Annual Faculty Evaluations deadlines
- Last day to drop a session 8W1 class. Grade will be W. – February 13
- Deadline for Performance Evaluations for Classified Employees – February 15
- Deadline to apply for August and December graduation. – February 22
- Last day of session 8W1 classes – February 28
- First day of session 8W2 classes – March 4
- 60% point for regular Spring 19 classes – March 15
- Last day to drop a session 1 class or withdraw from the term (not applicable to other sessions). Grade(s) will be W. – March 27.
- Last day to drop a session 8W2 class. Grade will be W. – April 3

The meeting adjourned at 4:10 p.m.