

Council of Deans
January 10, 2013

The Council of Deans met in regular session at 8:30 a.m., Thursday, January 10, 2013. Steve Runge presided, and the following members were present: Laura Young, Jonathan Glenn, Kurt Boniecki, Elaine McNiece, Mike Casey, Diana Pounder, Neil Hattlestad, and Maurice Lee. Ginny Adams represented Steve Addison and Jeff Young represented Rollin Potter.

Runge reported that the General Education Recommendation passed the General Education Council. Casey made a motion to approve, and Hattlestad seconded. Glenn explained the difference between course assessment and program assessment. Runge has created a timeline with benchmarks that must be completed in time for fall scheduling. Academic advisors will be asked to encourage students to take the new program, although they can choose the old program if they came in under an older catalog. There will be a multi-year period where the old program will need to be available. Following discussion, the motion was approved unanimously. Hattlestad pointed out that this is an historic event.

Boniecki shared a report from Patty Phelps which outlined action steps to help departments develop their own peer review.

Runge shared information regarding the Faculty Handbook Retreat. He said they are making good progress toward the handbook revision and plan to have it ready for the May Board of Trustees meeting.

Boniecki discussed membership of a Strategic Planning Committee taskforce he has been asked to chair.

Casey shared a discrepancy in the number of hours for associate degree transfer. Discussion followed.

Glenn distributed a timeline for the Undergraduate and Graduate Bulletins, which will be issued annually.

Announcements

Runge: (1) reminded deans to develop a list of replacements by May 1 and submit requests for Fall 2013 by April 1 including conversions that will be converted at the same salary rate; (2) mentioned the open application period for Foundation Scholarships for new and continuing students; (3) announced the summer schedule is available; (4) charged deans to reviewing the budget packets for the remainder of this year and plan for next year and send to Young by January 25; (5) stated that he has proposed a handbook revision for Chapter 3 to align the P&T and Advancement dates and to change the date when the application portfolios are due to the provost from December 15 to January 15.

Dean Reports

Casey announced a fundraiser on April 9 sponsored by Centennial Bank. Shared information about an initiative that the U of A is proposing.

Boniecki stated we will have a webinar on January 22 on MOOCs to explore the potential implications for UCA. Runge mentioned we may want to offer courses to high school seniors that may be especially good for recruiting purposes.

Young (1) informed the deans that graduation banners will be replaced; (2) said that Kristy Carter will be meeting with each dean to help with marketing efforts; (3) announced that Jane Ann Williams and Casey are working on a MBA agreement with Chinese students; (4) stated that Jane Ann and Michael Rubach are going to India in June to recruit.

The meeting adjourned at 10:45 am

cd/sm

**Council of Deans
January 23, 2013**

The Council of Deans met in regular session at 9:30 am, Wednesday, January 23, 2013. Laura Young presided, and the following members were present: Steve Addison, Kurt Boniecki, Mike Casey, Jonathan Glenn, Neil Hattlestad, Elaine McNiece, Maurice Lee, Rollin Potter, and Diana Pounder. Steve Runge was absent. Wendy Castro joined the meeting at 10:30.

Dustin Summey and Kristy Carter were present to discuss marketing for on-line course options. Summey distributed information he gathered from researching various marketing options and online support for course delivery and development. Discussion followed. Carter indicated that Outreach is working on marketing initiatives to gauge student interest in on line courses. The guests left at 10:15.

McNiece presented the Graduate Council minutes of January 17. Glenn pointed out that online programs will go to the Board of Trustees, Arkansas Department of Higher Education, and the Arkansas Department of Education for licensure. The COD endorsed the minutes without exception.

Hattlestad distributed information on the National Conference of Academic Deans. Need to consider a replacement for him since UCA has kept it going for 13 years. Department chairs are eligible especially if they aspire to deanship.

Young reminded the deans of the timeline for UCA Core implementation. Discussion was held regarding grandfathered and expedited courses along with first year seminar courses. Young stated that there will be an internal search for a new Director of the UCA Core (general education).

Announcements

Young: (1) announced that Senator Jason Rapert will be on campus Friday at 1pm; (2) reminded all of the Campus Talk at X period January 29; and (3) asked deans to send information to Shelley Mehl for a Foundation email blast.

Deans Reports

Glenn said that Jane Andis is coordinating the implementation of DegreeWorks. He also indicated that there may be changes to senior college requirement for two year schools since transfer articulation agreements may require other than 60 hours for an associate degree.

Lee shared the names of candidates who will be interviewed for the CHBS Deanship. He also reported that AP students from Conway, Greenbrier, and other schools will meet on campus this spring as they did last fall.

Potter mentioned the need for a stronger Arkansas Deans Association.

Addison (1) reported that UCA has signed a contract with NMSI; (2) announced that several UCA STEM students' posters will be presented at the Capitol on February 6; (3) reported that the COB Deanship search committee interviewed 9 candidates via Skype.

Castro announced the Academic Assessment Committee will go live soon with the assessment handbook.

The meeting adjourned at 11:35 am.

cd/sm

Council of Deans
February 20, 2013

The Council of Deans met in regular session at 9:00 am, Wednesday, February 20, 2013. Steve Runge presided, and the following members were present: Steve Addison, Kurt Boniecki, Mike Casey, Jonathan Glenn, Neil Hattlestad, Elaine McNiece, Maurice Lee, Rollin Potter, and Diana Pounder. Laura Young was absent. Wendy Lucas Castro joined the council as Director of Assessment.

Collin Stanton, Director of Student Orientation, was present to discuss Welcome Week planning for next fall. Discussion was held regarding different forms of academic programming for incoming freshmen.

McNiece shared ideas for the creation of a new Recognized Student Organization for student research. Discussion followed.

McNiece reported on a recent meeting to discuss X grade concerns for students who are working on dissertations and are in classes for a longer period than one semester. She indicated that there is a need for a grade designation for students who are making progress. Following lengthy discussion, McNiece moved that a grade of IP (In Progress) be created for students in dissertation courses. Casey seconded the motion. Glenn offered a friendly amendment that the IP be vetted through the Registrar's Office to make sure the grade fits the system. Motion with friendly amendment was called and passed unanimously.

Boniecki discussed a Prior Learning Assessment (PLA) workshop he attended and how we could use it to confer credit. The Complete College America grant provides a coach for various parts of the grant, and she has offered to come to campus to give a workshop on PLA. Discussion followed.

Boniecki said that the General Education Council approved the last of the expedited proposals and those that were grandfathered. He moved to approve, Casey seconded. The motion passed unanimously.

Hattlestad shared the HLC monitoring report scorecard. He explained what we should expect when the team comes in November.

Provost's Announcements

Dean candidate Charlotte Royeen and her husband are driving in to interview (Dean of the College of Health and Behavioral Sciences). We will meet two or three times during their visit.

Make sure those who reserve a table for Bear Facts Day show up.

Mrs. Kay Hinkle is the Board Trustee who will visit Academic Affairs this year. We will have several meetings with her to share the complexities of this division.

Reminded the council of Faculty Excellence Awards and urged deans to nominate outstanding faculty in their colleges.

A discussion of AVID was held on Monday. Glenn will send three acceptable versions for faculty and staff to use.

The Board will meet Friday at 10:00 with a goal to be completed by noon.

Shared concern that the reduction in the amount of lottery scholarships and changes in challenge scholarships could affect the freshman class.

Emphasized how important Information Nights will be with regard to recruiting.

Dean Reports

Glenn: reported that Degree Works training is underway; informed all of the notifications going to the board on Friday and then to ADHE; will attend a meeting regarding a grant to study reverse transfer; reported that reorganization of the Undergraduate Bulletin has taken place and that Suzanne Massey will take care of on-going maintenance.

Lee: reported that the diversity committee has made its recommendation to the president; stated that the CHBS dean search committee has completed its work and expressed hope that the search will be successful.

Pounder announced that a COE faculty member is one of very few to be selected for the Gates recognition of teachers who use technology in teaching.

Boniecki reported that Digital Measures is up and running. It is under myUCA on the myWork tab.

McNiece said that she will send student research guidelines out this afternoon.

Hattlestad reported that John Murphy, a professor of psychology, appeared on Fox 16. Dr. Murphy has published a book and is seen as an expert.

Potter shared information about several authors who will be coming to campus over the semester.

Castro: is working with Berdie Eubank on Bear Book; the academic assessment committee has created handbook; a template for assessment has been developed and will be built into Digital Measures; stated that seniors would not be given the proficiency profile test this semester.

Runge asked deans to start thinking about capital requests and priorities in their colleges.

The meeting adjourned at 11:30.

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Council of Deans

March 6, 2013

The Council of Deans met in regular session at 9:00 am, Wednesday, March 6, 2013. Steve Runge presided and the following members were present: Jonathan Glenn, Kurt Boniecki, Elaine McNiece, Mike Casey, Diana Pounder, Neil Hattlestad, Maurice Lee, Steve Addison, Rollin Potter and Laura Young.

Guests: Wendy Castro and Amber Hall

Amber Hall presented reports on KPIs and Peer and Aspirant Institutions. Discussion followed. Runge asked Hall to flip the degrees awarded portion on the report to the top and move NSSE scores to the bottom of the report. Runge asked everyone to send comments or concerns to Amber before the next council meeting so it may be presented to the Executive Staff.

McNiece distributed minutes from the February 21st Graduate Council meeting. McNiece moved to recommend approval of new course H ED 6354 Issues & Research in Women's Health. Hattlestad seconded the motion. Motion passed unanimously. McNiece moved to recommend approval of replacement of the Middle Level track with the Teacher Leadership track in the Advanced Studies in Teacher Leasership (ASTL) MSE degree and changes in the Graduate Bulletin description for ASTL. Pounder seconded the motion. Motion passed unanimously. McNiece reminded everyone to submit program requests as soon as possible since the Graduate Council will have just two more meetings this year. McNiece also distributed minutes from the February 26th University Research Council meeting.

Boniecki distributed minutes from the February 19th Undergraduate Council meeting. Boniecki moved to recommend approval of six STEM Education new minor courses. Addison seconded the motion. Motion passed unanimously. Boniecki moved to recommend approval of the College of Liberal Arts revision of the residency requirement for the AA in General Studies degree and align to new UCA Core. Lee seconded the motion. Motion passed unanimously. Boniecki moved to recommend approval of the Mass Communication and Theater's three requests. Potter seconded the motion. Motion passed unanimously. Boniecki moved to recommend approval of the Physics Department curriculum changes to update the Core required for all tracks in the Physics B.S. program along with alignment to each of the tracks to accommodate the changes in the Core. Addison seconded the motion. Discussion followed. Motion passed unanimously.

Castro announced there will not be any EAR reports .

Announcements

Runge announced (1) annual report deadlines: July 15, 2013 due from departments. August 15, 2013 due from Colleges. The term of the reports is January 1, 2012 through June 30, 2013. Each Dean will need to collect college level data and make a report, not just a compilation or summary of the department reports (2) send articulation agreements to Kurt (3) Deans need to meet with their counterparts at Pulaski Technical College (4) COB is looking to partner with Falcon Jet to develop an

Executive Trainer program (5) there are still some degree programs above the 120 hour cap – those need to get adjusted to CORE – we have until June 30, 2014 to finalize (6) Faculty Senate chose not to endorse the Diversity Advisory Committee report to the President. They will generate their own report. Send your feedback to our representative - Dean Lee (7) meeting today with Gail McClure from ASTA to look at Science and Technology Plans for Arkansas (8) COB Dean Search is finished and will meet with chairs and advisory board members to gather recommendations.

