

COUNCIL OF DEANS

January 6, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, January 6, 1999, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Bob Everding, Neil Hattlestad, Fred Litton, Elaine McNiece, Peter Mehl, and Sally Roden. Ira Saltz represented Joe Horton.

The Council of Deans minutes of December 16, 1998, were approved as circulated.

McNiece presented the Graduate Council minutes of December 17.

McNiece moved to endorse the recommendation of the Graduate Council that the following faculty be approved for appointments to the Graduate Faculty as indicated:

Three Year Appointments

Chalmers, Mary E HIST 5391, 5370, 5374, 6342, 6343, 6303, 6301-6302, 6XXX

Freiley, Kenneth J. BIOL 5X71, 6X01, 6X71, 6102, 6480

Humphrey, Bill ACCT 6310

Zehr, David R. BIOL 5400, 5430, 6171-6471 (Special Problems)

Eight Year Appointments

Dalske, Fred BIOL 5311, 5351

Griffin, Edmond E. BIOL 5340, 5360, 6171, 6271, 6371, 6102, 6290, 6460

SCI 5422, 6395

Hickling, Fred MAT 5375, 6305, 6342, 6310, 6370, 6375

Jensen, Paul ACCT MBA 6302

McDonald, Mary V. BIOL 5X71, 5402, 5415, 5435, 6X01, 6102

Moran, Mike BIOL 5460, 5X71, 6X01, 6102

Addison seconded the motion to endorse the recommendation, which passed unanimously.

McNiece moved to recommend the following new course in Biology:

BIOL 6450 Systematics and Classification

Addison seconded the motion, which passed unanimously.

McNiece moved to recommend the following new courses in Mathematics:

MATH 5373 Applied Statistics

MATH 5306 Applied Mathematics II

Addison seconded the motion, which passed unanimously.

McNiece moved to recommend the following new course in Nursing:

NURS 5325 A Guide to Alternative and Complementary Health Care

Hattlestad seconded the motion, and, following discussion, it passed unanimously.

McNiece moved to recommend the following new course in Speech-Language Pathology:

SPTH 6320 Treatment Outcomes and Efficacy Research

Hattlestad seconded the motion, which passed unanimously.

McNiece moved to endorse the Graduate Council recommendation to accept a curriculum change in Speech-Language Pathology that will increase the total number of hours required for the MS

degree from 44 to 47. Hattlestad seconded the motion, which passed unanimously.

McNiece moved to endorse the Graduate Council recommendation to accept a new program proposal for an entry-level master's program in occupational therapy. The following courses are included in the program proposal.

OTHY 5308 Foundations in Occupational Therapy
OTHY 5330 Introduction to Research
OTHY 5317 Functional Kinesiology
OTHY 5321 Evaluation and Treatment in Physical Disabilities I
OTHY 5380 Evaluation and Treatment in Physical Disabilities II
OTHY 6220 Clinical Reasoning in the Occupation Paradigm
OTHY 6125 Independent Living Strategies for Community Re-Entry
OTHY 6314 Occupational Therapy Practice in Geriatrics
OTHY 6311 Occupational Therapy in the Community
OTHY 6301 Evaluation and Treatment in Pediatrics II
OTHY 6304 Evaluation and Treatment in Mental Health II
OTHY 6308 Advanced Practice in Physical Disabilities
OTHY 6100 Level I Fieldwork, Clinical Rotation 3
OTHY 6101 Level I Fieldwork, Clinical Rotation 4
OTHY 6621 Field Experience I
OTHY 6631 Field Experience II
OTHY 6641 Field Experience III

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

McNiece presented the following information items:

Course Deletions:

BIOL 5300 Evolution
HIST 5389 Ancient Rome
MATH 5115 Metrics

Title Changes:

MATH 5305 Applied Math
Changed to: Applied Math I
OTHY 6312 Advanced Occupational Therapy Management
Changed to: Occupational Therapy Administration and Management

Delete as required courses, retain as electives:

NURS 6221 Educational Interventions in Primary Health Care
NURS 6235 Interactive Processes for Advanced Nursing Practice

Mosbo distributed a proposal for a future Board of Trustees agenda. Discussion followed.

Mosbo led a discussion of the timetable for academic positioning. He asked for suggestions for a name for the Harrin extension.

Mosbo distributed information from the admissions committee. Discussion will follow next week.

Mosbo asked for the deans to compile and submit departmental self-studies to substitute for the college annual report.

Dean Reports

Roden reported that Nancy Spann, who directs a residential college summer orientation program at Appalachian State, will be on campus January 21 and 22. She asked the deans to urge interested faculty to attend the meetings. Roden announced that Brandon Givens, a UCA psychology major, was awarded a \$20,000 Century Scholarship for a year of study in Japan.

McNiece reported that she has been working on lists of deleted programs in order to ensure that UCA records match ADHE records. She will send a list to each college dean.

Buchanan distributed a memorandum from Jonathan Glenn regarding his role as a "clearinghouse" for the existing program review process.

Mosbo reported on recent shifts in administrative roles on campus. Among others, Jack Gillean will be the UCA affirmative action officer. Mosbo informed the council that Ed Crowe of ADHE will be working in Washington developing teacher certification guidelines, and his temporary departure has created a year-long vacancy at ADHE. Mosbo asked for input for dates to consider promotion and tenure applications. He distributed materials received at a recent Vice President's meeting.

The meeting adjourned at 11:15 a.m. cd

COUNCIL OF DEANS

January 20, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, January 20, 1999, 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.

The minutes of January 13, 1999, were approved as amended.

Walz explained the results of a faculty survey that identified motivators and barriers to grant writing.

Discussion followed.

Mosbo asked for input on draft handbook statements prepared in response to questions from the Faculty Senate regarding the role of the Council of Deans in the promotion and tenure process and clarification of the mid-probationary review process. Discussion followed.

Mosbo reported on meetings held to discuss a quasi-endowment established by the Board of Trustees.

Dean Reports

Buchanan shared information regarding a situation arising from attendance validation forms from the fall semester. Discussion followed.

Horton reported on a recent communication from the business dean at Fayetteville.

Walz announced an upcoming workshop on managing grant funds.

Hattlestad identified a problem with students coming to registration without being admitted.

Roden requested that deans ask department chairs to keep the third Tuesday of each month open so that departmental meetings will not interfere with standing Undergraduate Council meetings. She also asked that deans help encourage attendance to standing university meetings.

Everding announced a week-long Baroque Festival beginning January 24.

Litton distributed a brochure for the Exemplary Practices in Education series.

Mosbo informed the council that in the future, the university would sponsor a single reception to honor retirees rather than individual departmental receptions. He distributed a tentative schedule of

holidays. He asked the deans to attend the Board of Trustees meeting on Friday. Mosbo reminded the deans to submit updates on faculty searches. He gave a brief report on applications for admission

for fall. He asked the deans to let him know when faculty are deserving of special recognition.

The meeting adjourned at 10:50 a.m. cd

COUNCIL OF DEANS

February 1, 1999

The Council of Deans met in regular session at 2:30 p.m., Monday, February 1, 1999, 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, Peter Mehl, and Sally Roden. Deborah Walz represented Elaine McNiece. Kathleen Atkins represented Fred Litton. Walz presented the Graduate Council minutes of January 28.

In McNiece's absence, Roden moved to endorse the Graduate Council (GC) recommendation for the following

graduate faculty applicants. Everding seconded the motion, which passed unanimously.

3 year review

Acre, Catherine OTHY 5308, 5390, 6100, 6101, 6220, 6300, 6304, 6305 6314, 6315, 6320

Johnson, Jennifer OTHY 5308, 5330, 5390, 6220, 6311,6315, 6316, 6320 6621, 6631, 6641

Mankey, Tina A. OTHY 5390, 6100, 6101, 6220, 6301, 6330, 6340, 6345 6354

Willey, Marc S. OTHY 5317, 5390, 6100, 6101, 6220, 6308, 6320

Fletcher, James P. PTHY 5330, 6300, 6303, 6101-6301, 6138-6338

Hearn, Stephen A. PTHY 5363, 6138-6338, 6101-6301

Irion, Jean M. PTHY 5115, 5230, 6333, 6334, 6300, 6303, 6215, 6332, 6110, 6365, 6370, 6375, 6138-6338, 6101-6301

Maresh, Twala H. PTHY 5210, 6332, 6324, 6336, 6320, 6335, 6101-6301, 6138-6338, 6344, 6345

McMillan, Amy G. PTHY All 5000 level, 6310, 6312, 6314, 6330, 6354, 6360, 6361, 6388, 6101-6301, 6138-6338, 6344, 6345

Zabel, Reta J. PTHY 6310, 6312, 6314, 6320, 6329, 6380, 6385, 6388, 6101-6301, 6138-6338, 6344, 6345, 6116-6216, 7101-7901, 7102-7902

8 year review

Bandy, William D. PTHY 6300, 6303, 6302, 6304, 6306, 6385, 6101-6301, 6138-6338, 6344, 6345, 6116-6216, 7101-7901, 7102-7902, 7320

Irion, Glenn PTHY All 5000 level, 6250, 6240, 6320, 6340, 6328, 6385,6332, 6101-6301, 6138-6338, 6344, 6345, 6116-6216,7320, 7101-7901, 7102-7902

Krause, Paul CHEM 5450, 5460

Lovelace-Chandler,V PTHY All 5000 level courses, all 6000 level except 6300, 6303, 6302, 6304, 6314, 6328, 6332, 6308, 6309, 6333, 6334, all 7000 level except 7316

Reese, Nancy B. PTHY HSCI 5400, PTHY 5401, 6314, 6344, 6345, 6116-6216, 6101-6301, 6138-6338, 6385, 7101-7901, 7102-7902, 7320

Roden moved to endorse the recommendation of the GC that the admission requirements for unconditional

admission into the master's program in history include minimum undergraduate GPA of 3.000 and a reading

knowledge of at least one foreign language. The motion was seconded by Mehl and passed unanimously.

Roden moved to endorse the recommendation of the GC to develop a Doctor of Physical Therapy along with

the following new courses. Hattlestad seconded the motion.

PTHY 6501 Neuroscience

PTHY 6401 Kinesiology I

PTHY 7205 Seminar in Physical Therapy I

PTHY 6402 Kinesiology II

PTHY 7505 Musculoskeletal Physical Therapy I

PTHY 6410 Selected Intervention Techniques I

PTHY 6415 Fundamental Skills in Physical Therapy Intervention

PTHY 7105 Seminar in Physical Therapy II

PTHY 7405 Musculoskeletal Physical Therapy II

PTHY 6411 Selected Intervention Techniques II

HSCI 5403 Human Physiology

PTHY 7510 Clinical Electrophysiological Examination and Intervention

PTHY 7110 Seminar in Physical Therapy III

PTHY 7515 Neuromuscular Physical Therapy: Infancy to Adolescence

PTHY 7516 Neuromuscular Physical Therapy: Adult

PTHY 7410 Neuromuscular PT: Complex

PTHY 7111 Seminar in Physical Therapy IV

PTHY 7520 Cardiopulmonary Principles and Practice

PTHY 7206 Seminar in Physical Therapy V

PTHY 7207 Seminar in Physical therapy VI

PTHY 7325-7525 Clinical Education Practicum

Questions arose concerning the sequencing of courses and course titles, which Hattlestad will return for

clarification. Roden amended her motion to endorse the GC recommendation pending clarification of course

titles. Hattlestad seconded the amended motion. Following discussion, the motion passed unanimously.

Roden moved to endorse the recommendation to delete the MS in Sociology degree. Mehl seconded the motion, which passed unanimously.

Roden moved to recommend the following philosophy course. Mehl seconded the recommendation, which passed unanimously.

PHIL 5350 Health Care Ethics

Roden presented an information item for a revised bulletin description for PTHY 6324.

Walz presented additional information from promotional grant applicants. Discussion followed.

Mosbo revisited the topic of phased retirement. Discussion followed.

Dean Reports

Buchanan reported that Tony Sitz and Joe Darling had discussed the possibility of the Admissions Office remaining open during registration periods.

Mehl distributed materials from an American Association of Colleges and Universities meeting he recently attended.

Mosbo reminded the deans to have chairs complete dean evaluation forms and submit them to the Office of the Provost. He announced that the Board of Trustees meeting scheduled for February 19 will likely be changed to March 12. Mosbo reported on recent activities in the state legislature. He

reminded the deans that promotion and tenure deliberations are set to begin Wednesday and briefly discussed the process.

The meeting adjourned at 4:10 p.m. cd

COUNCIL OF DEANS

February 10, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, February 10, 1999, 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.

Marian Brodman, chair of the Department of Foreign Languages, attended to discuss second language proficiency. Since English proficiency is required for admission of international students, a question has arisen about whether the native language can be used to fulfill the language requirement for the BA degree. Following discussion, Buchanan moved that UCA adopt the following sentence to be appended to the current Undergraduate Bulletin statement: In cases of unusually thorough preparation, or in the case of international students, exemption may be sought from the Department of Foreign Languages.

Roden seconded the motion, which passed unanimously. Brodman left upon completion of the agenda item.

Roden presented the Undergraduate Council (UGC) minutes of January 19.

Roden moved to endorse the UGC recommendation to approve the following course:

H ED 4370 - Administration of Health Programs

Hattlestad seconded the motion, which passed unanimously.

Roden moved to endorse the UGC recommendation to approve revision of the Health Science Core for Bachelor of Science in Health Sciences degree

Hattlestad seconded the motion, which passed unanimously.

