

**Academic Council Minutes**  
**August 29, 2007**  
**2:00 p.m.**  
**Library Conference Room A**

Present: Mr. David Ray; Dr. Debbie Bryant; Dr. Ranelle Eubanks; Mr. Mark Spencer; Dr. Louis James, Dr. Peggy Doss; Dr. Richard Kluender; Dr. Morris Bramlett; Dr. Trey Berry; Dr. Kelly Bryant; Dr. Jim Roiger; Ms. Annette Hall; Ms. Pamela Gouner; Ms. Sandra Campbell; Ms. Linda Rushing; Mr. Bob Ware; Guest: Mr. Jay Jones; Mr. Lathan Hairston; Ms. Debbie Gasaway; Reporter: Ms. Rita Hyatt.

The Council approved the August 8, 2007 minutes with a correction.

Mr. Ray welcomed Mr. Jones, Mr. Hairston, and Ms. Gasaway to the Academic Council meeting.

The Council discussed some concerns regarding purchasing and receiving orders in a timely manner. When a Unit calls a vendor to inquire about the order there was no record of the purchase order and no follow-up system in place. Ms. Gasaway stated that some departments order supplies and equipment too late to get them in for the end-of-year budget. A Unit Head stated that his account was being charged for items that did not belong to the unit. Ms. Gasaway stated that units should always monitor their accounts. The Council asked if it was possible to have a carry over balance on the M & O accounts. Mr. Ray stated that the Executive Council would have to discuss the possibility of a carry over balance.

The Council discussed the need for a contracts/grants office. Mr. Ray stated that there was an increase in grant proposals this year. The Council asked if there will be any extra funding this year. Mr. Jones stated that there was no extra funding in the 07-08 budget. The Council discussed that some M & O accounts have remained the same for several years but the cost of buying items has increased.

Mr. Ray reminded the Council to use STAFF on the schedule when a person leaves the University or a decision has not been made on who will teach the class. He asked the Unit Heads to call Dr. Debbie Bryant before the 11<sup>th</sup> day of class to replace STAFF with the name of the instructor. The Council was asked to notify Dr. Bryant if the class has moved to a different classroom.

Dr. Eubanks noted there were some students who did not sign the Eight Semester Waiver/Acceptance Form. She noted that it is very important that faculty and staff who are advising students make sure that the Eight Semester form is completed and returned to the Registrar's office. The Council suggested that the Office of Admissions should be responsible for getting the Eight Semester form signed. A suggestion was made to put the form in the admission package.

Mr. Ray reminded the Council of the Annual Evaluation timetable and asked each member to notify his/her faculty of the deadlines.

Mr. Ray provided the Council with a copy of the Promotion and Tenure schedule. He asked the Unit Heads to email him as of notification who would be seeking promotion and tenure this year.

Mr. Ray asked Unit Heads to be sure that all forms are filled out completely before they sign any form. Ms. Hyatt stated that forms are not being sent to the Academic Affairs' office for Mr. Ray's signature. Please make sure forms are sent to the right department.

Mr. Ray stated that all associate degrees would be reviewed by the Program Review Committee for the 10-year review.

Mr. Ray provided the Council with a copy of Act 703 (Assurance of Child Maltreatment Training) to protect child victims of abuse and neglect. Under this act, all degree programs at an institution of higher learning in the state of Arkansas that are prerequisite for licensure or certification must receive training in how to identify signs and symptoms of child abuse and neglect, legal requirements of the Child Maltreatment Act and duties of mandated reporters under the act, and methods for managing disclosures regarding child victims. Mr. Ray provided an Assurance Form regarding Act 703 and asked each Unit Head to complete and return to his office by September 10.

Mr. Ray stated that a faculty member had requested that Ms. Laura Hughes monitor all of his/her tests. It is the faculty member's responsibility to administer and monitor their tests, whether on-line or in the classroom. All final exams for on-line courses should be given on the UAM campus or an approved proctored campus.

Mr. Ray reviewed the Continuing Education form used by UAM. Dr. Debbie Bryant explained the Continuing Education form used by COT's at Crossett and McGehee. The Council will update this form in the future.

Mr. Ray stated that "The New York Times" newspapers are being delivered to UAM. He encouraged all faculty and staff to use The Times in their classes.

The Council adjourned at 4:40 p.m.