

Council of Deans  
June 22, 2016

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, June 22, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Kurt Boniecki, Joan Simon, Terry Wright, and Steve Addison. Peter Mehl, Associate Dean of the College of Liberal Arts, attended in the absence of Maurice Lee. Ken Griffin, Associate Dean of the College of Business, attended in the absence of Michael Hargis. Donna Wake, Associate Dean of the College of Education, attended in the absence of Vicki Groves-Scott. Jacquie Rainey, Associate Dean of the College of Health and Behavioral Sciences, attended in the absence of Jimmy Ishee. Laura Young joined the meeting after discussion item number four.

Colin Stanton, Coordinator of New Student Programs, was present for agenda item number one. Amy Hawkins, Director of the Center for Teaching Excellence, was present for agenda item number two.

- 1) C. Stanton provided council members with an overview of the upcoming fall 2016 Welcome Week schedule. Copies of the draft schedule were distributed, and discussion followed regarding room assignments for the scheduled college meetings. Beginning last year, student attendance at the college meetings became a scoring component of the “Battle of Halls” Welcome Week competition. College meeting attendance has increased as a result.
- 2) S. Runge led a discussion regarding the Adjunct Academy orientation for new part-time/adjunct faculty. The Adjunct Academy is offered at the beginning of both the fall and spring semesters. Important information is provided at this orientation, but the orientation has had light participation to date. Discussion followed, and consensus is to (i) make the Adjunct Academy available to any part-time faculty who have not previously attended, and (ii) assert that attendance at the Adjunct Academy is expected of all part-time/adjunct faculty who have been at UCA for one year or less.
- 3) The CoD minutes of June 8, 2016 were approved. K. Boniecki, K. Griffin, J. Rainey, and D. Wake abstained due to having not been present at the June 8<sup>th</sup> meeting.
- 4) S. Runge led a discussion regarding the allocation of, and requirements for, graduate assistantships. Graduate assistantships are not scholarships but rather work arrangements (as stated in the *Policies and Procedures Manual for Graduate Assistants*) intended to provide graduate students with an opportunity to work in a role that contributes substantially to their education. Council members agreed that students receiving graduate assistantship funds should always provide work in their field of study. Copies of the current *Policies and Procedures Manual for Graduate Assistants* was distributed, and council members will provide J. Simon with any feedback regarding possible revisions to the manual.

Annually, \$1.27 million is distributed to academic departments for GA’s. The current model used in allocating these funds has not been evaluated in recent years. Consensus is that

consideration should be given to any needed revisions of the current allocation model. J. Simon will survey department chairs to find out how GA funds are typically used within their programs. CoD will continue this discussion at an upcoming meeting.

Also discussed was continuous enrollment requirements for GA's. The GA manual indicates that students must be continuously enrolled, but the Graduate Bulletin does not contain a broad statement indicating this. Consensus is that an inventory should be done to see if this requirement is enforced within the individual programs, and discussion will continue at a future CoD meeting.

- 5) S. Runge presented a recommendation from the Registrar's Office of minimum and maximum credit-hours for full-time status during summer parts-of-term (3-week, 5-week, 8-week, 10-week and 13-week summer terms). Currently, the Undergraduate Bulletin only specifies full-time minimum and maximum credit hours for Summer I, II and III. After discussion, proposed limits were set as follows:
- May Intersession (3-week): 3-hours minimum for full-time; 6 hours maximum
  - 8-Week Summer: 7-hours minimum for full-time; 11 hours maximum
  - 10-Week Summer: 8-hours minimum for full-time; 14 hours maximum
  - 13-Week Summer: 11 hours minimum for full-time; 20 hours maximum
  - Summer I (5-weeks): 4 hours minimum for full-time; 7 hours maximum
  - Summer II (5-weeks): 4 hours minimum for full-time; 7 hours maximum
  - Summer III (3-weeks): 3 hours minimum for full-time; 6 hours maximum
  - Cap of 20 hours maximum over the entire summer

Discussion followed regarding the recommendation and the purpose of establishing a minimum credit-hour requirement other than the 6-hour minimum required by financial aid. The topic will be revisited at the July 6, 2016 meeting.

- 6) J. Glenn provided council members with a reminder that the university is required to notify and request approval from the ADHE Coordinating Board when 50% or more of any degree program is offered online. Discussion followed.
- 7) S. Runge informed council members that a meeting will take place at Northwest Arkansas Community College on September 21<sup>st</sup> to discuss the UCA's relationship with NWACC and possible future opportunities. Council members should plan to attend this meeting.
- 8) Provost's Announcements:
- An updated contact list for Academic Affairs will be sent electronically to council members and may be shared with associate deans, department chairs and faculty. (a hard copy was provided at the meeting)
  - An orientation program will be offered for free on August 4th to students who register late (data shows retention is lower for this group). This will be a one-day program for students and parents.
  - Amber Hall, Director of Institutional Research, is actively working to get promotion/tenure/advancement application processes in Digital Measures by November 2016 (in time to use as a pilot for mid-tenure review). Faculty will be able to readily use the data they have entered into Digital Measures to build their application portfolios.

- As a reminder, advising holds should be released only after a student has been advised; departments should not release holds in bulk.
- Information Systems and Technology (IST) is working to resolve the issue with previous delays in the upload of class rosters from Banner to Blackboard. Discussion followed.
- Document imaging will be initially implemented in 1-3 offices, but can be expanded from there as more licenses are acquired.
- A recent purchasing workshop announced the option of purchasing classroom technology equipment through IST and offered two different packages for departments to choose from. Packages may also be customized and departments will have the option of ordering the equipment themselves or having IST place the order with a transfer of funds to IST from the department.
- The deadline for faculty to elect to be paid over 12-months is July 1, 2016.

9) Member Reports:

- S. Addison stated that the first Cyber Camp is taking place this week on campus. Twenty-four students are participating.
- L. Young stated that she will send an email to deans and department chairs regarding the COLA of 2% for part-time and overload pay.

The meeting adjourned at 11:15 a.m.