

COUNCIL OF DEANS

January 12, 2005

The Council of Deans met in regular session at 9:00 a.m., Wednesday, January 12, 2005, in the Provost's Conference Room. Gabriel Esteban presided, and the following council members were present: Sam Buchanan, Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Sally Roden, David Skotko, and Ron Toll.

McNiece presented the Graduate Council minutes of December 9, 2004.

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

Bolter, Brian V.	PSYC/COUN	3 yrs	COUN 6342
McCullough, Kim	SPTH	3 yrs	SPTH 6243, 6306, 6180, 6280, 6336, 6113
Pauly, Roger	HIST	3 yrs	HIST 5391, 6301, 6302, 6303, 6345
Carlin, Patricia H.	WLAN	8 yrs	WLAN 5315, 5325, 5330
Foote, Lorien	HIST	8 yrs	HIST 5322, 5325, 5330, 5391, 6300, 6301, 6302, 6303, 6324, 6397
Gillaspy, James A.	PSYC/COUN	8 yrs	COUN 6350, 6381, 6382; PSYC 6331, 6354
Perez, Eduardo T.	SOC	8 yrs	SOC 5342
Ruark, Jacki	SPTH	8 yrs	SPTH 6314, 6227, 6280, 6306, 6336

McNiece moved to recommend the following new course.

HIST 5338 American History Through Film

Lee Seconded the motion, which passed unanimously.

McNiece presented the following information items.

MSIT prefix change to **ASTL** on the following courses to be effective Summer I 2005:

5302	Teaching in the Middle School
5303	The Middle School Psychology, Philosophy, and Organization
5340	Cultural Diversity: Applications for Classrooms and Workplace
6101	Issues in Teaching
6201	Issues in Teaching
6301	Issues in Teaching
6302	Models of Teaching
6320	Philosophies of Education
6321	Foundations of Education
6330	Secondary School Curriculum
6332	Directed Study in Curriculum and Instruction
6335	Curriculum Decision Making
6380	Research Methods
6382	Education Statistics
6385	Curriculum Development
7320	Internship in Curriculum and Instruction

Change the number of ASTL 6301 Teacher Leadership to **ASTL 6303**

Change the number of MSIT 6330 Secondary School Curriculum to **ASTL 6304**

Hattlestad led a discussion of the number of days available to turn in grades at the end of the fall semester.

Esteban gave the deans the dates for attendance validation for the spring semester. He also discussed a problem resulting from students on federal financial aid who made all F's in the fall

semester.

Esteban: (1) informed the deans that Jonathan Glenn will be providing student evaluations of faculty next week; (2) stated that the Faculty Handbook Committee is meeting this afternoon and will consider revised language; (3) discussed budgeting concerns; (4) said that information on Diversity Month activities is posted on the provost's webpage; (5) discussed candidate visits for the dean of the College of Education and Hattlestad distributed revised schedules; (6) discussed NCAA affiliation possibility.

Dean Reports

Buchanan reported on the continuing meetings of the budget committee. He indicated that one task is to develop a set of predictable expenses for new faculty that could be standardized to meet M & O needs.

Lee announced that in conjunction with the Asian studies program, funds will be collected to assist tsunami victims. All money raised here will be matched by the East-West Center in Hawaii.

Skotko reported on enrollments in programs at Mid-South Community College, and he stated that meetings with deans and chairs have been mostly well-received.

McNiece: (1) distributed graduate enrollment information and requested help in building enrollments; (2) discussed matters related to summer school scheduling; (3) stated that 29 new international students are here and that there are plans to establish a hospitality committee.

Hattlestad discussed the conflict of interest Board policy.

Potter reported on a recent off-campus retreat of department chairs in his college.

Toll: (1) stated that several students who were formerly degree-seeking students in the cybercollege have transferred to the applied master's program; (2) reported on a meeting of people from Oklahoma who were here to tour UCA's technology systems.

Roden: (1) reported on the number of suspended students who have chosen to participate in the UCAN program. She will provide additional information at next week's meeting. (2) Roden asked the deans to review class availability since registration goes on through next Tuesday.

