

**Council of Deans
March 28, 2012
Minutes**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, March 14, 2012. Steve Runge presided, and the following deans were present: Steve Addison, Clay Arnold, Pat Cantrell, Neil Hattlestad, Elaine McNiece, and Rollin Potter. Peter Mehl represented Maurice Lee, and Debbie Barnes represented Diana Pounder. Laura Young was also present.

The COD minutes of March 14 were approved as circulated.

McNiece presented the Graduate Council minutes of March 15. All action items were endorsed by the COD.

McNiece presented guidelines for the Grant Development Fund. Discussion followed.

Hattlestad led a discussion about the HLC Monitoring Report. He distributed materials and described the importance of key performance indicators and student outcomes in program assessment.

Barnes shared information about the College of Education's effort to meet the degree hour reduction mandated by Act 747. She stated that they hope to identify six hours to reduce in the professional education component that all departments can agree upon. Regarding the development of an education minor, Barnes said that it would not help at this point since ADHE does not retain data on minors.

Potter led a discussion of the faculty interview process and requested that there be a pool of approved candidates for interviews rather than specifically named individuals. Runge stated that his office is working on the development of a process and forms to make things more linear. Runge agreed that a pool of five to seven faculty could be approved with the understanding that only two interviews in a particular search will be funded by the Provost's Office, and that his staff must know the names of the two whose campus visit will be paid from interview travel funds.

Potter also led a discussion of the possibility of submitting Personnel Action Forms electronically.

Runge shared a memorandum that he had sent to the faculty of the University College. Discussion followed.

Arnold reported on a March 15 meeting of Chief Academic Officers at ADHE. Runge added that criteria determining which students are deemed “college ready” will be set by a collaborative between universities and the Arkansas Department of Education.

Runge shared information about the Natural Disaster after action report prepared by the UCA Police Department. He reminded the deans that each facility must have a safety plan, and particular attention must be paid to areas that house radioactive materials or animals.

Announcements

Runge: (1) announced that the Council of Deans Retreat is scheduled for May 10 and 11; (2) said the next COD will begin at 8:30 and will be held in 315; (3) discussed logistical changes proposed for commencement; (4) shared information from the Student Government Association about a fee review committee; (5) said that his office will send information regarding visiting faculty positions and asked the deans to check with chairs and return the corrected data by next Wednesday; (6) announced the membership of the search committee for International Engagement Director (Lynn Schaefer will serve as chair, other members include Katie Henry, Ashley Pettingill, Patsy Ramsey, Ling He, Sinan Kockara, Rusty Rogers, Larry Burns, and Angela Jackson); (7) reported that the search committee for registrar has four or five candidates for whom they are checking references and will do telephone interviews; (8) discussed music at commencement; (9) reminded the deans that the Board of Trustees is holding an open budget meeting next Monday, April 2, at 2:00; (10) reminded deans they have the opportunity to make changes to SEMworks letters; (11) reported on recent visit to Pulaski Tech; (12) stated that he and Jonathan Glenn would be going to the HLC annual meeting in Chicago, leaving on Saturday; (13) asked the deans to consider developing a minimum length of employment contractual agreement with international faculty when UCA sponsors their immigration; (14) reported on a new draft of a “Children in the Workplace” policy that is going through the Senates.

Dean Reports

Arnold shared information on the institutional guidelines responding to Act 747 and also provided additional information from Cynthia Moten.

Cantrell reported on student success in the Target case competition, and said we have one team in the finals of the Reynolds Cup. She also stated that one of their faculty searches is nearing completion.

Potter reported on two recent fundraising events with Rick Steves. He also reported that the *Toadsuck Review* is on a top ten list of journals.

Addison reported on an EAST conference he attended recently.

The meeting adjourned at 12:45 p.m.

csd