

# COUNCIL OF DEANS

**January 3, 2001**

The Council of Deans met in regular session at 8:30 a.m., Wednesday, January 3, 2001, 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, and Ron Toll. Pat Cantrell represented Joe Horton, and Sally Roden was absent.

Following a motion by Hattlestad and a second by Everding, the COD minutes of December 15 were approved as circulated.

McNiece presented the Graduate Council minutes of December 14.

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

## Three-Year Review

New, Nelda NURS 6226, 6320, 6325, 6330, 6415, 6520, 6521, 6526, 6531, 6143-6343, 6110-6410

Poe, Carmencita NURS 6202, 6301, 6303, 6320, 6325, 6330, 6344, 6355, 6356, 6415, 6501, 6502, 6143-6343, 6110-6410

Ruehle, Jon BIOL 5400, 5X71, 6X01, 6X71, 6102, 6440, 6480

## Eight-Year Review

Picou, Armand ECON/FINA MBA 5390, 6305

Larson, Katherine BIOL 5X71, 5404, 6X01, 6X71, 6102, 6443

Waggoner, Ben BIOL 5X71, 5401, 5402, 5415, 6X01, 6X71, 6102, 6330, 6450

McNiece moved to recommend a new Master of Science in School Leadership, Management, and Administration including the following new course proposals:

SLMA 6610 The Principal as Organizational Leader

SLMA 6520 The Principal as Ethical Leader

SLMA 6530 The Principal as Instructional Leader

SLMA 6540 The Principal as Manager

SLMA 6550 The Principal as Community Partner

SLMA 6460 The Principal's Role in a Diverse Global Environment

SLMA 6100-6600 School Leadership Internship

McHaney seconded the motion, which passed unanimously.

McNiece moved to recommend the following new courses in health sciences:

HSC 6324 Current Issues in Health Systems

HSC 6340 Strategic Planning for Health Systems

HSC 6670 Health Systems Internship

Hattlestad seconded the motion, which passed unanimously.

McNiece presented the following course title change as an information item:

BIOL 6440 Experimental Embryology **TO**

**BIOL 6440 Advanced Developmental Biology**

McNiece presented the report of the Teaching Evaluation Committee for discussion. Following discussion, Mosbo asked the deans to send their thoughts in writing to him by Monday, January 8. Cantrell will relay to the committee the comments and concerns expressed by the deans.

Mosbo reported that a dean had asked for COD discussion of the credit approval process for non-residential courses and gave an overview of the concerns that had been expressed. Discussion followed.

Mosbo informed the deans that the annual report document prepared by Jonathan Glenn will be revisited at the March 7 COD meeting.

### Dean Reports

Buchanan asked the deans to remind their departments that a faculty advisor is to be available during periods of student registration and fee payment and that departmental offices are to be open.

Lee reported that concerns had been expressed about the change in recognition for departmental honors to undergraduate scholars. He recommended that the name of the appropriate department be included, e.g., "Undergraduate Scholar in English." The COD concurred with his recommendation; Roden will be asked to notify the Director of Exemplary Studies.

McNiece asked deans to note the dedication of the Brewer-Hegeman Conference Center, scheduled for Sunday, March 4, at 2:00. Mosbo urged deans and department chairs to attend.

Mosbo distributed information from the Association of College Honor Societies. He also distributed a draft policy prepared by Melissa Rust and Pam Massey regarding university equipment and resources; the document will be discussed at the January 17 COD meeting.

Following a motion by Cantrell and second by Everding, the meeting adjourned at 10:15 a. m.

cd

## COUNCIL OF DEANS

**January 10, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, January 10, 2001, 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. David Skotko represented Jane McHaney.

Jim Brosam was present to discuss his duties in public relations. He distributed an outline describing the Office of Communications and goals. Discussion followed, and he departed at 10:00 a.m.

The COD minutes of January 3 were approved as circulated.

Mosbo led a discussion of the possibility of requiring an essay of applicants for admission to the university. Consensus was reached that the possibility should be pursued, and Mosbo will speak to Joe Darling.

Mosbo reminded the deans: (1) of the topic for the focused meeting on Monday; (2) that the draft equipment policy would be discussed January 17; (3) that conflict of interest forms and statement of income forms are due by the end of the month; (4) to provide the names of faculty to serve on the three faculty award committees; (5) that attendance validation forms would be distributed to deans on the 12<sup>th</sup> and that completed forms are due to the provost by the 18<sup>th</sup>.

Mosbo led a discussion of faculty leadership.

### Dean Reports

Buchanan discussed a campus-wide meeting that will be held on February 2 in response to the North Central self-study and visiting team report.

McNiece announced deadlines for sabbatical leave, reassigned time, and public service proposals.

Everding reminded the deans that the Chicago Brass would be on campus January 18, and that tickets are free to faculty and staff. A master class will be held for area high school students and UCA students.

Toll announced a recent NSF grant award to Jim Murray and Paul Hamilton for instructional equipment to support UCA's neurobiology program.

Roden reported that over 200 students were advised on Monday in the advising center. She also reported

that the Summer Reading Program Committee has begun its work for the summer 2001 program.

Mosbo asked the deans to update workforce development program information.

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

cd

## COUNCIL OF DEANS

**January 17, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, January 17, 2001, 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, and Sally Roden. Joe Delap represented Maurice Lee, and Steve Addison represented Ron Toll.

Mosbo provided an overview of discussion from the December 15 COD meeting regarding information compiled by Buchanan on introductory statistics courses. The deans reached consensus that Buchanan should move forward as recommended. Buchanan will send a formal memorandum to deans to begin the process.

Mosbo asked for input on a draft policy on university equipment and resources prepared by Melissa Rust and Pam Massey. Discussion followed.

Mosbo reported on a meeting with Debbie Barnes, Kathy McDaniel, and Barbara Williams where he shared COD concerns about the advancement process for lecturers/clinical instructors/laboratory instructors.

Mosbo: (1) reminded the deans to submit bi-weekly updates on faculty searches; (2) indicated that equipment dollars would likely be lean this year; (3) reminded the deans that any employee who becomes aware of sexual harassment on campus must report it to either Steve Wood, Melissa Rust, or Jack Gillean; (4) briefly discussed U of A expansion; (5) asked deans to send suggestions for quasi-endowment fund expenditures by January 29; (6) distributed an article from "Academic Workplace."

### Dean Reports

Buchanan: (1) asked for discussion of a situation where a faculty member recently received a sabbatical and may now receive a Fulbright fellowship; (2) reminded the council of the Big Event scheduled for February 2.

McHaney led a discussion of concerns about the recent registration process.

McNiece distributed material from the Instructional Development Center.

Hattlestad briefly discussed the possibility for a college-specific contingency fund through the Foundation.

Everding distributed information about the Arts in February.

Roden distributed a list of academic scholarship students whose major is undeclared and urged the deans to contact them. She reported that Pat Draves is working to revitalize the clustered learning program and will visit with department chairs.

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

cd

# COUNCIL OF DEANS

**January 22, 2001**

The Council of Deans met in special session at 9:30 a.m., Monday, January 22, 2001, 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. Elaine McNiece was absent.

Buchanan presented the Graduate Council minutes of January 18.

Buchanan moved to recommend a Master of Science degree in Community Development. Lee seconded the motion. Following discussion, the motion passed unanimously.

Buchanan moved to recommend the MS in Community Development program and new course proposals as follows:

MSCD 6310 Community Development Seminar

MSCD 6320 Holistic Planning and the Community

GSML 6311 Leadership and Decision-Making

MSCD 6315 Applied Research Methods and Data Analysis

MSCD 6330 Community Development Policy Analysis

MSCD 6340 Economic and Industrial Development

MSCD 6350 Financing Community Development

MSCD 6360 Cultural Differentiation and Outreach

MSCD 6370 Community Development Internship

MSCD 6318 Budgeting and Community Development

PSCI 5365 Intergovernmental Relations

GSML 6313 Transportation and Infrastructure



GSML 6330 Grant Writing

GEOG 5323 Geographic Information Systems

GEOG 5320 Technical Issues in GIS

GEOG 5318 Geographic Information Analysis

GEOG 5315 Mapping Fundamentals for GIS

CJIN 5300 Criminal Justice Management I (previously approved)

CJIN 5301 Criminal Justice Management II (previously approved)

SOC 5310 Criminology/Victimology

Mosbo brought up a question about the prerequisite of MSCD 6370. Buchanan revised his motion, and Lee seconded to recommend approval of the MS in CD program and courses contingent upon resolution of the question regarding 6370. The motion passed unanimously.

The special session adjourned at 9:40 a.m.

cd

## **January 24 and January 31, 2001 Contained Herein**

### **COUNCIL OF DEANS**

**January 24, 2001**

The Council of Deans met in special session at 9:00 a.m., Wednesday, January 24, 2001, 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.

Deborah Walz and Gary Roberts were present to consider promotional grant proposals. Roden moved to recommend funding, and Buchanan seconded the motion. Following discussion, "Teaching and Learning with Computer Technology," a collaborative proposal by Pat Draves, Sarah Blake, Joe Delap, John Passé-Smith, and Jayme Stone was recommended for funding, the exact amount to be determined. Additional information was requested on another proposal.

The meeting adjourned at 9:50 a.m.

### **COUNCIL OF DEANS**

**January 31, 2001**

The Council of Deans met in special session at 9:00 a.m., Wednesday, January 31, 2001, 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.

Deborah Walz was present to consider the promotional grant request not acted upon at the previous meeting. Horton moved to fund the proposal, and Hattlestad seconded the motion. Following discussion, "Technology Transfer Through Electronic Collaboration and Virtual Teaming," written by Rebecca Gatlin-Watts was recommended for \$2,310. Consensus was reached that since the budgets of the two proposals totaled less than the amount allotted, the remaining monies would be allocated to the first promotional grant funded.

McHaney distributed information about a Technical Assistance Workshop for Praxis II Assessments, and asked deans to encourage faculty from the knowledge-based areas to attend one of the meetings.

Hattlestad requested that deans give him any thoughts regarding a health clinic on campus.

Mosbo: (1) distributed a draft outline to develop a faculty leadership program; (2) asked deans to review the Guided Study Report prepared by Kim Bradford.

The special session adjourned at 10:00 a.m.

cd

## COUNCIL OF DEANS

**February 7, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, February 7, 2001, 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, Ron Toll, and Jane McHaney.

Roden presented the Undergraduate Council minutes of January 16.

Roden moved to recommend an increase in the advanced placement score for Chemistry from 3 to 4. Following a second by Toll, the motion passed unanimously.

Roden moved to recommends a change in the number of OTHY 3316 to OTHY 4316. Hattlestad seconded the motion, which was tabled.

Roden moved to recommend two new courses, BIOL 3390 and BIOL 4425. The motion was amended to include a yet to be determined minimum number of biology credits as a prerequisite to BIOL 4425. Following a second by Toll, the motion passed unanimously.

Roden moved to recommend that CHEM 4320 replace CHEM 4325 as a required course for the ACS BS degree in Chemistry. Following a second by Toll, the motion passed unanimously.

Roden moved to recommend new courses FREN 2112, SPAN 2112, and GERM 2112. Following a second by Lee, the motion was tabled.

Mosbo led a brief discussion of the Faculty Leadership Program and asked deans to give any additional reactions to McNiece.

Discussion was held on an approval procedure for faculty fellowships when the faculty member is not eligible for a sabbatical leave. Consensus was reached that faculty should file a request with the Reassigned Time/Sabbatical Leave Committee.

### Dean Reports

McNiece reminded the council that the Graduate Council minutes were on the web page and ready to be printed.

Everding announced the beginning of the Picasso exhibit at the Baum Gallery with a reception on February 8.

Toll announced that Professor Mike Moran in the Department of Biology had received a \$100,000 NIH Area grant.

Roden thanked the deans for their participation in the Freshman Honors Convocation.

The meeting adjourned at 11:00 a.m.

sb/cd

# COUNCIL OF DEANS

**February 14, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, February 14, 2001, 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.

Jonathan Glenn was present to facilitate a discussion of the proposed Annual Report Guidelines. Consensus was reached to accept the guidelines Glenn developed. Discussion turned to the types of data that will be needed to complete the reports. Glenn left the meeting following the discussion.

The COD minutes of January 10 were approved as amended. The COD minutes of January 17, January 22, January 24, January 31, and February 7 were approved as circulated.

Roden called for discussion of items from the January 16 Undergraduate Council Minutes.

Lee moved to consider the following items previously tabled pending clarification. Toll seconded the motion, which passed unanimously.

At the February 7 COD meeting, Roden moved to recommend the following courses. Lee seconded the motion.

FREN 2112 Communicating in French

GERM 2112 Communicating in German

SPAN 2112 Communication in Spanish

Roden provided additional information, which clarified the intentions of the department. Following discussion, the motion to recommend the courses passed unanimously.

Mosbo discussed requirements in the teacher preparation program mandated by the Arkansas Department of Education and NCATE. Mosbo stressed the importance of full

participation by all faculty who teach professional education courses. McHaney offered additional information to support the discussion. Mosbo asked McHaney to provide data to the deans indicating departmental participation in program implementation.

Roden distributed a draft schedule for Welcome Week activities. Discussion followed.

Roden distributed a proposed plan for advanced registration of transfer students. Mosbo asked deans to share the information with chairs, and the COD will revisit the topic on February 28.

Mosbo shared information regarding budgetary issues. Discussion will continue at the next COD meeting.

Mosbo: (1) asked that offices make every effort to fulfill requests for information from members of the board; (2) reminded the council of a retreat May 24-25; (3) requested that new study abroad proposals be put on hold until Maastricht is well established; (4) distributed information on ACT scores prepared by Roger Lewis.

### Dean Reports

Buchanan reminded the COD of a Project EAST conference. He stated that he had sent spreadsheet data to deans and needed the information to be corrected or modified as necessary.

McHaney gave information about an ArACTE meeting in Little Rock on April 6.

McNiece: (1) reminded the deans that continuing education course routing forms must be completed prior to offering courses, and indicated that new forms would be in bright yellow envelopes to make sure they are visible; (2) distributed promotional grant mid-year reports; (3) reminded deans that sabbatical leave, reassigned time, and public service proposals were due to their offices tomorrow; (4) distributed a draft of a faculty resource booklet; (5) reminded the COD of the March 4 dedication of the Brewer-Hegeman Conference Center; (6) indicated that the faculty leadership program will soon be scheduled.

Hattlestad announced that the College of Health and Applied Sciences will host a career fair on February 21.

Following a motion by Horton and a second by Everding, the meeting adjourned at 11:10 a.m.

cd



# COUNCIL OF DEANS

**February 21, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, February 21, 2001, 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.

Dr. Peter Mehl, Director of General Education, was in attendance to present the minutes of the General Education Council.

Mehl presented the following course for consideration by the COD.

BIOL 1100 Biology Laboratory for General Education

Roden moved to recommend the general education course. Following a second by Toll and brief discussion, the motion passed unanimously.

Mehl departed at 9:40 a.m.

The COD minutes of February 14 were approved as circulated.

McNiece presented the Graduate Council minutes of February 15.

McNiece moved to recommend the following Graduate Faculty applicant:

Fisher, Donna SPTH 3 yr (2004) 6302, 6306, 6311, 6336, 6320

Following a second by Hattlestad, the motion passed unanimously.

McNiece moved to recommend the following pre-MBA leveling courses for non-degree credit:

MBA 5310 Financial and Managerial Accounting Principles

MBA 5320 The Foundations of Economic Science

MBA 5330 Finance Concepts

MBA 5340 Principles of Management

MBA 5350 Fundamentals of Marketing

MBA 5360 Quantitative Analysis for Business

Following a motion by Horton, the motion passed unanimously.

