

**Council of Deans**  
**August 15, 2018**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, August 15, 2018. Provost Patricia Poulter presided and the following members were present: Jonathan Glenn, Michael Hargis, Jimmy Ishee, Victoria Groves-Scott, Patricia Smith, Kurt Boniecki, Angela Barlow, Thomas Williams, Terry Wright, and Stephen Addison.

1. Provost Poulter welcomed the Council and reported that the meeting with Walton Family Foundation representative, Naccaman Williams, went very well. She thanked the deans for their time and participation in the meeting.
2. The minutes from the August 1, 2018 meeting were considered and approved.
3. Discussion Items:
  - a. P. Poulter discussed that the Front-Line Working Group is currently discussing a communication plan in an effort to reduce email overload to the students. The group needs to know what communications come directly from the colleges. Specifically, they need the topic, schedule, and target audience of those communication. Please work with the department chairs to develop a timeline that conveys the plan for each college. The timelines must be completed by the fall retreat on September 19. Discussion followed.
  - b. K. Boniecki distributed a handout and discussed the overview of ongoing student success initiatives. The handout included information about Gateways to Completion (G2C), College Transition Collaborative (CTC), Math Pathways, Educational Advisory Board (EAB), and the initiatives of the Office of Student Success. When discussing G2C, he asked the deans to encourage their department chairs to acknowledge the faculty members' G2C work in their annual evaluations. For the departments that are participating in G2C, the MOU needs to be the first order of business after classes begin. The completed MOU should then be returned to the Provost's office.
  - c. K. Boniecki introduced the topic of an Academic Affairs Strategic Initiatives website. The Council discussed possible initiatives to include on the site and where it should be located.
  - d. J. Glenn discussed the purpose of course fees. It is important not to get in an emergency situation but to be more deliberate in planning and budgeting. He provided the Council with a handout titled "Course and Lab Fee Proposal Process and Considerations". He discussed the process for proposing a course fee and when it would be appropriate to make such a proposal. The Council discussed the need for a course fee request form.
  - e. P. Smith discussed the Honors in the Majors program. She provided the Council with information about how the qualification requirements differ by program and college. The Honors College would like to develop a process for and recruit students to the program. P. Poulter stated her support of taking a deeper look at the Honors in the Major program. The Council will need to decide what the appropriate hour requirement should be, set a minimum GPA requirement, and decide whether the department/college or the Honors

College will host the program's web presence. The deans will discuss these items with their department chairs and provide feedback at a future meeting.

4. Important Dates:

- a. The next Council of Deans meeting will be Wednesday, August 29, at 9:00 a.m.
- b. The New Faculty Orientation Luncheon will be Thursday, August 16, at 11:30 a.m. in Brewer Hegeman 113.
- c. The New Faculty & Professional Staff Reception will be Thursday, August 16, at 6:00 p.m. at UCA Downtown.
- d. The August Board Meeting will be Friday, August 17, at 10:30 a.m. in the Wingo Board Room.
- e. The Student Convocation will be Monday, August 20, at 9:00 a.m. at the Farris Center. The Council of Deans and department chairs must be in regalia. Faculty will not need to wear regalia.
- f. The New Student Picnic will be Monday, August 20, at 12:00 p.m. on the McAlister Lawn.
- g. The Faculty Convocation will be Wednesday, August 22, at 9:30 a.m. in the Ida Waldran Auditorium. Faculty will not need to wear regalia.
- h. The Fall Retreat will be Wednesday, September 19, 9:00-5:30 at the Elizabeth House.

The meeting adjourned at 11:10 a.m.