Roden moved to endorse the recommendation of the UGC to approve the following course:

PSYC 3325 - Cognitive Psychology

Horton seconded the motion, which passed unanimously.

Roden moved to endorse the recommendation of the UGC to approve the following course:

BIOL 3380 - Biology of HIV/AIDS

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

Roden moved to endorse the recommendation of the UGC to approve the following course:

CHEM 4335 - Biochemistry II

Addison seconded the motion, which passed unanimously.

Roden moved to endorse the recommendation of the UGC to approve the following course change:

PHYS 1100 - Projects in Physics (change to credit/no credit)

Addison seconded the motion, which passed unanimously.

Roden moved to endorse the recommendation of the UGC to approve the following course:

WRTG 2320 - Intro to Language and Linguistics

Everding seconded the motion. A question arose as to whether other similar courses had been considered.

COUNCIL OF DEANS

Following discussion, Hattlestad moved to table the course until further review has taken place. Mehl seconded

the motion to table, which passed unanimously.

Roden moved to endorse the recommendation of the UGC students entering UCA with an ACT score of 26 or

higher and a high school GPA of 3.5 or higher be given the option to start their composition courses in WRTG

1320. Everding seconded the motion, which passed unanimously following a recommendation to clarify that

the English ACT subscore will be used for the determination.

Roden moved to reconsider a previously UGC recommended course and to allow it to be taken for degree

credit:

WRTG 1201 - Introduction to American Academic Writing

Horton seconded the motion. Buchanan noted that the course was revised. Following discussion, the motion

was ruled out of order and the course was not removed from the table.

Roden moved to endorse the recommendation of the UGC to approve the following new track in Occupational

Therapy within the Bachelor of Science in Health Science. Hattlestad seconded the motion, which passed

unanimously.

Roden moved to endorse the recommendation of the UGC to approve the following Occupational Therapy

course revisions:

OTHY 3365 to OTHY 4317

OTHY 3380 to OTHY 4321

OTHY 3100 to OTHY 4127

OTHY 3211 to OTHY 4325

OTHY 3375 to OTHY 4355

OTHY 3355 to OTHY 4365

OTHY 3321 to OTHY 3223

OTHY 3101 to OTHY 4128

OTHY 4301 to OTHY 4330

Roden's motion also included the following new courses:

OTHY 4270 - Pharmacology in Rehabilitation

OTHY 4308 - Foundations in Occupational Therapy

OTHY 3241 - Clinical Conditions II

Hattlestad seconded the motion, which passed unanimously.

Roden moved to endorse the recommendation of the UGC to approve the following course:

INDS 3320 - Southern Culture and Folk Art

Addison seconded. Several concerns were discussed including: administration of the course, upper division

level, grading, placement, course syllabi, and student outcomes. Horton moved to table the course, and

Buchanan seconded. The course was tabled by unanimous vote.

Roden presented the following information items:

Prefix changes:

TECH 2375 to EMLS 2375

TECH 3360 to EMLS 3360

TECH 3365 to EMLS 3365

TECH 3370 to BMED 3370

Title Change:

OTHY 3125 Independent Living I to

Independent Living Strategies for Activities of Daily Living

OTHY 3340 Survey of Human Disease to

Clinical Conditions I

OTHY 4125 Independent Living II to

Independent Living Strategies for Instrumental Activities of Daily Living

Editorial changes in course descriptions for: OTHY 3125, OTHY 3223, OTHY 4330, OTHY 4125

Mosbo led discussion of a process proposed by Dr. Joe Hatcher for accessing information about Foundation accounts. Mosbo asked for input concerning control of Foundation accounts. Discussion followed.

Dean Reports

Buchanan reminded the COD that Jonathan Glenn needs to meet with College Curriculum Committees. He asked for those colleges that have not submitted current faculty rosters to do so.

Horton announced that Shirley High School FBLA is on campus. An Academy of Economics and Finance meeting is being hosted by UCA. Michael Rubach won "distinguished paper" recognition at a 1999 Annual Conference of the Association of Small Businesses and Entrepreneurship. UCA won the Innovation Award by the Southwest Business Deans Association for the second year in a row. The award was won by Don Bradley and the Small Business Center.

Hattlestad reported on recent meetings regarding geriatric health promotion.

McNiece announced a recent hire in the Graduate Office, Karon May. McNiece reminded the deans that graduate assistants should evaluate their GA experience. There should also be an evaluation of the GA in the departmental file. She reminded the deans that sabbatical leave requests for spring 2000 and reassigned time requests for fall 1999 are due to her by March 1. McNiece asked if the deans anticipated any additional requests for public service funds from this year's budget.

Litton reported on recent conversations in the College of Education centering on the topic of redesigning teacher education.

Everding announced that two music students, Dessislava Nenova and Yukiko Hayate, won the regional Music Teacher's National Association competition and have been invited to

compete at the national finals in Los Angeles.

Roden stated that she will attend a meeting on summer registration.

The meeting adjourned at 11:30 a.m. cd

COUNCIL OF DEANS

February 17, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, February 17, 1999, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Bob Everding, Neil Hattlestad, Joe Horton, Elaine McNiece, Peter Mehl, and Sally Roden. Sam Buchanan was absent, and Kathleen Atkins represented Fred Litton.

The COD minutes of January 27 and February 1 were approved as circulated. The COD minutes of February 10 were approved as amended.

Mosbo asked Addison to report on a recent meeting of junior tenure-track faculty who were asked to identify issues of concern related to the three-year rolling contract. Addison reported on several

issues. A primary concern was whether or not there would be a real choice between a tenure-track position and the three-year rolling contract. Mosbo asked deans to be cautious not to pressure successful applicants into accepting one over the other. Discussion of other concerns followed.

Mosbo revisited the topic of an approval process for departmental Foundation funds. Following discussion, a consensus was reached that Mosbo would notify Vice President Hatcher requesting that

the Foundation Office release funds only if the dean (or dean's designee) has also signed the request.

Mosbo asked for the deans' views about requiring computers of incoming students. Discussion followed.

Dean Reports

Horton shared information from a paper on Internet-based courses that was presented at an Academy of Economics and Finance meeting held recently.

Addison reported on a recent visit by Secret Service agents.

Hattlestad responded to a question Mosbo had asked about the value of sending representatives to an administrator's meeting. Hattlestad suggested that one or two chairs could go and come back to campus with information to be delivered through the IDC in a workshop. Mosbo asked McNiece to look into the possibility.

Roden reported on the first meeting of the Summer Reading Program Committee. She informed the deans that the Undergraduate Council met yesterday.

Mosbo distributed fall 1998 course enrollment statistics prepared by Huey Antley. He reminded the deans that requests for data from Antley should be routed through Buchanan. Mosbo informed the deans of the next scheduled meeting of the University Council. He distributed a final enrollment count from Tony Sitz. Mosbo handed out equipment authorizations.

The meeting adjourned at 10:30 a.m. cd

COUNCIL OF DEANS

February 24, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, February 24, 1999, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, Peter Mehl, and Sally Roden. Sam Buchanan was absent.

The COD minutes of February 17 were approved as circulated.

Roden presented the Undergraduate Council minutes of February 16.

Roden moved to recommend approval of a new baccalaureate program in Athletic Training and the new courses developed for the program. Hattlestad seconded the motion which passed unanimously. The following

course are recommended as indicated:

New Courses

- KPED 4230 Fitness Assessment and Exercise Prescription
- KPED 1350 Athletic Training Techniques I: Introduction to Athletic Training
- KPED 3340 Athletic Training Techniques II: Collision Sports
- KPED 3351 Evaluation Techniques for Athletic Trainers: Lower Extremity
- KPED 3350 Evaluation Techniques for Athletic Trainers: Upper Extremity
- KPED 3341 Athletic Training Techniques III: Throwing Sports
- KPED 4210 Modalities for Athletic Trainers
- KPED 4220 Exercise Rehabilitation in Athletic Training
- KPED 4350 Athletic Training Techniques IV: Running Sports
- KPED 4330 Administration and Management of Athletic Training
- KPED 4325 Head, Neck and Spine Injury Management
- KPED 4315 Program Development in Athletic Training
- KPED 4305 Directed Experiences in Athletic Training

Course level change

- KPED 4331 to KPED 3331 Care and Prevention of Exercise and Sport Injuries

Course Deletions

- KPED 1102 Square Dance
- KPED 1103 Beginning Modern Dance
- KPED 1128 Beginning Gymnastics (Women)
- KPED 1130 Basic Canoeing
- KPED 1173 Beginning Gymnastics (Men)
- KPED 1180 Marksmanship and Hunter Safety
- KPED 2227 Teaching Round and Folk Dance
- KPED 2229 Teaching Ballroom Dance
- KPED 3240 Secondary School Athletic Programs
- KPED 1290 Introduction to Physical Education

KPED 1291 Principles of Lifetime Fitness

KPED 3380 Kinesiology

KPED 2228 Teaching Square Dance

KPED 2221 Teaching Gymnastics - Hand Apparatus

KPED 3200 Advanced Individual Sports

Roden moved to recommend the following History course. Horton seconded the motion, which passed unanimously.

HIST 4309 Women in European History

Roden moved to recommend the following course in Nursing. Hattlestad seconded the motion, which passed

unanimously.

NURS 4325 A Guide to Alternative and Complementary Health Care

Roden moved to recommend the following Philosophy course. Mehl seconded the motion, which passed unanimously.

PHIL 4350 Health Care Ethics

Roden moved to support the revised Admissions Policy recommended by the Admissions Committee.

Hattlestad seconded the motion, which passed unanimously.

Roden presented a recommendation to revise the university policy for Drop/Add and Withdrawals. Roden

moved to recommend the revisions and Horton seconded. A question arose as to whether graduate students

would fall under the policy in addition to undergraduate students. Following discussion, McNiece moved to

table the policy until it could be considered by the Graduate Council. Horton seconded the motion to table,

which passed unanimously.

Roden presented the following information items:

Delete the BSE in Speech and Theatre

Delete the BSE in Journalism

McNiece presented the Graduate Council minutes of February 18.

McNiece moved to recommend the following faculty member for graduate faculty status with a 3 year review

(2002). Horton seconded the motion, which passed unanimously.

He, Ling T. FINA 6305

McNiece moved to recommend a change in graduate admission requirements for international students. Horton

seconded the motion, which passed unanimously. The following replaces the statement on page 15 of the

Graduate Bulletin:

Proposed Admission Requirements for International Students

Application materials for international applicants can be obtained from the Office of International Programs. The completed application form, all supporting documents, and the application fee must be submitted to the Office of International Programs,

which then forwards completed application files to the Graduate Office. Incomplete application files are not reviewed by the Graduate Office.

International applicants to the Graduate School whose first language is not English must demonstrate a satisfactory level of English proficiency. Students need a strong command of the English language to perform at the graduate level, especially in interactive programs which emphasize teamwork and effective oral and written communication.

Applicants whose first language is not English will be considered proficient in English if they have completed a four-year baccalaureate degree at an accredited educational institution in the United States. Applicants whose first language is not English and who have not earned bachelor's degrees from U.S. institutions will demonstrate English proficiency by submitting a Test of English as a Foreign Language (TOEFL) score of 550 (pencil and page test) or 213 (computerized test). The TOEFL may be waived at the discretion of the academic department chair if the last four semesters of full-time academic course work have been completed at an accredited institution in the United States with an overall grade point average of 3.0 or higher.

In addition to demonstrating a satisfactory level of English proficiency, international graduate applicants must submit their undergraduate transcripts, including certified English translations, to the University of Central Arkansas. In some cases, applicants will be asked to send their transcripts to a professional evaluation service in the U.S. before an admission decision can be made. International applicants must also submit proof of financial support before admission documents, including the Form I-20, can be issued.

Detailed information regarding international students is available from the Office of International Programs, 109 South Minton Hall, Conway, AR 72035, U.S.A.; phone (501) 450-3445; FAX (501) 450-5095; e-mail oiop@mail.uca.edu or via their Web site at [www.uca.edu/international/index 2.html](http://www.uca.edu/international/index%20.html).

McNiece presented the following information items:

Deletion of Course

KPED 5331 Care and Prevention of Exercise and Sport Injuries

Editorial Changes in Course Descriptions

SPTH 5225 Diagnosis and Planning

SPTH 5307 Advanced Sign Language

SPTH 6101 Clinical Seminar I: Orientation

SPTH 6103 Clinical Seminar III: Public Schools

SPTH 6104 Clinical Seminar IV: Medical Setting

SPTH 6214 Feeding and Swallowing Disorders

SPTH 6216 Cleft Palate and Velopharyngeal Incompetence

SPTH 6225 Voice Disorders

SPTH 6230 Language Intervention: Birth Through Five

SPTH 6316 Data Analysis

SPTH 6325 Administration and Supervision in Speech-Language Path

SPTH 6345 Language Intervention: School Age

SPTH 6354 Transdisciplinary Intervention with Young Children

Mosbo informed the Council that Harvard University had expressed interest in the three-year rolling contract plan. A visitor or visitors from Harvard will be on campus in April to discuss the plan. Mosbo asked the deans to nominate by next Wednesday people who might be selected for interviews.

Mosbo led a discussion of issues surrounding post-tenure review.

Dean Reports

Horton reported on a recent meeting of the Southwest Business Deans. UCA was the sole winner of this year's Innovation Award.

