

COUNCIL OF DEANS

January 8, 1997

The Council of Deans met in regular session at 1:30 p.m., Wednesday, January 8, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present:

Linda Beene, Jim Bowman, Sam Buchanan, Neil Hattlestad, Joe Horton, Elaine McNiece, John Mosbo, Sally Roden, and Gary Stark.

The minutes of December 16 were approved as amended.

The deans council continued a discussion of the university writing program. The Faculty Senate has recommended that the writing program needs to become a department housed within an appropriate college. The deans discussed the issue at length and recommend the following motion:

Faculty whose primary teaching responsibility is in the writing program will be housed in an academic unit that, for personnel issues and decisions, will report through an appropriate college.

For those aspects of the program that represent university-wide efforts, the unit will report to the Provost's Office.

The provost stated that he will continue discussion of other Faculty Senate recommendations concerning the writing program.

Hattlestad moved approval of the motion and Horton seconded. The motion passed unanimously.

Discussion turned to proposed changes in the admissions policy. Roden reminded the deans of past COD recommendations. She also reported the responses of the admissions committee to those recommendations. The deans preferred three categories for admission: (1) scholarship, (2) priority, and (3) deferred. Discussion continued.

Berry asked the deans to stress to their personnel that commercial use of UCA's ".edu" e-mail addresses is prohibited. If faculty or others wish to use the Internet for commercial purposes, they should establish their own ".com" account.

Tony Sitz joined the deans at 3:00 to discuss weather conditions and registration/fee payment.

Dean Reports

Roden informed the deans of a form developed by Jayme Stone for students requiring transitional courses. Buchanan distributed copies of the form as approved by Jack Gillean, University Counsel.

Beene reported on the status of the conference center. She announced that 24 courses are currently scheduled off-campus.

McNiece mentioned that several letters had been received from graduate students commenting on how much they appreciated the separate commencement ceremony. She announced that the graduate office is now accepting payment for registration by either check or credit card.

The meeting adjourned at 3:10 p.m.

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COUNCIL OF DEANS

February 5, 1997

The Council of Deans met in regular session at 1:30 p.m., Wednesday, February 5, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Linda Beene, Jim Bowman, Sam Buchanan, Neil Hattlestad, Joe Horton, Elaine McNiece, John Mosbo, Sally Roden, and Gary Stark.

The COD minutes of January 29 were approved as amended.

The first agenda item, summer school, was deferred until additional information could be obtained.

The next item for discussion pertained to a resolution from the Faculty Senate regarding short term courses. Berry reported on a discussion with the Executive Committee of the Faculty Senate. Berry asked Roden and McNiece to draft a statement on intersession courses.

Roden asked the COD for thoughts regarding a proposed freshman seminar course. The COD agreed that some kind of a freshman seminar would be a good idea, and that experimentation would be the best way to discover what works for UCA. Discussion will continue at a future meeting.

Roden brought forward the Student Aid Satisfactory Progress Policy for COD recommendation. Roden moved approval of the policy, and Horton seconded. Motion passed unanimously.

Berry distributed a draft memorandum concerning the new admissions policy. Discussion followed.

Roden requested input from the deans concerning a draft policy dealing with students with disabilities who request relief from academic requirements for medical reasons. It was decided that the college deans should discuss the issue with their chairs before any COD action is taken.

Dean Reports

Stark reported that attendance was good at the talks given by Dr. Walter Benjamin. He also announced Baum gallery events.

The meeting adjourned at 3:05 p.m.

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COUNCIL OF DEANS
February 26, 1997

The Council of Deans met in regular session at 1:30 p.m., Wednesday, February 26, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Linda Beene, Sam Buchanan, Neil Hattlestad, Joe Horton, John Mosbo, and Gary Stark. Kathleen Atkins attended for Jim Bowman.

Hattlestad reported on the exit interview of the accreditation team for occupational therapy.

The Council of Deans Minutes of February 19 were approved as amended.

In McNiece's absence, Buchanan presented the Graduate Council Minutes of February 20.

The following graduate faculty application was recommended for approval by the Graduate Council:

Rotatori, Anthony F. SPED Adjunct/FT 2 years SPED 6313

Stark moved to accept the recommendation, and Hattlestad seconded. Motion passed unanimously.

Buchanan presented the following courses for recommendation:

SPED 6335 Teaching students with Autism, Pervasive Developmental Disorders, and Oppositional Defiant/Conduct Disorders

Hattlestad moved to recommend the special education course, Horton seconded. Motion passed unanimously.

MATH 6307 Advanced Topics for Math Educators

Mosbo moved to recommend the math course, Horton seconded. Motion passed unanimously.

NURS 6199-6499 Continued Enrollment

Questions regarding the title of the nursing course were discussed. Hattlestad moved to recommend the course pending further departmental consideration of the course title, Horton seconded. Motion passed unanimously.

The following information items were presented:

New course titles:

From: NURS 6521 Primary Health Care: Management of Acute Health Problems of Adults

To: NURS 6521 Adult Nurse Practitioner I

From: NURS 6526 Primary Health Care: Management of Chronic & Disabling Health Problems of Adults

To: NURS 6526 Adult Nurse Practitioner II

New course title and course description:

From: CHED 6351 Social Studies and Sciences in the Elementary School

To: CHED 6351 Integrative Approach to the Elementary School Curriculum

Change in major requirement for MS in Health Education:

Allow either ADSE 6380 or H ED 6379 as part of core requirements.

Add H ED 5303 Environmental Health Problems as a course option in school health track.

Add H ED 5312 Drug Education as a course option in community health track.

COD discussion moved to the next agenda item, pre-requisite course requirements for pre-professional programs. Berry asked the deans to check appropriate pre-professional admission policies to determine whether the policies are too specific regarding course requirements. Discussion will continue at a future meeting.

Buchanan distributed preliminary information regarding budgets.

Dean Reports

Mosbo reminded everyone of a presentation on migratory animals by Dr. Paul Hamilton, chair of the Biology Department. Mosbo asked the deans for preliminary thoughts on a proposed MA degree program in mathematics. The program would serve students planning to teach at the community/technical college level, as well as those planning to teach at the secondary level. Discussion followed.

Beene reported that new staff were in place. She mentioned two new courses offered via Internet, that were developed by John Goswick of the College of Education. Those interested should contact continuing education or Goswick.

Hattlestad requested an exchange of ideas regarding the faculty planning form. Discussion followed.

Horton mentioned that the College of Business Administration had hosted a group of approximately 150 high school students and teachers for the State Executive Business Games. He announced that Doug Grider, Roy Whitehead, and he attended a recent meeting in Santa Fe. Whitehead and Grider were the only faculty members at the conference invited to deliver a presentation. Horton further announced that a new MBA curriculum has been developed and is in the early stages of the approval process.

Buchanan distributed information provided by McNiece regarding number of masters candidates for May commencement. He asked the deans to check their notes regarding earlier discussion about the general education requirement in mathematics. Buchanan also asked the deans to consider the possibility of marketing summer school programs.

The meeting adjourned at 2:45 p.m.

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COUNCIL OF DEANS

March 5, 1997

The Council of Deans met in regular session at 1:30 p.m., Wednesday, March 5, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Linda Beene, Jim Bowman, Sam Buchanan, Neil Hattlestad, Joe Horton, Elaine McNiece, John Mosbo, Sally Roden, and Gary Stark.

Hattlestad reported that the nursing department had recommended that the course title for NURS 6199-6499 should be Continuing Studies. The COD agreed with the recommendation.

The COD minutes of February 26 were approved as amended.

Roden presented several information items from the February 18 minutes of the Undergraduate Council.

1. Department of Foreign Languages: change the wording of the foreign language requirement removing the word "modern" so that classical, as well as modern languages, can be used to fulfill the requirement.
2. Department of Family & Consumer Sciences:
 - a. Reduce the number of credit hours required for the BSE degree from 138 to 128 eliminating the requirement for FACS 2321, BIOL 2411, and EDUC 2310.
 - b. Reduce the number of credit hours required for the AAS in Child Care Management from 63 to 60 eliminating FACS 2321.
 - c. Title change for FACS 2320 Child Development I to Child Development.
3. Correction to UGC Minutes of 10-15-96: PHYS 1405 Applied Physics to meet the general education requirement for the BS in Radiography Degree and NOT for the BS in Nuclear Medicine Technology.

Berry informed the deans that the issue of distance education needs to be revisited. He will call a meeting for those members of the COD who are involved along with representatives from the various colleges.

Dean Reports

Roden informed the deans about information problems from SIS screen 171. There is no

place to list a minor advisor. It is important for students to know their minor advisor, and the deans concurred that the minor advisor should be listed, if possible. Roden will gather further information.

