

Assembly Meeting
March 1, 2007
MCB Auditorium, 3:30 P.M.

The meeting was called to order by Dr. Kate Stewart at 3:35 p.m.

Dr. Robert Graber made a motion to approve the assembly minutes for December 7, 2006, and Dr. Roy Cabaniss seconded the motion. All voted in favor and the minutes were approved.

Old Business: None to report

New Business: Nominating Committee / Committee on Committees

Dr. Stewart announced that it is time to start thinking about officers for the Assembly Committee for the 2007 – 2008 year. Volunteers for the nominating committee were encouraged to contact Dr. Stewart so that the nominating process can begin. Department heads were asked to submit names of faculty serving on committee on committees so that updates and corrections can be made to that list.

Dr. Stewart asked that we remember the Dumas tornado victims, and mentioned how the UAM faculty, staff and students have been willing to help in many ways including with their hearts and prayers.

Assembly Committee Reports

Academic Appeals – Leia O’ Fallon – reported

Total Appeals: 34
Accepted: 15
Denied: 17
1 Student was allowed to take 9 hours: 1
No Action: 1

Athletic – no report

Curriculum & Standards – Dr. Marsha Clayton – reported that a few proposals were submitted and approved by C&S, and that the 8 semester plans were reviewed and approved as well. Dr. Clayton circulated, via e-mail, a detailed list of the proposals on March 1, 2007 at 1:35 p.m.

A motion to approve the proposals was made, all voted in favor, proposals were approved.

Remarks on Calendar Matters – Dr. Debbie Bryant

- Summer I, students will be allowed to register or “self-register” the last business day before the term begins. When the term begins, there will be two days of open registration.

- Summer II, students will be allowed to “self-register” the last day of Summer I and the last business day before Summer II begins. When the term begins, there will be two days of open registration.
- In the new calendar, there will be two weeks of preregistration in late fall to allow students to sign up for spring classes. There will be a two-week preregistration period in spring to allow students to sign up for Summer I, Summer II, and fall classes.
- Registrar’s office requires preregistered students to “finalize” by a certain deadline. “Finalize” means to sign off in some way, even if student has zero balance, or pay any balance due. Efforts are made to contact students that haven’t finalized bills by the registrar’s office. Some students placed on hold and other may be dropped.
- Registrar’s office is notified when accounting has determined who needs to be dropped. In the registrar’s office, a list is generated of the dropped students and their existing class schedule. They are dropped from their classes at this time. The freed-up seats are available during the “schedule change” period to be grabbed up by students who are preregistered and finalized.
- Once open registration begins, the registrar’s staff will reinstate students (at their request) back into their original classes. If a class is full, then the student must use a green card to get an override approved. Students are told to go straight to the cashier upon reinstatement. Some do, and some don’t.
- Once the registration period for a semester ends, they don’t just reinstate – they require the student to bring a signed green card with classes listed so that they know it’s okay with the instructor for the student to be in the classes.
- On the 11th day of class, which is census, they must drop any “unfinalized” student before they move the officially enrolled students to history and determine our headcount for the semester.

Faculty Research – no report

Library – no report

Teacher Education – Dr. Peggy Doss – reported that the committee met on February 20, 2007 at 12:30 p.m.

- 2 new student representatives were introduced to the committee members
- Ms. Hunnicutt reported on School of Education graduate programs and shared that the Educational Leadership program was approved in the summer of 2006.
- Ms. Hunnicutt also shared the new SOE database with the committee members.
- Dr. Ramirez gave an update on the NCATE process and approaching 2009 visit. She also discussed the New Middle Level Generalist Program of Study.

- Dr. Martin reported on the Teacher Education Programs and shared student interests in the areas of ESL and Special Education. She also discussed the Praxis I classes that are being taught this Spring 07 semester and the student interest and benefits from these classes. Dr. Martin also discussed the Math and Science Center, and the Kappa Delta Pi activities.
- Dr. Doss discussed recruitment efforts and future plans for recruitment.
- Ms. Level reported on interns.
- Dr. King reported that she is currently working on the PE report for submission to ADE.

Special Task Force Reports

Ad Hoc Committee on Academics – Dr. Greathouse reported that they have met and will continue to work a group.

Salary Study Committee (Monticello) - Dr. John Annulis – reported that they are getting close to being ready to present the findings to the UAM faculty and staff. There are two committees one working on classified salaries and one on non-classified, and both are getting close to presenting findings.

Salary Study Committee (Colleges of Technology) – Janie Carter – reported that they have developed a draft salary model for the colleges of technology and are in the process of analyzing each faculty member's salary using the model. State and national averages of each respective discipline are included. We are calculating the salaries at 2, 3, and 4% increments using the following variables; years at current institution and highest degree attained. Upon completion, they will present the data to the Colleges of Technology administration for review.

