

## COUNCIL OF DEANS

January 10, 2007

The Council of Deans met in regular session at 9:00 a.m., Wednesday, January 10, 2007, in the Provost's Conference Room. Gabriel Esteban presided, and the following council members were present: Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Larry Robinson, Sally Roden, and Stephen Seidman. Associate Provosts Keith Atkinson and Jonathan Glenn attended at the request of Esteban.

Esteban gave the COD an overview of the duties that Atkinson would now hold, and discussed realignment of selected offices that currently report directly to the provost.

Seidman asked for an explanation of the rationale for the annual report timeline. Hattlestad led a discussion of the reasons behind the practice of using the calendar year. Following discussion the deans asked Esteban to take the matter to the Faculty Senate.

Hattlestad called for discussion of disbursement of the technology fee proceeds and summer school funds. Esteban provided information and indicated that Atkinson would review the accounting and budgeting processes.

McNiece discussed the sign-off process on extended study courses and asked the deans for guidance.

Esteban: (1) distributed a cost accounting study from ADHE and directed deans to the website for further information; (2) reminded the deans that state funds cannot be used to stock break rooms for faculty or staff use; (3) informed the council of his plan to develop a new expanded group including the COD and others — the deans responded that the plan was worth trying. Admissions staff will be invited to the first meeting.

### Dean Reports

Lee: shared information about (1) a Teaching Japan seminar, and (2) an Asian Studies Retreat scheduled for March in Branson, Missouri; (3) asked for input regarding printing newsletters.

Robinson discussed the visit by a review panel for the proposed PhD in Leadership Studies.

McNiece reported that there are 66-70 new international students on campus.

Hattlestad shared concerns regarding the layout of booths for the Bear Fair.

Potter reported that he had met with the provost at Hendrix to discuss things our two colleges might collaborate; he also said that Jeff Jarvis is returning from a recruiting trip to China.

Roden provided an update on spring registration.

Following a motion by Seidman and second by Robinson, the meeting adjourned at 9:35.

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# COUNCIL OF DEANS

January 24, 2007

The Council of Deans met in regular session at 9:00 a.m., Wednesday, January 24, 2007, in the Provost's Conference Room. Gabriel Esteban presided, and the following council members were present: Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Larry Robinson, Sally Roden, and Stephen Seidman. Jonathan Glenn attended to address curricular issues.

McNiece presented the Graduate Council minutes of January 18.

McNiece moved to recommend the following Graduate Faculty Application with a three-year review:

Nelda New      Nursing      NURS 6415, 6320, 6325, 6520, 6521, 6526, 61/6264, 61/6260,  
6226, 6330, 6501, 6502, 61/6254, 61/6260, 6226, 6330,  
6501, 6502, 61/6254

Hattlestad seconded the motion, which passed unanimously.

McNiece moved to recommend the following new course proposal for psychology:

PSYC 7350    Practicum in Teaching Psychology

Hattlestad seconded the motion, which passed unanimously.

McNiece presented the following information items:

- a.      UALR/UAMS/UCA Joint Graduate Council approval of new course for the Communication Sciences and Disorders Program  
  
        SPTH 7321 Multicultural Issues
- b.      Conversion of existing MS degree program in Health Sciences degree program to electronic delivery format.
- c.      Course Deletion: BIOL 5402 Vertebrate Zoology

McNiece shared a problem of the five-day rule regarding the internal routing of grants and presubmission processes. Discussion followed.

McNiece shared a concern regarding facility and administration costs calculated by the budget office. The negative effect of the budget office calculations regarding a recent grant obtained by Robinson was shared. Discussion followed.

Esteban: (1) is meeting with academic councils on Tuesday; (2) discussed the need for an enrollment management plan; (3) announced a focused visit by the Higher Learning Commission September 10-11; (4) called for study abroad proposals and stated that the plan that Hattlestad's committee developed will be followed; (5) will create a provost's council that will include members of the faculty senate and staff senate as well as the COD; (6) indicated that the handbook committee is reviewing language to include "achievement and exceptional promise;" (7) reported on a recent lunch with Vice Chancellor Belcher from UALR to discuss the possibility of a joint program in engineering and a joint doctor of business administration degree.

Dean Reports

Glenn reported that questions have arisen regarding evaluations for spring. He explained that the only evaluations scheduled will occur in the fall, but deans are free to have them in the spring if they wish. Discussion followed.

Cantrell: (1) reported on a recent trip to Valdosta; (2) shared information about an accident that occurred in a classroom when a projection screen fell from the ceiling and injured a faculty member.

Lee reported on a problem with students printing volumes of material on computer lab printers.

Robinson announced an upcoming visit by consultants to review the proposed PhD in Leadership Studies. He further indicated that he will meet with education deans from ASU and UALR.

McNiece issued an invitation for the deans to visit Torreyson West's open house February 1.

Potter: (1) reported on the launch of the centennial celebration; (2) distributed information about an upcoming lecture series and asked deans to review and correct the information as needed; (3) shared information about a printing facility at UAF that does not require bids and has a speedy turn around for printed materials.

Roden: (1) shared unofficial numbers of students hitting the three-strikes policy; (2) distributed copies of an interview of President Hardin in *American Executive*.

The meeting adjourned at 10:15 following a motion by Seidman and second by Robinson.

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# COUNCIL OF DEANS

February 15, 2007

The Council of Deans met in regular session at 9:00 a.m., Thursday, February 15, 2007, in the Provost's Conference Room. Gabriel Esteban presided, and the following council members were present: Pat Cantrell, Neil Hattlestad, Elaine McNiece, Rollin Potter, Larry Robinson, and Stephen Seidman. Peter Mehl represented Maurice Lee, and Julia Winden Fey represented Sally Roden. Jonathan Glenn attended to discuss curricular matters, and Keith Atkinson was present to discuss budgetary matters.

