

Council of Deans  
1/7/2015

The Council of Deans met in regular session at 9:02 a.m. on Wednesday, January 7, 2015. S. Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Jane Ann Williams, Kurt Boniecki, Stephanie Bellar, Terry Wright, Steve Addison and Laura Young. Jimmy Ishee was not in attendance. Jacqueline Rainey attended in the absence of Jimmy Ishee.

1. The CoD minutes of December 17, 2014 were approved with minor revision by a vote of 6-0. M. Hargis, M. Lee, J.A. Williams, L. Young and J. Rainey abstained due to having not been present at the December 17<sup>th</sup> meeting.
2. D. Pounder led a discussion regarding concerns with the current promotion and tenure policy as outlined in the UCA Faculty Handbook. A handout that identified these concerns was distributed. Council members reviewed the concerns and discussion followed. Feedback was collected and the concerns and related feedback will be reviewed at the next meeting of the UCA Faculty Handbook Committee.
3. S. Runge advised Council members of the state requirements regarding completion of a Statement of Financial Interest. Copies of the form were distributed. Council members were asked to share the information with anyone under their purview that is required to complete the form. All forms are due to the Arkansas Secretary of State's office by January 31, 2015. Discussion followed.
4. S. Runge led a discussion regarding individual department financial obligations with respect to sabbatical leave. As the number of applications for sabbatical leave has been on the rise in recent years, Council members were asked to give consideration to how best to meet the financial demands. Discussion followed.
5. Provosts Announcements:
  - a. The Enrollment Management Plan has been posted online for campus review, and feedback is requested by January 15<sup>th</sup>.
  - b. Search committees will soon be set for the Director of Admissions and Enrollment Services position and the Director of Online Learning position.
  - c. A meeting will take place this week to further discuss the possible opportunity with Dean Lyon and Splinter Studios.
  - d. Council members are asked to contact 501 Life Magazine with information on possible contributors to their February issue. Information regarding the publication's request was provided.

- e. The Provost's office is working to schedule a meeting with Board Trustee Brad Lacy to discuss the Computer Science and MIS programs, as well as the nature reserve.
  - f. An appointment of the board liaisons to work with Academic Affairs should be determined soon.
6. Member Reports
- a. M. Lee advised Council members that faculty are encouraged to submit project proposals for the upcoming Exploring Our World series. Faculty can contact M. Lee with any questions.
  - b. J. A. Williams advised Council members that approximately 90 new international students have been processed and more are expected. Also, next week begins three weeks of the Culture and Language Immersion for Professionals event on campus. Information on the event, including a list of participants and their biographies, will be provided; and Council members are asked to identify with whom they would be interested in meeting. Leaders of the World is scheduled for April 8 -10, 2015. Registration will begin on January 9, 2015. Five continents are expected to be represented at the event.
  - c. T. Wright stated that CFAC is gearing up for an eventful semester. Upcoming events include the "Practice What You Preach" art show and a performance of "Seven Brides for Seven Brothers" at Reynolds Performance Hall.
  - d. S. Addison informed Council members that he attended a meeting at the AR Department of Higher Education this week to discuss computer science licensure. A draft list of required teacher competencies was created and feedback will be solicited.
  - e. L. Young informed Council members that work on implementing the centralized scheduling system (EMS) is ongoing. Discussion followed.

The meeting adjourned at 11:01 a.m.

Council of Deans  
1/14/15

The Council of Deans met in regular session at 9:01 a.m. on Wednesday, January 14, 2015. S. Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Diana Pounder, Jane Ann Williams, K. Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Maurice Lee was not in attendance. Peter Mehl attended in the absence of Maurice Lee. Brian Corbin, Director of Transfer Services, was in attendance for agenda item number two.

1. The CoD minutes of January 7, 2015 were approved with minor revision by a vote of 9-0. J. Ishee and P. Mehl abstained due to having not been present at the January 7<sup>th</sup> meeting.
2. B. Corbin provided council members with an overview of all progress made in the development of transfer articulation agreements over the past six months. Handouts were provided. Under Brian's direction, an MOU template was developed; a "2 + 2" degree checklist was developed to provide for a standard appearance for all agreements; steps were established for the development and finalization of agreements; and the number of finalized agreements with Arkansas two-year schools increased from two to twenty-three. Discussion followed.
3. S. Runge provided council members with an update on the current spring enrollment numbers. As of January 14, 2015, spring enrollment is up a total of 203 students and 73 FTE overall. Discussion followed.

On an added note, D. Pounder inquired about the status of the faculty load analysis. S. Runge advised council members that a draft will be available for review in the coming weeks. Discussion followed.

4. Provosts Announcements:
  - a. Promotion, tenure and advancement applications are due to the Provost's office by Thursday.
  - b. Linguistics is moving to the Department of World Languages, Literatures and Cultures. This will include the move of the following two faculty members: Dr. Lynn Burley and Dr. Ramon Escamilla.
  - c. Feedback on the enrollment management plan draft is due to the Provost's office by Thursday.
  - d. The search committee for the Director of Admissions and Enrollment Services position is currently being formed and will be chaired by Amy Whitehead, Director of UCA's Center for Community and Economic Development.
  - e. The search committee for the Director of Online Services position will be charged tomorrow and will be chaired by Amy Baldwin.

## 5. Member Reports

- a. J. Glenn advised council members that it was time to begin updating the academic bulletin/program completion guides. The new term to be used for these plans will be “academic maps.” Department chairs will be contacted during this process. Additionally, a review will begin of the plans of study for graduate programs.
- b. M. Hargis stated that enrollment in College of Business courses is significant and MBA classes are full for the first time.
- c. D. Pounder advised council members that the state of Arkansas has raised teacher education admission requirements, and now consideration is being given to raising exit requirements. Discussion followed. Secondly, D. Pounder stated that degree requirements and teacher licensure requirements have been considered to be synonymous in the past. Discussion followed regarding whether a student should be denied their degree when they do not qualify for licensure.
- d. J. A. Williams advised council members that the Admissions Committee will meet on Friday. Amber Hall, Director of Institutional Research, will provide the committee with data to look at diversity on campus and the potential impact of strengthening admission requirements.
- e. K. Boniecki stated that he would like for departments to consider whether quantitative literacy might be a better fit for certain degree programs than the current college algebra requirement. Academic advisors will be consulted on this matter as well. Also, faculty development grant deadlines for the spring are as follows: January 31, 2015; March 15, 2015; and April 30, 2015. Sabbatical leave applications for the spring and summer of 2016 are due to department chairs by February 2, 2015; to the academic deans by February 19, 2015; and to K. Boniecki by February 26, 2015.
- f. S. Bellar stated that the Graduate School will be hosting a coffee for graduate faculty and students on January 29, 2015. An email will be sent out regarding this event.
- g. T. Wright stated that the College of Fine Arts and Communication faculty art show will begin tomorrow. Also, *Seven Brides for Seven Brothers* will be this Friday in Reynolds Performance Hall and is sold out. Randy Newman will perform with the Conway Symphony Orchestra on January 20, 2015.
- h. L. Young asked council members to provide her with their feedback on the previously provided centralized scheduling system check sheet. Discussion followed. Also, L. Young advised council members that the Registrar’s office has experienced problems with graduation applications receiving advisor approval, when in fact the student(s) has not met all graduation requirements. Council members are asked to consider whether advisors need more formal training in this respect. Discussion followed.

The meeting adjourned at 10:40 p.m.

## Council of Deans

1/28/15

The Council of Deans met in regular session at 9:00 am on Wednesday, January 28, 2015. S. 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, Dean of the Schedler Honors College, and Leigh Ann Denhartog, Interim Director of Admissions, were present for agenda item number one; and Carol Brito, Director of International Relations at UNIS in Brazil, was present for agenda item number two.

1. R. Scott and L. Denhartog discussed ways to make Distinguished Scholars Day more inclusive. The standing date is tentatively the first Friday in October (see below). The Admissions Office will now coordinate the event instead of the Honors College. The poster session will be renamed and expanded to include all academic colleges. A recruiting video will be shown (and looped for continuous viewing) during the wait time at Reynolds auditorium. Members discussed the current ACT lists used for recruiting and inviting high school students (and potential Honors College candidates) to Distinguished Scholars Day. Members agreed to lower the qualifying ACT composite score from 28 to 26 for the invitation list. Members discussed moving the event to a Saturday and having cafeteria service as opposed to a lunch banquet in order to accommodate more students and their family members. L. Denhartog will report back to the COD on the feasibility of moving the event to a Saturday.

2. J. Williams introduced visiting administrator from UNIS, Ms. Carol Brito. A group of 36 senior administrative leaders from Brazil and Argentina are on campus participating in the Cultural Language and Immersion for Professionals Program. C. Brito expressed her gratitude for the opportunity to partner with UCA. UNIS is offering study abroad internships and scholarships to UCA students. C. Brito invited faculty to attend the 50<sup>th</sup> anniversary celebration at UNIS this summer.

