

Academic Council Minutes
June 14, 2006
2:00 p.m.
HH Chamberlin Forest Resources Center Complex
(Conference Center - Room 145)

Present: Mr. David Ray; Dr. Debbie Bryant; Mr. Mark Spencer; Dr. Louis James; Dr. Peggy Doss; Dr. Richard Kluender; Dr. John Annuls; Dr. Vanneise Collins; Dr. Kelly Bryant; Dr. Jim Roiger; Dr. Larry Eustace; Ms. Sandra Campbell; Ms. Linda Rushing. Guests: John Kidwell and Rita Hyatt. Reporter: Ms. Catherine Karnes.

The Council approved the May 18, 2006 minutes.

Mr. Ray welcomed Mr. John Kidwell, Director of Public Safety, to the Council meeting. Mr. Kidwell discussed safety and emergency issues with the Council. Council members were advised to discuss various emergencies with their faculty and discuss the actions that would be best taken in their buildings. The Council discussed the possibility of implementing training for faculty and staff on emergency procedures. Council members discussed building concerns. Mr. Kidwell explained that updates to the Emergency Procedure Manual should be completed shortly. Mr. Kidwell assured Council members that he was available to answer any concerns that they might have about their particular situations.

Mr. Ray reminded Council members of the dates and times of the upcoming pre-registration events in June. Unit Heads were reminded to have as many faculty members as possible to work the advising tables. All faculty members will be expected to advise General Education students. Unit Heads are to remind their faculty that advising students is an important part of faculty responsibility. Each unit will be responsible for providing laptops and programs of study at pre-registration events.

Mr. Ray requested each unit head to remind their faculty of the importance of checking their official class rosters. Students should not be allowed to remain in a class if they are not on the roster.

The Council discussed Distance Education and the need to have proctors available in the testing center to allow for onsite testing. The Council discussed the issues of having online students take exams at off-site and on campus testing centers.

Mr. Ray reminded the Council that both the Annual Report and the Assessment Report are due to his office by August first. Council members were advised that while no specific template existed for the annual report, the guidelines for preparing the annual report could be found in the UAM Operating Procedures 620.1. Dr. Bryant informed the Council members that the information provided by the Registrar's Office would be available shortly. The School of Arts and Humanities will undergo the next Program Review.

Each Council member reviewed their current vacant position(s) and related their concerns in finding successful candidates.

The Council discussed Faculty Development Funds (FDF). Mr. Ray will clarify for the Council if the 05/06 FDF will carry over into the 06/07 budget. Mr. Ray requested that unit heads provide him with a summary of FDF which were dispersed in the 05/06 FY. Mr. Ray also reminded unit heads that his office is to receive a copy of each approved Faculty Development Funds Request Form.

Mr. Ray provided the Council with a copy of UAM's Role and Scope which was recently approved by the Board of Trustees of the University of Arkansas.

The Council was provided with copies of new and revised UAM Operating Procedures (OP) and informed that the Operating Procedures have been updated on the website as well. Mr. Ray informed the Council that the Executive Council was working on an OP for custom publishing.

Mr. Ray shared with the Council a memo prepared by Dr. Annulis concerning faculty posting student grades. Mr. Ray requested each unit head inform their faculty of the importance of following FERPA guidelines when posting grades.

Mr. Ray set the following Academic Council Meeting dates:
June 28, July 26, August 2, August 30.

The Council was provided a copy of the 2007 Budget.

The Council adjourned at 4:25 p.m.