

UAM ASSEMBLY MINUTES

October 7, 1997

Call to Order and Approval of Minutes

The chair of the Assembly, Mr. Baylor Guy, called the UAM Assembly meeting to order at 3:20 in the Spencer Gallery of the Fine Arts Center. On a motion by Robert Moore and a second by Tom Carpenter, the assembly voted to approve the minutes of the April 29, 1997 meeting.

Committee Reports

Mr. Guy informed the Assembly of a finding by Dr. Kate Stewart, Assembly Parliamentarian. According to Robert's Rules of Order, any report by a committee comprising the membership of the Assembly that is brought before the body for action is regarded to be brought before the body with a motion for approval and second in place. As this procedure follows the rules governing the assembly and would be more efficient, Mr. Guy said the assembly would adopt this procedure if there were no objections. As there were no objections, the Assembly will henceforth proceed directly to the discussion and vote on committee reports requiring action.

The following committees had no report: **Academic Appeals, Athletic Committee, Curriculum and Standards, Library Committee.**

Faculty Research. Dr. Brian Lockhart, committee chair, did not present a report but announced that the committee has received several proposals and would be meeting soon to review them.

Student Affairs. Dr. Shannon Fleming, committee chair, reported that the student affairs committee recommends for the Assembly's approval a new student organization, the society of Xi Sigma Pi, Alpha Chapter, a Forestry honorary society. Its objectives are to secure and maintain a high standard of scholarship in forest resources management education, to work for the improvement of the forest resources management profession, and to promote a fraternal spirit among those engaged in activities related to forest resources. The group has met the requirements to become a recognized student organization. The Assembly voted to accept the committee report and approve the new student organization.

Teacher Education. Dr. Art Attwell, chair of the committee, reported that 32 students had been admitted to Level III of the teacher education program, 43 students (including 5 by petition) had been

admitted to Level IV (Internship I). Five student petitions were denied. All together, the Teacher Education Program presently has 60 Intern I and Intern II students.

Administrative Reports

Vice Chancellor for Finance and Administration, Ms. Linda Yeiser *

*Note: Ms. Yeiser's report was corrected on November 20, 1997

There will be an open enrollment for the medical, dental, and optional long-term disability insurance during the period November 13 through December 12, 1997. Employees enrolling during this period will have an effective date of January 1, 1998. Employees cannot enroll in the medical plan at other times during the year unless there is a qualified family status change. There are five conditions or circumstances that fall under the qualified family status change.

Two major changes in the insurance programs will occur in January. Effective January 1, a third option will be available under the medical insurance. It is the least costly of the options in terms of premiums, but is the most restrictive of the programs. Effective in January, employees will **not** be able to enroll in the dental insurance program unless they are new employees or undergo a change in qualified family status. This is an important change. Currently employees can show proof of insurability and enroll in the dental program at any time. Employees will not be able to do so after December 31, 1997.

Representatives of various insurance/benefits providers will be on campus this semester. TIAA-CREF representatives will be on campus October 9 and will conduct a national interactive satellite conference October 28. Representatives of Fidelity Investments will be on campus in October, and Alliance Flexible Benefits representatives will be here in November. QualChoice Representatives will be here November 13 to discuss the new option under the medical plan. Representatives of Arkansas State Employees Life Insurance will be on campus at some date to be determined in the future. The University does not pay any of the premiums on this life insurance. However, life insurance under this program is portable, no proof of insurability is required.

Employees who wish to participate in the cafeteria plan in 1998 should sign up during the open enrollment period. The last day to enroll in the cafeteria plan is December 12, 1997. Employees who are not using the automatic paycheck deposit might wish to do so.

The University canceled the first bid date on the new library/technology building, and is hoping for a new bid date of December 1. Architects are making some changes in the building plans that should reduce the cost but not the quality of the building and these changes should be finished in a few weeks. After bids are open, the second round of bids usually isn't as competitive. We did not want to wind up at the mercy of the low bidder and have to scale back the plans for the building.

The University will soon be advertising for bids on the renovations to MCB, which include new windows and a new entryway on the east end of the building, which will include a handicapped-accessible elevator providing access to all three floors of the building. Tom Carpenter asked if the plans included any renovations to the west entryway. Ms. Yeiser said she did not know but would ask the architects. The Forestry and Administration buildings have been re-roofed and the MCB will soon get a new roof. UAM has received \$400,000 from the general improvement fund for a water improvement project and fire protection. An engineer has been selected for this project.

The United Way campaign is underway. UAM employees can contribute to United Way directly through payroll deduction.

Vice-Chancellor for Academic Affairs, Dr. Jack Lassiter

Over the next three years, UAM may undertake a major renovation of residence halls, and possibly construct a new residence hall. Residential capacity will remain about the same, but virtually all rooms will be designed for single occupancy. The Little Rock architectural firm that did the original surveys on the residence halls is drafting the plans for the new hall. Some interior work will be done on Royer Hall this summer.

