

Council of Deans  
January 5, 2011

The Council of Deans met in regular session on Wednesday, January 5, 2011. Lance Grahn presided. Members present: Pat Cantrell, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Diana Pounder, and Steve Runge.

Vice President Sally Roden was present to discuss three-year graduation plans and guarantees. She distributed plans from 2005 along with data on four-year degree contracts. Although three-year program plans exist, no student has chosen to participate. According to the data, 17 of the original 63 four-year contract students graduated in four years. Grahn asked that deans review all programs that had agreed to participate in 2005 to determine if they are still by answering two questions: (1) is the curriculum still in place? (2) Is the department still willing to make the commitment to the curriculum? The information will be discussed at the January 19 COD meeting.

The COD minutes of Dec 15 were presented. Following discussion, the minutes were approved as amended.

The General Education Council submitted to the Council of Deans a recommendation that the requirement in World Cultural Traditions be revised. Following considerable discussion regarding the nine-hour general education requirement, much of which centered on the need for a plan for the assessment of learner outcomes, the deans asked that the recommendation be returned to the General Education Council. The COD voted 7-yes, 0-no, and 1-abstention to return the document for additional information and asked that Grahn and Glenn draft the response to accompany the proposal.

Grahn stated that Kristy Carter is heading the Summer Session marketing program and has a deadline of February 10 to have a draft document prepared. Grahn asked deans to encourage chairs to double check their summer course schedules for accuracy by January 14. Additionally, departments should make an effort to inform students about Summer Session through class announcements or individual meetings with students.

Grahn informed the deans that he and Potter have been involved in conversations with Wildwood Park as a collaborative partner in fine arts areas. They discussed additional possibilities for science programs and internships for business students.

Grahn charged the deans to review degree programs with an eye toward evening completion possibilities.

Grahn reminded the deans that the institutional response to the HLC report must be at the forefront for everyone. Diversity, assessment, and planning are the three areas that need the most attention. Planning is underway campus wide. However, diversity and assessment still need more work. Following discussion, Grahn asked that the deans develop diversity plans by Spring Break.

Grahn will call two follow-up meetings to further discuss residential colleges and commencement logistics.

Grahn held a brief discussion of faculty review procedures in the colleges.

The meeting adjourned at 11:20.

cscd

Council of Deans  
January 18, 2011

The Council of Deans met in regular session at 12:30 p.m. Tuesday, January 18. Lance Grahn presided. Members present: Pat Cantrell, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Diana Pounder, and Steve Runge.

The COD minutes of January 5 were approved as circulated.

In response to a point of order regarding the General Education Council's recommendation to the COD and the discussion held on January 5, Grahn called for a motion from the deans' council. Glenn moved to recommend the actions of the General Education Council in a memorandum from Conrad Shumaker dated December 10, 2010. Lee seconded the motion. Following discussion, the motion failed 0-7-1.

Grahn led a brief discussion regarding Fall Break.

Grahn distributed information for the 2011-13 biennium from the Arkansas Department of Higher Education. He pointed out that UCA is 2<sup>nd</sup> from the bottom in percent of need met; ASU holds the bottom slot. Discussion followed.

Grahn distributed information about proposed bills under consideration by the legislature, and stated that Vice President Jeff Pitchford will keep campus informed of bills regarding higher education.

Grahn briefly discussed handouts regarding compensation for academic administrators returning to nine-month faculty status. He said that the COD will revisit the topic for active consideration at a future meeting.

Grahn shared information about a natural disaster exercise, occurring March 17.

Grahn led a discussion of exemplary studies and student honors. At the request of the deans, Grahn will hold a meeting of the Honors Council to discuss policies and procedures.

McNiece shared a draft proposal to change the name of Academic Outreach and Extended Programs to Outreach and Community Engagement. Discussion followed.

#### Provost Announcements

Grahn: (1) stated that UCA has so far submitted no faculty proposals for using AREON capacity, and the deans suggested that a meeting be held including IT staff to discuss issues related to AREON use and distance education capacity; (2) told the deans that President Meadors will attend a meeting with the council to discuss commencement issues.

#### Dean Reports

Pounder reported that personnel in the Technology Learning Center have received requests from departments that do not have an education component to assist with student projects. She explained that the TLC would be unable to continue assisting non-education units due to lack of resources.

