

COUNCIL OF DEANS

January 7, 1998

The Council of Deans met in regular session at 1:30 p.m., Wednesday, January 7, 1998, 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 announced that Roden has been selected one of the nation's Outstanding Freshman Advocates by the National Resource Center for The Freshman Year Experience and Students in Transition.

Mathilda Hatfield was in attendance to discuss the possibility of Alumni Association constituent associations. She asked the deans to determine whether there was interest in forming campus groups within departments to foster alumni support. Discussion followed. Hatfield then distributed guidelines for nomination of distinguished alumnus/alumnae.

Upon Hatfield's departure, the minutes of the Council of Deans for December 17 were approved as amended.

McNiece and Stark presented information prepared by a committee chaired by Dr. Dombek regarding procedures for faculty grievances. Discussion followed. The matter will be considered further.

McNiece distributed information prepared by Deborah Walz after consultation with Sherry Byrd regarding the America Reads Challenge program. Discussion followed. McNiece moved that UCA participate in the program with a second by Litton. The motion passed unanimously.

Buchanan provided information regarding upcoming meetings on the subject of sexual harassment. The personnel office is coordinating the meetings.

Dean Reports

Litton announced that the annual teacher's fair will be held February 27 in the Student Center.

Berry announced that he had asked Litton to continue to serve as Interim Dean of the College of Education, and he has agreed to do so.

Beene reported on a significant contract with Georgia Pacific to provide electrical and mechanical training workshops in North Little Rock.

Hattlestad announced that an NCA focus visit for the Ph.D. program in physical therapy would occur January 12 and 13.

Stark stated that a supplemental instruction program has been established in College of Liberal Arts in which students will serve as peer tutors in selected general education courses in exchange for book scholarships.

Everding announced a significant increase in a music department trust account.

McNiece stated that the graduate office would be open late for registration and fee payment. There will be a memorandum forthcoming from Deborah Walz providing information on promotional grants.

Buchanan reminded the deans that deposits to the business office have to be made within 24 hours of receipt of funds.

Berry asked for information on the status of faculty searches.

The meeting adjourned at 2:35 p.m.

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COUNCIL OF DEANS

January 14, 1998

The Council of Deans met in regular session at 1:30 p.m., Wednesday, January 14, 1998, 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 January 7 were approved as amended.

Sitz presented information regarding summer school admission. Possible methods of increasing summer enrollment through transient and other forms of admission were discussed. Discussion will continue next week.

Berry shared with the deans information regarding the University's Biennial Staffing Request (analysis of personal services) for the Office of Personnel Management and the Department of Higher Education. He asked the deans to respond by Monday, January 19.

Berry informed the deans of a telephone scam and asked them to share the information with people within their areas.

Stark presented a recommendation from the faculty of the Department of Philosophy to change the name of the department to the Department of Philosophy and Religion. He moved to endorse the recommendation, with a second by Mosbo. The motion passed unanimously.

Horton presented a recommendation from the faculty of the Department of Marketing and Management to change the name of the department to the Department of Marketing, Management, and Information Systems. He moved to endorse the recommendation. Stark seconded, and the motion passed unanimously.

Dean Reports

Roden reported on the numbers of students being served in the advising center.

Everding announced that UCA telecommunications students in radio won six of seven prizes at the Southwest Regional Production Competition.

Sitz thanked the deans for the representatives of colleges who worked to advise students during late registration and drop/add. The council agreed that these people were not expected to take the place of the regular advisor. He asked that departments be reminded to remove "staff" designations from the schedule and cancel courses that did not make.

Hattlestad asked whether telephone registration could be carried to late registration. Sitz indicated that that was a possibility at some future time.

Mosbo announced that Dr. Steve Addison would be Interim Dean of the College of Natural Sciences and Mathematics during Mosbo's tenure as Interim Provost, and Dr. Charles Seifert would serve as Interim Assistant Dean.

Beene announced a professional development opportunity for support staff to take place April 22, and she invited the deans to suggest topics. She distributed copies of an advertisement that appeared in local papers.

The meeting adjourned at 2:10 p.m.

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COUNCIL OF DEANS

January 21, 1998

The Council of Deans met in regular session at 1:30 p.m., Wednesday, January 21, 1998, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Linda Beene, Bob Everding, Willie Hardin, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, John Mosbo, Sally Roden, Tony Sitz, and Gary Stark. Bill Berry was absent.

Buchanan welcomed Hardin back to the COD.

The minutes were set aside so Dr. Charles Harvey could address the deans regarding key questions from the NCA Steering Committee. Discussion followed. He asked that departments have documents to him no later than June 15.

The COD minutes of January 14 were approved as amended.

McNiece presented the Graduate Council minutes of January 15.

McNiece moved to endorse the Graduate Council's recommendation to approve a policy concerning distribution of graduate assistantships. Hattlestad seconded. Concern was expressed regarding departments/divisions currently using graduate assistants but not housing graduate programs. Discussion followed. Beene moved to table the recommendation, and Roden seconded the motion. On a split vote, the policy was tabled pending further discussion.

McNiece moved to endorse the Graduate Council's recommendation to approve a new program:

Master of Science Degree in Health Systems

Everding seconded, and discussion followed. Hattlestad responded to questions, and the motion passed unanimously.

McNiece moved to endorse the Graduate Council's recommendation to approve the following new courses in conjunction with the MS in Health Systems.

HSCI 6315 Administration of Health Services Organizations

HSCI 6320 Information Systems/Management Science in Health Services Information

HSCI 6325 Clinical Documentation and Information Systems in Support of Patient Care

Hattlestad seconded the motion, which passed unanimously.

McNiece moved to endorse the recommendation to approve the following graduate faculty applications:

Farrell, Felice M. Music 6105-6305, 61L1-64L2, 6200, 6213, 6214

Holmes, Clayton F. PTHY 5401, 6300, 6308, 6309, 6302, 6304, 6340, 6344, 6345, 6338, 6333, 6116

Hattlestad seconded the motion, which passed unanimously.

McNiece moved to endorse the recommendation to approve the following courses:

OTHY 6335 Advanced Spinal Cord Injury

PTHY 6335 Advanced Spinal Cord Injury

Hattlestad seconded, and the motion passed unanimously.

McNiece moved to endorse the recommendation to approve the following course:

BIOL 5445 Biometry

Mosbo seconded the motion, which passed unanimously.

Stark removed from the agenda an item to delete the BSE degree in English, pending further discussion at the college level. Sitz led a discussion of options for summer admissions. He distributed a draft statement that addressed concerns voiced at a previous meeting.

Dean Reports

Litton informed the council of a mock NCATE visit scheduled for March 1-3, 1998. He distributed a brochure, "Above and Beyond," listing a series of lectures.

Beene reported good numbers for the spring off-campus course registration and UCA at Night registrations.

Hardin stated that he was pleased to be back on board.

The meeting adjourned at 3:30 p.m. cd

COUNCIL OF DEANS

February 4, 1998

The Council of Deans met in regular session at 1:30 p.m., Wednesday, February 4, 1998, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Linda Beene, Sam Buchanan, Bob Everding, Willie Hardin, Joe Horton, Fred Litton, Elaine McNiece, John Mosbo, Sally Roden, Tony Sitz, and Gary Stark. Steve Addison was present as incoming interim dean of the College of Natural Sciences and Mathematics. Barbara Williams represented Neil Hattlestad.

Berry discussed the transition in the Provost Office.

The Council of Deans minutes of January 28 were approved as amended.

Roden presented the Undergraduate Council minutes of January 20, 1998.

Roden moved to endorse the UGC's recommendation to approve a proposal for three new concentration areas within sociology: Criminology, Medical Sociology, and Ethnic Studies. Stark seconded the motion, which passed unanimously.

In conjunction with the three concentration areas, the following new courses were recommended:

SOC 4335 Health Organizations
SOC 4355 Victimology
SOC 4370 Internship in Sociology

Stark moved to endorse the recommendation. Horton seconded the motion, which passed unanimously.

Roden presented the following occupational therapy course for consideration:

OTHY 4126 Independent Living/Daily Living Skills III

Roden moved to endorse the UGC recommendation. Horton seconded the motion, which passed unanimously.

Roden presented the following courses in biology for consideration:

BIOL 3370 Introduction to Neuroscience
BIOL 4445 Biometry

Roden moved to endorse the UGC recommendation. Mosbo seconded the motion, which passed

unanimously.

Roden presented the following one-hour courses in computer science:

CSCI 1110 Introduction to Electronic Spreadsheets

CSCI 1115 Introduction to Databases

CSCI 1120 Introduction to Presentation Software

CSCI 1125 Introduction to Wordprocessing

CSCI 1130 Introduction to Internet

Roden moved to endorse the UGC recommendation. Mosbo seconded the motion. After discussion, the motion passed unanimously.

Roden asked the deans to carefully examine the list of deleted courses presented as information items in the UGC minutes.

Dean Reports

Litton distributed information about a faculty circle meeting. He reminded the deans of the NCATE mock visit and stated that additional information would be forthcoming.

Roden distributed material regarding the Major Field Achievement Test. She asked the deans to emphasize the importance of accuracy in reporting numbers expected to take the examination. Sitz indicated that the statement regarding MFAT would appear on transcripts this spring.

Mosbo clarified information concerning dates for submission of self-study reports to the NCA Steering Committee. Reports must be received by Charles Harvey by June 15. If deans wish to have the report sent to them, they may set an additional date. He also addressed questions about annual reports/self-studies. Mosbo presented additional information about a February 26 event in conjunction with Black History Month on the subject of the 1957 Little Rock Central High School crisis. Special guests will be Elizabeth Eckford and Hazel Massery, both depicted in a famous Will Counts photograph, and Craig Rains, 1957 LRCHS student body president. Will Counts as well as two members of the UCA faculty, Sondra Gordy and JoAnn Royster, will also be involved.

Hardin reported that paperwork has been prepared for the vacant archivist position. He hopes to advertise the position soon.

Stark reported that a visiting speaker from Cuba was on campus.

Beene asked the deans to remind chairs to notify ARAMARK when large groups were on campus and would be using the Student Center food court.

Sitz clarified information on the master course file. If an expiration-term for a course is a number other than "999," the course has been deleted.

McNiece announced a February 25 recruiting trip to Henderson State University. She asked persons interested in going to call the graduate office. She will meet with individual deans to discuss graduate assistantships.

The meeting adjourned at 2:10 p.m.

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COUNCIL OF DEANS

February 18, 1998

The Council of Deans met in regular session at 1:30 p.m., Wednesday, February 18, 1998, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Steve Addison, Linda Beene, Bob Everding, Willie Hardin, Neil Hattlestad, Fred Litton, Elaine McNiece, John Mosbo, Sally Roden, Tony Sitz, and Gary Stark. Sam Buchanan and Joe Horton were absent.

The minutes of February 4 were approved as amended.

Sitz presented information regarding an Arkansas Higher Education Council recommendation about students who had completed associate of arts degrees at state two-year institutions. He indicated that questions have arisen about other associate degrees. Discussion followed.

Berry discussed the process for program review as outlined by the Arkansas Higher Education Coordinating Board.

Dean Reports

Mosbo reported on a recent computer programming competition. He asked if the deans were aware of current UCA programs that assist rural communities. Discussion followed.

Stark stated that faculty who are involved in the Asian studies minor want to expand interest on campus. Anyone interested in faculty or curriculum development should contact Peter Mehl.

McNiece reported on the resolution of a problem with graduate fee payment.

Stark expressed the council's appreciation to Berry and presented him with a plaque.

The meeting adjourned at 2:05 p.m.