McNiece moved to recommend a graduate certificate program in Management Information Systems with the following new courses:

INFO 5362 Computer Programming in Visual Basic

INFO 5363 Business Telecommunications and Network Building

INFO 5364 Desktop Publishing

INFO 5365 Data Analysis and Database Applications

INFO 5366 Web-Site Design

INFO 6350 Information System Technology

Following a second by Horton, the motion passed unanimously.

McNiece moved to recommend the following new MBA courses

MBA 6320 Strategic Management

MBA 6321 Integration of Business Disciplines

(Replacing MBA 6601 Integration of Business Disciplines)

Horton seconded the motion, which passed unanimously.

McNiece moved to recommend a graduate certificate program in Geographic Information Systems with the following new courses:

GEOG 5315 Mapping Fundamentals for Geographic Information Systems (previously approved)

GEOG 5320 Technical Issues in Geographic Information Systems (previously approved)

GEOG 5323 Geographic Information Systems (previously approved)

GEOG 5328 Spatial Analysis and Modeling

GEOG 5333 Vector-based GIS Techniques with ArcInfo

GEOG 5340 Fundamentals of Database Design and Development

GEOG 5345 Digital Image Processing for GIS

(All but the courses listed as previously approved will be for non-degree credit.)

Lee seconded the motion. Clarification regarding the total number of hours required for the certificate was requested. The motion was amended to recommend the program and courses upon clarification of the total number of hours required, and passed unanimously.

McNiece moved to recommend the following new course in biology:

BIOL 5425 Experimental Neurobiology

Toll seconded the motion, which passed unanimously.

McNiece moved to recommend the following new course in mathematics.

MATH 5315 Introduction to Partial Differential Equations

Toll seconded the motion, which passed unanimously.

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

OTHY 5316 Development for Occupational Performance I

OTHY 5325 Foundations in Mental Health for Occupational Therapy

Hattlestad seconded the motion. Roden called for consideration of OTHY 4316, which had previously been tabled by COD pending Graduate Council action. Motions to recommend OTHY 4316, 5316, and 5325, passed unanimously.

McNiece asked for input regarding a draft document on guided study that had been distributed at a previous COD meeting. Discussion followed. McHaney shared accreditation concerns and stated that she would check with NCATE for additional information.

Mosbo informed the deans that Wendy Holbrook is developing an ad hoc committee to help raise diversity awareness on campus. Mosbo asked deans to submit to him two to three names of people to serve on the new committee.

Mosbo: (1) reminded the deans that advance registration of transfer students will be revisited at the February 28 COD meeting; (2) stated that all files related to searches must be retained for a minimum of three years; (3) indicated that classified level incentive program payments would be disbursed after July 1; (4) shared information about Cornell West provided by Ronnie Williams.

## Dean Reports

McHaney informed the deans that on February 26 in Mashburn Hall, the College of Education will host guest speakers discussing monitoring test comprehension. She also invited the deans to visit a teaching fair being held in Mashburn on Friday.

McNiece briefly discussed the faculty emeritus nomination process.

Hattlestad announced that Dr. Bill Bandy has received the Peyton Award for Leadership in Sports Physical Therapy. Only one such award is given at the national conference of the American Physical Therapy Association. Hattlestad distributed a flyer about a lecture, "Brain Facts: A Primer on the Brain," co-hosted by the Arkansas Center for Neuro science at UAMS and the College of Health and Applied Sciences at UCA, March 6 at 7:00 p.m. in the Doyne Health Science Center.

Toll: (1) indicated that the secondary science education program is working its way through the approval process; (2) asked for information regarding waiving years of credit toward tenure; (3) shared a letter from a prospective student who was pleased with the number of personal letters the student had received from UCA.

Roden reported on a Freshman Year Experience Conference that she and Patricia Draves recently attended in Houston.

Buchanan stated that an alternative location may need to be found for August commencement due to repairs to the gym floor.

The meeting adjourned at 11:25 a.m.

cd

# COUNCIL OF DEANS

**February 28, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, February 28, 2001, 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 February 21 were approved as circulated.

Roden presented the Undergraduate Council minutes of February 20.

Roden moved to recommend the following changes to the teacher preparation program. Following a second by McHaney, the motion passed 7-yes, 0-no, 2-abstentions.

New courses:

1. CIED 3310 - Families, Schools, and Community Partnerships: Cultural Perspectives
2. CIED 3320 - Introductory Strategies for Students with Diverse Learning Needs
3. CHED 3300 - Foundations of Early Childhood Education
4. MSED 3310 - Learning and Development
5. MLED 4613 - Internship III
6. FLAN 4350 - Internship I
7. ENGL 4350 - Internship I
8. HIST 4351 - Social Studies Internship 1
9. BMED 4340 - Internship I
10. MUS 4140 - Internship I
11. MATH 4360 - Teaching Internship I

12. MATH 3370 - Mathematics in the Secondary Schools

13. KPED 4380 - Internship I: Physical Education and Health

14. FACS 4350 - Internship I

Course deletions:

1. SPED 3310 - Characteristics of Children with Diverse Learning Needs

2. CIED 4200 - Cultural Diversity and Multiple Intelligences

3. KPED 3210 - Coaching Baseball

4. KPED 3211 - Coaching Football

5. KPED 3212 - Coaching Basketball

6. KPED 3213 - Coaching Track

7. KPED 3214 - Coaching Volleyball and Gymnastics

8. KPED 3331 - Care and Prevention of Exercise and Sport Injuries

9. KPED 4351 - Physical Education Administration

Delete as program requirement:

1. CIED 4300 - Teaching as an Ethical Enterprise

2. EMLS 3200 - Teaching with Technology

3. CHED 4200 - School, Family, and Community Partnerships (delete as a program

requirement and replace with CIED 3310 - Families, Schools, and Community

Partnerships: Cultural Perspectives

4. MLED 4260 - Professional Development Seminar

5. ENGL/GPSS 4365 - Integrated Social Studies and Language Arts

6. MLED 3220 - Principles of Development
7. MLED 3300 - Young Adolescent Development
8. MLED 3210 - Middle School Concepts
9. MLED 3310 - Family, School and Community Partnership
10. MLED 4260 - Professional Development Seminar

Course level changes:

1. CHED 3200 - Foundations of Early Childhood Education to  
CHED 3300 - Foundations of Early Childhood Education
2. MLED 4712 - Directed Teaching II in Middle Grades to  
MLED 4612 - Internship II
3. MLED 4215 - Integrated Methods for Math and Science to  
MLED 4315 - Integrated Methods for Math and Science
4. MLED 4210 - Integrated Methods for Language Arts and Social Studies to  
MLED 4310 - Integrated Methods for Language Arts and Social Studies
5. KPED 2350 - Introduction to Dance to  
KPED 2250 - Introduction to Dance

Prefix changes:

1. MLED 4305 - Classroom and Behavior Management to MSED 4305 - Classroom and Behavior Management
2. MLED 4320 - Integrated Curriculum, Planning, and Assessment to MSED 4320 - Integrated Curriculum, Planning, and Assessment
3. MLED 4325 - Literacy Development in the Content Areas to MSED 4325 - Literacy Development in the Content Areas



4. MLED 441 1 - Directed Teaching I in Middle Grades title change to MLED 4411 - Internship I in Middle Grades and course description change

5. ADSE 4680 - Internship II to: ADSE 4681 - Internship III to:

FLAN 4680 - Internship II FLAN 4681- Internship III

ENGL 4680 - Internship II ENGL 4681- Internship III

HIST 4680 - Social Studies Internship II HIST 4681- Social Studies Internship III

BMED4680 - Internship II BMED4681- Internship III

MUS 4680 - Internship II MUS 4681 - Internship III

MATH 4680 - Internship II MATH 4681 - Internship III

KPED 4680 - Int. II: Phys Ed & Health KPED 4681 - Int. III: Phys Ed & Health

FACS 4680 - Internship II FACS 4681 - Internship III

Add to meet licensure:

1. HIST 3310 - Social Science Concepts and Arkansas History (add as a state requirement for math/science track of MLED program)

2. ENGL 3335 - Language and Grammar Studies (add as a requirement for math/science track in MLED program)

3. MATH 3351 - Number Systems (add as a state requirement for math/science track in MLED program)

4. ENGL 2312 - American Literature I (add as a requirement for language arts/social studies track of MLED program)

5. ENGL 2313 - American Literature II (add as a requirement for language arts/social studies track of MLED program)

6. GEOG 1315 - Physical Geography (add as a requirement for language arts/social studies track of MLED program)

Change requirement to elective:

1. SOC 3310 - Minority Relations (change from a required course to an elective)

Course substitutions:

1. Substitute KPED 2340 - Motor Development and Learning for

MSED 3310 - Learning and Development

2. Substitute KPED 3316 - Curriculum for

MSED 4320 - Integrated Curriculum Planning and Assessment

3. Substitute KPED 4310 - Methods and Materials in Secondary Physical Education for

MSED 4305 - Classroom Organization and Management

4. Substitute KPED 3300 - Methods and Materials for

MSED 4305 - Classroom Organization and Management

5. Substitute KPED 4331 - Program Planning and Evaluation for

MSED 4320 Integrated Curriculum Planning and Assessment

6. Substitute KPED 4320 - Measurement and Evaluation in Human Performance for

MSED 4320 - Integrated Curriculum Planning and Assessment

7. Substitute KPED 3363 - Adapted Physical Education for

CIED 3310 - Introductory Strategies for Students with Diverse Needs

8. Substitute HED 3300 - Methods and Materials for

MSED 4305 - Classroom Organization and Management

9. Substitute HSC 4331 - Program Planning and Evaluation for

MSED 4320 - Integrated Curriculum Planning

Title changes:

1. FACS 3456 - Methods in Vocational & Consumer Sciences to

FACS 3456 - Methods in Family and Consumer Sciences Education

2. FACS 4355 - Methods and Materials in Vocational Family and Consumer Sciences to FACS 4355 - Curriculum Development in Family and Consumer Sciences Education

3. SPED 4310 - Teaching Children with Diverse Learning Needs to

SPED 4310 - Instructional Programming and Techniques for Young Diverse Learners

4. CHED 4603 - Directed Teaching to

CHED 4603 - Internship in P-K

5. CHED 4604 - Directed Teaching to

CHED 4604 - Internship in 1-4

6. FACS3456-Methods in Vocational Family & Consumer Sciences to

FACS3456 - Methods in Family and Consumer Sciences Education

7. FACS 4355 - Methods and Materials in Vocational Family and Consumer Sciences to FACS 4355 - Curriculum Development in Family and Consumer Sciences Education

8. ART 4350 - Art Education I to

ART 4350 - Education Practicum

9. ART 4361 - Art Education II to

ART 4361 - Art Education Internship I

10. ADSE 4690 - Directed Teaching: K-12 I to

ART 4690 - Art Education Internship II

11. ADSE 4691 - Directed Teaching K-12 II to

ART 4691 - Art Education Internship III

## 12. MLED 4712 - Directed Teaching II in Middle Grades to

### MLED 4612 - Internship II

#### Bulletin changes:

#### 1. FACS 3456 - Methods in Family and Consumer Sciences Education

revised to: A required course for the dietetic and FACS education major. The course

will emphasize techniques of teaching, curriculum planning, using instructional technology, guidelines for presentations and writing educational objectives. Lecture/discussion.

#### 2. FACS 4355 - Curriculum Development in Family and Consumer Sciences Education

revised to: A required course for the FACS education major. The course will focus on curriculum development, planning and assessment in Family and Consumer Sciences programs. The course also examines student organizations, public relations and community involvement programs as an important component of the secondary curriculum. Lecture/discussion. Prerequisite: Admission to teacher education.

#### 3. ART 4690 - Art Education Internship II

revised to: Teaching under supervision for majors in art who seek K-12 certification. Requires full-day involvement and seminars. Prerequisite: admission to internship program and completion of all professional education and art courses. Taken concurrently with ART 4691 - Art Education Internship III.

#### 4. ART 4691 - Art Education Internship III

revised to: Teaching under supervision for majors in art who seek K-12 certification. Requires full-day involvement and seminars. Prerequisite: admission to internship program and completion of all professional education and art courses. Taken concurrently with ART 4690 - Art Education Internship II.

#### Teacher Prep - Other revisions:

#### 1. Changes in the Kinesiology and Physical Education BSE Degree

##### Proposed KPED Core

(14 hours)

KPED 2381 Anatomical Kinesiology

KPED 3382 Mechanical Kinesiology

KPED 4230 Fitness Assessment and Exercise Prescription

KPED 4320 Measurement and Evaluation in Human Performance

Proposed P-8, 7-12 KPED Requirements

(41 hours)

KPED 2300 Principles of KPED

KPED 2340 Motor Development/Motor Learning

KPED 3316 Curriculum

KPED 3330 PE for the Grades

KPED 3363 Adapted Physical Education

KPED 4310 Methods and Materials in Secondary Physical Education

KPED 4380 Internship I: Physical Education and Health

KPED 4680 Internship II: Physical Education and Health

KPED 4681 Internship III: Physical Education and Health

KPED 2223 Teaching Outdoor Education and Recreation Games

KPED 2250 Introduction to Dance

4 hours - Team and Individual Sports

2 hours selected from teaching individual sports:

KPED 3312 Teaching Bowling and Golf

KPED 2213 Teaching Archery and Badminton

KPED 2214 Teaching Tennis

KPED 2215/2216 Teaching Gymnastics Men/Women

2 hours selected from teaching team sports:

KPED 2224 Teaching Basketball and Soccer

KPED 2225 Teaching Softball and Speedball

KPED 2226 Teaching Volleyball and Track and Field

Special Degree Requirements P-8, 7-12 KPED Major

CIED 1300 Education as a Profession

Proficiency test

KPED 3363 Adapted Physical Education

CIED 3310 Families, Schools, and Community Partnerships: Cultural Perspectives

KPED 2340 Motor Development and Learning will substitute for MSED 3310

Learning and Development

KPED 3316 Curriculum

KPED 4320 Measurement and Evaluation in Human Performance

H ED 4331 Program Planning and Evaluation

Proposed P-8, 7-12 Health Education Minor

(23 hours)

H ED 2201 First Aid

H ED 2320 Mental Health

H ED 3300 Methods and Materials in Health Education

H ED 3301 Theoretical Basis

H ED 3305 Human Sexuality

H ED 4303 Environmental Health

H ED 4312 Drug Education

H ED 4331 Program Planning and Evaluation

General Education Requirements

(47 hours)

Total Number of Hours 131

P-8, 7-12 KPED Major 55 hours

P-8, 7-12 H ED Minor 23 hours

Specialty Degree 6 hours

General Education 47 hours

2. New BSE minor in Health Education: 23-hour minor to include the following existing courses

HED 2201 - First Aid

HED 2320 - Mental Health

HED 3300 - Methods and Materials

HED 3301 - Theoretical Bases of Health Education

HED 3305 - Human Sexuality

HED 4303 - Environmental Health Problems

HED 4312 - Drug Education

HED 4331 - Program Planning and Evaluation

3. Revision of BA in Art, Art Education Emphasis

**Current Plan\***

**Proposed Plan\***

Minimum of 125 hours

127 hours (125 if student passes Ed Tech competency test)

Student teaching hours (12) credited to ADSE

Student teaching hours (12) credited to art department

7 education classes required by COE for 18 hours

5 COE classes (with the possibility of testing out of EDUC 1220 Ed Tech) for 12-14 hours

Required 3 studio courses

Requires 4 studio courses by adding ART 4388 to allow depth in studio work

\*Requires an upper-level art elective.

