

The Council of Deans met in regular session at 9:10 a.m. on Wednesday, June 25, 2014. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Jane Ann Williams, Kurt Boniecki, Art Gillaspay, Terry Wright, and Laura Young. Ginny Adams attended in Steve Addison's absence. Amber Hall, Director of Institutional Research, was present for agenda item three.

1. The CoD minutes of June 4, 2014, were approved, with a minor correction, by a vote of 8-0. J. Glenn abstained due to not being in attendance at the June 4<sup>th</sup> meeting.
2. J. Glenn provided an overview of an Undergraduate Council item, MUS 1000, which was previously sent back to Undergraduate Council on April 25, 2014, with the request for additional language. The requested language was found to be already present; no action was taken. (Update: It has been determined that a motion to approve the new course had been tabled at the April 25, 2014 meeting; therefore, the motion will be re-addressed at the July 2, 2014 meeting.)
3. Amber Hall provided an update on Digital Measures. The system will soon be equipped to assist in compiling data for department and college level reports. For the purpose of ensuring that all fiscal year data is available in Digital Measures in time for annual reporting, the deadline for submitting annual reports to the dean will now be September 1<sup>st</sup>. From this point forward, all reports will cover the fiscal year. As faculty will likely wish to receive training on the new aspects of the system, it was decided that Amber Hall will arrange for two or three training sessions to be provided in computer labs.

Work is also ongoing with Digital Measures to equip the system for use in compiling faculty data for tenure, promotion, and advancement applications, as well as vitas. This will help make the review process of the applications more efficient, while saving conference room time and space which is currently used for the review of applications. Upon completion of the above updates to Digital Measures, unused fields will be identified and removed to help clean up the system.

Amber Hall provided a handout of graduate school enrollment numbers listed by program. The handout compares census day 2013 with today's numbers, revealing the programs that need to bring in more students by census day 2014. The data shows enrollment numbers are up in graduate programs but down in student semester credit hours. S. Runge asked the deans visit with their chairs and work to determine why student semester credit hours are down in some programs. Discussion followed.

4. L. Young discussed the need for new hiring procedures that will result in greater accountability and efficiency during the hiring process. Currently, incorrect PAF's are corrected by the Provost's office; however, this slows down the process tremendously given the volume of paperwork that comes through the office. Effective immediately, all incorrect PAF's will be sent

back to the deans with a form that will indicate what correction(s) are needed. Discussion followed.

Council members also discussed the new procedure for letters of appointment which was previously discussed at the dean's retreat in May. As discussed at the retreat, all appointment letters will come out of the Provost's office. Sample offer letters are currently being worked on and will be available on the Academic Affairs website. Each dean's office is responsible for emailing the draft letter, along with a confirmation of verbal acceptance, to Lori Hudspeth in the Provost's office. Once signed by the Provost, the letter will be scanned and emailed to the dean, chair, and candidate. The hard copy will also be mailed to the candidate. A log will be kept in the Provost's office throughout the offering process through receipt of the signed/accepted letter of appointment. The dean's office will be sent a copy of the signed letter once received. SR reminded council members that a vita should accompany all requests to extend offers. He also suggested that a request to extend an offer be submitted for two finalists. This will allow the process to continue in a timely manner should one candidate turn down their offer.

Council briefly discussed the new applicant tracking system. The consensus is that everyone is happy with the new system.

5. S. Runge provided a handout of the draft distance education position description. Dustin Summey has reviewed the university's options for providing distance education. A third party vendor is not in the university's best interest as it does not allow the university to control the quality of the product. Sam Houston State has a successful in-house managed distance education program, which started with 2 employees. The program has grown in seven years to employ 45 people and generates in excess of \$45,000,000 per year in gross revenue. Their faculty appear to be very excited about distance education, and they are delivering quality programs. Chief Technology Officer Chris Davis has arranged for a consultant to visit UCA in August to discuss how UCA can start its own in-house distance education program. Discussion followed.

S. Runge also briefly discussed the misperception by some on campus that the Provost's office has doubled the size of its staff. He stated that UCA has had four associate provosts for many years. Titles and responsibilities have changed at times, and associate provosts that were housed elsewhere have relocated to the Provost's office, but no new people have been added. M. Lee stated that Academic Affairs has taken on Enrollment Management and a new Chief Technology Officer without adding any new employees. He asked if perhaps it is time to consider adding people. Discussion followed.

6. S. Runge provided deans with a copy of proposed Title IX syllabi language provided by Kandi Hughes, Associate General Counsel and Compliance Officer. In response to concerns discussed in a previous Academic Council meeting, consideration is being given to including statement in all course syllabi which advises students that faculty are legally obligated to report any suspected Title IX violations disclosed by students. Discussion followed regarding the possible need to include language that expands beyond Title IX violations. L. Young agreed to work on draft language.

