

Council of Deans

2/04/15

The Council of Deans met in regular session at 9:02 a.m. on Wednesday, February 4, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Kurt Boniecki, Jane Ann Williams, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young.

1. The CoD minutes of January 28, 2015 were approved unanimously.
2. S. Runge led a discussion regarding the identification of programs for UCA Online. Council members were asked to determine which, if any, undergraduate programs within their respective colleges should be considered for inclusion in the roll-out. Initially, only two to three programs will be offered with a select number of courses per program; and the degrees will then be built out over an approximate three-year period. Discussion followed regarding possible programs, technology infrastructure, advertising, student transfer credit requirements, faculty incentives, and other program logistics. Council members will work to identify any potential programs and discussion will resume at the February 11, 2015 CoD meeting.
3. L. Young addressed the topic of concurrent enrollment. As a member of the National Alliance of Concurrent Enrollment Partnerships (NACEP), the university is required to provide new concurrent course instructors with training and orientation. L. Young met recently with Becky Rasnick, Registrar, and Cathy Bittick, Concurrent Credit Coordinator, and preliminary discussion took place regarding a potential orientation for concurrent high school teachers with university faculty. Discussion followed, which included the use of example syllabi for each discipline in concurrent courses.
4. S. Runge notified council members of a meeting last week with Brian Corbin, Director of Transfer Services, and J. A. Williams regarding a plan to build a transfer equivalency table online in *Banner* that will provide potential students with transfer equivalency data from various universities across the United States. This is a tool that is commonly made available on other university websites, and one that UCA should offer. Work will begin to build these tables and deans are asked to notify department chairs that that all course equivalency information should be communicated directly from department chairs to the Registrar's Office via email, and this should be done as soon as possible. Discussion followed.
5. S. Runge provided council members with a copy of the university's policy on lodging for faculty and staff from page 5 of the university Travel Procedures Manual (available at <http://uca.edu/financialaccounting/travel/>). Council members were encouraged to make sure

their faculty and staff are aware of the policy that prohibits faculty from sharing a room with a student.

6. Provost's Announcements:

- a. At the request of the Budget Office, Personnel Action Forms (PAF) are now required when a college or department borrows faculty from another college or department. The form will allow salary dollars to be temporarily reallocated from the department loaning the faculty member to the department borrowing the faculty member. This will not change the base funding to the loaning department or the salary of the faculty members. Laura Young and Lori Hudspeth can answer any questions.
- b. The Director of Admissions search committee received its charge yesterday. Amy Whitehead is chairing the committee.
- c. S. Runge and M. Hargis met with John Watkins of Merkle Technologies last week to discuss Merkle's interest in a partnership with UCA to provide student internships. The company is interested in leasing space on campus so that students will not have to commute to Little Rock, where the company is headquartered.
- d. The Higher Education Coordinating Board meeting went well last week, and all of the university's articulation agreements were approved.
- e. A meeting will take place next week with Pulaski Tech to discuss a 2 + 2 agreement for Computer Science.
- f. Brian Corbin will be contacting deans to collect information to assist with articulation agreements with four different two-year colleges. These agreements have a deadline for completion of February 15, 2015.

7. Member Reports:

- a. J. Glenn reported that ADHE has changed the due date for notification items to align with the due date for course proposals. Both are now due on February 1st.
- b. M. Hargis reported that the Falcon Jet training program has launched.
- c. K. Boniecki thanked council members for their patience with access to chair and dean evaluations. Work is ongoing to clean up the system, and he is hopeful that it will be ready to go by the end of the week. Once the evaluations are posted, faculty will have four weeks to complete them. Only full-time faculty will be permitted to evaluate.
- d. S. Bellar reported that a small amount of money is left in the student research fund. The remaining funds may be used to help fund any students that will be collecting data, with a maximum of \$400 per student.

- e. T. Wright reported that faculty in his college met yesterday with President Courtway and the meeting went well; a good editorial appeared recently in the Arkansas Democrat Gazette on the Randy Newman/Conway Symphony Orchestra event; and Jessica Fellows will be at Reynolds tomorrow night and Common will be here next week, both as part of the Distinguished Lecture Series.
- f. S. Addison reported that next Wednesday will be the STEM Posters at the Capitol event. Students will present their research in the Capitol Rotunda.
- g. S. Runge reported that he plans to meet individually with departments within the CoE, CLA, CNSM and CHBS this year to provide an update regarding matters in Academic Affairs and to answer any questions faculty may have. He met with the departments within CoB and CFLA last year and found the meetings to be very informative. He will meet with those departments again once the other departmental meetings are completed.

The meeting adjourned at 11:56 a.m.