**(End of Teacher Preparation recommendations.)**

Roden moved to recommend the following new courses in foreign languages.

FREN 2340 - Intensive Oral Practice Abroad in French

GERM 2340 - Intensive Oral Practice Abroad in German

SPAN 2340 - Intensive Oral Practice Abroad in Spanish

FREN 3340 - Intensive Oral Practice Abroad in French

GERM 3340 - Intensive Oral Practice Abroad in German

SPAN 3340 - Intensive Oral Practice Abroad in Spanish

Courses designated as 2340 will not count toward a foreign language major, minor, or BA requirement. Courses designated as 3340 may serve as electives for the appropriate foreign language majors.

Lee seconded the motion, which passed unanimously.

Roden moved to recommend the following new course in mathematics:

MATH 4315 Introduction to Partial Differential Equations

Toll seconded the motion, which passed unanimously.



Roden moved to recommend the following changes in the BS degree in applied mathematics:

Increase major from 35 to 38 hours.

Core Courses

MATH 1191 Math Software

MATH 1591 Calculus I

MATH 2561 Calculus II

MATH 2321 Calculus III

MATH 3320 Linear Algebra

MATH 3331 Ordinary Differential Equations

MATH 4305 Applied Math I

MATH 4306 Applied Math II

MATH 4371 Introduction to Probability

MATH 4372 Introduction to Statistical Inference

At least one of the following:

MATH4315 Introduction to Partial Differential Equations, OR

MATH 4373 Applied Statistics, OR

MATH 4340 Numerical Methods

At least one upper division elective from the following mathematics courses:

MATH 3360 Introduction to Abstract Algebra I

MATH 4340 Numerical Methods

MATH 4362 Advanced Calculus I

MATH 4315 Introduction to Partial Differential Equations

MATH 4373 Applied Statistics

MATH 4375 Introduction to Topology I

MATH 4385 Complex Analysis

Toll seconded the motion, which passed unanimously.

Roden moved to recommend the following course number change:

MATH 3321 to MATH 2371 Calculus III

Toll seconded the motion, which passed unanimously.

Roden had distributed a draft plan for advance registration of transfer students at a previous meeting. She asked for questions or concerns from the deans. Following discussion, Mosbo asked Roden to incorporate suggestions and present a revised plan at a future COD meeting.

A question recently came up regarding the policy on waiving years of credit toward tenure that were awarded with the initial contract. After examination of files in the Provost's Office, Mosbo developed the following statement:

John Mosbo, Sam Buchanan, and Melissa Rust met on Wednesday, February 21, 2001, to examine a memorandum from Bill Berry to mathematics faculty. The memorandum indicated that faculty who were employed at the time of the memorandum (May 6, 1996) would be allowed to waive their year(s) of credit toward tenure. The three (Mosbo, Buchanan, and Rust) further determined that any faculty member who started fall 1996 also would be allowed to waive years of credit toward tenure. The latter was based on the possibility that those faculty may have been informed by deans and chairs that waiving years would be allowable. However, any faculty member hired after fall 1996 would not have the option of waiving years of credit that were awarded with their initial contract.

Following discussion, the deans agreed with the intent of the statement.

Mosbo distributed a proposal on early tenure recommendations that had been endorsed by the Faculty Senate. The proposal follows:

A tenure-track faculty member may request an early tenure recommendation if he or she has received a written offer of appointment with tenure from another regionally-accredited college or university. The offer must be signed by a dean or higher level administrator. (Early tenure recommendation means prior to the sixth year, including any years of credit awarded with the initial contract.) All proceedings with respect to a regular tenure application will be followed except for the accelerated time frame. Early tenure applications will be handled in an expeditious manner but with due consideration given to each file. The provost will place on file in the library, at the end of the academic year, a list of all persons and their respective departments who were granted early tenure.

Following discussion, McNiece moved to recommend the proposal. Roden seconded the motion, which passed unanimously.

Mosbo: (1) announced that Cornel West, professor at Harvard, has agreed to come to UCA to speak, most likely in April; (2) informed the deans that Joe Darling and Penny Hatfield would attend the focused meeting of the COD on March 5 to discuss admissions policies and practices; (3) discussed disposition of materials relative to budget deliberations.

### Dean Reports

Buchanan: (1) announced that Ardyce Coffey has accepted the position of Director of Testing and is now working with Dody Pelts to assure a smooth transition; (2) reported on recent actions of the state legislature regarding the rising junior examination; (3) informed the deans of a website containing information gathered at the Big Event; (4) stated that a Big Event -like activity is scheduled for the SGA on March 26.

Horton: (1) informed the deans that UCA has been hosting ISBEN, a group of international business faculty; (2) announced that nearly 1000 high school students will be on campus on Friday for a Future Business Leaders of America conference; (3) discussed AACSB accreditation review changes; (4) reported that the American Institute of CPAs has voted to use the term "cognitor" rather than "CPA" to give a more international understanding to the designation.

Lee: (1) discussed a bill presented by Senator Jody Mahoney regarding Spanish language study and reported that Phillip Bailey was asked to testify before the legislature; (2) polled the COD to determine the number attending a total immersion Spanish workshop.

McHaney invited the deans to tour Brewer-Hegeman Conference Center to see the compressed video capabilities and reported on a training session that she attended.

McNiece: (1) informed the deans that nominations for honorary degrees are due by March 9; (2) reminded the COD of the dedication of Brewer-Hegeman Conference Center on Sunday, March 4, and urged all to attend - Mosbo asked deans to urge chairs to attend as well; (3) reported on a meeting with John Passe-Smith and Margaret Morgan regarding promotional grant workshops through the IDC; (4) distributed information about an upcoming event entitled, "Motivating Our Students," and asked deans to encourage participation; (5) distributed sets of booklets for each dean on how to assist new career faculty; (6) indicated that a date would soon be set for an IDC Brown Bag where COD would meet with faculty regarding promotion and tenure issues.

Everding reminded the deans of a symphonic band recital at 7:30 p.m. in Reynolds Performance Hall.

Toll: (1) informed the council that UCA hosted a high school science workshop this past Saturday, which was facilitated by our students; (2) thanked some of the colleges for helping with faculty recruitment; (3) reported that the bid for the Math/Computer Science building came in lower than expected.

Roden: (1) reported on a recent advising workshop; (2) informed the deans that PIN and ACC numbers will no longer be available in hard copy to advisors, and urged participation in advising workshops.

Mosbo shared the new summer orientation brochure and distributed a request for papers from Emporia State University.

The meeting adjourned at 11:45 a.m.

cd

# COUNCIL OF DEANS

**March 14, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, March 14, 2001, 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 Ron Toll. Pat Draves represented Sally Roden.

Mosbo updated the council on budget issues relative to salaries. He asked the deans to provide by April 4 their budgeting plans.

Mosbo discussed a recent meeting with an ad hoc advancement guidelines committee (Barbara Williams, Kathy McDaniel, and Debbie Barnes) regarding changes in the directions for advancement of lecturers/clinical instructors/ laboratory instructors. Mosbo indicated that changes in the policy will go before the Board of Trustees at the May meeting. Lee moved to endorse the recommended changes in the application directions for fall 2001. Hattlestad seconded the motion, which passed unanimously.

Mosbo opened discussion regarding the University College. McNiece will provide information to facilitate a continued discussion on March 28.

Mosbo: (1) reminded the deans of the retreat scheduled for May 24-25; (2) shared information about a recent leadership workshop facilitated by Bo Thomas and plans for faculty to "shadow" participating administrators; (3) informed the deans of work done by students in an organizational communication class taught by Amy Amy; (4) stated that he would be out Friday afternoon and all day Monday; (5) reported that Melissa Rust is reviewing many more contracts than in the past and considered it a good trend; (6) asked that deans remind those within their areas to cancel reserved space if meetings are cancelled.

## Dean Reports

Horton shared printed announcements he had received and discussed the value of allocating funds to such materials.

Lee stated that he was recently interviewed for an upcoming Log Cabin Democrat article about Spanish language initiatives at UCA. Mosbo indicated that there were new reporters for both the local paper and the Arkansas Democrat-Gazette.

McHaney distributed information regarding teacher education, and a unit assessment report that will be submitted to the Department of Education.

McNiece: (1) reported that the Public Service Committee will meet Friday and deans will receive copies of award letters; (2) stated that the graduate office completed a secretary training session that should help improve communication; (3) reported that the Sabbatical Leave Committee met yesterday and will submit recommendations to the provost; (4) stated that printing delays have hindered availability of the faculty resource booklet, but that the booklets will be distributed by the end of April; (5) graduate assistant applications will go to chairs next week. She encouraged departments to seek grants and other external support for graduate assistants.

Toll announced the groundbreaking ceremonies for the new Math/Tech Building scheduled for 10:00 a.m., March 29. Mosbo expressed his appreciation to those department chairs who always make an effort to attend these types of ceremonies.

Draves indicated that 20 more faculty applicants will be selected to participate in the promotional grant on ubiquitous computing. Toll stated that he had received a call from Illinois from someone who had heard about the efforts being made at UCA. Draves indicated that plans were made to distribute applications for the participants during the Tech Fest scheduled for April 17.

The meeting adjourned at 11:10 a.m.

cd

## COUNCIL OF DEANS

**March 28, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, March 28, 2001, 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, Sally Roden, and Ron Toll. John Mosbo was absent.

The COD minutes of March 14 were approved as circulated.

McNiece presented the Graduate Council minutes of March 15.

McNiece moved to recommend the following applicants for graduate faculty status:

Bernard, Guy MATH 3 yr. 5340, 5362, 5363, 5385, 6370, 6375, 6342, 6305, 6315

Chen, Chi-Kan MATH 3 yr. 5305, 5306, 5362, 5363, 5340, 5372, 5373, 5371, 5385, 6342, 6370, 6375, 6305

Toll seconded the motion, which passed unanimously.

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

OTHY 5365 Evaluation and Treatment in Mental Health I

OTHY 6199-6699 Continued Studies

Hattlestad seconded the motion, which passed unanimously.

McNiece moved to recommend changes in requirements for completion of degrees in academic technologies: from requiring a comprehensive examination to requiring the PRAXIS II. McHaney seconded the motion, which passed unanimously.

McNiece presented the following information item:

Change PSCI 5365 to 5375, Intergovernmental Relations. The undergraduate course was approved as 4375.

The COD accepted the change.

Buchanan asked the deans to revisit proposed changes to the University College previously addressed at the March 14 COD meeting. Following discussion, Lee moved to create a task force to explore options proposed by Charlotte Cone. Horton seconded the motion, which passed unanimously.

McHaney presented a proposal to restructure departments within the College of Education. The new configuration would include the Department of Early Childhood and Special Education and the Department of Middle/Secondary Education and Instructional Technology. Psychology and Counseling would remain unchanged. McNiece moved to recommend the reconfiguration. Following a second by Roden, the motion passed unanimously.

Buchanan reported that, after meeting with the chairs of the College of Health and Applied Sciences, the provost indicated an interest in developing a committee of chairs. Such a committee could provide collegial help to other chairs in many respects and could bring a new perspective to the provost's office. Following discussion, Hattlestad moved to create a Chair Advisory Committee. Horton seconded the motion, which passed unanimously.

Toll distributed information relative to House Bill 2548. Discussion followed.

McNiece asked if there would be interest in bringing in an outside consultant for the May Deans' Retreat. It was suggested that a Monday focused meeting would be a better time for an outside consultant. Buchanan asked the deans to send suggested topics for the retreat to Mosbo.

Buchanan (1) reminded the deans of the Acxiom/Alltell/UCA ceremony scheduled for 10:00 a.m. tomorrow at the Math/Tech Building site; (2) stated that salary issues would be on the COD agenda for April 4; (3) changed the monthly focused meeting to April 9.

### Dean Reports

Lee discussed the process for restructuring the Clustered Learning Program into the Freshman Interest Group program.

McHaney urged participation in a presentation by Mary Ellen Dunham of Campbell University on March 29 entitled, "I Just Taught an Incredible Lesson - Too Bad I Was the Only One Listening." McHaney distributed information from ADHE regarding a roundtable discussion on the Teacher Quality Enhancement grant received by the state in September of 1999.

McNiece indicated that the (1) faculty emeritus presentation would be made at either the May or August commencements; (2) sabbatical leave recommendations have been presented to the provost; (3) graduate assistant budget allocations will be about the same as last year but that it is important for departments to seek external funding.

Everding reminded the deans of the April 5 performance of the Bonnie Rideout Scottish Trio at the



Reynolds Performance Hall.

Toll shared an invitation he received from the Hot Springs Chamber of Commerce.

Roden shared information from recent conversations with the admissions office regarding registration of transfer students. She also reported on recent recruiting trips to several two-year colleges.

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

cd

# COUNCIL OF DEANS

**April 4, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, April 4, 2001, 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 March 28 were approved as amended.

Mosbo led a discussion of budgeting plans.

Roden asked the deans to help discover ways to more closely tie freshmen to academic departments. Deans were urged to discuss the issue with department chairs. The topic will be revisited at a future meeting.

Lee provided information about rising Hispanic population rates within the state. He asked the deans for input on the role of Spanish education at UCA. Discussion followed.

Mosbo reminded the deans of the monthly focused meeting scheduled for next Monday.

## Dean Reports

Horton shared information about budget cuts in corporations, and recent issues in the AACSB.

Lee reminded deans that Cornel West, Harvard professor and author, will speak tonight.

McHaney shared Title II reportcard findings for all program areas; she distributed information from ETS on students taking the PRAXIS I and II examinations. Discussion followed.

Toll provided an update about House Bill 2548. He informed the deans that UCA will host a Science Fair on Friday and Saturday and invited them to view projects that will be displayed in the Farris Center.

Roden reminded the council of the TECHFEST scheduled for the afternoon of Tuesday, April 17. A discussion followed about students' access to laptop computers.

Mosbo provided information about budgeting.

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

cd

# COUNCIL OF DEANS

**April 11, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, April 11, 2001, 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, Sally Roden, and Ron Toll. John Mosbo was absent.

Roden presented the Undergraduate Council minutes of March 27.

Roden moved to recommend a new program for BSE in Secondary Science Education with two tracks pending requested corrections.

TRACK 1: Life Science/Earth Science (133 credit hours plus EDUC 1220 if needed)

Required Science/Math Courses

BIOL 1440 CHEM 1451

CHEM 1450 CHEM 2401

BIOL 1441 PHYS 1410

BIOL 2490 PHYS 1420

BIOL 4415 PHYS 1401

BIOL 4403 SCI 3450

BIOL 4401 OR 4402 MATH 1390

BIOL 4404 OR 4410 MATH 2311

Required Pre-professional Education Courses

CIED 1300

EDUC 1220 (or competency test)

## Required Professional Education Courses

MSED 3310 MSED 4320

CIED 3310 MSED 4325

CIED 3320 SCI 4190

MSED 4305 SCI 4680

SCI 4400 SCI 4681

TRACK 2: Physical Science/Earth Science (133 or 134 credit hours plus EDUC 1220 if needed)

## Required Science/Math Courses

BIOL 1440 PHYS 3342 OR 3343 PHYS 4360

PHYS 1441 PHYS 1401 MATH 2561

PHYS 1442 SCI 3450 MATH 3321

PHYS 2443 CHEM 1450

PHYS 3110 CHEM 1451

PHYS 3120 CHEM 2401

PHYS 4110 CHEM 3411 OR 3520

## Required Pre-professional Education Courses

CIED 1300

EDUC 1220 (or competency test)

## Required Professional Education Courses

MSED 3310 MSED 4320

CIED 3310 MSED 4325

CIED 3320 SCI 4190

MSED 4305 SCI 4680

SCI 4400 SCI 4681

Toll seconded the motion, which, following discussion about the number of hours required for completion, passed unanimously.

