

**Council of Deans
November 28, 2018**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, November 28, 2018. Provost Patricia Poulter presided and the following members were present: Michael Hargis, Jimmy Ishee, Victoria Groves-Scott, Kurt Boniecki, Angela Barlow, Thomas Williams, Terry Wright, and Stephen Addison.

- 1) The Council discussed highlights of current events and projects within their college.
- 2) The minutes from the November 7, 2018 meeting were considered and approved.
- 3) Action Items:
 - a) Action items from the November 15, 2018 Graduate Council meeting were considered as follows:
 - Add MBA 5341 Quantitative Analytical Methods as an option to the required courses for the Graduate Certificate in Data Analytics;
 - Add new course MAT 6388 STEM Methods for the Secondary Classroom;
 - Add new course MAT 6342 Advanced Strategies in the Secondary Classroom;
 - Remove MAT 5390 Practicum from the MAT Elementary track, reducing the total credit hours from 39 to 36;
 - Remove MAT 5390 Practicum from the MAT Middle Level track, reducing the total credit hours from 39 to 36. Add MAT 6342 as an optional required course; and
 - Remove MAT 5390 Practicum from the MAT Secondary Level track, reducing the total credit hours from 39 to 36. Add the following options to the requirement for the secondary track:
 - MAT 6342 Advanced Strategies for the Secondary Classroom; and
 - MAT 6388 Secondary STEM Methods.

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

- b) Action items from the November 20, 2018 Undergraduate Council meeting were considered as follows:
 - From the department of Family and Consumers Sciences, three new courses: FACS 4317 Advanced Personal & Family Finance, NUTR 1100 Introduction to the Dietetics Profession, and NUTR 3371 Nutrition Counseling;
 - From the department of Film, Theatre & Creative Writing to add existing courses to the UCA Core: CRWR 3320, 3321, 3325, 3330, 3335, 3372, 3373, 3331;

- From the department of Sociology, Criminology & Anthropology for new course ANTH 3370 Food and Culture;
- From the department of Sociology, Criminology & Anthropology for three new courses: CRIM 3361 Criminal Courts, CRIM 4375 White Collar Crime, and CRIM 4385 Global Crime;
- From the department of Computer Science/Data Science for new course CSCI 4491 Applied Data Science;
- From the School of Nursing for new course NURS 3V20 Standardized Participants in Simulation; and
- From the department of Sociology, Criminology & Anthropology for new course SOC 4315 Women across Cultures.

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

4) Discussion Items:

- a) Due to the addition of a separate ceremony for graduate programs, faculty attendance at commencement is a decision that should be made within each college.
- b) In the past, university statements were routed through the University Marketing and Communications department. These should now be directed to Amanda Hoelzeman in the President's Office.
- c) P. Poulter led a discussion about faculty workload and the Workload Taskforce. The Council discussed what factors should be considered when drafting language about workload.
- d) P. Poulter discussed ways that international students can take one or more classes while in the ESL Pathway Program which is administered by the Intensive English Program. Additional details will be emailed to the Council.
- e) Non-classified staff salary analysis documents will be emailed to supervisors today. Please return the completed spreadsheets to P. Poulter and Alicia Crow by Monday, December 10. A question and answer session will be held on December 3 where Graham Gillis and Amber Hall will discuss the process for completing the spreadsheets.
- f) The Summer Camps Working Group has been meeting to make the process more uniform when hosting a camp. The new process will provide a written protocol document that outlines the processes for training, obtaining background checks, booking locations through EMS, ordering meals, and what forms to use. The program will be piloted by Athletics.

- g) P. Poulter discussed phased retirement with the Council. The length of time approved for phased retirement needs to consider the needs of the department.
- h) P. Poulter will be out of the office while traveling to China with International Engagement. She will return Tuesday, December 11.

5) Important Dates:

- a) The next Council of Deans meeting will be December 12 at 9:00 a.m.

The meeting adjourned at 11:10 a.m.