

Council of Deans  
1/8/2013

The Council of Deans met in regular session at 9:10 a.m. on Wednesday, January 8, 2014. 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 December 18, 2013, were approved with revisions.
2. S. Runge advised the council that minimal corrections to the Higher Learning Commission's (HLC) Focused Visit Draft Report were submitted to the HLC prior to the holiday break. The university's response to the final HLC team report was submitted on Monday. The report includes a recommendation by the HLC team that our next accreditation meeting be extended until the 2019-2020 academic year. The university expects to hear back from the HLC by the end of February. Discussion followed.
3. S. Runge informed the council that he met yesterday with University Board of Trustees Chair, Kay Hinkle. The meeting took place as one of the four required meetings with Academic Affairs' assigned board member(s). Discussion followed.
4. Provost's Announcements
  - a. The Centralized Scheduling Committee will be charged by the Provost this Thursday. The committee will be asking for feedback regarding specialized spaces which do not need to be included in the system. The plan is to implement the system for the 2014 fall semester. Discussion followed.
  - b. The Chief Technology Officer Search Committee met yesterday and on-campus interviews will be scheduled over the next couple weeks. Candidates will give 20 minute presentations on where they feel the university should be with regard to technology, and there will be an opportunity for interested parties to submit anonymous questions to be asked of the candidates. Discussion followed.
  - c. The search for a new registrar has concluded with Becky Rasnick being appointed to the permanent position. The Search for a Director of Athletic Academic Advising has begun. The position opening will close on January 23<sup>rd</sup>.
  - d. Preliminary spring enrollment numbers indicate the university is up 214 students (2.2%) and 146.6 FTE (1.7%). Discussion followed.
  - e. S. Runge and L. Young participated in a conference call yesterday with representatives of Louisiana Tech's Cyber Discovery program. They are providing the university with \$152,000 in funding for the purpose of initiating this program on the UCA campus. Discussion followed.
  - f. S. Runge participated in a conference call yesterday with the Campbell and Company group, who will be serving as a consultant for the university during the next comprehensive

- fundraising campaign. A follow-up meeting with the UCA Foundation Office, to include all CoD members, will take place in the near future. Discussion followed.
- g. M. Hargis and S. Runge will be meeting with Warwick Sabin on Friday to discuss UCA's involvement with the Arkansas Fellowship Program.
  - h. The Honors College Mentor Banquet will be tonight from 5pm to 8pm in the Brewer-Hegeman Conference Center.
  - i. Doug Corbett spoke Monday at the IDC Mini-Conference luncheon. He did a great job speaking about mentoring.
  - j. Arkansas Business named the UCA Imagine Cup Team as one of their "Top Technology Stories of 2013" in Central Arkansas.
  - k. A reminder has been distributed regarding visiting positions on campus. Council members should look at faculty in these positions and develop a plan for how to ensure that faculty positions are filled appropriately.
  - l. SBAC recommendations have been received and a final rankings will be sent out to the Council of Deans. Discussion followed.
  - m. An international student, traveling to Conway for an event on campus, arrived at the Little Rock airport on Saturday and missed her shuttle bus. James Lee Witt became aware of her situation and phoned a contact who then notified university officials of her situation. Mr. Witt then sat with the student until transportation arrived.
  - n. S. Runge announced that work is being done to reorganize the reporting lines of university communications. A draft plan will be prepared and presented to President Courtway. As part of this reorganization, Jeff Pitchford will move to Academic Affairs. In addition, the search is underway for an Associate Vice President for Communications. The position is posted on the Human Resources website. Discussion followed.

## 5. Member reports

- a. W. Lucas reported that international students are still coming in for the spring semester. Deans should decide who in their college's departments will best serve as a transfer advisor. Also, Deans should consider if it would be best to utilize advisors in the Academic Advising Center for the initial advising work and then transfer students to the departments once the initial placement has been made.
- b. M. Lee announced that AP students from Conway will be on campus on Saturday.
- c. D. Pounder stated that she has some concerns regarding Ch. 3 of the Faculty Handbook. Some discussion followed.
- d. T. Wright announced that public appearances will be starting back up and an ice rink will be prepared in the Reynolds Auditorium in preparation for "Broadway on Ice".
- e. J. Glenn announced that he received confirmation from HLC of receipt of the institutional responses.

The meeting adjourned at 10:09 p.m.

rcv

Council of Deans  
1/15/2013

The Council of Deans met in regular session at 9:06 a.m. on Wednesday, January 8, 2014. 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 January 08, 2014, were unanimously approved.
2. J. Glenn distributed a handout regarding ACT 747 program status. The deadline for compliance with the 120 hour program cap, or for submission of a request for an exemption waiver, is June 30, 2014. Discussion followed.
3. S. Runge reminded Council members that the deadline for submitting a "Big Project" idea to the Student Government Association is Friday. Discussion followed.
4. S. Runge advised Council members that preliminary enrollment numbers on the fifth day of classes show the university's undergraduate enrollment numbers for spring are up 37 students, and 50 FTE's, when compared to 2013. Discussion followed.
5. S. Runge stated that the Student Government Association has suggested that changes be made to how commencement speakers are selected, and how the addresses are delivered. Discussion followed.
6. Provost's Announcements
  - a. The deadline for faculty self-evaluations has been moved to February 14<sup>th</sup>, 2014. Discussion followed.
  - b. The meeting of the Centralized Scheduling Group has been rescheduled to January 22<sup>nd</sup>, 2014. Discussion followed.
  - c. Toney Flack, candidate for the university's Chief Technology Officer position, will be on campus next Tuesday and Wednesday. There will be an opportunity for interested faculty and staff to ask questions of the candidate. Discussion followed.
  - d. There was a legislative budget hearing yesterday, in which all university presidents and chancellors were at the table. The meeting went well.
  - e. There will be a Vision 2025 meeting on Friday. All colleges were invited, and S. Runge will attend.
  - f. There will be a STEM Computer Science meeting on campus this Friday.
  - g. The Martin Luther King Breakfast will be held Friday morning at 8:30 a.m.
  - h. The Honors College Mentor's Banquet last week was a very good event.
  - i. Space was secured yesterday for the sapling structure to be erected by a visiting artist. It will be placed between the two trees by the library.

## 7. Member reports

- a. W. Lucas announced that Hans Pfeil, from Information Technology, is in ICU with influenza.
- b. L. Young reminded Council members that faculty salary correction forms should be turned in directly to Amber Hall.
- c. M. Lee announced that the AP Student even was held on Saturday, with a good turnout. Also, the CHBS Dean Search Committee has a narrowed candidate list consisting of six strong candidates, and phone interviews will take place soon.
- d. D. Pounder stated the CNSM Dean Search Committee has narrowed the candidate pool to a short list, and phone interviews will take place soon.
- e. K. Boniecki stated that the Graduate School Dean Search Committee has narrowed the candidate list down to the committee's top five candidates. Interviews will be conducted online soon. The University College Director Search Committee will meet soon.
- f. A. Gillaspay stated that an interview is scheduled for the candidate being considered for the HPAW Residential Master position.
- g. T. Wright announced that the Baum Gallery Exhibition opens this week and everyone is encouraged to go. Also, "Broadway on Ice" will be presented at Reynolds Performance Hall on January 21<sup>st</sup>, and the stage will be iced down for the show.
- h. S. Runge announced that he received notice, in yesterday's Executive Staff meeting, that we will soon begin the process to develop the Fiscal Year 2015 Budget. We will have the opportunity to reallocate the base budget within our existing base budget. Also, the university is accepting two more students from Rwanda for the Fall 2014 semester.

The meeting adjourned at 11:01 a.m.

rcv

The Council of Deans met in regular session at 2:33 p.m. on Monday, January 27, 2014. Steve Runge presided and the following members were present: Steve Addison, Kurt Boniecki, Art Gillaspay, Jonathan Glenn, Michael Hargis, Gary McCullough, Terry Wright, and Laura Young. Maurice Lee, Diana Pounder, and Wendy Lucas were absent. Debbie Barnes, Assistant Dean of the College of Education, attended on behalf of Diana Pounder. Peter Mehl, Associate Dean of the College of Liberal Arts, attended on behalf of Maurice Lee. Joanna Caster Post, Director of General Education, was present for agenda item three.

1. The COD minutes of January 15, 2014, were unanimously approved.
2. The Undergraduate Council actions of January 21, 2014 were presented by K. Boniecki. All actions were discussed and approved.
3. The General Education Council actions of January 16, 2014, were presented by K. Boniecki. All actions were discussed and approved.
4. S. Runge distributed a list of identified space concerns and proposed methods for alleviating those concerns. Discussion followed. Council members were asked to review the list and provide any feedback to the Provost's office by the end of the day on Tuesday, January 28, 2014.
5. S. Runge informed Council members that supplemental payroll checks were distributed last Tuesday. Discussion followed.
6. S. Runge stated that the Office of International Engagement has proposed that the name of the Study Abroad program be changed to Education Abroad. Discussion followed. S. Runge stated that this issue will be tabled until the next meeting of the Council of Deans.
7. Provost's Announcements
  - a. The Student Success and Retention Council was brought before the Faculty Senate, and was tabled by the Senate.
  - b. The Chief Technology Officer Search Committee recommended that Mr. Toney Flack was not the best fit for the University. The Provost accepted their recommendation and President Courtway was notified. The Committee will meet tomorrow and begin looking at the applicant pool again.
  - c. The Centralized Scheduling Work Group met and was charged last week. A goal implementation date of August 15, 2014, was determined.
  - d. Enrollment numbers are currently up, while concurrent numbers are down.
  - e. S. Runge attended the Vision 2025 meeting last week at the State Capitol. Senator Joyce Elliott chaired the meeting, and Shane Broadway presented.
  - f. S. Runge visited the KIPP Academy in Helena last week. UCA is the number one choice campus for graduates of the KIPP Academy. Discussion followed.

- g. A Stem Pipeline meeting was held last week at the Arkansas Department of Education. Commissioner Kimbrough and Shane Broadway attended. UCA is committed to work with one of the two-year institutions on transfer articulations and lead the effort.
- h. The Arkansas STEM Coalition Regional Meeting took place last week in Monticello.
- i. Discussion has begun regarding Winter Break housing, and how to improve how the University can improve services when the campus is closed.
- j. S. Runge, Jeff Pitchford, and Ron Patterson will be meeting on Wednesday with Dr. Ted Kalthoff, of ASU Beebe, to discuss transfer articulation.
- k. S. Runge will attend the Lifelong Learner retreat tonight.

#### 8. Member reports

- a. K. Boniecki stated that the Graduate School Dean search has interviewed three candidates, and has two more candidates to be interviewed. The University College Director Search Committee has narrowed the candidates to six, and interviews will take place this week.
- b. Debbie Barnes stated that the College of Natural Sciences and Mathematics Dean Search Committee has scheduled five interviews for this week.
- c. L. Young reminded Council members to be sure that draft offer letters are marked "draft" until approval is given. The draft letters should not be signed. S. Runge added that formal offers should not be extended until approval is given.

The meeting adjourned at 4:23 p.m.

rcv

The Council of Deans met in regular session at 9:02 a.m. on Wednesday, February 12, 2014. Steve Runge presided and the following members were present: Michael Hargis, Maurice Lee, Diana Pounder, Gary McCullough, Art Gillaspay, Terry Wright, Steve Addison, Jonathan Glenn, Wendy Lucas, Kurt Boniecki, and Laura Young.

1. The COD minutes of January 27th, 2014, were approved. W. Lucas abstained.
2. The Graduate Council actions of January 16, 2014 were presented by G. McCullough. The proposed credit hour value change for CSD 6443 and credit hour value change/course title change for CSD 6244, were unanimously approved. A recommendation to eliminate the portfolio and comprehensive examination requirement from the Master of Science in Nursing program was presented, and a motion was made and seconded to approve. Discussion followed. A motion to table was passed.
3. S. Runge informed Council members that he, L. Young, Laura Garner, and Becky Raznick met with representatives of the Greenbrier School District regarding re-establishing the university's concurrent enrollment partnership with the school district. The UCA team emphasized that concurrent courses must be UCA courses regarding content, rigor, and form of instruction and student assessment. The evaluation, of whether specific concurrent courses will be offered, will be performed at the departmental and college level. Greenbrier agreed to collaborate with UCA on these matters. Also discussed was the desire of both Greenbrier and Conway public schools to offer enough college credit courses that a student could graduate high school with an Associate Degree. We agreed to explore this possibility. Discussion followed.
4. S. Runge asked W. Lucas to speak on the previously discussed proposal to change the name of Study Abroad to Education abroad. W. Lucas spoke on how and why the name change was proposed. Discussion followed. Council members agreed that the consensus is to leave the title unchanged.
5. K. Boniecki spoke on the issue of classes being scheduled during x-period. A handout listing classes scheduled during x-period, for this term and the fall 2014 term, was provided. Scheduling during x-period is allowed if absolutely necessary but to be avoided if possible. Discussion followed.
6. Provost's Announcements
  - a. Brad Lacy and Victor Green are the UCA Board Members assigned to Academic Affairs this year. Meetings with Board Members assigned to this unit have historically been very productive.
  - b. The Chief Technology Officer Search Committee is considering the original candidate pool. They will speak with two candidates this week. Discussion followed.
  - c. The Council of Deans lunch was canceled today because the Graduate School Dean candidate's flight was canceled. The candidate's visit will be rescheduled.

- d. The deadline for Faculty Excellence Award nominations is February 24, 2014. The awards ceremony will be April 10, 2014 at x-period. The President's office has assumed the role of coordinating the event.
- e. The STEM Board meeting will be this Thursday on campus.
- f. There was another meeting on Winter Break housing, which took place yesterday. Discussion followed.
- g. Last week, S. Runge, Jeff Pitchford, and Ron Patterson met with Ted Kalthoff of ASU Beebe regarding transfer articulation. The meeting went well. Discussion followed.
- h. The Campus talk will be this Thursday at X-period.
- i. Applicant tracking training will be February 27, 2014. The times are listed on the agenda in the email that went out.
- j. There will be a Board meeting next Friday, February 21, 2014. There will be a long agenda, including the academic calendar, science building funding, and room and board rates. The May board meeting has been pushed back to May 30<sup>th</sup>. Discussion followed.
- k. There is a Biology student going to India for research on tiger vocalization. S. Addison will provide more information on this at a later time.
- l. There was a Faculty Senate meeting yesterday. A part-time faculty senator made a strong case for social security matching for part-time faculty. Discussion followed.

## 7. Member reports

- a. J. Glenn provided the group a hand-out on guaranteed 8-semester degree completion. Discussion followed. A hand-out was also provided on the centralized space management system. Discussion followed.
- b. M. Lee stated that several candidates for the CHBS Dean position have been approved and are coming to campus for a visit over the next four weeks.
- c. D. Pounder stated that three candidates will be coming to campus to interview for the CNSM Dean position. She also advised Council members that several changes are in store for the College of Education. GPA requirements for admission to the Teacher Education programs are going up from 2.5 to 2.7, effective fall 2014; internship placement regulations are changing, and the State is introducing a new accountability annual report that will report on candidate content & pedagogical knowledge, classroom performance skills, impact on k-12 student learning, etc.
- d. W. Lucas stated that Bear Facts Day scheduled for February 22<sup>nd</sup> has approximately 600 people signed up. Also, candidates for the Athletic Academic Advising position will be interviewing soon. Joanna Castner Post will be asking the General Education Committee to change a rule requiring math and science in the first year to possibly requiring they be taken during the first two years. Discussion followed.
- e. K. Boniecki stated that the Graduate School Dean Search Committee will have three candidates on campus; however, the first was postponed due to winter weather. Also, Department Chairs should have received sabbatical leave proposals which are due to the Deans by February 18<sup>th</sup>, and due to the Provost's office to K. Boniecki by February 25<sup>th</sup>.
- f. T. Wright stated that last night the Van Cliburn Piano Competition was at Reynolds. Miranda July will be here on Thursday. The College of Fine Arts and Communication has a Memorandum of Understanding with the Oxford American which has not been satisfied, so arrangements are being made to address this debt by scheduling a series of Arts Nights.



- g. S. Addison reported that the posters scheduled to be on display at the State Capitol this week have been rescheduled for March 7<sup>th</sup> due to winter weather.

The meeting adjourned at 12:05 p.m.

rcv

The Council of Deans met in regular session at 9:03 a.m. on Wednesday, February 19, 2014. Steve Runge presided and the following members were present: Michael Hargis, Maurice Lee, Diana Pounder, Gary McCullough, Art Gillaspay, Terry Wright, Steve Addison, Jonathan Glenn, Wendy Lucas, Kurt Boniecki, and Laura Young. The following Student Government Association (SGA) Officers and Representatives were in attendance: Executive President Adam Price, Vice-President of Operations Steven Shook, Senior Class President Allison Rubio, Junior Class President Colby Qualls, Sophomore Class Representative Stephanie Daigle, Freshman Class Representative Emma Baird, and Senator-at-Large Jacob Wickliffe.

1. S. Runge welcomed the SGA visitors. SGA President Adam Price stated that the SGA is aware of the consideration being given to make changes to the Academic Calendar to start classes on a Monday in the future, and he requested that the Council discuss the thoughts behind the considered changes. S. Runge stated that an increase of only three instructional days is being considered, which would include a Monday start, instead of the traditional Thursday start. Some reasons for considering the change included the following: Allowing a full week of class to accommodate classes that meet only once per week including lab classes; increased likelihood of students attending the first day of class; addition of three days allows for more instructional time, which is beneficial when instructional time is lost due to inclement weather; time for a welcome week and possible freshmen boot camp the full week prior to the first week of classes, followed by a "move-in" weekend. Discussion followed. Also discussed were concerns with having a Fall Break, in addition to a Thanksgiving break, as two partial weeks are disruptive to teaching and learning effectiveness. S. Runge asked that the SGA consider the advantages of having a full week off for Thanksgiving, as opposed to a Fall Break. More discussion followed. SGA President Adam Price indicated that he would like to survey students, and L. Young offered to come and speak to students at some time in the near future.

SGA Vice-President of Operations Steven Shook, requested a discussion on the centralized scheduling system that is being planned. S. Runge stated that this is a positive move, as it is currently challenging for students and staff to reserve space. J. Glenn provided an update on the Centralized Scheduling Working Group's plan and discussion followed.

SGA Junior Class President Colby Qualls informed the Council that the SGA is considering a modified organizational structure, which would include Academic College Representatives. The consensus among Council members was that this would be a very positive move. A. Price asked who should be the point person for the College representative within each college. Council members agreed that each respective college's Dean would be the appropriate individual. Discussion followed.

SGA Vice-President of Operations Steven Shook addressed whether or not a modified final exam schedule should be considered. The SGA conducted a brief survey of students on this topic and received a neutral response. Some discussion followed.

S. Runge informed the SGA officers that there are challenges in finding out what courses students need during the summer terms. He requested that the SGA begin to look at what questions would need to be asked of students, should a survey be given on this subject. He also asked how best to inform students of course offerings. The SGA officers agreed that Twitter is the choice form of communication for students at this time. Discussion followed regarding courses which may be needed.

J. Glenn asked the SGA officers to update the Council on their previous concerns with regard to space and extended hours in the library. SGA Senior Class President Allison Rubio stated that students have asked if hours can be extended during busy times. The SGA officers agreed that the main concern for students is simply having enough space to study during late hours, and not necessarily a need for extended hours for library services. Discussion followed.

S. Runge informed the SGA officers that the Board of Trustees will be looking at proposed increases in admissions standards changes for the fall 2014 and fall 2018 academic years. SGA President Adam Price stated that he felt this was a good idea. Discussion followed.

2. The COD minutes of February 12, 2014, were approved with revisions.
3. W. Lucas presented the proposed changes to admissions standards and the members were provided a handout on the proposed changes. The changes for the fall 2015 entering class provides for a slight increase in the GPA requirement, from a 2.5 to a 2.7 GPA. It also provides for an increase in the composite ACT score by 1 point. In fall 2018, there is no proposed increase in the GPA requirement; however, there is proposed increase of 1 point in the composite GPA score requirement. Discussion followed. The Council members approved the motion to approve the proposed admissions standards by a vote of 10 for, 1 against, and 0 abstentions.
4. S. Runge stated that the Faculty Senate passed the reformulation of the Student Success and Retention Council, and he provided a handout to the group illustrating the new formulation of the committee. Discussion followed.
5. Provost's Announcements
  - a. Applicant training will take place on February 27<sup>th</sup>, and Council members and chairs should attend if possible.
  - b. Bear Facts Day is this Saturday, February 22<sup>nd</sup>. There are currently 693 students signed up, and this is a critical Bear Facts Day as the December event was canceled due to weather.
  - c. The Leaders of the World Conference will be March 3<sup>rd</sup> - 7<sup>th</sup>, and is intended to help build partnerships with government institutions and universities around the world. This will be an annual event that will solidify relationships and generate revenue. W. Lucas stated that she will find out if everyone is invited, or if the event is by invitation only.

- d. Dr. Chris Davis interviewed this week. The CTO Search Committee would like feedback from the CoD. Discussion followed and the consensus of the group was unanimously positive.
- e. S. Runge and M. Hargis met with John Miller of Falcon Jet last week. UCA will be working towards a Memorandum of Understanding with Falcon Jet to provide educational opportunities to employees of Falcon Jet. Discussion followed.
- f. S. Runge stated that he received a question at last week's Campus Forum, which asked whether this might be the appropriate time to consider reorganizing the colleges, as there are currently five Interim Deans. Informal conversations are ongoing within and between departments. No decisions have been made and none will be made without thorough discussion with all units that may be affected. Discussions will continue until after the 2014-2015 academic year. Discussion followed.

## 6. Member reports

- a. M. Lee stated that the CHBS Dean candidates have been scheduled for interviews and schedules will most likely be sent out by the end of the week.
- b. W. Lucas stated that a group of college preparatory students from Texas did not make it to campus because of the second snow day. As a result, the Recruiter, Mirt, will be going to meet with them. The AP Science Review was held Saturday, and 130 students attended. She also stated that four candidates are expected to interview for the Athletic Academic Advising position. In addition, Charley Harvey has graciously arranged for the Academic Advising Center to use one of their classrooms all summer for orientation.
- c. K. Boniecki stated that Dr. Karin Jordan will interview on Friday for the Graduate School Dean position, followed by Dr. Stephanie Bellar on Monday. Announcements will be sent out. The IDC announced that its Teaching Portfolio workshops will be held March 4<sup>th</sup> and 5<sup>th</sup>. FYS training will be May 5<sup>th</sup> from 1:00 p.m. – 4:30 p.m. Please get this information out to Chairs.
- d. T. Wright stated that Astrophysicist Neil deGrasse Tyson will be here on Thursday, February 27<sup>th</sup>. Tickets for the event are sold out.
- e. S. Addison met with representatives of ASU-Beebe and Jeff Pitchford, Director of Transfer Services, last week. He also stated he spoke on "How to Succeed in a STEM Career" yesterday at the High School Guidance Counselor's Conference in Hot Springs. Discussion followed.

