COUNCIL OF DEANS

January 12, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, January 12, 2000, 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 December 1 and December 8 were approved as circulated.

McNiece presented the Graduate Council minutes of December 16.

McNiece moved to recommend approval of the following graduate faculty with an 8 year (2007) review:

Arn, Joseph ATEL BMED 5311, 5312, 5375, 5395, 5396, 6202, 6301, 6302, 6315, 6321, 6322, 6323, 6325, 6326, 6330, 6331, 6340, 6350, 6352, 6359, 6371, 6102, 6131, 6231

Filer, Janet D. C & I SPED 6313, 6314, 6330, 6354, 6360, 6362, 6363, 6385, 6610

Griffin, Harold ATEL EDLP 6324, 6325, 6326, 6381, 6391, 6365, 6300, 6327, 7330

Hardin, Willie ATEL EMLS 6330, 6281

Harlan, Mary H. FACS FACS 5310, 5315, 5316, 5317, 5318, 5321, 5324, 5130-5330, 5375, 6300, 6307, 6308, 6309, 6313, 6320, 6330, 6354, 6344, 6345, 6311, 6312

Hattlestad, Neil KPED KPED 5171, 5271, 5371, 6300, 6301, 6302, 6315, 6330, 6334, 6360, 6370, 6320

Howell, Deborah J. KPED KPED 5171, 5271, 5371, 6300, 6301, 6302, 6310, 6320, 6330, 6340, 6350, 6370

Ishee, Jimmy H. KPED KPED 5171, 5271, 5371, 5363, 6300, 6301, 6302, 6315, 6316, 6330,6360

James, Terry L. C & I ADSE/CHED/SPED 5330; ADSE 5303; CHED 5302; ADSE 6301, 6330, 6335, 6385, 6302, 6332, 6321

Logan, Robert SPTH SPTH 6340, 6341, 6220, 6225, 6306, 6336

` Peterson, Paul ATEL EDLP 6300, 6323, 6361, 6381, 6664, 6368, 7310, 7315

Phelps, Patricia H. C & I ADSE 5303; CHED 5302; ADSE 6301, 6302, 6330, 6332, 6335, 6385

Royal, Selvin W. ATEL EMLS 6120, 6221, 6131, 6330, 6332, 6340, 6350, 6353, 6360, 6370, 6366, 6370, 6351, 6398, 6699, 6191, 6291, 6391, 6110, 6371, 6380, 6382, 6390, 6132, 6233, 6281

Shalik, Linda OTHY OTHY 5330, 5390, 6150, 6305, 6306, 6310, 6312, 6315, 6316, 6320, 6350, 6621, 6631, 6641

Thurman, Glenda ATEL EMLS 6120, 6221, 6231, 6335, 6340, 6341, 6342, 6343, 6344, 6345, 6350, 6351, 6353, 6191-6391, 6699, 6382, 6355, 6347, 6365, 6371, 6380, 6398

Titlow, Larry W. KPED KPED 5171-5371, 6300, 6301, 6302, 6315, 6330, 6333, 6360

Following a second by Horton, the motion passed 8-yes, 1-abstention.

McNiece moved to recommend approval of the following graduate faculty with a 3 year (2002) review:

Adler, Deborah ATEL EMLS 6335, 6340, 6350, 6351, 6354, 6355, 6365, 6375, 6191, 6291, 6391

Charter, Jody ATEL EMLS 6330, 6120, 6231, 6360, 6370, 6371, 6131, 6390, 6380, 6191-6391, 6382, 6353

Moss-Logan, Susan SPTH SPTH 6214, 6310, 6306, 6336

Following a second by Horton, the motion passed unanimously.

McNiece moved to recommend approval of the following new courses:

MBA 6309 Global Entrepreneurship

MBA 6310 International Integration of business Disciplines

MBA 6311 International Strategic Management

MBA 6312 Multicultural Communications

Following a second by Horton, the motion passed unanimously.

McNiece moved to recommend approval of the following new courses:

PTHY 7340 Interdisciplinary Training & Interagency Collaboration in Family-Centered Health Care I

PTHY 7341 Interdisciplinary Training & Interagency Collaboration in Family-Centered Health Care II

Following a second by Hattlestad, the motion passed unanimously.

McNiece moved to recommend approval of the following Graduate Faculty Staffing Plans:

Biology

Foreign Languages

Philosophy and Religion

Psychology and Counseling

Hattlestad seconded the motion, which passed unanimously.

McNiece moved to recommend approval of the following grading option:

Departments will be provided the option of assignment of Credit/No Credit (CR/NC) to Thesis and Dissertation course hours. Departments will follow the process outlined in the UCA Process Guide for "Information Items."

Toll seconded the motion, which passed unanimously.

Buchanan informed the deans that attendance validation forms will be distributed January 14, and that it is imperative that the forms be completed accurately. He asked that the forms be checked at the department chair and dean level prior to returning to the provost by January 19.

Mosbo explained the procedure for submission of Extra Income Statements and Financial Disclosure Forms:

- •Extra Income Statements must be completed by any UCA employee who earns $500 or more over and above

their regular salary. This includes income from such services as UCA at Night, grading guided study work, working as a consultant at another state agency, etc. Summer contracts for 9-month faculty are excluded.

- •Financial Disclosure forms must be filled out by all UCA employees as required by Board Policy No. 517, "Conflict of Interest."

Buchanan led a discussion of a draft revised policy for Copyright Compliance and Reserve Material. Following discussion, Buchanan moved to recommend adoption of the policy. Atkins seconded the motion, which passed unanimously. Buchanan suggested that deans invite Willie Hardin and Art Lichtenstein to attend college chairs' meetings to explain the policy.

Mosbo asked Buchanan to explain the process for existing program review. The department submits the self-study to the dean, the dean submits to the assessment officer (Jonathan Glenn), and then the self-study is sent to the Graduate or Undergraduate Council. At each step, suggestions may be made to the department for improvement of the document.

Mosbo requested the deans to reserve several dates for promotion and tenure deliberations.

Mosbo asked the deans to consider the topic of fees for overloads. Following discussion, Buchanan moved to recommend that a policy be adopted to require additional fees for undergraduate students electing to enroll in 19 or more hours. McNiece seconded the motion, which passed unanimously.

Dean Reports

McNiece distributed a draft planning document for the University College. Charlotte Cone will attend COD on February 2 to answer questions regarding the document.

Hattlestad announced that a scholarship fund has been established in memory of Dr. Betty Swift, a long-time faculty member in the Department of Kinesiology and Physical Education.

Everding reminded the deans of events at Baum Gallery on Sunday, January 16. Vivian Kung-Haga will present a public lecture on the life and work of Honore Daumier, whose work is being showcased at Baum. A reception opening the spring exhibitions will be held following the lecture.

Toll reported that the interview process has begun for faculty candidates in the College of Natural Sciences and Mathematics.

Roden reminded the deans that departments are to have submitted four-year degree plans. Those who have not submitted the plans should do so as soon as possible.

Mosbo: (1) reminded that Roden provided information on the transfer process and that topic will appear on next week's agenda; (2) Board items should be submitted to the provost by January 19th; (3) distributed an article from the AAHE bulletin.

The meeting adjourned at 11:05 a.m.

cd

COUNCIL OF DEANS

January 19, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, January 19, 2000, 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 Sally Roden. Steve Addison represented Ron Toll.

The minutes of January 12 were approved as circulated.

Mosbo explained salary funding possibilities. Discussion followed.

Mosbo led a discussion on incorporating technology into the residential college curricula.

Roden asked the deans for comments or concerns regarding the report produced by Roden, Everding, and Toll concerning transfer student advising during the summer. Discussion followed. Consensus was reached to follow the recommendations of the report.

McNiece asked the deans to suggest to her faculty who might be interested in serving as Director of the Instructional Development Center.

McNiece announced plans for a proposal writing workshop and asked the deans for suggestions to increase faculty participation. Discussion followed.

Buchanan reported that student worker funds for public service programs have not been used in some areas. He asked the deans to follow-up on those programs and report to him by January 28 whether or not allocated funds have been or will be used.

Dean Reports

Addison reported that the College of Natural Sciences and Mathematics is in the process of arranging the annual faculty presentation. Ben Waggoner will deliver a talk entitled, "Life: The First Three Billion Years."

McNiece: (1) distributed information about the faculty emeritus designation; (2) distributed a draft memorandum on routing procedures for grant proposals, contracts, and cooperative agreements; (3) announced that Ira Saltz has been appointed associate dean of the Graduate School of Management, Leadership, and Administration; (4) announced that the International Master of Business Administration is moving forward; (5) reported on plans to consider the educational leadership program.

Hattlestad reported that Jimmy Ishee is putting together a prospectus for a possible FIPSE proposal.

Lee distributed a brochure for the Sixth International Conference on the Short Story in English. He reported that he was the speaker at an event sponsored by students on Martin Luther King Day and praised the students on the well-organized nature of the program.

Mosbo departed due to a meeting conflict.

Roden reported on the status of four year plans.

Buchanan (1) reminded deans to attend the luncheon with Lu Hardin, (2) reported that the COD will discuss electronic syllabi in the near future, (3) asked the deans to be prepared to discuss a commencement/reception post mortem, (4) informed the deans of legislators' interests in advanced placement courses.

The meeting adjourned at 11:05 a.m.

cd

COUNCIL OF DEANS

February 2, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, January 12, 2000, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Kathleen Atkins, Sam Buchanan, Bob Everding, Neil Hattlestad, Maurice Lee, Elaine McNiece, Sally Roden, and Ron Toll. Ira Saltz represented Joe Horton.

Gary Roberts and Deborah Walz were in attendance for promotional grants discussion. Each abbreviated proposal was reviewed and alternative funding sources were discussed. Following lengthy consideration, Walz was asked to contact three applicants to expand their proposals, two applicants to merge their proposals, and one applicant to seek alternative funding.

The COD minutes of January 19, 2000, were approved as circulated.

McNiece presented the Graduate Council minutes of January 20, 2000.

McNiece moved to recommend the following graduate faculty:

8 year (2008) review

Fox, Emogene HSCI 6301, 5302, 5370, 6371, 6380, 6390

Hubbard, Betty M. HSCI 5351, 5352, 5370, 6310, 6350, 6353, 6371

Lammers, Jane W. HSCI 5312, 5350, 5351, 6311, 6320, 6371, 6380, 6390

Lewers, Gary A. HSCI 5303, 5331, 5343, 6353, 6360, 6371

Pierce, Dwight R. HSCI HSCI 5400, PTHY 5370, 6311

Pouwels, Joel B. FLAN 5300, 5330, 5350, 5395, 5396, 6301, 6302, 6395, 6396

3 year (2003) review

Gliemi, Greg HSCI HSCI 6315, 6320, 6325, 6691; HED 6380, 6390

Following a second by Hattlestad, the motion passed unanimously.

McNiece moved to recommend the following curriculum changes and new course proposals for the PhD in School Psychology:

Prefix Change

C6393 Marital and Family Therapy **TO**

P6393 Marital and Family Therapy

C6333 Identification and Remediation of Learning Problems **TO**

P6335 Identification and Remediation of Learning Problems

Level Change

P5325 Physiological Psychology **TO**

P7325 Physiological Psychology

Level and Title Change

6312 Advanced Learning **TO**

7312 Learning and Cognition

P6341 Seminar in School Psychology **TO**

P7141-7341 Doctoral Research Seminar in School Psychology

Title Changes

P6398 Career Awareness, Assessment, and Skill Development **TO**

P6398 Legal and Ethical Issues in Psychology and Counseling

Prefix and Title Change

C6354 Counseling Theories and Psychotherapy **TO**

P6354 Theories of Psychotherapy and Counseling

C6356 Group Counseling **TO**

P6356 Group Psychotherapy and Counseling

C6355 Multicultural and Gender Issues in Counseling **TO**

P6355 Multicultural Issues in Psychology and Counseling

New Course Proposals

6360 Organization and Operation of the Schools

7320 Regression and Multivariate Analysis

7315 Application of General Linear Models to Experimental Design

7305 Doctoral Practicum in School Psychology I

7306 Doctoral Practicum in School Psychology II

7330 Research and Grant Writing

7335 Program Evaluation in School, Community, and Mental Health Settings

8305 Psychoeducational Intervention I

8310 Psychoeducational Intervention II

8315 Child Mental Health Promotion and Primary Prevention

9605 Doctoral Internship in School Psychology

9606 Doctoral Internship in School Psychology

9310-9910 Dissertation in School Psychology

Requests were made for revisions in 6360, 7320, 7315, and 7330. McNiece modified her motion to recommend the courses provided modifications are completed as requested.

Following a second by Atkins, the motion passed unanimously.

Roden presented the Undergraduate Council minutes of January 18, 2000.

Roden moved to recommend the following changes in the general management major and course number changes in accounting.

Management

- •Increase from 15 hours to 24 hours.
- •MGMT 4350 Compensation Administration prerequisite change from MGMT 4345 to MGMT

3340.

- •MGMT 4351 Contemporary Issues in Human Resource Management prerequisite change from MGMT 4345 to MGMT 3340.

Accounting

- •Course number change for ACCT 4320 Accounting Systems to ACCT 3320 and list it as a prerequisite to ACCT 4317 Auditing

Following a second by Saltz, the motion passed unanimously.

The remainder of the January 18 Undergraduate Council minutes were tabled pending the opportunity for further COD discussion.

Dean Reports

Atkins reported on the progress in restructuring teacher education.

McNiece distributed a revised investigator's handbook.

Toll announced the hiring of a new biochemist.

Roden asked the deans to review four-year plan materials and inform her if the process is complete within their colleges.

Mosbo asked the deans to consider submitting nominees for the HERS program at Bryn Mawr.

The meeting adjourned at 12:15 p.m.

cd

COUNCIL OF DEANS

February 23, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, February 23, 2000, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Kathleen Atkins, Bob Everding, Neil Hattlestad, Joe Horton, Maurice Lee, Elaine McNiece, Sally Roden, and Ron Toll.

Charlotte Cone was present to discuss the University College. She led discussions of materials that had previously been distributed to the COD.

The COD minutes of February 2 were approved as circulated.

McNiece presented the Graduate Council minutes of February 17.

McNiece moved to recommend approval of the following new course:

BIOL 5440 Entomology

Following a second by Toll, the motion passed unanimously.

McNiece moved to recommend approval of the following new courses:

SPED 6310 Laboratory Practices in Early Childhood Special Education (Birth to Three Years of Age)

SPED 6311 Laboratory Practices in Early Childhood Special Education (Three to Five Years of Age)

Following a second by Atkins, the motion passed unanimously.

McNiece moved to recommend approval of the following new course:

SPAN 5360 Spanish for Medical Professions

Following a second by Lee, the motion passed unanimously.

McNiece presented the following information items:

The Graduate Council has accepted the Biology Graduate Program Review.

Course Title Change:

BIOL 5470 Anatomy/Morphology of Gymnosperms and Angiosperms TO

BIOL 5470 Biology of Seed Plants

Roden presented items from the January 18 minutes of the Undergraduate Council that had been tabled at a previous COD meeting.

