

University of Central Arkansas
Council of Deans
June 10, 2020, 9:00 a.m.
Zoom Meeting

The Council of Deans met in regular session at 9:00 a.m. on June 10, 2020 via Zoom. Provost Patricia Poulter presided and the following members were present: Stephen Addison, Angela Barlow, Kurt Boneicki, Jonathan Glenn, Victoria Groves-Scott, Michael Hargis, Jimmy Ishee, Nancy Reese, Gayle Seymour, Patricia Smith. Guests: Trevor Seifert, Gary Bunn, Amy Hawkins

1. Action Items

- a. Minutes from June 3, 2020 were tabled for approval until the June 17, 2020 meeting.

2. Discussion Items

a. Trevor Seifert, UCA Chief Information Officer

- i. Laptop Initiative: UCA is purchasing 300 laptops to be distributed to students in association with the CARES Act. The Foundation will purchase an additional 50 laptops. UCA is looking into sustaining this initiative through the Foundation. Laptops will be provided to first time incoming freshmen who can, through an application process, demonstrate financial hardship as a barrier to purchasing their own laptop. The same committee vetting the CARES Act grants will likely be charged with this process. Ownership of the laptop will be transferred to the student.
- ii. Zoom University License: UCA is submitting a request to purchase 1,000 educational licenses. IT will have a portal request form that will be in place in early July. Zoom is not HIPPA compliant. Health Services will continue to use TeleHealth.
- iii. DocuSign: UCA has purchased 1,000 envelopes that will focus on purchasing and human resources forms. Purchasing will be responsible for implementation and maintenance.

b. College Webcam Needs

- i. Purchasing will be making a bulk purchase of webcams for the university. Members were asked to identify faculty and staff workstation computers without webcam capabilities and submit their numbers, including type of machine, no later than Friday, June 19.

c. Coordination of College and Departmental Plans: Jonathan Glenn and Kurt Boneicki

- i. The PPE group is coordinating with each college to plan for instructional spaces. The College of Business has a working draft that will be shared with deans as a template. This information will be shared on the UCA Covid-19 website. Gayle Seymour stated that a Google form with Jonathan

Glenn's questions will be shared with deans. Provost Poulter stated the goal is to have this information published by July 15.

- d. Update from Higher Education Working Group
 - i. The group met Thursday, June 4, 2020. There are no restrictions beyond the current CDC guidelines. The Arkansas Department of Higher Education's goal is to avoid a full shutdown if at all possible. An email will be sent regarding the opening of campus. Students under quarantine will be housed in Carmichael Hall. Incoming international students and athletes will be housed in Short/Denny Hall. There will be isolation rooms available off campus. Student Health Services will make testing sites available on campus and is developing a contract for students going into quarantine or isolation.
 - e. A/B Scheduling and Playbook Approach: Gary Bunn and Amy Hawkins
 - i. Dr. Bunn and Dr. Hawkins shared the current work being conducted on A/B scheduling and shared their uncertainties, questions, and current needs. Members discussed hybrid options and the importance to give students the college experience. High priority needs are capacity information and the availability of technology.
 - f. Items Tabled for Future Meeting
 - i. Identification of Major Initiatives for AY20-21
 1. Instructional and campus continuity
 2. Diversity, equity and inclusion
 3. Assignment of instructional duties – need to finalize
 4. Ba-BS discussions and decisions continuing
 5. Meta-Majors continuing
 6. Grade forgiveness reform
 7. Standard 21-hour second major
 8. Proposed language changes in admission policy
3. Important Dates
- a. June 17, 2020: COD 9:00 a.m. – 11:00 a.m.