

COUNCIL OF DEANS  
MINUTES  
JANUARY 4, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, January 4, 1995, in the Vice President for Academic Affairs' conference room. All members were present except Dean McLaughlin. Vice President Berry presided.

Dean Hattlestad moved approval of the December 14, 1994, meeting minutes. Seconded by Dean Mosbo, the minutes were unanimously approved.

The following items were discussed:

1. The ending of the 1994 fall term and opening of the 1995 spring term.
2. Agenda preparation for the February Board of Trustees meeting.
3. Issues relating to restructuring initiatives in public higher education, as contained in a recently published Research Briefs article from the American Council on Education.
4. The upcoming legislative session.
5. The identification of key individuals to work with campus instructional technology.

Dean Roden reported on spring term orientation activities for new students.

Dean Stark reported on upgrading the KUCA radio station and Snow Fine Arts Center recording facilities.

Dean Lorenzi reported that computer lab equipment lost in the recent theft has been replaced, a EURASIA Foundation grant has been awarded for work in Russia, and plans are progressing

for the China Productivity Center MBA program.

Dean Hardin reported that a series of professional growth activities are scheduled for the professional staff in Torreyson Library.

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Dr. Buchanan reported on a successful meeting with computer center personnel to discuss the implementation of additional services from the academic files.

Dean Mosbo reported on questions regarding the procedures which are followed in situations relating to personal injury and cases where complaints are made against personnel. A general discussion followed and will continue.

Dean Hattlestad circulated information on a potential ADHE promotional grant proposal, for consideration.

Dean Miller reported on Continuing Education enrollment for the spring semester.

The meeting adjourned at 2:45 p.m.

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ANTHONY D. SITZ  
Secretary

COUNCIL OF DEANS  
MINUTES  
JANUARY 11, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, January 11, 1995, in the Vice President for Academic Affairs' conference room. All members were present. Vice President Berry presided.

Dean Stark moved approval of the January 4 meeting minutes. Seconded by Dean Hattlestad, the minutes were unanimously approved.

The following items were discussed:

1. UCA/UAMS relations.
2. Future personnel needs and projections.
3. Equity salary adjustments.

Dean Roden reported on spring orientation activities and invited input regarding the program.

Dean Mosbo reported that the College office has relocated to the Lewis Science Center.

Dean Lorenzi reported that the business program with Taiwan has been initially approved.

Mr. Sitz reported on spring semester enrollment as compared to 1994.

Dean Miller reported on plans to review policies related to the grading of correspondence courses.

Dr. Buchanan reported that he is working on procedures for the preparation of summer contracts.

The meeting adjourned at 3:05 p.m.

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ANTHONY D. SITZ, Secretary

COUNCIL OF DEANS  
MINUTES  
JANUARY 18, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, January 18, 1995, in the Vice President for Academic Affairs' conference room. All members were present. Vice President Berry presided.

Dr. Doug Podoll, Director of International Programs, visited the meeting to discuss issues and opportunities related to study abroad programs.

Dean Bowman moved approval of the January 11 meeting minutes. Seconded by Dean Lorenzi, the minutes were unanimously approved.

The following items were discussed:

1. Faculty Handbook issues.  
Composition of appeals committees  
Grounds for dismissal  
Types of appointments  
Promotion and tenure
2. Budget questions.
3. An optional method by which Intermediate Algebra may be offered in the summer session.

Dean Stark reported on the recent College of Arts and Letters meeting with President Thompson.

Dean Mosbo reported on a recent meeting of the Teacher Licensure Task Force Committee attended by Dr. Ed Griffin.

Mr. Sitz reported on spring semester enrollment.

Dean Bowman reported that UCA students received 12 minority scholarships out of 46 allocated in the state.

Dean McLauchlin reported on the changes in the format of the quarterly grants report.

Dr. Buchanan reported that information letters about the Rising Junior Examination will be sent to sophomore students in the near future.

The meeting adjourned at 3:00 p.m.

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ANTHONY D. SITZ  
Secretary

COUNCIL OF DEANS  
MINUTES  
JANUARY 25, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, January 25, 1995, in the Vice President for Academic Affairs' conference room. All members were present. Vice President Berry presided.

Dean Bowman moved approval of the January 18 meeting minutes. Seconded by Dean Mosbo, the minutes were unanimously approved.

Dean Roden presented the minutes of the January 17 meeting of the Undergraduate Council and moved support for the following curriculum recommendations:

COURSE REVISIONS

OTHY 4370 ORTHOTICS AND PROSTHETICS - change course title to  
OTHY 4370 EVALUATION AND TREATMENT IN PHYSICAL DISABILITIES II

PHYS 1441 - change prerequisite to MATH 1591 or corequisite with consent  
of instructor

PHYS 1410 - change prerequisite to high school trigonometry and grade of "C"  
or better in MATH 1390, or equivalent

Seconded by Dean McLauchlin, the motion passed by a unanimous vote.

NEW COURSES

CSCI 1370 - COMPUTER SCIENCE I

CSCI 1170 - COMPUTER SCIENCE I LAB

CSCI 1380 - COMPUTER SCIENCE II

CSCI 1180 - COMPUTER SCIENCE II LAB

\* CSCI 3131 - ADVANCED COMPUTER PROBLEM SOLVING

Seconded by Dean Hattlestad, the motion passed by a unanimous vote.

\*Passed with a request for additional information.

## INFORMATION ITEM

BIOL 1410 MOLECULAR AND CELLULAR PRINCIPLES OF BIOLOGY - the completion of CHEM 1301 or CHEM 1402, and high school Chemistry STRONGLY RECOMMENDED prior to enrolling in this course.

## DEGREE PROGRAM CHANGE

Dean Lorenzi moved support for a recommendation to change the title of the Associate of Applied Science degree in Administrative Services to Associate of Science degree in Business Information Systems. Seconded by Dean Hattlestad, the motion passed by a unanimous vote.

The Council of Deans discussed the following items:

1. Annual Reports
2. Equity
3. Completion of General Education Courses
4. Technical College Curriculum

Dean Stark reported on College of Arts and Letters chair searches.

Dean Bowman reported that Elaine Scott, Chair of the State Board of Education, will visit the College of Education on January 31.

Dean Lorenzi reported that AACSB will sponsor a Learning Technologies conference May 21-23, 1995, at Wake Forest University.

Dean Hattlestad reported the formation of the UCA Health Executive Advisory Team.

Ms. Helen Russell, Director of Personnel, joined the meeting at 2:30 p.m. and discussed issues relating to the re-classification of staff positions.

The meeting adjourned at 3:00 p.m.

# COUNCIL OF DEANS

## MINUTES

FEBRUARY 1, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, February 1, 1995, in the Vice President for Academic Affairs' conference room.

All members were present except Dr. Buchanan. Vice President Berry presided.

Dean Mosbo moved approval of the January 25 meeting minutes.

Seconded by Dean Bowman, the minutes were unanimously approved.

Vice President Berry reminded everyone to review the legislation pending before the General Assembly. Questions or information about any of the items should be directed to his office.

For the majority of the meeting, the Council of Deans reviewed and discussed issues and statistics relating to graduation.

Dean Roden reported the additional information about CSCI 3131 that

was requested at the January 25 meeting.

Dean Bowman announced that approximately 120 Directors of Alternative Education Centers will be meeting at UCA on Saturday, February 4th.

Dean Mosbo announced a discussion by Dr. Jeff Draves of the Chemistry Department, in the second Science and Mathematics Presentation Series on Wednesday, February 8, at 8:00 p.m. in Laney Hall Room 104.

Dean Stark reported on the status of Chair searches in the College of Arts and Letters.

Dean Miller reported on Continuing Education enrollment for the spring semester. To date 436 students are enrolled in credit courses.

The meeting adjourned at 2:20 p. m.

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ANTHONY D. SITZ, Secretary

# COUNCIL OF DEANS

## MINUTES

FEBRUARY 8, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, February 8, 1995, in the Vice President for Academic Affairs' conference room. All members were present. Vice President Berry presided.

## MINUTES

Dean Stark moved approval of the February 1 meeting minutes. Seconded by Dean Hattlestad, the minutes were unanimously approved.

## ACTION ITEMS

1. Dean McLauchlin presented the minutes of the February 2 meeting of the Graduate Council and moved support for the following Graduate Faculty recommendations:

Calline Ellis	NURS	Adjunct/FT	3 years
Arthur Lichtenstein	EMLS	Adjunct/PT	2 years
Peter Lorenzi	MGMT	Membership	Indefinite
Kathy A. Woodcock	EMLS	Adjunct/PT	3 years

Seconded by Dean Hattlestad, the motion passed by a unanimous vote.

2. Dean McLauchlin moved support for the following curricular items:

#### NEW COURSE PROPOSALS

SCI 5395 Workshop-Higher Order Thinking in Science

BIOL 5530 Experimental Molecular Biology

OTHY 6150 Independent Study in Occupational Therapy

OTHY 6250 Independent Study in Occupational Therapy

OTHY 6350 Independent Study in Occupational Therapy

Seconded by Dean Mosbo, the motion passed by a unanimous vote.

3. Dean McLauchlin moved support of a COURSE OF STUDY for the NURSE PRACTITIONER TRACK and NEW COURSE PROPOSALS.

NURS 6221 Educational Interventions in Primary Health Care

NURS 6226 Epidemiology for Primary Health Care

NURS 6230 Primary Care Practice Management

NURS 6235 Professional Role of the Nurse Practitioner

NURS 6240 Professional Role of the Clinical Nurse Specialist

NURS 6315 Health Assessment for Advanced Nursing Practice

NURS 6320 Pathophysiology for Advanced Nursing Practice

NURS 6325 Pharmacotherapeutics for Advanced Nursing Practice

NURS 6335 Interactive Processes for Advanced Nursing Practice

NURS 6521 Primary Health Care: Management of Acute Health Problems of Adults

NURS 6526 Primary Health Care: Management of Chronic and Disabling Health

Problems of Adults

NURS 6531 Residency in Primary Health Care of Adults

NURS 6143 Independent Study

NURS 6243 Independent Study

NURS 6343 Independent Study

Seconded by Dean Hattlestad, the motion passed by a unanimous vote.

4. Dean McLauchlin moved support for an additional semester in symphony.

MUS 51S4 University Symphony

Seconded by Dean Stark, the motion passed by a unanimous vote.

5. Dean McLauchlin moved support for the following BMED changes:

Current 30 hour program changed to 36 hours

Additional six hours (existing courses):

ADSE 6382 Educational Statistics

BMED 6322 Current Problems in Vocational Business and Marketing Education

An empirical-based research paper in BMED 6322 will be required in place of the current written comprehensives

Seconded by Dean Bowman, the motion passed by a unanimous vote.

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6. Dean McLauchlin moved support for the recommended COURSE OF STUDY for the PHYSICAL THERAPY DOCTORATE.

Seconded by Dean Hattlestad, the motion passed by a unanimous vote.

INFORMATION ITEM

BMED 5375 Strategies for Cooperative Education

Title change to

BMED 5375 Strategies for Cooperative Education and Apprenticeship Programs

DISCUSSION ITEMS

1. Plans for the 1995 Deans' Retreat

2. Assessment - Letters are being sent to those students who are required to take the Rising Junior Examination. Announcements about the examination are being made in classes and flyers have been placed around campus. Students may register for the test at Bernard Hall room 105 through February 24. There is no late registration, and unregistered students will not be allowed to take the exam.
  
3. Course Offerings at Non-traditional Hours

## REPORTS

Dean Mosbo reported on the search for a Chair of the Biology Department.

Mr. Sitz reported 8167 is the official enrollment for the 1995 spring semester.

Dr. Buchanan reported that he has nomination forms for the 1995 Outstanding Achievement in the Field of Information Technology award, a recognition program of the National Association of State Information Resource Executives.

The meeting adjourned at 2:25 p.m.

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ANTHONY D. SITZ

Secretary

## COUNCIL OF DEANS

### MINUTES

FEBRUARY 15, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, February 15, 1995, in the Vice President for Academic Affairs' conference room. All members were present. Vice President Berry presided.

### MINUTES

Dean Hattlestad moved approval of the February 8 meeting minutes. Seconded by Dean McLauchlin, the minutes were unanimously approved.

### DISCUSSION ITEMS

1. The promotion and tenure review procedures.
2. Budget issues.
3. A review of the February 10 Board of Trustees meeting. A decision on

equity adjustments in faculty salaries was delayed and questions were raised regarding the availability of courses offered at non-traditional times.