Roden moved to remove from the table items previously reviewed by the COD. Following a second by Everding and unanimous vote, the following items were brought forward for consideration.

UNDERGRADUATE COUNCIL MINUTES -- ITEM #3

The addition that all Sociology majors be required to pass SOC 1300 - Principles of Sociology with at least a "C" grade to continue their major.

Deletion of PSCI 3313 - Research Design as a requirement for the Political Science major.

Reduction for the Political Science major from 36 hours to 33 hours.

Changes to the Accounting major:

- To increase the number of hours for the Accounting major from 15 hours to 24 hours.

Students to be required to take ACCT 4304 - Accounting for Governmental and Nonprofit Organizations, ACCT 4312 - Advanced Accounting, and ACCT 4316 - Advanced Income Tax.

- Move ACCT 3311 - Intermediate Accounting I from the Business Core to the Accounting major.
- ACCT 4304 - Accounting for Governmental and Nonprofit Organizations, to be identified as an intensive writing course.
- ACCT 4315 - Advanced Cost Accounting, to be identified as a computer applications course.

Changes to major in Information Systems:

- Increase number of hours for track in End-User Support from 15 hours to 27 hours.
- Increase number of hours for track in Programmer/Analyst from 15 hours to 28 hours.

New courses:

- INFO 3304 - Programming with Visual Basic
- INFO 3312 - End-User Systems Planning and Design
- INFO 3320 - Web Site Management
- INFO 3330 - Business Telecommunications

Course deletions:

- INFO 2320 - Administrative Support Practices **to be replaced with**

INFO 3320 - Web Site Management.

- INFO 3305 - Introduction to CICS **to be replaced with**

INFO 3304 - Programming in Visual Basic.

Course level changes:

- Course level change from INFO 2322 - Introduction to Mini Computers to INFO 3322.
- Course level change from INFO 2328 - Problem Solving with COBOL to INFO 3325 and change from an elective to a required course.
- Course level change from INFO 3310 - File Processing Applications with COBOL to INFO 4310.

Change INFO 3328 - Systems Analysis and Design from an elective to a required course.

Changes in the BBA International Trade major:

- Increase the number of hours in the major from 15 to 24.
- Students can take either ECON 4333 - Intermediate Microeconomics or FINA 3340 - Money, Banking, and Financial Markets in lieu of ECON 4370 - Intermediate Macreconomics.
- Change ECON 4335 - International Trade from an elective to a required course.
- ECON 4380 - Seminar in Economics becomes a required course.
- An additional 6 hours of upper-division business electives now required.

Changes in the BBA in Business Administration degree:

- Increase the number of hours from 15 to 24.
- Students must take classes in at least three different teaching areas as opposed to two.
- Students must complete at least one "writing-intensive" and one "computer applications" course.

UNDERGRADUATE COUNCIL MINUTES -- ITEM #4 (Partial Item: BS in Economics remains tabled)

Changes for the BA International Trade degree:

- Delete ECON 1310 - Modern Political Economy
- Add ECON 4380 - Seminar in Economics as a required course

Changes in the BBA International Trade major:

- Increase the number of hours in the major from 15 to 24.
- Students can take either ECON 4333 - Intermediate Microeconomics or FINA 3340 - Money, Banking, and Financial Markets in lieu of ECON 4370 - Intermediate Macreconomics.
- Change ECON 4335 - International Trade from an elective to a required course.
- ECON 4380 - Seminar in Economics becomes a required course.
- An additional 6 hours of upper-division business electives now required.

Changes in Business Administration minor

Increase the number of hours required for the BBA in Business Administration minor from 21 to 24 and delete ECON 1310 - Modern Political Economy as a minor requirement and add both ECON 2320 - Principles of Macreconomics and ECON 2321 - Principles of Microeconomics as required courses.

UNDERGRADUATE COUNCIL MINUTES -- ITEM #5

Changes in the General Marketing major:

New course: MKTG 4340 Services Marketing

a. Increase number of hours from 15 to 24.

- Increase number of required hours from 9 to 15.
- Increase number of elective hours from 6 to 9.
- MKTG 4370 - Fundamentals of Direct Marketing identified as a "computer technology" course.

- MKTG 4355 - Marketing Management identified as a "writing intensive skills" course.

UNDERGRADUATE COUNCIL MINUTES -- ITEM #6

The following information items were presented (no action required):

1. Prerequisite change for INFO 3325 - Problem Solving with COBOL to add CSCI 1370 - Computer Science I as a prerequisite and to change MATH 1393 - Applied Mathematics for Business to MATH 1395 - Applied Calculus for Business and Economics as a prerequisite.

2. Prerequisite change for INFO 3328 - Systems Analysis and Design to add INFO 3325 - Problem Solving with COBOL as a prerequisite.

3. Title change for INFO 3364 from Advanced Information Processing to Desktop Publishing and an editorial change to read:

Advanced information processing skills, layout, and design techniques. Prerequisite: INFO 2315.

4. Title change for INFO 3365 from Information and Records Management to Database Applications and an editorial change to read:

Creating, maintaining, interrogating, and using PC-based relational database software to manage business data and information. Prerequisite: INFO 3321, Fall, on demand.

5. Prerequisite change for INFO 4329 - Data Base Management Systems from INFO 2328, 3321 to INFO 3328 - Systems Analysis and Design.

6. INFO 3322 replaces INFO 2322.

7. INFO 2328 add both INFO 2315 and CSCI 1370 as a prerequisite and change MATH 1393 to MATH 1395 as a prerequisite.

8. INFO 4326 prerequisite change to INFO 3328

9. Delete INFO 3305 - Intro to CICS.

10. Delete INFO 2320 - Administrative Support Practices.

11. ACCT 4317 prerequisite change from ACCT 4317 to ACCT 3312.

12. Revised bulletin descriptions:

Criminology Concentration to read:

> Criminology concentration requirements (9 hours), SOC 3370, 3371, 4355. Sociology electives (3 hours minimum) selected with advisor consultation and approval.

> Interdisciplinary electives (6 hours maximum), PSCI 3375, PSCI 4300, PSCI 4301, HED 4312, PSY 4391.

Medical Concentration to read:

> Medical concentration requirements (9 hours), SOC 4334, 4343, 4335. Sociology electives (3 hours minimum) selected with advisor consultation and approval.

> Interdisciplinary electives (6 hours maximum), HED 4300, HED 4331, HED 4312, MGT 4360, PSYC 4320.

13. Revised bulletin description for Religious Studies majors to read:

Majors may take PHIL 1320 to satisfy their general education requirement in World Cultural Traditions

14. HIST 3304 - Eastern Civilization II title change to Asian Civilization II

15. HIST 3303 - Eastern Civilization I title change to Asian Civilization I

16. Title change for MKTG 3350 - Managing Customers and Markets to Principles of Marketing and an editorial change to read:

This course provides the basic foundations of marketing. It includes the study of theory, practical knowledge, and applications of the marketing system and its key components. These key components include marketing planning, customer service, mass communications, sales, marketing information, buyer behavior, product development, pricing and promotion, distribution channels and logistics. Prerequisite: ACCT 2310, 2311; ECON 2320, 2321, 2330. Fall, Spring.

17. Title change for MKTG 4352 - Retailing to Retail Management and an editorial change to read:

Organization and management of retail establishments; store location, buying, receiving, nonstore retailing; E-Commerce; store policies. Prerequisite: MKTG 3350, Fall, Spring.

18. Editorial change for MKTG 4353 - Marketing Research to read:

Application of research methodology to marketing and management problems. Includes research design, questionnaire construction, sample design, and quantitative and qualitative data analysis. Particular emphasis on the management and analysis of primary and secondary databases via the use of SPSSW statistical and database management software. Group project required. Prerequisite: MKTG 3350 and ECON 2330. Fall, Spring, Summer.

19. Title change for MKTG - Consumer Behavior to Customer Behavior.

20. Title change for MKTG 4356 - Fashion Merchandising to Fashion Merchandising and E-Commerce and an editorial change to read:

Marketing fundamentals, retailing, and salesmanship as applied to the merchandising of fashion goods. Considerable emphasis on the E-Commerce and field trips to market. Prerequisite: Consent of instructor. Spring.

21. Title change for MKTG 4370 - Fundamentals of Direct Marketing to Fundamentals of Direct Marketing and E-Commerce and an editorial change to read:

Study the processes and technologies of direct response marketing and e-commerce. Examine the fundamental principles and application of principles of direct marketing and e-commerce including the key elements of marketing, business considerations, uses of interactive technical based media including the world-wide web. Prerequisite: MKTG 3350. Fall, Spring.

Following discussion, Roden presented an amendment to her original motion to recommend action items 3 through 5 of the January 18 Undergraduate Council minutes. The amended motion called for a vote to recommend items 3 and 5 with the BS in Economics changes from item 4 returning to the

table. Toll seconded the amended motion, which passed unanimously.

Mosbo called for discussion of a draft program for Welcome Week. Roden will take feedback from the COD to the planning committee.

Mosbo asked the deans to consider the possibility of the granting of honorary degrees.

Roden presented recommendations from the Honors Council.

Roden moved to recommend adoption of the following grade point averages for honors designations of thesis and non-thesis students:

Summa Cum Laude 4.0 - 3.9

Magna Cum Laude 3.89 - 3.8

Cum Laude 3.79 - 3.7

Toll seconded the motion, which passed unanimously.

Dean Reports

Horton reported that Dr. Pat Cantrell received an AACSB grant for study in Japan.

Lee announced that the History Department and Mary Landreth had received a letter of commendation from the Arkansas History Teachers Association for their work in hosting History Day.

McNiece (1) asked for nominees for the Sylvia Meriweather PEO School Awards for Women in Graduate Studies; (2) distributed packets for promotional grants, which will be discussed at the next COD meeting; (3) reminded deans of a recognition reception for faculty who had applied for grants.

Roden distributed a list of students with undeclared majors.

Mosbo (1) asked deans to remind their chairs that the department should be identified in return addresses to aid distribution of returned mail; (2) a review of the promotion and tenure process will occur at the next focused meeting; (3) visitors from Maastricht will be on campus April 18-20; (4) the Philippine ambassador will be in Conway on March 10; (5) the university advancement division is working on a marketing plan to provide consistency in public relations information.

Following a motion by Horton and second by Hattlestad, the meeting adjourned at 11:30 a.m.

cd

COUNCIL OF DEANS

March 1, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, March 1, 2000, in the Provost's Conference Room. Sam Buchanan presided in John Mosbo's absence, and the following council members were present: Bob Everding, Neil Hattlestad, Maurice Lee, Elaine McNiece, Sally Roden, and Ron Toll. Debbie Barnes represented Kathleen Atkins, and Ira Saltz represented Joe Horton.

Gary Roberts was present for the final phase of promotional grant consideration. McNiece moved to recommend all six proposals to be funded at the moderate level. Hattlestad seconded the motion. Following discussion, Buchanan called the vote and the motion passed unanimously.

Roden presented the Undergraduate Council minutes of February 15, 2000.

Roden moved to recommend the following new courses in Theatre:

SPTA 1360 Text Analysis for the Theatre

SPTA 2325 Fundamentals of Theatrical Design

SPTA 3310 Costume Design

Following a motion by Everding, the motion passed unanimously

Roden moved to recommend the following new course in Spanish. She explained a point of order which will be resolved in the Undergraduate Council.

SPAN 4360 Spanish for Medical Professions

Lee seconded the motion. Saltz, a member of the Undergraduate Council, recommended a friendly amendment to the motion that the course proposal narrative will be corrected. Lee accepted the

amended motion, which passed unanimously.

Roden moved to recommend the following new Finance course:

FINA 3350 Personal Financial Planning

Saltz seconded the motion, which passed unanimously.

Roden moved to recommend the following changes in existing courses:

Prefix Changes

EMLS 2375 Computer Aided Drafting to FACS 2375

EMLS 3365 Intermediate Computer Aided Drafting to FACS 3365

Course Number and Prefix Change

EMLS 3360 Architectural Drafting to FACS 3375

Course Level Change and Bulletin Description Addition

INFO 1343 Information Processing and Analysis to INFO 2343

Addition to Bulletin: *Prerequisite: Satisfactory score on MS word processing competency test*

Saltz seconded the motion, which passed unanimously.

Roden presented the following information items:

1. Revised bulletin description for INFO 2343:

Business foundation course required of all students in the BBA program. Develops competency in the use of integrated software and includes spreadsheets and data base applications taught in a computer laboratory. Prerequisite: Satisfactory score on MS word processing competency test. Fall, spring.

2. Delete GEOG 3120 - Field Studies

This will reduce the number of hours required for the Geography major from 37 to 36 hours.

3. Revised bulletin description for the B.A. Foreign Language requirement:

Add: Guided Studies (i.e. correspondence) courses will not be accepted as transfer credit in fulfillment of the foreign language requirement.

Buchanan asked the deans to revisit the topic of computer lab printing costs. Following discussion, Buchanan appointed an ad hoc committee of Toll, Roden, and Saltz to review printing options. He asked them to work with John Roy, Director of Computing Services, and inform the COD of their findings at the March 15 meeting.

Buchanan asked the college deans to inform the council of post-tenure review processes within their colleges. Discussion followed.

Buchanan led a discussion of electronic syllabi, asking deans to report on conversations with department chairs.

Dean Reports

Hattlestad asked whether the format for annual reports could remain the same as that used last year. Buchanan asked the deans to confer with chairs to determine interest in following that format.

Lee asked for information on capital equipment requests.

Roden reported on changes to the Welcome Week orientation program.

Everding announced awards won by UCA students at the recent Region VI American College Theatre Festival: Nisi Sturgis was chosen to appear at the Kennedy Center as a finalist for the prestigious Irene Ryan Acting Scholarship, and Graham Gordy won the original ten minute play competition.

Toll reported that UCA recently hosted the 2000 Collegiate Programming Contest, sponsored by Acxiom. Sixteen teams took place in the competition, and UCA's Team 1 placed third.

Buchanan (1) distributed a memorandum regarding a marketing team developed to promote UCA; and (2) mentioned a United Way request for expanded participation.

Following a motion from Hattlestad and second by Saltz, the meeting adjourned at 11:00 a.m.

cd

COUNCIL OF DEANS

March 8, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, March 8, 2000, 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, and Tony Sitz was present to discuss proposed updates to the registration process.

Sitz reported on the possibility of more computer access for department chairs during the registration process. Discussion followed. Sitz also informed the council of plans to hold a training session for updating electronic checksheets. He asked the deans to submit to him the names of persons designated to update the checksheets within each area.

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

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

Everding explained the proposed process for registration of transfer students and asked the deans to provide input. Discussion followed.

Buchanan led a discussion of a proposed appeals process for disputes over student financial aid. One member of the Council of Deans would be asked to serve on an appeals committee, but the COD member must be from a college other than that of the student's major. Following discussion, consensus was reached to support the proposed appeal process.

Mosbo informed the deans of current salary considerations.