The COD minutes of January 10 were approved as circulated.

In Roden's absence, McNiece presented the Undergraduate Council minutes of January 23.

McNiece moved to recommend the following new course in mathematics:

MATH 2335 Transition to Advanced Mathematics

Seidman seconded the motion, which passed unanimously.

McNiece moved to recommend changing the following course from elective to required for mathematics majors:

MATH 3331 Differential Equations

Seidman seconded the motion, which passed unanimously.

McNiece moved to recommend changing the following course from senior level to junior level:

BIOL 4402 Vertebrate Zoology CHANGE TO  
BIOL 3410 Vertebrate Zoology

Seidman seconded the motion, which passed unanimously.

McNiece moved to recommend a new minor in anthropology in the Department of Sociology. Mehl seconded the motion, which passed unanimously.

McNiece moved to recommend the creation of ANTH as a prefix for a new anthropology minor. Mehl seconded the motion, which passed unanimously.

McNiece moved to recommend the following courses in anthropology:

New Courses:

ANTH 2300 Peoples and Cultures  
ANTH 2310 Biological Anthropology  
ANTH 2325 Archaeology of North America  
ANTH 3300 Regional Anthropology  
ANTH 3310 Magic, Religion and Witchcraft  
ANTH 3340 Environmental Anthropology  
ANTH 3350 Museum Anthropology  
ANTH 3360 Anthropology Travel Seminar  
ANTH 4190/4290/4390 Selected Problems in Anthropology  
ANTH 4370 Cultural Anthropology Research Methods  
ANTH 4380 Anthropological Theory  
ANTH 4395 Special Topics in Anthropology

Additional Prefix for Existing Sociology Courses:

ANTH 1302 as another name for SOC 1302  
ANTH 3315 as another name for SOC 3315

Mehl seconded the motion, which passed unanimously.

Esteban distributed a draft budget request to the deans and asked them to help pare it down to five million. Discussion followed. Recommendations on where cuts can be made are due by the end of February.

Esteban indicated that he had some promotion and tenure files where he needed the deans' input and asked the deans to come to his office to review the files and be prepared to meet February 26.

Esteban: (1) shared information from a recent CAO meeting at ADHE; (2) reported that there is some talk about changing from 11<sup>th</sup> day funding to end-of-term funding; (3) discussed Senate Bills and House Bills that will affect higher education; (4) stated that Atkinson will help with budget questions; (5) reported on a recent meeting of the Acxiom/UCA group and the surprise of our corporate colleagues that we did not hire additional personnel relative to the Banner conversion; (6) said that there is a chance that there may be funding for capital improvements.

#### Dean Reports

Glenn stated that existing program review information will be out in a couple of weeks.

Mehl reported that 50 people signed up for a "Teaching Japan" session this week and that Asian Studies is flourishing.

McNiece said that the URC received 22 proposals for funding. She also shared information about her former assistant, Nancy Gage, who recently had a triple bi-pass.

Hattlestad distributed development information from Wayne State. He also reported that Dr. Gary Lewers has been diagnosed with Multiple Myeloma, a very aggressive cancer.

Potter: (1) stated that tickets were going fast for the 5 Browns concert; (2) announced that Heidi Grant Murphy, soprano, would appear here at Reynolds on Friday and at the Clinton Library on Sunday; (3) announced that UCA graduate Morton Brown will be artist-in-residence.

Winden Fey reported that students will register for fall semester in Banner.

The meeting adjourned at 10:20 a.m. following a motion by Seidman and second by Robinson.

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# COUNCIL OF DEANS

March 12, 2007

The Council of Deans met in regular session at 9:00 a.m., Wednesday, March 12, 2007, in the Provost's Conference Room. Gabriel Esteban presided, and the following council members were present: Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Larry Robinson, Sally Roden, and Stephen Seidman. Jonathan Glenn and Keith Atkinson also attended.

McNiece presented the Graduate Council minutes of February 15.

McNiece moved to recommend the following Graduate Faculty Applications with a three-year review:

Han-Chieh Wei	Computer Science	5320, 6300, 6385, 6370, 6399
David O'Hara	History	5362, 5374, 5378, 5391, 6300, 6301, 6302, 6303, 6342

Seidman seconded the motion, which passed unanimously.

McNiece recommended the following revisions to the Leadership Studies, SLMA Degree:

#### Change in Semester Credit Hour Requirements

FROM Current requirement: 35 credit hours  
TO Proposed requirement: 34 credit hours

#### New Course Proposals

SLMA 6162,6262,6362	Internship for the Curriculum Administrator
SLMA 6164,6264,6364	Internship for Program Administrators
SLMA 6170	Portfolio Development and Defense
SLMA 6310	Foundations of School Leadership
SLMA 6312	School-based Organizational Leadership
SLMA 6320	School Law
SLMA 6430	Curriculum and Program Leadership

#### Change in Course Credit Hours

SLMA 6540 Principal as Manager  
TO  
SLMA 6440 Principal as Manager

SLMA 6260 Internship  
TO  
SLMA 6120-6160 Internship

#### Change in Course Title and Description Change

##### Existing course and bulletin description:

SLMA 6460 Principalship in a Global Environment

This course critically analyzes philosophical and cultural issues reflective of the local, regional, national, and global social contexts of which the schools are a part. Candidates will examine a broad range of viewpoints, issues, and the constituency groups that influence America's schools.

New course and bulletin description:

SLMA 6460 Collaborative School Leadership

This course critically analyzes philosophical and cultural issues reflective of the local, regional, national, and global social contexts of which the schools are a part. Candidates will examine a broad range of viewpoints, issues, and the constituency groups that influence America's schools and will demonstrate competency in collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.

