

COUNCIL OF DEANS
December 3, 2003

The Council of Deans met in regular session at 9:00 a.m., Wednesday, December 3, 2003, in the Provost's Conference Room. Gabriel Esteban presided, and the following council members were present: Sam Buchanan, Pat Cantrell, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll.

Dr. Raymond Jean Frontain gave an update of the Asian Studies Program.

Esteban reminded the deans of the December 15 deadline for faculty to apply for the Japanese Studies program. The applications are due to the provost on Monday, December 8. Raymond Frontain and others will select the person to nominate.

Graduate Council Minutes of November 20, 2003 were approved.
Undergraduate Council Minutes of November 18, 2003 were approved.

Buchanan discussed a change in the deduction of summer benefits for nine-month faculty. The summer benefit deductions would be payroll deducted during the spring semester. Buchanan will discuss the matter with the president of the Faculty Senate.

Esteban advised the deans that new non-tenure track positions must include letters of justification from the chair to the dean, to the provost, and to the Faculty Senate.

Esteban reminded the deans of the December 15 deadline to send letters to non-tenure track faculty who are not expected to return to the university the next fall semester. A list is due to the provost early next week.

Esteban announced that meetings are underway with wireless vendors.

Esteban discussed the purchase and distribution of laptop computers.

Esteban advised that funding for a Microsoft Office site license has been approved.

Buchanan announced that Brent Herring would be attending Groupwise training next week. He advised that other computer services staff would be attending classes in St. Louis for support of Macintosh computers.

Cantrell invited the deans to a reception at 3:30 pm, December 4 in Brewer-Hegeman for faculty in the College of Business Administration.

Lee discussed the Kimbrough Reception turnout.

McHaney invited the deans to a graduation reception on Saturday in Mashburn 103. There were fifteen participants in the Saturday classes for certified teachers.

McNiece announced that the summer school flyer is being distributed. Registration for summer classes will be in March. The summer school conference that she recently attended was helpful. Hattlestad distributed the Arkansas Career Opportunities handout. The College of Health and Applied Sciences hosted a group of students from Cabot High School.

Glenn announced the upcoming performances in the College of Fine Arts and Communication. The Strategic Thinking Steering Committee is working on extended goals.

Toll announced that there were 140 applications for SURF funds, 116 of the students are from the University of Arkansas at Fayetteville. There will be a presentation by Computer Science students from 12:00 – 2:00 p.m. in MCST 309.

Roden announced that student pre-registration was successful.

Following a motion by Cantrell, seconded by Glenn, the meeting adjourned at 10:15 a.m.

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