Dean Reports

Glenn announced he is serving on the state board to develop statewide reverse transfer agreements with 2 year schools – moving to 18 instead of 24 credits. Some discussion about moving remediation to two year schools – this would hurt freshmen enrollment, but would help the retention rate.

Boniecki requested names of faculty interested in working with MOOCs. We are also looking at “i Tunes U” which has a very powerful course delivery – and its free.

McNiece mentioned errors in material for some online courses – those need to be corrected and aligned with the Undergraduate Bulletin. The URC has awarded 8 summer stipends. Requests for student research must be submitted before spring break. Sponsored Programs made a few revisions to their administrative policies (1) Effort Certification and minimum effort requirements (2) no cost extension for sponsored grants and contracts (3) Sponsored project closeout (4) voluntary summer effort contributions by faculty to meet mandatory cost sharing requirements and (5) additional compensation from external grants and contracts.

Potter thanked those involved with the Statewide Spelling Bee – he will offer those same dates for next year’s Bee competition.

Young announced the recent hire of Clay Eubank as Associate Registrar. Also, plans to have a “live streaming” of commencement exercises.

Runge asked everyone to be on the lookout for summer school schedules. Also, working on a comprehensive analysis of faculty workloads.

Meeting adjourned at 11:50 am

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Council of Deans
April 3, 2013

The Council of Deans met in regular session at 9:00 am, Wednesday, April 3, 2013. Steve Runge presided and the following members were present: Jonathan Glenn, Kurt Boniecki, Elaine McNiece, Mike Casey, Diana Pounder, Wendy Castro, Neil Hattlestad, Maurice Lee, Steve Addison, Rollin Potter and Laura Young.

Guests: Ron Patterson, Peter Mehl and Diane Newton

Patterson distributed (1) a handout on Admissions recruiting efforts and (2) information for the upcoming Bear Necessities Day for high school juniors on April 6, 2013. Discussion followed. Deans suggested it would be helpful to track the students who attend Bear Facts Day throughout the entire matriculation process. Deans also suggested collecting feedback from those students who attend Information Nights, but do not apply. Runge asked Patterson to meet with Wendy Castro.

Mehl provided an update and distributed handouts on the Service-Learning Faculty Fellows Program. This pilot program will need to be funded by the college. Mehl asked the Deans to submit applications by April 19. Discussion followed.

Newton distributed the Financial Scorecard and explained how the budget reflects the strategic plan. Deans will have to provide data from their college – be sure to include grants and any other financial resources, not just state funds. Newton, Young and Castro will develop a template for the Deans. Discussion followed.

Motion was made by McNiece to approve the minutes of the March 6, 2013 COD meeting. Hattlestad seconded the motion. Minutes were approved as circulated.

McNiece distributed minutes from the March 14, 2013 Graduate Council meeting. McNiece moved to recommend approval of two new course proposals after revisions were made at the subcommittee's request for FILM 6363 and FILM 6326. Potter seconded the motion. Motion passed unanimously. McNiece moved to recommend approval of changes in credit hour values for two courses in Occupational Therapy (from 4 hours to 3 hours in OTHY 6401 and from 4 hours to 5 hours in OTHY 6403). Hattlestad seconded the motion. Motion passed unanimously. McNiece also discussed use of the "IP/PR" grade designation with graduate courses. Discussion followed. Runge asked Boniecki to look at using this same grade for undergraduate courses.

Announcements

Runge (1) requested leadership nominations for NCAD (2) mentioned Board Budget Workshop this Friday – open to the deans and executive staff (3) shared most recent KPI report (4) announced final meeting this week for the Faculty Handbook Committee – chapters 6 & 8 have been combined to eliminate redundancy and to include hotlinks (5) announced HLC Annual Conference beginning Sunday

in Chicago – Glenn & Castro also attending (6) announced Michael Hargis as new Interim COB Dean effective July 1, 2013 (7) mentioned Huckabee event this Tuesday which will raise money for an entrepreneurial professorship and (8) reminded deans of luncheon on April 17 with Board of Trustee member Kay Hinkle.

Dean Reports

As a means of improving retention, Lee suggested required remediation in the summer preceding the freshman year. Currently, remedial students drop out after the fourth semester - something must be done to retain those students. Boniecki mentioned the CCA grant which enabled us to revamp remedial courses this year.

Glenn asked the deans to remind faculty of the required training that is being offered now if they expect to use Blackboard 9.1 this fall. Contact the IDC for more information.

McNiece announced her retirement as of June 30, 2013

Lee inquired how he can get names of minority alum for fund raising purposes.

Lee mentioned the loss of four faculty members. Discussion followed concerning policy on national faculty searches.

Hattlestad mentioned the need for a new department chair in Psychology since Art Gillaspay has been promoted to the Interim Dean.

Potter shared news of his recent recruiting trip to the UK with Jane Ann Williams.

Young distributed a draft of capital requests by college.

Castro shared news of a “workable” form for the exit /withdrawal survey and also asked for feedback on the rubrics from the General Education Council.

Meeting adjourned at noon.

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Council of Deans

April 17, 2013

The Council of Deans met in regular session at 9:00 am on Wednesday, April 17, 2013. Steve Runge presided and the following members were present: Jonathan Glenn, Kurt Boniecki, Elaine McNiece, Mike Casey, Diana Pounder, Wendy Castro, Neil Hattlestad, Maurice Lee, Steve Addison, Rollin Potter, Laura Young, Michael Hargis, and Art Gillaspy.

A motion was made by Pounder to approve the minutes of the April 3, 2013 COD meeting. Casey seconded the motion. Motion passed unanimously. Minutes were approved as circulated.

Minutes were distributed from the March 26, 2013, Undergraduate Council Meeting. Boniecki moved to recommend approval to change LING 4370 from an elective to one of three options in the required core. Potter seconded the motion. Motion passed unanimously. Boniecki moved to recommend approval to delete ENGL 3335 and SPCH 3303 from the list of electives in the major and minor in linguistics. Potter seconded the motion. Motion passed unanimously. Boniecki moved to recommend approval to change the CLEP rule for first year writing. Potter seconded the motion. Discussion followed. Glenn moved to table the item until further rationale is provided for the change. Casey seconded the motion. Motion to table the item passed unanimously. Boniecki moved to recommend eight courses to the list of electives in the major and minor in creative writing. Potter seconded the motion. Motion passed unanimously. Boniecki moved to recommend approval to substitute WLAN 4330 for MIST 4321 in the Teaching and Learning minor. Pounder seconded the motion. Motion passed unanimously. Boniecki moved to recommend approval of a new course CHIN 1111. Lee seconded the motion. Motion passed unanimously. Boniecki moved to recommend approval of a new course SPAN 4397. Lee seconded the motion. Motion passed unanimously. Boniecki moved to recommend approval of three new BIOL courses (Neuroethology, Extreme Organisms and Pathogenic Microbiology). Addison seconded the motion. Motion passed unanimously. Boniecki moved to recommend approval for a prerequisite change not increasing total hours for a major or minor. Addison seconded the motion. Motion passed unanimously.

Three curriculum change proposals were distributed from the General Education Council. Boniecki moved to recommend approval of a new course ENGL 1320. Lee seconded the motion. Motion passed unanimously. Boniecki moved to recommend approval of a new course SPCH 1xxx (Communication Culture and The Arts). Potter seconded the motion. Motion passed unanimously. Boniecki moved to recommend approval of a new course SPCH 1xxx (Communication and Civic Engagement). Potter seconded the motion. Motion passed unanimously.

Dean Reports

Young mentioned (1) plans for commencement on May 4, 2013. Marshals are asked to keep an eye out for inappropriate signs on clothing or robes and (2) notices will be out later this week regarding capital requests.

Lee announced the First Undergraduate Research Symposium for the CLA on April 25, 2013.

Pounder mentioned her continued efforts to streamline and simplify reporting at all levels.

Boniecki shared news regarding the lack of available funds from the IDC to support summer stipends for service learning development.

McNiece announced (1) all funds have been expended for student research and (2) Graduate Council meets tomorrow.

Hattlestad announced the Student Research Symposium for the CHBS on April 23, 2013.

Addison announced the Student Research Symposium for the CNSM on April 19, 2013.

Castro stated (1) we will pilot the General Education rubrics this fall and (2) assessment plans will need to go back to the college curriculum committees this fall.

Tim Atkinson and Kay Hinkle joined the meeting at 10:00 am

Runge distributed an organizational chart for Academic Affairs with a list of departments reporting to each Dean and Associate Provost. The meeting continued until 12:15 pm with each COD member briefly sharing updates on activities and recent events within their respective colleges and departments.

Highlights included:

- Logistics Program to begin in the COB
- \$5.5 mil in grants and sponsored programs received this academic year
- Collaboration with CHBS and Conway Regional to develop center for learning
- EPIC accomplishments and awards
- Counseling internships for Psychology students

Runge spoke about Study Abroad and International Students. We will focus our recruiting efforts on degree seeking International students instead of enrolling those students for just one semester of intensive English programs.

Runge announced the decision to move the Division of Enrollment Management under the direction and leadership of Academic Affairs. Runge distributed the current organizational chart for Enrollment Management and said more information on reporting lines would be forthcoming over the next few months. Runge stated the focus for UCA is on *building* enrollment rather than growing enrollment.

Kay Hinkle expressed her appreciation and gratitude for everyone's hard work and dedication to UCA.

The meeting adjourned at 12:15pm.

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Council of Deans

April 24, 2013

The Council of Deans met in regular session at 10:00 am on Wednesday, April 24, 2013. Steve Runge presided and following members were present: Jonathan Glenn, Laura Young, Steve Addison, Rollin Potter, Neil Hattlestad, Elaine McNiece, Kurt Boniecki, Diana Pounder, Maurice Lee, Michael Hargis, Art Gillaspay. Members absent: Mike Casey and Wendy Castro

Guest: Jane Ann Williams

Williams distributed materials on current Study Abroad programs. UCA has executed three MOUs with institutions in the United Kingdom and Argentina. Williams would like to develop more exchange programs to increase faculty and student involvement. Runge suggested she tie learning outcomes to specific programs of study.

A motion was made by McNiece to approve the minutes of the April 17, 2013 COD meeting. Pounder seconded the motion. Motion passed unanimously. Minutes were approved as amended by Boniecki.

Minutes were distributed from the April 16, 2013 Undergraduate Council Meeting. Boniecki moved for approval to change the Biology Department's AP credit policy. Credit will be awarded for BIOL 1440 for an AP score of 4 or above. Credit will be awarded for BIOL 1441 for an AP score of 5. Addison seconded the motion. Discussion followed. Glenn moved to table the item. Will UCA consider awarding credit for BIOL 1400 for an AP score of 3 or above? Potter seconded the motion. Motion passed unanimously to table the item. Boniecki moved for approval to change the credit hour value and to change the name of the following courses: (1) Math 4414 Integrated Mathematics and Science to Math 4314 Applications of Middle Level Mathematics (2) SCI 3420 to SCI 3320 and (3) SCI 4414 Concepts of Mathematics and Science to SCI 4314 Applications of Middle Level Science. Addison seconded the motion. Motion passed unanimously. Boniecki moved for approval of two new transfer courses CHIN 3398 Travel Seminar in China and CHIN 3340 Advanced Chinese Conversation Abroad. Lee seconded the motion. Motion passed unanimously. Boniecki moved for approval of six new NURS series courses (3101, 3130, 3230, 4101, 4140, 4240), two new online NURS supplementation courses (4250, 4255) and one NURS capstone course (4430). Hattlestad seconded the motion. Motion passed unanimously. Boniecki moved for approval of decreasing the nursing prerequisite courses to meet Act 747 – current requirement is 131, the new requirement will be 120. Hattlestad seconded the motion. Motion passed unanimously. Boniecki moved for approval of adding a provision to the description of the lower division UCA core in the Undergraduate Bulletin issue for AY 2013-2014. Hattlestad seconded the motion. Discussion followed. Motion passed unanimously with amended change to the description (insert "before entering UCA" after each '35-hour State Minimum Core curriculum').

