

**Council of Deans**  
**August 16, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, August 16, 2017. Provost Michael Hargis presided and the following members were present: Jonathan Glenn, Ken Griffin, Peter Mehl, Vicki Groves-Scott, Kurt Boniecki, Angela Barlow, Jimmy Ishee, Terry Wright, and Stephen Addison.

1. The CoD minutes from the July 26, 2017 meeting were considered and approved.
2. M. Hargis discussed some of the items that he would like the Council to address during the next year. This list includes focusing on ways to build each college while meeting the strategic goals for the university; gaining a better understanding of how the individual college units feed into the larger university; and focusing on student success and recruitment. He stated that he would like for the agenda items to also come from the Council instead of solely from the Provost. If the Council members have any items to add to future agendas, please submit them to Alicia Crow.
3. M. Hargis led a discussion about the previously-published Student Success and Retention Plan. Julia Winden-Fey plans to present the Plan to the Academic Council at their regular meeting on Friday. M. Hargis asked that the Council convey to their department chairs and faculty members that the goal is for students to be successful while maintaining rigorous courses. He also asked that the deans discuss with their department chairs to see what strategies they have implemented to improve the success and retention of their students. Discussion followed.
4. The university has begun a modified zero-based budget exercise. This exercise is designed to better understand how expenditures align with the university's strategic priorities and to also understand how our existing budgets are used. Finance staff will be meeting with each of the departments this year to review their current budgets and explain the new budgeting system. M. Hargis asked that the deans also manage their budget accordingly. Discussion followed.
5. University Relations and Creative Services has fully implemented BEARSHARE brand portal, an image database for the university. To access BEARSHARE, users can follow the link <http://uca.edu/toolkit/bearshare-brand-portal/> and sign in using their university username and password. This database can be used to create flyers for the colleges. A template can be created for a college, if requested. M. Hargis asked that the deans have a good approval chain for the flyers as anything distributed directly reflects upon the university.
6. K. Boniecki provided the Council with a handout that outlines the new Undergraduate Council proposal submission and meeting dates for 2017-2018. The proposal submission

deadlines have been pushed up to allow four weeks lead time to process the submissions. The list of dates will be emailed to campus so that everyone is aware of the changes. Discussion followed.

7. Provost's Announcements:

- The next Council of Deans meeting will be Wednesday, August 30, at 9:00 a.m.
- A list of upcoming event dates was provided to the Council.
- M. Hargis met with Courtney Bryant, Director of Admissions, to discuss improving working relations between Academic Affairs and Admissions. C. Bryant would like to speak with the Council to discuss ways to access admission information.
- The university's new webpage rolled out today. All college videos are a part of the rotation on the first page, with the exception of the Graduate School and Honors College. Their videos are still in process and will be added soon.
- President Davis asked the Provost to thank Dean Wright for providing the marching band for Bear Facts Day.

8. Member Reports:

- J. Glenn reported that the Perceptive Content system is now live. It was implemented in Admissions and the Registrar's office. Additional areas will soon have access to the system as users. The pathway for adding users will open up over the next two months. Perceptive Content makes documents available and routes them to the appropriate group for processing. Completed files are then archived.
- K. Griffin announced that the College of Business will host a Business Day on the Lawn on September 20. The event will be open to all students and is generously sponsored by Simmons Bank.
- P. Mehl reported that the College of Liberal Arts just completed a very productive chairs retreat.
- V. Groves-Scott announced that the College of Education is participating in a pilot project with the Southside School District. The Arkansas Department of Education (ADE) granted Southside a waiver allowing two UCA Intern II students to take a paid long-term substitute position with the district during the fall. This would allow the UCA student to be hired in January as the permanent teacher. The Intern students have structures in place to support them from both UCA and Southside. If the pilot goes well, the College of Education might begin working with ADE to create an innovative program for Internship II.
- K. Boniecki provided the deadlines for sabbatical leave applications. They are due to the chairs on September 21, to the deans on September 28, and to Dr. Boniecki on October 5.

- A. Barlow announced that the Graduate School will be hosting a new student orientation on September 11 from 4:00-6:00 p.m. in Torreyson West. She asked that the deans encourage student attendance.
- J. Ishee discussed an email received from Academic Advising requesting assistance with incoming international students. He asked that the deans be provided more notice to better prepare for the two-day event.
- S. Addison reported that the College of Natural Sciences and Mathematics is launching an initiative to recruit under-represented minority high school students that meet a set criteria. They identified more than 2,000 students and are contacting that group to notify them of STEM career possibilities and upcoming events targeting new students.

The meeting adjourned at 10:45 a.m.