Hattlestad indicated that renovation of the Speech-Language-Hearing Center would begin soon. Class sizes will be expanded this fall.

Stark announced the schedule for Antigone, presented by the UCA theatre program. He also mentioned a ragtime music performance by Richard Zimmerman.

McNiece requested a discussion of institution-wide grant proposals. The topic will be placed on a future COD agenda. She informed the deans that the SSI grant would be running out and the COD needs to decide whether to reapply.

Horton asked for clarification on the deans position concerning transferability of two-week courses offered at other institutions. Discussion followed. Horton indicated that a list of courses his faculty think should not be offered in that manner would be forthcoming from the College of Business Administration.

Buchanan requested material from the college deans concerning archival faculty information.

Bowman informed the deans of a visit by Lee Gordon, executive director of the Arkansas Business and Education Alliance.

The meeting adjourned at 2:20.

cd

COUNCIL OF DEANS

March 12, 1997

The Council of Deans met in regular session at 1:30 p.m., Wednesday, March 12, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Linda Beene, Jim Bowman, Sam Buchanan, Neil Hattlestad, Joe Horton, Elaine McNiece, John Mosbo, and Gary Stark.

The COD minutes of March 5 were approved as circulated.

McNiece led a discussion of institution-wide grant possibilities. Berry asked her to compile a list of the ideas discussed and match them with grant options. Discussion will continue at a future meeting.

Berry asked the deans to examine class scheduling. Courses should be equally distributed throughout the day.

Berry brought up questions concerning work study funds. Discussion will continue.

The Honors Convocation is scheduled for Sunday, April 27, at 2:00 p.m. There is also a superb pianist, Angela Cheng, scheduled to appear that afternoon.

Dean Reports

Bowman announced a retreat for professional education unit faculty scheduled for Saturday, April 5.

Stark told of a recent presentation in conjunction with the De Boer Colloquium on the subject of distance education.

Beene distributed information received at the distance education colloquium and praised the event as being valuable and informative.

McNiece stated that the University Research Council meets March 13 to consider spring faculty research proposals. The Graduate Council will consider revision of graduate faculty categories at its meeting, and it will also consider a curriculum revision of the MBA program.

Horton announced that 1200 students were recently on campus for a state-wide Future Business Leaders of America meeting. He also mentioned that the welcoming speaker was a former state president and national president of Phi Beta Lambda, Linda Beene.

Buchanan stated that the Planning Committee led by Jonathan Glenn has renewed its efforts to

develop a university mission statement. He also mentioned that the committee formed to study registration and fee payment procedures recently met to finalize plans for the summer. Buchanan asked the deans to consider the possibility of an academic representative to be readily available during the drop/add process. The deans agreed that a representative of the advising center would be appropriate.

The meeting adjourned at 2:15 p.m.

cd

COUNCIL OF DEANS

March 26, 1997

The Council of Deans met in regular session at 1:30 p.m., Wednesday, March 26, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Linda Beene, Jim Bowman, Sam Buchanan, Neil Hattlestad, Joe Horton, Elaine McNiece, John Mosbo, Sally Roden, and Gary Stark.

The COD minutes of March 12 were approved as amended.

Berry congratulated Jim Bowman upon his selection as Dean of the College of Education at Central Missouri State University. Bowman will leave UCA and assume his new position this summer.

McNiece presented the Graduate Council Minutes of March 13. The following graduate faculty applications were presented:

Debbie Barnes	CHED	Adjunct/PT	2 Years	CHED/ADSE 5330
Joyce A. Fiddler	CHED	2nd Initial	2 Years	
Roy Whitehead	ACC	Initial	2 Years	

Motion to recommend by McNiece, seconded by Hattlestad. Passed unanimously.

Additional action items from the minutes will be reviewed at the next COD meeting.

Discussion turned to the booklet, "Suggestions for Meeting Faculty Handbook Standards for Tenure and Promotion." Discussion will continue.

Berry reported on a recommendation from the Teaching Excellence Awards Selection Committee and asked the deans to consider the faculty awards process.

Berry asked the deans to identify possibilities for new programs that might attract good students and satisfy state needs.

Berry asked Roden for information about the transitional reading course.

Dean Reports

Roden reported on "Bear Beginnings," an orientation session geared for transfers from two-year colleges. Recruiting visits to two-year colleges will begin next week.

Hattlestad announced that the U.S. Army has sponsored five full scholarships in nursing.

Beene reported on two recent training events, one of which was funded by an existing work force

training grant.

McNiece thanked the college deans for participating with Sponsored Programs and the Instructional Development Center in recent grant-writing workshops. She reminded the college deans that faculty interested in Fulbright Scholars programs need to begin preparations now. Faculty interested in mentoring students for SILO grants need to start now. She also distributed an application form for the Bob McLaughlin Memorial Scholarship.

Stark announced that Lisa Screeton, a junior history major, has been named a Truman Scholar. Berry expressed his appreciation to Lani Malysa, Truman Scholarship faculty advisor, for her hard work in identifying and assisting a student who would qualify for this honor. Stark further announced that Melanie Perrault a graduate of the Early American History program at William and Mary has accepted a faculty position at UCA. He informed the council of a gallery talk by Robert Reep, and he also announced a schedule of performances of "Gianni Schicchi," part of the UCA opera workshop.

Buchanan provided information on the Rising Junior Examinations scheduled for April 8-12 in the Student Center Ballroom. Half of the students will use a calculator and the other half will not. Due to this test group, the deans agreed that placement of scores on transcripts should be delayed.

The meeting adjourned at 2:55 p.m.

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COUNCIL OF DEANS

April 2, 1997

The Council of Deans met in regular session at 1:30 p.m., Wednesday, April 2, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Linda Beene, Jim Bowman, Sam Buchanan, Neil Hattlestad, Joe Horton, Elaine McNiece, John Mosbo, Sally Roden, and Gary Stark.

The COD minutes of March 26 were approved as amended.

McNiece presented the following action items from the March 13 Graduate Council Minutes:

New Graduate Courses:

MBA 6301 Decision Modeling in Information Systems (replaces INFO 6301)
MBA 6306 Legal Environment of Business for Managers
MBA 6307 Entrepreneurship: The Act of Wealth Creation (replaces ECON 6329)
MBA 6601 Integration of Business Disciplines (replaces MGMT 6340/MGMT 6341)
ACCT 6309 Tax Planning and Research

McNiece moved to recommend, and Horton seconded. The motion passed unanimously.

McNiece presented the following information items:

Changes:

ACCT 6314 Accounting for Planning/Control
to MBA 6302 Accounting for Management Decisions

ECON 6310 Applied Economic Theory
to MBA 6303 Managerial Economics

INFO 6361 Executive Communications
to MBA 6304 Communication in Organizations

FINA 6330
to MBA 6305 (prefix change only)

MKTG 6350 Seminar in Marketing Problems
to MBA 6308 Marketing Strategy

Deletions:

ECON 6329 Business/Economic Research
INFO 6301 Business Information Systems
MGMT 6340 Seminar in Management
MGMT 6341 Seminar in Organizational Behavior

Roden distributed amended draft copies of the academic adjustment policy for students with disabilities. The COD will discuss the draft policy at the next meeting.

The COD discussed the document, "Suggestions for Meeting Handbook Standards for Tenure and Promotion." Discussion will continue at the next meeting.

Dean Reports

Roden reported on a "Bear Beginnings" orientation meeting she recently attended. The deans discussed the information she provided.

Beene reminded the COD that she is serving on the food service contract committee and asked for input.

Buchanan mentioned an inquiry from human resources regarding contract dates.

Berry stated that he and Buchanan would be attending the annual North Central Association meeting in Chicago April 19-22.

Questions surrounding early retirement were discussed.

The meeting adjourned at 3:20 p.m.

cd

COUNCIL OF DEANS

April 9, 1997

The Council of Deans met in regular session at 1:30 p.m., Wednesday, April 9, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Linda Beene, Jim Bowman, Sam Buchanan, Neil Hattlestad, Elaine McNiece, John Mosbo, Sally Roden, and Gary Stark. Jim Barr represented Joe Horton.

Cameron Dorey presented the COD with new technology designed to process grant applications electronically. Deborah Walz contributed additional information to the presentation. Dorey will hold meetings with department chairs and others to explain the new system.

The COD minutes of April 2 were approved as circulated.

Discussion turned to the guidebook, "Suggestions for Meeting Faculty Handbook Standards for Tenure and Promotion." Stark and Mosbo will meet with the Faculty Affairs Committee April 14.

The Academic Adjustment Policy for Students with Disabilities, as presented by Roden, was reviewed. The college deans will take the policy to the department chairs for further discussion.