McNiece (1) reported that UCA magazine is going to do an article on faculty scholars and their research in early summer or spring; (2) discussed on line charges being incorrect; (3) reported that work is being done on a website for PhD in Leadership Studies.

Cantrell discussed Chinese student recruiting. She also discussed the upcoming visit from the AACSB accreditation team.

Hattlestad discussed the upcoming SPARC meeting and the Council of Deans' ranking of goals. Grahn expressed his appreciation to Hattlestad for leading the group in that regard.

The meeting adjourned at 2:45 p.m.

Council of Deans  
February 2, 2011

The Council of Deans met in regular session on Wednesday, February 2, at 9:00 a.m., in Wingo 214. Lance Grahn presided, and the following members were present: Pat Cantrell, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Diana Pounder, and Steve Runge.

Vice President Jeff Pitchford and Director of Publications Russ Hancock were in attendance to discuss the importance of all university divisions and programs using the same “family” of logos and trademarked designs. They distributed a draft and asked for input from the deans. They plan to accept revisions until April and have the final implementation by July 1. Processes will be in place to identify vendors who will have the accepted official artwork available. Departments will not be asked to replace existing letterhead if they have boxes on hand, but when new letterhead or business cards are ordered, new logos should be used.

The COD minutes of January 18 were approved as circulated.

Glenn presented the Undergraduate Council minutes of January 25. Following appropriate motions and seconds, all recommendations were unanimously endorsed.

McNiece presented the Graduate Council minutes of January 20. Following appropriate motions and seconds, all recommendations were unanimously endorsed.

Lee led a discussion of the proposed State Hall/Edge(Educating for Global Engagement) Residential College. He described the service learning and curriculum link between the College of Liberal Arts and first year students who would reside in the hall. The COD expressed its support of the EDGE residential college.

Laura Young and Lori Hudspeth joined the meeting to distribute and discuss academic budgeting data. Grahn indicated that the deans should have everything they need to make recommendations for fiscal 2012. Discussion followed.

Young distributed charts showing capital project proposals from Academic Affairs. Deans shared additional needs that did not appear on the list. Following discussion, Young and Hudspeth departed.

The deans discussed concerns with the current method of evaluating faculty teaching. Glenn reminded the deans that the “box and whiskers” reporting style was selected by the faculty through the Faculty Senate. One dean indicated that perhaps they should meet with the senate executive committee. Grahn distributed an article from the *Chronicle of Higher Education* regarding student evaluations of teaching. Additional discussion followed.

Grahn urged the deans to increase the number of evening and night classes offered. He also asked that they review their three-year and four-year degree plans. Glenn pointed out that informal program completion plans need to be formalized.

Grahn thanked everyone for attending LRAFB open house and discussed the education center offerings and the need for UCA to increase its presence at the base.

The deans discussed a recent luncheon with President Meadors on the topic of commencement.

Dean reports

Pounder distributed information on two remaining candidates for Director of Leadership Studies.

Potter shared a "Conway 2025" brochure and urged everyone to be aware of the good things the Conway community is doing.

Runge pointed out concerns regarding Faculty Handbook language on resident masters. Discussion followed.

Runge reported on a recent "science night" for high school students.

The meeting adjourned at 11:50 a.m.

csd

Council of Deans  
March 16, 2011

The Council of Deans met in regular session at 9:00 a.m., Wednesday, March 16, 2011. Lance Grahn presided, and the following members were present: Pat Cantrell, Jonathan Glenn, Neil Hattlestad, Elaine McNiece, Rollin Potter, Diana Pounder, and Steve Runge. Peter Mehl represented Maurice Lee. Rick Scott and Alex Chen were in attendance for the SGA presentation and budget discussion.