The meeting adjourned at 11:51 a.m.

rcv

The Council of Deans met in regular session at 8:03 a.m. on Wednesday, February 26, 2014. Steve Runge presided and the following members were present: Michael Hargis, Maurice Lee, Diana Pounder, Gary McCullough, Art Gillaspay, Terry Wright, Steve Addison, Jonathan Glenn, Wendy Lucas, Kurt Boniecki, and Laura Young. Jane Ann Williams, Director of International Engagement, was present for agenda item #2.

1. S. Runge announced that Dr. Wendy Lucas, Associate Provost for Assessment and Enrollment Management, was chosen to be the new Chair of the Department of History in the College of Liberal Arts. This is a great opportunity for Dr. Lucas; however, it will require a replacement for her duties as Associate Provost within Academic Affairs.
2. The COD minutes of February 19, 2014, were unanimously approved.
3. S. Runge asked Jane Ann Williams to provide Council members with an overview of next week's Leaders of the World event. Ms. Williams explained that the event was put together to create a network of relationships with universities and government leaders from around the world, which work together to develop international education programs. A program for the week-long event was provided, and Ms. Williams provided a summary of the different events in which Council members may wish to participate. Discussion followed.
4. S. Runge informed Council members that UCA is currently moving forward towards a Memorandum of Understanding with the KIPP Academy. The KIPP Academy will build in recruiting opportunities for UCA, in exchange for support of their graduates as they continue their studies at UCA. UCA is currently the number one recipient of KIPP graduates, and this is an opportunity to build on this further. A handout was provided to Council members, which shows what the KIPP Academy has requested that UCA do, and states which requests UCA will be capable to honoring. Discussion followed.
5. S. Runge discussed the Credit When It Is Due (CWID) program. This is a pilot program funded at the state level that looks for students who have earned enough credit hours to have an associate's degree, however, who have never been awarded the degree. J. Glenn stated that thus far, one UCA student has been identified as qualifying and has been awarded the degree. Discussion followed.
6. S. Runge informed Council members that tremendous progress has been made in implementing Degree Works. It is available live now for advisors and faculty and is expected to be available live for undergraduate students on March 17, 2014. Additionally, it should go live for graduate students in the fall semester. Discussion followed.

7. W. Lucas provided a sample of the newly developed UCA Visitors Guide & Business Directory. This is an improved version that will compare favorably with similar items being provided by other schools. Discussion followed.
8. K. Boniecki presented the action items from the February 18, 2014, meeting of the Undergraduate Council. The Council of Deans approved all items unanimously. Also, K. Boniecki informed Council members that the Undergraduate Council is concerned about oversight of electronic course delivery. Discussion followed.
9. D. Pounder requested the Council take a look at the challenges presented by limited email capacity. S. Runge acknowledged that GroupWise storage capacity has become problematic for some, in addition to issues with remote access. He noted that the new CTO, plans to examine this matter. Discussion followed.

#### 10. Provost's Announcements

- a. Chris Davis has accepted the position of Chief Technology Officer at UCA and will begin work on June 1, 2014.
- b. An email has been circulated requesting that faculty consider serving as HLC Consultant Evaluators. Council members were asked to let S. Runge know if they are interested in serving in this capacity.
- c. The Veteran's Education Compliance visit will take place March 3<sup>rd</sup>-5<sup>th</sup>. A self audit has been conducted, and UCA is very prepared for this audit.
- d. Bear Facts Day was held on Saturday, February 22, 2014. 409 students attended and 106 applications were received.

#### 11. Member reports

- a. M. Lee stated that CHBS Dean candidate Jimmy Ishee will be on campus next week. There will be a Council of Deans lunch with Dr. Ishee on Tuesday, in Burdick 222.
- b. D. Pounder informed Council members that the new fire marshal visited Mashburn Hall recently and may be visiting them soon.
- c. W. Lucas provided a handout to Deans which showed programs for which assessment plans have been received. Deans were asked to assist in getting plans submitted for the programs that were still outstanding.

- d. K. Boniecki announced that Graduate Dean candidate, Dr. Marie Hoepfl, will be on campus on Wednesday, March 5<sup>th</sup>. Today, University College Director candidate, Rashonda Johnson, will visit campus for interviews.
- e. G. McCullough reported that the Arkansas Shakespeare Theatre fundraiser will be a week from Friday, at the Junior League building in Little Rock.
- f. T. Wright stated that Astrophysicist Neil deGrasse Tyson will be here tomorrow night. Tickets for the event are sold out. Also, the Haifa Symphony Orchestra will be here on Monday night.
- g. S. Addison reported that he presented Monday on the "State of Computer Science in Education" at the Arkansas Commission for the Coordination of Educational Efforts Technology hearing in Little Rock.

The meeting adjourned at 9:58 a.m.

rcv

Council of Deans  
3/12/2014

The Council of Deans met in regular session at 8:31 a.m. on Wednesday, March 12, 2014. Steve Runge presided and the following members were present: Michael Hargis, Diana Pounder, Gary McCullough, Art Gillaspay, Terry Wright, Steve Addison, Jonathan Glenn, Kurt Boniecki, and Laura Young. Maurice Lee and Wendy Lucas were absent. Peter Mehl, Associate Dean for the College of Liberal Arts, represented Maurice Lee. Victor Green, UCA Board Trustee, attended as a Board representative for Academic Affairs.

1. The COD minutes of February 26, 2014, were unanimously approved.
2. S. Runge stated that Deans should consider vacancies within their respective colleges and generate their lists of position requests for fall 2014 faculty searches. The deadline to submit the requests to the Office of the Provost is April 18<sup>th</sup>, 2014. Discussion followed.
3. S. Runge provided clarification of the timeline for the Faculty Senate to review proposed revisions to the Faculty Handbook, as proposed by the Faculty Handbook Committee. The Faculty Handbook Committee will vote to recommend the proposed revisions at its March 14, 2014 meeting, and Senators will then be able to consider the proposed revisions. The Faculty Senate will vote on the proposed revisions at the April 24, 2014 meeting. Discussion followed.
4. S. Runge provided a handout of Key Performance Indicators (KPI's) listed by college. Discussion followed, and it was decided that changes to the list were needed. Only undergraduate data is reported for "SSCH taught by full-time faculty." D. Pounder requested that the same information be reported for graduate SSCH. S. Runge stated that he will request an updated document from Amber Hall, Director of Institutional Research.
5. K. Boniecki stated that it is time to nominate a faculty member for the U.S. Professors of the Year Award. As previously decided, the university will nominate the previous year's winner of the Teaching Excellence Award. All agreed that Doug Corbitt, 2013 Teaching Excellence Award winner, will be nominated.
6. Provost's Announcements
  - a. Bear Facts Day was held on Saturday, March 8, 2014. 253 students attended and 38 applications were received.
  - b. Dr. Stephane Bellar has verbally accepted the Graduate Dean position. Her home department will be the Department of Political Science.



7. Member reports

- a. S. Addison stated that he interviewed 17 faculty members for the Cyber Discovery team. Also, last Friday, CNSM posters were on display at the State Capitol. The event was well attended.
- b. S. Runge provided an update on the prognosis of Joanna Caster Post, Director of the UCA Core, who is currently hospitalized.

Victor Green joined the meeting at 9:15 a.m.

8. Council members each provided an overview to Victor Green on their respective colleges, and/or divisions, and/or roles. Discussion followed.

Following the Council member presentations, Victor Green stated that academics is the “nuts and bolts” of the institution. Additionally, he understands that the Board of Trustees has charged the Council with a big task with regard to retention, and the expectations are high. He asked all Council members let him know, through the Provost, whether any of the expectations are unattainable.

The meeting adjourned at 11:37 a.m.

rcv

Council of Deans  
3/19/2014

The Council of Deans met in regular session at 8:32 a.m. on Wednesday, March 19, 2014. Steve Runge presided and the following members were present: Michael Hargis, Diana Pounder, Gary McCullough, Art Gillaspay, Terry Wright, Steve Addison, Jonathan Glenn, Kurt Boniecki, Laura Young, Maurice Lee and Wendy Lucas. Brad Lacy, UCA Board Trustee, attended as a Board representative for Admissions/Retention.

1. The COD minutes of March 12, 2014, were approved unanimously with revisions.
2. S. Runge informed Council members that the University of Arkansas System will be rolling out an "Online U of A" that will include all campuses to provide online degree programs. These programs will be University of Arkansas branded, and it will reflect no distinction between campuses or between a traditional versus online degree. Dustin Summey is currently looking at possible comparable online programs that UCA might be able to offer. A summary of activity toward expanding UCA's online presence was provided to Council members. Discussion followed.
3. S. Runge announced availability of a webcast providing training for Department Chairs. This webcast training is available on March 26, 2014. Deans were asked to determine if any of their college's chairs are interested in the training and let Robin Voss know. Discussion followed.
4. D. Pounder shared with Council members her concerns with regard to a visit by the new fire marshal. The fire marshal visited the College of Education and instructed her that no furniture is allowed in any open areas, such as lobbies and hallways, in campus buildings. Discussion followed.
5. S. Runge announced that the Council of Deans annual retreat will take place on May 15<sup>th</sup> and 16<sup>th</sup>. The retreat will take place at 120 Elizabeth Place, as renovations of this facility are expected to be completed by that time. The decision to have the retreat at this location is a positive one, as it makes use of existing space, saves on travel funds, and allows attendees to stay close to home. This facility will allow other units to save on travel funds as well. Discussion followed.

Brad Lacy joined the meeting at 9:08 a.m.

6. S. Runge provided Brad Lacy an organizational chart for Academic Affairs.
7. Council members each provided an overview to Brad Lacy on their respective colleges, and/or divisions, and/or roles.

8. Brad Lacy asked that Council members share with him what they would agree to be the number one best use of state funding at this time. Discussion followed, and the consensus was that the hiring of dedicated, professional college-based advisors would have a significant impact on student retention and would be the best use of funding at this time. There are only seven dedicated advisors now. He asked about advising for student athletes. W. Lucas stated that there are currently 3 dedicated advisors for student athletes, compared to only 7 dedicated advisors for all other students. More discussion followed.

Brad Lacy asked about the status of the Computer Science program. S. Addison stated that the program has grown; however, the number of students entering the program is higher than the number completing it. This is due to the fact that upon entering, students may not understand the significant role that mathematics plays in this program and later find that they do not have the math skills to be successful. Discussion followed.

Brad Lacy asked A. Gillaspay to identify any “stretch” programs he would like to see brought to campus. A. Gillaspay identified the Cardiac Rehab program that the College of Health and Behavioral Sciences has been looking at, as well as a Clinical Doctorate in Nursing and Occupational Therapy. S. Runge added that while the existing programs are strong, we need to look at how we can bring them to a level of excellence or beyond. A. Gillaspay also stated that the college has been discussing the idea of bringing a School of Optometry to UCA and considering a Clinical and Research Institute that would be a center to serve the public and train students at the same time. Discussion followed.

9. Following the Council member presentations, Brad Lacy thanked the members and said the information they provided was very helpful. He stated that he is pleased that the Council of Deans is in agreement on the need for more academic advisors. He stated that low college graduation rates are a problem in Arkansas, and he believes UCA can be a part of the solution to the problem. He is committed to UCA, and believes that UCA is what makes Conway’s growth possible. He asked Council members to continue to let him know what is needed. Discussion followed.

The meeting adjourned at 12:52 p.m.

rcv

The Council of Deans met in regular session at 9:10am on Wednesday, April 30, 2014. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Wendy Lucas, Kurt Boniecki, Gary McCullough, Art Gillaspay, Terry Wright, Steve Addison, and Laura Young. Dr. Anglela Webster-Smith, Interim Associate Vice-President for Institutional Diversity, and Mr. Ronnie Williams, Vice President for Student Services and Institutional Diversity, were present for agenda item two.

1. The CoD minutes of April 23, 2014, were unanimously approved.
2. Council members were provided with a copy of the university Diversity Committee's Proposed Diverse Faculty Recruitment, Retention, and Development Leadership Plan and the Initial Engagement Plan. R. Williams gave Council members an overview of where the university is in terms of its diversity initiative. Work is ongoing to develop a university-wide plan for improving diversity on campus. The plan includes a Hispanic initiative headed-up by Manny Sepulveda. The long-term goal of the initiative is to achieve "inclusive excellence." The university committee will collaborate with the individual college diversity committees, and the college committees will be able to use the university diversity plan as a guide as they fine-tune their own college plans. K. Boniecki added that W. Lucas has collected the current diversity plans from all the colleges, and J. Glenn stated that these plans may be viewed in myUCA. A. Webster-Smith stated that funding for the diversity initiative is extremely important, and several ideas for how to fund it are being considered. R. Williams added that \$25,000 of diversity funding is built into the M and O budget; however, more money will be needed to fully implement all diversity plans. Discussion followed.
3. Action items of the April 15, 2014, meeting of the Undergraduate Council were considered. Action items were addressed as follows:
  - a. UGC recommendation to approve a new course, SOC 2300. K. Boniecki made a motion to approve the recommendation. M. Lee seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - b. UGC recommendation to approve a new course, ANTH 3320. K. Boniecki made a motion to approve the recommendation. M. Lee seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - c. UGC recommendation to approve a new course, Music 1000. K. Boniecki made a motion to approve the recommendation. T. Wright seconded the motion. Discussion followed. J. Glenn made a motion to table the original motion to approve. K. Boniecki seconded the motion to table the original motion. The motion to table was approved unanimously, pending the development of new language which provides indication of student learning outcomes.

- d. UGC recommendation to approve a new minor in Innovation and Entrepreneurship. K. Boniecki made a motion to approve the recommendation. M. Hargis seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - e. UGC recommendation to approve a new program track, BS in Math/Math Education. K. Boniecki made a motion to approve the recommendation. S. Addison seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - f. UGC recommendation to approve a new course, THEA 2200. K. Boniecki made a motion to approve the recommendation. T. Wright seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - g. UGC recommendation to approve a credit hour change, to variable hours, to course SPCH 33211. K. Boniecki made a motion to approve the recommendation. T. Wright seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - h. UGC recommendation to approve a new course, PRLS 3121-3421. K. Boniecki made a motion to approve the recommendation. T. Wright seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - i. UGC recommendation for the reduction of total credit hours, in the BM degree, to 123-125 in accordance with Act 737. A waiver will be requested from ADHE, because it will not be possible to get the hours down to the required 120 hours. K. Boniecki made a motion to approve the recommendation. T. Wright seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
4. S. Runge provided Council members with data on the incoming Honors College class. The Honors College received 216 applications for 75 available spots. The 2014 class will consist of 56 women and 19 men, and include 17 high school valedictorians, eight high school salutatorians, and one national merit scholar. Of the 75 incoming students, 44 received ACT scores of 30 or higher. Collectively, the group has an average ACT test score of 29.6 and an average high school GPA of 4.046. Five of the students are out-of-state students. Discussion followed.
5. S. Runge provided a brief update to Council members on the status of a planned MOU with the KIPP Academy in Helena, AR. The academy delivers a college preparatory curriculum to 100% of its students. Work towards finalizing an agreement is ongoing. UCA is currently the top destination for KIPP graduates and by signing a MOU with the school, the relationship between the schools will be solidified. Discussion followed.
6. S. Runge advised Council members that an email was sent to faculty and staff requesting information on any faculty, staff, or students who were impacted by the tornadoes. He asked Deans to let Robin Voss know if they have any information. The information collected will be used to help in the distribution of donations received on campus. Buses are scheduled to take

faculty, staff, and students, who are interested in volunteering to the clean-up efforts, to the impacted areas. Discussion followed.

7. S. Runge reminded Council members about the process that should be followed when a known violation of the academic integrity policy takes place. Academic misconduct should be reported immediately. Failure to report an offence undermines the process. L. Young stated that it seems that the academic policies within some individual colleges do not align with the institution's policy. S. Runge asked D. Pounder to form a committee to look at the institutions academic integrity policy and how all programs can better align.

#### 8. Provost's Announcements

- a. Dr. Steve Addison has been named the new Dean of the College of Natural Sciences and Mathematics. Dr. Jimmy Ishee has been named the new Dean of the College of Health and Behavioral Sciences.
- b. Faculty Senate met yesterday
- c. The Higher Ed Coordinating Board met this past Friday. Within the next two weeks, it should be known how much performance funding, if any, the university will lose.
- d. The Registrar's office held its first annual retreat last Friday and it went well. Also, Jane Andis is retiring and her position will be searched.
- e. Representatives of the Anhui Normal University of China visited campus yesterday. An MOU was signed with the school.
- f. The Service Learning Awards Banquet took place last night, and the event was well attended. Dr. Peter Mehl was given the Vision Award, and Dr. Hunter Goodman was given the Champion of Service-Learning Award.
- g. The Faculty/Staff picnic will be today at 11:30 a.m. on the front lawn.
- h. The STEM Science Educators meeting will be Friday in Brewer Hegeman
- i. Commencement is Saturday, May 3<sup>rd</sup>.
- j. Our Brazilian guests (UNIS University, Varghina, Brazil) were expected to be on campus next week; however, they have rescheduled their visit because of the recent tornados and will visit in September.

#### 9. Member Reports

- a. K. Boniecki requested that Deans ask department chairs to provide any feedback on the UCA Core rubrics to him by May 9<sup>th</sup>. A taskforce will be reviewing the information over the summer. K. Boniecki will send out a reminder email.

The meeting adjourned at 10:36 a.m.

rcv

Council of Deans  
4/9/2014

The Council of Deans met in regular session at 8:10 a.m. on Wednesday, April 9, 2014. Steve Runge presided and the following members were present: Michael Hargis, Diana Pounder, Gary McCullough, Art Gillaspay, Terry Wright, Steve Addison, Jonathan Glenn, Kurt Boniecki, Laura Young, Maurice Lee and Wendy Lucas.

1. G. McCullough provided information on Graduate Council recommendations. The Graduate Council actions of January 16, 2014, and February 20, 2014, were discussed and approved.
2. K. Boniecki provided information on Undergraduate Council recommendations. The Undergraduate Council actions of March 18, 2014, were discussed and approved
3. K. Boniecki provided information on UCA Upper Division Core proposals, and discussion followed. The General Education Council actions of February 20, 2014, were approved.
4. S. Runge provided Council members with an overview of the recruiting trip to Brazil and Argentina, and he provided a handout summarizing the trip's daily agenda, goals and achievements. Jane Ann Williams, Director of International Engagement, Laura Bersano, International Relations and Partnerships Specialist for Latin America, and Laura Young, Associate Provost for Finance and Administration, took part in this recruiting trip. Discussion followed.
5. A. Gillaspay revisited the Graduate Council's recommendation of approval for the Master of Science in Nursing program to discontinue the use of a comprehensive exam and instead conduct assessment within the Capstone. The motion to accept this recommendation had been previously tabled by the Council of Deans. He responded to the Council of Deans request for more information and advised that as requested by the Council, the change is included within the program's continuous improvement plan. Discussion followed, and Council members voted unanimously to approve the Graduate Council's recommendation.
6. S. Runge advised Council members that there will soon be a call for capital equipment requests. Discussion followed.
7. Provost's announcements:
  - a. The College of Health and Behavioral Sciences Dean Search Committee provided S. Runge with its recommendation, and he has begun negotiations with the candidate. An update will soon be provided.
  - b. A decision is forthcoming in the College of Natural Sciences and Mathematics Dean position.



- c. The AR State Science fair was attended by a large crowd on Friday. It was a successful event, and the university learned that Southwestern Energy made a commitment to Science Fair of \$150,000 for the next five years.
- d. S. Runge and K. Boniecki met with University College faculty on Monday to discuss faculty concerns with regard to the future of University College. Faculty were assured that University College is not going to be eliminated.
- e. The university held Bear Essentials Day, this past Saturday, for Juniors. Students were given the opportunity to take the ACT profile exam, and see what career paths they might be interested in.
- f. An official drop list came out on March 16, 2014. S. Runge asked Council members if they were aware of any problems involving students continuing to attend class after being dropped due to non-payment. Council members said they were not aware of any problems.
- g. There will be a Campus Talk at 10:00 a.m. this morning in the Student Center.
- h. The Governor's Cup lunch will be today, at 11:30 a.m., at the Statehouse Convention Center in Little Rock.
- i. T. Wright and S. Runge will be attending a meeting today to discuss the Reynold's budget. It is currently unclear what budget ramifications will result from the reorganization.
- j. The Nationally Competitive Awards Workshop will take place on Thursday. Other schools in the state have done a good job of receiving highly competitive awards, but UCA faculty have not been as successful. Deans are asked to encourage faculty to attend this workshop.
- k. The annual HLC conference will be held in Chicago this Friday through Monday. S. Runge, J. Glenn, and K. Boniecki will attend; and J. Glenn and S. Runge will meet with UCA's HLC liaison on Saturday. S. Runge will meet with Arkansas' two-year CAO's on Sunday.
- l. SBAC budget request allocations were discussed. Specifics regarding approved allocations will be known following the May 30, 2014 meeting of the Board of Trustees.
- m. The weekly admissions report has been revised so that the data is more easily interpreted. Some discussion followed.

