

Council of Deans
September 28, 2016

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, September 28, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Maurice Lee, Victoria Groves-Scott, Kurt Boniecki, Joan Simon, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Ken Griffin attended in the absence of Michael Hargis. Amber Hall, Director of Institutional Research, was present for agenda item number one and two.

- 1) Amber Hall provided council members with a brief training on the process for using Digital Measures for mid-tenure review. She demonstrated the steps necessary for running a reviewer's report, navigating the report, and saving recommendation letters. A Digital Measures Guide for Mid-Tenure Review for the Reviewer accompanied the training. Discussion followed regarding the form to be used by reviewers. Consensus is for reviewers to complete the form manually and upload it into Digital Measures. A standard form will be created and made available on the Academic Affairs website for reviewers to use in the mid-tenure review process.

Also, spots are still available for scheduled trainings for mid-tenure reviewers (department chairs, department committees, and deans). Reviewers can register for these trainings on the IR website.

Faculty who missed the September 27th general training for faculty can contact IR to schedule a training session. For questions regarding uploading teaching evaluations into Digital Measures, faculty should contact Alyson Lentz.

- 2) Amber Hall provided an overview of the process and specifics that the Office of Institutional Research uses in conducting the Graduate Outcomes Survey. Departments and colleges should always coordinate with the Office of Institutional Research when conducting these surveys. Discussion followed.
- 3) The CoD minutes of September 14, 2016 were approved.
- 4) S. Runge led a discussion regarding Math Pathways. A handout was provided containing recommendations made by the Arkansas Math Pathways Taskforce. Council members were asked to review the taskforce's recommendations and provide feedback to Charles Watson, who serves on this taskforce. Discussion followed.
- 5) S. Runge led a discussion regarding the \$7,000 of funding provided to each college for use on strategic initiatives relating to student retention as stated in the university's strategic plan. Deans were asked to start thinking of how they might spend the money and to keep track and report back to the provost on how the funds were spent. Discussion followed.
- 6) Provost's Announcements:
 - Registration for spring and summer classes will take place when registration opens in November.
 - Faculty Load Taskforce meetings are ongoing. Within the committee's charge, they were asked to assume fiduciary responsibility (i.e. any recommendations should not cost a significant amount money to implement).
 - Distinguished Scholars Day is tomorrow.
 - S. Runge will attend the ADHE academic officers meeting tomorrow.

- S. Runge will meet with the CLA Chairs Council next week regarding the General Studies Degree.

4) Member Reports:

- J. Glenn stated:
 - He will provide an HLC update at tomorrow's campus talk
 - The HLC lock-down date is Friday
 - The HLC comprehensive visit is 48 days away
- J. Downey stated that the Arkansas Teachers of Business and Economics Conference is on campus Friday.
- M. Lee stated that he attended the UCA Transfer Day at Pulaski Tech yesterday, and the students he spoke with seemed interested in attending a Bear Facts Day.
- K. Boniecki stated that:
 - Dr. Brandon Combs has verbally accepted the Director of Assessment position and is expected to start November 1st.
 - Sabbatical leave proposals are due to the deans tomorrow and the provost's office on October 6th.
- T. Wright stated that:
 - Fictional writer Kelly Link was on campus last night as part of ArtsFest.
 - The AR Shakespeare Theatre will unveil its season tomorrow night.
 - ONCE the Musical is scheduled for Monday night, 7:30pm, Reynolds Performance Hall
 - UCA creative writing faculty will give readings at Oxford American on Tuesday night.
- S. Addison provided an overview of the Annual Deans Conference that he attended over the weekend. The conference included:
 - A prior learning assessment session
 - A guided pathway presentation by Dennis Humphrey of ASU Beebe
 - Also, the CNSM development officer, Aimee Pointer, starts work on Monday.
- L. Young stated that:
 - She confirmed that the university has the capacity to enter freshmen into GradesFirst for the purpose of mid-term grade reporting. It is now mandatory that all faculty who teach freshmen enter mid-term grades in GradesFirst and this should be done by October 12th.
 - The Information Technology Advisory Committee has drafted a policy regarding local administrator rights on university-owned workstations. Council members were provided a copy of the draft policy and are asked to provide comments on the policy to S. Addison.

Meeting adjourned at 11:38am