

## **Council of Deans**

**March 15, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, March 15, 2017. Steve Runge presided and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Vicki Groves-Scott, Kurt Boniecki, Joan Simon, Jimmy Ishee, Terry Wright, Stephen Addison and Laura Young. Suzanne Wiltgen and Emily Hartle were present for item number one.

- 1) J. Simon introduced Sponsored Programs' new Grant Administrators, Suzanne Wiltgen and Emily Hartle, to the Council. Suzanne will be responsible for institutional, College of Natural Science and Mathematics, and Honors College's grants. Emily Hartle will be responsible for College of Business, College of Education, College of Fine Arts and Communication, College of Health and Behavioral Sciences, and College of Liberal Arts' grants. J. Simon also provided a handout listing the Sponsored Programs staff and their contact information.
- 2) The CoD minutes from the March 1, 2017 meeting were approved. Maurice Lee and Vicki Groves-Scott abstained.
- 3) Action items of the February 21, 2017 UCA Undergraduate Council were considered as follows:
  - In the department of Geography, change the total semester credit hour requirements from 38 to 39 or 40 for the BS or BA/Geospatial Technology/GIS Minor and to change course numbers GEOG 3303 to GEOG 3403 and GEOG 3304 to GEOG 3404. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
  - In the department of Management Information Systems, add CSCI 3360 or MIS 3365 as prerequisites to MIS 3328 Systems Analysis and Design and to change the course number/level for MIS 3328 to MIS 4328. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
  - In the department of Management Information Systems, add ACCT 3320 Accounting Information Systems as an elective to the MIS major. A motion to approve was made and seconded. CoD voted to approve the recommendation.
  - In the department of Physics and Astronomy, add ENGR 1301 Introduction to Engineering to the UCA Core program as an FYS and Responsible Living course. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.

- In the College of Education, add new course EDUC 2330 Topics in Social Justice in Teaching and Learning to the UCA Core. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
  - In the Environmental Science program, change the title of the program from Environmental Sciences/Studies to Environmental Science. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
  - In the department of Languages, Linguistics, Literatures and Cultures, change the grade policy for the Linguistics major and minor courses and the TESOL minor courses from “D” to “C or better”. A motion to approve was made and seconded. CoD voted to approve the recommendation.
  - Addition of new degree program in Computer Engineering. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
  - In the department of Exercise and Sport Science for the BS in Exercise Science, change the course number/level for Exercise Physiology from EXSS 4300 to EXSS 3303. A motion to approve was made and seconded. CoD voted to approve the recommendation.
  - In the School of Communication/Writing/General Writing program, remove the following electives from the General Writing track: LING 4345, LING 4350, LING 4355, LING 4360, and LING 4370. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation. M. Lee abstained.
- 4) J. Simon discussed a draft Leave of Absence Policy for the UCA Graduate Bulletin that was provided to the Council. The purpose of the policy is to require students to notify their department in writing if they plan to postpone their enrollment for more than three terms (spring, summer, and fall). The leave of absence notification will not extend the 6-to-10 year completion timeline for their degree. Completing the written notification will allow the student to continue their studies under the Graduate Bulletin that they entered under. If the student does not complete a Leave of Absence form, they will be dropped from their program after one year of absence and will need to reapply and follow the new Graduate Bulletin. The Council discussed the policy and provided feedback. A revised draft will be presented to the Graduate Council.
- 5) S. Runge provided the Council with a handout that listed the feedback received from the Deans on undergraduate internship types being used in their college. The list will be provided to Amber Hall for tracking purposes. The Council discussed developing badges for experiences, such as internships, that can be added to a student’s transcript. This topic will be discussed in length at the Deans Retreat.

