

Council of Deans
August 31, 2016

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, August 31, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Victoria Groves-Scott, Kurt Boniecki, Joan Simon, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Christina Madsen, Associate Vice President for University Relations and Creative Services (URCS), was present for item number two.

- 1) The CoD minutes of August 24, 2016 were approved.
- 2) C. Madsen provided council members with an updates and reminders with regard to URCS initiatives.
 - Erica Ruble is the new Operations Manager for URCS and all requests submitted to URCS should be submitted to Erica;
 - A digital asset management system will soon be available to campus and will have all assets (photos, university logos, etc.) available for use by departments/divisions/units in assembling publications (brochures, newsletters, etc.) Information is forthcoming regarding the training of designated individuals for use of the system;
 - An editorial board will be assembled to assist with determining the direction of university public relations and advertising materials;
 - Events that are inputted into the EMS system will be considered for inclusion on the homepage calendar and the event email announcement only if the selection box marked “public” is selected;
 - A minimum of two-weeks advance notice is required for requests for event publicity/coverage. Requests received later than two weeks in advance likely won’t be considered.

C. Madsen also advised faculty members that approximately \$100,000 has been designated for use for targeted advertising. Discussion followed. Council members are asked to identify potential areas of focus for advertising and submit them to Robin Voss in the provost’s office by Wednesday, September 8th.
- 3) Provost’s Announcements:
 - The provost recently received an inquiry about how the university might encourage students to minor in a business field given that many graduates are involved in a business at some point during their careers. Discussion followed.
 - Dr. Rick Scott, Dean of the Schedler Honors College and Director of Exemplary Studies, is retiring effective July 1, 2017. A search committee has been named and will meet soon. Members of the committee are Steve Tucker (serving as chair), Charles Harvey, William Slaton, Alicia Cotabish, Lisa Mongno, Donna Bowman, Patricia Smith, Doug Corbitt and Laci Lyons.
 - S. Runge, M. Lee, Peter Mehl (Associate Dean of the College of Liberal Arts), and Roger Pauly (Associate Professor in the Department of History) met with the UAMS provost, associate dean of the college of medicine, and vice chancellor for diversity and inclusion this past Monday to discuss ways to increase acceptance of students with non-traditional academic backgrounds into UAMS programs.
 - Interviews for the two open college director of development positions are ongoing.

- Candidates for the director of assessment position will be on campus for interviews over the next two weeks.
- S. Runge, S. Addison, Jim Downey (Chair of the Department of Management Information Systems) and Dr. Emri Celebi (Chair of the Department of Computer Science) will meet on Thursday with Josh Smith of Metova to discuss a potential opportunity to use Cyber Range for educational purposes. Discussion followed.
- The deadline for submission of spring 2017 reassignments requests to the provost's office is September 9th.
- The SGA president and vice-president will attend the September 14th CoD meeting.
- The First –Year Minority Student Dinner is scheduled for September 15th at 5:30pm in the Student Center Ballroom.
- The Diversity After Hours reception is scheduled for September 20th, from 4:30pm – 6:00pm in the McCastlain Fireplace Room.
- Council members will travel to Northwest Arkansas Community College (NWACC) on September 21st for a meeting regarding the future relationship between UCA and NWACC.
- The Information Technology Advisory Committee (ITAC) met yesterday. Concerns regarding administrative access to local computers was discussed. The conversion to Active Directory will begin this fall.

4) Member Reports:

- J. Glenn stated that:
 - Institutional Research (IR) will be contacting deans to discuss logistics and training in preparation for the move towards using Digital Measures for application for promotion, tenure, and advancement. The process is being piloted this year for mid-tenure review.
 - ARGOS training sessions will be available this fall.
 - The first graduate outcomes survey will close on Friday. IR is looking for ways to increase the response rate for this survey.
 - IR has not yet received feedback from deans on SOC codes and will be sending an email request to deans in the near future.
- K. Boniecki stated that the schedule for the director of assessment candidate interviews is as follows:
 - Marcelo Schmidt, September 8 & 9
 - Brandon Combs, September 15 & 16
- J. Simon stated that she attended the August 26 meeting of the Academic Council to discuss the GA survey and the new research focus of the website which is currently being updated.
- S. Addison stated that
 - The college received notification that the Department of Computer Science has received ABET reaccreditation.
 - Dr. Emri Celebi will assume his role as the new Chair of the UCA Department of Computer Science on Thursday, September 1st.
- L. Young stated that:
 - The moving up of the graduation application deadline in order to give students enough time to address any deficiencies before graduation has been successful. They are now looking at ways to improve the logistics of the application approval process.

- The application will be slightly modified to require approval by the faculty advisor of remaining major requirements. This addition will ensure that each student meets with his/her faculty advisor.
- The Academic Advising Center (AAC) will continue to:
 - Update major, minor, and bulletin year in Banner, if needed
 - Complete the portion of the application relating to satisfaction of
 - Lower division core requirements
 - Minor requirements
 - Other specific degree and graduation requirements such as minimum total hours, minimum upper division hours, etc.
- Specific procedures will be provided to the department chairs for distribution to the faculty
- Advising training will continue to be provided to the colleges.

Meeting adjourned at 11:17am