Roden moved to recommend SCI 4190, Teaching Internship I. Toll seconded the motion, which passed unanimously.

Roden moved to recommend the following course level changes:

BIOL 4403 General Ecology to BIOL 3403

PSCI 3365 Intergovernmental Relations to PSCI 4375 (the change establishes the course as double-listed for inclusion in the MS in Community Development and the BS in Public Administration.

Toll seconded the motion, which passed unanimously.

Roden moved to recommend the following modifications to the minor in management.

Delete following courses from minor:

ACCT 2310 Principles of Accounting I

ACCT 2311 Principles of Accounting II

ECON 2320 Principles of Macroeconomics

ECON 2321 Principles of Microeconomics

ECON 2330 Business Statistics

MGMT 3340 Managing People and Work

Add the following course to the minor:

MGMT 2341 Principles of Management

Prerequisite changes:

MGMT 4320 from MGMT 3340 to either MGMT 2341 or MGMT 3340

MGMT 4341 from MGMT 3340 to ECON 2330 & MGMT 2341 or MGMT 3340

MGMT 4342 from MGMT 3340, MKTG 3350 & FINA 3300 to consent of instructor

MGMT 4345 from MGMT 3340 to either MGMT 2341 or MGMT 3340

MGMT 4348 from MGMT 3340 to either MGMT 2341 or MGMT 3340

MGMT 4350 from MGMT 3340 to either MGMT 2341 or MGMT 3340

MGMT 4351 from MGMT to either MGMT 2341 or MGMT 3340

MGMT 4352 from MGMT 3340 and MKTG 3350 to either MGMT 2341 or MGMT 3340

Horton seconded the motion, which passed unanimously.

Roden moved to recommend ENGL 4360, History and Development of the English Language. Lee seconded the motion. Following discussion regarding possible duplication of course matter, McNiece moved to table the motion. Everding seconded the motion to table, which passed unanimously.

Roden moved to recommend the following curriculum changes to the BA in English:

Delete following courses from the major and minor:

WRTG 1320 Academic Writing and Research from English major and minor

WRTG 3301 Rhetoric and Composition from English major and minor

Majors and minors be required to take one of the following:

ENGL 3312 Modern Grammars, or

ENGL 3315 Gender and Language, or

ENGL 4360 History and Development of the English Language

Lee seconded the motion. Discussion followed regarding the possibility of BA students obtaining teacher certification and having no background in writing. McNiece moved to table the proposal and send it back to the Undergraduate Council with the request that the UGC explore the suggestions of the COD. Lee seconded the motion to table, which passed unanimously.

Roden moved to recommend a proposal to allow students to complete BA and BS degrees simultaneously. Lee seconded the motion, which passed unanimously.

Roden presented the following information items, which were accepted by the COD:

#### Information Items

##### Prefix change:

ADSE 4680 Internship II to SCI 4680 Internship II

ADSE 4681 Internship III to SCI 4681 Internship III

##### Course title changes:

BIOL 4525 Microbiology and Immunology to BIOL 4525 General Microbiology

BIOL 4540 Basic and Applied Immunology to BIOL 4540 Immunology

OTHY 4325 Clinical Psychiatry to OTHY 4325 Foundations in Mental Health for Occupational Therapy

ENGL 4304 Studies in English and American Literature to ENGL 4304 Studies in British and American Literature

##### Course deletions from major or degree:

BIOL 4340 Science for Elementary Grades

ENGL 3382 History of the English Language

##### Revised bulletin description:

OTHY 4325 Foundations in Mental Health for Occupational Therapy to read:

The course focus is on the role, scope, and service delivery of occupational therapy for mental health conditions. Etiology, manifestations, treatment and implications for occupational therapy intervention for major neuropsychiatric conditions is discussed.

##### Prerequisite change:

INFO 2343 Information Processing and Analysis from: Satisfactory score on Microsoft Word competency test to: Knowledge of keyboarding.



Buchanan (1) informed the deans of the Provost's desire to send information to a committee formed earlier to discuss salary budgeting - the deans agreed it was a good idea; (2) reminded the deans of the IDC Brown Bag on promotion and tenure scheduled for Wednesday, April 18; (3) shared a list of retirees who will be honored at a reception on April 24; (4) asked deans to notify the President's Office whether they will attend the AHECB cookout; (5) asked deans to submit computer upgrade information by April 18.

### Dean Reports

Lee informed the deans of the upcoming History Day and Humanities Day. He urged participation in TECHFEST next Tuesday.

McNiece asked for nominees for this year's CASE Professor of the Year Award.

Everding announced the upcoming production of the *King and I*, and stated that tickets were available through the Snow Fine Arts Center box office.

Toll informed the deans that UCA is hosting the Arkansas Academy of Science in Lewis Science Center on Friday and Saturday. He also stated that they expect the largest registration of the annual meeting in several years.

Roden distributed copies of admission letters sent to transfer students; she encouraged participation in TECHFEST and asked deans to urge faculty to come throughout the afternoon, April 17.

Buchanan shared information from a recent Faculty Senate discussion of the student evaluation form.

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

cd

# COUNCIL OF DEANS

**April 18, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, April 18, 2001, 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.

Peter Mehl, Director of General Education, was present to submit for the deans' consideration an economics course that had been recommended by the General Education Council. Pat Cantrell, Interim Associate Dean of the College of Business Administration, was present to address questions or concerns.

Peter Mehl presented the following course to be added to the general education program to fulfill requirements for social and behavioral sciences:

ECON Global Environment of Business

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

Mehl and Cantrell departed after the economics course discussion.

Buchanan reported that a proposal was submitted to the Faculty Senate regarding faculty status for librarians. The proposal was distributed, and discussion followed.

Mosbo asked the deans for input regarding proposed revisions in the process for student evaluations of teaching. Discussion followed.

Mosbo led a discussion about possible topics for the May retreat.

Mosbo (1) reminded the deans of the IDC Brown Bag on Promotion and Tenure following the meeting; (2) distributed to each dean equity pay information prepared by Buchanan; (3) informed the deans that state funds can be used for promotional items as long as certain conditions are met; (4) distributed data prepared by Roger Lewis; (5) distributed a memorandum on safety concerns for 15 passenger vans; (6) distributed a flow chart prepared by the President's Office.

## Dean Reports

Buchanan shared information about a May 15 reception in Little Rock honoring students receiving the Daisy Bates Scholarship. Mosbo urged participation. Buchanan reminded the deans to submit computer upgrade needs.

Horton shared information from a business journal.

McNiece (1) stated that Patty Phelps expressed her appreciation to the deans for their participation in TECHFEST; (2) asked about Arkansas Higher Education Coordinating Board meetings scheduled on campus Thursday and Friday; (3) applauded a planning event recently held in the College of Health and Applied Sciences and suggested that other colleges could benefit from similar programs.

Toll (1) reported that the College of Natural Sciences and Mathematics hosted the Arkansas Academy of Science, which turned out to be one of the largest organizational meetings in recent history and was arranged by Paul Hamilton; (2) urged participation in the groundbreaking ceremony scheduled for May 4 at the site of the new math/tech building; (3) added his appreciation to those who supported TECHFEST and commented on the good turnout.

Roden (1) shared her view of the success of TECHFEST; (2) stated that the technology group is taking applications for additional faculty associates for 2001; (3) distributed a new brochure on Freshman Interest Groups (FIGs).

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

cd

# COUNCIL OF DEANS

**April 25, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, April 25, 2001, 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 individual motions by Horton and seconds by Everding, the COD minutes of April 4, April 11, and April 18 were approved as circulated.

McNiece presented the Graduate Council minutes of April 19.

McNiece moved to recommend the following applicant for Graduate Faculty status:

Livshits, Irene MATH 3 year (2004) 5305, 5306, 5362, 5363, 5385, 5371, 5372, 5340, 6305, 6342, 6315

Toll seconded the motion, which passed unanimously.

McNiece moved to recommend the following new course in English:

ENGL 5304 Studies in English and American Literature

Lee seconded the motion, which passed unanimously.

McNiece moved to recommend the following new courses in Physical Therapy:

PTHY 6351 Geriatric Neurology

PTHY 7365 Differential Diagnosis in Physical Therapy

Hattlestad seconded the motion, which passed unanimously.

McNiece moved to recommend an MSN (nursing) degree articulation with Arkansas Tech University. Following a second by Hattlestad, the motion passed unanimously.

McNiece presented the following items for the information of the COD. The items were accepted as submitted.

## BIOLOGY

5340 Science for Elementary Grades - Delete

5525 Microbiology and Immunology Change title to

General Microbiology

5540 Basic and applied Immunology Change title to

Immunology

## ENGLISH

6394 Graduate Independent Study Change to variable credit

6194-6394 Graduate Independent Study

6300 Development of the English Language Withdrawn

Information items, continued:

## FOREIGN LANGUAGES

5360 Spanish for Medical Professions Change title to

5360 Spanish for Professionals

## SPEECH-LANGUAGE PATHOLOGY

6310 Phonological Acquisitions and Disorders Change title to

Phonological Development and Disorders

6101 Clinical Seminar I: Orientation Revised Bulletin description

Roden presented the Undergraduate Council minutes of April 17.

Roden moved to recommend UNIV 1105, Introduction to Educational Technology for SMARTS Students. Following a second by Lee, the motion passed unanimously.

Roden moved to recommend the following new course:

WRTG 4330 Linguistics for Educators

Everding seconded the motion, which passed unanimously.

Roden moved to recommend the following new course:

INFO 3315 Diversity/Multicultural Communications

Horton seconded the motion, which passed unanimously.

Roden moved to recommend approval of the following 12 new course proposals for the IEP curriculum:

#### Level One

IEP 1310 Level 1 Pronunciation, Conversation, and Public Speaking

IEP 1615 Level 1 Academic Writing and Grammar

IEP 1620 Level 1 Academic Classroom Skills

#### Level Two

IEP 1325 Level 2 Pronunciation, Conversation, and Public Speaking

IEP 1635 Level 2 Academic Writing and Grammar

IEP 1630 Level 2 Academic Classroom Skills

#### Level Three

IEP 1340 Level 3 Pronunciation, Conversation, and Public Speaking

IEP 1645 Level 3 Academic Writing and Grammar

IEP 1650 Level 3 Academic Classroom Skills

#### Electives

IEP 1355 Vocabulary Building Elective

## IEP 1360 Computer Literacy and Research Skills Elective

## IEP 1365 TOEFL Preparation Course

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

Roden moved to recommend the following new courses and credit options in Foreign Languages:

FLAN 1305 Level 1 Intensive English Core Program

FLAN 1306 Level 2 Intensive English Core Program

FLAN 2300 Level 3 Intensive English Core Program

Academic credit of three hours toward graduation would be granted for successful completion of each level with a 2.5 or better gpa, with a maximum of nine hours of credit for all three levels. A student's registration in FLAN 1305, 1306, or 2300 would automatically place that student in all of the IEP courses for the designated level.

Lee seconded the motion. Following discussion the motion was defeated by a vote of 2-yes, 6-no, 1-abstention.

Roden moved to recommend a proposal by Speech Pathology to require a grade of "C" in all speech-language pathology courses. Hattlestad seconded the motion. Following discussion, McNiece moved to table pending response to questions posed by the COD. Hattlestad seconded the motion to table, which passed unanimously.

Roden moved to recommend the following new course in Philosophy and Religion:

PHIL 4330 Philosophy of Language

Lee seconded the motion, which passed unanimously.

Roden moved to recommend the following changes in requirements in the BS degree program in Athletic Training:

Deletion of KPED 2300 Principles of Kinesiology and Physical Education

Resequence KPED 4350 Athletic Training Clinical Experiences III and 4305 Athletic Training Clinical Experiences IV in ascending order to KPED 4306 Athletic Training Clinical Experiences III and KPED 4307 Athletic Training Clinical Experiences IV

Change KPED 4395 Sport in American Society from an elective to a required course

Change course and hour level for KPED 4210 Modalities for Athletic Trainers to KPED 3345

Change hour level for KPED 4220 Exercise Rehabilitation in Athletic Training to KPED 4335

Hattlestad seconded the motion, which passed unanimously.

Roden presented the following items for the information of the COD. The items were accepted as submitted.

Add INFO 3364 Desktop Publishing for technology endorsement for BMED certification.

Delete INFO 4362 Administrative Information Management which is no longer needed for certification.

INFO 3321 Managing Systems and Technology will serve as the management course for BMED teacher certification.

Delete INFO 3365 Database Applications which is no longer needed for certification.

Mosbo informed the council of a request from the UCA Faculty Athletic Committee that he had asked the Undergraduate Council to review. The committee requested allowing students to transfer "D" grades. The Undergraduate Council reviewed the question, and voted not to recommend the proposal. Following discussion, Lee moved to affirm the Undergraduate Council's action. Toll seconded the motion, which passed unanimously.

Mosbo shared a recommendation from the Honors Council regarding non-degree credit courses. Following discussion, Mosbo requested that Roden take the request back to the Honors Council for further consideration.

Mosbo (1) reminded the deans of the Honors Convocation scheduled for Sunday, April 29, in Reynolds Performance Hall; (2) asked the deans for information about the number of Iomega zip drives within their areas; (3) shared changes in purchasing regulations; (4) stated that Jan Newcomer will attend the May 2 COD meeting.

### Dean Reports

Lee (1) reported that the Humanities Fair held last week was very successful with over 200 participants and that a number of teachers have sent letters thanking UCA for hosting the event; (2) stated that History Day will be held this Saturday; (3) indicated that the selection of the College of Liberal Arts Faculty Member of the Year will be made soon.



McHaney distributed a proposed reconfiguration of the Professional Education Council and requested that it be placed on next week's COD agenda. She also distributed a booklet about the College of Education.

McNiece shared feedback from the IDC Brown Bag on Promotion and Tenure.

Hattlestad distributed a flier announcing the College of Health and Applied Sciences' Student Research Colloquium and invited the deans to attend. He also distributed an invitation to the upcoming National Conference of Academic Deans, which will be hosted by UCA July 28-31, 2001.

Everding (1) invited the deans to attend a presentation by Patricia Foster, a southern writer, in Torreyson Library on Thursday night; (2) reminded the council of a Jazz Band performance on Friday evening in Reynolds Performance Hall.

Toll distributed a compilation of material from the College of Natural Sciences and Mathematics research symposium. He stated that the Challenge Week events were very good, and especially enjoyed the opportunity to meet and hear Ralph Nader.

Roden distributed a list of people who participated in TECHFEST.

Mosbo announced that he has accepted the position of Vice President for Academic Affairs and Dean of the Faculty at Gustavus Adolphus College in St. Peter, Minnesota, and will assume that position July 1.

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

cd

## **COUNCIL OF DEANS**

**May 2, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, May 2, 2001, 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 Ron Toll. Pat Draves represented Sally Roden.

Jan Newcomer, UCA's new alumni director, was present to meet the council and discuss her plans for alumni services. Following discussion, Newcomer departed at 10:00 a.m.

The COD minutes of April 25 were approved as circulated.

Following discussion of a revised proposal from speech-language pathology, it was decided to leave the matter on the table for further clarification.