4. The opening of academic buildings in the mornings.

Vice President Berry expressed concern about individuals starting employment prior to the completion and approval of personnel forms. He reminded everyone that all AA3s must be processed prior to the beginning date of employment as indicated on the form.

## REPORTS

Dean Stark reported that the preliminary report had been received from the team reviewing the Art program for accreditation.

Dean Bowman reported on plans by the Part-time Faculty Committee to review procedures with department chairs and deans on March 14.

Dean Mosbo reported that the high school science workshop, sponsored by the department clubs of the college, will be held on campus February 25.

Dean Hattlestad reported that the Advanced Nurse Practice Act has passed the General Assembly and now awaits the signature of Governor Tucker.

Dean McLauchlin reported that two candidates for the Director of Continuing Education position will be visiting campus next week.

Dean Lorenzi reported that April 1 is the deadline to register for the Learning Technology program to be conducted May 21-23 at Wake Forest University.

Dean Hardin reported on progress for installation of the new library system.

Dean Miller reported an enrollment of 484 in Continuing Education credit courses for the spring semester.

The meeting adjourned at 2.05 p.m.

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ANTHONY D. SITZ

Secretary

COUNCIL OF DEANS  
MINUTES  
FEBRUARY 27, 1995

The Council of Deans met in a special called meeting at 1:30 p.m. on Monday, February 27, 1995, in the Vice President for Academic Affairs' conference room. All members were present except Deans McLaughlin and Miller. Vice President Berry presided.

MINUTES

Dean Hattlestad moved approval of the February 15 meeting minutes. Seconded by Dean Bowman, the minutes were unanimously approved.

DISCUSSION ITEMS

1. Revised Freshman Admission Policy. Dean Roden moved support for the recommendation of the Admissions Committee to raise the minimum grade point component for conditional admission from 2.5 to 2.75, effective the 1996 fall term. Seconded by Dean Hardin, the motion passed by a unanimous vote.
2. The 1995 Spring Commencement.
3. The Board of Trustees meeting on March 31.

REPORTS

Dean Roden reported on a recent steering committee meeting of academic advisors from Arkansas institutions.

Dean Mosbo announced that the high school science workshop held at UCA this past weekend was very successful and attended by approximately 250 students. He also reported on the status of the Biology Department chair search.

Dean Bowman reported about the success of the recent Teacher Fair held at UCA.

Dean Hattlestad reported on the recent meeting of the UCA Health

Care Executive Advisory Team.

Dean Hardin reported about personnel changes in the library.

Dean Lorenzi reported on the status of the China Productivity Center agreement.

Dean Stark reported on the two department chair searches currently underway in the college.

Dr. Buchanan reported that UCA's contact person at the North Central Association office has recently changed.

The regular meeting adjourned at 1:55 p.m. A review of the promotion and tenure process was conducted until 3:00 p.m.

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ANTHONY D. SITZ  
Secretary

COUNCIL OF DEANS  
MINUTES  
MARCH 8, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, March 8, 1995, in the Vice President for Academic Affairs' conference room. All members were present except Dr. Buchanan, Dean McLaughlin, and Mr. Miller. Vice President Berry presided.

Dr. Earl McGehee and Ms. Deborah Walz visited the meeting and discussed U. S. Department of Commerce Telecommunications and Information Infrastructure Assistance Program grants to increase the use of and access to the information superhighway.

MINUTES

Dean Hattlestad moved approval of the February 27 meeting minutes. Seconded by Dean Bowman, the minutes were unanimously approved.

ACTION ITEMS

Dean Roden presented the minutes of the February 21 Undergraduate Council meeting, and moved support for the following curricular items:

I. NEW COURSE PROPOSALS

GEOG 3306 REMOTE SENSING AND IMAGE INTERPRETATION  
PHIL 3380 PHILOSOPHY OF SCIENCE

Seconded by Dean Stark, the motion passed by a unanimous vote.

SOC 4343 HEALTH STRATEGIES FOR MULTICULTURAL  
POPULATIONS  
H ED 4343 HEALTH STRATEGIES FOR MULTICULTURAL  
POPULATIONS

Seconded by Dean Hattlestad, the motion passed by a unanimous vote.

II. COURSE NUMBER CHANGES

PHYS 3330 PHYSICAL GEOLOGY

PHYS 2410 APPLIED PHYSICS  
changed to  
PHYS 2301 PHYSICAL GEOLOGY  
PHYS 1405 APPLIED PHYSICS

Seconded by Dean Hattlestad, the motion passed by a unanimous vote.

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### III. BSE BUSINESS EDUCATION PROGRAM REVISIONS

#### Course Deletions

ECON 2320 PRINCIPLES OF MACROECONOMICS  
ECON 2321 PRINCIPLES OF MICROECONOMICS  
INFO 1330 INTRO TO ADMIN AUTOMATION  
INFO 3364 ADVANCED INFORMATION SYSTEMS

#### Course Additions

ADSE 4303 THE MIDDLE SCHOOL: PSYCHOLOGY, PHILOSOPHY,  
AND ORGANIZATION  
FINA 2330 PERSONAL FINANCE  
ECON 1310 MODERN POLITICAL ECONOMY

Seconded by Dean Bowman, the motion passed by a unanimous vote.

#### INFORMATION ITEM

Pending approval by President Thompson and the UCA Board of Trustees, the name of the Department of Home Economics will be changed to the Department of Family and Consumer Sciences, effective July 1, 1995.

#### DISCUSSION ITEMS

1. Graduate Assistantships.
2. Fall and spring semester calendars.

The meeting adjourned at 2:20 p.m.

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ANTHONY D. SITZ  
Secretary

COUNCIL OF DEANS  
MINUTES  
MARCH 15, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, March 15, 1995, in the Vice President for Academic Affairs' conference room. All members were present except Mr. Miller. Vice President Berry presided.

MINUTES

Dean Lorenzi moved approval of the March 8 meeting minutes. Seconded by Dean Hattlestad, the minutes were unanimously approved.

DISCUSSION ITEMS

1. Annual Reports. A group of representatives from each college may be asked to study ways to standardize the form of the annual report.
2. Summer School Registration. The classes of students who advance register, but fail to pay fees, will be canceled prior to the June 2 and July 7 registration dates.

INFORMATION ITEMS

1. The March 31 Board of Trustees meeting has been canceled.
2. The Arkansas Department of Higher Education has recently sponsored recruitment, retention, and enrollment management workshops for personnel from Arkansas two-year and technical colleges.
3. The Student Government Association has requested that consideration be given to establishing intern and co-op programs for students at UCA.

REPORTS

Dean Roden reported that an information letter has been mailed to all students on academic probation.

Dean Stark reported on the status of searches for chair positions in two departments of his college.

Dean Mosbo reported that the search for a new Biology department chair may be drawing to a close.

Dean Bowman reported on the Break the Mold grant, and also plans for implementing a school administration program in areas of west Arkansas.

Dean Hardin reported that this year's mystery dinner was another successful fund raiser for the library.

Dean Lorenzi reported on the status of searches for new faculty in his college.

Dr. Buchanan reported on student registration for the April Rising Junior Examination.

The meeting adjourned at 2:00 p.m.

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ANTHONY D. SITZ  
Secretary

COUNCIL OF DEANS  
MINUTES  
MARCH 29, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, March 29, 1995, in the Vice President for Academic Affairs' conference room. All members were present except Dean Hattlestad. Dr. Jimmy Ishee represented the College of Health and Applied Sciences. Vice President Berry presided.

MINUTES

Dean Lorenzi moved approval of the March 15 meeting minutes. Seconded by Dean Stark, the minutes were unanimously approved.

DISCUSSION ITEMS

1. Internships. The college deans will prepare a list of current intern type studies and the number of enrolled students for further discussion.
2. Faculty Handbook items relating to promotion and tenure, faculty personnel categories, make-up of committees, etc.

REPORTS

Dean Mosbo invited everyone to the College of Natural Sciences and Mathematics Student Research Symposium.

Dean Bowman reported that the College of Education will host the Governor's Academic Quiz Bowl state championship tournament on April 11.

Dean Lorenzi distributed copies of a Wall Street Journal article about the Harvard

School of Business.

Dean Hardin reported on the status of library personnel searches.

Dean Stark reported on the status of searches for department chair positions in the College of Arts and Letters.

The meeting adjourned at 2:40 p.m.

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ANTHONY D. SITZ  
Secretary

COUNCIL OF DEANS  
MINUTES  
APRIL 11, 1995

The Council of Deans met at 3:00 p.m. on Tuesday, April 11, 1995, in the Vice President for Academic Affairs' conference room. All members were present except Dean Lorenzi. Dr. James Barr represented the College of Business Administration. Vice President Berry presided.

MINUTES

Dean McLaughlin moved approval of the March 29 meeting minutes. Seconded by Dean Hardin, the minutes were unanimously approved.

UNDERGRADUATE COUNCIL

Dean Roden presented the minutes of the March 28 Undergraduate Council meeting and moved support for the following curricular recommendations:

NEW COURSE PROPOSALS

SPTA 3303      GENDER COMMUNICATION  
SPTA 3307      INTERPERSONAL COMMUNICATION  
SPTA 4301      ADVANCED SMALL GROUP PROBLEM SOLVING  
ENGL 3305      INTERMEDIATE COMPOSITION

Seconded by Dean Stark, the motion passed by a unanimous vote.

CHED 3315      SOCIAL SCIENCES/ECONOMICS IN THE ELEMENTARY  
SCHOOL

Seconded by Dean Bowman, the motion passed by a unanimous vote.

COURSE PREREQUISITES

ENGL 1310      ACT score of 19 or better in Reading and Writing, OR a  
"C" grade or better in required Transitional courses

MATH 1360      ACT score of 19 or better in Mathematics, OR a "C"  
grade or better in required Transitional course

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MATH 1390     ACT score of 19 or better in Mathematics, OR a "C"  
                  grade or better in required Transitional course

MATH 1392     ACT score of 19 or better in Mathematics, OR a "C"  
                  grade or better in required Transitional course

Seconded by Dean Bowman, the motion passed by a unanimous vote.

INFORMATION ITEMS  
COURSE TITLE CHANGES

NURS 4515     NURSING LEADERSHIP AND MANAGEMENT  
                  TO

NURS 4515     NURSING LEADERSHIP AND RESOURCE MANAGEMENT

NURS 4410     CRITICAL CARE NURSING  
                  TO

NURS 4410     NURSING MANAGEMENT OF CLIENTS

CHED 4304     LANGUAGE ARTS AND SOCIAL STUDIES IN THE  
                  ELEMENTARY SCHOOL  
                  TO

CHED 4304     LANGUAGE ARTS IN THE ELEMENTARY SCHOOL

TECH 1370     DESIGN PROCESS  
                  TO

TECH 1370     TECHNICAL DRAFTING

BMED 4375     STRATEGIES FOR COOPERATIVE EDUCATION  
                  TO

BMED 4375     STRATEGIES FOR COOPERATIVE EDUCATION AND  
                  APPRENTICESHIP PROGRAMS

DISCUSSION ITEMS

During the discussion period, Vice President Berry expressed appreciation of Senator Russ and Governor Tucker in securing equity funding for UCA. He also

stressed the effectiveness of President Thompson in working with Governor Tucker, the Legislature, and others. Productivity will continue to be a primary topic relating to budget issues, and UCA will need to continue to show progress in this area.

Other topics discussed included: (1) graduation, the length of degree programs, and the minor requirement; and (2) the advertising of courses to be offered during an intersession between the spring and summer terms, adding courses at non-traditional times, and better usage of the calendar year for instructional opportunities.

## REPORTS

Dean Mosbo reported that the State Science Fair and the Arkansas Junior Academy of Science were recently held on campus.

Dean Bowman announced that Dr. Wyatt Jones, from Harding University, will be speaking on Planning for Retirement to the Faculty Circle meeting on April 24.

Mr. Sitz reported that summer and fall schedules of classes will be distributed on campus this week. He also announced that department chairs and deans now have expanded computer capability to manage their course enrollment limits and faculty designations.

Dean Hardin reported on personnel additions to the library staff.

Dean Stark reported on the status of searches for the department chair positions in his college.

Dr. Buchanan reported on the progress of the administration of the Rising Junior Examination.

Vice President Berry reported on the recent Faculty Senate meeting.

The meeting adjourned at 3:50 p.m.