Mehl invited the deans to attend a Philosophical Perspectives Lecture on March 2 by Dr. Carl Page of St. John's College. His presentation is entitled, "What Makes Plato So Great: On the Ironic Virtues of Platonic Dialogue."

Litton indicated that Phase One of the Teacher Education Restructuring Conversations and meetings has been completed. Phase Two is beginning and will require more involvement of department chairs. Working committees will be formed representing all of the new areas of licensure, and timelines for completion and review will be established. He urged participation by professional education faculty. Mosbo asked Litton to see to it that the College Deans receive any materials that are being sent to chairs.

Roden reported on a recent conference of The First Year Experience and Students in Transition.

Mosbo (1) asked Roden to prepare information from the conference to be discussed at the first Monday meeting in April (due to calendar conflicts, that meeting will occur April 19 rather than April 12 as announced); (2) reminded the deans that David Harvey will attend the March focused meeting next Monday; (3) asked the deans to consider information from the University Council regarding Martin Luther King Day; (4) requested input on the possibility of including a representative from the Student Services Division during promotional grant deliberations. Following discussion, consensus was reached to support representation from Student Services.

The meeting adjourned at 11:10 a.m. cd

COUNCIL OF DEANS

March 3, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, March 3, 1999, 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 February 24 were approved as amended.

Mosbo reminded the council of the March 12 Board of Trustees meeting and reviewed several Board agenda items.

Mosbo asked the deans to consider the concept of half-semester courses. The topic will be revisited

at a future meeting.

Dean Reports

Buchanan distributed graduation statistics prepared by Huey Antley.

Horton shared information from a survey conducted by the American Assembly of Collegiate Schools of Business.

Addison (1) reported on medical school admissions of UCA graduates; (2) announced that Dan Magoulick and Carl Frederickson have been selected as Project Kaleidoscope Faculty for the 21st Century; (3) raised a point of concern about letters of appointment for new faculty.

McNiece reported that letters to recipients of public service funds will go out soon.

Hattlestad announced that Nancy Reese wrote a major textbook that has just been released. He asked

the deans to consider revisions to the faculty planning form with particular attention to professional

development. Mosbo added the topic to his agenda for the summer deans' retreat.

Everding announced the hiring of a new Chair of the Department of Music, Dr. Jeffrey Showell.

Roden distributed information on the number of Major Field Achievement Tests ordered, used, and returned.

Mosbo (1) announced that the regular meeting of the COD will begin one hour earlier on March 10; (2) reported on freshman admission projections; (3) asked the deans to submit nominations for a sponsor of Alpha Chi to replace Jerry Manion, who has decided to step down from the position.

The meeting adjourned at 10:15 a.m. cd

COUNCIL OF DEANS

March 10, 1999

The Council of Deans met in regular session at 8:30 a.m., Wednesday, March 10, 1999, 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 March 3 were approved as circulated.

McNiece moved that the minutes of the University Research Council be accepted. Following a second by Horton, the motion passed unanimously.

Mosbo asked the deans for input on a draft document for advancement of lecturers/clinical instructors/laboratory instructors. The process for appeal of a negative recommendation was discussed. Mosbo will take the draft document to the Non-Tenure-Track Faculty Senate for further review.

Mosbo indicated that the North Central Reaccreditation Faculty Awards Self-Study Committee identified several issues of concern related to the Teaching Excellence, Public Service, and Research and Creative Activity Awards. Mosbo asked the deans for their opinion on setting up an ad hoc committee to review the issues. Following discussion, consensus was reached to support the establishment of an ad hoc committee.

Mosbo asked the deans to have their departments provide self-study updates. He pointed out that the North Central visit would take place almost two years after the self-studies were written, and a progress report would be helpful. In conjunction with the discussion, Hattlestad suggested that annual reports could be more useful if a list of points to be covered were provided to departments. Mosbo indicated that he would prepare a draft for COD input.

Dean Reports

Buchanan (1) announced dates for next year's Rising Junior Examinations November 6-13 and April 8-15; (2) reported on a conversation with Steve Wood about the letter of appointment; (3) distributed a draft prepared by Wood that can be used by the deans to obtain promissory signatures of newly hired faculty; (4) discussed costs associated with existing program review; and (5) distributed a draft worksheet for faculty workloads prepared by Huey Antley and asked for feedback on how the form can be modified to best meet reporting needs.

Horton informed the deans of two meetings recently held on campus: over 1000 high school students were on campus for a Future Business Leaders of America conference organized by Paula Ladd; Don Bradley hosted a series of meetings on the topic of business opportunities with western Europe. Horton reported on a computer requirement at Michigan universities. Addison announced that the Annual High School Science and Mathematics Workshop will be held on Saturday at UCA.

Mehl briefly discussed post-tenure review considerations.

McNiece (1) reported that the Sabbatical Leave Review Committee will meet next Monday

and Wednesday for spring 2000 applicants; (2) indicated that reassigned time requests for fall 1999 would be reviewed following Spring Break; (3) asked deans to have their Institutional Review Board representatives conduct workshops for their faculty who are doing research and to stress to chairs that they look at proposals carefully to make sure that check list requirements are met. Discussion of compliance issues followed.

Litton distributed information about teacher education restructuring and various meetings that have been held, along with on-going initiatives.

Mosbo (1) reported on a change for the April 19 focused meeting of COD the meeting will take place in Irby 308 where Sergei Andronikov will demonstrate GIS applications; (2) reminded the deans that information should be forthcoming on students who have received scholarships and asked that letters be sent to the recipients; (3) shared a "Browse the World" brochure describing faculty/housing exchanges; and (4) discussed budgetary constraints.

The meeting adjourned at 10:30 a.m. cd

COUNCIL OF DEANS

March 17, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, March 17, 1999, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Bob Everding, Neil Hattlestad, Fred Litton, Elaine McNiece, Peter Mehl, and Sally Roden. Ira Saltz represented Joe Horton.

The minutes of March 10 were approved as amended.

Buchanan presented a request to the COD from the parents of a deceased student. They requested the posthumous award of a diploma. Buchanan presented academic confirmation and recommendations to award the degree from major and minor advisors. Following discussion, consensus was reached that the request should be granted.

Mosbo encouraged deans to follow up on methods presented at the Evaluation of Teaching workshop led by Dr. Michael Theall last week. Discussion followed.

Mosbo explained a problem with following the Faculty Grievance Council procedures for appeals of negative advancement recommendations for lecturers/clinical instructors/ laboratory instructors. During a meeting with the Nontenure-Track Senate, it was suggested that in addition to three nontenure-track faculty, the appeal committee include two department chairs and one administrator outside the provost's area. The deans agreed with the suggestion.

Mosbo reported that a letter will be sent to those faculty who qualify for phased retirement at this time. Discussion followed.

Mosbo distributed a draft list of topics that should be addressed in annual reports.

Buchanan distributed information on salary levels for part-time faculty and full-time, nontenure-track faculty who either hold terminal degrees or masters degree. Discussion followed.

Everding moved to remove from the table a course proposed by the Writing Program, WRTG 2320 Introduction to Language and Linguistics. Roden seconded the motion, which passed unanimously. The proposal had been recommended by the Undergraduate Council but tabled by the Council of Deans in order to determine whether there was duplication with other courses at UCA. Everding stated that all departments with similar courses had been contacted. Following discussion, the original motion by Roden to endorse the recommendation of the Undergraduate Council passed unanimously. Roden reported that the Undergraduate Council asks that more conversations take place between departments.

Dean Reports

Buchanan distributed information prepared by Tony Sitz indicating the location of summer and fall schedules on the website. Buchanan reminded the deans of the importance of departments reporting their assessment activities and outcomes. Assessment is an emphasis area of the upcoming North Central reaccreditation evaluation.

Saltz reported on activities of the University/Industry Partnership. He is co-chair of the coordinating committee and invited feedback from the council on ways to better communicate what they are trying to do.

Addison reported good attendance at the Annual High School Science and Math Workshop last Saturday.

Mehl reported on a recent grant received by Brooks Green to take secondary school teachers to Russia. He distributed brochures for a symposium scheduled for April 9-10 entitled, "History by Hollywood: Movies and Memories."

McNiece voiced concern over problems reported by members of the Institutional Review Board. Some faculty are disturbed by IRB involvement in their research projects. McNiece reminded that research using human subjects must pass through the IRB.

McNiece reported that the Sabbatical Leave Review Committee (SLRC) has completed its review and will forward recommendations to the provost. Reassigned time requests will soon be reviewed by the SLRC and recommendations given to the provost.

Everding asked for input from the deans on Homecoming activities. He asked about the possibility of leasing rather than buying computers. Mosbo indicated that there will soon be a review of that possibility.

Roden expressed her gratitude for the members of the Admissions Standards Committee and their hard work in developing the recently Board approved admission policy.

Roden announced the hiring of two new Resident Masters: Ron Cossman and Julia Winden Fey.

Mosbo (1) reminded the council that the latest deadline for positioning materials was Monday and gave the deans until Friday to submit them; (2) informed the council that there would be no meeting the week of Spring Break; (3) reported on the legislative session; (4) reported on admission application figures; (5) reminded that a travel log must be attached to out-of-state travel request forms; and (6) handed out a contract for faculty who choose to accept three-year rolling contracts.

The meeting adjourned at 11:15 a.m. cd

COUNCIL OF DEANS

March 31, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, March 31, 1999, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Bob Everding, Joe Horton, Fred Litton, Elaine McNiece, Peter Mehl, and Sally Roden. Jimmy Ishee represented Neil Hattlestad.

Dr. Jonathan Glenn, Director of University Planning and Assessment, was in attendance to share information about intranet possibilities and automating routine business processes. Following his presentation, the deans were asked to discuss the possibilities with department chairs and plan to revisit the matter at a future COD meeting.

The COD minutes of March 17 were approved as amended.

Roden presented the Undergraduate Council minutes of March 16, 1999:

Roden moved to recommend the following new course in health education:

H ED 2310 Introduction to Gerontology

McNiece seconded the motion, which passed unanimously.

Roden moved to recommend the following change in course level:

SOC 2320 to SOC 3320

Mehl seconded the motion. Following discussion, the motion passed by a vote of 8-yes, 1-no.

McNiece presented the Graduate Council minutes of March 18, 1999.

McNiece moved to recommend the graduate faculty status with eight-year review for the following faculty member:

Mendelson, Bruce PTHY 5703, 6101-6301, 6138-6338, 6240, 6311, 6390

Ishee seconded the motion, which passed unanimously.

McNiece moved to recommend the following new course in history:

HIST 5309 Women in European History

Mehl seconded the motion, which passed unanimously.

McNiece moved to recommend the following new course in nursing:

NURS 6330 Advanced Practice Management

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

McNiece moved to bring from the table the proposed withdrawal policy. Roden seconded the motion, which passed unanimously. Following discussion, Buchanan moved to again table the issue. Horton seconded the motion to table, which passed unanimously. Mosbo requested that deans revisit the proposal with department chairs.

Mosbo reported on the progress toward developing a policy for advancement of faculty in lecturer/clinical instructor/laboratory instructor positions. He indicated that the Non-Tenure-Track Faculty Senate would consider the draft policy at its next meeting.

Mosbo led a discussion of compensation issues.

Mosbo reminded the deans of the Monday, April 5, focused meeting and distributed materials to be considered at that time.

Dean Reports

Horton shared information from a survey of accounting chairs regarding the offering of courses over the Internet.

Mehl requested information about the status of phased retirement notification.

Ishee informed the deans that Hattlestad is participating in an accreditation visit for a physical therapy program.

Addison reported that Dr. Pat Draves recently received a grant from the National Institutes of Health. He also announced that Winthrop P. Rockefeller, Lieutenant Governor, will be on campus Wednesday, April 7, to present "High Technology in Arkansas: A Look into the Future."

Everding, in his capacity as provost's office representative to the Homecoming Committee, asked the deans to let him know if any colleges were interested in open houses during Homecoming. He reported that UCA students did very well in national broadcasting competition, winning top awards in four of twelve categories -- more than any other university. Shawn Fulper Smith was named Professional Broadcaster of the Year for career work.

Roden announced that the book has been selected for the Summer Reading Program. Arrangements are being finalized

with the author.

Mosbo (1) asked if lists of scholarship students are being sent to deans and encouraged them to contact the students; and (2) asked for information regarding departments that may accept deposits from students.

The meeting adjourned at 11:30 a.m. cd

COUNCIL OF DEANS

April 14, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, April 14, 1999, 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 asked the deans to report on department chair reactions to draft annual report format. Concerns were expressed that duplicative work appeared to be expected and that individual departmental missions may be difficult to focus as requested. Discussion followed. Mosbo explained that the intent is for departments to (1) address things that differ from the self-studies and (2) provide updates to the NCA Steering Committee. A revised outline will be discussed at a future meeting.

Mosbo reported that the Non-tenure-track Faculty Senate recommended approval of the advancement policy for lecturers/clinical instructors/laboratory instructors. He asked the deans to consider the policy as an action item. Everding moved to endorse the recommendation of the NTT Faculty Senate. Addison seconded the motion, which passed unanimously.

Hattlestad called attention to the fact that current practice regarding adjunct faculty differs from procedures listed in the Board Policy Book (Board Policy No. 360). Examination revealed that the *Faculty Handbook* contained current procedures and had been approved by the Board of Trustees more recently than BP 360. Mosbo indicated that he would ask Melissa Rust to strike BP 360 from the Policy Book.

Mosbo asked the council to consider whether momentum on academic positioning would be lost if timelines were extended to allow participation of the new deans, Maurice Lee and Ron Toll. Discussion followed.