Minutes were distributed from the April 18, 2013 Graduate Council meeting. McNiece moved for approval of a new course -with the condition of submitting a list of references- BIOL 5412 Organisms in Extreme Environments. Addison seconded the motion. Motion passed unanimously. McNiece moved

for approval of a new course SPAN 6397 Topics in Advanced Spanish Linguistics. Lee seconded the motion. Motion passed unanimously. McNiece moved for approval of three new MBA courses: MBA 5332 Investments, MBA 5376 Entrepreneurial and Small Business Finance and MBA 5345 Governance of Sustainable Organizations with the condition of rewording course learning objectives. Hargis seconded the motion. Motion passed unanimously. McNiece moved for approval of changes in program course requirements for School Psychology. Hattlestad seconded the motion. Motion passed unanimously. McNiece moved for approval to combine current programs in community counseling and counseling psychology into one program with new name Mental Health Counseling. Hattlestad seconded the motion. Motion passed unanimously. McNiece moved for approval of change in grading policy for the MS in Mental Health Counseling. Hattlestad seconded the motion. Motion passed unanimously. McNiece moved for approval to accept the Chinese National Postgraduate Entrance Exam to meet the admission requirement for the MBA program. Hargis seconded the motion. Discussion followed. Motion passed unanimously. McNiece moved for approval of a change in the Doctorate of Nursing Practice entrance requirement. Hattlestad seconded the motion. Motion passed unanimously. McNiece moved for approval to remove the admission requirement of undergraduate statistics course for the Doctorate of Nursing Practice. Hattlestad seconded the motion. Motion passed unanimously.

Hattlestad distributed the New Criteria for HLC Accreditation. Lee mentioned the new pathways for assessment reporting; however, we are locked into the standard pathway until 2017. Pounder stated we should focus on student outcomes – the COE has to complete 68 different assessments. Glenn pointed out the importance of assessment – it's good for UCA- we don't do it because it's required for HLC and we should do more than what is required, otherwise it's just mediocre. Runge requested this discussion wait until Castro can attend the next COD meeting.

Young issued copies of equity allocations by college.

Runge asked Boniecki to report back on the ACT scores for the Fall 2013 admits.

Announcements

Runge: (1) distributed a report on national salaries from CUPA-HR (2) mentioned the need to adopt a standard to use each year to determine equity adjustments – will need to factor in regression weights as we fix the inequities in salaries, the regression data will become stronger (3) mentioned Charlotte Strickland has developed an on-line training tool for student workers “BOLT” – Bears On Line Training (4) announced background checks rolling out for all new employees and summer camp staff that work with minors (5) announced a second video promotion contest headed up by the President's office – we need to get the word out to the students (6) mentioned the next COD meeting will be May 8, the retreat is May 13 & 14 at Mather Lodge (7) asked deans to develop a list of challenges and problems the university will face in the next five years (8) announced Night of Distinction this Saturday, Board Meeting May 3, Commencement May 4 (9) announced preparation of the RFP for the LSC engineering plan (10) announced the next visit from BOT Member Kay Hinkle is scheduled for June 12 and (11) announced the Revenue Stabilization Act is flat, the General Improvement Fund is issuing \$3.7 million to UCA as one time money only.

Dean Reports

Glenn mentioned the need to speak up 'institution to institution' when we receive notification on master's and doctorate programs being developed at other colleges and universities in Arkansas.

Lee distributed an article from the Chronicle on diversity. Announced the CLA end of year reception is tomorrow at the Conway Country Club. Also, the first annual CLA Undergraduate Research Symposium is tomorrow.

Boniecki mentioned the IDC Award reception today at 1:30 pm

Runge asked for McNiece's replacement on the SBAC. Pounder volunteered, Potter seconded the motion. Motion passed unanimously.

Addison shared news of using Google Hangouts to provide seminars and presentations to the campus. CNSM students have been able to hear speakers from NASA.

Young announced capital equipment requests would be issued later today.

Meeting adjourned at 11:45 am

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Council of Deans

May 8, 2013

The Council of Deans met in regular session at 9:00 am on Wednesday, May 8, 2013. Steve Runge presided and the following members were in session: Jonathan Glenn, Kurt Boniecki, Elaine McNiece, Diana Pounder, Wendy Castro, Neil Hattlestad, Maurice Lee, Steve Addison, Rollin Potter, Laura Young, Art Gillaspy, Gary McCullough. Ken Griffin represented Mike Casey and Michael Hargis.

A motion was made by Pounder to approve the minutes of the April 24, 2013 COD meeting. McNiece seconded the motion. Motion passed unanimously. Minutes were approved as amended by Young and McNiece.

Boniecki distributed CLEP scores from other 4 year institutions in Arkansas. The Undergraduate Council had recommended issuing six credit hours for CLEP scores of 50 for WRTG 1310 and 60 for WRTG 1310 and/or 1320. This item had been previously tabled by the Council of Deans. Glenn moved to remove the item from the table. McNiece seconded the motion. Motion passed unanimously. Boniecki moved for approval to change the CLEP rule for first year writing. Potter seconded the motion. Discussion followed. Motion passed, 13 in favor, 1 opposed. Runge asked Deans to re-evaluate the rationale for all existing CLEP scores from their colleges.

Runge issued a draft of the agenda for the Deans Retreat on May 13 & 14. Also issued were topics to discuss at future COD meetings. Runge mentioned that since KPIs for the university as a whole have been approved by the Board, it's time to start drilling down on KPIs at the college and department level.

Runge issued a proposed organizational chart for Academic Affairs which incorporates units from Enrollment Management. Discussion followed.

Pounder stated concerns about redundant report data requested from various constituencies both inside and outside the university. Pounder is concerned about the burden of adding more administrative tasks to an already exhausted faculty and staff. Discussion followed.

Announcements:

Runge announced: (1) beginning Fall 2013/Spring 2014, the \$750 Supplemental Challenge Scholarship for every entering freshman who also qualifies for the Arkansas Challenge Scholarship. The scholarship would be a one-time award, split in half for each semester (one cohort. one year only).

Dean Reports

Castro reminded Deans of the May 31st deadline for assessment plans.

Glenn mentioned his plans to attend the CCA GPS Policy Institute in June.

Pounder expressed the need for a more systematic method of replacing positions.

Hattlestad announced that the HLC report Team is writing a focused visit report that is due to the HLC on or before September 16, 2013. The length of the report is limited to 100 pages.

Potter announced that Amanda Holstead has been hired as the Director for Reynolds Performance Hall. The Reynolds Event Schedule for 2013-2014 was unveiled last night.

Addison announced Pulaski Tech's new "College Center" and the opportunity for UCA to offer classes on their campus. Deans suggested that we invite their students to the Undergraduate Research Symposiums next year.

Meeting adjourned 12:13 pm

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Council of Deans

May 29, 2013

The Council of Deans met in regular session at 9:00 am on Wednesday, May 29, 2013. Steve Runge presided and the following members were in session: Kurt Boniecki, Elaine McNiece, Diana Pounder, Wendy Castro, Neil Hattlestad, Maurice Lee, Steve Addison, Rollin Potter, Laura Young, Art Gillaspy, Gary McCullough, Mike Casey, Michael Hargis, Terry Wright.

A motion was made by McNiece to approve the minutes of the May 8, 2013 COD meeting. Potter seconded the motion. Motion passed unanimously. Minutes were approved as amended by Hattlestad and Runge.

Runge discussed an issue with courses that are being discounted and promoted as “on-line” but are not on the list approved by the Board of Trustees. The BOT resolution approved a fee structure for three types of courses: fully on-line, partially on-line and face-to-face. The HLC defines a fully on-line course as one that delivers at least 50% of its content through distance technology. Pounder pointed out that the discount was offered as an incentive to increase enrollment. McNiece stated the discount was necessary to simplify rates and at the same time, offer competitive rates for on-line courses. (The cost for one credit hour at ASU is \$246, at UCA it is \$240). Discussion followed.

Runge distributed a handout with banner codes for instructional methods. It is crucial that courses are coded correctly at the department level, otherwise incorrect fees are charged to students. Hargis asked that more training be provided to coordinators and secretaries.

Boniecki previously distributed via e-mail a template of an annual report and requested feedback on performance summary data by the end of the week. Discussion followed.

Runge stated that any requests for space allocation be completed by June 12.

Announcements:

Runge announced (1) the latest draft of the Enrollment Management Plan will be completed this week (2) after much review, position requests are still almost \$200k over budget (3) the next COD meeting is June 12 (4) the next visit with BOT member Kay Hinkle is scheduled for June 26. We will also need to schedule a visit with Shelia Vaught who was assigned to the Enrollment Management division and (5) progress on the Diversity Report – some concern over the number of faculty we have compared to ASU. Both institutions have about the same number of students, but UCA has about 200 more faculty members.

Dean Reports

Hattlestad mentioned the early bird deadline for the NCAD conference ends June 15, 2013

Castro announced the dates for 2013-2014 Bear Fact Days.

Meeting adjourned at 12:25 pm

Council of Deans

June 14, 2013

The Council of Deans met in regular session at 9:00 am on Friday, June 14, 2013. Steve Runge presided and the following members were in session: Kurt Boniecki, Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Gary McCullough, Neil Hattlestad, Terry Wright, Steve Addison, Laura Young, Wendy Lucas Castro, and Art Gillaspy.

A motion was made by McCullough to approve the minutes of the May 29, 2013 COD meeting. Lee seconded the motion. Motion passed unanimously. Minutes were approved as amended by Runge.

Boniecki moved to remove the Biology AP Policy, which was tabled at the April 24, 2013 COD meeting, from the table for action. Addison seconded the motion. Motion passed unanimously. Discussion followed. Glenn moved for approval to change the Biology AP credit policy. Credit will be awarded for BIOL 1440 for an AP score of 4 or above. Credit will be awarded for BIOL 1441 and BIOL 1440 for an AP score of 5. Boniecki seconded the motion. Motion passed unanimously.

Announcements:

Runge announced: (1) Academic Affairs submitted \$1.4 million in capital requests to Diane Newton. Strategically we are trying to move requests for building improvements to the Physical Plant budget so Academic Affairs can focus on acquiring capital equipment that will improve learning. (2) The Enrollment Management Plan was distributed to Executive Staff this past Tuesday. We are waiting on their feedback before finalizing the plan (3) reorganization of remaining personnel from Enrollment Management will become effective July 1, 2013. Julia Winden Fey will direct the Student Success Center and will report to Art Lichtenstein, Tera Ziegler will move to Admissions, Penny Hatfield will become the Articulation and Transfer Coordinator and the line for the Assistant Director of Learning Communities will roll over to International Engagement. The plan is for Penny to develop transfer and articulation agreements with all 24 two-year institutions in Arkansas and selected out-of-state schools in Illinois, Texas, Missouri and Oklahoma. (4) On-going concerns with salary distribution. Faculty with questions should speak to their department chair, then dean.