The meeting adjourned at 10:25 a.m.

csd

COUNCIL OF DEANS

January 19, 2005

The Council of Deans met in regular session at 9:00 a.m., Wednesday, January 19, 2005, in the Provost's Conference Room. Gabriel Esteban presided, and the following council members were present: Sam Buchanan, Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Sally Roden, David Skotko, and Ron Toll.

Roden presented a course that had been recommended by the General Education Council.

Roden moved to recommend the following course:

WLAN 23XX Issues of Cultural Identity in Francophone Africa and the Caribbean

Lee seconded the motion, which passed unanimously.

Roden distributed information regarding the "Unlocking College Academics Now" program (UCAN), which has been developed for students who have been suspended. She reported that 75 students had indicated that they would participate in the program as of Monday. Discussion followed.

McNiece reported on graduate enrollment and asked the deans for ideas to increase the number of students. Among other things, marketing strategies, fee remission percentages, and alternative delivery methods were discussed.

Esteban: (1) asked deans to send names of faculty willing to serve as Alpha Chi advisors; (2) reminded that "F" grade reports are due today by noon; (3) said that faculty evaluations are being distributed — Lee asked if hand-written comments had to be typed, the response was "yes"; (4) discussed plans for faculty laptops; (5) announced that the Psychology and Counseling faculty had unanimously voted to move to the College of Health and Applied Sciences; (5) asked for updates on searches.

Dean Reports

McNiece shared information about International Week events, February 21-25.

Hattlestad distributed scheduling changes for education dean candidates. He discussed the importance of the position relative to regional changes in education.

Toll reported on a video surveillance system that will be installed in Lewis Science Center in response to recent thefts.

Roden discussed the impact resulting from a 500 student gain in undergraduate enrollment.

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

csd

COUNCIL OF DEANS

January 26, 2005

The Council of Deans met in regular session at 9:00 a.m., Wednesday, January 26, 2005, in the Provost's Conference Room. Gabriel Esteban presided, and the following council members were present: Sam Buchanan, Pat Cantrell, Neil Hattlestad, Elaine McNiece, Rollin Potter, Sally Roden, and David Skotko. Paul Hamilton represented Ron Toll, and Peter Mehl represented Maurice Lee.

The COD minutes of January 12 and January 19 were approved as circulated.

McNiece presented the Graduate Council minutes of January 20.

McNiece submitted the following information items:

Deletion of Physical Therapy Courses

PTHY	5115	Clinical Practicum Seminar
PTHY	5210	Clinical Practicum I
PTHY	5215	Orientation to Patient Care
PTHY	5330	Electrotherapy
PTHY	5363	Therapeutic Agents
PTHY	5401	Kinesiology and Physical Assessment
PTHY	6113-6313	Advanced Clinical Practicum
PTHY	6211	Clinical Practicum II
PTHY	6300	Orthopedic Physical Therapy I
PTHY	6303	Orthopedic Physical Therapy II
PTHY	6365	Clinical Practicum: Rehabilitation
PTHY	6370	Clinical Practicum: Speciality
PTHY	6375	Clinical Practicum: Acute

Buchanan asked the deans for input regarding the use of grant funds to supplement summer stipends. Following discussion the deans agreed that there was little downside to the idea. Esteban asked Buchanan to work with Deborah Walz to draft a proposal and suggested that they look into the U of A policy.

Esteban: (1) informed the deans that the Academic Council of Department Chairs had been rescheduled for February 3; (2) asked the council for input regarding the dean candidates following the last candidate who will begin interviews tomorrow; (3) shared information from the *Faculty Handbook* Committee meeting; (4) discussed last week's Faculty Senate meeting; (5) reported on a meeting with SCT regarding the use of Banner for our computing system needs; (6) informed the deans that a new promotional campaign will soon be underway; (7) announced that two Honors College students have been accepted into prestigious law schools, Harvard and Tulane.

Dean Reports

Mehl reported on the search for a political science chair. He asked the deans for input regarding loads for new faculty. Discussion followed.

McNiece discussed plans for increasing graduate enrollment, and she asked the deans to help think of ways to increase enrollment using current resources and creative delivery systems. She also asked that the deans check with department chairs to make sure courses for three-year degree programs are in place.