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ANTHONY D. SITZ  
Secretary

COUNCIL OF DEANS  
MINUTES  
APRIL 18, 1995

The Council of Deans met at 2:30 p.m. on Tuesday, April 18, 1995, in the Vice President for Academic Affairs' conference room. All members were present except Dean Lorenzi. Dr. James Barr represented the College of Business Administration. Vice President Berry presided. Visitors were Ms. Mathilda Hatfield, Director of Alumni, and Dr. Graham Gillis, the new Assistant Vice President for Human Resources.

Ms. Hatfield presented the plans and schedule for the 1995 Homecoming activities.

Dr. Gillis discussed general personnel issues, summer contracts, health insurance, and a possible new computer system for his office operations.

MINUTES

Dean Hattlestad moved approval of the April 11 meeting minutes. Seconded by Dean Stark, the minutes were unanimously approved.

DISCUSSION ITEMS

1. A draft agenda of the May 12 Board of Trustees meeting.
2. Preparation of a report on the 1994-1995 academic year by the Division of Public Affairs.
3. The Freshman Year Experience Committee Report. Dean Roden and Dr. Buchanan summarized the report. Discussion will continue.

The meeting adjourned at 4:00 p.m.

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ANTHONY D. SITZ  
Secretary

COUNCIL OF DEANS  
MINUTES  
APRIL 26, 1995

The Council of Deans met at 1:30 p.m., Wednesday, April 26, in the Academic Affairs Conference Room. All members were present except Dean Lorenzi, Dean Roden, and Mr. Sitz. Dr. Jim Barr represented the Dean Lorenzi, Dr. James Mainord represented Dean Roden and presented the minutes of the Undergraduate Council, and Dean Miller took the meeting minutes. Vice President Berry presided.

MINUTES

Dean Bowman moved approval of the April 19 meeting minutes. Seconded by Dean Mosbo, the minutes were unanimously approved.

GRADUATE COUNCIL

Dean McLauchlin presented the minutes of the April 20 Graduate Council meeting. He moved support of the following individuals for Graduate Faculty status:

Debbie Barnes	CHED/SPED	Adjunct/PT	2 years
Benny L. Gooden	ADSE	Adjunct/PT	2 years
Denise Johnson	CHED	Adjunct/PT	2 years
Paula D. Ladd	MKTG/MGMT	Initial	2 years
Kathleen Underwood	HIST	Adjunct/PT	1 year

Seconded by Dean Hattlestad, the motion passed by a unanimous vote.

Dean McLauchlin moved support for the following new course proposals:

BMED/EMLS	6335	COMPUTER APPLICATION SOFTWARE (replaces BMED 6329 AND EMLS 6346)
BMED	6340	ADVANCED INSTRUCTIONAL TECHNIQUES FOR TRAINERS
BMED	6350	CONCEPTS AND PRACTICES OF TRAINING AND DEVELOPMENT
BMED/EMLS	6355	PREPARING COMPUTER-BASED INSTRUCTIONAL SOFTWARE

BMED	6358	MANAGING COMPUTER TECHNOLOGY IN EDUCATIONAL SETTINGS
EMLS	6354	MULTIMEDIA
EMLS	6368	ROLE OF THE COMPUTER SPECIALIST
EMLS	6375	GLOBAL INFORMATION RESOURCES
TECH	6310	APPLIED COMPUTER TECHNOLOGY
TECH	6315	MICROCOMPUTER NETWORKING
TECH	6337	APPLIED ACADEMIC TECHNOLOGIES

Seconded by Dean Bowman. After the discussion, Dean Hardin moved to table the motion on the new course proposals. Seconded by Dean Mosbo, the motion to table was passed by a unanimous vote.

Dean McLauchlin moved support for the following course title change:

BMED	6322	CURRENT PROBLEMS IN VOCATIONAL BUSINESS AND MARKETING EDUCATION changed to
		RESEARCH STUDIES IN VOCATIONAL BUSINESS AND MARKETING EDUCATION

Seconded by Dean Hattlestad, the motion passed by a unanimous vote.

Dean McLauchlin moved support of the plan of study for a new emphasis in the master's degree in Special Education, Early Childhood Special Education. Seconded by Dean Bowman, the motion passed by a unanimous vote.

#### UNDERGRADUATE COUNCIL

Dr. Mainord presented the minutes of the April 18 meeting of the Undergraduate Council and moved support for the following new course proposals:

MUSIC	4304	HISTORY OF ROCK MUSIC
MUSIC	2150	STRING CLASS
MUSIC	2170	BRASS CLASS I
MUSIC	2171	BRASS CLASS II
MUSIC	2180	WOODWIND CLASS I
MUSIC	2181	WOODWIND CLASS II
MUSIC	2199	PERCUSSION CLASS
FREN	1301	FRENCH FOR READING KNOWLEDGE
H EC	4325	MEDICAL NUTRITION THERAPY

Seconded by Dean Hattlestad, the motion passed.

Dean Bowman moved to table the recommended prerequisite changes for Chemistry 1301, 1402, 1403, 1450, 1451, 2401, 3411, 3300, 3520, 4351, 4380, 4450, 4451, 4460, and 4530.

Seconded by Dean Hattlestad, the motion to table passed.

#### REPORTS

Deans Mosbo and Stark reported on the status of searches to fill department chair positions in their colleges.

Dean Hardin announced the filling of an administrative position in the library.

Dr. Buchanan reported on the administration of the Rising Junior Examination.

Vice President Berry reminded everyone of the June 22-23 deans retreat.

The meeting adjourned at 2:45 p.m.

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ANTHONY D. SITZ  
Secretary

## COUNCIL OF DEANS

### MINUTES

MAY 10, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, May 10, 1995, in the Vice President for Academic Affairs' conference room. All members were present. Vice President Berry presided.

### MINUTES

Dean Lorenzi moved approval of the April 26 meeting minutes. Seconded by Dean McLauchlin, the minutes were unanimously approved.

### DISCUSSION ITEMS

1. Format for Annual Reports.
2. Dean's Retreat to be held June 22 and 23.
3. University office hours.

4. Sexual harassment policy.

## REPORTS

1. Dean Stark announced that Dr. George Schuyler has accepted the chair position for the Department of History.
2. Dean Hardin reported on the status of personnel searches in the library.
3. Mr. Sitz reported on summer schedules and course offerings by other Arkansas institutions.
4. Dr. Buchanan reported that he will attend a meeting on May 17 at ADHE to discuss the first administration of the Rising Junior Examination.  
  
Representatives of ACT will be present at the meeting.

5. Dean Miller distributed a list of the activities scheduled through the Division of Continuing Education during the summer.
  
6. Dean Bowman reported that the Part-time Committee will be meeting with President Thompson in the near future.

Dean Bowman moved to remove from the table the Graduate Council new course proposals that were tabled at the April 26 Council of Deans meeting. Seconded by Dean Stark, the original motion to support the course proposals passed.

The meeting adjourned at 2:40 p.m.

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ANTHONY D. SITZ

Secretary

## COUNCIL OF DEANS

### MINUTES

JUNE 5, 1995

The Council of Deans met at 1:30 p.m. on Monday, June 5, 1995, in the Vice President for Academic Affairs' conference room. All members were present except Dean McLauchlin. Vice President Berry presided.

### MINUTES

Dean Hattlestad moved approval of the May 10 meeting minutes. Seconded by Dean Mosbo, the minutes were unanimously approved.

### DISCUSSION ITEMS

1. Procedures for the completion of AA3 forms.
2. Telephone coverage. When offices and department are unattended, arrangements should be made to transfer telephones to another area for answering.

3. Summer session registration, including May 15-June 2 Intersession enrollment and preliminary registration figures for the first summer session. Enrollment data, as compared to previous terms and years will be reviewed for further discussion.
  
4. Budget Analysis. The college deans met briefly after the conclusion of the regular meeting to further review this topic.
  
5. Council of Deans Retreat Agenda.
  
6. Evening course offerings.
  
7. Arkansas Deans Association. Vice President Berry reported on plans for the development of the fall meeting program.

## REPORTS

1. Dean Mosbo reported that the purging of unpaid summer I registrations on Thursday, June 1, greatly assisted registration in his college on Friday, June 2.
2. Dean Hattlestad reported that the Physical Therapy consultant's visit to campus was positive and productive.
3. Dr. Buchanan reported that scores from the April Rising Junior Examination have been received and UCA students appear to have done very well.

The meeting adjourned at 2:15 p.m.

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ANTHONY D. SITZ

Secretary

## COUNCIL OF DEANS

### MINUTES

JUNE 14, 1995

The Council of Deans met Wednesday, June 14, at 1:30 p.m., in the Academic Affairs Conference Room. All members were present except Tony Sitz. Dr. Douglas Grider accompanied Dean Lorenzi. Vice President Berry presided. Dean Miller kept the minutes.

### MINUTES

Dean Hattlestad moved that the minutes of the June 5 meeting be approved. Dean Hardin seconded and the motion passed unanimously.

### UNDERGRADUATE COUNCIL

Dean Roden reported on the June 12 meeting of the Undergraduate Council and moved to recommend that the University offer an Associate of Arts in General Studies degree. Dean Hattlestad seconded. Discussion followed. The motion passed unanimously.

## DISCUSSION ITEMS

1. An evening general studies program. Dean Roden circulated a proposed schedule of courses. Among the topics discussed were electives, fees, admission requirements, eligibility, courses, impact on associate degree programs, faculty assignments, and support services such as bookstore and library. Dean Roden will chair a subcommittee of college deans to refine the program proposal.
2. Library access for Continuing Education students enrolled in off-campus credit courses.

## COUNCIL OF DEANS MINUTES, JUNE 14, 1995, PAGE 2

3. Catalog review. The college deans will review the university catalog and identify courses that have not been offered in the last two years, summer II 1993 to summer I 1995, and report to Vice President Berry by July 5. The information on such courses should include the date they were last offered, course enrollment at last offering, and anticipated date these courses will be offered in the future.

4. Selective admissions programs. The college deans will identify undergraduate and graduate selective admissions programs in their respective colleges, and report the program title and admissions criteria to Vice President Berry by June 30.
  
5. Council of Deans retreat. The agenda will focus on goals, faculty and chair development, and external pressures on institutions. Vice President Berry requested that any related journal articles be provided to his office for reproduction and dissemination.

## REPORTS

Dean Lorenzi introduced Dr. Douglas Grider who will become the interim dean of the College of Business Administration on July 1.

Dean Mosbo reported on the move of his office in Lewis Sciences Center.

Dean Hardin reported on a job search in the library.

Dr. Buchanan reported on feedback from dissemination of the faculty

handbook.

Dean Hattlestad moved for adjournment. Dean Bowman seconded and the motion passed unanimously.

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ANTHONY D. SITZ, Secretary

COUNCIL OF DEANS  
MINUTES  
JUNE 21, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, June 21, 1995, in the Vice President for Academic Affairs' conference room. All members were present. Vice President Berry presided.

MINUTES

Dean Stark moved approval of the June 14 meeting minutes. Seconded by Dean Bowman, the motion passed unanimously.

DISCUSSION ITEMS

1. Faculty merit pay and suggested approaches to recognition.
2. June 22-23 Council of Deans Retreat Agenda.
3. A list of possible ways to enhance revenue and reduce expenses was reviewed. Some of the items have been accomplished, study will continue on others, and additional suggestions will be considered.
4. The state mandated merit pay plan for classified personnel. Dr. Graham Gillis visited the meeting and discussed plans for implementation of the plan.

The meeting adjourned at 3:30 p.m.

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ANTHONY D. SITZ  
Secretary

## COUNCIL OF DEANS

### MINUTES

JUNE 29, 1995

The Council of Deans met Thursday, June 29, at 1:30 p.m., in the Academic Affairs Conference Room. All members were present except Dr. McLauchlin, Dr. Grider and Mr. Sitz. Vice-President Berry presided. Dean Miller kept the minutes.

### MINUTES

Dean Hattlestad moved that the minutes of the June 21 meeting be approved.

Dean Hardin seconded and the motion passed unanimously.

### DISCUSSION ITEMS

1. Chemistry Prerequisites. Dean Mosbo reported on a proposal to change chemistry prerequisites for sequential courses. Discussion followed.

Vice-President Berry requested that Dean Mosbo find out from the Math and Physics departments if they would want to change prerequisites for their

sequential courses and how many students would be impacted if such changes were to occur.

2. Retreat Notes. Previously disseminated notes of the June 22-23 retreat were reviewed and discussed. The Council will conduct a series of half-day meetings to work on specific issues. Dr. Berry will call a meeting of college deans during the week of July 3-7 to discuss department chair development. Dr. Berry has extended an invitation to the Vice-President for Public Affairs and the Director of Admissions to discuss their future plans and projects. All members are urged to study the retreat notes.
3. Budget. Measures to enhance cost effectiveness were discussed.