Student Government Association President Meghan Thompson and Vice President Austin Hall shared information they gathered at a recent conference on student government organizations they attended at Texas A & M. The SGA would like to take a more active role in academic discussions and requested that deans consider placing a student member on their internal committees. Grahn indicated that a SGA member would be added to the Provost's Cabinet. Thompson distributed a plan to add diversity to the SGA membership. Hall explained that currently the SGA is not representative of all of the academic colleges. The plan would add seats for a representative from each of the six colleges and other areas currently represented by several members would be decreased to make the additional representation possible. Chen stated that it would be good to add a representative for international students, because that segment of students is growing. The deans agreed that college membership would be valuable and indicated their support to Hall and Thompson. Hall indicated that the SGA also plans to develop a diversity committee made up of all categories of students, including international, non-traditional, on-campus, off-campus, etc. He also said that they plan to create a legislative committee to keep the student body informed about proposed legislation that would affect education or other matters of importance to students. Thompson and Hall left at 9:30.

Grahn invited Laura Young, Assistant Provost for Budgeting, to join the meeting. Grahn explained that several individual requests for additional funds have come across his desk and he would rather that the group examine all requests and prioritize them together. He stressed that the budget is the "Academic Affairs" budget, and not "his budget." He reminded the council that we are operating within the framework of a static budget with a small amount of flexibility. Potter stated that the deans should have better insight into needs after the next couple of weeks since most positions are being filled now. Hattlestad agreed and indicated that all the requests should be put on the table for consideration. Before leaving, Young informed the deans that 2% of their M&O budget can be rolled over in special accounts. Following the budget discussion the deans decided that the April 6 meeting should begin at 8:30 to allow for deeper budget analysis while allowing time for a presentation from VP Sally Roden and a second presentation from Rosemary Ruff regarding international hires.

The COD minutes of February 2 were approved as amended.

McNiece presented the one action item from the February 17 minutes of the Graduate Council. The item was endorsed unanimously.

Grahn led a discussion of summer school revenue distribution. Young returned to the meeting to provide clarification of net revenue. She indicated that a base amount of expected revenue is already calculated in the E&G budget. That base amount plus salaries and fringes for faculty teaching in the summer, comprise the amount to be subtracted from the total summer revenue. What is left is the net revenue. Following additional discussion, the deans decided that 75% of the net revenues from summer would go to the colleges and 25% to the provost for programmatic needs.

The awarding of posthumous degrees was discussed. The deans affirmed that the departmental faculty should make the initial recommendation through the chair, dean, and provost before a degree may be awarded.

### Announcements

Grahn reminded the deans that the deadline for having three-year graduation plans finalized was near, as well as the deadline for developing evening degree programs.

Grahn asked for the deans to consider the value of mid-term grades with regard to retention of students. Discussion followed.

Grahn indicated that the deans would soon have to consider instituting formal enrollment thresholds due to the static budget.

Grahn led a discussion about the Instructional Development Center. Young announced that Dustin Summey has accepted the position of Instructional Designer following a lengthy search for the position.

Grahn stated that for the year 2011-2012, commencement and the academic calendar will stay as published. Outstanding students will be selected by each college and will be announced at the appropriate commencement.

### Dean reports

Pounder said that AETN has a partnership with ADE to use video for professional development for educators (Arkansas ideas), and suggested that deans see if they have things like STEM that might lend to on-line opportunities for educators to receive professional development credit. Runge reported that his college has used AETN's services to provide credit in mathematics.

Hattlestad reported that the first candidate interviewing for the VP in Enrollment Management position would be here this week. A second candidate will be on campus the week after Spring Break. He also distributed a post-card announcing that Linda Baer of the Bill and Melinda Gates Foundation would be the keynote speaker at the National Conference of Academic Deans hosted by UCA in July.

Grahn asked the deans for comments on the creation of the search committee for the Executive Director for Outreach and Community Engagement. Discussion followed.

The meeting adjourned at 11:35 a.m.

csd

Council of Deans  
May 4, 2011  
Minutes

The Council of Deans met in regular session on Wednesday, May 4, 2011. Lance Grahn presided. Members present: Jonathan Glenn, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Diana Pounder, and Steve Runge. Mike Casey represented Pat Cantrell.

President Meadors was present to discuss night courses, Global Engagement Program (GEP) students, and degree-seeking international students.

The COD discussed language requirements for international students. Hattlestad moved that the TOEFL minimum score for admission be raised to 550. Lee seconded, and the motion passed unanimously. Therefore, the Council of Deans recommends that a minimum TOEFL score of 550 be required for international student admission. The need for a separate admissions policy for international students was addressed by Glenn.