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COUNCIL OF DEANS
February 25, 1998

The Council of Deans met in regular session at 1:30 p.m., Wednesday, February 25, 1998, in the Provost's Conference Room. Bill Berry presided, and the following council members were present: Steve Addison, Linda Beene, Bob Everding, Willie Hardin, Neil Hattlestad, Joe Horton, Elaine McNiece, John Mosbo, Tony Sitz, and Gary Stark. Kathleen Atkins represented Fred Litton, and Sam Buchanan and Sally Roden were absent.

The Council of Deans minutes of February 18 were approved as amended.

McNiece presented information items from the Graduate Council Minutes of February 19.

The council discussed a proposal regarding the Faculty Grievance Council. Concern was expressed regarding the proposed composition of the council. Discussion followed.

Dean Reports

Stark announced that he has accepted a position at Grand Valley State University in Michigan. He will leave UCA this summer.

Addison informed the council that there would be a workshop for high school students on Saturday.

Sitz discussed May commencement plans.

Beene thanked the deans for the help in listing off-campus and grant funded courses in the schedule.

Hardin stated that the archivist position has been advertised.

Horton reported on a recent meeting of Southwest Business Deans where UCA tied with the University of Oklahoma for the Innovation Award, the only award given by that organization. Walter Block's work won the award for UCA.

Berry expressed his appreciation to the council. He will begin his new position at UT Chattanooga next Monday.

The meeting adjourned at 2:10.

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COUNCIL OF DEANS

March 4, 1998

The Council of Deans met in regular session at 1:30 p.m., Wednesday, March 4, 1998, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Linda Beene, Bob Everding, Willie Hardin, Neil Hattlestad, Joe Horton, Fred Litton, Tony Sitz, and Gary Stark. Sam Buchanan, Elaine McNiece, and Sally Roden were absent.

Mosbo reminded the deans of suggestions from a previous council meeting concerning promotional grants. Materials, which were prepared in response to those suggestions, were distributed and will be discussed next week.

Mosbo distributed suggested Faculty Handbook language regarding post-tenure review proposed at an April 8, 1997, meeting of the Faculty Senate. Discussion followed. The topic will be discussed again at the March 18 COD meeting.

The council turned to consideration of the composition and procedures for election of members for the Non-Tenure-Track Faculty Senate, which was approved at the February 20 meeting of the Board of Trustees. Discussion followed.

Discussion was held concerning computer competencies for students. Mosbo suggested that departments determine the competencies necessary for an educated graduate of their program(s), then determine how those competencies should be developed. The topic will be revisited after deans have had an opportunity to consult with chairs.

Dean Reports

Horton informed the council of an upcoming visit by the AACSB team chair.

Beene announced that approximately 1,000 FBLA students will be on campus Friday.

Addison reported on a successful workshop for high school students interested in majoring in science. The workshop recently took place at UCA.

Hardin announced the arrival of 30 new computers in the library computer lab.

Sitz informed the council that schedules of classes for summer and fall are at the printer and should be received by the end of the month. Mid-term grade rosters will be available Thursday, March 5. Telephone registration will begin April 13 and continue to May 8. It will be active again May 18 through the end of the summer sessions.

Stark stated that Wayne Stengel will be attending a seminar for new department chairs. Everding noted that Anne Patterson will also attend. Stark indicated that approximately 200 elementary and middle school students were on campus for history day.

Hattlestad reported on a recent visit by a group of students from Metropolitan High School in Little Rock. He will provide the deans with information on the programs available at Metropolitan.

Litton thanked the deans for their involvement in the simulated NCATE visit. The scheduled review is October 3-7. He reported on consultant feedback.

Everding announced that a UCA student, Emily Living, was chosen to participate in a national theatre festival at the Kennedy Center.

Mosbo asked the deans to become acquainted with the new webmaster, Wendy Allen.

Mosbo indicated that he would like them to continue monitoring graduate and upper division courses for possible deletion. He also stated that he planned to meet with individual departments and areas within the division.

The COD held a brief discussion of summer budgeting.

The meeting adjourned at 2:50 p.m. cd

COUNCIL OF DEANS

March 11, 1998

The Council of Deans met in regular session at 1:30 p.m., Wednesday, March 11, 1998, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Linda Beene, Bob Everding, Willie Hardin, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, Sally Roden, and Gary Stark. Sam Buchanan and Tony Sitz were absent.

Deborah Walz was present to facilitate discussion of promotional grant proposals. After consideration of each proposal, the COD requested additional budgetary information. Discussion will continue at the next meeting.

Due to the lengthy agenda, the COD minutes of February 25 and March 4 and the Undergraduate Council Minutes of February 17 were postponed. Roden asked the deans to carefully examine the information items from the UGC minutes.

McNiece reminded the deans that travel requests charged to university research funds should be routed through the college committee before being forwarded to McNiece.

The deans considered arrangements for receptions associated with May Commencement.

Discussion turned to the organization of a non-tenure-track senate. Mosbo asked the deans to identify non-tenure-track faculty within their colleges. Using the method for election to the faculty senate, the non-tenure-track faculty should select their representatives. He asked to receive the names of those elected by April 13.

Dean Reports

McNiece has received all but one of the requests for graduate assistantships.

Addison reported that the last of the college's faculty presentations was delivered by Dr. Wayne Brown.

Stark announced that 300 elementary and middle school students were on campus for History Day.

Hardin informed the deans of a ribbon-cutting ceremony to celebrate the opening of the Special Needs Room on the second floor of Torreyson Library. He also mentioned the readvertisement of a music librarian position.

Beene reported that Continuing Education now has a home page.

Roden informed the deans of costs related to the Major Field Achievement Tests that were recently administered. She asked the deans to stress to department chairs the importance of accuracy in determining the number of students to be tested. Mosbo noted that the number of students taking the test has

gone up considerably.

Litton announced that the last of the series "Exemplary Practices in Education" would take place on March 17. Leon McLean will speak on the subject of educational technology.

Mosbo mentioned the following items: (1) college deans should consider staffing in the advising center as a continuing commitment; (2) reminded deans that candidates should be escorted to and from locations during the interview process; and (3) asked deans to help assure that enrollment figures are accurate.

The meeting adjourned at 3:35 p.m.

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COUNCIL OF DEANS

March 18, 1998

The Council of Deans met in regular session at 1:30 p.m., Wednesday, March 18, 1998, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Linda Beene, Sam Buchanan, Bob Everding, Joe Horton, Fred Litton, Elaine McNiece, Sally Roden, Tony Sitz, and Gary Stark. Jimmy Ishee represented Neil Hattlestad, and Willie Hardin was absent.

Deborah Walz was present for the purpose of concluding discussion of promotional grant proposals. After deliberation, the recipients were selected. Walz will prepare notification letters.

The COD minutes of February 25 and March 4 were approved as circulated.

The council briefly revisited the topic of commencement receptions.

Roden presented the Undergraduate Council Minutes of February 17.

Roden moved to recommend approval of a course number change from SPTA 4310 to SPTA 2315 - Communication Theory; a new BS/BA track in Public Relations; revision of BA/BS in Mass Communication -- Journalism emphasis and Telecommunications emphasis; and SPTA 4316 - Special Topics in Communication. Everding seconded, and the motion passed unanimously.

Roden moved to recommend approval of PSCI 3350 - Interest Groups and Money in Politics. Stark seconded, and the motion passed unanimously.

Roden moved to recommend approval of UNIV 1101 - Freshman Seminar as a two-year pilot extension. McNiece seconded. Stark raised questions about staffing. After discussion, the motion passed unanimously.

Roden moved to recommend approval of course number changes for PHIL 3305 to PHIL 4305 - Twentieth Century Continental Philosophy; and PHIL 3306 to PHIL 4306 - Twentieth Century Analytic Philosophy. Stark seconded the motion, which passed unanimously.

Roden moved to recommend approval of FYS 1301 - First Year Seminar: Studies in Humanities and FYS 1310 - First Year Seminar: Studies in World Cultural Traditions. Stark seconded. After discussion, the motion passed unanimously.

Roden moved to recommend approval of MKTG 2350 - Basic Marketing. Horton seconded the motion, which passed unanimously.

Roden also presented several information items.

Discussion was held concerning the Faculty Senate recommendation about post-tenure review.

Dean Reports

Stark announced a recent publication of Dr. Kenneth Barnes, Department of History. He informed the COD of several activities associated with Women's History Month.

Litton announced that the College of Education will host the last of the faculty circle meetings Tuesday. The topic will be teacher licensure. Faculty in professional education units will receive an announcement and are encouraged to attend.

Beene reported on a recent College of Education event where Leon McLean gave information about expansion of a distance education network.

Sitz stated that summer and fall schedules should arrive next week, and he indicated that plans were being developed for placement of the schedules on the website. Sitz distributed schedules of summer classes offered at CBC.

McNiece informed the deans of progress in allotment of graduate assistantship funds.

Mosbo reminded the deans to inform Jim Schneider of notable items in their areas. The Arkansas Higher Education Coordinating Board will hold its quarterly meeting at UCA April 23 and 24. He reminded the deans to submit any items that need to be considered at the May Board of Trustees meeting. Mosbo asked that staff be reminded to call offices to make sure it is the appropriate office before sending a student across campus -- try to avoid the "run-around."

The meeting adjourned at 3:10 p.m.

cd

COUNCIL OF DEANS

April 1, 1998

The Council of Deans met in regular session at 1:30 p.m., Wednesday, April 1, 1998, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Bob Everding, Willie Hardin, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, Sally Roden, Tony Sitz, and Gary Stark. Linda Beene was absent.

The Council of Deans minutes of March 11 were approved as circulated.

Roden presented the Undergraduate Council Minutes of March 17.

Roden moved to recommend approval of revision for the BA/BS Minor in Mathematics degree. Addison seconded the motion, which passed unanimously.

Roden moved to recommend approval to a limit of four physical education credits allowed for degree credit. Horton seconded the motion, which passed unanimously.

Roden moved to endorse the removal of the Undergraduate Council's policy that members of the council be excluded from council participation unless invited in by the council, on proposals that directly effect the department from which they come. Stark seconded the motion. Following discussion, the COD decided that the matter is internal to the Undergraduate Council and did not vote on the motion.

Roden asked the deans to carefully check the information items.

McNiece presented the Graduate Council Minutes of March 19.

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

Knutson, Loretta PTHY 8-years 6116, 6310, 6312, 6314, 6320, 6324, 6330, 6344, 6345, 6354, 6360, 6361, 6388, 7101-7901

Soderberg, Gary PTHY 8-years 5330, 5401, 6116, 6216, 6320, 6340, 6344, 6345, 6353, 7101-7901

New, Nelda NURS 3-years 6315, 6320, 6325, 65XX, 6526, 6529

McNiece presented a number of information items.

Litton presented information about the realignment of departments within the College of

Education. Dissolution of the Department of Administration and Secondary Education is proposed, which would require that the faculty and programs within that department be reassigned to existing departments. Two departments would require name changes to more closely match programming. ADSE is comprised of three areas. The area of educational leadership and the four faculty members within that program would relocate to Applied Academic Technologies; curriculum and supervision and three faculty members within that area would relocate to Childhood and Special Education; and the area of foundations and research and the three faculty therein would be reassigned to Psychology and Counseling. Litton moved to recommend that the Department of Administration and Secondary Education be reorganized. Everding seconded the motion, which passed unanimously. Litton further moved that appropriate name changes for the Department of Childhood and Special Education and the Department of Applied Academic Technologies be recommended for approval. Hattlestad seconded the motion, which passed unanimously.

