

Academic Council Meeting
March 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; Reporter: Ms. Catherine Russell

The Council approved the February 23, 2005 minutes.

The Council discussed a draft proposal for a UAM Operating Procedure allowing University faculty or staff, emeriti faculty, current members of the University of Arkansas Board of Trustees and current members of the UAM Board of Visitors to participate in the recognition of his/her immediate family member at commencement. Immediate family definition should also include "legal guardian." The Academic Council approved this proposal, however they felt that the family member should not be required to wear academic regalia.

Dr. Eubanks provided the Council with a draft night schedule for the Fall 2005 term. The Council discussed schedule and course needs in relationship with students who would like to earn an associate's degree by taking evening, online and night classes.

Dr. Bryant proposed to the Council that UAM mail out grades to students only by request. Dr. Bryant informed the Council that polling revealed that a majority of universities no longer mailed grades to students, choosing instead to have students obtain grades online. The Council approved this proposal.

The Council discussed the registration and pre-registration process and reaffirmed the need to enforce the deadline dates and avoid the use of green cards as a method of registration after the registration deadline.

Mr. Ray urged unit heads to discuss with their faculty the need to meet all deadlines set by the Bookstore concerning book adoptions and other acquisition needs.

Mr. Ray requested the Council review a letter from the Arkansas Department of Human Services – Division of Volunteerism and send data collected on people who had voluntarily donated time in their area to Academic Affairs on the enclosed form.

The Council discussed the issue of unit heads wishing to employ a faculty member outside their department to work an overload. Unit Heads are asked to first acquire permission from the faculty's dean or chair. The Council also stressed that it was the department employing the faculty for an overload responsibility to provide such items as copying, typing, materials and travel reimbursement.

The Council discussed the need some units have when secretaries or assistants are out due to illness, vacation or resignation. Suggestions included a part time secretarial pool and/or a pool of student workers to pull from when absences occur. Mr. Ray offered to bring these suggestions before the Executive Council.

The Council discussed the possibility of unit head receiving assigned parking. The Council discussed the problem of students using faculty parking spaces. Mr. Ray will take these concerns to the Executive Council.

Mr. Ray discussed his concerns about the timely submission of independent study requests, as well as personal actions forms (PAF) relating to overloads and adjuncts. Concerning adjuncts, Dr. Bryant reminded the Council that her office needed additional data on adjuncts such as race, date of birth, SSN and gender.

The meeting adjourned at 3:30.