Roden presented information concerning the UCA Welcome Week, which will be held prior to the beginning of the fall semester. Discussion followed.

Berry reminded the council that Board of Trustees agenda items were to be submitted to him no later than Thursday afternoon.

Dean Reports

Barr reported that Horton is out of town until next week.

Stark announced that two faculty members, Raymond Frontain and Charles Harvey, have been selected to attend NEH seminars. He also announced the visit of Dr. Richard Golden, Professor and Chair of History at the University of North Texas, who was on campus in conjunction with Century's End presentations.

Buchanan distributed a sample copy of the revised letter of appointment. He also reported that Earl McGehee has a one-year supply of faculty evaluation forms, and a decision needs to be made whether the forms will be changed.

Berry reminded deans that part-time employees must return university keys upon completion of contracts.

Berry asked that the deans consider carefully special travel authorizations due to increases in travel costs.

The meeting adjourned at 3:30 p.m.

cd

COUNCIL OF DEANS

April 16, 1997

The Council of Deans met in regular session at 12:30 p.m., Wednesday, April 16, 1997, in the Provost's Conference Room. Sam Buchanan presided until 1:00, when Bill Berry arrived, and the following council members were present: Linda Beene, Jim Bowman, Neil Hattlestad, Elaine McNiece, John Mosbo, Sally Roden, and Gary Stark.

The COD minutes of April 9 were approved as amended.

Discussion continued and, with minor modifications, the COD recommended approval of the Academic Adjustment Policy for Students with Disabilities.

Roden presented the Undergraduate Council Minutes of March 25.

The following action items were considered.

New Course Proposals in Physical Therapy:

PTHY 2325 Clinical Internship II for Assistants

PTHY 2225 Clinical Internship III for Assistants

PTHY 2335 Clinical Internship IV for Assistants

Roden moved to recommend, and Hattlestad seconded. The motion passed unanimously.

New Course Proposals in Computer Science and Mathematics:

CSCI 4375 Internship in Computer Science

MATH 1191 An Introduction to Computer Algebra Software

MATH 1396 Calculus for the Life Sciences

MATH 1150 Mathematical Discovery Seminar

Roden moved to recommend, and Mosbo seconded. The motion passed unanimously.

New Course Proposals from the Department of Biology:

BIOL 1440 Principles of Biology I

BIOL 1441 Principles of Biology II

BIOL 2490 Genetics

BIOL 4335/4455 Special Problems in Biology

Roden moved to recommend, and Mosbo seconded. The motion passed unanimously.

The UGC recommends elimination of the 45 hour requirement to earn upper division credit for graduation and further recommends that departments examine prerequisites to ensure students are prepared for 3000/4000 courses. The UGC also supports the current forty semester hour senior college requirement. Roden moved to endorse the recommendations of the UGC, Bowman seconded. The motion passed unanimously following discussion.

The UGC recommends that English not be allowed as a second language for international students.

Discussion will continue when additional information is furnished.

Roden presented the following information items from the UGC minutes:

1. Delete cross-listing of 4315 Methods of Teaching Foreign Languages with ADSE
2. Change title of NURS 4314 Special Topics to NURS 4314 Honors in Nursing
3. Delete PHYS/ENGR 3411 Experimental Techniques

COD discussion turned to the report of the task force charged with examining representation for non-tenure-track faculty. Hattlestad moved to proceed with the task force recommendation to establish a senate to represent non-tenure-track faculty, Roden seconded. The following motion was recommended unanimously:

The Council of Deans regrets that the Faculty Association rejected inclusion of non-tenure-track faculty in the Faculty Senate. Given that decision, the Council of Deans, believing that representation of non-tenure-track faculty is important, supports the creation of a senate to represent non-tenure-track faculty.

The COD discussed information received from the Faculty Senate concerning post-tenure review. Discussion will continue at a future meeting.

Berry asked the deans to examine and update advising reports supplied by Roden. He also asked that care be given to avoid duplication in mailing lists of invitations, announcements, etc.

Dean Reports

Roden asked for a discussion of whether the number of hours required for renewal of scholarships should be changed from 14 to 15. The COD agreed that the change was a good one.

Materials were distributed on the CASE Professor of the Year Award. Given the short timeline, Berry invited deans to nominate any faculty member meeting the criteria they wished to bring forward.

Stark reminded the COD of the reception today honoring two retiring professors from the Department of Geography, Political Science, and Sociology, Dr. William Keinath and Dr. Kennedy Upham. Stark announced that the political science program was chosen to participate in a pilot program for new instructional software. He also announced that KUCA-FM won five grand prizes at a national competition.

Hattlestad announced that the College of Health and Applied Sciences is sponsoring a Health Career Fair for minority students taking place April 25 at the Dunbar Community Center in Little Rock. Johnetta Meadows, Director of Minority Affairs for the American Physical Therapy Association, will be the guest speaker.

McNiece reported on an Arkansas Graduate Deans' Association retreat. Luther Hardin, Director of the Arkansas Department of Higher Education, indicated that the new program approval process will remain the same, but continuing program approval will change.

Buchanan distributed lists of continuing contracts to be approved in lieu of reviewing actual contracts.

Discussion began regarding a memorandum on summer school from Jerry Manion, President of the Faculty Senate. Discussion will continue at the next meeting of the COD.

The meeting adjourned at 2:15 p.m.

cd

COUNCIL OF DEANS

April 23, 1997

The Council of Deans met in regular session at 1:30 p.m., Wednesday, April 23, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Linda Beene, Jim Bowman, Sam Buchanan, Neil Hattlestad, Joe Horton, Elaine McNiece, John Mosbo, Sally Roden, and Gary Stark.

Dr. Jonathan Glenn, Director of Assessment, distributed a draft statement of mission and purpose for UCA from the Planning and Assessment Committee. Discussion followed.

The COD minutes of April 16 were approved as amended.

Roden presented the following items from the Undergraduate Council minutes of April 15.

Action items:

Roden moved to endorse the UGC recommendation that the College of Education reduce the number of credit hours from 14 to 12 for Directed Teaching. Bowman seconded the motion, which passed unanimously.

Roden moved to endorse the UGC recommendation to revise the minor in Physics. Mosbo seconded the motion, which passed unanimously.

Information item:

Delete MGMT 3110 Business Careers

Bowman requested information on procedures for student appeals. Discussion followed.

Berry asked the deans to check their calendars for a June retreat date. He reported on the recent annual meeting of the North Central Association.

Discussion of summer school continued from an earlier meeting.

Dean Reports

Roden reported that the General Education Committee recommended a November 1, 1997, deadline for general education proposals, and moved that the COD endorse that recommendation. The COD unanimously endorsed the deadline recommendation of the General Education Committee. Roden announced that Dr. Mike Mathis of the Biology Department has been selected as headmaster of the new residential college.

Hattlestad is completing his term on the Commission on Accreditation for Physical Therapy Education.

Beene reported on the Youth Crusade and possible numbers of attendees.

Stark announced several events including History Day, an Art History Symposium, a state meeting of Sociology/Anthropology, and the last performance of Boy's Life.

McNiece distributed information on those selected to receive a stipend for an IDC workshop.

Horton reported on a recent meeting of AACSB.

Buchanan distributed spread sheets and information on the NCA steering committee.

The meeting adjourned at 3:00 p.m.

cd

COUNCIL OF DEANS

May 14, 1997

The Council of Deans met in regular session at 3:15 p.m., Wednesday, May 14, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Linda Beene, Jim Bowman, Sam Buchanan, Neil Hattlestad, Elaine McNiece, John Mosbo, Sally Roden, and Gary Stark. Joe Horton was absent.

The COD minutes of May 7 were approved as amended.

McNiece presented information regarding Arkansas Department of Higher Education Promotional Grants. Funds are to be used for the same purposes as last year. The COD agreed to support the proposals that had been discussed at earlier meetings.

Bowman distributed information from a survey of study habits for College of Education Students prepared by Bill Lammers and Tony Onwuegbuzie.

Berry reported on a recent meeting of the Chief Academic Officers that took place at ADHE. The State Board of Higher Education is now the Arkansas Higher Education Coordinating Board. He also reported on the recent Faculty Senate meeting.

The COD discussed plans for a retreat June 12 and 13. Berry asked the deans to suggest topics to be covered during the retreat. Discussion followed and will continue at a future meeting.

Dean Reports

Bowman reminded the deans that June 11 would be his last day on campus and thanked everyone for coming to his farewell reception prior to the COD meeting.

Mosbo asked for a discussion of the Major Field Achievement Tests. The MFAT will be a topic on a future agenda.

Beene stated that the system of correspondence course approval is being reviewed with an eye toward improving the process. She also mentioned a faculty payment issue along with ideas for incentives to faculty for course revision and updating.