4. Opening of School Addresses. Vice-President Berry invited members to submit suggestions for his and President Thompson's addresses to the faculty. He requested that these suggestions be provided not later than Friday, July 7.

Dean Hattlestad moved for adjournment. Dean Bowman seconded. The meeting adjourned at 3:20 p.m.

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ANTHONY D. SITZ

Secretary

## COUNCIL OF DEANS

### MINUTES

JULY 5, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, July 5, 1995, in the Vice President for Academic Affairs' conference room. All members were present except Dean McLauchlin. Vice President Berry presided.

### MINUTES

Dean Stark moved approval of the June 29 meeting minutes. Seconded by Dean Hattlestad, the minutes were approved unanimously.

### DISCUSSION ITEMS

1. Retreat Notes. Discussion continued from the June 29 meeting regarding general topics relating to recruitment, advising, and retention.
2. Chemistry Prerequisites. Dean Mosbo reported on the Chemistry department's proposal regarding sequential courses, and its impact on Mathematics and

Physics.

Dean Roden moved to remove the motion from the table for vote. Seconded by Dean Bowman, the recommendation from the April 18 meeting of the Undergraduate Council was defeated unanimously.

Dean Mosbo moved a substitute motion to recommend a minimum C grade requirement for the following courses, in order to move to a higher sequential course.

Chem 1301 for Chem 1402 or 1450

Chem 1402 for Chem 1403

Chem 1450 for Chem 1451

Chem 2401 for Chem 3411

Seconded by Dean Bowman, the substitute motion passed unanimously.

3. Attendance Policy Information. All course syllabi need to clearly stipulate faculty and departmental course attendance policy requirements.
4. Selective Admission Programs Requirements. Discussion will continue.
5. Telecommunications and Instructional Technology. Dean Hattlestad outlined steps some other institutions are taking in these areas, and offered possibilities which UCA may consider regarding the coordination, supervision, and delivery of instruction.

## REPORTS

Dean Roden reported on new transfer student advising.

Dean Grider reported on plans by his college to discuss the evaluation of new transfer students' credits.

Mr. Sitz reported on advance registration for fall, as compared to last year.

Dr. Buchanan reported on and distributed additional information about the classified employee merit pay plan.

The meeting adjourned at 3:10 p.m.

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ANTHONY D. SITZ

Secretary

# COUNCIL OF DEANS

## MINUTES

JULY 7, 1995

The Council of Deans met in a special session at 10:45 a.m. on Friday, July 7, 1995, in the Vice President for Academic Affairs' conference room. All members were present except Deans McLauchlin, Roden, Hardin, and Miller. Vice President Berry presided. Vice President for Public Affairs John Ward and Director of Admissions Joe Darling attended to discuss student recruitment and the role that Academic Affairs may play in that area.

Mr. Darling outlined current recruitment activities for fall, scholarship opportunities, college day programs, and travel schedules. He emphasized that better prepared freshmen, transfer, and non-traditional students represent our main draw at this time.

Mr. Ward outlined past and current admission procedures, and listed some opportunities which might be available for the future. Several recruiting strategies were discussed, including:

Increasing the number of personnel in the field.

Production of "coordinated" college information packets.

Coordinated visits by faculty, department chairs, and deans with key personnel at high schools and two-year colleges.

Market surveys to determine why students come to, stay at, and/or leave UCA.

Mr. Ward and the Public Affairs staff will develop a draft marketing plan, for further discussion by the Council of Deans.

The meeting adjourned at 11:45 a.m.

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ANTHONY D. SITZ, Secretary

COUNCIL OF DEANS  
MINUTES  
JULY 19, 1995

The Council of Deans met Wednesday, July 19, at 1:30 p.m., in the Academic Affairs Conference Room. All members were present except John Mosbo and Tony Sitz. Dean Mosbo was represented by Dr. Steve Addison. Vice President Berry presided. Dean Miller kept the minutes.

MINUTES

Dean Grider moved that the minutes of July 5 be approved. Dean Hattlestad seconded and the motion passed. Dean Bowman moved that the minutes of the July 7 meeting be approved. Dean Stark seconded and the motion passed.

DISCUSSION ITEMS

1. Three-year Pre-tenure Review. Dr. Berry stated that the University would move to institute the process in the 1995-96 academic year. He will distribute the process for comment by members of the council on how to implement. Further discussion at a later date.
2. Instructional Technology. Dr. Berry will discuss instructional technology and telecommunications needs with the president. Deans Stark and Hattlestad have provided information. Additional input was requested not later than July 21.
3. Administrators Retreat. Deans are invited to participate in the administrators retreat at Winrock International on Wednesday, August 2, from 9:30 a.m. through dinner.
4. Reassignment Notifications. Notifications will be sent from Dr. Berry to department chairs, with information copy to deans. Department chairs will notify faculty members.
5. Retention Standards Reviews. Dean Roden provided a report from the Retention Standards Committee. It will be sent to the Undergraduate Council.

6. Faulty Development. Dean Stark circulated a draft statement on tenure and promotion. Discussion followed. Members of the council will review and provide suggestions to Dean Stark.
7. Creation of Additional Item for Tenure Policy. It has been suggested that a policy be set to "stop the tenure clock" for childbirth. Discussion followed. Dr. Addison will bring and circulate a copy of a recent article on the subject which appeared in the Chronicle of Higher Education.
8. Courses Added and Deleted. An earlier requirement for college deans to provide Vice President Berry a list of courses added and dropped from the catalog was discussed. Dr. Berry clarified his requirements and requested additional information.

## DEANS REPORTS

Dean Roden circulated an application form for UCA at Night.

Dean Stark reported on the arrival of the Chair of the history department, the hiring of an art gallery director, and the search for the chair of the department of geography, political science and sociology.

Dean Bowman reported on recent state certification evaluation of the department of early childhood and special education.

Dean Grider reported on draft of accreditation report and the hiring of information technology personnel.

Dean Hattlestad reported on the appeals process for selective admissions program. Discussion followed. Suggestions on this matter should be submitted as soon as possible to Dr. Berry.

Dr. McLauchlin distributed an annual grants report.

Dean Hardin reported on removal of old air conditioning system, the plan for installing new online computer system, and the starting date for the new acquisitions system.

Dr. Addison reported on the delivery of office furniture.

Mr. Miller reported on record setting Continuing Education revenues.

Dr. Buchanan made a suggestion of revising the August 18 schedule for the pre-session orientation. It was suggested that the general faculty meeting be moved to Friday, August 18, and the academic administrators seminar be moved to Monday, August 21.

Dean Grider moved for adjournment. Dean Bowman seconded. Motion passed.

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ANTHONY D. SITZ  
Secretary

## COUNCIL OF DEANS

### MINUTES

AUGUST 4, 1995

The Council of Deans met at 1:30 p.m. on Friday, August 4, 1995, in the Vice President for Academic Affairs' conference room. All members were present except Deans McLauchlin, Hattlestad, Hardin, and Miller. Dr. Deborah Howell represented the College of Health and Applied Sciences. Vice President Berry presided.

### MINUTES

Dean Stark moved approval of the July 19 meeting minutes, seconded by Dean Grider. The minutes were unanimously approved.

### DISCUSSION ITEMS

1. Mid-Probationary Period Review of Tenure-Track Faculty. The deans reviewed the current Faculty Handbook and discussed possible procedures, time periods, progress statements, evaluation forms, etc. This topic will continue as an agenda item of a future meeting.

2. A Draft of the Academic Timetable for 1995-1996.

3. Changes in Faculty Assignments. Proper identification of the faculty assigned to courses is essential for accurate productivity reporting to ADHE. Any changes must be finalized prior to the preparation of the report at the beginning of each term.

## REPORTS

1. Dean Roden reported on progress of the UCA at Night Program

and distributed

a recently prepared brochure about the University Center for Academic Success.

2. Dean Mosbo reported on the success of the Math/Science Leadership Conference.

3. Mr. Sitz reported on preparations for beginning the fall semester.

#### COUNCIL OF DEANS MINUTES, AUGUST 4, 1995, PAGE 2

4. Dean Bowman reported on another successful Mashburn Institute. Dr.

Mashburn attended and participated in the programs. He also thanked

everyone who worked to make the minority student grant program a success.

5. Dr. Buchanan reported on the status of staff evaluation information.

The meeting adjourned at 3:00 p.m.

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ANTHONY D. SITZ

Secretary

## COUNCIL OF DEANS

### MINUTES

AUGUST 9, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, August 9, 1995, in the Vice President for Academic Affairs' conference room. All members were present except Deans McLauchlin, Hattlestad, and Hardin. Assistant Dean Jimmy Ishee represented the College of Health and Applied Sciences. Vice President Berry presided.

### MINUTES

Dean Mosbo moved approval of the August 4 meeting minutes, seconded by Dean Stark. The minutes were unanimously approved.

### DISCUSSION ITEMS

1. College of Education Major/Minor Requirements. Per a review by the Professional Education Council, a minor field of study is not required in order to qualify for teacher education certification in secondary education disciplines. In some areas, the completion of a minor may be strongly recommended for a

prospective teacher to enhance their qualifications. The other college deans are reviewing the minor field of study requirement with their departments.

Discussion will continue.

2. Budget Questions.
  
3. Stopping the Tenure Clock. Possible issues and procedures relating to the matter will continue on a future agenda.
  
4. Report on Cooperative Education.

Dr. Buchanan distributed a report detailing UCA students' performance on the Rising Junior Examination, as compared to Arkansas and National Test Averages and Norms.

The meeting adjourned at 3:40 p.m.

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ANTHONY D. SITZ

Secretary

## COUNCIL OF DEANS

### MINUTES

AUGUST 16, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, August 16, 1995, in the Vice President for Academic Affairs' conference room. All members were present except Deans McLauchlin and Grider. Assistant Dean Jim Barr represented the College of Business Administration. Vice President Berry presided.

### MINUTES

Dean Hattlestad moved approval of the August 9 meeting minutes, seconded by Dean Bowman. The minutes were unanimously approved.

### DISCUSSION ITEMS

1. Dr. Buchanan distributed copies of an employee status form from another institution, for possible consideration by UCA.
2. Dean Stark outlined issues and concerns relating to enrollments for

summer session courses and the possible impact on students that may result from course cancellations.

3. Mr. Sitz outlined the distribution schedule for fall first day class rosters.

Delivery will be made to the college deans' offices before 8:00 a.m., on Tuesday, August 22.

4. Dean Roden reviewed the UCA at Night and Associate of Arts degree programs.

## REPORTS

Dean Roden distributed information about the courses to be offered by Pulaski Technical College on campus this fall.

Dean Mosbo announced that Dr. Ken Freiley will be the interim chair of Biology while Dr. Ed Griffin is on sabbatical.

COUNCIL OF DEANS MINUTES, AUGUST 16, 1995, PAGE 2

Dean Hattlestad reported on the construction of the Harvey & Bernice Jones Center

for Families in Springdale, Arkansas. The center is designed to accommodate programs conducted by community agencies.

Mr. Sitz reported on advance registration for the fall semester, as compared to 1994.

Dean Hardin reported on the progress of obtaining depository status for the library.

Mr. Miller reported on continuing education credit courses and workshops.

The meeting adjourned at 3:00 p.m.

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ANTHONY D. SITZ

Secretary

## COUNCIL OF DEANS

### MINUTES

AUGUST 23, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, August 23, 1995, in the Vice President for Academic Affairs' conference room. All members were present except Dean McLauchlin. Vice President Berry presided.

### MINUTES

Dean Hattlestad moved approval of the August 16 meeting minutes, seconded by Dean Hardin. The minutes were unanimously approved.

### DISCUSSION ITEMS

1. The General Education Committee Report and a possible process for its review.
2. Low productivity degree programs.
3. Stopping the tenure clock. Discussion continued from a previous meeting after some additional information was received from other institutions.

## REPORTS

Dean Roden reported on enrollment in the UCA at Night program and on the status of courses to be offered at UCA by Pulaski Technical College.

Dean Bowman distributed a draft of plans to assess technology in College of Education programs.

Mr. Sitz reported on registration for the fall semester. He asked that all course faculty be properly designated before the ADHE report is prepared.

Dean Grider reported on the completion of the AACSB accreditation report.

Dr. Buchanan reported on the state requirement that all faculty be evaluated on fluency with the English language.

