

Academic Council Meeting
December 14, 2005
2:00 p.m.
Library Conference Room A

Present: Mr. David Ray; Ms. Carol Dolberry; Dr. Mark Spencer; Dr. Louis James; Dr. Peggy Doss; Dr. Richard Kluender; Dr. John Annulis; Dr. Vanneise Collins; Dr. Kelly Bryant; Dr. Jim Roiger; Dr. Larry Eustace; Ms. Sandra Campbell; Ms. Linda Rushing; Mr. Bob Ware; Reporter: Ms. Catherine Karnes.

The Council approved the November 30, 2005 minutes.

Mr. Ray welcomed Ms. Linda Yeiser, Vice Chancellor for Advancement to the Academic Council meeting. Ms. Yeiser spoke to the Council members concerning the need to have specific request lists from each unit on their unit needs. Ms. Yeiser explained that she could then refer to the needs of individual units when talking with donors. Ms. Yeiser also stressed the need to encourage faculty and staff to support UAM through their gifts to the UAM Foundation Fund. Ms Yeiser explained that full-time faculty and staff who direct their gifts to scholarships in the UAM Foundation Fun will have their gifts matched on a \$1;\$1 basis. The Council was provided with a payroll deduction authorization form to distribute to their faculty and staff. Ms. Yeiser also spoke on funding and grant opportunities. Ms. Yeiser noted that she would be happy to visit with each academic unit during faculty and staff meeting to discuss such issues such as individual unit fund raising and payroll deduction for gifts to support UAM.

The Council agreed to continue meeting on the second and fourth Wednesday of the month at 2:00 p.m.

Mr. Ray provided the Council with a Nominee Request Form from ADHE. ADHE is requesting unit heads nominate faculty in 19 discipline groups to review course descriptions and minimum requirements for the Statewide Transfer System. Nominations should be sent to Academic Affairs by December 22.

The Council was provided for their review a C & S proposal concerning the eight-semester course of study as required by Act 1014 of 2005. Council members discussed upcoming proposals that their individual units would be submitting.

The Council discussed the Human Subjects Policy and the process for filing exempt protocol form. It was noted that the policy and forms were located on the Academic Affairs webpage.

Mr. Ray requested each unit to develop a procedure for emergencies such as loss of electricity to the building or the university. The plan should include how to reach all faculty and adjuncts; who is responsible in case the unit head is off campus; who will

check the building for persons locked in elevators; who will direct students; flashlights. Unit heads should do a check of their building and prepare work-orders for needed maintenance to emergency lights or equipment. Unit heads were ask to encourage faculty to prepare ahead for such events, i.e. have exams printed off ahead of time in case of illness or loss of power.

The Council discussed the registration process and faculty advising at length. Mr. Ray stressed that all faculty will be expected to advise general studies students during registration. Mr. Ray reminded units to have their lap tops prepared by IT for spring registration. Units were requested to forward the names of faculty working the Spring registration to Dr. Eubanks.

Ms. Rushing requested that the Crossett and McGehee campus be included on any 8-semester rule training/review for faculty.

Mr. Ray thanked the Council for a job well done this year and the Council adjourned at 4:00 p.m.