3. The CoD minutes of January 14, 2015 were unanimously approved with one minor revision.

4. S. Runge provided council members with an update on the current spring enrollment numbers. As of the 11<sup>th</sup> day census, spring enrollment is up approximately 200 students and 70 FTE overall. Assessment efforts need to be increased so that we can determine which recruiting and retention initiatives are producing favorable results. Discussion followed.

5. Action items of the January 20, 2015 meeting of the Undergraduate Council were considered. Action items were addressed as follows:

Undergraduate Council recommendation to approve new course CSCI 4381, Advanced Java Programming. K. Boniecki made a motion to approve the recommendation. S. Addison seconded the motion. The Council of Deans voted unanimously to approve the recommendation.

Undergraduate Council recommendation to approve changing BIOL 3402 & 4460 from required courses to elective courses in Physics and Astronomy for the BS in Physics/Biological Physics

track. K. Boniecki made a motion to approve the recommendation. S. Addison seconded the motion. The Council of Deans voted unanimously to approve the recommendation.

Undergraduate Council recommendation to approve the history department prerequisite requirement of a cumulative grade point average of 2.3 or above for HIST 3310: Social Science Concepts in Arkansas History. K. Boniecki made a motion to approve the recommendation. M. Lee seconded the motion. Discussion followed. K. Boniecki will ask the history chair to consider adding a statement to the course description indicating the course is for teacher education majors. The proposal will be submitted as an information item to the Undergraduate Council. The Council of Deans voted unanimously to approve the recommendation.

K. Boniecki provided a brief overview of information items discussed at the January 20, 2015 meeting of the Undergraduate Council. Discussion ensued concerning the request to courses that are not offered at UCA be kept in the scheduling system but be hidden. The Council of Deans rejected the request and agreed to send back the information to the proposing department.

6. Action items from the UCA Core Council were considered. Action items were addressed as follows:

UCA Core Council recommendation to approve lower division courses BIOL 1400, 1401 and 1402. 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.

7. S. Runge reported the project with Dean Lyons and Splinter Studios will not be moving forward without considerable new information from Mr. Lyons. Discussion followed.

8. S. Runge reported ROTC is exploring building a 45 degree repelling incline in the space between Meadors Hall and Doyne Hall. Discussion followed.

9. L. Young provided an update on the centralized scheduling project. She reviewed a draft of the questionnaire to document features available in each classroom. The challenges of allowing external users access to classrooms was discussed. The questionnaire will be designed to allow building administrators to designate a few rooms that are more suitable for use by external users and to identify potential issues for afterhours use. Discussion followed.

10. Provosts announcements:

a.) The Admissions Committee has made recommendations for the fall 2016 admission requirements. Discussion followed.

b.) Enrollment Management Plan feedback was submitted and is now under review.

c.) The Director of Admissions and Enrollment Services search committee has been formed and will meet February 3<sup>rd</sup> to receive their charge.

d.) CoE Dean Search Update – phone interviews are scheduled for next week.

e.) Director of Online Learning – search committee has been charged and is being chaired by Amy Baldwin.

f.) Meeting with College Transition Consortium Team from Stanford last week went very well. They are designing a customized mind-set intervention that will be used this summer for entering freshmen. This intervention is designed to increase retention and graduation.

11. Member reports:

a.) K. Boniecki announced chair and dean evaluations will be opened February 2 through March 1, 2015. Chairs and Deans in their first year will not be evaluated unless they served previously as an interim. Sabbatical Leave requests are coming due in the next few weeks.

b.) S. Bellar announced tomorrow's reception from 4:00-6:00 pm in the Student Center for graduate students and faculty.

The meeting adjourned at 12:00 pm.

## Council of Deans

2/04/15

The Council of Deans met in regular session at 9:02 a.m. on Wednesday, February 4, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Kurt Boniecki, Jane Ann Williams, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young.

1. The CoD minutes of January 28, 2015 were approved unanimously.
2. S. Runge led a discussion regarding the identification of programs for UCA Online. Council members were asked to determine which, if any, undergraduate programs within their respective colleges should be considered for inclusion in the roll-out. Initially, only two to three programs will be offered with a select number of courses per program; and the degrees will then be built out over an approximate three-year period. Discussion followed regarding possible programs, technology infrastructure, advertising, student transfer credit requirements, faculty incentives, and other program logistics. Council members will work to identify any potential programs and discussion will resume at the February 11, 2015 CoD meeting.
3. L. Young addressed the topic of concurrent enrollment. As a member of the National Alliance of Concurrent Enrollment Partnerships (NACEP), the university is required to provide new concurrent course instructors with training and orientation. L. Young met recently with Becky Rasnick, Registrar, and Cathy Bittick, Concurrent Credit Coordinator, and preliminary discussion took place regarding a potential orientation for concurrent high school teachers with university faculty. Discussion followed, which included the use of example syllabi for each discipline in concurrent courses.
4. S. Runge notified council members of a meeting last week with Brian Corbin, Director of Transfer Services, and J. A. Williams regarding a plan to build a transfer equivalency table online in *Banner* that will provide potential students with transfer equivalency data from various universities across the United States. This is a tool that is commonly made available on other university websites, and one that UCA should offer. Work will begin to build these tables and deans are asked to notify department chairs that that all course equivalency information should be communicated directly from department chairs to the Registrar's Office via email, and this should be done as soon as possible. Discussion followed.
5. S. Runge provided council members with a copy of the university's policy on lodging for faculty and staff from page 5 of the university Travel Procedures Manual ( available at <http://uca.edu/financialaccounting/travel/> ). Council members were encouraged to make sure



their faculty and staff are aware of the policy that prohibits faculty from sharing a room with a student.

6. Provost's Announcements:

- a. At the request of the Budget Office, Personnel Action Forms (PAF) are now required when a college or department borrows faculty from another college or department. The form will allow salary dollars to be temporarily reallocated from the department loaning the faculty member to the department borrowing the faculty member. This will not change the base funding to the loaning department or the salary of the faculty members. Laura Young and Lori Hudspeth can answer any questions.
- b. The Director of Admissions search committee received its charge yesterday. Amy Whitehead is chairing the committee.
- c. S. Runge and M. Hargis met with John Watkins of Merkle Technologies last week to discuss Merkle's interest in a partnership with UCA to provide student internships. The company is interested in leasing space on campus so that students will not have to commute to Little Rock, where the company is headquartered.
- d. The Higher Education Coordinating Board meeting went well last week, and all of the university's articulation agreements were approved.
- e. A meeting will take place next week with Pulaski Tech to discuss a 2 + 2 agreement for Computer Science.
- f. Brian Corbin will be contacting deans to collect information to assist with articulation agreements with four different two-year colleges. These agreements have a deadline for completion of February 15, 2015.

7. Member Reports:

- a. J. Glenn reported that ADHE has changed the due date for notification items to align with the due date for course proposals. Both are now due on February 1<sup>st</sup>.
- b. M. Hargis reported that the Falcon Jet training program has launched.
- c. K. Boniecki thanked council members for their patience with access to chair and dean evaluations. Work is ongoing to clean up the system, and he is hopeful that it will be ready to go by the end of the week. Once the evaluations are posted, faculty will have four weeks to complete them. Only full-time faculty will be permitted to evaluate.
- d. S. Bellar reported that a small amount of money is left in the student research fund. The remaining funds may be used to help fund any students that will be collecting data, with a maximum of \$400 per student.

- e. T. Wright reported that faculty in his college met yesterday with President Courtway and the meeting went well; a good editorial appeared recently in the Arkansas Democrat Gazette on the Randy Newman/Conway Symphony Orchestra event; and Jessica Fellows will be at Reynolds tomorrow night and Common will be here next week, both as part of the Distinguished Lecture Series.
- f. S. Addison reported that next Wednesday will be the STEM Posters at the Capitol event. Students will present their research in the Capitol Rotunda.
- g. S. Runge reported that he plans to meet individually with departments within the CoE, CLA, CNSM and CHBS this year to provide an update regarding matters in Academic Affairs and to answer any questions faculty may have. He met with the departments within CoB and CFLA last year and found the meetings to be very informative. He will meet with those departments again once the other departmental meetings are completed.

The meeting adjourned at 11:56 a.m.

## Council of Deans

2/11/15

The Council of Deans met in regular session at 9:03 a.m. on Wednesday, February 11, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Maurice Lee, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, and Terry Wright. Ken Griffin, Interim Associate Dean in the College of Business, attended in the absence of Michael Hargis; Kathleen Atkins, Chair of the Department of Elementary, Literacy and Special Education, attended in the absence of Diana Pounder; and Brent Hill, Interim Chair of the Department of Biology, attended in the absence of Steve Addison. Leigh Ann Denhartog, Interim Director of Admissions and Enrollment Services and Director of the Academic Advising Center was present for agenda item number one. Chris Davis, Chief Technology Officer, was present for agenda item number three. Laura Young joined the meeting at 9:50 a.m. and Jane Ann Williams joined the meeting at 10:48 a.m.

