

MINUTES  
COUNCIL OF DEANS  
January 11, 2012

Present: Grahn, Arnold, Cantrell, Hattlestad, Lee, McNiece, Potter, Pounder, Runge.

1. Title IV Eligibility

Cheryl Lyons was invited to discuss Title IV eligibility. Academics must work with Financial Aid to make sure all programs are in compliance with the U.S. Dept. of Education.

Cheryl comments: UCA awards over \$70 million every year in financial aid and work-study. Cheryl distributed a handout for the Deans to review. She asked that the Deans invite her to do a more detailed presentation of Title IV. It is important that UCA is in compliance with the U.S. Department of Education guidelines. There was discussion about financially eligible programs. The federal government encourages study abroad. US Fed requirements for FTE: 12 credit hours for undergraduates; 6 credit hours for graduates.

2. Notification of Student Dropped from University

Tony Sitz was invited to discuss notification of students dropped from the university. Students are notified by the university when they have been dropped. In cases where students show up for class, they should be told they cannot stay in class. Student Accounts sends an email to faculty when students are dropped; deans get a report. Discussion followed. The student handbook does not have an attendance policy; attendance policies are set by the faculty. Cheryl: faculty must establish the student started and attended the class. When a student withdraws, they may owe money back to the U.S. Dept of Education without attendance records. Tony: Starting Thursday, January 12, the attendance verification program will be available to faculty. It will be open for 10 days: Jan 12 – midnight Jan 19. Encourage faculty to use the system. Tony will send notice to the Deans and Dept Chairs at least once a day. There was discussion about the high number of changes of 'X' grades to a letter grade. Cheryl: Financial Aid treats an X grade like a withdrawal.

Tony Sitz - Spring Commencement: there will be three separate commencement ceremonies. Saturday, May 5, at 10:00 am, 1:30 pm, and 5:00 pm. There will be a formal declaration for the honorary doctorate; two distinguished professor emeriti, top graduating seniors, 6 honorary seniors, hooding, and undergraduates. There was discussion about the administration of the Associate of Arts degree. Lance has scheduled a summit on January 20<sup>th</sup> to discuss the University College. Discussion followed about remedial programs and the University College.

3. NIMS Badges and Emergency/COOP Planning

Lance distributed NIMS badges to the Deans. The badges must be worn during any training exercises and during an emergency on campus. Discussion about cell phones during an emergency. There was discussion about agreements with UALR and Tech in case there is catastrophic campus damage so UCA students could stay on task toward graduation.

4. Acceptable Expenditures of State Funds for Graduate Degree Support

Acceptable expenditures of state funds for graduate degree support came out of internal audit. We need to define educational expenses for graduate degree support. Discussion followed.

#### 5. Policy for Honorary Undergraduate Degrees

It was agreed that policy for honorary undergraduate degrees should be decided by the Provost.

#### 6. Issues Regarding Facebook and Other Social Media

Deans should have discussions with department chairs and faculty about facebook and social media, public venting and frustration.

#### 7. Performance Funding (Pounder)

Retention is a comprehensive university responsibility. We need a systematic plan for approaching this. UCA does not have good data as to why students leave campus. UCA is not far off the national norm. Discussion followed.

#### 8. SEM Work Sessions (Potter)

There were questions about the schedule. Lance will contact Rob for clarification. Discussion about programs and times.

#### 9. Announcements

a. Conrad Shumaker will want a COD decision on World Culture Tradition structure. Discussion followed about Gen Ed and assessment.

b. Unrestricted gift of \$238,000 received by the UCA Foundation. \$80,000 (\$20,000 each) will be given to four residential colleges.

c. Guidelines for Act 747 exemption request.

We will need to develop guidelines and timelines for the review of the programs that have not yet reduced to 120 total credit hours. These yet to be developed guidelines and timelines will need to be submitted to ADHE by April. (Lance, you will recall, offered February 15 as a working deadline for an initial draft) The other item of communication was that ADHE will accept our Guaranteed Eight-Semester Program Completion Plan template for reporting how our programs have reduced to 120 credit hours. In short, we will submit the PCP's with the reduced credit hours (general electives in almost every instance) marked with a strikethrough.

d. Statement of Financial Interest due January 31 to the Secretary of State.

e. Conflict of Interest forms due to Provost Office by January 31, 2012.

f. Required Travel Regulations meeting on January 17<sup>th</sup> at 10:00 am in Student Center Ballroom. Everyone who travels or processes travel must attend. Discussion followed.

g. The Topping Out ceremony for Bear Hall is tomorrow, January 12<sup>th</sup> at 3:00 pm.

#### Dean Reports

Elaine McNiece.

1. Rhonda McClellan has verbally accepted the position of Director of Interdisciplinary Leadership Studies PhD Program.

2. IEP classroom availability is a strain. Send e-mail to Amy about any available classroom space.

Steve Runge

Received first donation from Walker Foundation of \$50,000.

Rollin Potter

Awards in the college: Outstanding English Teacher – Steve Lance.

Upcoming events and fundraising events.

Pat Cantrell

The College of Business has been reaffirmed.

Diana Pounder

No report.

Maurice Lee

No report.

Adjourned 11:45 am.

Respectfully submitted by Donna Gladwin.

**COUNCIL OF DEANS**  
MINUTES  
February 1, 2012

The Council of Deans met in regular session at 9:00 a.m., Wednesday, February 1, 2012. Provost Grahn presided, and the following members were present Clay Arnold, Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Diana Pounder, and Steve Runge. Jeff Young represented Rollin Potter.

In addition to COD members, Conrad Shumaker was present to discuss revisions to the World Cultural Traditions proposal of the General Education Council and issues regarding General Education assessment. Peter Mehl and Laura Young were also in attendance to discuss a proposed change in the Faculty Handbook regarding medical and other leave for faculty.

Shumaker shared details of the proposal and revisions that had been made to meet concerns previously expressed by the COD. Following extensive discussion, Arnold moved and Lee seconded that the proposal be approved. Hattlestad offered an amendment to the motion, which included a delay in consideration of new proposals until after the Higher Learning Commission report was completed and clearly stated and measurable learning outcomes are adopted for the General Education program. The amended motion passed with one abstention.

Shumaker presented a proposal to use the ETS Proficiency Profile examination (formerly MAPP) for General Education assessment. Shumaker explained the process he and others used to determine that the Proficiency Profile was the best fit for UCA's needs. Following discussion, Lee moved and McNiece seconded to support the proficiency profile. The motion passed unanimously.

Shumaker left the meeting at 9:50.

Mehl presented the proposed leave policy developed by an ad hoc committee of the Faculty Senate. He cited specific problems with the current policy. L. Young shared information about the federal policy. Several members of the COD expressed concerns, particularly regarding budgetary ramifications. Following extensive discussion, it was agreed that deans would speak to department chairs regarding the proposal.

The COD minutes of November 2 were approved as circulated. The COD minutes of January 11 were approved as amended.

Arnold presented the Undergraduate Council minutes of January 24, 2012. All action items passed except for Writing proposals for two new tracks and a new minor and associated courses. The COD had concerns about staffing, and tabled the proposals pending more information on the department's capacity to deliver the programs.

