

**COUNCIL OF DEANS
SEPTEMBER 29, 2010**

The Council of Deans met at 9:00 a.m. in regular session. Present: Lance Grahn (presiding), Pat Cantrell, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Elaine McNiece, Diana Pounder, Rollin Potter, and Steve Runge.

Undergraduate Council minutes of September 21 were approved as presented by Glenn.

Runge presented information about initiating a STEM residential program. During the process it was discovered that UCA is not a member of AAC&U's LEAP initiative. Grahn explained that LEAP has been in place nationally for several years. It is a public advocacy effort to promote the goals of liberal education – not liberal arts education. Student learner outcomes are stressed. The Campus Action Network is a semi-informal group to promote the LEAP goals. There is no cost to join, and membership would put UCA in the network of colleges trying to frame baccalaureate education within the context of liberal education. The COD voiced consensus to endorse the program.

Grahn led a discussion about funding replacement faculty positions for fall 2011. The COD discussed means by which the shortfall can be funded. Hattlestad shared information from yesterday's Budget Advisory Committee that was pertinent to the discussion. The viability of the PhD program in Leadership Studies was seriously considered. Collateralization of funds was also discussed.

The COD adjourned at 10:00 to attend an Academic Success Seminar presented by Dr. Neal Raisman.

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COUNCIL OF DEANS
October 20, 2010

The Council of Deans met at 9:00 a.m. in regular session. Present: Lance Grahn (presiding), Pat Cantrell, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Elaine McNiece, Diana Pounder, Rollin Potter, and Steve Runge.

Hattlestad gave an update of the Budget Advisory Committee and handed out the UCA operating summary. Discussion followed.

Potter opened discussion concerning the 2011 Summer Session Committee. Discussion followed.

Pounder opened discussion regarding facilities projects. Discussion followed. Grahn distributed a list of capital projects. The deadline for additions to the capital projects list is December 1, 2010.

Grahn distributed a draft form to be used for new or changes to fees. Grahn asked for a nomination of the Council of Deans to serve on the fees working group.

McNiece distributed a report of graduate productivity. Discussion followed.

McNiece reported on the role and scope of services offered by Academic Outreach and Extended Programs (AOEP). A search for a new director will begin in January 2011 with a start date of July 1, 2011. Discussion followed.

Lee opened discussion regarding recruitment efforts, admissions, and enrollment. Discussion followed.

Grahn distributed a handout regarding concurrent enrollment. Discussion followed.

Grahn announced that the Request of Position (AA1) forms have been signed and forwarded for approval.

The meeting adjourned at 12:00 p.m.

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COUNCIL OF DEANS
November 3, 2010

The Council of Deans met at 9:00 a.m. in regular session. Present: Jonathan Glenn (presiding) Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Diana Pounder, and Steve Runge. Lance Grahn was absent and Jeff Young represented Rollin Potter.

President Meadors addressed the COD to discuss curricular matters. Dr. Meadors requested additional evening offerings identifying three majors with courses offered at night and online starting fall 2011. A promotion will begin in March or April 2011. Services will include extended hours at the bookstore, registrar, and financial aid. The funding for additional adjunct faculty if needed will be provided. The President requested that the majors be identified by the end of the year.

Hattlestad distributed the Strategic Plan 2010-2015 from the University of Northern Iowa.

Council of Deans minutes of September 29, 2010 were approved.

Undergraduate Council minutes of October 19, 2010 were approved as presented by Glenn.

Hattlestad gave an update of the Budget Advisory Committee and distributed minutes of the Budget Advisory Committee meeting of September 28, 2010.

McNiece gave an update of concurrent enrollment.

Glenn distributed a handout of capital projects. The deadline for additions to the list is December 1, 2010. In addition to the capital projects, deferred maintenance will be included.

Glenn opened discussion regarding associate degrees. Discussion followed.

Rollin Potter was selected to serve on the Student Fee Workgroup.

Diana Pounder was selected to serve on the University College Task Force.

Glenn: (1) opened discussion regarding residential colleges; (2) distributed the Brake for Bears handout; (3) announced that Bear Hall is moving forward; (4) asked the group about placing an ad to promote UCA; and, (5) announced that Tom Courtway and Katie Henry will address the group to discuss legal matters.

The meeting adjourned at 11:30 a.m.