Mosbo distributed a draft document dealing with compensation issues.

Dean Reports

Buchanan asked for feedback from department chairs on information presented by Jonathan Glenn at the March 31 COD meeting.

Mehl (1) announced that Dr. Bonnie Melchior of the English Department is the recipient of an AASCU fellowship for incorporating Japanese culture into the curriculum; (2) reported that the English Department and the College of Education collaborated on a successful workshop; (3) reported that a number of chairs are using information from the IDC workshop led by Mike Theall; (4) asked about legislative appropriations as reported in recent Faculty Senate minutes; (5) asked for and received from Mosbo confirmation of the September 10 response deadline for those currently eligible for phased retirement.

McNiece requested nominations for a replacement for Gary Borjesson on the Institutional Review Board. The council nominated and approved Conrad Shumaker and Debra Worthington; their names will be forwarded to the Faculty Senate.

Everding, in his capacity as a member of the Web Advisory Board, indicated that a search for a new Webmaster will be undertaken.

Roden announced that Mitch Albom, author of the Summer Reading Program selection, *Tuesdays with Morrie*, will speak Tuesday, September 21 at 8:00 p.m.

Litton distributed copies of a brochure for UCA Super Kids 1999, a summer program for first through third graders.

Mosbo reminded the deans of the Monday focused meeting.

The meeting adjourned at 10:55 a.m. cd

COUNCIL OF DEANS

April 21, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, April 21, 1999, 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.

McNiece presented the Graduate Council minutes of April 15, 1999.

McNiece moved to recommend the following graduate faculty applicant with an eight-year review:

Cooper, Mark J. C&I CHED 6373, 6374, 6382, 6384, 6386, 6387, 6388, 6601, 6331, 6351

Hattlestad seconded the motion, which passed unanimously.

McNiece moved to recommend the following graduate faculty applicant with a three-year review:

Shearin, Alma A. C&I SPED 5332, 5333, 5335, 6314, 6318, 6320, 6334, 6347, 6385; CHED 6345

Hattlestad seconded the motion, which passed unanimously.

McNiece moved to recommend the following new course in physical therapy:

Hattlestad seconded the motion, which passed unanimously.

Mosbo presented a chart to illustrate projected 1999-2000 budgetary considerations. Discussion followed.

Mosbo distributed data on freshman applications and fall enrollment projections prepared by Joe Darling.

Dean Reports

Buchanan distributed data on advanced registration prepared by Tony Sitz. He reminded the deans that underenrolled sections cannot be maintained this summer due to budgetary constraints, and that the 5-10-15 rule will be enforced.

Addison invited the deans to attend the College of Natural Sciences and Mathematics Student Research Symposium in Main Hall at 2:00 on April 30.

Mehl (1) distributed a flyer about a faculty development workshop on "Integrating Asian Studies into the Core Curriculum" to be held Saturday, April 24; (2) announced that he, Dr. Raymond Frontain, and Dr. Andrew Cohen were selected to attend an East/West Studies Program in Hawaii.

McNiece (1) announced that a Continuing Education/College of Business Administration development program with Georgia Pacific won a national award; (2) clarified procedures for scheduling conferences through the calendar office; (3) reported on the work of the Sabbatical Leave Review Committee in reviewing faculty proposals for reassigned time.

Hattlestad invited the deans to attend the College of Health and Applied Sciences Student Research Colloquium, Wednesday, April 28th, in the Ball Room of the Student Center with oral presentations beginning at 3:00 followed by poster presentations at 4:00 p.m.

Roden (1) reminded the deans of the Honors Convocation on Sunday, April 25; (2) announced a residential college workshop on May 8; (3) pointed out the number of undecided students at the Academic Excellence Banquet and suggested that the deans recruit them as majors.

Mosbo (1) asked the deans to remind faculty and staff to stay out of buildings that are under construction unless they are accompanied by someone authorized by the contractor; (2) reported that the University Council will meet on April 27.

The meeting adjourned at 11:20 a.m. cd

COUNCIL OF DEANS

April 28, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, April 28, 1999, 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.

Roden presented the Undergraduate Council minutes of April 20.

Roden moved to recommend the following new course in the Writing Program:

WRTG 4320 Seminar in Non-Western Rhetorical Traditions

Everding seconded the motion, which passed unanimously.

Roden moved to recommend the following course number/title change in the Writing Program:

WRTG 3201 to 3315 and title change to Writing Center Practicum

Everding seconded the motion. Discussion of laboratory expectations in other areas followed. Buchanan moved to table the recommendation. Hattlestad seconded the motion, which passed unanimously.

Roden, in order to clarify a request for new Economics programs, presented as information items the planned deletion of the BA and BBA degrees in International Trade. The proposed new programs are a BA in Economics and BBA in Economics, both with tracks in International Trade. The request was made to respond to confusion in degree reporting statistics. Following discussion, McNiece moved to table the request. Mehl seconded the motion, which passed unanimously.

As an information item, Roden presented the results of a survey of the Undergraduate Council.

Mosbo led a discussion of budgetary considerations. Discussion will continue at the focused meeting on May 3.

Mosbo asked if the deans were ready to continue discussion of a course withdrawal policy, tabled at a previous meeting. Hattlestad moved to remove the item from the table. McNiece seconded. Discussion followed that included input from department chairs. A vote was then taken on McNiece's prior motion to endorse the March 18 recommendation of the Graduate Council. The motion to recommend the proposed policy passed by a vote of 7-yes, 2-no. The recommended withdrawal policy follows:

During the change-of-course period no grade will be recorded. If a course is dropped between the change-of-course period and the drop deadline specified in the academic calendar, a grade of Withdrawn (W) will be recorded so long as the course instructor has not already dropped the student for non-attendance. If a student is dropped from a course for non-attendance, a grade of Withdrawn Failing (WF) will be recorded.

If a course is dropped after the deadline specified in the academic calendar, a Withdrawn Failing (WF) will be automatically recorded

Mosbo asked the deans to maintain files for part-time faculty, and to be sure that verification of qualifications is contained in the file. McNiece reminded that faculty teaching through continuing education or evaluating guided study should also have such files.

Dean Reports

Horton reported on a recent meeting of AACSB and distributed regional maps.

Addison reminded the council of the Student Research Symposium this Friday.

Hattlestad reminded the council of the Health Sciences Colloquium today and distributed a brochure on the Speech-Hearing Center.

Roden (1) reported on the Hughes Residential College annual awards banquet; (2) informed the council that group leaders for the Summer Reading Program should have received *Tuesdays with Morrie* and that discussion groups are scheduled for August 20.

McNiece reported that reassigned time letters will be delivered to the deans for final review before being distributed to addressees.

Buchanan (1) will ask Lori Hudspeth to distribute to deans spreadsheets for budget calculations; (2) announced that Jonathan Glenn has received all 132 reaccreditation self-studies; (3) reported that Hudspeth asked for summer PAFs as soon as possible; and (4) reported that there is still \$150,000 in bond money encumbered and asked the deans to check on the status of those requests.

Everding departed the meeting at 11:00 a.m.

Mosbo (1) reported that there is no more bond money at this time; (2) asked if deans received a *Cash Handling Procedures* booklet; (3) reported that the Honors Convocation went smoothly from his perspective and asked the deans if changes need to be made for next year; (4) distributed information from Roger Lewis; (5) reported on applications for admission; (6) distributed a revised annual report format to be discussed at the May 5 COD meeting; (7) distributed material from ADHE regarding the SREB electronic campus; and (8) reported on a recent University Council recommendation.

The meeting adjourned at 11:20 a.m. cd

COUNCIL OF DEANS

May 5, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, May 5, 1999, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, Peter Mehl, and Sally Roden. Sam Buchanan was absent.

The COD minutes of March 31, April 14, and April 21 were approved as amended. The minutes of April 28 were approved as circulated.

Mosbo asked for comments and/or suggestions on the revised departmental annual report format. Discussion followed. McNiece suggested that it would be helpful to provide disk copies of the self-study updates.

Mosbo asked the deans to report on conversations with chairs regarding course scheduling options. Most deans indicated that chairs were open to scheduling half semester courses where possible. Mosbo asked that spring schedules include some half semester courses on an experimental basis. Litton pointed out that scheduling options such as those discussed address issues identified in the Space Utilization Committee's report.

Dean Reports

Horton reported that several hundred junior high school members of the Future Business Leaders of America are on campus today for a conference.

McNiece (1) distributed copies of the completed graduate assistant evaluation survey and commended Dr. Jimmy Ishee on his work in compiling the data; (2) reported that the Public Service committee met yesterday to consider proposals for programs to occur after July 1, and a guidelines manual will be

developed to aid applicants; (3) stated that the Sabbatical Leave Committee will meet today to review sabbatical leave and reassigned time procedures. Mosbo indicated that Jonathan Glenn needs updated information on the operation of the committees for the NCA report.

Hattlestad raised a question about the status of campus conversations on the "Scholarship of Teaching." McNiece reported that information is forthcoming from the Instructional Development Center.

Everding suggested that Dr. Brian Bolter, Director of International Programs, be invited to a COD meeting to share information about current initiatives in international programs. Mosbo will invite him to the June 7 focused meeting.

Roden distributed information provided by Roger Lewis indicating programs and majors as reported to the Arkansas Department of Higher Education. Roden shared the information in order to facilitate future discussion of a proposal from the College of Business Administration that was tabled at the last COD meeting. Following discussion and examination of the documents, it appeared that the situation could be resolved through changes in reporting methods. Mosbo asked McNiece to discuss the issue with Dr. Steve Floyd, deputy director of ADHE.

Roden announced that Undergraduate Studies is currently in the process of moving from the third floor of the library to Harrin Hall.

Mosbo announced that Dr. Fred Litton, Interim Dean of the College of Education, has accepted the position of Dean of the College of Education at Texas A & M Kingsville. He expressed his appreciation to Litton for his contributions to the college and to the Council of Deans.

Mehl inquired about salary information needed to determine salary bonuses. Mosbo stated that Buchanan will generate the numbers and provide the data to the deans.

The meeting adjourned at 10:30 a.m. cd

COUNCIL OF DEANS

May 12, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, May 12, 1999, 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 May 5 were approved as circulated.

Mosbo asked for input on a draft document concerning additional compensation issues. Following discussion, Mosbo indicated that more drafts would be forthcoming.

Mosbo stated that in order to determine eligibility for advancement for lecturers/clinical instructors/laboratory instructors, the college deans will need to provide to the Provost's Office detailed employment information for faculty filling those positions. A deadline of June 1 was agreed upon.

Buchanan distributed a form developed by Tony Sitz to authorize course substitutions. The form would be used by a UCA student who planned to take a course at another institution; the appropriate UCA department chair would sign the form indicating acceptance of that course for substitution. Buchanan explained that the form will aid record keeping in the Registrar's Office and prevent possible misunderstandings between students and the university. Following discussion, Mosbo asked deans to share the form with chairs and plan to discuss it again at the June 2 COD meeting.

Dean Reports

McNiece (1) reported that two students, Amanda Newsom and Carolyn Betts, had been selected to receive next year's Bob McLaughlin Graduate Scholarship; (2) announced that changes have been sent to ADHE to correct errant data and thanked Jonathan Glenn for his assistance; (3) stated that the Graduate

Council would meet for the last time this spring and would consider a plan to allow faculty meeting specified criteria (e.g., extensive field experience) to teach selected graduate courses. Discussion followed.

Hattlestad offered his congratulations to those involved in a UCA Special Arts program production, "Live from KVSA," held last night. Bob Willenbrink of the Department of Speech, Theatre, and Mass Communication, along with Cathy Acre and Jennifer Johnson of the Occupational Therapy Department jointly developed the production.

Everding announced that his office had moved to the second floor of Harrin Hall.

Roden moved that the previously approved Withdrawal Policy begin with the fall 1999 semester. Hattlestad seconded the motion, which passed by a vote of 8-yes, 1-no.

Roden announced that the Advising Center won an Outstanding Advising Award from NACADA. She reported on enrollments in Hughes Residential College and State Residential College.

Mosbo (1) asked the deans to submit salary recommendations by July 1; (2) expressed his appreciation for the attendance of deans, department chairs, and faculty at Governor Huckabee's announcement at the HPER building site; (3) canceled the COD meeting for next week; (4) reported on administrative reorganization; (5) distributed enrollment figures prepared by Tony Sitz.

The meeting adjourned at 10:55 a.m. cd

COUNCIL OF DEANS

May 26, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, May 26, 1999, 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. Charlotte Cone represented Sally Roden.

The COD minutes of May 12 were approved as circulated.

McNiece presented the Graduate Council Minutes of May 13.

McNiece moved to endorse the recommendation of the Graduate Council that the following faculty be granted Graduate Faculty status with a three-year review:

Vanderslice, Stephanie WRTG 6610 Advanced Teaching of Writing

Vaughn, Ken EDLP 6362 Organization and Administration of Secondary Schools

Horton seconded the motion, which passed unanimously.

McNiece moved to recommend endorsement of WRTG 6610 (above). The motion was seconded by Everding and passed unanimously.

McNiece moved to recommend the following new course in Physical Therapy.

PTHY 7305 Scientific Bases for Motor Control and Development

Hattlestad seconded the motion, which passed unanimously.