Mosbo presented information from the Director of Exemplary Studies and the Honors Council concerning university honors with or without thesis. Questions about the residence requirement for honors and the Honors Convocation were discussed.

Mosbo asked the deans to consider appropriate disbursement of funds designated for student recruitment. Discussion followed.

Dean Reports

McNiece informed the deans of an upcoming grant proposal development workshop. She discussed the selection process and stipend requirements associated with the workshop.

Hattlestad distributed information about Metropolitan High School.

Stark announced several upcoming events.

Sitz will begin recruiting visits to two-year colleges, along with Roden and Joe Darling.

Litton told the COD of a meeting on the topic of teacher education scheduled for next Tuesday at x-period. He asked the deans to urge teacher education faculty to attend.

Mosbo asked the deans to look over a calendar distributed by Sitz.

The meeting adjourned at 3:03 p.m.

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COUNCIL OF DEANS

April 8, 1998

The Council of Deans met in regular session at 1:30 p.m., Wednesday, April 8, 1998, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Linda Beene, Sam Buchanan, Bob Everding, Willie Hardin, Joe Horton, Fred Litton, Elaine McNiece, Sally Roden, Tony Sitz, and Gary Stark. Neil Hattlestad was represented by Barbara Williams.

The Council of Deans minutes of March 18 and April 1 were approved as circulated.

Addison presented information about a proposed Center for Mathematics Education. Addison moved to place the proposal on the agenda of the Board of Trustees May meeting for approval. Horton seconded the motion, which passed unanimously.

A draft academic calendar for the period from fall 1998 through summer 2000 was reviewed. Sitz moved to recommend the calendar for approval. Horton seconded the motion. Following discussion, the COD, by a vote of 10 to 1, endorsed the calendar, which will be placed on the May agenda of the Board of Trustees.

Mosbo reported on a recent meeting with Barbara Goswick concerning the disbursement of funds for the recruitment of top students.

Buchanan shared information from the College Dean meeting on the topic of cooperative education programs and internships. Litton explained accreditation requirements relative to those types of programs and faculty supervision and the system of documentation utilized by the College of Education. Discussion followed. The topic will be revisited at the April 22 meeting of the COD.

Mosbo expressed appreciation to Roden and Mike Mathis for their efforts with the "Welcome Week" committee.

Mosbo announced that Dr. Peter Mehl has agreed to serve as Interim Dean of the College of Liberal Arts.

Dean Reports

Buchanan reminded the deans that catalog copy is due by April 15. He asked deans to make sure department chairs provide complete lists of required books to the UCA bookstore.

Addison reported on the Arkansas Junior Academy of Science and State Science Fair recently hosted by UCA. Addison also reported that biology major Brad Clark placed second in the student paper division at the annual meeting of the Arkansas Academy of Sciences. Addison informed the deans of a presentation on calculator-based laboratories (CBL's).

Beene reported on a conference of Directors of Continuing Education. She distributed brochures for a support staff seminar.

McNiece distributed a booklet of procedures for awarding graduate assistantships. The booklet will be sent to department chairs.

Litton handed out current information of teacher education in Arkansas. He also distributed a newsletter.

Roden reported that John Gardner and Betsy Barefoot conducted a freshman year experience conference in Little Rock attended by several UCA faculty.

Mosbo informed that COD that the commencement reception will take place from 11:30 a.m. until 2:00 p.m. May 16 on the back lawn of Buffalo Alumni Hall (rain location in the Old Gym).

The meeting adjourned at 2:35 p.m.

cd

COUNCIL OF DEANS

April 15, 1998

The Council of Deans met in regular session at 1:30 p.m., Wednesday, April 15, 1998, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Sam Buchanan, Bob Everding, Willie Hardin, Neil Hattlestad, Joe Horton, Fred Litton, Sally Roden, Tony Sitz, and Gary Stark. Chuck Seifert represented Steve Addison, and Elaine McNiece and Linda Beene were absent.

The COD minutes of April 8 were approved as amended.

Mosbo asked the deans to consider web-based courses and curriculum development. Discussion followed.

The COD revisited the topic of student evaluations.

Mosbo directed the deans to consider potential curricular initiatives with interdisciplinary emphases.

Dean Reports

Buchanan (1) distributed forms for planning summer schedules, (2) passed on a request from personnel to look at alternatives in notification of faculty appointments, and (3) asked the deans to look carefully at the personnel list for the May Board of Trustees meeting.

Seifert reported on a recent faculty presentation.

Hardin stated that the review process has begun for the archivist position.

Sitz reported that the search has begun for a new Director of Computer Services. Mosbo asked that position announcements be distributed to the COD.

Stark announced that Jeff Allender has accepted the position of interim assistant dean of the College of Liberal Arts. He also announced that eight members of the college have published scholarly books this year, and three of those faculty are from the history department.

Roden distributed statistical data prepared by Huey Antley examining an initiative begun last year to increase faculty contact with "at-risk" students.

Litton announced that Dr. Harold Love received an Outstanding Alumni in Education Award from the University of Northern Colorado. Love, who is retiring this year and was the founder of the UCA Special Education Department, will go to UNC in October to receive the award. Litton

distributed information on the NCATE visit last month and asked deans to share the information with professional education faculty.

Mosbo asked the deans to continue to look at travel issues.

The meeting adjourned at 2:35 p.m. cd

COUNCIL OF DEANS

May 6, 1998

The Council of Deans met in regular session at 1:30 p.m., Wednesday, May 6, 1998, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, Sally Roden, Tony Sitz, and Gary Stark. Linda Beene and Willie Hardin were absent.

Roden reported on the Undergraduate Council's response to a question regarding the number of courses that may be repeated for grade forgiveness. After discussion, the following motion was made by Roden and seconded by Horton:

The Council of Deans recommends allowing students to repeat a maximum of four courses for the purpose of grade forgiveness effective with students newly enrolled after June 1, 1998.

The motion passed unanimously.

Mosbo asked Stark and McNiece to share information from the committee developing the institutional plan for existing program review. Stark distributed a draft document and asked for input from the deans about external consultants. A consensus was reached regarding the number of consultants needed and method of selection. Deans were asked to send copies of letters from agencies granting program accreditation to the provost. Discussion will continue next week.

Discussion turned to scholarship funds used for recruiting top students. Mosbo asked the deans to consider possibilities, and the topic will be revisited next week.

Mosbo asked the COD for perspectives about university affiliations with two-year institutions. Discussion followed.

Dean Reports

Hattlestad distributed information about a STARNET meeting held recently.

Sitz reminded the council of final examinations and the timeline for submitting final grades.

Horton announced that the District Junior High School FBLA was on campus. He reported on a presentation by Bill Yates, an Argentinian businessman who was on campus to work with Walter Block.

Roden presented information regarding course numbering concerns. She informed the deans of recent occurrences of incoming freshmen being advised in the department and attempting to register. She asked the deans to remind the chairs of the importance of following registration guidelines for incoming freshmen. She also asked the deans to remind chairs to send to Undergraduate Studies a list of departmental advisors and the number of advisees to assign to each.

Litton announced that Dr. Patty Phelps has been named Outstanding Alumna by Texas A & M University at Commerce. He passed out an updated handbook of policies and procedures for the professional education unit.

Everding reminded the council of the Music Gala honoring Dr. Sam Driggers to take place Friday evening at the president's house.

Mosbo distributed data prepared by Roger Lewis regarding the number of UCA students who entered as freshmen compared to those who entered as transfer students. He reminded everyone of the following items: Board of Trustees meeting

scheduled for Friday, and catalog revisions due to provost's office Friday. He also circulated an article from the Academic Leader. Budgetary data were shared with deans.

The meeting adjourned at 2:45 p.m.

cd

COUNCIL OF DEANS

May 13, 1998

The Council of Deans met in regular session at 1:30 p.m., Wednesday, May 13, 1998, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Bob Everding, Willie Hardin, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, Peter Mehl, Sally Roden, Tony Sitz, and Gary Stark. Linda Beene was absent.

The COD minutes of May 6 were approved as amended.

Stark asked for feedback on a revised draft document of the institutional plan for existing program review. Discussion followed. Horton moved to recommend approval of the plan. Hattlestad seconded the motion, which passed unanimously.

Mosbo asked for an update on the status of scholarship allotments to top students. Reports followed.

Mosbo requested nominations for a faculty member to serve on the Institutional Review Board. Mehl suggested Gary Borjesson. Hattlestad moved that the Council of Deans appoint Gary Borjesson to the IRB. Stark seconded the motion, which passed unanimously.

Mosbo asked the deans for input regarding deadlines for equipment request submissions. Requests should be submitted by July 1.

Dean Reports

Addison announced that Dr. Steven Runge of the Biology Department has been accepted into the class of 1998 for Project Kaleidoscope's Faculty for the 21st Century.

Hardin informed the council that three people are scheduled to interview for the archivist position.

Sitz provided college deans with enrollment reports through the advanced registration period and asked that they notice classes that are over-enrolled or closed. He reminded everyone of commencement procedures for Saturday.

Buchanan distributed a revised copy of the personnel list for the meeting of the Board of Trustees and asked that deans check the list carefully.

McNiece reported that David Bauer will be invited to campus to conduct a grant workshop next fall. She asked that possible dates be checked for conflicts. McNiece announced that Ron Bramlett will serve as faculty associate in the Office of Sponsored Programs for the next academic year. She stated that she recently attended a thesis defense and was impressed with the professionalism of the presentation; she also attended a meeting of the continuing education advisory committee that was very informative. She distributed two booklets from the University Research Council containing information on submission of

research proposals.

Hattlestad reminded the COD that enrollment in the PhD program is delayed until spring 1999.

Roden distributed a UCA at Night report prepared by Huey Antley.

Mosbo announced that the COD would not meet May 27 and distributed data prepared by Roger Lewis. He explained a reorganization plan for the Office of the Provost.

College deans were asked to remain to discuss a June 4 meeting.

The COD meeting adjourned at 2:20 p.m. cd

COUNCIL OF DEANS

May 20, 1998

The Council of Deans met in regular session at 1:30 p.m., Wednesday, May 20, 1998, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Linda Beene, Sam Buchanan, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, Peter Mehl, and Tony Sitz. Bob Everding, Willie Hardin, Sally Roden, and Gary Stark were absent.

The Council of Deans minutes of May 13 were approved as circulated.

McNiece presented the Graduate Council minutes of May 14.

McNiece moved to recommend the following applicants for membership to the graduate faculty with review in three years:

Dickinson, Paul MUS 5121, 5221, 5321, 6301, 6302, 6317, 6314, 6306, 6307, 6105-6305
Lance, Dee M. SPTH 6230, 6306, 6345
Roberts, Judith A. MUS 5305, 5110-5310, 6303, 6304, 6105-6305, 6306, 6307
Zambrano, Jaime FLAN 5350, 5395, 6301, 6310, 6311, 6395

Hattlestad seconded the motion, which passed unanimously.

McNiece moved to endorse the recommendation of the Graduate Council to approve the following new courses, which were presented individually:

CHED 6310 Early Literacy Learning and Assessment (changes semester credit hours requirements in reading from 30 to 33 hours)

Litton seconded the motion for CHED 6310. Mosbo asked about the impact of increasing the hours in the reading program. Following discussion, the motion passed unanimously.

HIST 5347 Cultural and Intellectual History of Modern Europe (replaces HIST 5320 and 5321)

Hattlestad seconded the motion to endorse HIST 5347. The motion passed unanimously.

NURS 6235 Interactive Processes for Advanced Nursing Practice (reduced a three-hour course to a two-hour course)

Hattlestad seconded the motion to endorse NURS 6235. The motion passed unanimously.