Mosbo led a discussion of the timetable for teacher preparation programs and changes required for licensure.

Dean Reports

McNiece reported that approximately 20 faculty received information from Charlotte Cone for faculty development through the IDC and University College. She asked the deans to encourage faculty to attend.

Hattlestad announced that the North Central Association recently approved the Doctor of Physical Therapy (DPT) degree.

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

Mosbo: (1) announced that Matthew Saltz, son of CBA Assistant Dean Ira Saltz, was selected as one of only seven members of the Alpha Chi National Council; (2) asked the deans to check their calendars for retreat availability and dates for a meeting with department chairs; (3) requested more frequent updates on faculty searches; (4) discussed changes in the holiday schedule; (5) asked the deans to remind faculty and staff that the student health services on campus are for students, faculty, and staff only - children and spouses are not eligible for the services.

The meeting adjourned at 11:25 a.m.

cd

COUNCIL OF DEANS

April 5, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, April 5, 2000, 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, and Ron Toll. Jimmy Ishee represented Neil Hattlestad, and Elaine McNiece and Sally Roden were absent.

Mosbo led discussion concerning the number of introductory statistics courses and introduction of basic computer skills. Following discussion, Mosbo indicated that he would send a formal request to the deans for information about the two topics, with a deadline of the end of the spring semester.

Mosbo led discussion of faculty ranks.

Mosbo informed the council that a webpage is being developed for prospective faculty that will provide links to local information. He also led a brief discussion of contracts awarded under Board Policy No. 302.

Toll left at 10:30 a.m., and Steve Addison represented him for the remainder of the meeting.

Mosbo reported on initiatives by International Programs to bolster enrollments of international students.

Dean Reports

Buchanan reported that he, Mosbo, and Jonathan Glenn recently attended the annual meeting of the North Central Association in Chicago. He also reminded the council of the NCA evaluation team visit scheduled for next Monday-Wednesday, and asked the deans to be on call for the duration of the visit.

Lee announced that Jim Shelton and Jim Deitrick of the Philosophy and Religion Department won a $10,000 Oxford award.

Atkins distributed information about a Professional Development Schools Mini-conference scheduled for April 19. Guest speakers will be Martha Brady, Emily Rodgers, and Pat Wall, all from Northern Arizona University. She stated that the deans will receive status reports on teacher preparation restructuring.

Addison informed the deans that a presentation by Dr. Ben Waggoner had been well attended and was well received.

Mosbo informed the deans that Healthsource will remain in effect as UCA's health carrier through December 2000. He also stated that he will soon distribute a report from a committee chaired by Gilbert Baker that was charged to review the student evaluation process.

The meeting adjourned at 10:50 a.m.

cd

COUNCIL OF DEANS

April 13, 2000

The Council of Deans met in regular session at 10:00 a.m., Thursday, April 13, 2000, in Torreyson Library 206. John Mosbo presided, and the following council members were present: Kathleen Atkins, Bob Everding, Neil Hattlestad, Joe Horton, Maurice Lee, Elaine McNiece, Sally Roden, and Ron Toll. Jonathan Glenn represented Sam Buchanan.

The COD minutes of March 29, 2000, and April 5, 2000, were approved as circulated.

Roden presented the Undergraduate Council minutes of March 28, 2000:

Roden moved to recommend a new BBA in Insurance and Risk Management degree and to recommend the following new courses within the degree program:

INSU 3315 - Life and Health Insurance

INSU 3320 - Property and Liability Insurance

INSU 4310 - Internship in Insurance and Risk Management

INSU 4315 - Employee Benefits

INSU 4320 - Corporate Risk Management

Horton seconded the motion, which passed unanimously.

Roden moved to recommend approval of a new BA in Music degree. Following a second by Everding, the motion passed unanimously.

Roden moved to recommend deletion of SPTA 1370 Voice and Diction and SPTA 2380 Interpretation from the Speech Communications major; deletion of SPTA 1370 Voice and Diction from the Speech Communications minor decreasing the minor hours from 9 to 6 hours of required courses and increasing the elective hours from 15 to 18; and addition of SPTA 2311 Business and Professional Speech as an option for the Speech Communications minor.

Following a second by Everding, the motion passed unanimously.

Roden moved to recommend approval of a course number change from ART 2301 Introduction to Art Education to ART 3304 Introduction to Art Education; the reduction of the requirements from 48 hours to 45 hours for the Major in Art with the Art History emphasis; the elimination ART 2140 and ART 4240 and replace with ART 4302 Directed Study; a change in the major in Art with the Art Education emphasis to replace three hours of art elective with three hours of art history elective; and to change the Fine Arts emphasis to Studio Art emphasis.

Everding seconded the motion, which passed unanimously.

Roden moved to recommend the following new courses in biology:

BIOL 1120 Introductory Biology Seminar

BIOL 2420 Histology for Health Sciences

BIOL 3145/3245/3345/3445 Internship in Biology

BIOL 4425 Entomology

Toll seconded the motion, which passed unanimously.

Roden moved to recommend an increase in the BBA in Finance major requirements from 15 hours to 24 hours. Following a second by Horton, the motion passed unanimously.

Roden moved to recommend a course number change from SOC 1325 to SOC 2325 Social Problems. Lee seconded the motion, which passed unanimously.

Roden presented the following information items:

1. Prefix change from FINA 3324 to INSU 3324 Risk and Insurance

2. Deletion of Respiratory Therapy Degree Program. UCA no longer has a cooperative agreement with UAMS of offer this degree

3. Title change from BIOL 4470 Anatomy and Morphology of Gymnosperms and Angiosperms to BIOL 4470 Biology of Seed Plants

4. Prefix change from SPTA 2332 History of Cinema to MCOM 2332 History of Cinema

5. Course title change from SPTA 11D1-41D1 Forensics to SPTA 11D1-41D1 Communication Applications

6. Kinesiology and Physical Education course title changes:

a. KPED 1350 Athletics Training Techniques I to Introduction to Athletic Training

b. KPED 3340 Athletics Training Techniques II-Collision Sports to Athletic Training Clinical Experience I

c. KPED 3341 Athletic Training Techniques III-Throwing Sports to Athletic Training Clinical Experience II

d. KPED 4350 Athletic Training Techniques IV: Running Sports to Athletic Training Clinical Experience III

e. KPED 4305 Directed Experiences in Athletic Training to Athletic Training Clinical Experience IV

7. Bulletin description change for MCOM 3305 Publication Design and Makeup to read:

Beginning course in using desktop publishing software and related hardware to achieve electronic pagination. Emphasis on newspaper, magazine, and brochure production. Prerequisite: MCOM 2300 or consent of instructor. Fall

McNiece asked for input from the deans regarding University Research Council funds that have been set aside for faculty travel. Discussion followed.

Mosbo shared a question posed by Hank Phelps regarding plans for SOAR receptions this summer. Discussion followed.

Mosbo gave an overview of salary budgeting for 2000-2001.

Dean Reports

Glenn informed the deans of the North Central evaluation team's recommendations, which were given at the exit interview on Wednesday. Mosbo voiced his appreciation of Jonathan Glenn and Sam Buchanan for their work and leadership during the process.

Hattlestad reported that over 300 nursing students and faculty are on campus. He announced that Mary Harlan was recently chosen an Outstanding Dietetics Educator by the American Dietetic Association.

Horton announced that Rebecca Gatlin-Watts and Linda Bean won the Allied Academies distinguished award for their paper on videoconferencing.

Atkins asked the deans to encourage participation by professional education faculty at the mini-conference on co-hort training with professional development schools, Wednesday, April 19.

McNiece (1) reported that the Sabbatical Leave Review Committee has made recommendations for sabbatical leaves for spring 2001 and reassigned times for fall 2000; (2) stated that due to a series of conflicts, an IDC luncheon for department chairs will be rescheduled to sometime in June; (3) informed the deans that she had received their suggestions for sample portfolios and to let her know if additional suggestions are identified.

Toll announced that Conrad Stanitski recently won this year's Catalyst Award for Chemistry Education, given by the Chemical Manufacturers' Association. Toll reported on the State Science Fairs, which was hosted at UCA last week. Over 300 hundred high school students participated.

Roden (1) reported on a mini-retreat for advisors; (2) updated the deans on the book selection for the Summer Reading Program, *Into the Wild*; (3) informed the deans that a technology consultant will be on campus May 1 and 2.

Mosbo reported on problems with the Internet that the Arkansas Department of Information Services has been unable to resolve.

Following motion by Horton and second by Everding, the meeting adjourned at 11:15 a.m.

cd

COUNCIL OF DEANS

April 19, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, April 19, 2000, 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 April 13 were approved as amended.

Mosbo asked for input in developing a plan for disbursement of 2000-2001 salary bonus monies within academic areas. Discussion followed.

Mosbo reminded the COD to reserve June 8 and 9 for a retreat. He asked the deans to submit topics that would be appropriate for discussion at the retreat.

Dean Reports

Atkins reminded the deans of the Professional Development Schools mini-conference scheduled for this afternoon.

McNiece reported on a recent meeting of the Arkansas Graduate Deans' Association. Primary topics discussed at that meeting were alternatives to teacher certification and post-baccalaureate certificates. Discussion followed. McNiece informed the deans that letters regarding public service grants and reassigned time will go out to faculty tomorrow.

Toll reminded the deans that on May 1 and 2 Gordon McCray of Wake Forest University will be on campus to discuss technology during a series of meetings. A full schedule is forthcoming.

Roden (1) expressed appreciation for the work done by Andrew Cohen, Director of Exemplary Studies, for the Honors Convocation held last Sunday; (2) reported on an advising retreat last weekend; (3) stated that there will be a Clustered Learning Program Faculty Forum later today presented by David Harvey, Steve Lance, Carolyn Kelley, Ellen Stengel, Don Whistler, and Jayme Stone.

The meeting adjourned at 10:30 a.m.

cd

COUNCIL OF DEANS

April 26, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, April 26, 2000, 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, Sally Roden, and Ron Toll. John Mosbo was absent.

The COD minutes of April 19 were approved as circulated.

McNiece presented the Graduate Council minutes of April 20.

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

Barile, Amelia L. PSYC 6330, 6331, 7312

Nelson, James B. PSYC 6330, 6331,7325

Williams, Robert D. PSYC 6350

Woodruff, Ann E. PSYC 6303, 6304, 6358, 6359

Roden seconded the motion, which passed unanimously.

McNiece moved to recommend the following for graduate faculty status with an 8-year review:

Bihm, Elson M. PSYC 6314, 6398; COUN 6381, 6382, 8000 level, 9310-9910

Bramlett, Ronald K. PSYC 6370, 7305, 7306, 8000 level, 9310-9910

Foss, Donna H. MATH 5310, 5312, 5395, 5300, 6380, 6307

Fox, Elaine GPSS SOC 5322, 5334, 5343

Glenn, Linda A. COUN 6350, 6381, 6382, 8000 level, 9310-9910

Jones, Donald G. HIST 5369, 5370, 5376, 5377, 5385, 5391, 6340, 6345, 6300, 6301, 6301, 6303

Lammers, William J. PSYC 6330, 6331, 8000 level, 9310-9910

Leonard, Paulette J. COUN 6381, 6382, 6350, clinical classes

McGehee, Jean J. MATH 5310, 5312, 5300, 5395, 6350, 6307, 6380

Rowell, R. Kevin PSYC 6370, 6381, 6382, 7320, 8000 level, 9310-9910

Scoles, Michael T. PSYC 6330, 6331, 6372, 7315, 7325, 8000 level, 9310-9910

Seifert, Charles J. MATH 5362, 5340, 5385, 6342, 6305, 6370, 6375

Skotko, David J. PSYC 6330, 6331, 6345, 6335, 7325, 8000 level, 9310-9910

Smith, Billy L. PSYC 6330, 6331, 7330, 8305, 9310-9910

Smith, Teresa D. COUN 5320, 6313, 6376; COUN 6322

Veasey, R. Lawson GPSS PSCI 5336

Wekkin, Gary D. GPSS PSCI 5334

Whistler, Donald E. GPSS PSCI 5331, 5335

Roden seconded the motion, which passed unanimously.

McNiece presented the following information items:

- Staffing Plan for Health Sciences
- Course Title changes:

BIOL 5405 Embryology TO

BIOL 5405 Developmental Biology

BIOL 5410 Anatomy/Morphology of Crytogams TO

BIOL 5410 Biology of Lower Plants and Fungi

Following presentation of the Graduate Council minutes, Hattlestad asked if in the future these kinds of accompanying materials could be provided in an electronic format rather than distributing the considerable volume of paper involved. A brief discussion followed.

Roden presented the Undergraduate Council minutes of April 18.

Roden moved to recommend approval to increase the number of hours required for a KPED major with a BS in Health Education minor from 17 to 23 hours by requiring H ED 4303 Environmental Health and

H ED 3305 Human Sexuality.

Hattlestad seconded the motion, which passed unanimously.

Roden made the following motion:

(a) to recommend approval of revisions in the BFA degree with a major in Studio Art and the BFA with a Photography Emphasis;

- to recommend the deletion of PHYS 1200 Introduction to Physics from the physics major program, thus reducing the number of credit hours by two in every track; and

- to change KPED 2203 Games for the Elementary Grades, KPED 2215 Teaching Gymnastics (Women), and KPED 2216 Teaching Gymnastics (Men) from elective to required courses.

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

Roden moved to recommend the following new course:

SPTA 2305 Introduction to Public Relations

Everding seconded the motion, which passed unanimously.

Roden moved to recommend the requirement of practical experience outside the university in telecommunications and journalism. The motion passed unanimously following a second by Everding.

Roden moved to recommend two new programs, Childhood Education (P-4) and Middle Level Education, to include two tracks, Mathematics/Science and Language Arts/Social Studies. Atkins seconded the motion. Everding offered a friendly amendment that the LA/SS subcommittee review the tracks as necessary and that Bob Willenbrink and David Harvey should be included in the review process. This subcommittee should report to the COD through its larger committee no later than the end of the fall 2000 semester. The motion as amended passed unanimously.

Roden moved to recommend approval of new prefixes for the new programs: CIED and MLED. Atkins seconded the motion, which passed unanimously.

Roden moved to recommend approval of five new courses:

CIED 1300 Education Profession

CIED 4200 Cultural Diversity & Multiple Intelligence

CIED 4300 Teaching as an Ethical Enterprise

EMLS 3200 Integrating Technology into Teaching

SPED 3310 - Characteristics of Children with Diverse Learning Needs

Atkins seconded the motion, which passed unanimously.

Roden moved to recommend the following new courses. Atkins seconded the motion.

MLED 4210 Integrated Methods for Language Arts and Social Studies (MLED/ENGL/GPSS)

MLED 4215 Integrated Methods for Mathematics/Sciences (MLED/MATH/SCI)

Following discussion regarding the prefix, consensus was reached that all appropriate prefixes should be listed in the catalog descriptions of the courses. McNiece moved to amend the previous motion to include all prefixes, and Everding seconded the amendment. Both motions passed unanimously.

