

Council of Deans
Minutes
January 3, 1996

The Council of Deans met at 1:30 p.m. on Wednesday, January 4, 1996, in the Provost's conference room. All members were present. Provost Berry presided.

GRADUATE COUNCIL

Dean McNiece reported on the December 14, 1995 meeting. Dean McNiece moved, Dean Hattlestad seconded, the approval of the recommendations for Graduate Faculty status for the following individuals:

Kristina Belisle MUS Initial 2 years
Cathy A. Brown FACS Adjunct/FT 2 years FACS 5150
Michael D. Ensley Mktg/Mgmt Initial 2 years
Kenneth J. Freiley BIOL Membership Indefinite
Vincent Hammond HIST 2nd Initial 2 years
Paul D. Human ADSE Adjunct/FT 2 years ADSE 6300, 6362
Paul Jensen ACCT Adjunct/FT 2 years ACCT 6314
David Kim Mktg/Mgmt Adjunct/FT Spring `96 MKTG 5352, 6350
Daniel D. Magoulick BIOL Initial 2 years
Mohamed A. Nour Mktg/Mgmt Initial 2 years
Saroj N. Runge BIOL Adjunct/PT 5 years BIOL 5360, 6101, 6102
Steven Runge BIOL 2nd Initial 2 years
William Seyfried ECON/FINA Membership Indefinite
Melissa M. Shock FACS 2nd Initial 2 years
Raymond Simon ADSE Adjunct/PT 2 years
Conrad Stanitski CHEM Membership Indefinite
Joseph P. Sweeden AAT Adjunct/PT 2 years BMED 6340,6450,5394,5395
Holly B. Tompson Mktg/Mgmt Initial 2 years
Thomas M. Walker BIOL Initial 2 years
Jaime Zambrano FLAN Adjunct/FT 2 years FLAN 5350,5395,6395,5396,
6301,6302,6396.

The motion passed unanimously.

Dean McNiece moved, seconded by Dean Hattlestad, to approve the Graduate Council endorsement of the sequence of courses for the Ph.D. program in Physical Therapy. The sequence includes the following new courses:

HSCI/PTHY	6311	Developmental Anatomy
PTHY	6116,6216	Research Seminar
PTHY	6388	Lifespan Motor Development
PTHY	6385	Teaching Practicum in Physical Therapy Education
PTHY	6113,6213,6313	Advanced Clinical Practicum
PTHY	6390	Advanced Anatomy
PTHY	7101-7901	Advanced Research in Physical Therapy.

The motion passed unanimously.

Dean McNiece moved, seconded by Dean Hattlestad, the approval of the following courses:

BIOL	5415	Evolution (Replaces Biology 5300)
CHEM	5325	Biochemistry (Replaces Biochemistry 5430)
CHEM	5126	Biochemistry Lab (Replaces Biochemistry)
ECON	5360	Health Care Economics
SPTH	6340	Neurogenics I (Replaces SPTH 6315)
SPTH	6341	Neurogenics II (Replaces SPTH 6309).

The motion passed unanimously.

COURSE DELETIONS

Provost Berry noted the need for the development of an annual process for the deletion of courses and for the reporting of those deleted courses. He appointed a task force to develop such a plan. The task force will comprise Jim Bowman, Gary Stark, Sally Roden, and Elaine McNiece, chair.

ON CAMPUS RETREAT

Provost Berry requested that the members of the Council examine their calendars with the purpose of determining the best Friday early in February for an on-campus retreat. Dr. Berry also asked for suggestions from the deans for possible agenda items. Agenda items are due to Dr. Berry by 3:00 p.m. Wednesday, January 10, 1996.

WRITING DIRECTOR

Provost Berry announced that an ad had been placed in The Chronicle for Higher Education for a new director for the university writing program. The position will have a July 1, 1996, starting date unless otherwise negotiated. Dr. Berry requested that each of the college deans submit a list of 4 or 5 names of faculty members who might serve on the search committee for this position.

DEANS REPORTS

Dean Roden noted that the group who had attended the Dallas meeting on freshman retention would like to meet with each of the college faculties. She noted that the group would like to be invited to these meetings. Dr. Roden will manage the scheduling.

Dean Roden distributed a transfer student questionnaire developed by Jamie Stone and asked for the members of the Council for feedback.

Dr. Linda Beene reported on a meeting of the state productivity committee. Dr. Beene also reported that a mission statement had been developed for the Division of Continuing Education.