1. L. A. Denhartog provided council members with an update on plans for 2015 summer registration activities for the Fall 2015 term. A calendar was distributed which highlights key dates for summer registration, and council members were given the opportunity to review the calendar and ask questions. If faculty members become aware of any students who are unable to attend any of the scheduled registration dates outlined in the calendar, they should direct the students and any accompanying parents to L. A. Denhartog for assistance in scheduling a different day.

L. A. Denhartog extended an invitation to faculty advisors to spend a half-day to a day shadowing the professional advisors in the Academic Advising Center in order to develop a better understanding of what the needs are for today's students and how the Advising Center staff work to meet those needs. Academic deans are asked to pass this invitation along to their faculty. Discussion followed regarding various topics which included:

- Summer Orientation and Registration (SOAR) dates;
- international student registration processes;
- the new chemistry placement exam administered to entering students;
- the increase of university admission standards for fall 2015;
- possible *Banner* training for faculty advisors;
- *GradesFirst* training for professional and faculty advisors will be accomplished in the summer and fall;
- the need for future conversations between college advisors and chairs/deans regarding notable areas within the respective colleges that advisors can highlight to students during the advising process;
- the need for training for professional advisors related to specific programs as well as the needs of upper-division students;
- the need to train faculty advisors in performing graduation audits;

- the need to establish an earlier date for graduation audits. This will allow ample time to address any degree completion issues that may arise so that students have time to make adjustments to their schedules prior to the semester of intended graduation.

L. A. Denhartog distributed to council members a list of the historically most popular courses (over the past two semesters). Academic deans were asked to work to make sure their respective colleges have sections available for summer registration for these high demand courses. Discussion followed on how best to ensure availability of these courses, as this year there will be a need for at least the same number of sections as provided last year.

2. The CoD minutes of February 4, 2015 were approved by a vote of 7-0. K. Griffin, K. Atkins and B. Hill abstained due to having not been present at the February 4<sup>th</sup> meeting.

3. S. Runge led council members in a discussion of *UCA Online*. C. Davis was available to answer questions as needed. S. Runge distributed copies of the current draft of the financial proposal and a document showing how UCA's online fee will compare with other institutions, explaining that the financial projections for *UCA Online* are workable within the existing budget. Enrollment will be closely monitored over the first three years so that adjustments can be made to the fee as needed. It is anticipated that *UCA Online* will be self-sustainable by the end of the third year. Marketing for *UCA Online* will begin late spring or early summer. *UCA Online* will initially be marketed as "degree completion". Online graduate programs are already available online with marketing ongoing. The graduate program marketing will be merged with the *UCA Online* marketing next year. Discussion followed regarding:

- tuition;
- examination security issues;
- proposed incentives for faculty and departments for the design of online courses and programs;
- the source of faculty staffing for the courses;
- the need for all online courses/programs within *UCA Online* to be provided "fully" online with no requirement for on-campus attendance;
- Family Educational Rights and Privacy Act (FERPA) compliance;
- the challenge presented within some academic colleges when the nature of specific programs do not allow for online conversion;
- the parameters that will be used in determining specifically which type of student will be admitted to an online degree program;
- housing of individuals who will specialize in working with *UCA Online* program students in Admissions and the Academic advising center.

Undergraduate programs currently suggested for the initial roll-out include: General Business, Health Sciences, Special Education, and the Nursing: RN to BSN program (which is an existing program offered online by the Department of Nursing). Discussion followed regarding these

programs and the likelihood that each will be ready in time for the initial fall 2015 roll-out of *UCA Online*. The deadline for notifying the Provost of a commitment of a program for inclusion in the initial *UCA Online* roll-out is Tuesday, February 17<sup>th</sup> at 4:30 p.m.

4. Action items from the February 3, 2015 meeting of the UCA Core Council were considered. The items were addressed as follows:

UCA Core Council recommendation to approve new course GEOG 1400. A motion was made and seconded to approve the recommendation. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

UCA Core Council recommendation to approve new course THEA 4300. A motion was made and seconded to approve the recommendation. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

UCA Core Council recommendations to approve courses HONC 4310 and HONC 4320. A motion was made and seconded to approve the recommendations. Discussion followed. The Council of Deans voted to approve the recommendations by a vote of 8-1-1.

UCA Core Council recommendations to approve courses GEOG 3301, GEOG 3315, GEOG 3345, and GEOG 4304. A motion was made and seconded to approve the recommendations. Discussion followed. The Council of Deans voted unanimously to approve the recommendations.

5. Action items of the January 15, 2015 meeting of the Graduate Council were considered. The items were addressed as follows:

Graduate Council recommendation to approve a change in the minimum grade point average and GRE score requirement for the GC and MGIS in Geographic Information Systems. A motion was made and seconded to approve the recommendation. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

Graduate Council recommendation to approve new course CSCI 5381. A motion was made and seconded to approve the recommendation. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

Graduate Council recommendation to approve new courses GEOG 5330 and GEOG 6185/6285. A motion was made and seconded to approve the recommendation. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

S. Bellar provided a brief overview of information items from the January 15<sup>th</sup> meeting of the Graduate Council.

6. Provost's Announcements:

- a. Council members should begin preparing a list of new and replacement faculty and staff position requests. The list should be prioritized and prepared strategically. The deadline for submitting the lists to the Provost's office is April 1, 2015.
- b. Ongoing Searches:
  - i. The Director of Admissions and Enrollment Services search committee has been charged and is currently reviewing applications in an effort narrow down the list for phone or Skype interviews.
  - ii. The Director of Online Learning search committee has narrowed down the list of candidates to seven and phone or Skype interviews will take place over the next week. At that time, they plan to identify three finalists for on-campus interviews.
  - iii. The College of Education Dean Search Committee has narrowed down the list of candidates to three finalists, and these finalists are currently being scheduled for on-campus interviews.
- c. Consulting firm Tripp Umbach has been selected to conduct the School of Optometry feasibility study for the university. A phone conference will take place this afternoon to discuss the upcoming study and work will begin soon. The study is expected for completion by the end of May.
- d. The next Bear Facts Day is scheduled for February 20, 2015.
- e. Larry James, UCA Police Chief, provided a copy of an editorial published by the Florida Times Union newspaper which makes the case against allowing concealed weapons on college campuses. Currently, Arkansas law allows the concealed carry of weapons by faculty and staff possessing a concealed carry permit on Arkansas college and university campuses, but institutions can opt-out of this authorization annually. Current legislation removing the opt-out clause awaits consideration by the Arkansas General Assembly. ( It has since been learned that *HB 1077 Concerning the Possession of a Concealed Handgun in a University, College, or Community College Building* is scheduled to be considered by the House Committee on Education on Tuesday, February 17, 2015)

7. Member Reports:

- a. K. Boniecki informed council members that chair and dean evaluations are now available online, and an announcement will go out via email today.
- b. T. Wright informed council members that the faculty art show is still ongoing; the UCA Theatre's presentation of *Doubt: A Parable* opens this week; and *Common – A Distinguished Lecture* sold out last night in Reynolds Auditorium.
- c. L. Young informed council members of the current affirmative action review and hiring practices. A handout outlining the workflow process was provided. Discussion followed. Also, council members were provided with a document regarding base budget change proposals for the next year. Council members were asked to submit requests for base budget adjustments within their respective areas to Lori Hudspeth in the Provost's office by noon on Wednesday, February 18, 2015.

The meeting adjourned at 12:17 p.m.

Council of Deans  
February 18, 2015

The Council of Deans met in regular session at 9:02 a.m. on Wednesday, February 18, 2015. 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, Steve Addison and Laura Young. Peter Mehl, Associate Dean of the College of Liberal Arts, attended in the absence of Maurice Lee. Ashley Ross, President of the UCA Student Government Association (SGA), and Zachary Helms, Vice-President of the UCA SGA, were present for agenda item number one.

1) A. Ross addressed the council members about ways that use of OrgSync by academic faculty can aid in student success; specifically, it can improve communication with students regarding academic Registered Student Organization's (RSO's) sponsored events. This can assist in engaging students. Discussion followed and concluded with a consensus regarding the need for OrgSync portals to be set up for the following:

- Academic Colleges
- Residential Colleges
- Academic Advising Center

Council members may contact Brandon Price (SGA) or Bryce Crabb (SGA) for assistance in setting up a portal.

A. Ross provided council members with an overview of the SGA schedule of events for the spring semester. A copy of the schedule was provided, and discussion followed.