- 6) S. Runge discussed the need to align the student research, scholarship and creative activity weeks for all colleges for 2018. He asked that the Council provide their planned 2017 student research, scholarship and creative activity dates and the coordinating contact person's name to Alicia Crow by the end of the day Friday, March 17, 2017. Discussion followed.
- 7) S. Runge discussed a proposal to allocate a college's graduate assistant funds to the dean instead of to the specific departments. The dean would then distribute the funds to the appropriate departments, as needed. This would allow the college to efficiently use the graduate assistant funds and to reallocate to departments having the greatest need. Discussion followed. J. Simon was asked to collect data on the fund distribution for the past five years. This topic will be discussed again at the Deans Retreat.
- 8) S. Runge stated that the Tenure and Promotion application process will continue to be a paper process for FY18. Mid-tenure review will continue in Digital Measures. Discussion followed.
- 9) Provost's Announcements:
  - The next meeting of the Council of Deans is scheduled for 9:00 a.m. on Wednesday, April 5, 2017. The Council will not meet on March 22 or 29, 2017.
  - Please notify Kelley Erstine of any official legislative contacts made. This includes any testimonies given at the legislature. S. Runge will contact Warren Readnour to draft a message to send out to faculty members across campus explaining the need for coordinating with administration.
  - UCA has received the HLC response that they are continuing our accreditation and removing us from Monitoring status. This allows the university to choose its pathway and the Open pathway has been chosen. S. Runge stated that it took the entire campus to do the things necessary to achieve such a positive request. The effort made by everyone, including the Board of Trustees and the students, is appreciated.
  - S. Runge met with Shelley Mehl to discuss assistance by Outreach, and Community Engagement (OCE) with financial management of domestic student trips sponsored by academic departments. OCE cannot coordinate travel, but will be able to collect and disburse funds.
  - The Provost's office received 44 Tenure, Promotion and Advancement applications for 2017. Decision letters will be sent out to campus today. The strength of the applications is very impressive.
  - Faculty Senate approved the linking of tenure and promotion to associate professor in the Faculty Handbook in their March 14, 2017 meeting. The Handbook changes will be presented to the Board for approval in May, therefore, each department

needs to be prepared to update their criteria to accommodate the linking of these two designations. This new criteria needs to be complete by September 1, 2017. It will take five years for all faculty to move through the transition process. Faculty members who are eligible for Tenure and Promotion during the transition period can choose to have their application decision linked or considered separately. If they choose to link the decision, they will be subject to the new criteria. If they choose to apply for a separate decision, they will be subject to the criteria that was in place when they were hired.

Please have the departments examine their criteria to ensure that it aligns with the university's mission as it relates to teaching, scholarship and service. The departments should also consider collegiality when considering applications.

- At the CAO and CSO Dinner for the Student Success Symposium Monday night, Dr. John Gardner, President of the John N. Gardner Institute for Excellence in Undergraduate Education, was very complimentary of UCA's process for developing articulation agreements with two-year colleges and advising transfer students. The attending two-year college representatives were also complimentary of how well UCA works with them in regards to transfer students.

#### 10) Member Reports:

- V. Groves-Scott stated that Jane Elliott's lecture the evening before was a good presentation. Approximately 70-80 students were in attendance. She would like for these events to be better advertised so that more students are aware and can attend.
- M. Lee stated that Sherry Skaggs invited a Little Rock-based group, Arkansas Voices for Those Left Behind, to campus on Saturday, April 22. The group is comprised of children, ages 8-18, who have one or both parents that are incarcerated. There will be 80-90 kids in attendance and they will be given a tour of campus by approximately 35 UCA students.
- T. Wright reported that the UCA Wind Ensemble will perform Thursday, March 16, at Reynolds Performance Hall. The Pep Band will travel to Texas for the Sugar Bears basketball game on Friday, March 17.
- S. Addison stated that two CNSM students won awards from the American Physics Society. He also spoke to a group of about 90 Conway High School students who were on campus for Advance Placement (AP) Training. The group had a lot of good questions about attending UCA.

The meeting adjourned at 11:40 a.m.