Stark reported on the hospitalization of Dr. Sam Driggers.

Buchanan reminded the COD of commencement ceremonies and receptions on Saturday.

Berry informed the deans that he has been asked to serve on a committee to review the current process for external review of programs in the state. Discussion followed.

Berry asked the deans for information regarding frequent individual travel requests. Discussion followed.

The meeting adjourned at 4:25 p.m.

cd

COUNCIL OF DEANS

May 21, 1997

The Council of Deans met in regular session at 1:30 p.m., Wednesday, May 21, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Linda Beene, Jim Bowman, Sam Buchanan, Joe Horton, Elaine McNiece, John Mosbo, and Gary Stark. Jimmy Ishee represented Neil Hattlestad.

The COD minutes of May 14 were approved as amended.

McNiece presented the Graduate Council minutes of May 15, 1997. The first item presented was a new program proposal, Secondary School Leadership: Teacher Leadership, from the Department of Administration and Secondary Education. After discussion, the COD tabled the proposal pending additional information/justification.

McNiece presented the second GC item, a revised application form for graduate faculty status. After consideration of the form, the COD tabled the proposed revision pending further discussion.

McNiece presented a statement of purpose for the Graduate School. COD discussion followed. The statement was returned with suggestions.

Berry reminded the COD of the retreat scheduled for June 12 and 13. He shared items that had been submitted as possible topics. Discussion followed.

Discussion moved to the BA/BS degrees and the appropriateness of degree options for some majors.

Berry distributed information about the writing program. The material will be discussed at a June meeting of the COD.

Dean Reports

Bowman distributed a survey of assessment of need for educational computer specialists.

The meeting adjourned at 3:00 p.m.

cd

COUNCIL OF DEANS

June 9, 1997

The Council of Deans met in regular session at 2:00 p.m., Monday, June 9, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Linda Beene, Jim Bowman, Sam Buchanan, Neil Hattlestad, Joe Horton, Elaine McNiece, John Mosbo, Sally Roden, and Gary Stark.

The minutes of June 4 were approved as amended.

Berry asked for a discussion of the teacher leadership program proposal from the Department of Administration and Secondary Education. McNiece reported on a meeting of interested parties held to clarify issues brought up by the COD at previous meetings. Discussion followed. Berry asked McNiece and Bowman to meet with ADSE to consider additional information.

Bowman brought forward additional information regarding a proposed MS degree in Educational Computer Technology. He reported on a meeting with Chuck Seifert, chair of the computer science department, and Berry suggested that it would also be appropriate to meet with a computer systems representative from the College of Business Administration.

Berry asked the deans to consider the administrative location of the writing program. Discussion included ways to ensure that the program maintain a university-wide vision while providing the writing program faculty appropriate mechanisms for matters such as tenure and promotion. Roden moved that the writing program be housed in the College of Fine Arts and Communication. Bowman seconded the motion, which passed with a vote of 6-yes and 2- no.

Berry asked Roden to give an overview of a report written by students, "How to Make UCA a More Residential Campus." Discussion followed.

Roden reported on a meeting with Stark and Hattlestad to discuss UCA Welcome Week (student orientation). She gave a summary of planned activities and ideas to improve academic sessions.

Berry presented information about the Deans Retreat scheduled for June 12 and 13.

Dean Reports

Bowman reminded everyone that his last day will be Wednesday.

Beene reported on off-campus enrollments.

Horton announced that two people from Russia were on campus to discuss future program possibilities.

The meeting adjourned at 3:10 p.m.

cd

COUNCIL OF DEANS

June 18, 1997

The Council of Deans met in regular session at 1:30 p.m., Wednesday, June 18, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Linda Beene, Sam Buchanan, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, John Mosbo, Sally Roden, and Gary Stark.

Berry set aside the agenda in order to present a visitor to the COD meeting, Dr. Barbara Holmes, Chair of the Department of Administration and Secondary Education. Holmes was present to give additional information regarding the proposed program in teacher leadership. Holmes reviewed current trends in education toward site-based management and other issues. Discussion followed. The COD will act on the proposal at a future meeting, pending further information from the ADSE department.

The COD minutes of June 9 were approved as amended.

Mosbo led a discussion of the Major Field Achievement Test. The primary concern is how to encourage students to take the MFAT seriously. Several suggestions were presented. Berry asked the college deans to take the suggestions back to department chairs for their ideas and/or concerns.

Dean Reports

Beene reported on a planned meeting with Dr. Gordon Watts at North Arkansas College in Harrison. The topic of discussion will be delivery of UCA junior and senior level courses in business, health, and education.

Litton informed the COD that several summer programs and various clinics sponsored by the College of Education were underway and doing well.

Roden mentioned a discussion with Tony Sitz regarding acceptance of an American Council on Education recommendation regarding military training serving as a general elective. Berry requested information on how other institutions handle the recommendation. Hattlestad will solicit a response from Debbie Howell.

Roden reported on a meeting with Stark and Hattlestad concerning UCA Welcome Week. She also gave an overview of advanced registration.

Hattlestad led a brief discussion of admissions deadlines and the possibility of scholarship deadlines.

McNiece requested assistance in closing out year-end records in sponsored programs and asked the deans to supply any information regarding pending grants.

Stark reported on the Governor's presentation to AETN of \$6.28 million for construction of their new facility.

Buchanan stated that work has begun on the schedule of pre-session activities. The General Faculty Meeting

will take place Tuesday, August 26 at X-period, and the college faculty meetings will be held Thursday, August 28. Other information is forthcoming.

Horton reported on a recent faculty hire and grant funding of the Small Business Center.

Berry provided information received from President Thompson regarding salary matters. Discussion followed.

The meeting adjourned at 2:55 p.m.

cd

COUNCIL OF DEANS

July 3, 1997

The Council of Deans met in regular session at 1:30 p.m., Thursday, July 3, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Linda Beene, Sam Buchanan, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, John Mosbo, Sally Roden, and Tony Sitz. Jim Shelton represented Gary Stark.

The COD minutes of June 18 were approved as amended.

Sitz was welcomed back to the council.

Berry reported on a recent committee meeting at the Arkansas Department of Higher Education regarding possible changes in existing program reviews. The ad hoc committee will meet again July 24.

Berry asked Sitz to review recommendations concerning commencement ceremonies. Discussion followed. One possibility would be to have two ceremonies combining undergraduate and graduate students but divide the colleges into two groups. Sitz will look at past ceremonies to determine whether there is a natural division of colleges.

Berry reminded the deans to furnish undergraduate advisors for the advising center. Budgetary arrangements may be made, where preferable.

Berry shared a memorandum concerning early retirement possibilities.

Dean Reports

Roden reported on the cost of administering the Major Field Achievement Test. Discussion followed.

Litton reported on a new praxis series for the NTE that was announced at a Council of Deans for Education meeting last month. He also reported on an alternative learning institute for people who work with troubled youth sponsored by the College of Education and the Center for Academic Advancement. John Murphy of the Department of Psychology and Counseling has published a book on the subject of alternative learning methods. Litton announced several personnel changes within the College of Education: Dr. Jim Mainord will serve as interim chair of the Department of Childhood and Special Education during Litton's tenure as interim dean; Dr. Barbara Holmes has resigned her duties as chair of the Department of Administration and Secondary Education to return to full-time teaching; and Dr. David Skotko has agreed to serve as interim chair of ADSE.

Beene reported on a good year financially for the Division of Continuing Education.

Mosbo informed the deans of results from an examination that Dr. Wayne Brown's software engineering class developed. The examination should prove useful in placing students into computer technology courses.

Horton announced that Dr. Kirsta Glenn of the Department of Economics and Finance has resigned in order to take a position in Bulgaria.

Sitz reminded the COD that Summer I is ending, and grade rosters will be forthcoming. Registration for Summer II is on Friday. He announced the following technical college name changes: Petit Jean College and North Arkansas College.

McNiece announced that sponsored programs funding is up and had broken the \$3 million mark. Berry congratulated McNiece, Dr. Deborah Walz, and the faculty for their work with grant funding this past year.

Hattlestad reminded the deans of a previous discussion on finding another instrument for student evaluations. Discussion followed. Berry asked Buchanan to check into costs.

The meeting adjourned at 2:25 p.m.

cd

COUNCIL OF DEANS

August 6, 1997

The Council of Deans met in regular session at 1:30 p.m., Wednesday, August 6, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Sam Buchanan, Bob Everding, Joe Horton, Fred Litton, Elaine McNiece, John Mosbo, Tony Sitz, and Gary Stark. Jimmy Ishee represented Neil Hattlestad, Kim Bradford represented Linda Beene, and Sally Roden was absent.