The Willard Hall renovation is progressing smoothly. The Willard Hall renovation is being conducted by the UAM maintenance staff, and Dr. Lassiter complimented the maintenance staff on their excellent work on the renovation. The School of Education will probably be able to move into Willard between terms. Some faculty offices may be relocated to MCB after the move is completed.

Dr. Lassiter introduced a new faculty member Dr. Jeff Reynolds, the Director of Choral Activities. On his own initiative Dr. Reynolds flew out to conduct the choir during parent appreciation day, which was held two days before the scheduled beginning date of his contract with UAM. Dr. Lassiter expressed his appreciation for this. Dr. Lassiter also mentioned Mr. Richard's art exhibition currently on display in the Spencer Gallery, and recommended the self-directed tour guide.

The 1997 fall enrollment figures have been distributed by e-mail. We are very pleased with this year's enrollment of 2183 students, a drop of only 17 students compared to last fall's enrollment.

Preregistration for the Spring term will begin on October 27. The schedule is in its final draft and should be available before this date.

Two ad-hoc committees are being established this year, due to recent developments at the state level. For several years the ADHE has conducted reviews of college and university academic programs. As the ADHE no longer has the resources to conduct these reviews, the universities must conduct them in the future. All programs will be reviewed on a ten-year cycle, with the exception of programs accredited by

a national agency or programs designated as cognate programs. The Academic Programs Review Committee is being established to review and revise the academic program review policies and procedures at UAM. The Faculty Evaluation Committee will review and revise the faculty evaluation process to ensure that it meets the provisions of Act 1330 of the state legislature for post tenure review of faculty. The current process meets most of the requirements of that legislation, but some changes in language may be required to meet the provisions of the act. The committee will also consider some other revisions, such as revisions to the faculty evaluation by unit head form. Mr. Baylor Guy, Assembly Chair, will be appointing members to both committees.

Chancellor of the University, Dr. Fred Taylor

Dr. Taylor expressed his appreciation for the recent art exhibit in the Spencer Gallery by Mr. Abner Sundell (Dr. Eric Sundell's father), and thanked Mr. Sundell for donating a painting from the exhibit to the University. Dr. Taylor and Ms. Yeiser selected the painting "The Wanabees" from the exhibit. This painting will be hung in the Chancellor's outer office.

Dr. Taylor mentioned that several of our colleagues, particularly in the arts, depend on our support and look to us for an audience, and expressed his appreciation for those who support the efforts of their fellow faculty members, such as Mr. Richard's current art exhibit and Dr. Reynolds choral activities. Dr. Reynolds has reactivated the Madrigal dinner. This event will take be held in the Green Room of the University Center on December 4, 5, and 6th.

Workforce preparation and the provision of technical education have been important issues in Southeast Arkansas over the past three years. At the present it is not clear whether these needs will be met through the existing technical schools or by creating additional technical schools, and what role, if any, that UAM will play in this process. Technical education is not part of our mission and we are not staffed for it. However, our mission has evolved over time, and may come to include a role in the technical education process. He will keep us informed of developments in this area.

UAM will submit a grant proposal to the Reynolds Foundation next year. The grant proposal will probably be in the area of Forest Resources, but Dr. Taylor hopes the project developed under the grant can involve the entire campus and the community as well. Forest Resources has received a total of four grants from the Brown Foundation and the Sturgis Foundation (two grants from each), with the most recent award being a grant in the amount of \$200,000.

UAM faculty are encouraged to seek grant opportunities and to utilize the resources on campus in this endeavor. Some faculty have provided all or part of their summer salary through grants. Grants are available that can meet individual faculty needs, such as travel and professional development, and academic unit needs, such as equipment. Faculty interested in information on sources and assistance can contact the Development Office and/or faculty with experience in the area. Dr. Lassiter mentioned that the web site for the State of Arkansas provides some information on grants. In this regard, Dr. Gary

Marshall is trying to schedule a representative from the Arkansas Humanities Council for a First Thursday program. Dr. Jim Roiger mentioned a web site that lists grants by Federal Express and other corporations, and volunteered to make this information available by e-mail.

Announcements, New Business, Adjournment

Mr. Guy placed a call for the formation of the Faculty Evaluation Committee and the Program Review Committee. At this time, four units have named members to the faculty evaluation committee. Interested faculty should contact their unit head. Mr. Guy asked faculty members interested in serving on the Program Review Committee to contact him after the Assembly meeting.

Dr. Debbie Bryant announced that CASSA will meet later this semester to discuss campus assessment activities. The academic units were reminded that the annual assessment report is due on March 15, 1998. The next CAAP exam period will be the week of November 10. Ms. Sally Kirst may contact faculty and professional staff members to serve as proctors, etc., or faculty and staff may contact her office to volunteer. The 1997-99 computerized degree audits should be ready by the Spring preregistration period, as some students want to graduate under this catalog.

Mr. Guy said the new catalog was excellent and complimented everyone who contributed to this document. The next First Thursday meeting will be held on Nov. 6th. Dr. Gunter will present a program on the planetarium.

The meeting adjourned at 4:08.

Minutes submitted by Marsha Clayton, Assembly Secretary