The President explained to the deans that night classes need to begin at 6:30 for spring 2012 and beyond, and also for any night courses added to the fall 2011 semester. COD accepted his plan through consensus. Discussion turned to degree programs that could be offered completely at night.

The COD discussed a proposal for division of summer revenue. A consensus was reached at 75/25/0.

President Meadors departed at 10:00 a.m.

Glenn recommended the Undergraduate Council Minutes of April 19. Lee added a friendly amendment to table SPCH 4305 African-American Rhetoric. The UGC minutes were approved with one item tabled by the COD.

The Graduate Council minutes of April 14 were approved as submitted by McNiece.

Glenn led a discussion of data collection timelines and reporting deadlines and suggested that annual reports be considered separately from the Enhanced Assessment Report (EAR). The deans reached a consensus that the calendar year would be used for annual reports, and because of the ADHE calendar for EAR, departments will get data four weeks after 11<sup>th</sup> class day, and the reports will be due to provost January 15 of following year.

Alex Chen, Associate VP for International Engagement, joined the deans at 10:30. He shared information about Chinese students who will be attending UCA as part of the GEP initiative during the upcoming academic year. Following discussion, Chen left at 11:35.

Grahn distributed domestic travel forms, which were developed by UCA's legal counsel. The forms may be found on the Provost's website through the following URL:

<http://www.uca.edu/provost/importantinfo.php>

Grahn led a discussion of overtime pay for 12 month employees. The subject may be revisited in the future.

Grahn asked the COD to gather in his absence to discuss capital projects and capital improvements. He distributed a color-coded list of previously discussed needs.

Grahn shared information about Comcourse vendors.

Grahn explained the funding of an expanded position in international programs. The president's office is funding half, and half will come from academic affairs. Funds will be deducted from the six colleges' budgets. McNiece offered to cover 1/7 of the academic affairs cost as well. Each of the seven deans will determine where funds will come from within their budgets in order to put up the academic affairs required half.

McNiece updated the deans with regard to the search for an Executive Director for Outreach and Community Engagement.

Grahn reminded the deans that May Commencement will include department chairs on the platform.

Lee asked about upgrades to Groupwise.

Hattlestad shared information about a Fulbright grant.

Pounder discussed a summary of a Title II report she had sent electronically to the deans.

Potter shared information about a recent film festival.

Runge reported on a recent visit to the Math Science High School in Hot Springs. He also reported on a recent meeting of the Pulaski Tech board.

The meeting adjourned at 12:15 p.m.

csc

Council of Deans  
June 1, 2011  
Minutes

The Council of Deans met at 9:00 in Burdick 222. Neil Hattlestad presided, and the following members were present: Pat Cantrell, Jonathan Glenn, Elaine McNiece, Rollin Potter, and Diana Pounder. Ken Barnes represented Maurice Lee, and Carl Frederickson represented Steve Runge. Lance Grahn was out of state.

The COD minutes of May 5 were approved as amended.

Glenn led a discussion of three year degree completion plans. He informed the deans that he had met with the President's Executive Staff to provide information about the degree plans. Specialized admission requirements for certain degree programs will need to be met by students wanting those degrees. Glenn reminded the council that universities are under a legislative mandate to reduce hours required for graduation to 120. Discussion followed.

Glenn asked the deans to send to him the names of faculty who will be involved in the Global Education Program.

McNiece led a discussion of issues regarding the marketing of academic programs. Following considerable discussion, McNiece moved that the COD recommend a joint meeting of the President's Executive team to discuss the matter. Potter seconded the motion, which passed unanimously.

Hattlestad stated that the general education program needs to be a primary focus because the Higher Learning Commission cited the lack of measurable learner outcomes and inconsistencies in their assessment and utilization of the results. In the monitoring report that is due to the HLC on May 1, 2012, we must describe how this has been corrected. Cantrell moved that a meeting be scheduled as soon as possible with the COD and representatives of the General Education Council. Potter seconded the motion, which passed unanimously.

#### Dean Reports

Cantrell reported on a new emphasis area in logistics and a new major in entrepreneurship. The college is soliciting alumni and advisory board comments on mission and values. She reported that there have been 73 applicants so far for the executive director of outreach.

Pounder stated that all College of Education annual reports will be made available for review; reminded the deans of the leadership institute on June 10.

