

Council of Deans
7/2/2014

The Council of Deans met in regular session at 9:09 a.m. on Wednesday, July 2, 2014. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Jane Ann Williams, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, and Laura Young.

1. The CoD minutes of June 25, 2014, were approved by a vote of 8-0. S. Bellar and J. Ishee abstained because they were not present at the June 25th meeting. Following approval of the minutes, Council members reconsidered the procedure for extending an offer letter to candidates. It was decided that the Provost's office will, in the future, send offer letters *either* electronically or by mail, rather than both.
2. K. Boniecki addressed Undergraduate Council item, MUS 1000. The motion to approve this proposal was tabled at the April 25, 2014 CoD meeting for the purpose of adding additional language to the Undergraduate Bulletin. The requested language was reviewed by the Council of Deans as an information item on June 25, 2014, and J. Glenn made a motion to remove the motion from the table. T. Wright seconded the motion. The motion to approve the proposal was approved unanimously.
3. S. Runge distributed a handout of newly revised Title IX syllabi language provided by Associate General Counsel Kandi Hughes. Discussion followed. The new language will be required on all future course syllabi and will be posted on the Academic Affairs website.
4. J.A. Williams informed council members that 20 teachers from Anhui Normal University, a partner university in China, will be here in August to receive educator training through the College of Education. Anhui Normal University is paying for the training, and the funds will be used for COE faculty travel and conference events.
5. S. Runge advised council members that Director of Institutional Research, Amber Hall, has provided data showing the university is up 106 students overall, but down 142 FTE as of today. Admissions and Advising staff are working diligently on recruiting incoming freshmen, transfer students, and continuing students who have not yet registered.
6. S. Runge provided a summary handout of the 2014 accomplishments of goals established at the 2013 CoD Retreat. This information was prepared from the discussion at the CoD retreat this May and will go in the booklet that is provided to faculty at the General Faculty Meeting in August. Work has begun on putting together a full summary of the retreat and will be provided to Deans once complete. Discussion followed.
7. S. Addison reported that the university's first Cyber Discovery Camp was held this past week. Consultants from Louisiana Tech were here and were very pleased with the camp. They indicated that UCA may be considered for providing a pilot of the Cyber 2.0 Camp, which focuses on gathering information. Montana Williams, head of educational efforts for the U.S.

Department of Homeland Security was here as well. Mr. Williams told S. Addison that the university had “hit a homerun;” and he plans to report this back to the Department of Homeland Security. He indicated that there is a great demand for employees in the cyber security field because of the shortage of programs and trained people. S. Addison said that he plans to start a discussion soon regarding the possibility of a Cyber Security program at UCA in the future. Discussion followed.

8. S. Runge provided a handout of position requests in Academic Affairs for fall 2014. Deans were asked to look at their college’s requests and make sure any changes requested were accurately reflected in the document. S. Runge said that after making the requested changes, the over-budget amount decreased from 2.6 million to 2.26 million. The position requests will need to be pared down further to stay within budget. Deans were asked identify any requested positions that are not critical at this time. L. Young stated that if all new positions were removed from the list, the over-budget amount would decrease from 2.6 million to \$166,000. S. Runge provided council members with a handout with SSCH and FTE data by department. This data is to be used to help identify the level of growth within the departments and justify the need for the new positions requested. The deans and Associate Provost’s discussed the proposed positions.

