

**COUNCIL OF DEANS**  
**September 1, 2004**

The Council of Deans met in regular session at 9:00 a.m., Wednesday, September 1, 2004, in the Provost's Conference Room. Gabriel Esteban presided, and the following council members were present: Sam Buchanan, Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Sally Roden, David Skotko, and Ron Toll.

The COD minutes of August 25 were approved as amended.

Hattlestad distributed a suggested faculty performance survey form and asked the deans to provide feedback to him. He also asked other college deans to share their forms with the group.

Esteban: (1) reminded the deans of deadlines for different projects; (2) announced that IDC workshops on promotion and tenure will be held September 13 and 14; (3) asked deans to keep three-year programs in mind when planning summer schedules; (4) stated that visitors from Mysore, India, will be on campus later today; (5) informed the deans that enrollment is at 10,062; (6) stated that the /Faculty Handbook/committee will start meeting this fall; (7) said that position requests for replacements have gone forward — new position requests are on hold; (8) informed the deans that the Academic Council of Department Chairs meets next week; (9) reminded the deans of donuts and coffee next Tuesday; (10) discussed recent reports of racial slurs — the COD recommended that an office of diversity be developed to handle such matters; (11) shared information about recent inquiries of sabbatical leaves.

**Dean Reports**

Buchanan: (1) reported on the status of faculty evaluations from spring; (2) asked for suggestions for panel members for the promotion and tenure workshops; (3) discussed the possibility of reviving a series of workshops on using software.

Lee: (1) announced that Bob Dole will be speaking at the Little Rock Convention Center on February 18; (2) reported that the Political Science Department is organizing a debate between Young Democrats and Young Republicans; (3) announced that Bharati Mukherjee will do a public reading February 10 in conjunction with the East/West Center.

Skotko discussed an agreement with Mid-South Community College in West Memphis and the possibility of future opportunities for faculty. He asked deans to share the information with their department chairs.

McNiece: (1) expressed appreciation to Skotko, Joe Arn, Jeff Whittingham, Judy Harris, and Stephanie Huffman for their help in increasing graduate enrollment; (2) stated that she would be meeting with Scott Grider of Combs and Company to discuss strategies for marketing graduate programs; (3) informed the deans of a Thanksgiving potluck being planned for international students and shared information about Phi Beta Delta, an international honors organization.

Hattlestad discussed ranks for the promotion of clinical faculty.

Potter reported that the college recently hosted a luncheon for the Arkansas Symphony Board.

Roden distributed lists of students on academic probation and suspension and discussed special workshops the students will be required to attend. She asked the deans to talk to chairs about developing programs to help at-risk students. The possibility of a general education baccalaureate degree was briefly discussed.

Following a motion by Potter and second by Skotko, the meeting adjourned at 10:30.

csd

## **COUNCIL OF DEANS**

October 27, 2004

The Council of Deans met in regular session at 9:00 a.m., Wednesday, October 27, 2004, in the Provost's Conference Room. Gabriel Esteban presided, and the following council members were present: Sam Buchanan, Elaine McNiece, Rollin Potter, Ron Toll, and Sally Roden. Neil Hattlestad, Maurice Lee, David Skotko and Pat Cantrell were absent. Neil Hattlestad was represented by Jacquie Rainey, Maurice Lee was represented by Peter Mehl, David Skotko was represented by Michael Scoles, and Pat Cantrell was represented by Joe Cangelosi.

Council of Deans minutes of September 15, 2004, September 29, 2004 and October 6, 2004 were approved.

Graduate Council minutes of October 21, 2004 were approved.

### **Graduate Faculty Applications**

Sun, Yu                      CSCI   3 years   CSCI 5191, 5300, 5320, 6330, 6350, 7355, 6370, 6390

Wang, Haiyan                MATH 3 years   Math 5305, 5306, 6370, 6342

A motion to approved the Graduate Faculty Applications was made by McNiece and second by Roden. Passed unanimously.