Potter announced that the Arkansas Shakespeare Theatre calendar is now online. He said that in collaboration with Hendrix, an outside performance will be held on the green at the village; additionally, three performances will be held in North Little Rock at the Argenta Theatre. A new artistic director will soon be appointed. Potter also asked deans to mark their calendars on September 19<sup>th</sup> for the Arkansas Deans Association annual meeting. He is chairing the ADA this year and they hope to bring in as speakers Sylvia Manning and Shane Broadway.

Frederickson reported on a recent meeting with College of Business colleagues regarding EPIC. He also shared that the College of Natural Sciences and Mathematics has sent four people to the U-Teach Conference in Austin.

The meeting adjourned at 11:15.

csd

Council of Deans  
Minutes  
June 15, 2011

The Council of Deans met at 10:00 a.m. on Wednesday, June 15, 2011. Lance Grahn presided. Members present: Pat Cantrell, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Elaine McNiece, Diana Pounder, and Steve Runge. Jeff Young represented Rollin Potter.

Vice President for Communications Jeff Pitchford was present to discuss online annual reports and other issues. He asked each college to submit to him their annual report; highlights from each college will be posted online. Pitchford asked the deans to submit the name of the representative from their college who would attend meetings regarding media and marketing. The deans urged Pitchford to find a time for standing meetings to help with schedule planning. Pitchford urged the deans to let his office know what is going on within their colleges so that his office can decide media needs whether they be TV, print, or other forms of coverage. Several deans brought up particular concerns. Grahn stated that part of the committee's purpose is to create nodes of communication to spread the word about good things that are happening at UCA. Pitchford reminded the group that the current webpage was outsourced and there are elements of it to which our web development office does not have access. A new webpage is being created, but there are limitations due to personnel and funding. In response to a question, Pitchford indicated that the new UCA style sheet may be available by the end of the summer. He departed at 10:45 a.m.

Grahn asked the deans help personnel in their areas understand that there is limited money available. The fiscal year 2012 budget is in place, yet requests for additional funds continue to be received. The Provost Office does not have instructional reserves in place to help colleges. The provost's budget was limited in this way at the request of the deans so that the colleges would have more funding on the front end. Grahn pointed out that some departments had managed their budgets in such a way as to have funds left at the end of the year, while others did not. Decisions must be prioritized at all levels. Grahn reminded deans that with the addition of Lecturer III, there will be another step level raise this year. Discussion followed.

Grahn asked for the deans' thoughts about the Faculty Handbook Chapter Three limitations on "Visiting" ranks. Grahn's interpretation of the language is that from August 2011 forward the 3-year limitation goes into effect. At the end of that third year, that person must leave the university or be reclassified as an instructor, lecturer, or assistant professor. Grahn stated that he would be uncomfortable with not "grandfathering in" those faculty currently in visiting ranks. This would mean that for anyone who is currently in a visiting rank, the new three-year limitation begins in August 2011. The deans concurred with Grahn's interpretation. He further stated that he would like for the colleges to move away from the "emergency hire" designation for on-going positions.

Grahn reminded deans of the upcoming meeting of the COD with members of the General Education Council. Hattlestad shared his view from an Higher Learning Commission perspective and distributed a solid example of measurable learner outcomes along with the HLC Commission Statement on General Education. Hattlestad urged deans to review UCA's 2007 consultants' report on general education. Discussion followed.

Pounder shared concerns regarding supervision of secondary education program students. She stated that some students had reported no observation and poor advising regarding licensure and major course work. She asked the deans to help identify structural problems and solutions.

Following discussion several deans asked for additional specific information. Pounder indicated that she would provide more details to the deans and set a meeting for those involved.

Pounder reported on marketing challenges for graduate programs in education. She asked the deans for ideas in building alumni databases and courting donors. Several deans indicated that their colleges and some departments do newsletters, but that some areas do not have anyone with the appropriate expertise. One dean offered that building alumni databases from scratch is difficult when you must go back beyond the departmental memory of your senior faculty. Discussion followed.

McNiece shared a request from the Pulaski County Special School District for concurrent enrollment courses. Runge pointed out that the timing is problematic and that it would be better to stick with established deadlines. McNiece will advise the concurrent enrollment office to send PCSSD a copy of the guidelines. In a related matter, McNiece and Glenn reported on the status of the NACEP review.