Roden moved to recommend the following new program in Childhood Education (P-4) with the following:

New courses: CHED 3400 Early Development and Learning Theories

CHED 4200 Family, School and Community

CHED 4219 Guidance and Behavioral Management

CHED 4311 Reading/Literacy Instruction

CHED 4320 Principles and Practices of Reading & Writing

CHED 4400 Integrated Curriculum, Planning and Assesment of Learning

CHED 4600 Instruction Strategies for ECE

CIED 1300 Education Profession

CIED 4200 Cultural Diversity and Multiple Intelligences

CIED 4300 Teaching as an Ethical Enterprise

EMLS 3200 Integrating Technology into Teaching

SPED 3310 Characteristics of Children with Diverse Learning Needs

SPED 4320 Teaching Children with Diverse Learning Needs

SCI 4410 Concepts of Science

HIST 3310 Social Science Concepts in AR History

KPED 3320 Developmentally Appropriate Motor Skills and Fitness Activities for P-4 Learners

MUS 3351 Concepts of Music in ECE

Level change: CHED 3300 Foundations of Early Childhood Education CHANGE TO

CHED 3200 Foundations of Early Childhood Education

Delete/replace: EDUC 1210 Education Profession and Reflective Teaching AND REPLACE WITH

CIED 1300 Education Profession

Atkins seconded the motion, which passed unanimously.

Roden presented the following information items:

Deletions: ART 4240 Art History Assessment from major requirement

MUS 3392 Music in the Elementary School

Title changes: ART 4360 Art for the Elementary Grades to Concepts of Art

BIOL 4405 Embryology to Development Biology

BIOL 4410 Anatomy/Morphology of Cryptogams to Biology of Lower Plants and Fungi

KPED 2340 Motor Development to Motor Development/Motor Learning

KPED 1350 Athletics Training Techniques I to Introduction to Athletic Training

KPED 3340 Athletics Training Techniques II: Collision Sports to Athletic Training Clinical Experience I

KPED 3341 Athletic Training Techniques III: Throwing Sports to Athletic Training Clinical Experience II

KPED 4350 Athletic Training Techniques IV: Running Sports to Athletic Training Clinical Experience III

KPED 4305 Directed Experiences in Athletic Training to Athletic Training Clinical Experience IV

Bulletin revisions CHED 4309 Classroom Management

CHED 4603 Directed Teaching I

CHED 4604 Directed Teaching II

ART 4360 Concepts of Art

ENGL 3310 Children's Literature

Changes in:

Prefix: CHED 4321 Special Problems in Education to CIED

Prerequisite: BIOL 4405 Embryology change prerequisite from BIOL 1441 to BIOL 2490

PHYS 3342 Mechanics change prerequisite from PHYS 1420 or 1442 and MATH 3321 to PHYS 1410 or 1441, and MATH 3321, 3331

Dean Reports

Atkins distributed information about Pathwise Training, which will be required of all professional education faculty. The training will take place at UCA and will be conducted by Debbie Barnes.

Hattlestad invited the council to visit the Student Research Colloquium today in East McCastlain.

Everding announced that Nisi Sturgis, a UCA drama student, won the national Irene Ryan Acting Scholarship competition recently held at the Kennedy Center in Washington D.C.

Roden discussed plans to place four-year degree program plans online. She asked the deans to provide Sally Everding with a disk copy of the plans by June 1.

Following a motion by Horton and second by Everding, the meeting adjourned at 10:40 a.m.

cd

COUNCIL OF DEANS

May 3, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, May 3, 2000, 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 asked the deans to remind chairs that the university is contractually obligated to provide textbook information on all courses to the University Bookstore.

Roden presented items from the Undergraduate Council minutes of April 18, 2000, which were not previously considered by the COD.

Roden moved to recommend approval of the BS curriculum revision and new BA degree in Computer Science, and Toll seconded the motion. Following discussion, Buchanan moved to table consideration of the Computer Science program and curriculum revisions until additional information could be obtained. Hattlestad seconded the motion to table, which passed unanimously.

Roden presented the remaining information items:

- ART 4328 - Graphic Design III prerequisite change from ART 2140, 3353, 3354 to ART 2140, 3353 & 3354 with grades of "B" or above, and permission
- ART 4335 - Graphic Design IV prerequisite change from ART 3353, 3354, 4328 to ART 3353, 3354, 4328 with grades of "B" or above, and permission
- ART 4371 - Directed Studio prerequisite change from Departmental approval to 6 hours ART 4388 in one area with grade of "B" or above, or ART 4328 & 4335 with grade of "B" or above, and departmental approval
- ART 4388 - Advanced Studio prerequisite change from ART 2140, 6 hours in one studio area and permission to ART 2140, 6 hours in one studio area with grades of "B" or above, and permission

Following discussion, consensus was reached that Everding should take the deans' concerns regarding the requirement of "B" grades back to the department.

Roden presented the following information item regarding AP credit in Chemistry:

- CHEM 1450 - score four on AP and earn a grade of "C" or higher in CHEM 1451, or
- CHEM 1450 & CHEM 1451 - score five on AP exam

Concerns were raised regarding the grade requirement, and consensus was reached that Toll should take the information back to the department for further review.

The following information items were accepted by the COD:

State Teacher Licensure: statement of intended compliance with future teacher licensure requirements in Secondary Education for the following areas: Art Department

Music Department

Speech/Theatre/Mass Communications

Course number changes: INFO 3325 Problem Solving with COBOL to INFO 3301

INFO 4310 File Processing Applications with COBOL to INFO 4301

Roden moved to recommend approval of a Curriculum Process: New Program Proposals in the *Curriculum Development Process Guide*. Following a second by McNiece, the motion passed unanimously.

Dean Reports

Atkins reported that a meeting has been scheduled for Thursday for all secondary education majors. The purpose of the meeting is to share the transition plan for teacher preparation. She asked that the deans help to encourage secondary education students to attend.

McNiece reminded the COD that a graduate program review team will be on campus Thursday afternoon. She distributed information prepared for financial aid purposes, which clarifies the definition of full-time and part-time graduate students.

Toll encouraged the deans to attend on Friday a poster display of student research projects in the College of Natural Sciences and Mathematics.

Roden expressed her appreciation of the deans' support of a recent event sponsored by the residential colleges. She

reported that the Gordon McCray visit went well, and thanked Toll for recommending McCray as a technology consultant.

Mosbo (1) added his appreciation to those involved in bringing McCray to campus; (2) informed the deans that topics for the retreat would be on the agenda for the next COD meeting; (3) stated that next week's COD meeting may be the last before the retreat; (4) reminded college deans to provide a clear picture of staffing needs; (5) reminded deans to submit information about introductory computer skills and statistics courses; (6) informed the deans of materials John Roy is developing relative to computer standardization on campus; (7) reminded the deans that undergraduate catalog material must be submitted by Friday; (8) asked for possible space that could be made available for use by the Staff Senate.

The meeting adjourned at 10:25 a.m.

cd

COUNCIL OF DEANS

May 10, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, May 10, 2000, 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 April 26 were approved as circulated. The COD minutes of May 3 were approved pending review by Roden.

Buchanan presented items from the April 18 minutes of the Undergraduate Council that had been previously tabled by the COD.

Buchanan moved to remove from the table consideration of computer sciences degrees and courses. Toll seconded the motion.

Horton moved to recommend approval of the following new courses.

CSCI 1340 Introduction to Programming I

CSCI 1350 Introduction to Programming II

Toll seconded the motion, which passed unanimously.

Following discussion of a proposed BA in Computer Science and revisions to an existing BS in Computer Science, the proposals were sent back to the Undergraduate Council for further consideration.

Toll moved to recommend the following course changes:

CSCI 1370 and 1170 Computer Science I and Computer Science I Lab to CSCI 1470 Computer Science I

CSCI 1380 and 1180 Computer Science II and Computer Science II Lab to CSCI 1480 Computer Science II

Hattlestad seconded the motion. Following discussion regarding accounting difficulties in lecture/lab courses, the motion passed 7-yes, 1-no.

Following discussion, McNiece moved to send proposed computer science courses and level changes back to the Undergraduate Council for further review. Atkins seconded the motion, which passed 7-yes, 0-no, and 1-abstention.

New courses to return to UGC: CSCI 2290, 2440, 4340, 4345

Level changes to return to UGC: CSCI 33202320, 43752375, 43303335, 43803380, 43813381, 43853385, 33904490

The COD accepted the following information items. Other computer science information items remain tabled pending recommendation of the proposed BA degree and revisions to the BS degree.

Title Change: CSCI 1300 Introduction to Computing

Deletions: CSCI 1170 Computer Science I Lab

CSCI 1180 Computer Science II Lab

Information items regarding prerequisite changes in art were not accepted by the COD (ART 4328, 4335, 4371, 4388).

Mosbo distributed a tentative schedule for the COD retreat scheduled for June 8 and 9.

Dean Reports

Buchanan distributed a brochure for an upcoming Noel-Levitz meeting on student retention. He noted that Roden and Jayme Stone are featured in the program.

McNiece reminded deans that continuing education purchased a WebCT server to accommodate on-line courses. She distributed draft copies of booklets and asked the deans to look them over and send comments or concerns to her by next Wednesday.

Toll reported that a contingent from UCA would be going to Wake Forest University June 14-18 to participate in technology training. Dr. Gordon McCray, technology consultant, will return to UCA and conduct workshops June 28 through July 1.

Mosbo reminded the deans of commencement exercises scheduled for Saturday, May 13, and asked that they attend rehearsal on Friday at 9:00 a.m. He asked the deans if any space had been located in which the Staff Senate Office could be housed.

Following a motion by Everding and a second by Horton, the meeting adjourned at 10:35 a.m.

cd

COUNCIL OF DEANS

June 14, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, June 14, 2000, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Kathleen Atkins, Bob Everding, Neil Hattlestad, Joe Horton, Maurice Lee, and Elaine McNiece. Paul Hamilton represented Ron Toll. Sam Buchanan and Sally Roden were absent.

The COD minutes of May 10 were approved as circulated.

McNiece presented the Graduate Council minutes of May 11.

McNiece moved to recommend the following applicants for graduate faculty status with a three-year review:

Fiddler, Joyce A. C & I CHED 6341, 6353, 6355, 6357, 6358, 6359, 6372, 6389, 6391

Friedman, William H. MMIS MBA 6301

~~Holbrook, Robert L. Jr. MMIS MBA 6301; IMBA 6310~~

Kim, David MMIS MBA 6308

Rubach, Michael J. MGMT MBA 6601; IMBA 6311

Williams, Edward A. C & I ADSE 6330, 6335, 6385

Horton offered a friendly amendment to remove Holbrook, who recently resigned. Hattlestad seconded the motion as amended, which passed unanimously.

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

Anderson, Phillip ENGL ENG 5320, 6304, 6303

Atkins, Kathleen C & I SPED 5332, 5341, 5342, 5352, 6330, 6351, 6360, 6361

Bradley, Don B. III MMIS MBA 6307, 6308; IMBA 6309

Cangelosi, Joe MMIS MKTG 5360, 5361

Fowler, James ENGL ENGL 5375, 6305

Frontain, Raymond ENGL ENGL 5341, 5342, 6302

Gatlin-Watts, Rebecca MMIS MBA 6304; IMBA 6312

Gaughan, Richard ENGL ENGL 5373, 5374, 6305, 6306

Glenn, Jonathan A. ENGL ENGL 5305, 5340, 6301, 6300

Kearns, Terrance ENGL ENGL 5343, 5330, 5331, 5342, 6300, 6302

Lowery, Robert ENGL ENGL 5352, 6340, 6393, 6321

Mainord, James C. C & I SPED 5333, 6383, 6313, 6344, 6351, 6355, 6385

Melchior, Bonnie ENGL ENGL 5331, 5330, 6300

Mosley, Mary H. C & I CHED 6314, 6343, 6344, 6342, 6345, 6379

Naylor, David C & I SPED 6347, 6351, 6353, 6355, 6360, 6361, 6383, 6385, 6386, 6387

Readnour, Harry HIST HIST 5335, 5340, 5346, 5350, 6303, 6323, 6324, 6326, 6397

Rogers, Henry ENGL ENGL 5321, 5373, 6305

Schaefer, Michael W. ENGL ENGL 5313, 6326, 6370

Shumaker, Conrad ENGL ENGL 5312, 5313, 6321, 6393

Stengel, Wayne ENGL ENGL 5353, 5352, 6340, 6370

Witcher, Ann E. C & I CIED 6301, 6320, 6321; EDLP 6387

Lee seconded the motion, which passed unanimously.

McNiece moved to recommend the following new course proposals:

FACS 5355 Methods and Materials in Vocational Family & Consumer Sciences

KPED 5310 Secondary Methods and Materials for Physical Education

SCED 5310 Analysis and Practice of Teaching

SCED 6310 Theory and Practice of Classroom Management

SCED 6391 Internship I in Secondary Education

SCED 6691 Internship II in Secondary Education

Atkins seconded the motion, which passed unanimously.

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

PTHY 7345 Advanced Electrophysiological Assessment

PTHY 7350 Clinical Assessment of Peripheral Nervous System Compromise for the Sports, Orthopedic, and Industrial Therapist

Hattlestad seconded the motion, which passed unanimously.

McNiece presented the following information items, which the COD accepted:

Prefix changes

ADSE 5340 Teaching People of Other Cultures **TO**

CIED 5340 Teaching People of Other Cultures

ADSE 6101-6301 Issues in Teaching **TO**

CIED 6101-6301 Issues in Teaching

ADSE 6302 Models of Teaching **TO**

CIED 6302 Models of Teaching

ADSE 6320 Philosophies of Education **TO**

CIED 6320 Philosophies of Education

ADSE 6321 Foundations of Education **TO**

CIED 6321 Foundations of Education

ADSE 6332 Directed Study in Curriculum and Instruction **TO**

CIED 6332 Directed Study in Curriculum and Instruction

ADSE 6335 Curriculum Decision Making **TO**

CIED 6335 Curriculum Decision Making

ADSE 6385 Curriculum Development **TO**

CIED 6385 Curriculum Development

ADSE 7320 Internship in Curriculum and Instruction **TO**

CIED 7320 Internship in Curriculum and Instruction

ADSE 5302 Teaching in the Middle School **TO**

CIED 5302 Teaching in the Middle School

ADSE 5303 Middle School Psychology, Philosophy, and Organization **TO**

CIED 5303 Middle School Psychology, Philosophy, and Organization

ADSE 6330 Secondary School Curriculum **TO**

CIED 6330 Secondary School Curriculum

The Graduate Council accepted the staffing plan submitted by the Department of English.

Mosbo asked for the deans' comments or concerns regarding proposed revisions to the policy governing advancement of lecturers/clinical instructors/laboratory instructors. Discussion was held, and Mosbo indicated that he would make the suggested changes prior to submitting the information to the Faculty Senate. Following consideration of the timeline for Faculty Senate review and Board of Trustees approval, consensus was reached that faculty wishing to apply for advancement this fall may follow the proposed outline.