2) The CoD minutes of February 11, 2015 were approved by a vote of 6-0-5. S. Addison, P. Mehl, M. Hargis, D. Pounder and J. A. Williams abstained due to having not been present at the February 11<sup>th</sup> meeting.

3) S. Runge led the group in a continuation of the February 11<sup>th</sup> CoD discussion regarding UCA Online. The following programs are confirmed to be a part of the initial roll-out of UCA Online:

- BBA General Business
- BPS Professional Studies (Health and Safety track)
- BSN Nursing (RN to BSN)

S. Runge led a discussion on incentives related to UCA Online. Initially, a plan had been proposed to provide additional funding to department that added new online undergraduate programs; however, feedback from department and colleges indicated that the preference was



that all departments that teach online courses should have opportunities to receive incentive funding. After a lengthy discussion of various options for faculty and departmental incentives, a consensus was reached to provide faculty development opportunities to all faculty that teach online courses. Special faculty development grants will be awarded through the IDC. Two pools of \$15,000 each will be established annually. One pool will be available to faculty teaching courses in the new online programs, and one pool will be available to all other faculty teaching existing online courses in any program. Grants in each pool will equal up to \$1,500 each. In addition, with approval, faculty members that develop a new online course or convert a face-to-face course to an online format will receive a \$2,500 per course stipend with \$1,000 paid during development and \$1,500 paid when the course is taught (funding provided by the Provost's office).

The importance of funding needed technology infrastructure to support online teaching was discussed.

S. Runge will present these recommendations to the Faculty Senate in the coming week.

4) S. Runge provided council members with a copy of Board Policy 409 which relates to copyright ownership in electronic distance learning. Council members will review the document, and discussion will follow at the next meeting of the Council of Deans.

5) Provost's Announcements:

- a. S. Runge will meet on Friday with an individual who is interested in UCA becoming involved in ongoing efforts to bring TedTalks to Little Rock.
- b. The Arkansas STEM Coalition will meet on Friday. S. Runge has completed his term as the Chair of the STEM Coalition Board but remains a member of the Board.
- c. The Director of Admissions and Enrollment Services search committee has narrowed its list of candidates to eleven, and Skype interviews will take place over the next week.
- d. The Director of Online Learning search committee is currently interviewing candidates via Skype, and the committee will narrow the list to three candidates for on-campus interviews.
- e. The College of Education Dean search committee is currently scheduling three candidates for on-campus interviews that will take place over the next few weeks.

6) Member Announcements:

- a. J. Glenn stated that Undergraduate Bulletin updates are in the final stages and should be completed by the first week of March. Work will begin soon on the Graduate Bulletin.

- b. M. Hargis informed council members that the Arkansas Center for Research in Economics will be hosting speakers who will present on diversity issues over the next few weeks. Also, a CoB Innovation and Entrepreneurship student was recently awarded an AR-G60 award. This was highly competitive and is a big accomplishment.
- c. D. Pounder informed council members that a Teachers Fair will be held on February 27<sup>th</sup> from 9am – 1pm. Area school districts are expected to participate.
- d. J. A. Williams made several announcements that included the following: the Admissions Standards Committee will begin meeting twice per week and is also expected to attend the next meeting of the Student Success and Retention Council; ADE approved more of UCA's 2+2 programs this past week; and Mr. Donald Fan, Senior Director of the Global Office of Diversity for Walmart Stores, Inc., will visit the UCA campus tomorrow.
- e. K. Boniecki informed council members that sabbatical leave applications are due to the deans by tomorrow and to him by February 26<sup>th</sup>.
- f. T. Wright stated that attempts are being made to reschedule any CFAC-related events that were canceled due to the campus closure.
- g. S. Addison informed council members that the STEM Posters at the Capitol event was a success and attendance appeared to be two to three times more than ever before.
- h. L. Young informed council members that the deadline for the previously requested budget information has been extended to Friday. The additional time is being provided because of the campus closure earlier in the week as a result of inclement weather.
- i. S. Runge informed council members that a new list-serve is being created entitled *UCA Research*. This list-serve will be used for the distribution of information regarding student and faculty research.

The meeting adjourned at 11:02 a.m.

## Council of Deans

March 4, 2015

The Council of Deans met in regular session at 9:04 a.m. on Wednesday, March 4, 2015. Steve 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.

- 1) The CoD minutes of February 18, 2015 were approved by a vote of 8-0-1. M. Lee abstained due to having not been present at the February 18<sup>th</sup> meeting.
- 2) S. Runge provided an update on the progress of UCA Online. This past week, the Faculty Senate passed a resolution to endorse the proposed roll-out of UCA Online. Discussion followed. A meeting will take place next week with Cranford Johnson Robinson Woods (CJRW) to discuss the development of a UCA Online marketing plan. The marketing campaign is expected to begin late spring or early summer.
- 3) J. Glenn provided an overview of Board Policy 409 regarding copyright ownership with respect to electronic distance learning. A copy of the policy was provided to council members for review at the February 18<sup>th</sup> meeting. A revision to the policy is recommended to clarify and update the guidelines. Discussion followed regarding the best approach to revising the policy. S. Runge will meet with Chris Davis, Chief Technology Officer, and Warren Readnour, UCA General Counsel. Once a Director of Online Learning is selected and in place, he/she will also be included in the discussion.
- 4) S. Runge provided council members with a copy of an article entitled, "White House Recognizes Belhaven for Innovative Science Education." The article was distributed as an example of a program that could be considered as a "Program of Distinction." Discussion with regard to ongoing efforts to identify programs or areas of distinction at UCA followed.
- 5) To streamline the hiring process for new faculty, L. Young discussed a proposal to eliminate approval by the Provost's office prior to making a conditional verbal offer to a faculty candidate under most circumstances. The verbal offer would be subject to formal approval in the PeopleAdmin system by several offices and subject to completion of a background check. L. Young provided a copy of the PeopleAdmin faculty hiring workflow chart with notes to indicate key steps including the stage at which a verbal offer can be made.

After discussion, it was determined that effective immediately, the deans have authority to provide approval for a verbal offer as long as the following criteria are met:

1. The candidate was included on the short list that was approved through the PeopleAdmin process.
2. All candidates on the approved short list have been interviewed (or have withdrawn.)
2. The offer does not exceed the approved maximum indicated in the posting.
3. The offer does not include special circumstances such as years toward tenure or promotion
4. The rank to be offered is the same as that advertised.
5. The college will fund any start-up or moving costs included in the verbal offer.
6. The offer does not reduce the teaching load of the faculty member by more than one class per semester for one year.
7. The candidate is told that the verbal offer is subject to formal approval including a background check.

Other matters related to hiring were reviewed including the following:

- Please remind the Hiring Manager that to receive approval of the short list, the Hiring Manager must email Kandi Hughes, Associate General Counsel, to request approval prior to making any contact with the applicants. The short list can represent the applicants to be interviewed by phone or Skype. Any applicants put on an approved short list must be interviewed.
- The Provost's office will mail the formal written offer letter after all stages of formal approval in PeopleAdmin are completed.
- If a position advertisement states that the position is "open until filled," all applications received after the review process has begun are required to be reviewed up until the day the position is filled.
- An updated draft offer letter has been added to the provost's website.

Discussion followed.

- 6) S. Runge spoke with council members regarding the need to establish a date for this year's Council of Deans Retreat. The retreat will again take place at UCA's Elizabeth House. Several potential dates were discussed, and Robin Voss will speak with Susan Lilly, Associate for Administration, about securing the Elizabeth House for the preferred dates.

7) Provost's Announcements:

- Board Trustee Joe Whisenhunt will have his quarterly meeting with Academic Affairs on Wednesday, March 18<sup>th</sup>. Mr. Whisenhunt will meet with the Council of Deans. The meeting will be followed by a lunch;
- Two candidates for the Director of Online Learning position will interview on campus next week;
- The final three candidates for the Director of Admissions and Enrollment Services position will be identified by the end of the week, and interviews will follow;
- Three candidates for the Dean of the College of Education position are interviewing on campus this week and next week;
- Approximately 450 students are registered for Bear Facts Day on March 7, 2015. A number of walk-in students are expected as well, as a result of the February event that was canceled due to inclement weather;
- Discussions are ongoing regarding the specifics of future Honors College appointments, and a proposal with regard to these appointments is forthcoming.

8) Member Reports:

- M. Hargis stated that the John W. Allison Entrepreneur Luncheon is next week with Cameron Smith of Cameron Smith and Associates as the keynote speaker. Also, Metova and Merkle Technologies will be represented at the career fair.
- M. Lee stated that *An Evening with Holocaust Survivor Gideon Frieder* will be held on March 9, 2015, in the Farris Center. The event will be at 7:00 pm and will be free and open to the public.
- K. Boniecki stated that he is co-chairing the HLC "Criterion Four" subcommittee. The group is currently collecting data on student learning outcomes. Membership lists for all department and college curriculum and assessment committees should be sent to K. Boniecki by the end of next week.
- J. Ishee stated that on-campus interviews are ongoing for the chair position in the Department of Kinesiology and Physical Education. Also, interviews will soon take place for the chair positions in the Department of Occupational Therapy and the Department of Communication Sciences and Disorders.