The minutes of July 30 were approved as amended.

Mosbo led a discussion of the Major Field Achievement Test. The deans discussed ways in which test scores can be improved. Stark moved that the MFAT raw scores be placed on the transcript of each student who takes the examination. Litton seconded the motion, which passed unanimously. The deans agreed that additional changes should be made in phases. Berry asked that Tony Sitz, Sally Roden, John Mosbo, and others meet to discuss the issue.

Buchanan and Sitz presented the next agenda topic, which was the possibility of having college representatives on site for advising and other purposes during fall fee payment and registration. Discussion followed. Berry asked the college deans to send to Sitz the names of appropriate persons within their areas who could provide the service.

Berry distributed notes from the June Council of Deans retreat.

Dean Reports

Litton reported that the Mashburn Institute was underway. He also informed the council of a visiting scholar from Chicago, Dr. Anthony Rotatori, who conducted a seminar attended by over 30 people.

McNiece asked that offices be patient while graduate student records are processed. The processing is proceeding as quickly as possible.

Sitz reminded the deans of commencement ceremonies scheduled for Friday, August 15, and asked that they come to the Purple Circle Room at 6:30 p.m. for robing.

Mosbo asked if someone had been designated as a campus representative for the Century Scholarship for Study in Japan. Berry asked Stark to speak to Marian Brodman about the possibility.

Bradford requested initiation forms from departments offering off-campus courses through continuing education.

The meeting adjourned at 2:15 p.m.

cd

COUNCIL OF DEANS

August 20, 1997

The Council of Deans met in regular session at 1:30 p.m., Wednesday, August 20, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, John Mosbo, Sally Roden, and Gary Stark. Linda Beene and Tony Sitz were absent.

The minutes of August 6 were approved as circulated.

Berry expressed appreciation to those members of the COD who today participated in the FAST Movers program.

Buchanan distributed a draft guide for preparation of course syllabi. Discussion followed. Berry asked deans to share the information with the departmental chairs and report departmental suggestions.

Discussion turned to the booklet, Suggestions for Meeting Faculty Handbook Standards for Tenure and Promotion. Berry asked Mosbo and Stark to prepare and distribute to the COD information on key issues for the August 27 meeting.

Berry distributed information on higher education labor market entry rates.

Berry informed the deans of an invitation to have a booth at the annual meeting of the Arkansas Center for Public Affairs (formerly the Science Information Liaison Office). He requested ideas for exhibits no later than tomorrow.

Deans Reports

Roden asked for cooperation for a pilot program to track freshmen. Faculty will be contacted for information about certain students. She also reminded the deans of a special luncheon with students scheduled for tomorrow.

Litton reported that Ray Simon had accepted the position of Director of the Arkansas Department of Education.

Stark distributed a compilation of scholarship in the College of Liberal Arts for 1996. Berry asked other college deans to prepare a similar document.

Everding announced an opening next Tuesday at Baum Gallery of additional paintings on loan from the National Gallery.

McNiece reported that the orientation session for graduate assistants was well attended. She asked the deans to remind faculty that guidelines for research proposals and summer stipends are available on the website.

Buchanan distributed a printout of personnel data and asked the deans to correct the information and return it by Monday.

Berry asked the deans to look at faculty teaching loads -- not only the number of sections taught but the number of students taught by faculty.

Roden reported good attendance at the new faculty meetings organized by Joan Pritchard.

The meeting adjourned at 2:15 p.m.

cd

COUNCIL OF DEANS

August 27, 1997

The Council of Deans met in regular session at 1:30 p.m., Wednesday, August 27, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Linda Beene, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, John Mosbo, Tony Sitz, and Gary Stark. Sally Roden was absent.

The minutes of August 20 were approved as circulated.

Berry informed the deans of concerns related to combining or stacking of scholarships and asked for information regarding comparable scholarships by next Wednesday.

Mosbo and Stark presented information about the status of the promotion and tenure document created by the COD to aid faculty in the application process for promotion or tenure. Discussion followed.

Berry excused himself and Buchanan presided over the remainder of the meeting.

Buchanan asked the college deans to give a brief overview of opening session meetings.

Beene reported on off-campus course enrollments, transitional course enrollments in reading and writing, and the UCA at Night program.

Sitz informed the deans of how helpful it was to have the assistant deans and others advising and helping students during the registration/fee payment period. He distributed print-outs of current enrollment figures.

Dean Reports

Litton distributed information on special College of Education programs for fall.

Buchanan distributed the report of Internet consultant Michael Stoner.

The meeting adjourned at 2:35 p.m.

cd

COUNCIL OF DEANS
September 10, 1997

The Council of Deans met in regular session at 1:30 p.m., Wednesday, September 10, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Linda Beene, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, John Mosbo, Sally Roden, Tony Sitz, and Gary Stark.

The minutes of August 27 were approved as circulated.

Berry reported that there had been corrections and revisions in the document, "Considerations by the Deans and Provost during Promotion and Tenure Review," as discussed during a previous meeting. The document will soon be ready to distribute to faculty.

The deans turned to the next agenda item, centralized scholarship/fellowship information. The university receives information on several external scholarships and fellowships such as the Truman Scholarship and the James Madison Fellowship. Options for better disseminating the information and developing nominees were discussed.

Buchanan reported that the university mission statement, required by the North Central Association, had been endorsed by the faculty and staff senates. The statement will go before the Board of Trustees at its September 26 meeting.

Mosbo, chair of the NCA Steering Committee on Academic Affairs, distributed a list of academic affairs matters to be included in the university's self-study. He asked the deans to examine the list for omissions.

Berry announced that the Arkansas Higher Education Coordinating Board approved the Arkansas Department of Higher Education staff recommendation that UCA be granted the authority to offer a doctorate in physical therapy. The doctoral proposal in school psychology was not recommended at this time.

Berry informed the deans that Ronnie Williams and Hank Phelps will attend next week's meeting in order to discuss orientation and gain feedback from the deans.

Dean Reports

Everding reported that Pat Larsen of the Art Department won the Delta Award. Larsen's award-winning work is currently on display at the Arkansas Arts Center.

Sitz stated that the spring schedules would soon be distributed to chairs. He asked the deans to encourage chairs to offer courses during the winter intersession. Fall enrollment figures were briefly discussed.

Hattlestad distributed information concerning promotion of clinical instructors and asked that the topic be placed on a future agenda.

Stark reported that the Department of Geography, Political Science, and Sociology has established a relationship with the U of A Criminal Justice Institute by which students enrolled in the institute can earn undergraduate credit in political science.

Roden reported good contact numbers from centralized advising. She announced an event planned for undecided majors. She also asked for the deans' cooperation with regard to an October 2 career fair.

McNiece announced a September 23 workshop sponsored by the Instructional Development Center and Sponsored Programs.

The meeting adjourned at 2:35 p.m.

cd

COUNCIL OF DEANS

September 17, 1997

The Council of Deans met in regular session at 1:30 p.m., Wednesday, September 17, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Linda Beene, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, John Mosbo, Sally Roden, Tony Sitz, and Gary Stark.

Berry presented Ronnie Williams and Hank Phelps, who were present to discuss orientation events. Williams presented an overview of events, then introduced Phelps, who discussed questions about this year's orientation process voiced by parents and student services staff and asked for the academic view. Discussion followed.

The agenda item, cooperative education, was brought forward so that Williams could participate in the discussion. Berry reported on a recent luncheon with area corporate and industry leaders. Computer science skills and foreign language fluency are highly sought when hiring new employees. Other academic initiatives such as improved writing skills and critical thinking were stressed by the corporate leaders as positive steps to building a better workforce.

Williams and Phelps departed at 2:10.

The minutes of September 10 were approved as amended.

Hattlestad distributed material regarding clinical instructor I advancement to clinical instructor II. Discussion followed. Hattlestad will prepare a revised document for the COD.

Berry stated that, due to the loss of parking and other factors, courses must be more evenly scheduled throughout the day. The bulk of courses are currently offered in the morning hours. He asked Sitz to provide additional information.

Berry asked the deans to monitor carefully out-of-state travel. A departmental travel log should be sent forward with each request in order to provide the dean with adequate information.

Dean Reports

Roden distributed information prepared by Huey Antley regarding retention of the freshman class.

Litton reported that members of the Executive Board of Deans of Colleges of Education recently met with Ray Simon. Litton asked for information about the Arkansas Deans' Association meeting.

Sitz distributed official fall enrollment figures.

Beene presented information from a recent workshop on the use of telecourses prepared by AETN.

Horton informed the deans of a recent visit to the Small Business Center by Congressman Vic Snyder.