Hattlestad discussed technology faculty participation limitations.

Potter: (1) announced that the UCA choir has been invited to perform at the American Choral Directors' Association meeting in Los Angeles; (2) also announced that Pulitzer Prize winning writer Michael Chabon will be on campus February 8 for a reading of his work; (3) shared information regarding Clinton Library opportunities for next year; (4) reminded the council of the Arkansas Acoustic Festival this weekend.

Roden: (1) reminded deans of the increased undergraduate enrollment and asked them to consider the increase when planning courses for fall; (2) reported that the advising center will wait until immediately prior to summer school before holding advising workshops; (3) answered a question from a previous meeting regarding summer enrollment for students in the UCAN program – suspension will remain in effect through the summer for students who do not successfully complete the UCAN program. Roden noted that UCAN is a pilot program and will be reevaluated after a period of time.

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

csd

COUNCIL OF DEANS
February 3, 2005

The Council of Deans met in regular session at 9:00 a.m., Wednesday, February 3, 2005, in the Provost's Conference Room. Gabriel Esteban presided, and the following council members were present: Sam Buchanan, Pat Cantrell, Maurice Lee, Elaine McNiece, Rollin Potter, Sally Roden, David Skotko, and Ron Toll. Jacquie Rainey represented Neil Hattlestad.

Jack Gillean and Jeff Pitchford were present to discuss Senate Bill 247. The deans expressed concern that the bill would promote failure as written and urged the UCA lobbyists to try and steer the bill appropriately. Following discussion, Gillean and Pitchford left at 9:30 a.m.

The COD minutes of January 26 were approved as circulated.

Roden presented the Undergraduate Council minutes of January 25.

Roden moved to recommend the following new course:

PSCI 4390 Internship in Political Science

Lee seconded the motion, which passed unanimously.

Roden moved to recommend the following new courses:

PSYC 3455 Comparative Primatology

PSYC 3345 Evolutionary Psychology

Skotko seconded the motion, which passed unanimously.

Roden moved to recommend the following new program option:

Instructional Specialist 0-8 Licensure Option with Existing BSE, P-4 Licensure Program
and four new courses in the Department of Early Childhood and Special Education:

ECSE 4321 Working with Young Children with Disabilities and Their Families

ECSE 4322 Assessment and Intervention Ages 0-8 with Disabilities

ECSE 4323 Medical Aspects and Educational Programming for Young Children with
Disabilities

ECSE 4324 Practicum in Special Education

Skotko seconded the motion, which passed unanimously.

Roden presented the following information items:

Bulletin description change:

MCOM 4323 Seminar in Mass Communication

MCOM 3122/3222/3322 Directed Study in Communication

Delete the following courses in the PT program:

PTHY 3130 PTHY 4330 PTHY 4215

PTHY 4190 PTHY 4363 PTHY 4290

PTHY 4200 PTHY 4370 PTHY 4403

PTHY 4205 PTHY 4401 PTHY 4913

Delete the following courses in the PTA program:

PTHY 2205 PTHY 2210 PTHY 2330 PTHY 2215 PTHY 2220

PTHY 2340 PTHY 2225 PTHY 2235 PTHY 2410 PTHY 2230

PTHY 2240 PTHY 2335 PTHY 2275 PTHY 2280 PTHY 2350

PTHY 2295 PTHY 2325 PTHY 2610

McNiece distributed proposed strategies to increase graduate enrollment.

Esteban: (1) reminded deans of the increase in amount of faculty excellence awards; (2) announced that the Academic Council of Department Chairs will meet tomorrow to make up for a cancelled meeting in January; (3) stated that Ronnie Williams and Charlotte Strickland would attend a future meeting to discuss results from the Sexual Harassment Seminars; (4) reported that he met with minority student leaders last Friday and the group requested that minority faculty be urged to work with the minority student groups as mentors; (5) discussed the search for a dean of the College of Education; (6) shared information regarding admission projections for fall 2005.

