

Council of Deans

July 10, 2013

The Council of Deans met in regular session at 3:30 pm on Wednesday, July 10, 2013. Steve Runge presided and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Wendy Lucas Castro, Diana Pounder, Kurt Boniecki, Art Gillaspay, Terry Wright, Steve Addison, and Laura Young. Absent: Gary McCullough

Guest: Amber Hall, Director of Institutional Research

Runge stated that fee discounts for on-line graduate programs pertain only to degree-seeking students enrolling in board approved on-line graduate programs.

Lucas Castro shared concerns regarding customer service. Council members were asked to remind personnel in their areas that phone calls should not be transferred without making sure that the caller is getting to the person/department that will have the information the caller needs. Those transferring calls should not release the call until someone answers and has been identified as a source of the information needed.

Runge asked members to submit to Lucas Castro two or three possibilities for “short take” presentations. Discussion followed.

Runge shared information about end of year fund availability and summer revenue.

Hall led a discussion on final changes for the Enrollment Management plan.

Lucas discussed brochure services offered by Outreach and Community Engagement. Deans are encouraged to use OCE services to develop a family of brochure templates that meet UCA’s style guide requirements.

Hall distributed data on fall enrollments and available course openings. Discussion followed.

Boniecki distributed a list of UCA Core courses where seat availability is needed to accommodate additional incoming freshmen registering through August.

Runge asked deans to evaluate degree programs. Discussion followed.

Meeting adjourned at 5:02 pm

/sm