Dean Reports:

Glenn mentioned implementation of Degreeworks is underway. Next week is the final training. The soft go-live for undergraduates is this fall; the hard go-live is January 2014. The soft go-live for graduates is January 2014; the hard go-live is summer 2014. Glenn also shared information on other projects he is currently working on (HLC report, building emergency plans, Act 747 common course numbering system and the back log of graduate bulletin changes).

Pounder expressed her concern about a forthcoming report from the National Council of Teacher Quality. The report does not rate university-based teacher prep programs very favorably due to some

methodological and measurement biases built into their rating system. The NCTQ is an advocacy group affiliated with U.S. News and World Report.

Boniecki issued material on Digital Measures. Discussion followed concerning definitions and standardization of data.

Castro discussed the Virtual Tour project she is working on with Jeff Pitchford. Castro asked if everyone could send her by Tuesday, two or three ideas to feature on the Virtual Tour – a program, faculty member or student from their college. Castro also mentioned the need for more FYS sections.

Meeting adjourned at 11:01 am

/sm

Council of Deans

June 26, 2013

The Council of Deans met in regular session at 9:00 am on Wednesday, June 26, 2013. Steve Runge presided and the following members were present: Kurt Boniecki, Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Gary McCullough, Elaine McNiece, Neil Hattlestad, Terry Wright, Steve Addison, Laura Young, Wendy Castro, and Art Gillaspy.

A motion was made by McNiece to approve the minutes of the June 14, 2013 meeting. Hattlestad seconded the motion. Motion passed unanimously. Minutes were approved as amended by Pounder and Runge.

Runge reviewed today's itinerary for Mrs. Kay Hinkle. A tour of selected campus facilities will begin at 10:00 am followed by lunch in Wingo Hall 315.

Runge asked members to closely review proposed changes to the Strategic Plan. The changes will be discussed fully at the next COD meeting.

Hattlestad led a discussion of annual reports and data needed.

Boniecki provided an update on Digital Measures.

Announcements

Runge announced: (1) an increase in the cost for TB tests; (2) council members should schedule meetings next week with Lori Hudspeth and Laura Young to review position requests; (3) year-end accounting items such as time sheets and purchase orders must be finished this week; (4) the need for more freshman classes; (5) that he is still looking at the space allocation requests.

Dean Reports

Glenn discussed the possibility of a pool of laptops. IT staff will determine a method for faculty to check out laptops when the pool is created.

Runge distributed a draft schedule of opening session faculty meetings and asked the deans to apprise his office if revisions are needed.

Lee reported on the progress on the Diversity Report for the HLC.

Gillaspy announced that Darshon Anderson, visiting assistant professor in Psychology and Counseling, has received a grant to study the recruitment and retention of minority faculty in psychology programs.

Pounder reported the results of the NCTQ survey.

McNiece shared graduate enrollment data for the fall semester.

Lucas Castro distributed a sample five year recruitment and retention plan.

Mrs. Kay Hinkle joined the meeting at 10:00 am

The regular meeting adjourned at 10:10, and the special session with Mrs. Hinkle began.

/sm

Council of Deans

July 3, 2013

The Council of Deans met in regular session at 9:00 am on Wednesday, July 3, 2013. Steve Runge presided and the following members were present: Jonathan Glenn, Michael Hargis, Wendy Lucas Castro, Diana Pounder, Kurt Boniecki, Gary McCullough, Art Gillaspay, Terry Wright, Steve Addison, and Laura Young. Peter Mehl represented Maurice Lee.

A motion was made to approve the minutes of the June 26, 2013 COD meeting. Minutes were approved as amended.

A motion was made to approve the minutes of the June 27, 2013 Graduate Council meeting. Minutes were approved as submitted.

Provost Runge changed the annual report deadline to August 15th for Department Chairs to Deans and to September 15th for Deans to Provost due to incomplete templates in Digital Measures. Discussion followed.

Mehl distributed and explained academic service learning course inventory forms. He will ask faculty to complete the forms because service learning must be tied to a course. Discussion followed.

Runge discussed proposed changes to the Strategic Plan. Addison stated we should reorder the goals to clearly reflect "AVID." Discussion followed.

Announcements

Runge: (1) shared information about upcoming COD meetings (2) reminded everyone to complete leave reports (3) emphasized the need to open more sections of UCA Core courses and other freshman and sophomore level courses (4) discussed the move of the PhD in Leadership Studies to the College of Education and (5) shared information about the Executive Staff retreat on July 9th

Dean Reports

McCullough discussed the possibility of a search for Director of Sponsored Programs.

Gillaspay shared news of a \$300,000 grant.

Wright invited the council to attend a mural dedication downtown. Also, the Shakespeare Theatre finished its season with the highest attendance so far.

Addison mentioned the Imagine Cup team will represent UCA in the international competition beginning next week in St. Petersburg, Russia.

Meeting adjourned at 11:50 am.

csd/sm

Council of Deans

July 8, 2013

The Council of Deans met in regular session at 10:00 am on Monday, July 8, 2013. Steve Runge presided and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Wendy Lucas, Diana Pounder, Kurt Boniecki, Art Gillaspy, Terry Wright, Steve Addison, Laura Young and Gary McCullough.

Guest: Amber Hall

The university policy of posting grades at mid-term for freshmen and others was discussed.

Runge distributed the latest draft of the Enrollment Management Plan.

Hall discussed the next phase of the Enrollment Management plan. Discussion followed. Lee requested five year attrition rates for areas in his college.

Runge distributed the latest draft of the Academic Affairs organizational chart. Discussion followed.

Dean Reports

Glenn reported the ADHE has approved STEMteach.

Hargis shared information about the Davis Lecture scheduled for this fall.

Meeting adjourned at 11:50 am

/sm

Council of Deans

July 10, 2013

The Council of Deans met in regular session at 3:30 pm on Wednesday, July 10, 2013. Steve Runge presided and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Wendy Lucas Castro, Diana Pounder, Kurt Boniecki, Art Gillaspy, Terry Wright, Steve Addison, and Laura Young. Absent: Gary McCullough

Guest: Amber Hall, Director of Institutional Research

Runge stated that fee discounts for on-line graduate programs pertain only to degree-seeking students enrolling in board approved on-line graduate programs.

Lucas Castro shared concerns regarding customer service. Council members were asked to remind personnel in their areas that phone calls should not be transferred without making sure that the caller is getting to the person/department that will have the information the caller needs. Those transferring calls should not release the call until someone answers and has been identified as a source of the information needed.

Runge asked members to submit to Lucas Castro two or three possibilities for “short take” presentations. Discussion followed.

Runge shared information about end of year fund availability and summer revenue.

Hall led a discussion on final changes for the Enrollment Management plan.

Lucas discussed brochure services offered by Outreach and Community Engagement. Deans are encouraged to use OCE services to develop a family of brochure templates that meet UCA’s style guide requirements.

Hall distributed data on fall enrollments and available course openings. Discussion followed.

Boniecki distributed a list of UCA Core courses where seat availability is needed to accommodate additional incoming freshmen registering through August.

Runge asked deans to evaluate degree programs. Discussion followed.

Meeting adjourned at 5:02 pm

/sm

Council of Deans

July 24, 2013

The Council of Deans met in regular session at 9:00 am on Wednesday, July 24, 2013. Steve Runge presided and the following members were present: Michael Hargis, Maurice Lee, Diana Pounder, Kurt Boniecki, Terry Wright, Steve Addison, Laura Young. Jacquie Rainey represented Art Gillaspy. Jonathan Glenn, Gary McCullough, and Wendy Lucas Castro were absent.

A motion was made by Pounder to approve the COD minutes of July 3, 8 and 10, 2013. Boniecki seconded the motion, which passed unanimously. The minutes were approved as circulated.

Boniecki presented the Undergraduate Council Minutes of June 25, 2013. Following discussion, all action items were approved without exception.

Lee reminded the group of a non-credit, beginning Spanish class that was offered several years ago to only faculty and staff. He suggested that it may be time to offer it again. Discussion followed.

Runge discussed: (1) implementation of a revised Leave Request Form; and (2) a recent press release on health science programs at UAMS.

Dean Reports:

Boniecki reported on a recent meeting he attended regarding textbook orders.

Young led a discussion of scholarship compliance issues.

Meeting adjourned 10:45 am

/sm

Council of Deans

July 31, 2013

The Council of Deans met in a special session at 9:00 a.m. on Wednesday, July 31, 2013 at Buffalo Hall. The following members were present: Steve Runge, Michael Hargis, Maurice Lee, Diana Pounder, Kurt Boniecki, Terry Wright, Steve Addison, Art Gillaspay and Wendy Lucas. Members absent were: Laura Young, Jonathan Glenn and Gary McCullough.

Shelly Mehl, Vice President for Institutional Advancement, and Jennifer Boyett, Executive Director of Development, distributed material and discussed: (1) strategies for fundraising, (2) the campaign feasibility study, (3) functions of the UCA Foundation, Advancement Office and Alumni Association (4) the UCA Development Annual Plan and (5) the next comprehensive campaign.

Runge inquired about the foundation fund accounts under the purview of the Office of the Provost. Mehl will provide that information.

Lee asked about the UCA African-American Alumni Association (AAAA). Per the wishes of the AAAA, the organization is not affiliated with the Alumni Association, UCA's official alumni organization. Discussion followed.

Mehl asked the COD members to assist with fund raising by contacting ten prospects that graduated from their respective college. Boyett shared strategies for successful prospect visits.

COD members will meet again with Mehl and Boyett on December 4, 2013, at Buffalo Hall to share progress on their fundraising efforts.

Meeting adjourned 11:10 a.m.

/sm

Council of Deans

August 7, 2013

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, August 7, 2013. Steve Runge presided and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Wendy Lucas, Art Gillaspay, Terry Wright, Steve Addison, Laura Young. Gary McCullough and Kurt Boniecki were absent.

Guest: Colin Stanton, Director of New Student Programs

Stanton distributed the agenda for Welcome Week and announced changes which included: (1) extending move-in hours on Sunday (2) moving "Count Down to Classes" from Sunday to Monday (3) removing the opening convocation (4) utilizing a new Guide Book application via smartphone to solicit student feedback (5) inviting students to the college meetings and (6) converting Baridon Hall from sophomore to freshmen housing. Discussion followed.

A motion was made by Pounder to approve the COD minutes of July 24 and 31, 2013. Addison seconded the motion, which passed unanimously. The minutes were approved as circulated.

Runge distributed a Risk Assessment from Internal Audit. Deans were asked to complete the assessment by August 12th. This will help Internal Audit determine the greatest areas of risk on campus. Deans requested an extension on the deadline. Young agreed to follow up with Internal Audit.

Announcements:

Runge announced: (1) commencement this Friday - students will line up in the Lewis Science Center instead of the Farris lobby (2) Board of Trustees meeting August 16th at 10am – the Enrollment Management Plan is on the agenda (3) Arkansas Deans Association Fall Conference at Degray Lake September 16th (4) New Faculty and Professional Staff reception at Michelangelos's, Thursday, August 15th (5) the need to have phones covered at all times, if department offices are not staffed then phones should be forwarded to the Dean's office until 4:30 pm and (6) comp time for classified staff should be approved in advance, should not accumulate in excess of 90 hours and must be reported in the pay period in which it was earned.