The meeting adjourned at 3:20 p.m.

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ANTHONY D. SITZ, Secretary

## COUNCIL OF DEANS

### MINUTES

AUGUST 30, 1995

The Council of Deans met briefly at 1:30 p.m. on Wednesday, August 30, 1995, in the Vice President for Academic Affairs' conference room. All members were present except Dean Grider. Assistant Dean Jim Barr represented the College of Business Administration. Vice President Berry welcomed Interim Graduate Dean Elaine McNiece.

### MINUTES

Dean Hattlestad moved approval of the August 23 meeting minutes, seconded by Dean Mosbo. The minutes were unanimously approved.

### DISCUSSION ITEMS

1. Beginning October 1, 1995, the National Science Foundation and the National Endowment for the Humanities will require clearly written conflict of interest policies. We may also need to develop a research misconduct policy.
2. The Instructional Development Center will present a new faculty and

professional staff seminar on Tuesday, September 5, at X period in West Commons. Deans are invited to participate.

## REPORTS

Dean Roden reported that the UCA at Night enrollment numbers approximately 112 students.

Dean Bowman distributed information about the November 18, 1995, Student Conference on Teaching to be hosted by College of Education students.

Dean Stark reported on a new art gallery exhibit and invited everyone to visit the show.

The meeting adjourned at 1:45 p.m.

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ANTHONY D. SITZ, Secretary

COUNCIL OF DEANS  
MINUTES  
SEPTEMBER 6, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, September 6, 1995, in the Vice President for Academic Affairs' conference room. All members were present. Vice President Berry presided.

MINUTES

Dean Hattlestad moved approval of the August 30 meeting minutes, seconded by Dean Stark. The minutes were unanimously approved.

DISCUSSION ITEMS

1. Minor programs of study and their relevance to requirements for graduation.
2. Low productivity degree programs.
3. Faculty Handbook issues that are still pending final resolution.
4. The Freshman Year Experience Committee Report and a process for its review.
5. Stopping the tenure clock. General Counsel, Mary Stallcup, has provided some information regarding this matter. Dean Mosbo will assist with the preparation of a draft statement for further consideration.

REPORTS

Dean Roden reported on the preparation of the schedule of courses to be offered through the UCA at Night program in the spring semester.

Dean Mosbo reported that the purging of advance registered students who did not complete the fee payment process was especially beneficial to departments in his college.

Dean Hardin reported on the addition of sculpture exhibits in the Library.

Dean McNiece reported on graduate assistantships assignments.

Dr. Berry announced the selection of Dr. Sam Buchanan as the Asstant Vice President for Academic Affairs.

The meeting adjourned at 2:50 p.m.

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ANTHONY D. SITZ, Secretary

COUNCIL OF DEANS  
MINUTES  
SEPTEMBER 13, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, September 13, 1995, in the Vice President for Academic Affairs' conference room. All members were present. Vice President Berry presided.

MINUTES

Dean Grider moved approval of the September 6 meeting minutes, seconded by Dean Hattlestad. The minutes were unanimously approved.

DISCUSSION ITEMS

1. A facility use request from an off-campus organization wishing to schedule a major production on campus.
2. A draft of an informational hand-out about tenure and promotion for applicants.
3. Faculty Handbook items.
4. Stopping the tenure clock. A draft statement is being prepared and may be ready for further discussion at the next meeting.
5. A proposed calendar for the 1996-1997 academic year.

Vice President Berry encouraged participation by new faculty in the residence halls tour.

REPORTS

Dean Roden reported on preparation of the UCA at Night course schedule for the spring.

Dean Mosbo reported on the next College of Natural Sciences and Mathematics faculty presentation.

COUNCIL OF DEANS MINUTES, September 13, 1995, Page 2

Mr. Sitz reported on preparation of the 1996 spring semester schedule of classes.

Dean Hardin reported on the addition of computers to the micro-computer lab located in the Library.

Dean Stark announced that the UCA Choir has been invited to perform at several locations in Washington, D. C., including the Washington National Cathedral.

Dean McNiece reported on the schedule to review, prepare, and publish the next Graduate Bulletin.

The meeting adjourned at 3:30 p.m.

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ANTHONY D. SITZ  
Secretary

COUNCIL OF DEANS  
MINUTES  
SEPTEMBER 20, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, September 13, 1995, in the Vice President for Academic Affairs' conference room. All members were present except Dean Bowman. Assistant Dean David Naylor represented the College of Education. Vice President Berry presided.

MINUTES

Dean Grider moved approval of the September 13 meeting minutes, seconded by Dean Stark. The minutes were unanimously approved.

DISCUSSION ITEMS

1. Registration, Orientation, and Fee Payment for the 1996 spring semester. Activities will begin on Tuesday, January 2 and conclude on Saturday, January 6. Classes will begin on Monday, January 8. Department chairs will insure that their areas are adequately staffed during this period of time to provide academic advising and course information.
2. Telephone coverage. All offices are encouraged to provide telephone coverage during normal business hours instead of the voice mail system. This will enable incoming calls to be personally answered by a member of the University staff.
3. The individual colleges will hold receptions during Parent's Day and serve refreshments. Each department will be represented. Some will set up displays and conduct tours.
4. Program Priorities for ADHE. Discussion will continue.
5. Academic Minors. Some programs have proposed the deletion of a minor as a requirement for graduation. Those proposing to delete the minor are to provide an information item to their college curriculum committee and the Undergraduate Council. The Professional Education Council must be included if the program is a BSE.

## REPORTS

Vice President Berry reported on a Board of Trustees agenda item relating to degree requirements for graduation, distributed a copy of the University's Affirmative Action goals, and asked the college deans to develop a time schedule for the tenure-track faculty mid-probationary period review process.

Dean McNiece reported on the receipt of SILO grant proposals.

Dean Mosbo reported on a system used by another institution to collect scientific course fees.

Dr. Buchanan announced the meeting of the Arkansas Deans Association on Monday, October 2.

The meeting adjourned at 3:00 p.m.

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ANTHONY D. SITZ  
Secretary

COUNCIL OF DEANS  
MINUTES  
SEPTEMBER 27, 1995

The Council of Deans met at 10:00 a.m. on Wednesday, September 27, 1995, in the Vice President for Academic Affairs' conference room. All members were present except Dean Bowman. Dr. David Naylor represented the College of Education. Vice President Berry presided.

MINUTES

Dean Hattlestad moved approval of the September 20 meeting minutes, seconded by Dean Hardin. The minutes were unanimously approved.

UNDERGRADUATE COUNCIL MINUTES

Dean Roden presented the minutes of the September 19, 1995 meeting of the Undergraduate Council and moved support for the following recommendations:

I. COURSE NUMBER CHANGE

Chemistry 1403            Physiological Chemistry II

changed to

Chemistry 2450            Physiological Chemistry II

Seconded by Dean Mosbo, the motion passed by a unanimous vote.

II. NEW COURSES

ACCT 4325            The Legal Environment of Health Care Administration

Seconded by Dean Hattlestad, the motion passed by a unanimous vote.

ART 3150            BFA Field Folio  
ART 4150            BFA Professional Orientation  
ART 4160            BFA Exhibit

Seconded by Dean Stark, the motion passed by a unanimous vote.

COUNCIL OF DEANS MINUTES, September 27, 1995, Page 2

Dean Roden moved support for the recommended retention standards policy, on the

condition that there is no conflict with the requirements of Act 969. Seconded by Dean Hattlestad, the motion passed by a unanimous vote. (Copy attached)

## GRADUATE COUNCIL MINUTES

Dean McNiece presented the minutes of the September 21, 1995 Graduate Council meeting and moved support for the following recommendations:

### I. GRADUATE FACULTY STATUS

RICKY W. BROOKS	MUS	INITIAL	2 YEARS
JEFFREY A. DRAVES	CHEM	INITIAL	2 YEARS
CHANEY FLOYD	ADSE	ADJUNCT/PT	3 YEARS
SHELIA L. JACKSON	KPED	INITIAL	2 YEARS
BARBARA MCKINNEY	AAT	ADJUNCT/PT	3 YEARS
JOHN J. MURPHY	PSYC	INITIAL	2 YEARS
WOLFGANG OESTE	MUS	ADJUNCT/FT	3 YEARS
FRANK J. SERVEDIO	KPED	INITIAL	2 YEARS
GAYLE M. SEYMOUR	ART	INITIAL	2 YEARS
LINDA SHALIK	OTHY	MEMBERSHIP	INDEFINITE
LORNA R. STRONG	KPED	ADJUNCT/FT	3 YEARS
JAMES D. SWARTZ	AAT	ADJUNCT/PT	2 YEARS
RICHARD WALKER	MUS	ADJUNCT/FT	3 YEARS
KATHRYN WHITE	OTHY	ADJUNCT/PT	3 YEARS

Seconded by Dean Hattlestad, the motion passed by a unanimous vote.

### II. NEW COURSES

ACCT 5325	The Legal Environment of Health Care Administration
PTHY 6110	Clinical Practicum: Administration
PTHY 6365	Clinical Practicum: Rehabilitation
PTHY 6370	Clinical Practicum: Specialty
PTHY 6375	Clinical Practicum: Acute
PTHY 6380	Geriatric Orthopedics

Seconded by Dean Hattlestad, the motion passed by a unanimous vote.

### III. INFORMATION ITEMS

The Departments of Psychology/Counseling and Applied Academic Technologies have recommended the elimination of the following degree programs:

MS REHABILITATION COUNSELING  
MS EMPLOYMENT COUNSELING  
EdS ADVANCED GUIDANCE COUNSELING  
EdS ADVANCED GUIDANCE SUPERVISION  
MSE LIBRARY MEDIA

Courses changing from ADSE to BMED are:

5395 Introduction to Adult Education  
5396 Methods and Techniques of Adult Education

### DISCUSSION ITEMS

1. Phi Beta Kappa. The deans will survey their faculty to identify members in order to explore the possible establishment of a chapter at UCA.
2. Tenure and Promotion. The proposed Standards and Procedures Statement has been reviewed by Mary Stallcup, Legal Counsel, who has suggested further revisions.
3. The University of Southern California academic calendar. Discussion will continue.
4. Agenda of the Chief Academic Officers meeting at ADHE. Items include existing program review, assessment, and the annual review of faculty performance.

### REPORTS

Dr. Buchanan requested information from the college deans regarding promotion decisions over the past several years.

Dean McNiece distributed a list of the 1995-96 SILO grants submitted by UCA.

Dean Stark announced that the University Choir has been invited to perform at the Kennedy Center in Washington, D. C.

The meeting adjourned at 12:10 p.m.

## RETENTION

Undergraduate and Post-baccalaureate Students. In addition to the completion of prescribed courses, students must meet established scholarship standards in order to continue in the university.

A student will be placed on academic probation whenever the semester grade point average is less than 2.000.

A student will be removed from academic probation whenever the semester grade point average equals or exceeds 2.000 and the cumulative grade point average equals or exceeds 2.000.

A student on academic probation who does not achieve a 2.000 semester grade point average and does not meet the minimum cumulative average listed below will be academically suspended.

SEM HRS.ATTEMPTED	MINIMUM CUMULATIVE G.P.A
00 - 30	1.70
31 - 59	1.85
60 OR MORE	2.00

The calculation of hours attempted will include grades A, B, C, D, F, and WF.

A first suspension will be for one calendar year.

A second suspension will be for two calendar years.

A third suspension will be permanent academic dismissal. (See the University's

## Academic Clemency Policy)

All standards with respect to retention are binding and are not, therefore, subject to appeal.

## OTHER RECOMMENDATIONS

1. Allow a maximum of 12 semester credit hours to be dropped and W grade received, within the first 24 hours of enrollment at UCA or any other institution of college or university rank.
2. Allow a student to officially withdraw from the university for the semester and receive withdrawal grades of WP or WF, as determined and reported by the faculty of the courses in which the student is enrolled.
3. Change deadline date for an eligible student to drop a course and receive a W grade to the end of the tenth week of classes (same date as that which is set for other students to drop a course with a WP, if passing). The current W drop date is one week prior to the beginning of final examinations.
4. Leave the deadline date for an official withdrawal from the university for the semester as it presently stands at one week prior to the beginning of final examinations.
5. Encourage continued attempts by the Division of Undergraduate Studies to inform and notify probationary students of their academic status and responsibilities.
6. Consider the development of suggestions, conditions, and restrictions (academic, social, etc.) to be applied during academic probation.
7. Any and all of these recommendations that are implemented should be effective beginning with the 1996 fall semester, and apply to all students who enter or re-enter UCA under the 1996-98 Bulletin.