Dean Bowman reported that a total of \$80,000 is expected from AACTE to develop a proposal for initial teacher and administrator licensure in Arkansas. The AACTE board of directors will be on campus Friday.

Dean Grider reported on the status of the schedule for the visiting team for AACSB. Discussion followed types of questions raised by the review of the college's self-study by AACSB.

Dr. Buchanan reported that a make-up session for the AAGE is scheduled for Saturday.

Minutes for the December 13, 1995, meeting were amended and approved. Minutes for the December 11, 1995, and December 18, 1995, were approved.

Following extensive discussion of all recommendations related to collegiate reorganization, Dean Hattlestad made the following motion:

To more effectively foster the advancement of the arts and mass communications, I move that we endorse the establishment of a College of Fine Arts & Mass Communication. This recommendation is based on the assumption that the percentage of funds assigned to academic affairs (Provost's budget) will be increased to reflect the additional costs associated with the establishment and maintenance of this new academic unit.

The motion was seconded by Dean Roden and approved by a vote of 5-yea, 2-no, 1-abstain.

The meeting adjourned at 4:00 p.m.

S.P. Buchanan
Secretary

Council of Deans
Minutes
January 10, 1996

The Council of Deans met at 1:30 p.m. on Wednesday, January 10, 1996, in the Provost's conference room. All members were present. Provost Berry presided.

Dean Stark moved (seconded by Dean Grider) to approve the minutes of January 3, 1996. They were approved with no revisions.

Provost Berry set a tentative schedule for the Council of Deans' deliberations on faculty promotion and tenure. The members were asked to mark their calendars for Friday, January 26, 1996, 11:00 am. until the end of the workday, and Monday, January 29, 1996, beginning at 1:30 p.m. until completion.

Dr. Buchanan reported on the role of the University Planning & Assessment Committee subcommittee in preparing a profile of the university. Buchanan requested the deans' assistance in obtaining supporting materials.

Dean Hattlestad initiated a discussion of the nature of the new Lecture/Clinical/Laboratory Instructor. Specific topics discussed included the date of implementation and evaluation and promotion procedures.

Dean Hattlestad led a discussion of possible teaching opportunities with North Arkansas Community College in Harrison through telecommunications.

Provost Berry asked the members of the Council their preferences as to whether to have a commencement speaker in the future. The members indicated that they would prefer not to have one.

DEANS REPORTS

Dean Roden reported the group who had attended the retention meeting in Dallas was scheduled to speak to the faculties of the College of Health and Applied Sciences at X-Period, January 14, 1995, and the College of Natural Sciences & Mathematics on January 30, 1996.

Dean Roden asked the deans to remind their department chairs to inform her office of courses to be offered this fall as part of UCA At Night.

Dean Stark announced that the Department of Higher Education staff will recommend to the SBHE that the UCA political science program be designated as excellent.

Dr. Beene asked the deans to have their department chairs think about possible off-campus credit courses that could be offered through Continuing Education.

Dean Hattlestad announced that Ms. Daves had distributed the interview schedules for the dean of COLLEGE OF BUSINESS ADMINISTRATION candidates.

Provost Berry asked that the Council members with responsibilities for writing a promotional grant proposal give him an outline and general statement of the purpose and scope of the grant proposal.

Dean McNiece reported that Dr. Walz is distributing the end of year reports for sponsored programs.

The meeting was adjourned at 2:50 p.m.

Submitted by

S.P. Buchanan, Secretary

Council of Deans
Minutes
January 17, 1996

The Council of Deans met at 1:30 p.m. on Wednesday, January 17, 1996, in the Provost's conference room. All members were present except Dr. Linda Beene. Provost Berry presided.

The minutes of the January 10, 1996, meeting were approved.

Lecturer/Clinical/Laboratory Instructor- Provost Berry announced that currently the university had 30 slots allocated to it for the lecture/clinical/laboratory instructor position. A discussion then followed as to procedures for implementing this position next fall.

Student Government Association advisor- Provost Berry asked the members to submit to his office three names of faculty members who might serve as advisors for the Student Government Association.

Faculty Handbook Issues- Provost Berry reported on the issues in the Faculty Handbook that remain to be settled.

AACSB Update- Dean Grider reported on the issues likely to be discussed by members of the visiting team from AACSB.

AAGE- Dr. Buchanan reported that the university had begun the process of canceling the registration of those students who have failed to meet their obligations to take the AAGE.