Dean Reports:

Lucas discussed efforts by the Admissions staff to contact students that have not yet enrolled for the fall. Lucas also requested Deans send more ideas for the Short Takes initiative.

Glenn distributed new syllabus requirements which contain a statement on building emergency plans. Discussion followed.

Meeting adjourned 11:30 a.m.

/sm

Council of Deans

August 28, 2013

The Council of Deans met in regular session at 9:00 am on Wednesday, August 28, 2013. Steve Runge presided and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Wendy Lucas, Terry Wright, Art Gillaspy, Gary McCullough. Laura Young joined the meeting at 10:00 am. Ramesh Garimella represented Steve Addison, and Kurt Boniecki was absent.

Guests: Rick Scott and Patricia Smith from the Honors College

Scott and Smith discussed the events for Distinguished Scholars Day scheduled for September 27, 2013. High School students from across the state with an ACT score of 28+ and a GPA of 3.5 were invited to the recruiting event. Students not accepted into the Honors College are put into a Residential College. Deans were invited to attend the program lunch. For future planning purposes, the last Friday of each September will be designated as Distinguished Scholars Day.

A motion was made by McCullough to approve the COD minutes of August 7, 2013. Glenn seconded the motion, which passed unanimously. Minutes were approved as amended.

Runge asked Deans to submit new money requests for SBAC consideration to Young by September 18. She will send council members their requests from last year including the final submission. Garimella asked about part-time compensation.

Runge discussed concurrent enrollment. Deans were asked to identify introductory courses that could be delivered on-line to high schools in Arkansas.

Runge asked Deans to identify Programs of Distinction. Runge will meet with department chairs and Deans to determine which programs can set UCA apart from the competition. The CJRW campaign is targeting program-specific marketing strategies.

Announcements:

Runge (1) distributed invitations for the First Year Minority Student Dinner (2) issued a memo on Service Learning program guidelines and (3) distributed SSCH chart.

Dean Reports

Hargis announced inventor Harvey Lacy will visit campus on September 26 & 27.

Lucas announced: (1) new hires in admissions (2) Amigo Cup is scheduled for September 15 (3) the admissions office is hosting the state conference for ArkACRAO on September 6 -this is a great PR event with high school counselors (4) Bear Facts Days kick off October 12, which is also UCA Family Day and a home football game (5) resignation of Anne Sweet in the AAC and (6) the use of the Guidebook app during Welcome Week was a hit with students.

McCullough discussed the feasibility of extending deadlines for graduate enrollment. Discussion followed.

Gillaspy announced: (1) the collaboration with CNSM to offer a minor in cognitive neuroscience and sports psychology (2) the development of a residential college for CHBS and (3) branding efforts with OCE.

Meeting adjourned at 11:50

/sm

Council of Deans
September 11, 2013

The Council of Deans met in regular session at 9:00 am on Wednesday, September 11, 2013. Steve Runge presided and the following members were present: Michael Hargis, Diana Pounder, Terry Wright, Art Gillaspay, Gary McCullough, Steve Addison, Kurt Boniecki, and Laura Young. Peter Mehl represented Maurice Lee. Wendy Lucas and Jonathan Glenn were present for part of the meeting.

A motion was made by McCullough to approve the COD minutes from August 28, 2013. Pounder seconded the motion, which passed unanimously. Minutes were approved as circulated,

Runge informed council members that three dean searches are being undertaken this fall including the dean of the College of Health and Behavioral Sciences, dean of the College of Natural Sciences and Mathematics, and dean of the Graduate School. The process for selecting dean search committees has begun, and Runge hopes to have new deans in place by July 1, 2014.

Runge led a discussion of online course issues that included (1) authentication of student identity; (2) after hours technical support; (3) pros and cons of development and marketing in-house opposed to an outside firm. Several deans agreed to research solutions and options.

Lucas joined the meeting at 9:45.

Announcements

Runge: (1) reminded college deans to invite him to chair meetings to discuss programs of distinction; (2) informed the council of the Board of Trustees teleconference meeting this Friday, 9/13 at 1:30 and an on campus Board meeting on September 24 at 2:00 pm; (3) reminded all of Minority First Year Student dinner tonight in the SCBR at 5:30 pm (4) announced that Angela Webster-Smith will recruit minority faculty again this year at the Institute on Teaching and Mentoring in Arlington, Virginia, and, because of our participation in this institute, UCA has access to a database of minority graduates to use for recruiting purposes; (5) stated that the HLC Focused Visit Report is on the BOT agenda for October 11; (6) discussed AVID week (October 7-11) activities and events which will showcase Academic Vitality.

Runge expressed his appreciation of the considerable work that Glenn has done preparing the HLC Focused Visit Report. He asked COD members to stress to personnel in their colleges/areas of the importance of our preparation for the November 11 and 12 visit.

Runge shared information from a recent meeting with bookstore management and indicated that a representative from the bookstore will attend an upcoming COD meeting.

Lucas distributed an information sheet from NILOA (National Institute for Learning Outcomes Assessment), which was designed to provide current students with useful career data from recent graduates. Lucas also announced upcoming information nights hosted by the Admissions Staff.

Runge reminded council members to submit on their SBAC proposals requests for positions such as a college advisor that could attend these types of recruiting events.

Dean Reports

Glenn joined the meeting at 11:05 am

Mehl announced a visit on September 30 from the scholar-in-residence for civic engagement.

Wright asked about standardized voting procedures on campus. Lucas mentioned that Smart Evals has a voting component that could be used. Discussion followed.

Runge shared information about the allocation of funds from summer sessions.

Young will send data to help prepare for this year's divisional request to SBAC. Meeting adjourned at 11:45 pm

/sm

Council of Deans
September 12, 2013

Special Session

The Council of Deans met in special session at 1:00 p.m. on Thursday, September 12. Steve Runge presided, and Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Wendy Lucas, Terry Wright, Steve Addison, Laura Young, Gary McCullough, and Kurt Boniecki were present. Steve Addison was represented by Carl Frederickson. Addison joined the meeting by phone at 1:45 p.m., and Pounder left at 2:00.

The meeting was called for the purpose of discussing critical needs, specifically building project prioritization for Academic Affairs.

The meeting adjourned at 2:25.

csd

Council of Deans

September 18, 2013

The Council of Deans met in regular session at 9:00 am on Wednesday, September 18, 2013. Steve Runge presided and the following members were present: Jonathan Glenn, Michael Hargis, Wendy Lucas, Maurice Lee, Kurt Boniecki, Gary McCullough, Art Gillaspay, Terry Wright, Steve Addison and Laura Young. Terry James represented Diana Pounder. Lori Hudspeth was present for the budget discussion.

Young distributed budget materials and provided an overview of the budgeting process and responsibilities at each level of administration. She encouraged the deans to share the handouts with department chairs and to attend upcoming budget training seminars. Discussion followed.

A motion was made by McCullough to approve the COD minutes from September 11, 2013. Gillaspay seconded the motion, which passed unanimously. Minutes were approved as amended.

Glenn distributed the 2013 UCA Program Viability Report. He will send the report electronically with additional notes on program progress.

Announcements:

Runge: (1) asked Hargis, Wright, and Lucas to form a committee and develop an idea for AVID Week show casing Academic Vitality (2) mentioned an upcoming visit to the CoD from the bookstore manager (3) announced committees are being formed for the three dean searches (4) discussed the HLC visit in November and (5) stated the management of Digital Measures is moving to Institutional Research.

Dean Reports:

Glenn announced training for Degree Works, which will be required for anyone who advises students.

Addison announced that he is serving as President of the Arkansas Deans Association.

Meeting adjourned at 11:50 am

/sm

Council of Deans
September 25, 2013

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, September 25, 2013. Steve Runge presided and the following members were present: Steve Addison, Kurt Boniecki, Art Gillaspay, Wendy Lucas, Gary McCullough, Diana Pounder, and Terry Wright. Jonathan Glenn and Laura Young were absent. Michael Hargis was represented by Ken Griffin, and Maurice Lee was represented by Peter Mehl.

1. Rick Scott, Dean of the Honors College, was present. He explained a plan from the Honors Council to increase student theses, departmental and Honors College. Scott also discussed earlier identification of students who could compete at a national level for awards. A comprehensive list of these types of awards will be developed.
2. COD Minutes of September 18 were approved as circulated.
3. Boniecki shared information regarding the International Baccalaureate. A table should be developed with the IB curriculum and courses UCA will accept, similar to process for granting AP credit.
4. Boniecki presented one item from the Undergraduate Council meeting of September 19. He moved that the 27 hour rule for declaring a major have flexibility to allow the advisor to recommend an extension to the registrar for review. Following a second, the motion passed unanimously.
5. Runge shared information about Family Day, October 12. Discussion followed.
6. Announcements
 - a. Distinguished Scholars Day needs more coordination between offices.
 - b. Council members should attend budget workshops.
 - c. Do not share banner or other access codes. To do so is in violation of UCA policy and state law.
 - d. A meeting was held last week with national director of a cyber innovation center.
7. Dean Reports
 - a. Wright distributed a sheet of Arts Week activities, and shared information about the premier of *Sympathy Pains*.
 - b. McCullough will bring graduate council actions to COD next week.
 - c. Pounder led a discussion of RSO funding.
 - d. Mehl announced a lecture by Bill Schwab, Scholar-in-Residence.
 - e. Lucas reported on Information Night in Rogers, and invited members to attend the information night at Ft. Smith tomorrow. Bear Facts Days were discussed.
 - f. Addison invited everyone to attend the STEM Institute open house Thursday, September 26.

The meeting adjourned at 10:40 a.m.

cscd

Council of Deans
October 2, 2013

The Council of Deans met in regular session at 10:00 a.m. on Wednesday, October 2, 2013. Steve Runge presided, and the following members were present: Steve Addison, Kurt Boniecki, Art Gillaspay, Jonathan Glenn, Michael Hargis, Gary McCullough, Diana Pounder, Terry Wright, and Laura Young. Maurice Lee was represented by Clay Arnold, and Wendy Lucas was absent.

1. Bookstore representatives, TJ McDonald and John Albertson, attended to inform the council of updates with regard to book requests and other service areas of the bookstore. Discussion followed.
2. The COD minutes of September 25 were approved as amended.
3. McCullough presented the Graduate Council minutes of September 19. There were no action items. An information item regarding X grades was discussed.
4. Boniecki presented nine Short Term Study Abroad program overviews. One was denied due to a travel warning issued in that particular country. Others were accepted with some clarification needed.
5. Young distributed a draft academic calendar from fall of 2015 through summer of 2016.
6. Pounder discussed the effects of the government shut down on grants.
7. Announcements
 - a. College deans: submit reassigned time data to Institutional Research
 - b. Arkansas Supreme Court on campus October
 - c. Family Day, October 12
 - d. Association of Future Alumni tailgate at Buffalo on Saturday
 - e. Diversity Committee nominees still needed
 - f. Building emergency drills upcoming
 - g. Draft of virtual tour video, deans should review their sections
 - h. AVID Week Oct. 7-11, Academic Vitality panel discussion, Tuesday at X-period / Ice Cream Social follows at 3:00 on McAlister front lawn
Diversity Student panel discussion, Thursday, 11:00 in SC Ballroom
 - i. Developing task force to explore campus-based childcare in Arkansas
 - j. Interactive light art in Alumni Circle (*The Pool*) and Simon Park (*The Laser Chandelier*) begins tomorrow
 - k. Update on dean searches
 - l. Higher Learning Commission, on campus November 11 and 12
 - m. Update regarding non-discrimination policy
8. Dean Reports

Glenn: reported on the adjunct laptop pool, more information is forthcoming; stated that IT is developing a project plan for open labs using thin client methods.

