

Academic Council Meeting
June 22, 2011
House Room

Present: Mr. David Ray, Dr. Debbie Bryant, Dr. Ranelle Eubanks, Dr. Roy Cabaniss (for Dr. Louis James), Dr. Peggy Doss, Dr. Phil Tappe, Ms. Sandra Campbell, Dr. Tom Springer, Dr. Kelly Bryant, Mr. Brian Hairston, Dr. Farrokh Abedi (Dr. Morris Bramlett), Reporter: Rita Hyatt.

The minutes of the May 25 meeting were approved.

The Council discussed retention ideas.

- Library has set new hours and received new computers for students to use.
- UAM will develop a teleconference room to accommodate seating for 40 people.
- Patio cafe will be converted into a meeting room.

Mr. Ray announced the members of Experiential Learning Committee: Mr. Brian Hairston, chair, Mr. Mark Spencer, Dr. Tom Springer, Dr. Ranelle Eubanks and Ms. Sharon Cantrell.

Mr. Ray reminded the Council of freshman pre-registration July 11-13.

Mr. Ray reminded the Unit Heads that Strategic Plans are due on July 1.

Dr. Debbie Bryant stated that the Registrar's Office is unable to run degree audits in WeevilNet for all majors.

Mr. Ray asked Unit Heads to submit syllabi in both electronic format and hard copy to Ms. Hyatt. This includes all classes (Early College High School and Distance Learning).

Dr. Eubanks asked Deans to update 8-semester plans and include changes on unit website.

Mr. Ray stated that Academic Affairs is processing too many Change of Grade forms. Encourage faculty to review his/her calculation of a student's grade before submitting grade to Registrar's Office.

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 provided the Council with the agenda for the 2011 Arkansas Deans' Association Annual meeting on September 19 at UCA. He encouraged Deans to attend the meeting.

Mr. Ray stated that UAM is up for accreditation by the Higher Learning Commission (HLC) in Spring 2014. Mr. Ray suggested we began preparing for the visit now by forming a Self Study Committee as soon as possible.

Mr. Ray asked the Council to discuss the Operating Procedures concerning incentive pay for developing on-line and CIV. The Council voted to not alter procedures.

Mr. Ray asked the Deans to only submit Work Orders of critical nature for the time being.

Mr. Ray reminded the Council of the Board of Visitors meeting on July 14 at 4:00 p.m. in the Fine Arts Center.

Mr. Ray asked for suggestions for items to discuss during Professional Development Week August 15- 19.

Mr. Ray reminded the Council of the August 1 deadlines for the following reports:

- 1) Annual Report
- 2) Assessment Report
- 3) Outside Employment Report
- 4) Retention Plan
- 5) Viability Report

Mr. Ray stated that all faculty are to report on August 15, 2011.

The meeting adjourned at 4:20 p.m.

The next Academic Council meeting will be Wednesday, August 3, 2011 in House Room.