

**Council of Deans
December 14, 2016**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, December 14, 2016. Steve Runge presided and the following members were present: Michael Hargis, Maurice Lee, Vicki Groves-Scott, Kurt Boniecki, Joan Simon, Jacquie Rainey (attending in absence of Jimmy Ishee), Terry Wright, Stephen Addison, and Laura Young.

- 1) The CoD minutes from the November 30, 2016 and December 2, 2016 meetings were approved. J. Rainey abstained.
- 2) Action items of the November 17, 2016 meeting of the UCA Graduate Council were considered as follows:
 - UCA Graduate Council recommendation for approval of:
 - i. New course, HIST 5398 Politics of Sex in Eastern Asia. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
 - ii. Replacement of GRE entrance exam requirement with a current unencumbered RN license for admission to the M.S.N. program. A motion to approve was made and seconded. CoD voted to approve the recommendation.
 - iii. New program from the Elementary, Literacy and Special Education Department, Master of Arts in Teaching in Special Education K-12. A motion to approve was made and seconded. CoD voted to approve the recommendation.
 - iv. New course, ELSE 6375 The Practice of Teaching Diverse Learners (online delivery). A motion to approve was made and seconded. CoD voted to approve the recommendation.
 - v. New course, ELSE 6600 Special Education M.A.T. Internship (online delivery). A motion to approve was made and seconded. CoD voted to approve the recommendation.
 - vi. Deletion of key assessments degree requirement, deletion of current program's continuous enrollment requirement and other editorial changes to the Graduate Bulletin for the M.S. in School Counseling program. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
 - vii. Change from a 30 credit hour degree to a minimum of 30 credit hours for the Ed.S. degree in Education Leadership. A motion to approve was made and seconded. CoD voted to approve the recommendation.
 - viii. Deletion of program assessments requirement for the Ed.S. in Educational Leadership and the P.M.C. in District-Level Administration. A motion to approve was made and seconded. CoD voted to approve the recommendation.
 - ix. Changes to the following retention policies in the M.S. in College Student Personnel Services & Administration program (C.S.P.A.):

1. Removal of limited number of C grades (3) policy towards degree completion.
2. Addition of professionalism policy.

A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.

The Council discussed a proposal to create a continuous enrollment Graduate School policy requiring students to enroll in at least one semester each calendar year. The Council discussed this topic, but no vote was taken so that members could have more time to consider the proposal and talk to their colleges and departments.

S. Runge stated that there needs to be an annual review of Graduate Assistant allocations one year in advance. The allocations will stay unchanged for the upcoming fiscal year.

3) J. Simon presented the draft of the Student Research Proposal Guidelines noting that the major changes were:

- To allocate funds to students twice per year,
- When funds are allocated, they will be distributed to the departments, and
- Fund guidelines are as follows:
 - i. Fall travel funds that are awarded in September for fall only projects and unused for fall must be returned. The department will be invoiced on February 1 and must transfer the unused funds back to the Graduate School by February 15.
 - ii. Research funds that are awarded in the fall can be used throughout the year for full-year projects. The department will be invoiced for any funds that are unused or unencumbered on May 15 and those unused funds will be due back to the Graduate School by June 1.
 - iii. Any research or travel funds that are awarded in February must be used or encumbered for June before the May 15 invoice date. Unused funds are due to the Graduate School by June 1.

Discussion followed. It was also mentioned that the maximum amount awarded from Student Research Funds for Travel need not be stated on the website. It should be listed as To Be Determined with the policy stating that the Graduate School will only match up to \$500. The Council also decided that the chair will review and sign the report, then submit it to the Graduate Dean. The Graduate Dean will provide a copy to the College Dean.

4) S. Runge stated that the Department of Information Systems and Technology is exploring the option of replacing the Pool drives with Google Team Drive. They are asking for volunteers in order to develop test groups to test the feasibility. Discussion followed.

5) S. Runge led a discussion on minimum class size. In the past, the minimum was set at 12 undergraduate or 6 graduate students. There is currently no set maximum class size. Discussion followed. L. Young suggested that the Department Chairs and Deans evaluate the previous semester by department to be able to project the need for the upcoming semesters. The suggestion was made and it was decided to set the minimum at 5 graduate, 10 upper division or

15 lower division students per class section. Exceptions to this rule should be approved by the Dean. The Dean will provide a summary of exceptions, with rationale, to the Provost by the end of the first full week of classes every semester.

6) S. Runge will be meeting with the transfer recruiting group on Thursday to discuss next semester's and next summer's plan. Currently, the number of transfer students for the spring semester has increased by 40-50 students compared to the same time last year.

7) Provost's Announcements:

- The Board of Trustees meeting was Friday, December 9, 2016. It was announced that President Courtway's last day will be Thursday, December 15, 2016. Chief of Staff, Kelley Erstine, will be Interim President until President Davis begins on January 23, 2017.
- The Audit Committee meeting was Thursday, December 8, 2016. Internal Audit stated that the Occupational Therapy audit was a good audit.
- During the Occupational Therapy audit, one point of focus was the department's mandatory fees. If a college is collecting fees, they need to make sure that the fees are being properly applied to their corresponding courses. A department's fees need to be reassessed every five years.
- The Occupational Therapy department has developed a time sheet for Graduate Assistants, tracking the amount of hours they work per week. GAs cannot work more than 20 hours per week.
- Commencement was Saturday, December 10, 2016. Both ceremonies went smoothly.
- State Representatives David Meeks and Stephen Meeks were on campus on December 12, 2016 to tour the Conway Corporation Center for Sciences building.
- The Provost's office is still accepting events that need to be added to Dr. Davis' calendar for 2017.
- The next Council of Deans meeting is scheduled for Wednesday, January 11, 2017.

8) Member Reports:

- M. Hargis stated that the College of Business wrapped up a good semester.
- M. Lee reported that the College of Liberal Arts honored faculty members that produced books in the last five years. The event was on December 9, 2016 at UCA Downtown.
- J. Simon reported that the Graduate School and Sponsored Programs are working on their new websites. The new sites will be ready at the beginning of spring semester. S. Runge noted that they are contemplating hiring a Sponsored Programs Director that is separate from the Graduate School Dean.
- J. Rainey thanked Provost Runge for acting as the Master of Ceremonies at the off-campus graduation ceremony for the student who was unable to attend graduation due to the mumps outbreak.
- L. Young stated that Human Resources is asking that all Extra Help PAFs include the employee's hourly rate instead of a lump-sum amount. HR also said that employees have to report their hours based on the new FLSA requirements.

The meeting adjourned at 11:15 a.m.