The meeting adjourned at 11:30 a.m.

Council of Deans  
March 11, 2015

The Council of Deans met in regular session at 9:13 a.m. on Wednesday, March 11, 2015. 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. Zachary Helms, Student Government Association (SGA) Vice President, was present for agenda item number one.

- 1) Z. Helms informed council members of two events that the SGA would like to plan in an effort help improve student success and retention at UCA. The events suggested include:
  - Student Research Week – The SGA suggests an annual event in which an entire week is devoted to student lead research presentations and activities. This event would include research presentations and activities representing all colleges/areas at the university. Discussion followed, and consensus among the CoD was in favor of this event. J. Ishee, S. Bellar and J. A. Williams will meet with Z. Helms and his committee to further discuss this event.
  - Registered Student Organization (RSO) Bootcamp – The SGA suggests an annual bootcamp event for RSO's that will provide information on available funding through the Student Activity Fee Allocation (SAFA) committee and instruction on the "best practices" for successful student organizations. The SGA will be contacting advisors and deans to further discuss these efforts. Discussion followed.
- 2) The CoD minutes of March 4, 2015, were approved with revision by a vote of 10-0-1. S. Bellar abstained due to having not been present at the March 4<sup>th</sup> meeting.
- 3) S. Runge led a discussion on mid-term grades. The reporting of mid-term grades for students of freshman classification is required and is primarily used as a retention tool. The reporting of mid-term grades for freshmen only can prove challenging, particularly when a class is made up of students of a variety of classifications. Discussion followed regarding potential ways to improve upon the process of reporting mid-term grades which included:
  - Increasing the range of students who receive mid-term grades;
  - Ways to better utilize existing programs to assist in providing mid-term grades and academic progress (Grades First, Black Board, Banner and Map Works).

Special cases, such as courses that report only a small percentage of the overall grade by mid-semester, were also discussed. Following all discussion, J. A. Williams and K. Boniecki agreed to visit with Chris Davis (Chief Technology Officer) and Thomas Bruick (Assistant Director for Retention Initiatives) to gather a better understanding of the

interoperability of Banner, Grades First and Map Works. The topic of mid-term grades will then be readdressed at a future CoD meeting.

- 4) S. Runge provided council members with an overview of the Faculty Handbook changes proposed by the Faculty Handbook Committee this year. A handout of the changes was provided. The proposed changes will be shared with the Faculty Senate membership at its March 19, 2015, meeting. The changes will then be considered by the Faculty Senate at the April 14, 2015, Faculty Senate meeting.
- 5) The annual Dean's Retreat will be held on Tuesday, May 5<sup>th</sup> and Wednesday, May 6<sup>th</sup>, at the Elizabeth House on campus.
- 6) Provost's Announcements:
  - The CoD will meet with new UCA Board Trustee, Joe Whisenhunt, next Wednesday, March 18, 2015. A meeting will soon be scheduled with Board Trustee Sheila Vaught.
  - A UCA Online marketing meeting will take place on Friday with Cranford, Johnson, Robinson and Woods (CJRW).
  - Ongoing Searches:
    - On-campus interviews with the finalists for the Director of Admissions and Enrollment Services position will take place next week.
    - On-campus interviews with the finalists for the Director of Online Learning position will take place today and Friday.
    - On-campus interviews with the finalists for the College of Education Dean position will be completed by the end of the day on Thursday. The search committee will meet on Friday afternoon to rank the finalists.
  - 320 students (740 total guests including parents) attended the May 7, 2015, Bear Facts Day; and of those, 78 applied to UCA.

The meeting adjourned at 10:40 a.m.

Council of Deans  
March 26, 2015

The Council of Deans met in regular session at 8:34 a.m. on Wednesday, March 26, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Steve Addison and Laura Young. Terry Wright and Diana Pounder joined the meeting at 8:50 a.m. Jane Ann Williams was not present.

- 1) The CoD minutes of March 11, 2015, were approved with minor revision by a vote of 8-0.
- 2) Action items from the February and March meetings of the UCA Undergraduate Council were considered. The items were addressed as follows.
  - UCA Undergraduate Council recommendation to approve the change in course level of ECSE (now ELSE) 3300 to ECSE (now ELSE) 2300. A motion was made and seconded to approve the recommendation. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - UCA Undergraduate Council recommendation to approve new course ATTR 1235 and changes to the *UBulletin* and Program Completion Plan for the BS in Athletic Training. A motion was made and seconded to approve the recommendation. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - UCA Undergraduate Council recommendation to approve new course KPED 1175. A motion was made and seconded to approve the recommendation. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - UCA Undergraduate Council recommendation to approve a change in degree name from BS in Kinesiology to BS in Exercise Science; a change in the semester credit hour requirements from 57 to 56 for the BS in Exercise Science; and new courses KPED 2320, 3348, 3350, 3352, 3353, 4323, 4376 and 4399. A motion was made and seconded to approve the recommendation. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.



- UCA Undergraduate Council recommendation to approve new course CSCI 3382. A motion was made and seconded to approve the recommendation. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - UCA Undergraduate Council recommendation to approve new courses PETE 2220 and 2230. A motion was made and seconded to approve the recommendation. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - UCA Undergraduate Council recommendation to approve new course MIS 4364. A motion was made and seconded to approve the recommendation. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - UCA Undergraduate Council recommendation to approve a new BS in Information Systems program. A motion was made and seconded to approve the recommendation. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
- 3) Action items from the March meeting of the UCA Core Council were considered. The items were addressed as follows:
- UCA Core Council recommendation to approve the Computer Science Upper Division packet without a diversity requirement, allowing students to take diversity courses outside of their own department. A motion was made and seconded to approve the recommendation. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
- 4) Action items from the February meeting of the UCA Graduate Council were considered. The items were addressed as follows:
- UCA Graduate Council recommendation to approve the Graduate Certificate in Spanish program in the World Languages Department. A motion was made and seconded to approve the recommendation. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - UCA Graduate Council recommendation to approve the following:
    - New courses KPED 6336 and 6337 in the Kinesiology and Physical Education Dept.;
    - New course KPED 5376 (contingent upon confirmation of dual-listed KPED 4376 undergraduate course);

- Name change for the MS in Kinesiology to a MS in Exercise Science;
- Requirement of courses KPED 6336 and 6337 as thesis and non-thesis options in the MS in Exercise Science;
- Increase in the credit hour requirement from 30 to 36 hours for the thesis option in the MS in Exercise Science.

A motion was made and seconded to approve the recommendation. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

- UCA Graduate Council recommendation to approve new course PSYC 8320. A motion was made and seconded to approve the recommendation. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

- 5) S. Runge led a discussion on annual departmental capital requests (also called whiteboard lists). Individual department requests, along with the appropriate justifications, will be collected by the Deans offices and compiled into one list for each college. The form to be used for this list was provided to council members. The deadline for submission of the completed form to the Provost's office is May 1, 2015. Council members were also reminded of the upcoming deadline for position requests. The deadline for position requests has been extended to April, 8, 2015, and a copy of the form to be used for position requests will be sent electronically to council members. Discussion followed.
- 6) S. Runge led a discussion on the upcoming meeting with UCA Board Chairman Brad Lacy. Mr. Lacy requested to meet with the Council of Deans as part of his preparation for next week's annual UCA Board of Trustees Retreat. He is interested in understanding the immediate needs within the academic colleges.
- 7) Provost's Announcements:
  - a. The UCA Night of Distinction will be held on April 25, 2015 at 6:30 p.m. at the Arkansas Governor's Mansion. The event is \$150 per person. If attending, council members should consider purchasing their tickets soon, as seating is going to be limited.
  - b. The UCA National Walk at Lunch Day will be held on April 23, 2015, at x-period. The event is being promoted by the Department of Kinesiology and Physical Education to promote health and wellness in the UCA community.
  - c. The AR STEM Coalition has announced a STEM Leadership for Girls Conference that will be held at locations state-wide this spring, including a conference at UCA on Friday, May 22<sup>nd</sup>. A copy of the press release was provided to council members.

- d. The comment period ends this week for the Director of Admissions and Enrollment Services position. The search committee will meet on Monday to discuss the finalists and will then provide feedback to the Provost and President.
- e. Mike Judge, the new Director of Online Learning, will begin work on Monday, April 6<sup>th</sup>.
- f. Vicki Groves Scott has accepted the position of Dean of the College of Education and will begin work on July 1<sup>st</sup>. She will visit campus again this spring to meet with various individuals within the college.
- g. S. Runge, J. Glenn, and K. Boniecki will be attending the Higher Learning Commission Conference in Chicago on March 28<sup>th</sup> through 31<sup>st</sup>.

