

COUNCIL OF DEANS

January 16, 2008

The Council of Deans met in regular session at 9:00 a.m., Wednesday, January 16, 2008, 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, Sally Roden, and Stephen Seidman.

The COD minutes of December 5 were approved as amended.

McNiece presented the revised extended study guidelines and asked the deans for input on the changes and revisions.

President Hardin joined the meeting. Among items the President discussed were: (1) hiring a search firm for the provost position; (2) summer sessions; (3) preparations for the accreditation visit by the Higher Learning Commission; (4) and website reconstruction. The President indicated that he would meet again with the COD and give them an opportunity to "go around the table" and report on activities in the different academic areas.

Atkinson asked the deans to consider whether there is a need for an academic equipment committee. Following discussion, the consensus was reached that such a committee would be unnecessary.

Atkinson reported that Kim Franklin of The Washington Center will be on campus February 4 and 5 to meet with students interested in internships.

Hattlestad circulated a copy of the advertisement for Dean of Academic Outreach and reported on the search thus far.

Atkinson: (1) said that he would like to have luncheon meetings with each dean and their department chairs – call Carol Daves to set dates, (2) told the deans that he has a number of meal tickets for the cafeteria for use with visitors – call Daves for tickets; (3) said that the Provost Search Committee is meeting Friday to review proposals from search firms; (4) reminded deans that "F" grade reports are due to Daves by noon Friday; (5) announced that students in his office are planning a gaming tournament for later in the spring semester.

Dean Reports

Glenn announced that Ardyce Coffey, Director of Testing, is resigning at the end of February and a search will be held to find her replacement.

Cantrell: (1) reported that the College of Business Administration is participating in contests encouraging entrepreneurship; (2) said that on February 29, FBLA students will be on campus; (3) a UCA faculty member is currently serving on the Logistics Roundtable for Central Arkansas.

Phelps reported that: (1) four UCA alumni were recently honored for teaching; (2) Arkansas is ranked ninth in the nation for board certified teachers; (3) internal workshops first held last fall are going to be held again and will involve more faculty; (4) she is working with Steve Seidman regarding science and math education collaboration.

McNiece: (1) reported that concurrent enrollment is a high priority issue and shared target numbers for fall; (2) reported that summer school profits are forthcoming.

Hattlestad: (1) said that construction of a new gross anatomy lab has begun west of Doyne; (2) reported that Susan Hatfield, a nationally recognized author on assessment will be the keynote speaker at the National Council of Academic Deans meeting August 2.

Potter: (1) reported that Conway Alliance for the Arts met yesterday and has the support of the Conway mayor; (2) distributed information on artists in residence.

Seidman: (1) stated that he is committed to math and science education and UCA is poised to lead the state in this area; (2) shared information about a national advisory board; (3) announced that Micah Abrams, assistant professor of chemistry, is one of four national recipients of the 2008 Hewlett Packard Outstanding Junior Faculty Award from the American Chemical Society.

Roden presented fall enrollment data: residential colleges have an average of 90.4% retention rate, 80.7 for all others, SAM commuters are at 77.8%. There is a 95% retention rate for students whose parents came in. 153 students are on first suspension, 43 on second suspension, and three on third.

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

csd

COUNCIL OF DEANS

February 6, 2008

The Council of Deans met in regular session at 9:30 a.m., Wednesday, February 6, 2008, in the Provost's Conference Room. Jonathan Glenn presided, and the following council members were present: Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Patty Phelps, Rollin Potter, and Stephen Seidman. Julia Winden Fey represented Sally Roden, and Keith Atkinson was delayed until 10:35 a.m.

The COD minutes of January 16, 2008, were approved as circulated.

Winden Fey presented the Undergraduate Council minutes of January 29. In Roden's absence, McNiece initiated formal motions.

McNiece moved to recommend reconfiguration of the core requirements for the Geography major and minor including the following new courses:

GEOG 3300 World Regional Geography
GEOG 3346 Geography of South Asia

and deletion of GEOG 2361 World Regional Geography I and GEOG 2362 World Regional Geography II

Lee seconded the motion, which passed unanimously.

McNiece moved to recommend reconfiguration of the existing degree program in Family and Consumer Sciences to reflect a

BS, Family and Consumer Sciences;
BS, Nutrition; and a
BA and BS, Interior Design.

Hattlestad seconded the motion, which passed unanimously.

McNiece moved to recommend the following changes in the degree program for the BSE in Mathematics Education.

Change MATH 2335 Transition to Advanced Mathematics from an elective to a required course.

Change MATH 3362 Abstract Algebra II from a required course to an elective.

Seidman seconded the motion, which passed unanimously.

McNiece moved to recommend the following new course in Philosophy:

PHIL 3330 Philosophy of Law

Lee seconded the motion, which passed unanimously.

McNiece moved to recommend the following new course in Sociology:

SOC 3330 Sociology of Sports

Lee seconded the motion, which passed unanimously.

Winden Fey asked the deans to review the following information items:

UNIV 1330 Beginning Algebra bulletin revision

RADG 2233 Radiographic Production and Characteristics I
Title Change to:
RADG 2233 Radiation Production and Characteristics I

McNiece presented the Graduate Council minutes of January 17.

McNiece presented the following graduate faculty candidates:

Scott Meador	MCOM 3 yr review	FILM 5392, 6323, 6390
Patty Phelps	TLT	8 yr review All ASTL Courses (5000 & 6000)

Lee seconded the motion, which passed unanimously with a recusal by Phelps.