9. Provost’s Announcements

- a. The first round of interviews for the 10 advisor positions is complete. J.A. Williams asked the deans to provide her with the name of the person within their respective colleges that they wish to take part in the next round of interviews. The names should be provided via email, with a copy to Interim Director of Admissions/Director of Academic Advising Center, Leigh Ann Denhartog. Leigh Ann will set up the interviews. Discussion followed.
- b. The 2014 Faculty Handbook is now available on the Academic Affairs website.
- c. S. Runge met with the Faculty Senate Executive Committee (FSEC) to discuss the limit of a 2-inch binder for promotion/tenure/advancement application materials, and the keeping of all other supplemental documentation within the departments to be available upon request. Discussion followed. He also discussed the structure of faculty senate committees with the FSEC. The structure of the committees is posted on the Faculty Senate website and in the Faculty Handbook, but many times they have differing versions. The FSEC plans to make a request to the Faculty Handbook Committee that the committee structures be removed from the Faculty Handbook. Discussion followed.
- d. There will be a meeting today to discuss the HPER tributary. We will soon do work on this to restore the end of the stream by the HPER Center.
- e. Chief Technology Officer, Chris Davis, is proposing a pilot program to move away from GroupWise to Google Apps. As part of the pilot, he would like to switch all students, the Provost’s office, the MIS department, and the Geography department to Google Apps to see how it well it works. S. Runge will discuss this with Executive Staff next week.
- f. S. Runge, President Courtway, and Brian Corbin will be meeting with representatives of UACCM on July 15th to discuss transfer articulation.
- g. Trustee Victor Green met with S. Runge, J.A. Williams, Leigh Ann Denhartog, and others last week to learn more about the university’s admissions, enrollment, and advising

operations. He indicated that he felt very positive about the work being done right now in these areas.

- h. Trustee Brad Lacy is scheduled to meet with S. Runge on July 22nd, and the focus of this meeting will be on faculty pay inequity.
- i. S. Runge, D. Pounder, and Brian Corbin met with representatives of ASU Beebe, Newport, and Mountain Home on Monday to discuss articulation of education majors. A plan was made to replace the AAT degree with an AS degree.

10. Member reports

- a. J. Glenn stated that he is working on the organizational charts that the council members sent to him, and asked the deans to send their charts if they have not already done so. Also, notifications will soon be going out to council members who have not completed the National Incident Management System training.
- b. S. Runge advised council members that Trish Smith has been hired as the Assistant Dean in the Honors College. She will replace Donna Bowman. There are plans now to replace Trish in her previous position, and consideration is being given to replacing her with a Lecturer with administrative assignment. Discussion followed and D. Pounder suggested adding this position to the list of position requests. This was discussed, and the consensus of council members was to add this position to the list of requests.
- c. D. Pounder stated that there are a significant number of youth summer programs available on campus. She believes participation in all programs could be improved if they were all advertised on the Outreach and Community Engagement website.
- d. K. Boniecki stated that the National Conference of Academic Deans is on campus July 10th and 11th, and registration is still open. The theme of the conference is "Dealing with an Era of Change in Communication and Regulation." The conference will include a reception on Thursday night at the Hilton Garden Inn.
- e. S. Bellar plans to visit with council members individually to discuss plans for building graduate programs within the departments, as well as discussing recruitment strategies.
- f. J. Ishee asked for information on the role of the colleges in Bear Facts Days. Discussion followed. J. Ishee will follow up with J.A. Williams.
- g. T. Wright stated that the BearsWrite: From Pencils to Pixels camp was held last week. The Youth Theatre of Central Arkansas will be performing Shakespeare this month in the Snow Fine Arts Center. He also announced that the AR Arts Center announced winners of the Delta Exhibition and two UCA faculty, along with four UCA students received awards. David Bailin, from the Art department, won the grand prize.
- h. S. Addison notified council members that Pat Desrochers is the new Chair of the Department of Chemistry, and Ramesh Garimella is the Interim Chair of the Department of Computer Science; he will continue as Chair of the Department of Mathematics. He also stated that he talked with Martin Eggensperger, of ASU Mountain Home, at the AR Dean's Association meeting. Plans were made for S. Addison and Ginny Adams to visit ASU Mountain Home and assist them in developing an Environmental Science program in a way that will articulate with UCA's Environmental Science program from onset.
- i. L. Young advised council members that Becky Rasnick, Registrar, will be contacting the deans to obtain commitments from faculty within the colleges to serve as Marshals at commencement. The deans will be asked to be more involved and help with ensuring

that their respective college's representatives follow through on their commitments. The new advisors will also be helping with commencement. She also advised council members that the Provost's office is working on a formal list of hiring process procedures, and this will be distributed upon completion.

The meeting adjourned at 12:01 p.m.

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