

Council of Deans
March 7, 2012

The Council of Deans met in regular session at 9:00 a.m., Wednesday, March 7, 2012. Steve Runge presided, and the following deans were present: Steve Addison, Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, and Diana Pounder.

AVP Julia Winden Fey was present to share information about proposed changes to the student orientation program. One primary change is that freshman advising will be done in groups rather than individually. Fall class schedules will be prepared in advance for entering freshmen and advising will focus more on orientation. Following discussion, Winden Fey departed.

The COD minutes of March 2 were approved as circulated.

McNiece presented the Graduate Council minutes of February 16. All action items were endorsed by the COD.

Pounder distributed documents regarding the College of Education's role in issues created by Act 747. Discussion followed.

Announcements

Runge stated that he would like the COD to have a retreat off campus in May and asked the deans to send dates. Topics that will be discussed at the retreat are planning for the next fiscal year and assessment. Runge asked the deans to send to his office summaries of software, surveys, correspondence, any methods used to track graduates. He said there needs to be a common data base of students and graduates for all divisions to use.

Runge distributed a document showing reporting lines in Academic Affairs and discussed chain of command. He will be sharing correspondence with deans.

Interview schedules for faculty were discussed. The Provost's Office will no longer interview faculty unless requested by the college, but will continue to interview director or chair level and above. Authorizations to hire must be approved by the Provost before an offer is made. Runge asked deans to submit names to him for members of a search committee for International Engagement director.

Runge indicated that the SEMworks e-mail interviews are continuing and stressed the importance of timelines. Following discussion the deans suggested that Vice President Rob Parrent be invited to discuss SEMworks.

Runge plans to release critical position authorizations by May 5. This will give permission to advertise faculty positions that will begin the Fall Semester 2013. Requests for replacements and new positions with clear justifications are due to the Provost's Office by April 16.

Runge will hold standing meetings with members of the COD every two weeks. He reported on his first HLC Monitoring Report meeting, and was impressed by the level of commitment and competence in the room.

Dean Reports

Arnold reminded deans of the April 1 deadline for guidelines and timelines to be in to ADHE regarding Act 747.

McNiece reported on the recent actions of the URC and the Sabbatical Leave Committee.

Hattlestad asked each dean to identify senior level courses whereby roughly 50 students from each college could participate in the ETS Proficiency Profile examination this spring. He announced that the HLC Monitoring Report is now posted on myUCA, and asked that deans and chairs carefully review the report.

Potter announced that plans are underway to make the Arkansas Shakespeare Theatre more regional. He said there will be an even held in North Little Rock at the Argenta Theatre. He also announced that Dr. Ricky Brooks, Director of UCA Bands has been named to the American Bandmaster Association.

Addison reported on a recent meeting of the State Science and Technology Advisory Board, which he attended. The group has been charged with developing a new science and technology plan for the state.

The meeting adjourned at 12:00 p.m.

csd