McNiece moved to recommend the following changes in course title or number. Hattlestad seconded the motion, which passed unanimously.
(*number change only, **number and title change)

PTHY 6302 Sports I to

*PTHY 7304 Sports I

PTHY 6304 Sports III to

*PTHY 7312 Sports III

PTHY 6306 Sports II to

*PTHY 7306 Sports II

PTHY 6308 Evaluation and treatment of the Upper Quarter & Cervical Spine to

**PTHY 7308 Upper Quarter & Cervical Spine

PTHY 6309 Evaluation and treatment of Lumbo-Pelvic Dysfunction to

**PTHY 7309 Lumbopelvic Dysfunction

PTHY 6311 Developmental Anatomy to

*PTHY 7311 Developmental Anatomy

PTHY 6329 Application of PT in Geriatrics to

*PTHY 7329 Application of PT in Geriatrics

PTHY 6333 Industrial Rehabilitation to

**PTHY 7333 Occupational Health and Work Injury Management

PTHY 6334 Aquatic Therapy to

*PTHY 7334 Aquatic Therapy

PTHY 6360 Adv Exam and Eval in Pediatrics I to

*PTHY 7360 Adv Exam and Eval in Pediatrics I

PTHY 6361 Adv Exam and Eval in Pediatrics II to

*PTHY 7361 Adv Exam and Eval in Pediatrics II

PTHY 6380 Geriatric Orthopedics to

*PTHY 7380 Geriatric Orthopedics

PTHY 6385 Teaching Practicum in PT Education to

*PTHY 7385 Teaching Practicum in PT Education

PTHY 6388 Lifespan Motor Development to

*PTHY 7388 Lifespan Motor Development

PTHY 6390 Advanced Anatomy to

*PTHY 7390 Advanced Anatomy

McNiece moved to recommend a process for application and approval of graduate/professional faculty. Hattlestad seconded the motion, which passed unanimously.

Mosbo distributed materials regarding the U.S. Department of Education Office of Civil Rights draft guidelines. Discussion followed.

Mosbo asked for feedback on changes that were made at the recent Commencement exercises and the receptions that followed. Discussion followed.

Dean Reports

Buchanan distributed a revised concurrent employment form prepared by Rhonda Roberts for use by faculty. Deans were asked to review the form and respond by June 2.

Mehl reported that Maurice Lee will be on campus next week.

Addison reported that Ron Toll will be available beginning June 1.

Mosbo (1) reminded deans of June 1 deadline to submit the current list of faculty filling lecturer/clinical instructor/laboratory instructor positions; (2) reminded deans to be ready to discuss on June 2 the transfer/substitution course form; (3) informed the deans that topics for the July retreat will be discussed at the June 9 meeting; (4) discussed fall applicant data prepared by Joe Darling; (5) distributed information from the Arkansas Department of Workforce Education on a proposed loan program.

The meeting adjourned at 10:15 a.m. cd



COUNCIL OF DEANS

June 2, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, June 2, 1999, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Steve Addison, Sam Buchanan, Neil Hattlestad, Joe Horton, Maurice Lee, Elaine McNiece, Sally Roden, and Ron Toll. Gilbert Baker represented Bob Everding and Kathleen Atkins represented Fred Litton.

Mosbo welcomed the new deans, Lee and Toll, to the council.

The COD minutes of May 26 were approved as amended.

Buchanan asked for comments on a draft course substitution form prepared by Tony Sitz. Following discussion, Mosbo directed Buchanan to ask Sitz to prepare a revised draft incorporating the suggestions of the council.

Mosbo reported on recent conversations with Dr. Irma Hunter Brown, President of Shorter College.

Dean Reports

Buchanan distributed information on classroom availability. Summer and fall classes scheduled for the third floor of Torreyson Library will need to be moved to allow renovation of that area. He also asked deans to revisit with department chairs the possibility of rescheduling X-period.

Lee reported on concerns voiced by the History Department over rescheduling classes from the third floor of the library.

Baker stated that the Dean's Office is enjoying its new facilities in Harrin Hall.

McNiece reminded the council of the June 11 deadline for Professor of the Year nominations to CASE.

Hattlestad distributed information for an upcoming event.

Roden (1) reported on the enrollment status for residential colleges; (2) announced that summer registration of freshmen has begun; (3) distributed packets that will be used by students and group leaders in the Summer Reading Program; (4) explained the SOAR program and Welcome Week activities.

Mosbo (1) distributed information about clerical and administrative support positions; (2) informed the deans of a revised proposal that may be submitted to the Board of Trustees regarding establishment of a two-year college; (3) distributed a tentative agenda for the Deans' Retreat.

The meeting adjourned at 10:50 a.m. cd

COUNCIL OF DEANS

June 9, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, June 9, 1999, 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, Maurice Lee, Fred Litton, Elaine McNiece, Peter Mehl, Sally Roden, and Ron Toll.

The COD minutes of June 2 were approved as circulated.

Mosbo informed the deans of changes that will be made in upcoming SOAR receptions and asked the deans for helpful suggestions that he could pass along to Hank Phelps. Discussion followed.

Mosbo distributed and reviewed materials that will facilitate discussion on academic positioning, a focus of the July deans' retreat.

Dean Reports

Buchanan reported that Tony Sitz successfully moved all classes from the third floor of Torreyson Library, but that there is no more classroom space during the hours of 8:00 a.m. to 1:00 p.m. He asked the deans to share that information with department chairs who may need to add classes for the fall. Buchanan also reported that summer enrollment figures are down and requested that deans provide course enrollment data comparing current numbers with figures from last summer. Mosbo added that figures indicate a rise in freshman registration for fall and directed deans and chairs to closely monitor course enrollments.

Horton announced that Dr. Don Bradley, Professor of Marketing, has received the state award for veterans advocacy from the Small Business Association. The veterans advocacy award was one of nine awards presented by Governor Huckabee. Bradley also received the award for the Southwest Region (Louisiana, Texas, Oklahoma, New Mexico, and Arkansas).

Lee reminded the deans that Dr. Marian Brodman will step down as chair of the Department of Foreign Languages. Lee will soon appoint an interim chair. He reported on course cancellations due to low summer enrollments.

Hattlestad reported that the College of Health and Applied Sciences chairs voted unanimously to eliminate X-period. He stated that with the lack of classroom availability, elimination of X-period would improve space utilization. Mosbo requested that the deans revisit the issue with their department chairs and be prepared to discuss the matter at a future meeting.

Roden reported on freshman registration for fall.

Mosbo informed the deans of the president's decision regarding recent tenure appeals. He also reported on a meeting with Dr. Joe Hatcher concerning college and departmental fund raising efforts.

The meeting adjourned at 10:35 a.m.

cd

COUNCIL OF DEANS

June 16, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, June 16, 1999, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Fred Litton, Elaine McNiece, Sally Roden, and Ron Toll. Peter Mehl represented Maurice Lee.

The COD minutes of June 9 were approved as amended.

Buchanan distributed a revised course substitution form. Mosbo asked the deans to share the draft form with department chairs and be prepared to discuss it at the June 30 COD meeting.

Buchanan distributed a copy of Board Policy No. 362 and asked for input from the deans regarding their understanding of the purpose of the policy. Consensus was reached that the intent of the policy was to require twelve month employees stepping down to nine month positions to take accrued vacation leave prior to exiting the twelve month position. Buchanan will follow up with appropriate offices.

Mosbo clarified transportation arrangements for the upcoming retreat.

Mosbo informed the deans of progress on an additional compensation policy.

Buchanan distributed worksheets for calculating merit, equity, and across-the-board salary adjustments. Discussion followed. Mosbo requested the information be completed and returned by July 7. Hattlestad suggested that the deadline for annual reports be extended to allow enough time to work through salary computations. The annual report deadline was extended to July 16 with the exception of updates to NCA self-studies, which are due to Jonathan Glenn by July 1.

Mosbo discussed appropriate deadlines for equipment and position requests. The requests are due to the Provost by July 15.

Dean Reports

Buchanan stated that he had received reports that transfer student advising was not being handled well by some departments. He asked deans to review procedures with their chairs and stress the importance of having a departmental advisor available on Tuesdays and Thursdays through the summer.

Toll reported that seven Chemistry majors are conducting research on campus this summer, and that the Chemistry Department recently received an induced couple plasma device from Reynolds. Advanced Physics majors are doing summer research away from UCA at locations including SUNY-Stoneybrook, the Research Triangle in North Carolina, the Naval Research Lab in Washington D. C., and the University of Oklahoma.

Mehl announced that Dr. Phillip Bailey will become interim chair of the Department of Foreign Languages July 1.

Hattlestad distributed information on a directory service for on-line courses. Discussion followed.

Roden asked for information regarding recent legislation and foreign language requirements for high school students. Mosbo suggested that she speak to Jack Gillean. Roden gave an update on freshman registration.

Mosbo (1) distributed Welcome Week brochures; (2) announced that a new copier contract will be in effect as of July 1 for those offices that rent copy machines; (3) distributed copies of statistical information from the National Center for Education Statistics website; (4) handed out a memorandum from Larry James announcing updated weather tracking equipment received by UCAPD.

Following a motion by Horton and second by Hattlestad, the meeting adjourned at 10:55 a.m.

COUNCIL OF DEANS

June 23, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, June 23, 1999, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Kathleen Atkins, Bob Everding, Neil Hattlestad, Joe Horton, Elaine McNiece, Sally Roden, and Ron Toll. Peter Mehl represented Maurice Lee, and Sam Buchanan was absent.

The COD minutes of June 16 were approved as circulated.

McNiece distributed information about URC-sponsored faculty research accounts. She proposed that college deans, instead of the graduate dean, monitor the research budget printouts and also sign off on final reports. Following discussion, the deans agreed. McNiece also asked that deans encourage faculty to attend workshops directed at managing research budgets.

Mosbo called for a report on college conversations regarding X-period. Following discussion, Mosbo asked deans with specific scheduling difficulties such as clinical experiences and laboratories to look carefully at alternative scheduling possibilities. Discussion will continue at a future meeting.

Mosbo asked the deans to send biographical information on new faculty and professional staff to Lori Hudspeth by August 1.

Mosbo distributed the academic timetable for 1999-2000 and asked the deans to respond to Carol Daves with corrections or additions by July 1.

Mosbo informed the deans of a storage problem for approximately 600 student desks that must be moved from the third floor of the library. Deans were asked to send to Hudspeth any information on areas within their colleges that could store the furniture.

Dean Reports

Hattlestad distributed information on a distance education program at the University of Missouri at Columbia.

McNiece distributed 1999-2000 guidelines for faculty research proposals, proposals for summer stipends, sabbatical leave proposals, reassigned time proposals, and public service grants. Additional copies of guidelines will be sent to college and department offices.

Roden distributed Act 1269. Discussion followed.

Mosbo (1) reported on a conversation with Steve Wood regarding twelve month to nine month conversions and accumulated leave; (2) handed out a draft schedule of opening session activities and asked the deans to give corrections or additions to Daves by July 15; (3) reminded the council of one of next week's agenda items, the Course Substitution Form.

The meeting adjourned at 11:00 a.m.

cd

COUNCIL OF DEANS

June 30, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, June 30, 1999, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Kathleen Atkins, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Elaine McNiece, Sally Roden, and Ron Toll. Peter Mehl represented Maurice Lee.

The COD minutes of June 23 were approved as circulated.

Buchanan led discussion of the course substitution form for undergraduate students. The form is to be used for pre-approval of courses taken at another institution to be counted as a part of the program of study. After making suggested editorial revisions, the Registrar will distribute the form to department chairs.

Buchanan distributed a copy of the "Assessment Process Guide for Academic Programs, Faculty, and Administrators." Roden moved to endorse the guide. McNiece seconded the motion, which passed unanimously.

Buchanan presented a draft policy for updating the online versions of the Undergraduate Bulletin and the Graduate Bulletin. Dr. Jonathan Glenn will oversee the process. Discussion followed. A revised policy will be submitted at a later date.

Mosbo discussed a draft statement delineating responsibilities for guided study (correspondence) courses. The deans were asked to share the draft with chairs. The draft will be discussed again at the August 11 COD meeting.

Mosbo announced a rise in the number of new freshmen enrolling for fall. Deans were asked to increase general education offerings and to closely monitor course enrollments. Roden updated deans on summer

enrollment and advising trends.

Mosbo asked deans to specify in their requests for new faculty positions those positions that need to be recruited early. Position requests are due by July 15.

Dean Reports

Buchanan reported on notification that UCA will receive \$342,000 in college saving bond money for critical maintenance of educational facilities, library holdings, and equipment. Deans were asked to identify critical maintenance issues and forward to the Provost's Office by Tuesday, July 6.

McNiece asked deans to submit a list of community services to be included in a free online resource directory. Items should be submitted to McNiece by July 19.

McNiece distributed additional copies of guidelines for faculty research grants, sabbatical leaves, reassigned time, summer stipends, and public service grants.

Roden discussed problems with summer advising of transfer students. Recommendations for improving the process were solicited.

Mosbo updated the council on issues regarding Shorter College. He, McNiece, John Smith, Barbara Goswick, Cheryl Lyons, Linda Beene, and Kim Bradford will attend a meeting at Shorter on July 7. Deans were asked to send questions to Mosbo by Wednesday via e-mail.

Mosbo reported on an item that will appear on the August agenda of the Board of Trustees.

Mosbo distributed an agenda for the Deans' Retreat, July 1 & 2.

