

## Council of Deans

March 4, 2015

The Council of Deans met in regular session at 9:04 a.m. on Wednesday, March 4, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Kurt Boniecki, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young.

- 1) The CoD minutes of February 18, 2015 were approved by a vote of 8-0-1. M. Lee abstained due to having not been present at the February 18<sup>th</sup> meeting.
- 2) S. Runge provided an update on the progress of UCA Online. This past week, the Faculty Senate passed a resolution to endorse the proposed roll-out of UCA Online. Discussion followed. A meeting will take place next week with Cranford Johnson Robinson Woods (CJRW) to discuss the development of a UCA Online marketing plan. The marketing campaign is expected to begin late spring or early summer.
- 3) J. Glenn provided an overview of Board Policy 409 regarding copyright ownership with respect to electronic distance learning. A copy of the policy was provided to council members for review at the February 18<sup>th</sup> meeting. A revision to the policy is recommended to clarify and update the guidelines. Discussion followed regarding the best approach to revising the policy. S. Runge will meet with Chris Davis, Chief Technology Officer, and Warren Readnour, UCA General Counsel. Once a Director of Online Learning is selected and in place, he/she will also be included in the discussion.
- 4) S. Runge provided council members with a copy of an article entitled, "White House Recognizes Belhaven for Innovative Science Education." The article was distributed as an example of a program that could be considered as a "Program of Distinction." Discussion with regard to ongoing efforts to identify programs or areas of distinction at UCA followed.
- 5) To streamline the hiring process for new faculty, L. Young discussed a proposal to eliminate approval by the Provost's office prior to making a conditional verbal offer to a faculty candidate under most circumstances. The verbal offer would be subject to formal approval in the PeopleAdmin system by several offices and subject to completion of a background check. L. Young provided a copy of the PeopleAdmin faculty hiring workflow chart with notes to indicate key steps including the stage at which a verbal offer can be made.

After discussion, it was determined that effective immediately, the deans have authority to provide approval for a verbal offer as long as the following criteria are met:

1. The candidate was included on the short list that was approved through the PeopleAdmin process.
2. All candidates on the approved short list have been interviewed (or have withdrawn.)
2. The offer does not exceed the approved maximum indicated in the posting.
3. The offer does not include special circumstances such as years toward tenure or promotion
4. The rank to be offered is the same as that advertised.
5. The college will fund any start-up or moving costs included in the verbal offer.
6. The offer does not reduce the teaching load of the faculty member by more than one class per semester for one year.
7. The candidate is told that the verbal offer is subject to formal approval including a background check.

Other matters related to hiring were reviewed including the following:

- Please remind the Hiring Manager that to receive approval of the short list, the Hiring Manager must email Kandi Hughes, Associate General Counsel, to request approval prior to making any contact with the applicants. The short list can represent the applicants to be interviewed by phone or Skype. Any applicants put on an approved short list must be interviewed.
- The Provost's office will mail the formal written offer letter after all stages of formal approval in PeopleAdmin are completed.
- If a position advertisement states that the position is "open until filled," all applications received after the review process has begun are required to be reviewed up until the day the position is filled.
- An updated draft offer letter has been added to the provost's website.

Discussion followed.

- 6) S. Runge spoke with council members regarding the need to establish a date for this year's Council of Deans Retreat. The retreat will again take place at UCA's Elizabeth House. Several potential dates were discussed, and Robin Voss will speak with Susan Lilly, Associate for Administration, about securing the Elizabeth House for the preferred dates.

7) Provost's Announcements:

- Board Trustee Joe Whisenhunt will have his quarterly meeting with Academic Affairs on Wednesday, March 18<sup>th</sup>. Mr. Whisenhunt will meet with the Council of Deans. The meeting will be followed by a lunch;
- Two candidates for the Director of Online Learning position will interview on campus next week;
- The final three candidates for the Director of Admissions and Enrollment Services position will be identified by the end of the week, and interviews will follow;
- Three candidates for the Dean of the College of Education position are interviewing on campus this week and next week;
- Approximately 450 students are registered for Bear Facts Day on March 7, 2015. A number of walk-in students are expected as well, as a result of the February event that was canceled due to inclement weather;
- Discussions are ongoing regarding the specifics of future Honors College appointments, and a proposal with regard to these appointments is forthcoming.

8) Member Reports:

- M. Hargis stated that the John W. Allison Entrepreneur Luncheon is next week with Cameron Smith of Cameron Smith and Associates as the keynote speaker. Also, Metova and Merkle Technologies will be represented at the career fair.
- M. Lee stated that *An Evening with Holocaust Survivor Gideon Frieder* will be held on March 9, 2015, in the Farris Center. The event will be at 7:00 pm and will be free and open to the public.
- K. Boniecki stated that he is co-chairing the HLC "Criterion Four" subcommittee. The group is currently collecting data on student learning outcomes. Membership lists for all department and college curriculum and assessment committees should be sent to K. Boniecki by the end of next week.
- J. Ishee stated that on-campus interviews are ongoing for the chair position in the Department of Kinesiology and Physical Education. Also, interviews will soon take place for the chair positions in the Department of Occupational Therapy and the Department of Communication Sciences and Disorders.

The meeting adjourned at 11:30 a.m.