

## Council of Deans

May 29, 2013

The Council of Deans met in regular session at 9:00 am on Wednesday, May 29, 2013. Steve Runge presided and the following members were in session: Kurt Boniecki, Elaine McNiece, Diana Pounder, Wendy Castro, Neil Hattlestad, Maurice Lee, Steve Addison, Rollin Potter, Laura Young, Art Gillaspay, Gary McCullough, Mike Casey, Michael Hargis, Terry Wright.

A motion was made by McNiece to approve the minutes of the May 8, 2013 COD meeting. Potter seconded the motion. Motion passed unanimously. Minutes were approved as amended by Hattlestad and Runge.

Runge discussed an issue with courses that are being discounted and promoted as “on-line” but are not on the list approved by the Board of Trustees. The BOT resolution approved a fee structure for three types of courses: fully on-line, partially on-line and face-to-face. The HLC defines a fully on-line course as one that delivers at least 50% of its content through distance technology. Pounder pointed out that the discount was offered as an incentive to increase enrollment. McNiece stated the discount was necessary to simplify rates and at the same time, offer competitive rates for on-line courses. (The cost for one credit hour at ASU is \$246, at UCA it is \$240). Discussion followed.

Runge distributed a handout with banner codes for instructional methods. It is crucial that courses are coded correctly at the department level, otherwise incorrect fees are charged to students. Hargis asked that more training be provided to coordinators and secretaries.

Boniecki previously distributed via e-mail a template of an annual report and requested feedback on performance summary data by the end of the week. Discussion followed.

Runge stated that any requests for space allocation be completed by June 12.

### Announcements:

Runge announced (1) the latest draft of the Enrollment Management Plan will be completed this week (2) after much review, position requests are still almost \$200k over budget (3) the next COD meeting is June 12 (4) the next visit with BOT member Kay Hinkle is scheduled for June 26. We will also need to schedule a visit with Shelia Vaught who was assigned to the Enrollment Management division and (5) progress on the Diversity Report – some concern over the number of faculty we have compared to ASU. Both institutions have about the same number of students, but UCA has about 200 more faculty members.

### Dean Reports

Hattlestad mentioned the early bird deadline for the NCAD conference ends June 15, 2013

Castro announced the dates for 2013-2014 Bear Fact Days.

Meeting adjourned at 12:25 pm

