

**Council of Deans
February 6, 2019**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, February 6, 2019. Provost Patricia Poulter presided and the following members were present: Jonathan Glenn, Michael Hargis, Jimmy Ishee, Victoria Groves-Scott, Patricia Smith, Kurt Boniecki, Thomas Williams, Terry Wright, and Stephen Addison.

1. The minutes from the January 9, 2019 meeting were considered and approved.
2. Action Items:
 - a. Action items from the January 22, 2019 Undergraduate Council meeting were considered as follows:
 - From the School of Communication/Public Relations, add new courses PRLS 3103 Public Relations Applications: Professional Skills, PRLS 3105 Public Relations Applications: Photography, and PRLS 3107 Public Relations Applications: Portfolio;
 - From the School of Communication/Public Relations, add new course PRLS 3315 Applied Research Methods in Public Relations;
 - From the Department of Film, Theatre, and Creative Writing, add new course CRWR 4310 Visiting Writer Workshop;
 - From the department of Film, Theatre, and Creative Writing, add new course CRWR 4372 Novel Revision Workshop;
 - From the Office of the Provost, amend the Senior College Requirement for graduation by removing the restriction from the Undergraduate Bulletin;
 - From the Department of Accounting, change ACCT 3382 to variable credit course ACCT 3V82 and ACCT 4382 to variable credit course ACCT 4V82;
 - From the Department of History/Southern and Arkansas Studies Minor, replace required course PSCI 2340 with PSCI 3336 Local Government and Politics;
 - From the Department of History/Asian Studies Minor, add WRTG 4320 to the list of course electives;
 - From the Department of Family and Consumer Sciences, add FACS 4316 to the UCA Core as a designated course in Diversity;
 - From the Department of Management Information Systems:
 - Change course title, prefix and level for QMTH 3325 Data Analytics to MIS 4325 Predictive Analytics;
 - Change the required prerequisite for MIS 4339 from CSCI 2320 to CSCI 3381;

- Change the required prerequisite for MIS 4355 to “senior status and one of the following courses: MIS 3321, CSEC 3320 or MATH 3311”;
- Change the requirements of the Telecommunications and Computer Networking Concentration in the MIS major by adding MIS 4364 and removing MIS 3301, 3335, 3339, and 3362, and to rename the concentration to Network and System Administration; and
- From the Department of Student Transitions, add new courses ACAD 1101 Educational and Career Explorations for the Undecided and ACAD 3101 Career and Life Planning Across the Lifespan.

A motion to approve was made and seconded. After discussion, the Council voted to approve all action items.

3. Discussion Items:

- a. P. Poulter will be meeting with Mark Heffington on Friday to discuss, among other items, the creation of a UCA announcement system. The system would allow any UCA employee to submit news items to add to the list of upcoming events.
 - b. J. Glenn discussed alternative benchmark proposals for faculty salary review. Currently, CUPA information is used as the benchmark. He provided a handout with updated language that will be used on future review documents. Discussion followed.
 - c. V. Groves-Scott discussed how internship hours can affect the Arkansas Challenge Grant. Discussion followed.
 - d. The Council reviewed the proposed changes to the Council of Deans language in the Faculty Handbook.
 - e. The Council discussed the Faculty Handbook Committee’s suggestion to add a chair or director representative to their committee.
 - f. The Council discussed the Research and Creative Activity Week. There will not be a formal week for this in the current academic year. It is important to honor undergraduate, graduate and faculty research. While it is understood that the schedules for these activities will vary by college, the planned activities for each college should be on a recurring annual schedule. Some colleges may want to partner their events.
- P. Poulter would like to have a day in the fall to acknowledge the research and creative work completed by faculty and staff. The deans will work together to

plan what these activities will look like with the intent to begin this in the 2019/2020 academic year.

- g. The Faculty Workload Committee membership has been set. The committee will meet twice per month with one face-to-face meeting and one virtual meeting. The goals for the committee are to create a list of operating principles, have a constant sharing of information, and create a workload document that will be ready for campus comment in the fall. A list of committee members will be shared with the deans.
- h. P. Poulter thanked the deans for hosting her in the meetings with their faculty members. The meetings have been positive and enjoyable.
- i. Beginning with the February meeting, P. Poulter will be providing an Academic Affairs update at each Board of Trustees meeting.
- j. V. Groves-Scott provided the Council with a handout of the academic map that the College of Education created for the Master of Arts in Teaching program. Discussion followed.

4. Important Dates:

- a. The next Council of Deans meeting will be March 6 at 9:00 a.m.
- b. The Board of Trustees meeting will be February 15 at 10:30 a.m. in the Board Room.

The meeting adjourned at 10:40 a.m.