

The Council of Deans met in regular session at 9:08 a.m. on Wednesday, July 30, 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, Steve Addison, and Laura Young. Gayle Seymour attended in the absence of Terry Wright.

1. The CoD minutes of July 23, 2014 were approved by a vote of 8 -0 . S. Addison abstained because he was not present at the July 23rd meeting.
2. S. Runge led a discussion regarding faculty advising and mentoring as part of faculty workload, and how it relates to annual faculty evaluations. Advising/mentoring responsibilities are not always distributed equally among faculty. Discussion followed, and it was agreed that clarity should be given to what is expected of faculty with respect to advising/mentoring, and what role they should play in faculty evaluations.

S. Runge stated that advising takes the form of both scheduling and mentoring. The mentorship component is important, and students are drawn towards faculty with whom they have developed a mentoring relationship. Discussion followed regarding the importance of faculty building relationships with freshmen and sophomores and the idea of assigning freshmen with a faculty mentor and the possibility of group mentoring. Following discussion, council members agreed that the following should be considered:

- a) Faculty sending a welcome email to advisees at the start of the semester
- b) Developing a advising responsibility list for both professional advisors and faculty advisors
- c) Advisor's being made aware of RSO's and the campus community as a whole
- d) College meetings with advising staff
- e) Training for department/faculty advisors
- f) Increased interaction between the advising center and departments

Also discussed was the role advisors play in managing scheduling holds on student accounts. Agenda item 2b, Faculty Workload, was deferred and will be discussed at the August 6, 2014 CoD meeting.

3. S Runge led a discussion on planned transfers. A summary of planned transfers was distributed to council members, which compares last year's transfers to this year's transfers, and S. Runge reviewed all funds. The planned transfers were submitted to, and endorsed by, the UCA Board of Trustees. Funds allocated for capital carry-over accounts for Academic Affairs and the colleges allow units to carry forward ("bank") funds to be used in future years for large capital projects if so desired. Discussion followed.
4. S. Runge stated that work is ongoing to create an automatic hold on student accounts when a major has not been declared after completion of 27 hours. A student may request an exception using the form on the Registrar's website. Discussion followed regarding how a hold will be lifted. Consensus was that it makes sense that the advising center should have the responsibility of lifting holds in these cases and if no exception is granted, the hold will automatically be lifted once a major is

declared. The Information Technology department is currently working to make the automatic hold system operational. Discussion followed.

6. Provost's Announcements

- a. The Higher Education Coordinating Board met this past Friday and considered proposals for Osteopathic Programs at ASU and in Fort Smith (a new, private school).
- b. A meeting is scheduled for Monday to discuss plans for expansion of the nursing building.
- c. A CoD and academic dean's group photo is scheduled for 8:30 a.m. on August 6th in front of Wingo Hall.
- d. There will be a STEM Board meeting on campus on Friday, August 8th.
- e. Summer commencement will take place Friday, August 8th at 7:00 p.m. The walk-through will be at 9:30 a.m. on Friday.
- f. Council of Deans will meet jointly with the Executive Staff on Wednesday, August 13th at 8:00 a.m.
- g. The New Faculty and Professional Staff welcome reception is August 14th at 6:00 pm on the rooftop at the Painted Table restaurant.
- h. The next meeting of the UCA Board of Trustees will be August 15th.
- i. Summer funding will be distributed based on SSCH production. \$123,000 in additional funds have been identified and earmarked for faculty travel. These funds will be distributed based on the headcount of full-time continuing faculty. Distribution will be to the colleges. The funds may be distributed by the colleges as determined by the deans.
- j. Decisions on replacement position requests are forthcoming.
- k. A discussion regarding the approach to equity/merit salary increases was held.

7. Member Reports

- a. M. Lee reported he is meeting with the Diversity Advisory Committee on Tuesday.
- b. M. Hargis reported that work has begun to prepare for this year's AACSB accreditation team visit.
- c. J. A. Williams reported that the final push is underway to enroll students. Channel 7 contacted Christana Madsen and requested to do a back-to-school special on UCA. Work is continuously ongoing to increase TV, radio, and social media exposure.
- d. G. Seymour reported that the Patrick Dougherty sculpture in front of the Baum Gallery is to be constructed soon. Project completion is estimated for September 28th.
- e. S. Addison announced that the National Science Foundation has recommended UCA for funding through the Noyce Scholars Program.

The meeting adjourned at 12:11 p.m.