8. Member reports:

- a. M. Hargis stated that the Fourth Annual Bar Camp will be held on Saturday in the College of Business. Also, on April 15<sup>th</sup>, Innovation and Entrepreneurship Program students are helping with a BuzzBash event on the College of Business lawn.
- b. M. Lee stated that the Exploring our World Series is not a College of Liberal Arts series but instead is for all colleges. Information regarding the event is on the UCA website. Money received for this pays for refreshments and miscellaneous items the speakers may need. Interested faculty should be encouraged to participate.
- c. W. Lucas stated that 94 students attended Bear Necessities Day. A representative from ACT came to administer the ACT profile exam. Summer registration appointments currently include 597 advanced registration appointments and 404 students signed up for SOAR. The university is up 154 admitted students making summer registration appointments. She also advised Council members that a Cabot High School student, who earned a perfect score on the ACT, is giving serious consideration to attending UCA.
- d. K. Boniecki encouraged Deans to talk to faculty about attending the UCA Faculty Retreat scheduled for May 6<sup>th</sup> and 7<sup>th</sup> at Ferncliff in Little Rock. Information can be found on the IDC website. Food is included and there will be discussions on engaging topics focused at improving teaching effectiveness. Invitations were distributed for the Recognition of Achievement reception on April 23<sup>rd</sup> at 2:00 p.m. in the McAlister Hall Mirror Room. He also informed Council members that an orientation for part-time faculty, entitled "Adjunct Academy," is being developed. It will take place the week before classes start in the fall. Deans are asked to request from Chairs an estimate of how many new part-time faculty they will have in the fall and also when the best time of day might be to hold this orientation.
- e. A. Gillaspay informed Deans that the School Psychology Ph.D. program recently received a seven-year accreditation, which is the longest term of accreditation that can be received. The AR Symposium for Psychology Students will be held Saturday in Mashburn Hall, and 120 students will be coming to present their research. On April 22, 2014, the College of Health and Behavioral Sciences will host a research poster session in the Student Center Ballroom. Two-hundred students are planning to display their posters. Dr. Jackie Rainey and Dr. Rhonda McClellan are in discussion with the Arkansas Tobacco Settlement Commission regarding a possible program evaluation contract for \$150,000 - \$175,000. This would be an interdisciplinary contract. Dr. Gillaspay also announced that he has a doctoral student who won a

graduate research competition at the Southwest Psychology Association Awards, and all of the research competitions were won by UCA students.

f. T. Wright announced that the Vortex, a UCA literary magazine, recently won a number of statewide major awards. He also announced that he attended the Porter Prize dinner at the Governor's mansion; and the university was presented with a \$4,000 prize, for up to four years, for graduate students in the MFA Creative Writing Program. "An Evening with Chick Corea and Bela Flick" will be held at Reynolds Performance Hall on April 22, 2014. The event is sold out.

g. S. Addison advised Council members that while the AR State Science Fair is not a UCA event, it might be a good idea to make each college's brochures available for participants and their families. Some discussion followed. The College of Natural Sciences and Mathematics Student Research Symposium will be held next Friday afternoon in the McCastlain Ballroom. The Arkansas Academy of Sciences annual meeting was last weekend. UCA won at least one award.

h. L. Young told Council members that Lori Hudspeth, from the Provost's office, is a finalist for the UCA Employee of the Year award. The award ceremony will be held on Thursday afternoon.

The meeting adjourned at 9:25 a.m.

rcv

The Council of Deans met in regular session at 9:08 a.m. on Wednesday, April 16, 2014. Steve Runge presided and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Wendy Lucas, Kurt Boniecki, Gary McCullough, Art Gillaspay, Terry Wright, Steve Addison, and Laura Young. Ron Patterson, Director of Admissions, and Penny Hatfield, Senior Associate Director of Admissions, were present for agenda item number one. Charlotte Strickland, Professional Development and Training Coordinator, was present for agenda item number two.

1. The COD minutes of March 19, 2014, and April 21, 2014, were approved unanimously.
2. Ron Patterson and Penny Hatfield addressed Council members on the university's contract with Campus Publishers to publish the new Visitors Guide. Council members were informed that Campus Publishers is publishing the guide at no charge, and the guide will replace the Parent and Family Guide. Penny Hatfield shared some visitors guides that the company has published for other institutions. W. Lucas provided copies of the 2013 Parent and Family Guide for comparison. The company will solicit advertising for the guide, both on campus and off; however, the university and its colleges, departments, and/or units are under no obligation to purchase ads within the publication. S. Runge advised Council members that any advertising materials must be submitted to Christina Madsen, Associate Vice-President for Communications, Public Relations and Marketing. Discussions regarding the College's advertising options were discussed.
3. Charlotte Strickland addressed the Council with regard to required faculty training. She inquired as to whether the Deans thought their respective college's faculty would be interested in a college-wide faculty training session at the beginning of the school year. She stated that even if such trainings were provided, online training opportunities will remain available and live trainings would continue to be offered throughout the year. Discussion followed. Charlotte Strickland asked Deans to solicit opinions from Department Chairs regarding this possibility.
4. S. Runge informed Council members that both J. Glenn and K. Boniecki attended the Higher Learning Commission Annual Meeting in Chicago. K. Boniecki advised Council members that he attended sessions for members of the HLC Academy for Assessment and Student Learning. UCA is in its second year in the academy, and he had a good discussion with one of the university's mentors. He received a lot of good feedback that the university can use going forward. Discussion followed. J. Glenn stated that he felt the meeting went well. He advised Council members that the cap on distance delivery courses will be eliminated soon. Also, he said he spoke with the university's new staff liaison, Dr. Sunil Ahuja. The next comprehensive visit will likely determine whether the university will continue to be monitored. J. Glenn also discussed his conversation with Dr. Ahuja regarding application for umbrella approval of clinical doctorates. Discussion followed. With regard to dual credit/concurrent credit, J. Glenn asked whether approval is required for an additional

degree location. Dr. Ahuja responded that if more than fifty percent of any program is offered in any other location, the university would first have to obtain approval from ADHE, and then obtain approval from HLC. Discussion followed.

5. S. Runge handed out a copy of the weekly admissions report dated 4/16/2014 and reviewed the new format to present withdrawal data, which is now broken down into complete application withdrawals and incomplete application withdrawals. Council members agreed the new data breakdown is helpful. Discussion followed.
6. S. Runge advised Council members that Text Book Brokers has committed to giving \$250 scholarships to students who complete the math bootcamp and don't require remediation. Coke and Aramark have committed to giving \$500 scholarships to students who successfully complete two summer bridge courses. Discussion followed.
7. Provost's announcements:
  - a. S. Runge met with the College of Liberal Arts Chairs Council to discuss "programs of distinction," and he will continue to have these conversations with colleges. Deans are asked to contact Robin Voss to set up additional meetings.
  - b. There was a meeting yesterday on the Reynolds Performance Hall budget. The reporting line for Reynolds is moving to the President's office. Discussion followed.
  - c. S. Runge will meet with the Faculty Senate Executive Committee tomorrow.
  - d. There will be a meeting of the Faculty Salary Review Committee tomorrow. S. Runge will attend to discuss the committee's recommendation that the Provost's office directly inform faculty of their individual equity rating. S. Runge believes that it is most appropriate that the Department Chairs discuss performance matters directly with each faculty member. Discussion followed.
  - e. S. Runge will be out of the office on Friday afternoon.

The meeting adjourned at 11:30 a.m.

rcv

The Council of Deans met in regular session at 9:03 a.m. on Wednesday, April 23, 2014. Steve Runge presided and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Wendy Lucas, Kurt Boniecki, Gary McCullough, Art Gillaspay, Terry Wright, Steve Addison, and Laura Young. Colin Stanton, Director of New Student Programs, was present for agenda item three, and Amber Hall, Director of Institutional Research, was called in to discuss the faculty salary equity review process.

1. Colin Stanton provided Council members with copies of the 2014 SOAR Parent Schedule and Student Schedule. All SOAR sessions are full, and there is currently a waiting list of approximately 30 people, with more calls coming in daily. A sixth session will be added for 7/13/2014 through 7/14/2014 to help meet the demand. The capacity for each session is 88 students. The first session is 5/19/2014 through 5/20/2014 and is specifically for Honors College students. Approximately 75 honors college students are expected. An abbreviated three-day program is also offered. Students who are placed on the waiting list are informed of the abbreviated program option. The possibility of adding more sessions in the future was discussed. The Country Inn and Suites in Conway has agreed to give participant's parents a discounted rate.

Colin Stanton provided Council members with a copy of the tentative 2014 Welcome Week Schedule. Monday, August 18<sup>th</sup> will primarily be an Academic Affairs day. Locations will be, for the most part, the same as last year. The large group program held last year will not be held this year, and a 10:00 a.m. start time is being considered. They are considering starting the day out with the college meetings. SOAR staff will help get students up and out to the meetings at the colleges. Consideration is being given to having Academic Advising Center staff meet with students at the beginning of the college meetings, prior to the Deans' portions of the meetings. A. Gillaspay requested more information on what this proposed portion of the meeting might include, and W. Lucas stated that she would ask Leigh Ann DenHartog to provide more information. Discussion followed. Deans were advised that there will be a picnic lunch with faculty on Monday, August 18<sup>th</sup>.

The Guidebook App will be used again for Welcome Week, and a survey is available on this app to be used to solicit feedback from participants. Twitter will be used to communicate with students. Discussion followed.

Council members were provided with information on the Parent and Family Advisory Council (PFAC), and a list of items the PFAC identified as needing to be worked on further. This has resulted in the ongoing development of a website that serves as a one-stop shop. Input from parents is being used to improve and make the website more user-friendly. The website is [www.uca.edu/families](http://www.uca.edu/families).

2. The COD minutes of April 16, 2014 were approved unanimously, with revision.
3. Corrections were made to item 7.L of COD minutes of the April 9, 2014 meeting.

4. Amber Hall was called in the meeting to discuss the faculty salary equity review process. She advised that all faculty were given the opportunity to complete a survey to provide any information relating to their years in service (such as years prior to a break in service), and Deans were provided with faculty responses within their respective colleges. D. Pounder stated that she would like the inequity data to be broken out in a way that would allow deans to look at the whole college by rank. Amber Hall stated she would provide this to D. Pounder in addition to the analysis already provided. Discussion followed.

K. Boniecki asked Amber Hall for clarification on how equity decisions are made. Discussion followed. K. Boniecki expressed concern regarding cases in which faculty of lower rank earn more than faculty of higher rank. Amber Hall acknowledged his concern and stated that she understands that the Faculty Salary Review Committee will be giving the equity review process more consideration next year. More discussion followed regarding inequity both internally and externally. M. Hargis stated that it would be useful to look at our peer and aspirant institutions. S. Runge agreed and stated that this could be added to the analysis. Amber Hall added that she would like deans to share with her any studies they are aware of that specifically look at faculty salary.

S. Runge advised Council members of the likelihood that the university may not achieve its required numbers for performance funding this year. The 1,862 AA degrees awarded in 2011 are impacting our score. This will affect UCA for three years, as it will be included in the rolling average used for base-year calculations. Discussion followed. S. Runge stated that he would like to schedule Amber Hall for another COD meeting to discuss performance funding and the role of Academic Affairs.

5. S. Runge stated that J. Glenn is rolling off the Strategic Planning Committee, and a new member should be appointed to the committee by the COD. J. Glenn was nominated for another appointment, and he was re-appointed to the committee by a unanimous vote.
6. K. Boniecki distributed a handout on the fall 2014 residential college recruitment numbers, providing data on how the residential colleges are filling up. HPAW is filling up well, but STEM Residential College has many open spots. K. Boniecki stated that applications are still being processed at this time. He asked Council members to help get the word out to faculty to recruit for the residential colleges. Discussion followed.
7. W. Lucas informed Council members that a problem has occurred with SmartEvals. An effort to revise a question set for one program resulted in the reports no longer aligning correctly within the entire system. Discussion followed. K. Boniecki and W. Lucas will have a conference call with SmartEvals representatives to resolve the problem. S. Runge stated that in the future, we should insist that a test be run prior to making any changes to ensure that the system will function properly.
8. S. Runge stated that he met with the Faculty Salary Review Committee last week, and the committee agreed that Department Chairs should discuss equity ratings with their faculty. Discussion followed.

9. S. Runge advised Council members that fall admissions number are down; however, the number of incomplete applications is up from the previous year. Housing numbers are up for freshmen and down for returning students. W. Lucas added that 1,313 students are pre-registered. Discussion followed.

#### 10. Provosts Announcements

- a. S. Runge announced that Dr. Stephanie Bellar, soon to be Dean of the Graduate School, will attend the Deans' Retreat on May 15<sup>th</sup> and 16<sup>th</sup>. A candidate for the CHBS Dean position has verbally agreed to accept and is making a second visit to campus. The details of his appointment are still being negotiated. Also, at the request of faculty in the CFAC and COB, there has been open discussions with chairs and faculty in individual departments regarding their dean positions. There is broad support for Terry Wright to continue in his role and be appointed Dean of the College of Fine Arts and Communication. There is also broad support for Dr. Michael Hargis to be appointed Dean of the College of Business Administration. S. Runge also stated that he will be visiting with S. Addison today to discuss the CNSM Dean position. An announcement will be coming soon with regard to all of these positions.
- b. Interviews with potential contractors for the Lewis Science Center Renovation and Expansion project will take place this afternoon.
- c. The ADHE Coordinating Board meeting will be on Friday in Little Rock. J. Glenn will attend and S. Runge will possibly be attending.
- d. The UCA Board of Trustees Budget Workshop will be Friday morning at 9:00 a.m.
- e. The IDC Faculty Reception is today at 2:00 p.m.
- f. The Service Learning Awards will be on April 29, 2014, at 6:00 p.m. in the Brewer Hegeman Conference Center.
- g. S. Runge stated that he, Laura Young, Becky Rasnick, Laura Garner, and Cathy Bittick will meet with Dr. Greg Murry and other representatives of Conway Public Schools on Monday to discuss concurrent enrollment. They will be primarily be discussing the expansion of course offerings.



- h. Commencement is scheduled for May 3, 2014, and there will be three sessions. Five students will receive Presidential Medallions, and there is going to be a slight change in how those are presented at the request of Rick Scott. Trustees Kay Hinkle, Sheila Vaught, and Bobby Reynolds will be participating in the commencement.
- i. The Faculty/Staff Spring Picnic will be next Wednesday from 11:30 a.m. to 1:00 p.m. on the McAlister Lawn.

## 11. Member Reports

- a. J. Glenn advised members that there are a lot of items on the ADHE Coordinating Board's agenda for Friday's meeting; however, most are notifications with the exception being approval of the bonding request for Lewis Science Center. Various teacher education items are pending ADE approval.
- b. M. Lee stated that in the past week, the Honors Society Political Science awards ceremony took place. The first Annual Distinguished Alum Award was awarded to Conway Mayor Tab Townsell. The Undergraduate Research Symposium will be tomorrow, and 47 students are expected to present their research. The CLA End of the Year Gala will be Thursday night, and Dr. Kim Hoffman will receive the CLA Outstanding Faculty Award. Also, the 27<sup>th</sup> CLA Honors Convocation will take place on Sunday afternoon.
- c. D. Pounder informed Council members that the Annual Teacher Education Pinning Ceremony will take place on May 2, 2014, at 6:00 p.m. in Reynolds Performance Hall. Additionally, there is an announcement forthcoming to name the CoE Associate Dean and a new Director of Candidate Services.
- d. K. Boniecki stated that Amy Baldwin, the new Director of University College, will begin work on June 1, 2014. He also advised that Dustin Summey, in the Instructional Development Center, is available to provide consultations to online instructors. The IDC retreat deadline has passed, however, there are more spots available. Also, he advised that an internal search to replace Patty Phelps in the IDC will begin soon.

The Adjunct Academy mentioned in a previous meeting of the CoD, will be organized by Amy Amy and will take place on the

Tuesday evening prior to the August 19, 2014, start of classes. It will be held in the Brewer Hegeman Conference Center and will consist of a 3 to 4 hour orientation. K. Bonieck is still needing an approximate count of new or recently hired adjunct faculty who will be attending.

- e. A. Gillaspay advised Council members that the CHBS Poster Symposium was held yesterday and it went well.
- f. T. Wright stated that the CFAC has been involved in the commissioning of an opera project telling the story of the Little Rock Nine. They have received a National Endowment for the Arts award for this project. The CFAC Spring Celebration will be tomorrow at 3:00 p.m. Also, the Chick Corea and Bela Fleck concert was last night, and a new method for exiting the building was utilized, and it worked well. T. Wright noted that individuals, other than those attending the event, were parked in the lot reserved for the concert attendees. This made parking and getting to the concert on time, difficult. S. Runge will speak with Chief James to explore future options.
- g. S. Addison stated that the CNSM Poster Symposium was Friday and had good attendance. An article appeared in the Log Cabin Democrat about the event, and the reason the reporter was prompted to attend the event was because he learned of it on Twitter. S. Addison also announced that he recently met with the President of the Goldwater Foundation.
- h. S. Runge stated that an announcement will soon go out encouraging people to apply for W. Lucas' position as the Associate Provost for Assessment and Enrollment Support, for the UCA Core Director position, and the open position for administrative support in the Provost's Office.

The meeting adjourned at 11:47 a.m.

rcv

The Council of Deans met in regular session at 9:02am on Wednesday, May 21, 2014. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Diana Pounder, Kurt Boniecki, Gary McCullough, Art Gillaspay, Terry Wright, Steve Addison, and Laura Young. Clay Arnold attended in Maurice Lee's absence.

1. The CoD minutes of April 30, 2014, were unanimously approved.
2. Action items of the April 17, 2014, meeting of the UCA Core Council/General Education Council were considered. Action items were addressed as follows:
  - a. Core Council recommendation to approve upper division proposals for the BA/BS in Digital Filmmaking, BA/BS in Journalism, and BA/BS in Theatre. K. Boniecki made a motion to approve. T. Wright seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - b. Core Council recommendation to approve LALS 2300/2310 as lower division courses. K. Boniecki made a motion to approve. C. Arnold seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - c. Core Council recommendation to approve LALS 3300 as an upper division course. K. Boniecki made a motion to approve. C. Arnold seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - d. Core Council recommendation to approve upper division proposals for the BS in Nursing. K. Boniecki made a motion to approve. A. Gillaspay seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - e. Core Council recommendation to approve BUAD 2301/2302/2303, as lower division courses within the College of Business. K. Boniecki made a motion to approve. M. Hargis seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
3. Action items of the April 17, 2014, meeting of the Graduate Council were considered. Action items were addressed as follows:
  - a. Graduate Council recommendation to approve change in admission requirements for the Master of Music degree for national accreditation compliance purposes. G. McCullough made a motion to approve. T. Wright seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - b. Graduate Council recommendation to approve new courses MUS 5101, 5102, and 5103. G. McCullough made a motion to approve. T. Wright seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - c. Graduate Council recommendation to approve a proposed change to allow discretion with regard to the max number of transfer credits allowed for a second master's degree

and for transfer from other masters institutions. G. McCullough made a motion to approve. J. Glenn seconded the motion. Discussion followed regarding the need to ensure that residency requirements are not overridden. The Council of Deans voted to unanimously approve the recommendation on the condition that language is added to state that all standard residency requirements must be met.

4. D. Pounder provided Council members with a copy of the 2014 Educator Preparation Performance Report, which is a new annual report. The Arkansas Department of Education requires all Arkansas education programs to participate. Deans can look at this report and see how test takers performed in the different fields within their respective colleges. D. Pounder encouraged deans to share content knowledge results with their departments. This will allow us to see how our students compare with students from other institutions. Discussion followed.

5. Provost's Announcements

- a. S. Runge reminded Deans that maintenance and operations (M&O) budgets should not be used for paying salaries.
- b. There will be an exit meeting with the Noel-Levitz consultant at 10:00 a.m. in Wingo 315, and deans are invited to attend.
- c. SOAR sessions began on Monday.
- d. There will be an Academic Council meeting on Friday at 2:00 p.m.
- e. The Provost's office is in the process of setting up interviews for the UCA Core Director position.
- f. The UCA Board of Trustees will meet on Friday, May 30, 2014, and funding amounts will be known following the meeting.
- g. The next CoD meeting will be Wednesday, June 4, 2014.
- h. Applicant tracking program will go live on May 29, 2014. Deans should look at the website and let Tyra Phillips know if there are any AA1's on there that are no longer needed. Searches that are in progress will stay with the old system, but new searches will use the new system. Applicant tracking training will be on Tuesday and Thursday afternoons during the month of June.

The meeting adjourned at 10:00 a.m.

rcv

Council of Deans  
6/4/2014

The Council of Deans met in regular session at 9:01am on Wednesday, June 4, 2014. Steve Runge presided, and the following members were present: Michael Hargis, Maurice Lee, Diana Pounder, Jane Ann Williams, Kurt Boniecki, Gary McCullough, Art Gillaspay, Terry Wright, and Laura Young. Ginny Adams attended in Steve Addison's absence. Jonathan Glenn was absent. Leigh Ann Denhartog, Director of Academic Advising Center, was present for agenda item three. Amber Hall, Director of Institutional Research, was present for agenda item five.

1. S. Runge introduced and welcomed new Associate Provost, Jane Ann Williams, who replaces Wendy Lucas.
2. S. Runge introduced and welcomed new Chief Technology Officer, Chris Davis. C. Davis informed council members of the following areas of focus: consideration of adding a data security position; working with departments to develop technology plans for the next year; addressing fiber and cabling needs; and system changes. Deans were encouraged to notify him of any technology needs or recommendations. Discussion followed.
3. L.A. Denhartog provided an update on summer registration. A handout was distributed showing the number of sections offered and available seats for the most popular classes. Seats are needed for some courses. Approximately 100 students are registering daily. Discussion followed. Deans are asked to notify department chairs that course enrollments should be monitored closely, and needs for additional sections should be communicated earlier, rather than later. Based on the data included in the handout, council members agreed that at least the same number class sections are needed as last year. S. Runge asked deans to look at their budgets and consider the best way to get to last year's numbers. L. A. Denhartog added that there may turn out to be too many FYS courses, but for now, it is suggested that the classes be held in case they need to later be converted to non-FYS. Further discussion followed.
4. The CoD minutes of May 21, 2014, were unanimously approved with a minor revision.
5. S. Runge stated that Amber Hall has been working on a report to help predict the size of the freshman class, utilizing data from the previous two years on advising appointments by business day. This new data will help determine how many class sections will be needed.

Amber Hall provided an update on fall enrollment. Currently, the university is up in undergraduate SSCH but down in graduate SSCH. It is believed that once all graduate programs have enrolled their students, graduate SSCH numbers will go back up. Discussion followed. Additionally, an open seat report supplement was handed out to show numbers at this time.

Amber Hall distributed a handout on advising appointments and enrollment. This data can be used to help calculate a yield number for how many advising appointments are needed to get to

a specific enrollment number. This will give admissions staff a goal number of appointments to shoot for. Discussion followed.

6. K. Boniecki provided handouts regarding faculty development, and deans were informed of procedural changes made over the past year to the faculty development competitive grant guidelines. Discussion followed regarding the need to increase the current \$9,000 in funding available. S. Runge committed to transfer \$11,000, for a total of \$20,000, out of salary savings in July. This funding increase may result in an increased number of faculty applying for grants.