Spring Intersession-Provost Berry reported on the status of the number of proposed courses for the May intersession that have been submitted.

Deans Reports

Dean Roden reported on the scheduling for college faculty meetings of the group of faculty members who attended the Dallas meeting on retention.

Dean Bowman distributed handouts from the UCA Student Conference on Teaching.

Dean Mosbo reminded the members that Dr. Ed Griffin, following a semester's leave, had resumed his duties as chair of the Department of Biology.

Dean Stark inquired as to whether the Provost Evaluation Form might be altered to be used as a dean and chair evaluation instrument. Provost Berry suggested that each dean discuss this with the department chairs and have them discuss it with their faculty members.

Dean Hattlestad reviewed the timeline for the mid-probation tenure review.

Dean McNiece asked Dean Grider for clarification on the schedule for the visiting team for AACSB.

The meeting was adjourned at 2:25 p.m.

Respectfully submitted

Sam Buchanan, Secretary

Council of Deans
Minutes
January 24, 1996

The Council of Deans met at 1:30 p.m. on Wednesday, January 24, 1996, in the Provost's conference room. All members were present except Dean Grider. Provost Berry presided.

The minutes of the January 17, 1996, meeting were approved.

Graduate Council Minutes - Dean McNiece presented the minutes of the January 18, 1996, meeting of the Graduate Council.

McNiece moved to recommend (seconded by Dean Hattlestad) BIOL 5540, Basic and Applied Immunology. The undergraduate portion of this course had already gained approval. Motion passed unanimously.

McNiece moved to recommend (seconded by Dean Stark) HIST 5353, Inter-American Relations. The undergraduate portion of this course had already been approved by the Undergraduate Council. The motion passed unanimously.

McNiece moved to recommend (seconded by Dean Bowman) the list of applicants for graduate faculty status:

Bonnie Decker	OTHY 2nd Initial	2 years
Fred Hickling	MATH 2nd Initial	2 years
Charles Mullins	MATH 2nd Initial	2 years
Robert Turner	ADSE Adjunct/PT	2 years.

The motion passes unanimously.

Off-Campus Committee - Dr. Linda Beene reported on the results of a meeting of the ADHE Committee for Off-Campus courses. Dr. Beene identified three issues being discussed by the committee:

- (1) Defining what constitutes an off-campus course.
- (2) Determining the classification (on-campus/off-campus) of courses taught using telecommunications.
- (3) The "30-mile" rule for offering off-campus classes.

Academic Year Designations - Dr. Buchanan reported on the designations for the academic year:

Example: 1996

Winter Intersession 961

Spring Semester	962
May Intersession	963
Ten Week Summer Session	964
First Summer Session	965
Second Summer Session	966
Fall Semester	967.

President's Advisory Groups - Dr. Berry asked the college deans to send to his office the names of three or four outstanding students and the names of three or four outstanding faculty members.

AACSB - Dr. Berry reported on the visit by the AACSB team. He discussed the points where we anticipated having some problems. The team will give its recommendation at the exit interview on Thursday.

Deans' Reports

Dean Roden reported that the "Dallas group" had met with the faculty from the College of Health and Applied Sciences and would meet with the College of Natural Sciences & Mathematics on Thursday.

Dean Bowman distributed a handout announcing the Exemplary Practices in Education Lecture Series.

Dr. Beene noted that in spite of inclement weather, the enrollments in the off-campus classes were healthy.

Dean McNiece reported that she and a group of faculty would be traveling to UAM on Thursday to attend the Graduate School Fair.

McNiece also reported that response to the David Bauer workshop has been good.

McNiece led a brief discussion about faculty who donate substantial amounts of time in writing grants for extramural agencies and receiving no credit on campus. She urged the members to encourage the use of the Sponsored Programs office and Dr. Walz in the preparation of grant proposals.

The meeting was adjourned at 2:45 p.m.

Respectfully submitted,

Sam Buchanan, Secretary

Council of Deans
Minutes for February 7, 1996

The Council of Deans met at 1:30 p.m. on Wednesday, February 7, 1996, in the Provost's conference room. All members were present.

The minutes of January 31, 1996, were approved.

Undergraduate Council Minutes - Dean Roden presented the following courses for consideration by the Council:

Dean Roden moved to recommend (seconded by Dean Mosbo)

CHEM 3320, Environmental Toxicology,
PHYS 3354, Quantum Mechanics II,
CSCI 4385, Artificial Intelligence, and
CSCI 4390, Theory of Computation.

