

University of Central Arkansas
Council of Deans
April 1, 2020 at 9:00 a.m.
Zoom Meeting

MINUTES

The Council of Deans met in regular session at 9:00 a.m. on April 1, 2020, via Zoom. Provost Patricia Poulter presided and the following members were present: Jonathan Glenn, Michael Hargis, Jimmy Ishee, Victoria Groves-Scott, Patricia Smith, Kurt Boniecki, Angela Barlow, Thomas Williams and Stephen Addison. Guests, Kevin Thomas and Lori Hudspeth were also present.

Action Items

1. March 20, 2020 Graduate Council action items were approved.
 - a. MSE in Reading – remove passing Praxis as a graduation requirement
 - b. MSE in Reading – add letter from principal/superintendent as admission requirement
 - c. Nursing – Inactivation of the Post-Master’s Certificate (PMC) for Clinical Nurse Leader
 - d. Nursing (DNP) – Change credit value for NURS 7V15: DNP Clinical Internship from 1 – 2 hours to 1 – 4 hours; clarify the hours of fieldwork associated with the course
 - e. MBA – Change MIS 5325: Predictive Analytics to MIS 6325
 - f. MBA (Information Management Concentration) – Add MIS 6325 and 6335 to electives
2. Minutes from the March 11, 2020, COD meeting were approved.
3. Minutes from the March 18, 2020, COD meeting were approved.

Discussion Items

1. College updates
 - a. Each Council member provided an update on their respective college/area.
2. Enrollment management and summer orientation – K. Thomas
 - a. Notification will be sent to admitted students regarding face-to-face orientation being converted to an online format. Currently, 475 students have already registered for orientation. They will receive a refund, although not immediately. Attendees of the virtual orientation will receive approximately 45 minutes of information from various offices, programs and leaders within the University. This content is still being crafted. Following orientation, students will be sent information on scheduling an advising appointment.
 - b. My Majors information will be sent to admitted students in a few weeks.
 - c. Since the finalization of Meta-Majors details are still underway, information regarding Meta-Majors will be limited in admissions and recruitment messaging for the time being.
 - d. An enrollment report was shared. Currently, we are up 514 students. From this time last year, we are also seeing increases in transfer students as well as both undergraduate and graduate students.
 - e. Credit hours are up and are at 6700 for fall semester.
 - f. Summer school registration is currently at 1173 students. Efforts will be made to connect with current freshman students who previously applied to UCA but chose to go elsewhere this school year.

- g. Federal work-study students will be receiving pay to cover their remaining pay periods for the semester.
 - h. The Registrar's office is down two people right now.
 - i. Admissions is focusing on increased communications with parents right now.
3. Processing campus forms not yet online (budget adjustments for departments and grants, pre-award spending, other grant forms, keys, student forms) - L. Hudspeth
 - a. We will continue to submit, review, and approve forms electronically as much as possible. Please use the summer PAF documents that were sent out on March 27. The Provost's office will have staff present in the office for several hours each day.
 - b. Out of 63 laptops, we have given out all but four for faculty and staff to use while working from home.
 4. OSS feedback from students K. Boniecki –
 - a. Three online course issues, identified from student/peer coach interactions, were discussed. The three areas of concerns include: access to computers and internet, and some computers not supporting certain software programs being used by faculty; volume of emails being sent from faculty to students; and class meeting and testing times. Deans were encouraged to discuss these concerns with department chairs.
 5. Summer school – P. Poulter
 - a. Preparation is underway for summer school to be held online this year. Discussion followed.
 6. ROI and hiring – P. Poulter
 - a. We are not yet in a freeze. We should continue to do what we've been doing for ROI. Faculty should be teaching full loads and we should continue analyzing our budget for part-time faculty.
 7. Korn Ferry Special Message: Mission First, People Always – P. Poulter
 - a. Discussion ensued about the points from this communication and how to best apply to our current situation.
 8. P. Poulter provided updates:
 - a. 452 students remain on campus, and many of those are international students who aren't able to go home.
 - b. The form for tenure-track faculty to extend their probationary period has been distributed.
 - c. Due to the COVID-19 crisis, we anticipate financial adjustments with regard to state budgets, housing and dining refunds/credits, and overall revenue loss. M&O projects, unless funded by the Foundation, are now on hold.
 - d. Our plans to make salary adjustments for classified staff are moving forward as planned.
 - e. We are down to a skeleton crew for the cleaning of buildings.
 - f. Currently six staff are still taking care of the campus grounds.
 - g. Construction is continuing as planned, although, building improvements like painting, etc. are on hold for now.

Important Dates

1. April 7: CHBS Dean candidate presentation via Zoom
2. April 8: COD meeting
3. April 8: COD meeting with CHBS Dean candidate