McNiece presented the following information items and asked deans to double-check for accuracy:

Teaching, Learning, and Technology/Library Media and Information Technologies

Change in Credit Value

LIBM 6231 Technical Services

To

LIBM 6361 Technical Services

Change of Course Title

LIBM 6332 Organization of Information I

To

LIBM 6332 Cataloging & Classification I

LIBM 6233 Organization of Information II

To

LIBM 6233 Cataloging & Classification II

LIBM 6360 Developing Information Collections

To

LIBM 6360 Collection Development

LIBM 6353 The Instructional Role of the School Library Media Specialist

To

LIBM 6353 Teaching and Learning in SLMC

LIBM 6320 Information Studies and Technology

TO

LIBM 6320 Introduction to Library & Information Sciences

LIBM 6330 Information Resources & Search Strategies

To

LIBM 6330 Reference Services

Course Conversion to Online Delivery

LIBM/MSTS/ITEC 6337 Computer Graphics and Animation (Triple Listed Course)
LIBM 6371 Developing Information Programs for Children and Youth
ASTL 6380 Research Methods
ASTL 6321 Foundations of Education
ASTL 6305 Classroom Assessment
ECSE 6379 Reading in the Content Areas
ECSE 6345 Organizing and Coaching the Literacy Program
ECSE 6300 Philosophical, Historical, & Legal Aspects of Special Education
ECSE 6302 Medical and Educational Aspects of Disabilities
ECSE 6388 Seminar in Early Childhood Education

McNiece distributed graduate enrollment projections for fall 2008. Discussion followed. She then distributed information to each dean regarding their college's summer course schedule and projected enrollments based on history. McNiece indicated that the "cap" had been removed from summer teaching salaries. She asked that they remove prior to the start of summer registration in April any course that needs to be deleted, otherwise the course must be offered.

Phelps shared information from a recent meeting of the Arch Ford Cooperative board. Superintendents who attended were concerned about summer school time frames. Public school teachers sometimes work into June and start back in August earlier than summer school ends. The deans discussed measures that have been taken in the past. Additionally, McNiece reported that 250-60 courses have been approved for on-line delivery. A dean asked out summer sessions were delineated in the Banner system. Following a brief discussion, Glenn said that he would look into the matter and provide the deans with the requested information.

Glenn: (1) notified deans that the president will not be able to attend luncheons scheduled with the provost and college deans and chairs; (2) urged deans to nominate their faculty for the three faculty excellence awards; (3) informed the council that the provost would like to have a discussion about X-period at a future COD meeting.

Dean Reports

Cantrell reported that approximately 2000 FBLA students participated in the annual meeting hosted by the College of Business.

Phelps: (1) reported that she and her department chairs had lunch with the provost yesterday and the discussion was very helpful; (2) said that the farewell reception for Dr. John Smith was well attended and very nice.

McNiece: (1) stated that Academic Outreach is working very diligently with schools to have courses ready for next fall's concurrent enrollment and stressed the importance of a timely response to their call so that agreements can be in place in time to have orientation and

preregistration for students; (2) expressed her appreciation for the president's comments and to the deans for their attendance at the recognition reception hosted by the provost and sponsored programs; (3) informed the deans that notices had been sent to graduate advisors to make sure that graduate students apply for graduation by the deadline; (4) reported that the "Concurrent Credit Team" of Shaneil Ealy, Angela Onermaa, Vicki Simmons, and Teresa Huff are in the schools now.

Hattlestad reported on a meeting the Provost Search Committee had earlier that morning with a consultant from the Parker Search Firm. He shared information with the deans regarding the number of firms that presented proposals, and the review process the committee had in evaluating the proposals. Hattlestad informed the deans of the credentials of the Parker Search Firm and some of their previous searches.

Potter: (1) said that there were nineteen applicants for the Dean of the College of Education position and the committee will conduct telephone interviews with five and invite three to campus; (2) reported that the *Arkansas Democrat Gazette* will run on Sunday an article about the arts in Conway; (3) also reported that the Rockefeller Foundation commissioned a study about the arts in Arkansas, and UCA will be the institution of higher education.

Atkinson arrived during dean reports and stated that he had been visiting with the consultant from the Parker Search Firm that was hired with regard to the provost position. He is convinced we will have a good search.

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

csd

COUNCIL OF DEANS
March 5, 2008

The Council of Deans met in regular session at 9:00 a.m., Wednesday, March 5, 2008, in the Provost's Conference Room. Keith Atkinson presided, and the following council members were present: Pat Cantrell, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Patty Phelps, Rollin Potter, and Stephen Seidman. Julia Winden Fey represented Sally Roden, and Charlotte Cone represented Elaine NcNiece.

Winden Fey presented an information item from the General Education Council.

The GEC recommended the online offering of PHIL 1320 World Religions.

Winden Fey presented the following action items from the Undergraduate Council minutes of February 19.

Hattlestad moved to recommend the following new course in philosophy:

PHIL 3375 Philosophy of Mind

Lee seconded the motion, which passed unanimously.

Hattlestad moved to recommend the following new course in biology:

BIOL 3305 Molecular Biology: Techniques and Controversies

Seidman seconded the motion, which passed unanimously.

Winden Fey presented the following information items:

- Update undergraduate bulletin wording for the Bachelor of Arts degree
- BIOL 4405 Developmental Biology prerequisite change and course description change
- Conversion to electronic delivery:
 - FACS 2311 Meal Management
 - FACS 3311 Resource Management
- Update Extended Study section of the undergraduate bulletin
- Title changes:
 - PHIL 4305 Twentieth-Century Continental Philosophy to Continental Philosophy
 - PHIL 4306 Twentieth-Century Analytic Philosophy to Analytic Philosophy
- Changes in distribution of requirements for philosophy major and minor programs

Cone presented the following items from the Graduate Council minutes of February 21, 2008:

Hattlestad moved to recommend the following new course in history:

HIST 6360 Holocausts in History

Lee seconded the motion, which passed unanimously.

Hattlestad moved to recommend the following new course in psychology:

PSYC 7307 Doctoral Practicum in School Psychology III

Lee seconded the motion, which passed unanimously.

Hattlestad moved to recommend the following new courses in family and consumer sciences:

FACS 6331 Parent Child Relations
FACS 6332 Adult Development and Aging

Lee seconded the motion, which passed unanimously.

Atkinson distributed a memorandum from Lindsay Wygal Grifford regarding Welcome Week, which is scheduled to begin Sunday, August 17, 2008.

Atkinson reminded deans that Daylight Savings Time is set to begin this coming Sunday.

Dean Reports

Lee reported on a recent luncheon that was held for minority students interested in coming to UCA and their parents. He reported that about 100 people attended.

Phelps: (1) reported on a recent meeting with College of Education deans and a letter that was sent to the Arkansas Department of Education requesting a renegotiation of the contract with NCATE, and explained the needed changes to the COD; (2) expressed her appreciation to Potter for his leadership with relation to the search for a permanent dean of the College of Education.