Mosbo distributed a slightly modified proposal for Faculty Status for Librarians. Buchanan moved to recommend the proposal. Following a second by Everding, the motion passed unanimously.

McHaney presented a proposed reconfiguration of the Professional Education Council. Discussion will continue at a future meeting.

McNiece led a discussion of initiatives planned by the Instructional Development Center, and requested suggestions for additional presentations.

Mosbo: (1) discussed a proposal to move presentation of the Distinguished Alumni Award to May Commencement and the Half-century Club induction to Saturday morning of Homecoming; (2) informed the deans of plans for distribution of salary letters; (3) reminded deans to attend the groundbreaking ceremonies for the math/tech building; (4) reminded deans to attend the Board of Trustees meeting; (5) reminded deans of the focused COD meeting scheduled for next week; (6) informed the council of his scheduled plans for the next few weeks.

## Dean Reports

Buchanan distributed allocation information for computer upgrades.

Lee: (1) reported that History Day was very successful last weekend; (2) briefly discussed the Honors Convocation.

McNiece shared information about a recent Graduate Fair for UCA undergraduate students. The fair was conceived and organized by Sherin Varghese, graduate representative to the Student Government Association. She asked the deans to thank those chairs and faculty who participated in the fair.

Hattlestad reported that there was a record crowd present at Reynolds Performance Hall to see the ACTS (Acting Creates Therapeutic Success) production, "Scary Story." He expressed his appreciation to Cathy Acre and Bob Willenbrink who developed the ACTS program, and the many others who worked with disabled participants to bring the production together.

Draves: (1) stated that training for summer registration staff would take place May 14 and 15, and registration of new freshmen will be held May 29 through June 29; (2) informed the council that there have been 39 applicants for 15 faculty associate slots.

Toll expressed appreciation to Draves for an IDC presentation she gave on Freshman Interest Groups.

Mosbo reported to the deans on the current condition of Dr. Ed Griffin, former chair of the Department of Biology and former interim dean of the College of Arts and Sciences.

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

cd

## COUNCIL OF DEANS

**May 9, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, May 9, 2001, 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.

The COD minutes of May 2 were approved as amended.

McNiece distributed a proposed revision to the current policy for admission/retention in the speech-language pathology program, and moved that the COD recommend the proposal. Ishee seconded the motion, which passed unanimously. The policy follows.

*[The boldface text is recommended as an amendment to the current speech-language pathology admission/retention policy (page 110 of the 2000-2002 Undergraduate Bulletin).]*

The progress of students admitted into the speech-language pathology program is reviewed routinely. To remain in good standing a student must

1. Maintain a minimum overall grade point average of 2.7;
2. Maintain a minimum major grade point average of 3.0;
3. Achieve a grade no lower than C in any required major course;
4. Observe the fundamental rules of ethical conduct as described in the Code of Ethics of the American Speech-Language Hearing Association.

Students who fail to meet retention criteria will be suspended from the program. To be considered for readmission, students must retake major courses that resulted in suspension. Readmission is neither automatic nor guaranteed.

McHaney presented a revised proposal for the reconfiguration of the Professional Education Council. Buchanan moved to accept the proposal. McNiece seconded the motion, which passed unanimously. The new configuration follows.

## Professional Education Council

Membership on the Professional Education Council is representative of the degree programs, academic support functions, students at the basic and advanced levels and the world of practice:

Degree Program Representatives:

Voting, Two-Year Rotating Term, (7)

Faculty, Early Childhood/SPED

Faculty, Middle/Sec/Tech

Faculty, Graduate Program (Psy, Leadership, LibMed, Sped)

Faculty, College of Health & Applied Science

Faculty, College of Fine Arts & Communication

Faculty, College of Liberal Arts

Faculty, College of Natural Sciences & Mathematics

Academic Support Representatives:

Voting, Permanent, (2)

Director of Professional Field

Admissions/Certification Officer

Student Representatives:

Voting, Two-Year Rotating Term, (2)

Student Undergraduate

Student Graduate

Alumni/Practicing Professionals:

Voting, Two-Year Rotating Term, (3)

Public School Elementary

Public School Middle

Public School Secondary

Administrative Representatives:

Ex-Officio, Non-voting, (9)

Associate Dean, College of Education

Dean, College of Education

Dean, Graduate Programs

Dean, Undergraduate Programs

Dean, College of Fine Arts and Communications

Dean, Health and Applied Sciences

Dean, College of Liberal Arts

Dean, College of Natural Sciences and Mathematics

School Superintendent

Roden presented the following proposed change in eligibility requirements for Dean's List and Presidential Scholars designation.

Dean's List and Presidential Scholar honors are based on grades earned during each semester of the regular academic year (fall, spring). To qualify for the Dean's List in a given semester, a student must earn a 3.50 GPA or higher in at least 12 hours of courses earning credit toward a degree and also earn a 3.50 GPA or higher in all other course work. To qualify for Presidential Scholar honors in a given semester, a student must earn a 4.00 GPA in at least 12 hours of courses earning credit toward a degree and also earn a 4.00 GPA in all other course work.

Roden moved to recommend approval of the revised eligibility requirements. Buchanan seconded the motion, which passed unanimously.

Everding distributed a plan to reorganize the departments of Writing/Rhetoric and Speech/Theatre/Mass Communication. The plan would combine the existing speech program into the writing program, thus forming the departments of Writing/Speech and Mass Communication/Theatre. Everding moved to recommend approval of the reorganization. Roden seconded the motion, which passed unanimously.

The deans revisited the topic of "connecting freshmen to departments," which had been discussed at a previous meeting. Following discussion, Mosbo asked Roden to work with the deans to develop a plan of action.

Mosbo (1) informed deans that "business casual" dress was in effect as of Monday, May 14; (2) scheduled upcoming COD meeting times; (3) reminded deans to pay close attention to class enrollments - in connection with this item, Roden distributed information about the transfer registration process; (4) asked deans to think about the ethics of selling books - Buchanan will draft a statement to present to the University Council.

### Dean Reports

Buchanan distributed draft salary letters, and asked the deans to proofread and return by Friday.

McNiece (1) reminded that URC grants are in accounts that will carry over if requested; (2) stated that public service grant funds do not carry over and should be used prior to July 1; (3) discussed IDC plans for a teaching series next year - Jeff Draves and John Passé-Smith will provide technology support through FITS (Faculty Instructional Technology Support) Center - the focus for the fall series will be "Continuing the Challenge"; (4) shared copies of a newsletter.

Ishee stated that Hattlestad is on a site visit for the North Central Association.

Toll (1) stated that Steve Addison will serve as interim chair of Computer Science and that Gaylon Ross will continue to serve as interim chair of Physics and Astronomy; (2)

reported on the health of Ed Griffin.

Roden announced that Dr. Terrence Kearns has agreed to serve as Director of Exemplary Studies, replacing Dr. Andrew Cohen who will serve as interim chair of the Department of Art.

Mosbo distributed comparative salary data prepared by Roger Lewis.

The meeting adjourned at 10:35 a.m.

cd



# COUNCIL OF DEANS

**June 20, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, June 20, 2001, 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. Jonathan Glenn represented Sam Buchanan.

The COD minutes of May 9 were approved as circulated.

McNiece presented the Graduate Council minutes of May 10. Janet Filer attended to respond to questions regarding a proposed curricular revision in the College of Education.

McNiece moved to recommend a new program, MSE in Collaborative Instructional Specialist (Special Education) and accompanying new courses. The proposal follows:

MSE in Collaborative Instructional Specialist

Track 1 - Ages 0-8

Track 2 - Grades 4-12

Core Courses required of both Tracks 1 and 2

New Courses

SPED 6300 Philosophical, Historical, and Legal Aspects of Special Education

SPED 6302 Medical and Educational Aspects of Disabilities

SPED 6304 Behavior and Classroom Management

SPED 6306 Family, School, and Community Partnerships

SPED 6308 Educational Assessment in Special Education

Existing Course

ADSE 6380 Research Methods (previously approved)

Track 1

New Courses

SPED 6322 Current Issues and Trends

SPED 6327 Educational Programming for Children Ages 0-5 with Disabilities

SPED 6337 Educational Programming for Children Ages 5 through 8 with Disabilities

SPED 6272 Laboratory Practices for Children with Disabilities Ages 5-8

Change Course Title

SPED 6330 Transdisciplinary and Assessment of Young Children (previously approved)

Change Course Number

SPED 6310 Laboratory Practices in Early Childhood Special Education 0-3 to

SPED 6270 Laboratory Practices in Early Childhood Special Education 0-3

SPED 6311 Laboratory Practices in Early Childhood Special Education 3-5 to

SPED 6271 Laboratory Practices in Early Childhood Special Education 3-5

Track 2

New Courses

SPED 6350 Collaborative Teaching and Inclusive Settings

SPED 6365 Educational Programming for Students with Emotional/ Behavioral Disabilities

SPED 6366 Educational Programming for Students with Mild Disabilities

SPED 6367 Educational Programming for Students with Significant Disabilities

Course Title and Number Change

SPED A6606 Laboratory Practices with Mildly Handicapped to

SPED 6370 Laboratory Practices for Students with Disabilities

SPED B6606 Laboratory Practices with Mildly Handicapped to

SPED 6371 Laboratory Practices for Students with Disabilities

McHaney seconded the motion. Following discussion, the motion passed unanimously. Filer departed the meeting.

McNiece recommended the following applicants for graduate faculty status:

Buddenberg, Lorrie OTHY 3-year 5350, 5380, 5321, 5310, 6315, 6311, 6320, 6350, 6220, 6335

Zambrano, Jaime FLAN 8-year 5300, 5350, 5395, 5396, 6302, 6395, 6396, 6398, 6698

Roden seconded the motion, which passed unanimously.

McNiece recommended the following new course in history:

HIST 6330 Latin American Research Seminar

Lee seconded the proposal, which passed unanimously.

McNiece recommended the following new courses in occupational therapy:

OTHY 6360 Occupational Therapy in Public Schools

OTHY 6365 Current Issues and Trends in Occupational Therapy

OTHY 6370 Advanced Splinting in Occupational Therapy.

OTHY 6312 Occupational Therapy Administration and Management

(Elective to a required course in major)

Hattlestad seconded the motion, which passed unanimously.

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

Change Course Title

OTHY 6305 Seminar I to

OTHY 6305 Comparative Theory

OTHY 6315 Research I to

OTHY 6315 Research Methods

OTHY 6310 Problems in Occupational Therapy Education to

OTHY 6310 Occupational Therapist as an Educator

OTHY 6312 Elective to

Required in Major

Course Deletion

OTHY 6316 Research II

Lee distributed a proposal to restructure departments and programs within the College of Liberal Arts. (1) Lee moved to recommend changing the name of the Humanities and World Cultures Program to the Humanities and World Cultures Institute. Hattlestad seconded the motion. Following discussion, the motion passed unanimously. (2) Lee moved to recommend changing the name of the Department of Foreign Languages to the Department of World Languages, Literatures, and Cultures. Hattlestad seconded the motion, which passed unanimously. (3) Lee moved to recommend separating the sociology program from the Department of Geography, Political Science, and Sociology, and creating a new Department of Sociology. Hattlestad seconded the motion. Following discussion, the motion passed unanimously.

Mosbo discussed the possible review of the 30-mile rule at a future meeting of the Arkansas Higher Education Coordinating Board. He also led a discussion of the possible restructuring of University College.

Mosbo reminded the deans that three credit hour Monday/Wednesday classes are to begin no earlier than 3:00 p.m. These are classes that would typically meet on a Monday/Wednesday/Friday schedule, but meet twice a week for an extended time. He indicated that exceptions could be made with appropriate justification.

Mosbo: (1) shared information regarding projected freshman enrollments for fall; (2) discussed recent changes in purchasing requirements; (3) discussed contract dates for faculty - August 13, 2001, through May 18, 2002; (4) distributed notes from the May COD retreat prepared by Toll.

### Dean Reports

McHaney invited the deans to visit "Superkids," which is currently underway at the Child Study Center. She also stated that Junior University will begin next week.

McNiece reported on changes requested by the Graduate Council yesterday that will affect proposals to be presented to the COD on June 29.

Everding urged the deans to attend "Where Dreams Begin," presented by the Arc/UCA Performance Art Camp, this Friday at Reynolds Performance Hall.

Toll expressed his appreciation to those who provided square footage information as he had requested.

Roden reported on freshman registration and went over planned Welcome Week activities. She requested that the deans submit to her the names of faculty nominees to serve on a discussion panel and others to help students in computer labs.

Mosbo, announcing that this will be his last COD meeting, expressed his appreciation to the council collectively and individually and thanked them for their collegiality and friendship.

The meeting adjourned at 11:10 a.m.

cd

# COUNCIL OF DEANS

**June 29, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, June 29, 2001, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Bob Everding, Jonathan Glenn, Neil Hattlestad, Joe Horton, Maurice Lee, Elaine McNiece, Sally Roden, and Ron Toll. Debbie Barnes represented Jane McHaney.

The COD minutes of June 20 were approved as circulated.

McNiece presented the Graduate Council minutes of June 19.

McNiece moved to recommend the following applicants for graduate faculty status:

Altom, Bobby GSMLA 3 yr EDLP 6363, 6324; SLMA 6610, 6520, 6540

Duran, Rudy GSMLA 3 yr SLMA 6610, 6530, 6550, 6460, 6100

Lance, Dee SPTH 3 yr SPTH 6306, 6336, 6345, 6320

McCalman, David GSMLA 3 yr MBA 5340, 6320, 6321, 6311, 6310; GSML 6311

Saltz, Ira GSMLA 8 yr MBA 5320, 6303; 6315, 6116, 6216, 6316

Hattlestad seconded the motion, which passed unanimously.

McNiece moved to recommend a new MS program and courses in College Student Personnel Services Administration, which replaces the existing MS in Student Personnel Services in Higher Education and moves the program from the Department of Psychology and Counseling to the Graduate School of Management, Leadership, and Administration. The program follows:

## **New Courses**

CSPA 6320 Ethics and Law in Higher Education

CSPA 6310 American Higher Education

GSML 6116-6316 Research Projects

CSPA 6370 Student Development Internship I

CSPA 6371 Student Development Internship II

### **Change Prefix**

COUN 6392 The College Student **TO**

**CSPA 6392 The College Student**

COUN 6391 Principles and Practices in Student Personnel Services **TO**

**CSPA 6391 Principles and Practices in Student Personnel Services**

MSCD 6315 Applied Research Methods **TO**

**GSML 6315 Applied Research Methods**

MSCD 6350 Budgeting and Finance **TO**

**GSML 6350 Budgeting and Finance**

### **Existing Courses**

COUN 6356 Group Psychotherapy and Counseling

MSCD 6360 Cultural Differentiation and Outreach

GSML 6311 Leadership and Decision-Making

MBA 5340 Principles of Management

COUN 6354 Theories of Psychotherapy and Counseling

COUN 6342 Career Education and Vocational Development

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

McNiece moved to recommend a proposal to change the MSE in Spanish to an MA degree, and the following new course:

**SPAN 6380 Thesis Research**

Lee seconded the motion, which passed unanimously.

Buchanan shared information about a leadership program through the University of Arkansas.

### Dean Reports

Glenn (1) announced that Terry James will serve as interim director of academic planning and assessment beginning Monday, July 2; (2) thanked the deans for their cooperation in responding to concerns about closed sections.

Horton told the council that he has enjoyed working with the group. Buchanan thanked him for his service, and Hattlestad echoed the appreciation, and praised him for his insight.

Lee reported on a recent conference in Hot Springs that was attended by Governor Huckabee and other southern governors.