Dean Reports

Buchanan: (1) distributed information regarding a Sponsored Programs workshop featuring David Bauer; (2) reminded the council that SIS access is password limited and that faculty and staff should not share their passwords with anyone; (3) reported that there are still rogue access points around campus and that they will be found and disconnected; (4) stated that IT receives requests to take computers from M & R and that doing so is counter-productive as those machines were retired for a reason; (5) distributed information about campus wiring; (6) shared information about a million dollar grant from Homeland Security.

Lee announced an upcoming Asian studies workshop, he also reported on the status of the Tsunami Relief Fund.

McNiece: (1) stated that summer session flyers will be in materials distributed at Bear Facts Day on Friday; (2) distributed a listing of classes that will be in the printed summer schedule; (3) reported that she will be meeting with Norma Farthing and the advising staff regarding three-year degree programs; (4) announced that International Programs will build an international alumni database and requested help from departments that are in touch with former students; (5) shared information regarding advertising and activities for international week.

Roden: (1) asked deans to plan carefully for fall classes because of increased enrollment at both freshman and sophomore levels; (2) reported on the time frame for advising workshops; (3) stated that 267 students did not have advisors in the system and thanked the deans for their assistance in clearing problems. Esteban expressed his appreciation to the advising staff, noting that this past year has been particularly rough for them.

The meeting adjourned at 10:55 a.m.

csd

COUNCIL OF DEANS

February 23, 2005

The Council of Deans met in regular session at 9:00 a.m., Wednesday, February 23, 2005, in the Provost's Conference Room. Gabriel Esteban presided, and the following council members were present: Sam Buchanan, Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Sally Roden, David Skotko, and Ron Toll.

Ronnie Williams, Vice President for Student Services, and Charlotte Strickland, University Trainer, were present to discuss attendance and evaluations from recent seminars on diversity and sexual harassment. Following their presentation, the Council of Deans reiterated their strong support for these programs and discussed ways to optimize delivery for future seminars. Williams and Strickland left at 9:30.

The COD minutes of February 3 were approved as circulated.

Roden presented recent actions of the Undergraduate Council.

UGC Minutes of January 25:

Roden moved to recommend that with regard to WRTG 2350/WLAN 2350, the world languages course be added as an elective to the linguistics minor. The addition was inadvertently omitted from the January 25 UGC minutes. Potter seconded the motion, which passed unanimously.

UGC Minutes of February 15:

Roden moved to recommend early guaranteed admission to the graduate Speech-Language Pathology Program. Hattlestad seconded the motion, which passed unanimously.

Roden moved to recommend changing SPTH 4115 Clinical Practicum I and SPTH 4220 Diagnosis and Planning from electives to required courses. Hattlestad seconded the motion, which passed unanimously.

Roden moved to recommend a new track in Personal Financial Planning. Cantrell seconded the motion, which passed unanimously.

Roden moved to recommend the following new course:

ACCT 4305 Estate Planning

Cantrell seconded the motion, which passed unanimously.

Roden moved to add MATH 1390 as a prerequisite to the following courses:

ACCT 2310 Principles of Accounting I
ECON 2320 Principles of Macroeconomics
ECON 2321 Principles of Microeconomics

Cantrell seconded the motion, which passed unanimously.

Roden presented the following information item:

Change SPTH 4304 Public School Methods from a requirement to an elective.

McNiece presented the Graduate Council minutes of February 17.

McNiece moved to recommend the following Graduate Faculty Applications

Moore, P. Michael	ACCT	8 year	ACCT 6310, 6340
Kohler-Evans, Patty	ECSE	3 year	ECSE 6350, 6365, 6366, 6367
Mounce, Patricia	ACCT	3 year	ACCT 5312, 6309, 6317, 6346
Musser, Donna B.	NURS	3 year	NURS 6304
Wilmes, Barbara	ECSE	3 year	ECSE, 6374, 6310, 6306, 6308, 6366

Hattlestad seconded the motion, which passed unanimously.

McNiece moved to recommend the following change in course number and description:

Geography 5323	Geographic Information Systems	TO
Geography 5310	Geographic Information System	

Lee seconded the motion, which passed unanimously.

McNiece moved to recommend early admission to graduate school for speech-language pathology students. Hattlestad seconded the motion, which passed unanimously.