Grahn shared an e-mail from Diane Newton and Marcia Girdler regarding automobile insurance for university travelers.

Grahn presented a proposal to expand the COD. Following discussion, the deans decided to leave the council as it is currently defined.

Grahn: (1) announced that Dr. Sally Roden will attend COD to discuss survey data she has been collecting; (2) shared concern from administration and public safety to students having 24/7 access to academic buildings. Thefts and unknown persons in academic buildings were cited as major problems. Following discussion, it was decided that Chief Larry James should be invited to a future COD meeting to address the issues and hear the deans' concerns. Grahn : (3) asked deans to send to President Courtway and VP Jeff Pitchford items that are positive for a "Top 10" list; (4) asked deans to encourage faculty to attend Campus Talks and shared the next three dates.

Pounder asked about the status of faculty position requests. Grahn explained that the VPs were asked to hold position requests for a few days until budget issues could be addressed. Discussion followed.

Hattlestad distributed a proposed outline for UCA's HLC Monitoring Report. He shared concerns that have surfaced and committee and administrative actions to resolve issues.

Grahn asked that deans begin thinking about an update to the capital projects list. In response to a question, L. Young informed the deans that this would cover items that have a "life" of more than one year.

Arnold shared information about internship housing in NYC. He also asked that program completion plans be updated and indicated a form would follow via e-mail. In regard to Act 747, Arnold stated that UCA must develop draft guidelines and timelines for ADHE by April 1. Discussion followed. He further stated that 747 must be fully implemented by 2014.

The meeting adjourned at 11:55

csd

**Council of Deans**  
**3:00 p.m., Friday, March 2, 2012**  
**Called Meeting**

The Council of Deans met in special session at 3:00 p.m., Friday, March 2, 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. Also in attendance was Laura Young.

Runge welcomed the group and shared information regarding his new position as Interim Provost.

Young indicated that budget sheets will be coming to each dean soon. Runge said that he will let the deans know soon regarding searches for next year and stated that authorizations for searches will be judicious. He urged deans to “project conservatively.”

Following the budgeting discussion, Young departed the meeting and the COD went into executive session.

csc

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



Council of Deans  
Minutes  
March 14, 2012

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, Maurice Lee, Elaine McNiece, Rollin Potter, and Diana Pounder.

Vice President for Enrollment Management, Dr. Robert Parrent, was in attendance to present and discuss several initiatives in his division. He shared handouts and discussed the process for full implementation of the SEM strategy. Parrent shared data that he described as key performance indicators for enrollment growth. Following his presentation, discussion followed

The Council of Deans minutes of March 7 were approved as amended.

Arnold presented Undergraduate Council minutes of February 21. There were no exceptions to the minutes by the COD.

Vice President Shelley Mehl visited briefly to share some issues found after an event in Ida Waldran.

Runge: (1) shared a draft organizational chart for the Division of Academic Affairs and discussion followed; (2) discussed concerns regarding visiting positions that were brought up at yesterday's Faculty Senate meeting; (3) asked the deans for their thoughts regarding a request from athletics and discussion followed

#### Dean reports

Hattlestad: (1) distributed a copy of the mid-probationary review form used in his college and departmental/college criteria; (2) shared information about learning outcomes and will make a PowerPoint presentation available.

The meeting adjourned at 11:35.

csd

**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

Council of Deans  
April 4, 2012

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.

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

Council of Deans  
April 11, 2012  
Minutes

The Council of Deans met in regular session at 9:00 a.m., Wednesday, April 11, 2012. Steve Runge presided, and the following members were present: Clay Arnold, Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Diana Pounder, and Laura Young. Ginny Adams represented Steve Addison.

Chief of UCA Police Larry James and Information Officer Arch Jones were present to discuss emergency management. James indicated that the U.S. Department of Education and the Federal Emergency Management Agency (FEMA) work together to ensure that all educational institutions have appropriate emergency plans that will integrate with the U.S. emergency response protocol. This integration is done through the incident management system, which means that the way that emergency response unfolds at UCA should be the same way it unfolds at any other institution. Certain protocols need to be in place to make sure communication and objectives are clear. James and Jones explained plans and actions that must be in place, including campus-wide evacuation. Drills and exercises are part of the emergency plan, and an Emergency Operations Plan will be available. Each building will have to have an emergency action plan. They stressed that this is a campus community issue. All faculty and staff have to be aware of emergency procedures, particularly in their buildings. Discussion continued until 10:00 a.m. when James and Jones left the meeting.

The COD minutes of April 4 were approved as amended.

Runge shared information about organizational changes in Academic Affairs, and he said that two internal searches will be held: Director of Assessment and Associate Provost for Instructional Support.

#### Announcements

Runge: (1) congratulated Young for her work with the U.S. State Department and Arkansas Department of Education regarding Han Ban teachers from China, which pioneered a newly recognized status for the teachers; (2) reported that Arnold and Jonathan Glenn were working on the nomination for U.S. Professor of the Year, and stated that UCA will submit one nomination; (3) reported on the progress of the Registrar search; (4) reported on the International Engagement Director search with the goal to have someone in place by July 1; (5) reported on the Governor's Cup competition and said that UCA's team finished in the top 6; (6) informed the council that Addison was at a STEM policy summit; (7) announced that Ron Novy will be interim director of University College beginning July 1.

#### Dean Reports

Hattlestad discussed HLC monitoring report activities.

Pounder reported on a productive meeting with program coordinators for secondary and K-12 education regarding Act 747 issues.

McNiece reported that the URC awarded one additional summer stipend. She also indicated that Tim Atkinson will coordinate the strengthening institutions grant, and that we will apply in two years.

The meeting adjourned at 10:55 a.m.

csd

Council of Deans  
April 18, 2012  
Minutes

The Council of Deans met in regular session at 9:00 a.m., Wednesday, April 18, 2012. Steve Runge presided, and the following members were present: Steve Addison, Clay Arnold, Pat Cantrell, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Diana Pounder, and Laura Young.

Dr. Lynn Burley, Chair of the Faculty Handbook Committee, was present to discuss proposed revisions to the handbook. Following discussion, Dr. Burley departed.

Arnold presented Undergraduate Council minutes of March 27. Recommendations were accepted without exception.

Runge indicated that he had received a copy of a communication from ADHE regarding financial disclosure forms. His office will check and see whose forms are posted on the Secretary of State website and inform the deans of those within their areas who do not have forms posted.

Runge indicated that his office is setting up a meeting with Trustee Rush Harding and asked the deans to think of things Mr. Harding needs to be aware of in Academic Affairs. Discussion Followed.

Director of Study Abroad, Amanda Legate, joined the meeting at the request of Runge to share proposals for 2013 with the COD. She distributed information and explained the process and issues relative to Study Abroad. Following discussion, she left at 11:00

#### Announcements

Runge: (1) shared a request from the Arkansas Times regarding part-time faculty; (2) we submitted a nomination for U.S. Professor of the Year; (3) stated that there would be an internal search for a director of the Veterans Affairs office on campus; (4) reported that Amber Hall is interim director of Institutional Research, and we will have a national search for a director; (5) discussed the formation of a task force for General Education that will work through the summer; (6) reported on a visit earlier this week by Dr. John Buckwalter, an American Council on Education Fellow; (7) talked about a proposal for a gas station at Donaghey and Dave Ward that is going through the Conway Planning Commission; (8) recently attended a Rwandan event, where students who have been impacted by ethnic cleansing spoke.