Barnes (1) stated that AETN had given good coverage to Mark Cooper and the "Superkids" program; (2) reported on the program and graduation ceremony for Junior University; (3) indicated that the College of Education's annual report was complete and being distributed.

Toll reported on a recent technology meeting in Chicago.

Roden reminded the deans to submit names for panel members during Welcome Week activities.

Hattlestad reminded deans about the National Conference of Academic Deans, which is being hosted by UCA.

Following a motion by Horton and second by Everding, the meeting adjourned at 10:00 a.m.

cd



## COUNCIL OF DEANS

**July 18, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, July 18, 2001, in the Harrin Hall Conference Room. Sam Buchanan presided, and the following council members were present: Gabriel Esteban, Bob Everding, Jonathan Glenn, Neil Hattlestad, Elaine McNiece, Sally Roden, and Ron Toll. Joe Delap represented Maurice Lee, and David Skotko represented Jane McHaney.

The COD minutes of June 29 were approved as circulated.

Buchanan asked the deans to provide to him by August 1 their position requests for the next academic year.

Buchanan distributed information regarding freshman enrollments for fall. Roden shared additional information and asked the deans to think about ways to address retention concerns.

Buchanan: (1) informed the deans of a press conference at the Hall of Fame room and asked them to attend if possible; (2) discussed planned changes in the Academic Administrators' Seminar scheduled for September 12.

### Dean Reports

Esteban indicated that Keith Atkinson, the new chair of the Department of Accounting, is now on campus.

McNiece: (1) distributed a draft revision to the conflict of interest policy for research and asked deans to let Betty Hamilton know if questions occurred; (2) asked the deans to indicate where matching funds were coming from on purchase orders for student research funds.

Hattlestad reported on registrations for the National Conference of Academic Deans, which UCA will host July 28-31.

Everding reminded the council that *Evita* will be performed by the theatre department this Thursday-Saturday, 7:30 p.m. at Center Stage.

Toll: (1) reported on a recent chairs retreat; (2) asked for input about graduation rates - discussion followed.

Roden: (1) reported that billings for students who have pre-registered for fall will go out this week and

recent changes in fees and scholarships may result in phone inquiries; (2) expressed her appreciation to the college deans for their cooperation in opening classes as necessary and thanked Glenn for facilitating the process; (3) thanked the deans for their kindness during her recent illness.

Buchanan distributed: (1) a draft of the agenda for the August 10 meeting of the Board of Trustees; (2) SOAR dates for 2002; (3) opening session meetings for fall 2001.

Esteban moved and Everding seconded that the meeting adjourn at 10:00 a.m. The motion carried.

cd

## COUNCIL OF DEANS

**August 8, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, August 8, 2001, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Gabriel Esteban, Bob Everding, Neil Hattlestad, Maurice Lee, Jane McHaney, Elaine McNiece, and Sally Roden. Steve Addison represented Ron Toll.

Following a motion by Everding and second by Esteban, the COD minutes of July 18 were approved as circulated.

Buchanan shared a mailing from the Barry Goldwater Scholarship program. Addison will continue to serve as campus contact.

Buchanan called for discussion of final examination practices. Hattlestad expressed the desire that the final examination process be somewhat uniform across colleges. Following discussion, the deans agreed that the matter should be referred to the Faculty Senate in order to begin a dialogue.

Buchanan urged deans to check enrollment print-outs and enter appropriate faculty data where "staff" or "undecided" sections are designated.

Buchanan: (1) reminded deans of Commencement Friday evening; (2) reminded deans of the support staff luncheon following COD in Brewer-Hegeman; (3) encouraged participation in FAST Movers this Sunday; (4) asked deans to forward any noteworthy accomplishments of faculty or staff within their areas; (5) discussed his address to faculty and professional staff on September 18 - Jim Bell and Sandy Olson, presidents of the Faculty Senate and Staff Senate respectively, will also speak; (6) shared information from a businessman in Ft. Smith inviting UCA to open a campus there; (7) distributed handouts on ACE workshops, a new travel request form, freshman enrollment figures, and information from ADHE on Century Scholarships for study in Japan.

### Dean Reports

Esteban: (1) reported on a recent retreat of the College of Business Administration

executive committee; (2) will write a series of articles for the *Log Cabin Democrat* on business-related issues.

Lee: (1) reported on a College of Liberal Arts retreat attended by department chairs, which included a session on sexual harassment from the perspective of the administrator; (2) informed the council of the recent award of a FIPSE grant; (3) reported that the Foreign Languages Department is providing assistance to business majors; (4) invited the deans to attend an upcoming event recognizing Kenneth Barnes and Gary Wekkin as outstanding CLA faculty.

McHaney: (1) informed the deans that Harold Griffin passed away last Monday; (2) distributed a schedule of events for education faculty and asked deans to encourage appropriate faculty to attend.

McNiece: (1) distributed deadlines and meeting dates for the Graduate Council; (2) reminded the deans of New Faculty Orientation on August 15; (3) asked deans to encourage chairs to leave 5B open in the spring for new faculty so that they can attend special meetings arranged through the IDC; (4) reported that the University College Task Force has submitted its report to the provost.

Hattlestad: (1) announced that Major Frank Hall has assumed duties as chair of the Department of Military Science; (2) expressed his appreciation to the deans for their participation in the National Conference of Academic Deans; (3) distributed materials from NCAD meetings along with a roster of participants.

Everding announced that single tickets are now available for public appearances events, and package rates are still available.

Roden: (1) reminded the deans of Welcome Week activities; (2) reported that the technology group is meeting this week in Brewer-Hegeman; (3) distributed results of a survey on freshman satisfaction. Discussion followed.

Esteban moved to adjourn. Following a second by Everding, the meeting adjourned at 10:45.

cd

## COUNCIL OF DEANS

**August 22, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, August 22, 2001, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Gabriel Esteban, Bob Everding, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Jane McHaney, Elaine McNiece, and Sally Roden. Steve Addison represented Ron Toll.

The COD minutes of August 8 were approved as circulated.

McNiece informed the council that the University College Task Force has submitted its report. She will keep the deans advised about the process as the college is restructured. Discussion followed.

McNiece distributed information about a leadership workshop that will be presented by Dr. Bethel Thomas in October.

McNiece stated that few came to the last project directors' workshop and asked for guidance to build attendance or whether to provide necessary information in a format other than holding a workshop. Discussion followed.

Buchanan reported that the Human Resources Office is now requiring a copy of the social security card for all new hires.

Glenn distributed a list of those courses that show "staff" or "undecided" as the instructor designation and asked that they be corrected before the 11<sup>th</sup> day of classes.

Buchanan reminded the deans of deadlines for submission of attendance validation forms and stressed the importance of accuracy in the process.

Buchanan requested that he be provided with the names of faculty volunteers for a series of meetings with students similar to the Big Event held last spring.

Buchanan (1) reminded the council of the president's address scheduled for tomorrow; (2)

informed the deans of the long-term faculty award recipients and asked that the deans make sure the recipients are present if possible; (3) shared information about a Swiss seminar.

## Dean Reports

Lee reported on his group during the Summer Reading Program and suggested a review of the program before next summer.

Roden stated that over 800 students participated in the Summer Reading Program and that early reports have been very good. Data gathered from surveys is being compiled, and she will share that information when it is available.

McHaney reported that Wendy Rickman has been hired as director of the Technical Learning Center (formerly the Learning Resource Center).

McNiece asked if there was interest in sending people to an ACE workshop, *Chairing the Academic Department*, and stated that there is a discount if several attend. The IDC will help with some of the funding.

Everding reminded the deans that *Evita* will be performed again next week, August 28-31, at the Center Stage of Snow Fine Arts.

Roden reminded deans that students may also obtain PINs from departmental offices; students do not need to come to the advising center to receive the numbers.

Following a motion by Esteban and a second by Everding, the meeting adjourned at 10:15 a.m.

cd

# COUNCIL OF DEANS

**August 29, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, August 29, 2001, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Gabriel Esteban, Bob Everding, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll.

The COD minutes of August 22 were approved as circulated.

Glenn distributed information indicating how Advanced Placement credit is currently assigned at UCA. He asked the deans to respond to those examination areas where UCA does not currently award credit. Discussion followed.

Buchanan discussed a memorandum received from Steve Wood, Assistant Vice President for Human Resources, regarding limitations on position allocations. Discussion followed.

Buchanan: (1) reminded deans to send to him the names of faculty who would be willing to give time for a series of meetings with students similar to the Big Event held last spring; (2) shared an e-mail from Glenn Stacks of the UCAPD and asked that the deans relay Stacks' concerns to chairs.

## Dean Reports

Glenn: (1) reported on activities of the Instructional Technology Committee, which he now chairs; (2) indicated that work has begun to strengthen an application for a Title III grant; (3) stated that several personnel initiatives were underway in the library, and he will meet with individual library faculty members.

Esteban stated that the first faculty meeting of the College of Business Administration will occur tomorrow.

Lee: (1) shared plans to honor 11 former department chairs in the College of Liberal Arts at the first faculty meeting, which will be held tomorrow; (2) intends to hold a retreat with former chairs to gain an historical perspective of the college; (3) requested the deans to

share with him their ideal presidential candidate's qualifications as he is representing their interests on the Presidential Search Committee; (4) repeated an earlier invitation to attend a reception recognizing the accomplishments of two CLA faculty members, Ken Barnes and Gary Wekin, on September 6.

McHaney: (1) held the first College of Education faculty meeting yesterday; (2) announced the availability of \$200,000 in funding from the Hazel Phillips Scholarship program for female students interested in careers in education.

McNiece: (1) reminded deans to submit their nominees to the Sabbatical Leave Committee and University Research Committee to Mike Schaefer, Faculty Senate Committee on Committees; (2) announced plans for three receptions for new faculty to be held at Buffalo Alumni Hall next spring.

Hattlestad called for a discussion of scheduling problems created by late purges. Following discussion, the deans agreed that it may be time to provide on-line schedule information only. Discussions with appropriate personnel will be held in the near future.

Toll reported on plans for the College of Natural Sciences and Mathematics to hold several meetings at Buffalo Hall.

Roden: (1) expressed her appreciation to the deans for their participation in opening session activities; (2) reported that State and Hughes Residential Colleges are filled and that only a few rooms have triple occupancy - adding that those few have chosen to remain triple; (3) invited the council to participate in an upcoming event, "Lunchapalooza."

Buchanan commended the deans on the quality of the Attendance Validation submissions. He reported that in checking the forms, fewer problems were discovered than ever before and most of those had been identified by the deans' checking process prior to arriving at the Provost's Office.

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

cd



# COUNCIL OF DEANS

**September 5, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, September 5, 2001, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Gabriel Esteban, Bob Everding, Jonathan Glenn, Neil Hattlestad, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll. Joe Delap represented Maurice Lee.

Shelley Mehl, Director of the Faulkner County United Way, and Jim Brosam, UCA Director of Communications, attended to share information with the deans about the annual campus United Way campaign. McNiece is a co-chair of the on-campus campaign, along with Brosam and Mary Beene of the Office of Human Resources. An informational video was shown, and Mehl spoke briefly asking the deans to encourage participation within their respective areas. Mehl and Brosam departed at 9:45.

The Council of Deans minutes of August 29 were approved as amended.

Buchanan shared copies of memoranda regarding the results of the National Survey of Student Engagement. McNiece stated that the Instructional Development Center will host a "Brown Bag" to discuss areas that might be improved. Buchanan asked that deans urge faculty to attend.

Toll asked for information from other college deans about the timetable relative to mid-probationary review. Discussion followed.

Buchanan asked deans to be sure that memos of explanation accompany travel requests and purchase orders that are after-the-fact.

Buchanan distributed position authorizations. He warned that funds will be limited and some searches may need to be pulled down as those limitations become apparent.

Buchanan distributed copies of revisions to the Board Policy Book.

## Dean Reports

Glenn reported that all "staff" and "undecided" designations have been removed from the fall schedule and thanked the deans for staying on top of the situation. He stated that he had spoken with the registrar about the logistics of having an up-to-date schedule on the UCA website. He will pursue the matter further.

Esteban stated that the College of Business Administration had its first faculty meeting. One goal will be to examine and revise admissions standards for programs within the college.

Delap reported that the College of Liberal Arts also had its first faculty meeting. Plaques were given to those who had served as department chairs in the past.

McNiece distributed copies of surveys from Sponsored Programs. She also shared information about a workshop, "The Protection of Human Subjects in Research," scheduled for Friday, September 28.

Everding announced that the Faculty Recital Series will begin tonight with a concert by Linda Hsu and Carl Anthony.

Toll reported that a number of grant proposals are in progress in the College of Natural Sciences and Mathematics, many being proposed by new and junior faculty.

Roden reminded the deans of the live teleconference with Tracy Chevalier, author of *Girl with a Pearl Earring*, scheduled for next Tuesday, September 11, at 7:00 p.m. in Reynolds.

Buchanan shared positive comments made by the President regarding new faculty orientation events, and asked McNiece to pass the comments along to Margaret Morgan, Jeff Allender,

and others involved in planning the orientation activities.

Following a motion by Esteban and second by Everding, the meeting adjourned at 10:15 a. m.

cd

# COUNCIL OF DEANS

**September 12, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, September 12, 2001, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Gabriel Esteban, Bob Everding, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Jane McHaney, Elaine McNiece, and Sally Roden. Steve Addison represented Ron Toll.

The COD minutes of September 5 were approved as circulated.

Glenn reported on his effort to complete an annual report on faculty performance for the Arkansas Department of Higher Education. Discussion followed.

Buchanan reminded the deans that the list of position approvals does not guarantee funds for the positions. Searches may have to be brought down when funding limitations become evident.

Buchanan (1) reminded deans of a public meeting to discuss the "drinks by the glass" issue; (2) reported that the manager's luncheon has been cancelled; (3) informed the deans of a student memorial service in remembrance of those who lost their lives in New York and Washington DC - the memorial will replace the pep rally this week; (4) reported on the recent work of the emergency response team; (5) discussed the Arkansas Deans' Association meeting.

## Dean Reports

Glenn (1) reported that Roger Lewis has expressed concern about some erroneous data entries and asks department chairs to review - Glenn indicates that he may perform the review himself; (2) met with Tony Sitz to discuss the possibility of electronic schedules and identified three goals: a) daily updates of on-line schedule, b) printable format, c) all electronic by spring 2002.

Lee (1) asked that as a preparation for the Academic Administrators' Seminar that the deans go on-line to see if they can easily access affirmative action information; (2)

thanked those who attended the College of Liberal Arts' reception honoring outstanding faculty.

McNiece reported that there are consultants from the National Institutes of Health coming to campus for a series of meetings on research with human subjects. Additional information will be forthcoming from the Sponsored Programs Office.

Hattlestad stated that the blood drive previously scheduled for Thursday has been cancelled.

Addison (1) reported on work to develop a 3+2 engineering program with the University of Arkansas at Fayetteville; (2) announced that the SILO (now SURF) deadline is November 2 and urged participation by faculty as reviewers - there are a few reviewer positions available.

Roden (1) stated that Tracy Chevalier had requested the rescheduling of the live teleconference; (2) reported on visits by college advisors with chairs and deans; (3) distributed information about program initiatives for freshmen.

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

cd

# COUNCIL OF DEANS

**September 19, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, September 19, 2001, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Gabriel Esteban, Bob Everding, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll.

The COD minutes of September 12 were approved as circulated.

Buchanan asked for a volunteer to serve as the COD representative on the Budget Advisory Committee this year. Toll was selected.

