

Council of Deans  
April 25, 2012

The Council of Deans met in regular session at 9:00 a.m., Wednesday, April 25, 2012. Steve Runge presided, and the following members were present: Steve Addison, Clay Arnold, Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Diana Pounder, and Laura Young.

Conrad Shumaker, Director of General Education, and Tony Sitz, Registrar, were present as well.

Sitz led a discussion of May Commencement logistics. New procedures were discussed such as the presentation of a medallion to outstanding students. A change in the program for future commencements was also discussed regarding the addition of major field of study for each student. Sitz left following the discussion.

Conrad Shumaker, Director of General Education and Chair of the General Education Council, shared the UCA Core (formerly the General Education Program). He explained the process, which involved committees and numerous opportunities for faculty input. A General Education Task Force will be charged to evaluate the current program and make recommendations. He and Runge will meet next week to discuss the formation of the task force. Following discussion, Shumaker left the meeting.

Council of Deans Minutes of April 11 and 18 were reviewed. The minutes of April 11 were approved as circulated, the minutes of April 18 were approved as amended.

Runge shared a request that the move out date in May be moved to Saturday or Sunday to better accommodate students who may have finals on Friday. The COD agreed that Sunday at 5:00 p.m. would be a preferable move-out deadline in the future. Runge urged the deans to relay to their students that an extension can be requested through the Housing Office.

Runge shared his plans for the Council of Deans Annual Retreat and logistics. The first day would be devoted to planning and the second day to assessment exclusively. No other topics would be on the agenda, and bulleted lists will be created. Discussion followed.

#### Announcements

Runge: (1) informed the deans that a resolution must be made on visiting positions so we are in compliance with three year cap and told them to make a recommendation; (2) reminded deans of the Annual Service Awards ceremony and discussed changing the way awards are given so that finalists stay at their seat and only the winner comes forward; (3) indicated that changes in content of the Faculty Handbook will be on the committee's agenda for next year -- some things should not be in the handbook; (4) said that an ad hoc branding committee will be formed to revisit previous advertising slogans; (5) shared plans to reestablish Family Day; (6) shared information from a Board member's e-mail regarding a recent meeting.

#### Dean reports

Lee: reminded deans that the College of Liberal Arts will hold its annual end of the year reception and outstanding faculty of the year; said that the CLA Honors Convocation will recognize 20 students and the college's Outstanding Student will be honored; invited deans to attend the International Short Story Conference to be held in North Little Rock June 27-30.

Pounder invited deans to attend the College of Education Pinning Ceremony for graduates in education. She also discussed barriers in passing the Praxis examinations.

Glenn reported that the Higher Learning Commission monitoring report will be submitted on Monday.

McNiece announced that the first master's thesis has been uploaded into Proquest. The student library fee will pay to have master's and doctoral theses uploaded.

Addison reported that the Student Research Symposium was successful, and they have reserved the SC Ballroom for next year.

Runge indicated that he, President Courtway, and Lynn Burley were leaving for Chicago tomorrow morning to attend an important HLC meeting on assessment.

The meeting adjourned at 11:20 a.m.

csd