The meeting adjourned at 3:05 p.m.

cd

COUNCIL OF DEANS

October 1, 1997

The Council of Deans met in regular session at 1:00 p.m., Wednesday, October 1, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Linda Beene, Sam Buchanan, Bob Everding, Joe Horton, Fred Litton, Elaine McNiece, John Mosbo, Sally Roden, Tony Sitz, and Gary Stark. Jimmy Ishee represented Neil Hattlestad.

The Council of Deans Minutes of September 17 were approved as amended.

McNiece presented the Graduate Council actions of September 18.

The following faculty member was recommended for Graduate Faculty status:

Sittig, Jeralynn E. Sociology 3-year Membership SOC 5331

McNiece moved to endorse the recommendation, with a second by Stark. The motion passed unanimously.

The following new course was recommended for approval:

HIST 5332 A History of the Crusades

McNiece moved to endorse the recommendation, with a second by Stark. After discussion, the motion passed unanimously.

Roden presented the Undergraduate Council minutes of September 16.

Roden moved to endorse the recommendation to approve the 21-hour minor in Business Administration. The motion was seconded by Horton and passed unanimously.

Roden moved to endorse the following recommendation for approval of new courses:

ART 3318 Art Photography I

The motion was seconded by Everding and passed unanimously.

SPTH 3306 Anatomical and Physiological Bases of Communication

SPTH 3321 Acquisition and Development of Normal Speech and Language

After discussion, the speech pathology courses were sent back to the UGC for further review.

BIOL 3360 Introduction to Marine Biology

The motion was seconded by Mosbo and passed unanimously.

CSCI 4381 Object Oriented Programming with Java

The motion was seconded by Mosbo and, after discussion, was deferred.

MATH 4306 Applied Mathematics II

MATH 4373 Applied Statistics

The motion was seconded by Mosbo and passed unanimously.

GEOG 2320 Introduction to Geographic Information Systems

The motion was seconded by Stark and passed unanimously.

HIST 4332 A History of the Crusades

The motion was seconded by Stark and, after discussion, passed unanimously.

PHIL 2330 Jewish Bible

PHIL 2331 New Testament

The motion was seconded by Stark and, after discussion, passed unanimously with the question of the course titles to be clarified by the UGC.

SOC 4300 Sociology of Religion

The motion was seconded by Stark and passed unanimously.

PHIL 4310 Senior Thesis in Philosophy

The motion was seconded by Stark and, after discussion, passed unanimously.

Roden moved to endorse the recommendation to approve a minor in Southern and Arkansas Studies. Stark seconded the motion, which passed unanimously.

Roden reported that the UGC had received an information item regarding deletion of a minor in Health Education.

Berry discussed the directive to eliminate ten percent of upper division and/or graduate courses.

Berry informed the deans of the status of capital equipment purchases.

Berry asked the deans to discuss with their chairs the problem of keys being used by unauthorized

persons. The item will appear on next week's agenda.

Buchanan distributed Concurrent Employment Forms to be filled out when part-time faculty are hired.

Berry distributed information on salaries, ACT averages, housing occupancy, and other matters.

Berry reminded the deans to submit a running account of out-of-state travel when requests are sent through.

Dean Reports

Roden announced a workshop and brown bag luncheon scheduled for October 16 on the subject of supplemental instruction. Dr. Kim Wilcox, National Director of Training for Supplemental Instruction, will lead the workshop.

Mosbo requested updated information on computer labs. Berry asked the deans to provide information on hours of operation, types of computers available, how many computers are available, and the value of the computers.

Horton reported on a recent AACSB meeting in San Diego.

Beene informed the council that AETN has announced eight telecourses to be offered, and she will be working with each college dean to determine possible utilization of the telecourses.

McNiece distributed a brochure from the Office of Sponsored Programs announcing a writing and publishing workshop to be held October 15. The workshop will be led by Dr. Robert Lucas, Director of the Institute for Scholarly Productivity in San Luis Obispo, California. She asked the deans to encourage faculty to attend.

Everding announced that Robert Swain has been selected as the Art Education Student of the Year by the Art Education Association.

Stark announced that the Department of Geography, Political Science, and Sociology has won an \$18,000 grant. The College of Liberal Arts will be holding a seminar on confidentiality led by Jack Gillean. Stark discussed his actions with regard to a Faculty Handbook policy concerning the college dean's responsibility to approve the structure and procedures of promotion and tenure committees. Berry asked all the college deans to ensure parallel review.

The meeting adjourned at 2:10 p.m.

cd

COUNCIL OF DEANS

October 15, 1997

The Council of Deans met in regular session at 1:30 p.m., Wednesday, October 15, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Linda Beene, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, John Mosbo, Sally Roden, Tony Sitz, and Gary Stark.

Berry briefly discussed Chronicle of Higher Education ad copy for faculty positions. He reminded the deans that all positions were contingent on funding and requested that the interview process begin as soon as possible.

The minutes of October 8 were approved as amended.

Hattlestad distributed a revised document concerning advancement of clinical instructors. Discussion followed. Berry will take the document before the Faculty Senate Executive Committee.

Roden brought forward items recommended by Undergraduate Council at its September 16 meeting but deferred by the Council of Deans on October 1.

The following philosophy course titles were endorsed by the COD:

PHIL 2330 Jewish Bible

PHIL 2331 Christian Bible

After discussion of additional information provided by Hattlestad, the following speech pathology courses were determined to warrant change to the junior level and were unanimously endorsed by the COD:

SPTH 3306 Anatomical and Physiological Bases of Communication

SPTH 3321 Acquisition and Development of Normal Speech and Language

Berry asked the college deans what they would need to determine whether courses should be deleted. Everding requested information on the number of times courses have been offered in the last five years and enrollment information. Discussion followed. Sitz offered to gather data.

McNiece reminded the COD that last fall the Graduate Council developed a plan for review of programs that are not currently reviewed by accrediting agencies. She asked the deans for direction and comments relative to recent changes in the ADHE review system. The deans agreed that it's desirable to have external consultants review programs, if feasible.

Dean Reports

Roden indicated that the General Education Task Force reminds the COD that November 1 is the deadline for resubmission of proposals. She also distributed a newsletter prepared by students in Hughes Residential College.

Litton distributed a Report of Faculty Collaboration/Involvement in Arkansas Public Schools, which is

submitted annually to the Joint Oversight Subcommittee on Educational Reform as mandated by Act 981.

Sitz asked deans to remind chairs that mid-term grades are due by noon October 22. He also reported on a proposed new system that will allow students with a PIN to check grades for any semester by telephone.

Mosbo distributed a set of tentative questions to be addressed in a self-study document. The questions were prepared by the NCA steering committee, and Mosbo asked the deans to share them with department chairs.

Beene reported on new carpet for McCastlain Hall.

Hattlestad led a brief discussion regarding the distinguished alumni award.

Stark revisited a question posed by Everding at the college dean meeting regarding credit for freshman seminars. The seminars have been approved on a one-year, pilot program basis.

McNiece reported on a visit and shared a brochure from Eloise Parker, Coordinator of University Programs for the Peace Corps, describing an international masters program. McNiece told the deans that information regarding the Kellogg Foundation is forthcoming from Deborah Walz. She also announced that the new graduate catalog has been published and has been distributed on campus. Buchanan asked that the University Mission Statement be inserted in the catalog.

The meeting adjourned at 2:35 p.m.

cd

COUNCIL OF DEANS

October 22, 1997

The Council of Deans met in regular session at 1:30 p.m., Wednesday, October 22, 1997, in the Dean's Conference Room, Torreyson Library. Bill Berry presided, and the following council members were present: Linda Beene, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, Sally Roden, Tony Sitz, and Gary Stark. Steve Addison represented John Mosbo.

The Council of Deans minutes for October 15 were approved as circulated.

McNiece presented the Graduate Council minutes of October 16.

The Graduate Council recommends graduate faculty status for the following:

Hammond, Vincent HIST review in 2005 HIST 5380, 5382, 6303, 6301-6302, 6398, 6343
Jackson, Shelia KPED review in 2005 KPED 5371, 6300, 6301, 6302, 6310
Kesselheim, Craig BIOL review in 2000 BIOL 5340, 5210, 5422, 6102, 6X01, 6X71
Kreiss, Deborah BIOL review in 2005 BIOL 5210, 54XX, 6102, 6X71, 6X01
Perreault, Melanie HIST review in 2000 HIST 5311, 5391, 5322, 6323, 6397
Servedio, Frank KPED review in 2000 KPED 5371, 6300, 6301, 6302, 6333
Waggoner, Benjamin BIOL review in 2000 BIOL 5210, 5314, 5100, 6102, 6X71, 6X01, 64XX

McNiece moved to endorse the recommendation of the Graduate Council. Hattlestad seconded the motion, which passed unanimously.