McNiece moved to accept the interim report of the external review of the graduate program in speech-language pathology. Hattlestad seconded the motion, which passed unanimously.

McNiece distributed a list of initiatives developed to increase graduate enrollment and asked for the deans help in implementing them. Discussion followed.

Esteban reported on recent meetings of the *Faculty Handbook* committee. Discussion followed.

Esteban: (1) reminded the deans of tea and cookies this afternoon with faculty; (2) informed them of a meeting April 29 to update the deans on Title III activities; (3) reminded deans to send academic plans to Jonathan Glenn if they have not already done so; (4) announced that the search for a College of Education dean will remain open; (5) stated that the faculty technology committee recommended that the university purchase the most sophisticated filtering system available to eliminate SPAM e-mails, and that he has authorized the purchase.

Dean Reports

Buchanan: (1) shared information regarding a Senate compromise bill on transfer course acceptance; (2) stated that Susan Hall is taking on the task of head programmer following the loss of Lilly Harmon; (3) met with Deborah Walz regarding Education Renewal Zones (ERZ) and funding provided by the Department of Education. The ERZ grant will require cooperation from several academic departments.

Lee expressed his appreciation to the deans for their support with the Asian Studies workshop.

McNiece: (1) reported that International Week is progressing smoothly; (2) reminded the deans of the Phi Beta Delta induction ceremony scheduled for Friday.

Potter shared information regarding events at Reynolds Performance Hall.

Toll reported that UCA recently hosted a Computer Science conference that was sponsored by Acxiom.

Roden called the deans' attention to a Senate Bill guaranteeing degrees in eight semesters.

Esteban reported on a meeting with development staff regarding academic priorities. He said that his first priority would be endowed chairs and endowed professorships; second would be buildings; and third would be the strong need for faculty development funds including travel, equipment, and technology. A fourth priority would be need-based scholarships.

The meeting adjourned at 10:15 a.m.

csd

COUNCIL OF DEANS

March 23, 2005

The Council of Deans met in regular session at 9:00 a.m., Wednesday, March 23, 2005, in the Provost's Conference Room. Gabriel Esteban presided, and the following council members were present: Sam Buchanan, Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, David Skotko, and Ron Toll. Julia Winden-Fey represented Sally Roden.

The COD minutes of February 23 were approved as circulated.

Esteban informed the deans of the need to curtail travel expenditures as well as equipment purchases for the remainder of the fiscal year. Faculty who are presenting papers at conferences will be authorized for travel, other requests may require justification from the dean. Equipment purchases should be delayed until the next fiscal year unless there is an emergency. Any purchase over \$500 will be scrutinized and must be justified before it will be authorized.

Esteban shared information regarding possible salary increases for faculty and staff. A recommendation is forthcoming from the Salary Equity Committee.

Esteban discussed misconceptions regarding the Mid-probationary Period Review process (MPR). Some faculty view the MPR as an administrative opportunity to fire them. The MPR is a developmental tool only and should be used to provide the faculty member with constructive criticism. Esteban is working with the Faculty Handbook Committee to develop language that will clarify the process. He further noted that the Annual Review is the time when determinations should be made about whether a faculty member is performing successfully.

Esteban indicated that there have been a substantial number of questions concerning teaching loads in response to the recommendations of the Faculty Handbook Committee. Faculty who are currently teaching 5/5 loads will have the option to remain at 5/5, or move to 5/4 with the understanding that there will be an expectation of scholarship and service with such a move. Discussion followed.

Esteban distributed a memorandum from Jonathan Glenn regarding on-line classes. On-line classes need to be offered through Academic Outreach and Extended Programs. Glenn will be sending department chairs a list of courses currently offered on-line for verification of compliance with current policy. Discussion followed.

Esteban: (1) reminded the deans of a reception before the Sugar Bears' Elite Eight basketball game in Hot Springs; (2) asked the deans to plan for the fall semester at about 2400 freshmen, the provost's office will prepare data for the last two fall semesters to aid in the process; (3) discussed the possibility of being able to convert emergency hires to non-tenure-track slots in the future; (4) informed the deans that he will have a meeting of both academic councils tomorrow afternoon to share issues discussed at today's meeting; (5) distributed copies of the student handbook and asked the deans to return comments or changes to his office by April 8; (6) shared information regarding faculty salaries derived from a recent trip to California.