#### Dean Reports

Addison reported on recent meeting of the CNSM Advisory Board. He said that board members went away excited and looking forward to working with us in the future.

Potter said that the CFAC Advisory Board will meet a week from Saturday. He also discussed a DVD that was produced as a collaboration between CFAC and CHBS and will be shown on public TV.

Hattlestad discussed HLC and distributed a draft list of Key Performance indicators. He stated that a consensus needs to be built across campus, and that it will need to go to the Board of Trustees. Retention, Persistence to Graduation, and Completion are mandated. Discussion continued. Hattlestad indicated that a metric for 2016 must be developed.

McNiece reported on a meeting with the chair of the International Engagement Director Search Committee. They hope to have a director in place by July 1.

Pounder said that the College of Education will host: (1) the AACTE (teacher education) conference on April 20; (2) its annual leadership Institute on June 15; and (3) 90 elementary students from the Conway School District to encourage expectations of going to college.



Cantrell stated that the College of Business was hosting a banking panel and invited council members to attend. She also said the college was holding a student banquet to recognize students who have won competitions and outstanding students in business programs.

The meeting adjourned at 12:00 p.m.

csd

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

Council of Deans  
May 2, 2012

The Council of Deans met in regular session at 9:00 a.m., Wednesday, May 2, 2012. Steve Runge presided, and the following members were present: Steve Addison, Clay Arnold, Mike Casey, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Diana Pounder, and Laura Young. Lynn Burley was also in attendance for the software demonstration.

Dr. Jon Woodroof, a representative of Sedona workflow software, conducted an on-line demonstration of the software. Runge asked Woodroof about the flexibility and adaptability of Sedona with other systems such as Banner and Blackboard. The software is currently used on campus by the College of Business. The presentation ended at 9:55, the connection to Woodroof was terminated, and the council discussed the software thoroughly along with other workflow products such as TaskStream and TracDat. It was decided that additional software would be reviewed through similar demonstrations, and Runge said that workflow software needs would be part of the assessment discussion at the Deans' Retreat. Burley departed.

McNiece presented the Graduate Council minutes of April 19, which the COD accepted without exception.

Arnold presented the Undergraduate Council minutes of April 17, which were also accepted without exception.

Runge distributed copies of college/unit position requests. In addition to the summary of position requests, he also provided data regarding number of majors, enrollment, and student to faculty ratios. Runge explained that the requests exceed the budget by nearly two million dollars, therefore decisions about which positions can be left vacant must be made. He asked the deans to review the data provided and look at needs with a very critical eye and the realization of a flat budget at best. Following length discussion, Runge indicated that decisions will be made at the next COD meeting.

McNiece expressed her appreciation to Hattlestad, Lee, and Glenn as leaders of the HLC monitoring report team. The COD applauded their efforts and the submission of the report.

The meeting adjourned at 12:00 p.m.

csd

Council of Deans  
May 9, 2012

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

Lee requested information about logistics for the retreat and related costs. Lee and other deans indicated they would prefer to pay their own expenses. Discussion followed. Runge informed the council that he had been invited to participate in a panel discussion in Little Rock Thursday morning and would be arriving at the retreat late. It was decided to have a software demonstration during the morning and start discussions of assessment in the afternoon.

Runge: (1) discussed the search for a new chair of SPARC and asked deans to send recommendations; (2) requested a prioritized list from each college or unit of capital needs by June 1; (3) informed the council of a May 18 retention meeting and invited them to attend; (4) stated that the UCA Foundation has stopped making direct cash payments to people, not including reimbursements, hence awards to students and faculty have to run through the same process as state fund disbursement; (5) reported that the General Education Task Force will meet with him this afternoon to receive their charge; (6) reminded the council to make sure contracts have routing forms and that all signatures have been gathered before sending to the Office of the Provost; (7) asked the college deans to begin thinking about 8-week course offerings that can commence half-way through the fall and spring to assist students who need to drop a course, but will lose a scholarship due to diminished hours. Students being able to pick up a course mid-semester could help retention, and he urged deans to think creatively.

An extensive discussion of position requests was held. Each member of the Council of Deans presented the needs of the individual college and/or unit and work was undertaken to reduce the dollar amount of the requests. The information received will be compiled and presented at the next meeting.

The meeting adjourned at 11:35 a.m.

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**Council of Deans  
Annual Retreat  
Arlington Hotel, Hot Springs  
May 10-11, 2012**

**Topics: Assessment and Planning**

**Attendees**

Steve Runge, Interim Provost and Vice President for Academic Affairs  
Steve Addison, Interim Dean of the College of Natural Sciences and Mathematics  
Clay Arnold, Associate Provost and Dean of Undergraduate Studies  
Lynn Burley, Director of Assessment  
Mike Casey, Interim Dean of the College of Business Administration  
Carol Daves, Assistant to the Provost and Recorder for the Council of Deans  
Jonathan Glenn, Associate Provost and Chief Information Officer  
Neil Hattlestad, Dean of the College of Health and Behavioral Sciences  
Lori Hudspeth, Academic Budget Coordinator  
Maurice Lee, Dean of the College of Liberal Arts  
Elaine McNiece, Associate Provost and Dean of the Graduate School  
Rollin Potter, Dean of the College of Fine Arts and Communication  
Diana Pounder, Dean of the College of Education  
Laura Young, Associate Provost for Finance and Administration

**Thursday, May 10, "Assessment"**

The first session began at 10:30 a.m. Due to a meeting conflict in Little Rock, Runge was unable to arrive at the retreat until nearly noon. At his request, Burley gave the opening presentation and led the discussions on assessment. She had arranged a webinar on TaskStream workflow software, which lasted just under two hours. Burley shared and discussed a timeline for assessment and upcoming training plans. She also shared a document entitled, "Checklist for Review of Academic Program Assessment PLAN," which will be used by members of the University Assessment Committee to provide feedback to academic program directors.

Runge arrived and a brief discussion of the webinar was held.

[Lunch Break from 12:00 until 1:00]

Addison shared information he found on Digital Measures, another workflow software that looked promising. He recommended that trials of several such products be obtained so that we can assure that UCA has the best product to meet the identified needs. Burley will work to have 5-10 trials. Glenn stressed the importance that any product selected must integrate with Banner and demonstrate appropriate functionality. Casey shared information about training and the use of Sedona, a software the COD had previously reviewed which is currently used by the College of Business. Discussion followed covering training, utilization, and annual reports. Runge said that we should target having a workflow software decision made by the end of July in order to get plans underway. With regard to annual reporting, the first data after implementation should start January 1, 2012, and run through June 2013, and we will submit an 18 month report.

Council of Deans  
May 17, 2012

The Council of Deans met at 9:00 a.m., Thursday, May 17, 2012. Steve Runge presided, and the following members were present: Steve Addison, Clay Arnold, Mike Casey, Neil Hattlestad, Elaine McNiece, Rollin Potter, and Laura Young. Tammy Benson represented Diana Pounder and Peter Mehl represented Maurice Lee. Tim Atkinson and John Parrack were present for specific agenda items.