7. A composite list of replacement position requests for Academic Affairs was distributed. Deans were asked to review the list for accuracy and submit all recommended changes to Lori Hudspeth by noon on Friday, June 27<sup>th</sup>. The Provost's office will provide a revised document to the deans by the end of the day on Monday, June 30<sup>th</sup>, and the new list will be discussed at next week's CoD meeting. Discussion followed.
8. S. Runge advised council members that Ron Patterson unexpectedly resigned his position as Director of Admissions. Leigh Ann Denhartog has agreed to serve as Interim Director of Admissions and will also continue to serve as Director of the Academic Advising Center. J. A. Williams is hopeful that the teaming of these two operations will be beneficial overall and help mend any current communication disconnects that occur between the point of admission and the first advising appointment. Discussion followed. J. A. Williams added that J.S. Stansel, International Communication Manager, is currently working on a plan to increase social media presence which will help mend communication gaps as well.
9. S. Runge announced that 10 new academic advisors were approved by the Arkansas Legislative Council last month. These positions will consist of 6 classified and 4 non-classified, and at least six of the positions will be assigned out to the colleges. All of the advisors will report to the academic advising center, and advising space for the new advisors will soon be determined. The focus of the new advisors will be freshmen and sophomore advising for the time being.

The application period for the new advisors has now closed; a large applicant pool was received; and interviews will begin soon. Once finalists are narrowed down, college representatives will be asked to participate in the second interview and provide input on candidates. Deans are asked to provide the names of their college's representatives to J. A. Williams.

10. A handout was provided on the Federal Financial Aid Satisfactory Academic Progress Policy. This is provided as an informational item and is in compliance with federal rules and matches well with the key performance indicators.
11. D. Pounder provided a handout of a proposed revision to the university's academic integrity policy. S. Runge asked council members to review the language, and it will be discussed at the July 10<sup>th</sup> CoD meeting.
12. Provost's Announcements
  - a. Amy Hawkins is the new Director of the IDC.
  - b. Brian Corbin is the new Director of Transfer Services.
  - c. Ashley Pettingill has been named Interim Director of International Engagement.
  - d. The Information Security position has been posted. Vacant positions in IT were converted into this position. This position will assist with response to a recent mobile device audit.
  - e. At the last CoD meeting, the council indicated their wish to limit promotion, tenure, and advancement applications to one 2" binder (to include application, letters of

recommendation from the chairs/deans/committees, and vitas) which will go forward to all reviewing bodies subsequent to the department chair review. All other supporting material is unlimited, but will be kept within the departments to be available upon request. Discussion followed. D. Pounder made a motion that this proposal be presented to the Faculty Senate. A. Gillaspay seconded the motion. The motion passed unanimously. S. Runge will speak with the Faculty Senate Executive Committee regarding this proposal.

- f. Proposed revisions to the Faculty Handbook were considered and approved by the UCA Board of Trustees at its May 30<sup>th</sup> meeting. According to the revised handbook, deadlines for approval of tenure, promotion, and advancement application have been extended to give deans and the Provost more time to review. In addition, applications for advancement will now be due to the department chair by September 1, the same deadline as for tenure and promotion.
- g. The following space renovations are underway:
  - Library 109 is being renovated for Study Abroad. It will be ready on Monday.
  - Irby 119 is being renovated and will be complete in August. It will consist of six offices for Philosophy and Religion. Philosophy and Religion will also occupy the current Geography space in Irby.
  - Geography will move to a suite in Burdick.
  - Veteran Services and Athletic Academic Advising will temporarily move to the basement of Bernard.
  - The CFAC Dean's Office will move to McCastlain Hall.
  - Harrin Hall will be renovated through the fall and spring, and the Registrar's Office, Veterans Services and Athletic Academic Advising will move in upon completion.
- h. There was a meeting last week to discuss the Stone Dam Creek Tributary near the HPER Center.
- i. S. Runge and Suzanne Mitchell met with Kevin Beaumont and Debbie Coffman of ADE on Monday to discuss STEM Centers and how to stabilize funding of the centers.
- j. Board Trustee Victor Green will attend a quarterly meeting with Academic Affairs on Friday. The focus of the meeting will be enrollment, admissions, and advising. Brad Lacy will be scheduled for a quarterly meeting soon.
- k. S. Runge, D. Pounder, and Brian Corbin will meet Monday with representatives of ASU Beebe, Mountain Home, and Newport to discuss education major transfers.
- l. There was a Nursing Building meeting last week. A possible expansion of Doyme was discussed.
- m. A department chair training DVD is available to the colleges for check out from the Provost's office. (M. Hargis requested to check out the DVD. M. Lee will check it out next.)
- n. Today is A. Gillaspay's last meeting with the Council of Deans. S. Runge extended his thanks and appreciation for his service.

- a. M. Lee asked when equity/merit figures will be available. L. Young indicated they will be provided next week. S. Runge added that \$250,000 in equity/merit funding is available, but this includes fringe funds. Deans and chairs will determine the allocation of equity/merit and submit to the Provost's office.

The meeting adjourned at 12:16 p.m.

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