Boniecki: shared information about an International Baccalaureate program in Hot Springs; reminded members to send their IB course recommendations by October 28, so he can compile into one document to be considered by the council on October 30.

McCullough: announced that Sponsored Programs has had \$3 million in grant money awarded in the first quarter; is meeting soon with associate deans to discuss research priorities.

Wright: reminded all that the Bear Memorial and Massey Sculpture will be dedicated at 3:00, and that the Cassatt String Quartet will perform tomorrow night.

Addison reported on recent college fairs he attended and recruiting efforts by other universities.

Runge distributed an updated organizational chart for Academic Affairs. It will soon be posted on the division's homepage.

The meeting adjourned at 12:30 p.m.

csd

Council of Deans
October 16, 2013

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, October 16, 2013. Steve Runge presided and the following members were present: Steve Addison, Kurt Boniecki, Art Gillaspay, Jonathan Glenn, Michael Hargis, Maurice Lee, Gary McCullough, Diana Pounder, Terry Wright, and Laura Young. Wendy Lucas was absent.

1. Glenn gave a report on Higher Learning Commission and shared a PowerPoint presentation regarding the HLC and the upcoming team visit. Discussion followed.
2. Vicki Parish was invited to the meeting to speak about online assurance of academic integrity. She distributed a sheet of information about products we currently use to ensure the identity of students taking online courses. Parish also provided information regarding additional products that have different methods of ensuring identification.
3. The COD minutes of October 2 were approved as circulated.
4. Boniecki described past procedures for the nomination of a U.S. Professor of the Year. Discussion turned to how to make the nomination process more formal with input from a faculty committee.
5. Young spoke to a concern regarding extension requests by students who are taking extended study courses. Following discussion, Pounder moved that the university eliminate the extension for these courses. Boniecki seconded the motion, which passed unanimously.
6. Provost's Announcements:
 - a. Two mandatory training sessions have been added: Title IX and Child Maltreatment. All mandatory training will have on-line seminar availability.
 - b. Background checks for new employees
 - c. Benefits Fair next Tuesday
 - d. Visit with Shelia Vaught
 - e. Federal shutdown effects on UCA employees
 - f. Architect meetings
 - g. Review of AVID week
 - h. Chronicle Diversity issue deadline achievable
 - i. Access for students in academic spaces

7. Member Reports

Addison shared information about architect visits regarding lab facilities and issues with Lewis Science Center.

Wright announced that the February appearance of Neil deGrasse Tyson is already sold out.

Gillaspy reported on several upcoming accreditation visits. He asked for other deans' input regarding promotion and tenure issues. Brief discussion followed.

McCullough announced a fund raising event for Arkansas Shakespeare Theatre

Boniecki reminded deans of deadlines for International Baccalaureate credit information. He also reported that the job ad has been posted for Director of University College.

Lee shared information: (1) Association of Asian Studies annual meeting; (2) EDGE Residential College opening of the courtyard labyrinth; (3) Arkansas Supreme Court Chief Justice met with a political science class during AVID week; (4) short story conference in Vienna.

The meeting adjourned at 11:30 a.m.

csd

Council of Deans
October 23, 2013

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, October 23, 2013. Steve Runge presided and the following members were present: Steve Addison, Kurt Boniecki, Art Gillaspy, Jonathan Glenn, Michael Hargis, Maurice Lee, Wendy Lucas, Gary McCullough, Diana Pounder, Terry Wright, and Laura Young.

1. The COD minutes of October 16 were approved as circulated.
2. The Undergraduate Council actions of October 15 were approved with no exceptions.
3. Boniecki shared information regarding some confusion about students selecting which general education program they wish to complete. Undergraduate students must use the bulletin in effect at the time they begin coursework at UCA and all requirements in that bulletin. Alternatively, a student may elect to use a more current bulletin, but must fulfill all requirements in that bulletin.
4. Lucas presented a draft document regarding a committee to handle recruitment issues. A lengthy discussion followed.
5. Runge asked the deans to put together lists of equipment or technology needs. The list is due to the provost by November 6.
6. Provost's Announcements
 - a. Have distributed some summer enrollment incentive monies, but the SBAC request is the priority at this time.
 - b. Higher Education Coordinating Board on Friday.
 - c. Mark calendars for December 6 holiday at president's home and May 10 for the Night of Distinction.
 - d. Electronic cigarette recommendation coming in December or spring regarding whether to allow on campus
 - e. Reported that Kandi Hughes, the new associate counsel, has begun and Warren Readnour will begin as general counsel on October 28.
 - f. Campus Talk, October 31 at X-period
 - g. SBAC requests due on Friday
 - h. HLC visit, November 11 and 12
7. Member Reports
 - a. Glenn asked that council members be available during the HLC visit. He reminded all that this is a focused visit.
 - b. Lucas stated that 300 prospective students have signed up for Bear Facts Day this Saturday.
 - c. Pounder shared information that the Department of Education is considering allowing the use of ACT scores in lieu of the Praxis I.
 - d. Boniecki reminded all of International Baccalaureate deadlines.

- e. Gillaspy: said that an accreditation team will be on campus next week to review the Ph.D. in School Psychology; reported that a CHBS interprofessional Committee is doing a forum for students from all over the college; gave an update on the H-hall residential college.
- f. Wright reported on possible venue in Little Rock for musical and other events.
- g. Addison informed members that the Computer Science accreditation visit will be next week.
- h. Young asked for feedback on extended study. Discussion will continue at next week's meeting.

The meeting adjourned at 11:35.

csd

Council of Deans
10/30/2013

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, October 30, 2013. Steve Runge presided and the following members were present: Steve Addison, Kurt Boniecki, Art Gillaspay, Jonathan Glenn, Michael Hargis, Maurice Lee, Wendy Lucas, Gary McCullough, Diana Pounder, Terry Wright, and Laura Young.

1. The COD minutes of October 23, 2013 were approved as circulated.
2. G. McCullough presented the Graduate Council minutes of October 22, 2013. Following discussion, all action items were approved unanimously. J. Glenn recommended that all Graduate Council supporting documents be provided to COD members at least one week in advance of meeting to allow time for review.
3. S. Runge provided an update on the upcoming HLC visit. Discussion followed.
4. S. Runge shared information regarding Academic Affairs new funding requests provided to the SBAC. All funding requests could not be included, as requests exceed what can be funded and must be prioritized according to our mission and strategic plan.
5. W. Lucas followed up on questions and concerns previously expressed by the COD regarding the Study Abroad Program proposals. Discussion ensued and the final consensus was that all questions had been sufficiently answered. M. Lee will work with W. Lucas to put together a proposal for securing new funding.
6. S. Runge presented a document regarding space utilization on campus and opened discussion on the need for increasing the effectiveness in which space is utilized. A centralized room scheduling system was discussed. A small group will be formed to review this possibility and bring back to COD for further discussion.
7. Provost's Announcements
 - a. Last week's meeting with Higher Ed Coordinating Board went well. S. Runge provided a summary of UCA's opposition to the addition of a PT program by UAMS. Ultimately, AHECB approved UAMS's request to add PT; however, AHECB allotted a lot of time listening to discussion and asking questions. S. Runge spoke briefly at AHECB. UCA's PT program is the longest running, largest PT program in the state and our graduates are of the highest quality. We have the capacity to meet the needs of the state. Nancy Reese did an exemplary job of representing UCA and the PT program, making it clear that UCA had strong expertise at the table. Even though UCA's position did not prevail, we presented ourselves well and members of the Coordinating Board were very complimentary of our program, our expertise, and our professionalism.
 - b. Hank Henderson, CEO of CarMart, spoke on October 22, 2013, as part of the Davis Lecture Series.

- c. Judge Robin Wynn, Arkansas Court of Appeals and candidate for the Arkansas Supreme Court met last week with S. Runge, M. Hargis, and M. Lee.
- d. Bear Facts Day was held Saturday with 297 students in attendance.
- e. Info night was held in Batesville and El Dorado on Tuesday night, October 29, 2013.
- f. ABET and APA accreditation teams are on campus this week.
- g. Linda Tyler and Minnijean Brown-Trickey both spoke on campus and Lecia Brooks will speak this week as part of the Honors College Challenge Week.
- h. Taggart Architects will be on campus today to meet regarding the Nursing/CSD building plans.
- i. Student Accounts sent out the list of student withdrawals due to non-payment. Students may not be permitted to attend class until payment or payment arrangements have been made.

8. Member Reports

- a. A. Gillaspay announced that the College Professional Education forum was held yesterday, and also stated that proposals for Minors in Sports Psychology and Cognitive Neuroscience are forthcoming.
- b. T. Wright stated that the Department of Music is preparing for the President's Investiture, scheduled for November 20, 2013, at 2 p.m. in the Reynolds Performance Hall.
- c. K. Boniecki explained that more work is needed with regard to the International Baccalaureate proposals before they are introduced to the COD.
- d. W. Lucas stated that the next info night is scheduled for November 9, 2013, in Jonesboro and the next Bear Facts Day will be held on November 16, 2013.
- e. L. Young reported that she and Lori Hudspeth will be working on calculation of possible additional M & O distributions to the departments based on summer session net revenue. One-half of the amount distributed last year has already been distributed to the colleges.
- f. S. Runge reported that the Provost's office will fund additional student research funds and will provide more information soon.
- g. S. Runge reminded everyone that Dean and CTO searches are ongoing.

The meeting adjourned at 10:50 a.m.

rcv

Council of Deans
11/6/2013

The Council of Deans met in regular session at 9:05 a.m. on Wednesday, November 6, 2013. Steve Runge presided and the following members were present: Steve Addison, Kurt Boniecki, Art Gillaspay, Jonathan Glenn, Michael Hargis, Maurice Lee, Wendy Lucas, Gary McCullough, Terry Wright, and Laura Young. Diana Pounder was represented by Terry James.

1. The COD minutes of October 30, 2013 were approved as circulated.
2. S. Runge informed the Council of early discussions regarding the possible renovation of McCastlain, which will improve the overall functionality of the building. The renovation is expected to be formally proposed in the Spring.
3. S. Runge provided an update on the upcoming HLC visit. J. Glenn informed council members that a tentative schedule is expected soon; however, everyone should be prepared for possible changes to the schedule as needed. It is expected that a majority of the work will take place on Monday and any overflow will take place on Tuesday, along with the exit interview, which will take place on Tuesday in the Board Room at 9:45 a.m.
4. S. Runge shared information regarding 2014 spring courses required by UCA Core and the importance that enough seats be made available in FYS courses. There are still a good number of freshmen who need FYS courses this spring in order to fulfill the FYS first-year requirement. K. Boniecki stated that data provided by IR indicates that the number of FYS sections available, as of now, is still shy of what will be needed. However, it appears that some departments did not identify certain courses with the FYS attribute. Once all sections are coded correctly, FYS sections may show to be as high as 46; however, there may be a need for as many as 60 sections. S. Runge advised council members to let him know if staffing becomes an issue, because not offering FYS seats is not an option. Discussion followed.
5. S. Runge discussed plans for a Honors College Associate Dean national search. Discussion followed. A multi-department search committee will be put into place, and once finalists are identified, the related department will contribute to the selection.
6. S. Runge provided an update on centralized scheduling. Executive staff has embraced the idea, and a broad group of individuals across campus will be pulled together to explore software, logistics, and rules.
7. Provost's Announcements
 - a. The 2015–2016 Academic Calendar is proposed with a Monday start and a 16-week semester. This will provide the opportunity for a full week prior to the start of class for students to move in, get acclimated, and participate in any other necessary activities. Fall 2014 will be the last semester to start on a Thursday.
 - b. Exit meetings with both the ABET and APA accreditation teams were positive, recognizing the progress made and the work done to retain accredited status.
 - c. Engineering Deans and employers of engineers met at Axiom headquarters to discuss engineering in Arkansas. Arkansas falls short in the number of engineers produced. UCA will seek approval for an Engineering Physics program which will produce graduates who can contribute to the engineering workforce needs in the state.