Tim Atkinson, Assistant Provost and Director of Sponsored Programs, presented several policy revisions and the strategic plan for SPO. Key performance indicators have been built into the policy over five years. Hattlestad asked Atkinson for information on how other institutions report grant income. Discussion followed. Runge asked Atkinson to give data to Amber Hall, Interim Director of Institutional Research, to make sure our reporting is consistent. Deans will review the SPO policies and send Atkinson comments or concerns by June 1. Atkinson departed but will attend the June 6 COD to present final policy documents.

John Parrack, Interim Director of International Engagement, shared information about Study Abroad trips. Following discussion on Study Abroad, Parrack stated that he expects GEP enrollment to be down this fall. Discussion about international enrollment and TOEFL issues followed. Glenn moved that the minimum TOEFL remain at 500, and McNiece seconded. This replaces the COD recommendation to raise the score to 550, which was done May 4, 2011. Motion for TOEFL to remain at 500 passed unanimously. Parrack left after the voting occurred.

Arnold presented for format for reporting academic planning information. Discussion followed.

Lori Hudspeth, Academic Budget Coordinator, joined the meeting to discuss data she compiled from the position requests. The deans had decided that Runge should take the information they provided in previous discussions and form his recommendations. Hudspeth's data included Runge's recommendations. Runge spent a few minutes describing issues over the past few years that have contributed to the budgetary problems and salary inversions. He indicated that he will not in this meeting have debates over individual positions but would meet with deans individually if necessary. Runge stated that we need to develop a culture of using our resources effectively to meet our needs and not simply replace positions based on past practice. Following length discussion, Runge reminded deans to make appointments to meet with him if they had specific questions or concerns.

#### Announcements

Runge: (1) indicated that Category B money decisions would be made by President Courtway today or tomorrow; (2) reminded everyone of a retention meeting called for tomorrow; (3) discussed doing away with requiring activity schedules and the need for faculty reassigned time information, which can be submitted in memo form; (4) said that starting this week he will this week conduct interviews for Director of Assessment; (5) shared information about a visit from Senator Boozman's staff.

#### Dean reports

Young reported on Registrar search results and the choice to offer the position to Ms. Beth Durff based on her past experience and positive feedback following her campus visit.

Potter reminded all that the Arkansas Shakespeare Festival begins in early June. He shared information about the cast, productions, locations, and ticketing.

Hattlestad informed deans that the early registration deadline is June 15 for the National Conference of Academic Deans.

McNiece updated the council on the search for Director of International Programs. Final candidates will be invited to campus soon.

Mehl reported that 25 College of Liberal Arts faculty met in workshop last week on ways to increase Undergraduate research and department chairs will follow up with a mini-retreat when everyone returns in the fall. Responding to a question from Mehl about the General Education Task Force, Runge said that he met with the group last Wednesday and gave them their charge to start working June 4 for 10 weeks. September 1 is the final deadline for the task force's recommendation to General Education Council.

Casey reported that the China Summit will be postponed and funding methods will be found.

Arnold circulated a draft of the Annual Review of Performance and asked that comments be sent to him.

Runge: (1) announced that a demonstration of Digital Measures workflow software would be held next Tuesday; (2) reminded all that next week's COD would be at 8:00 a.m. in Buffalo Hall to discuss fund raising with development staff.

The meeting adjourned at 11:20 a.m.

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Following that initial report, we should be able to be on an annual fiscal year cycle, July 1 through June 30. Burley indicated that she had received 42 EARs. Discussion continued.

Runge distributed a flowchart showing assessment, evaluation, and continuous improvement all linked back to student learning, along with a checklist used for each program. The documents are currently being used successfully in the College of Natural Sciences and Mathematics. He explained that this system helps CNSM departments keep up to date with data. Runge wanted to share the documents as a starting point for other colleges in developing their assessment plans. Hattlestad stated that departments will need to be sure to use Burley's documents when developing their plans. Burley said that information gathered at assessment conferences will also be brought back to campus and used in training faculty.

Lee asked for a discussion of resources allocation for the assessment initiative. Runge said that SPARC is now designed to connect assessment to funding. He further stated that the state's plan for performance funding is not going away. This is an opportunity for the university to take a look at things that are weak and fix them. A willingness to listen will be paramount. Pounder said that the more we can develop a culture of peer review, the healthier our programs will be. Lee reminded that it took 18 months for all to understand the importance of institutional accreditation. Runge stated that if this process is done right, everyone will see the inherent value of looking at programs on an annual basis and have the data to see weaknesses. Runge stated that at the General Faculty Meeting this fall, we will hand out a booklet with the assessment goals.

Hattlestad reminded all that paying attention to your key performance indicators (KPIs) and tying them to the six strategic planning initiatives. He distributed a draft of his annual goals as they relate to the six initiatives. Runge stated that financial health should be at the forefront of the university's strategic planning, and Lee reminded that diversity plans must also be implemented and followed. Runge pointed out that retention is a problem area that assessment can help. We need to make sure students are engaged. Those who are engaged and learning will stay. With regard to non-academic area assessment, Runge stated that Academic Affairs will lead the way. This division will embrace assessment and be a model for the other divisions. Following additional discussion, the meeting adjourned for the day at 5:30 p.m.

### **Friday, May 11, "Planning"**

Runge led a discussion of concerns about student retention especially at the sophomore and junior levels. Pounder indicated that she would like more information about which programs are losing students. Runge said that he has anecdotal information, but that he will work with Institutional Research to develop more complete data. Several suggestions were mentioned by council members, and a list of retention improvement ideas was developed during the discussion.

[Lunch Break, 12:00 to 1:00]

Runge called for a discussion of the Master Plan and divisional priorities for renovations and new academic buildings. Hattlestad shared information about the Center for Collaborative Health Care Education (CCHCE) that is being planned by UCA and the Conway Regional Medical Center. Runge discussed a proposal for a new science building, and Addison shared documents that had been produced. It was pointed out that the Lewis Science Center is

decrepit. Lab sciences are required for programs other than those in CNSM. Nearly all students are in LSC during their time at UCA for either general education science classes or major requirements. Additional discussion was held about the possibility of connecting a new building to a STEM residential college. Potter shared renderings of a proposed fine arts building and discussed fundraising efforts. The plans showed a new building to the west of Reynolds. Hattlestad pointed out that the fill to make the ground able to support such a building would be extensive because of Stone Dam Creek. Costs for the buildings and renovations was estimated, and discussion turned to setting priorities.

Strategic planning and action steps were discussed. Hattlestad distributed schematics for the College of Health and Behavioral Sciences with goals that have been linked to the six strategic planning initiatives. Arnold will take the schematic and add columns that made sense to be in the results section.

Listings of points made during discussions were projected and updated as the meeting progressed.

The retreat concluded at 5:00 p.m.

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Council of Deans  
May 23, 2012

The Council of Deans met in special session at 8:00 a.m. in Buffalo Hall with members of the UCA Advancement Staff.

COD members present were: Steve Runge, Steve Addison, Clay Arnold, Mike Casey, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Diana Pounder, and Laura Young. Carol Daves was present as COD recording secretary.