Dean Reports

Buchanan distributed a draft proposal for Grant Incentive Funding and asked the deans to provide input to Deborah Walz by next Wednesday.

Cantrell announced that Joseph Rugumyamheto, Permanent Secretary of the President's Office for Public Service Management of Tanzania, will speak tomorrow at X-period. She invited the deans to an informal reception preceding the presentation.

Skotko distributed House Bill 2438 and expressed his concern. Discussion followed.

McNiece: (1) reminded deans that pre-registration for summer begins April 6; (2) asked deans to have chairs review three year degree plans and make sure courses that are guaranteed to be offered are indeed on the schedule; (3) distributed a brochure for graduate studies for teachers including a description of occupational waivers; (4) reminded the deans of a reception recognizing a donation by Entergy at 8:45 tomorrow morning at Academic Outreach; (5) indicated that she would e-mail legislation on graduate funding to the deans for their information.

Hattlestad: (1) reported that the coaching staff would no longer be teaching KPED activity courses and that there will be a cut back in the number of those courses offered; (2) reported that the College of Education dean search is on-going; (3) told Esteban that he and the council were very pleased that the provost would be staying at UCA for the time being.

Esteban informed the deans that Tom Pilgreen has been called back to Iraq, and that his service could last anywhere from four months to two years.

The meeting adjourned at 10:50 a.m.

csd

COUNCIL OF DEANS

July 13, 2005

The Council of Deans met in regular session at 9:00 a.m., Wednesday, July 13, 2005, in the Provost's Conference Room. Gabriel Esteban presided, and the following council members were present: Sam Buchanan, Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, and David Skotko. John Gale represented Sally Roden, and Terry Wright represented Rollin Potter.

Esteban discussed classroom and laboratory space concerns regarding fall enrollment. He asked deans to start planning for fall 2006 and to submit prioritized lists of positions needed.

Opening session meetings were discussed. Esteban indicated that he would like to meet with faculty by individual department at least once a semester starting this fall. He will also meet with each college.

Esteban reported that a faculty committee will be convened this fall to make a recommendation to the president regarding athletic conference possibilities.

Esteban briefly discussed an upcoming meeting of the Arkansas Higher Education Coordinating Board scheduled for July 29 at Mid-South Community College in West Memphis.

Esteban discussed laptop distribution for fall. Electronic course delivery methods, i.e., Centra and WebCT, were also discussed briefly.

Esteban reported that grants in academics total \$3.7 million this year, and expressed his appreciation to the Sponsored Programs staff and to the faculty and professional staff who have submitted grant proposals.

Dean Reports

Cantrell: (1) offered the deans computer desks from a lab that is being retired; (2) announced that an accounting student won first place at the Phi Beta Lambda National Conference; (3) informed the deans that a visiting professor from Mysore will be on campus during the fall; (4) reported that \$8500 was raised at the annual CBA Golf Tournament.

McNiece: (1) reported on work to bring cohorts of Japanese students to UCA, there should be 30 by next May and the potential for 150 students over the next four years; (2) informed deans of a visit by a science and technology group from a Chinese university and the potential to develop short term faculty exchanges; (3) discussed graduate enrollment incentives and offering a Spanish course to faculty and staff with baccalaureate degrees for non-degree graduate credit; (4) indicated that final enrollment figures for Summer II will be available next week.

Hattlestad: (1) shared information from a technical college mailing; (2) distributed information about the keynote speaker for the National Conference of Academic Deans.

Wright: (1) reported that season ticket sales for Reynolds are up; (2) informed the deans that he is working on a project with Sangeeta Parakala at the Little Rock airport; (3) announced that Katrina Kilpatrick, an administrative secretary in the CFAC dean's office retired June 30.

Buchanan: (1) informed the deans of a CNSM chair retreat; (2) announced that starting the week of August 2, conversion to the new Banner operating system will begin; (3) in response to a question from Lee, discussed an upcoming IDC planned faculty retreat.