Deletion of Course

SLMA 6520 The Principal as Ethical Leader  
SLMA 6610 The Principal as Organizational Leader  
SLMA 6550 The Principal as Community Partner

Robinson seconded the motion, which passed unanimously.

McNiece moved to recommend the following new course proposal for history:

HIST 5397 History of Ireland, 1500-Present

Lee seconded the motion, which passed unanimously.

McNiece recommended staffing plans for Communication Sciences and Disorders Doctoral Program Consortium. Hattlestad seconded the motion, which passed unanimously.

McNiece presented the Conversion of the existing MS degree program in Community and Economic Development to electronic delivery format as an information item to the COD.

Esteban led a discussion of Welcome Week and freshman enrollment expectations for fall. He advised the deans that academic planning for fall needs to occur.

Esteban informed the council of recent recommendations by the Faculty Handbook Committee. Discussion of the need for the title "instructor" followed. He asked deans to send their thoughts to Dr. Francie Bolter, who serves as chair of the handbook committee.

Esteban: (1) reminded deans to use the phrase, "this offer is contingent on budget approval as well as approval by the Board of Trustees," when offering faculty positions; (2) stated that the Faculty Salary Committee had recommended that the salary pool be divided into 3/4 merit and 1/4 equity; (3) informed the deans that Department Chairs John Lowe, Charles Harvey, and Steve Zeltmann were serving as a task force to review annual report deadlines; (4) asked for the deans to suggest replacements for the Alpha Chi representative; (5) distributed people who will be recognized at the annual service awards event and asked the deans to correct the list as necessary.

Dean Reports

Lee reported on a recent workshop on Asian Studies that was held in Branson, Missouri. He said UCA was well represented and that the event was well attended.

McNiece stated that the Sabbatical Leave Committee will meet tomorrow, and the Graduate Council meets Thursday.

Potter informed the deans that 12 advisory committee members were on campus for two days last week. The group visited classes, student presentations, and faculty presentations.

Seidman distributed shared pages that were placed in a very large format on a bulletin board outside the CNSM dean's office to celebrate funded research projects. The idea to create the board came out of a David Bauer workshop that was held by Sponsored Programs. Seidman also shared information about the CNSM Centennial Lecturer.

Roden: (1) reminded deans that the General Education consultants would be on campus all day on March 22; (2) reported that she is still having weekly meetings of the Retention Committee; (3) told the deans that she just returned from a conference in New Orleans of academic deans where more and more attention is being given to first year students and academic colleges taking responsibility for the success of students.

Esteban stated that the COD retreat will be held May 1<sup>st</sup> and 2<sup>nd</sup> and asked the deans to send agenda topics. He said that in addition to the deans' topics, Glenn will have a presentation on accreditation, Atkinson on budget, and Gale on technology.

The meeting adjourned at 9:50 a.m. following a motion by Seidman and second by Robinson.

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## **COUNCIL OF DEANS CALLED MEETING**

**April 3, 2007**

The Council of Deans met in extraordinary session at 3:30 p.m., Tuesday, April 3, 2007, in the Provost's Conference Room. Gabriel Esteban presided, and the following council members were present: Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Larry Robinson, Sally Roden, and Stephen Seidman. Keith Atkinson and Barbara Anderson were also in attendance. Pat Cantrell was unavailable.

Esteban called the meeting to order and explained that his purpose for calling the deans together was to share information regarding concurrent enrollment. He indicated that Barbara Anderson had agreed to attend to provide additional information.

Esteban: Last summer, three weeks before the fall semester was to begin, we were given instructions to enroll as many students as we could via concurrent enrollment. We had to ask department chairs to do it over and above what they must typically do at a very busy time of year. Faculty were not on campus, and I take full responsibility for pushing the effort through.

Beginning last fall we started to look at concurrent enrollment to try and develop a plan for handling it. Part of our dilemma was that we knew we would not have grades or AP scores until July.

There has been a request to come up with more courses. Some we had offered were not on the updated list of courses to be offered. As we received copies of writing syllabi there was the realization that the AP course and our courses were different things. The faculty said that they did not want to do it because the courses were too different.

Then there was a desire to add more students. We were told to add Bryant. Actually, Kim Bradford was given a directive from President Hardin through Melissa Goff – something I really don't think was appropriate – to go to Bryant and sign students up for concurrent enrollment.

The one problem was writing. I defer to the judgment of the faculty, chair, and dean. We had discussions this morning and I thought a compromise would be for us to take our class to a site and offer it as concurrent. Bryant has already committed to UALR.

There has been a significant amount of discussion as to why we are doing concurrent. What does it mean to have a UCA degree. If we are saying there is nothing distinctive, then we do concurrent wholesale.

This body, in the past when we have talked about concurrent enrollment, was in

general opposed and had serious concerns. Is the experience of taking biology at UCA the same as a high school student?

Deans' Issues of Concern:

Credit for Writing 1310 and 1320 is granted based on the AP English test. This is a carry-over from previous years and the course no longer matches the exam. The writing faculty are reviewing possibilities.

How much can we control? It's going to be back-doored anyway.

We should be able to articulate why our general education program is important.

There is one area that cannot be dismissed. That is the quality of instruction. We are spending a large amount of time in deciding who will teach – picking the right faculty for the course. Our faculty also advise students about careers and help in terms of maturation for schooling. You can barely find a list of literature in the public schools. There is a HUGE difference.

Comparative syllabi and an analysis of outcomes.

Admission standards.

If the North Central visitors hear the faculty grumble – that's all it will take. It is a question of academic integrity.

Writing gave a clearly articulated argument.