Buchanan called for a discussion of compulsory laptop computers for freshmen. Toll and Esteban will coordinate with Glenn's technology committee to develop a recommendation.

McHaney asked the deans to review a new manual, "Policies and Procedures for the Technology Learning Center," in the College of Education. She had sent the manuals to the deans electronically prior to the meeting.

Buchanan (1) informed the deans of a make-up workshop on September 26 regarding sexual harassment and asked that those who have not previously attended a workshop plan on attending this one; (2) indicated that FERPA workshops will be given October 11, 17, and 24 for anyone who has contact with the public; (3) reported that the final enrollment for the fall semester is 8486, which includes five more students than last fall; (4) informed the council that legislative subcommittee meetings will be held in the conference center October 25 and 26; (5) shared information about Ford Fellowships; (6) asked Lee to name the Morris Udall representative for the coming year; (7) indicated that there are preliminary plans to hold a campus discussion dealing with the geopolitics of the Middle East and asked deans to identify people with expertise in relevant areas; (8) handed out a plan for restructuring the University College and stated that it will be an agenda item for the next COD meeting.

## Dean Reports

Esteban (1) reported that a consultant will be on campus this week to assist the College of Business Administration with AACSB accreditation issues; (2) shared information about a recent theft of electronic equipment in the college.

McHaney (1) expressed her appreciation to the deans that participated in the first meeting of the Professional Education Council; (2) distributed a timeline for submission and consideration by the PEC; (3) indicated that there will be a conference on teacher recruitment and retention held at UCA in conjunction with the North Little Rock public schools on October 19 and asked the deans to encourage participation.

McNiece discussed an internal routing system for committee review of faculty research proposals. She requested the submission of multiple copies of proposals for faculty research, summer stipends, sabbatical leaves, reassigned time, and public service grants.

Hattlestad distributed an article regarding individualized evaluations.

Toll (1) reported on recent meetings with the University of Arkansas engineering program and the development of a 3+2 engineering program with the UofA; (2) informed the deans that Roden has had two papers accepted for presentation - Toll and Roden will make the presentations at conferences in November and December.

Roden reported that the Tracy Chevalier teleconference has been rescheduled for Tuesday, October 2, at Reynolds Performance Hall.

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

cd

# COUNCIL OF DEANS

**September 26, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, September 26, 2001, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Gabriel Esteban, Bob Everding, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll.

The COD minutes of September 19 were approved as amended.

McNiece presented the Graduate Council minutes of September 20.

McNiece moved to recommend the following Graduate Faculty Applicants:

## 8-Year Review

Holmes, Clayton PTHY 6401, 6401, 7405, 7505, 7308, 7309, 7315, 7320

Hy, Ronald GPS 5336, 5340, 5199-5499; MSCD 6315; GSML 6350; CJIN 5300, 5301, 5302, 5303

Whitehead, Roy ACCT 5325, 6306

## 3-Year Review

McCullough, Kimberly SPTH 6320, 6306, 6336

Nix, Wayne ACCT MBA 5310

Perez, Eduardo SOC 5342

Ruark, Jacki SPTH 6214, 6306, 6336, 6330, 6354

Thiam, Amadou GEOG GIS 5315, 5320, 5323, 5328, 5333, 5340, 5345

Wallace, Lora SOC 5322, 5331, 5334, 5335

Zeltmann, Steven MIS 5000 & 6000 level INFO classes

Hattlestad seconded the motion, which passed unanimously.

McNiece moved to recommend revisions in the following curriculum change forms:

New Course Proposal

Curriculum Change: Action Item

Curriculum Change: Information Item

New Program Transmittal Form

Lee seconded the motion, which passed unanimously.

McNiece presented the following information items:

Add BMED prefix keep EMLS prefix

BMED 6368 Role of the Computer Specialist

BMED 6318 Microcomputer Networking

BMED 6375 Global Information Resources

BMED 6355 Preparing Computer Based Software

BMED 6357 Applied Computer Technology

BMED 6354 Multimedia

BMED 6337 Computer Graphics and Animation

BMED 6335 Computer Applications Software

The Graduate Council hosted a reception honoring the following students who received the 2001-2002 Robert M. McLaughlin Graduate Scholarship:

Jamie L. Estes, Speech-Language Pathology

Sancy R. Faulk, Counseling Psychology



McNiece asked the council to share comments or concerns regarding the proposed restructuring of the University College. Following discussion, consensus was reached to go forward with the proposal after incorporation of suggestions made by the deans.

Buchanan: (1) informed the deans that UCA was listed in Tier II of the U.S. News and World Report survey of colleges and universities; (2) asked deans to make sure that anyone who deals with cash transactions attends a cash handling workshop; (3) announced that the Board of Trustees will meet November 13 rather than in October or December; (4) asked that everyone who has contact with the public plan to attend a FERPA workshop -- Roden distributed information about the workshops; (5) distributed a presidential profile established by the search committee.

### Dean Reports

Glenn: (1) indicated that he will attend a Sexual Harassment Workshop this afternoon; (2) has completed work on the problems with degree codes; (3) met with Toll, Esteban, and Roden to discuss compulsory laptop issues -- a plan for proceeding is being developed.

Esteban reported that he and others in the College of Business Administration visited Westark College to tour technology facilities. A visit to Bethel College in Tennessee is also planned.

McHaney indicated that the October 19 teacher recruiting conference has been moved to Ida Waldran and will begin at 1:00 p.m.

McNiece distributed lists of those who have not yet returned surveys and asked deans to follow up with those listed.

Hattlestad: (1) offered his congratulations to everyone involved in planning a recent IDC program featuring a panel of students; (2) distributed information about the next National Conference of Academic Deans, which UCA will host July 27-30, 2002.

Everding informed the deans that *Cherish the Ladies* has been holding seminars for music students, will be featured at an Honors College High Table this afternoon, and will perform Thursday night at 7:30.

Toll reported on recent meetings with Acxiom representatives, Buchanan, Esteban, Joe

Hatcher, and himself. Acxiom has requested that university proposals and requests come through the Provost. This would include requests for tours, speakers, or monetary donations.

Roden: (1) shared information about a Majors Fair on October 4; (2) reminded everyone of the *Lunchapalooza* scheduled for today; (3) reminded the deans of the Tracy Chevalier presentation on October 2; (4) distributed a list of the numbers of faculty involved in technology workshops.

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

cd

# COUNCIL OF DEANS

**October 3, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, October 3, 2001, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Gabriel Esteban, Bob Everding, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll.

Peter Mehl, Director of General Education, was present to give the council an update regarding general education objectives. Mehl distributed a draft chart with suggested skill emphasis areas and the deans offered comments and pointed out issues of concern. Following discussion, Mehl departed at 10:05 a.m.

The COD minutes of September 26, 2001, were approved as circulated.

Glenn requested that the deans assist in the development of a proposal for a technology fee. Esteban provided information to the council that he had compiled for Glenn's committee. Discussion followed. Glenn asked the deans to provide as soon as practicable information about the numbers and types of computer labs in each area.

Buchanan: (1) asked the deans to remind departments that departmental phones should be answered and not forwarded to voice mail during office hours, and suggested that understaffed offices forward calls to the deans' offices when necessary; (2) asked deans to urge chairs and directors to be sensitive to staff members who serve on the Staff Senate and allow them to fulfill their senate-related duties during office hours; (3) reported that the orchestra shell should be in place at Reynolds in January; (4) reported that an EEOC complaint filed by a former department chair has been dismissed by the EEOC; (5) reminded the deans that the University Council will meet next Tuesday at X-period; (6) asked the deans to provide a count of those applying for promotion, tenure, or advancement; (7) clarified misconceptions regarding faculty positions proposed in the restructure of the University College; (8) distributed information about a CUR conference, AHECB agenda items for the October meeting, a progress report for Faculty Performance Review, and a flyer advertising a new Bed and Breakfast in Conway.

## Dean Reports

Glenn: (1) distributed a list of programs to be deleted from the AHECB approved programs; (2) asked the deans to provide information about items that will need to go to the AHECB in February; (3) asked deans to remind chairs to update AP credit information; (4) stated that revised curriculum forms will be on-line by the end of the week.

Lee informed the council that Cornel West will speak at Philander Smith College at 7:00 p.m. on October 6.

McHaney: (1) shared a success story regarding a Freshman Interest Group that is learning about and applying outcomes assessment; (2) distributed a flyer about the State Teacher Recruitment Conference on campus October 19 and urged the deans to drop in for as much of the conference as possible.

McNiece: (1) reported on a recent workshop on compliance issues for those who use human subjects in their research; (2) shared information on current University College students from Faulkner County; (3) reported on a recent meeting she attended at ADHE.

Toll: (1) stated that 20-25 faculty from his college attended a meeting last week at Buffalo Hall - future meetings are being planned; (2) reported on a recent meeting he and Esteban had with representatives from IBM.

Roden: (1) thanked those who participated in the "Live from London" teleconference with Tracy Chevalier and reported that the technology worked very well; (2) urged the deans to visit the Majors Fair scheduled for tomorrow afternoon in the Student Center Ballroom.

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

cd

## COUNCIL OF DEANS

**October 10, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, October 10, 2001, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Gabriel Esteban, Bob Everding, Jonathan Glenn, Neil Hattlestad, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll. Joe Delap represented Maurice Lee until 10:10 a.m.

The COD minutes of October 3 were approved as circulated.

Roden presented the Undergraduate Council minutes of September 25:

Roden moved to recommend deletion of the following prerequisites for the BS in Health Science, Occupational Therapy Emphasis

BIOL 3370 Neuroscience

SOC 4334 Medical Sociology

SOC 4343 Multicultural Populations

Hattlestad seconded the motion, which passed unanimously.

Roden moved to recommend awarding three hours of credit for FLAN 2300 to any IEP student who completes Level 3 of the Intensive English Program with a 3.0 GPA; has all As and Bs in IEP classes; scores a 500 or above on TOEFL; is exempt from taking transitional reading or writing courses; and has been admitted to UCA.

Following a second by McHaney, the motion passed unanimously.

Roden moved to recommend accepting English as a foreign language for international students pursuing BA degrees. Delap seconded the motion. Following the determination that the issue had been addressed by the COD previously (February 10, 1999) and that no information was presented to warrant revision to the current policy, motion was made by Roden to table the recommendation pending further evidence of the need for change. Upon a second by Toll, the motion to table passed unanimously.

Roden presented the following information items:

Change the following to ECSE prefix:

CHED 3300

CHED 3400

CHED 4219

CHED 4309

CHED 4311

CHED 4400

CHED 4600

CHED 4603

CHED 4604

CHED 4320

SPED 4307

Change the following to EDUC prefix:

CIED 1300

CIED 3310

CIED 3320

Change the following to MSIT prefix:

MSED 3310

MSED 4305

MLED 4310

MLED 4315

MSED 4320

MSED 4325

MLED 4411

MLED 4612

MLED 4613

Hattlestad shared information used in the College of Health and Applied Sciences to facilitate long-range planning by defining roles and responsibilities of faculty and administrators within the college. Discussion followed.

Delap reported that Randall Pouwels' book, The History of Islam in Africa, was picked as one of the History Book Club's selections for November 2001. Delap also reported that Brian Bonhomme recently won the Arkansas Association of College Teachers of History's prize for a paper he presented at the annual meeting in Hot Springs.

Buchanan: (1) reported on actions of the University Council; (2) reported on issues raised by the Faculty Senate - asked that academic administrators be responsive to any committee report that comes to them by acknowledging receipt of the report, indicating when any necessary decisions will be made, and reasons why decisions are not in agreement with recommendations; (3) asked deans to provide information about non-reappointments; (4) reported that budgets should be monitored carefully; (5) asked deans to provide information by next week on professors who are not at SREB salary levels.

### Dean Reports

Glenn reminded the deans to provide technology information for their respective areas if they had not already done so.

Esteban indicated that Tom Bailey will speak on campus on November 8 and that additional information will be forthcoming.

McHaney distributed (1) a summary page for the 1999-2000 higher education report card; (2) the Professional Education Unit committee membership; (3) assessment system standards.

McNiece discussed Family Day activities scheduled for November 3.

Everding shared information about upcoming Public Appearances events: Eric Bogosian on November 6; Matapat on November 12; and the Culture Mobile will be on campus next week.

Roden reported that this year's Majors Fair was very successful with over 600 students participating. She also stated that the deans should have received an invitation for a luncheon with Jane McGregor.

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

cd



# COUNCIL OF DEANS

**October 17, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, October 17, 2001, in the Provost's Conference Room. Jonathan Glenn presided, and the following council members were present: Gabriel Esteban, Bob Everding, Neil Hattlestad, Maurice Lee, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll. Sam Buchanan was attending an out-of-state conference.

Glenn requested that the deans furnish budget requests to the provost as soon as possible.

Glenn shared information regarding the works in progress of the Instructional Technology Advisory Committee. To assist that committee, Glenn asked deans to provide types of technology now being used by faculty, departments, and colleges. He also asked for information about annual expenditures and funding sources for technology from 1997 to the present. Deans suggested alternative sources for portions of the requested information.

## Dean Reports

Esteban described the exploration by the departmental faculty of a master's degree in accounting.

Lee reported on a recent humanities forum.

McHaney (1) shared information about program enrollments in student teaching for the last five years; (2) asked the deans to sign cooperative agreements for professional education.

McNiece reported that letters of approval for reassigned time have been sent.

Hattlestad reminded the deans of the Financial Fitness Seminar later today, which is co-sponsored by the College of Health and Applied Sciences and the College of Business Administration.

Everding announced two residencies on campus: Deloris Johnson, a children's writer and illustrator, is in residence with the writing program; Paul Hilliard is working with UCA choirs and will appear publicly on Friday.

Toll discussed plans for student mentoring programs with the public schools. He will meet with Marilyn Lawson and other public school personnel.

Roden reported on the recent visit by Jean McGregor, who presented information to faculty about learning communities.

The meeting adjourned at 10:15 a.m.

EM:cd

# COUNCIL OF DEANS

**October 24, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, October 24, 2001, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Gabriel Esteban, Bob Everding, Jonathan Glenn, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll. Jimmy Ishee represented Neil Hattlestad, and Joe Hatcher represented Maurice Lee.

The COD minutes of October 10 and October 17 were approved as amended.

Roden presented the Undergraduate Council minutes of October 16.

Roden moved to recommend the following new course:

PSYC 3370 Sports Psychology

Toll seconded the motion, which passed unanimously.

McNiece presented the Graduate Council minutes of October 18.

McNiece moved to recommend the following for graduate faculty status:

Fritze, Ronald HIST 8 yrs 5374,5378,5391, 5367, 6303, 6342

McClelland-Nugent, Ruth HIST 3 yrs 5308, 5311, 5325, 5391, 6300, 6301, 6302

Everding seconded the motion, which passed unanimously.