Mosbo asked for comments or concerns regarding a draft document on additional compensation. Discussion followed.

Mosbo asked for comments or concerns regarding a draft policy that responds to requests for early tenure. Discussion followed.

Mosbo reminded deans to submit salary plans by June 19, and specific salaries by July 14. He distributed information on available funds, and comparative data on salaries.

Mosbo asked the COD to review a document prepared by Steve Wood concerning non-classified staff evaluation. The document will be on the July 5 COD agenda.

Mosbo distributed two tables to college deans regarding faculty position requests, and asked them to update the tables as appropriate.

Mosbo asked the deans to submit their equipment requests by July 3.

Mosbo distributed notes from the retreat and asked deans to review them for corrections/additions. He asked deans to submit impact issues and faculty morale issues by July 31, and advised them to begin discussions of the use of technology.

Dean Reports

Lee reported on the quick and unexpectedly substantial response to an offer to hold a free class in basic Spanish for UCA faculty and staff.

McNiece: (1) informed the deans that University Research Council budget reports have been sent, and asked them to let her know which funds should be carried over; (2) reported on the responses thus far for grant writing workshops, and asked them to continue encouraging participation; (3) distributed information about the Governor's School and indicated that UCA would submit a proposal to host the school; (4) asked the deans to remind faculty that budget changes in promotional grant funds must be cleared through Sponsored Programs; (5) stated that travel funds provided by the URC will be transferred directly to the deans for distribution to faculty; and (6) requested assistance in drafting a mission statement for the Graduate School of Management, Leadership, and Administration.

Hamilton announced that, due primarily to the efforts of Matt Walker of the Biology Department, UCA has been awarded funding for a distinguished visiting scholar by the Burroughs Wellcome Trust Fund. He informed the council that the CNSM department chairs would be on retreat next Tuesday.

Mosbo: (1) informed the deans that he would share with the Faculty Senate the report of the committee reviewing student evaluation of faculty and the concerns of the COD; (2) asked for enrollment reports on eight-week courses; (3) reported on summer enrollment totals; (4) informed the deans that budget information is available on-line and is updated daily; (5) reminded the deans that travel requests and purchase orders that are submitted after trips or purchases have been made must be accompanied by a written justification, and that after-the-fact submissions are not consistent with state regulations.

Following a motion by Horton and a second by Everding, the meeting adjourned at 11:45 a.m.

cd

COUNCIL OF DEANS

June 21, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, June 21, 2000, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Bob Everding, Neil Hattlestad, Joe Horton, Elaine McNiece, Sally Roden, and Ron Toll. Kathleen Atkins was represented by Debbie Barnes. Sam Buchanan and Maurice Lee were absent.

The COD minutes of June 14 were approved as circulated.

McNiece reported on her involvement in a committee of graduate deans appointed by ADHE to review the possibility of certificate programs at the graduate level. She asked the COD to consider whether UCA should participate in such a program. Discussion followed.

Mosbo asked the deans to consider ways to increase program visibility.

Mosbo led a discussion of university positioning.

Dean Reports

Toll reported that the CNSM Council of Chairs met off-campus for a retreat on Tuesday.

Roden informed the deans that 15 faculty recently returned from a productive visit to Wake Forest University to attend a conference on incorporating technology into the classroom. She announced that Dr. Gordon McCray, technology consultant from Wake Forest, will again visit UCA next week.

McNiece asked the deans to let her know if any department was interested in hiring a graduate assistant from the IMBA program. She briefly led a discussion of course delivery differences using WebCT or Blackboard systems.

Mosbo (1) discussed scholarship stacking issues; (2) asked if there was interest in re-developing a "dean's fund"; (3) distributed materials regarding withdrawals; (4) distributed a draft revision of the lecturer/clinical instructor/laboratory instructor advancement process; (5) distributed printouts and asked the deans to review course enrollments for fall and adjust accordingly; (6) distributed draft copies of the NCA review team report. Items 3 and 4 will be discussed at the next COD meeting.

Following a motion by Horton and a second by Everding, the meeting adjourned at 10:50.

cd

COUNCIL OF DEANS

June 28, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, June 28, 2000, 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, and Sally Roden. Jimmy Ishee represented Neil Hattlestad, and Ron Toll was represented by Steve Addison.

The COD minutes of June 21 were approved as circulated.

Mosbo asked the deans to consider whether they should give faculty members the opportunity to follow the proposed outline when preparing their dossiers for lecturer/clinical instructor/laboratory instructor advancement. Following discussion, the COD voted 6-yes, 1-no, and 2-abstentions to provide the proposed outline to faculty. Mosbo will take the matter under advisement.

Mosbo called for discussion of the withdrawal policy. Several issues and questions were raised. Roden will gather additional information and discussion will continue at a future meeting.

Mosbo distributed student residence data prepared by Roger Lewis showing enrollments broken down by on-campus, off-campus, and selected cities. Discussion followed.

Dean Reports

Lee announced that Dr. Joe Delap, Associate Dean of the College of Liberal Arts, is now on campus.

Atkins informed the deans of a second Pathwise Training session scheduled for September 12-13, 2000. She asked the deans to encourage attendance for the professional education faculty who did not participate in the May session.

Everding reported on a recent request for allocation of a graduate assistantship and asked the deans for input. Discussion followed.

Roden reported that the three-day instructional technology workshop was underway and the faculty involved are very enthusiastic. She asked the deans to ensure that all four-year graduation plans are submitted and are accurate.

Mosbo (1) asked the deans whether the chairs were in favor of a proposed process for submission of grades, and following discussion the COD determined that a change did not need to be made at this time; (2) distributed copies of the on-line calendar web pages and suggested that events of college- or university-wide interest should be submitted; (3) reminded the deans that Gordon McCray will be on campus this afternoon, tomorrow, and Friday to conduct instructional technology workshops and encouraged them to visit a workshop; (4) announced that Buchanan will coordinate academic technologies and asked that the deans inform him of departmental or college initiatives in that area; (5) discussed the recent decision by the Department of Finance and Administration to deny UCA's request to award merit bonuses to classified staff; (6) distributed up-to-date enrollment printouts for fall and stressed the importance of making sure that classes are available for students who have not yet registered.

Following a motion by Horton and second by Everding, the meeting adjourned at 10:50 a.m.

cd

COUNCIL OF DEANS

July 5, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, June 14, 2000, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Bob Everding, Joe Horton, Maurice Lee, Elaine McNiece, Sally Roden, and Ron Toll. Jonathan Glenn represented Sam Buchanan, Debbie Barnes represented Kathleen Atkins, and Barbara Williams represented Neil Hattlestad.

The COD minutes of June 28 were approved as circulated.

McNiece presented the Graduate Council minutes of June 30.

McNiece moved to recommend the following new course:

MATH 5308 Mathematical Thinking for K-8 Teachers

Toll seconded the motion, which passed unanimously.

Mosbo asked for comments or concerns regarding a non-classified evaluation draft document. The discussion was postponed until July 19.

Mosbo distributed comparative salary information prepared by Roger Lewis and asked the deans to provide data on faculty whose salaries are below average amounts. The data are due to the provost by July 14.

Mosbo asked the deans to provide biographical material on new faculty by August 1. McNiece distributed a tentative schedule for New Faculty Orientation. Mosbo asked the deans to develop or continue plans for integrating new faculty into the university community.

Mosbo reported on recent meetings with the Summer Student Government Association.

Mosbo reminded the deans to submit the following: equipment requests are due today; salary bonus recommendations are due July 14; and faculty morale and impact issues are due July 31. He also reminded the COD of the topic for the focused meeting on July 31 and stated that Toll would lead the discussion. Mosbo stressed the importance of keeping an eye on fall course enrollments and making sure there are enough sections, particularly general education, in which to register entering students.

Dean Reports

Lee reported on efforts to offer basic Spanish classes for faculty and staff.

Mosbo asked for input on organization of the Academic Timetable, and he distributed copies of an article from the Chronicle of Higher Education.

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

cd

COUNCIL OF DEANS

July 19, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, July 19, 2000, 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 Ron Toll. Debbie Barnes represented Kathleen Atkins. Elaine McNiece and Sally Roden were absent.

The COD minutes of July 12 were approved as circulated.

Mosbo called for discussion of a draft evaluation form for non-classified staff. He will report issues/concerns to John Smith.

Mosbo asked for comments regarding a draft list of provost priorities that was distributed at the last COD meeting. Discussion followed.

Mosbo distributed information gathered from previous requests for funds for critical maintenance and other needs, and asked deans to submit by 2:00 p.m. today any additions or deletions to the list.

Mosbo reminded the deans that ads for all faculty positions should include the words, "contingent upon funding."

Mosbo: (1) distributed up-dated information from Kim Bradford on distributions of continuing education revenues; (2) distributed a draft description of a prospect assignment committee prepared by Brian Bolter; (3) reminded the deans that he would be out of the office until July 31; (4) cancelled COD for next week; (5) reminded the deans to submit faculty morale issues and impact issues by July 31; (6) reminded the deans to submit biographical information on new faculty by August 1; (7) informed the council of a high school football event scheduled for August 29; (8) reported on a recent meeting of the Commission on Governance.

Dean Reports

Buchanan informed the deans of a request for faculty to participate in a staff development initiative directed at assisting staff members who are seeking the GED. He asked deans to let him know whether faculty would be interested and if participation in such a program could be viewed as an extension of the service component.

Hattlestad distributed an article from the *Chronicle of Higher Education* regarding possible options for North Central accreditation.

Toll reported that the 15th annual state-wide Math and Science Leadership Conference is on campus this week. Over 400 math and science educators are expected to participate. The College of Natural Sciences and Mathematics is exploring opportunities to host other similar groups.

Following a motion by Horton and second by Everding, the meeting adjourned at 10:50 a.m.

cd

Council of Deans Meeting

2 August 2000

Present: Buchanan, Everding, Horton, Ishee (for Hattlestad), Lee, McHaney, McNiece, Mosbo, Toll. Absent: Roden

Minutes of the 19 July meeting were approved.

Mosbo reminded the deans to review the distributed list of priorities and to direct comments back to him. He indicated that he plans to compile a list from impact issues and faculty morale issues identified by the deans. The deans should expect to have a focused meeting in the near future with these items being the topic of discussion.

Peter Mehl has been charged by the provost to investigate the efficiency and effectiveness of the present courses that teach introductory computer skills. He is asked to make a recommendation to the provost as to what would be the most productive and least redundant configuration for offering these courses.

Sam Buchanan has been charged by the provost to investigate the introductory statistics courses offered by the various departments. He will determine which students constitute the enrollments in these classes and what their statistical needs are. Further, he is to recommend to the provost a configuration that would be the most productive and least redundant in the delivery of these skills.

The deans are reminded that due a tightening labor market, the recruitment of faculty in the next few years will become increasing difficult. They were asked by the provost to develop plans that would maximize the productivity of our recruiting efforts. They were asked to develop and share ideas that would attract young faculty to our institution. The topic will be revisited on September 6.

The provost reminded the deans that Friday, 11 August, 2000, represented a return to business attire. He pointed out that the Board of Trustees meeting was scheduled for 2:00 pm that day and that commencement was schedule for 7:00 pm that evening.

The provost asked the deans to determine if any legitimate educational programs were making use of the Jimmy Driftwood barn or properties in Mountain Home. He asked that the deans relay any list of those activities to this office as soon as possible.

Deans Reports

Dean McNiece announced an IDC open house, 12 September in Torreyson 215. She also announced that due to a scheduling conflict, the graduate assistants orientation was moved to 31 August. Finally, she announced that the graduate council minutes and course proposals would be available online. Dean McNiece reminded the council that a session with department chairs had been scheduled for 14 September, noon to 3:00 to discuss promotion and tenure issues.

Dean Toll announced the National Science Foundation has awarded a grant for the purchase of an electronic scanning microscope. Plans for the equipment include an outreach program to public schools in the area. The award plus match was in the amount of $195,000.

The meeting adjourned at 10:35 a.m.

sb

COUNCIL OF DEANS

August 9, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, August 9, 2000, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Sam Buchanan, Bob Everding, Neil Hattlestad, Maurice Lee, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll. Ira Saltz represented Joe Horton.

The COD minutes of August 2 were postponed until next week.

Roden distributed information about the residential colleges and technology programs within those colleges. Discussion followed.

Mosbo asked for nominees to serve on a new computing advisory committee. The deans should submit names to Buchanan by August 18.

Mosbo (1) asked for nominations for long-term service awards; (2) asked deans to provide names of individuals whose numbers should be blocked from caller identification; (3) asked deans to provide names for managers' luncheon with the president; (4) discussed the possibility of academic area recognition awards and asked the deans to provide feedback from department chairs; (5) reminded deans to return to business attire on August 17; (6) informed the deans of plans to disburse letters regarding bonuses to faculty; (7) asked deans to inform him of available dates for a fall event; (8) expressed his appreciation to Everding for his assistance in preparing the challenge to graduates for commencement; (9) informed the deans that the NCA visiting team report will be distributed after the president's address; (10) discussed UCA Foundation fund possibilities; (11) reminded the deans of FAST movers, the Summer Reading Program, and other Welcome Week activities; (12) asked the deans to give a broad view of general education during college meetings with students along with explaining major and minor requirements; (13) asked if there would be interest in a dining room expressly for faculty.

Dean Reports

Lee reported that Spanish classes for university employees have been scheduled; a class for off-campus businesses has also been formed. He announced that Dr. Joe Hatcher would be the interim director for Humanities and World Cultural Programs within the College of Liberal Arts.

McHaney distributed information regarding teacher preparation standards and self-assessment. She also shared information about grant possibilities that encourage incorporation of technology into teacher education.

McNiece asked the deans to encourage participation in New Faculty Orientation sessions.

Hattlestad urged the deans to look at annual reporting forms for faculty and merge the forms where appropriate to reduce paperwork. He reported that the annual meetings of the National Conference of Academic Deans will be hosted by UCA for three years beginning in July 2001 and asked for ideas on publicity.

Everding announced that Channel 6's new director, Jack Swanstrom, is developing new programming that highlights UCA and that also features classic movies.

Roden distributed her agenda for Monday's meeting of undeclared students.

The regular meeting adjourned to special session at 11:20 a.m.

cd

COUNCIL OF DEANS

August 16, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, August 16, 2000, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Sam Buchanan, Bob Everding, Joe Horton, Maurice Lee, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll. Jimmy Ishee represented Neil Hattlestad.

McNiece distributed information from the National Survey of Student Engagement. The topic will be discussed at a future meeting.

Mosbo asked for comments regarding a draft letter from the UCA Foundation. Discussion followed.

Buchanan informed the deans of changes in reporting to the Arkansas Department of Higher Education (ADHE) with regard to faculty evaluations. Deans are to submit to Buchanan information for their colleges by September 15.

Mosbo distributed cafeteria tickets to the deans and urged them to share the tickets with faculty so that they may eat in Christian Cafeteria from time to time.

Mosbo reminded the deans that all advertisements for tenure-track/302 faculty positions must state that the option is available to successful candidates. He informed the deans that the words "contingent upon funding" were no longer required in ads.

