

Council of Deans
6/4/2014

The Council of Deans met in regular session at 9:01am on Wednesday, June 4, 2014. Steve Runge presided, and the following members were present: Michael Hargis, Maurice Lee, Diana Pounder, Jane Ann Williams, Kurt Boniecki, Gary McCullough, Art Gillaspay, Terry Wright, and Laura Young. Ginny Adams attended in Steve Addison's absence. Jonathan Glenn was absent. Leigh Ann Denhartog, Director of Academic Advising Center, was present for agenda item three. Amber Hall, Director of Institutional Research, was present for agenda item five.

1. S. Runge introduced and welcomed new Associate Provost, Jane Ann Williams, who replaces Wendy Lucas.
2. S. Runge introduced and welcomed new Chief Technology Officer, Chris Davis. C. Davis informed council members of the following areas of focus: consideration of adding a data security position; working with departments to develop technology plans for the next year; addressing fiber and cabling needs; and system changes. Deans were encouraged to notify him of any technology needs or recommendations. Discussion followed.
3. L.A. Denhartog provided an update on summer registration. A handout was distributed showing the number of sections offered and available seats for the most popular classes. Seats are needed for some courses. Approximately 100 students are registering daily. Discussion followed. Deans are asked to notify department chairs that course enrollments should be monitored closely, and needs for additional sections should be communicated earlier, rather than later. Based on the data included in the handout, council members agreed that at least the same number class sections are needed as last year. S. Runge asked deans to look at their budgets and consider the best way to get to last year's numbers. L. A. Denhartog added that there may turn out to be too many FYS courses, but for now, it is suggested that the classes be held in case they need to later be converted to non-FYS. Further discussion followed.
4. The CoD minutes of May 21, 2014, were unanimously approved with a minor revision.
5. S. Runge stated that Amber Hall has been working on a report to help predict the size of the freshman class, utilizing data from the previous two years on advising appointments by business day. This new data will help determine how many class sections will be needed.

Amber Hall provided an update on fall enrollment. Currently, the university is up in undergraduate SSCH but down in graduate SSCH. It is believed that once all graduate programs have enrolled their students, graduate SSCH numbers will go back up. Discussion followed. Additionally, an open seat report supplement was handed out to show numbers at this time.

Amber Hall distributed a handout on advising appointments and enrollment. This data can be used to help calculate a yield number for how many advising appointments are needed to get to

a specific enrollment number. This will give admissions staff a goal number of appointments to shoot for. Discussion followed.

6. K. Boniecki provided handouts regarding faculty development, and deans were informed of procedural changes made over the past year to the faculty development competitive grant guidelines. Discussion followed regarding the need to increase the current \$9,000 in funding available. S. Runge committed to transfer \$11,000, for a total of \$20,000, out of salary savings in July. This funding increase may result in an increased number of faculty applying for grants.

7. Provost's Announcements

- a. A training CD, entitled "Communication and Conflict Management for Department Chairs," is available to the colleges and may be checked out by contacting Robin Voss in the Provost's office.
- b. Publication of the UCA Magazine will resume. Christina Madsen has requested ideas for stories, and any ideas should be submitted directly to her.
- c. Jacob Held has been offered the position of Director of the UCA Core. The offer was accepted, and he will begin work on July 1.
- d. A STEM Engineering Deans meeting took place on Friday in Little Rock.
- e. There will be a meeting with Conway Public Schools on June 24, 2014, to discuss concurrent enrollment.
- f. S. Runge will meet with Dustin Summey and Chris Davis today to discuss online education. We are looking at both undergraduate and graduate courses and programs. Sam Houston State has been identified as a good model for an in-house operated system. S. Runge has begun discussions with Diane Newton regarding potential funding for this purpose.
- g. The Centralized Scheduling Task Force has recommended a system which will cost \$105,000 initially (including first year consulting) and \$18,000 annually. The recommendation has been approved, the purchase is moving forward, and it is estimated that the system will be ready to go sometime in October. Oversight of the system will be determined soon.
- h. Changes have been made to the timeline for extended study/correspondence courses. Qualification for scholarships and financial aid are impacted for all students in a program when classes don't run on a semester schedule. In the future, programs and courses should be kept within the fall, spring, or summer semester schedule.
- i. Lori Hudspeth is finalizing a positions list and decisions will be made regarding what positions can be searched.

- j. On May 30th, the UCA Board of Trustees approved a \$250,000 pool, including fringe benefits, for equity and merit pay. Decisions need to be made regarding who will receive the funds. A summary of equity ratings is under development and will be provided within the coming weeks. Discussion followed regarding how merit might be best determined, and this will be discussed again at a future CoD meeting.

8. Member Reports

- a. M. Hargis reported that the Arkansas Fellowship Launch is tonight. UCA student Keenan Abner was selected as one of ten Arkansas Fellows. He will be connected with other start-up businesses and will be given a platform to launch his business, SumoText in Little Rock. Seven students from UCA interviewed in all. Another student, Kyle Tabor, launched his business, Blue Sail Coffee. (Following the COD meeting, we learned that a second UCA student, Brandi Mikula, was selected as an Arkansas Fellow.)
- b. M. Lee reported that Ronnie Williams has asked him to serve in an academic advisory capacity on the diversity committee. He will be meeting with the Vice-President of Walmart on Friday.
- c. K. Boniecki provided deans with summaries of the IDC for the past academic year, including faculty participation numbers.

Three applications were received for the IDC Director position. Interviews will occur soon.
- d. A. Gillaspay asked for the status of the automatic class waitlist. S. Runge stated decisions still need to be made, and this will be discussed further at the next meeting of the CoD.

The meeting adjourned at 11:44 a.m.

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