

Council of Deans
February 22, 2017

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, February 22, 2017. Steve Runge presided and the following members were present: Jonathan Glenn, Michael Hargis, Peter Mehl (attending in the absence of Maurice Lee), Vicki Groves-Scott, Kurt Boniecki, Jimmy Ishee, Terry Wright, Stephen Addison and Laura Young. J. Simon was absent. Kaye McKinzie and Taine Duncan were present for item number one. Jacob Held was present for item number two.

- 1) Kaye McKinzie and Taine Duncan spoke with the Council about the proposed changes to the Faculty Senate Constitution. The voting will be held March 7-9, 2017. Those eligible to vote are full-time faculty and full-time visiting faculty. They provided the Council with a handout outlining the four bundles that are being considered. Discussion followed.
- 2) Jacob Held presented the updated UCA Core Assessment Plan to the Council. The Core Council subcommittee on assessment worked with Dr. Brandon Combs, Director of Assessment, to discuss how to collect data. With the recommendation by the UCA Core Council, they will use scorers who will be trained to provide uniform scoring of material. These scorers will be recruited from faculty. Discussion followed.
- 3) The CoD minutes from the February 8, 2017 meeting were approved. P. Mehl abstained.
- 4) S. Runge shared that the Registrar's Office is receiving approvals for course substitutions from those other than Department Chairs. This has created some confusion in the Registrar's Office. The Department Chairs need to be the ones communicating approved course substitutions with the Registrar's Office. Discussion followed.
- 5) S. Runge led a discussion about which office should be responsible for coordinating domestic academic trips. The Study Abroad office is responsible for international trips only. Previously, these trips were coordinated through the department with help from the Outreach and Community Engagement office. S. Runge will visit with Shelley Mehl to decide how best to coordinate these trips in the future.
- 6) Provost's Announcements:
 - The next meeting of the Council of Deans is scheduled for 9:00 a.m. on Wednesday, March 1, 2017.
 - The Immunization Protocol and Communicable Diseases handouts that were approved in Executive Staff were provided to the Council. Discussion followed.

- University Relations and Creative Services is requesting a list of acceptable and unacceptable terminology from each college. Please send this list to Alicia Crow by Monday, February 27, 2017. The draft list will be circulated to the Council before being submitted to Kimberly Klotz.
- The Graduate Dean and Director of Sponsored Programs search committee has been assembled and will have their first meeting on Friday. The committee includes: Vicki Groves-Scott, chair, Jeff Whittingham, Ken Griffin, Lori Leavell, Jennifer Moore, Stephanie Vanderslice, and Ramesh Garimella.
- When campus events include State Legislators, please coordinate these visits through Kelley Erstine.
- There have been problems with Active Directory and Blackboard Collaborate. Blackboard Collaborate stopped working when Active Directory was added to the computers. There are three-to-four instances when this happened on faculty computers. There is also a login issue with computers that are taken off-campus for classroom use. Discussion followed.
- The Provost's Office has been receiving a series of fee proposals from the Deans. Please submit any necessary requests by Wednesday, March 15, so that they can be evaluated as a package. Discussion followed.
- In Executive Staff, President Davis proposed a University Policy Manual. Please think about developing a university-wide manual. Discussion followed.
- President Davis is encouraging the campus to present a professional appearance.
- President Davis is very passionate about undergraduate internships and experiential learning. He discussed the topic with Ronnie Williams, Clifton Ford, Kathy Clayborn, and John Fincher in a meeting on February 21, 2017. The President feels that, in addition to attending classes, there should be more programs that undergraduate students can immerse themselves in. Kathy Clayborn will be coordinating meetings with all internship coordinators to inform them of the resources that her department provides. She will be contacting the Deans to identify who in each college is responsible for coordinating these internships. She also plans to present the information at the upcoming Academic Council meeting.

7) Member Reports:

- K. Boniecki stated that he has yet to receive any comments on the UCA Online tuition proposal. Please send any department feedback by Wednesday, March 1, 2017.
- T. Wright listed the following upcoming events in the College of Fine Arts and Communication:
 - Oliver de la Paz will provide a public reading of *Post Subject: A Fable* at 7:30 p.m. on Thursday, February 23, 2017, in the College of Business Auditorium.

- Samuel Beckett's "Endgame" will be performed at 7:30 p.m. on Friday, February 24, 2017.
- 42nd Street will be performed at 7:30 p.m. on Tuesday, February 28, 2017, at the Reynolds Performance Hall.
- S. Addison stated that the Posters at the Capitol was a successful event. There were Legislators and the Lieutenant Governor in attendance. He would like to involve the College of Health and Behavioral Sciences in the event next year.
- L. Young stated that, according to Human Resources, any student conducting research while on a grant or while employed by the university during the summer is covered by Worker's Compensation.

The meeting adjourned at 11:30 a.m.