

Academic Council Meeting
February 23, 2005
2:00 p.m.
Library Conference Room A

Present: Dr. Erin O'Neil; Dr. Louis James; 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; Dr. Jack Lassiter; Reporter: Ms. Catherine Russell

The Council approved the January 20, 2005 minutes.

Dr. Lassiter and the Academic Council discussed the UAM 2005-2008 University Calendar.

Dr. Lassiter provided the Council with a list of bills included in the Governor's legislative package. Dr. Lassiter discussed several of the legislative bills with the Council.

The Council was provided with copies of the ADHE approval letters concerning the UAM state minimum core curricula and Associate of Applied Science in General Technology program.

Mr. Ray provided the Council with a copy of the policy, "Absences Due to Participation in University-Sponsored Events," and requested that Council members review this policy with their faculty. Mr. Ray stressed that students have the responsibility to make up work when absent because of participation in university sponsored events and faculty have the responsibility of accommodating the students efforts to make up course work. The policy which is found on page 62 of the current catalog, states that the sponsor of the activity will provide the student with a memo which includes the event, dates and the student's name. Additionally, sponsors may send out netlist notices, but should indicate that written notices have been sent with students to their instructors. Netlist notices are not to be used as a substitute for the memo to instructors.

Dr. Bryant provided the Council with a table showing commencement guidelines from other 4-year Arkansas institutions. The table included the number of commencement ceremonies per year and the criteria for being allowed to participate at the undergraduate and graduate levels.

Mr. Ray requested Council members urge their faculty to submit degree audits in a timely manner.

The Council requested tentative class schedules be listed as such on the website. Dr. Bryant will work with IT to accomplish this task.

Mr. Ray discussed several faculty responsibilities with the Council:

- *Class cancellation.* Faculty should make every effort possible to inform students of any class cancellations. Advance notification of class cancellation due to professional travel

should always be given to students. Students deserve this consideration. Faculty have an obligation to meet with students for the scheduled number of contact hours. Faculty should always contact their unit head when a class is cancelled.

- *Locking tardy students out of a classroom.* Mr. Ray does not approve of the locking of classroom doors to prevent tardy students from entering the classroom. Mr. Ray agreed that on occasion, students may need to be penalized for being late, but this should not include locking the classroom door.
- *Withdrawing students involuntarily from a course.* Faculty are encouraged to contact students if possible before withdrawing them from a class, even if such action is outlined in their syllabus.

Dr. Eubanks provided the Council with a draft night schedule for the Fall 2005 term. Dr. Eubanks also updated the Council on the UAM 2005-2007 catalog.

Due to time constraints, Mr. Ray tabled the following agenda items:

Secretarial Positions

Timely Submission of :

- Independent Study
- Overloads
- Adjuncts
- PAF

The meeting adjourned at 4:30.