8) Member Reports:

- a. M. Hargis announced that Dr. Michael Rubach is currently teaching the capstone MBA course, Strategic Management. A team from this course is in the top 50 (out of 2,758 teams) in the GLO-BUS business simulation. There are teams from 161 Colleges and Universities globally.
- b. D. Pounder reported that the ForwARd Arkansas Initiative is working to improve education outcomes in Arkansas. A firm has been retained to conduct surveys of focus groups and a variety of educational constituencies are at the table to participate. Additionally, the conversation at a recent education deans meeting focused on the possibility of only one annual state report. The conversation was very positive.
- c. K. Boniecki stated that he and J.A. Williams met with Chris Davis and Thomas Bruick to talk about how Banner, GradesFirst, BlackBoard and Map-Works can communicate with each other to allow grade information to come together at a single point. They will report back to the Council of Deans in a couple of weeks.
- d. S. Bellar announced that council members are invited to attend a reception on the afternoon of April 22<sup>nd</sup> to recognize faculty who have been awarded funding.
- e. J. Ishee announced that the Interior Design program hosted the Council for Interior Design Accreditation (CIDA) team on campus last week, and the visit went very well.
- f. T. Wright stated that several events are on the schedule for the month of April, including student screenings, concerts and art shows. The first MFA Creative Writing class will graduate this spring.
- g. S. Addison stated that the UCA Student Chapter of the American Chemical Society will be receiving an outstanding chapter award. Also, Dr. John Choinski recently received a Fulbright Award.

The meeting adjourned at 10:35 a.m.

Council of Deans  
April 8, 2015

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, April 8, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Jane Ann Williams joined the meeting at 9:15 a.m. Shelley Mehl, Vice President for Advancement and President of the UCA Foundation, Inc., and Jessie Thill, Director of Alumni Services, were present for agenda item number one. Zachary Helms, Student Government Association Vice President, and Brandon Price, Coordinator of Student Organizations and University Events were in attendance to present on agenda item number two.

- 1) S. Mehl introduced Mr. Jessie Thill, the new Director of Alumni Services. J. Thill indicated that several different events are planned for the coming months including alumni receptions in both Austin, TX, and Springdale, AR; UCA Night of Distinction; Bear Baseball Alumni Day; and the Arkansas Travelers Alumni Night. Council members are encouraged to reach out to J. Thill for assistance with anything alumni-related.
- 2) Z. Helms and B. Price provided council members of an overview and demonstration of how OrgSync can be used effectively by the academic colleges for reaching out to students and keeping them informed of scheduled events and opportunities. OrgSync has a variety of capabilities including:
  - Communicating with departmental or college websites, allowing any calendar related changes made in OrgSync to sync automatically with the respective websites;
  - Sending announcements to students via text message (provided that a student has opted-in for this service);
  - Tracking student attendance at events via student-id card swipe;
  - Optional function (for an additional fee): communication with Banner to allow certain information to be automatically updated in OrgSync.Z. Helms and B. Price have met with the academic advisors, and a plan is in place to begin providing students with OrgSync training. Council members are encouraged to contact B. Price for assistance with utilizing OrgSync in their respective areas.
- 3) The CoD minutes of March 26, 2015, were approved unanimously with minor revision.
- 4) S. Runge reminded council members that UCA is hosting the *2015 Leaders of the World Conference* on campus April 8<sup>th</sup> – 10<sup>th</sup>. Council members were provided with a copy of the conference program, and J. A. Williams provided an overview of the schedule of events. Council members are invited to attend these events.
- 5) Provost's Announcements:
  - Searches
    - i. Courtney Mullen will start as the new Director of Admissions and Enrollment Services on May 18<sup>th</sup>;
    - ii. Michael Judge started as the new Director of Online Learning this past Monday;
    - iii. Dr. Vicki Groves-Scott, new Dean of the College of Education for 2015/2016, will be attending the Dean's Retreat on May 5<sup>th</sup> and 6<sup>th</sup>;

- K. Boniecki, J. Glenn and S. Runge attended the Higher Learning Commission Conference in Chicago, IL last week. Discussion followed.
- S. Runge attended the UCA Board Retreat last week. The majority of topics discussed were related to academics, including the following:
  - i. Admissions, retention, and remediation;
  - ii. Computer Science and Engineering opportunities;
  - iii. School of Optometry feasibility;
  - iv. Opportunities of expansion of Health Sciences programs;
  - v. Innovation and Entrepreneurship program.

State higher education funding and admission and retention issues were also discussed;

- S. Runge will be out of town April 13<sup>th</sup> and 14<sup>th</sup>;
- The Faculty Excellence Award finalists were announced via email on Monday. The winners will be announced at the Employee Service Awards ceremony on April 16<sup>th</sup>.

6) Member Reports:

- M. Hargis reported that the Davis Lecture Series was held yesterday, featuring guest speaker Reynie Rutledge, President of First Security Bancorp. The event was well attended;
- M. Lee stated that the Undergraduate Research Symposium on Gender was held on March 30<sup>th</sup>; the African/African American Studies Symposium will be held on April 17<sup>th</sup>; and the CLA Research Symposium will be held April 22<sup>nd</sup> and 23<sup>rd</sup>;
- D. Pounder reported that a site-visit will take place on Thursday for the STEM Teach program;
- J. A. Williams reiterated that council members are welcome to attend the Leaders of the World events this week;
- K. Boniecki reminded council members that the IDC Faculty Recognition Reception will be held today in the Mirror Room of McAlister Hall. Also, J. A. Williams and K. Boniecki will continue working with Chris Davis, Chief Technology Officer, and Thomas Bruick, Assistant Director of Retention Initiatives, to determine if there is a way for Banner, BlackBoard, GradesFirst, and Map-Works to communicate with each other;
- T. Wright reported that many events are occurring over the next few weeks in CFAC and include: portfolio reviews, band and choral recitals, and the graduation of the MFA program's first class of students. Also, the MFA film screenings held recently were excellent;
- S. Addison reported that the State Science Fair held last week on campus featured many excellent projects and had a good turnout. Also, the CNSM College Symposium will be on April 17<sup>th</sup>;
- L. Young reminded council members that position requests are due today. Any questions can be directed to her or Lori Hudspeth in the Provost's office. She also reminded council members that with May intercession and the summer terms approaching, attention should be given to making sure that PAF's are submitted in time.

The meeting adjourned at 10:01 a.m.

Council of Deans  
April 15, 2015

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, April 15, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Kurt Boniecki, Jane Ann Williams, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Diana Pounder was not present. Terry James, Chair of the Department of Leadership Studies, attended in D. Pounder's absence.

- 1) The CoD minutes of April 8, 2015 were approved by a vote of 10-0. S. Bellar abstained due to having not been present at the April 8<sup>th</sup> meeting.
- 2) Action items from the April 7<sup>th</sup> meeting of the UCA Core Council were considered. The items were addressed as follows:
  - UCA Core Council recommendation to approve a requirement that the syllabi of all Core courses indicate which Core requirement is met by the course and provide a link to the Core website. The requirement would apply to both Lower Division and Upper Division courses. A motion was made and seconded to approve the recommendation. Discussion followed. The motion was amended to approve the recommendation with a resolution to strike the first two sentences and shorten the final sentence in the proposed syllabi language, require that all Core courses include the appropriate syllabi language, and leave the inclusion of the graphics optional. The required syllabus language will be posted on the Provost's website. The Council of Deans voted to unanimously approve the recommendation as amended.
  - UCA Core Council recommendation to approve the removal of the restriction preventing students in remediation from taking FYS courses. A motion was made and seconded to approve the recommendation. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - UCA Core Council recommendation to approve HIST 4314 Honors Thesis course. A motion was made and seconded. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - UCA Core Council recommendation to approve course PHIL 4320. A motion was made and seconded. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
- 3) Action items from the March 19<sup>th</sup> meeting of the UCA Graduate Council were considered. The items were addressed as follows:
  - UCA Graduate Council recommendation to approve new courses KPED 5332, 5350 and 5352. A motion was made and seconded. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