Hattlestad: (1) distributed an updated schedule for next week's visit by an Academic Outreach dean candidate; (2) reported that the provost's search committee will have a conference call with the search firm this afternoon; (3) informed the deans of a campus visit by a large group of Family and Consumer Science alumni.

Potter: (1) updated the council on the search for dean of the College of Education; (2) reminded everyone that the Big Phat Band will perform tomorrow night.

Atkinson indicated that he would like individual deans to be available to assist in the provost's office in the near future if called upon.

Atkinson led a brief discussion of the Information Technology consultant's report.

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

csd

COUNCIL OF DEANS

March 12, 2008

The Council of Deans met in called session to discuss concurrent enrollment at 9:00 a.m., Wednesday, March 12, 2008, 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, Sally Roden, and Stephen Seidman. Shaneil Ealy was invited to assist in the discussion.

Atkinson distributed guidelines that were passed by the Faculty Senate. Glenn explained that certain issues within the guidelines came from an existing document that was developed by department chairs.

Atkinson posed the question: At what point do you add a departmental coordinator? McNiece indicated that departmental coordinators have not been denied, but that department chairs need to make their case for a coordinator through the college dean.

Potter shared anecdotal information from a Wisconsin concurrent enrollment program. McNiece indicated that a target number of students, or an overall admissions enrollment plan would help determine how expansive the concurrent enrollment program at UCA needs to be.

Discussion turned to budgetary and other matters.

The meeting adjourned at 9:40 a.m.

csc

NOTE: The concurrent enrollment guidelines document may be downloaded from the March 11, 2008, Faculty Senate agenda through the following link:

<http://www.uca.edu/org/facultysenate/agenda/agendalist.htm>

COUNCIL OF DEANS

March 19, 2008

The Council of Deans met in regular session at 9:00 a.m., Wednesday, March 19, 2008, 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, Sally Roden, and Stephen Seidman.

Melissa Goff, Director of Admissions, was present to discuss initiatives in student recruiting and other areas. She discussed the UCA Ambassador program and stated that almost 200 students applied. Some recruiting initiatives mentioned included: Bear Facts Day will be moved to Reynolds Performance Hall; a "spirit walk" led by the UCA Band and Cheerleaders will be added to Bear Facts Day activities; a Facebook site has been implemented; Great Bear Hunt recruiting trips to major high school football games. Many other things are planned as well. The deans were pleased to hear that recruiters would be assigned to each college. Following discussion, Goff departed.

Roden presented a General Education Council information item to convert Geography 1300 and 1305 to distance delivery.

Potter updated the deans on the search for Dean of the College of Education.

Hattlestad distributed a revised schedule for an upcoming visit by a candidate for Dean of Academic Outreach.

Glenn reported on the search for Assistant Provost and Director of General Education and First Year Experience.

Roden explained the history of the evolution of the Director of General Education position to Assistant Provost and Director of Gen Ed and FYE. Atkinson shared issues of concern and his decision to move forward with the position.

Atkinson: (1) informed the deans that he will be out of the office Wednesday through Friday of Spring Break; (2) reported that The Washington Center had contacted us requesting two more students for their internship program – Shannon Cleveland and Rachel McKinney have been accepted into the program and received scholarships to attend; (3) discussed budgetary issues.

Dean Reports

Glenn: (1) distributed material that will go to the accreditation self-study committee, and said that the steering committee will be charged by President Hardin; (2) informed the council that the accreditation visit by the Higher Learning Commission will be March 8-10, 2010; (3) reported on the search for a new Director of Testing.

Cantrell reported on a recent e-mail discussion of assessment.

Lee: (1) reported that the Department of Philosophy and Religion held a student conference last week and had submissions from out of state; (2) reported that several faculty members attended a service learning conference in Nashville.

McNiece discussed a list of faculty who teach on-line courses.

Hattlestad: (1) announced that the National Conference of Academic Deans will be held July 31 through August 2, and that parts of the conference will take place at the Hilton Garden Inn; (2) updated the deans on the provost search.

Potter: (1) stated that the Alumni Circle project will begin soon after the spring semester ends; (2) shared information about upcoming events including the National Symphony Orchestra and Branford Marsalis.

Seidman said that surveys were being done on students and where they go and reported on two physics graduates of interest.

Roden distributed: (1) an announcement of an April 8 event on different ways to reach students; (2) a Buffalo Hall handout for Undergraduate Studies.

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

csd

COUNCIL OF DEANS

April 16, 2008

The Council of Deans met in regular session at 9:00 a.m., Wednesday, April 16, 2008, 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, Sally Roden, and Stephen Seidman.

Atkinson led a discussion of an academic misconduct policy that the Faculty Senate proposed and recommended. Seidman was selected to prepare the COD's suggested revisions to the policy.

Atkinson presented the deans with a request from Cheryl Lyons, Director of Student Financial Aid, and Paul McLendon, Vice President for Financial Services, regarding the reporting of "F" grades. The Banner system provides a mechanism for faculty to report a date of last attendance when they submit grades. The financial areas have requested that dates be reported for students receiving "F" grades, this would alleviate the need to go back after the end of the semester to contact faculty for final attendance dates. The COD agreed to see if the process would work for the fall 2008 semester.

Atkinson reported on upcoming budget cuts and asked the deans to examine current budgets to see where cuts could be made. Discussion followed.

Atkinson: (1) updated the council on the provost search; (2) reminded the council of the Service Awards ceremony tomorrow; (3) reminded the deans of the Honors Convocation on Sunday.

Dean Reports

Glenn stated that an Argos report may be available when grades are posted, and the registrar's office will distribute information as soon as it is available.

Lee: (1) reported that Pi Sigma Alpha (Political Science) will hold its induction ceremony today at 4:30; (2) invited everyone to attend a reception for the Liberal Arts retirees – Harry Readnour, Paul Butt, Shirley Friedman, and Barbara Stanley; (3) announced an open house for the World Cultures Institute on Friday; (4) said that History Day will be held Saturday and we are expecting over 800 high school students to participate; (5) informed the council that this year's Distinguished Alumnus, Steve Sanderson, graduated with a degree in political science in 1971; (6) announced that the College of Liberal Arts outstanding faculty member this year is Dr. David Welky of the history department.

