

**Council of Deans
January 18, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, January 18, 2017. Steve Runge presided and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Vicki Groves-Scott, Kurt Boniecki, Joan Simon, Jimmy Ishee, Terry Wright, Stephen Addison, and Laura Young.

- 1) Kale Gober, Vice President for Institutional Advancement, spoke to the Council about the Northwest Arkansas internship program. He will be meeting with J.B. Hunt, Hunt Ventures, Walmart, Tyson, Sage Properties and Carmart, among others, to discuss an internship program for UCA students. T. Wright requested that Dr. Gober provide an update to the Council after the meeting to inform them of the types of internships that each company is interested in.
- 2) The CoD minutes from the December 14, 2016 meeting were approved. J. Glenn and J. Ishee abstained.
- 3) Action items of the December 8, 2016 meeting of the UCA Undergraduate Council were considered as follows:
 - UCA Undergraduate Council recommendation for approval of:
 - i. Change the course level for NUTR 2310 to NUTR 3310. A motion to approve was made and seconded. CoD voted to approve the recommendation.
 - ii. Remove courses PSYC 1300 and SOC 1300 from the Nutrition major requirements. A motion to approve was made and seconded. CoD voted to approve the recommendation.
 - iii. Add course IDSN 2330 to the Interior Design major requirements and remove the three-hour election requirement. A motion to approve was made and seconded. CoD voted to approve the recommendation.
 - iv. Add new courses ENGR 3415 An Introduction to Digital Logic, ENGR 3416 Microprocessor Systems, ENGR 3340 An Introduction to Digital Image Processing, ENGR 4315 An Introduction to Signal Processing, ENGR 3301 Signals and Systems and ENGR 4450 An Introduction to Embedded Systems. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
- 4) Provost's Announcements:
 - The next Council of Deans meeting is scheduled for Wednesday, January 25, 2017.
 - President Houston Davis will attend the January 25 Council meeting.
 - Reassigned Time submissions are due Friday, January 27.
 - The Provost's office is collecting information from Human Resources on the number of visiting faculty members that are in their third year at UCA. Colleges will be asked to confirm that the information is accurate. Faculty Senate did not recommend a change to the Three-Year-Rule.

- Visiting position requests for fall, 2017 are due to the Provost's office on Wednesday, February 1, 2017. Please send requests to Alicia Crow, copying Laura Young and Lori Hudspeth. J. Ishee asked if the Deans need to include in their request any visiting faculty members that are in their first or second year. S. Runge stated that they should be included in the requests submitted to the Provost's office. Visiting faculty members need to be reminded that their contracts are for one-year terms and that there is a three-year limit to the length of time that they can be visiting faculty per UCA's Faculty Handbook.
- New position requests, for both replacement and new positions, are due to the Provost's office on Wednesday, March 1, 2017.
- The funding formula that will be used for funding recommendations for Fiscal Year 2019 will be run in October. The most change that any institution can have in any one year is limited to +/- 2%. S. Runge will continue to give updates about the funding formula as the process evolves. They anticipate a confirmed plan in May, if approved by the legislature.
- There is a community reception for President Davis on Friday, January 27, 4:00-7:00 p.m. at UCA Downtown. Council of Deans members are encouraged to attend.
- S. Runge reviewed some of the key points that Internal Audit reviews when auditing a department. A list was provided to Council members.

5) Member Reports:

- J. Glenn stated that the HLC final report will be reviewed by the Institutional Actions Council. There is a possibility that we may receive the final decision in as soon as 10 days.
- V. Groves-Scott requested the dates for the Provost/Deans meetings for the semester.
- J. Simon reported that:
 - i. The revisions to the Graduate School and Sponsored Programs websites are complete. The Research webpage is ready but has yet to be linked to the UCA site.
 - ii. The Historically Black Colleges and Universities (HBCU) outreach event has been rescheduled for Friday, January 27. The event partners with University of Arkansas at Pine Bluff and Philander Smith College.
 - iii. If any Deans have faculty interested in getting support with grants, please send them to her department.
- T. Wright stated:
 - i. The Bard Ball is scheduled for Saturday, January 21, 2017 at Reynolds Performance Hall. Tickets are \$75.
 - ii. Oxford American received a \$25,000 NEA grant.
- S. Addison reported:
 - i. The spring semester has gotten off to a good start with moving into the new building.
 - ii. Students are excited about the new CCCS building.

- iii. The Dean's office has moved to its temporary space in the Northeast corner of Lewis Science Center, Suite 145. Renovation of the previous office will begin next year.
- L. Young stated that there are two more suspected cases of mumps on campus. S. Runge requested that the Graduate School office develop a policy to require shot records on all graduate students.

The meeting adjourned at 10:30 a.m.