

**Academic Council Minutes**  
**August 8, 2007**  
**9:00 a.m.**  
**Library Conf. 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. Richard Clubb; Dr. Paul Francis; Dr. Jim Roiger; Ms. Annette Hall; Ms. Pamela Gouner; Ms. Sandra Campbell; Guest: Dr. Clay Brown and Ms. Mary Whiting; Reporter: Ms. Rita Hyatt.

Mr. Ray welcomed Dr. Brown and Ms. Whiting to the Academic Council meeting.

Mr. Ray informed the Council that Special Student Services will be moving to Harris Hall rooms 124 and 125 to meet the needs of special students. Ms. Whiting announced that the university had 111 students with special needs. She reminded the Council of Section 504 (student's right with special services) that the university has to provide adequate resources for students with special needs. Ms. Whiting stated that she will send a note to faculty who have students with special needs. She explained that she could not give out any diagnosis on a student. Students will be issued a Special Student Services identification card. This laminated card will have the currently approved accommodations on the back of it, along with approved dates of use. The student will be responsible for notifying the faculty/staff of his/her special needs.

Ms. Whiting stated that her office will still give test to students with special needs. She asked that her office be notified at least one day before test is to be administered to schedule a time. The exam should be sent in a sealed envelope with the following information: instructor's name, student's name, name of class, and specific instructions. The test will be returned the next day.

Ms. Whiting provided a handout on international students with the following guidelines:

- Must be a full-time student (enrolled in 12 hours per semester);
- Must notify her office of any change of major;
- Must report any changes of address, telephone contact, email, etc;
- May only be employed on campus if approval is granted;
- Faculty should report excessive absence or other concerns to her office.

If you have any further questions concerning international students, please call Ms. Whiting.

Ms. Whiting provided the Council with a handout on the procedures for private scholarships. All students have until March 1 to apply for scholarship consideration. Students must be enrolled in 12 hours and have a 2.00 GPA. Unit Heads will submit their recommendation plus at least one alternate from the applicant pool, to Ms. Whiting by April 16. If the top recommended student or alternate(s) does not enroll, or a recommendation is not received from Unit Heads by the eleventh class day of each term, Ms. Whiting will then award the scholarship from the pool of applicants who meet the scholarship criteria. She also asked that faculty/staff do not promise a scholarship to a

student. She stated that faculty/staff need to very care about advising students who are considering dropping a class.

The Council approved the August 1, 2007 minutes.

Mr. Ray provided the Council with a copy of 07-09 catalog. He stated that the CD's will be in shortly. Mr. Ray asked the Council if the catalog online should be updated with current changes. The Council agreed that no major changes will be made to the online catalog.

Dr. Debbie Bryant reminded the Council that grade verification rosters are due on August 17. It is very important that these rosters are turned in on time.

Dr. Eubanks reminded the Council of the deadline on the textbook adoption form (Act 175). Mr. Hogue must have a form back on every course. The Council mentioned having a disclaimer on the textbook form that indicates textbooks are subject to change.

Dr. Eubanks provided the Council with a copy of the revised Eight Semester Rule that includes a statement that students had informed of Arkansas Course Transfer System. These forms must be completed by the 5<sup>th</sup> day of class.

Dr. Debbie Bryant provided the Council with a copy of revised Correspondence Course form. Students will be given the test in the UAM Testing Center or at the institution offering the correspondence work.

Dr. Eubanks discussed a problem with student email accounts. A number of students never check their email or never delete any messages and then do not empty their deleted folder. Information Technology has proposed that beginning this fall semester, students will be told with reminders that messages over 90 days old will be deleted unless moved to folders in their email file. Students would be notified August 23, September 4, September 17, and again on September 27, then on October 1, any messages over 90 days old not moved to a file would be deleted.

The Council adjourned at 10:40 a.m.