The meeting adjourned at 10:45 a.m.

em

COUNCIL OF DEANS

July 9, 1999

The Council of Deans met in regular session at 8:30 a.m., Friday, July 9, 1999, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Maurice Lee, and Elaine McNiece. David Skotko represented Kathleen Atkins, Charlotte Cone represented Sally Roden, and Steve Addison represented Ron Toll.

The minutes of June 30 were approved as circulated.

Buchanan distributed a draft letter regarding bonus awards to be sent from the Human Resources Office to faculty and non-classified staff. Discussion followed.

Mosbo encouraged the deans to plan to attend the Arkansas Deans' Association meeting at UALR October 4.

Mosbo informed the council of progress toward establishing the Maastricht Center in the Netherlands. He asked the deans to consider two issues, the process for selection of faculty to participate in the program and the process for selection of student participants. Discussion followed.

Dean Reports

Skotko reported on the proposed Ph.D. program in school psychology. Mosbo indicated that consultants would be on campus August 27 as a follow-up to their review of the proposal document. The Ph.D. will be considered by the Arkansas Higher Education Coordinating Board at its October 22 meeting.

Everding announced "Music at the Baum," to be presented Thursday, July 15, at 7:30 p.m. He also announced the

theatrical presentation of *A Funny Thing Happened on the Way to the Forum*, which will run Thursday through Saturday, July 15 through 17, at 7:30 p.m. each evening. The play will run again this fall. Admission to both events is free with UCA identification.

Hattlestad updated the council on the progress of the proposed clinical doctorate in physical therapy.

Mosbo (1) reminded the deans of the July 16 deadline for Board of Trustee agenda items; (2) discussed a document pertaining to baccalaureate degree completion rates; (3) distributed a policy from the University of North Texas that has been identified as a possible model for electronically developed courses; (4) reported that the copy center has been upgraded and can now produce different types of document binding.

In response to a question about Shorter College issues, Mosbo indicated that discussions were continuing between the institutions.

The meeting adjourned at 9:30 a.m.

cd

COUNCIL OF DEANS

August 11, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, August 11, 1999, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Kathleen Atkins, Bob Everding, Neil Hattlestad, Joe Horton, Maurice Lee, Elaine McNiece, and Ron Toll. John Mosbo and Sally Roden were absent.

The COD minutes of July 9 were approved as circulated.

McNiece distributed a draft document listing area responsibilities for guided study courses. Issues identified by department chairs were discussed. McNiece will contact Melissa Rust for clarification on certain points and make appropriate changes in the document. A revised document will be distributed for review.

Buchanan reminded the deans to analyze summer enrollments and present information to Mosbo at their weekly meetings.

McNiece informed the council of revisions in a draft policy on additional compensation.

Dean Reports

McNiece announced an orientation session for graduate assistants to take place next Tuesday afternoon in the Health Science Center auditorium. She informed the council that no revised copies of Deans' Retreat notes will be sent.

Toll reported that the College of Natural Sciences and Mathematics department chairs will hold a retreat next Monday.

Buchanan (1) asked deans to check their calendars in order to reschedule next week's COD due to a conflict with FAST Movers; (2) reported that there will be no further expenditure of state funds for farewell receptions; (3) asked deans to check to make sure PAFs had been prepared for those faculty identified as lecturers/clinical instructors/laboratory instructors; (4) reported that UAPB will deliver the Shorter College program; (5) informed the council of a proposal regarding the possibility of offering courses in Maumelle.

Lee asked if decisions had been made on capital equipment. Buchanan reported that materials would be reviewed by Mosbo upon his return.

The meeting adjourned at 10:15 a.m.

cd

COUNCIL OF DEANS

August 25, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, August 25, 1999, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Kathleen Atkins, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Maurice Lee, Elaine McNiece, Sally Roden, and Ron Toll.

Mosbo distributed the operating process material for guided study. McNiece indicated that Kim Bradford, Interim Director of Continuing Education, will send the documents to department chairs and those faculty who currently grade guided study.

Mosbo gave the deans a listing of next steps in the academic positioning process. Discussion followed and will continue at the next regular session of COD.

Mosbo asked the deans to work with Buchanan in reevaluating position requests based on current budgetary considerations. Discussion followed.

Mosbo led discussions about the Graduate School of Management, Leadership, and Administration President Thompson spoke of during his address to the faculty and staff. Further discussion will take place during next week's COD meeting.

Due to the length of the meeting, Mosbo postponed discussion of faculty internships until a future meeting.

Dean Reports

Buchanan distributed an agenda for the annual Academic Administrators' Seminar scheduled for Tuesday, August 31.

McNiece furnished the deans with a list of CIP codes for UCA programs.

Toll announced that at the recent National Meeting of the American Chemical Society, six UCA faculty members gave presentations.

Roden expressed appreciation to the deans for their participation in Welcome Week activities, particularly the Summer Reading Program. She stated that the SRP would be evaluated to try and determine how to improve student participation.

Mosbo (1) reminded the deans that a discussion of X-period will occur at a future COD meeting; (2) briefly discussed options for departmental participation in Family Day activities; (3) reminded the deans that Labor Day is a day of instruction at UCA; (4) informed the council that the only fall meeting of the Board of Trustees will be held November 12; (5) stated that the university is changing telephone providers and will enjoy a drop in rates; (6) reported on a recent conversation with Don Whistler, President of the Faculty Senate, regarding the possibility of another ballot for the Faculty Association to accept non-tenure-track faculty as members; (7) asked the deans to submit fall 1999 faculty rosters.

The meeting adjourned at 11:05 a.m. cd

COUNCIL OF DEANS

September 1, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, September 1, 1999, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Kathleen Atkins, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Maurice Lee, Elaine McNiece, Sally Roden, and Ron Toll.

The COD minutes of August 19 were approved as circulated. The minutes of August 25 were deferred to next week.

Roden presented a draft policy regarding university scholarships and study abroad. The proposed policy would give scholarship students a one-semester opportunity to overcome a grade point deficiency arising from a period of overseas study. Discussion followed.

McNiece distributed materials concerning the need for departments to develop graduate faculty staffing plans for specific graduate-level courses proposed to be taught by faculty who do not meet graduate faculty requirements. Courses can be proposed by department chairs to carry "exempt" status and be taught by faculty who have clinical or practical expertise in lieu of credentials required for graduate faculty membership. She indicated that courses proposed to be designated as exempt should be submitted to the Graduate Council by the November meeting deadline.

Mosbo asked for nominees to replace Everding as the COD's representative to the Web Advisory Committee. Following his nomination and COD consensus, Toll agreed to serve.

Mosbo requested comments or concerns relative to a document distributed last week about the next steps in the positioning process. Following discussion, the deans agreed to submit faculty position requests within the next two weeks. The next step in positioning is to be completed by the end of October.

Mosbo led a discussion of the draft document previously distributed to the deans describing the proposed Graduate School of Management, Leadership, and Administration. Following discussion, he stated that a revised draft incorporating their concerns will be distributed for additional COD input.

Mosbo informed the deans that textbook authorship was not addressed in the draft policy on additional compensation. Following discussion, Mosbo stated that he would present the deans' opinions to Melissa Rust, University Counsel.

Dean Reports

Buchanan (1) distributed equipment authorization memoranda; (2) informed the deans of a recent conversation with Lee Stevens of Computer Services regarding support services for older model computer equipment; (3) stressed the importance of accuracy in the attendance validation process.

Horton shared an accreditation notice from a Colorado university.

McNiece (1) announced that Mary Dent has been hired as a secretary in the Graduate Office; (2) informed the deans that lists of graduate assistants who attended the orientation session have been sent to department chairs; (3) stated that departments can obtain orientation handbooks from the Graduate Office and should provide orientation for those GAs who were unable to attend the session she conducted; (4) reported that 1999-2001 Graduate Bulletins are due to arrive soon.

Roden stated that the Admissions Committee met Tuesday and will meet within the next two weeks to discuss admission criteria for the two-year college.

Mosbo (1) explained that UCA would sponsor one nominee to the Faulkner County Leadership Institute and asked the deans to submit to him their nominees; (2) informed the council of the annual Newcomers Event; (3) announced that there will be a formal "signing of agreement" at Maastricht; (4) reported on a significant increase in the number of residential hall students requesting computer connections to the network; (5) reminded the deans of a focused meeting scheduled for September 6; (6) asked the council

to consider Budget Advisory Committee recommendations; (7) shared with the deans a memorandum written by Ronnie Williams, Vice President for Student Services.

The meeting adjourned at 11:35 a.m.

cd

COUNCIL OF DEANS

September 8, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, September 8, 1999, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Kathleen Atkins, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Maurice Lee, Elaine McNiece, Sally Roden, and Ron Toll.

The COD minutes of August 25 and September 1 were approved as circulated.

Mosbo called for additional comments or concerns regarding the draft document describing the Graduate School of Management, Leadership, and Administration. Hearing none, Mosbo asked the deans to share the draft with department chairs for additional input. The document will be placed on the agenda of the September 22 COD meeting.

Mosbo reminded the deans of the September 15 deadline for lecturers/clinical instructors/ laboratory instructors to indicate in writing their intent to apply for advancement. A copy of the procedure will be sent to the deans.

Mosbo led a discussion about hard copy versus electronic syllabi. Discussions will continue at a future meeting.

Mosbo reminded the deans of the General Faculty Meeting scheduled for September 16 and discussed the format for faculty introductions.

Mosbo asked for input on the possibility of in-house faculty internships. Discussion followed and will continue next week.

Dean Reports

Lee reported that a retreat has been scheduled for department chairs in the College of Liberal Arts.

McNiece reminded the deans that reassigned time requests for spring 2000 are due to deans next week and to her office October 1, as are sabbatical leave requests for fall 2000. Research proposals for less than \$2,000 are due to department chairs by September 15. If research proposals require IRB or other compliance approval they must have the appropriate approval before reaching the review committee. McNiece announced that Sponsored Programs will hold a grant proposal workshop.

Hattlestad asked the deans to forward to him any articles or other information related to tobacco funding.

Toll reported on a recent meeting of the Web Advisory Committee.

Mosbo: (1) reminded the deans that X-period will be on the agenda for the next meeting; (2) announced that his office will set up luncheons with the President for small groups, and asked the deans to send by October 1 the names of relatively new faculty and those actively involved in creative activities; (3) asked that he be invited to attend a chairs meeting in each of the colleges.

Lee asked if fee waivers for graduate courses could be made available to staff. Following discussion, Lee was encouraged to direct interested faculty or staff members to contact the appropriate senate.

Toll asked if department chairs should consider the two year college when preparing spring course schedules. Mosbo stated that they should not do so at this time. Charlotte Cone will be meeting with chairs later to discuss spring schedules for the college.

The meeting adjourned at 10:50 a.m.

cd

COUNCIL OF DEANS

September 15, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, September 15, 1999, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Kathleen Atkins, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Maurice Lee, Elaine McNiece, Sally Roden, and Ron Toll.

The COD minutes of September 8 were approved as circulated.

Mosbo briefly discussed the format of the General Faculty Meeting scheduled for tomorrow at X-period.

Buchanan informed the council of the availability of federal funds for students participating in community service activities. Discussion will continue next week.

Mosbo stated that Peter Mehl is working with a group of faculty to develop parts of the curriculum for the Maastricht program, but that a faculty committee should be developed to establish guidelines and criteria for selection of faculty and students to participate in the program. Discussion followed. Mosbo asked the deans to submit to the Provost's Office by Monday two or three nominations of faculty to serve on a guidelines committee.

Mosbo asked the deans to report on meetings with department chairs and faculty concerning the viability of moving or eliminating X-period. Following discussion, Mosbo acknowledged that, at this time, the consensus is to leave X-period as is. He asked the deans to revisit the topic at some future time with department chairs.

Mosbo continued discussion from a previous meeting regarding the development of faculty internships. Following a suggestion, consensus was reached that the first step should be for Mosbo to discuss the possibility with vice presidents to determine whether other areas of the university would welcome faculty

interns.

Mosbo stated that he had discussed with Melissa Rust specific items that she believed should be provided to each student on a course syllabus in hard copy format. He asked deans to discuss electronic syllabi with department chairs. The topic will be revisited early next spring.

Dean Reports

Horton informed the council that the university recently hosted visitors from Luton and Zurich who were here to discuss a proposed international MBA program.

Lee reported a move to expand course offerings into afternoon periods.

Atkins announced that the College of Education will host an education deans symposium on September 23 and 24. Sixty deans and faculty from across the state are expected to attend.

McNiece reported that Charlotte Cone is visiting with each college regarding the two-year college. She also asked for clarification on types of announcements that are appropriate for the Admin-L listserve.

Hattlestad announced that the College of Health and Applied Sciences will participate in a pilot test of the IDEA student rating system this fall.

Roden (1) announced that on November 4 there will be a campus collaboration to foster student retention and asked that all advisors be encouraged to participate; (2) asked the deans to remind faculty and students of Mitch Albom's presentation on September 21; (3) informed the deans that there will be a televised presentation of Tuesdays with Morrie in November.

Mosbo (1) reminded the deans that discussion of the Graduate School of Management, Leadership, and Administration will continue next week; (2) reported on problems with attendance validation submissions; (3) asked deans with larger vehicles to volunteer to drive others to the Arkansas Deans' Association meeting at UALR October 4; (4) shared a color brochure announcing a 30-day trial of expanded capabilities at the UCA copy center; (5) distributed enrollment and ACT score data prepared by Roger Lewis.

