

Council of Deans
December 9, 2015

The Council of Deans met in regular session at 9:04 a.m. on Wednesday, December 9, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright and Laura Young. Kathleen Atkins and Carl Fredrickson attended in the absence of Vicki Groves-Scott and Steve Addison. Peter Mehl, Associate Dean in the College of Liberal Arts and Service Learning Faculty Liaison, and Leslie Graybeal, Service Learning Program Coordinator, were present for agenda item number one.

- 1) P. Mehl and L. Graybeal provided the Council of Deans with an overview of the service learning application and approval process. A handout was provided detailing the application submission/award timeline and the recommended selection criteria. Discussion followed.

P. Mehl and L. Graybeal also provided council members with an overview of a proposed Service-Learning Advisory Committee. A handout was provided. The proposal will be submitted for consideration as a standing university committee. Discussion followed.

- 2) The CoD minutes of December 2, 2015 were approved.

- 3) Action items of the UCA Core Council were considered as follows:

- UCA Core Council recommendation for approval to add MIS 4355 as a capstone course to the upper-division core. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Core Council recommendation to approve revised FYS requirement language in the Undergraduate Bulletin. The revised language clarifies details concerning which students are required to take FYS courses. A motion to approve was made and seconded. Discussion followed. The CoD voted against the proposed language as presently stated and the language will be sent back to the UCA Core Council along with feedback from the CoD.

K. Boniecki provided notification of the UCA Core Council's approval of Spring 2016 assessment procedures for the UCA Core. Discussion followed.

- 4) Action items of the UCA Graduate Council were considered as follows:

- Graduate Council recommendation to approve FACS 6350 as a new online course and FACS 6335 as an option for the core research course requirement in the M.S. in Family and Consumer Sciences. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendations.
- Graduate Council recommendation to approve the deletion of the Post Professional DPT program and changes in the admission prerequisites for the DPT program. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendations.

- Graduate Council recommendation for approval of adding criminal background checks to the admission requirement for all graduate programs in the Psychology and Counseling Department and for approval of changes to the admission deadlines for the MS in School Psychology and the PhD in Psychology. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendations.
 - Graduate Council recommendation for approval to remove the program retention policy of no more than two C grades from the MS in Instructional Technology and the MS in Library, Media and Information Technologies. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- 5) S. Runge led a discussion regarding the need for revision of the membership make-up of the Institutional Review Board (IRB) due to concerns regarding unequal representation by the colleges and inconsistencies between the Faculty Handbook committee description and the committee description provided on the Faculty Senate website. S. Bellar provided a draft copy of suggested revisions that address these concerns and also meet all federal requirements. Discussion followed. CoD feedback will be used to further revise the language and the recommended revisions will be presented to the Faculty Handbook Committee this spring.
- 6) S. Runge addressed council members regarding reports of a growing number of instances where final exams are being administered prior to final exam week. Final exam week is established at the recommendation of a faculty committee and is approved by the Board of Trustees and should be observed accordingly. Discussion followed.
- 7) S. Runge led a discussion on the university's current external employment policy. A copy of the university's policy was provided. UCA employees should be aware of the policy and follow the approval process when seeking or participating in outside employment. Discussion followed. Potential revisions to this policy will be discussed at a future meeting of the CoD.
- 8) Provost's Announcements:
- Rick Scott has agreed to continue in his role as Dean of the Schedler Honors College until June 2017. A national search for his replacement will begin in fall 2016.
 - Winter commencement will be on Saturday, December 12th at 10:00am and 1:30pm.
 - Other upcoming events include:
 - Faculty and Staff Holiday Reception, Wednesday, December 9th at 6:00pm in the President's home.
 - UCA downtown space open house on Saturday, December 12th at 5:00pm.

The meeting adjourned at 11:24 a.m.