Phelps: (1) reported that at the last PEU meeting of the year NCATE information will be shared; (2) announced that Kappa Delta Pi will induct 15 students; (3) said that tomorrow we are interviewing a director of doctoral studies candidate; (4) will attend a state deans meeting on Friday where the NCATE contract will be distributed.

McNiece: (1) reported that two candidates will be interviewed for IEP director; (2) reported on an issue that has arisen with regard to concurrent credit and high school contacts – the deans agreed that chairs will respond to high schools through AOEP and copy the deans, and the deans will okay the response before AOEP sends responses to the schools.

Hattlestad shared information about Dr. Leonard Seawood, the new Dean of Academic Outreach, and his wife.

Potter: (1) distributed information on the arts; (2) discussed a recent residency program; (3) reported that Guy Couch has resigned as of the end of May.

Seidman: (1) said that Friday from a student research poster event will be held; (2) reported that the advisory board met yesterday.

Roden: (1) reminded the deans to make sure students are aware that they will receive an award on Sunday; (2) announced that the opening convocation for fall will take place August 18; (3) reported on enrollment data for fall; (4) invited the deans to a May 1 reception at the Advising Center; (5) reported on an SGA resolution for grade forgiveness for Bs and Cs; (6) informed the deans of a recommendation for common course numbering in the minimum core curriculum.

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

csd

COUNCIL OF DEANS

May 14, 2008

The Council of Deans met in regular session at 9:00 a.m., Wednesday, May 14, 2008, in the Provost's Conference Room. Keith Atkinson presided, and the following council members were present: Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, and Patty Phelps. Joe Anderson represented Rollin Potter, Julia Winden Fey represented Sally Roden, Carl Frederickson represented Steve Seidman, and Jonathan Glenn was absent.

The COD minutes of April 16 were approved as circulated.

The Graduate Council minutes of April 17 were presented by McNiece.

McNiece moved to recommend the following new courses:

- FILM 5310 Pre-Visualization and Digital Workflow

Anderson seconded the motion, which passed unanimously.

- FACS 6334 Evidence Based Research in Nutrition
NUTR 5340 Geriatric Nutrition

- NURS 5310 Nursing Ethics

Hattlestad seconded the FACS, NUTR and NURS motions, which passed unanimously.

- BIOL 5475 Advanced Cell Biology

Frederickson seconded the motion, which passed unanimously

McNiece also presented information items that require no COD action.

The Undergraduate Council minutes of April 29 were presented by Julia Winden Fey.

In Roden's absence, McNiece moved to recommend the following action items:

- ECON 3335 Econometrics

Cantrell seconded the motion, which passed unanimously.

- Realignment of Biology major to eliminate a minor requirement, requiring an additional eight hours of upper division biology electives from 20 to 28.

- Revise the math requirement for Biology majors to MATH 1491 Applied Calculus for Life Sciences or MATH 1591 AND MATH 2311.

- BIOL 4475 Advanced Cell Biology

Frederickson seconded the motions, which passed unanimously.

- NUTR 3250 Community Nutrition changed to NUTR 3350 and credit hours for the emphasis increase from 125 to 126.

- NUTR 4340 Geriatric Nutrition
Hattlestad seconded the nutrition items, which passed unanimously.
- IEP 1360 Computer Literacy and Research Skills change credit hours to IEP 1160
Phelps seconded the motion, which passed unanimously.
- NURS 4310 Nursing Ethics offered online
Hattlestad seconded the motion, which passed unanimously.
- SPAN 2350 Intermediate Conversational Spanish
Lee seconded the motion, which passed unanimously.
- Interdisciplinary Liberal Studies degree program.
Cantrell seconded the motion, which passed unanimously.

Winden Fey presented information items that required no COD action.

Atkinson: (1) asked the deans to submit information regarding part-time faculty; (2) distributed an outline from Glenn regarding the Higher Learning Commission visit; (3) stated that the COD would only meet when needed during the summer; (4) informed deans of plans to be out of the office.

Dean Reports

Phelps: (1) shared COE recruitment efforts; (2) discussed issues that came up at a state deans' meeting where both Arkansas Department of Education and the Department of Higher Education were represented; (3) informed the deans of a COE retreat; (4) reported on a failed search for Leadership Studies PhD director.

Hattlestad reported that the electricity would be out in Doyme next week.

Anderson told the deans about a Little Rock film festival this weekend.

Winden Fey: (1) reported on the start of summer registration of freshmen and class space needs; (2) asked deans to make sure that classes on the schedule are being offered; (3) discussed the UCAN program and the good work of Marvin Williams.

The meeting adjourned at 9:20.

csd

COUNCIL OF DEANS

July 23, 2008

The Council of Deans met in regular session at 9:00 a.m., Wednesday, July 23, 2008, in the Provost's Conference Room. Lance Grahn presided, and the following council members were present: Kathleen Atkins, Pat Cantrell, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Leonard Seawood, and Stephen Seidman. Julia Winden Fey represented Sally Roden, and Keith Atkinson was absent.

Grahn welcomed Seawood to the council and called the meeting to order.

The COD minutes of May 14 were approved as circulated.

Grahn: (1) announced that Tim Atkinson has accepted the position of Assistant Provost and Director of Sponsored Programs; (2) reported that an academic integrity document will be forthcoming from the Faculty Senate to the COD and that the Student Government Association is independently working on an honor code; (3) distributed a schedule of opening session activities; (4) discussed New Faculty Orientation events; (5) urged deans to participate in student events during Welcome Week; (6) reminded deans of an assessment workshop led by Susan Hatfield, keynote speaker for the NCAD conference; (7) distributed minutes of the Fringe Benefits Committee; (8) reported that the governor's office has called for three budget plans from each institution and advised the deans to be ready to prepare plans for their colleges.

McNiece presented the Graduate Council actions of July 10.

McNiece moved to recommend the following new course:

LEAD 6111-6311 Special Topics in Leadership Studies

Atkins seconded the motion, which passed unanimously.