McNiece presented a statement of philosophy to be added to the Graduate Catalog regarding the Doctor of Philosophy degree. McNiece moved to endorse the philosophy, and Hattlestad seconded. Following discussion and amendment, the motion passed unanimously.

McNiece also presented information items.

Mosbo asked for an update on scholarship funds for top students and asked the deans to send to his office the names of students who were offered the funds.

Mosbo led discussion of allocations of possible salary bonuses.

Dean Reports

Buchanan indicated that he had received a couple of calls from concerned non-tenure-track faculty about the word "other" rather than "non-tenure-track" on letters of appointment. He asked the deans to request that chairs explain the notation to their faculty and will discuss with Steve Wood the possibility of clarifying the classification on letters of appointment.

Addison announced that Dr. Patricia Draves has been selected as a member of the Project Kaleidoscope Faculty for the 21st Century.

Sitz reported on the success of the May 16 commencement organization; crowd sizes were manageable, and seating was available at both ceremonies. Discussion about future ceremonies followed. It was decided to hold receptions between the Farris Center and Lewis Science Center following the single commencement in August. It was also decided to hold a reception after each commencement in December.

Beene reported that there has been exploration of a coordinated effort with AETN to host demonstration/training sessions for digital television. She reported on a recent meeting regarding workforce development.

Mehl distributed information on resubmission of a military history course. The course will be considered at the June 3 meeting. He distributed the results of a survey conducted by Ronn Hy for Maumelle.

McNiece informed the deans that a grant proposal development workshop starts next week.

Mosbo reminded the deans to encourage faculty to seek grants and send contracts through established campus routes (generally, sponsored programs).

Mosbo asked if the deans knew of any curricular items for the August meeting of the Board of Trustees. He reminded the council that there will be no meeting May 27; the next COD meeting will be June 3.

The meeting adjourned at 2:45 p.m.

cd

COUNCIL OF DEANS

June 24, 1998

The Council of Deans met in regular session at 1:30 p.m., Wednesday, June 24, 1998, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Linda Beene, Sam Buchanan, Bob Everding, Willie Hardin, Neil Hattlestad, Joe Horton, Elaine McNiece, Peter Mehl, Sally Roden, and Tony Sitz. Kathleen Atkins represented Fred Litton.

McNiece led a discussion about animals facilities usage. The deans reached consensus that the college dean or designee is responsible for overseeing utilization of the college's animal facilities; the dean will assure fair use of animal facilities; when proposals for research requiring animal testing are forwarded, the signature of the dean will indicate that use of an animal facility has been cleared with appropriate authorities.

Mosbo presented information concerning a shortfall in student wages for 1998-99 and asked the deans for assistance in locating funds.

Mosbo asked the deans to remind faculty of activities during Welcome Week, particularly FAST Movers on August 19 and the picnic lunch on August 21.

Mosbo directed the deans to provide by July 1 information regarding recently appropriated salary increases. Discussion followed.

Dean Reports

McNiece stated that minutes of the Thursday meeting of the Graduate Council will be placed on the COD agenda for next week.

Beene reported on the registration of various camps and conferences taking place on campus this summer.

Roden asked the deans to remind departments of the process for advising transfer students. If the transfer student has declared a major, advisement takes place in the department. Only those transfer students who are undeclared are to be advised at the advising center. Roden also reported on Freshman Advance Registration.

Mosbo reminded the deans of two items: (1) the kinds of computer proficiencies students are expected to demonstrate within their colleges, and (2) the importance of self-study reports being prepared for North Central. After review, Charles Harvey will provide information to departments suggesting revision to the self-studies.

Hattlestad asked whether there was a person on campus serving in a leadership role for Internet course development -- someone who would attend appropriate seminars and gather data. Discussion followed. Issues raised will be discussed more fully at the Council of Deans retreat.

The meeting adjourned at 2:15 p.m.

cd

COUNCIL OF DEANS

July 1, 1998

The Council of Deans met in regular session at 1:30 p.m., Wednesday, July 1, 1998, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, Peter Mehl, and Sally Roden.

Deborah Walz was in attendance to present information regarding a revised budget request for a previously approved promotional grant. Discussion followed, and upon a motion by McNiece and second by Buchanan, the COD unanimously approved the request.

The COD minutes of June 24 were approved as amended.

McNiece presented the "Thesis and Dissertation Preparation Guide," which had been recently recommended by the Graduate Council. Concerns were raised about the copyright section. After discussion, Roden moved to table the matter for a future meeting. Horton seconded the motion to table, which passed unanimously.

McNiece distributed information about a conference on chair development and discussed the possibility of workshops through the Instructional Development Center. She requested that the deans encourage chairs to submit proposals for presentation at the conference.

McNiece distributed information from the 1997 new faculty orientation program and requested input for the 1998 program.

Buchanan explained changes in salary information.

Mosbo asked the deans for ideas to improve reporting of lost or missing inventory. Discussion followed.

Mosbo discussed plans for the COD retreat.

Mosbo asked for input regarding the opening session meetings. Discussion followed.

Due to another commitment, Mosbo turned the chair over to Buchanan at 2:25. With Buchanan presiding, discussion was held regarding budgetary issues.

Buchanan distributed an employee separation questionnaire developed by Steve Wood, and requested suggestions for modifications.

Dean Reports

Mehl distributed a study prepared by Ronn Hy and Mike Kelley entitled "Risk Factors Affecting Hispanic Utilization of Public Health Care in Arkansas."

Litton announced that members of the Educational Testing Service will be on campus September 16 to explain changes in the Praxis series. He reported that the Junior University is on campus and the Arkansas Democrat-Gazette will print an article on the program. Junior University was developed for young people who have never been introduced to college life. Litton asked that assistant college deans see that materials in the NCATE document room have been updated according to the current format.

The meeting adjourned at 2:50 p.m.

cd

COUNCIL OF DEANS

July 15, 1998

The Council of Deans met in regular session at 1:30 p.m., Wednesday, July 15, 1998, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Bob Everding, Fred Litton, Elaine McNiece, Peter Mehl, and Sally Roden. Jimmy Ishee represented Neil Hattlestad, and Ira Saltz represented Joe Horton.

The COD minutes of July 1 were approved as circulated.

McNiece presented Graduate Council actions of June 25.

McNiece moved to remove from the table the "Thesis and Dissertation Preparation Guide," which was recommended for approval by the Graduate Council. Buchanan seconded the motion. McNiece explained that concerns regarding the copyright section have been resolved. In response to a motion on the floor from a previous meeting, the deans voted unanimously to endorse the recommendation of the Graduate Council.

McNiece moved that the following courses be recommended for approval:

HIST 5301 American Environmental History
HIST 5308 American Women's History

Mehl seconded the motion. Following discussion, the motion passed unanimously.

McNiece moved to recommend the following course revision:

H ED 5370 Administration of School Health Programs CHANGE TO
H ED 5370 Administration of Health Programs (major content change and course title change)

Ishee seconded the motion. Following discussion, the motion passed unanimously.

McNiece moved to endorse the recommendation of the Graduate Council to approve the bulletin description and new courses for a Ph.D. degree in Physical Therapy. The recommended new courses follow:

PTHY 7305 Scientific Bases for Motor Control and Development
PTHY 7310 Professional Leadership
PTHY 7315 College Teaching in Physical Therapy: Problems and Issues
PTHY 7316 Advanced Biomechanical and Kinesiology Analysis
PTHY 7320 Efficacy Research in Physical Therapy: Problems and Issues
PTHY 7321 Efficacy in Physical Therapy Practice
PTHY 7102-7902 Dissertation (variable credit 1-9)

Ishee seconded the motion. Following discussion, the deans endorsed the recommendation of the Graduate Council by a vote of 8-yes, 0-no, 1-abstention.

McNiece presented course title changes as an information item.

Mosbo updated the council regarding deadlines for departmental reports being prepared in

connection with North Central reaccreditation. He asked that the deans prepare an executive summary for each departmental report and that the summaries be submitted to Dr. Charles Harvey by December 11.

Mosbo asked for input from the deans concerning the possibility of an all-university opening meeting. Discussion followed.

Mosbo discussed with the deans possible options for 1999-2000 faculty hires.

Dean Reports

Buchanan distributed enrollment figures for summer II. McNiece indicated that two more continuing education sections would register Monday.

Mehl reported that Dr. Gary Borjesson, Assistant Professor of Philosophy, recently received the 1998 Review of Metaphysics Dissertation Essay Competition for his paper, "Species and the Problem of Individuality." Mehl also reported that Dr. Raymond Frontain, Professor of English, recently returned from a faculty development institute on Incorporating Japanese Studies into the Undergraduate Curriculum. Frontain was awarded a Sawakawa Fellowship to attend the seminar.

Saltz said that the air conditioning problems in Burdick have been resolved and expressed appreciation to those who offered office space to the faculty and staff who were displaced by the outage.

McNiece reported on a recent visit to Washington D.C. Possibilities for campus participation with FIPSE and NIH will be reviewed.

Roden reported that freshmen with high ACT scores were still being advised for fall.

Everding led a discussion of the new website. The council reached consensus that the new site should be brought down until corrections can be made.

Litton announced that Psychology and Counseling had received a grant for 20 new computers for a computer lab.

Mosbo announced several items: (1) new deadlines for position requests, equipment requests, and other data; (2) Dr. John Roy will begin as Director of Computing Services in early August; (3) asked deans to note that, according to a list distributed by human resources, UCA employees receive the same number of holidays as other state employees; (3) there will be a reception following August Commencement between Farris Center and Lewis Science Center; (4) distributed a flow chart of the provost division; (5) distributed opening session meeting information; (6) asked the deans to note an e-mail distributed to campus by Rick McCollum.

Mosbo congratulated Litton on his recent appointment by Governor Huckabee to the Advisory Committee on Accountability. His name will be brought before the Senate for confirmation to the General Assembly.

The meeting adjourned at 3:20 p.m.

cd

COUNCIL OF DEANS

July 22, 1998

The Council of Deans met in regular session at 1:30 p.m., Wednesday, July 22, 1998, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Elaine McNiece, Peter Mehl, and Sally Roden. Kathleen Atkins represented Fred Litton.

The COD minutes of July 15 were approved as amended.

Everding reported on a meeting of the website advisory committee that he attended. Discussion followed.

McNiece led a discussion of the process for allocating public service funds. The council agreed that clear guidelines were needed. Mosbo asked the deans to send to McNiece the names of faculty to serve on an ad hoc guidelines committee.

Buchanan reported on a series of meetings held by governor-appointed consultants to inform state agencies of potential computer problems associated with the year 2000. Discussion followed.

Buchanan discussed the possibility of college curriculum committees acting as the assessment committee within each college. The COD reached consensus that the plan was viable. College deans will charge the curriculum committees early in the fall semester.

Mosbo asked for input from the deans regarding a Higher Education Research Institute survey. Discussion will continue at next week's meeting.

Mosbo reported on recent discussions to clearly define the respective roles of Sponsored Programs and the UCA Foundation with regard to faculty proposals for external funding from foundations. All faculty requests should go through Sponsored Programs. Deborah Walz will work closely with the UCA Foundation. The UCA Foundation will inform Walz of funding opportunities so that she can disperse the information to appropriate faculty.

Mosbo reminded the deans of an anticipated student wage shortfall. He requested that by September 4 COD members provide him with information concerning relief each area can provide.

Dean Reports

Buchanan distributed a final enrollment report for the second summer term.

Addison announced that the 13th Annual Statewide Math and Science Leadership Conference is on campus this week.