Advancement staff present were: Shelley Mehl, Jennifer Boyett, Kevin Braswell, Jan Davis, Joan Shofner, and Annie Wright.

Mehl welcomed the COD and indicated that each member had a folder of information at their seat. She shared data on gifts and pledges. Runge indicated that the COD would prefer to see the numbers broken down by year for multi-year gifts. Discussion followed. Lee asked for clarification on the role of the Foundation Board. Mehl explained that it is a separate 501C3 foundation started in 1991 that supports the goals and objectives of UCA. The Board solicits, receives, and manages private funds and donations on behalf of the university, and they have complete control of the funds. One of the strategic goals is to have a separate, hired president of the Foundation who is not in University Advancement.

Braswell shared a document that explained the process of visiting prospective donors. He went over a list of potential questions he and deans could use during a visit, and also provided a suggested format for developing reports.

Runge distributed a listing of academic priorities for fundraising that was developed during the recent COD retreat. He went through the list and explained the rationales behind the prioritization of new academic buildings. Naming opportunities for buildings, colleges, and professorships were shared. College-based development was mentioned as something Academic Affairs would like to see. Mehl indicated that current staff have the capability of working on the university's most important projects. She said that she would not be opposed to adding development officers, but new officers should be added strategically.

Runge said the COD would like to pursue mechanistically the merging of named funds for scholarships that have not been funded at a level sufficient to allow the awarding of scholarships. The more scholarships that can be funded privately means less E & G dollars spent on scholarships. That would benefit everyone. Mehl explained that donors would have to be approached and MOUs reviewed and thought that the review could happen over the summer.

Mehl informed the council that the UCA Annual Giving Program phonathon is being renewed. She said that the pipeline will need to be broadened to the whole university and get donors used to giving every year. There will be a letter campaign that will build stronger connections and help individual programs. Hattlestad mentioned that a letter from a department chair to subject-area alumni would be better received than a generic college letter from him.

Shofner presented the Giving Score Control Report and explained the different levels of giving and how the statistics were determined. Past giving practices and capacity for giving plus affinity for UCA are all considered in the determination. Discussion followed.

Braswell reminded the deans that the phonathon is a good way for them to be involved in fundraising, and he offered to meet with administrative assistants or others assigned to make calls to help them understand when to move on or keep calling. He expressed appreciation for the partnership with the council.

Mehl urged the deans to take time and look at the names provided to identify some who could be contacted and asked them to coordinate through Braswell. It was noted that several on the provided list give to Purple Circle (athletics), Margin of Excellence (unrestricted fund), or the Legacy Walk (brick placed in the amphitheatre). Conversations followed regarding corporate matching for donations, electronic newsletters, and the development of web pages for college fund donations. Runge asked about the length of time between major campaigns. Mehl explained that there is no set period of time, but that they look for milestones to build around.

Following additional conversations, the meeting adjourned at 11:15 a.m.

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Council of Deans  
May 30, 2012

The Council of Deans met in regular session at 9:00 a.m., Wednesday, May 30, 2012. Steve Runge presided, and the following members were present: Clay Arnold, Mike Casey, Neil Hattlestad, Maurice Lee, Elaine McNiece, Diana Pounder, and Laura Young. Ginny Adams represented Steve Addison, and Jeff Jarvis represented Rollin Potter. Lynn Burley was present for a specific agenda item.

Burley set up a demonstration of Digital Measures, a workflow software product. Following the demonstration and discussion, it was decided that Glenn would set up a demonstration for IT leadership. Burley departed.

Runge distributed a list of the retention ideas that came out at the COD retreat. He informed the council that he had shared the information with the executive staff. Casey asked about Degree Works software, and discussion followed. Runge indicated that he will be having meetings with Pulaski Tech, UACCM, and ASU Beebe provosts and deans. Making sure that there are articulation agreements on the 60 hour transferable core so students can be advised properly for specific degree programs is high on the agenda for discussions. Glenn and Young will spearhead developing articulation agreements. Additional conversation about retention issues was held.

Runge stated that enrollment reports coming from Amber Hall in Institutional Research are accurate and will be used as the university's standard data.

#### Announcements

Runge: (1) reminded deans that capital needs lists are due to Office of the Provost by June 1 and a compiled and prioritized list will be submitted on June 15; (2) asked deans to send comments to Tim Atkinson regarding SPO policy recommendations; (3) told deans that the final budget/position spreadsheets will be sent by Wednesday; (4) announced that he was ready to extend offers for the positions of Associate Provost for Instructional Support and Director of Assessment; (5) reported that Beth Durff, the new Registrar, is currently on campus for a few days but will officially begin on July 16; (6) asked deans to be proactive about summer school; (7) said that there would be no COD meeting the week of June 9.

#### Dean Reports

Adams reported that Addison is attending a UTeach conference.

Jarvis shared concern about emergency hire positions.

Hattlestad distributed a draft agenda for the National Conference of Academic Deans to be held on campus July 12 and 13.

McNiece reported that the new Director of the PhD in Leadership Studies, Rhonda McClellan, is now on campus. She also said that candidates for Director of International Engagement will be on campus next week.

Glenn discussed existing program review reporting to ADHE.

Pounder informed the deans of an upcoming leadership conference that will be hosted by the College of Education.

Lee reported that the English Department has completed its program reviews. He invited the council to attend the opening reception at the Clinton Library for the twelfth International Conference for the Short Story.

Arnold distributed a draft Strategic Planning Form. Discussion followed.

The meeting adjourned at 11:35 a.m.

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Council of Deans  
June 6, 2012

The Council of Deans met in regular session at 9:00 a.m., Wednesday, June 6, 2012. Steve Runge presided, and the following were present: Steve Addison, Clay Arnold, Mike Casey, Neil Hattlestad, Jonathan Glenn, Maurice Lee, Elaine McNiece, Rollin Potter, Diana Pounder, and Laura Young

Assistant Provost and Director of Sponsored Programs Tim Atkinson was present to answer questions relating to proposed policies for Sponsored Programs previously distributed for review by the COD. The policies are as follows: Sponsored Project Closeout, No-Cost Extension for Sponsored Grants, Contracts, and/or Agreements; Voluntary Summer Effort Contributions by Faculty to Meet Mandatory Cost-Sharing Requirements; and Additional Compensation from External Grants & Contracts. The policies were unanimously accepted. Following discussion, Atkinson departed.

Runge distributed a combined list of capital project requests previously submitted by each college and other units of Academic Affairs. The capital needs were discussed, and Runge indicated that a prioritized list for Academic Affairs would be distributed. This list will be provided to Diane Newton on June 15<sup>th</sup>.

Runge distributed the replacement/new position spreadsheet indicating positions approved for fall 2013. He stated that the departments can begin the searches for the positions listed. He reminded everyone that if a position has been crossed off, no funds are available relating to that position.

Runge passed out a list of full-time, non-continuing faculty and led a discussion of the need to address all instances of "visiting" faculty who started at UCA before fall 2007. Runge asked that the deans give Lori Hudspeth any changes that need to be made to the list.

Runge asked all to remain aware of any advertising requirements for faculty hires that will need assistance with immigration.

