

Council of Deans
April 27, 2016

The Council of Deans met in regular session at 9:09 a.m. on Wednesday, April 27, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Vicki Groves-Scott, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright and Laura Young. Carl Frederickson attended in the absence of Steve Addison. Jane Ann Williams, Director of International Engagement; Ashely Pettingill, Associate Director of International Engagement; Natalie Flemming, Study Abroad Coordinator; and Phillip Bailey, Chair of the Department of Languages, Linguistics, Literatures and Cultures attended for agenda item number two.

- 1) The CoD minutes of April 20, 2016 were approved. C. Frederickson abstained from the vote due to having not been present at the April 20th CoD meeting.
- 2) N. Flemming and J. A. Williams presented the following 2017 Study Abroad program proposals:
 - Chinese Language Immersion at ECNU, May 12–June 19
 - Spanish Language Immersion in Costa Rica, May 14–June 11
 - CSPA in Brazil or China, May 16-29
 - UCA in Florence: Economics, Interior Design & Psychology, May 29–June 26
 - UCA in Paris, May 23-26 UCA instruction and May 30-June 22 travel
 - Travel Seminar in Great Britain: Literature on Location, June 5-9 instruction and June 10-28 travel
 - The Beatles and Popular Culture in the UK and USA, May 19–June 3
 - Theatre in London, May 7-17
 - Business in Cuba; May 15-19, May 30–June 2 instruction and May 20-28 or spring break travel
 - Service Learning in Cuba; May 15-19, May 29-June 1 instruction and May 21-27 travel
 - Health Education in Vienna, Austria; May 15-16 instruction and May 15-June 2 travel.
 - The Gusangira Project: Science & Society in Rwanda; 5-week summer term instruction and May 7-20 travel.

Discussion followed. [The proposals were subsequently approved by a vote of 10-0 via electronic vote on April 29, 2016]

- 3) S. Runge led a discussion on enrollment projections for the fall 2016 semester. Current admissions and enrollment data indicates that the number of entering freshmen will be lower than the established goal for the fall 2016 semester. Work is ongoing to increase those numbers and narrow or close the gap. Deans are asked to convey this message to department chairs and ask that they not initially open as many sections as they have in the past for the

fall and instead open sections incrementally as needed. Discussion followed and will continue at next week's retreat.

- 4) S. Runge and K. Boniecki led a discussion regarding incentives for faculty who develop and/or convert and teach courses in the UCA Online program. The outline of incentives, as established in the proposed UCA Online strategic design document, was reviewed by council members. The document establishes incentives for course design and development that takes place before July 1, 2016 and design and development that takes place on July 1, 2016 and after. Discussion followed.
- 5) M. Lee led a discussion regarding the promotion and tenure application process. S. Runge noted that the process for application has not changed and faculty applying for both promotion and tenure may continue to submit applications for each, along with the other required documents, in one binder. Under our current handbook, faculty are not required to apply for promotion when they apply for tenure. The requirements for this binder may be found at <http://uca.edu/academicaffairs/publications-information/>. The provost's office is working with Amber Hall, Director of Institutional Research, to convert the application process to an online format by Spring 2017.
- 6) Provost's announcements:
 - The provost's meetings with departments in both CHBS and CNSM have concluded for this semester. He is looking forward to meeting with other departments and/or colleges in the fall semester.
 - Brian Corbin, Director of Transfer Services, and the provost will attend the National Park Community College board meeting this afternoon to speak about UCA's recently established transfer agreements with the school.
 - Dr.'s Dave Naylor and Ben McNew will be recognized at Saturday's commencement ceremonies as UCA Distinguished Faculty Emeriti.
 - The 2016 Dean's Retreat will be on May 2nd and 3rd at the Elizabeth House.
 - Camille Shepherd, Director of Assessment, resigned on Monday. K. Boniecki will be contacting a previous candidate for the position who was deemed acceptable by the committee to extend an offer for this now available position.
 - The university has some long-serving full-time continuing faculty that still make less than \$40,000/year. Dr. Runge expressed concern and hopes to be able to increase these salaries when possible to at least a \$40,000 threshold.
- 7) Member Reports:
 - M. Lee stated that:
 - The Adcock Scholarship reception was held on April 19th. Fourteen students received scholarships to study this summer in China, Costa Rica and France.
 - The 3rd Annual Service Learning Awards ceremony was held in Brewer Hegeman on April 19th. Dr. Kim Little was recognized as the Service Learning Faculty Practitioner of the Year.
 - The CLA Research Symposium was held on April 22nd and 23rd. Sixty-two papers were presented.

- The CLA year-end reception was held on April 22nd at UCA Downtown. Dr. Taine Duncan was recognized as the outstanding faculty member in the college. Dr. Kim Little was recognized as the EDGE faculty member of the year. Six CLA retirees, including Dr. Jerry Reynolds, were honored for their service.
 - The CLA Honors Convocation was held on April 24th.
 - Dr. Jesse Butler, Department of Philosophy and Religion, received a Fulbright Fellowship to work in China for a year.
- V. Groves-Scott stated that the CoE held its Teacher Pinning Ceremony last Friday night. Also, Dr. Kathleen Atkins, Chair of the Department of Elementary, Literacy and Special Education has announced plans to step back to a faculty role, and Dr. Candace Barnes will serve as interim chair of that department.
 - J. Ishee stated that the CHBS Spring Reception will be held on Thursday at 4:30pm in Buffalo Hall. Also, the OTD program was approved at last week's Higher Education Coordinating Board meeting.
 - T. Wright stated that the UCA Film Festival will be held tomorrow night at 7pm in Reynolds Performance Hall. Also, the CFAC Dean's Office will move to its new location in McCastlain Hall on Tuesday.
 - L. Young stated that all faculty should have received or expect to receive an email from Human Resources that provides the application form for faculty to request to be paid over a 12-month period. A copy of the email will be sent to the deans.
 - J. Glenn reminded council members that some still need to submit information regarding how their colleges make decisions on faculty appointments when hiring faculty in situations in which the candidate does not have the standard academic qualifications but does have specific experiences that qualify them.

The meeting adjourned at 11:40 am.