COUNCIL OF DEANS  
MINUTES  
OCTOBER 4, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, October 4, 1995, in the Vice President for Academic Affairs' conference room. All members were present. Vice President Berry presided.

MINUTES

Dean Stark moved approval of the September 27 meeting minutes, seconded by Dean Grider. The minutes were unanimously approved.

UNDERGRADUATE COUNCIL MINUTES

Dean Roden moved to remove from the table the new course proposals not acted on at the September 27 meeting. Seconded by Dean Bowman, the motion passed by a unanimous vote. Dean Roden moved support for the following new course proposals:

- HIST 4393 THE RISE OF GERMANY, 1648-1918
- HIST 4394 GERMANY SINCE 1918
- HIST 4396 HISTORY OF GRECO-ROMAN RELIGIONS

Seconded by Dean Hattlestad, the motion passed by a unanimous vote.

GRADUATE COUNCIL MINUTES

Dean McNiece moved to remove from the table the new course proposals not acted on at the September 27 meeting. Seconded by Dean Bowman, the motion passed by a unanimous vote. Dean McNiece moved support for the following new course proposals:

- HIST 5393 THE RISE OF GERMANY, 1648-1918
- HIST 5394 GERMANY SINCE 1918

Seconded by Dean Roden, the motion passed by a unanimous vote.

## DISCUSSION ITEMS

1. The report from the Admissions Committee relating to the requirements of the College or Technical Preparation Core Curriculum, as outlined in Act 969. The Admissions Committee recommends that course deficiencies be completed through UCA's general education curriculum or appropriate related course work by the time the student enters the third year of study. Dean Hattlestad moved support for the recommendation, subject to any editorial changes. Seconded by Dean Roden, the motion passed by a unanimous vote.
2. Professional Librarians. Dean Hardin presented detailed information about their role on campus as part of the instructional and research process. Policies and procedures at some other Arkansas institutions were reviewed.

## REPORTS

Dean Roden reported on the first faculty forum to discuss the General Education Committee recommendations.

Dean Grider reported on the recent meeting of the AACSB.

Dean Mosbo reported recommendations from departments in his college to waive the minor requirements for BSE programs in the sciences.

Dean Bowman reported on consultant visits to the College of Education in November to review issues relating to faculty portfolios and technology.

Dean Hardin reported on the possibility of bond money to purchase library books.

Dean Hattlestad reported on discussions to combine some college and department activities at Homecoming into a central location.

Dr. Buchanan announced a reception for Dr. Linda Beene on October 12 in the Fireplace Room.

Vice President Berry expressed appreciation for Mr. Bill Miller's effective service as the Interim Director of Continuing Education.

The meeting adjourned at 3:00 p.m.

COUNCIL OF DEANS  
MINUTES  
OCTOBER 11, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, October 11, 1995, in the Vice President for Academic Affairs' conference room. All members were present. Vice President Berry welcomed Dr. Linda Beene, Director of Continuing Education, to the meeting.

MINUTES

Dean Grider moved approval of the October 4 meeting minutes, seconded by Dean Hattlestad. The minutes were unanimously approved.

DISCUSSION ITEMS

1. Discussion continued on the mid-probationary period review topic. Plans call for a Mid-Probationary Period Evaluation Form, now under review, to be distributed prior to the Thanksgiving break to deans, department chairs, and those undergoing evaluation.
2. Fulbright Scholarships. Vice President Berry distributed information about program opportunities.

REPORTS

Dean Roden reported on preparations for spring semester advising and registration of students who are undecided about their degree programs.

Mr. Sitz reported that the spring semester Schedule of Classes will be available for pick-up by students on Monday, October 16 at the bookstore in the student center. The schedule is also now on the Registrar's World Wide Web and can be viewed at <http://www.registrar.uca.edu>.

Dean McNiece reported that the Graduate Bulletin has been sent to the printer and delivery is expected in the near future.

Dean Stark announced that a calendar of College of Arts and Letters activities will be published monthly.

Dr. Buchanan reported that the fall Rising Junior Examination will be administered the week of November 6-11.

Dr. Beene reported on the preparation of off-campus course offerings for the spring.

The meeting adjourned at 2:35 p.m.

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ANTHONY D. SITZ  
Secretary

COUNCIL OF DEANS  
MINUTES  
OCTOBER 19, 1995

The Council of Deans met at 1:15 p.m. on Thursday, October 19, 1995, in the Torreyson Library conference room. All members were present except Deans McNiece and Grider. Dr. Michael Moore represented the College of Business Administration. Dr. Anne Patterson, Asst. Dean of the College of Arts and Letters, also attended the meeting. Vice President Berry presided.

MINUTES

Dean Bowman moved approval of the October 11 meeting minutes, seconded by Dean Mosbo. The minutes were unanimously approved.

DISCUSSION ITEMS

1. Discussion continued on the Mid-Probationary Period Evaluation Form.
2. Computer Lab Survey. Dr. Buchanan will coordinate this year's survey to identify computer resources.
3. Academic Program Priorities. Discussion continued on UCA's report to ADHE this year.

REPORTS

Dean Roden reported on the Undergraduate Council's review of the General Education Committee Report.

Dr. Buchanan reported about a survey of UCA alumni to be conducted by ADHE.

Mr. Sitz reported that he, Dean Roden, and Joe Darling were making a series of visits at 2-year institutions to discuss admission, advising, and registration services for transferring students.

Dean Hattlestad reported that the next meeting of the Health Care Executive Advisory Team will be held at UCA on October 20th.

The meeting adjourned at 2:15 p.m.

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ANTHONY D. SITZ, Secretary

COUNCIL OF DEANS  
MINUTES  
OCTOBER 25, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, October 25, 1995, in the Vice President for Academic Affairs' conference room. All members were present. Vice President Berry presided.

MINUTES

Dean Hattlestad moved approval of the October 19 meeting minutes, seconded by Dean Stark. The minutes were unanimously approved.

UNDERGRADUATE COUNCIL MINUTES

Dean Roden presented the minutes of the October 17 meeting of the Undergraduate Council and moved support for the curricular recommendations:

NEW COURSE PROPOSALS

PHYS 1402	PHYSICAL GEOLOGY
CHEM 4320	BIOCHEMISTRY
CHEM 4121	BIOCHEMISTRY LABORATORY
BIOL 4540	BASIC AND APPLIED IMMUNOLOGY

Seconded by Dean Hattlestad, the motion passed by a unanimous vote.

DISCUSSION ITEMS

1. The Council of Deans began its review of the Undergraduate Council's recommendations on the Report of the General Education Committee. Vice President Berry will call a special meeting of the Council next week to continue discussion on this matter.
2. Dean McNiece presented information related to matching funds for grants.

3. Stopping the tenure clock for faculty in certain situations. Mary Stallcup will be asked to conduct a further review of this matter.
4. Discussion continued on the Mid-Probationary Period Review Form.
5. Recent orientation programs for new faculty and how to best address their information needs. The college deans will propose a first and second year faculty member from their respective colleges to address these issues. Vice President Berry will ask Joan Pritchard to chair the discussion.
6. The deadlines for submitting agenda items for the next two Board Meetings. October 28 is the date for the November meeting, and November 3 for the one in December.

## REPORTS

Dean McNiece reported on several information items from the October 24 meeting of the Graduate Council. Professional development workshop courses offered through the College of Education will be better identified and Masters of Education degrees in English and Music will be recommended for elimination.

Dean Roden announced that a reception for Governor's Scholars will be held at X period on Tuesday, October 31.

Dean Mosbo reported that the Biology department is conducting interpretative walks through the nature reserve. Specific details will be announced in the Contact.

Dean Stark reported on upcoming critical thinking seminars and Central Arkansas Film Society screenings.

Vice President Berry announced that a memorial service for Bob McLaughlin will be held at 2:00 p.m. on Sunday, October 29, in the First Presbyterian Church. He asked for suggestions of a possible December Commencement speaker and distributed copies of a Faculty Handbook item draft.

The meeting adjourned at 4:00 p.m.

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ANTHONY D. SITZ  
Secretary

COUNCIL OF DEANS  
MINUTES  
NOVEMBER 1, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, November 1, 1995, in the Vice President for Academic Affairs' conference room. All members were present except Deans Hattlestad and Bowman. Dr. Jimmy Ishee represented the College of Health and Applied Sciences. Dr. Dave Naylor represented the College of Education. Vice President Berry presided.

MINUTES

Dean McNiece moved approval of the October 25 meeting minutes, seconded by Dean Grider. The minutes were unanimously approved.

GRADUATE COUNCIL MINUTES

Dean McNiece presented the minutes of the October 24 meeting of the Graduate Council and moved support for the following Graduate Faculty recommendations:

Kenneth C. Barnes	HIST	Membership	Indefinite
Tammy R. Benson	CHED	Initial	2 years
Lauren K. Bush	PSYC	Membership	Indefinite
Ralph Calhoun	SPED	Initial	2 years
Jay R. Curlin	ENGL	Initial	2 years
Patricia H. Draves	CHEM	Initial	2 years
Karen S. Fraser	AAT	2nd Initial	2 years
Ralph F. Gallucci	HIST	2nd Initial	2 years
Margie Gilbertson	SPTH	2nd Initial	2 years
Sarah Jerome	PTHY	Initial	2 years
Kathy McDaniel	SPTH	Adjunct/FT	3 years
Tim McInnis	SOC	2nd Initial	2 years
Mary H. Mosley	CHED	Membership	Indefinite
Dwight Pierce	PTHY	Membership	Indefinite
Kevin Rowell	PSYC	Membership	Indefinite
Robert D. Price	AAT	Adjunct/PT	3 years
Jacque Rainey	HSC	Initial	2 years
Sharon Ross	SPTH	Adjunct/FT	3 years

COUNCIL OF DEANS MINUTES, NOVEMBER 1, 1995, PAGE 2

Graduate Faculty recommendations continued

Michael W. Schaefer	ENGL	Membership	Indefinite
Hope Shastri	AAT	Initial	2 years
Belinda Shook	ADSE	Adjunct/FT	2 years
R. David Sumpter	CHED	3rd Initial	2 years
Cathy K. Urwin	HIST	Adjunct/PT	3 years
Xiaoshen Wang	MATH	Membership	Indefinite
Avram J. Zolten	PSYC	Membership	Indefinite
Rebecca Williams	ENGL	Adjunct/FT	3 years

Seconded by Dean Mosbo, the motion passed by a unanimous vote.

Dean McNiece moved support for the following new course proposals:

MUSIC	64A1-64A4
MUSIC	64P1-64P4
MUSIC	64U1-64U4
MUSIC	64V1-64V4
MUSIC	64W1-64W4

HIST	5396	History of Greco-Roman Religions
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Seconded by Dean Stark, the motion passed by a unanimous vote.

## DISCUSSION ITEMS

1. Telephone Registration. Discussion will continue at the next meeting.
2. The Freshman Year Experience Committee Report. The deans began a review of the committee's recommendations. Discussion will continue.
3. Promotional Grants. The due date will be February 3, 1996. Dean McNiece will circulate additional information.
4. Productivity Funding. The newly proposed three standards have been disseminated for reaction by the Deans, and discussion involved the relationship of the proposed standards to those currently in the statewide productivity model.
5. The Academic Year Configuration. A draft outline of possible ways to more specifically define future academic terms was circulated. Discussion will continue.

6. English Proficiency Survey. A draft sample instrument to be completed with the student evaluation of faculty was distributed. Suggestions regarding the final form should be submitted to the VPAA's office.

## REPORTS

Dean Roden reported that the reception for Governor's Scholars on October 31 was well attended.

Dean Grider reported on the recent recognition of College of Business faculty research proposals by the Southern Business Administration Association.

Dr. Naylor reported on the College of Education Instructional Technology Workshop to be held November 6.

Dr. Beene reported on her recent meeting with the College of Arts and Letters to discuss Division of Continuing Education services and opportunities. She will schedule meetings with the other colleges in the near future.

Dean McNiece distributed a draft of the announcement to be distributed about the trends regarding matching funds for grants.

Dean Stark distributed recently published research information about student development in higher education.

The meeting adjourned at 3:30 p.m.