### Announcements

Runge: (1) noted that the Alumni Board has open positions and requested that the deans send recommendations to Shelly Mehl or Carol Daves; (2) requested that the deans send recommendations for staff to chair grievance committees to Daves; (3) passed out a copy of the on-line form for calendar submissions and asked all to be sure to submit important events; (4) shared information about an upcoming Board Retreat in August and the COD will meet with the Academic Affairs board designee in advance of the retreat; (5) discussed Summer School marketing; (6) announced that the new Associate Provost of Instructional Support, Dr. Kurt Boniecki, was attending the HLC Academy this week. Both Boniecki and Dr. Wendy Castro, Director of Assessment, will begin their positions effective July 1<sup>st</sup>; (7) discussed upcoming SOAR schedules for entering freshmen; (8) reported on the bond issuance for the HPER Center expansion; (9) discussed NIMS training and asked Arnold to acquire a list and determine those who have not yet completed the training; (10) indicated that information on CSA Training and training on treatment of minors on campus will be forthcoming; (11) said that UCA Police Chief Larry James will send binders to the deans for development of building emergency action plans; Glenn is working on a template for all to use. Glenn reported that all need to identify a building administrator and alternate by June 11<sup>th</sup> and email the names to him and Laura Young. (12) Runge shared topics he would discuss at the summer Academic Council meeting.

## Dean Reports

Arnold shared with the Council an invitation for UCA to become a “College of Distinction.”

Pounder announced an upcoming leadership institute hosted by the College of Education to be held on June 15<sup>th</sup>. Trustee Bunny Adcock and Congressman Tim Griffin will be among attendees.

Glenn reported on ADHE matters including existing program reviews and the program viability report.

McNiece announced that the second candidate for the Director of International Engagement will be on campus Friday.

Hattlestad discussed issues surrounding advisement of transfer students. He also reminded all that 250 orientation students will be identified for ETS testing in the fall semester and that an alternate activity should be planned for all other students.

Potter reported that he participated in a group trip of 25, including the CFAC Advisory Board, to the Crystal Bridges Museum.

The meeting adjourned at 12:00 p.m.

ljy



Council of Deans  
June 20, 2012

The Council of Deans met in regular session at 9:00 a.m., Wednesday, June 20, 2012. Steve Runge presided, and the following were present: Steve Addison, Clay Arnold, Mike Casey, Neil Hattlestad, Jonathan Glenn, Maurice Lee, Elaine McNiece, Rollin Potter, and Diana Pounder. Laura Young was absent. Kurt Boniecki was also present.

Vice President Jeff Pitchford was present to discuss upcoming advertising in the publication, *Arkansas Next*, which goes out to 8<sup>th</sup>-, 9<sup>th</sup>-, 11<sup>th</sup>-, and 12<sup>th</sup>-grade students in Arkansas and their counselors. He also shared information about the Image Marketing Committee that will begin meeting this summer and have a final proposal by October 1. Following discussion, Pitchford left.

Runge welcomed Boniecki as a visitor. He will take the seat of Associate Provost for Instructional Support and member of the Council of Deans formally in July.

Council of Deans minutes of April 25, May 2, 9, 17, 30, and June 6 were approved as amended.

McNiece shared information about graduate student enrollment for fall. She asked for pictures of graduate students in various programs working with faculty or in groups that could be used for marketing purposes.

Pounder discussed the possibility of creating a secondary education minor. The professional education core has been reduced to seventeen hours, and students take a content methods course for a total of twenty hours. Discussion followed.

Runge distributed a process guide prepared by Andrew Linn from the Student Financial Aid Office. He indicated that Linn is working on a FAQ page for their website. Runge asked the council to review the guide and send comments to Linn.

Glenn shared information of Program Viability Reports that were recently received from ADHE and had been forwarded to the COD. He pointed out changes in the way some programs are being grouped. Discussion followed.

### Announcements

Runge: (1) explained fluctuations in daily enrollment numbers; (2) discussed the new SOAR program and will invite Julia Winden Fey to the next COD meeting; (3) discussed end-of-year purchases; (4) reported that we are in the final stages of contract review for Degree Works; (5) stated that Digital Measures costs will be calculated for upcoming fiscal years; (6) shared information about the discussion with Academic Council about the deadline for declaring a major, the chairs reached consensus that we could move forward using a target of declaring prior to completion of 27 hours.

### Dean Reports

Boniecki reported on the HLC Academy for Student Assessment that he attended along with Lynn Burley and four other UCA faculty. We are on a four year plan, and there is a commitment from everyone on our team. The Instructional Development Center will be very

important in our development of workshops to disseminate the information the team learns through participation the Academy.

Addison said the College of Natural Sciences and Mathematics retreat will take place Monday.

Potter reported that Kim Risi, a UCA digital film graduate, won first place in the Little Rock Film Festival, and art graduate Mark Monroe was recognized as one of the *Oxford American's* "100 under 100" new Superstars of Southern Art and was the youngest artist in the group. He urged the deans to get their tickets for *Richard III* as it will likely be sold out soon.

Hattlestad indicated that 66 have pre-enrolled for the National Conference of Academic Deans, coming from as far away as New York and Michigan. The event will be held in the Brewer-Hegeman Conference Center, July 12 and 13.

McNiece announced that Jane Ann Williams has accepted the position of Assistant Provost and Director of International Engagement. She will begin July 16.

Pounder reported that the College of Education has been asked to develop a professional education workshop for Chinese faculty in September.

Lee reminded all of the Short Story Conference reception next Wednesday evening at the Clinton Library.

Casey shared information about the Insurance Educators Institute, which was on campus Monday through Wednesday this week. He also reported that the Acxiom-UCA IT Careers Camp begins today. Acxiom underwrites the entire camp with MIS and Computer Science faculty involvement, and there are 59 students scheduled to attend.

Arnold reported that the tutoring center will have to vacate Main Hall because of upcoming renovations.

The meeting adjourned at 10:50 a.m.

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Council of Deans  
June 27, 2012

The Council of Deans met in regular session at 9:00 a.m., Wednesday, June 20, 2012. Steve Runge presided, and the following were present: Steve Addison, Clay Arnold, Mike Casey, Neil Hattlestad, Elaine McNiece, Rollin Potter, and Diana Pounder. Jonathan Glenn, Maurice Lee, and Laura Young were absent. Kurt Boniecki was also present.

Dr. Julia Winden Fey, Associate VP for Enrollment Management was present, along with Collin Stanton, UCA's new Orientation Director. Stanton distributed a packet of information about the new SOAR process and how it is going thus far. Winden Fey and Stanton answered questions from the deans, and discussion continued until they departed at 9:40.

The COD minutes of June 20 were approved as amended.

Runge stressed that leave reports must be submitted and complete by July 2. His office will monitor the Academic Affairs division and let deans know if there are those who need to approve or submit leave reports.

Runge informed the council that UA for Medical Sciences holds an award ceremony in the spring where, among other things, they recognize the top graduating MDs. Three of the top medical school graduates were UCA alumnae. One was honored by the junior class by a vote of his peers. Recently President Courtway attended an event at an Arkansas company, and there were 18 UCA alumnae working there who also attended the event. Runge asked the deans to help identify other opportunities where we can highlight the positive impact of UCA alumnae.