Mosbo asked for feedback on the Summer Reading Program and college meetings with students. The deans agreed that participation in the Summer Reading Program was very good by all reports. Roden indicated that over 750 students participated. The college meetings were well-attended and informative. Mosbo expressed his appreciation to Roden for her work on the Orientation Committee, and helping to put more academic activities into Welcome Week.

Mosbo (1) distributed ADHE program proposal summaries and items passed by the Board of Trustees; (2) distributed provost's foci and requested reactions by August 25; (3) distributed information about the Faulkner County Leadership Institute; (4) distributed an administrative responsibility chart provided by Ronnie Williams of student services areas; (5) distributed a tentative schedule of events for Reynolds Performance Hall; (6) distributed rising junior examination information prepared by Jonathan Glenn; (7) reminded the deans of September 6 COD items; (8) discussed the faculty compensation letter to be sent by human resources; (9) reported that there may be a campus mail slow-down due to recent personnel losses; (10) informed the deans that Roger Lewis is putting institutional statistics on the website; (11) stated that the bookstore operations by Barnes and Noble should be the same as they were when UCA operated the store.

Dean Reports

Buchanan announced that the Library is without electricity on the east side and will be closed tomorrow night.

Horton asked for a discussion of the decision not to purge students for non-payment. Discussion followed.

McNiece (1) distributed a memorandum from Kim Bradford regarding the Arkansas Governor's School; (2)

informed the deans of an upcoming workshop on compliance with regulations on research using human subjects, additional information will be forthcoming; (3) reported that new faculty orientation activities went well and participation was high.

Toll announced that John Ruehle, Department of Biology, recently won an award for his wildlife art. He informed the deans of micro-teaching initiatives in the College of Natural Sciences and Mathematics, and the development of an internal technology task force headed by Steve Addison.

Roden reported on residential college activities now underway.

The meeting adjourned at 11:25 a.m.

cd

COUNCIL OF DEANS

August 23, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, August 23, 2000, 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, Jane McHaney, Elaine McNiece, and Sally Roden. Steve Addison represented Ron Toll.

The COD minutes of August 9 were approved as amended. The COD minutes of August 16 were approved as circulated.

Buchanan reported on advising and registration activities. Some particular difficulties were identified and discussed. Buchanan provided attendance validation forms and instructions for completion of the forms. Mosbo reminded the deans of the importance of accurately reporting student enrollments.

Mosbo asked for comments regarding academic priorities, which had been previously distributed. Discussion followed.

Mosbo distributed a draft "Message from the Provost" to be added to the provost's webpage. He asked for comments or suggestions to be sent to him by the end of the week.

Mosbo (1) reminded the deans of a focused meeting on August 28 at 2:00; (2) reminded the COD that they would discuss the National Survey on Student Engagement next Wednesday - McNiece distributed information to facilitate that discussion; (3) asked for recommendations of new and active faculty to participate in a luncheon series; (4) discussed plans to set a meeting of recently tenured faculty; (5) asked that if deans hold regular faculty meetings he be invited to one at some point during the academic year, and told of plans to visit various areas on campus for casual meetings; (6) asked for input on the provost's address to faculty; (7) discussed logistics for introducing new faculty; (8) stated that the non-classified evaluation form was available in electronic form for those wishing to modify it to their needs - it was agreed to complete non-classified evaluations at the same time as faculty evaluations.

Dean Reports

Everding reminded the council that *Blood Brothers* would again be staged August 30 through September 1.

Roden (1) announced that Dr. Patricia Draves, associate professor of chemistry, has accepted the position of associate dean of undergraduate studies; (2) informed the deans of coverage of the Summer Reading Program in the *Arkansas Times*; (3) shared examples of good publicity resulting from the retention excellence award presented to UCA by Noel-Levitz.

McNiece (1) reported that X-grades had been sent to the graduate office through the campus mail, and asked that forms of that nature be hand-delivered to avoid delays in processing; (2) distributed a list of upcoming workshops and seminars from sponsored programs and the IDC; (3) distributed a preliminary report of enrollments in the University College.

Buchanan (1) distributed a list of the membership of the Computing Advisory Committee; (2) stated that Jonathan Glenn is putting together an outline of the format for annual reports, and asked deans to provide a copy

of the outline they have most recently used; (3) stressed the need to have correct instructor information in the master course file before the final reporting date.

Lee (1) discussed future consideration of proposals in gender studies and African-American studies; (2) indicated that Joe Hatcher will visit departments relative to his new position as interim director of the Humanities and World Cultures program; (3) reported that there are two Spanish courses for university staff and one for Conway business/industries.

McHaney reported on two minority grant possibilities. She asked deans to share the information with chairs to help get word to minority UCA students who have indicated an interest in a career in education. Lloyd Harvey is the contact person for these student grants. McHaney invited the deans to attend a reception honoring new faculty in the College of Education after college meetings on August 29.

Following a motion by Horton and second by Everding, the meeting adjourned at 11:20 a.m.

cd

COUNCIL OF DEANS

August 30, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, August 30, 2000, 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, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll.

The COD minutes of August 23 were approved as circulated.

McNiece asked for input regarding the National Survey of Student Engagement. COD discussion will continue in late October following further review by the Instructional Development Center.

Mosbo led a discussion of space needs for a new distance education classroom.

Mosbo reported on confusion surrounding recent bonus notifications. Deans will be given copies of letters so that they may clarify any concerns that arise. He also discussed funding trends and salary issues.

Mosbo discussed the procedural process for the Sondra Gordy appeal.

Mosbo informed the deans of the necessity for performing annual written evaluations of department chairs. Discussion followed.

Mosbo (1) distributed a letter from the Association of Governing Boards; (2) distributed information prepared by Roger Lewis on fall enrollments; (3) informed the deans that the number of computer connections in residence halls thus far requested exceeds more than the total requests last year - and several hundred more requests are expected; (4) informed the deans of Family Day scheduled for October 7; (5) reminded the deans that each year the Student Government Association provides funding to student organizations and asked that deans make sure that requests are from recognized student organizations; (6) reported that tickets are now available for an October 10 dinner honoring Stanley Russ; (7) reminded the council that anytime they anticipate difficult situations, a university police officer can be dispatched.

Dean Reports

Horton announced that he plans to step down as Dean of the College of Business Administration. Mosbo indicated that Horton has agreed to serve until a search is completed. Mosbo expressed his enjoyment of working with Horton first as a fellow dean and for the past two years as provost.

Everding announced that the Box Office at the Reynolds Performance Hall is now open Monday through Saturday from 10:00 a.m. until 2:00 p.m., 450-3265.

Buchanan reminded the deans that PAFs must be processed prior to employment. McNiece informed him that often there are forms to be attached that require time to obtain. Buchanan suggested that the PAF go through with a note explaining that the required attachments will follow.

Mosbo described recent problems with attendance validation forms.

The meeting adjourned at 11:30 a.m.

cd

COUNCIL OF DEANS

September 6, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, September 6, 2000, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Bob Everding, Neil Hattlestad, Joe Horton, Maurice Lee, Jane McHaney, Elaine McNiece, and Ron Toll. John Mosbo and Sally Roden were absent.

McNiece reminded the deans of a meeting scheduled for September 14 that will be sponsored by the Instructional Development Center. She informed them of the planned format and asked for additional input. Discussion followed.

Buchanan asked for preferred agenda topics for the mini-retreat scheduled for September 11. Consensus was reached. He also asked the deans to consider the possibility of Mosbo meeting with a group of faculty to discuss salary issues.

Buchanan asked for a suggested list of inducements for faculty recruitment. Discussion followed.

Buchanan (1) distributed a memorandum of recommendation from Cheryl Lyons for limitation of consortium agreements - the recommendation will be a discussion item at next week's COD meeting; (2) distributed a memorandum from Gaylon Ross to George Bratton proposing a policy and procedures for honorary degrees - this proposal will be discussed at the next COD meeting; (3) reminded the deans to let Carol Daves or Mosbo know of items that they would like to place on a COD agenda; (4) provided an example of good phrasing and phrase placement from a recent advertisement for a tenure-track/302 position; (5) discussed the possibility of a separate awards ceremony for academic areas and submitting the suggestion to the Faculty Senate for consideration - the deans agreed; (6) reminded the deans of the Provost's Address to the Faculty scheduled for Thursday, September 7, and asked the deans to provide new faculty with nametags; (7) informed the deans that October 26 is the bid date for the new writing/philosophy building; (8) reminded the council that September 15 is the deadline for agenda items for the October 13 Board of Trustees meeting.

Dean Reports

Horton discussed a recent conversation with Joe Hatcher regarding the deans' discretionary fund. Buchanan indicated that he would mention it to Mosbo.

McHaney distributed and explained information on the 1999-2000 Praxis scores. Discussion followed.

McNiece (1) reminded the deans of deadlines for proposals for sabbatical leave and reassigned time requests; (2) reported that there will be a series of graduate recruitment fairs at all Arkansas institutions and welcomed faculty participation; (3) distributed information on SILO grant proposals and requested nominations for reviewers.

Toll announced that the College of Natural Sciences and Mathematics was invited to join Mentornet, a program designed to introduce women who are established in the sciences to women who wish to pursue scientific careers. Toll reported on a recent meeting of the Web Advisory Committee.

Buchanan (1) distributed an article from AASCU; (2) distributed information to facilitate discussion at the September 11 retreat; (3) distributed the current policy and optional guidelines for lecturer/clinical instructor/laboratory instructor advancement.

The meeting adjourned at 10:45 a.m.

cd

COUNCIL OF DEANS

September 13, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, September 13, 2000, 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, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll.

Following a motion by Horton and second by Hattlestad, the COD minutes of August 30 were approved as circulated, and the minutes of September 6 were approved as amended.

Mosbo called for concerns or suggestions regarding a draft document proposing honorary degrees. Discussion followed. Mosbo will bring the suggestions to the Faculty Senate when the document is discussed by that body.

Mosbo explained the reasoning behind a recommendation for limitations on consortium study. Points raised during discussion will be incorporated into the document, which will again be considered by the COD at its September 20 meeting.

Mosbo followed-up briefly on points he raised during his annual address to the faculty. (1) Consensus was reached that aligning reward systems with expectations should be a topic for a focused meeting of the COD. (2) Mosbo led a discussion about the possibility of a meeting designed to raise awareness about developing a sense of community. (3) He called for a brief discussion of "learning-centered" rather than "teaching-centered" program modeling. (4) Mosbo asked that Buchanan's technology committee give recommendations and work on developing promotional grants to promote teaching with technology. (5) Mosbo briefly discussed his response to the [Faculty] Senate President's Report of September 12.

Mosbo (1) reminded deans of the Arkansas Deans' Association meeting scheduled for October 2; (2) reported on items discussed at a recent meeting of Chief Academic Officers; (3) announced that the April 2001 meeting of the Arkansas Higher Education Coordinating Board will be hosted by UCA; (4) shared the dates of upcoming University Council meetings (September 28, October 28, January 23, and April 26); (5) informed the deans of the tentative date of the service awards (April 5); (6) informed the deans of the date for a reception honoring benefits-eligible retirees (April 24); (7) explained the purpose/operation of the proposed deans' discretionary fund.

Dean Reports

McNiece asked deans to send to her by Friday the names of faculty nominees who could serve as SILO reviewers.

Everding informed the deans of an Open House at The Reynolds scheduled for Sunday, September 17. Tapes of upcoming shows will be running, along with guided tours of the facility.

Roden expressed her appreciation to everyone who participated in the Summer Reading Program, and reported that the Julia Butterfly Hill presentation was well attended. Roden questioned the deans regarding continuation of the reading program. Discussion followed.

Following a motion by Horton and second by Everding, the meeting adjourned at 11:25 a.m.

cd

COUNCIL OF DEANS

September 20, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, September 20, 2000, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Sam Buchanan, Bob Everding, Neil Hattlestad, Joe Horton, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll. Joe Delap represented Maurice Lee.

Gilbert Baker and Shelly Mehl were present to inform the deans of plans for this year's United Way campaign. Following discussion, Baker and Mehl departed.

The COD minutes of September 13 were approved as amended.

Mosbo reported on discussions regarding faculty recruitment. He asked the deans to submit by September 30 any budgetary ramifications.

Mosbo asked for comments or suggestions regarding a revised draft policy on consortium agreement limitations. No further changes were recommended.

Mosbo reviewed possible dates and times for a promotion reconsideration. The timetable was established.

Mosbo asked if the deans had additional comments or suggestions regarding faculty morale issues.

Mosbo called for discussion of fringe benefits recommendations. The recommendation of allowing fee remissions for graduate credit to employees was supported. The deans also supported the recommendation that there be no charge against vacation hours for employees taking a day course in the fall semester, depending upon space availability in courses and departmental staffing needs.

Mosbo asked for reactions to recommendations for establishing a uniform procedure to govern the loan of state/university property. Discussion followed.

Mosbo (1) discussed office space for retired faculty; (2) shared information about the ACE Fellows program; (3) reminded the deans to provide suggestions for informal luncheons; (4) shared a brochure of programs at Harvard for upper- and middle-level administrators; (5) reported that Garlan Jenkens has resigned his position as director of the Baum Gallery; (6) distributed data prepared by Roger Lewis; (7) informed the deans that Joe Hatcher indicated that the foundation would provide $2000 in matching funds to the deans' discretionary account when that account reaches $2000.

Dean Reports

Buchanan reminded the deans to send to Jonathan Glenn the faculty evaluation form currently being used by their college.

McHaney (1) distributed a copy of a university property loan policy from a former institution; (2) distributed information on the national report card; (3) reported on opportunities for student participation in the America Reads program led on campus by Mary Mosley.

McNiece (1) expressed her appreciation to the deans who participated in a recent seminar for department chairs;

(2) reported that Deborah Walz has completed a workshop on grant writing with College of Education faculty and pointed out that McHaney informed the group that grant writing is an important way for the college to work toward goals; (3) informed the deans that the Graduate Council meets Thursday and that proposals are on the web.

cd

COUNCIL OF DEANS

September 27, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, September 27, 2000, 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, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll.

The COD minutes of September 20, 2000, were approved as circulated.

McNiece presented the Graduate Council minutes of September 21.

McNiece moved to recommend the following graduate faculty applicants. Horton seconded the motion, which passed unanimously.

Recommended with 8-year (2008) review:

- Clint Johnson ECON/FINA ECON 5360, 6303
- Tom Oxner ACCT ACCT 6310

McNiece moved to recommend a Master of Public Health degree including the following new courses. Hattlestad seconded the motion. Following discussion, the motion passed unanimously.