Dean Mosbo discussed the frequency with which upper division courses in the department have been offered, and the role these courses play in the fulfilling programmatic needs. Motion passed unanimously.

Dean Roden moved to recommend (seconded by Dean Stark)

HIST 3315, From Columbus to Castro: An Introduction to Latin America,
HIST 4305, Latin America Through History, Film, and Literature,
HIST 4353, Inter-American Relations.

Dean Stark discussed the staffing of these courses, and the programmatic needs that these courses will serve. Motion approved unanimously.

Dean Roden moved to recommend (seconded by Dean Stark)

SPTA 1300, Basic Oral Communication,
SPTA 2300, Theatre Appreciation,
SPTA 2311, Business and Professional Speaking,
SPTA 3301, Communication in Organizations, and
SPTA 3305, Non-verbal Communications.

Dr. Roden answered questions regarding the content, the purpose, and the staffing of these courses. Motion approved 7, 0, 1.

Dean Roden moved to recommend (seconded by Dean Hattlestad)

SPTH 4115, Clinical Practicum I,
SPTH 4116, Clinical Practicum II,
SPTH 4320, Counseling in Speech-Language Hearing Disorders.

Motion approved unanimously without discussion.

Dean Roden moved to recommend (seconded by Dean Grider) ECON 4360, Health Care Economics. The motion was approved unanimously.

Dean Roden moved to recommend the revisions in the BS in Economics. MKTG 4341 would be eliminated from the curriculum. Motion approved unanimously.

Dean Roden moved to recommend the revisions in the BA in International Trade Degree (seconded by Dean Grider). Motion approved unanimously.

Retention - Provost Berry distributed a draft of a response to the Noel-Levitz report on retention. He requested that the deans distribute and discuss the paper among their chairs. Berry suggested that we consider having an on-campus workshop for faculty and staff with Dr. Jim Carr.

Annual Report Format - Following a discussion of the recommendations of the committee to study the annual report format, the Council decided to use the new format as modified. However, this year annual reports would be submitted according to old schedules.

Deans Reports

Dean Roden announced another conference on retention in Memphis, March 25 & 26. It was agreed that if each college would pay for one participant, the provost's office would bear the cost of an additional participant from each college. The college deans were asked to submit the names of three people to Dean Roden.

Dean Roden announced that she would soon begin the on-campus search for an assistant dean.

Dr. Beene announced that 494 students had registered in 30 continuing education classes. Twelve more classes were yet to register.

Dean McNiece announced that she had received no reactions from the faculty regarding the university's interim policy on conflict of interest.

Meeting adjourned at 3:22 p.m.

Council of Deans
Minutes for February 28, 1996

The Council of Deans met at 1:30 p.m. on Wednesday, February 28, 1996, in the Provost's conference room. All members were present.

The minutes of February 21, 1996, were amended and approved.

Undergraduate Council Minutes

Dean Roden moved to recommend (seconded by Dean Hattlestad) FACS 3340 - History of Furniture I and FACS 3341 - History of Furniture II.

Motion approved unanimously.

Dean Roden moved to recommend (seconded by Hattlestad) H Ed 1320/KPED 1320 - Concepts of Lifetime Health Fitness as a new course for general education. The motion passed unanimously.

Dean Roden moved to recommend (seconded by Dean Bowman) that grades received in transitional courses not be computed in a student's GPA. The grades would continue to show on the student's transcript. The motion passed unanimously.

Dean Roden announced that ART 3300 - Art Appreciation and MUS 3300 - Music Appreciation have been renumbered ART 2300 and MUS 2300, respectively.

University Peer Group

Provost Berry led a discussion on the list of institutions compiled by Mr. McCormack and Dr. Lewis to serve as the cohort group for UCA. The discussion centered on the criteria used in the selection process and particular institutions that were accepted or rejected. The members requested that Dr. Berry request additional information from Mr. McCormack.

Summer Orientation Brochure

Dr. Berry distributed the brochure published by Hank Phelps for summer 1996 student orientation. The members were asked to communicate directly with Mr. Phelps if they had any questions or suggestions.

Deans On-Campus Retreat

Dr. Berry reminded the members that Friday, March 1, 1996, would be the on-campus retreat for

the Council of Deans. The retreat would begin at 8:30 a.m. in second floor conference room of Torreyson Library. The major topics include progress on items identified at the last retreat, ongoing efforts to improve student success rates, and planning in connection with North Central.