Runge urged deans to complete and have their chairs and others who have been identified complete NIMS and Clery training by July 1. Additionally, there is a training video for child maltreatment that ADHE, in collaboration with the Department of Education, has required for anyone who may have contact with minors on campus. Copies of completion certificates should be sent to Arch Jones. If no certificate prints (child maltreatment) send an e-mail stating that you have completed it to Arch Jones and copy Carol Daves.

Runge led a discussion of academic building priorities and reminded the deans of the decisions that were made at the recent COD retreat.

#### Dean Reports

Casey stated that the Insurance Institute and the Acxiom-UCA IT Careers Camp he talked about at the last COD meeting were a big success.

McNiece reported that Sponsored Programs will soon fill a grant writing position. She stated that data will be gathered on whether departments use grant writing as a requirement in promotion and tenure decisions. McNiece said that the Graduate Council will meet tomorrow and discussed on-line submission of materials.

Potter reported that the UCA Image Committee met last week and will have focus groups provide input to the committee. He requested that the deans each send him six names of faculty who could participate in such a group.

Runge indicated that he has begun to plan for the General Faculty Meeting in August.

The meeting adjourned at 10:40 a.m.

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Council of Deans  
July 11, 2011

The Council of Deans met in regular session at 9:00 a.m., Wednesday, June 20, 2012. Steve Runge presided, and the following were present: Steve Addison, Kurt Boniecki, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter and Laura Young. Mike Hargis represented Mike Casey, and Debbie Barnes represented Diana Pounder.

Wendy Castro, Director of Assessment, was in attendance for part of the meeting.

Runge welcomed Boniecki to the council, and introduced Castro.

The COD minutes of June 27 were approved as amended.

McNiece presented the Graduate Council minutes of June 28, which the deans approved with no exceptions.

Runge reminded all that assessment plans must be submitted along with new proposals.

Boniecki shared information about a recent Service Learning proposal developed by the ad hoc Service Learning Committee. He explained that although it is not an instructional program, an assessment will still need to be done. Boniecki shared a copy of the draft assessment that the group has developed. He shared the committee's recommendation to join the Campus Compact at some point, and may coordinate with the Instructional Development Center to institute a faculty fellows program. Following discussion regarding broader assessment initiatives, Runge suggested that service learning could be folded into discussions about retention.

Castro shared two documents that she has posted, the HLC Academy for Assessment of Student Learning: Part One and Part Two. She then discussed the results of a proficiency profile examination. She indicated that they would like to use Welcome Week as a point at which to test entering freshmen. Boniecki added that once a plan had been formulated for freshmen testing, then they could work on a plan for seniors. Following discussion, the deans agreed that Welcome Week would be the best idea, and that Boniecki and Castro should meet with the Welcome Week planning staff.

Castro left the meeting at 10:00.

Runge shared information about additional seats and/or sections of courses needed for fall. He met with Enrollment Management leadership regarding the prebuilt schedules and how they were determining need for seats/sections. He said that in some cases, we are not offering as many freshman seats as last year. A large percentage of freshmen are yet to register and in two weeks we will likely have a convergence with last year's numbers as far as comparability. Young suggested that deans ask chairs to urge their majors to go ahead and register now if possible.

Runge indicated that we will be making significant changes in advising and registering transfer students. He stated that we need to hold an "introduction to degree programs" for transfer students in March and allow them to pre-register with current students.

Runge shared a letter and fact sheet from the Governor's office regarding Title IX.

Council of Deans  
July 18, 2012

The Council of Deans met in regular session at 9:00 a.m., Wednesday, July 18, 2012. The following members were present: Steve Addison, Kurt Boniecki, Mike Casey, Neil Hattlestad, Jonathan Glenn, Maurice Lee, Elaine McNiece, Rollin Potter, Diana Pounder, and Laura Young. Steve Runge was called away and Young presided until his arrival.

Also in attendance were guests Charlotte Fant and Leigh Ann Denhartog, professional advisors for UCA departments of Occupational Therapy and Biology, respectively.

The COD minutes of July 11 were approved as amended.

Announcements

In Runge's absence, Young: (1) announced building administrator training scheduled for July 31 and August 7; (2) reported that the Kum and Go gas station has been approved by the Conway Planning Commission, it's location is slated for the northeast corner of the Dave Ward and Donaghey intersection; (3) announced that NIMS training is at 100%, 239 of 239 received training; (4) said that she will represent Academic Affairs on the Clery Act committee; (5) asked all to let her know if they participate in the sexual assault webinar; (6) said that series 300 policies are under review; (7) reported that the Office of Student Accounts will send a list of students who are eligible to return but have not registered; (8) informed the council that the New Faculty Orientation will cover two days, August 16 and 17, and that administrator introductions will be made at the NFO luncheon on Thursday.

Runge joined the meeting at 9:20.

Fant and Denhartog were present to facilitate a discussion of summer orientation and registration of freshmen and transfer students. The advisors, representing two separate colleges, shared information about specific incidents where newly established procedures had created discontent with both students and parents. Following a lengthy discussion of concerns and issues cited, discussion turned to methods that would help students yet to register have better experiences. President Tom Courtway joined the meeting at 9:45 and remained until 10:00.

Runge had earlier distributed the SEMworks enrollment goals analysis so the council members would have a chance to review prior to the meeting. Extensive discussion was held. Concluding the discussion, Runge stated that the university must commit to operationalizing the strategic plan and add in the portions that are not already there. This can all be done if resources are redirected into retention of students and targeted recruiting. If we commit to doing this, we must follow through as they become action steps. All agreed.

Runge: (1) shared information about a Veteran's Upward Bound opportunity for grant proposal and asked for names of veterans who might be interested in participating, August 9 deadline; (2) described limitations of access to buildings for students – no keys will be issued to students but there will be other means of access for students involved in research, creative arts, and other academic pursuits. Controls will be in place and tightened.

## Member Reports

Glenn announced that Kristin Heffington will begin as a research associate in Institutional Research on August 1.

Casey distributed an article from the *New York Times*, on updating methods of offering courses and the use of MOOCs (massive open online courses). Discussion followed.

Runge reminded the deans to work on 8-week modules for the second half of the semester.

Boniecki shared information from the Instructional Development Center about programs for faculty scheduled for next fall. Faculty who complete the series of workshops will receive a certificate of completion. Further discussion of MOOCs followed.

Pounder asked for information on the Blackboard upgrade. Glenn stated that Information Technology staff are working through Banner and Blackboard to implement the change.

Lee reported that this summer's language camps are fully booked.

McNiece reminded all to send promotion and tenure guidelines to Rhonda McClellan for a research project done by students in the PhD in Leadership Studies program. An announcement will be sent campus wide about Jane Ann Williams, new Assistant Provost and Director of International Engagement.

Young reported that Beth Durff has officially joined UCA as Registrar. She asked that college deans urge department chairs to return requests from Durff for review of international credits awarded by third parties.