### **Graduate Staffing Plan**

Speech-Language Pathology Staffing Plan

A motion to approved the Graduate Staffing Plan for Speech-Language Pathology was made by McNiece and second by Rainey. Passed unanimously.

### **New Course Proposal**

**HSC                      5320                      Health Promotion Interventions**

A motion to approve the New Course Proposal was mde by McNiece and second by Rainey. Passed unanimously.

McNiece distributed a spreadsheet of summer session projections. Any revisions are due by November 10, 2004.

McNiece outlined faculty compensation for study/travel abroad courses through International Programs.

Esteban: 1/ reminded the council of deadlines for submission of items for the Board of Trustees meetings; 2/ announced future dates for ADHE notifications; 3/ announced that the Masters in

Education had been approved by ADHE; 4/ appointed Pat Cantrell to the Budget Advisory Committee; 5/ announced that it is possible that UCA may receive some funding from the Arkansas State Legislature; and 6/ distributed information from the College Bowl and CUR.

Mehl announced that the department chairs in the College of Liberal Arts had asked about the possible changes for faculty in research tracks.

McNiece announced that items for the November meeting of the Graduate Council are due by November 10, 2004.

Roden: 1/ announced that there were still some students who have not provided their health records; and 2/ distributed the Evaluation of Academic Advising surveys.

Esteban announced that the Internal Auditor is concerned about faculty selling books to booksellers and that UCA has a no solicitation policy.

Following a motion by Potter and second by Cangelosi, the meeting adjourned at 10:00 a.m.

lh

# **COUNCIL OF DEANS**

**November 17, 2004**

The Council of Deans met in regular session at 9:00 a.m., Wednesday, November 17, 2004, in the Provost's Conference Room. Gabriel Esteban presided, and the following council members were present: Sam Buchanan, Pat Cantrell, Neil Hattlestad, Maurice Lee, Rollin Potter, Sally Roden, David Skotko, and Ron Toll. Kim Bradford represented Elaine McNiece.

The COD minutes of November 10 were approved as circulated.

Roden shared an academic advising survey and discussed the importance of having such instruments to measure advising effectiveness. Esteban stated that departments will monitor advising effectiveness for the immediate future, but that in the long term some university-wide evaluation of advising would be useful.

Roden requested assistance from the deans in assignment of advisors for students changing majors. Discussion followed. The COD suggested that Esteban bring the topic up with the Academic Council of Department Chairs in January.

Esteban: (1) shared information from the Governor regarding an award for health educators; (2) told deans a final list of volunteers for Clinton Presidential Library events had been sent; (3) discussed faculty senate views regarding office hour requirements; (4) asked deans to encourage chairs to share information with faculty; (5) discussed a time line for student evaluations of faculty and asked deans to provide information to the provost's office by December 3.

## Dean Reports

Buchanan: (1) distributed material from Deborah Walz offering advice on specific things grant reviewers look for in proposals; (2) reported on a recent meeting at ADHE about uniform transferability of courses.

Cantrell: (1) discussed a problem with smokers on the BBA balcony overlooking the technology plaza; (2) invited deans to attend an awards ceremony for College of Business faculty.

Lee: (1) invited deans to visit a demonstration in conjunction with GIS Day; (2) reported that enough students have completed the GIS certificate program to warrant a ceremony; (3) announced that Sondra Gordy won a \$25,000 grant from the Arkansas Humanities Council, the largest grant the organization awards.

Skotko discussed insurance issues.

Potter informed the deans of an exceptional art exhibit at the Arkansas Arts Center, showing in conjunction with the opening of the Clinton Library. The exhibit shows art that has hung at the White House under different presidents and will be at the center until January.

Toll shared information about a vendor that can provide projector bulbs at lower prices. He also discussed problems with security cables that had been purchased.

Roden reminded everyone that Clinton Presidential Library opening events will be on the big screen at the technology plaza tomorrow.

The meeting adjourned at 10:25 a.m.

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