When we talk about the general ed program, what is it we want them to have when they graduate from UCA.

Esteban: We are going to have to shift gears. We will do it using the list of approved courses. We will offer them as our classes using \$250,000 to find teachers if necessary. I have grave concerns, but I will be supportive.

Deans: World literature is at the sophomore level. The English faculty will not allow it to be offered.

We had problems with what we offered last fall.

It was just a "pilot." One that didn't work well...

Anderson: To get a pilot, you have to go two years minimum.

Deans: We have to do it with full awareness that it will be hard to step off. Once you

start, you can't stop.

Are we just trying to get headcount?

It's all about numbers.

Anderson: Is this a numbers game? Of course it is. And it's about being competitive.

Deans: The expenses include coordinators or liaisons, additional staff in outreach, to handle the additional work. We have some courses that have been approved.

That cuts a chunk out of the \$250,000 right there.

Drop Lead Hill? We've offered Spanish. [Consensus to drop.]

There is vulnerability here with regard to academic governance.

There is a sense that the high school is dictating the curriculum.

Why is it impossible to say we are not going to do writing?

The department is being watched very closely.

Anderson: Neil could develop stuff to go state wide.

Deans: We have lots that would be very popular that we'd be ready to do, but it's not general education.

We need to be able to give students the admission standards. We can't wait until fall.

Esteban: It would be different if we had open admission.

[Esteban and Anderson step out.]

Deans: What is the directive for admissions? We don't have a profile.

Kim can only do what she is told...

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Esteban: The reason we stepped out was because the most recent phone call [from President Hardin] was that we are going to do it. Writing, everything. Central Arkansas schools. I'm going on record that I believe it is a bad idea.

We are to use our faculty, but we are to offer the courses. We might be able to use retired faculty.

We have gone through this. We developed a process with the chairs. Writing is one of the courses that did not match. The president wanted to compare the syllabi himself. What does that say about how faculty are viewed on this campus?

Dean: My worst fear is that Kim goes and does what she was told to do, and after he meets with the faculty senate he does a flip flop and leaves Kim out on the limb.

What happens if we can't find faculty and we've promised the schools that we'd offer the course.

We let them teach it. We'll have to. Otherwise it'll be a PR nightmare.

We have a hard time finding enough faculty in the fall semester to teach the number of writing courses we need here on campus. How can we be expected to find additional instructors?

Aren't there certification issues with teaching in the public schools. Our faculty won't have that certification.

I don't really think the high schools are going to welcome our faculty with open arms anyway, even if we can find faculty to do it.

It would be a step backward for retired faculty to teach in the high schools, almost demeaning.

If they wanted to teach, they'd still be here.

This will water down our academic integrity.

Esteban: I would much rather focus on Faulkner County. We could do well at Conway High School, we already have things in place. Greenbrier.

Deans: The president wants us to turn on a dime.

Do we have any numbers? How many students we are likely to have?

Who knows, admissions is never responsible. We have to do the recruiting.

Why is that?

This whole thing is a slap at academic integrity.

Does the president even know what academic integrity is?

Esteban: The president is going to meet with the Faculty Senate next Tuesday. He may be surprised at how they feel.

Deans: It'll be a wake up call.

Unless they sit there and don't say anything.

I think they'll speak up this time.

The senate president is in the right department.

Esteban: If we capped concurrent we could keep freshmen down and stay at the same level.

There's no point going on. We are going to do it. That's it.

Adjourned at 5:10 p.m.

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## COUNCIL OF DEANS

May 9, 2007

The Council of Deans met in regular session at 9:00 a.m., Wednesday, May 9, 2007, in the Provost's Conference Room. Gabriel Esteban presided, and the following were present: Jonathan Glenn, Keith Atkinson, Pat Cantrell, Larry Robinson, Elaine McNiece, Neil Hattlestad, Rollin Potter, Sally Roden, and Steve Seidman. Peter Mehl represented Maurice Lee, and Terry Kearns attended in his role as Director of General Education.

Esteban announced that Brent Herring in Information Technology has been reactivated by the Air Force beginning June 1, 2007.

Kearns presented the General Education new course proposal, Political Science 1300. Roden moved to recommend approval. Mehl seconded. Discussion followed. Motion passed unanimously.

Hattlestad led a discussion regarding the Higher Learning Commission focused visit, September 10 - 11, 2007. Glenn reminded that the deadline for submission of documents is July 9, and the target for completed documents will be in June. Discussion followed.

Mehl provided a handout from the Faculty Senate regarding the Academic Misconduct Policy. Discussion followed.

### **Roden presented the Undergraduate Council Minutes of April 17, 2007.**

Roden moved to recommend New courses in the Department of Writing.

- WRTG 2325 – Introduction to Rhetoric
- WRTG 4370 – Exemplary Studies Senior Thesis
- WRTG 4380 – Directed Study in Writing
- WRTG 4381 – Special Topics in Writing
- WRTG 4385 – Internship in Writing

Potter seconded. Motion passed unanimously.

Roden moved to recommend changing ENGL 4360 – History and Structure of the English Language from an elective to a requirement for the minor in linguistics. Mehl seconded. Motion passed unanimously.

Roden moved to recommend the program changes to the Middle Level Program in the College of Education.

MSIT 3320 **to** MSIT 3220 – Introduction to Middle Level Education

WRTG 3340 – Teaching Writing in the Mid-Level Grades **to** Writing Acquisition: Theory and Practice

Add WRTG 3340 to the math/science track as a required course.

Replace the English cross-cultural elective with an English upper-level literature elective.

Change requirement from ENGL 2312 – American Literature I and ENGL 2313 – American Literature II to ENGL 2312 **or** ENGL 2313 in the language arts/social studies track.