#### 7. Provost's Announcements

- a. A training CD, entitled "Communication and Conflict Management for Department Chairs," is available to the colleges and may be checked out by contacting Robin Voss in the Provost's office.
- b. Publication of the UCA Magazine will resume. Christina Madsen has requested ideas for stories, and any ideas should be submitted directly to her.
- c. Jacob Held has been offered the position of Director of the UCA Core. The offer was accepted, and he will begin work on July 1.
- d. A STEM Engineering Deans meeting took place on Friday in Little Rock.
- e. There will be a meeting with Conway Public Schools on June 24, 2014, to discuss concurrent enrollment.
- f. S. Runge will meet with Dustin Summey and Chris Davis today to discuss online education. We are looking at both undergraduate and graduate courses and programs. Sam Houston State has been identified as a good model for an in-house operated system. S. Runge has begun discussions with Diane Newton regarding potential funding for this purpose.
- g. The Centralized Scheduling Task Force has recommended a system which will cost \$105,000 initially (including first year consulting) and \$18,000 annually. The recommendation has been approved, the purchase is moving forward, and it is estimated that the system will be ready to go sometime in October. Oversight of the system will be determined soon.
- h. Changes have been made to the timeline for extended study/correspondence courses. Qualification for scholarships and financial aid are impacted for all students in a program when classes don't run on a semester schedule. In the future, programs and courses should be kept within the fall, spring, or summer semester schedule.
- i. Lori Hudspeth is finalizing a positions list and decisions will be made regarding what positions can be searched.

- j. On May 30<sup>th</sup>, the UCA Board of Trustees approved a \$250,000 pool, including fringe benefits, for equity and merit pay. Decisions need to be made regarding who will receive the funds. A summary of equity ratings is under development and will be provided within the coming weeks. Discussion followed regarding how merit might be best determined, and this will be discussed again at a future CoD meeting.

## 8. Member Reports

- a. M. Hargis reported that the Arkansas Fellowship Launch is tonight. UCA student Keenan Abner was selected as one of ten Arkansas Fellows. He will be connected with other start-up businesses and will be given a platform to launch his business, SumoText in Little Rock. Seven students from UCA interviewed in all. Another student, Kyle Tabor, launched his business, Blue Sail Coffee. (Following the COD meeting, we learned that a second UCA student, Brandi Mikula, was selected as an Arkansas Fellow.)
- b. M. Lee reported that Ronnie Williams has asked him to serve in an academic advisory capacity on the diversity committee. He will be meeting with the Vice-President of Walmart on Friday.
- c. K. Boniecki provided deans with summaries of the IDC for the past academic year, including faculty participation numbers.  
  
Three applications were received for the IDC Director position. Interviews will occur soon.
- d. A. Gillaspay asked for the status of the automatic class waitlist. S. Runge stated decisions still need to be made, and this will be discussed further at the next meeting of the CoD.

The meeting adjourned at 11:44 a.m.

rcv

The Council of Deans met in regular session at 9:10 a.m. on Wednesday, June 25, 2014. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Jane Ann Williams, Kurt Boniecki, Art Gillaspay, Terry Wright, and Laura Young. Ginny Adams attended in Steve Addison's absence. Amber Hall, Director of Institutional Research, was present for agenda item three.

1. The CoD minutes of June 4, 2014, were approved, with a minor correction, by a vote of 8-0. J. Glenn abstained due to not being in attendance at the June 4<sup>th</sup> meeting.
2. J. Glenn provided an overview of an Undergraduate Council item, MUS 1000, which was previously sent back to Undergraduate Council on April 25, 2014, with the request for additional language. The requested language was found to be already present; no action was taken. (Update: It has been determined that a motion to approve the new course had been tabled at the April 25, 2014 meeting; therefore, the motion will be re-addressed at the July 2, 2014 meeting.)
3. Amber Hall provided an update on Digital Measures. The system will soon be equipped to assist in compiling data for department and college level reports. For the purpose of ensuring that all fiscal year data is available in Digital Measures in time for annual reporting, the deadline for submitting annual reports to the dean will now be September 1<sup>st</sup>. From this point forward, all reports will cover the fiscal year. As faculty will likely wish to receive training on the new aspects of the system, it was decided that Amber Hall will arrange for two or three training sessions to be provided in computer labs.

Work is also ongoing with Digital Measures to equip the system for use in compiling faculty data for tenure, promotion, and advancement applications, as well as vitas. This will help make the review process of the applications more efficient, while saving conference room time and space which is currently used for the review of applications. Upon completion of the above updates to Digital Measures, unused fields will be identified and removed to help clean up the system.

Amber Hall provided a handout of graduate school enrollment numbers listed by program. The handout compares census day 2013 with today's numbers, revealing the programs that need to bring in more students by census day 2014. The data shows enrollment numbers are up in graduate programs but down in student semester credit hours. S. Runge asked the deans visit with their chairs and work to determine why student semester credit hours are down in some programs. Discussion followed.

4. L. Young discussed the need for new hiring procedures that will result in greater accountability and efficiency during the hiring process. Currently, incorrect PAF's are corrected by the Provost's office; however, this slows down the process tremendously given the volume of paperwork that comes through the office. Effective immediately, all incorrect PAF's will be sent



back to the deans with a form that will indicate what correction(s) are needed. Discussion followed.

Council members also discussed the new procedure for letters of appointment which was previously discussed at the dean's retreat in May. As discussed at the retreat, all appointment letters will come out of the Provost's office. Sample offer letters are currently being worked on and will be available on the Academic Affairs website. Each dean's office is responsible for emailing the draft letter, along with a confirmation of verbal acceptance, to Lori Hudspeth in the Provost's office. Once signed by the Provost, the letter will be scanned and emailed to the dean, chair, and candidate. The hard copy will also be mailed to the candidate. A log will be kept in the Provost's office throughout the offering process through receipt of the signed/accepted letter of appointment. The dean's office will be sent a copy of the signed letter once received. SR reminded council members that a vita should accompany all requests to extend offers. He also suggested that a request to extend an offer be submitted for two finalists. This will allow the process to continue in a timely manner should one candidate turn down their offer.

Council briefly discussed the new applicant tracking system. The consensus is that everyone is happy with the new system.

5. S. Runge provided a handout of the draft distance education position description. Dustin Summey has reviewed the university's options for providing distance education. A third party vendor is not in the university's best interest as it does not allow the university to control the quality of the product. Sam Houston State has a successful in-house managed distance education program, which started with 2 employees. The program has grown in seven years to employ 45 people and generates in excess of \$45,000,000 per year in gross revenue. Their faculty appear to be very excited about distance education, and they are delivering quality programs. Chief Technology Officer Chris Davis has arranged for a consultant to visit UCA in August to discuss how UCA can start its own in-house distance education program. Discussion followed.

S. Runge also briefly discussed the misperception by some on campus that the Provost's office has doubled the size of its staff. He stated that UCA has had four associate provosts for many years. Titles and responsibilities have changed at times, and associate provosts that were housed elsewhere have relocated to the Provost's office, but no new people have been added. M. Lee stated that Academic Affairs has taken on Enrollment Management and a new Chief Technology Officer without adding any new employees. He asked if perhaps it is time to consider adding people. Discussion followed.

6. S. Runge provided deans with a copy of proposed Title IX syllabi language provided by Kandi Hughes, Associate General Counsel and Compliance Officer. In response to concerns discussed in a previous Academic Council meeting, consideration is being given to including statement in all course syllabi which advises students that faculty are legally obligated to report any suspected Title IX violations disclosed by students. Discussion followed regarding the possible need to include language that expands beyond Title IX violations. L. Young agreed to work on draft language.

7. A composite list of replacement position requests for Academic Affairs was distributed. Deans were asked to review the list for accuracy and submit all recommended changes to Lori Hudspeth by noon on Friday, June 27<sup>th</sup>. The Provost's office will provide a revised document to the deans by the end of the day on Monday, June 30<sup>th</sup>, and the new list will be discussed at next week's CoD meeting. Discussion followed.
8. S. Runge advised council members that Ron Patterson unexpectedly resigned his position as Director of Admissions. Leigh Ann Denhartog has agreed to serve as Interim Director of Admissions and will also continue to serve as Director of the Academic Advising Center. J. A. Williams is hopeful that the teaming of these two operations will be beneficial overall and help mend any current communication disconnects that occur between the point of admission and the first advising appointment. Discussion followed. J. A. Williams added that J.S. Stansel, International Communication Manager, is currently working on a plan to increase social media presence which will help mend communication gaps as well.
9. S. Runge announced that 10 new academic advisors were approved by the Arkansas Legislative Council last month. These positions will consist of 6 classified and 4 non-classified, and at least six of the positions will be assigned out to the colleges. All of the advisors will report to the academic advising center, and advising space for the new advisors will soon be determined. The focus of the new advisors will be freshmen and sophomore advising for the time being.

The application period for the new advisors has now closed; a large applicant pool was received; and interviews will begin soon. Once finalists are narrowed down, college representatives will be asked to participate in the second interview and provide input on candidates. Deans are asked to provide the names of their college's representatives to J. A. Williams.

10. A handout was provided on the Federal Financial Aid Satisfactory Academic Progress Policy. This is provided as an informational item and is in compliance with federal rules and matches well with the key performance indicators.
11. D. Pounder provided a handout of a proposed revision to the university's academic integrity policy. S. Runge asked council members to review the language, and it will be discussed at the July 10<sup>th</sup> CoD meeting.
12. Provost's Announcements
  - a. Amy Hawkins is the new Director of the IDC.
  - b. Brian Corbin is the new Director of Transfer Services.
  - c. Ashley Pettingill has been named Interim Director of International Engagement.
  - d. The Information Security position has been posted. Vacant positions in IT were converted into this position. This position will assist with response to a recent mobile device audit.
  - e. At the last CoD meeting, the council indicated their wish to limit promotion, tenure, and advancement applications to one 2" binder (to include application, letters of

recommendation from the chairs/deans/committees, and vitas) which will go forward to all reviewing bodies subsequent to the department chair review. All other supporting material is unlimited, but will be kept within the departments to be available upon request. Discussion followed. D. Pounder made a motion that this proposal be presented to the Faculty Senate. A. Gillaspay seconded the motion. The motion passed unanimously. S. Runge will speak with the Faculty Senate Executive Committee regarding this proposal.

- f. Proposed revisions to the Faculty Handbook were considered and approved by the UCA Board of Trustees at its May 30<sup>th</sup> meeting. According to the revised handbook, deadlines for approval of tenure, promotion, and advancement application have been extended to give deans and the Provost more time to review. In addition, applications for advancement will now be due to the department chair by September 1, the same deadline as for tenure and promotion.
- g. The following space renovations are underway:
  - Library 109 is being renovated for Study Abroad. It will be ready on Monday.
  - Irby 119 is being renovated and will be complete in August. It will consist of six offices for Philosophy and Religion. Philosophy and Religion will also occupy the current Geography space in Irby.
  - Geography will move to a suite in Burdick.
  - Veteran Services and Athletic Academic Advising will temporarily move to the basement of Bernard.
  - The CFAC Dean's Office will move to McCastlain Hall.
  - Harrin Hall will be renovated through the fall and spring, and the Registrar's Office, Veterans Services and Athletic Academic Advising will move in upon completion.
- h. There was a meeting last week to discuss the Stone Dam Creek Tributary near the HPER Center.
- i. S. Runge and Suzanne Mitchell met with Kevin Beaumont and Debbie Coffman of ADE on Monday to discuss STEM Centers and how to stabilize funding of the centers.
- j. Board Trustee Victor Green will attend a quarterly meeting with Academic Affairs on Friday. The focus of the meeting will be enrollment, admissions, and advising. Brad Lacy will be scheduled for a quarterly meeting soon.
- k. S. Runge, D. Pounder, and Brian Corbin will meet Monday with representatives of ASU Beebe, Mountain Home, and Newport to discuss education major transfers.
- l. There was a Nursing Building meeting last week. A possible expansion of Doyne was discussed.
- m. A department chair training DVD is available to the colleges for check out from the Provost's office. (M. Hargis requested to check out the DVD. M. Lee will check it out next.)
- n. Today is A. Gillaspay's last meeting with the Council of Deans. S. Runge extended his thanks and appreciation for his service.

### 13. Member reports

- a. M. Lee asked when equity/merit figures will be available. L. Young indicated they will be provided next week. S. Runge added that \$250,000 in equity/merit funding is available, but this includes fringe funds. Deans and chairs will determine the allocation of equity/merit and submit to the Provost's office.

The meeting adjourned at 12:16 p.m.

rcv

Council of Deans  
7/2/2014

The Council of Deans met in regular session at 9:09 a.m. on Wednesday, July 2, 2014. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Jane Ann Williams, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, and Laura Young.

1. The CoD minutes of June 25, 2014, were approved by a vote of 8-0. S. Bellar and J. Ishee abstained because they were not present at the June 25<sup>th</sup> meeting. Following approval of the minutes, Council members reconsidered the procedure for extending an offer letter to candidates. It was decided that the Provost's office will, in the future, send offer letters *either* electronically or by mail, rather than both.
2. K. Boniecki addressed Undergraduate Council item, MUS 1000. The motion to approve this proposal was tabled at the April 25, 2014 CoD meeting for the purpose of adding additional language to the Undergraduate Bulletin. The requested language was reviewed by the Council of Deans as an information item on June 25, 2014, and J. Glenn made a motion to remove the motion from the table. T. Wright seconded the motion. The motion to approve the proposal was approved unanimously.
3. S. Runge distributed a handout of newly revised Title IX syllabi language provided by Associate General Counsel Kandi Hughes. Discussion followed. The new language will be required on all future course syllabi and will be posted on the Academic Affairs website.
4. J.A. Williams informed council members that 20 teachers from Anhui Normal University, a partner university in China, will be here in August to receive educator training through the College of Education. Anhui Normal University is paying for the training, and the funds will be used for COE faculty travel and conference events.
5. S. Runge advised council members that Director of Institutional Research, Amber Hall, has provided data showing the university is up 106 students overall, but down 142 FTE as of today. Admissions and Advising staff are working diligently on recruiting incoming freshmen, transfer students, and continuing students who have not yet registered.
6. S. Runge provided a summary handout of the 2014 accomplishments of goals established at the 2013 CoD Retreat. This information was prepared from the discussion at the CoD retreat this May and will go in the booklet that is provided to faculty at the General Faculty Meeting in August. Work has begun on putting together a full summary of the retreat and will be provided to Deans once complete. Discussion followed.
7. S. Addison reported that the university's first Cyber Discovery Camp was held this past week. Consultants from Louisiana Tech were here and were very pleased with the camp. They indicated that UCA may be considered for providing a pilot of the Cyber 2.0 Camp, which focuses on gathering information. Montana Williams, head of educational efforts for the U.S.

Department of Homeland Security was here as well. Mr. Williams told S. Addison that the university had “hit a homerun;” and he plans to report this back to the Department of Homeland Security. He indicated that there is a great demand for employees in the cyber security field because of the shortage of programs and trained people. S. Addison said that he plans to start a discussion soon regarding the possibility of a Cyber Security program at UCA in the future. Discussion followed.

8. S. Runge provided a handout of position requests in Academic Affairs for fall 2014. Deans were asked to look at their college’s requests and make sure any changes requested were accurately reflected in the document. S. Runge said that after making the requested changes, the over-budget amount decreased from 2.6 million to 2.26 million. The position requests will need to be pared down further to stay within budget. Deans were asked identify any requested positions that are not critical at this time. L. Young stated that if all new positions were removed from the list, the over-budget amount would decrease from 2.6 million to \$166,000. S. Runge provided council members with a handout with SSCH and FTE data by department. This data is to be used to help identify the level of growth within the departments and justify the need for the new positions requested. The deans and Associate Provost’s discussed the proposed positions.

9. Provost’s Announcements

- a. The first round of interviews for the 10 advisor positions is complete. J.A. Williams asked the deans to provide her with the name of the person within their respective colleges that they wish to take part in the next round of interviews. The names should be provided via email, with a copy to Interim Director of Admissions/Director of Academic Advising Center, Leigh Ann Denhartog. Leigh Ann will set up the interviews. Discussion followed.
- b. The 2014 Faculty Handbook is now available on the Academic Affairs website.
- c. S. Runge met with the Faculty Senate Executive Committee (FSEC) to discuss the limit of a 2-inch binder for promotion/tenure/advancement application materials, and the keeping of all other supplemental documentation within the departments to be available upon request. Discussion followed. He also discussed the structure of faculty senate committees with the FSEC. The structure of the committees is posted on the Faculty Senate website and in the Faculty Handbook, but many times they have differing versions. The FSEC plans to make a request to the Faculty Handbook Committee that the committee structures be removed from the Faculty Handbook. Discussion followed.
- d. There will be a meeting today to discuss the HPER tributary. We will soon do work on this to restore the end of the stream by the HPER Center.
- e. Chief Technology Officer, Chris Davis, is proposing a pilot program to move away from GroupWise to Google Apps. As part of the pilot, he would like to switch all students, the Provost’s office, the MIS department, and the Geography department to Google Apps to see how it well it works. S. Runge will discuss this with Executive Staff next week.
- f. S. Runge, President Courtway, and Brian Corbin will be meeting with representatives of UACCM on July 15<sup>th</sup> to discuss transfer articulation.
- g. Trustee Victor Green met with S. Runge, J.A. Williams, Leigh Ann Denhartog, and others last week to learn more about the university’s admissions, enrollment, and advising

operations. He indicated that he felt very positive about the work being done right now in these areas.

- h. Trustee Brad Lacy is scheduled to meet with S. Runge on July 22<sup>nd</sup>, and the focus of this meeting will be on faculty pay inequity.
- i. S. Runge, D. Pounder, and Brian Corbin met with representatives of ASU Beebe, Newport, and Mountain Home on Monday to discuss articulation of education majors. A plan was made to replace the AAT degree with an AS degree.

#### 10. Member reports

- a. J. Glenn stated that he is working on the organizational charts that the council members sent to him, and asked the deans to send their charts if they have not already done so. Also, notifications will soon be going out to council members who have not completed the National Incident Management System training.
- b. S. Runge advised council members that Trish Smith has been hired as the Assistant Dean in the Honors College. She will replace Donna Bowman. There are plans now to replace Trish in her previous position, and consideration is being given to replacing her with a Lecturer with administrative assignment. Discussion followed and D. Pounder suggested adding this position to the list of position requests. This was discussed, and the consensus of council members was to add this position to the list of requests.
- c. D. Pounder stated that there are a significant number of youth summer programs available on campus. She believes participation in all programs could be improved if they were all advertised on the Outreach and Community Engagement website.
- d. K. Boniecki stated that the National Conference of Academic Deans is on campus July 10<sup>th</sup> and 11<sup>th</sup>, and registration is still open. The theme of the conference is "Dealing with an Era of Change in Communication and Regulation." The conference will include a reception on Thursday night at the Hilton Garden Inn.
- e. S. Bellar plans to visit with council members individually to discuss plans for building graduate programs within the departments, as well as discussing recruitment strategies.
- f. J. Ishee asked for information on the role of the colleges in Bear Facts Days. Discussion followed. J. Ishee will follow up with J.A. Williams.
- g. T. Wright stated that the BearsWrite: From Pencils to Pixels camp was held last week. The Youth Theatre of Central Arkansas will be performing Shakespeare this month in the Snow Fine Arts Center. He also announced that the AR Arts Center announced winners of the Delta Exhibition and two UCA faculty, along with four UCA students received awards. David Bailin, from the Art department, won the grand prize.
- h. S. Addison notified council members that Pat Desrochers is the new Chair of the Department of Chemistry, and Ramesh Garimella is the Interim Chair of the Department of Computer Science; he will continue as Chair of the Department of Mathematics. He also stated that he talked with Martin Eggensperger, of ASU Mountain Home, at the AR Dean's Association meeting. Plans were made for S. Addison and Ginny Adams to visit ASU Mountain Home and assist them in developing an Environmental Science program in a way that will articulate with UCA's Environmental Science program from onset.
- i. L. Young advised council members that Becky Rasnick, Registrar, will be contacting the deans to obtain commitments from faculty within the colleges to serve as Marshals at commencement. The deans will be asked to be more involved and help with ensuring

that their respective college's representatives follow through on their commitments. The new advisors will also be helping with commencement. She also advised council members that the Provost's office is working on a formal list of hiring process procedures, and this will be distributed upon completion.

The meeting adjourned at 12:01 p.m.

rcv



The Council of Deans met in regular session at 9:02 a.m. on Wednesday, July 9, 2014. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Jane Ann Williams, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, and Laura Young. Associate Vice President for Communications, Public Relations, and Marketing, Christina Madsen, was present for agenda item number one.

1. C. Madsen provided council members with an overview of ongoing efforts to market both specific university programs and the university overall. She has assembled a team of eight people which includes Fredricka Sharkey, Director of Media Relations; Mark Heffington, Director of Web Development; Russ Hancock, Director of Creative Services; Mike Kemp, Photographer/Videographer/Editor; Kim Klotz, Project Manager/Graphic Artist; Robin Clark, Graphic Artist; Katie Talburt, New Media Producer/Videographer; and Chelsey Huckabay, Writer. The team is working to identify a strategic way of promoting a centralized message for the university. The importance of a common branding was discussed.

C. Madsen and her team would like to meet individually with council members to discuss the needs for the coming year. With this information, they will then create a plan/calendar of what items will go out and when. Council members asked for clarification of what types of marketing items are required to go through the Office of Communications and what may be sent out directly from the colleges. C. Madsen stated that this has yet to be specifically determined. Discussion followed, and it was agreed that any television, radio, press releases, or interviews should go through her office. Other items are still under consideration. She asked council members their opinions on the creation of a form which can be submitted to request media coverage. This idea was well received by the council members. Additionally, she stated that she would like to see the colleges establish one individual within each college who will serve as a liaison with her office, and council members agreed that this was a good idea.

C. Madsen is hopeful that an overall plan will be completed by August, and the plan will then be distributed. More discussion followed.

2. The CoD minutes of July 2, 2014, were approved unanimously with minor revisions.
3. Action items of the June 16, 2014, meeting of the Graduate Council were considered. The action items were addressed as follows:
  - a. Graduate Council recommendation to approve an increase of three semester credit hours for the District Administration Post-Master's certificate and the addition of EDLP 6324 as a required course. S. Bellar made a motion to approve. D. Pounder seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - b. Graduate Council recommendation to approve a departmental name change from Early Childhood and Special Education to Elementary, Literacy, and Special Education. S.