Esteban announced that Buchanan's responsibilities have been divided between the provost's office and the interim deanship of CNSM. Sponsored programs, the IDC, and the Banner conversion will be under his purview. Information Technology will report to Esteban.

The meeting adjourned at 10:10 a.m.

csd

COUNCIL OF DEANS

October 12, 2005

The Council of Deans met in regular session at 9:00 a.m., Wednesday, October 12, 2005, in the Provost's Conference Room. Gabriel Esteban presided, and the following council members were present: Sam Buchanan, Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, and Sally Roden. Kathleen Atkins represented David Skotko.

Terry Kearns, Director of General Education, was in attendance to present the recommendations of the General Education Council. The GEC recommended that GEOG 1300 Geography of World Religions and PHIL 13XX Exploring Religion be accepted as general education courses. Following a motion by Roden and a second by Lee, the deans endorsed the recommendation. Esteban pointed out that there are no general education courses in the technical areas. Following discussion, Kearns departed.

Esteban called for continuation of an earlier discussion regarding distribution of summer school funds. The deans reached a consensus that thirty percent should be set aside in a "seven" account for capital equipment.

Esteban: (1) reminded deans that Ray Simon, deputy secretary for education, will speak at 11:00; (2) asked that eight semester program lists be sent to Jonathan Glenn by Friday; (3) stated that the Academic Council will meet Thursday and the eight semester contracts will be discussed; (4) informed the council that we will be adding an advanced technology associates program to go along with the beginning program; (5) informed the deans that position requests had been sent forward; (6) asked the deans to think about ways to better utilize the jumbo screen.

Dean Reports

Cantrell stated that some business alumni had indicated that they would like to be able to access e-mail. Esteban said that he would like to set up permanent e-mail accounts for students and faculty that would continue after they have left the university.

Lee expressed his appreciation to those who attended the reception for Lorien Foote.

McNiece indicated that she will send an e-mail requesting feed-back about the CNSM dean candidates.

Hattlestad discussed the proliferation of distance education availability. During discussion, Buchanan indicated that he would recommend that e-textbooks be evaluated as a possible alternative for students.

Potter: (1) announced that a new conductor had been hired for the Conway Symphony Orchestra; (2) asked for input from the deans on ways to increase the use of Reynolds in the summer; (3) reminded everyone of the Sinatra Sings Sinatra performance on Thursday.

Buchanan: (1) stated that financial training for the Banner conversion will begin at ATU next week followed by a consultant on the UCA campus; (2) reported that the mathematics program will be undergoing an external review soon.

Roden: (1) reported on an academic advising conference she had just attended; (2) expressed her appreciation on behalf of Norma Farthing and the advisors for the deans' help with the majors fair.

The meeting adjourned at 9:50 a.m.

csd

COUNCIL OF DEANS

October 19, 2005

The Council of Deans met in regular session at 9:00 a.m., Wednesday, October 19, 2005, in the Provost's Conference Room. Gabriel Esteban presided, and the following council members were present: Sam Buchanan, Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Sally Roden, and David Skotko.

McNiece presented the Graduate Council minutes of October 15. The COD endorsed the actions of the Graduate Council and accepted the information items.

Esteban asked the deans for input regarding the purchase of computers for the library lab. Discussion followed.

Esteban shared information regarding faculty position authorizations. He indicated that he will have individual meetings with the deans to prioritize needs.

Esteban: (1) distributed a *Chronicle* article and a memorandum from ADHE regarding remediation rates; (2) asked if there was interest in pursuing a general education certificate program; (3) informed the deans that there are a few additional laptops available and asked that they send a prioritized list of names of faculty to be considered to receive one; (4) discussed the opportunity for students to purchase the laptops they have leased; (5) reminded the deans to attend the 3rd Wednesday Tea with the Faculty; (6) reminded deans of fall break Thursday and Friday; (7) stressed the importance of academic advising and shared recent problems that had come to light. Esteban asked deans to remind department chairs and advisors to use the SIS screen designated for advising notes.