Remove the history cross-cultural elective from the list of required courses for the language arts/social studies track.

Replace GEOG 1320 – Human Geography with GEOG 1305 – Principles of Geography for both tracks.

Remove GEOG 1315 – Physical Geography as a required course for the language arts/social studies track.

MATH 2320 – Advanced Math Topics name change **to** Calculus Concepts.

MATH 2320 level change **to** MATH 4320 – Calculus Concepts.

MATH 3354 – Concepts of Discrete Mathematics (new course).

Replace MATH 1360 – Math in Society **with** MATH 3354 – Concepts of Discrete Mathematics for the math/science track.

MATH 3364 – Concepts of Geometry and Measurement (new course).

Add MATH 3364 – Concepts of Geometry and Measurement as a required course for the language arts/social studies track.

Replace MATH 4310 – Topics in Mathematics with MATH 3364 – Concepts of Geometry and Measurement as a required course for the math/science track.

MATH 4335 – Mathematics Concepts for Middle School name change **to** Concepts of Advanced Mathematics.

Add MATH 4335 – Concepts of Advanced Mathematics as a requirement for the language arts/social studies track.

SCI 3430 – Essential Science Concepts (new course).

Add SCI 3430 – Essential Science Concepts as a requirement to the language arts/social studies track.

SCI 3420 – Integrated Science I for Middle School name change **to** Advanced Science Concepts I.

SCI 4420 – Integrated Science II for Middle School name change **to** Advanced Science Concepts II.

MATH 4314 – Integrated Science and Math level change **to** MATH 4414 .

SCI 4315 – Integrated Methods for Math and Science to SCI 4414.

MATH 4414 and SCI 4414 name change **to** Concepts of Mathematics and Science.

Double list MATH 4414 and SCI 4414 as MATH/SCI 4414 – Concepts of Mathematics and Science.

Robinson seconded the motion. Motion passed unanimously.

Roden moved to recommend P-4 program changes in the College of Education.

ECSE 4318 – Internship I in Early Childhood Education (new course)

ART 4360 – Concepts of Art level change to ART 4260

MUS 3351 – Concepts of Music in Early Childhood Education level change to MUS 3251

KPED 3320 – Developmentally Appropriate Motor Skills and Fitness Activities P-4 **to** KPED 3220 Motor Skills and Fitness Activities for P-4 Learners

Robinson seconded the motion. Motion passed unanimously.

Roden moved to recommend Business & Marketing Technology Education program changes in the College of Education.

- Delete BMTE 2364 – Advanced Keyboarding as a requirement
- Delete MIS 3364 – Desktop Publishing as a requirement
- Add MKTG 2350 – Basic Marketing as a requirement
- BMTE 3364 – Desktop Publishing and Multimedia Concepts (new course)

Robinson seconded the motion. Motion passed unanimously.

Roden moved to recommend proposed changes to the ACS-certified degree to be divided into two separate tracks: a Standard Track and a Biochemistry Track.

#### Standard Track

- Increase total hours from 43 to 48
- Eliminate the minor requirement
- Change MATH 3331 – Ordinary Differential Equations from an elective **to** a requirement
- Change CHEM 4451 – Advanced Analytical Chemistry from an elective **to** a requirement
- Change CHEM 4320 – Biochemistry I from a requirement **to** an elective
- Include CHEM 3300 – Principles of Biochemistry as an elective

#### Biochemistry Track

- Increase total hours from 43 to 44
- Eliminate the minor requirement
- Change from elective to required:
  - BIOL 1440 – Principles of Biology I
  - BIOL 1441 – Principles of Biology II
  - BIOL 2490 – Genetics
  - BIOL 3402 – Cell Biology
  - BIOL 4420 – General Microbiology
  - CHEM 4121 – Biochemistry Laboratory
  - CHEM 4335 – Biochemistry II
- Change from required to elective:
  - CHEM 3150 – Advanced Inorganic Laboratory
  - CHEM 4380 – Advanced Inorganic Chemistry
- Include CHEM 3360 – Intermediate Inorganic Chemistry as an elective

Seidman seconded the motion. Motion passed unanimously.

Roden moved change the composite score to 21 on the ACT as a prerequisite for BIOL 1440 – Principles of Biology I. Seidman seconded the motion. Discussion followed. **The motion was tabled for further consideration.**

Roden moved to recommend the following: change BIOL 4420 – General Microbiology to BIOL 3420; and change BIOL 4540 – Immunology to BIOL 4340.

Seidman seconded the motion. Motion passed unanimously.

Roden moved to recommend changes to Environmental Science Program-Biology Track.

Change CHEM 3520 – Quantitative Analysis, CHEM 4351 – Environmental Chemistry, and CHEM 4152 – Environmental Chemistry Lab as required courses to an option between CHEM 3520 – Quantitative Analysis, CHEM 4351 – Environmental Chemistry, CHEM 4152 – Environmental Chemistry Lab, GEOG 2375 – Cartography, GEOG 3303 – Geographic Information Systems, and GEOG 3309 – GIS for Environmental Applications

Add BIOL 2490 – Genetics as a required course

Add the following as electives:

GEOG 3318 – Biogeography

BIOL 4461 – Parasitology

HIST 4301 – Environmental History

BIOL 4420 – General Microbiology

BIOL 4450 – Plant Ecophysiology

BIOL 4428 – Animal Physiological Ecology

Seidman seconded the motion. Motion passed unanimously.

Roden moved to recommend approval to add a fourth level of proficiency to the Intensive English Program.

McNiece seconded the motion. Motion passed unanimously.

Roden moved to recommend approval to change MGMT 3346 – Personnel/Human Resource Management from an elective to a required course for management majors.