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COUNCIL OF DEANS
November 17, 2010

The Council of Deans met at 9:00 a.m. in regular session. Present: Lance Grahn (presiding), Jonathan Glenn, Pat Cantrell, Maurice Lee, Diana Pounder, Elaine McNiece, Neil Hattlestad, Rollin Potter, and Steve Runge.

Tom Courtway and Katie Henry addressed the council regarding visas for international faculty. The UCA General Counsel will not act as a personal attorney. The attorney fees are the responsibility of the existing or prospective faculty member. General Counsel asks that a statement be made regarding visas in all letters concerning employment to foreign nationals. Discussion followed.

The minutes of September 29, 2010 were approved.

McNiece presented the Graduate Council minutes of October 19, 2010. The proposal for an MFA in Creative Writing was not approved by the Council of Deans. Discussion included employment opportunities, interest in the program, additional faculty needed, and resources required.

Grahn opened discussion about student recruiting efforts.

Grahn announced that based on applications freshman enrollment is expected to grow in the fall 2011, and that Presidential Scholars Day is November 18, 2010.

Grahn opened discussion about residential colleges.

Grahn distributed a handout of the capital projects for FY 2011. The deadline for additions is December 1, 2010.

Fundraising Campaigns

Potter gave an update regarding the Steinway project, performing arts complex, nursing building, nursing education center, and health profession center.

McNiece gave an update on the Center for Community and Economic Development.

Pounder gave an update on the advisory group to promote the College of Education. Support from the Faulkner County Retired Educators and others through the UCA Foundation.

Lee provided an update on the EDGE initiatives and service learning.

Cantrell gave an update of the College of Business efforts regarding a center for logistics, innovational entrepreneurs, a possible IT Camp by Computer Science and Management Information Systems, and a business innovations center.

Runge updated the group on the Math and Science Education Center, the planetarium, the environmental science program, and other science programs.

Grahn: (1) asked for group to consider an existing position be used to hire an assessment coordinator; (2) announced that an offer has been made for an instructional designer; and (3) announced that stipends for online course development can be made using existing college budgets.

Evening degrees and offerings were discussed. Pounder stated that only graduate programs are offered at night in the College of Education. Runge stated that there are offerings to support general education. Cantrell indicated that the BBA in General Business will be available at night and online. Lee announced that there will be more offerings for general education. Hattlestad stated that the Department of Health Science will offer the Bachelor of Professional Studies (BPS) and the Bachelor of Science in Public Health.

Hattlestad gave an update on the Budget Advisory Committee.

Grahn announced that there were twenty computers available for distribution. There were requests for classrooms in Mashburn Hall and in the Writing Center.

Grahn announced that one hundred new Chinese students are expected to attend UCA in the spring 2011 semester. These students will arrive after the first week of class and faculty are to be notified of this delay. UCA will be hosting about one hundred Chinese educators at professional development workshops.

Grahn expressed interest in connecting Reynolds performances to curricular opportunities.

Grahn announced that the Student Government Association has requested proposals for projects that support student activities and learning. There is \$200,000 available and projects will be capped at \$60,000. These funds are available to faculty, staff, administrators, and students.

Grahn announced that the naming of the bookstore and other buildings are being considered.

Grahn announced that Academic Affairs will present to the Board of Trustees on December 17, 2010.

Grahn announced that the Faculty Handbook Committee will meet at 2:00 on Friday, November 19, 2010, to discuss proposed revisions to chapter three.

Glenn distributed a survey regarding emergency preparedness. The survey is to be returned to Terry Brewer in Information Technology by November 30, 2010.

The meeting adjourned at 12:15 p.m.

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COUNCIL OF DEANS
December 1, 2010

The Council of Deans met at 9:00 a.m. in regular session. Present: Lance Grahn (presiding), Jonathan Glenn, Pat Cantrell, Maurice Lee, Diana Pounder, Neil Hattlestad, Rollin Potter, and Steve Runge. Elaine McNiece was absent.

Grahn welcomed the group and announced that the next meeting will be December 8, 2010 to discuss residential colleges.

Glenn presented the Undergraduate Council minutes of November 16, 2010. The Council of Deans approved the following changes.

New course FINA 4334 – Financial Derivatives
Level change PSYC 2360 – Comparative Psychology to PSYC 4310 – Comparative Psychology
New course PSCI 4312 – China & International Politics

Grahn opened discussion regarding student recruiting.