McNiece distributed a breakdown by college and department of graduate student enrollment as it currently stands for fall 2011.

#### Announcements

Grahn reminded deans to submit diversity plans, which were due no later than May 1. To date, he has only received three. This includes strategies to increase minority faculty and students.

Grahn stated that he is almost ready to go to the president with replacement positions but is still waiting on college submissions.

Grahn distributed results on the online survey of administrators developed by the president.

Grahn reported on recent Rwanda conference he attended. UCA will host three additional Rwandan presidential scholars for a campus total of six.

#### Dean Reports

Hattlestad reported that although the deadline for the National Deans Conference has passed, they will still take registrations. He also reported on a speech-pathology student who will be going to Mexico as a Fulbright Scholar and a Fulbright Faculty Scholar who will come to UCA and teach psychology in the fall.

McNiece discussed personnel changes in her office.

Young reported that Arkansas Shakespeare Theatre begins this week with *As you Like it*.

Cantrell reported on the progress of the search for Executive Director of Outreach.

Pounder indicated that there was much favorable feedback about a recent leadership institute.

Lee informed the group that the new chair in World Languages, Horst Lange, will start soon. He also said that his assistant, Judy Corcoran, retires as of June 30 and that Kerry Nichols will formally replace her on July 1.

Runge reported that the new biology chair, Ben Cash, is here and working closely with Reid Adams. He also stated that the Computer Science undergraduate research experience is up and running.

The meeting adjourned at 12:20 p.m.

csd

**Council of Deans  
September 7, 2011**

The Council of Deans met in regular session at 9:00 a.m., Wednesday, September 7, 2011. Clay Arnold presided in Provost Grahn's absence. Members present: Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Diana Pounder, and Steve Runge. Rick Scott attended as a guest, and Tim Atkinson and Lynn Burley attended to present agenda items.

Dr. Tim Atkinson, Assistant Provost and Director of Sponsored Programs, shared information regarding intellectual property and patent rights. It is important to let faculty know that if they publish before completing the process they run the risk of losing international patent rights. Atkinson explained that the University Research Council is the default body on campus that determines if the university has ownership of the discovery. He indicated that he would be willing to meet with faculty at departmental or college meetings to discuss the process in detail. Atkinson then led a discussion of data collection processes and concerns. He departed at 9:35.

Dr. Lynn Burley, Director of Academic Assessment, was present to discuss assessment and reporting issues. The Enhanced Annual Report (EAR) was discussed along with the need to have a standardized reporting method for all annual reports. She would like to have the 3-5 year reports available on the web. Discussion turned to the Academy of Assessment of Student Learning. UCA missed the deadline for the fall academy, but will send a team for the May/June sessions. Following discussion regarding accrediting agencies such as AACSB, NCATE, and the various health accrediting bodies, it was decided that the only colleges needing representatives at the academy were the colleges of Fine Arts and Communication, Liberal Arts, and Natural Sciences and Mathematics. Five member teams may be sent for one fee: Liberal Arts send two team members and Natural Sciences and Math would send two representatives. Dr. Conrad Shumaker, Director of General Education, would represent Liberal Arts as well as the General Education Committee, and Burley would represent Fine Arts and Communication as well as Academic Assessment. Following discussion with deans and Shumaker, the other three representatives will be selected. Carol Daves will assist with the application process for the academy.

Hattlestad distributed a template to help address concerns the team report cites when calling for the Higher Learning Commission mandated focused visit. In addition to other issues, the commission will be looking for a comprehensive long range plan and a diversity plan. Discussion followed.

Arnold asked the deans to share information regarding specific problems that have occurred with the Global Education Project this fall. Discussion followed.

Arnold reminded the council of the second campus forum; the IDC open house; and the opening of Java City in COB.

McNiece reported that the Graduate Council will meet September 15. She also discussed issues regarding the number of publications the OCE marketing team has been given, and asked deans to notify Kristy Carter of upcoming marketing needs and assist her in prioritizing projects.

Pounder reported that the Director of the PhD in Leadership Studies has again been advertised

Potter reminded deans of the upcoming Arkansas Deans Association meeting being hosted at UCA.

