

**Academic Council Meeting**  
**September 1, 2010**  
**2:00 p.m.**  
**Library Conference Room A**

Present: Mr. David Ray; Dr. Debbie Bryant; Dr. Ranelle Eubanks; Mr. Mark Spencer; Dr. Louis James; Dr. Peggy Doss; Ms. Rhonda Parris; Ms. Sandra Campbell; Dr. Tom Springer; Dr. Bob Stark; Mr. Brian Hairston; Dr. Morris Bramlett; Ms. Pamela Gouner; Mr. Bob Ware; Ms. Linda Rushing; Reporter: Rita Hyatt.

The August 4, 2010 minutes were approved as written.

The Council discussed retention ideas.

- Education is using instructional strategies in their teaching.
- Nursing is offering special topics courses (Introduction to HESI) for nursing students
- Executive Council will extend credit in the bookstore for students waiting on Financial Aid reimbursement
- Some class sizes are too large (examples: English and math classes)
- Crossett campus has a attendance policy for all classes and gives out a mid-term report on each class

The Council will discuss the Red Balloon Project at the next meeting.

Mr. Ray asked what can we do to expand our programs and offer new degrees/courses.

Mr. Ray asked the Council if the faculty was experiencing any behavior problems in class concerning students sending text messages, talking, or dress code. Faculty should get control of inappropriate behavior early in the semester. Faculty should report any behavioral problems to his/her dean and to the Provost. The Council will review the Student Handbook concerning behavioral issues at the next meeting.

Dr. Eubanks discussed Online Class Management. Students should access his/her online classes by using his/her UAM email address.

Mr. Ray encourages the Council to offer Continuing Education courses.

Mr. Ray reminded the Council that Academic Affairs still had hand sanitizer available for faculty and staff.

Mr. Ray reminded the Unit Heads to notify his office of any leave requests. Request for vacation leave should be submitted prior to leave and sick leave should be submitted after faculty/staff return to work. Mr. Ray encouraged deans to notify him if they were attending a meeting off

campus and to submit a travel authorization request even if no expenses are charged to the university.

Mr. Ray reminded the Council that a copy of the syllabus must be submitted in electronically format to the Provost's Office on every class.

Mr. Brian Hairston has had problems with students using the CIS computer lab to print a 200 page novel for class rather than buying the book.

The Council discussed the C & S proposals from School of Education. The Council agreed to waive the 10-day review and approved all proposals.

Mr. Ray will email the Program Viability Report from ADHE to the Unit Heads.

Mr. Ray asked the Council to lookup information on the Council for Adult and Experiential Learning (CAEL). The Council will discuss this topic at the next meeting.

Mr. Ray announced that there would be a special called meeting on September 15 with Dr. Lassiter and the Executive Council.

The next Academic Council meeting will be September 22.

The Council adjourned at 4:06 p.m.