Bellar made a motion to approve. D. Pounder seconded the motion. Discussion followed. K. Boniecki made a motion to table the recommendation. J. Glenn seconded the motion to table. The Council of Deans voted unanimously to table the motion.

- c. Graduate Council recommendation to approve the addition of PSYC 6350 History of Psychology as a required course to the PhD. School Psychology-Counseling Psychology emphasis program. S. Bellar made a motion to approve. J. Ishee seconded the motion. Discussion followed. The Council of Deans voted to unanimously approve the recommendation.
4. D. Pounder led a discussion on proposed revisions to the university's current policy on Academic Integrity. A handout was provided with proposed additional language regarding professional and ethical integrity, as well as a list of other state institutions and how they are managing their policies. Council members reviewed the proposed language and discussed the advantages of having an overall university policy on the subject. The need for the addition of a scientific misconduct policy for students was also discussed. Council members agreed that it is important to hold students, faculty, and staff to the same high standards. More discussion followed, and D. Pounder agreed to draft a professional/ethical/scientific integrity policy for students. L. Young stated that the current academic integrity policy is somewhat lacking in the case of extremely egregious circumstances. Discussion followed, and she agreed to work on additional language which will provide clarification to the process in such cases.
5. S. Runge led a discussion on equity/merit allocations for the 2014-2015 fiscal year. L. Young provided a handout showing the equity/merit allocation calculations by college. The allocations were calculated using median salaries. Discussion followed. S. Runge asked the deans to work with their department chairs to determine how they will distribute the funds. He stated that the decision of how to distribute the funds lies within the colleges and departments; and, he reminded the deans that they should be sure that they can provide adequate justification of all decisions. Council members showed an interest in data that compares individual faculty salaries with the CUPA median. S. Runge agreed to ask Amber Hall to run the CUPA median report for the CoD. More discussion followed. L. Young will send council members an excel spreadsheet of their respective college's faculty and existing salary information. The council members are asked to fill in the equity/merit pay decided upon for each faculty member and submit this information to the Provost's office by July 21, 2014.
6. J.A. Williams stated that three deans have submitted names to her for participation in the academic advisor interviews. She asked those who have not responded to submit names as soon as possible, as secondary interviews are about to begin.
7. Provost's Announcements
  - a. The last SOAR session for the summer will take place this Sunday afternoon. J. Glenn and Julia Winden Fey will be presenting at the parent session.
  - b. The June 16, 2014 CoD meeting will be held in Buffalo Alumni Hall. The meeting is held in this location twice per year for the purpose of helping CoD engage with development and fundraising.

- c. The August 13, 2014 CoD meeting will be held jointly with the meeting of the UCA Executive Staff to allow the two groups to get to know one another. The meeting will be held at 120 Elizabeth Place.
- d. A campus tour was provided to UCA Board Trustee Sheila Vaught this past Monday. She was able to see many of the buildings on campus.
- e. There will be a demonstration of the Banner Recruiting Module today at 1pm in Wingo 210. The deans were invited to attend.
- f. S. Runge and President Courtway will meet tomorrow with representatives of Snap-On Tools to talk about collaboration possibilities.
- g. S. Runge, President Courtway, and Director of Transfer Services, Brian Corbin, will meet with representatives of UACCM on Tuesday to discuss transfer articulation.
- h. There will be an executive staff retreat on Monday.

#### 8. Member reports

- a. M. Hargis announced that the entrepreneurship series, in partnership with EPIC and I&E is in the planning stages. Anyone is welcome to take part. The first roll out is expected to be on October 9<sup>th</sup>.
- b. M. Lee stated that he is leaving for Vienna, Austria tomorrow for the International Conference on the Short Story in English, of which he is the director. Some faculty and administrators will be attending as well.
- c. D. Pounder reported that four faculty members recently attended a Chalk and Wire training session. The tool has been improved and the faculty is very impressed with the new functions.
- d. J. A. Williams reported that 25 students and faculty are coming next week from Argentina and Paraguay for the Culture and Language Immersion Camp (CLIC). She provided copies of the publication designed for the event, along copies of other publications produced by International Engagement that were previously referenced by C. Madsen; these examples may prove useful as the deans work on their own marketing plans. She also provided a recruiting update, stating that a recruiting schedule has been planned out through January. She talked about the impact of social media on recruiting, and added that recruiting can benefit from keeping social media and websites updated. S. Runge added that Leigh Ann Denhartog has indicated that advising appointment numbers have increased, and she is happy with the number of seats open for freshmen coming in.
- e. K. Boniecki reminded council members that NCAD begins tomorrow. Shane Broadway, Director of the AR Department of Higher Education, will provide opening remarks.
- f. S. Bellar stated that the Graduate School is working on recruitment. They have pulled information on students who have been admitted into graduate programs but have not yet enrolled, as well as students who were enrolled and in good academic standing but dropped out. The information will be provided to the department chairs and program coordinators so that they can reach out to the students.
- g. T. Wright announced that summer arts camps in music and theatre will be underway. He also stated that Reynolds performance season tickets are now on sale, and ticket sales have exceeded the previous average.

- h. S. Addison stated that the College of Natural Sciences and Mathematics, in collaboration with the College of Education, is holding the UCA Challenge camp this week.
- i. L. Young provided council members with a draft of the formal procedures for hiring faculty. Council members were asked to review the document and provide any comments or questions to L. Young.

The meeting adjourned at 11:59 a.m.

rcv

The Council of Deans met in regular session in Buffalo Hall at 8:47 a.m. on Wednesday, July 16, 2014. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Diana Pounder, Jane Ann Williams, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, and Laura Young. Peter Mehl attended in the absence of Maurice Lee. S. Mehl, Vice President for Advancement and President of the UCA Foundation, Inc.; Hunter Goodman, Executive Director of Development; Jan Davis, Director of Planned Giving; Catherine Marhenke, Director of Annual Giving; Aaron Knight, Advancement Research and Communications Specialist; Jan Newcomer, Director of Alumni Services; and Joan Shofner, Director of Advancement Research attended to present on the agenda items.

1. S. Runge provided a brief overview of the importance of the Council of Deans meeting at least semi-annually with development and alumni officers. There are continuous needs for funding and a limited amount of funding available in the general budget, making funding from outside sources critical. Council members should understand the tools and resources available to assist with fundraising efforts within their colleges, and also understand the important role they play in development.
2. S. Mehl provided an overview of the results from the UCA Foundation's fundraising and outreach efforts over the past year. Total gifts increased, and the goal of \$4,023,000 was surpassed; more privately funded scholarships were awarded than ever before; the total number of donors increased; direct mail appeals more than doubled; phone-a-thon fulfillment increased to 75 percent; annual fund receipts increased significantly; the Women's Giving Circle was established and raised \$87,750.08 in its first year; funding solicitation through face-to-face contact increased; phone, mail, and email appeals increased significantly; and event attendance increased overall. Additionally, S. Mehl provided a breakdown of giving by production area, gift type and constituent type. Information regarding alumni and faculty/staff participation was given as well as the donor retention rate. Council members were advised that the Foundation was successful in its request for an additional gift officer position which will be filled soon and will be hiring a second gift officer to replace Annie Wright following her departure.

Council members were asked to refer to the Campaign Feasibility Study that was provided in advance of the meeting. The conclusion was that the university is ready for a \$30 million campaign with an extra \$10 million in planned gifts.

S. Mehl stated that the Lewis Science Center expansion and renovation, along with the identification of programs of distinction, are the fundraising priorities for the coming year. Discussion followed.

3. H. Goodman provided an overview of the university's pool of donors and would-be donors, and discussed the importance of major gifts. The goal is to build relationships with the university's alumni and friends. Relationships are the focus of soliciting major gifts.

J. Davis presented on planned giving, stating that it consists of funds that are intended to be given later, rather than cash on hand. Seventy percent of planned giving is from bequests, and a goal of \$10,000 has been set for the coming year. A focus has been placed on increasing the

legacy society membership and marketing will emphasize the inclusion of UCA in the wills of donors. J. Davis advised deans that she is happy to meet with them and provide training on how to solicit planned gifts. She stated that planned gifts can result in a major gift down the road. She added that she would be happy to join the deans in meeting with potential givers if they wish. Discussion followed.

Catherine Marhenke discussed annual gifts. She stated that the focus of annual gift giving is on sustainability. The key is to keep donors engaged over the years, which typically results in increased giving over time. The ultimate goal is to move donors from small donor to major donor status. As sustainable giving increases, the college's directed/restrictive giving will increase. Individual stories of students who have benefited from private donations are effective. Deans were asked to submit any known student stories. She advised council members that fundraising activities planned for the coming year will include a 48-hour social media driven blitz campaign and Thank-a-Bear week. C. Marhenke concluded by stating that she is happy to assist with college/department/program fundraising campaigns in the future. Discussion followed.

J. Newcomer discussed alumni. July 1, 2014 marked the kick-off of the first ever comprehensive membership campaign. Members of five or more consecutive years will be invited to become lifetime members. She stated that new graduates are the most difficult group to get to join. It is important that alumni chapter involvement be promoted early when they are still students. Discussion followed.

4. A. Knight provided an overview of the online giving structure and stated that there has been significant growth in online giving. The links for giving on each college's website have been recently updated, adding specific areas for directed donations. Recurring gift giving is an added option, in addition to the option of giving specific percentages to varying areas.

J. Shofner stated that there are currently over 56,000 living alumni. The mailing addresses and phone numbers of UCA alumni are updated quarterly, in addition to other information such as new employment. Deans were asked to submit any known updated alumni information. At this time, contact information has been updated for over 90 percent of alumni. Nine-thousand alumni have been identified as potential donors, and these individuals need to be visited. Deans were informed that the Advancement Research office can assist in providing alumni lists and analytical reports. Discussion followed.

5. H. Goodman led a discussion on how the Council of Deans and the UCA Foundation and Alumni offices work together to assist and support funding priorities. She provided a proposed timeline for collaborating in the coming academic year. She stated that the deans were previously provided a prospect list of ten individuals linked with their respective colleges and asked the deans to start out by visiting with four people on the list. The deans were provided a handout which outlines a suggested process for contacting and meeting with these individuals. Discussion followed. S. Mehl stressed the importance of keeping the Foundation and Alumni offices updated on any contact that has been made, as this will prevent incidents where alumni are being contacted by multiple individuals.

The meeting adjourned at 11:33 a.m.

Council of Deans  
7/23/2014

The Council of Deans met in regular session at 9:02 a.m. on Wednesday, July 23, 2014. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Jane Ann Williams, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, and Laura Young. Ginny Adams attended in the absence of Steve Addison.

Guests present for agenda item number one included: Dr. Marcelo Egardo De Vincenzi Zemborain, Vice President UAI University in Argentina, Ms. Patricia Zinno, Dean of Languages VANEDUC Private Schools in Argentina and Ms. Lara Bersano Calot, UCA Latin American Specialist.

1. J. A. Williams introduced the visitors and explained the Cultural and Language Immersion Program taking place July 21 through August 8 on our campus with university and high school partners from Paraguay, Brazil and Argentina. As part of the "Leaders of the World Conference Series", Dr. Marcelo Edgardo De Vincenzi Zenborain and Ms. Patricia Zinno are visiting UCA with 26 Latin American students. They shared plans about the upcoming Global Conference in September on "Information Technology and Innovation". They invite UCA faculty to participate. Discussion followed.
2. The CoD minutes of July 9 and July 16 were approved by a vote of 9 -0 . M. Lee and G. Adams abstained, because they were not in attendance at the meetings.
3. D. Pounder led a discussion and provided a handout on the proposed Professional and Ethical Conduct Policy. Preliminary discussion was held. S. Runge pointed out that the university academic integrity policy supersedes the other policies when an academic integrity violation has occurred. Discussion will continue.
4. S. Runge led discussion on faculty workload distribution, concerning visiting full time faculty and those being paid by the course (i.e. adjuncts). Those being paid by the course do not have an expectation for a full work week. Full time tenure track faculty are expected to serve on committees, advise and mentor students and conduct research. S. Runge asked if we are going to continue the practice to pay by the course when it is more than 75%. We need part time faculty due to fluctuations in enrollment and the needs of the university. The consensus was that we would continue with this practice for the upcoming year. S. Runge said discussion with the faculty senate executive committee will continue.
5. J.A. Williams stated all ten new college-based advisors have been hired on 12 month appointments. The starting date is August 16. Advisors will be funded through the AAC.

## 6. Provost's Announcements

- a. Kevin Carmichael has been hired into the information security position. His first order of business is to address the need for procedures regarding personal devices as recommended by internal audit.
- b. Meeting with BOT Brad Lacy was yesterday. Discussion centered on positions, salaries, and merit pay.
- c. The BOT teleconference was yesterday. The main topic concerned the acquisition of two religious student union properties to allow for the Lewis Science Center expansion.
- d. The memorial service for Dr. Jerry Manion is tomorrow. Dr. Manion taught at UCA for 49 years.
- e. The CoD group photo is scheduled for August 6<sup>th</sup> at 8:30 am in front of Wingo.
- f. We are having a joint Executive Staff and CoD meeting at the Elizabeth House on August 13<sup>th</sup>.
- g. The New Faculty and Professional Staff welcome reception is August 14<sup>th</sup> at 6:00 pm at the Painted Table restaurant.

## 7. Member Reports

- a. M. Lee reported on his International Conference in Vienna. He presented copies of his book to Terry Wright and Jane Ann Williams.
- b. D. Pounder reported on the inclusion of dyslexia education into the COE curriculum program and the changes in teacher licensure requiring discipline specific literacy.
- c. S. Bellar discussed and provided a handout on Becoming a Fulbright Reviewer. She also mentioned talks with Dr. Patricia Smith concerning UCA Research Week.
- d. J. Ishee announced that ASU is proposing the OTD program. UCA has been working to get this program launched on our campus. S. Runge said ASU doesn't have the facilities or personnel to offer this program. J. Glenn explained what happened to the accelerated OTD timeline.
- e. T. Wright announced plans are on hold until spring for relocation of the Dean Suite.
- f. L. Young said the People Admin system is up and running although we are still working through the process for approval within the system.
- g. S. Runge reported the BOT did not move on the whiteboard list, so no allocations have been done yet. This is the year end money transfer list.

The meeting adjourned at 11:40 am.

sm



The Council of Deans met in regular session at 9:08 a.m. on Wednesday, July 30, 2014. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Jane Ann Williams, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Steve Addison, and Laura Young. Gayle Seymour attended in the absence of Terry Wright.

1. The CoD minutes of July 23, 2014 were approved by a vote of 8 -0 . S. Addison abstained because he was not present at the July 23<sup>rd</sup> meeting.
2. S. Runge led a discussion regarding faculty advising and mentoring as part of faculty workload, and how it relates to annual faculty evaluations. Advising/mentoring responsibilities are not always distributed equally among faculty. Discussion followed, and it was agreed that clarity should be given to what is expected of faculty with respect to advising/mentoring, and what role they should play in faculty evaluations.

S. Runge stated that advising takes the form of both scheduling and mentoring. The mentorship component is important, and students are drawn towards faculty with whom they have developed a mentoring relationship. Discussion followed regarding the importance of faculty building relationships with freshmen and sophomores and the idea of assigning freshmen with a faculty mentor and the possibility of group mentoring. Following discussion, council members agreed that the following should be considered:

- a) Faculty sending a welcome email to advisees at the start of the semester
- b) Developing a advising responsibility list for both professional advisors and faculty advisors
- c) Advisor's being made aware of RSO's and the campus community as a whole
- d) College meetings with advising staff
- e) Training for department/faculty advisors
- f) Increased interaction between the advising center and departments

Also discussed was the role advisors play in managing scheduling holds on student accounts. Agenda item 2b, Faculty Workload, was deferred and will be discussed at the August 6, 2014 CoD meeting.

3. S Runge led a discussion on planned transfers. A summary of planned transfers was distributed to council members, which compares last year's transfers to this year's transfers, and S. Runge reviewed all funds. The planned transfers were submitted to, and endorsed by, the UCA Board of Trustees. Funds allocated for capital carry-over accounts for Academic Affairs and the colleges allow units to carry forward ("bank") funds to be used in future years for large capital projects if so desired. Discussion followed.
4. S. Runge stated that work is ongoing to create an automatic hold on student accounts when a major has not been declared after completion of 27 hours. A student may request an exception using the form on the Registrar's website. Discussion followed regarding how a hold will be lifted. Consensus was that it makes sense that the advising center should have the responsibility of lifting holds in these cases and if no exception is granted, the hold will automatically be lifted once a major is

declared. The Information Technology department is currently working to make the automatic hold system operational. Discussion followed.

#### 6. Provost's Announcements

- a. The Higher Education Coordinating Board met this past Friday and considered proposals for Osteopathic Programs at ASU and in Fort Smith (a new, private school).
- b. A meeting is scheduled for Monday to discuss plans for expansion of the nursing building.
- c. A CoD and academic dean's group photo is scheduled for 8:30 a.m. on August 6<sup>th</sup> in front of Wingo Hall.
- d. There will be a STEM Board meeting on campus on Friday, August 8<sup>th</sup>.
- e. Summer commencement will take place Friday, August 8<sup>th</sup> at 7:00 p.m. The walk-through will be at 9:30 a.m. on Friday.
- f. Council of Deans will meet jointly with the Executive Staff on Wednesday, August 13<sup>th</sup> at 8:00 a.m.
- g. The New Faculty and Professional Staff welcome reception is August 14<sup>th</sup> at 6:00 pm on the rooftop at the Painted Table restaurant.
- h. The next meeting of the UCA Board of Trustees will be August 15<sup>th</sup>.
- i. Summer funding will be distributed based on SSCH production. \$123,000 in additional funds have been identified and earmarked for faculty travel. These funds will be distributed based on the headcount of full-time continuing faculty. Distribution will be to the colleges. The funds may be distributed by the colleges as determined by the deans.
- j. Decisions on replacement position requests are forthcoming.
- k. A discussion regarding the approach to equity/merit salary increases was held.

#### 7. Member Reports

- a. M. Lee reported he is meeting with the Diversity Advisory Committee on Tuesday.
- b. M. Hargis reported that work has begun to prepare for this year's AACSB accreditation team visit.
- c. J. A. Williams reported that the final push is underway to enroll students. Channel 7 contacted Christana Madsen and requested to do a back-to-school special on UCA. Work is continuously ongoing to increase TV, radio, and social media exposure.
- d. G. Seymour reported that the Patrick Dougherty sculpture in front of the Baum Gallery is to be constructed soon. Project completion is estimated for September 28<sup>th</sup>.
- e. S. Addison announced that the National Science Foundation has recommended UCA for funding through the Noyce Scholars Program.

The meeting adjourned at 12:11 p.m.

The Council of Deans met in regular session at 8:58 a.m. on Wednesday, August 5, 2014. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Jane Ann Williams, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison, and Laura Young. Amber Hall was present for agenda item number three.

1. The CoD minutes of July 30, 2014 were approved, with minor revision, by a vote of 10-0. T. Wright abstained due to not being present at the July 30<sup>th</sup> meeting.
2. S. Runge led a discussion regarding the input of data into Digital Measures. Council members discussed the need for clarification with regard to who specifically should input the data. It was agreed that full-time continuing and full-time visiting faculty should input data on their activities; however, given that some part-time faculty participate in scholarship related activities, consideration was given to whether or not part-time faculty should enter data as well. Discussion followed and it was agreed that part-time faculty data would be entered by the chair or dean.

Amber Hall noted the importance that faculty understand the need to be consistent in inputting their data. The input of data is critical, not only for faculty evaluations, but also for use by Sponsored Programs in identifying funding to support faculty activities; i.e., if the data is not entered, there is no way of identifying faculty needs. It was agreed that the colleges and departments should provide faculty with reminders and also make clear what data is to be entered.

Amber Hall advised council members that Digital Measures training guides are under development for each college, and training is expected to begin in late September or early October. Discussion followed.

3. S. Runge notified council members of revised language in the Title IX syllabus language. Discussion followed.
4. S. Runge led a discussion on faculty workload distribution. Current faculty handbook language regarding faculty workload was distributed and discussed. Given that units can be very different from one another, it was agreed that the current language may not fit well in some areas. Council members were asked to provide S. Runge with ideas of how the language might be improved. Discussion followed.

Additionally, S. Runge asked that deans share information regarding the normal faculty workloads within their respective colleges. Discussion followed.

#### 6. Provost's Announcements

- a. All professional advisors have been hired and will start work on August 16, 2014. Leigh Ann Denhartog will be contacting the deans to schedule a meeting between the advisors and the deans.
- b. A meeting was held this past Monday to further discussions regarding the Nursing building.

- c. The Louis Stokes Alliance meeting will be held next week.
- d. There will be a meeting of the STEM Board on campus on August 8<sup>th</sup>.
- e. Summer commencement is scheduled for 7:00 p.m. on Friday. Deans will report for practice at 9:30 a.m. that morning and to the robing room at 6:30 p.m.
- f. The next CoD meeting will be held on August 13, 2014 in the Presidents Dining Room. This will be a joint meeting with Executive Staff.
- g. There will be a luncheon for new faculty from 11:30 a.m. – 12:30 a.m. on August 14, 2014 in room 205 of the Student Center. The New Faculty/Professional Staff Reception will be that evening at 6:00 p.m. at The Painting Table.
- h. The next meeting of the UCA Board of Trustees is scheduled for August 15, 2014.

#### 7. Member Reports

- a. S. Bellar announced that the Graduate School Orientation will be on August 16th at 9:00 a.m. in Lewis Science Center, room 102.

The meeting adjourned at 12:04 p.m.

rv

The Council of Deans met in regular session at 9:06a.m. on Wednesday, August 27, 2014. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Jane Ann Williams, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison, and Laura Young.

