

**Academic Council Meeting  
November 17, 2004  
2:00 p.m.  
Library Conference Room A**

Present: Dr. Betty Matthews; Dr. Louis James; Dr. Michael Rosato; Dr. Richard Kluender; Dr. John Annulis; Dr. Vanneise Collins; Dr. Kelly Bryant; Dr. Jim Roiger; Ms. Annette Hall; Dr. Larry Eustace; Ms. Sandra Campbell; Dr. Ranelle Eubanks; Mr. David Ray; Dr. Debbie Bryant; Ms. Linda Rushing; Reporter: Ms. Catherine Russell

Mr. Ray welcomed Dr. Matthews to the Council and thanked her for representing Dr. O'Neill.

The Council approved the October 27, 2004 minutes.

Ms. Sandra Campbell reviewed the Library hours for finals week (December 12 – 17.)

The Council discussed the current pre-registration period noting the reduction from a three week period to a two week period. Dr. Bryant noted that Crossett and McGehee campuses have different pre-registration dates to register students on their campuses. Dr. Eubanks noted that students who were required to take the last CAAP test and failed to do so had been dropped from pre-registration. The date of the next CAAP test is January 10, 2005.

Mr. Ray informed the Council that the Chancellor was in the process of appointing a Special Task Committee to review current policies, research policies at peer institutions, and make a recommendation for revision or implementation of policies for UAM in the following areas:

1. Summer teaching appointments, compensation, and class size
2. Adjunct faculty teaching load and compensation
3. Overload assignments and compensation
4. Independent study classes and calculation in teaching load.

Mr. Ray noted that there would always be a need to make exceptions to policies such as class enrollment size and other unforeseen issues.

Mr. Ray related some concerns the UAM Bookstore management had with course book adoptions and changes. Mr. Ray stressed the need for fast and efficient communication between units and the Bookstore concerning needed course book adoptions, changes and material. Council members were urged to contact the Bookstore in the event of course deletion, addition and class size change.

The Council approved the revision of the Concurrent Enrollment Policy with some suggested modifications.

The Council discussed the Faculty Self-Evaluation Form and if there existed a need to modify or create an addition form for instructors. Mr. Ray provided the Council with a draft copy of a form which had been presented to him. After some discussion the Council tabled the issue.

Relating to evaluations, Dr. Eustace requested clarification on the Post-tenure review process. The Council briefly discussed the topic and Mr. Ray offered to visit with Dr. Eustace on the subject.

Mr. Ray provided the Council with a copy of UAM Operating Procedure 650.1 (Continuing Education.) Mr. Ray explained that the Executive Council was considering updating the procedure. Mr. Ray also provided the Council copies of updated forms pertaining to 650.1 for their review.

The Grant Prospectus Approval Form as revised by the Academic Council on 10/27/04 was approved by the Executive Council on November 1, 2004. The School of Forest Resources presented a proposed Grant Prospectus Approval Form for review. The Council will discuss the proposed form at a future date. Dr. Kluender raised the concern of having a viable Grants and Contracts office. Mr. Ray suggested the Council table the issue until he could discuss the matter with the Executive Council.

The Council discussed the lack of formal guidelines/procedures for the Human Subjects Committee. The Council noted there should be clear and concise guidelines as to what surveys and/or issues are required to be sent to the Human Subjects Committee. The Council noted the importance of appointing the appropriate faculty/staff to the Human Subjects Committee. The Council also noted the importance to faculty, staff, and students of rapid responses from the Human Subjects Committee. Mr. Ray appointed Dr. Jim Roiger, (Chair), Dr. Richard Kluender, Dr. Micheal Rosato and Dr. Vanneise Collins to a special Human Subjects Guideline/Procedure Development Committee to ensure the development of such procedures.

Dr. Collins announced that the Curriculum and Standards Committee (C & S) were currently working on 110 proposals. The Council discussed the extent of the C & S Committee's past and present revision requests.

A concern was voiced pertaining to students using the computer lab in the library to play games. Students wishing to use the computers for class assignments reported not receiving assistance from lab moderators in asking students who are playing games to relinquish the computer. Mr. Ray suggested notifying Mr. Fendley of their concerns.

The Council adjourned at 3:55 p.m.