

**Academic Council Meeting**  
**October 26, 2005**  
**2:00 p.m.**  
**Library Conference Room B**

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

The Council approved the October 12, 2005 minutes.

Mr. Ray announced that an account had been set up for the maintenance and repair of unit smart rooms. The Director of Academic Computing will be responsible for the purchasing of supplies and maintenance of each smart room. Mr. Ray requested each academic unit head encourage faculty using smart rooms to report any problems immediately to the Director of Academic Computing. The Council noted that smart room equipment needs cleaning and maintenance on a regular basis. Mr. Ray stated this would be the responsibility of the Director of Academic Computing. Mr. Ray informed the Council that the MCB auditorium would soon have smart room capabilities.

The Council discussed the procedure for the dispersal of Faculty Research Funds. Mr. Ray noted that Dr. Chris Sims was chairman of the Faculty Research Committee.

The Council discussed the availability on campus of research and statistical software programs for faculty use.

The Council discussed the following C & S proposals and suggested minor modifications:

School of Arts and Humanities

- French Minor Requirements
- Spanish Minor Requirements

Division of Computer Information Systems

- Minor in CIS

School of Mathematical & Natural Sciences

- Meteorology
- Meteorology Lab
- BIOL 3553

The Council reviewed UAM Operating Procedure 535.1; Off-Campus Travel of Students Representing the University. Mr. Ray reminded Council members that faculty/coaches/sponsors are required to complete the form, "Notification of Off-Campus

Travel of Students” and send a copy of the form to the Office of Academic Affairs. This form provides not only the dates of absence and members of the group but the itinerary and points at which members of the group can be reached in case of emergency. The Office of Academic Affairs will forward a copy of the form to Campus Security. This will give Campus Security contact information on group members for emergency situations that may arise on weekends and evening. Mr. Ray also noted that the sponsor of the activity will also provide the student with a memo which includes the event, dates and times of the event and the student’s name. A sample memo was provided to the Council. The Council reviewed Student Absences Due to Participation in University-Sponsored Events located in the catalog. The Council voiced concerns about the lack of proper notification which should occur at least one week prior to the anticipated absence. Mr. Ray urged unit heads to review the aforementioned policy with their faculty not only to assure compliance, but to also to encourage faculty to give students every consideration in allowing them to make-up any work missed due to participation in university sponsored events.

The Council adjourned at 3:30 p.m.