

UCA *Faculty Handbook* Committee
Minutes – October 19, 2012

The committee convened at 2:05 in the Provost's conference room, with Francie Bolter, Kevin Browne, Lisa Daniels, Graham Gillis, Katherine Larson, Diane Newton, John Parrack, Steve Runge, Mike Scoles, and Janet Wilson (Chair) present.

Minutes of the September 28 minutes were approved as submitted.

Runge moved, and Bolter provided a second, approval of recommended changes to Page 1 and the Foreword of the *Faculty Handbook*. Bolter and Parrack suggested insertion of a page break prior to "UNIVERSITY MISSION", use of bold font for "Abbreviated Mission", and centering of major headings. The changes were approved unanimously.

Approval of changes to Chapter 1 will be considered after assuring that information is consistent with the Role and Scope approved by the Arkansas Department of Higher Education and with the university's Strategic Plan.

Discussion of Chapter 2 focused on descriptions of the council of deans and the duties of associate provosts. Suggested language for the council of deans was,

Membership of the Council of Deans includes the deans of academic colleges, the graduate deans, and all associate provosts.

There was general agreement that the descriptions of duties of associate provosts could be shorted substantially, perhaps with a link to an organizational chart.

The meeting adjourned at approximately 3:20.