McNiece presented the following information items:

PHYS 5301 Concepts of Physical Science I Title change to: Concepts of Physical Science 1
PHYS 5302 Concepts of Physical Science II Title change to: Concepts of Physical Science 2
BMED 6323 Seminar on Business Education Title change to: Seminar
V ED 6310 Current Practices in Voc Ed for School Counseling Title change to: Current Practices
in Workforce Education
COUN 6310 Current Practices in Voc Ed for School Counseling Title change to: Current Practices
in Workforce Education
TECH 5311 Career Orientation Prefix change to: BMED
TECH 5312 Activity Based Learning Experience in Career Orientation Prefix change to: BMED
BMED 6330 Directed Field Experiences Catalog description change: see catalog

McNiece presented the following program discontinuation as an information item. Berry requested that the deans act on the item:

Deletion of the MSE program in Physical Science

McNiece moved to endorse the recommendation to discontinue the program. Stark seconded the motion, which was passed unanimously.

Discussion turned to representation of non-tenure-track faculty. Berry reminded the council of a motion from the April 16 COD meeting supporting the creation of a senate for non-tenure-track faculty as recommended in the report of the Task Force on Non-Tenure-Track Faculty Representation. Discussion of the possible composition of the senate followed. Hattlestad moved to endorse the task force's recommendation with the following amendment relative to senate composition: eliminate faculty positions from the provost's group, eliminate one position from undergraduate studies, and add one faculty position to the part-time group, for a total membership of 16 non-tenure-track faculty. McNiece seconded the motion, which passed unanimously. The proposed composition of a non-tenure-track faculty senate follows: two members from each of the six colleges, one from undergraduate studies, and three from part-time faculty.

Roden distributed information concerning coordination of external scholarships. Berry asked the deans to review the material and give Roden any suggestions for amendment.

Dean Reports

Hattlestad gave information about the availability of flu shots, which are being given by the Department of Nursing in cooperation with the UCA Student Health Center.

Roden invited the deans to an open house at Hughes Residential College at X-period on October 30.

Buchanan distributed data sheets and asked that they be corrected and returned to Roger Lewis.

Beene reported on a recent meeting of two-year colleges she attended at ADHE. She also reported on a meeting pertaining to off-campus instruction.

McNiece informed the council of a meeting concerning the Kellogg Foundation possibility.

Litton reported on an annual grant from the Rockefeller Foundation of \$300,000 over a five-year period to support reform initiatives in education. UCA compared well with other institutions. Further collaboration with other colleges and public schools is expected.

Sitz reminded the deans of a question from a previous meeting concerning the recording of MFAT scores. Berry asked that the topic be placed on next week's COD agenda.

Hattlestad shared a flyer regarding a conference on faculty evaluation.

The meeting adjourned at 2:20 p.m.

cd

COUNCIL OF DEANS

October 29, 1997

The Council of Deans met in regular session at 1:30 p.m., Wednesday, October 29, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, John Mosbo, Sally Roden, Tony Sitz, and Gary Stark. Linda Beene was absent.

Bill Yates and Kathy Rice-Clayborn of the Career Services Center met briefly with the council to inform the deans of a recent luncheon and meeting with area business leaders. Discussion followed.

The Council of Deans Minutes of October 22 were approved as amended.

Roden presented the Undergraduate Council Minutes of October 21.

Roden noted that a track in the mathematics program, Applied Mathematics Option, had been recommended for approval by the UGC at a previous meeting. She moved for endorsement of the UGC recommendation by the Council of Deans, with a second by Mosbo. The motion passed unanimously.

The following courses were recommended for approval:

PSCI 3365 Intergovernmental Relations

PSCI 4391 Government Budgeting (as part of the required core for Public Administration)

Stark moved to endorse the recommendation of the UGC, with a second by Horton. The motion passed unanimously.

Roden moved to endorse the UGC recommendation to approve a Physical Science track in the BS in Physics program. Mosbo seconded the motion, which passed unanimously.

Roden distributed information regarding retention standards. Recommendations from the Retention Standards Task Force, University Retention Committee, and Undergraduate Council were discussed. The Council of Deans unanimously endorsed the following recommendation:

First suspension will be for one semester. A second suspension will be for one calendar year.

Roden presented several information items.

Berry asked Roden and McNiece to consider the process for presenting minutes from the

Undergraduate and Graduate Councils.

Sitz distributed a copy of a current UCA transcript and presented possible formats for recording Major Field Achievement Test scores. Discussion followed. The deans reached consensus that the recording process should occur in phases. Phase one should indicate whether the student has taken the MFAT. Additional information could be placed on the transcript if phase one is successful.

Roden distributed information on the cost of administering the MFAT.

Berry encouraged the deans to attend Family Day events.

Berry informed the deans of an Arkansas Department of Higher Education subcommittee to discuss doctoral programs in the state. Discussion followed.

Dean Reports

Roden distributed draft information regarding external scholarships. She reminded the council of the open house at Hughes Residential College.

Litton handed out an updated sheet of faculty data for fall.

Mosbo shared a brochure about a lecture by K.C. Larsen, "Alien Invaders in Arkansas: The Takeover of Native Plant Communities by Exotic Plant Species."

Stark shared information on several events on campus including information about a High Table he was leading and the visit of a muralist.

Everding reported that Judy Roberts of the music faculty was elected to the Oklahoma Music Educators Hall of Fame.

McNiece reported that the University Research Council had recently met.

Sitz asked the deans to remind their faculty that registration for the spring term starts Monday and will continue through the 20th via telephone. He also mentioned that some faculty had lost sheets with student PIN information. That information is available on SIS screen 190, and instructions should be followed.

The meeting adjourned at 2:50 p.m.

cd

COUNCIL OF DEANS

November 5, 1997

The Council of Deans met in regular session at 1:30 p.m., Wednesday, November 5, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Sam Buchanan, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, John Mosbo, Tony Sitz, and Gary Stark. Anne Patterson represented Bob Everding. Linda Beene and Sally Roden were absent.

The minutes of October 29 were deferred.

McNiece called attention to the allocation of funds for supplemental requests for travel for dissemination of research. She explained the former system of allocation and presented the system recommended by the University Research Council.

Berry asked that deans make sure that when candidates for faculty positions are on campus for interviews they are not asked to wait unnecessarily or travel alone to appointments.

McNiece presented information from a recent meeting regarding possible grant funding from the Kellogg Foundation. Discussion followed.

Berry urged the deans to discuss with their department chairs strategies for recruiting good students.

Berry reported on the Hughes Residential College reception. He praised the enthusiasm of the students who reside there and the efforts of Mike Mathis, Hughes Headmaster, Jayme Stone, Dean Roden and others.

Berry summarized some of the information from the student satisfaction survey.

Berry asked the deans to begin work on the intersession, summer, and fall 1998 schedules of classes as soon as possible. Discussion will continue at next week's meeting.

Dean Reports

Litton reported on a successful Open House event at the Child Study Center. He invited those who were not able to attend to drop by for a visit.

Patterson announced that Royal Gambit, directed by Claudia Beach, recently won top honors at the American College Theatre Festival. Berry asked her to pass along his congratulations to Beach and the theatre students.

Sitz reported that the UCA website has been updated to allow students access to academic records. He also stated that telephone registration has been successful. There will soon be a procedure for students to confirm registration by phone.

Hattlestad indicated that the Family Day reception should be in the same location as registration. Mosbo added that several parents attended early morning events without students and suggested starting a bit later. Hattlestad reminded the council of Veteran's Day ceremonies hosted by the military science program and scheduled for X-period on Tuesday, November 11.

Horton announced that Dr. Walter Block, Chair of the Economics and Finance Department, received a major national honor, the Leavey Award for Free Enterprise Education. It will be presented this spring at the annual meeting in Atlanta.

Buchanan distributed a statement concerning the Americans with Disabilities Act that has to be included with course syllabi.

The meeting adjourned at 2:30 p.m.

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COUNCIL OF DEANS
November 12, 1997

The Council of Deans met in regular session at 1:30 p.m., Wednesday, November 12, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Linda Beene, Bob Everding, Neil Hattlestad, Fred Litton, Elaine McNiece, Sally Roden, Tony Sitz, and Gary Stark. Steve Addison represented John Mosbo, and Sam Buchanan and Joe Horton were absent.

Berry asked the deans to use 20% as a target for scheduling afternoon classes for fall of 1998.

The Council of Deans minutes of October 29 were approved as circulated. The COD minutes of November 5 were approved as amended.

