The Council of Deans met in special session at 8:30 a.m., Wednesday, April 4, in Wingo Hall 315. Steve Runge presided, and the following COD members were present: Steve Addison, Clay Arnold, Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Diana Pounder, and Laura Young. Also present were Ginny Adams, Tim Atkinson, Debbie Barnes, Michael Hargis, Peter Mehl, Jackie Rainey, Rick Scott, Gayle Seymour, and Tony Sitz.

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Sitz presented information about proposed changes to graduation.

Cheryl Lyons and Andrew Linn of the Financial Aid Office were present to discuss scholarship grants for students. Linn distributed information on federal and state guidelines. Lyons explained that one student may be eligible for travel funds, while another student is not. The type of aid and the amount students receive affects whether they are eligible for additional funds, such as travel. Discussion followed.

Atkinson presented information about a Title III Strengthening Institutions grant. He expressed urgency to submit an institutional application by the April 23 deadline. Runge reminded the group that the university is in the throes of preparing a CCA grant and should proceed cautiously. Discussion followed.

Non-COD members departed and the regular session began at 10:00 a.m.

The COD minutes of March 28 were approved as amended.

Runge asked the council to review the current list of peer and aspirant institutions and recommend changes. He indicated that Institutional Research should compare the data of those on a draft list before it is finalized. Hattlestad led a brief discussion of data production and key performance indicators.

Runge asked the deans to consider Faculty Activity Schedules as a means to generate particular data. The council reached consensus that the forms should be eliminated and an alternate method should be explored.

Runge: (1) discussed a change in the Director of Assessment position; (2) reported on the HLC annual meeting; (3) informed the council that Arch Jones and Chief Larry James will come to an upcoming COD meeting to discuss natural disaster emergency planning.

Young reported that if the university sponsors an international faculty HIB visa and the faculty member opts to leave UCA, there is no action that can be taken.

Runge: (1) distributed drafts of two new Academic Affairs hiring forms: a request for permission to interview and a request to extend an offer; (2) stressed that AA1 forms must show the maximum salary for a position, and is not necessarily the salary offered; (3) distributed the
latest draft of the Academic Affairs flow chart and explained differences since the last version was shared.

McNiece reported on a previous meeting in which she, Lance Grahn, and Arnold met with Jeff Pitchford and web development personnel to find e-learning opportunities.

Pounder reported on a recent meeting with PEU coordinators to make sure all were on the same page with regard to Act 747. She indicated that all are at 120 or 122 hours except two.

The meeting adjourned at 11:58 a.m.

csd