

Council of Deans  
March 2, 2016

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, March 2, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Vicki Groves-Scott, Kurt Boniecki, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Stephanie Bellar was not present.

1) The CoD minutes of February 17, 2016 were approved. M. Lee abstained due to having not been present at the February 17<sup>th</sup> meeting.

2) Action items of the UCA Undergraduate Council were considered as follows:

- UCA Undergraduate Council recommendation for approval of new course HIST 2304. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Undergraduate Council recommendation for removal of PHYS 1410 as a prerequisite for BIOL 3402. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Undergraduate Council recommendation for approval of new course MUS 2311. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Undergraduate Council recommendation for approval of a change in the total semester credit hour requirements for the STEMTeach Applied Mathematics track from 52-54 to 49-51. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Undergraduate Council recommendation for removal of MATH 3351 as a prerequisite for MATH 3354. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Undergraduate Council recommendation for approval of an added restriction on the completion of more than one minor. This restriction stipulates that the minimum number of additional credit hours required for each additional minor is 12. A motion to approve was made and seconded. Discussion followed regarding the consensus that this language adds a requirement rather than a restriction. The CoD voted to amend the original motion to reflect an added requirement and not a restriction. The CoD voted to approve the recommendation with the additional requirement.
- UCA Undergraduate Council recommendation for approval of :
  - A change of the course level for GEOG 4330 to GEOG 3304.
  - A change of the course level for GEOG 3309 to GEOG 4309;
  - Add GEOG 3304 as a prerequisite for GEOG 4309;
  - A change of the course level for GEOG 3307 to GEOG 4307;
  - Add GEOG 3304 as a prerequisite for GEOG 4307; andA motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.

K. Boniecki provided an overview of the February 16, 2016 UCA Undergraduate Council information items:

- Undergraduate Bulletin language for the Bachelor of Arts degree will be revised to state that UCA sign language courses are not allowed for the fulfillment of the BA foreign language requirement because they do not meet the standards of American Sign Language. American Sign Language courses transferred from accredited universities will be accepted at UCA towards fulfillment of the foreign language requirement at the discretion of the Department of Languages, Linguistics, Literature and Cultures. Discussion followed.
  - Non-substantive language will be added to the Undergraduate Bulletin regarding the Honors in the Majors program. The purpose of this language is to make descriptions across departments consistent and also to locate the information in one place. Discussion followed. A motion was made and seconded to return this item to the Honors Council for further review following a discussion with Dr. Rick Scott, chair of the Honors Council, at a future CoD meeting. Prior to this discussion, the deans will gather information from department chairs regarding the current requirements within the departments.
- 3) L. Young led a discussion regarding the virtual EMS centralized scheduling system that launched this past November. Discussion included:
- Concerns about rooms being blocked out for extended periods of time;
  - A problem with class rooms being double booked as a result of ignoring the override warning notification in Banner.
  - The need for standardization of instructional technology in classroom spaces;
  - S. Addison expressed a concern that the next update of the system will result in the loss of access to the virtual EMS system on Apple computers; and
  - The need to include room reservations into the system (even for rooms that are restricted and not viewable for scheduling) for security purposes. The UCA Police Department needs to know at all times which spaces are holding occupants.
- 4) S. Runge led a discussion regarding the university's current course withdrawal processes and policies. When a student drops after the designated drop deadline, faculty are faced with a decision to assign a grade of W (withdrawal), WP (withdrawal passing) or WF (withdrawal failing). Council members discussed varying scenarios in which failing students who drop after the deadline should or should not have the opportunity to receive a W or WP. Council members will visit with department chairs and faculty about this issue, and the discussion will resume at a future CoD meeting.
- 5) S. Runge led a discussion about the possible opportunity to replace mandatory mid-term grade reporting with the input of grades into GradesFirst. With the recent roll-out of GradesFirst to freshmen, the need for mid-term grades is in question. The information inputted into GradesFirst provides notification to both the students and their assigned advisors. Faculty are currently asked to update GradesFirst twice per semester (the second time occurs close to the mid-term grade reporting period) in addition to providing mid-term grades. Discussion followed regarding the benefits of requiring mandatory input in

GradesFirst versus mandatory mid-term grade reporting. GradesFirst automatically updates students and their advisors at the four-week and eight to nine week marks while mid-term grade reports do not result in a report to the student and advisor. S. Runge will ask Leigh Ann DenHartog, Becky Rasnick and Scott Brezee to attend an upcoming meeting of the CoD to better explain the capabilities of GradesFirst.

6) Provost's Announcements:

- The nine-month period for 2016-2017 faculty appointments will begin on August 15<sup>th</sup> rather than the past practice of August 16<sup>th</sup> to align with the first day of Welcome Week. Likewise, the period will end on May 14<sup>th</sup> rather than May 15<sup>th</sup>. This change does not change the pay period; nine-month faculty who elect to receive pay over nine months will be paid in 18 equal installments with the first pay day being August 31<sup>st</sup> and the last being May 15<sup>th</sup>.
- UCA Board of Trustee member Elizabeth Farris will meet with the Council of Deans on March 9, 2016 for her first quarterly meeting with Academic Affairs. The meeting will be followed with a lunch.
- The provost is continuing to hold meetings on the topic of retention and graduation of African American male students. Interest is growing on this subject, and council members should notify the provost if they are aware of anyone interested in taking part in these discussions.
- CoD will meet with Derek Bowman, candidate for the vice president of institutional advancement position at 1:30pm on March 9, 2016.
- Students that take fully online courses may obtain up to five free one-day parking passes from the UCA Police Department to be used when it is necessary for them to be on campus. If more than five are needed, the student will need to pay for and obtain a parking permit.

7) Member Reports:

- J. Glenn stated that he has updated the new curriculum forms that were approved several months ago. A number of changes were made to the forms including a change in the routing path for UCA Core and Undergraduate Council items.
- M. Hargis stated that AACSB team has been on campus the last few days, and the visit was very positive.
- M. Lee stated that the College of Liberal Arts chairs and faculty recently met with the advisor training group and the meeting went well. Also, the college had a good meeting with President Courtway recently; and faculty expressed a shortage of and need for qualified note-takers in the classroom to assist students with documented disabilities.
- T. Wright stated that the Conway Symphony Orchestra in participation with the Arkansas Shakespeare Theatre will present musical and theatrical excerpts from Romeo and Juliet on Saturday night at 7:30 p.m. in Reynolds Auditorium.
- L. Young stated that Amber Hall will be sending out the packages for the annual review of faculty salary inequity this week. Deadlines for submitting recommendations will be sent out soon.

**DRAFT**

The meeting adjourned at 11:37 a.m.