The meeting adjourned at 11:00 a.m.

csd

**Council of Deans  
October 5, 2011**

The Council of Deans met in regular session at 9:00 a.m., Wednesday, October 5, 2011. Provost Grahn presided, and the following members were present Clay Arnold, Pat Cantrell, Elaine McNiece, Rollin Potter, Diana Pounder, and Steve Runge. Nancy Reese represented Neil Hattlestad, and Peter Mehl represented Maurice Lee.

Dr. Lynn Burley, Director of Academic Assessment, was present to discuss electronic evaluations. She presented a proposal recommending that UCA purchase SmartEvals, which is an on-line course evaluation system. Grahn stressed that there will be a four year commitment to the product. The deans agreed that four years was an appropriate period of time to determine trends and whether the product works sufficiently well for UCA's needs. Following discussion, McNiece moved to endorse the proposal. Pounder seconded the motion, which passed unanimously.

The COD minutes of September 7 were approved as amended, following a motion by McNiece and second by Pounder.

Arnold presented the General Education Council (GEC) actions of September 6. The new course, LING 1310 Language, Culture, and Society was recommended by the GEC to meet requirements in the general education area of behavioral and social sciences. Arnold moved to accept the recommendation, and Potter seconded the motion. Following discussion regarding course assessment mapping outcomes for the area. The deans approved the motion, with the caveat that assessment on the course and its fit in the general education area be done, especially in light of Act 747 requirements.

Arnold presented the Undergraduate Council actions of September 20.

Arnold moved to recommend that a change in the minor in economics be made to allow ECON 1310 to count. Cantrell seconded the motion, which passed unanimously.

Arnold moved to recommend that a change in the major for the BA in Economics allow students the choice of taking ECON 1310 or ECON 2310 to satisfy the Behavioral and Social Science requirement for general education. Cantrell seconded the motion, which passed unanimously.

Arnold moved to recommend a new course, MATH 3330 Discrete Structures II, and to change existing MATH 2330 to Discrete Structures I. Runge seconded the motion, which passed unanimously.

Arnold moved that SPCH 4305 African-American Rhetoric be removed from table, Mehl seconded. The course had been tabled at the May 4 COD at the request of Lee. Arnold was notified that concerns have been addressed. The motion to remove from the table passed unanimously. Therefore, Arnold moved to endorse the April 19 recommendation of the Undergraduate Council to recommend the course. Potter seconded the motion, which passed unanimously.

McNiece presented the Graduate Council minutes of September 15, 2011. There were no action items, and the deans unanimously accepted her report.

Arnold reported on Act 747, which, among other things, contains a stipulation that Arkansas universities reduce hours for baccalaureate graduation to 120. He indicated that the majority of UCA's degree programs are able to reduce programmatic requirements through electives to achieve the 120 hour mandate. Arnold further suggested that taking advantage of the petition for exemption application may help other programs. The Arkansas Department of Higher Education will need to see evidence of something being reduced and he suggested that deans and chairs pay careful attention to ADHE's exemption requirements. He stated that there has been no discussion at ADHE about general education requirements, other than the 35 hour, state-mandated minimum be included in the 60 hour common core curriculum. Arnold expects to receive a template from ADHE within the next couple of weeks, which should give much needed guidance in complying with the law. Following a lengthy discussion, Potter moved to ask that the Provost set a joint meeting including the COD, the General Education Council, and other appropriate parties to discuss the reduction of hours to graduation. Runge seconded the motion, which passed unanimously.

Grahn: (1) expressed his appreciation to Arnold, Burley, and Laura Young, for the work they've done this semester, especially in light of the Provost being away from the office; (2) will have a conversation regarding the GEP program; (3) shared information about a recently filed grievance.

Runge announced that Acxiom has donated \$200,000 to the College of Natural Sciences and Mathematics to be paid over a five year period.

The meeting adjourned at 12:00 p.m.

csd

Council of Deans  
Minutes  
October 19, 2011

The Council of Deans met in regular session at 9:00 a.m., Wednesday, October 19, 2011. Provost Grahn presided, and the following members were present Clay Arnold, Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Diana Pounder, and Steve Runge. Jeff Young represented Rollin Potter.

