

UCA Council of Deans
January 29, 2020

Minutes

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, January 29, 2020. 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.

Welcome:

1. P. Poulter provided an update regarding university travel and campus-wide communication as related to the coronavirus outbreak.

Action Items:

1. The minutes from the January 15, 2020, COD meeting were considered and approved.
2. All action items from the January 16, 2020, Graduate Council meeting were considered and approved as follows:
 - a. New course: NUTR 5V20 Dietetic Internship Practicum (online)
 - b. MS Nutrition – change in admission requirement to include supervised practice program option
 - c. MBA 6382 – change in credit hours to variable credit – MBA 6V82
 - d. MAT Teaching, Middle Level Track – add MAT 6388 as additional option
 - e. MS Library Media and Information Technologies – reduce total number of hours from 36 to 30; remove ITEC 6340 and ITEC 6368 as required courses
 - f. MS Athletic Training
 - i. Delete and add prerequisite courses
 1. New course: ATTR 5101 Clinical Development in Athletic Training I
 2. New course: ATTR 5102 Clinical Development in Athletic Training II
 3. ATTR 6304 – change in credit hours to 4 hours – ATTR 6404
 4. ATTR 6305 – change in credit hours to 4 hours – ATTR 6405
 5. Remove EXSS 6316 and EXSS 5332
 6. Increased required hours for EXSS 6V08 (1 to 3)
 - ii. Changes to Program Admissions Criteria
 - iii. Changes to Program Progression (retention)
 - iv. Changes to Retention

Discussion:

1. J. Glenn provided an update on feedback received from most department chairs regarding usage of Digital Measures. All but one of the respondents reported use of the system for faculty evaluation purposes. Discussion followed about how the colleges specifically use the system, as well as ways they have been able to customize it for accreditation, reporting and budgeting purposes. J. Glenn encouraged users to report frustrations and difficulties so those issues can be addressed. Deans will be copied on forthcoming communication to chairs about the expectation to continue using the system.

2. P. Smith noted that the summer school working group will meet soon. Several reports are being generated so that data can be used for various decisions. P. Poulter shared her goals for the committee: summer offerings serve students' programmatic needs, the program generates revenue, there is a uniform marketing plan in place, and the program is beneficial for transient students.
3. V. Groves-Scott shared of a productive AOID meeting that was held on January 24, 2020. The group is currently crafting language to add to the faculty handbook pertaining to guidelines for instructional duties.
4. P. Poulter discussed the expectations for ROI spreadsheet submissions from each college/program. Spreadsheets are due to Lori on February 18, 2020. She reminded the group that we are essentially working on two budgets at once. Campus leadership will begin work on the 2022 budget in October 2020. In fall 2020, the new finance software will be in place. Finance staff are willing to meet with anyone to answer questions and assisting with planning.
5. P. Poulter reminded the group about the first ROI session on January 30, 2020. She shared that a handout will be provided at each session, highlighting key takeaways. The handout will also be posted on the ROI website.
6. P. Poulter complemented the position justifications that have been submitted. She encouraged the group to continue providing data and numbers to support the requests.
7. P. Poulter discussed the reporting of student semester credit hours and creation of dashboards to facilitate access by chairs and directors on an ongoing basis.
8. P. Poulter shared that she will be meeting with the SGA Executive Board and Fee Committee on February 13, 2020, to review proposed course and lab fees. She requested the final version of each request, along with narratives of discussions with stakeholders, one week prior to meeting.
9. P. Poulter reported concerns related to the abuse of x-grades. The creation of an approval form was discussed.
10. K. Boniecki shared that he is working to obtain a report of registration hold categories and how many of those are actively being used. Gathering stakeholders to discuss how holds impact student success and if there are other ways to get students to take action, rather than defaulting to a hold, was also discussed. K. Boniecki also shared that Dr. Kevin Thomas is working with EAB to determine the appropriate financial threshold for a hold.

Important Dates:

1. February 12: Next COD meeting
2. February 13: Meeting with SGA Executive Board to discuss student fees at 1:40 pm in Wingo 315
3. February 14: Faculty Excellence Award nominations due
4. February 20: ADHE Performance Funding Formula presentation, from 11:15-1:30 (lunch served)
5. February 21: Board of Trustees meeting
6. February 10-21: Progress reports through the GradesFirst system will be open for faculty input. Faculty will be asked to report on all students with fewer than 45 hours at UCA, student athletes, and students on academic alert, probation or in UCAN.
7. Spring 2021 Sabbatical Leave Proposal Submission Timeline:
 - a. February 7: To Department Chair
 - b. February 14: To College Dean
 - c. February 21: To Associate Provost for Instructional Support
 - d. February 27: To SAB Members
 - e. March 21: SAB Committee Meeting (X-period)
 - f. March 20: To Provost

8. April 9: Retiree reception, 1:00-2:30 pm, in the Student Center Ballroom