

Council of Deans
July 6, 2016

The Council of Deans met in regular session at 9:02 a.m. on Wednesday, July 6, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Vicki Groves-Scott, Joan Simon, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Peter Mehl, Associate Dean of the College of Liberal Arts, attended in the absence of Maurice Lee. Kurt Boniecki was not present at the meeting.

- 1) The CoD minutes from the June 22, 2016, meeting were approved. V. Groves-Scott and M. Hargis abstained.
- 2) Action items of the April 21, 2016 meeting of the UCA Graduate Council were considered as follows:
 - UCA Graduate Council recommendation for approval of:
 - Additional pre-requisites for the ELSE Birth–Kindergarten endorsement. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
 - Change in degree requirements for the MSE in Reading and the MSE in Special Education by adding an alternate assessment in lieu of the licensure exam in qualifying circumstances. A motion was made and seconded. Discussion followed. CoD voted to approve the recommendation.
 - Changes in the general admission requirements and pre-requisites for non-accounting baccalaureate students for the Masters of Accountancy. A motion was made and seconded. Discussion followed. CoD voted to approve the recommendation.
 - A proposal to change the admission requirements for the MFA in Digital Filmmaking, eliminating the GRE and adding a statement of purpose and writing sample, was tabled at the recent meeting of the Graduate Council and will be considered at a later date.

J. Simon provided a brief overview of information items from the April 21st meeting.

- 3) S. Runge led a discussion continued from the June 22nd CoD meeting regarding graduate assistantships and the development of a model for allocating funding for graduate assistants to the departments/units. To assist in the development of this model, the Graduate School will survey departments/units that administer graduate assistantship funds to learn in what capacities graduate assistants are being utilized. A draft of items to be included on the survey will be provided to council members for feedback. Discussion followed.

Council members also continued the June 22nd discussion regarding continuous enrollment requirements. The Graduate Bulletin does not currently have an across-the-board policy for graduate students pertaining to continuous enrollment. Discussion followed regarding the need for students who are on campus to be here in an official capacity to avoid any liability risks. Council members agree that students who are receiving university pay for serving as a

graduate assistant must be enrolled. An across-the-board continuous enrollment policy is needed, but the policy would need to address exceptions under special circumstances as the policy might not work for all programs. J. Simon and L. Young will work to draft a policy, and deans will be asked to review the language and determine how it will affect the programs within their respective colleges.

- 4) S. Runge led a discussion continued from the June 22nd CoD meeting regarding the minimum/maximum credit-hours for summer sessions. The proposal document provided at the June 22nd meeting was revised following discussion at the last meeting and was distributed to council members. Discussion followed regarding the appropriate total maximum credit-hours for May Intersession, Summer I and Summer II combined. Consensus is that the total number of credit-hours for these combined terms should not be greater than the maximum total credit-hours allowed for the fall or spring terms which is 18 hours. The document will be revised to reflect an 18-hour maximum for the combined summer terms, and the revised document will be distributed to council members at the next meeting.

Council members also discussed the purpose of having a minimum credit-hour limit. In addition to the financial aid minimum credit-hour requirements, the VA and insurance companies typically have minimum credit-hour policies in place. Discussion followed, and consensus is to continue the practice of having a university minimum credit-hour policy for full-time status in the summer.

5) Provost's Announcements:

- S. Runge held a meeting last week regarding the on-boarding of transfer students (the process of getting transfer students on campus and matriculated). Chris Riggins will be leading an initiative to host Transfer Days on select two-year school campuses to assist with bringing these students to campus. Representatives from each academic college and other university offices will be asked to attend these events.
- The university will host a 1-day orientation for students who are admitted after July 1st, as this is a student population who has statistically been found to be at-risk.
- S. Runge is meeting this week with each college dean to discuss fall 2017 positions.
- ADHE has proposed a new outcomes-based funding model. Information regarding this new model is forthcoming.
- The Advising Center will host a luncheon and speaker on Tuesday, August 16th for faculty advisors. All faculty who advise students will be invited, but the event will be limited to the first 100 faculty members to RSVP. Information will be sent out soon.
- S. Runge will be on vacation July 8-15.

6) Member Reports:

- J. Glenn shared new informational documents from the Office of Student Success including:
 - A calendar of academic success workshop opportunities
 - An academic programs and services pamphlet

- J. Simon stated that the graduate student orientation provided each year by the Graduate School has not been well attended. To assist in assessing the need for this orientation, council members are asked to let her know which graduate programs already offer an internal orientation for their graduate students. Discussion followed.
- T. Wright stated the Shakespeare Folio exhibit will end on July 13th.
- L. Young stated that:
 - As a rule, before a faculty member has access to Blackboard, the hiring process needs to be complete. Therefore, it is important that PAF's for visiting or adjunct faculty members are submitted as soon as possible. However, in an emergency situation, if a faculty member is hired late and needs access prior to completion of the hiring process, Tonya McKinney in IT can provide access to a temporary Blackboard course shell. Then, once the hiring process is complete and the employee's network login has been issued, the course content can be moved to the correct Blackboard shell that matches the course CRN. Blackboard shells are created for all course sections.
 - Faculty advisors should always take Degree Works notes into account when advising students. Some advisors have ignored deficiencies identified in Degree Works because they have assumed they are incorrect, when in fact the deficiency existed. If an advisor believes Degree Works is in error, they should consult their department chair. Then, if the department chair agrees that Degree Works is in error, the chair should contact Jeff Wittig, Degree Works/Curriculum Management Specialist.
 - Discussion followed regarding general education requirements. J. Glenn will send out a summary of information about Arkansas associate degrees and the 35-hour state minimum core.
 - Advisors should be encouraged to remind students to apply for graduation one year in advance of their intended date of graduation.

The meeting adjourned at 10:25 a.m.