

Council of Deans
July 20, 2016

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, July 20, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Vicki Groves-Scott, Kurt Boniecki, Joan Simon, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Maurice Lee was absent. Peter Mehl attended in the absence of M. Lee.

- 1) The CoD minutes of June 6, 2016 were approved. K. Boniecki abstained due to having not been present at the June 6th meeting.
- 2) K. Boniecki led a discussion regarding the ability of departments to reserve course seats in Banner for students who are enrolled in online programs (both degree completion and graduate programs). Upon admittance to UCA Online programs, students are now automatically assigned the UCO designation (campus code designation). Once seats have been reserved in a course, Banner will automatically place students with the UCO designation in one of the reserved seats when they register for the course. All reserved seats that remain open three-weeks prior to the start of class will be released and accessible to all students. Discussion followed. Department chairs and college deans will be given an overview of the process for reserving seats in Banner in the coming week. [The meeting was held on Tuesday, July 26, 2016.]
- 3) S. Runge led a discussion regarding fall 2017 positions. All funds available for these positions are expected to be utilized. The final list of position recommendations will be shared with the Council of Deans (CoD) once approved. Discussion followed.
- 4) S. Runge led a discussion regarding the need to establish a timeline for conversion of online courses in order to have all online programs sharing consistent branding and interface in order to build the UCA Online program. A draft timeline was distributed for consideration. Council members will review the draft timeline and provide feedback to K. Boniecki. Faculty should be encouraged to provide instructional designers with feedback on the interface so that it can be adjusted as needed. Discussion followed.
- 5) S. Runge led a discussion regarding a survey of graduate outcomes created and proposed by the Office of Institutional Research, in collaboration with the offices of Career Services and Advancement. Copies of the proposed survey were distributed, and council members were asked to provide any feedback to Robin Voss. Discussion followed.
- 6) P. Mehl led a discussion regarding the proposed Bachelor of General Studies degree program discussed at a previous CoD meeting. The proposed program would provide students with the opportunity to study more than one area of concentration. Draft copies of a proposed degree description (created by V. Groves-Scott, J. Ishee and P. Mehl) were distributed. A proposed survey of undergraduate students regarding interest in such a degree program was also distributed. Discussion followed. Deans will share these documents with department chairs and request their feedback, and discussion will continue at a future CoD meeting.

7) Provost's announcements:

- Representatives of the AR Research Center will be presenting to the legislative Joint Performance Review Committee on Tuesday, July 26, 2016, regarding ARC's ability to fulfill the requirements of Act 852 of 2015 and other potential projects.
- Academic Deans are asked to provide AY 2015-2016 highlights and accomplishments to R. Voss by August 7th for inclusion in this year's 2016 General Faculty Meeting booklet.
- The President and Provost's reception for new faculty and staff will be held on August 11, 2016 from 6pm to 8pm at UCA Downtown. Visiting faculty are invited to this reception.
- Deans should look at current enrollment data for their respective graduate programs and work with department chairs to try to meet or exceed last year's enrollment numbers.
- A planning meeting for the proposed Transfer Days is scheduled for Tuesday, August 2, 2016 at 3pm.
- All campus computers will be re-imaged prior to the spring conversion to active directory. Information regarding preparing for this re-imaging is expected to be provided by Information Systems & Technology later this year.

8) Member Reports:

- J. Glenn stated that the lockdown date for HLC submission has been pushed back to late September. This will allow time for draft documents to be review by the campus community prior to submission.
- J. Simon stated that:
 - In follow-up to previous CoD conversations regarding continuous enrollment requirements for graduate students, she will be sharing graduate student re-admission data with CoD for review and feedback;
 - The GA survey link was shared with CoD for review and feedback.
 - The Graduate School will be hosting an orientation for graduate students during the week that school starts. Suggested dates and times for the orientation are requested.
- T. Wright stated that:
 - Sandy Longhorn, Assistant Professor in the Department of Writing, won this year's Porter Prize award. UCA is one of only two institutions in the state to have a faculty winner.
- L. Young stated that:
 - Becky Rasnick, Registrar, is scheduling a training for those who are serving as substitutes at the August 5th commencement ceremony. Information on the training is forthcoming.
 - All outstanding PAF's should be submitted. Returning visiting faculty and grant funded faculty require new PAF's for the upcoming academic year.

The meeting adjourned at 10:23 a.m.