McNiece distributed copies of the Thesis and Dissertation Preparation Guide. She called attention to a booklet, Student Research Guidelines, that will be duplicated and provided to interested students in the fall. Funding for the student research program was provided by the President, Provost, and Sponsored Programs. McNiece reported that a few more classes would be registered through continuing education. She announced that Deborah Walz will this fall teach a non-credit class through continuing education on grant writing.

Mosbo presented the following: (1) deans may notify faculty of new salary information, (2) funds recently harvested will be reported by college at the August board meeting, (3) deans should inform him of any programs that assess a fee to students to hold a place in the program, (4) reminded deans to provide and/or update rationales for salary recommendations, (5) biographical information for new faculty and new professional staff should be sent in by Friday.

The meeting adjourned at 2:50 p.m.

cd

COUNCIL OF DEANS

July 29, 1998

The Council of Deans met in regular session at 1:30 p.m., Wednesday, July 29, 1998, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, and Peter Mehl. Sally Roden was absent.

The COD minutes of July 22 were approved as circulated.

Buchanan reported on changes in the UCA policy on overtime for classified staff. Policy changes regarding Workmen's Compensation were also discussed.

Mosbo asked for feedback on the possibility of participating in the HERI 1998 Faculty Survey. Discussion followed.

Mosbo led a discussion of options for summer scheduling.

The opening meeting scheduled for August 25 at X-period in Ida Waldran will be campus-wide. President Thompson, Don Adlong (Faculty Senate President), and Cassandra McCuien-Smith (Staff Senate President) will speak.

College dean meetings normally scheduled monthly will remain on the calendar, but will include the entire Council of Deans.

Mosbo informed the council that John Smith, Barbara Goswick, and Margaret Wallace will attend the COD meeting scheduled for August 12 to provide information about budgetary issues discussed at the deans' retreat.

Dean Reports

Buchanan distributed a copy of a student attendance validation form that all faculty will be asked to complete.

Horton reported on a recent visit by two faculty members from the University of Luton (England). UCA will soon have two visitors from a small business center in the Ukraine.

Hattlestad raised a question about computer services fees.

Everding informed the council of the status of the university website.

McNiece discussed an article from a newsletter for research fund administrators. She asked for input

on the possibility of a faculty survey aimed at determining barriers to grant proposal writing. McNiece distributed copies of letters to those who applied for public service funds.

Litton thanked the deans and asked them, in turn, to thank the department chairs and faculty who provided course syllabi in the standardized format. There are still a few that need completion.

Mosbo announced that Horton was recently elected to the post of President of the Congress of Political Economists, an international organization. The University of Michigan has requested nominations for departments that are especially effective in undergraduate curriculum development, and Mosbo asked that the deans send nominations to him. He reported that the last of a series of bonds were sold in June. Mosbo indicated that F.A.S.T. Mover assignments should be made by the end of the week. He discussed freshman enrollment figures.

The meeting adjourned at 2:45 p.m.

cd

COUNCIL OF DEANS

August 5, 1998

The Council of Deans met in regular session at 1:30 p.m., Wednesday, August 5, 1998, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, Peter Mehl, and Sally Roden.

Dr. David Harvey, Director of the University Writing Program, presented information to the council on the progress of the program over the past two years. He also discussed plans for the coming year, along with long-range plans. Harvey announced that Dr. Stephanie Vanderslice will assume the duties of coordinator of writing across the curriculum. Harvey left at 2:10 p.m.

The COD minutes of July 29 were approved as amended.

Buchanan distributed information about a proposed employee orientation program developed by the Office of Human Resources.

Buchanan reported on a recent meeting held in New Orleans on the topic of student retention. Discussion followed.

Dean Reports

Horton reported a need for part-time instructors in accounting.

Mehl announced that Dr. Wayne Stengel has assumed the position of interim chair of the Department of English.

Everding informed the council of progress on revising the UCA website.

Litton reported that the College of Education is currently hosting a visiting scholars program. He also indicated a need for instructors in teacher education to cover four courses at North Arkansas Community College.

Mosbo reminded the council that Joe Darling will attend a focus meeting with the COD on Monday. He also distributed a list of issues to be discussed at the next COD regular meeting with John Smith, Barbara Goswick, and Margaret Wallace.

Mosbo reminded the deans to respond to the request from the University of Michigan mentioned at last week's meeting.

The meeting adjourned at 3:05 p.m.

cd

COUNCIL OF DEANS

August 12, 1998

The Council of Deans met in regular session at 1:30 p.m., Wednesday, August 12, 1998, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, Peter Mehl, and Sally Roden.

Mosbo introduced John Smith, Barbara Goswick, and Margaret Wallace who were present to discuss issues identified by the COD at the summer retreat. Smith explained that UCA receives 62% of its funding from the state, 35% from tuition, and 3% from other sources. Goswick reported on the status of productivity funding. Budget planning issues and the Budget Advisory Committee process were also discussed. Smith, Goswick, and Wallace departed at 2:35 p.m.

The COD minutes of August 5 were approved as circulated.

Dean Reports

McNiece distributed a copy of the advertisement for the position of compliance coordinator.

Everding announced that groundbreaking ceremonies for the AETN/Mass Communication facility and Reynolds Performance Hall would take place at 10:00 a.m. on September 8. Mosbo asked the deans to plan to attend if possible, along with other appropriate administrators.

Roden reported on a recent workshop with faculty who teach clustered classes, and she gave a status report of entering freshman registration. She asked the deans to remind assistant deans and chairs that entering freshmen who attempt to change their schedules should be referred to the advising center.

Mosbo distributed information about opportunities to study in Japan. He asked the deans to pick up budget printouts before leaving.

The meeting adjourned at 2:50 p.m.

cd

COUNCIL OF DEANS

August 26, 1998

The Council of Deans met in regular session at 1:30 p.m., Wednesday, August 26, 1998, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, Peter Mehl, and Sally Roden.

The minutes of August 12 were approved as circulated.

Mosbo informed the deans that President Thompson indicated that he would like to meet periodically with groups of people who report to the provost and vice presidents. He asked the deans to check their calendars for possible meeting times.

Mosbo reported that the Non-tenure-track (NTT) Senate worked on its constitution over the summer. He asked the deans to give an unambiguous listing of who is eligible for the NTT Senate. Discussion followed.

Buchanan asked for the deans' input into a query posed by Steve Wood, Assistant Vice President for Human Resources. Wood asked whether it would be useful to offer a series of tests for clerical help other than the typing test currently administered. For example, applicants could be tested over proficiency in word processing, use of database software and spreadsheets, etc. Discussion followed.

Mosbo stated that he would like to host luncheons for various groups within the division and asked for suggestions from the deans.

Mosbo reported that the Board of Trustees meeting scheduled for September had been canceled. The next meeting of the board will be October 16. The deans were asked to send items to be considered at that meeting to the provost's office no later than September 11.

Mosbo asked the deans to develop three scenarios for budget planning, and respond to the provost's office by September 25.

McNiece asked the deans for input regarding reassigned time guidelines within individual colleges. Mosbo asked if there were any cases of continuing reassigned time. Discussion followed.

Mosbo reported on a recent meeting with a faculty member and asked for the deans' thoughts about constructing scholarly websites that are affiliated with UCA. Discussion followed.

Dean Reports

Buchanan reminded the deans that the registrar would send enrollment verification forms to faculty

members. He asked the deans to remind chairs and others of the Academic Administrators' Seminar scheduled for Tuesday, September 1.

Everding explained a recent communication regarding the UCA website and guidelines for creating new pages.

Hattlestad asked for input regarding the NCA report. He described plans for college-wide discussions to explore new initiatives for collaborative projects.

McNiece reported that a statement on maintenance of standards that appears on page 18 of the 1998-2000 Undergraduate Bulletin should be added to the current Graduate Bulletin. Stickers bearing the statement will be distributed through the departments to graduate students.

Roden announced that Hughes Residential College (HRC) is currently housing over 200 students, and there are 48 mentors in the college. She distributed a calendar of activities prepared by the HRC.

Mosbo reported that he, Melissa Rust, and Don Adlong have had several meetings during the summer concerning the post-tenure review process, faculty hearing committee, and grievance council. Mosbo distributed information about a Newcomers Luncheon. He asked deans to remind chairs to call and arrange departmental/provost meetings and that grants must go through sponsored programs to count toward promotion, tenure, or merit pay considerations. Mosbo gave an overview of current enrollment calculations and distributed miscellaneous information gathered at a recent meeting of vice presidents.

The meeting adjourned at 3:10 p.m.

cd

COUNCIL OF DEANS

September 2, 1998

The Council of Deans met in regular session at 9:30 a.m., Wednesday, September 2, 1998, in Irby 120. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, Peter Mehl, and Sally Roden.

The COD minutes of August 26 were approved as amended.

Mosbo discussed the possibility of meetings with President Thompson. He indicated that the president had expressed interest in having luncheons with various groups of faculty and administrators. Discussion followed.

Mosbo led discussion of policies related to guided study courses. The discussion included who teaches the courses, who determines which courses are offered in the guided study format, who is responsible for keeping the courses current, and the prohibition against using guided study courses for grade improvement. Mosbo asked the deans to discuss with department chairs the policy prohibiting a student from taking a course as guided study if the student had withdrawn from an in-residence offering.

Mosbo reminded the deans that the accreditation visit for NCATE occurs during the same period as the Arkansas Deans' Association meeting. He suggested sending assistant deans or other representatives to the ADA meeting.

Dean Reports

Horton announced that Roy Whitehead, Clint Johnson, and Mike Moore co-authored an article that won the Helen Yerger/L. Vann Seawell Best Paper Award from Health Care Financial Management.

Everding reminded the council of the groundbreaking ceremonies next Tuesday for the Reynolds Performance Hall/Conference Center/Mass Communication/AETN facilities.

Roden announced that Stephanie Vanderslice, coordinator of writing across the curriculum, will hold a fall writing forum on Saturday, September 26. Vanderslice will discuss methods of incorporating writing into existing course structures while maintaining a reasonable workload. Roden reported that advising lists are being corrected and will be distributed after the 11th day of classes.

Litton distributed a folder of material concerning upcoming events in the College of Education and for the Professional Education Unit including: Praxis II information and

training will take place September 16; consultants for the college will be on campus September 24-25; the states of Arkansas, Louisiana, and Texas are holding a conference on middle school education October 2-3 in Bossier City (Jim Mainord is the local contact person); the NCATE visit will occur October 4-6.

Mosbo reminded the deans that the Non-tenure-track Senate will hold a meeting September 10 at X-period in Ida Waldran. Council of Deans meetings will change to 9:30 a.m. Wednesdays beginning September 16, and the temporary location will be Irby 120. Mosbo reminded the deans to ask departments to schedule meetings with the provost.

The meeting adjourned at 10:45 a.m.

cd

COUNCIL OF DEANS

September 9, 1998

The Council of Deans met in regular session at 1:30 p.m., Wednesday, September 9, 1998, in Irby 120. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, Peter Mehl, and Sally Roden.

The Council of Deans minutes of September 2 were approved as circulated.

Roden presented information concerning development of a conditional admission policy to address Act 1290. Discussion followed.

Mehl presented a proposal from Dr. Jim Brodman to establish a scholarly website that would be affiliated with UCA. Following discussion, Hattlestad moved that such proposals within the academic division must first be favorably recommended by the Department Chair and Dean, then the Council of Deans will submit its recommendation to the Provost. The motion was seconded by Buchanan and passed unanimously. Mehl then moved to recommend the proposal submitted by Brodman. Hattlestad seconded the motion, which passed unanimously.

Mosbo led a discussion of scholarships for fall 1999 freshmen.