Deans Reports

Dean Hattlestad reported that the UCA Department of Nursing has been designated as a Center for Nursing Excellence by the US Army.

Hattlestad reminded the members of the 3 o'clock receptions for the candidates for the position of Vice President for Student Services.

Dean Bowman announced that the Executive Business Games had been held on campus and was very successful.

Dean Mosbo announced that approximately 300 high school students had attended the Science/Math High School Workshop last Saturday. Mosbo also reminded the members of the CNS&M faculty presentation series this evening. Thursday's lecture features Dr. Carl Frederickson of the physics department.

Dr. Beene announced she had had a very successful meeting with the department chairs in CNS&M.

Dean Grider announced that FBLA will meet on our campus. This organization will bring approximately 1,000 students from central Arkansas.

Dean McNiece announced that the sponsored programs homepage was running.

Respectfully submitted,

S.P. Buchanan, Secretary

Council of Deans
Minutes for April 10, 1996

The Council of Deans met at 1:30 p.m. on Wednesday, April 10, 1996, in the Provost's conference room. All members were present.

Personnel Forms - Dr. Graham Gillis explained the use of the new Personnel Action Form. He also explained that the faculty would not be receiving letters of appointment for the summer session.

Continuing faculty members would, however, receive a letter of appointment for the fall. Dr. Gillis asked that the list of faculty teaching during the intersession be sent to him by May 15, 1996, to get them on the payroll. Likewise the deadline for placing personnel on the payroll for the first summer session would be early June. Names for the Board of Trustees list of returning faculty with appropriate pay is April 19.

The minutes of the April 3, 1996, meeting were amended and approved.

Undergraduate Council Recommendations - Dean Roden asked that the two military history course proposals be taken from the table. Discussion on the merits of the proposals centered on the issues of frequency of course offerings, types and numbers of courses comprising the history curriculum, and scope of the course. The course was not recommended by a vote of 5 - 1.

Orientation - Dean Bowman reported on the continuing discussions with Student Affairs regarding the SOAR program.

Fees - Provost Berry led a discussion of student fees.

Honors - Dr. Buchanan presented the recommendations of the University Honors Council. The Council of Deans voted (motion by Dean Hattlestad, seconded by Dean Roden) 3 - 4 against the recommendation on departmental honors. The recommendation to list the separate categories in the commencement program was supported by a 5 - 2 vote (motion by Dean Hattlestad, seconded by Dean Stark). The recommendation that all honors designations be read at commencement was not supported by a unanimous vote (moved by Dean Hattlestad, seconded by Dean Bowman). The deans supported the recommendation that defined the GPA averages for University Honors (moved by Dean Roden, seconded by Dean Hattlestad). Then the Council voted to reconsider the GPA requirements for the department honors category. Dean Hattlestad moved to support the Honors Council Recommendation of departmental honors GPA requirements, seconded by Dean Stark. Motion passed.

Deans Reports

Dean Roden reported that registration at 2-year schools had resulted in 80 students registering for the fall semester.

Dean Stark reminded the Council that Friday was the DeBoer Colloquium. The topic was to be political communications.

Dean Mosbo announced the Biology department would host a nature tour of the Jewel Moore Nature Reserve.

Dr. Beene reported on a meeting with the academic chairs in the College of Education.

Dean Grider announced plans by the College of Business Administration to require all students to take the MFAT and set a minimum acceptable score.

The meeting was adjourned at 3:26.

Respectfully submitted,

S.P.Buchanan, Secretary

COUNCIL OF DEANS

May 29, 1996

The Council of Deans convened at 1:30 p.m., Wednesday, May 29, 1996, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Linda Beene, Jim Bowman, Sam Buchanan, Doug Grider, Elaine McNiece, John Mosbo, Sally Roden, and Gary Stark.

The minutes of the last Council of Deans meeting were unavailable and will be reviewed for approval at the next meeting.

