

University of Central Arkansas  
Council of Deans  
Wednesday, August 3, 2022  
9:00 a.m. - 11:00 a.m.  
Wingo 315

MINUTES

The Council of Deans met in regular session on August 3, 2022 in Wingo 315. Provost Poulter presided and the following members were present: Kari Naylor (for Stephen Addison), Angela Barlow, Deborah Dailey (for Victoria Groves-Scott), Michael Hargis, Darshon Reed (for Nancy Reese), Patricia Smith, and Paige Rose (for Tom Williams). Guests: Kelly Owens, Doris Pierce, and Courtney Dycus

1. Welcome: Provost Poulter welcomed and thanked members and guests for their attendance.
2. Guest Speakers
  - a. CARE Team - Kelly Owens, Dean of Students: Ms. Owens shared information about the new university CARE Team approach. The Team has been formed to identify students of concern regarding their well-being. An online reporting form is available that, when submitted, is sent directly to the CARE Team for review and action. Ms. Owens offered to present information and training to colleges and departments upon request.
  - b. Testing Accommodations - Doris Pierce, Director of the Office of Accessibility Resources & Services and Courtney Dycus, Director of University Testing: Ms. Pierce and Ms. Dycus presented an overview of the policies and procedures for testing accommodations for students. Ms. Pierce announced that Equidox will be the new pdf software for screen readers.
3. Action Items
  - a. COD June 6, 2022 and June 15, 2022 Minutes: The minutes were tabled for the August 17, 2022 meeting.
4. Business
  - a. Provost Updates: Items moved to discussion/information items.
  - b. Discussion/Information Items
    - i. Responding to Media Requests: Dr. Poulter stated that the Director of Media Relations, Fredricka Sharkey, is available to assist with any media requests.
    - ii. FOIA Training: Adam Rose and Fredricka Sharkey are developing a short training on how to respond to Freedom of Information Act (FOIA) requests. Ms. Sharkey is the university's FOIA officer.
    - iii. Staffing and Searches: Members were asked to share their staffing and search updates with Lori Hudspeth.
    - iv. COVID Response Group Update: The COVID Response Group will meet every other week. The first meeting was Monday, August 1st.

- v. Faculty Attending Commencements-Members were asked to please provide a list of faculty attending commencements to April Gunn.
- c. Division Updates: No updates.

#### 5. Important Dates

- a. August 12th, 10:00 a.m. - Board of Trustees
  - b. August 12th, 6:00 p.m. - Commencement: PT/OT/CSD
  - c. August 13th, 9:00 a.m. - Commencement: Remaining colleges and programs
  - d. August 17th, 9:00 a.m. - COD Meeting
  - e. August 21st-26th - [Welcome Week](#) and [Opening Session](#)
  - f. August 24th, 9:00 a.m. – Fall Convocation, Reynolds Performance Hall
  - a. August 30th, 5:30 p.m.- New Faculty/Staff Reception, Buffalo Alumni Hall
- AY21-22 Initiatives
    - Instructional and Campus Continuity - Completed
    - HLC Assurance Argument Update - Completed
    - Strategic Plan Refresh - Completed
    - Incomplete Grade Policy - Completed
    - Retaking courses for grade forgiveness policy - Completed
    - Academic Grade Appeal Process - Completed
    - Assignment of Instructional Duties - Continuing project
    - BA-BS Discussions and Decisions - Continuing project
    - Momentum Year (includes Focus Areas) - Continuing project
    - G2C Expansion on Campus - Continuing project
    - Diversity, Belonging, Inclusion, and Equity - Continuing project
    - Policy and Process Improvements - Continuing project

With no further business the meeting adjourned at 10:55 a.m.