Mosbo asked the deans to begin thinking about the possibility of shifting additional morning classes to later in the day during fall 1999.

Mosbo asked the deans to provide information for a lecturer/clinical instructor/ laboratory instructor position data base. He also reported on recent meetings with Melissa Rust regarding promotion for faculty in those positions.

Dean Reports

Roden announced an upcoming meeting of the Admissions Committee. She reported that over 200 transfer students were registered with incomplete advisor information. Mosbo asked that the deans bring the issue to the attention of department chairs.

Addison announced an open house in Lewis Science Center on October 16.

Horton informed the deans of an American Association of Collegiate Schools of Business focused visit scheduled for November 30-December 1.

Buchanan stated that the enrollment verification process was completed with few difficulties.

He announced that the North American Association of Summer Schools is sponsoring an award for creativity in summer programs. Tony Sitz will attend COD next week to discuss issues concerning students transferring courses to meet general education or degree requirements.

Mehl distributed a list of publications for the College of Liberal Arts and a brochure on Asia Network, a group of colleges promoting Asia studies.

McNiece stated that interviews were being conducted for the position of compliance coordinator. She reported that fall graduate recruiting trips have begun, and Sheneka Freeman of the Graduate Office is the contact person for those interested in participating.

Hattlestad led a discussion of distance education program possibilities.

Mosbo expressed his appreciation of the number of people representing the academic division who attended the AETN/Conference Center/Performance Hall groundbreaking ceremonies. He explained the appropriate steps to request start-up funds for new faculty. Mosbo asked the deans to provide his office with a listing of national accomplishments/awards for faculty and students in the academic division. He reported that U.S. News and World Report placed UCA in the second tier of schools in our region, and that UCA is the highest of any state institution within its grouping. Mosbo reminded the deans that he will deliver an address to faculty at X-period, September 17, in Ida Waldran. He asked the deans to remind people to think of the UCA Foundation as a charitable organization when they consider giving.

The meeting adjourned at 3:20 p.m.

cd

COUNCIL OF DEANS
September 16, 1998

The Council of Deans met in regular session at 9:30 a.m., Wednesday, September 16, 1998, in Irby 120. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, Peter Mehl, and Sally Roden.

Tony Sitz was present to discuss transfer of courses by returning students. Difficulty arises when a student takes a major requirement elsewhere and the course must be evaluated for transfer to UCA. Sitz presented several forms from other institutions designed to formalize an approval process. He was asked to prepare a prototype form for use by UCA.

The COD Minutes of September 9 were approved as amended.

McNiece led a discussion of the process for disbursement of supplemental travel funds provided by the University Research Council.

Mosbo informed the deans that a policy for promotion of lecturer/clinical instructor/laboratory instructor positions to level two must be in place for the fall of 1999. Hattlestad brought forward several issues of concern. Discussion followed. Mosbo stated that the topic will be revisited at the October 14 COD meeting.

Mosbo asked the deans if they had held discussions with department chairs regarding guided study courses. Following discussion, Mosbo stated that the topic will be revisited at the October 14 COD meeting.

Dean Reports

Roden announced that a majors fair will be held October 1 in the Ballroom and encouraged participation in the event.

Buchanan reported on the policy for retiring computer equipment. He also announced a call for nominations for ACE Fellows.

Mehl asked for a report on the work of the General Education Task Force. Roden stated that the task force is still in a discussion phase, and she will let the deans know as soon as plans are finalized.

Mehl announced that Dr. Gregory J. W. Urwin has received the 1998 General Wallace M. Greene Jr. award from the Marine Corps Heritage Foundation in recognition of his book on Wake Island.

Horton reported on a recent AACSB meeting in Dallas.

Addison announced that Patricia Draves and Steve Runge have been named as Project Kaleidoscope Faculty for the 21st Century, joining Jeff Draves who had been appointed previously. Addison will accompany the three, along with Conrad Stanitski, to the national assembly in Chicago. Addison also reported that he will judge SILO awards this year.

Mosbo reminded the deans of the General Faculty Meeting scheduled for X-period tomorrow. He reported that, although enrollment figures appear to be down, the ACT average of the freshman class is the same as last year. Mosbo asked if there are any programs that offer a certificate in conjunction with a baccalaureate degree. No programs were identified. He asked the deans to consider groups to meet with the President. Mosbo distributed information received at a recent meeting of Chief Academic Officers.

The meeting adjourned at 11:40 a.m.

cd

COUNCIL OF DEANS
September 23, 1998

The Council of Deans met in regular session at 9:30 a.m., Wednesday, September 23, 1998, in Irby 120. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, Peter Mehl, and Sally Roden.

The COD minutes of September 16 were approved as amended.

Litton distributed materials to assist the deans in preparing for continuing accreditation by NCATE. Discussion followed.

McNiece distributed background materials from a September 15 Graduate Council meeting. The minutes and materials will be discussed at the September 30 meeting of the COD.

Roden distributed information about recommended changes in general education requirements specifically applicable for music education majors. She moved to recommend the proposal that students pursuing the Bachelor of Music in Music Education degree can fulfill three hours of the six hour social sciences general education requirement by substituting EDUC 3310 (Learning and Development of Children and Adolescents/Applied Learning) in the place of PSYC 1300 (General Psychology). It was also recommended that MUS 1340 (Introduction to Music Literature) fulfill the Fine Arts requirement. Addison seconded the motion, which passed unanimously.

Mosbo led a discussion of the proposed three-year rolling contracts. A committee will be formed to identify issues that should be addressed.

Mosbo asked the deans to suggest small groups of people to have luncheon meetings with the President.

Mosbo asked Roden, McNiece, and Buchanan to provide updates on progress toward holding campus-wide discussions related to general education, Carnegie campus conversations on "the scholarship of teaching," and expected technological proficiencies, respectively. Mosbo asked the deans to encourage faculty participation when the campus-wide discussions begin.

Mosbo reminded the deans to submit budget scenarios by Friday. He also asked them to review the role and scope review process proposed by ADHE.

Dean Reports

Addison reported on a recent meeting in Chicago of Project Kaleidoscope Faculty for the 21st

Century.

Buchanan distributed information by college generated from the enrollment verification process.

McNiece distributed a memorandum about University Research Council supplemental travel funds. She also requested that deans encourage chairs to list continuing education offerings in the regular schedule of classes to aid in timely registration of students.

Hattlestad reported that the Nursing Department is hosting a meeting of the Area Health Education Centers. He stated that a gerontology consultant had been on campus this week.

Roden indicated that Andrew Cohen, Director of Exemplary Studies, has requested that chairs see that students expecting to graduate with honors fill out the necessary forms. Roden stated that following a review of UCA at Night enrollments it appears that fewer sections of a given course need to be offered; however, all courses necessary to progress through the program should be offered.

Mosbo reminded the council that he, McNiece, Hattlestad, and Venita Lovelace-Chandler will be in Chicago on Monday to discuss the proposed doctoral degree with the North Central review committee. Mosbo distributed equipment allocation authorizations and fall enrollment figures.

The meeting adjourned at 11:07 a.m.

cd

COUNCIL OF DEANS
September 30, 1998

The Council of Deans met in regular session at 9:30 a.m., Wednesday, September 30, 1998, in Irby 120. John Mosbo presided, and the following council members were present: Sam Buchanan, Bob Everding, Joe Horton, Fred Litton, Elaine McNiece, Peter Mehl, and Sally Roden. Steve Addison was represented by Chuck Seifert, and Neil Hattlestad was represented by Jimmy Ishee until Hattlestad's arrival at 9:50 a.m.

The Council of Deans minutes of September 23 were approved as amended.

Roger Lewis was introduced to present information about the United Way program. He asked the council to assist in encouraging UCA faculty and staff to contribute. Last year 35% of university personnel contributed, and the goal this year is 50% participation. Any department achieving 100% participation will receive special recognition. Lewis departed at 9:40 a.m.

McNiece presented the Graduate Council Minutes of September 15.

McNiece moved to endorse the recommendation of the Graduate Council for graduate faculty status for the following:

Linda C. Bean ATEL BMED 5325, 6322, 6310, 6320, 6335, 6358, 6331
Benny L. Gooden ATEL ADSE 7300
Michael S. Martin NURS NURS 6320, 6325, 6415

Following discussion Horton seconded the motion, which passed unanimously.

McNiece moved to recommend the following new course:

ADSE 7300 Internship in the School Superintendency

Litton seconded the motion, which passed unanimously.

McNiece moved to recommend the following curriculum change for the specialist degree:

ADSE 6335 Curriculum Decision Making
ADSE 6363 School Personnel Administration

These courses will change from electives to required courses. The number of electives will be reduced by two courses and the hours required for the degree will not change.

Litton seconded the motion, which passed unanimously.

Mosbo asked the deans to prepare a listing of budget priorities, which will be used to develop the Provost area recommendations to the Budget Advisory Committee. They should be submitted as a spreadsheet using the format distributed, and are due to the Provost no later than October 16 in electronic form. Mosbo also asked the deans to analyze budgets and make permanent transfers that more accurately reflect expenditures and needs.

McNiece handed out information on standardizing the funding distribution in Continuing Education. The distribution will take into account costs related to distance education. Discussion followed.

Dean Reports

Horton offered a plan for recycling envelopes used for interoffice communications.

Hattlestad reported on a meeting with the North Central review committee that examined the UCA proposal for a PhD in Physical Therapy.

Buchanan reported that some faculty who grade correspondence courses have exceeded the state-mandated monthly line-item salary maximum for their positions. Compensation exceeding the allowed monthly maximum will be received the following month. Buchanan announced that mid-term grades will be due by noon on Wednesday, October 21, and final grades will be due by noon on Monday, December 21.

Seifert presented information about a common final examination for all College Algebra courses.

McNiece announced that Betty Hamilton will be half-time compliance coordinator for the Office of Sponsored Programs. McNiece reminded the council that reassigned time requests are due today and sabbatical leave requests are due tomorrow.

Mosbo reminded the deans that the COD will hold a focused meeting October 5 at 2:30. He distributed information about music copyrights and explained issues related to listing specific musical pieces in programs prepared for university events such as plays, commencement, etc.

The meeting adjourned at 10:55 a.m.

cd

COUNCIL OF DEANS

October 14, 1998

The Council of Deans met in regular session at 9:30 a.m., Wednesday, October 14, 1998, in Irby 120. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, Peter Mehl, and Sally Roden.

Dr. Patrick Desrochers was present to discuss a national conference sponsored by the Council for Undergraduate Research. He asked the deans to share information with departments and encouraged university-wide participation. He noted that students can benefit greatly from participation in such a conference, and it provides an opportunity to showcase their scholarship. Desrochers stated that there are no limits to the kinds of presentations students can propose, and some possible formats for presentations include oral delivery of papers, posters, music recitals, art exhibits, and others. Desrochers departed at 9:50 a.m. following discussion.

The Council of Deans minutes of September 30 were approved as circulated.

Everding gave an overview of October 8 events in recognition of Dr. Gayle Seymour's award of United States Professor of the Year by the Carnegie Foundation for the Advancement of Teaching. Representatives of the University were in attendance at the awards ceremony in Washington D.C., along with several of Seymour's students and her former professor and mentor.

Mosbo reminded the council of the three main topics related to lecturer/clinical instructor/laboratory instructor positions that had been identified at an earlier meeting: the appeal process, funds tied to promotion, and nature of three-year contracts. Deans reported on issues raised by chairs. Discussion followed.

Mosbo asked the deans to discuss use of guided study courses for forgiveness credit. Discussion followed. Roden will bring the issue to the Undergraduate Council for further discussion and possible action.