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ANTHONY D. SITZ  
Secretary

COUNCIL OF DEANS  
MINUTES of SPECIAL MEETINGS  
NOVEMBER 3, 6, and 7, 1995

The Council of Deans met in a special meeting at 11:00 a.m. on Friday, November 3, 1995, in the Vice President for Academic Affairs' conference room to review the Report of the General Education Committee and related recommendations from the Undergraduate Council. All members were present except Dean Bowman. Dr. David Skotko represented the College of Education. Vice President Berry presided. The individual sections of the reports were considered in the following order:

**COMPOSITION.** The General Education Committee recommended that the requirement continue to be six hours, but with some flexibility of courses that could fulfill the requirement. The Undergraduate Council recommended to keep the current requirement at English 1310 and 1320, Composition I and II. Alternatives to English 1310 and 1320 were suggested and discussed. Included in the options were other composition courses, placement into a higher level sequence based on assessment, CLEP credit, and professional writing courses.

Dean Stark moved to recommend that the composition requirement continue to be six hours and that designated alternative writing courses be developed to provide flexibility in the fulfillment of three hours of the requirement. A student will complete this general education area by a two-course combination of Composition I, Composition II, and/or designated writing courses to be developed. Seconded by Dean Hattlestad, the motion passed unanimously.

**ORAL COMMUNICATION.** Both the General Education Committee and the Undergraduate Council recommended that a three-hour, activity-based communications course that focuses on the development of speaking and reasoning skills in various discursive contexts be added to the general education curriculum.

Dean Roden moved to support the recommendations. Seconded by Dean Hattlestad, the motion passed unanimously.

**MATHEMATICS.** The General Education Committee recommended three hours of College Algebra to fulfill the requirement. It also recommended that those with demonstrated proficiency in algebra be allowed to substitute Mathematics for General Education or any higher-level mathematics or computer science course. The Undergraduate Council recommended that all students be required to take three hours of college level mathematics only.

Dean Mosbo moved to recommend that the requirement be fulfilled by three hours of college level mathematics, as defined by state statutes. Students will be placed in appropriate courses based on an assessment of their level of preparation. Seconded by Dr. Skotko, the motion passed unanimously.

**U. S. HISTORY AND GOVERNMENT.** Both reports recommended that all students be required to complete three hours from the current History 2301 or 2302, American Nation I or II, or Political Science 1330, US Government and Politics.

Dean Roden moved to support the recommendations for the three hours as identified. Seconded by Dean Stark, the motion passed unanimously.

**FINE ARTS.** The General Education Committee recommended three hours of fine arts as a requirement for all students. In addition, it recommended that the Art and Music Appreciation courses be changed from 3000 to 1000 level and encouraged the development of Theater Appreciation and other suitable fine arts courses. The Undergraduate Council supported this recommendation, but set the general education fine arts courses at the 2000 level.

Dean Hattlestad moved that the Fine Arts area of general education be a three-hour requirement at either the 1000 or 2000 level, and that the area include courses in Art, Music, and Theater Appreciation. Seconded by Dean Hardin, the motion passed unanimously.

**SCIENCES.** Both reports recommended that all students take eight hours in the sciences with four hours from the physical sciences and four hours from the biological sciences. Both courses must include a laboratory.

Dean Mosbo moved to support the recommendation, with an option for the development of interdisciplinary approaches that will satisfy part or all of the sciences requirement. Seconded by Dean Hattlestad, the motion passed unanimously.

**THEMATIC SENIOR SEMINAR.** The Undergraduate Council did not support the General Education Committee recommendation to establish this area as a requirement.

Dean Roden moved to support the position of the Undergraduate Council. Seconded by Dean Grider, the motion passed 8 yes, 0 no, 1 abstain.

**HEALTH STUDIES.** The General Education Committee recommended this requirement be two hours of health studies. The Undergraduate Council recommended that students take three hours of health/physical fitness studies. Discussion included opinions and reviews of course outlines from College of Health and Applied Science departments.

Dean Hattlestad moved to recommend that the Health Studies requirement be two courses and a minimum of four hours. Seconded by Dr. Skotko, the motion failed 1 yes, 7 no.

Dean Roden moved to support the recommendation of the Undergraduate Council for three hours of health/physical fitness studies. Seconded by Dean Grider, the motion passed 7 yes, 2 no.

The remainder of the meeting was spent discussing issues related to World History, World Literature, Humanities, and Social Sciences requirements. The development of a World Cultural Traditions category that might include part or all of these areas was suggested. The number of hours to be required in the total general education curriculum was central to the discussion. The General Education Committee had recommended a forty-six hour program and the Undergraduate Council one of forty-four hours.

The meeting recessed at 3:30 p.m.

The Council of Deans resumed the special meeting at 2:30 p.m. on Monday, November 6, 1995, in the Vice President for Academic Affairs' conference room. All members were present. Vice President Berry presided.

The meeting began with a continuation of the discussion from the November 3 meeting.

Dean Stark outlined a world cultural traditions general education category that would integrate recommendations of the General Education Committee report and the Undergraduate Council about World History, World Literature, Humanities, and Social Sciences requirements.

**WORLD CULTURAL TRADITIONS.** Nine hours required.

Three hours from World History I or World History II.

Three hours from World Literature I or World Literature II.

Three hours from World History, World Literature, World Religions, or other courses that may be developed.

**HUMANITIES ELECTIVE.** Three hours, not to include courses in world religions and world literature.

**SOCIAL SCIENCES.** Six hours from two disciplines, but not to include courses in world history.

The hours required in the general education program would total forty-seven, but included would be an option for students to use major courses to satisfy general education requirements in the area of the major. Majors that require an especially great number of hours would be able to apply for an exception that, if granted, would reduce general education hours to forty-four.

Dean Stark moved this proposal for a world cultural traditions category, the humanities elective, social sciences electives, and the forty-seven hour general education program with options. Seconded by Dean Mosbo, the motion passed unanimously.

Dean Mosbo moved that all students be required to meet the nine hours required in the world cultural traditions category. Seconded by Dean Stark, the motion passed 6 yes, 1 no, 2 abstain.

Dean Hattlestad moved that flexibility be allowed in the fine arts, humanities, and social sciences categories, when exceptions are granted that reduce from 47 to 44 the number of hours required in the general education program. Seconded by Dean Bowman, the motion passed 6 yes, 1 no, 2 abstain.

The meeting recessed at 4:20 p.m.

The Council of Deans resumed the special meeting at 3:00 p.m. on Tuesday,

November 7, 1995, in the President's Board Room. All members were present. Vice President Berry presided. The additional recommendations of the General Education Committee Report were considered.

**DIRECTOR OF GENERAL EDUCATION STUDIES.** The General Education Committee recommended that the University establish such a position. The Undergraduate Council did not support the recommendation.

Dean Stark recommended that the University designate someone to coordinate and provide leadership to general education studies. Seconded by Dean Bowman, the motion passed unanimously.

**DIRECTOR OF WRITING PROGRAMS.** The General Education Committee recommended that the University create such a position. The Undergraduate Council did not support the recommendation.

Dean Hattlestad moved to defer the recommendation and take no vote at this time, since a task force has been formed to address the writing issues on campus. Seconded by Dean McNiece, the motion passed unanimously.

**GENERAL EDUCATION COMMITTEE.** The General Education Committee recommended that a standing University General Education Committee be formed. The Undergraduate Council supported the recommendation.

Dean Mosbo moved to recommend the following: the establishment of a general education committee be deferred at this time; the Undergraduate Council provide coordination and leadership for the general education program until someone is designated to assume these responsibilities; the Undergraduate Council establish this spring a schedule for the recertification of existing general education courses and the review of new course proposals after they are submitted by the appropriate departments. Once certified, courses will be subject to cyclical review based on a schedule to be determined by those charged with responsibility for the general education program. In an effort to maintain the established philosophy behind the general education curriculum recommendations, the Council of Deans encourages a cooperative effort between the department committees, General Education Committee, and the Undergraduate Council in all existing and new general education course reviews. Seconded by Dean Bowman, the motion passed unanimously.

**WRITING AND/OR SPEAKING INTENSIVE COURSES.** The General Education Committee recommended that specific courses be designated as writing and/or speaking intensive with a focus on reasoning and that each student be required to take nine hours of these courses beyond the courses used to satisfy the general education requirement. The Undergraduate Council supported the recommendation but lowered the requirement from nine to three hours.

Dean Hattlestad moved to recommend that the requirement be one writing intensive course and one speaking intensive course for a total of six hours. Seconded by Dean Stark, the motion passed unanimously.

**FACULTY DEVELOPMENT WORKSHOPS.** The General Education Committee Report recommended that faculty be encouraged to engage in workshops in the incorporation of writing, reasoning, and speaking in the classroom. The Undergraduate Council supported the continuation of such encouragement.

Dean Stark moved support for both recommendations. Seconded by Dean McNiece, the motion passed unanimously.

**COMPUTER LITERACY.** Both the General Education Committee and Undergraduate Council recommended a requirement that students demonstrate computer literacy or that they take a course designated as computer intensive.

Dean Stark moved the recommendation that all students be required to demonstrate computer literacy before graduation. Seconded by Dean Hardin, the motion passed unanimously.

**USE OF TECHNOLOGY.** Both reports recommended the encouragement of student use of appropriate technologies and adequate support by the University for such usage.

Dean Bowman moved support for the recommendation that all general education courses encourage students to use appropriate technologies and that the University provide adequate levels of support for such usage by students. Seconded by Dean Hattlestad, the motion passed unanimously.

**ALTERNATIVE COURSES.** Both reports recommended the development of alternative general education courses.

Dean Roden moved that departments be encouraged to develop alternative courses that will fulfill general education requirements. Seconded by Dean Mosbo, the motion passed unanimously.

**INTERDISCIPLINARY COURSES.** Both reports recommended the development of interdisciplinary general education courses.

Dean Grider moved support for the development of alternative, interdisciplinary courses that could satisfy general education requirements. Seconded by Dean Stark, the motion passed unanimously.

**CULTURAL MATERIALS.** Both reports recommended that general education classes incorporate relevant materials from other cultures.

Dean Hattlestad moved support for the recommendation. Seconded by Dean McNiece, the motion passed unanimously.

#### COUNCIL OF DEANS, PAGE 7

FOREIGN LANGUAGE. Both the General Education Committee and the Undergraduate Council recommended that high school students be required to complete at least two units of one foreign language for unconditional admission to UCA.

Dean Roden moved to support the recommendation that, in accordance with the provisions of Act 969, all students who graduate from high school after May 1, 1997, be required to complete at least two units of one foreign language for unconditional admission to UCA. This includes students who follow the technical core curriculum track. Seconded by Dean McNiece, the motion passed by a unanimous vote.

The meeting adjourned at 4:45 p.m.

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ANTHONY D. SITZ  
Secretary

COUNCIL OF DEANS  
MINUTES  
NOVEMBER 8, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, November 8, 1995, in the Vice President for Academic Affairs' conference room. All members were present except Deans Roden, Stark, and Mosbo. Drs. Jim Shelton and Steve Addison represented their respective colleges. Vice President Berry presided.

MINUTES

Dean McNiece moved approval of the November 1 meeting minutes, seconded by Dean Hattlestad. The minutes were unanimously approved.

DISCUSSION ITEMS

1. Freshman Year Experience Committee Report. A special meeting to review the report is tentatively scheduled for 2:30 p.m., Tuesday, November 14.
2. Deans Retreat. An on-campus retreat may be held either in December or January. It will probably be a one day meeting and held on a Friday.
3. Enrollment Trends. The college deans were requested to analyze the enrollments for the past five years in their respective colleges. Findings should be reported to Vice President Berry's office by Friday, November 17.
4. Writing Consultants Visit Schedule. Meetings will be held with the members of the Writing Task Force, the English Department, Dean Stark, and students. An open forum is also scheduled.

REPORTS

Dean Bowman reported about preparations for a Licensure for Teachers and Administrators grant that will be submitted in the near future. He also reported that the meeting about instructional technology was a success and well attended.

Dean Grider reported that the recent job fair was very successful. Fifty-five prospective employers from a wide range of occupations and companies were in attendance. There was not enough space to accommodate all of the companies who wished to attend. Another fair will be held in the spring and it will be open to all students.

Vice President Berry updated the deans on the progress being made to install a telephone registration system. Some graduate and senior students may be able to enroll via the new system next spring.

Dr. Beene distributed a draft of a newly formatted document about public service productivity.

Dr. Buchanan reported on the administration of the second rising junior examination.

The meeting adjourned at 2:00 p.m.