Dean McNiece presented the Graduate Council Minutes of May 9, 1996. The following graduate faculty applicants were considered:

Kay Bland	AAT	Adjunct/Part Time	3 years	EMLS 6390
Paul Dickinson	MUS	Adjunct/Part Time	2 years	MUS 6320, 6301, 6302, 6305
Donna H. Foss	MATH	Membership	Indefinite	
Kirsta Glenn	ECON	Initial	2 years	
Linda Graham	SPTH	Adjunct/Full Time	2 years	SPTH 6215, 6104, 6105
Lloyd Hervey	ADSE	Adjunct/Part Time	1 year	ADSE 6375
Wanda F. Jones	AAT	Adjunct/Part Time	2 years	EMLS 6221, 6370, 6371
Dee M. Lance	SPTH	Adjunct/Full Time	2 years	SPTH 6335, 6330, 6354, 6180-6680, 6103
Jos, L. Martinez	FLAN	2nd Initial	2 years	
Sam Massey	AAT	Adjunct/Part Time	2 years	EMLS 6344
Peter J. Mehl	PHIL	Initial	2 years	Graduate Thesis Committee
Rahul Mehta	PHYS	Membership	Indefinite	
Kathleen Underwood	HIST	Adjunct/Part Time	2 years	Graduate Thesis Committee
Janet K. Wilson	SOC	Initial	2 years	

Dean McNiece moved to recommend the graduate faculty applicants. Dean Bowman seconded. The motion passed unanimously.

Dean McNiece presented the following four courses in physical therapy:

PTHY	5363	Therapeutic Agents
PTHY	5370	Pathology I
PTHY	6240	Pathology II
PTHY	6250	Medical Therapeutics in Rehabilitation

Dean McNiece moved to recommend the physical therapy courses. Dean Stark seconded. The motion passed unanimously.

The deans council discussed the possibility of creating a residential college based on recommendations made by an outside consultant. The deans agreed that establishing a residential college was a good idea but had concerns regarding timing and other issues.

Provost Berry asked the Council of Deans to revisit the Noel Levitz report. Discussion focused on student complaints about being given the "run-around." The council examined a number of possibilities to relieve the situation. The Provost indicated that the discussion would continue at future deans meetings.

The Provost asked the deans to carefully monitor course enrollments and cancel those classes not meeting minimum enrollment guidelines. He further requested that the deans examine upper division courses offered at night for the past few years.

Dean Reports:

Dean Roden reported that she, Jayme Stone, and Norma Tio would be visiting with students during New Student Orientation. Dean Roden suggested that a committee be formed to look at academic topics for future orientations. Each department has been invited to meet with advisors in order to advance accurate information for students.

Dean Bowman announced that Rose Berry has generously contributed \$5,000 to a scholarship for College of Education students. Dean Bowman also announced that Dean Hattlestad has been selected by the Conway Rotary Club as "Educator of the Year."

Dr. Beene reported that intersession went well, and enrollments are good. She will soon meet with others concerning workforce development needs as sponsored by the Governor's Workforce Cabinet.

Dr. Buchanan announced that Dean Hattlestad was attending a meeting at UAMS to discuss a collaborative grant to increase minority enrollment. Dr. Buchanan also distributed charts that report alumni outcomes survey results using comparative data for ASU and UCA. Other information will be forthcoming.

The meeting adjourned at 3:15 p.m.

Respectfully submitted,

S. P. Buchanan, Council Secretary

cd

COUNCIL OF DEANS

July 3, 1996

The Council of Deans met in regular session, 1:30 p.m., Wednesday, July 3, 1996, in the Provost's Conference Room. Provost Berry presided, and the following council members were present: Dr. Barr, Dr. Beene, Dr. Buchanan, Dean Hattlestad, Dean Mosbo, Dean Roden, Dean Stark, and Dr. Walz. Dr. Skotko attended for Dean Bowman.

Berry presented for approval the minutes of June 26. Mosbo moved approval, and Hattlestad seconded. Motion passed unanimously.

The council discussed graduation ceremonies. Berry asked for comments concerning the logistics of graduation ceremonies. Berry indicated that discussion would continue at a future meeting.

Discussion turned to bachelors degrees requiring more than 124 hours and associate degrees requiring more than 60 hours. Berry asked the deans to think about ways to bring down the number of hours in degrees. Berry stated that UCA has already reduced the number of hours in several areas. He further noted that degrees will have to be looked at closely and appropriate responses prepared in connection with legislative directive (House Resolution 1050) as well as the UCA Board of Trustees' concerns .

Berry led a discussion on the improving freshman class. The deans discussed how to attract and develop highly qualified students who are not in the honors college. Concerns will be addressed at a future meeting of the council.

Berry presented a series of calendars prepared by Academic Services. The deans were asked to respond to the provost with any concerns or comments.

