

Council of Deans
October 24, 2018

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, October 24, 2018. Provost Patricia Poulter presided and the following members were present: Jonathan Glenn, Michael Hargis, Jimmy Ishee, Donna Wake (in the absence of Victoria Groves-Scott), Kurt Boniecki, Angela Barlow, Peter Mehl (in the absence of Thomas Williams), Terry Wright, and Stephen Addison. Kale Gober, Mary Lackie, and Mindy Pipkin were present for item one.

1) Information Items:

- a) Kale Gober and Mary Lackie reviewed their Campaign Planning Report presentation with the Council. The deans will participate in a campaign workshop next Wednesday with the campaign consultant. The group discussed the information that they would like to take away from next week's workshop.
- b) Mindy Pipkin spoke with the Council about H-1B and Green Card status. She provided a handout that maps the timing for obtaining visa status for foreign national employees. Currently there is no written university policy for foreign visas. After a conference call with George Ernst, UCA's vendor for the permanent visa application process, the Council discussed what to consider when creating such a policy. Mindy Pipkin will draft the policy and provide it to the Council for their review.

2) The minutes from the October 10, 2018 meeting were considered and approved.

3) Action Items:

- a) Action items from the October 16, 2018 Undergraduate Council meeting were considered as follows:
 - From the department of Family and Consumer Sciences, two new courses, NUTR 4V36 Study Abroad: Nutrition for Life, and FACS 4V35: Study Abroad: Body Image and Culture;
 - From the department of Marketing and Management, add prerequisite QMTH 2330 to MGMT 4341;
 - From the department of Philosophy and Religion, change course levels from two thousand to three thousand for courses: RELG 2300, RELG 2332, and RELG 2333. New course numbers will be RELG 3300, RELG 3332, and RELG 3333;
 - From the department of Philosophy and Religion, add the following courses to the UCA Core: RELG 3331, RELG 3333, RELG 3332, RELG 3342 and RELG 3300;
 - From the department of Management Information Systems, add prerequisite option of CSCI 1470 to MIS 3301, MIS 3335, MIS 3339, and MIS 3362; and

- From the department of Management Information Systems/BS-Information Systems, add four more course options to the major requirements: MIS 4380, MIS 4381, CSCI 4371, and CSCI 4372.

A motion to approve was made and seconded. The Council voted to approve all action items.

4) Discussion Items:

- a) J. Glenn discussed the ADHE Common Course Numbering System. This will be a statewide process to standardize the course numbering system. In accordance with this new system, UCA will be updating the course numbers to reflect the credit value at the end of each course number. The statewide project will be defined within the current academic year. Discussion followed.
- b) UCA's Night of Distinction has been renamed Laurels and Stripes. The event has been moved from the McCastlain Ballroom to the HPER Center to allow for additional space.
- c) The yearly salary letters will be delivered electronically this year. Please let the department chairs know that they will be forthcoming. The deans requested that they receive copies of all letters for their college.
- d) University employees are expected to complete four required trainings each year. This is an expectation of employment. There is discussion that a check box will be added to the annual evaluation that will signal whether the employee has completed their required trainings.

It is likely that some additional training modules will be required for targeted employees. For example, any employee with access to student records will be required to complete FERPA training. Discussion followed.

- e) The search committee has received 23 applications for the Associate Vice President for Enrollment Management position. The committee has created their short list and will conduct Skype interviews next week.
- f) P. Poulter distributed a handout that outlines the part-time and overload teaching budgets versus actual expenditures as of May 25, 2018. Discussion followed.

5) Important Dates:

- a. The next Council of Deans meeting will be November 7 at 9:00 a.m.
- b. The Campaign Workshop will be October 31, 9:00 a.m. – 12:00 p.m., at Buffalo Alumni Hall.

The meeting adjourned at 11:20 a.m.