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ANTHONY D. SITZ  
Secretary

COUNCIL OF DEANS  
MINUTES OF SPECIAL MEETING  
NOVEMBER 14, 1995

The Council of Deans met in a special meeting at 2:30 p.m. on Tuesday, November 14, 1995, in the Torreyson Library conference room to review the Freshman Year Experience Report recommendations. All members were present except Dean Grider and Dr. Buchanan. Vice President Berry presided. The individual sections of the report were considered in the following order:

**ACADEMIC ADVISING.** The Committee's report recommends the establishment of a central advising center to handle the special needs of beginning and transfer freshman students, whether they have a declared major or are undecided about their program of study.

Dean Stark moved to recommend that undecided students be advised in a centralized setting, seconded by Dean Hattlestad. Discussion centered around options for staffing a central advising center. The motion passed by a unanimous vote.

Dean Mosbo moved to recommend that those freshman students who have declared a program of study also be advised in the central setting by faculty from the colleges of the chosen discipline. Seconded by Dean McNiece, the motion passed by a unanimous vote.

Dean Mosbo moved to recommend a renewed focus on the orientation programs for transfer students under the leadership of the Division of Undergraduate Studies, that focus to include the development of information and resources necessary to improve transfer student prospects for academic success. Seconded by Dean Hattlestad, the motion passed by unanimous vote.

**ACADEMIC TUTORING.** Dean Stark moved to support the recommendations relating to the University Center for Academic Success, Residential Instructional Program, and Tutorial Laboratories. Seconded by Dean Roden, the motion passed unanimously.

**OTHER ACADEMIC SUPPORT.** Dean Hattlestad moved to endorse the recommendations regarding the encouragement of renewed and continued support for computer laboratories and services, freshman academic scholarships, the Minority Mentorship Program, the Counseling Center, Torreyson Library, and the development of initiatives to enhance the freshman year experience. Seconded by Dean Mosbo, the motion passed unanimously.

**CURRICULUM.** Dean Bowman moved to support the recommendations of the report as related to the proposed responsibilities of the Division of Undergraduate Studies. Seconded by Dean Mosbo, the motion passed unanimously.

Dean Bowman moved to support the recommendations of the report as related to the proposed responsibilities of the academic departments. Seconded by Dean Hattlestad, the motion passed 6 yes, 1 no.

Dean Stark moved to encourage the examination of an evaluation system to insure that faculty participation in the freshman year experience is appropriately evaluated and rewarded. Seconded by Dean Hattlestad, the motion passed unanimously.

Dean Hattlestad moved to support the recommendation of the report as relates to the staffing of freshman courses and recognition of the teaching of freshman students as being as important as the delivery of instruction to upper division students. Seconded by Dean Bowman, the motion passed unanimously.

Dean Hattlestad moved to explore the possibility of the establishment of the freshman seminar as a course concept. The seminars could be designated from existing curriculum sections, be limited in enrollment, and be delivered as a seminar experience. Seconded by Dean Bowman, the motion passed unanimously.

Dean Stark moved to support the recommendation of the report about faculty load. Seconded by Dean Bowman, the motion passed unanimously.

Dean Hattlestad moved to support the recommendation of the report as relates to support for the commuter student. Seconded by Dean Bowman, the motion passed unanimously.

**COMMUNITY.** Dean Hattlestad moved for the development of fully mandatory summer and semester orientation programs with several options for fulfilling the obligation. Seconded by Dean Stark, the motion passed unanimously.

Dean Bowman moved support for the recommendation that the university consider the

establishment of a residential college, on a trial basis. Seconded by Dean Stark, the motion passed by a unanimous vote.

### COUNCIL OF DEANS, PAGE 3

COMMITTEES AND PUBLICATIONS. The report recommended the continuation of the Freshman Year Experience Committee as a re-structured body and the creation of an academic support services publication.

Dean Hattlestad moved to recommend the establishment of an interdisciplinary faculty team charged with the responsibility to continue the establishment of goals and recommendations regarding freshman programs. Seconded by Dean Bowman, the motion passed unanimously.

Dean Stark moved support for the recommendation about freshman publications, seconded by Dean Bowman. The motion passed unanimously.

Dean Stark suggested that consideration be given to the establishment of a Freshman Year Experience Advisory Board, to include student involvement. Discussion will continue on this topic.

The meeting adjourned at 5:20 p.m.

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ANTHONY D. SITZ  
Secretary

COUNCIL OF DEANS  
MINUTES  
NOVEMBER 15, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, November 15, 1995, in the Vice President for Academic Affairs' conference room. All members were present except Dr. Buchanan. Vice President Berry presided.

MINUTES

Dean Grider moved approval of the November 8 meeting minutes, seconded by Dean Hattlestad. The minutes were unanimously approved.

Dean Hattlestad moved approval of the minutes of the November 3, 6, and 7 special meetings to review the proposed general education program. Seconded by Dean Roden, the minutes were unanimously approved.

DISCUSSION ITEMS

1. The Status of Librarians. A draft statement was circulated for review. Discussion will continue.
2. Mid-Probationary Period Evaluation Form. Dean Mosbo led the continued discussion. The outline of the form will be finalized shortly and distributed to the college deans.
3. Provost Evaluation Form. Dean Bowman distributed drafts of possible evaluation forms. The deans will review and discussion will continue.

REPORTS

Dean Roden reported on advance registration activities for UCA at Night students and others who are advised through Undergraduate Studies.

Dean Bowman reported on the Student Teaching Conference to be held at 9:00 a.m. on Saturday, November 18, in Mashburn Hall.

Dean Grider reported on the recent meeting of the Southern Business Administrators Association in Washington, D. C.

Mr. Sitz reported on overall advance registration activities for the spring semester.

Dean Hardin reported that vacations, illnesses, etc., have resulted in a shifting of staff positions in the library.

Dean Stark reported on the recent meeting of the Council of Colleges of Arts and Sciences. He also announced the American Collegiate Theatre Festival to be held on center stage of the Snow Fine Arts Center.

Dean Hattlestad reported on a legal opinion that personnel recommendations may be accepted via FAX, but not e-mail.

Dean McNiece reported on the 1996 summer faculty research stipends.

Vice President Berry reported on preparations for the upcoming meeting with the writing programs consultants.

The meeting adjourned at 3:20 p.m.

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ANTHONY D. SITZ  
Secretary

COUNCIL OF DEANS  
MINUTES  
NOVEMBER 20, 1995

The Council of Deans met at 1:30 p.m. on Monday, November 20, 1995, in the Vice President for Academic Affairs' conference room of the Administration Building. All members were present except Dean Roden. Vice President Berry presided.

MINUTES

Dean Hattlestad moved approval of the November 15 meeting minutes, seconded by Dean Hardin. The minutes were unanimously approved.

Dean Grider moved approval of the minutes of the November 14 special meeting to review the Freshman Year Experience Report. Seconded by Dean Hardin, the minutes were unanimously approved.

Dean McNiece presented the minutes of the November 16 meeting of the Graduate Council and moved support for the following recommendations:

1. The sequence of courses for the Ph.D. program in School Psychology.

Seconded by Dean Hattlestad, the motion passed unanimously.

2. The endorsement of Graduate Faculty Applications.

Kathleen N. Bondy	NURS	Membership	
Kathleen DeLorenzo	NURS	Adjunct/FT	3 years
Charles Evans	MUS	Adjunct/FT	Spring 1996
Jeffrey J. Kamakahi	SOC	2nd Initial	2 years
Lauretta Koenigseder	NURS	2nd Initial	2 years
Rebecca Lancaster	NURS	2nd Initial	2 years
Kenneth Mackintosh	SOC	3rd Initial	2 years
Lani Lee Malysa	PSCI	2nd Initial	2 years
Michael L. Mathis	BIOL	2nd Initial	2 years
Patricia W. McGraw	ENGL	Adjunct/FT	3 years
John Passe-Smith	PSCI	2nd Initial	2 years
George W. Schuyler	HIST	Initial	2 years
Shelia Stroman	NURS	Adjunct/FT	3 years
S. Jan Wayland	NURS	Adjunct/FT	3 years

Seconded by Dean Hattlestad, the motion passed unanimously.

## COUNCIL OF DEANS MINUTES, NOVEMBER 20, 1995, PAGE 2

### 3. Information Item.

The course title of ADSE 6375 Organization and Administration of Early Childhood Programs is changed to Organization and Administration of Elementary Curriculum Programs.

## DISCUSSION ITEMS

1. Status of Librarians. Dean Hardin distributed a draft of librarian rank designations and possible qualifications for promotion to higher ranks. Discussion will continue.
2. Provost Evaluation Form. Discussion continued on the format for the proposed instrument.
3. Plans for a preliminary discussion about the reorganization of the College of Arts and Letters.
4. The visit by Noel-Levitz consultants and some possible questions about retention.
5. Productivity Funding Measures. Vice President Berry distributed information prepared by Dean Mosbo about proposed productivity categories in the areas of public service, research, and graduate education.
6. Use of the Art Gallery. Discussion included concerns about security and space utilization when the gallery is used for purposes other than art exhibits. The reopening of the student center in the spring term will resolve many of the concerns.

## REPORTS

Dean Stark reported that the Central Arkansas Film Society will sponsor a showing on November 27. He also indicated that a College of Arts and Letters faculty member had recommended the establishment of a list server for faculty discussion.

Dean Bowman reported on the success of the recent student conference on teaching.

Mr. Sitz reported on advance registration for the spring semester and distributed enrollment data to the college deans.

Dr. Beene reported on plans for the scheduling of activities in the student center once it is reopened.

COUNCIL OF DEANS MINUTES, NOVEMBER 20, 1995, PAGE 3

Dean McNiece distributed copies of the 1995-1997 graduate bulletin to the council members. She reported that graduate faculty appointment letters will be copied to the respective department chair and college dean.

The meeting adjourned at 3:20 p.m.

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ANTHONY D. SITZ  
Secretary

COUNCIL OF DEANS  
MINUTES  
NOVEMBER 29, 1995

The Council of Deans met at 1:30 p.m. on Wednesday, November 29, 1995, in the Vice President for Academic Affairs' conference room of the Administration Building. All members were present. Vice President Berry presided.

MINUTES

Dean Hattlestad moved approval of the November 20 meeting minutes, seconded by Dean Grider. The minutes were unanimously approved.

DISCUSSION ITEMS

1. The college deans and Dr. Beene presented brief descriptions of ideas for promotional grant proposals. Additional information will be prepared about the proposals and discussion will continue.
2. The need for a better process of adding or deleting courses and maintaining records of course approvals was suggested. Dean Roden and Mr. Sitz will work together to draft a form for tracking courses through the process.
3. A process to regularly review infrequently offered courses for possible deletion needs to be considered. Discussion will continue.
4. The transfer of the Registrar's Office to Academic Services in January raises questions about responsibilities for academic degree certification, the graduation ceremony, preparation of the schedules of classes, and coordination of the master course file. Vice President Berry and Mr. Sitz will continue to discuss these matters.
5. SILO Grants. Deborah Walz has reported that the announcement of successful projects will not be made until funding is approved through the Governor's Office.

## REPORTS

Dean Roden reported that the Division of Undergraduate Studies advised and registered approximately 950 students for the spring semester during the recent advance registration period.

Dean Bowman distributed a revision of the proposed Provost Evaluation Form.

Dr. Beene reported that a vidoconference about applying TQM in Higher Education will be presented on December 12. The College of Business will tape the program and make it available to interested individuals.

Dean Grider announced that a retirement reception for Drs. Conrad Carroll and Morris Lamberson will be held at 3:00 p.m. on Wednesday, December 6, in the Mirror Room.

Mr. Sitz distributed a schedule for preparation of the summer and fall schedules of classes. He also passed out proposals about designating the different academic terms and students accessing the new telephone registration system.

Dean Hardin reported on the use of the Torreyson Library microcomputer lab for Internet classes.

Dean Stark announced the retirement reception for Dr. Carl Redden at 2:00 p.m. on Thursday, December 7, in the Mirror Room. He reported that, with Dr. Redden's retirement at the end of the fall semester, Dr. Lawson Veasey will become the interim chair of Geography, Political Science, and Sociology. Also, Dr. Joel Pouwels will be the interim chair of Foreign Languages for the spring semester, while Dr. Brodman is on sabbatical leave.

Dean Mosbo reported that the chairs of his college are making a recommendation about minor requirements for students doing programs leading to teacher certification.

Dean McNiece distributed key spring semester dates that relate to graduate students. She also presented a new display board that was developed by Dean McLaughlin for use with graduate recruiting.

The meeting adjourned at 3:10 p.m.

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ANTHONY D. SITZ, Secretary