Mosbo stated that complaints have been raised about some faculty canceling classes on Labor Day without valid reason. Mosbo requested that deans and department chairs look into the matter and take appropriate action.

Mosbo distributed lists of program priorities from the last two years, which were required by the Arkansas Department of Higher Education. Discussion of program priorities to be submitted this year will occur during next week's Council of Deans meeting.

Dean Reports

McNiece distributed disks with forms for reassigned time requests. She reported on the number of requests received for reassigned time and sabbatical leaves. The number of those recommended will be limited by the amount of funding available.

Mehl reported about a successful reception recently held for authors and editors within the College of Liberal Arts.

Litton reported on the recent visit by the Board of Examiners for NCATE.

Everding announced that a UCA student, Erin Vander Leest, was selected as Student of the Year by the Southwest Theatre Conference.

Buchanan distributed materials from Roger Lewis that will require chairs to designate an appropriate code on courses offered by each department. The materials should be returned to Buchanan by November 4.

Addison invited the council to attend an Open House at Lewis Science Center on Friday.

Mosbo: (1) stated that he will be sending a letter to this division to encourage faculty and staff donations; (2) reminded the deans to report nationally recognized honors of faculty or students by this Friday; (3) reminded the deans that budget priorities are due Friday, and an electronic spreadsheet is required in addition to the printed copy; (4) reported on a recent meeting of the Arkansas Center for Public Affairs; (5) urged deans to check with Peggy Smith or Carol Daves for availability of the President or Provost prior to scheduling events that should be attended by the President or Provost; (6) indicated that Daves should be contacted prior to scheduling candidate interviews for faculty positions to determine the availability of the Provost or Associate Provost -- the Provost will interview tenure-track and three-year rolling contract candidates, and the Associate Provost will interview nontenure-track candidates; (7) reminded the council that the window for exercising the early retirement option closes November 1; (8) distributed materials from Nelda New regarding policies of the health center; (9) distributed information on enrollment figures and freshman ACT scores.

The meeting adjourned at 11:35 a.m.

cd

COUNCIL OF DEANS

October 21, 1998

The Council of Deans met in regular session at 9:30 a.m., Wednesday, October 21, 1998, in Irby 120. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Elaine McNiece, Peter Mehl, and Sally Roden. Kathleen Atkins represented Fred Litton.

The Council of Deans minutes of October 14 were approved as amended.

Roden presented the Undergraduate Council Minutes of September 15, 1998.

Roden moved to endorse the recommendation of the Undergraduate Council for the following new courses, which were presented individually:

ART 3320 Intermediate Photography

The motion was seconded by Everding and passed unanimously.

ENGL 4335 Senior Seminar

The motion was seconded by Mehl and passed unanimously.

FACS 2110 Interior Design

FACS 2392 Interior Design Drawing and Rendering

FACS 4320 Interior Design Senior Seminar

Hattlestad seconded the motion, which passed unanimously following discussion.

Roden moved to recommend the name change of PHIL 1310 Effective Thinking to PHIL 2305 Critical Thinking. Mehl seconded the motion, which passed unanimously.

Roden moved to recommend a Minor in Writing Arts, along with WRTG 2310 Introduction to Creative Writing. Everding seconded the motion, which passed unanimously following discussion.

Roden moved to recommend a new course, WRTG 4305 Contemporary Composition: Theory and Application. Everding seconded the motion, which passed unanimously.

Roden moved to recommend a new course, WRTG 1201 Introduction to American Academic Writing, and Everding seconded the motion. Following discussion, McNiece moved to table the motion and Hattlestad seconded. The COD voted unanimously to table the course.

Roden moved to recommend the following new courses:

HIST 2320 Introduction to Historical Research
HIST 4301 American Environmental History
HIST 4308 American Women's History
HIST 4347 Cultural and Intellectual History of Modern Europe

Mehl seconded the motion, which passed unanimously.

Roden presented the following items for information only:

Revision of History BS major requirements
WRTG 3305 Intermediate Composition -- Title change to Advanced Composition/Bulletin
Change
Prerequisite changes for the following courses in FACS: 3335, 3315, 3305, 4305, 3325,
3341, 2391, 3340, 3300, 4315

McNiece presented the Graduate Council minutes of October 15, 1998.

McNiece asked that the COD delay action on a revision of the approval process for new programs until the Undergraduate Council has a chance to act on the proposal. The COD agreed.

McNiece moved that the following courses be recommended:

FLAN 5325 Second Language Acquisition
FLAN 5330 Second Language Assessment
ADSE 5340 Teaching People of Other Cultures

Atkins seconded the motion, which passed unanimously.

McNiece moved that the following applicants be awarded graduate faculty status with an 8-year review:

Choinski, John S., Jr. BIOL 5X71, 5460, 6X71, 6X01, 6102, 6455
Dussourd, David BIOL 5X71, 5401, 5435, 5403, 6X71, 6X01, 6102
Hamilton, Paul BIOL 5415, 5210, 5X71, 5401, 5435, 6102, 6X71, 6X01
Smith, Todd MATH 5371, 5372
Urwin, Cathy K. HIST 5355

Horton seconded the motion, which passed unanimously.

McNiece moved that the following applicant be awarded graduate faculty status with a 3-year review:

Smith-Olinde, Laura SPTH 6311, 6306, 6336

Horton seconded the motion, which passed unanimously

Mosbo led a discussion of issues raised regarding the process for coding courses as requested by Roger Lewis.

Discussion of Act 537 was postponed until the October 28 meeting.

Mosbo led a discussion of the Lecturer/Clinical Instructor/Laboratory Instructor advancement document. Mosbo then indicated that he will discuss the document with the University Counsel prior to forwarding it to the Nontenure-Track Senate.

Mosbo asked the deans to provide to him by October 30 rationales for continuing programs not meeting ADHE productivity guidelines.

Dean Reports

Roden gave an update on the progress of the General Education Task Force. Discussion followed.

Roden asked the deans to remind chairs to utilize the advising center when they see students in academic trouble, e.g., students not attending classes, etc.

Buchanan reported on progress toward developing the campus-wide discussion on technology. Denis Winter, Ron Bise, and Jonathan Glenn have been developing the conversation design. Wendy Allen was contacted regarding the logistics of setting up a web site that could accommodate such a conversation.

Buchanan reminded the deans to submit the names of persons who would certify that computer hard drives had been cleared for retirement.

McNiece announced that public service grant proposals are due November 1. Research grant applications of less than \$2,000 are due November 17.

McNiece reported on progress toward developing campus conversations on the Scholarship of Teaching. She will meet with the Provost, Joan Pritchard, Margaret Morgan, and Bill Lammers to discuss starting the conversations.

Mosbo indicated that Jonathan Glenn will develop a series of processes and timetables for college and departmental planning.

The meeting adjourned at 11:30 a.m.

cd

COUNCIL OF DEANS

October 28, 1998

The Council of Deans met in regular session at 9:30 a.m., Wednesday, October 28, 1998, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Elaine McNiece, Peter Mehl, and Sally Roden. Kathleen Atkins represented Fred Litton.

Deborah Walz was present to discuss a timeline for submission of promotional grant proposals.

The Council of Deans minutes of October 21 were approved as amended.

Roden presented the Undergraduate Council minutes of October 20.

Roden moved to recommend the following new courses:

ADSE 4340 Teaching People of Other Cultures
FLAN 4325 Second Language Acquisition
FLAN 4330 Second Language Assessment

Following a second by Horton, the motion passed unanimously.

Roden moved to recommend a new Applied Physics Track and a new course, PHYS 4380 Internship in Applied Physics. Addison seconded the motion. Following discussion the motion passed unanimously.

Roden presented the following prefix changes from Philosophy to Religion as information items:

PHIL 1320 to RELG 1320
PHIL 2301 to RELG 2301
PHIL 2332 to RELG 2332
PHIL 2333 to RELG 2333
PHIL 3315 to RELG 3315

Mosbo led a discussion of Act 537. In order to appropriately respond to ADHE, Mosbo asked the deans to prepare rationales by November 6.

As chair of a task force charged by the Provost, Addison asked the deans to identify issues concerning three-year rolling contracts. Several were described. Addison requested that additional issues be brought to his attention soon by memorandum or e-mail.

Mosbo asked the deans to discuss a reception for December commencement. The Council

determined that there should be two receptions, one following each commencement ceremony on Saturday, December 19, in the Old Gym.

Dean Reports

Horton reported on a recent meeting of the Mid-west Regional AACSB, where he was re-elected vice-president of the organization.

Hattlestad asked about progress toward implementing the planned campus conversations. Mosbo asked Buchanan, McNiece, and Roden to give brief updates.

Mosbo informed the deans (1) of deadlines to notify first and second year tenure-track faculty of non-reappointment, (2) of the deadline to submit executive summaries of departmental self-studies, and (3) of the deadline to submit items for the December Board of Trustees meeting. Mosbo handed out draft information on the composition of a Grievance Council and Faculty Hearing Committee. He also distributed a new ADHE booklet regarding policies and procedures for submission of new programs.

The meeting adjourned at 10:45 a.m.

cd

COUNCIL OF DEANS

November 4, 1998

The Council of Deans met in regular session at 9:30 a.m., Wednesday, November 4, 1998, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, Peter Mehl, and Sally Roden. Gilbert Baker represented Bob Everding.

The COD minutes of October 28 were approved as circulated.

Mosbo informed the deans that a group of presidents and chancellors is looking at issues related to productivity measures. He presented some points that were raised and asked the deans to consider possible additional measures. Discussion followed. The deans were asked to provide written responses by the November 11 COD meeting.

Mosbo asked the deans to send modifications to Act 537 rationales to his office.

Mosbo distributed a plan for academic positioning as a follow-up to an earlier meeting. Discussion followed. Mosbo asked for Step 1 drafts to be submitted by November 23. Step 2 information is due January 25.

McNiece distributed information on units with pecuniary responsibility. Discussion followed. Mosbo asked deans to move units toward one of the first four models.

Dean Reports

Buchanan asked that program changes be sent to Tony Sitz so that the Registrar's files will be accurate.

Buchanan reported that the University Council has approved a plan to reconstitute the Planning and Assessment Committee. The next step is to take the plan to the various senates.

Horton asked for information on the types of research activities that need to go to the Institutional Review Board.

Mehl announced that Melanie Perreault won the Best Paper award for 1998 at the annual conference of the Arkansas Association of College History Teachers.

Roden reported on a recent STAMATS conference in Washington D.C.

Mosbo (1) asked the deans to share a directory to be used for faculty recruiting; (2) distributed information on recent faculty and student national awards and recognitions; (3) reminded that the

first-Monday-of-the-month meeting would be November 9th since he was out of town on the 2nd. Joe Hatcher, Lorrie Hambuchen, and Carolyn Ishee will meet with the group.

The meeting adjourned at 10:53 a.m.

cd

COUNCIL OF DEANS

November 11, 1998

The Council of Deans met in regular session at 9:30 a.m., Wednesday, November 11, 1998, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, Peter Mehl, and Sally Roden.

The COD minutes of November 4 were approved as amended.

Mosbo asked the deans to revisit the topic of productivity measures from a previous meeting. Discussion followed.

McNiece asked the deans to recommend faculty to be considered as nominees for the Pew Scholar program.

Mosbo led a discussion of the implementation of the post-tenure review policy, approved at the October 16 meeting of the Board of Trustees. He will send a letter to each tenured faculty member, along with a copy of the board resolution and policy.

Dean Reports

Buchanan reported that Charlotte Cone is administering the Rising Junior Examinations this week.