- UCA Graduate Council recommendation to approve the name change and minimum grade requirement for the Ph.D. in School Psychology program (name change to Ph.D. in Psychology). A motion was made and seconded. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
  - UCA Graduate Council recommendation to approve new course PTHY 7212. A motion was made and seconded. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
- 4) S. Runge led a discussion regarding the advantages to offering eight-week courses within UCA Online, explaining that some research indicates an increased success rate for online programs that offer such courses. Departments are asked to give this serious consideration; however, if a department determines that eight-week courses are not feasible, they will not be mandated to offer them. Discussion followed and the topic will be revisited at a later meeting.
  - 5) S. Runge led a discussion on the upcoming Dean's Retreat scheduled for May 5-6, 2015. The objectives and goals from the previous year are currently being reviewed in preparation for the upcoming retreat. Council members are encouraged to consider items that might be addressed at the retreat and/or at future meetings of the Council of Deans. This discussion will continue at the April 22<sup>nd</sup> meeting of the Council of Deans.
  - 6) S. Runge led a discussion on the upcoming summer school sessions. Council members were provided with summer session marketing materials and encouraged to distribute the materials within their respective colleges and to work with their department chairs to ensure that classes are available within each section. Discussion followed.
  - 7) Provost's Announcements:
    - Three new articulation agreements have been finalized with Pulaski Tech in the areas of Computer Science, Journalism and Nutrition.
    - S. Runge attended a meeting last week regarding future steps to preserve the Jewel Moore Nature Reserve. Additional funds will be needed for preservation, as the moratorium protecting the reserve will soon expire. The President has approved some funding for maintenance for next year.
    - S. Runge spoke this past week to the departments of Sociology, Leadership Studies and Political Science. He will meet with the Department of Teaching and Learning today.
    - A meeting will take place today with Acxiom regarding a proposal to extend their support for the Computer Science and/or the MIS program.
    - The Employee Service Awards and Faculty Excellence Awards ceremony will take place tomorrow at x-period in the Student Center Ballroom.
    - The quarterly meeting between Academic Affairs and Board Trustee Sheila Vaught will take place on Wednesday, April 29, 2015.

## 8) Member Reports:

- J. Glenn stated he anticipates all action items will be submitted to ADHE by the May 1, 2015 deadline. Prior to submission, a few items will require further review, and he will be contacting department chairs as needed during the process.
- M. Hargis stated that ten students from the Department of Economics, Finance and Insurance and Risk Management are presenting research this week at the annual Society of Business, Industry and Economics (SOBIE) Conference in Florida.
- M. Lee stated that approximately 40 students will present research at the third annual CLA Student Research Symposium on April 23rd. Lloyd Pratt will be the guest speaker. He will also give a presentation at Faulkner County Library on the evening of April 22<sup>nd</sup>.
- T. James stated that Donna Wake recently returned from a Council for the Accreditation of Educator Preparation (CAEP) meeting.
- J. A Williams stated that Courtney Mullen, the new Director of Admissions and Enrollment Services, will begin work on May 18<sup>th</sup>; summer school enrollment numbers and advising appointment numbers are both increasing; and the Leaders of the World Conference was a success this year.
- K. Boniecki stated that Paige Reynolds, the 2014 winner of the Teaching Excellence Award (TEA), will be nominated by the university for the CASE U.S. Professor of the Year award. It is the university's practice to nominate the previous year's TEA winner for this national award.
- S. Bellar reported that over \$100,000 in university research funding requests were received; however, only \$50,000 in funding is available. Faculty members are encouraged to resubmit their requests in the fall. Also, student research funds have all been allocated; however, not all funds have been claimed. Council members are asked to encourage their departments to claim their funds.
- J. Ishee reported that the CHBS Student Research Symposium will take place on April 21<sup>st</sup> in the Student Center. Also, the CHBS recognition event for faculty and staff will take place on April 30th in Buffalo Hall.
- T. Wright reported that the student art show opened last week; the theatre comedy "Lucky Stiff" is ongoing; and the Arkansas Shakespeare Theatre will be expanding its operations to include some travel performances.
- S. Addison stated that the 21<sup>st</sup> CNSM Student Research Symposium will take place this Friday, and will include 76 posters from 110 student participants; the UTeach site visit last week was a success; and on April 24<sup>th</sup>, a lunch session will take place with New Tech schools regarding the UTEACH program.
- L. Young reported that the equity process is ongoing, and the Faculty Salary Review committee will meet next week. The resulting merit and equity information will then be provided to the deans and chairs. Discussion followed.
- S. Runge reported that the resignation of a faculty member in the College of Business was received yesterday. He explained the related personnel processes as outlined in the UCA Faculty Handbook, stating that the appropriate processes were precisely followed.

The meeting adjourned at 11:12 a.m.



Council of Deans  
April 22, 2015

The Council of Deans met in regular session at 9:01 a.m. on Wednesday, April 22, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Diana Pounder, Kurt Boniecki, Jane Ann Williams, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Colin Stanton, Director of New Student Programs, and Leigh Ann Denhartog, Interim Director of Admissions and Director of the Academic Advising Center, were present for agenda item number one. A. Hall was present for agenda item number six.

- 1) C. Stanton and L. A. Denhartog provided council members with information regarding the upcoming Summer Orientation and Academic Registration (SOAR) events. SOAR includes the option of a two-day (overnight) program or a one-day program. Council members were given copies of the SOAR schedule for both parents and students. Discussion followed.

Additionally, C. Stanton and L. A. Denhartog provided information regarding Welcome Week for the 2015-2016 academic year. As a part of welcome week, plans are ongoing to incorporate the pre-existing "Countdown to Classes" program. This program exposes students to the specific aspects of being successful at UCA. C. Stanton recommended incorporating this program into the individual college meetings. A suggested schedule for the college meetings that incorporates this program was provided. Discussion followed, and the consensus among council members was positive. The deans will visit with their college advisors to individualize their respective college meeting schedules and provide L. A. Denhartog with any special needs with regard to the schedule.

- 2) The CoD minutes of April 15, 2015 were approved with revision by a vote of 10-0. D. Pounder abstained due to having not been present at the April 15<sup>th</sup> meeting.
- 3) S. Runge led a discussion regarding potential topics for the May 5<sup>th</sup> – 6<sup>th</sup> Dean's Retreat. Council members provided suggestions regarding items to be discussed at the retreat or at a future CoD meeting. Discussion followed.
- 4) S. Runge led a discussion regarding UCA Online. Copies of the proposed UCA Online framework, as provided by Chris Davis, Chief Technology Officer, were provided to council members. Council members were asked to review the plan. Discussion followed.

S. Runge also led a discussion on the possibility of offering UCA Online courses in eight-week sections rather than 15-week sessions. Studies have shown that online programs that offer eight-week courses have a higher rate of success. Council members were asked to give this serious consideration.

- 5) S. Runge led a discussion on the Unlocking College Academics Now (UCAN) program. Students may apply for the UCAN program upon their first academic suspension. Council members were provided copies of the UCAN program student success rates since the program's inception in Spring 2005. Overall, 47% of students who have entered into the UCAN program have successfully completed the program, and 315 students (approximately 25%) have graduated since 2005.
- 6) A. Hall led a discussion on the faculty instructional workload analysis generated by the Office of Institutional Research in collaboration with individual departments. A. Hall provided copies of the comprehensive analysis to council members for their respective colleges and included a summary of the workload by faculty campus-wide. Council members were asked to review the data in advance of the upcoming dean's retreat. A thorough review and discussion will take place at the retreat, and council members were asked to bring their copies of the analysis to the retreat.
- 7) Provost's Announcements:
  - Summer enrollment numbers are up this year in comparison to the same time last year.
  - Today is the National Walk at Lunch event being promoted by the Department of Kinesiology and Physical Education. The event will take place at Estes Stadium during x-period.
  - S. Runge met with representatives of Grainster yesterday regarding their interest in an internship partnership with UCA. They will be contacting deans to discuss this potential partnership.
  - The quarterly meeting between Academic Affairs and Board Trustee Sheila Vaught will take place on Wednesday, April 29, 2015. Discussion followed.
  - The UCA Board Budget Workshop will be held this Friday in the Board Room.
- 8) Member Announcements:
  - M. Hargis reported that Meisha Stewart (Senior, College of Business) won the outstanding paper award at the annual conference for the Society of Business, Industry, and Economics (SOBIE) for her paper titled "Magnetic Cities: Testing for the Convergence of Artistic Clusters in the United States". This is a great accomplishment and we wish her continued success.
  - M. Lee stated that the CLA Student Research Symposium will be held today and tomorrow in the Student Center. Also, the end of the year faculty recognition ceremony will be held tomorrow; and Janet Wilson, from the Department of Sociology, will be recognized as the outstanding faculty member. The annual CLA Honors Convocation Ceremony will be held on Sunday at 2pm in Doyne Health Science Center.
  - D. Pounder stated that the College of Education Pinning Ceremony will be held at 6pm on May 1, 2015 in Reynolds Performance Hall. Council members are welcome to attend.

