

Council of Deans

July 8, 2015

The Council of Deans met in regular session at 9:01 a.m. on Wednesday, July 8, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Vicki Groves-Scott, Jane Ann Williams, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young.

- 1) The CoD minutes of June 24, 2015 were approved by a vote of 7-0. K. Boniecki, M. Lee, J.A. Williams and V. Groves-Scott abstained due to having not been present at the June 24th meeting.
- 2) S. Runge led a discussion regarding funding provided for employee cell phones. The university currently pays for cell phones for a significant number of employees to be used for official university business. Many of these existing cell phone contracts have been in place for a number of years. Given that most employees now have personal cell phones that feature unlimited minutes, the continued funding of some of these phones may no longer be justified. It is recognized that certain individuals and/or units assume roles/duties that may justify the need for continued use of a dedicated cell phone, for example:
 - Individuals who work off-campus regularly;
 - Individuals who travel internationally on a regular basis for university business;
or
 - Individuals who hold a position in which there is an expectation that they be accessible at all times.

Council members are asked to consider the university funded cell phones within their respective units, and take the appropriate steps to scale back if they determine the continued provision of some of these phones is no longer warranted.

- 3) S. Runge led a discussion regarding the following topics related to graduation requirements:
 - The requirement of a minimum of 40 upper-division semester hours is established by Arkansas Higher Education Coordinating Board policy. Discussion followed. Council members agreed that the 40-hour requirement is not negotiable. Advisors will be reminded of the 40-hour requirement, and department chairs and the Adjustments and Appeals committee will be advised that the requirement is non-negotiable.
 - Advising check sheet discrepancies have been found to exist.
 - i. At times, program requirement check sheets provided by various academic units do not match up with the information provided in the academic maps and the Undergraduate Bulletin.

- ii. At times, program requirement check sheets have been found to be incomplete (e.g. failing to make notation of any minimum hour requirements or special degree requirements).

Discussion followed. Council members agreed that a template for check sheets is needed. It was also agreed that check sheets should be formatted in such a way that provides for inclusion in the Undergraduate Bulletin, and academic maps should be formatted as a digital link to the Undergraduate Bulletin.

- The university requires that students must have completed a minimum of 24 of their last 30 hours in residence (at UCA) in order to receive a degree from UCA (9 hours in residence in the minor and 15 hours in residence in the major). Upon learning of a deficiency of this requirement, a good number of students have appealed the denial of their application to graduate. Discussion followed. Given that UCA's residency requirement is consistent with most four-year institutions in the state of Arkansas, council members agree that the 24-hour minimum requirement is appropriate. Discussion continued, and Council members expressed concern that the requirement appears to be more heavily weighted towards the minor over the major. The deans agreed to solicit feedback from their departments with regard to the possibility of revising the last 30 hour minimum credit hour requirements in the major and minor to address this. J. Glenn agreed to begin work on a proposed revision of the requirement language that will reflect a more equally weighted division of the required minimum hours in the major and the minor. This will be revisited at the next meeting of the Council of Deans.
- The 2015-2016 incoming students will be the first group to come in with both the upper-division and lower-division core requirements in place. Students that enrolled at UCA in January 2013 or earlier have the option of using the former general education requirements or the new core requirements. Students that enrolled after January 2013 and before fall 2015, have the option of choosing the catalogue they entered with or any subsequent catalogue. All of these options have varying effects on the student's core requirements, so advisors must pay close attention to which catalogue the students choose. The various options may be confusing to some students, resulting in deficiencies in core requirements; therefore, advisors will be instructed on how to handle these situations as they arise. Discussion followed.
- In an effort to allow students more time to discover and address any course deficiencies in time for graduation, the timeline for applying for graduation will be moved up to the beginning of the semester prior to the semester of expected graduation (e.g. students planning to graduate in May will apply for graduation by September 1st, and students applying to graduate in August or December will apply by February 1st). All applications will be processed with a pre-audit conducted by the professional advisors in time for pre-registration, providing students with enough time enroll in the courses needed to address any deficiencies (e.g. applications received September 1st will be completely processed by the end of October, and applications received February 1st will be processed by the end of March). Faculty advisors will still be required to approve graduation applications for August 2015 and December 2015 graduations.
- Council members agreed to discuss the following issues at a later date:
 - i. Faculty advisor professional development;

- ii. A uniform check sheet for advisors to reference;
- iii. The possibility of advising being included as part of faculty workload; and
- iv. Student evaluation of advisors.

4) Provost's announcements:

- S. Runge and Chris Davis, UCA Chief Technology Officer, will meet this afternoon with Hewlett Packard's new leadership team and the new HP Aruba team to discuss the relationship between UCA and HP.
- The National Conference of Academic Deans will be held on campus Thursday and Friday. Dr. Barbara Gellman-Danley, the new HLC President, will be the keynote speaker at the luncheon Thursday.
- Denise Vandersal of Tripp Umbach will provide a report on the Optometry School Feasibility Study at the July 31st meeting of the UCA Board of Trustees.
- Academic Council will meet Friday at 10:00 a.m. in Wingo 315.
- A transfer articulation meeting is scheduled with Northwest Arkansas Community College for July 15th.
- The strategic planning consultants will be on campus next week and meet with CoD on July 15th. They will be meeting with many individuals over the course of the week. The process of updating the university's strategic plan is expected to take approximately six months.
- The Welcome Week schedule has been finalized. Copies were distributed to council members.
- The Opening Session schedule is being finalized and will be available soon.
- S. Runge met on Monday with the Faculty Senate Executive officers.

5) Member announcements: (no reports were made at this meeting)

The meeting adjourned at 11:40 a.m.