Dr. Jonathan Glenn, Director of Assessment, and Dr. Charles Harvey, North Central Task Force, joined the meeting to explain the importance of the institutional self-study and other requirements of the North Central reaccreditation process. Individual departments will be contacted soon.

Berry mentioned questions in a Faculty Senate meeting about the advertising of courses. He asked deans to discuss the matter with departmental chairs. Berry urged the deans to remind chairs and faculty of President's Scholars Day. He asked the council to provide lists of notable events for the last five years. Berry indicated that at a future meeting the topic of "university fellows" would be discussed.

Dean Reports

Beene reported that she and Litton would meet with North Arkansas College next week and would meet with Mid-South representatives soon.

Addison reported that bids were closing on renovations to Lewis Science Center made possible by an NSF grant. Berry congratulated Addison on his work in obtaining the grant.

The meeting adjourned at 3:00 p.m.

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COUNCIL OF DEANS

December 3, 1997

The Council of Deans met in regular session at 1:30 p.m., Wednesday, December 3, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Linda Beene, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, John Mosbo, Tony Sitz, and Gary Stark. Sally Roden was absent.

The Council of Deans minutes of November 12 were approved as amended.

McNiece presented the Graduate Council minutes of November 13.

McNiece moved to endorse the recommendation of graduate faculty status for the following. Horton seconded the motion, which passed unanimously.

Review in 2005 (8 years):

Gettinger, Donald BIOL 5402, 5403, 5X71, 6X01, 6102, 6X71
Koenigseder, Laretta NURS 6202, 6301, 6303, 6347, 6345, 6348, 6350, 6344, 6356, 6355,
6221, 6335, 6143, 6343
Lancaster, Rebecca NURS 6202, 6301, 6303, 6347, 6507, 6508, 6345, 6348, 6350, 6230
6344, 6355, 6356, 6221, 6335, 6110-6410, 6230, 6143-6343
Mathis, Michael BIOL 5X71, 6442, 6102, 6X71, 6X01
McInnis, Tom GPSS PSCI 5300, 5301
Passe-Smith, John GPSS PSCI 5340
Runge, Steven BIOL 5530, 5X71, 6X01, 6430, 6X71, 6102
Schuyler, George HIST 5305, 5328, 5353, 5391, 6300, 6301, 6302, 6303
Walker, Thomas BIOL 5X71, 5540, 5525, 6102, 6X71, 6X01
Sumpter, R. David CHED 6301, 6357

Review in 2000 (3 years):

Aman, Carolyn GPSS SOC 5321
Belisle, Kristina MUSIC 61W1, 62W2, 64W1
Brooks, Ricky MUS 51B1,-51B6, 5206, 6203, 6206, 6208, 6310
Buddenberg, Lorrie OTHY 5310, 6305
Burrirt, Thomas MUSIC 51B1-51B4, 61U1-64U4
Cain, Donna SPED Supervise graduate level practica
Calhoun, Ralph SPED 5310, 5335, 5341, 5342
Greenland, Angela SPED Supervise graduate level practica
Hatch, Lin AAT EMLS 6310
Holbrook, Robert MGMT 5345, MBA 6304, 6308, 6601
Jerome, Sarah N. HSCI PTHY 6328
Kim, David MKTG 5342, 5355, 6350, MBA 6308, 6601
Ladd, Paula MGMT MBA 6301, 6304, 6601
Larson, Katherine BIOL 5403, 5X71, 6443, 6X01, 6102, 6X71
Lichtenstein, Arthur AAT EMLS 6131, 6330

Magoulick, Daniel BIOL 5403, 5X71, 6443, 6442, 5550, 6102, 6X71
McGehee, Jean MATH 6350, other mathematics courses
Rainey, Jacquie HSCI HED 5331, 6379, 6361
Rubach, Mike MGMT 5349, 6340, MBA 6307, 6601
Shastri, Hope AAT EMLS 6330, 6332, 6375
Shock, Melissa FACS 5315, 5316, 5317, 5321, 5324, 5330, 5375, 6307, 6308, 6313
6320, 6344, 6345
Smith, Dell HSCI HED 5301, 5302, 5312, 5370, 6320
Sweeden, Joseph BMED 6340, 6350

McNiece presented the following information items:

Course Title Change:

PTHY 6300 Orthopedic Physical Therapy [replaced by]
PTHY 6300 Orthopedic Physical Therapy I

Deletion of Courses:

PTHY 5300 Clinical Practicum I
PTHY 5400 Clinical Practicum I
PTHY 6301 Clinical Practicum III
PTHY 6307 Lumbar/Cervical Spine Dysfunction
PTHY 6601 Clinical Practicum III
PTHY 6901 Clinical Practicum III
PTHY S6315 Clinical Practicum II
PTHY S6901 Clinical Practicum III
PTHY 6101-6201 Special Problems in Physical Therapy
PTHY 6238 Graduate Study in Physical Therapy

McNiece presented additional information regarding a proposed Master of Science degree in Educational Technology. Discussion followed. A motion to endorse the proposed degree program passed unanimously.

Berry presented a request from the Arkansas Department of Higher Education for academic program priority information mandated by Acts 537 and 376 of 1993. Discussion followed.

Horton and Stark presented departmental name change requests. Discussion will continue at a future meeting.

Berry asked the deans to report on scheduling for fall 1998. Horton presented the results of an exercise regarding the parking problems on campus. The different views were discussed.

Berry presented a question posed by Don Jones, Director of Exemplary Studies, regarding the length of the honors convocation ceremony. The deans agreed that presenting each Presidential Scholar formally is the most lengthy portion of the event. Discussion followed. Berry will meet with Jones to discuss the matter.

Berry discussed the recruitment of National Merit Semifinalists and other top students.

Dean Reports

Sitz reported that Shorter College may lose North Central accreditation but has filed an appeal. Discussion followed.

Litton reported on a recent AREA meeting. He also announced recent grants awarded by the Department of Education: a Goals 2000 grant partnering UCA with the Warren School District for \$151,000; a second partnering UCA with Pulaski County to continue recruitment of minority students in teacher education for \$85,000; and a third partnering UCA with Conway schools to work with students of gifted and talented students for \$82,000.

Hattlestad urged everyone to attend the student research colloquium. Fifty-one posters are currently being exhibited.

Buchanan distributed information on a call for papers for the Fifth Annual Arkansas Undergraduate Research Conference.

The meeting adjourned at 2:40 p.m.

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COUNCIL OF DEANS
December 17, 1997

The Council of Deans met in regular session at 1:30 p.m., Wednesday, December 17, 1997, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Linda Beene, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, John Mosbo, Sally Roden, Tony Sitz, and Gary Stark.

The COD minutes of December 10 were approved as amended.

Dr. Deborah Walz, Director of Sponsored Programs, attended briefly to aid discussion of the America Reads Challenge. Litton distributed information regarding the program, and discussion followed. Berry indicated that further discussion will take place early in the spring semester.

McNiece presented the Graduate Council minutes of December 11, 1997.

McNiece moved to recommend graduate faculty status for the following faculty. Hattlestad seconded the motion, which passed unanimously.

Review in 3 years:

Hervey, Lloyd E. ADSE 6302, 6301

Watson, Charles D. MATH 6307

Woodruff, Ann E. COUN 6303, 6304, 6358

Review in 8 years:

Murphy, John J. COUN COUN 6303, 6304, 6358, 6359, 6381, 6393, PSYC 6315, 6316

Ness, M. Ernest COUN COUN 6350, PSYC 6379

McNiece moved to endorse the recommendation of approval for the following new courses:

SOC 5335 Health Organizations

Stark seconded the motion, which passed unanimously.

SPTH 6120 Clinical Seminar II: Multicultural Issues in Speech-Language Pathology (Replaces SPTH 6102)

Hattlestad seconded the motion, which passed unanimously with a recommendation for the department to reconsider the name of the course.

McNiece presented a number of course deletions as information items.

Berry asked the council to respond to the Faculty Senate recommendation concerning faculty status for librarians. Hattlestad moved to endorse the recommendation of the Faculty Senate. Roden seconded the motion. After discussion, the motion passed unanimously.

Dean Reports

Beene reported that Mid-South Community College had expressed interest in UCA offering courses in West Memphis. Courses in criminal justice, fine arts, elementary education, and others are sought.

Stark reported that Phillip Bailey recently published a monograph on Marcel Proust.

Sitz informed the council that the Farris Center would be open at 10:00 a.m. Friday to review commencement procedures.

He asked the deans to send representation to late registration in January.

Horton announced the hiring of an assistant dean, Dr. Ira Saltz.

Buchanan informed the council of changes in the use of equipment money. He also stated that revision of the Faculty Handbook would occur in January and asked that any corrections be sent to the Office of the Provost.

The meeting adjourned at 2:20 p.m.

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