The deans reopened discussion from a previous meeting concerning the possibility of a residential college. Berry stated that the first question is to determine what group should study the issue. Berry asked Roden to assemble a group drawn primarily from faculty members who attended retention conferences in Dallas or Memphis.

Berry stated that missing equipment and untimely reports were matters of serious concern. He requested that the deans look at how inventory is managed and correct any problems. He further stated that if equipment is missing and unreported, departmental budgets may be tapped to cover the cost of the missing equipment.

Berry asked the deans to consider how on-campus student internships could be used. One example would be using education majors to tutor other students.

Dean Reports:

Roden reported that freshman registrations are 189 students ahead of last year. Scholarships are also up from last year.

Stark reported that Dr. Ron Hy, Chair of the Department of Geography, Political Science, and Sociology, is now on campus.

Berry reported that Dr. David Harvey, Director of the Writing Program, began July 1.

Berry announced that he had received reports that some faculty members were unwilling to be on campus for anything but class hours and posted office hours. He asked the deans to look into the matter and report their findings.

The meeting adjourned at 2:55 p.m.

cd

COUNCIL OF DEANS

July 24, 1996

The Council of Deans met in regular session at 1:30 p.m., Wednesday, July 24, 1996, in the Library Conference Room. Bill Berry presided, and the following council members were present: Linda Beene, Jim Bowman, Sam Buchanan, Neil Hattlestad, Elaine McNiece, John Mosbo, Sally Roden, and Gary Stark. Jim Barr represented the College of Business Administration.

The minutes of July 10 were approved with editorial corrections.

Berry asked Bowman to address the agenda item concerning Professional Education Council (PEC) membership. Bowman explained the council composition as proposed by the PEC and asked the deans for input.

Concern was expressed that there may not be enough representation from areas outside the College of Education.

Bowman indicated that the membership proposal was a recommendation and could be modified as appropriate. Discussion followed.

Berry opened discussion about the state teacher licensure task force.

Bowman indicated that, at the beginning of the fall term, professional education faculty, department chairs, and deans will be invited to attend a meeting on where the state stands in terms of teacher licensure.

McNiece presented information on sponsored programs activities for the past year. Grant funding was a bit higher than last year.

This was unexpected since federal funding had been cut in some areas.

Berry applauded the achievements of the faculty who competed for grants, Dr. Deborah Walz, and the sponsored programs staff.

McNiece stated that during the next few weeks she would be sharing information she gathered while attending the Bryn Mawr Leadership

Institute. She further indicated that the institute was a valuable and enjoyable experience.

Buchanan identified potential problems associated with the process of registration confirmation. Berry announced that Tony Sitz will attend next week's deans council meeting to explain the registration/fee payment process and to answer questions about registration and other items.

Berry asked the deans to think of possibilities concerning productivity funding. Discussion will occur at a future meeting.

Hattlestad indicated that the physical therapy department has requested deletion of the baccalaureate degree in physical therapy. Students have overwhelmingly chosen the entry-level masters program in lieu of the baccalaureate program. The deans referred the request to the undergraduate council for recommendation.

Berry distributed a faculty data sheet prepared by Bowman and asked the deans to look it over and provide input.

Questions arose about the implications of various "corporate universities." Discussion followed.

Berry mentioned that staffing needs should be received in the deans' offices by August 10 and in the provost office by August 20.

Dean Reports:

Roden announced that on August 2 the advising center would hold a workshop. Mosbo indicated that it would be helpful for the deans to have an outline of the kinds of things that have been discussed.

McNiece indicated that on Thursday, August 15, there would be an orientation meeting for graduate assistants. She asked the deans to let her know if there were specific concerns that should be addressed.

The meeting adjourned at 3:30 p.m.

cd

COUNCIL OF DEANS

August 7, 1996

The Council of Deans met in regular session at 1:30 p.m., Wednesday, August 7, 1996, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Linda Beene, Jim Bowman, Sam Buchanan, Neil Hattlestad, Elaine McNiece, John Mosbo, Sally Roden, and Gary Stark. Jim Barr represented the College of Business Administration.

Berry introduced Dr. David Harvey, director of the university writing program, and asked him to talk about plans for the writing program. He informed the deans that one change would be freshman composition (ENGL 1310 and 1320) transferring to the writing program under the prefix, "WRTG." He stated that technical writing will be available in spring 1997, and he would like to see a junior level advanced composition course developed. Discussion continued until 2:30 p.m., at which time Harvey left and the regular session began.