Cantrell seconded the motion. Motion passed unanimously.

**McNiece presented the Graduate Council Minutes of April 19, 2007.**

McNiece moved to recommend the new course proposals for Community and Economic Development.

CED 6325 Introduction to Community and Economic Development  
CED 6180 Community and Economic Development Institute I  
CED 6181 Community and Economic Development Institute II  
CED 6182 Community and Economic Development Institute III

Cantrell seconded the motion. Motion passed unanimously

McNiece moved to recommend the new course proposals for Nursing.

NURS 6305 Educational Concepts for Advanced Practice Nursing  
NURS 6322 Epidemiology & Community Concepts for Advance Practice Nursing  
NURS 6332 Health and Policy and Leadership

Hattlestad seconded the motion. Motion passed unanimously.

McNiece moved to recommend the new program proposal, PhD in Leadership Studies.

Robinson seconded the motion. Motion passed unanimously.

McNiece moved to recommend the new courses for the PhD in Leadership Studies.

LEAD 8332 Leadership in the Global Society  
LEAD 8334 Leadership and Change  
LEAD 8331 Leadership Internship  
LEAD 8336 Contemporary Issues in Leadership  
LEAD 8338 Independent Readings and Research in Leadership

Robinson seconded the motion. Motion passed unanimously.

McNiece moved to recommend approval of the Interim Report on the Graduate Program in English.

Mehl Seconded. Motion passed unanimously.

### **Dean Reports**

McNiece announced that there were issues regarding graduate student financial aid in Banner, and that they were being addressed.

Hattlestad shared concerns regarding faculty salaries with peer groups, teaching loads, and class sizes.

Potter commented on the Jack Larson-James Bridges event. Potter reported on the Confucius Institute grant.

Seidman reported that the Mary Good reception was well attended.

Roden announced that commencement went well.

Following a motion by Seidman seconded by Robinson, the meeting adjourned at 11:45 a.m.

lh/csd

# **COUNCIL OF DEANS**

**July 9, 2007**

The Council of Deans met in regular session at 9:00 a.m., Monday, July 9, 2007, in the Provost's Conference Room. Keith Atkinson presided, and the following council members were present: Pat Cantrell, Jonathan Glenn, Maurice Lee, Elaine McNiece, Rollin Potter, Larry Robinson, Sally Roden, and Stephen Seidman. Nancy Reese represented Neil Hattlestad.

Glenn led a discussion of study abroad proposals and this year's review process.

Atkinson: (1) reported that there were budgetary issues that he would need to discuss with the COD shortly; (2) distributed information regarding the upcoming Arkansas Higher Education Coordinating Board meeting in Fayetteville; (3) briefly discussed the Lambda Rail information technology initiative; (4) reported that some visiting positions will be approved.

## Dean Reports

Reese reminded the deans of the July 21-23 National Conference of Academic Deans being hosted on the UCA campus. She thanked the deans for their participation on behalf of Hattlestad.

Potter shared information about his recent seminar at Harvard.

Roden: (1) reported on fall enrollment numbers and ACT score averages; (2) announced that a UCA student had been awarded a Jack Kent Cooke award for graduate study; (3) stated that the Undergraduate Council would meet at the end of July.

Following a motion from Seidman and second from Robinson, the meeting adjourned at 10:05 a.m.

csd

# COUNCIL OF DEANS

October 03, 2007

The Council of Deans met in regular session at 9:00 a.m., Wednesday, October 03, 2007, in the Provost's Conference Room. Keith Atkinson presided, and the following council members were present: Pat Cantrell, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Larry Robinson, Sally Roden, and Stephen Seidman.

Roden presented the Undergraduate Council minutes of September 18, 2007.

Roden moved to recommend a new minor program in Public Administration. Lee seconded the motion, which passed unanimously.

Roden led a discussion of Legislative Act 472, which requires state institutions to inform transfer students of the transfer core. She suggested that the best way for the university to comply with the Act is to require transfer students to report to the advising center following their admission to the university. A signature could be obtained from each transfer student indicating that they were given the mandated information, then the student would be sent to the appropriate department for advising. The COD reached consensus that her suggestion should become the compliance process.

Melissa Goff, newly appointed Director of Admissions, joined the meeting to discuss her new role and related changes in Institutional Research and Admissions. Goff shared an incident that occurred when there was no one available in a particular department for a prospective student to talk to. She shared plans to improve recruiting and asked the deans for their input. Hattlestad suggested assigning one recruiter to each college so that recruiters could answer basic questions about different programs. Additional discussion followed. A target number of 2300 freshmen was mentioned, and Atkinson said that course planning is helped tremendously when academic departments have good numbers to work with. Goff left the meeting at 9:40 a.m.

McNiece presented the Graduate Council minutes of September 20.

McNiece moved to recommend the following Graduate Faculty applications:

### Three Year Review

Rajrani Kalra	Geography	GEOG 5310, 6320, 6330, 6390
Ellen Edmonds	Health Sciences	HSC 5331, 5302, 5310, 6361
Lisa McNeir	Psychology/Counseling	PSYC 6370, COUN 6381
Ernie Ness	Psychology/Counseling	PSYC 6354, 6356, COUN 6350
Kim Dielmann	Psychology/Counseling	PSYC 6332, 6355, 6376
Dong Xie	Psychology/Counseling	COUN 6381, 6382, 6342; PSYC 6393, 6356

### Eight Year Review

Jennifer Parrack	World Languages	SPAN 5313, 5395, 5396, 6302, 6330, 6335, 6380, 6395, 6396
Joan Simon	Psychology/Counseling	PSYC 6375, 7305, 7306, 9605

Hattlestad seconded the motion, which passed unanimously.