The meeting adjourned at 10:45 a.m.

cd

COUNCIL OF DEANS

September 22, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, September 22, 1999, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Kathleen Atkins, Sam Buchanan, Neil Hattlestad, Joe Horton, Elaine McNiece, Sally Roden, and Ron Toll. Gilbert Baker represented Bob Everding, and Peter Mehl represented Maurice Lee.

The COD minutes of September 15 were approved as amended.

Steve Wood, Assistant Vice President for Human Resources, met briefly to address the hiring of foreign nationals. He asked that the Human Resources Office be notified as soon as possible in the hiring process to identify immigration issues that may need to be resolved. Discussion followed.

Mosbo called for comments or concerns identified by department chairs regarding the Graduate School of Management, Leadership, and Administration. Discussion followed.

Buchanan asked the deans to consider the project selection process and administration of funds for students who qualify for 1502 work study and participate in community service projects. Following discussion, the council agreed that it would be appropriate for McNiece to bring the matter to the Public Service Committee for further consideration.

Mehl presented applications for National Endowment for the Humanities summer stipends. Following discussion, Horton moved that "Rhetorical Structure in Dakota and Lakhota Myths" and "Fiction as Fact in Portrayals of the Mexican Imperial Presidency" be nominated for the NEH summer stipend program. Atkins seconded the motion, which passed unanimously.

Mosbo asked the deans to submit capital priority recommendations for the 2001-2003 biennium by October 6. The recommendations should focus on critical maintenance, renovation of existing facilities, and new facilities not currently in development.

Dean Reports

Buchanan distributed information from Jonathan Glenn about an on-line resource entitled "On the Horizon."

Mehl reported that UCA has been asked to partner with the Asian Studies Development Program, East West Center-Hawaii, in submitting an application to the National Endowment for the Humanities. If funded, the grant would provide for hosting a workshop on Asian art and literature in the spring of 2001.

McNiece (1) passed along thanks to the deans from Deborah Walz for their help in encouraging participation in recent Sponsored Programs workshops; (2) reported that URC funds will not be transferred to deans, but that budget printouts will be provided; (3) reported that the Sabbatical Leave Committee will soon meet and asked deans to make sure representatives from their colleges had been elected to serve on the committee; (4) reminded the deans of a reception tomorrow afternoon honoring recipients of this year's McLauchlin Scholarship.

Toll reported that the greenhouse is close to completion, and the Biology Department is looking forward to the enhanced instructional and research capabilities it will provide.

Roden expressed her appreciation for the support given to the Summer Reading Program. She reported that attendance at the Mitch Albom talk was excellent and a broad range of people were present. Mosbo added his thanks and noted that there appeared to be a large attendance from the community. He also expressed appreciation to Janet Wilson and the SRP Committee for their accomplishments.

Mosbo (1) announced that a called meeting of the Board of Trustees will occur at 5:00 p.m. on Monday, October 4, and urged deans to make an effort to be present; (2) asked the deans to submit to him by October 6 their requests for the Budget Advisory Committee; (3) distributed enrollment information prepared by Roger Lewis; (4) asked deans to let Carol Daves know whether or not they will attend the Arkansas Deans' Association meeting.

The meeting adjourned at 10:55 a.m.

cd

COUNCIL OF DEANS

September 29, 1999

The Council of Deans met in regular session at 1:30 p.m., Wednesday, September 29, 1999, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Kathleen Atkins, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Maurice Lee, Elaine McNiece, Sally Roden, and Ron Toll.

Bob Nabholz and Sandra Miller, representing the Faulkner County United Way, were in attendance to urge campus participation in this year's fund raising campaign.

The Council of Deans minutes of September 22 were approved as amended.

McNiece presented the following information item from the September 23 minutes of the Graduate Council.

Program name change: Master of Science in Health Education to

Master of Science in Health Sciences

Mosbo gave an overview of academic positioning and the types of information he hopes to gain from deans and department chairs.

Dean Reports

Buchanan encouraged the council to attend Toll's inaugural lecture, "Ship of Gold in the Deep Blue Sea: The Discovery and Recovery of the Deep-sea Shipwreck SS Central America," on Tuesday, October 5, at 7:30 p.m.

McNiece distributed copies of the annual report for the Graduate Office and Sponsored Programs, along with an Evaluation of Graduate Programs 1996-98.

Everding announced that two UCA artists, Pat Larsen and Jack Slentz, have been selected as Visual Artists of the Year by the Arkansas Arts Council. Only seven artists were recognized state-wide.

Mosbo (1) reminded the deans of Family Day activities scheduled for Saturday, October 2, and encouraged them to attend a reception honoring Harvey Buffalo at Buffalo Alumni Hall; (2) informed the council of Ford Foundation Minority Fellowship information available in the Provost's Office; (3) reminded the deans to review materials to be transmitted on the administrative listserve prior to submission; (4) asked deans to encourage responses to the following question posed by the NCA Steering Committee, "What do you see as the five most significant communications problems between our unit/office/department/division and other units/offices/departments/divisions?"

The meeting adjourned at 2:45 p.m. cd

COUNCIL OF DEANS

October 6, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, October 6, 1999, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Kathleen Atkins, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Maurice Lee, Elaine McNiece, and Ron Toll. Sally Roden was absent.

The COD minutes of September 29 were approved as circulated.

Mosbo informed the deans that currently Roden is the only representative from academics serving on the Freshman Orientation Committee. Ronnie Williams and Hank Phelps asked Mosbo to recommend additional academic members. Following discussion, three faculty members were selected.

Dean Reports

Buchanan reported on the recent meeting of the Arkansas Deans' Association.

Horton shared information on business/university partnerships from a recent meeting of the Mid-west Business Deans Association.

Lee distributed a brochure on a research workshop entitled "Geographic Information Systems for Everyone," which will take place October 28 and 29 from 2:00-5:00 p.m. He stated that a recent department chair retreat was very successful.

Atkins reported on a recent workshop, "Working Collaboratively to Meet the Needs of All Students," for public school teachers hosted by the College of Education featuring Marilyn Sprick of Eugene, Oregon.

McNiece informed the deans of sabbatical applications and applications for reassigned time received. She announced that Margaret Morgan will act as interim director of the Instructional Development Center.

Toll announced plans for an undergraduate research prize that will encourage research in interdisciplinary studies. The College of Natural Sciences and Mathematics Research Committee will develop guidelines for the prize.

Mosbo (1) reminded the deans of due dates for budgetary items; (2) reinforced a recent memorandum from Joe Hatcher to fund directors; (3) extended Hatcher's appreciation to those who attended the recognition event honoring Harvey Buffalo; (4) distributed final draft proposal on the Graduate School of Management, Leadership, and Administration; (5) discussed academic positioning.

The regular session ended at 10:30 a.m. The deans met in a focused session on secondary licensure issues.

cd

COUNCIL OF DEANS

October 13, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, October 13, 1999, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Kathleen Atkins, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Maurice Lee, Elaine McNiece, Sally Roden, and Ron Toll.

The COD minutes of October 6 were approved as amended.

Roden presented information items from the September 21 minutes of the Undergraduate Council.

New Program:

Bachelor of Arts in Writing (the UGC recommended the proposal contingent upon a positive recommendation of the Academic Assessment Subcommittee of UCA's Planning and Assessment Committee)

Rolling Review:

Subcommittee III of the UGC has begun its review of the Political Science/Public Administration program.

Mosbo distributed a modified flow chart to accompany the draft proposal for a Graduate School of Management, Leadership, and Administration. Following discussion, Horton moved to recommend establishment of the GSMLA. Hattlestad seconded the motion, which passed unanimously.

Mosbo expressed his appreciation that Dr. Margaret Morgan has agreed to serve as interim director of the Instructional

Development Center. He then asked McNiece to lead a conversation of long term leadership and directional possibilities for the IDC. Discussion followed.

Dean Reports

Roden reminded the deans of a reception Thursday afternoon celebrating the recent award received by the Advising Center.

Mosbo: (1) informed the deans that an ad hoc committee created to review the *Undergraduate Bulletin*, would soon submit recommendations for a proposed format standardization. He will forward the format to deans to share with department chairs, and the COD will discuss the topic at its October 27 meeting; (2) shared information on the SREB Common Market; (3) stated that he, Atkins, Lee, and Toll will attend an ADHE meeting next Monday.

Following a motion by Horton and second by Hattlestad, the meeting adjourned at 10:25 a.m.

cd

COUNCIL OF DEANS

October 20, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, October 20, 1999, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Kathleen Atkins, Sam Buchanan, Bob Everding, Joe Horton, Maurice Lee, Elaine McNiece, Sally Roden, and Ron Toll. Jimmy Ishee represented Neil Hattlestad.

Following a motion by Horton and second by Ishee, the COD minutes of October 13 were approved as circulated.

Everding presented a request from the University Writing Program to be designated as a department. Roden moved to recommend that the writing program become the Department of Writing. Horton seconded the motion, and, following discussion, it passed unanimously.

Mosbo called for discussion of the 35-hour transferrable core required by the Arkansas Department of Higher Education. Tony Sitz was asked to join the meeting to clarify the current core curriculum and the proposed core. Following discussion, the revised core was recommended by a vote of 8-yes and 1-no.

Mosbo asked deans to provide by the end of the fall semester time frame information for all baccalaureate degrees.

Dean Reports

Buchanan invited deans to attend the reception scheduled for later today in recognition of an exhibit on loan from the Arkansas Heritage Department. He asked chairs to send to him any problems with implementing technology in particular connecting with the LAN.

Atkins reported that the Ph.D. in School Psychology will be considered by the Arkansas Higher Education Coordinating Board on Friday.

McNiece announced that the Graduate Office will begin its move to the library on Monday.

Ishee reported that Hattlestad was attending a conference in Hot Springs.

Mosbo (1) indicated that the Provost's Office would be moving during the middle of next week and, due to the move, the COD meeting will take place in the Harrin Hall conference room; (2) distributed information on fringe benefits; (3) asked the deans to consider names for the two-year college (the council will revisit at its November 3 meeting); (4) asked if anyone had nominees for consultants as requested by Southeastern Oklahoma State University.

Following a motion by Horton and second by Ishee, the meeting adjourned at 11:05.

cd

COUNCIL OF DEANS

October 27, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, October 27, 1999, in the Harrin Hall Conference Room. John Mosbo presided, and the following council members were present: Kathleen Atkins, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Maurice Lee, Elaine McNiece, Sally Roden, and Ron Toll.

Following a motion by Horton and second by Hattlestad, the COD minutes of October 20 were approved as circulated.

McNiece presented the Graduate Council minutes of October 21.

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

8 Year Review:

Barnes, Kenneth C. HIST 5343, 5370, 5371, 5374, 5376, 5377, 5393, 5394, 6300, 6301 6302, 6340, 6345

Brodman, James W. HIST 5361, 5379, 6300, 6301, 6302, 6303, 6341

Culwell, Donald E. BIOL 5100, 5404, 5410, 5470, 5X71, 6X01, 6102, 6X71

Pouwels, Randall L. HIST 5387, 5381, 5391, 6300, 6301, 6302, 6303

Spikes, Pamela ACCT 6309

Toll Ronald B. BIOL 5100, 5X71, 5401, 5304, 6X01, 6102, 6X71

3 Year Review:

Murray, James A. BIOL 5401, 5435, 5460, 5XXX, 6X01, 6102

McNiece moved to recommend development of an International Master of Business Administration. Horton seconded the motion, which passed unanimously.

Roden presented the Undergraduate Council minutes of October 19. She began by reporting that the Bachelor of Arts in Writing degree proposal had been recommended by the Academic Assessment Subcommittee, but that the deans had not received the proposal in time to consider it at this meeting. The BA proposal will be considered in a called meeting on November 1.

Roden moved to recommend a revision of the Bachelor of Business Administration. Following a second by Horton, the motion passed unanimously.

Course number changes:

INFO 3361 to 2301

ACCT 3321 to 2321

ECON 3320 to 2319

Course deletions:

ECON 1310

ACCT 3314

Course replacement:

MATH 1395 for 1393

Other:

Require students to pass a writing intensive class in their major.

Require students to pass an approved computer applications course.

Increase the number of hours in the major from 15 to 24 hours.

Decrease electives from 11 to 8 hours.

Roden moved to recommend the following course numbering change:

MUS 4201 Choral and Instrumental Conducting (from MUS 3201)

Following a second by Everding, the motion passed unanimously.

Roden presented the following information item:

Course number change: for KPED Athletic Training Techniques III - Throwing Sports from 3341 to 4341

Everding asked the deans to consider a name for the proposed Department of Writing. Roden moved to recommend the name Department of Writing and Rhetoric. Everding seconded the motion, which passed unanimously.

Dr. Jonathan Glenn joined the COD during consideration of a draft standardized *Undergraduate Bulletin* format. Following discussion, Mosbo charged Glenn to work with Atkins, Lee, and Toll to determine the best format for programs and interdisciplinary listings.

Mosbo informed the council that the College of Business Administration has expanded its afternoon course offerings and asked the deans to cooperate with general education offerings. Horton suggested that it would provide greater opportunity for business students to participate in clustering programs.

Dean Reports

Horton reported on a recent meeting of the American Society for Competitiveness where Andrew Young was the keynote speaker.

Lee announced an event sponsored by the Southern and Arkansas Studies minor featuring Judge Morris Arnold. The College of Liberal Arts will hold its first "Coffee Conversations," a time for faculty to discuss issues of importance to the college.

Atkins announced that the PhD in School Psychology was approved by the Arkansas Higher Education Coordinating Board.