1. The CoD minutes of August 5, 2014 were unanimously approved.
2. Action items of the July 22, 2014, meeting of the Undergraduate Council were considered. Action items were addressed as follows:

- a. Undergraduate Council recommendation to approve a new program for Special Education minor. K. Boniecki made a motion to approve. D. Pounder seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
- b. Undergraduate Council recommendation to approve changing the name of the Department of Early Childhood and Special Education to the Department of Elementary, Literacy, and Special Education. K. Boniecki made a motion to approve. D. Pounder seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

It was noted that a July 9, 2014 CoD motion to approve the Graduate Council's recommendation of the same name change as above was tabled at the July 9th CoD meeting. S. Bellar made a motion to remove the item from the table, and D. Pounder seconded the motion. The Council of Deans voted unanimously to remove the item from the table. S. Bellar made a motion to approve the Graduate Council's recommendation of the name change. D. Pounder seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

- c. Undergraduate Council recommendation to approve the recommended substitution of Art 3304/4350/4361 for MSIT 4325. K. Boniecki made a motion to approve. D. Pounder seconded the motion. Discussion followed. The Council of Deans voted to approve the recommendation by a vote of 10-0. L. Young abstained.
  - d. Undergraduate Council recommendation to approve the recommended substitution of Art 3304/4350/4361 for MSIT 4305. K. Boniecki made a motion to approve. D. Pounder seconded the motion. Discussion followed. The Council of Deans voted to approve the recommendation by a vote of 10-0. L. Young abstained.
3. S. Runge led a discussion on the possible establishment of a Distinguished Dean Emeritus distinction, an honor that could potentially be bestowed upon long-serving deans. Consensus was positive, and a discussion followed regarding how UCA Board Policy might address this and how the nomination process might work. J. Glenn, J. Ishee and Jane Ann Williams agreed to work together to further explore this topic.

4. S. Runge postponed discussion of agenda item three, Performance Funding, for a future CoD meeting so that Amber Hall could be present.
5. S. Runge provided council members with a handout showing graduation rates by major. A brief discussion followed.
6. S. Runge provided council members with a schedule of planned University Training sessions within each college. A brief discussion followed.
7. J. Glenn led a discussion on the internal processes for establishing additional academic program locations. Discussion followed regarding an improved process for communicating these changes. J. Glenn will bring a draft communication plan to CoD soon.

A brief discussion was also held relating to enrolling students from other states and the need to apply for permission to deliver on-line courses and clinical placements in the students' home states.

#### 6. Provost's Announcements

- a. Christina Madsen, Associate Vice President for Communications, Public Relations and Marketing, is working on the President's Report and has requested information regarding new programs and other noteworthy items within the colleges. Council members were asked to provide this information to Robin Voss by the end of the week.
- b. S. Runge met with the Faculty Senate Executive Committee last week.
- c. The Academic Council met last week.
- d. The General Faculty meeting was held on Tuesday.
- e. A tour of Snap-on Tools has been scheduled for Sept 16<sup>th</sup>.
- f. Concern has been expressed regarding attendance policies related to students who must miss class for university related events. Discussion followed.
- g. Concern has been expressed regarding issues that arise when a faculty or staff member maintains their university email account following retirement. Discussion followed, and S. Runge will discuss the issue further with Chris Davis, Chief Technology Officer.
- h. There is a need for continued discussion regarding concurrent credit in high schools and the awarding of associate degrees, as several high schools are interested. Discussion followed.
- i. D. Pounder announced her intent to retire at the end of the current academic year. S. Runge asked council members to begin thinking about the formation of a committee to search for her replacement.

#### 7. Member Reports

- a. J. Glenn has been asked to work with other institutions to create an associate degree. An Associate of Science in Liberal Arts and Sciences is being considered.
- b. M. Hargis stated that the Association to Advance Collegiate Schools of Business consulting team will be here next week. A report on the visit will follow.
- c. D. Pounder asked when information on replacement positions would be known. S. Runge advised council members that the information would be provided by the end of the week.

- d. J.A. Williams stated that guests from UNIS University in Brazil will be on campus beginning September 5<sup>th</sup> and an invitation to meet the guests is forthcoming. Twenty-two students from Brazil are coming in January. Brazil will host the Leaders of the World Conference in 2015.

Admissions and Advising are working continuously to process all students.

One professional advisor decided to leave the university, and a replacement has been identified.

International enrollment increased by approximately 570 students.

- e. S. Runge stated that 11,560 students are currently enrolled, and eleventh-day enrollment numbers last year were 11,534. Concurrent student numbers will also drive current enrollment up as those as those students are entered into the system.
- f. K. Bonieck stated that the Faculty Senate is hosting Dr. Ray Schroeder, Associate Vice Chancellor for Online Education of the University of Illinois at Springfield, on September 23<sup>rd</sup> at x-period. Dr. Schroeder will speak on national trends and best practices in distance education.
- g. S. Bellar stated that current graduate enrollment is at 1,857. Graduate School orientation was a success.
- h. J. Ishee stated that he, Barbara Williams, and CHBS chairs will be visiting the Texas Women's University campus tomorrow to view their Nursing Simulation Labs. An architect for the planned nursing building will be visiting as well.
- i. T. Wright provided council members with handouts detailing ongoing and upcoming events related to the CFAC.

The meeting adjourned at 11:44 p.m.

The Council of Deans met in regular session at 9:04a.m., Wednesday, September 3, 2014. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Jane Ann Williams, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, and Laura Young. Ramesh Garimella attended in Steve Addison's absence.

1. The CoD minutes of August 27, 2014 were unanimously approved.
2. Action items of the August 19, 2014, meeting of the Undergraduate Council were considered. Action items were addressed as follows:
  - a. Undergraduate Council recommendation to approve a new BA/BS program in Anthropology. K. Boniecki made a motion to approve. M. Lee seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - b. Undergraduate Council recommendation to approve a new BA/BS program in Criminology. K. Boniecki made a motion to approve. M. Lee seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - c. Undergraduate Council recommendation to approve a new course, GEO 3319 Geographic Field Techniques. K. Boniecki made a motion to approve. R. Garimella seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
3. S. Runge led a discussion regarding the 2015-2016 Academic Calendar, specifically the consideration of a possible Monday start for fall 2015 classes. A Monday start will be in-line with many in-state institutions; however, council members agreed that some factors must be considered before making such a decision. Council members were asked to gather feedback regarding this issue from department chairs before further discussion takes place. Discussion followed.
4. In follow-up of a discussion at a previous meeting of the Council of Deans, S. Runge led a discussion on the identification and development of Programs of Distinction. Council members were reminded to keep this on their radar and continue communication within their respective colleges to develop ideas of how maximize existing resources to build top-notch, recognizable programs. S. Runge expressed a willingness to come back to the colleges and visit with department faculty as well. Discussion followed.
6. Provost's Announcements
  - a. Guests from Brazil will arrive on campus on Friday morning to further work on a partnership between UCA and UNIS University in Brazil. They are sponsoring the 2016 Leaders of the World Conference



- b. Council of Deans members are invited to attend a luncheon with the Brazilian delegation on Monday, September 8<sup>th</sup> in Wingo 315.
- c. Rick Scott and Patricia Smith will attend the September 10<sup>th</sup> CoD meeting to share information regarding Distinguished Scholars Day on October 3<sup>rd</sup>.
- d. Amber Hall will attend the September 10<sup>th</sup> CoD meeting to provide training on performance funding.
- e. Dr. Ray Schroeder, Associate Vice President for Online Learning at the University of Illinois Springfield will be here on September 23<sup>rd</sup> in CoB room 107 to provide a presentation on best practices and national trends in online learning. Faculty and academic staff are invited to attend.
- f. The Faculty Senate met last week and invoked a policy that will require both the president and the provost to provide their respective Faculty Senate reports in writing three full days in advance of a Faculty Senate meeting.
- g. A meeting on the Little Rock Nine Opera project will take place this afternoon.
- h. The STEM Coalition Regular meeting will be this Friday in Little Rock. Gubernatorial candidates Mike Ross and Asa Hutchinson have been invited to speak.
- i. University representatives will be touring the Snap-on Tools facility on September 16<sup>th</sup>.
- j. Position requests were distributed and an overview was provided to council members.

#### 7. Member Reports

- a. D. Pounder announced that the UTeach Scholarship Contest sponsored by STEMTeach UCA, UALR, and UAF, is coming out soon. UCA has agreed to award the winner of the contest with \$2500 for computers and books, as well as \$2500 in scholarship funds.
- b. M. Lee stated that CLA department chairs and staff recently had a productive meeting with Christina Madsen, Associate VP for Communications, Public Relations and Marketing.
- c. J. A. Williams stated that UCA will be hosting international visitors over the next few months, and an information handout will be provided soon so that council members may place the information on their calendars.
- c. K. Boniecki stated that the Undergraduate Council has yet to receive any proposals for upcoming September meeting, and any proposals are due by the end of the week.
- d. J. Ishee stated that he, along with department chairs within CHBS, toured simulation labs last week at Texas Women's University. Information and ideas resulting from the trip may prove beneficial to UCA.
- e. T. Wright stated that the CFAC Dean's Office will be moving soon. Council members will be notified once a location has been determined. Also, CFAC department chairs and staff recently had a productive meeting with Christina Madsen, Associate VP for Communications, Public Relations and Marketing.
- f. L. Young stated that faculty salary letters are currently being finalized and will be going out soon.

The meeting adjourned at 11:29 p.m.

The Council of Deans met in regular session at 9:04a.m., Wednesday, September 10, 2014. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Jane Ann Williams, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Rick Scott and Patricia Smith were present for agenda item two. Amber Hall was present for agenda item three.

1. The CoD minutes of September 3, 2014 were unanimously approved with minor correction.
  2. Rick Scott and Patricia Smith provided council members with an overview of the upcoming Distinguished Scholars Day to be held on campus on October 3, 2014. Invitations have been mailed out to high school distinguished scholars, and the deadline for the students to RSVP is September 27<sup>th</sup>. The schedule of the day's events was distributed to council members; and all college deans, associate deans, and department deans were invited to attend the Distinguished Scholars Day lunch. Discussion followed.
  3. S. Runge led a discussion regarding performance funding and how performance funds are allocated to Arkansas higher education institutions. J. Glenn presented a handout to council members which illustrated the model used by ADHE to determine institutional need based on generated student semester credit hours and square footage in university facilities (this funding model can be viewed at <http://uca.edu/academicaffairs/files/2014/09/funding-model.pdf>). Amber Hall discussed performance funding and the methodology used for determining an institution's performance based on fulfillment of state-established goals (a document showing performance funding elements can be viewed at <http://uca.edu/academicaffairs/files/2014/09/Performance-Funding-COD-Training.pdf>). The current Key Performance Indicators Annual Report Card was distributed as well (this data can be viewed at <http://uca.edu/ir/kpi/>). Data for degrees and certificates awarded is considered in the determination of performance funding, but it is interesting to note that graduation and retention rates are not factors in the determination of performance funding. Discussion followed.
  4. University guests from UNIS University in Brazil, Dr. Stefano Gazzola, President and Rector; Ms. Carol Garcia Telles Brito, Director of International Relations; Mr. Genero Capegher, Coordinator of International Relations; and Paolo de Telles Brito joined the meeting at 11:30am. While on campus over the previous week, they have met with numerous faculty, staff, and administrators. UCA and UNIS University in Brazil are building a partnership to exchange students and faculty and provide cultural and educational programs in both directions. The group thanked council members for the generous hospitality provided to them during their visit, and indicated that they are looking forward to a building a longstanding partnership between the two universities.
6. Provost's Announcements
- a. UCA's eleventh-day enrollment numbers were 11,698, including 2,232 first-time undergraduates.
  - b. Faculty salary letters went out early in the week, and department chairs will receive copies of their respective faculty's letters.

- c. Dr. Ray Schroeder, Associate Vice President for Online Learning at the University of Illinois Springfield will be here on September 23<sup>rd</sup> in CoB room 107 to provide a presentation on best practices and national trends in online learning. Faculty and academic staff are invited to attend. Council members will meet with Dr. Schroeder at 10:15am, and a lunch will follow.
- d. The Faculty Senate met yesterday. At the meeting, discussion continued regarding a policy invoked at the previous meeting requiring both the president and the provost to provide their respective Faculty Senate reports in writing three full days in advance of a Faculty Senate meeting. Following discussion, the Faculty Senate determined that it is allowable for the President and Provost to provide reports without a previous three-day notice.
- e. A meeting was held last week regarding the Little Rock Nine Opera project.
- f. Pending Louis Stokes Alliance Board approval, UCA has been recommended for membership into the Arkansas Louis Stokes Alliance for Minority Participation.
- g. The Multi-Cultural Celebration for First Year Students will be held on September 17, 2014 at 5:30 p.m. UCA Trustee Victor Green is the guest speaker for the event.
- h. Discussions are ongoing to make UCA Online a reality and deans are asked to continue discussions with their departments and bring ideas back to the Council of Deans in the coming weeks.

#### 7. Member Reports

- a. J. Glenn stated that today is the last day to provide him with the requested information regarding child maltreatment training.
- b. M. Hargis stated that last week's visit by the Association to Advance Collegiate Schools of Business consultant team was beneficial; accounting firms will be on campus next week for the annual "Meet the Firm" event; and the College of Business Day on the Lawn will be held on September 17<sup>th</sup> from 11:00 a.m. to 2:30 p.m. All students are invited.
- c. M. Lee stated that he has been in discussion with College of Liberal Arts chairs and faculty members regarding ideas for UCA online. He has been in communication with Dustin Summey and Chris Davis, who plan to visit with chairs and faculty in the college soon. Council members were also informed that a proposal for a General Studies degree is being developed and will soon be brought before CoD. An Institutional Diversity reception was held yesterday and was a successful event.
- c. S. Bellar announced that it is time again for applications for Student Undergraduate Research Fellowships. Proposals are due to Sponsored Programs by Wednesday, October 22<sup>nd</sup>, and information on SURF workshops is forthcoming. Deans were asked to remind their chairs that stipends will be given for mentoring the students. S. Bellar also announced that \$15,000 in funding has been provided by the Provost for student research and will be managed by the URC.
- d. J. Ishee stated that discussion has been ongoing with CHBS chairs regarding secondary education programs.
- e. S. Addison informed council members that he attended several recruiting events in the previous week.

The meeting adjourned at 11:56 p.m.

The Council of Deans met in regular session at 9:02 a.m., Wednesday, September 17, 2014. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Jane Ann Williams, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young.

1. The CoD minutes of September 10, 2014 were unanimously approved.
2. S. Runge led a discussion regarding proposed undergraduate bulletin revisions. Council members considered a proposal to reduce the current requirement of 62 hours credit in residence to 60 hours credit in residence in the Latin Honors program. This proposed change would help prevent transfer students from being penalized when they transfer to UCA with 62-64 hours credit from an outside institution. These students do not qualify, under the current 62 hour rule, to graduate from the program with honors. Discussion followed. Council members agreed that rather than make a change to the required hours in the bulletin, a caveat should be included in the bulletin that states “unless stated otherwise in the transfer articulation agreement.”
3. S. Runge led a discussion regarding the automated class registration wait list. The system can be programmed to notify a student by email when a seat is available in their desired class and hold that seat for a period of time (24 or 48 hours for example). Discussion followed.

S. Runge notified deans that a pilot of the automated wait list will begin in the spring. Currently, the departments of Physics, History, and Health Science will participate in the pilot. Deans were asked to notify the Provost’s office if they know of any other departments that wish to participate. Discussion followed.

4. S. Runge led a discussion on new funding requests for the coming year. At a recent meeting of the Strategic Budget Advisory Committee (SBAC), Academic Affairs was granted permission to submit up to 8 requests for the coming year. Council members were provided a copy of the request form, including the SBAC budget proposal instructions. Deans were asked to submit their prioritized lists of requests to the Provost’s office no later than October 10<sup>th</sup>. Discussion followed.
5. S. Addison led a discussion on a suggested revision to Board Policy 338. This policy states the requirements for receiving a degree from UCA when a student leaves UCA early upon acceptance to an accredited dental, medical, pharmacy, optometry, or veterinary schools.

Policy requirement number one is no longer valid as credit requirements at some of the above listed professional schools have changed, resulting in students being accepted to a professional school earlier and leaving UCA with less than the current required 96 hours of study. To address this, S. Addison proposed that the required 96 hours of study be reduced to 90 hours of study to reflect the reduction in required hours in degree programs in compliance with Act 747 of 2011. Policy

requirement number two, regarding general education requirements, is no longer valid as the UCA Core Curriculum is now in effect. S. Addison recommends this requirement be revised to require “completion of the 35 hour minimum core curriculum.” Discussion followed, and council members agreed with the proposed revisions.

#### 6. Provost’s Announcements

- a. Dr. Ray Schroeder, Associate Vice President for Online Learning at the University of Illinois Springfield will be here on September 23<sup>rd</sup> in CoB room 107 to provide a presentation on best practices and national trends in online learning. Faculty and academic staff are invited to attend. Council members will meet with Dr. Schroeder at 10:15am, and a lunch will follow.
- b. The Multi-Cultural Celebration will be held tonight. Victor Green will be the guest speaker.
- c. The Arkansas Deans Conference will be held September 21-22 at Lake DeGray Conference Center.
- d. A STEM Regional Meeting will be held on September 25<sup>th</sup> at SAU in Magnolia.
- e. UCA’s Arkansas Geographic Alliance received a grant from the National Geographic Society. The alliance will receive \$26,000 annually.

#### 7. Member Reports

- a. J. Glenn stated that Institutional Research is scheduling Digital Measures training for the colleges. Deans should let Amber Hall, Director of Institutional Research, know who from their respective colleges will be attending.
- b. M. Lee stated that Judge Brian Miller, U.S District Court Judge, will be speaking tomorrow at x-period as part of Constitution Day. The presentation will be take place in room 303 of Burdick Hall.
- c. J. A. Williams stated that Eduardo Freiler, Judge and President of the Court of Appeals for the Federal Circuit in Buenos Aires, Argentina, will be on campus for a week beginning September 24<sup>th</sup>. The East China Normal University Chancellor will be on campus September 26<sup>th</sup> and 27<sup>th</sup>. She also stated that Brian Corbin, Director of Transfer Services, has been making significant headway on new transfer articulation agreements. More information on these agreements is forthcoming.
- c. T. Wright stated that the Patrick Dougherty outdoor sculpture will be unveiled at 11:00 a.m. on Saturday.
- d. S. Addison stated that as a result of last year’s foundation funding for Google hangouts, the UCA Physics Club has partnered with *Physics Today* to send some Google hangouts nationwide. A press release went out announcing the first online seminar will take place on Tuesday, September 23<sup>rd</sup> at 6:00 p.m.

The meeting adjourned at 11:03 p.m.

Council of Deans  
9/24/2014

The Council of Deans met in regular session at 9:02 a.m., Wednesday, September 24, 2014. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Jane Ann Williams, Jimmy Ishee, Kurt Boniecki, Terry Wright, Steve Addison and Laura Young. Stephanie Bellar was absent due to being out of town. Ashley Ross, President of the Student Government Association (SGA), and Bryce Crabb, Vice President of Operations of the SGA, were present for agenda item two.

1. The CoD minutes of September 17, 2014 were approved unanimously with minor revisions.
2. A. Ross informed council members that the SGA has begun electing senators to serve as representatives for the academic colleges in an effort to bridge the gap between academics and student government. Each academic college will have one SGA representative. Representatives have been elected for the College of Business, College of Fine Arts and Communication, College of Health and Behavioral Sciences, College of Liberal Arts, and College of Natural Sciences and Mathematics. The representative for the College of Education will be determined soon. Discussion followed regarding the best methods of communication between the academic colleges and their respective SGA representatives.
3. Action items of the September 16, 2014, meeting of the Undergraduate Council were considered. Action items were addressed as follows:  
  
Undergraduate Council recommendation to approve changing the name of the BA/BS Speech degree to BA/BS Communication. K. Boniecki made a motion to approve. T. Wright seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
4. J. Glenn led a discussion regarding the proposed Student Success and Retention Council Guiding Principles document that was distributed to the campus via email. Faculty and staff were asked to review the document and provide feedback. Discussion followed.
5. D. Pounder led a discussion and provided a handout on a revised draft of the proposed Professional and Ethical Conduct Policy. Discussion followed regarding how this policy might align with policies within individual departments. Discussion will continue in the future.
6. J. Glenn led a discussion regarding the timeline for preparing for the next Higher Learning Commission (HLC) comprehensive visit. A HLC Steering Committee will be appointed in October to take the lead on the preparations. Discussion followed regarding the committee criteria, assumed practices and obligations.

## 7. Provost's Announcements

- a. Prioritized lists of SBAC new funding requests are due to the Provost's office by Friday, October 10, 2014.
- b. Meetings with Dr. Ray Schroeder, regarding online programs, were very informative. Dr. Schroeder will be an excellent resource for UCA as online programming is developed.
- c. The Faculty Handbook Committee will hold its first meeting of the 2014-2015 year on Friday.
- d. S. Runge and J. Glenn will attend a meeting on Friday at ADHE to discuss the proposed AS in Liberal Arts and Sciences degree program.
- e. A STEM Regional Meeting will be held tomorrow at SAU in Magnolia.
- f. S. Runge will attend the Washington Center Gala in Washington, DC next week.
- g. A copy of a 2014 report on active shooter events will be provided, via email, to council members for informational purposes. Council members are encouraged to share the document within their respective colleges.

## 7. Member Reports

- a. K. Boniecki stated that sabbatical leave proposals are due to department chairs by September 25<sup>th</sup>, to the college deans by October 2<sup>nd</sup>, and to K. Boniecki by October 9<sup>th</sup>. Also, faculty development grants are due to the IDC by September 30<sup>th</sup>. Deans are asked to make their departments aware of the \$30,000 of funding available this year.
- b. T. Wright stated the UCA Public Appearances season for 2014-2015 begins this week.
- c. S. Addison stated that the Arkansas Dean's Conference was held over the previous two days.
- c. L. Young stated that the Faculty Salary Review Committee will begin meeting and Elizabeth DePrince is the chair this year. J. Glenn and Amber Hall, Director of Institutional Research, will be looking into suggested revisions to the committee's current review methodology.

The meeting adjourned at 11:41pm.

rv

Council of Deans  
10/8/2014

The Council of Deans met in regular session at 9:10 a.m., Wednesday, October 8, 2014. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Jane Ann Williams, Jimmy Ishee, Kurt Boniecki, Terry Wright, Steve Addison and Laura Young. Dr. Rick Scott, Dean of the Honors College, was present for agenda item number two.

1. The CoD minutes of September 24, 2014 were approved by a vote of 10-0. S. Bellar abstained due to not being present at the September 24, 2014 meeting.
2. Rick Scott spoke to council members regarding ongoing efforts to revamp Exemplary Studies Programs. A handout was provided outlining changes already implemented as well as the remaining tasks necessary to completely revise the programs. He requested the opportunity to meet with each college's Council of Chairs to discuss updating information provided to students regarding each department's honors programs to work towards more uniformity of criteria across all departments. Council members agreed, and Dr. Scott will be contacting the deans in the near future to schedule these meetings. Discussion followed.

