

Academic Council Meeting
March 8, 2006
Library Conference Room A
2:00 p.m.

Present: Mr. David Ray; Dr. Debbie Bryant; Dr. Ranelle Eubanks; Mr. Mark Spencer; Dr. Peggy Doss; Dr. Richard Kluender; Dr. John Annulis; Dr. Vanneise Collins, Dr. Kelly Bryant; Dr. Jim Roiger; Mr. David Koskoski; Dr. Larry Eustace; Ms. Sandra Campbell; Ms. Linda Rushing; Lt. Col. Iverson Jackson; Dr. Jack Lassiter; Reporter: Ms. Catherine Karnes.

The Council approved the February 22, 2006 minutes with a correction noted.

Mr. Ray mentioned UAM's 1st Annual Jazz Band Concert and what a success it was. Mr. Ray also noted that UAM's men basketball team would be playing in the NCAA national playoffs. Mr. Ray reminded the Council to remind their faculty that all students absence due to participation in university sponsored events were to be given the opportunity to make up course work and tests.

Mr. Ray noted that students and faculty were expected to be in class on Friday March 17th, the Friday before Spring Break. Mr. Ray also mentioned that there would not be an Academic Council meeting on March 22.

Mr. Ray discussed the new Termination Clearance Form and explained to the Council that the policy stated that the immediate supervisor was responsible for ensuring that the terminating employee completes the form. Therefore, the Office of Academic Affairs would no longer send out the Termination Clearance Form to faculty. This responsibility will fall upon the academic unit head. Mr. Ray also requested unit heads to forward to his office a copy of their letter requesting a terminating employee to complete the form. This letter should be send 30 days in advance of the termination date. Mr. Ray also reminded academic unit heads the importance of ensuring that terminating faculty turn in all grade books. Mr. Ray suggested units keep grade books on file for a period of at least 3 years.

Mr. Ray informed the Council of ADHE's request that each Chief Academic Officer submit justifications for bachelor's degree programs requiring 8+ semesters and the program of study for each one of those requests. Academic unit heads were reminded that programs of study for programs requiring 8 semesters need to be available on their webpage.

The Council was provided a draft copy of the Ten-Year Program Review. The Council noted a few changes. The revisions will be made and other draft sent to the Council for their review.

Mr. Ray discussed the importance of correctly reporting the duties of faculty in relationship to the budget funding formula. Mr. Ray stated that the amount of funding UAM received was related to the coding of faculty in such areas as instruction; research; administration and other categories. Mr. Ray encouraged unit heads to work with the Registrar's Office to ensure their faculty were reported correctly. Mr. Ray also requested unit heads to list faculty appointments; assignments and release time as part of their budget report.

Dr. Annulis provided the Council with a copy of the Salary Committee Report to the Assembly dated March 1, 2006. The Council discussed the report and noted the progress the committee was making.

Dr. Bryant reported that she would be getting the third draft to the Council members soon. Dr. Bryant also reminded Council members that *tentative* course schedules for Summer I; Summer II; Fall 06 and Spring 07 are listed on the web and updated frequently.

The Council discussed at length the Report on the Work of the Ad Hoc Committee on Annual Faculty Evaluation. The Council voted unanimously not to accept the recommendations of the Committee. The Council did express their sincere appreciation to Mr. Spencer and the Ad Hoc Committee for the work and effort that went into the project.

Mr. Ray provided the Council with a copy of the UAM Self-Evaluation (Administrative Positions) Form and requested each unit head complete and return to him by June 1, 2006.

Dr. Debbie Bryant reminded unit heads that their strategic plan was due to her on April 3.

Dr. Eubanks provided the Council with a handout concerning effective teaching and the keys to success. Dr. Eubanks invited unit heads to share the information with their faculty.

The Council adjourned at 4:24 p.m.