- d. LSU representatives visited campus last week and discussed ways to help us get a Boot Camp program in place which will get students up to speed before coming here as Freshmen.
- e. There was a \$15,000 budget transfer yesterday to help with student research funds, which is up \$5,000 from the previous year. Colleges and Departments are required to match at 50% and student research/travel rules will remain unchanged. Gary McCullough will work on getting an announcement out to undergraduates and graduates on availability and eligibility.
- f. Approximately \$850,000 of capital equipment and project funding requests were approved, addressing most top priorities submitted by Colleges. Funding should be used only for the items requested, and any residual funds should be returned for use in funding items further down on the list.
- g. Summer school distribution calculations are expected to be completed by the end of the week and will be provided to Colleges upon completion.
- h. Discussion with Taggart Architects regarding the Nursing/CSC Building project is limited in scope for now. Factors such as funding and enrollment will play a role.
- i. Honors College Challenge Week was successful.
- j. Fall Career Fair is being held today.
- k. According to Amber Hall in Institutional Research, the university is up by 178 students from the same time last year.
- l. Info night will be held in Jonesboro on Tuesday, November 12, 2013, and Texarkana on Thursday, November 14, 2013.
- m. Bear Facts Day is this Saturday, November 16, 2013.
- n. Pay attention to emails sent out from Human Resources regarding new online training opportunities.
- o. Dr. Mary Garnica was named Advanced Practice RN of the Year by the AR Nurse's Assoc.
- p. Damion Echols event is next week. There is a lot of debate surrounding this event. However, fundamentally this is a question of academic freedom of the faculty who chose him as a speaker for the visiting artist series. I have an obligation to defend academic freedom, and I will. We can't shy away from controversy at the expense of academic freedom.

8. Member Reports

- a. S. Addison stated that following the visit of the representatives from LSU, he is confident that UCA needs to provide a bootcamp for upcoming freshmen. Bootcamp will be hosted this coming summer, and council members are invited to observe. The CCA Guided Pathway to Success application was submitted; however, the State was not selected for the grant. Technical assistance will be provided anyway. Also, on December 7th, the CLA will host AP students on campus. The CLA, COB, and Writing Department are considering a computer camp this coming summer. UCA was selected to receive \$160,000 each year for 3 years, to fund a summer Cyber Discovery Program.
- b. M. Lee announced that Joyce Elliott spoke last week to a Political Science class on "Politics and Religion". The Humanities Fair will take place on November 14, 2013, at the Brewer-Hegeman Conference Center. 170 students are expected for this event which will include lectures and awards. T. Wright stated that Damion Echols will be on campus Monday. The balcony will be closed and they are working closely with University Police. Also, the only Fulbright chapter here on campus. There is a need to get it reorganized and back on track.
- c. J. Glenn informed council members that a Student Success Symposium Handout is coming soon.

The meeting adjourned at 11:05 a.m.

Council of Deans
11/20/2013

The Council of Deans met in regular session at 9:02 a.m. on Wednesday, November 20, 2013. Steve Runge presided and the following members were present: Steve Addison, Kurt Boniecki, Art Gillaspay, Jonathan Glenn, Michael Hargis, Maurice Lee, Wendy Lucas, Gary McCullough, Diana Pounder, Terry Wright, and Laura Young. Amber Hall, Director of Institutional Research, was present for agenda item 4.

1. S. Runge reminded the Council of the President's Investiture at 2:00 p.m.
2. The COD minutes of November 6, 2013 were approved with revisions.
3. S. Runge provided an update of the HLC Focused-Visit which concluded last week. The visit went well, and the HLC team that visited was impressed with the progress we have made. S. Runge recognized Jonathan Glenn and Suzanne Massey for their great work on the logistics of the visit, and thanked everyone for their hard work. J. Glenn stated that now we must work to sustain and build. Preparations will begin in January for the 2016-2017 comprehensive visit.
4. S. Runge shared information regarding faculty instructional load analysis. Amber Hall reminded members that the deadline for departments to submit their information is November 25, 2013, and gave a summary of which departments were still outstanding in the submission of their information. Discussion followed.
5. K. Boniecki discussed FYS instructor training. A copy of an email from Patty Phelps to FYS instructors who have not yet received training was distributed to council members. The email notified instructors of the upcoming December 10, 2013 training. A copy of the training schedule was also provided. Training is mandatory, however, instructors do not have to repeat if they have already completed training. Data on FYS section offerings was updated. When including new freshmen transfers or students who have been here and are still under 30 hours and chose the new undergraduate bulletin, we will be short by about 9 sections. Discussion followed.
6. G. McCullough announced that guidelines for the Student Research Fund have been updated and will be posted to the URC site. An email will also be sent to council members. S. Runge stated that when we work on the fiscal 2014-2015 budget in January or February, we will examine funding the student research program as an item in the base budget.
7. S. Runge informed the council of the President's approval of his request for adjusting step increases and stated he is pleased as it has been too long since the last adjustment. He noted that Nancy Reese had inquired about how the adjustments would be funded, since they were not included among the SBAC requests. If not approved for funding, it will get funded out of the instructional reserve. However, Dr. Runge was optimistic that SBAC will agree to change the amount of the request. Discussion followed.
8. S. Runge stated that he would like to get a sense of opinion from the council on linking tenure with promotion to Associate Professor and promotion to Senior Lecturer. Faculty Handbook has sent this to the Faculty Senate for discussion. Concerns were expressed and discussion followed.

9. J. Glenn stated that he will soon call a meeting of the Centralized Scheduling Committee. Special areas such as labs or conference rooms will not be a part of centralized scheduling.
10. J. Glenn stated that with regard to existing academic program review, procedures are out of date and require reviewers of non-accredited programs to get together for review.
11. Provost's Announcements
 - a. Preliminary spring enrollment numbers are up 261 over the same date last year.
 - b. College websites need to be updated. The University has received some complaints from parents and potential students. J. Glenn noted that a service which will help with this in the future is being considered; however, colleges need to go ahead and update now.
 - c. Deans and Department Chairs now have access to the Doctoral Scholar SREB Search to search for minority candidates.
 - d. SBAC funding presentations went well. We won't know what new items will be funded until the 2014-2015 budget is finalized in the spring.
 - e. S. Runge attended the Chief Academic Officers/CSAO joint meeting last week. All two-year and four-year institutions were invited, and UA-Monticello and UCA were the only four-year institutions represented. It was a good meeting.
 - f. S. Runge and M. Hargis met with Warwick Sabin last week to discuss the Arkansas Innovation Hub. The Hub includes an Art Center and Tinkering Lab. It was a productive meeting, and UCA will be able to collaborate on the project.
 - g. The Chief Technology Search Committee was charged on Tuesday, December 19, 2013. L. Young is chairing the committee.
 - h. Bear Facts Day on Saturday was a success, and Reynolds Performance Hall was filled to capacity.
 - i. S. Runge will be out of town next week.
12. Member Reports
 - a. J. Glenn provided a handout on Academic Student Persistence and Completion. The council was asked to look it over. J. Glenn said it would be back on the COD agenda later, but if we don't want to take this on now, there will be future cohorts. Also, expect a re-birth of PANDA soon.
 - b. S. Runge reminded everyone that the Presidential Investiture lunch will be at noon, with the ceremony at 2:00 p.m., a reception immediately following, and a concert tonight.
 - c. W. Lucas thanked the deans for updating the letters to be used for prospective students, adding that they had done a good job. The Spanish admissions piece is done. Quick fact books are done and will be for counselors to provide as a resource guide in high schools. Bear Facts Day attendance was strong. A greater faculty presence is still needed. 2014-2015 Bear Facts Day dates are on the list of important dates and should be added to everyone's calendar. There are two Friday dates. The assessment site has been updated and may be used to see the assessment plan status for all programs.
 - d. G. McCullough announced that URC met on November 12th and 8 projects were funded for a total of \$41,000. A list of awards will be sent out.

- e. S. Addison announced that the AR Envirothon will be held Sunday in the Lewis Science Center. The SURF review committee will meet Friday to review committee proposals for student research.
- f. M. Lee reported that 245 students attended the Humanities Fair. The CLA will host AP students on campus on December 7th, and approximately 300 students are expected. He also informed members that faculty would like to bring in Fulbright instructors to teach Swahili, among other things.
- g. T. Wright reminded everyone of the Investiture Celebratory Concert tonight at 7:30 p.m.
- h. D. Pounder stated that Arkansas is 1 of 40 Common Core states and Common Core is being pushed into teacher licensure standards. This is a concern because candidates are now required to take the Praxis I Common Core exam, but have never been taught Common Core. Seventy-one students took the test in the fall and only thirty-six passed. Any content courses that teacher education candidates take needs to include Common Core.
- i. K. Boniecki stated that Patty Phelps will be reminding everyone about the central purpose for faculty development grants. Applications have come through in which it is not clear that the travel is related to teaching.

The meeting adjourned at 11:50 a.m.

rcv

Council of Deans
12/4/2013

The Council of Deans met in regular session at 9:03 a.m. on Wednesday, December 4, 2013. Steve Runge presided and the following members were present: Steve Addison, Kurt Boniecki, Art Gillaspy, Jonathan Glenn, Michael Hargis, Maurice Lee, Wendy Lucas, Gary McCullough, Diana Pounder, Terry Wright, and Laura Young. Joanna Castner Post, Director of General Education, was present for agenda item 3. Amber Hall, Director of Institutional Research, was present for agenda items 4 and 5.

1. The COD minutes of November 20, 2013, were unanimously approved as circulated.
2. The Undergraduate Council actions of November 19, 2013, were discussed and approved. K. Boniecki stated that COD members will be copied on Undergraduate Council agendas in the future. K. Boniecki also advised that guidelines for course review will be posted on the Undergraduate Council website soon.
3. K. Boniecki provided information on UCA Upper Division Core proposals. Discussion followed and J. Castner Post was present to answer questions. The General Education Council actions of November 5, 2013, were approved pending amendment to Psychology upper division UCA Core proposal.
4. S. Runge requested council member's opinions on adopting a standard template for email signature blocks. Discussion followed and a consensus was reached. S. Runge stated that a new template will be created for distribution and review during the spring semester.
5. S. Runge notified members that the Key Performance Indicators will go before the Board of Trustees on December 13, 2013. He noted that some goals appear challenging, but explained that the goal of a 60% graduation rate for the 2016 entering class is what drives the other goals that also impact the graduation rate. Discussion followed, and it was decided that changes were needed within the Degrees Awarded section to make it clear that all degrees and credentials are included. Further discussion followed.
6. L. Young explained last year's faculty salary review procedures and stated that the procedures will be slightly modified this year. Prior to calculation of the inequity ratings, Deans and Chairs will be provided with salary, years-in-rank, and years-of-service data, and they will be asked to confirm the accuracy of the data. She advised members that Institutional Research will be taking over the responsibility of putting together this data. A. Hall stated that Institutional Research already audits staff and faculty data so it is natural that Institutional Research would take this over. Discussion followed. L. Young added that the analysis will be sent to the Deans.
7. Provost's Announcements
 - a. We are working on details of implementing a Monday start in the 2015/2016 Academic calendar. Executive Staff decided to wait until the February meeting to submit to the Board.
 - b. The Chief Technology Officer search committee met. L. Young is chairing the committee. There are 34 applicants that were narrowed down to 5 finalists. Phone interviews are

scheduled for Thursday and Tuesday. Four of the five finalists have higher education experience.