McNiece moved to recommend the following program changes for School Counseling:

Change in semester credit hours:

Current requirement of 45

TO

Proposed requirement of 48

Prefix Request for School Counseling Program: SCCN

New Courses

SCCN 6320

Foundations of School Counseling

SCCN 6330

Multicultural Counseling in Schools

SCCN 6340

Career Guidance for School Counselors

SCCN 6350

Developmental Guidance in Schools

SCCN 6360

School Counselor as Consultant

SCCN 6365

Educational Assessment and Measurement

SCCN 6375

Group Counseling in Schools

SCCN 6380

School Counseling Intervention Strategies

SCCN 6195-6696

School Counseling Internship

New prefixes and course numbers

SCCN 6390 School Counseling Practicum
SCCN 6391 School Counseling Practicum

Add SLMA 6312 as a requirement for School Counseling

Transfer Courses

COUN 6302 to SCCN 6102-6302 Seminar in School Testing
COUN 6305 to SCCN 6105-6305 Seminar in School Counseling

Delete as Program requirements

P6398 Legal & Ethical Issues in Psychology and Counseling
P5320 Abnormal Psychology
P6315 Applied Behavior Analysis
C6350 Counseling Process/Skills
C6334 Analysis of the Individual
P6356 Group Psychotherapy and Counseling
C6342 Career Education
C6642S Internship

Atkins seconded the motion, which passed unanimously.

McNiece moved to recommend the following new course:

CSCI 5315 Information Security

Seidman seconded the motion, which passed unanimously.

McNiece moved to recommend the following new course:

Math 6185, 6285, 6385 Research in Mathematics Education

Seidman seconded the motion, which passed unanimously.

McNiece moved to recommend the following course changes and additions:

MATH 6380 Seminar
TO
MATH 6380 Seminar in Mathematics Education
AND
MATH 6382 Seminar in Applied Mathematics

Seidman seconded the motion, which passed unanimously.

McNiece presented the following Information Items:

Change to Inactive Status

M.S.E. in Early Childhood Education transition to Inactive Status

Change in Course Titles for Health Sciences

HSC 5350 Health Education Techniques in the Elementary School
TO
HSC 5350 Health Education in the Elementary School

HSC 5351 Health Education Techniques in the Middle School
TO
HSC 5351 Health Education in the Middle School

HSC 5352 Health Education Techniques in the Junior High School
TO
HSC 5352 Health Education in the Secondary School

HSC 6379 Foundations of Research in Health and Applied
Sciences
TO
HSC 6379 Research in Health Sciences

Change in Course Titles for Mathematics

MATH 5310 Topics in Mathematics for Elementary and Middle Level
Teachers
TO
MATH 5310 Topics in Mathematics for Early Childhood Teachers

Change in Course Prefixes for Master of Science in Health Sciences

Change the following HSC prefixes to HED prefixes:

HSC 5331 Program Planning and Evaluation
HSC 5370 Administration of Health Programs
HSC 6321 Foundations in Health Education
HSC 6361 Epidemiology in Health Education
HSC 5301 Health Education in the Medical Care Setting
HSC 5302 Health Education in the Worksite
HSC 5303 Environmental Health Problems
HSC 5310 Health Concerns of Aging
HSC 5320 Health Promotion Interventions
HSC 5343 Health Strategies for Multicultural Populations
HSC 5350 Health Education in Elementary Schools
HSC 5351 Health Education in Middle Schools
HSC 5352 Health Education in Secondary Schools
HSC 5365 Field Experience in Health Education
HSC 5665 Field Experience in Health Education
HSC 6310 Health Education Curriculum and Instruction
HSC 6345 Drug Education and Prevention
HSC 6350 Contemporary Health Problems
HSC 6353 Issues and Research in Sexuality
HSC 6360 International Health
HSC 6371 Directed Independent Study

Conversion of Existing Courses for Electronic Delivery

CED 6302 Leadership Communication in Organizations
CED 6310 Community and Economic Development Seminar
CED 6311 Leadership and Decision-Making
CED 6320 Holistic Planning and the Community
CED 6330 Community Development Policy Analysis
CED 6360 Cultural Differentiation and Outreach
CED 6370 Community and Economic Development Internship

McNiece distributed college funding reports on summer session and commended the department chairs for their efforts to keep summer enrollments up. She indicated that she will have staffing changes in her office and asked for input with regard to the value of reports that have been provided in the past.

McNiece distributed an end-of-year report from Sponsored Programs. The report showed an increase of 41.4% for the year. She went on to say that, in addition to faculty receiving grants, a good number of students are submitting grant proposals

Lee pointed out that his budget has had cuts in maintenance and operation and asked if deans had seen this happen in other colleges. He urged council members to pay close attention to M & O budgets.

Lee asked for input regarding students using laptops in the classroom when faculty do not want them used. He related information from the university counsel who believes it to be the faculty member's prerogative. Glenn agreed saying that faculty set rules and enforce them in the classroom.

Dean Reports

Grahn welcomed Atkins to the table as a returning interim dean.

Seawood expressed his appreciation to the group, and reported that faculty computers are on the way.

McNiece reported that there are 1,259 graduate students currently enrolled for fall, and an update will follow on Friday.

Hattlestad: (1) distributed newsletters from departments in his college; (2) reminded deans of the upcoming NCAD conference; (3) requested that provost's office staff prepare an academic timetable for the upcoming year.

Potter: (1) announced a research grant and the world premiere of *Scarlet Letter* as an opera; (2) distributed Cornell Thomas' itinerary to the council.

Seidman reported on good press coverage for the Math and Science Institute that hosted 9th through 11th grade students.

Winden Fey: (1) distributed freshman registration numbers and stated that transfer numbers are not included; (2) reminded deans to wear full regalia to the Academic Convocation; (3) distributed a list of faculty who are participating in small group discussions during Welcome Week.

Cantrell: (1) reported that the insurance camp is fully funded by AMC and expressed appreciation to John Bratton and Victor Puleo; (2) said that Ron McGaughey and Allison Nicholas of Acxiom are working on an IT camp; (3) said that Logistics has had an event

partnered with the Clinton Center and Doug Voss put that event together; (4) reported that CDI is self-supported this summer and doing well.

Lee: (1) reported that Ken Barnes and the History Department are sponsoring an Asian Studies conference for teachers; (2) shared information from a conference he attended in Cork, Ireland, where 16 UCA students participated, and said the next one is in 2010 in Toronto, Canada; (3) distributed a newsletter from the World Cultures Institute.