McNiece shared concerns about appropriate representation on the Graduate Council for graduate programs. Discussion followed.

McNiece distributed information about graduate enrollment goals for 2008. Discussion followed.

McNiece distributed information regarding summer salaries. Discussion followed.

Atkinson: (1) distributed a memorandum from Karen Wheeler of ADHE regarding a request from the Joint Education Committee of the legislature; (2) shared a request for a program review consultant for Southeastern Oklahoma State University.

### Dean Reports

Cantrell said that 1400 students participated in an FBLA event on campus, and 20 firms attended as well.

Lee distributed a listing of banned and/or challenged books from the top 100 novels of the 20<sup>th</sup> century, many of which will be read at a "Reading Around the Clock" event held by the Department of English.

Robinson suggested a moratorium on new programs until funding catches up with programmatic needs.

Hattlestad distributed information he received while on a Higher Learning Commission visit.

Potter expressed his appreciation to Hattlestad for his work hosting the Arkansas Deans' Association meeting last Monday.

Seidman said that the ABET accreditation team will be on campus next week.

Roden: (1) reported that 169 students signed up for four-year completion plans; (2) said that Atkinson will form a task force to evaluate general education. Discussion followed.

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

csd

# COUNCIL OF DEANS

October 24, 2007

The Council of Deans met in regular session at 9:00 a.m., Wednesday, October 24, 2007, in the Provost's Conference Room. Keith Atkinson presided, and the following council members were present: Pat Cantrell, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Elaine McNiece, Patty Phelps, Rollin Potter, and Sally Roden. Carl Frederickson represented Steve Seidman.

Atkinson welcomed Phelps as a new member of the COD replacing Larry Robinson.

Peter Mehl, Rick Scott, Margaret Morgan, and Julia Winden Fey were present to discuss Campus Compact, an initiative regarding service learning for students. Mehl distributed information and indicated that both UAF and UALR have Campus Compact programs, but there is no state office. There could be an opportunity for UCA to house the state office. Following discussion, Roden moved that the COD ask the group to go forward with developing a proposal. Cantrell seconded the motion, which passed unanimously.

McNiece presented the Graduate Council actions of October 23, 2007.

McNiece moved that the following faculty be recommended for Graduate Faculty Status with three-year review:

Gary Olen Bunn	TLT/MAT	ASTL 6302, 6303, 6305, 6321, 6380 MAT 5310, 5320, 5390, 6310, 6699
Jud Copeland	TLT	LIBM 6191, 6231, 6391, 6320, 6330, 6332, 6343, 6353, 6360, 6368, 6370, 6371, 6380, 6390, 6398, 6371, 6391
Shannon Trimble	TLT	LIBM 6340, 6350 LIBM/MSTS 6368, 6318, 6335, 6337, 6354, 6357, 6358, 6375 MSTS 5325
Lisa Daniels	TLT/MAT	ASTL 6302, 6303, 6305, 6321, 6380 MAT 5310, 5320, 6310
David Neilson	History	HIST 5381, 5383, 5386, 5391, 6300, 6301, 6302, 6303
Tammy Rogers	EFIRM	MBA 6305
Charles Bane	English	ENGL 5304, 5385, 6325, 6365, 6391, 6392, 6394
Bi Ling Chen	English	ENGL 5304, 6325, 6365, 6391, 6392, 6394
Robert Logan	SPTH	SPTH 6225, 6240, 6241, 6220, 6306, 6336

McNiece moved that the following faculty be recommended for Graduate Faculty Status with eight-year review:

Kim McCullough	SPTH	SPTH 6302, 6243, 6280, 6306, 6180, 6113-6313, 6336, 6180-6680, 6611
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Following seconds by Hattlestad, the motions passed unanimously.

Roden presented the Undergraduate Council minutes of October 16.

Roden moved to recommend the following:

Add new courses:

EDUC 1240 Basic Educational Technology Skills  
EDUC 4210 Integration of Technology Into Teaching and Learning

Delete course:

EDUC 1220 Educational Technology

Phelps seconded the motion, which passed unanimously.

Roden presented the following title changes as information items:

GEOG 3335	Geography of Russia	To
	Geography of Europe and Russia	
RADG 2233	Radiographic Procedures III	To
	Radiographic Production and Characteristics I	

Lee led a discussion about the validity of e-mail notifications for “official” purposes.

Lee stated that a question was raised in his college about the submission of minority reports with regard to committee recommendations for promotion and tenure. Atkinson indicated that he had visited with Tom Courtway and Jack Gillean regarding that issue.

Atkinson reminded deans that: (1) Governor Beebe will speak in Brewer-Hegeman; (2) students are needed to attend “One student, One vote” initiative; (3) Homecoming is next Saturday; (4) the AHECB meets Friday; (5) they should think about On-line Arkansas.

### Dean Reports

Glenn: (1) reported that material has been sent to the HLC evaluator panel; (2) stated that the distance education request has been approved by our president; (3) informed the deans that Banner will not be able to handle faculty evaluations – he will work with IT and others to see what can be done.

Cantrell: (1) invited everyone to stop by the College of Business tail gate Saturday; (2) announced that Johnelle Hunt will deliver the centennial lecture for the CBA.

Lee invited everyone to hear Martha Nussbaum, College of Liberal Arts centennial lecturer, speak tomorrow night.

Phelps: (1) invited deans to stop by the College of Education alumni tent at Homecoming; (2) announced that Cory Oliver, a UCA alumnus, won the \$25,000 Miliken Award for teaching.

Hattlestad: (1) indicated that the Title III grant may take addiction studies to West Memphis; (2) announced that former UCA president Jeff Farris will be the centennial lecturer for the College of Health and Behavioral Sciences.