Assistant Provost Laura Young was present for budget discussions. L. Young mentioned that several budget committee members met to look at developing a timeline for the process. That timeline will be presented to the Strategic Budget Advisory Committee (formerly the Budget Advisory Committee) at its meeting next week. L. Young will send electronically a form to the deans for use in submitting their budget priorities. The deans agreed that a week would be enough time to prepare the list. L. Young asked for the deans' input regarding a fringe benefits question that had come to her attention. Following discussion, L. Young departed.

The COD minutes of October 5 were approved as circulated.

Arnold presented assessment mapping for LING 1310, which had been requested by the deans at the October 5 meeting. The deans acknowledged receipt.

Grahn distributed retention rate reports to assist with strategic planning. Runge mentioned that a review of unconditional admission standards might need to be done in view of ACT scores associated with student retention.

Grahn commented that the meeting with the COD, the General Education Council and others was a good starting point to address issues relative to Act 747's requirement of 120 hour degrees. Hattlestad distributed information from the HLC Steering Committee, including the action steps for 2012. Discussion followed. Pounder indicated that a retreat may be needed with the larger group to discuss the issues more completely.

Pounder shared information about a recent request for expanded services in the Child Study Center. Discussion followed.

#### Dean Reports

Arnold: (1) informed the deans of a proposal from IDC Director Patty Phelps to acknowledge good teachers; (2) shared information that VP for Enrollment Management, Rob Parrent, has created an "enrollment team" to evaluate admissions and flow of information at several institutions; (3) said that related to the enrollment team's efforts each department will be asked to provide a timeline for flow of communication to prospective students, when and where.

McNiece reported that her committee has received four nominations for distinguished professor emeritus. The regulations state that there will be no more than two in a given year. Discussion followed.

Lee reported that Jason Kirksey, a consultant on diversity, will be on campus at the end of the month.

Runge: (1) invited the deans to attend a press conference scheduled for 2:00 to formally announce an Acxiom gift; (2) reported that a group of math and science high school students from New Orleans will be on campus next week to look at UCA's math and science programs.

The meeting adjourned at 11:22 a.m.

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## COUNCIL OF DEANS

### Minutes

November 2, 2011

The Council of Deans met in regular session at 9:00 a.m., Wednesday, November 2, 2011. Provost Grahn presided, and the following members were present Clay Arnold, Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Diana Pounder, and Steve Runge.

Grahn distributed materials from a recent Hispanic Association of Colleges and Universities conference he attended.

Grahn asked for an update about the recent consultant visit focusing on diversity. Lee reported that the visit went well. The consultant drew our attention to actions we were already taking that we had not considered. We should receive the consultant's report soon.

The deans approved the COD minutes of October 19 as circulated.

McNiece presented the Graduate Council minutes of October 18. Action items were unanimously approved as presented.

Arnold presented the Undergraduate Council minutes of October 18. Actions items were unanimously approved as presented.

Runge shared information about linking tenure and promotion to associate professor. Following discussion, Runge indicated he would take the issue to the College of Natural Sciences and Mathematics' representative on the Faculty Handbook Committee.

Pounder reported on a recent request for information from NCTQ and informed the deans of her concerns about the organization.

Runge led a discussion of fall break, explaining that when combined with Thanksgiving break, lab courses lost the equivalent of two weeks out of the semester. Runge formally moved to adjust fall break to coincide with the Thanksgiving break. McNiece seconded the motion. Following further discussion, the deans asked Runge to draft a formal proposal so that it could be shared with the Student Government Association, and, pending SGA concurrence, sent on to the calendar committee for action. The motion passed unanimously.

Grahn shared information about the December commencement schedule.

McNiece reported that the Emeritus Committee had four nominations for professors emeriti, and that regulations only allow two to be awarded in a given year. Two have been selected and the committee's recommendations will be sent to the Board of Trustees for its December meeting. The formal, public announcement will be made at May 2012 commencement ceremonies. McNiece also reported that the Honorary Doctorate Committee will also select a recipient for this year. This recommendation will go to the Board in December, and the honorary doctorate will be formally awarded at the May 2012 commencement.

Grahn expressed his appreciation to Arnold for leading the convergence conversation on General Education yesterday.

The regular meeting ended at 10:10, and COD went into executive session to discuss budgetary issues.

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