Grahn: (1) stated that he is pleased to be at UCA; (2) expressed his appreciation to his office staff; (3) discussed the upcoming Board of Trustees meeting; (4) asked to be invited to college and department meetings; (5) expressed appreciation to the deans for their work.

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

csd

COUNCIL OF DEANS

August 6, 2008

The Council of Deans met in regular session at 9:00 a.m., Wednesday, August 6, 2008, in the Provost's Conference Room. Lance Grahn presided, and the following council members were present: Kathleen Atkins, Pat Cantrell, Jonathan Glenn, Neil Hattlestad, Elaine McNiece, Rollin Potter, Sally Roden, Leonard Seawood, and Stephen Seidman. Peter Mehl represented Maurice Lee.

The COD minutes of July 23 were approved as amended.

Grahn briefly discussed the Board of Trustees meeting which has been called for this afternoon at 4:30.

Roden presented the Undergraduate Council minutes of July 28.

Roden moved to recommend approval to change hours in the MIS major from 27 to 24 by changing MIS 3362 Programming in Visual Basic from a requirement to an elective. Cantrell seconded the motion, which passed unanimously.

Roden moved to recommend a change in the BS/BA minor in mathematics. Seidman seconded the motion, which passed unanimously.

Roden moved to recommend the following new theatre course:

THEA 4405 Acting for the Camera

Potter seconded the motion, which passed unanimously.

Roden moved to recommend the following new writing courses:

WRTG 3370 Poetry Workshop
WRTG 3371 Fiction Workshop
WRTG 3372 Creative Nonfiction Workshop

Potter seconded the motion, which passed unanimously.

Roden moved to recommend the following new French course:

FREN 3350 French Cinema

Mehl seconded the motion, which passed unanimously.

Roden moved to recommend increasing the Spanish major from 31 to 24 hours. Mehl seconded the motion, which passed unanimously.

Roden presented the following information items:

Bulletin Revisions
INSU 3315 Life and Health Insurance
INSU 3320 Property and Liability Insurance

Change

MIS 3362 Programming in Visual Basic from a requirement to an elective in the MIS major

Conversion to Electronic Delivery

MCOM 2310 Film Appreciation

MKTG 3350 Principles of Marketing

MGMT 3344 Production Operations Management

Seawood shared information about the Center for Instructional Technology, which has been established to support on-line education. He discussed with the deans ways to handle orientation for on-line courses and how different departments are currently handling the issue – it is important to provide consistency to the students. Seawood said another important issue is to set guidelines for a platform that can be supported here. Discussion followed.

Dean Reports

Cantrell reported that BKD has made a pledge of \$100,000 and will name some of the rooms in the new business building. The business endowment is at \$2,000,000.

Atkins reported on a non-traditional licensure program that UCA is the only school offering, and there are 60 students enrolled.

Seawood reported that the computers are ready to be picked up by faculty teaching on-line courses. The faculty receiving computers will be contacted.

McNiece provided a graduate enrollment update. She also discussed personnel shifts in the graduate office.

Hattlestad distributed a list of people who attended the assessment workshop on August 1. Potter: (1) said that the Air Force Band will be on campus in October; (2) distributed the HD opera schedule.

Roden: (1) distributed class seating availability and discussed specific needs; (2) reported that 25 parents of commuting students came to a meeting at Satellite Minton; (3) indicated development of a workshop for resident masters entitled, “Renewed Beginning;” (4) said that FYE faculty training was held last week; (5) reported that members of her staff attended a MAPS conference designed to provide information on how to reach out to at risk students; (6) discussed anticipated freshman enrollment figures.

Provost's Remarks

Grahn: (1) congratulated Hattlestad on the successful NCAD conference and was pleased that all of the deans attended the conference; (2) commended Seawood on the work Academic Outreach is doing; (3) commended his own office staff; (4) asked deans to set up individual meetings if they had not already done so; (5) discussed annual report practices; (6) reminded the deans that he would appreciate an invitation to attend a department chair meeting and said that early in the fall he would have a comprehensive meeting of deans and department chairs to discuss tenure, promotion, and retention of faculty; (7) will continue the Coffee and Donuts events; (8) will meet academic council monthly; (9) said that he wants the provost's division to plan strategically; (10) stated that it is important that the academic administrators, faculty, and staff stay focused on the core mission of the university.

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

csd

COUNCIL OF DEANS

September 3, 2008

The Council of Deans met in regular session at 9:00 a.m., Wednesday, September 3, 2008, in the Provost's Conference Room. Lance Grahn presided, and the following council members were present: Kathleen Atkins, Pat Cantrell, Jonathan Glenn, Neil Hattlestad, Elaine McNiece, Rollin Potter, Sally Roden, and Leonard Seawood. Peter Mehl represented Maurice Lee, and Carl Frederickson represented Steve Seidman.

President Designate Tom Courtway attended. Courtway indicated that there would be special Board of Trustees meetings before the regular November meeting. He indicated that the university would move forward with its critical mission. Following discussion, Courtway left at 9:20 a.m.

The COD minutes of August 6 were approved as amended.

Roden presented an action item from the July 28 Undergraduate Council minutes that had not been brought forward to COD pending additional information to the UGC.

Roden moved to recommend the following new course:

CSCI 4315 Information Security

Frederickson seconded the motion, which passed unanimously.

Dean Reports

Hattlestad distributed workshop materials on developing and assessing professional behavior.

McNiece: (1) reminded the deans of a reception welcoming Tim Atkinson and recognizing the work of Charlotte Cone as she leaves the position of Assistant Provost and Director of Sponsored Programs and Atkinson assumes it; (2) reported on graduate headcount. Grahn indicated he was interested in increasing graduate enrollment in degree programs rather than just increasing numbers through workshops. The focus should be on strategic growth and academic programs.

Seawood reported on concurrent enrollment registrations.

Atkins: (1) reported on a meeting of College of Education Deans from around the state that she attended last week – the two main issues were (a) the Arkansas Department of Education program approval process and (b) the effect on the NTLP if there is an aligning of MAT programs across the state; (2) reminded that education program reports are due the dean's office on September 15.

Mehl: (1) requested information about the summer planning form, McNiece will provide the material; (2) discussed faculty travel; (3) distributed a brochure entitled *Educating for Global Engagement*.

Cantrell shared information about an Entrepreneur Series funded by Johnny Allison.