HSC 6330 Biostatistics For Public Health

HSC 6355 Directed Practicum

HSC 6335 Grant Writing

HSC 6680 Internship

HSC 6375 Special Project

McNiece presented the following information items:

Course Title and Prefix Changes

HED 5301 Health Education in the Medical Care Setting **TO**

HSC 5301 Health Education in the Medical Care Setting

HED 5302 Health Education in the Worksite **TO**

HSC 5302 Health Education in the Worksite

HED 5303 Environmental Health Problems **TO**

HSC 5303 Environmental Health

HED 5312 Drug Education **TO**

HSC 5312 Drug Education

HED 5331 Program Planning and Evaluation **TO**

HSC 5331 Program Planning and Evaluation

HED 5343 Health Strategies for Multicultural Populations **TO**

HSC 5343 Health Strategies for Multicultural Populations

HED 5370 Administration of Health Programs **TO**

HSC 5370 Administration of Health Programs

HED 6310 Health Education Curriculum **TO**

HSC 6310 Advanced Health Education Techniques

HED 6320 Foundations of Health Education **TO**

HSC 6321 Social and Behavioral Aspects of Health

HED 6350 Contemporary Health Problems **TO**

HSC 6350 Contemporary Health Problems

HED 6360 International Health **TO**

HSC 6360 International Health

HED 6361 Epidemiology **TO**

HSC 6361 Epidemiology

HED 6371 Directed Independent Study **TO**

HSC 6371 Directed Independent Study

HED 6379 Foundations of Research in Health and Applied Sciences **TO**

HSC 6379 Research in Health

HED 6380 Thesis Research I **TO**

HSC 6380 Thesis Research I

HED 6390 Thesis Research II **TO**

HSC 6390 Thesis Research II

Prefix Change

ECON 6390 Special Problems in Economics **TO**

MBA 6390 Special Problems in Economics

MGMT5390 Special Problems in Management **TO**

MBA 5390 Special Problems in Management

McHaney presented a proposed revision to the membership of the Professional Education Council, which serves as a governance system for the Professional Education Unit. Discussion will continue at a future meeting.

Mosbo (1) reminded the deans of an off-campus meeting scheduled for the evening of October 21; (2) informed the deans that he would be out of the office four days next week; (3) discussed a recent informal luncheon with faculty.

Deans Reports

Buchanan reminded the deans of an upcoming Arkansas Deans' Association meeting.

Lee shared information about a recent chairs' retreat presentation by Amanda Moore on uses of technology in the classroom. Lee plans to hold a dinner for College of Liberal Arts faculty on Friday.

Everding announced that George Crumb is in residence this week, and will present an evening of his compositions tomorrow night.

Toll reported on a series of meetings with faculty and students aimed at sharing perspectives on issues of importance to the college and its majors.

The regular session adjourned at 10:30 a.m. The deans continued in executive session.

cd

COUNCIL OF DEANS

October 4, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, October 4, 2000, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Bob Everding, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll. John Mosbo was absent; Jimmy Ishee represented Neil Hattlestad, Ira Saltz represented Joe Horton, and Joe Delap represented Maurice Lee.

Roden presented the Undergraduate Council minutes of September 19.

Roden moved to recommend the following new writing courses. Everding seconded the motion, which passed unanimously.

WRTG 4315 Semantics

WRTG 4325 Sociolinguistics

Roden moved to recommend modifications to the Information Systems minor. Saltz seconded the motion, which passed unanimously.

- Modifications in Information Systems Minor
    - Require INFO 2343 Information Processing and Analysis **and**

INFO 3321 Managing Systems and Technology

    - Increase the minor from 18 to 21 hours
    - Require that 15 hours be upper division

Roden moved to recommend a revised curriculum for the BS in Health Sciences, Gerontology emphasis. Ishee seconded the motion, which passed unanimously.

- Revision of BS in Health Sciences, Gerontology Emphasis
    - Deletion of following courses:

HSCI 4403 Human Physiology

CHEM 1402 Physiological Chemistry I

CHEM 1403 Physiological Chemistry II **or**

CHEM 1450 College Chemistry I

CHEM 1451 College Chemistry II

PHYS 1410 College Physics I

PHYS 1420 College Physics II

SOC 4321 Social Policy Analysis

    - Addition of three new courses:

HED 4310 Health Concerns of Aging

HED 4190/4290/4390 Directed Independent Study

HED 4365 Field Experience in Health Education

- Addition of existing courses:

PHYS 1405 Applied Physics

HED 2310 Introduction to Gerontology

HED 4600 Internship (Gerontology setting)

PHIL 1320 World Religions

PHIL 4350 Health Care Ethics

ACCT 4325 Legal Environment of Health Care Administration

HED 2320 Mental Health

INFO 2343 Information Processing and Analysis

HSC 3123 Medical Terminology

HED 3320 Epidemiological Research

HED 4343 Health Strategies for Multicultural Populations

HED 4370 Administration of Health Programs

- Increase total hours from 125 to 126

Roden moved to recommend the following minor in gerontology. Ishee seconded the motion, which passed unanimously.

- Minor Requirements: 21 hours

- Core Courses: 15 hours

HED 2310 Introduction to Gerontology

HED 4310 Health Concerns of Aging

SOC 4331 Social Gerontology

HED 4190/4290/4390 Directed Independent Study in

Gerontology, **or**

SOC 3381 Death and Dying

PSYC 3360 Social Psychology, **or**

PSYC 4352 Adult Psychology

- Electives: 6 hours

HSC 3123 Medical Terminology

HED 4331 Program Planning and Evaluation

HED 4343 Health Strategies for Multicultural Populations

BIOL 4351 General Pharmacology

SOC 4334 Medical Sociology

Other electives may be approved by prior consultation with the gerontology program advisor or department chair.

Roden presented the following information items:

- An editorial change in the BA Degree (Art Education) as follows:

Two degrees are offered: 1) BA in art with an emphasis in an area of studio art, art history, or art education, 2) BFA in studio art with an emphasis in graphic design or an area of the fine arts. Teacher licensure is available through the BA and BFA degrees.

- Deletion of Pre-architecture and Pre-landscape Architecture programs
- Description changes for the following Military Science courses:

  MILS 1101 Leadership I

  MILS 1110 Leadership II

  MILS 2204 Military Organization/Tactics I

  MILS 2213 Military Organization/Tactics II

  MILS 3305 Advanced Leadership and Tactics I

  MILS 3306 Advanced Leadership and Tactics II

  MILS 4307 Applied Leadership and Management I

  MILS 4308 Applied Leadership and Management II

- Revision of BS in Health Sciences, Emphasis in Physical Therapy
- > Increase degree emphasis requirements from 28 to 36 hours and require the following existing courses:

  BIOL 2420 Histology Health Science

  HED 3123 Medical Terminology

  WRTG 3310 Technical Writing

- Decrease degree related requirements from 26 to 21 hours
- Decrease additional electives required from 16 to 13 hours; 12 of which must be upper division
- Total degree hours remain the same at 124

McHaney reported on a meeting of professional education faculty, and she stated that she is open to discussion of any issues currently affecting changes in teacher education programs. The proposed restructuring of the Professional Education Council was discussed.

Buchanan asked the deans to speak to chairs regarding the grade reporting process. Discussion followed.

Buchanan gave the college deans library carrel numbers that have been designated for use by faculty in their areas.

Buchanan reminded the council of Family Day events.

Dean Reports

Saltz shared an issue regarding laptop computers that was discussed at the Business Deans session during the Arkansas

Deans' Association meeting.

Delap reported that 40 faculty members from the College of Liberal Arts attended a recent dinner.

Ishee informed the council that Hattlestad is currently on an accreditation visit.

Everding announced that the first art competition at the Baum Gallery opens on Thursday, and over 50 works are on display from around the country.

Roden reported on a recent advising retreat. She informed the deans of activities of SMART students (technology mentors) and shared information about the numbers of faculty using technology in the classroom.

Following a motion by Saltz and a second by Ishee, the meeting adjourned at 10:30 a.m.

cd

COUNCIL OF DEANS

October 11, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, October 11, 2000, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Bob Everding, Neil Hattlestad, Joe Horton, Maurice Lee, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll. Sam Buchanan was absent. Joe Delap represented Maurice Lee.

McNiece presented draft guidelines for faculty applying for funding to work on terminal degrees. She asked the deans for their perspectives on providing funding for this purpose. Discussion followed.

Roden reported on the status of posting four-year degree programs on the home page. She indicated that a number of programs are not listed. She stressed the importance of having complete and accurate information and asked the deans to verify the information in posted programs. Discussion followed.

Mosbo reminded the council of previous discussions on the withdrawal policy. Roden presented policies from UCA and other institutions for comparison. Discussion followed. Mosbo asked Roden to charge the retention committee to look at the issue further.

Mosbo led a discussion of honorary faculty ranks.

Mosbo (1) explained the format for providing information on applicant pools for upcoming faculty searches, and asked for regular search updates to be sent electronically to Lori Hudspeth; (2) discussed a recent report on guided study; (3) informed the deans of a paper shredding service; (4) asked the deans for comments on a recent focused meeting.

Dean Reports

Horton discussed a recent physical plant memorandum regarding posting signs on walls and doors.

McHaney provided an update on program development and a recent meeting on middle school programs.

McNiece reported that requests for sabbatical leaves and reassigned time have been sent to committee for consideration.

Hattlestad distributed a brochure describing the National Conference of Academic Deans, to be held at UCA July 28-31, 2001.

Everding announced a theatrical presentation, *GINT*, which opens tonight. He also reminded deans of the first faculty chamber recital scheduled for Thursday evening.

Roden distributed flyers on an upcoming majors fair and reported that all departments are participating. She informed the deans that she, Patricia Draves, Tom Pilgreen, and Penny Hatfield will attend a retention conference at the University of Arkansas.

Mosbo asked deans to pick up several handouts: (1) an update of the faculty awards process; (2) an ad hoc committee report on faculty compensation; (3) SOAR information; (4) ACT comparative data; (5) transitional placement data; (6) materials from a conference on legal issues.

The meeting adjourned at 11:10 a.m.

cd

COUNCIL OF DEANS

October 18, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, October 18, 2000, 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, Elaine McNiece, Sally Roden, and Ron Toll. Debbie Barnes represented Jane McHaney.

The COD minutes of September 27 were approved as circulated. The COD minutes of October 4 and October 11 were approved as amended.

McNiece distributed revised guidelines for those wishing to apply for funds to support work on terminal degrees.

Peter Mehl, Director of General Education, was present to report on recent actions of the General Education Council. Following discussion, Mehl left at 10:07 a.m.

Tony Sitz, University Registrar, joined the meeting to discuss ramifications from this year's change in the date students were purged from registration files for non-payment of fees. Sitz reported that the benefits seemed to outweigh the problems, and asked for input from the deans. Discussion followed. Sitz reported that spring schedules, trial study forms, and master class schedules are now on-line. Buchanan informed the council that students may purchase a hard copy of the spring schedule from the bookstore and that catalogs will be sold at some point in the future. Sitz departed at 10:45 a.m.

Toll led a discussion of the format for student listings in commencement programs. He requested that information about the major be included. Discussion followed with the general concurrence of the COD.

Toll distributed information and asked deans to encourage participation in the National Conferences on Undergraduate Research (NCUR). He stated that students' scholarly and creative activities in most areas is appropriate for participation. Dr. Pat Desrochers of the Chemistry Department is UCA's liaison to the Council for Undergraduate Research.

Mosbo led a discussion of alignment of expectations and missions. He asked deans to consider (1) clearly expressing goals, (2) identifying how positions fit within those goals, and (3) acknowledging and rewarding those who fulfill goals. Discussion followed.

Mosbo departed at 11:30. Buchanan presided over the remainder of the meeting.

Buchanan reminded the deans of the technology symposium scheduled for Tuesday, October 24.

<u>Dean Reports</u>

McNiece (1) reminded the deans that public service grant proposals are due to deans today and requested that six copies of each proposal be submitted to her office, (2) stated that URC travel funds have been transferred to the deans' accounts, (3) the IDC is planning a spring brown bag entitled, "Great Expectations."

Everding announced that the American College Theatre Festival is on campus this week. Awards will be presented Saturday at Reynolds Performance Hall.

Roden expressed her appreciation to the deans for their participation in a recent majors fair and congratulated those areas that received awards.

Buchanan reminded the deans that Mosbo has charged him with gathering information on introductory statistics courses. He will soon hold meetings with areas offering the courses.

The meeting adjourned at 11:45 a.m.

cd

COUNCIL OF DEANS

October 25, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, October 25, 2000, 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, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll.

The COD minutes of October 18 were approved as amended.

McNiece presented the Graduate Council minutes of October 19.

McNiece moved to recommend graduate faculty status for the following:

Three-Year Review

Bolter, Brian V. COUN 6342

Boniecki, Kurt A. PSYC 6363, 6330, 6331, 7320, 7315, 9310-9910

Clifton, Keith E. MUS 6313, 6318, 6319, 6326, 6321, 6322

Eichler, Joan B. PSYC 6313, 6376, 6375, 6332, 6333, 7141-7341, 9310-9910

Foote, Lorien L. HIST 5322, 5330, 6300, 6324

Eight-Year Review

Jerome, Sarah N. H SC 5400, 5403, PTHY 7311

Rainey, Jacquie H ED 5331, 6379, 6361

One Year

Whittaker, Simon V. EMLS 6355, 6350, 6351, 6340, 6335, 6347, 6353, 6375

Hattlestad seconded the motion, which passed unanimously.

McNiece distributed draft Guidelines for Graduate Certificate Programs. The document will be considered by the Graduate Council at its November meeting, and by the Board of Trustees in December.

McNiece led a discussion of a HERI survey distributed previously to the council. Mosbo asked deans to use some of the responses as a point of discussion for future college meetings.

Mosbo (1) reminded deans of the deadlines for terminal appointments; (2) cancelled the COD meeting scheduled for November 1; (3) gave the topic of a focused meeting on November 6; (4) briefly discussed President's Scholars Day scheduled for November 14; (5) reported on a recent luncheon with a few department chairs and President Thompson; (6) reported on a recent meeting with the President and newly tenured faculty.

Dean Reports

Buchanan (1) reported on recent meetings of a committee charged to eliminate use of social security numbers for faculty and students on class rosters and other documents; (2) asked for clarification of an issue that recently arose regarding withdrawing from the promotion process; (3) informed the deans of the status of his review of introductory statistics courses.

Lee (1) reported on a recent two-week visit by a writer-in-residence, Marion Bloem, and plans to bring in other interdisciplinary professionals; (2) distributed information about Hispanic Heritage Month; (3) shared information about an English Department colloquium series; (4) informed the deans of specially-designed seminars in Spain.

McHaney reported that the Professional Education Unit is meeting almost weekly and is making good progress. She stated that they hope to have a first draft of program changes by November 6. Mosbo asked that McHaney aim for the May Board of Trustees meeting and July meeting of the Higher Education Coordinating Board.

McNiece (1) stated that the university is required to have a policy in place dealing with research misconduct, and the URC has recommended a policy that she will present at the November 8 COD meeting; (2) reported that the Sabbatical Leave Review committee will meet later today to consider requests for sabbaticals and reassigned time.

Everding announced that Paul Hass, former Poet Laureate of the United States, will be in residence the first week of February.