McNiece informed the COD that Jeff Allender is coordinating sessions for new faculty and has had difficulty finding a common time for meetings, and that the hours between 12:00 and 2:00 work well. McNiece asked deans to encourage chairs to leave those hours open next year in new faculty teaching schedules where possible.

Hattlestad provided an update regarding tobacco settlement money.

Everding announced several awards recently won by UCA at the State American College Theatre Festival.

Toll reported that five UCA Faculty for the 21st Century recently attended a meeting of Project Kaleidoscope.

Roden stated that she will attend an academic advising satellite conference next week.

Mosbo (1) announced that the Office of the Provost, Graduate Office, and Sponsored Programs have moved from the Administration Building to the Third Floor of the Library; (2) asked if there was interest in purchasing the Minority and Women PhD directory; (3) reminded the COD that they will consider the BA in Writing at the Monday meeting next week in regular session, then will move to the focused session.

Following a motion by Horton and second by Hattlestad, the meeting adjourned at 10:45 a.m.

cd

COUNCIL OF DEANS

Called Meeting

November 1, 1999

The Council of Deans met in regular session at 2:00 p.m., Monday, November 1, 1999, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Kathleen Atkins, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Maurice Lee, Elaine McNiece, Sally Roden, and Ron Toll.

Mosbo reminded the deans that the purpose of the regular session was to consider the BA in Writing, postponed from the October 27 meeting. Roden moved to endorse the recommendation of the Undergraduate Council to approve the Bachelor of Arts in Writing degree proposal. Everding seconded the motion. Following discussion, the motion passed with one abstention.

The regular session adjourned at 2:10 p.m. and the COD continued in focused session.

cd

COUNCIL OF DEANS

November 10, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, November 10, 1999, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Kathleen Atkins, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, and Elaine McNiece. Peter Mehl represented Maurice Lee, and Steve Addison represented Ron Toll. Sally Roden was absent.

Cheryl Lyons, Director of Student Financial Aid, joined the meeting to discuss the Arkansas Technical Careers Student Loan Forgiveness Program. She distributed information from the state Department of Workforce Education indicating UCA programs that currently qualify. Following discussion, Lyons departed.

The COD minutes of October 27 were approved as amended. The COD minutes of November 1 were approved as circulated.

Mosbo asked the council to consider names for the two-year college. Discussion followed.

Dr. Gary Roberts, Dean of Students, joined the meeting to discuss the process for consideration of promotional grants. McNiece distributed information on past awards. Following discussion, McNiece asked the deans to develop a timeline for submission. Consensus was reached that one page abstracts should be submitted by December 3. Following discussion, Roberts departed.

Mosbo asked for comments or concerns regarding draft guidelines for external contracts. Discussion followed.

McNiece presented a request for distance education at Greenbrier High School. Mosbo asked deans to respond to him by November 17 whether any departments had interest in submitting a proposal.

Mosbo reminded the deans of President's Scholars Day this Friday.

Dean Reports

Addison reported that Lolita Palmer, a graduate student in Biology, recently won the Best Student Presentation Award at the annual meeting of the Arkansas Chapter of the Society for Neuroscience.

Hattlestad urged the deans to attend the Veteran's Day observance Thursday in front of Main. The ceremony is co-sponsored by the Staff Senate and the Military Science Department.

Mehl reminded the council of a presentation by Judge Morris Arnold at 7:00 p.m. Thursday.

Mosbo: (1) reported that the two-year college will not begin until the fall; (2) informed the deans of concerns of some faculty regarding post-tenure review; (3) reminded the deans of deadline for faculty non-reappointment letters; (4) mentioned an item on rolling bonuses into base salaries; (5) discussed new software obtained by Brooks Walthall and Kathy Rice-Clayborn that will help students develop on-line résumés and provide a data base that can be searched by prospective employers.

The meeting adjourned at 11:20 p.m.

cd

COUNCIL OF DEANS

November 24, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, November 24, 1999, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Kathleen Atkins, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Maurice Lee, Elaine McNiece, Sally Roden, and Ron Toll.

Following a motion by Horton and a second by Hattlestad, the minutes of November 10 were approved as circulated.

Mosbo informed the deans that restructuring of teacher preparation has reached a point where decisions will need to be made regarding secondary education. Atkins will provide materials prior to next week's COD meeting and answer any questions the deans may have. Discussion of the materials will occur during a focused meeting on December 6 with closure on December 8.

Buchanan distributed materials relative to copyright issues. The COD will revisit the topic on January 12.

Buchanan asked the deans to submit by December 8 suggestions for the use of the quasi-endowment funds.

McNiece distributed minutes of the University Research Council and letters of approval for summer stipends.

Mosbo indicated that the spring schedule contains an inordinate number of MW afternoon classes. He asked deans to review and make adjustments where appropriate. Three-hour courses scheduled prior to 3:00 p.m. should meet MWF.

Mosbo asked the deans to discuss intellectual products resulting from outside contracts relative to promotion and tenure deliberations. The COD reached consensus that consideration be given to such products.

Dean Reports

Lee reported that the recent event featuring Judge Morris Arnold's public lecture on early Arkansas settlements was successful.

McNiece (1) indicated that Betty Hamilton, Compliance Coordinator, is willing to meet with chairs to discuss IRB and clear up any misconceptions; (2) reminded the deans that one page abstracts for promotional grants are due by December 3; (3) reported that graduate faculty staffing plans are due by December 1; (4) asked the deans to submit to Bill Lammers nominations of faculty to attend a conference in January - the IDC will coordinate the selection of the three faculty who will attend.

Hattlestad shared a description of the CHAS application and review process for advancement of clinical instructors.

Everding reminded the council of *A Christmas Carol* and Madrigal Dinners, both occurring in December.

Mosbo (1) informed the deans that the two-year college will be called University College; (2) reported on the acceptance of a summer salary cap of \$3,600; (3) reminded deans to provide Roden with four-year degree plans by the end of December; (4) informed the deans of plans for a university-wide meeting at the beginning of the spring semester; (5) asked deans to continue to remind faculty to meet all classes when the university is in session.

The meeting adjourned at 10:32 a.m.

sb/cd

COUNCIL OF DEANS

December 1, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, December 1, 1999, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Kathleen Atkins, Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Maurice Lee, Elaine McNiece, Sally Roden, and Ron Toll.

Peter Mehl was in attendance to discuss the Maastricht Center and the general education review process. Mehl distributed brochures on Maastricht produced by International Programs and informed the council of plans for spring 2001. He stated that a policy and selection process need to be finalized as soon as possible. Discussion turned to general education and results of recent elections for members of the General Education Council. Additional elections will take place to complete the process. Following discussion, Mehl departed at 9:45 a.m.

The COD minutes of November 24 were delayed until next week's meeting.

McNiece presented the Graduate Council minutes of November 23:

McNiece moved to endorse the recommendation to approve the following departmental staffing plans:

Art

History

Library Media & Information Technologies

Business and Marketing Technologies

School Library Media or Public Information

Music

Nursing

Speech-Language Pathology

Writing and Rhetoric

Hattlestad seconded the motion, which passed unanimously.

McNiece moved to recommend the approval of the following graduate faculty:

8 year (2007) review

Anthony, Carl MUS 6215, 6216, 6301, 6302, 6306, 6307, 6314, 6313, 6317

Bondy, Kathleen N. NURS 6202, 6301, 6303, 6347, 6501, 6502, 6345, 6348, 6350, 6344, 6355, 6356, 6143-6343, 6110-6410

Brown, Carolyn MUS 61W1-61W6, 62W1-62W4, 64W1-64W4

Collins, Don L. MUS 6210, 6207, 6211, 6304

Hasty, Patrick MUS 61A1-61A6, 62A1-62A4, 64A1-64A4

Hsu, Linda MUS 61N1-61N6, 62N1-62N4, 64N1-64N4

Kraeft, Kay MUS 6205, 5207

Lamar, Jackie MUS 6200, 6213, 6214, 61W1-61W6, 62W1-62W4, 64W1-64W4

Rutman, Neil MUS 6213, 6214, 6215, 6216, 6217, 61P1-61P6, 62P1-62P4, 64P1-64P4

Showell, Jeffrey MUS 6203, 6208

Stroman, Sheila NURS 5325, 6202, 6301, 6303, 6415, 6505, 6506, 6348, 6345, 6350, 6344, 6355, 6356, 6226, 6143-6343, 6110-6410

Williams, Barbara G. NURS 5325, 6202, 6301, 6303, 6345, 6348, 6350, 6330, 6344, 6355, 6356, 6143-6343, 6110-6410

Winter, Denis W. MUS 6213, 6214, 6206, 6306, 6307, 6310

3 year (2002) review

Antolik, Martha MUS 5207, 5205, 6212, 61V1-61V6, 62V1-62V4, 64V1-64V4

Holden, Robert B. MUS 61V1-61V6, 62V1-62V4, 64V1-64V4

Oeste, Wolfgang MUS 6212, 61V1-61V6, 62V1-62V4, 64V1-64V4

Roberts, Judith A. MUS 6215, 6110, 5210, 5310, 6303, 6304, 6306, 6307

Roscignio, John A. MUS 6203, 6206, 6208, 6310

Horton seconded the motion to recommend approval, which passed unanimously.

McNiece moved to recommend approval of the following new courses:

HSCI 5305 Technology Applications in the Health Sciences

HSCI 6301 Data Communications in Health Care

HSCI 6305 Data Management for the Health Sciences

Hattlestad seconded the motion, which passed unanimously.

Roden presented the Undergraduate Council minutes of November 16.

Roden moved to recommend approval of the following double-listed course:

HSCI 4305 Technology Applications in the Health Sciences

Following a second by Hattlestad, the motion passed unanimously.

Roden moved to recommend approval of the following changes to the BS degree requirements in Health Education with emphasis in Prevention:

H ED 4343 Health Strategies in Multicultural Populations (change from an elective to a required course)

MKTG 4360 Health Care Marketing and MKTG 4361 Marketing Planning for Health Care Organizations

(delete as requirements)

Roden presented the review of the BA/BS in Political Science and the BS in Public Administration and asked for guidance on its disposition. Buchanan stated that he will look into the process outlined in the institutional plan and inform the deans of their responsibilities in the review process. Roden moved to table the review until January. Horton seconded the motion, which passed unanimously.

Mosbo asked the deans to respond to Atkins regarding teacher preparation materials distributed earlier. The materials will be discussed fully at the Monday focused meeting and with the intent of achieving closure in regular session on Wednesday.

Mosbo presented the idea of a college/university consortium and asked for comments and concerns by December 8.

Dean Reports

McNiece reported that the University College will not begin operation until fall 2000.

Hattlestad indicated that the Physical Therapy Department is proceeding to admit students into the clinical doctorate program after receiving tentative approval from North Central. He informed the council that approximately 225 high school juniors and seniors were participating in a Family and Consumer Sciences competition.

Roden (1) reported on positive news coverage about State Residential College; (2) reminded the deans that a television movie based on the Summer Reading Program novel, *Tuesdays with Morrie*, would air Sunday evening; (3) thanked the deans for their participation in the Majors Fair.

Mosbo (1) reminded the deans of Bear Facts Day on Friday; (2) stated that today is the deadline to submit materials for lecturer/clinical instructor/laboratory instructor advancement; (3) determined that deliberations for advancement will begin December 13 and conclude December 14.

Following motion by Horton and second by Hattlestad, the meeting adjourned at 11:05 a.m.

cd

COUNCIL OF DEANS

December 8, 1999

The Council of Deans met in regular session at 9:30 a.m., Wednesday, December 8, 1999, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Kathleen Atkins, Sam Buchanan, Bob Everding, Joe Horton, Maurice Lee, Elaine McNiece, Sally Roden, and Ron Toll. Jimmy Ishee represented Neil Hattlestad.

Gary Roberts and Deborah Walz were present for review of promotional grant proposals. Walz received the submissions, tabulated the deans' rankings, and provided a chart to facilitate review of the proposals. Following discussion, six proposals were selected for further development. Mosbo asked deans to send to Walz by December 13 any additional comments or concerns to be communicated to the six authors.

Following a motion by Horton and second by Ishee, the minutes of November 24 were approved as amended.

Mosbo asked for additional comments on secondary teacher licensure, which was discussed at the Monday focused meeting.

Roden presented information on transfer student registration. She, Everding, and Toll met to determine ways to improve the process. Following a brief discussion, Roden suggested revisiting the topic January 26.

Buchanan asked the deans to consider course load maximums for students and distributed page 12 from the *Undergraduate Bulletin*. Discussion followed. Buchanan will ask Tony Sitz to draft a revised policy.

Mosbo reminded the deans of his expectations on academic positioning.

Dean reports

Atkins reported on a recent meeting of the Arkansas Rural Education Association that was held on campus.

Ishee stated that Hattlestad is on an accreditation visit in Northern Ireland.

Toll reported on information from a recent meeting of the Web Advisory Council.

Buchanan asked deans to give to Tony Sitz the names of faculty who will lead lines during commencement.

Mosbo (1) cancelled the Council of Deans meeting scheduled for December 15 but asked McNiece or Roden to call the meeting if necessary; (2) informed the deans of a mini-retreat scheduled for January 5 and asked each dean to write a paragraph on attributes of a well-educated, well-prepared UCA graduate; (3) reminded the deans of lecturer/clinical instructor/ laboratory instructor advancement considerations, which will begin next Monday at 8:00 a.m.

Following a motion by Horton and second by Ishee, the meeting adjourned at 11:00 a.m.

cd