Strategic Planning Steering Committee – Dr. Debbie Bryant – reported that the committee had met Wednesday, February 28, 2007. The committee reviewed the strategic planning structure for the university. The plan is made up of unit plans from every area on the three campuses. The strategic plan focuses on resources, academics and quality of life. The meeting focused on the current status of each unit/department plan. A standard calendar was distributed with two items that are due by June 1, 2007. The first is a review of the current plan and second is a revised / rewrite of the plan for 2007-2008. The last part of the meeting was devoted to a review of schedule and forms for budget development for next year.

Administrative Reports

Vice Chancellors

Advancement – no report

College of Technology at Crossett – Linda Rushing – introduced Mitchell Powell Student Services faculty member. She announced that the opening of bids for the

renovation and construction at Crossett will be on March 7th. She announced that Crossett received \$66,000 from the Career Pathways Grant and it will be used for planning during March 1st- June 30th, and they hope to write the full grant proposal in the summer.

College of Technology at McGehee – Bod Ware – announced that they too received \$150,000 from Career Pathways for structure and organization. He announced that the Fish Fry Fundraiser for March 8th has been cancelled and will hopefully be rescheduled soon. They have received a \$5,500 donation for scholarships. The pre-bids for the new nursing and health building will open March 8th and the bids will open March 20th.

Finance and Administration – Jay Jones – reported that they have started working on the 08 budget and the budget hearings will begin in March. He update on the legislative session and stated that it appeared that higher education would receive 10% increase of funding, but when the funding formulas and all is said and done UAM will most likely receive 5.7% increase. He reported the discussion of increasing tuition from \$138 per hour to no higher than \$145 per hour to avoid penalties in the funding formula. The recommendation from the legislation session is to administer a 2% classified salary increase and non-classified salary increase. This is a recommendation, and UAM is stilling looking at the budgets for final decisions for the UAM campuses.

Student Affairs – Dr. Clay Brown – reported that the cafeteria renovations were 99.9% complete and he has heard that the new colors are creating a positive environment. As of September 2007, UAM has been approved as a GRE testing site. He needs help with Who's Who nominations, please respond to his e-mail.

Provost and Vice Chancellor for Academic Affairs – Mr. David Ray – reported that the semester is going well and quickly

- Catalog year – a lot of changes with program updates and new program development
- Schedules are in second draft for Summer and Fall 07 – you will notice more evening and Saturday classes
- Good Spring 07 enrollment, but Student Semester Credit Hours (SSCH) is down due to students taking fewer hours – college culture could be the issue the students are taking fewer hours, but UAM funding is affected by the low SSCH
- Pre-registration is April 2nd – 13th

Chancellor – Dr. Jack Lassiter – reflected on the SSCH, he would like for UAM faculty and staff to share ideas in regards to the low SSCH and what might be happening with our students.

- He took a minute to share concerns for our students and faculty from Dumas, AR.
- Assembly Leadership meetings were started and will continue

- Dr. Brown has been asked to gather information on how appeals from students are handled on our campuses. He will bring the findings to the Assembly to establish a common set of procedures and due process to avoid legal ramifications. This was a legal council recommendation.
- March 20th at 2:00 p.m. – meeting with architect to discuss Sorrels and Wells renovations, etc. Please be patient with this process.
- Salary study committees are getting close to reporting findings. They hope to implement the findings in the 07-08 budgets (create parity)
- Strategic Planning- Dr. Bryant needs a co-chair for this committee. Productive meeting on Wednesday, February 28th. Plans will be reviewed for budgeting process.
- Legislators – don't be paranoid. He has been working weekly in a positive way to inform legislators of higher education needs. Jobs are described as advisors, recruiters, teachers (ART). The 7 legislators that represent UAM are dedicated and outstanding advocates for higher education. We are lucky to have positive legislators.
- Career Pathways – Senator Jefferies ensured the Career Pathways grants for the UAM campuses.
- Linda Yeiser is making contacts, trip to Washington, D.C. and there will be an alumni reception.
- 4 requests for early retirement have been received
- Positive things are happening on campus; Nursing 100% passage rate, Dr. Stewart will be traveling to San Antonio, TX with Alpha Ki Chapter members to receive the Star Award, Dr. Stark and the Quiz Bowl, and many other positive things are always happening on campus. Outstanding things are happening. It's a great place to be.

Announcements

Rockefeller Lecture Series – Robert Kennedy, Jr. – March 29th

Cabaniss – Marketing class will be shooting commercials, please cooperate.

Bob Ware – Senior Day at McGehee – March 2nd

Dr. Doss- School of Education / Willard Hall Open House Sunday, April 29th.

Motion to adjourn the meeting by Cabaniss and seconded by Graber. All voted in favor and meeting was adjourned at 4:30 p.m.