McNiece presented the following information items:

Prefix and title change

SPED 6330 Transdisciplinary Assessment of Young Children TO

ECSE 6330 Transdisciplinary & Collaborative Practices

Prefix changes

CHED 5330 TO ECSE 5330

CHED 6301 TO ECSE 6301

CHED 6310 TO ECSE 6310

CHED 6314 TO ECSE 6314

CHED 6330 TO ECSE 6330

CHED 6331 TO ECSE 6331

CHED 6341 TO ECSE 6341

CHED 6342 TO ECSE 6342

CHED 6343 TO ECSE 6343

CHED 6344 TO ECSE 6344

CHED 6345 TO ECSE 6345

CHED 6346 TO ECSE 6346

CHED 6353 TO ECSE 6353

CHED 6354 TO ECSE 6354

CHED 6355 TO ECSE 6355

CHED 6357 TO ECSE 6357

CHED 6358 TO ECSE 6358

CHED 6359 TO ECSE 6359

CHED 6372 TO ECSE 6372

CHED 6373 TO ECSE 6373

CHED 6374 TO ECSE 6374

CHED 6379 TO ECSE 6379

CHED 6382 TO ECSE 6382

CHED 6384 TO ECSE 6384

CHED 6386 TO ECSE 6386

CHED 6387 TO ECSE 6387

CHED 6388 TO ECSE 6388

CHED 6389 TO ECSE 6389

CHED 6391 TO ECSE 6391

CHED 6601 TO ECSE 6601

SPED 6270 TO ECSE 6270

SPED 6271 TO ECSE 6271

SPED 6272 TO ECSE 6272

SPED 6300 TO ECSE 6300

SPED 6302 TO ECSE 6302

SPED 6304 TO ECSE 6304

SPED 6306 TO ECSE 6306

SPED 6308 TO ECSE 6308

SPED 6322 TO ECSE 6322

SPED 6327 TO ECSE 6327

SPED 6330 TO ECSE 6330

SPED 6337 TO ECSE 6337

SPED 6350 TO ECSE 6350

SPED 6365 TO ECSE 6365

SPED 6366 TO ECSE 6366

SPED 6367 TO ECSE 6367

SPED 6370 TO ECSE 6370

SPED 6371 TO ECSE 6371

Buchanan: (1) reported on a recent trip to Northern Michigan University and discussed the NMU model for ubiquitous computing; (2) stated that the information from NMU will be presented to the president and vice president for financial and administrative services tomorrow; (3) reminded the deans to attend President's Scholars Day on November 9, and stated that if they cannot attend a representative should be sent; (4) asked the deans to submit any specific needs for the provost's request to the Budget Advisory Committee.

### Dean Reports

Glenn stated that he will attend a conference in Baltimore next week.

Esteban distributed a flyer announcing the first speaker for the College of Business Administration's speaker series, Thomas Bailey, which will be held on November 8.

McHaney reported that approximately 150 high school students participated last week in a State Teacher Recruitment Conference that was held on campus.

McNiece: (1) reminded the deans of the leadership seminar on Monday from 2-4:00 p.m.; (2) reported on United Way participation figures.

Ishee stated that Hattlestad is on an accreditation visit.

Everding shared information from a First-Year Experience conference that he and Joe Delap recently attended.

Roden informed the council that Dr. Patricia Draves has resigned her position as associate dean of undergraduate studies effective January 1.

Following a motion from Esteban and a second from Everding, the meeting adjourned at 10:10 a.m.

cd

# COUNCIL OF DEANS

**October 31, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, October 31, 2001, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Bob Everding, Neil Hattlestad, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll. Pat Cantrell represented Gabriel Esteban, Joe Delap represented Maurice Lee, and Jonathan Glenn was out of state.

The COD minutes of October 24 were approved as amended.

Buchanan distributed materials from the American Association for Higher Education describing a Request for Proposals. Buchanan asked deans to respond to him if they knew of any UCA initiatives that would fit the parameters of the RFP.

Buchanan distributed information about general education courses and other courses freshmen may take. He asked the deans to provide by November 21 comparable information about majors courses.

Jack Gillean, Vice President for University Relations, joined the meeting to represent the University Counsel in the drawing of names for a grievance committee. The COD monitored the process as required by university policy. Gillean departed following completion of the selection.

Buchanan reminded the deans to participate in Family Day events this Saturday.

## Dean Reports

McNiece reported that the Sabbatical Leave Review Committee has submitted its recommendations to the Provost.

Hattlestad announced that Dr. Barbara Williams, Chair of the Nursing Department, was named Arkansas Nurse of the Year, and he invited the deans to attend a reception in her honor scheduled for later in the day.

Everding (1) announced that the Arkansas Music Educators Association will hold its annual conference at UCA tomorrow; (2) reported that the Arkansas Open Marching Championship, a statewide high school band competition, was on campus last week.

Toll stated that he attended the first meeting of the Budget Advisory Committee yesterday.

Roden asked deans to urge their general education faculty to complete and return the Technology/



General Education Survey for Fall 2001 that was distributed to them earlier this semester.

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

cd

# COUNCIL OF DEANS

**November 14, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, November 14, 2001, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Bob Everding, Jonathan Glenn, Neil Hattlestad, Maurice Lee, and Jane McHaney. Pat Cantrell represented Gabriel Esteban, Deborah Walz represented Elaine McNiece, and Steve Addison represented Ron Toll. Sally Roden was absent.

The Council of Deans minutes of October 31 were approved as circulated.

Joe Delap attended to share information from a Freshman Year Experience meeting he recently attended along with Everding at Asheville, North Carolina. Topics covered at the conference included discussions on roles and rewards, concerns on focusing too much on teaching and not enough on learning, increasing civic engagement for students, how and when student attrition happens, and the difficulties in initiating changes. Following discussion, Delap departed at 9:45.

Lee discussed the possibility of creating through the Instructional Development Center a panel of senior chairs who could help junior chairs deal with difficult issues. Hattlestad shared information about sessions conducted in the mid-1980's with panels of chairs who would discuss thematic issues. He reported that those discussions were very beneficial to new chairs. The deans agreed that developing such a panel through the IDC would be helpful, and McHaney suggested polling chairs to determine issues that need to be covered. Buchanan asked the deans to recommend two or three chairs to serve on such a panel.

Buchanan (1) reminded deans of the "mini-Bear Facts Day" scheduled for Searcy students; (2) asked that advising student organizations be recognized as service when considering promotion, tenure, and merit pay; (3) cancelled COD for November 21.

## Dean Reports

Glenn reminded the deans of the United Educators' teleconference scheduled for noon

today.

Lee (1) distributed brochures for field experience trips in the College of Liberal Arts; (2) stated that he, Jack Gillean, and the Affirmative Action Committee will be meeting in December and will ask chairs for information about recruitment and retention of faculty.

McHaney distributed (1) information on a scholarship program for minority teachers; (2) a PEU brochure on admission, retention, and exit requirements for teacher education; (3) a list of standing committees in the PEU; (4) an message about a new student education club that will meet the first Thursday of each month.

Walz asked deans to submit the name of a volunteer to serve on the IRB and distributed requirements for the post.

Hattlestad urged the deans to get a flu shot, and Buchanan suggested a flu shot would make a lovely holiday season gift for the deans' assistants.

Everding reported on a successful residency with *Matapat*.

The meeting adjourned at 10:30 a.m.

cd

# COUNCIL OF DEANS

**November 28, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, November 28, 2001, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Gabriel Esteban, Bob Everding, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll.

Peter Mehl attended to present the minutes of the General Education Council.

Mehl presented a recommendation to allow BA music majors to substitute either MUS 3302 or 3303-Music History I or II, for the fine arts area; and for BA and BFA art majors to use either ART 2325-Asian Art Survey, ART 2335-Art History/Ancient, or ART 2336-Art History/Renaissance to Modern for the fine arts area requirement. Roden moved to endorse the recommendation of the GEC. Everding seconded the motion, which passed unanimously.

Mehl presented the following information item:

Title Change:

MATH 1360 from Mathematics for General Education to Mathematics in Society.

Following the presentation of the GEC minutes, Mehl departed.

McNiece presented the Graduate Council Minutes of November 15.

McNiece moved to recommend the following applicants for Graduate Faculty status:

Addison, Stephen PHYS 8 year PHYS 5103-5303, 5301, 5302, 5360, 6310

Bailey, Phillip WLLC 8 year FREN 5350, 5395

Wilson, Janet K. SOC 8 year Supervising Thesis

Carlin, Patricia H. WLLC 3 year FLAN 6315, 5325, 5330; SPAN 5360

Clancy, Barbara BIOL 3 year BIOL 5425, 5X71, 5210, 6X71, 6X01, 6102

Keteles, Kristen A. BIOL 3 year BIOL 5100, 5210, 5X71, 6X71, 6X01, 6102, 6442, 6443

Mullenbach, Mark GPS 3 year PSCI 5388

Parrack, John C. WLLC 3 year SPAN 5300, 5350, 5395, 5396, 5360, 6301, 6302, 6395, 6396

Shostell, Joseph M. BIOL 3 year BIOL 5100, 5210, 5X71, 5445, 6X71, 6X01, 6102, 6442, 6443

Lee seconded the motion, which passed unanimously.

McNiece presented the following information items, which were accepted:

Change the following ADSE courses to MSIT courses:

5303 The Middle School Psychology, Philosophy, and Organization

5330 Supervision of Student Teaching

5340 Teaching People of Other Cultures

6301 Issues in Teaching

6302 Models of Teaching

6320 Philosophies of Education

6321 Foundations of Education

6330 Secondary School Curriculum

6335 Curriculum Decision Making

6380 Research Methods

6382 Educational Statistics

6385 Curriculum Development

Change ADSE course to ECSE

6375 Organization and Administration of Early Childhood Programs

Change ADSE course to EDLP

7320 Internship in Curriculum and Instruction

MATH 6380 Seminar

Bulletin description changes to read:

Can be repeated for a total of six hours.

McNiece distributed an informational flyer and discussed the importance of following compliance guidelines for the protection of human research subjects. She urged anyone with compliance questions to contact Betty Hamilton in the Office of Sponsored Programs.

McNiece reminded the deans of budgetary obligations for internal grant applications for faculty and students, but also acknowledged that recent reductions would adversely affect internal awards.

Due to the absence of the secretary to the COD, there are no minutes for announcements or dean reports.

Following a motion by Esteban and a second by Everding, the meeting adjourned.

cd

# COUNCIL OF DEANS

**December 5, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, December 5, 2001, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Gabriel Esteban, Bob Everding, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Jane McHaney, and Elaine McNiece. Steve Addison represented Ron Toll, and Sally Roden was absent.

Buchanan led a discussion of the recent resignation announcement by President Thompson and the appointment of John Smith as Interim President.

Esteban expressed concern about the loss of candidates for faculty positions.

Buchanan announced that the 2002-2004 Undergraduate Bulletin will be on-line and in CD format only. He asked for the deans' input on proposed changes to the commencement program. Discussion followed.

Buchanan reminded deans of the curtailment of professional travel unless the traveler is a bona fide presenter. Others may be authorized, but justification will be required.

## Dean Reports

Glenn emphasized that a memorandum from the dean will be required with travel requests for non-presenters.

Esteban discussed recent problems regarding catering services. Carol Daves was asked to investigate circumstances surrounding those and other problems reported by the deans.

McHaney reported on a meeting of two-year institutions and College of Education deans she attended at ADHE. She invited the deans to attend a luncheon and annual meeting of the Arkansas Rural Education Association on December 11.

McNiece reported that Bo Thomas will provide data from the leadership surveys that were completed by the COD. She distributed a draft policy on copyright ownership of distance education courses and asked that it be an agenda item for the January 16 COD meeting.

Everding urged attendance at the UCA Theatre production of *Sir Gawain and the Green Knight*, which will be performed in Reynolds on December 6, 7, and 8.

Addison informed the council that SURF letters are scheduled to be disbursed next week.

Daves asked the deans to bring their calendars next week so that a schedule for promotion and tenure deliberations can be planned.

The meeting adjourned at 10:00 a.m.

cd



# COUNCIL OF DEANS

**December 12, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, December 12, 2001, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Gabriel Esteban, Bob Everding, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll.

Peter Mehl was in attendance to present the December 4 minutes of the General Education Council.

Mehl reported that the General Education Council recommends the following course to meet general education requirements in World Cultural Traditions.

PHIL 13XX World Philosophies

Roden moved to endorse the recommendation of the General Education Council. Following a second by Lee, the motion passed unanimously.

Mehl shared information gathered at recent faculty forums. Following discussion, Mehl departed at 10:10 a.m.

Esteban moved and Everding seconded that the COD minutes of November 14, November 28, and December 5 be approved as circulated. The motion passed unanimously.

McNiece stated that due to budget reductions, there will only be about half the funds available for public service grants. She suggested that one round of proposals be accepted rather than two. The deans agreed with her suggestion, and decided that the proposals should be due in early fall.

McNiece reported that funds normally provided by the provost for reassigned time are unavailable this year. No proposals for reassigned time will be accepted. Deans may submit justifications for reassigned time to the provost for any requests the college can fund.

Buchanan asked the deans to review their calendars so that a schedule for promotion and tenure deliberations could be determined. The deans plan to consider applications from January 28 through February 6.

Buchanan asked the deans to be sure their offices had current price lists from catering. Some recent problems stemmed from the use of inaccurate information by departments.

### Dean Reports

Glenn (1) reminded the deans that there would be a commencement rehearsal at 9:00 Friday morning; (2) reported on a recent grade appeal and asked deans to remind faculty that good grading records must be maintained; (3) asked deans to check to see if they have grade appeal policies specific to their college - if so, Melissa Rust needs to be aware so that she may review them for legal soundness. Roden added that faculty need to be reminded that WF grades may not be changed to a WP or W.

Esteban expressed his appreciation to those who attended a recent reception and awards ceremony for the College of Business Administration.

Lee (1) reported on the occurrence of profanity in student evaluations of faculty and asked how other deans handled that - brief discussion followed; (2) stated that he recently met with two faculty members who reported separate incidents involving racial slurs by colleagues - the deans were very disturbed by the report and urged Lee to try and determine the sources so that appropriate disciplinary action can be taken. It was suggested that the IDC develop a workshop on racism and take proactive steps to deal with the situation; (3) asked that the inclement weather policy be put out on Admin-1 to try and avoid the confusion that took place last year.

McHaney (1) indicated that the recent annual conference of the Arkansas Rural Educators Association was well attended; (2) distributed estimates of certification completions.

McNiece (1) distributed a schedule for IDC spring workshops; (2) asked the deans to let her know in what format they would like to have writing samples from GRE examinations; (3) reminded the council that UCA does not have a post-award compliance officer and that deans and chairs are responsible for making sure that grants comply with criteria. She will provide a list of grants in January.

Hattlestad reported that this year's ACTS performance was very successful and commended the occupational therapy and theatre programs for their work in this uplifting project.

Everding asked the deans to mark their calendars for the dedication of the mass communication building at 2:00 on January 30.

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

cd

# COUNCIL OF DEANS

**December 19, 2001**

The Council of Deans met in regular session at 9:30 a.m., Wednesday, December 19, 2001, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Gabriel Esteban, Bob Everding, Jonathan Glenn, Neil Hattlestad, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll. Joe Delap represented Maurice Lee.

The COD minutes of December 12 were approved as amended.

Glenn distributed annual report guidelines. Following discussion, Hattlestad recommended that the report become an annual assessment summary focusing on specific points from the assessment plans. The deans agreed with the recommendation.

Buchanan led a discussion of final grades and posting requirements. McNiece suggested changing the academic calendar to allow extra time for both the faculty and the offices posting grades and scholarships. Buchanan indicated that there was a possibility of adding the necessary time.

Buchanan (1) asked the deans to consider the composition of the Council of Deans for discussion in January; (2) stated that January 9 would be the next meeting.

## Dean Reports

Toll (1) announced that the NSF awarded \$110,000 in grant monies for a 300mh NMR for the Chemistry Department; (2) announced the hiring of a new organic chemist; (3) stated that UCA did very well in developing proposals for SURF fellowships.

Roden asked the deans to start thinking about Welcome Week for 2002.

Following a motion by Esteban and second by Everding, the meeting adjourned at 10:10am.

cd