Dean Reports

McNiece: (1) discussed recruiting efforts in Central America; (2) shared information about recruiting efforts of a large number of international students currently attending school in Indiana; (3) informed the deans of a Bears without Borders event scheduled at St. Joe; (4) reported on the search for dean of the College of Natural Sciences and Mathematics.

Hattlestad reminded the deans (1) of the Higher Learning Commission visit November 10 and 11 to review the consortium doctorate in communication disorders; and (2) of the accreditation visit for psychology programs.

Potter announced that author Ellen Gilchrist will speak on campus October 24.

Buchanan reported that IT will now be responsible for the jumbo screen and asked deans to encourage their departments to utilize it. Requests should be submitted to Brent Herring, associate director of IT.

Roden reported that undergraduate studies is running smoothly and gearing up for spring advance registration.

The meeting adjourned at 10:05 a.m.

csd

COUNCIL OF DEANS

October 26, 2005

The Council of Deans met in regular session at 9:00 a.m., Wednesday, October 26, 2005, in the Provost's Conference Room. Gabriel Esteban presided, and the following council members were present: Sam Buchanan, Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Sally Roden, and David Skotko.

The COD Minutes of October 12 and October 19 were approved as amended.

Roden presented the Undergraduate Council minutes of October 18 [*hyperlink*]. Following discussion, the actions items were endorsed and the information items were accepted with a correction to the title of OTHY 4335, which should read Foundations for Pediatric Occupational Therapy.

Esteban shared items that would be coming before the Faculty Handbook Committee this semester. Topics include development of an appeals process for non-tenure-track faculty, along with a review of promotion and tenure committee structure. Discussion followed.

Esteban: (1) informed the dean of recent requests for absences for non-illness reasons that had been submitted by students, a statement will be developed to include on course syllabi; (2) discussed budgetary concerns affecting position requests; (3) mentioned a phone call from a concerned parent regarding superscoring the ACT composite; (4) discussed plans for the technology fee; (5) is looking for funding sources with Arkansas ties, and will share the information with the colleges when search is complete.

Dean Reports

Lee announced the dedication of the language laboratory in the Department of World Languages, Literatures, and Cultures.

Buchanan reported that Banner training began yesterday. UCA is pairing with Arkansas Tech to keep training costs down, and, additionally, each will serve as the other's catastrophic control center. He asked the deans to help find areas that could be used for training.

Roden reported that Phil Farley of IBM will be on campus this afternoon to discuss the academic initiative.

The meeting adjourned at 9:50 a.m.

csd

COUNCIL OF DEANS

November 9, 2005

The Council of Deans met in regular session at 9:00 a.m., Wednesday, November 9, 2005, in the Provost's Conference Room. Gabriel Esteban presided, and the following council members were present: Sam Buchanan, Pat Cantrell, Neil Hattlestad, Maurice Lee, Rollin Potter, Sally Roden, and David Skotko. Kim Bradford represented Elaine McNiece.

Terry Kearns presented the General Education Council recommendations regarding CLEP testing, History credit, and English course Introduction to Literature.

A motion to approve the General Education Council recommendations was made by Roden and second by Lee. Passed unanimously.

Esteban recommended that the General Education Council review the requirements with an outside consultant.

Esteban: (1) announced that President Hardin will be meeting with the council on November 16, (2) distributed information for the conference Development for Deans and agreed to pay for the registration fees, (3) announced that a budget review may require some changes in position requests, (4) distributed 2004-05 travel logs, and (5) announced that the jumbo screen in Technology Plaza is now managed by Information Technology.

Cantrell announced that she had just returned from the Southern Deans of Business conference.

Lee announced that he had returned from the CCS Conference in Vancouver.

Skotko thanked the deans for their support while he has served as dean.

Bradford distributed Summer Session and Center for Conceptual Services materials.

Hattlestad announced that the Higher Learning Commission supports the consortium PhD. The American Physiological Association visits to review the PhD program in School Psychology.

Potter announced that the digital film making program had been approved.

Buchanan announced that he had visited with a student regarding a service learning course and establishing an office for service education credit.

Roden announced that advance registration is now in progress.

The meeting adjourned at 10:10 a.m.

lh