Potter: (1) reminded everyone about the performance of 3 Mo’ Divas; (2) stated that the theatre productions are good this year; (3) reminded the deans that the Baum Gallery still has the art renderings for the Alumni Circle project.

Frederickson announced that Jerry Mimms’ whale project has appeared on two television stations.

Roden: (1) discussed the CBA golf tournament; (2) reminded the deans to walk through the Tag/UCA event that was moved to the cafeteria due to inclement weather; (3) stated that the symphony orchestra had a great program last night.

McNiece: (1) stated that a test group of faculty would attend a Cayuse workshop; (2) reported that Kim Bradford has resigned her position to take a job at UAF. Discussion followed.

Atkinson suggested that the COD convene tomorrow in executive session to discuss the search for a replacement and other issues regarding Academic Outreach.

Following a motion and second, the meeting adjourned at 10:15.

csd

# COUNCIL OF DEANS

December 5, 2007

The Council of Deans met in regular session at 9:00 a.m., Wednesday, December 5, 2007, in the Provost's Conference Room. Keith Atkinson presided, and the following council members were present: Pat Cantrell, Jonathan Glenn, Neil Hattlestad, Elaine McNiece, Patty Phelps, Rollin Potter, Sally Roden, and Stephen Seidman. Peter Mehl represented Maurice Lee.

The COD minutes of October 3 and October 24 were approved as circulated.

McNiece presented the Graduate Council minutes of November 15.

McNiece moved to recommend the following graduate faculty applicants:

### Three Year Review:

KK Bradshaw	LEAD	SLMA 6440, 6450, 6140, and 6150
Johnny Purvis	LEAD	SLMA 6320, 6312 EDLP 6324, 7101, 7315, 7363, 7130 LEAD 8352
Laurie Warren	BIOL	BIOL 5100, 5X71, 5X90, 5401, 6102, 6X95, 6443
Joe Green	HIST	HIST 5305, 5328, 5391, 6300, 6301, 6302, 6303

### Eight Year Review:

Shelly Albritton	LEAD	SLMA: all courses EDLP 6325, 7301, 7315, 7130
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Hattlestad seconded the motion, which passed unanimously.

Roden presented the Undergraduate Council minutes of November 27.

Roden moved to recommend approval of two new courses:

MGMT 3365 Transportation  
MGMT 3375 Supply Chain Management

Cantrell seconded the motion, which passed unanimously.

Roden presented the following on-line course conversions as information items:

ECON 2320 Principles of Macroeconomics  
MGMT 3305 Social Issues in Management  
MIS 3321 Managing Systems and Technology

McNiece shared information from the Graduate Council about the criteria for graduate faculty status and graduate staffing plans. She asked that criteria be written at the departmental level and that deans carefully review the documents. Discussion followed.

Hattlestad distributed handouts related to the upcoming visit of the Higher Learning Commission. Glenn stated that we hope to schedule the visit for April of 2010. Hattlestad stressed the importance of having self study co-chairs attend the annual meetings in Chicago.

Potter asked the deans for consensus that the location be changed for future President's Scholars Day. Ida Waldran Auditorium is in a sad state of repair, and Reynolds Performance Hall would make a better impression on potential students. Atkinson asked Potter and Roden to meet with Melissa Goff, Director of Admissions, to discuss possible changes.

Potter shared budgetary problems related to minimum wage increases in areas already running on lean funds.

Phelps asked for input regarding evaluation of on-line courses; the survey system they have been using is no longer available. Glenn reported that he has been working with Lee Stevens to evaluate a small group of software setups that will integrate with Banner.

Glenn led a discussion of the process for deleting degree programs. Programs can be deleted upon the recommendation of the department faculty and chair and college dean to the provost. The Graduate Council and the Undergraduate Council should receive the information, but do not have to act on it. An agenda item will be prepared in the provost's office for the Board of Trustees and a letter of notification is sent to the Arkansas Department of Higher Education.

Glenn shared a question that arose regarding the development of a new certificate program. Discussion followed.

Atkinson: (1) reported on a recent visit by Faulkner County United Way planners and a move to improve participation next year; (2) reminded the deans of the press conference announcing the alumni circle artist selection; (3) briefly discussed the scheduling of classes and difficulties between fall and spring semesters in grade reporting and report preparation; (4) shared information from a recent discussion with Barbara Anderson and Paul McLendon.

### Dean Reports

Glenn: (1) reported on a recent Transfer Committee meeting he attended at ADHE; (2) said that salary reports will be ready for review soon.

Mehl: (1) said that the Humanities Fair held last month was successful; (2) reported that Pat Ramsey has been elected as a board member of the Arkansas Humanities Council.

Phelps: (1) expressed her appreciation to everyone who helped in the preparation of the PhD program for the Higher Learning Commission; (2) announced that the College of Education has received a \$340,000 grant that involves research; (3) some COE faculty have just gone through Chalk and Wire training, which is an assessment software.

McNiece reported that Cayuse training will be taking place in Sponsored Programs and asked the deans to encourage faculty to participate.

Potter: (1) shared additional information about the Alumni Circle press conference scheduled for tomorrow; (2) invited attendance at a seasonal band conference tomorrow and Handel's Messiah performance on Saturday.

Seidman: (1) said that his college recently hosted the Arkansas Enviro-thon Competition for high school students; (2) reported that Dr. Noyes of the Biology Department has received a National Science Foundation grant of \$390,000.

Roden: (1) reported that a General Education Task Force has been formed and will be charged by the provost next week; (2) discussed retention; (3) said the library's Night Owl room is averaging 30-35 students per night.

Atkinson: (1) reported on a recent trip to the U of A system office in Little Rock to attend a meeting of the Washington Center; (2) discussed an issue related to grant accounting.

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

csd