

Academic Council Meeting
April 7, 2010
9:30 a.m.
Library Conference Room A

Present: Dr. Debbie Bryant, Dr. Ranelle Eubanks; Mr. Mark Spencer; Dr. Marsha Clayton; Dr. Peggy Doss; Dr. Richard Kluender; Ms. Sandra Campbell; Dr. Carol Strong; Dr. Kelly Bryant; Mr. Brian Hairston; Dr. Marvin Fawley; Ms. Anita Shaw; Ms. Linda Rushing; Mr. Bob Ware; Reporter: Rita Hyatt.

The March 18, 2010 minutes were approved as written.

The Council discussed retention ideas.

Dr. Eubanks reminded the Council about ACT 175 Textbook Adoption Forms for any course(s), including all Special Topics and Independent Studies, added to schedule after the April 1 deadline, the Dean must submit a letter to the Provost indicating each late adoption, the faculty person responsible for the late adoption, and a statement indicating why each adoption was late. If no textbook is required, the letter needs to state no textbook is required.

Dr. Eubanks stated that preregistration for Summer and Fall started April 5 and will remain open through Friday, April 16.

Dr. Eubanks reminded the Council that all students, faculty and staff are required to get a new photo ID made during pre-registration (April 5 – April 16) in the University Center Green Room between the hours of 8:30 a.m. and 4:00 p.m.

The Council continued their discussion on repeating courses and financial aid.

The Council continued their discussion on Requirements for a Second Baccalaureate Degree.

Dr. Peggy Doss discussed Continuing Education opportunities with the Council. Doss thinks UAM perhaps might do a better job of advertising in the newspapers when we have special guest speakers, musical programs and art programs.

Dr. Eubanks provided the Council with a copy of the Final Exam Schedule for Spring 2010 and provided a copy of the Request to Take Final Exam Early form for students. All classes are required to meet during the final exam period.

Dr. Eubanks stated that no activities including meetings, social events, or fund- raising activities are permitted to be scheduled in the 24 hours prior to the start of the official final exam period.

Dr. Eubanks stated that Commencement 2010 would be May 14 at 9:30 a.m. in the Convoy Leslie Cotton Boll Stadium. She reminded the Council to assemble for Commencement at 9:00 a.m. in the Harris Hall parking lot. Dr. Eubanks distributed commencement instructions. Dr. Eubanks stated we had four requests to participate in commencement from faculty and staff. Dr. Eubanks stated that all faculty are required to attend commencement; however, if a faculty member cannot attend, the Unit Head should send a request to the Provost for the faculty member to be excused.

Dr. Eubanks asked Unit Heads to provide a list of all faculty working during Summer I and Summer II to the Office of Academic Affairs by April 30.

Dr. Eubanks stated the Notification of Off Campus Travel of Students should include the physical address and phone number of the place students are visiting as well as cell numbers of faculty. Academic Affairs will add an additional line to the form for Unit Head's signature.

The Council discussed the C & S proposals from College of Technology – Crossett. The Council agreed to waive the 10-day review and approved all proposals. The Council discussed the C & S proposals from Computer Information System, but did not approve proposals.

Mr. Spencer provided the Council with an update on C&S proposals.

Dr. Eubanks reminded the Council of upcoming dates:

April 8 -- Board of Visitors at McGehee Campus

April 16 -- Board of Trustees

April 16 -- Institutional Report on the Annual Review of Faculty Performance (ADHE)

May 20-23 -- Arkansas Mission of Mercy (ArMOM) Free Dental Clinic

June 1 -- UAM Self-Evaluation (Administrative Position)

The next Academic Council meeting will be April 21.

The Council adjourned at 11:00 a.m.