- c. The internal search for Registrar has been posted.
- d. The Honor's College Associate Dean search involves the following academic areas: Family and Consumer Sciences, Leadership Studies, Biology, Innovation and Entrepreneurship, and Teaching and Learning. Although the search is an external search, internal applicants are encouraged to apply. If an internal applicant is selected, their home department will be provided funding for replacement of course load as needed. The position will serve 50% in Honors College and 50% in the academic department.
- e. Bear Facts Day is Friday; however, Executive Staff will meet at 11:00 a.m. today to discuss the potential bad weather and its effect on campus events.
- f. Today's enrollment numbers for spring 2014 show we are ahead 309 students or 3.8% compared to last year with 18 business days before classes begin.
- g. There will be a STEM policy meeting on Thursday to prepare for the Spring 2015 Legislative Session. There will be a STEM Computer Science meeting on Friday regarding computer science in grades K-12. Some discussion followed.
- h. There will be a meeting with the science building architects on Monday.
- i. The President is hosting a holiday breakfast next Tuesday morning in the McCastlain Ballroom.
- j. Commencement is scheduled for Saturday, December 14, 2013 at 10:00 a.m. and 1:30 p.m.
- k. Terry Pillow, CEO of Tommy Bahama, committed \$250,000 to be earmarked for the College of Business Dean position. These funds will be spread out in increments of \$50,000/year over a five-year period.

8. Member Reports

- a. M. Hargis announced that a continuing education seminar for CPA's will be hosted by the College of Business on Friday in the College of Business.
- b. M. Lee announced that the AP Super Saturday is scheduled for Saturday, December 7th. Also, the College of Health and Behavioral Sciences Dean search deadline has passed. There are currently 17 candidates; however, more applications may be received.
- c. D. Pounder announced that the College of Natural Sciences and Mathematics Dean search committee will meet next week to narrow the pool of candidates. There are approximately 30 applicants currently.
- d. G. McCullough announced that URC met on November 12th, and eight projects were funded for a total of \$41,000. A list of awards will be sent out.
- e. K. Boniecki announced that the Graduate School Dean search committee has started reviewing applications and will meet next week. There are currently 21 applications. Review has begun for the University College Director position. There are currently 25 applications.
- f. Terry Wright announced that Big Bad VooDoo Daddy would be at the Reynolds Performance Hall tonight.
- g. S. Runge announced that if inclement weather requires the closing of campus on Friday, then all events scheduled for Friday and Saturday will need to be canceled.

The meeting adjourned at 10:58 a.m.

rcv

Council of Deans
12/11/2013

The Council of Deans met in regular session at 9:05 a.m. on Wednesday, December 11, 2013. Steve Runge presided and the following members were present: Steve Addison, Kurt Boniecki, Art Gillaspay, Jonathan Glenn, Michael Hargis, Maurice Lee, Gary McCullough, Diana Pounder, Terry Wright, and Laura Young. Terry Wright arrived at 9:09 a.m. Maurice Lee and Wendy Lucas were absent. Peter Mehl attended on behalf of Maurice Lee.

1. The COD minutes of December 4, 2013, were unanimously approved with revisions.
2. G. McCullough presented the Graduate Council minutes of November 21, 2013 and December 5, 2013. Following discussion, all action items were approved unanimously. G. McCullough reported that a list of X grades was sent to faculty which makes faculty aware of the grades that will be converted to F's if action is not taken. Discussion followed.
3. S. Runge provided council member's with a copy of the university course syllabus requirements, and discussion of possible revisions followed.
4. S. Runge provided council member's with a copy of the final key performance indicators, stating that the document will be available on the Office of Institutional Research website once approved by the board. Discussion followed.
5. Provost's Announcements
 - a. Grades are due at 8:00 a.m. on Tuesday, December 17th, 2013. This deadline will allow time for all actions that take place after grades are posted.
 - b. The Chief Technology Officer search committee held telephone interviews and will be scheduling on-campus interviews soon.
 - c. The internal search for Registrar was closed on Monday. A decision will be made soon.
 - d. Bear Facts Day was canceled due to the closure of campus last week. It will not be rescheduled. Students who were registered to attend were contacted by phone and email, and they were informed of the spring semester Bear Facts Day dates. Discussion followed.
 - e. Spring enrollment numbers are up 172 students and 173 FTE from the same time last year.
 - f. A STEM meeting was held last Thursday to discuss policy and prepare for the Spring 2015 Legislative session.
 - g. The architects for the science building project will present their proposal to the Board of Trustees on Friday.
 - h. Lunch will be served in Buffalo Alumni Hall for those who are participating in commencement on Saturday. Lunch will be \$10 and anyone who plans to have lunch should RSVP to Shelley Mehl. Anyone who would like to practice prior to commencement can arrive at 8:30 a.m. on Saturday. There will be a microphone check at 9:00 a.m.
 - i. The HPER addition topping-out ceremony will be on Friday. There will be a signing at 1:30 p.m. and the ceremony will begin at 2:00 p.m.
 - j. The Greek Village bonds will be signed on Friday and the closing will be on December 17th, 2013.

- k. The Honors College received a gift. There is an Honors College event in Little Rock on Friday afternoon.

6. Member Reports

- a. P. Mehl reported that the First Year Seminar workshop went well.
- b. M. Lee announced that the AP Super Saturday is scheduled for Saturday, December 7th. Also, the College of Health and Behavioral Sciences Dean search deadline has passed. There are currently 17 candidates; however, more applications may be received.
- c. T. Wright announced that the Conway Symphony Orchestra is performing tonight, and the Reynolds Performance Hall will be closed afterwards until the spring semester.
- d. L. Young announced that information on departmental summer funding allocations was handed out. Discussion followed.

The meeting adjourned at 11:15 a.m.

rcv

Council of Deans
12/18/2013

The Council of Deans met in regular session at 9:02 a.m. on Wednesday, December 18, 2013. Steve Runge presided and the following members were present: Steve Addison, Kurt Boniecki, Art Gillaspay, Jonathan Glenn, Michael Hargis, Maurice Lee, Wendy Lucas, Diana Pounder, Terry Wright, and Laura Young. Gary McCullough was absent. Amber Hall, Director of Institutional Research, was present for agenda item 3. Joanna Castner Post, Director of General Education, was present for agenda item 5.

1. S. Runge reported that the Higher Learning Commission's focused visit draft report was received and was very positive. He stated that the university has 14 working days in which to report any factual errors contained within the report. Discussion followed.
2. The COD minutes of December 11, 2013, were approved with revisions. Wendy Lucas abstained.
3. Amber Hall reported she is working with Digital Measures to (i) make continued improvements to the faculty module and (ii) determine how to best use the capability of the assessment module. Some unexpected challenges with the assessment module have been experienced. She asked that Deans/Chairs contact her to set up a time to meet to discuss data needs of the departments and colleges to be provided by the faculty module. Discussion followed.
4. The Undergraduate Council actions of December 10, 2013, were discussed and approved, with the exception of actions related to a graduate course which K. Boniecki will refer to the Graduate Council.
5. Upper division core program recommendations stemming from the November 21st and December 3rd meetings of the General Education Council were approved. S. Runge stated that this is the first round; however, all upper division core programs must be recommended and approved by this time next year in order to be included in the 2015 Bulletin. Discussion followed.
6. K. Boniecki distributed a draft policy relating to acceptance of transfer credit under the International Baccalaureate Program. Once revised, a draft will be provided to the Undergraduate Council. Discussion followed.
7. S. Runge stated that there is a need to make decisions on how to best approach filling open chair positions. The advantages and disadvantages of searching internally versus externally were discussed. S. Runge also recommended that Deans begin discussing and considering ways in which vacancies can create new opportunities. Further discussion followed.
8. M. Lee recommended that the council provide greater clarity to the meaning of "Programs of Distinction." S. Runge stated that a Program of Distinction is a program that is continuously built, sustained over time, and is ultimately recognized nationally. Discussion followed.

9. Provost's Announcements

- a. The Chief Technology Officer search continues. Two phone interviews are scheduled for this week and on-campus interviews will take place in January.
- b. J. Glenn is chairing the Centralized Scheduling work group. Members have been named, and a target implementation date of fall 2014 has been decided upon.
- c. The Registrar Search has concluded. Becky Rasnick has been appointed as Registrar. An external search to fill the position of Coordinator of Athletic Academic Advising will commence.
- d. The American Psychological Association preliminary accreditation report was positive.
- e. On October 10th, a memo was sent to Council of Deans members requesting that they begin looking at visiting positions for possible conversion to continuing positions. Another copy of the memo will be sent again. A deadline of mid-January has been set. According to the Faculty Handbook, visiting faculty can not continue after the third year of continuous full-time teaching.
- f. Preliminary spring enrollment is up 278 students and 175 FTE's compared to last year.
- g. Visiting artist Patrick Daughtery creates sculptures that last approximately two years and are naturally degradable. They are created from tree saplings in the local area. He is creating a sculpture for the university. Various locations on campus are being considered.
- h. Commencement went well this past Saturday.
- i. A former student, who is currently serving in the Army and stationed in Afghanistan, is planning to come back to school in January. His father contacted the university to request assistance on his son's behalf to be readmitted and begin the registration process for the spring semester. The student received the requested assistance from the Provost's office and Registrar's office and will be starting the pre-nursing program.

10. Member Reports

- a. J. Glenn stated that some end of semester items that have come in through Undergraduate Council need to go to the Board, the Arkansas Department of Higher Education and the Arkansas Department of Education. The late book report will be submitted to the Bureau of Legislative Research before Friday.
- b. W. Lucas stated that Amber Hall will be reporting student enrollment numbers; however, international students will not be included. There are 157 new international students for the spring semester. There are \$30,000 in scholarship funds for students coming in January. Scholarships will apply for one semester and students may renew if the requirements are met. She also advised that Deans should keep continuous improvement plans moving through college committees, and she will send information out to let everyone know what is still needed. In addition, a final evaluation response report will be given out. There is a 57% response rate this semester, with one week still to go. Emails were received during the 12th week of classes stating that students cannot access the surveys. This is because surveys are not available until the 13th week. Discussion followed.

- c. M. Lee reported that the AP student event was cancelled due to inclement weather and has been rescheduled for January 11th. There are 17 applicants for the position of Dean of the College of Health and Behavioral Sciences. The search committee will meet in January.
- d. D. Pounder stated that the College of Natural Sciences and Mathematics Dean Search committee has narrowed the candidate list to seven. Phone interviews will begin in January.
- e. K. Boniecki stated that the Graduate Dean Search committee met this week and narrowed the candidate list to 9. Phone interviews will begin in January.
- f. S. Runge stated that he was notified that Hewlett Packard has announced an expected addition of 200 new hires in 2014. The jobs added are expected to be higher paying jobs such as managers and programmers. This will have a positive impact on UCA.

The meeting adjourned at 12:07 p.m.

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