Pounder gave an update on the University College task force. The task force suggests changing the Vice President for Enrollment Management to an associate vice president and moving those reporting lines to academic affairs and moving University College to the College of Education. Discussion followed.

Grahn distributed a handout of capital projects. He announced that Short Hall will be renovated for office space. The new building will not be fully committed to a residential college.

Residential colleges include:

STEM, Arkansas Hall, College of Natural Sciences and Mathematics
Living Globally, State, College of Liberal Arts
Living the Arts, Short/Denny, College of Fine Arts and Communication
Living Leadership, Hughes, no college association
Sophomore Year, Barridon
Commuter - Living and Learning Community
Honors College

Grahn gave an update on the instructional designer position.

Grahn announced that the Provost will no longer require justifications for faculty travel.

Jacquie Rainey replaced Neil Hattlestad at 10:00 a.m.

Grahn opened discussion regarding efforts to support young faculty. Specific issues are child care. Discussion followed.

Grahn opened discussion regarding the academic advantages of Reynolds performances. Potter announced that the spring 2011 schedule will be available December 15, 2010.

Grahn announced that funds are available for staff travel of \$503 per person.

Grahn announced that the 2011 Summer Session promotion will be similar to the 2010 brochure.

Grahn asked for further plans for night and online offerings.

Grahn gave an update for the May 7, 2011 commencement plans. There will be an all university ceremony with a major speaker. A meeting to discuss commencement will take place at 9:00 a.m., December 22, 2010.

Grahn gave an update of upcoming events:

December 13, 2010, 6:30 p.m., President Meador will host a holiday reception for vice presidents, deans, and invited guests.

December 14, 2010, 4:00 – 5:30 p.m., Holiday Open House in the McCastlain Ball Room.

Grahn requested copies of existing diversity plans from the deans for student and faculty recruiting.

Grahn announced that requests for federal earmarks are due. Academic Affairs will submit the existing list of requests.

The meeting adjourned at 11:30 a.m.

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Council of Deans
December 15, 2010

The Council of Deans met in regular session on Wednesday, December 15, 2010. Lance Grahn presided. Members present: Jonathan Glenn, Neil Hattlestad, Elaine McNiece, Rollin Potter, and Steve Runge. Peter Mehl represented Maurice Lee and Kathleen Atkins represented Diana Pounder.

Vice President for Student Services Ronnie Williams and Director of the Counseling Center Ernie Ness were present to discuss how best to help faculty better understand the psychological needs of students. Student issues are becoming more and more prevalent and UCA's faculty and staff should be more and more ready to deal with students' needs, including issues specific to returning soldiers and their families. Discussion continued until Williams and Ness departed at 9:40.

Council of Deans minutes of October 20, November 3, November 17, and December 1, were approved as amended.

McNiece presented the Graduate Council minutes of November 18. Action items were unanimously endorsed, and information items presented and accepted.

Grahn reminded the deans of a meeting this afternoon regarding a global education program and asked that they attend if possible.

Grahn indicated that there are about 30 laptops left for distribution. The COD will be consulted on how best to distribute them.

Grahn distributed material from ADHE regarding Criminal Justice Institute affiliation. The programs are considered by the AHECB to be state-wide programs. Cantrell said that she believes the College of Business might be able to incorporate the affiliation within existing programs. She will discuss the issue with department chairs and faculty.

Grahn asked that colleges submit their diversity plans for recruiting minority students and faculty. He pointed out that internationalizing the faculty is not the answer to a diverse faculty.

Grahn discussed meetings with consultants hired for Master Planning. If deans wish to see academic affairs building projects on the list, they must be able to submit total construction costs, add a 10% contingency fee on top of construction, add a percentage for maintenance endowment, and provide the building square footage plus the cost to provide janitorial staff.

Grahn stated that it is time to develop a prioritization of strategic planning goals. He asked the deans to create two lists, one of things that will not cost money and one of things that will cost money. For each that will cost money, there must be cost estimates. Hattlestad will lead the group in developing the lists prior to the start of spring semester classes.

Grahn led a brief discussion of paid leave for department chairs who step down. Glenn will circulate information on past practices.

Minutes ended at 11:00 because some members needed to leave for another event. The meeting continued without record until 11:45 a.m.

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