R. Scott informed council members his suggestion that we create a new position to assist with Exemplary Studies and coordinate distinguished external scholarship opportunities for our students. A handout was distributed providing a description of the proposed position. Discussion followed, and R. Scott agreed to send a digital copy of the document to the deans so that it may be shared with their respective college's chairs.

3. Action items of the September 18, 2014, meeting of the Graduate Council were considered. Action items were addressed as follows:

Graduate Council recommendation to approve a) a new concentration of M.A. in English with Medieval and Renaissance Literature emphasis, and b) new courses, ENGL 6337 Arkansas Shakespeare Theatre Internship and ENGL 6336 Texts and Manuscripts. S. Bellar made a motion to approve the recommendation. M. Lee seconded the motion. Discussion followed, including a request by T. Wright for time to discuss the AST Internship course with the Mass Communications Theatre department. The Council of Deans voted to table the motion pending further discussion.

Graduate Council recommendation to approve a) a new course, MUS 5104 Graduate Latin Diction Review, and b) a change in admission requirements for the Master of Music degree. S. Bellar made a motion to approve the recommendation. T. Wright seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

Graduate Council recommendation to approve a change in the M.S. in Health Science comprehensive examination policy. S. Bellar made a motion to approve the recommendation. J. Ishee seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.



4. S. Runge provided council members with information regarding the Arkansas Rock City Regional FIRST Robotics Competition. Discussion followed, and council members were encouraged to share the information with their respective colleges.
5. S. Runge provided council members with an update on the planned renovations to Harrin Hall. The CFAC Dean's office will move next week into a temporary location in Burdick Hall, and work will begin to renovate the space in Harrin Hall to accommodate the offices of Athletic Academic Advising, Registrar, Veteran's Services and additional offices for the Academic Advising Center. The Academic Advising Center and Financial Aid are currently located in Harrin Hall. Therefore, this renovation will allow Harrin Hall to become a "one-stop shop" for students. The goal for completion of the project is May 15, 2015. Discussion followed.
6. S. Runge advised council members that M. Hargis has agreed to chair the College of Education Dean search committee. The committee will be identified this week, and S. Runge plans to charge the committee next week. A position advertisement will follow.

#### 7. Provost's Announcements

- a. A meeting to discuss the development and implementation of UCA Online will take place on Thursday.
- b. The ECNU Chancellor visited our campus recently and gave a presentation on multiple democracies at the Clinton Center. S. Runge and several members of the CoD and the International Engagement staff attended the event.
- c. Oxford American will be moving off campus except for one office in Thompson Hall.
- d. University email will soon be converted from GroupWise to Gmail. Final preparations for this transition are ongoing.
- e. The Faculty Handbook Committee met last week.
- f. S. Runge and many CoD members and other university officials attended the UCA Scholarship Reception last night. It was a very positive event.
- g. S. Runge, Shelley Mehl, and Peter Mehl attended the Washington Center Gala in Washington, DC last week. In addition to the awards banquet and gala, S. Runge met with Dr. J. D. Mashburn and also with educational policy staff in the office Senator John Boozman.
- h. The UCA Board of Trustees will meet on Friday, October 10, 2014.

#### 8. Member Reports

- a. J. Glenn referred to an email sent prior to this morning's CoD meeting regarding term/non-term courses. Council members were asked to notify Dr. Glenn of any degree program courses which do not begin and end within a single term. Such courses can have negative consequences with regard to federal financial aid.
- b. M. Lee provided an update on the work of the Diversity Advisory Committee and referred to an email previously sent to council members regarding diversity needs within the academic colleges. The university proposed an investment of \$200,000 for the support of diversity on

campus in its projected action steps provided to the Higher Learning Commission. At this time, Dr. Lee expects to request \$5,000 as an allocation for diversity support initiatives for each college; however, deans are asked to notify him of any additional diversity related funding needs.

- c. D. Pounder notified council members of a new Special Education minor set to be considered by the Board of Trustees. This minor is intended to target individuals who are not licensed teachers, but who have a need to develop an understanding of that population (ex. physical therapists, occupational therapists, speech therapists, etc.).
- d. K. Boniecki reminded council members that sabbatical leave applications are due to him tomorrow. He also reminded the group that class schedules for the spring 2015 semester should be finalized and entered into the system by October 21<sup>st</sup>. Student athletes will begin registering for courses on October 22<sup>nd</sup>, and advanced registration begins campus-wide on October 27<sup>th</sup>. Summer 2015 schedules should be finalized and entered at the same time.
- e. S. Bellar notified council members that four Ph.D. candidates in Psychology will defend their dissertations in October.
- f. J. Ishee asked council members to think of ways to improve upon the current hooding process for Ph.D. candidates. Discussion followed, and S. Runge will discuss this with the Registrar's office.
- g. S. Addison advised council members that work will begin soon to replace the roof on the Lewis Science Center. Periodic closures of some entrances and parking areas are expected.
- h. L. Young asked deans to be aware of the appropriate protocol when faculty members take unpaid leave. Faculty should be advised to communicate directly with the Office of Human Resources in determining the status of benefits while on unpaid leave. She also advised council members that prioritized SBAC new funding requests should be submitted to the Provost's office by October 10th. Any requests that will lead to the generation of revenue should be marked as such.

The meeting adjourned at 11:15 a.m.

rv

Council of Deans  
10/15/2014

The Council of Deans met in regular session at 9:00 a.m., Wednesday, October 15, 2014. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Diana Pounder, Jane Ann Williams, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Steve Addison and Laura Young. Maurice Lee and Terry Wright were absent. Peter Mehl attended in Maurice Lee's absence, and Gayle Seymour attended in Terry Wright's absence. Shelley Mehl, Vice President for Advancement and President of the UCA Foundation, and Hunter Goodman, Executive Director of Development, attended for agenda item number two.

1. The CoD minutes of October 8, 2014 were approved with minor revisions, by a vote of 9-0. Peter Mehl and Gayle Seymour both abstained because they were not present at the October 8, 2014 meeting.

2. S. Mehl and H. Goodman discussed with council members the role of the deans and chairs in fundraising. H. Goodman has been meeting with department chairs to discuss a framework for future fundraising and will continue to do so. Discussion followed.

S. Mehl and H. Goodman also revisited previous discussions with CoD about identifying "Programs of Distinction." Council members are continuing to consider areas that have potential to become a "Program of Distinction." This would be any area that we know we do better than anyone else and can therefore attract potential donors. Discussion followed and S. Mehl and H. Goodman agreed to meet quarterly with the Council of Deans.

3. S. Runge distributed a copy of an update on the university's upcoming transition to Google Apps. Google Apps will provide users access from anywhere in the world. The Active Directory contract is complete, and the transition to Active Directory will take approximately 12-18 months. Active Directory will handle all identity management functions for employees. The transition to Gmail will begin soon and C. Davis, Chief Technology Officer, plans for the entire campus to be transitioned to Gmail by the end of December. Student email addresses will end with @cub.uca.edu, and employee email addresses will remain @uca.edu. Discussion followed.

4. S. Runge provided an update on the EMS (centralized scheduling) campus implementation plan. The implementation team has been identified. Becky Rasnick, Registrar, will serve as Project Sponsor and Arch Jones, Director of Community Services, will serve as Project Manager. Implementation is planned for mid-spring 2015. Deans were asked to be prepared to designate any "special use" spaces which are not to be managed by the scheduling system. Discussion followed.

5. S. Runge provided an update on the College of Education Dean search. Dr. Michael Hargis will serve as chair of the search committee. The following individuals have agreed to serve on the committee: Melissa Smith (CLA), Donna Wake (COE), Stephanie Huffman (COE), Nancy Gallavan (COE), Dan Barrington (COE) and Greg Murry (Conway Public Schools). A final position on the committee is expected to be filled by the end of the day. [Kathleen Atkins was subsequently identified as the person to fill the final position on the committee.] A draft copy of the position advertisement was distributed

to council members, and council members were asked to provide M. Hargis with suggestions or comments. The Provost will provide the search committee with its charge at its initial meeting on Tuesday, October 21, 2014. Discussion followed.

#### 6. Provost's Announcements

- a. Summer school distribution amounts have been totaled. Council members were provided a handout containing the funding amounts (listed by department) to be distributed. Deans were asked to review the amounts and express any concerns. Discussion followed.
- b. S. Runge, K. Boniecki, L. Young, Don Bradley, Faculty Senate President, and other representatives of the Faculty Senate met with Chris Davis, Chief Technology Officer, last week to discuss the proposed program design and financial models for the UCA Online project. S. Runge will provide updates on the university's plan to the CoD in the coming weeks.
- c. S. Runge provided council members with a list of the SGA's newly elected Academic Senators for the colleges. Academic Senators were elected for all colleges, with the exception of the College of Education. The SGA plans to identify a representative for the College of Education in the near future.
- d. S. Runge provided council members with dates for the upcoming UCA Information Nights. Information nights will be held in Texarkana on October 30<sup>th</sup> and in Jonesboro on November 6<sup>th</sup>.
- e. S. Runge announced UCA will take part in a college fair in Texarkana on October 15<sup>th</sup> and 16<sup>th</sup>.
- f. Guests from Ecuador were on campus this past Monday and Tuesday. S. Runge and J. A. Williams will travel there next month to discuss a partnership opportunity with their university in a research and education center in the Galapagos Islands.
- g. The provost of Longwood University will be on our campus on Friday.
- h. The Faculty Handbook Committee met last week to discuss a request for one additional Faculty Handbook Committee member. If approved, this committee member would represent unaffiliated faculty.

#### 7. Member Announcements

- a. M. Hargis stated that the Arkansas Fellows program is currently accepting applications and the deadline for submitting applications has been extended to October 24, 2014. Only students who will be graduating this year qualify to apply. Deans are asked to spread the word to any students they feel will be good representatives for the university. Discussion followed.
- b. P. Mehl advised council members that the Gulf South Service Learning Summit will be held in Little Rock in spring 2015. Also, he has received information indicating that the

University of Arkansas is planning to start a service learning program which may be modeled after UCA's program.

- c. J. A. Williams notified council members that the Admissions Director position will be posting soon. Also, she will be traveling as part of a recruiting trip to Europe for the coming week.
- d. S. Bellar stated that the Sponsored Programs first quarterly report has been circulated, and the analysis with peer and aspirant institutions is complete as well. She notified council members that a Ph.D. Psychology student will provide a thesis defense at 2:00 pm today in Mashburn Hall.
- e. G. Seymour notified council members that the CFAC Dean's office has moved to a temporary location in Burdick Hall. Also, the annual Arts Fest celebration was held last week and approximately 7,500 people attended.
- f. S. Addison stated that the UCA annual radiation safety inspection was completed yesterday, and a good report was received.
- g. L. Young stated that the Provost's office is currently working on the SBAC new funding requests recently submitted, and the deans may be contacted should any questions arise.

The meeting adjourned at 12:02 p.m.

Council of Deans  
10/22/2014

The Council of Deans met in regular session at 9:12 a.m., Wednesday, October 22, 2014. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Peter Mehl, Diana Pounder, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison, and Laura Young. Jane Ann Williams was not present due to being out of town.

1. The CoD minutes of October 15, 2014 were approved with minor revisions by a vote of 9-0. T. Wright abstained because he was not present at the October 15<sup>th</sup> meeting.

2. S. Runge provided council members with an updated copy of the university's textbook/course materials policies document, which reflects current state laws related to textbooks and other materials required in courses. J. Glenn is working to finalize the document, and it will soon be posted on the Academic Affairs website. Discussion followed.

3. S. Runge provided council members with an update on the university's ongoing efforts to finalize several new transfer agreements. Brian Corbin, Director of Transfer Services, successfully facilitated agreements with ASU-Newport, ASU-Mountain Home, and ASU-Beebe. Several other agreements are in the final stages, moving towards completion.

The process for evaluating courses for equivalency has been identified as challenging. S. Runge stated that a centralized database, like those used at several other Arkansas institutions, might prove useful. The database could be used to track all courses that are evaluated so that the information obtained may be used for future evaluations. Discussion followed, and the deans agreed to find out if any departments within their respective colleges have maintained course evaluation data. Any data collected will be sent to the Provost's office.

4. S. Runge provided council members with the first draft of a document provided by Shelley Mehl and Hunter Goodman. The document provides an outline for a proposed comprehensive fundraising campaign that highlights distinctive aspects of the university and may also include distinctive programs or elements within UCA's academic colleges and/or departments. Deans are asked to discuss this topic with their department chairs and bring any feedback received to the next CoD meeting. Discussion followed.

5. S. Runge provided an update on the UCA Online proposal. The proposal is currently being reviewed by President Courtway, and more information should be available soon.

6. S. Runge provided an update on the status of the HLC Steering Committee. J. Glenn will chair the committee. Work is ongoing to establish the committee membership, as well as to establish five subcommittees. More information will be provided soon.

7. S. Runge provided an update on the College of Education Dean search. The search committee met yesterday, received its charge from the Provost, and discussed the wording of

the draft ad. The ad will be finalized and posted soon, and interviews are expected to begin in January 2015.

8. Provosts Announcements:

- a. UCA has been accepted as a member of the Arkansas Louis Stokes Alliance for Minority Participation. President Courtway will serve on the Governing Board, S. Runge will serve on the Coordinating Board, and S. Addison will serve as the Campus Liaison.
- b. The Provost of Longwood University, Dr. Ken Perkins, along with Courtney Hodges, Associate Vice President for University Advancement, visited our campus last week and met with S. Runge to discuss student retention issues. Longwood University has made significant advancements in student retention over the last decade.
- c. S. Runge will meet with Charlotte Green, GT/AP Supervisor for Conway Public Schools, to discuss the school's proposal for a STEM partnership with UCA.
- d. Trustee Victor Green will have his quarterly visit with Academic Affairs on November 5<sup>th</sup>. The quarterly meeting with Trustee Brad Lacy will be scheduled soon.

9. Member Reports:

- a. D. Pounder reported that state education deans met on Friday with Kate Walsh, Director of the National Council on Teacher Quality (NCTQ). The Deans challenged Dr. Walsh about why NCTQ used largely input measures whereas most accrediting bodies now rely largely on outcome measures. After some discussion, Walsh agreed that there may be some outcome measures available in Arkansas that she had not considered before. It was largely a positive meeting, and D. Pounder stated that it appears that the NCTQ may use a different approach to encourage participation in NCTQ reviews. .
- b. K. Boniecki announced the following upcoming Faculty Development Grant application deadlines: November 30, 2014; January 31, 2015; and March 15, 2015. The deadline for summer funding is April 30, 2015. The standard Faculty Development Grant award will remain \$500; however, faculty should be made aware that more funds are available and any requests for amounts greater than \$500 will be given consideration.
- c. The deadline for nominations for Faculty Emeritus and Distinguished Faculty Emeritus or Honorary Doctorate has been moved to Friday October 31<sup>st</sup>. S. Bellar will distribute a notice to faculty of this change soon. Also, two Psychology Ph.D students will provide their thesis defenses this week.

The meeting adjourned at 10:59 a.m.

Council of Deans  
10/29/14

The Council of Deans met in regular session at 9:34 a.m., Wednesday, October 29, 2014. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Jane Ann Williams, Stephanie Bellar, Kurt Boniecki, Jimmy Ishee, Terry Wright, Steve Addison, and Laura Young.

1. The CoD minutes of October 22, 2014 were unanimously approved by a vote of 11-0.
2. S. Runge shared with council members the finalized list of new funding requests that was submitted by Academic Affairs to the Strategic Budget Advisory Committee (SBAC) on October 20<sup>th</sup>. A total of \$4,670,000 was requested which includes an anticipated revenue of \$272,000. The SBAC will hear presentations regarding all new funding requests on Thursday, November 13<sup>th</sup>, and all presentations will be open to the campus. Discussion followed. S. Runge recognized Lori Hudspeth's and L. Young's significant efforts in preparing the finalized list of requests.
3. S. Runge led a follow up discussion regarding the comprehensive fundraising campaign which was discussed in depth at the October 22<sup>nd</sup> CoD meeting. Council members provided feedback regarding any recent discussions on this topic within the academic colleges and with staff from the Division of Advancement. Council members are encouraged to continue having discussions on the topic within their respective colleges and to reach out to Shelley Mehl and Hunter Goodman in order to stay involved as the campaign starts. Discussion followed.
4. S. Runge advised council members that work is ongoing to make sure that the document retention policy adopted by the UCA Board of Trustees is fully implemented and the timelines for document disposal are clearly stated. Discussion followed.
5. S. Runge advised council members that the College of Education Dean position ad has been finalized and posted. The deadline for the receipt of applications is December 1, 2014 (following this meeting, the deadline for receipt of applications was adjusted to January 5, 2015), and interviews are expected to begin in January 2015 (the date for interviews to commence has since been adjusted to February 2015).
6. S. Bellar made a motion to remove from the table an October 8<sup>th</sup> motion to approve the Graduate Council's recommendation for a) a new concentration of M.A. in English with Medieval and Renaissance Literature emphasis, and b) new courses, ENGL 6337 Arkansas Shakespeare Theatre Internship and ENGL 6336 Texts and Manuscripts. M. Lee seconded the motion. Discussion followed and the motion to remove the item from the table was unanimously passed. More discussion followed and council members voted unanimously to approve the October 8<sup>th</sup> motion.
7. Provost's announcements:
  - a. S. Runge, L. Young, M. Sepulveda (Hispanic Initiative Coordinator) and Dr. A. Webster Smith (VP for Institutional Diversity) attended the League of United Latin American Citizens banquet last week. UCA was presented with the Latino Education Outreach Award.



- b. The Higher Education Coordinating Board will meet on Friday in Little Rock. S. Runge and J. Glenn will attend.
  - c. Bear Facts Day will be this Saturday in the Student Center Ballroom.
  - d. Trustee Victor Green will have a quarterly meeting with Academic Affairs on November 5th. Trustee Brad Lacy will meet with Academic Affairs on November 19th.
  - e. Council of Deans will not meet on November 19<sup>th</sup> or November 26<sup>th</sup>.
  - f. S. Runge attended the legislative budget hearings in Little Rock on Tuesday. Representatives of UCA were not presented with any questions during the hearings.
8. Member reports:
- a. M. Hargis stated that interviews for the Arkansas Fellowship Program are today and tomorrow, and twelve UCA students are believed to have applied.
  - b. M. Lee stated that the Log Cabin Democrat recently reported on the Share-a-Bear Teddy Bear Drive benefiting victims of domestic violence. The UCA Police Department is a designated collection point and collection boxes have been placed at many locations on campus.
  - c. D. Pounder asked council members to consider whether the university's current curriculum/program change forms are too complex. Discussion followed.
  - d. J. A. Williams stated that she recently returned from a recruiting trip to Armenia, Italy and Spain. In Armenia, approximately 50 students attended her presentation, and all but one student was interested in graduate programs at UCA. They also showed significant interest in internships. UCA may have a number of Armenian graduate students coming to campus in January.
  - e. S. Bellar stated that nine students submitted SURF grant applications. Also, Sponsored Programs will be sending save-the-date notices out soon for a reception planned for April 9, 2015 to honor faculty and staff who have applied for external grants as well as to honor faculty mentors for student grant submissions.
  - f. T. Wright stated that the last Artist-in-Residence event for the year began last night. Also, Straight No Chaser will perform tonight in the Reynolds Performance Hall, and performances of the Blue Man Group will be next week.
  - g. S. Addison stated that the university received its Certificate of Excellence in Reporting and Inventory Maintenance from the Nuclear Maintenance Regulatory Commission.
  - h. S. Runge reminded council members of the Partnership for Assessment of Readiness for College and Careers (PARCC) meeting in Little Rock on Thursday. Representatives of higher education institutions are invited to attend and council members are asked to encourage faculty to attend.

The meeting adjourned at 11:08 a.m.

The Council of Deans met in regular session at 9:18 a.m., Wednesday, November 5, 2014. S. Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Peter Mehl, Diana Pounder, Jane Ann Williams, Jimmy Ishee, Steve Addison, Laura Young, Stephanie Bellar and Terry Wright. Maurice Lee and Kurt Boniecki were not present.

1. The CoD minutes of October 29<sup>th</sup>, 2014 were approved with revisions by a vote of 10-0. P. Mehl abstained because he was not present at the October 29<sup>th</sup> meeting.
2. S. Bellar led a discussion regarding the university's policy requiring an admissions exam for acceptance into graduate school. It appears that several other state institutions in Arkansas do not require an admissions exam. Discussion followed, and council members considered the possibility of moving away from a university-wide policy in favor of letting each program determine their own requirements with regard to admissions exams. Council members were asked to continue to consider this and discussion on the topic will be revisited at a later date.
3. S. Runge provided an update on academic space renovations and moves which were proposed at the May 2014 Deans Retreat. A handout was distributed to council members, which indicated the current status of all planned renovations and moves. A majority of the planned renovations have been completed, while the remaining renovations are ongoing. Discussion followed.
4. Provost's announcements:
  - a. Council members were asked to consider the best process for approval of Study Abroad proposals. In previous proposal cycles, the proposals were reviewed and approved by the CoD prior to being reviewed and approved by the Provost; and council members were asked to consider whether approval by the CoD is necessary. Discussion followed and council members agreed that following approval of the proposals by the related academic dean, the proposals should go straight to the Provost for review and approval.
  - b. Council members were provided a copy of the Faculty Salary Review Committee's list of prioritized new funding requests, which will be presented to SBAC on Thursday, November 13<sup>th</sup>. An overview of the priorities was provided, along with a brief explanation of the committee's recommendations. Discussion followed.
  - c. The timeline for the College of Education Dean search has been revised. The deadline for receipt of applications is now January 5, 2015, and interviews will begin in February 2015.
  - d. Conway Public Schools is preparing to invest in a STEM program (CSTEM) to emphasize science and math in its elementary and middle schools. S. Runge met with Charlotte Green, GT/AP Coordinator for the school district, and discussed the interest in

partnering with UCA to provide a mentorship experience. A meeting to continue these discussions will be scheduled soon.