Glenn: (1) has acquired a license for software to do faculty evaluations through URSA and will use the system this semester; (2) will charge the HLC 2010 task forces this afternoon.

Roden: (1) expressed her appreciation to everyone for making sure courses were available throughout registration for the over 2000 freshmen; (2) stated that the Undergraduate Bulletin has rolled over to Jane Andis and asked deans to make sure it is up to date; (3) mentioned that the Arkansas Deans' Association meeting date corresponds with the Arkansas Association of Public Universities; (4) said that a workshop for first generation college going parents will be held Saturday, September 20.

Potter: (1) shared information about the MET in HD and a "Red Carpet" Reception at Reynolds Performance Hall; (2) distributed a brochure describing the Artists-in-Residence program for fall; (3) stated that Jerry Biebesheimer has accepted the position of Director of Public Appearances, replacing Guy Couch.

Frederickson: (1) reported that Seidman is in Italy; (2) shared additional information about the AAPU meeting in conjunction with ASTA and said that Pat Desrochers, a UCA Professor of Chemistry, was heading up the undergraduate poster presentations and that at least two will be displayed from UCA students.

Provost's Remarks

Grahn: (1) said that Melissa Goff has asked that colleges purchase UCA table coverings for student fairs and recruiting uses; (2) September 23 will hold a faculty convocation; (3) briefly discussed concurrent enrollment and general education; (4) stated that he is expecting the initial approvals of faculty positions and will handle the requests in two stages; (5) said that he is concerned about programs running primarily on temporary faculty and will try and ground the programs with tenure-track positions; (6) expects transfers from Academic Outreach next week along with M&O and GA funds; (7) asked for capital requests from all areas; (8) will meet with the Academic Council (department chairs and associate deans) to discuss promotion and tenure issues.

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

csd

COUNCIL OF DEANS

September 17, 2008

The Council of Deans met in regular session at 9:00 a.m., Wednesday, September 17, 2008, in the Provost's Conference Room. Lance Grahn presided, and the following council members were present: Kathleen Atkins, Pat Cantrell, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Sally Roden, Leonard Seawood, and Stephen Seidman.

Grahn welcomed the deans and called the meeting to order.

The COD minutes of September 3 were approved as amended.

Potter led a discussion of fees established for specific purposes such as the arts fee. It was pointed out that board action may be required to direct collected fees to specific budgets rather than the general fund. Discussion continued.

Provost's Remarks

Grahn: (1) has been meeting with academic departments and has thus far found them quite helpful; (2) will soon submit requests for faculty positions – a brief discussion took place about the need to advertise positions in a more timely manner; (3) reported that he has received budget information from Academic Outreach and will soon meet with Vice President McLendon to discuss distributing the funds; (4) stated that he is looking forward to the Faculty Convocation next week and plans to hold one each semester – he also wants to create an awards recognition event for faculty by faculty; (5) distributed meal tickets to Christian Cafeteria; (6) informed the deans of the possibility of a board meeting on Friday at 1:00 to discuss the presidential search; (7) reminded all that the Confucius Institute formal opening is scheduled Friday at 2:00; (8) suggested the possibility of establishing an internship base in Washington DC run by the university.

Dean Reports

Cantrell reported that UCA (the MBA program) is ranked in the top 50 Entrepreneurial Colleges in *The Princeton Review* and *Entrepreneur*.

Lee: (1) said that the College of Liberal Arts had been having a series of conversations on undergraduate education including concurrent enrollment and general education; (2) reported that UCA is home to the state's official Fulbright Chapter, and he is currently president of the organization. He further stated that there are 40-45 Fulbright fellows in the state that will soon select a slate of officers, and a formal announcement of the organization is forthcoming from Senator Pryor's office.

Atkins reported that she just received word that a third year grant in the amount of \$338,000 has been funded to support the Mashburn Institute.

Seawood expressed his appreciation to the deans for their support in this year's concurrent enrollment process.

Potter: (1) reminded deans of the Met HD productions on Monday evening, September 22, and that Renée Fleming is cast in lead roles; (2) shared information about a festival of arts to be held in downtown Conway.

Seidman suggested sharing rides to the ArkAPU meeting in early October. Grahn pointed out that 10 of the 30 posters presented by undergraduate students at the ACS conference at the same time and venue are from UCA.

Roden: (1) distributed information on transfer student enrollment; (2) distributed information that was prepared by her office on the number of students on probation and suspension – a brief discussion followed; (3) passed around a poster and photograph on TagUCA, a sidewalk chalk art event that will be held October 8 in conjunction with Homecoming activities; (d) shared information about an upcoming Majors Fair – stated that 64 tables have been reserved and that Academic Outreach will have a presence at the event.

Grahn informed the council that he will call a special meeting next Wednesday to discuss graduate education.

Following a motion by Seawood and second by Atkins, the meeting adjourned at 10:10 a.m.

csd

**COUNCIL OF DEANS
Expanded Group
December 3, 2008**

The Expanded Council of Deans (CDX) met in regular session at 9:00 a.m., Wednesday, December 3, 2008, in the Provost's Conference Room. Lance Grahn presided, and the following council members were present: Kathleen Atkins, Pat Cantrell, John Gale, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Art Lichtenstein, Rollin Potter, Sally Roden, Rick Scott, Leonard Seawood, Stephen Seidman, and Tony Sitz. Elaine McNiece and Laura Young were excused.

Grahn welcomed the group and introduced Pam Massey, UCA's Internal Auditor, who was present to respond to any questions or concerns the CDX might have with regard to risk assessment forms. Massey asked that units exam their risk so that the auditors can concentrate efforts on those with more risk. Following discussion, Massey left the meeting.

The CDX minutes of November 19 and November 26 were approved as amended.

Roden presented the Undergraduate Council minutes of November 18. Action items were endorsed by the CDX without exception.

<http://www.uca.edu/divisions/academic/undergradstudies/Ucouncil/minutes.htm>

In McNiece's absence, Roden presented the Graduate Council minutes of November 20. Action items were endorsed by the CDX without exception.