The meeting adjourned at 11:50 a.m.

csd

Council of Deans  
August 1, 2012

The Council of Deans met in regular session at 9:00 a.m., Wednesday, August 1, 2012. Steve Runge presided and the following members were present: Steve Addison, Kurt Boniecki, Mike Casey, Neil Hattlestad, Jonathan Glenn, Elaine McNiece, Diana Pounder, and Laura Young. Peter Mehl represented Maurice Lee, and Rollin Potter was absent.

Runge described the Academic Affairs role in the Board of Trustees Retreat presentations scheduled for Friday. He shared information about the building tours the board will take on Friday and the luncheon scheduled for today. Discussion followed.

Runge reported that Dr. Nancy Reese, the appointed chair of SPARC, notified him that she needs representation the Strategic Planning Committee: (1) the provost or his designee, and (2) one dean selected by COD. Runge indicated that he will serve, and Glenn was unanimously selected as the COD representative. Runge stated that plans made at the COD retreat last May will be submitted to the Strategic Planning Committee.

Runge reported on employee training requirements regarding minors on campus. All divisions will be required to do the training. He stated that there was a building emergency management meeting held yesterday. There will also be training on August 7 at 2:00 for building administrators and alternates, which is required. Glenn has developed a template for building emergency plans, which is based on the Thompson Hall plan.

#### Announcements

Runge: (1) reported that there will be a short Board action agenda on Friday regarding a sewer easement and purchasing condos on Western; (2) announced that extended hours in certain offices will start Monday, August 20 and run through Thursday, September. Hours will be 8:00a.m. to 6:30 p.m. and will include all the offices that were open last year. He asked that the members notify him or Carol Daves of the academic offices that will have extended hours. Runge: (3) informed all that Arkansas high school counselors will be on campus Friday, August 31; (4) shared data about average grade point averages in specified groups of students; (5) said that UCA will be pouring bike paths and sidewalks where dirt paths exist; (6) shared information about a premium rebate from United HealthCare; (7) told the council that "Move-in Day" will become "Move-in Weekend" and sophomores and upperclassmen will be allowed to move in residence halls on Saturday. Freshmen will be allowed to move in on Sunday. Runge: (7) reminded all of the Pulaski Technical College meeting scheduled for tomorrow; (8) reported on a meeting with the General Education Task Force; (9) announced that next week's COD will begin at 1:30 due to a conflict with SOAR.

#### Member Reports

Glenn said that he will be meeting with Kurt Boniecki and Wendy Castro to rethink Planning and Assessment (PandA), and update the PandA website. The university must make sure there is a central place for all to go to see updated accreditation policies, and federal mandates, as well as internal policies and procedures for curricular matters. Hattlestad pointed out that UCA is now in the Standard Pathways model at least until the 2016-2017 academic year. Runge stated that PandA should be useful

for the assessment module in Digital Measures. Glenn stated that the internal guidelines and forms do not logically fit there anymore, but sometime will be developed.

Pounder asked about summer enrollment incentive dollars. Runge reminded all that there will be less money. He said calculations will wait until Lori Hudspeth, Academic Budget Coordinator, has recuperated from her recent car accident and returns to the office. Pounder said that the College of Education will provide 10 days of professional development with Chinese educators.

McNiece reported on orientation for second cohort of doctoral students in Leadership Studies. She also reported that the new Director of International Engagement, Jane Ann Williams is here and already moving things forward.

Hattlestad distributed the latest Physical Therapy Department newsletter. He also distributed a newspaper article about the University of Arkansas and its distance education program, along with other articles and information about online education. Discussion followed.

Steve Addison and a UCA team attended a UTeach Institute last week to receive training to teach program courses. In October UTeach officials will come to interview students in the program, and UCA will receive a prospective agenda from UTeach. Jerry Mimms will teach first two courses.

The meeting adjourned at 10:20 a.m.

csd



## Announcements

Runge: (1) discussed contacts at community colleges and the Arkansas Deans Association meeting in September; (2) talked about issues regarding the timeline for implementing Digital Measures; (3) shared information about volunteerism awards, and asked deans to send names of nominees; (4) asked deans to send names to attend the Bear Hall grand opening half-time festivities; (5) reported that the UCA Online Checkbook will be available soon and reminded deans to be cognizant of that when making decisions on spending education and general dollars; (6) told deans to mark their calendars for a faculty and staff reception for the beginning of the fall semester at the president's house, August 24 from 3:30 to 5:30.

## Dean Reports

Lee (1) shared information about a memorial service for Vincent Hammond, who passed away late last week; (2) reported that the short story conference he hosted was very successful and had 40 writers from 20 countries.

Barnes reported that the College of Education is hosting several camps for children.

McNiece reported on graduate enrollment for fall.

Hattlestad reminded the deans of the NCAD reception and banquet. The conference will take place tomorrow and Friday.

Potter (1) announced that 250 teachers will be on campus next week; (2) said that the Reynolds Performance Hall schedule is posted; (3) reported on activities of the University Image committee.

Addison reported on the UCA challenge activities. He said the CS4HS conference concluded today and was funded by Google.

Runge made a few more announcements: (1) Nancy Reese has accepted the chairmanship of SPARC; reminded all that one of the commitments for the UTeach grant was for the schools that were selected to get outside funding, and we just received word that UCA was awarded \$966,000 from the Dell Foundation. Runge said that Beth Durff, our new Registrar, starts Monday as does Jane Ann Williams, our new Director of International Engagement. Jennifer Deering has been hired as a grant writer in Sponsored Programs, and we are currently interviewing for an IR analyst.

The meeting adjourned at 11:05.

csd

Council of Deans  
December 19, 2012

The Council of Deans met in regular session at 9:00 am, Wednesday, December 19, 2012. Steve Runge presided, and the following members were present: Steve Addison, Mike Casey, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Diana Pounder, and Laura Young. Kurt Boniecki was absent. Wendy Castro attended to discuss general education and other issues.

Runge shared news regarding a monetary commitment from the Dell Foundation to the UTeach program.

Runge shared concern regarding the UCA policy on suspension as it relates to transfer credits and Act 747 requirements. Following discussion, Glenn volunteered to draft a document addressing the issues cited and stated that such a document will need to go through the Undergraduate Council for review.

Runge reported that the General Education Council wants a review by the Faculty Senate before it will endorse the new core. A special session of the Faculty Senate will be necessary to meet the timeframe needed for implementation if it passes both bodies. Discussion followed.

Hattlestad distributed the annual assessment activities template. Discussion followed.

#### Announcements

Runge shared information regarding student admissions. He also discussed a retention initiative that ASU is incorporating.

#### Dean Reports

Glenn announced that Amber Hall has been accepted the position of Director of Institutional Research. An additional research associate. Glenn also mentioned the move to officially publish Undergraduate and Graduate bulletins annually.

Lee reported the CHBS dean search committee has narrowed the search down from 7 to 3 candidates.

Castro distributed statistics on Student Evaluations, and reported that the response rate was 57%. Discussion followed.

McNiece announced that SPARC reviewed and ranked budget items. Faculty and staff salary increases were recommended.

Potter announced that UCA will host the State Spelling Bee on March 2, 2013.

Addison reported that the COB Dean Search has been reduced to 10 candidates. Next step is to conduct phone interviews.

Meeting adjourned at 10:50 am

cd/sm