

Academic Council Meeting
January 25, 2006
2:00 p.m.
Library Conference Room A

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

The Council approved the December 14, 2005 minutes.

Mr. Bobby Hoyle, Director of Information Technology, reported to the Council on the recent developments from the State Executive Chief Information Office. Mr. Hoyle distributed a detailed handout which included information about each of the new approved security standards. Mr. Hoyle reviewed each approved standard and explained how the Information Technology Department planned to come into compliance with each standard. Mr. Hoyle requested the Council Members send him any suggestions on how the IT Department could assist in the training of staff and faculty on software and technology issues. Mr. Hoyle reminded Council Members that his staff is available to provide standard quotes on equipment and software to assist unit heads in the budgeting process.

Ms. Mary Whiting, Director of Admissions, addressed the Council on the 2006 Pre-Registration dates for first time freshmen and transfer students. The Council noted that the Eight Semester Rule (Act 1014) would be implemented on April 24 for Scholar's Day. The Council discussed the perpetual problem of advising transfer students who do not provide a transcript upon admission.

Dr. Ranelle Eubanks reported on the progress being made in training for faculty, staff and students in distance education. Student training includes lunchtime meetings on Success Tips for WebCT including assignment uploads, online tests online discussions and emails. Brown bag lunches with training in various online/WebCT techniques are available to faculty and staff.

Mr. Ray cautioned Unit Heads to be leery of e-mails from foreign institutions requesting the development of a partnership with UAM.

Mr. Ray reminded the Council to begin preparation of their 06/07 budget. Mr. Ray requested that the Unit Heads include the cost for hazardous waste removal in their new budget. The budget process will follow the same format as last year.

Council members were requested to review their draft copy of the Faculty Handbook and send any correction/suggestions to Ms. Karnes by February 1.

The Council reviewed a revised copy of UAM's State Minimum Core Curriculum. Mr. Ray explained the changes were made at the request of ADHE.

Mr. Ray provided the Council via email a listing of all SURF Awardees for the past year. Mr. Ray advised unit heads to encourage their faculty to assist students in the application process.

Mr. Ray provided the Council with a report on the dispersal of funds for Academic Research, and encouraged unit heads to share the information with their faculty.

Mr. Ray noted that today, January 25th was the deadline for Promotion and Tenure Committee Members to submit their unsigned recommendation.

The Council discussed In Service Training and noted the following:

- Activities to be listed and signed off by an administrator
- State requires 60 hours per year to maintain secondary certification.

Mr. Ray reminded unit heads that adjunct faculty should hold a master's plus 18 hours in the content area.

The Council adjourned at 4:20 p.m.