

## Council of Deans August 7, 2013

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, August 7, 2013. Steve Runge presided and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Wendy Lucas, Art Gillaspay, Terry Wright, Steve Addison, Laura Young. Gary McCullough and Kurt Boniecki were absent.

Guest: Colin Stanton, Director of New Student Programs

Stanton distributed the agenda for Welcome Week and announced changes which included: (1) extending move-in hours on Sunday (2) moving "Count Down to Classes" from Sunday to Monday (3) removing the opening convocation (4) utilizing a new Guide Book application via smartphone to solicit student feedback (5) inviting students to the college meetings and (6) converting Baridon Hall from sophomore to freshmen housing. Discussion followed.

A motion was made by Pounder to approve the COD minutes of July 24 and 31, 2013. Addison seconded the motion, which passed unanimously. The minutes were approved as circulated.

Runge distributed a Risk Assessment from Internal Audit. Deans were asked to complete the assessment by August 12<sup>th</sup>. This will help Internal Audit determine the greatest areas of risk on campus. Deans requested an extension on the deadline. Young agreed to follow up with Internal Audit.

### Announcements:

Runge announced: (1) commencement this Friday - students will line up in the Lewis Science Center instead of the Farris lobby (2) Board of Trustees meeting August 16<sup>th</sup> at 10am – the Enrollment Management Plan is on the agenda (3) Arkansas Deans Association Fall Conference at Degray Lake September 16<sup>th</sup> (4) New Faculty and Professional Staff reception at Michelangelos's, Thursday, August 15<sup>th</sup> (5) the need to have phones covered at all times, if department offices are not staffed then phones should be forwarded to the Dean's office until 4:30 pm and (6) comp time for classified staff should be approved in advance, should not accumulate in excess of 90 hours and must be reported in the pay period in which it was earned.

### Dean Reports:

Lucas discussed efforts by the Admissions staff to contact students that have not yet enrolled for the fall. Lucas also requested Deans send more ideas for the Short Takes initiative.

Glenn distributed new syllabus requirements which contain a statement on building emergency plans. Discussion followed.

Meeting adjourned 11:30 a.m.

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