- e. The Alley Scholars Summit, led by a couple from Pine Bluff, AR, is held annually for minority students with the purpose of encouraging them to enter college and complete a degree at an institution of higher education. UCA will participate in the 2015 summit.
- f. Bear Facts Day was held on Saturday, November 1st, and approximately 500 students attended.
- g. Trustee Victor Green will meet with Academic Affairs this afternoon. The topics to be discussed include Academic Affairs' new funding requests, IT plans, and UCA Online. [Special circumstances resulted in V. Green being unable to attend. The meeting will take place at a later date.]
- h. Trustee Brad Lacy will meet with Academic Affairs on Wednesday, November 19<sup>th</sup>. The topics to be discussed include the pipeline of students in the Computer Science Program, the retention rate of last year's freshmen class, and the Enrollment Management plan including an update on the 10 new dedicated advisors.

#### 5. Member Reports

- a. P. Mehl stated that a Holiday Open House was held at the Faulkner County Museum this past Saturday. Kim Little's American Nations Course in UCA's STEM Residential College participated as a service-learning project.
- b. D. Pounder stated that she attended the PARCC Summit. PARCC assessments will be administered to 11<sup>th</sup> grade high school students beginning spring 2015 and will be used by colleges for placement (as opposed to ACT subject test scores which have been previously used for determining placement). Discussion followed.
- c. S. Bellar notified council members that the Arkansas Department of Higher Education states that the decision of whether or not to require a capstone/thesis course in graduate programs is at the university's discretion, and she encouraged council members to give some thought to this. She also notified council members that Sponsored Programs will be offering NIH webinars through the end of this week.
- d. T. Wright stated that author William D. Lindsey visited the Department of Communication last week, as part of the Artist in Residence series, to discuss his new book; the UCA Forensics team debated the alcohol issue which appeared on the ballot in Tuesday's election; Sister Act: The Musical was a sold out event last week; the Conway Symphony Orchestra had its debut performance last week; the Blue Man Group was sold out for both performances; and faculty in Creative Writing, including T. Wright, will be giving readings at the Oxford American annex in Little Rock this week.

The meeting adjourned at 10:52 a.m.

Council of Deans  
11/12/2014

The Council of Deans met in regular session at 9:03 am, Wednesday, November 12, 2014. S. Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Kurt Boniecki, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Stephanie Bellar was not present.

1. The CoD minutes of November 5, 2014 were approved with revisions by a vote of 9-0. M. Lee and K. Boniecki abstained due to not being present at the November 5<sup>th</sup> meeting.
2. Action items of the October 23, 2014 meeting of the UCA Core Council were considered. Action items were addressed as follows:

UCA Core Council recommendation to approve upper division capstone course CSD 4343 Capstone in Communication Sciences and Disorders. K. Boniecki made a motion to approve the recommendation. J. Ishee seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

UCA Core Council recommendation to approve an exemption from upper division courses for students completing BS degrees in Medical Technology, Nuclear Medicine Technology and Radiography. K. Boniecki made a motion to approve the recommendation. J. Ishee seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

UCA Core Council recommendation to approve upper division and capstone courses PHYS 4111 and 4211 Senior Capstone 1 and 2. K. Boniecki made a motion to approve the recommendation. S. Addison seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

3. Action items of the October 21, 2014 meeting of the Undergraduate Council were considered. Action items were addressed as follows:

UCA Undergraduate Council recommendation to approve new course SOC 4325, Society Through Film. K. Boniecki made a motion to approve the recommendation. M. Lee seconded the motion. Discussion followed. K. Boniecki amended his motion to reflect the striking of Fall/Spring wording from the course description. Further discussion followed. The Council of Deans voted unanimously to approve the recommendation.

UCA Undergraduate Council recommendation to approve new course MIS 3335, Programming in Python, with a title change to "Programming Use in Scripting Languages." K. Boniecki made a motion to approve the recommendation. M. Hargis seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

UCA Undergraduate recommendation to approve changing MIS 4380, Business Intelligence,

from an elective course to a required course in the business analysis concentration. K. Boniecki made a motion to approve the recommendation. M. Hargis seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

4. Actions items of the October 23, 2014 meeting of the UCA Graduate Council were considered. Action items were addressed as follows:

UCA Graduate Council recommendation to approve new courses MBA 5341 Quantitative Analytical Methods, 5355 Project Management and 5361 Principles of Information Security. These courses will be dual listed along with their equivalent undergraduate courses. M. Hargis made a motion to approve the recommendation. S. Addison seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

UCA Graduate Council recommendation to approve a new MBA concentration in Information Management. M. Hargis made a motion to approve the recommendation. S. Addison seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

5. S. Runge led a discussion on Presidential Scholars Day. Council members discussed the importance of the day and the opportunity it presents to place emphasis on high student achievement both within the Honors College and throughout all academic colleges. Discussion followed. Council members agreed that more should be done to recruit all high achieving students, including those that will not be admitted to Honors College. S. Runge will follow up with Rick Scott, Dean of the Honors College, and J. A. Williams.
6. Provost's Announcements
  - a. The Director of Admissions position will soon be posted.
  - b. Negotiations have been ongoing with Ellucian for the potential purchase of the "Recruiter" module in Banner. This will allow for more effective recruiting including improved online application processes. Discussion followed.
  - c. SBAC new funding presentations will take place tomorrow.
  - d. The next Bear Facts Day is this Saturday.
  - e. The quarterly meeting between Academic Affairs and UCA Board Trustee Victor Green has been postponed.
  - f. The quarterly meeting between Academic Affairs and UCA Board Trustee Brad Lacy is scheduled for November 19th.

## 8. Member reports

- a. J. Glenn reported that Amber Hall, Director of Institutional Research; Julia Winden Fay, Director of Student Success; Amy Baldwin, Director of University College; John Fincher, Director of Division Strategy; and Leigh Ann Denhartog, Interim Director of Admissions/Director of the Academic Advising Center, attended a faculty/staff HLC workshop on student retention. They successfully completed the workshop and won the poster competition.

- b. M. Hargis reported that the first speakers presented by the Arkansas Center for Research in Economics will be here tomorrow to speak on the effect government rules, regulations, and taxes have on the economy.
- c. M. Lee reported that the Department of Political Science received a positive report in their recent external review. He also stated that he recently attended a Deans Conference in San Antonio. Additionally, the 2014 Humanities Fair will be held tomorrow, November 13, 2014, in Brewer Hegeman Conference Center.
- d. D. Pounder stated that the College of Education has been attempting to broaden the perspective of tenure and tenure-track faculty. At least a half dozen faculty in the college have had research articles and presentations accepted recently. She also stated that the College Student Personnel Services and Administration graduate program will have one student graduate this semester. The student is a student worker in the athletic department and has applied for a job with the St. Louis Cardinals organization.
- e. K. Boniecki announced a call for proposals for the 69<sup>th</sup> Annual Conference of the National Conference of Academic Deans, to be held July 9-10, 2015. The deadline for proposals is January 20, 2015. The President of the Higher Learning Commission will be the keynote speaker.
- f. J. Ishee stated that the Physical Therapy accreditation team was on campus last week and the visit went well. He also stated that a Alisha Farris, a Dietetic Ph.D. student at Virginia Tech and UCA alum, was on Good Morning America recently discussing a study on school lunches.
- g. T. Wright stated that Reynolds Performance Hall performances are winding down for the year. Some upcoming events include Ballroom with a Twist and Improv with Colin Mocherie and Brad Sherwood.
- h. S. Addison reported that he had attended the INBRE conference at Fayetteville on November 7 and 8. Several faculty and students from CNSM also attended. Students submitted posters, some were selected to make oral presentations based on these submissions. Charles Deckard (Biology) Ryan Rodgers (Chemistry) and Otis Perkins (Physics) were selected to make oral presentations. Ryan Rodgers was awarded first place in the Chemistry and Biochemistry presentation section. Edouard Niyonsaba (Biology), H Cass Martin (Chemistry) and Otis Perkins (Physics) received honorable mentions in the poster category. He also stated that notification of the INBRE renewal status should be received soon.
- i. L. Young reminded council members that all DegreeWorks problems should be reported as soon as issues are identified. Departments should review to identify any errors and send the information to Becky Rasnick, Clay Eubanks and the appropriate department chair. Discussion followed. L. Young also provided council members with a copy of an email that was distributed regarding the automated wait list instructions. Discussion followed.
- j. S. Runge reminded council members of the importance of advisors using the core check sheets provided as part of the undergraduate bulletin <http://uca.edu/ubulletin/ldcore/>. Discussion followed regarding ways to increase awareness about the check sheets. S. Runge also reported that Google Day is coming soon.

The meeting adjourned at 11:32am.

Council of Deans  
12/10/2014

The Council of Deans met in regular session at 8:02 a.m., on Wednesday, December 10, 2014. S. Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Tammy Benson, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Diana Pounder and Jane Ann Williams were unable to attend. Jacob Held, Director of the UCA Core, was present to answer questions regarding UCA Core Council actions to be discussed.

1. The CoD minutes of November 12, 2014 were approved with minor revision by a vote of 9-0. S. Bellar abstained due to not being present at the November 12<sup>th</sup> meeting.
2. Action items of the November 18, 2014 meeting of the Undergraduate Council were considered. Actions items were addressed as follows:

Undergraduate Council recommendation to approve new course LING 4180/4280/4380, Directed Study in Linguistics. K. Boniecki made a motion to approve the recommendation. T. Wright seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

Undergraduate Council recommendation to approve changing course CHEM 1400 from a requirement to an elective and CHEM 1450 from an elective to a requirement in the middle level science track. K. Boniecki made a motion to approve the recommendation. T. Benson seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

Undergraduate Council recommendation to approve changing course MATH 3351 from a requirement to an elective and MATH 3352 from an elective to a requirement in the middle level math track. K. Boniecki made a motion to approve the recommendation. T. Benson seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

Undergraduate Council recommendation to reduce the number of hours required for a minor in Teaching and Learning from 20 hours to 18 hours. K. Boniecki made a motion to approve the recommendation. T. Benson seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

Undergraduate Council recommendation to revise Undergraduate Bulletin degree requirements by dropping the requirement of a minor for students completing majors in two different degrees. K. Boniecki made a motion to approve the recommendation. M. Lee seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

Undergraduate Council recommendation to approve new courses SOC/ANTH 3321, Qualitative Research Methods; SOC 2395, Special Topics; and SOC 3395, Special Topics. K. Boniecki made a motion to approve the recommendation. M. Lee seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

Undergraduate Council recommendation to change ACCT 3311 from a requirement to an elective for the major in Finance. K. Boniecki made a motion to approve the recommendation. M. Hargis seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

Undergraduate Council recommendation to approve new course MIS 4339, Programming in Java II. K. Boniecki made a motion to approve the recommendation. M. Hargis seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

Undergraduate Council recommendation to approve new course PHIL/REL 4320, Applied Ethics. K. Boniecki made a motion to approve the recommendation. M. Lee seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

Undergraduate Council recommendation to approve new courses ILS 4380, Senior Interdisciplinary I Liberal Studies Capstone; and ILS 3380, History and Principles of the Liberal Arts. K. Boniecki made a motion to approve the recommendation. M. Lee seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

Undergraduate Council recommendation to approve the name revision of the P-4 Special Education Additional License Program to Additional Licensure Program for Arkansas Special Education K-12 License: Undergraduate. K. Boniecki made a motion to approve the recommendation. T. Benson seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

K. Boniecki provided a brief overview of the informational items that were discussed at the November 18, 2014 meeting of the Undergraduate Council, and discussion followed regarding the process used in determining whether inactive courses should continue to be listed in the Undergraduate Bulletin or deleted.

3. Action items of the November 20, 2014 meeting of the Graduate Council were considered. Action items were addressed as follows:

Graduate Council recommendation to approve moving ECSE 6353, 6355, 6357, 6358 and 6391 from the Elementary, Literacy and Special Education Department to the Teaching and Learning Department; Graduate Council recommendation to approve changing the prefix of ECSE 6353, 6355, 6357, 6358 and 6391 to GATE 6353, 6355, 6357, 6358 and 6391; Graduate Council recommendation



for approval of course content revision for ESCE 6300, 6304, 6366 and 6367; Graduate Council recommendation for approval of changing the number of credit hours required for the MSE in Special Education from 36 hours to 30 hours; Graduate Council recommendation for approval of additional required courses ITEC 6368 and SMLA 6330 in the Teacher Leadership track of the MSE in Advanced Studies in Teacher Leadership; and Graduate Council recommendation for approval of new courses ECSE 6309, 6333 and 6384. S. Bellar made a motion to approve all recommendations. T. Benson seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendations.

Graduate Council recommendation to approve variable credit hour courses for OTHY 6621 to OTHY 6151, 6251, 6351, 6451, 6551 and 6651; Graduate Council recommendation for approval of credit hour values and corresponding syllabi for NURS 6305, 6205 and 6370; Graduate Council recommendation for approval of new courses NURS 6413, 6414, 6511 and 6512. S. Bellar made a motion to approve all recommendations. J. Ishee seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendations.

S. Bellar provided a brief overview of the informational items that were discussed at the November 20, 2014 meeting of the Graduate Council and discussion followed.

Action items of the December 3, 2014 meeting of the Graduate Council were considered. Action items were addressed as follows:

Graduate Council recommendation of modification to the admission requirements for the MBA and MAcc programs, specifically waiving the entrance exam requirement for students meeting a specified list of other criteria. Discussion followed. S. Bellar made a motion to approve the recommendation. M. Hargis seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

4. Action items of the UCA Core Council were considered. Actions items were addressed as follows:

UCA Core Council recommendation to approve additional Undergraduate Bulletin language for the BS General Education including upper-division core requirements. K. Boniecki made a motion to approve the recommendation. S. Addison seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

UCA Core Council recommendation to approve upper-division core courses ILS 3380 and 4380. K. Boniecki made a motion to approve the recommendation. M. Lee seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

UCA Core Council recommendation to approve new course BIOL 1410. K. Boniecki made a motion to approve the recommendation. S. Addison seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

UCA Core Council recommendation to approve a new lower-division course for Diversity in World Cultures, HBST 1377 Study Abroad Seminar, in the College of Health and Behavioral Sciences. K. Boniecki made a motion to approve the recommendation. J. Ishee seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

UCA Core Council recommendation to approve adding GEO 1320 to the lower-division core. K. Boniecki made a motion to approve the recommendation. S. Addison seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

UCA Core Council recommendation to approve adding BIO 4285 and 4425 as Capstone courses. K. Boniecki made a motion to approve the recommendation. S. Addison seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

UCA Core Council recommendation to approve adding upper-division core courses PRLS 3310, 4305, 4308; SPCH 3307, 3301, 3311; and courses SPCH 4336 and 4130 (SPCH 4336 and 4130 are combining as a capstone course). K. Boniecki made a motion to approve the recommendation. T. Wright seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the courses.

5. S. Runge distributed a draft of the Enrollment Management Plan. Council members were asked to review the document in its entirety and return any comments to Robin Voss by December 17, 2014. The document was also distributed to members of the Faculty Senate, Staff Senate, Executive Staff and Academic Council. Discussion followed.

#### 6. Provost's Announcements

- a. Channel 16 will be doing a news story on the use of university libraries and will feature UCA's library. Council members should call Christina Madsen, Associate VP for Communications, Public Relations and Marketing, with any information regarding the academic colleges which is deemed newsworthy.
- b. The university has completed approximately 15 articulation agreements with two-year colleges in the last six months. Council members are encouraged to continue working on the agreements.
- c. Commencement will be held this Saturday. There will be a 10:00 a.m. ceremony and a 1:30 p.m. ceremony.

#### 7. Member Reports

- a. M. Lee requests that the topic of Institutional Diversity be included on a CoD agenda in the near future.
- b. S. Addison reported that he has been invited to a meeting at the Arkansas Department of Education tomorrow to discuss Computer Science Licensure.

- c. L. Young stated that she will be going to a NACEP meeting tomorrow in Beebe. Also attending will be Dr. Don Bradley, Professor of Marketing and Faculty Senate President; Becky Rasnick, Registrar; and Cathy Bittick, Registrar's office.
- d. M. Hargis stated that authorization has been received to launch the planned management training program with Falcon Jet.
- e. J. Ishee expressed an interest in the process for approval of new lower division core courses. Discussion followed. Also, J. Ishee inquired about the search for the new Admissions Director and recommended the search committee represent those areas that work most closely with the Office of Admissions.

The meeting adjourned at 10:33 a.m.

Council of Deans  
12/17/2014

The Council of Deans met in regular session at 8:02 a.m., on Wednesday December 17, 2014. S. Runge presided, and the following members were present: Jonathan Glenn, Diana Pounder, Kurt Boniecki, Stephanie Bellar, Terry Wright, Jimmy Ishee and Steve Addison. Michael Hargis, Maurice Lee, Jane Ann Williams and Laura Young were absent. Dr. Ken Griffin attended in the absence of M. Hargis, and Dr. Clay Arnold attended in the absence of M. Lee. Dr. Angela Webster Smith, Interim Associate Vice President for Institutional Diversity, and Dr. Graham Gillis, Director of Human Resources, were present for agenda item number one.

1. A. Webster-Smith provided an update on the ongoing initiatives of the Office of Institutional Diversity, including a summary of the recent 2014 Institute for Teaching and Mentoring of the Compact for Faculty Diversity conference and an overview of the office's Diverse Faculty Recruitment Partnership and Leadership Plan. Handouts were provided, and discussion followed.
2. The CoD minutes of December 10, 2014 were approved with revision by a vote of 6-0. D. Pounder, K. Griffin and C. Arnold abstained due having not been present at the December 10<sup>th</sup> meeting.
3. Action items of the December 9, 2014 meeting of the Undergraduate Council were considered. Action items were addressed as follows:

Undergraduate Council recommendation to approve new course LING 4190/4290/4390, Exemplary Studies in Linguistics. K. Boniecki made a motion to approve the recommendation. T. Wright seconded the motion. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

Undergraduate Council recommendation to approve the following changes to the BA Linguistics major and the Linguistics minor: Change course LING/WLAN 2350 from an elective to a requirement in the Linguistics major; Change course ENGL 4360 from a requirement to an elective in the Linguistics major; new course proposal LING 3310, Issues in English as a Second Language; change course WLAN 4315 from a requirement to an elective in the Linguistics major; change course LING 4320 from an elective to a requirement in the Linguistics major; addition of CSCI 3360 to the list of electives in Track Three of the Linguistics major; addition of CSCI 4370 to the list of electives in Track Three of the Linguistics major; deletion of elective courses CSD 3300, 3320 and 3321 from the Linguistics major; deletion of elective course ENGL 3315 from the Linguistics major; change course LING/WLAN 2350 from an elective to a requirement and reduce elective hours from 12 to 9 in the Linguistics minor; deletion of elective courses CSD 3300, 3320 and 3321 in the Linguistics minor; and deletion of elective course ENGL 3315 from the Linguistics minor. K. Boniecki made a motion to approve the recommendation. T. Wright seconded the motion. Discussion followed. K. Boniecki made a motion to table the motion, and T. Wright

seconded. The Council of Deans voted unanimously to table the motion pending the final determination of where Linguistics will reside.

Undergraduate Council recommendation to approve new course proposal WRTG 3378 and 3321. K. Boniecki made a motion to approve the recommendation. T. Wright seconded the motion. Discussion followed, and the Council of Deans voted unanimously to approve the recommendation.

Undergraduate Council recommendation to approve the following changes in Mass Communication and Theatre: new course proposal THEA 4300, Professional Issues and change the overall Mass Communication and change the overall major hour from 40 to 43 credit hours. K. Boniecki made a motion to approve the recommendation. T. Wright seconded the motion. Discussion followed, and the Council of Deans voted unanimously to approve the recommendation.

Undergraduate Council recommendation to approve new course proposal BIO 2410, Human Anatomy and Physiology II. K. Boniecki made a motion to approve the recommendation. S. Addison seconded the motion. Discussion followed, and the Council of Deans voted unanimously to approve the recommendation.

Undergraduate Council recommendation to approve changing prerequisite courses for Nursing to BIOL 1410, Human Anatomy and Physiology I, and BIOL 2410 Human Anatomy and Physiology II. K. Boniecki made a motion to approve the recommendation. J. Ishee seconded the motion. Discussion followed, and the Council of Deans voted unanimously to approve the recommendation.

4. K. Boniecki provided council members with an overview of the new UCA Core rubrics. A summary document was distributed. Feedback on the draft rubrics was solicited from campus during the previous academic year, and the taskforce revised the rubrics and presented them to the UCA Core Council during the fall semester. Faculty will soon be asked to participate in round table discussions regarding how best to utilize the revised rubrics. Discussion followed, and council members expressed confidence in the revised rubrics. If any additional feedback is to be provided, council members are asked to provide the feedback to K. Boniecki by the end of the week and any changes will then be made during the spring semester. K. Boniecki made a motion to approve the revised rubrics. D. Pounder seconded the motion. More discussion followed, and the Council of Deans voted unanimously to approve the rubrics.
5. D. Pounder provided council members with information regarding Junior University which has been developed as a one-stop shop to advertise availability of the K-12 summer programs on campus. Information on all programs can be provided for free on the Outreach and Community Engagement website. For a fee, Outreach can also manage all registration services for the programs. Discussion followed.

6. D. Pounder led a discussion on teacher preparation program regulations. New federal regulations will require states to present a number of different forms of data by the year 2020, including: teacher preparation knowledge and skill data; employer survey data; and data on how graduate's K-12 students perform on standardized tests. Also, state legislation passed in 2007 requires that teacher preparation programs be audited every five years. Discussion followed.

7. Provost's Announcements:

- i. The open positions for the Director of Online Learning, Director of Admissions and Enrollment Services and the Dean of the College of Education will close on January 5, 2014. Review of applicants will begin at that time. The number of applications currently received is as follows: Director of Online Learning - 6 applicants; Director of Admissions and Enrollment Services – 20 applicants; and Dean of the College of Education – 15 applicants.
- ii. The Provost met with Shane Broadway, Tim Atkinson, Walter Burgess, Charisse Childers and Suzanne Mitchell last week to discuss STEM Center funding.
- iii. The Provost and S. Addison met with the President to discuss the Computer Science program.
- iv. Last week's meeting of the Board of Trustees went well. Sabbatical leave requests were approved by the Board. Discussion followed.
- v. Saturday's commencement ceremonies went well, and video streaming was available.
- vi. A video segment entitled "The State of UCA," will be coming out soon.

8. Member Reports:

- i. S. Addison stated that he attended a meeting at the Arkansas Department of Education to discuss Computer Science licensure. There is a push to require students to complete at least a minor in Computer Science in order to receive licensure. S. Addison will attend another meeting during the first week of January to discuss the testing mechanism for licensure.

The meeting adjourned at 11:17 a.m.