The Council of Deans minutes of July 31, 1996, were approved.

Roden presented the following action items from the July 30 minutes of the Undergraduate Council:

Roden moved and Stark seconded recommendation of the following new courses: ART 3365 "Women in Art," and ENGL 3315 "Gender and Language." Motion passed unanimously.

Roden moved and Hattlestad seconded recommendation of the following new courses: OTHY 4310 "Assistive Technology," SPED 4310 "Assistive Technology," SPTH 4310 "Assistive Technology." Motion passed unanimously.

Roden moved and Hattlestad seconded recommendation of the following new courses: PTHY 2205 "Therapeutic Procedures for Assistants," PTHY 2215 "Therapeutic Agents for Assistants," PTHY 4205 "Therapeutic Procedures," PTHY 4363 "Therapeutic Agents," and PTHY 4370 "Pathology." After discussion, the motion passed unanimously.

Roden moved and Stark seconded recommendation of the revision of minors in speech and in theatre and the creation of minors in Asian studies, gender studies, and Latin American studies. Following discussion, the motion passed unanimously.

Roden moved and Bowman seconded recommendation of EDUC 3310 "Applied Learning." The three-hour course will replace two three-hour courses in the teacher education core curriculum. All teacher programs except special education will be

reduced by three hours. Motion passed unanimously.

Roden presented the following information items from the UC minutes:

deletion of the BME degree in music,

title change from EDUC 1210 "Education Profession" to EDUC 1210 "Introduction to Education and Reflective Teaching,"

INFO 1343 "Information Processing and Analysis" replaces INFO 1341 and INFO 1342,

Replace INFO 2310 "Desktop Publishing" as a required course for BMED majors with INFO 3364 "Advanced Information Processing" as a required course for BMED majors.

Berry presented for discussion a proposal from Frank Adams of Cossatot Technical College. Adams has recommended to the Arkansas Higher Education Council that students who are suspended from one institution be allowed to attend another institution during the suspension period. If a student successfully completes twelve hours, that student could then return to the original institution and be allowed to transfer those hours. The deans agreed that the proposal would negate the current UCA suspension policy. They further agreed that suspended students need time away from school to take care of situations that are affecting their grades and/or to develop greater commitment to their education.

Berry reminded the deans of new student orientation activities set for Saturday, August 17, and asked for volunteers for F.A.S.T. Movers.

Berry asked the deans for input on two items: (1) the possibility of coordinators for combined departments, and (2) student membership on search committees. Discussion followed.

Berry announced that Dr. Joe Horton, Dean of the School of Management at the University of Scranton, has accepted the position of Dean of the College of Business Administration and will be on campus on or about September 3.

Dean Reports:

Roden reported that the advising retreat was successful. She further announced that UCA at Night would continue to be scheduled through undergraduate studies this fall, even though the program has been transferred to continuing education. Roden needs the names of those tenured or adjunct faculty members who will be teaching the courses. To date, freshman registration is up 233 students, and the average ACT score stands at just under 23.

Bowman announced that professional education faculty have been invited to a meeting on teacher licensure. He asked the deans to encourage department chairs to attend.

Beene distributed an article that appeared in Arkansas Business Week. She announced that a search has begun for a coordinator of credit courses.

Mosbo requested that discussion begin soon on possible ideas for promotional grants. Berry agreed and stated that it would be an agenda item for the next meeting.

Stark reported that the College of Liberal Arts will send two advisors to the advising center.

Buchanan announced that there will be a make-up session of the Rising Junior Examination (AAGE) Saturday, August 10, in the Student Center ballroom. Buchanan also stated that the provost's office has had a complaint from a student about a faculty member not monitoring a class examination. He stated that faculty need to be encouraged to be available during examinations in case questions arise.

The regular session paused to allow Vice President McCormack to address the group. McCormack indicated that, due to the new fee payment procedures and a higher than normal percentage of students who did not confirm registration, purging of records would not take place as early as it has in the past. Until the system has been in operation for a few years, there will be problems. Faculty and staff need to be careful and not give students incorrect information -- things have changed.

McCormack left, and the regular session continued. Berry and Hattlestad excused themselves to attend another meeting. Buchanan reminded the deans of the Board of Trustees meeting and commencement exercises scheduled for Friday, August 9.

The meeting adjourned at 3:45 p.m.

cd