<http://www.uca.edu/divisions/academic/graduate/gradcouncil/minutes/Minutes%20for%202000.htm>

Glenn discussed the necessity for a board policy governing the award of posthumous degrees. He requested that the deans and directors send to him their thoughts regarding needed criteria, and observed that the policy should be as simply stated as possible. Further conversations will take place with an eye toward submission at the May 2009 board meeting. In addition, Glenn has proposed a regular review of board policies.

Grahn asked deans to provide information on an academic integrity policy recommended by the Faculty Senate. Seidman indicated that he had prepared a revision that addressed deans' concerns. That version had not been endorsed by the Council of Deans. Discussion followed.

Membership Reports

Roden stated that she will present ideas for transfer student orientation at a future CDX meeting.

Seidman announced that Dr. Pat Desrochers, Chemistry Professor, is organizing an event at the state capitol that will showcase student research from UCA and other Arkansas universities.

Potter: (1) asked for the deans' input and ideas for Reynolds series performances; (2) reported that Dr. Diana Pounders, candidate for dean of the College of Education, will be on campus January 29 and 30.

Hattlestad informed the deans that the Budget Advisory Committee meeting was postponed.

Seawood reported that his meetings with department chairs regarding concurrent enrollment have been going well. They have been discussing courses offered, professional development, and costs.

Atkins: (1) indicated that the College of Education has requested a deferment from NCATE for one year; (2) expressed her appreciation of everyone's support and sympathy regarding the loss of Dr. Amy Howard, a College of Education faculty member who recently passed away.

Lee reported that over 400 high school students from Arkansas, Oklahoma, and Mississippi recently attended the Model U.N. that was hosted by UCA.

Scott said that 21 Honors College students will present senior theses on December 12th.

Glenn stated that UCA may be asked to file a recovery plan in February to the Higher Learning Commission, which will be followed by a two year review.

Cantrell: (1) asked for information about the process to convert instructors to lecturers; (2) recently attended a Blackboard seminar led by John Passé-Smith and Ed Powers, and complimented the team instruction.

Gale: (1) reported on limited pool drive space; (2) asked to be invited to meet with department chairs to visit about AREON because he will need input on the use of expanded bandwidth when it becomes available. Hattlestad asked if the deans could receive a prospectus and more information.

Sitz: (1) asked the deans to send the names of their faculty marshals for commencement and the number of faculty who will participate by department; (2) reported that the final grade system is open and asked deans to urge faculty sign on and familiarize themselves with it.

Lichtenstein asked that deans help faculty understand how the economic realities affect the library. He added that the library is doing a lot with very limited resources.

Provost's Remarks

Grahn: (1) said that an e-mail has just been received announcing that President Courtway will address faculty and staff regarding the current state of university finances; (2) stated that he is signing all PAFs now along with all travel requests; (3) reported that Robin Nix has resigned the position of Interim Vice President for Institutional Advancement and Development; (4) is still exploring the possibility of holding monthly faculty receptions at the President's Home; (5) shared thoughts about faculty awards; (6) announced that the deans will not meet December 10.

The meeting adjourned at 11:00 a.m.

csd

COUNCIL OF DEANS

December 17, 2008

The Expanded Council of Deans (CDX) met at 1:00 p.m., Wednesday, December 17, 2008, in the Provost's Conference Room. Lance Grahn presided, and the following extended council members were present: Pat Cantrell, John Gale, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Art Lichtenstein, Elaine McNiece, Rollin Potter, Sally Roden, Rick Scott, Leonard Seawood, Anthony Sitz, and Laura Young. Debbie Barnes represented Kathleen Atkins, and Carl Frederickson represented Steve Seidman.

Grahn welcomed the group and called the meeting to order.

The CDX minutes of December 3 were approved as amended.

Grahn discussed the salary cuts to senior-level administrators making over \$100,000 of five percent for the remaining six months of the 2009 fiscal year. He informed the deans that the salaries would be reinstated July 1, 2009.

Grahn reminded the deans that no offer of employment is to be made until all signatures have been obtained on the Personnel Action Form and final approval is given. He also stated that post-dated or after-the-fact purchase orders would no longer be approved after January 1. According to state purchasing regulations, purchases must be approved prior to ordering either products or services. Grahn turned to deficit spending on scholarships and told the deans to make sure funds are not overspent on scholarship programs within their areas. The deans discussed the award process and the fact that in many cases the dean's office is not involved at any point. Discussion followed.

Grahn: (1) stated that he is continuing to sign-off on travel related to conference presentations and accreditation requirements; he just needs documentation; (2) expressed concern about faculty overloads and the need for more full-time faculty lines; (3) reminded the deans to submit their risk assessment forms to Pam Massey; (4) asked the council about occupancy of Burdick. Lee and Gale shared proposed plans for that building with the group.

Grahn asked the deans to prepare outlines of their operational budget and a preferred budget and to send them to him by February 2. He specifically mentioned scholarship lines, salary connected to FTE, fringes connected to salaries, faculty lines, and faculty development lines.

CDX Reports

Roden discussed Transformation Day, a summer orientation program designed for transfer students similar to the SOAR program for freshmen.

Frederickson reported on a recent meeting of the College of Natural Sciences and Mathematics Advisory Board.

Potter distributed copies of the newsletter for the College of Fine Arts and Communication.

Hattlestad stated that many of the issues discussed at the meeting could be resolved with an enrollment management plan.

McNiece: (1) plans to provide summer school information in January; (2) reported that the graduate school is posting applications for spring; (3) reported that Tim Atkinson is working to update compliance and external funding policies.

Seawood: (1) reported that discussions with departments regarding concurrent enrollment have gone well and that the next step will be to have those discussions with external constituents; (2) on-line enrollments have increased.

Barnes reminded the group that a candidate for dean of the College of Education will visit campus at the end of January.

Cantrell discussed construction issues related to the new business building.

Scott shared information about a summer program planned by Doug Corbett and Allison Wallace.

Young asked group to contact her with budget questions.

Lichtenstein discussed copyright compliance issues.

Gale reminded deans that he is available to visit departments regarding the Arkansas Research and Education Optical Network.

Sitz reported that grades have been posted and will be blocked for students owing \$250 or more to the university. (The block was soon thereafter lifted at the request of a member of the Board of Trustees.)

Grahn expressed his appreciation to Sitz with regard to commencement and to the group for helping him during his first full semester at UCA.

The meeting adjourned at 3:00 p.m.

csd