Horton reported that an accounting student, Michelle Boone, received the highest score on the May 1998 CPA examination and was awarded a Certificate of Distinction by the State Board of Accountancy.

Hattlestad reminded the council of Veteran's Day activities taking place today in front of Main Hall.

McNiece stated that a faculty survey had been received and would be circulated by the Instructional Development Center. She reported that the Office of Sponsored Programs had earlier distributed a survey on the subject of barriers for faculty use of Sponsored Programs facilities and that the return rate had not been adequate. McNiece distributed additional copies of the OSP survey and requested that the deans encourage participation.

Roden reported on recent meetings of the General Education Task Force.

Mosbo (1) reminded the COD of President's Scholars Day scheduled for next Tuesday; (2) reported on a recent meeting of the Faculty Senate; (3) indicated that Buchanan, Huey Antley, and Roger Lewis are gathering data on staffing.

The meeting adjourned at 11:00 a.m.

cd

COUNCIL OF DEANS

November 18, 1998

The Council of Deans met in regular session at 9:30 a.m., Wednesday, November 18, 1998, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Peter Mehl, and Sally Roden. Deborah Walz represented Elaine McNiece.

Dr. Jonathan Glenn, Director of Planning and Assessment, was present to share with the deans information he gathered at a recent conference on assessment. He stressed the importance of compliance with various accreditation agencies' expectations for internal institutional assessment. He reported that DePaul University had developed a successful grant proposal to assist with funds to implement assessment plans. Glenn also discussed restructuring the Planning and Assessment Committee and asked for the deans' help with the effort. Following discussion, Glenn departed.

The COD minutes of November 11 were approved as circulated.

Walz presented the Graduate Council minutes of November 17:

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

Davis, Sharon H. FACS 5321, 5330, 6320

Hattlestad moved to endorse the recommendation of the Graduate Council for approval of the following new courses. Mehl seconded the motion, which passed unanimously.

H ED 5343 Health Strategies for Multicultural Populations

SOC 5343 Health Strategies for Multicultural Populations

Walz presented the University Research Council minutes of October 27, November 12, and November 16. Hattlestad moved to accept the minutes of the three meetings, and Horton seconded the motion. The COD unanimously accepted the minutes.

Mehl and Roden provided information from a recent meeting with Dr. Marian Brodman, chair of the Department of Foreign Languages, to discuss the issue of a non-English native language being accepted as proficiency in a second language to fulfill BA degree requirements. The deans revisited a statement from the May 7, 1997, COD minutes that addressed the issue. Discussion followed.

Horton brought up a problem with electronic checksheets not having the capability of listing a course twice, e.g., it would be helpful to list under "general education" and "major requirements" a mathematics course that is used to fulfill both requirements. Addison reported that Charles Seifert has been working on a program involving the 600 screens that could help resolve the problem.

Mosbo distributed a list of people who have not signed a list indicating attendance at a sexual harassment awareness seminar. He asked the deans to inform the people in their areas that attendance is required, and special sessions will be arranged in order to make sure everyone has the opportunity to attend.

Dean Reports

Horton shared an alumni bulletin from the University of Dallas.

Hattlestad gave a brief update of the search for a dean of the College of Liberal Arts.

Walz distributed Public Service Committee projects letters. She also reported that letters will be sent to those applicants for sabbatical leaves who were not recommended by the Sabbatical Leave Review Committee.

Roden reported on recent conversations regarding general education.

Buchanan indicated that website problems have delayed on-line technology conversations.

Mosbo explained the new process for public service fund requests. He asked the deans to remind their department chairs that purchase orders for food or travel must be forwarded through the dean to the provost for approval. He distributed for McNiece information on the Pew Scholar program and asked for nominees to be submitted by December 10. Mosbo announced that NCA, at the insistence of the Department of Education, now requires universities to keep track of formal student complaints. Mosbo distributed the report of the Three-year Rolling Contract Committee. The report will be discussed at the next COD meeting (December 2). Mosbo asked for feedback on a recent President's Scholars Day. Discussion followed.

The meeting adjourned at 11:20 a.m.

cd

COUNCIL OF DEANS

December 2, 1998

The Council of Deans met in regular session at 9:30 a.m., Wednesday, December 2, 1998, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Elaine McNiece, Peter Mehl, and Sally Roden. Kathleen Atkins represented Fred Litton.

Roden presented the Undergraduate Council minutes of November 17, 1998.

The Undergraduate Council (UGC) recommended that courses taken through Continuing Education be counted as in-residence courses when calculating grade forgiveness. Roden moved to endorse the recommendation of the UGC. Addison seconded the motion, which passed unanimously.

The UGC recommended that the Revision of the Approval Process for New Programs be adopted. A dual motion was made to endorse the recommendations of the Graduate Council (endorsed at a previous COD meeting) and the UGC. The motion passed unanimously.

Roden presented the following art course title changes as information items:

ART 1310 Design I to Design I, 2-D
ART 2312 Design II to Design II, 3-D
ART 3315 Contemporary Media to Contemporary Media in 3-D
ART 2322 Drawing, Figure to Drawing II, Life
ART 3318 Art Photography to Photography I
ART 4160 BFA Exhibit to BFA Exhibit Presentation of Art Work
ART 4325 Drawing IV to Drawing IV, Experimental
ART 4372 Senior Seminar Public Art to Senior Seminar

Mosbo announced that those faculty who participated in the new faculty orientation session this semester had fulfilled their obligation to attend a sexual harassment awareness seminar.

Mosbo indicated that he had read the deans' submissions on institutional positioning and would try to meld the information into a uniform format. He will send the information to the deans for comments.

Mosbo asked for input on the topic of phased retirement. Hattlestad indicated that several years ago he and Jim Dombek gathered data on that topic. Discussion followed.

Mosbo congratulated Horton and the students and faculty of the College of Business Administration for their strong showing on the recent Major Field Achievement Test. Discussion of majors testing followed.

Dean Reports

Buchanan reminded the college deans that Jonathan Glenn needs an invitation to meet with college curriculum committees to discuss new and developing roles.

Horton reported on a recent visit of Drs. Smoski and Domitrz of AACSB. The visit went well and the team will recommend at the February meeting that reaccreditation be granted.

Mehl asked for clarification regarding performance indicators for post-tenure review. Discussion will continue at a focused meeting.

McNiece distributed material from Betty Hamilton, UCA's research compliance coordinator, on the topic of research with human subjects. McNiece also distributed materials from ADHE requesting updated information on degree programs and academic units. She asked the deans to send information to Carol Daves by Friday, December 11.

McNiece reported on the good work of the Sabbatical Leave Review Committee and the Public Service Fund Committee and suggested that committee review of reassigned time requests could be constructive. The Sabbatical Leave Committee could review the requests since that body has representation from each college. She suggested that the sabbatical leave application could be used as a guide, requiring department chair and dean approval. Following discussion, consensus was reached that the Sabbatical Leave Committee evaluate the requests in the spring to see if the process is practical.

Everding reported that at the National Broadcasting Society Regional Conference recently held in Dallas, six awards given were presented to UCA students.

Atkins reported that the Arkansas Rural Education Association annual luncheon and meeting would take place at 11:00 today.

Hattlestad announced that UCA received official notification from NCA that the PhD in physical therapy had been approved, and the department hopes to admit its first students this spring. He reported briefly on candidate interviews for the position of College of Liberal Arts dean. Hattlestad invited the deans to visit the CHAS student research colloquium December 3.

Mosbo reminded the council that abstracts for promotional grants were due by Friday and the COD will review them on December 9. Three-year rolling contracts will be on the first Monday meeting agenda for December 7. He informed the deans of a note of appreciation from Joe Darling regarding President's Scholars Day. He asked deans to remind their staff that office visitors should be greeted promptly and courteously.

The meeting adjourned at 10:45 p.m.

cd

COUNCIL OF DEANS

December 9, 1998

The Council of Deans met in regular session at 9:30 a.m., Wednesday, December 9, 1998, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, Peter Mehl, and Sally Roden.

Deborah Walz was present to facilitate discussion of abstracts for promotional grants. Anne Bolter and Bill Yates were introduced to present a proposal from the Division of Student Services. They departed following the presentation. Walz informed the deans that the amount of funds to be dedicated needed to be determined. Following presentation of abstracts from the academic division, the COD selected those to be asked for additional information including budget breakdowns. Walz will contact the authors of the selected abstracts to request the information. She will also send letters to those who were not selected.

Mosbo reported on recent correspondence with Hank Phelps pertaining to Welcome Week and SOAR activities.

Dean Reports

Horton requested information on summer budgets. Buchanan reported that the decision had not been made, but a two-tiered approach was unlikely.

Hattlestad gave a wrap-up of activities surrounding the Liberal Arts dean candidates' visits. Mosbo thanked him for hosting the candidates.

McNiece distributed information packets to aid in planning camps and conferences through Continuing Education.

Mosbo informed the deans that updated equipment requests are due. He reminded the council that executive summaries of self-studies are due to Charles Harvey by Friday, and that deans should inform Buchanan of those departments having faculty coming forward with tenure applications. He announced that Wendy Holbrook has been hired as Director of Disability Services. The "first Monday" meeting for January will be held on the 18th.

The meeting adjourned at 11:20 a.m.

cd

COUNCIL OF DEANS

December 16, 1998

The Council of Deans met in regular session at 9:30 a.m., Wednesday, December 16, 1998, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, Peter Mehl, and Sally Roden.

Melissa Rust, University Counsel, was present to address the issue of attendance at sexual harassment awareness seminars. Deans were asked to contact faculty who had not attended a seminar and inform them of the necessity to do so. Following discussion, Rust departed.

The Council of Deans minutes of November 18 and December 9 were approved as circulated. The COD minutes of December 2 were approved as amended.

At a previous meeting, the COD tabled Introduction to American Writing pending clarification of which students would be served by the course and whether the course should be counted as credit toward graduation. Everding moved that the course be removed from the table. Horton seconded the motion, which passed unanimously. Following discussion, Hattlestad moved to again table the course, Horton seconded. The motion to table the course passed unanimously. Buchanan moved to return the course to the Undergraduate Council to specifically examine the question of offering degree credit. Hattlestad seconded the motion, which passed unanimously.

Roden presented information about proposed graduation degree plans. Discussion followed.

Buchanan shared with the council information from Stuart Snider, Bookstore Manager, regarding problems the bookstore has encountered with book ordering procedures. Following discussion, Buchanan moved to recommend to the University Council that it form a committee consisting of students, faculty, and bookstore representatives to address the concerns. Horton seconded the motion, which passed unanimously.

Everding departed at 10:30 a.m. due to a scheduling conflict.

Mosbo informed the deans that the topic for the focused meeting on January 18 would be post-tenure review.

Dean Reports

Buchanan reported on a recent telephone conversation with a non-traditional student who requested that more courses be offered during afternoon hours. The student indicated that a particular course had been canceled each time it was offered during the afternoon.

Mehl announced that Dr. James Brodman of the History Department recently won a Mellon grant in the amount of \$58,000. He also announced that Sergei Andronokov, a new geography faculty member with expertise in GIS, was now on campus.

Roden stressed the importance of accurate student classification and verification of enrollment. Mosbo instructed the deans to reiterate to their chairs the importance of the process.

Mosbo (1) distributed a list of issues regarding the three-year rolling contracts that he prepared for the President; (2) informed the council that Wendy Allen, Web Director, has obtained a site license for Front Page software; (3) asked the deans for input into ways to "show-off" the campus during the summer when 15,000 people are expected to be on campus for various activities; (4) asked deans to prepare by January 18 their best estimates for summer budgets.

The meeting adjourned at 11:00 a.m. cd