Toll (1) announced approval by the American Chemical Society of a biochemistry option added to the ACS-certified program in chemistry, and commended Dr. Patricia Draves for her work in preparing the proposal; (2) reported on a recent meeting with selected College of Natural Sciences and Mathematics faculty.

Roden reminded the deans that pre-registration for spring will begin soon and that department chairs now have the capability to increases course maximums and place students in courses.

McHaney asked about the process for evaluating transfer student records. Discussion followed.

The meeting adjourned at 10:55 a.m.

cd

COUNCIL OF DEANS

November 8, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, November 8, 2000, in the Provost's Conference Room. John Mosbo presided, and the following council members were present: Bob Everding, Neil Hattlestad, Joe Horton, Elaine McNiece, Sally Roden, and Ron Toll. Sam Buchanan was absent, Joe Delap represented Maurice Lee, and Debbie Barnes represented Jane McHaney.

The COD minutes of October 25 were approved as amended.

McNiece presented remaining Graduate Council actions from the September 21 meeting.

McNiece moved to recommend the following master's degree program and new courses.

Master of Science in Applied Computing

CSCI 6300 Distributed Operating Systems I

CSCI 6305 Distributed Operating Systems II

CSCI 6325 Concurrent Programming

CSCI 6330 Algorithms II

CSCI 6335 Networking

CSCI 6350 Computer Graphics II

CSCI 6355 Expert Systems

CSCI 6360 Topics in Advanced Computer Science

CSCI 6365 Advanced Theory of Computation

CSCI 6370 Database II

CSCI 6375 Computer Networks Performance Analysis

CSCI 6380 Computer Architecture II

CSCI 6381 Object Oriented Software Development II

CSCI 6385 Artificial Intelligence II

CSCI 6390 Software Engineering II

CSCI 6395 Independent Studies

CSCI 6699 Project

Toll seconded the motion, which passed unanimously following discussion.

McNiece asked for comments/issues of concern regarding a revised draft policy regarding allegations of research misconduct. Mosbo stated that the COD would not vote on the draft at this time.

McNiece led a discussion of a timeline prepared by Deborah Walz for consideration of promotional grant applications.

Roden distributed a brochure from this year's orientation events, and asked the deans for input regarding academic activities for 2001 Welcome Week. Discussion followed.

Mosbo (1) reminded deans to submit their college goals for discussion next week; (2) stated that Brooks Walthall will attend COD on November 29 to discuss cooperative education; (3) asked for input about high-demand areas for graduate programs.

Dean Reports

Horton (1) reported on an NSF initiative to revise mathematics for business students; (2) announced that Dr. Pat Cantrell will serve as interim associate dean of the College of Business Administration. Ira Saltz has requested to step down from that position in order to devote more time to the GSMLA.

McNiece (1) distributed a list of project directors and asked that deans encourage them to attend a workshop on November 30; (2) reminded the deans of deadlines for submission of public service grants and summer stipend requests.

Hattlestad (1) announced that a health professions advisor workshop will be hosted on campus on November 16; (2) distributed a listing of the top 20 high schools from which UCA draws graduates.

Toll (1) announced that Dr. Thomas Terry, an expert in the use of web-based resources to teach microbiology, will be on campus as a visiting professor supported by an award from the Burroughs Wellcome Fund; (2) invited the council to attend a faculty presentation by Dr. Jim Murray entitled "Brain and Mind: The Final Frontier," on Tuesday, November 14, at 7:30 p.m.

Roden reported that advanced registration for spring has begun, and asked deans to urge chairs to monitor class enrollments.

Mosbo delivered a report for Buchanan regarding problems that occurred when schedule changes were made prior to registration. Room changes are not a problem, however time changes affect advising. He asked that deans encourage chairs to keep schedule changes to a minimum and notify advisors of necessary changes.

Mosbo reported on a recent meeting with the General Education Council.

Following a motion by Horton and second by Everding, the meeting adjourned at 10:50 a.m.

cd

COUNCIL OF DEANS

November 15, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, November 15, 2000, 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, Jane McHaney, Sally Roden, and Ron Toll. Deborah Walz represented Elaine McNiece.

The COD minutes of November 8 were approved as amended.

Horton moved to recommend a request from the Department of Economics and Finance to change the name of the department to include Insurance and Risk Management. Following a second by Hattlestad, the COD unanimously recommended the change to Department of Economics, Finance, and Insurance and Risk Management.

Mosbo asked for the deans' input regarding a promotion eligibility question. Discussion followed.

Mosbo led a discussion of college goals submitted by each dean. He asked the deans to share their departmental goals at the December 6 COD meeting.

Mosbo (1) informed the council that he would be out of state Monday and Tuesday of next week; (2) cancelled the November 22 COD meeting; (3) reminded the deans to invite him to attend a college chairs' meeting if they had not already done so; (4) reminded the deans that the National Survey of Student Engagement would be an agenda item November 29; (5) indicated that the introductory statistics course information prepared by Buchanan will be discussed at the December 13 COD meeting; (6) discussed the purpose of the Donor Relationship Development Committee; and (7) stated that box lunches would be provided at 11:30 a.m. so that the deans could participate in a national teleconference at noon.

Dean Reports

Buchanan stated that a group of deans and others would be attending a conference in Hot Springs next Monday.

Lee asked the deans to indicate to him whether they would be interested in attending a seminar in Spain next summer.

McHaney informed the deans that UCA will host the JASON XII Teacher Training Seminar on December 2. She distributed information on updated NCATE standards.

Hattlestad informed the council of progress in the search for Dean of the College of Business Administration.

Roden distributed website addresses for model plans of study.

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

cd

COUNCIL OF DEANS

November 29, 2000

The Council of Deans met in regular session at 10:00 a.m., Wednesday, November 29, 2000, 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, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll.

Brooks Walthall, Director of Cooperative Education, was present to discuss internship and cooperative education opportunities.

The COD minutes of November 15, 2000, were approved as circulated.

McNiece presented the Graduate Council minutes of November 16.

McNiece moved to recommend approval to reduce the master's program in School Psychology to 45 hours. Following a second by McHaney, the motion passed unanimously. Certification will remain at 60 hours.

McNiece moved to recommend approval of the following new courses in Health Sciences.

H SC 5310 Health Concerns of Aging

H SC 5365 Field Experience in Health Education

H SC 5665 Field Experience in Health Education

Hattlestad seconded the motion, which passed unanimously.

McNiece moved to recommend approval of the Guidelines for Graduate Certificate Programs. Hattlestad seconded the motion, which passed unanimously.

McNiece led a discussion of the National Survey of Student Engagement. The deans were asked to discuss the results with department chairs and identify points that might be incorporated into Instructional Development Center programs.

Mosbo called for input about the proposed revisions to the process for advancement of lecturers/clinical instructors/laboratory instructors. Following discussion, it was recommended that the item be pulled from the Board of Trustees agenda for further consideration by appropriate groups.

Mosbo reported on a recent AACSB compensation and rewards meeting that he and Horton attended.

Mosbo (1) announced that the formal letter of reaccreditation has been received from NCA; (2) reminded the deans that any report of sexual harassment must be taken seriously and handled in accordance with university policy; (3) reported on a tuition shortfall; (4) distributed information regarding a seminar for administrators in Spain; (5) distributed copies of correspondence between AAUP and President Thompson; (6) reminded the deans that departmental goals will be distributed and promotional grant abstracts discussed on December 6; (7) stated that advancement deliberations will begin at 9:00 a.m. on December 4 and 5, and lunch will be provided; (8) distributed a tentative holiday schedule for 2001.

Dean Reports

McHaney distributed registration materials for "NCATE 2000: Continuing Accreditation and Beyond," and

asked that deans send representation from appropriate program areas.

McNiece (1) announced that the University Research Council has awarded nine summer stipends; (2) informed deans that a workshop for graduate assistants who support instruction will be presented by the IDC, and asked for suggestions from chairs regarding content; (4) informed the deans of a campus "tech fest" planned for April 17; (5) stated that the public service committee meets tomorrow; (6) indicated that promotional grant abstracts will be distributed this Friday; (7) distributed the goals for the divisions that report to her; (8) distributed brochures on Institutional Animal Use and Care procedures.

Hattlestad reported on the search for dean of the College of Business Administration.

Toll asked for a brief discussion of the status of faculty searches in other colleges.

Roden reminded deans that faculty have been encouraged to write grants on the instructional technology initiative. She asked for the deans' support if faculty request travel funds connected with these grants.

Following a motion by Horton and second by Everding, the meeting adjourned at noon.

cd

COUNCIL OF DEANS

December 6, 2000

The Council of Deans met in regular session at 9:30 a.m., Wednesday, December 6, 2000, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Bob Everding, Neil Hattlestad, Joe Horton, Maurice Lee, Jane McHaney, Sally Roden, and Ron Toll. John Mosbo and Elaine McNiece were absent.

Dr. Gary Roberts, Dean of Students, and Dr. Deborah Walz, Director of Sponsored Programs, were present to discuss promotional grant abstracts. Following discussion, the deans recommended combining three of the proposals into a single proposal and a fourth proposal for further consideration. Buchanan will organize the group to combine the three proposals.

Consideration of the COD minutes of November 29 was postponed until December 13.

Buchanan (1) informed the deans that Roger Lewis has submitted a letter of retirement for July 2001; (2) reminded the council that annual report guidelines would be considered next week; (3) asked deans to send the names of faculty to serve on a bookstore committee to Tom Pilgreen by Friday; (4) asked them to distribute to each other their departmental goals; (5) distributed enrollment information.

The meeting adjourned at 10:45 a.m. so that the deans could attend the luncheon for the Arkansas Rural Educators' Association.

cd

COUNCIL OF DEANS

December 15, 2000

The Council of Deans met in regular session at 9:30 a.m., Friday, December 15, 2000, 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, Jane McHaney, and Ron Toll. Elaine McNiece was represented by Ira Saltz, and Sally Roden was absent.

The Council of Deans minutes of November 29 were approved as amended, and the minutes of December 6 were approved as circulated.

Dr. Jonathan Glenn, Director of Planning and Assessment, was present to respond to issues pertaining to a proposed uniform annual report process. Discussion followed.

Buchanan presented information from a series of meetings held to discuss introductory statistics courses. Following discussion, Mosbo asked the deans to take the information to appropriate department chairs for their input. Discussion will continue at the January 17 meeting of the COD.

In Roden's absence, Buchanan presented the Undergraduate Council minutes of November 21.

Buchanan moved to recommend approval of a change in course level for Introduction to Geographic Information Systems from GEOG 2320 to GEOG 3311, and a change in course level for Cartography from GEOG 3375 to GEOG 2375.

Following a second by Lee, the motion passed unanimously.

Buchanan moved to recommend a reduction in the marketing minor from 30 to 21 hours and the addition of MKTG 2350 as an optional prerequisite to MKTG 3350 for the minor's required 18 hours of elective courses with the following proposed changes:

Delete: ACCT 2310 - Principles of Accounting I

ACCT 2311 - Principles of Accounting II

ECON 1310 - Modern Political Economy

ECON 2320 - Principles of Macroeconomics

ECON 2321 - Principles of Microeconomics

ECON 2330 - Business Statistics

MKTG 3350 - Principles of Marketing

Add: MKTG 4320 - Selected Topics in Marketing

MKTG 4352 - Retail Management

MKTG 4356 - Fashion Merchandising and E-Commerce

MKTG 4360 - Health Care Marketing

MKTG 4361 - Marketing Planning for Health Care Organizations

MKTG 4371 - Advertising

MKTG 4372 - Sales Management

MKTG 4373 - Public Relations

MKTG 4390 - Special Problems in Marketing

MGMT 2300 - Fundamentals of Entrepreneurship

MGMT 4349 - Small Business Management

Following a second by Horton, the motion passed unanimously.

Buchanan moved to recommend approval of revisions to the existing BS in Computer Science degree that had been previously returned to the Undergraduate Council from the May 10 COD meeting.

Following a second by Toll, the motion to recommend the revised BS in Computer Science passed unanimously.

Buchanan moved to recommend approval of a new BA degree in Computer Science, which had also been sent back to the Undergraduate Council on May 10. Following a second by Toll, the motion for a new BA in Computer Science failed by a vote of 1-yes, 7-no.

Buchanan moved to recommend a new minor in Gender Studies to include the following:

3 hours to be taken from: 3 hours to be taken from: 3 hours to be taken from:

BIOL 2405 ART 3365 ECON 4380

H ED 3305 ENGL 3315 PSYC 2370

H ED 4395 ENGL 3325 PSYC 3350

H ED 4396 ENGL 4304 SOC 3350

HIST 4308 SOC 3361

HIST 4309 SOC 4342

PHIL 2360 SPTA 3303

PHIL 3345 SPTA 3307

and an additional 9 hours to be fulfilled by any of the above courses.

Following a motion by Lee, the motion passed unanimously on the contingency that there are no concerns within the interdisciplinary program from department chairs not previously contacted.

Buchanan presented the following information items:

Prerequisite changes:

GEOG 2375 - Cartography change from GEOG 1315 or 1320 and GEOG 2345 to GEOG 1315 or 1320

GEOG 3311 - Introduction to Geographic Information Systems change from GEOG 2345 or consent of instructor to GEOG 2345 and GEOG 2375 or consent of instructor

MKTG 4320 - Selected Topics in Marketing change from MKTG 3350 to MKTG 2350 or MKTG 3350

MKTG 4352 - Retail Management change from MKTG 3350 to MKTG 2350 or MKTG 3350

MKTG 4371 - Advertising change from MKTG 3350 to MKTG 2350 or MKTG 3350

MKTG 4372 - Sales Management change from MKTG 3350 to MKTG 2350 or MKTG 3350

MKTG 4373 - Public Relations change from MKTG 3350 to MKTG 2350 or MKTG 3350

Revised bulletin descriptions:

GEOG 311 - Introduction to Geographic Information Systems to include: an elective for geography and other students and required for Geographic Information Science minors

GEOG 2375 - Cartography to include: an elective for geography and other students and required for Geographic Information Science minors

Mosbo (1) shared information gathered during recent meetings on salary issues; (2) discussed the possibility of a called meeting on Monday; (3) stated that meetings similar to those held on introductory statistics courses will be held regarding introductory computer skills courses; (4) informed the deans that Scott Roussel of Searcy has been appointed by Governor Huckabee to replace Harold Chakales on the UCA Board of Trustees; (5) reminded the deans that the university does not close when classes are cancelled due to weather; (6) stated that the floor for summer salaries will be $2600 and the ceiling is set at $3700; (7) asked for input on the revisitaton of the advancement policy - the deans were unanimous in their recommendation to conclude the advancement process at the dean level. Mosbo will ask Barbara Williams, Kathy McDaniel, and Debbie Barnes to meet again to discuss the deans' recommendation.

Dean Reports

Lee distributed a booklet and other information about developing critical thinking skills. Mosbo asked that he share the information with the Instructional Development Center.

Saltz reported that the first group of students from the Graduate School of Management, Leadership, and Administration will graduate Sunday.

The meeting adjourned at 11:40 a.m.

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