- S. Bellar reported that the Sponsored Programs Recognition Ceremony, recognizing those who wrote grants, will be held today at 2pm in McCastlain. Council members are invited to attend.
- J. Ishee reported that the CHBS Student Research Symposium was held yesterday. Also, CHBS had 35 students present research at the Southwestern Psychological Association annual convention this month. Two students were named finalists in the graduate research competition; and one student placed 2<sup>nd</sup> and another was named a finalist in the undergraduate research competition.
- T. Wright reported that the latest editions of the Vortex and the Scroll are out. Additionally, the last Artist in Residence is Saturday night at 7:30 p.m. in Reynolds Performance Hall and will feature Roman Borys in concert with the Conway Symphony Orchestra.
- S. Addison reported that the CNSM Student Research Symposium held on Friday in the HPER Center was a success, and the venue turned out to be a good location for the event. The Jewel Moore Nature Reserve Earth Day celebration will be held today at the nature reserve and will feature a variety of activities. Lastly, S. Addison attended the Louis Stokes Alliances for Minority Participation Annual Conference, and he feels that the university will benefit greatly by its participation in this alliance.

The meeting adjourned at 11:24 p.m.

## Council of Deans

April 29, 2015

The Council of Deans met in regular session at 9:04 a.m. on Wednesday, April 29, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Peter Mehl, Diana Pounder, Kurt Boniecki, Jane Ann Williams, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Becky Rasnick, Registrar, and Amanda Smallwood, Graduation Coordinator, were present for agenda item number one.

- 1) B. Rasnick and A. Smallwood led a discussion regarding faculty advising and the timing of applications for graduation. The Registrar's office is seeing a growing number of students who, upon application for graduation, are learning that they are deficient in the required coursework for the degree they are pursuing. Graduation applications are currently submitted at the beginning of the intended semester of graduation; and therefore, there is not enough time to take the needed coursework in order to graduate at the end of that semester. Council members were asked to consider how the timeline for the degree audit and application for graduation could be adjusted to allow students more time to address any discovered course deficiencies. Discussion followed, and consensus was positive regarding a pre-graduation audit after completion of 90 hours which in general would equate to the second semester of the junior year. This would allow students two full semesters to address any course deficiencies. The final graduation audit would then take place at the time of application for graduation. Council members also discussed several ways to help students stay on track with their degree requirements, which included:
  - Increased faculty advisor training;
  - Web site information on degree requirements should be linked to the Undergraduate bulletin. Using the Undergraduate Bulletin will ensure that the information is current;
  - Developing department class schedules one semester earlier to allow time to identify courses that may be needed and add them to the schedule;
  - Eliminating the alphabetical registration listing for students. Juniors who have completed their graduation pre-audit will be granted priority registration;
  - And sending students a formal letter to advise them of any remaining courses needed for graduation.
- 2) The CoD minutes of April 22, 2015 were approved by a vote of 10-0. P. Mehl abstained due to having not been present at the April 22<sup>nd</sup> meeting.
- 3) S. Runge requested nominations of individuals to fill a position on the Strategic Budget Advisory Committee (SBAC). This is the position currently held by Dr. Diana Pounder who will be retiring on June 30, 2015. A motion was made and seconded to elect M. Hargis to this position. Discussion followed. The Council of Deans voted unanimously to elect M. Hargis to serve on the SBAC.

A break was taken at 10:00am and the meeting resumed at 12:35 p.m.

4) Action items from the April 21<sup>st</sup> meeting of the UCA Undergraduate Council were considered. The items were addressed as follows:

- Undergraduate Council recommendation to approve the following new courses in Sociology: CRIM 3381, CRIM 3391 and CRIM 4365. A motion was made and seconded. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
- Undergraduate Council recommendation to approve a proposal to change the name of the department of “World Languages, Literatures and Cultures” to the department of “Languages, Linguistics, Literatures and Cultures.” A motion was made and seconded. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
- Undergraduate Council recommendation to approve the change of HIST 3388 to HIST 4313 and the change of HIST 3389 to HIST 4314. A motion was made and seconded. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
- Undergraduate Council recommendation to approve new course PSYC 4360. A motion was made and seconded. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
- Undergraduate Council recommendation to approve the University College proposal to change the policy for continuing enrollment of conditional and conditional-prep students. A motion was made and seconded. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
- Undergraduate Council recommendation to approve new course UNIV 0390. A motion was made and seconded. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
- Undergraduate Council recommendation to approve a change in the prerequisite for MGMT 4347 from ACCT 4315 to ACCT 3315. A motion was made and seconded. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
- Undergraduate Council recommendation to approve the following new courses in Nursing: NURS 4345, 4315 and 4335. A motion was made and seconded. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
- Undergraduate Council recommendation to approve a change in admission requirements and semester credit hour requirements for the Bachelor of Nursing Degree/Pre-licensure track. A motion was made and seconded. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

5) Action items from the April 16<sup>th</sup> meeting of the UCA Graduate Council were considered. The items were addressed as follows:

- Graduate Council recommendation to approve the following changes to the Doctor of Nursing Practice degree:
  - i. Changing NURS 7415 to NURS 7V15. A motion was made and seconded. Discussion followed. The Council of Deans voted unanimously to approve the recommendation;
  - ii. Deletion of NURS 7410;
  - iii. Reduction of total credit hour requirement for degree from 36 to 34 or higher. A motion was made and seconded. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
- Graduate Council recommendation to approve the following changes in degree course requirements to the Master of Science in Nursing's three degree tracks:
  - i. Replacing NURS 6305, 6520, 6521 and 6526 with NURS 6205, 6511, 6512 and 6413 in the MSN Adult/Gerontology track;
  - ii. Replacing NURS 6305, 6520, 6521, 6526 and 6(1,2)64 with NURS 6205, 6511, 6512, 6413 and 6414 in the MSN Family Nurse Practitioner track;
  - iii. Replacing NURS 6305 and 6370 with NURS 6205 and 6470 in the MSN Clinical Nurse Leader track.

A motion was made and seconded. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
- Graduate Council recommendation to approve a change in degree requirement for the PhD in Psychology by adding PSYC 7312 as a requirement and reducing dissertation hours from 9 to 6 hours. A motion was made and seconded. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
- Graduate Council recommendation to approve new courses ELSE 6347, ELSE 6348 and ELSE 6349. A motion was made and seconded. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
- Graduate Council recommendation to approve the following in the Department of ELSE:
  - i. Course revisions for ELSE 6300, 6309, 6314, 6327, 6336, 6338, 6341, 6343, 6345, 6346, and 6379;
  - ii. Addition of new courses ELSE 6347, 6348 and 6349 and removal of required courses ELSE 6342 and ELSE 6344 plus three credit hours of elective to be replaced with the addition of the above new courses.
  - iii. New Arkansas Therapist endorsement and new Integrated Birth-Kindergarten endorsement.

A motion was made and seconded. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

6) S. Runge led a discussion regarding faculty and staff equity and merit recommendations. Recommendation forms were distributed, and council members were asked to return all

recommendations to the Provost's office by noon on Monday, May 11<sup>th</sup>. Discussion followed.

The meeting adjourned at 1:11 p.m.

## Council of Deans

May 13, 2015

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, May 13, 2015. Steve Runge presided, and the following members were present: Michael Hargis, Maurice Lee, Diana Pounder, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Jane Ann Williams joined the meeting at 9:45 a.m.

- 1) The CoD minutes of April 29, 2015 were approved by a vote of 8-0. Dr. Maurice Lee abstained due to having not been present at the April 29<sup>th</sup> meeting.
- 2) Action items from the December 9, 2015 meeting of the UCA Undergraduate Council were considered. These items were addressed as follows:

- Undergraduate Council recommendation to approve the following changes to the BA Linguistics major and the Linguistics minor:
  - i. Addition of LING/WLAN 2350 World Languages to the required list of core courses in the major and the minor;
  - ii. Reduction of 3 hours from each track within the major to accommodate the above addition, keeping the program major at 36 hours and the minor at 24 hours;
  - iii. Converting LING 4320 Grammatical Structures of English from an elective to a required course in the major;
  - iv. Addition of new course electives CSCI 4370 Data Mining and CSCI 3360 Database Systems to Track Three in the major;
  - v. Deletion of electives CSD 3300, 3320 and 3321 from Track Four in the major and the minor to accommodate the addition above, keeping the program major at 36 hours and the minor at 24 hours; and
  - vi. Deletion of ENGL 3315 from the major and minor.

A motion was made and seconded. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

- 3) Provost's Announcements:

- The Council of Deans will not meet on Wednesday, May 20<sup>th</sup>, but will continue to meet weekly over the summer month unless otherwise notified.

- 4) S. Runge initiated a follow-up discussion from the recent Dean's Retreat on the topic of faculty activities that are eligible for reassigned time. A copy of discussion notes from the retreat was provided to council members. Discussion followed regarding faculty activities that that are thought to be or not to be eligible for application for reassigned time and the percentage of reassignment that should be provided for these activities. Following discussion, council members agreed to review the list in the coming week and discussion will continue at the next CoD meeting.



The approval process outlined in Chapter 4.XII.C. of the Faculty Handbook states that recommendations for faculty reassigned time be submitted from the department chair to the college dean and then from the college dean to the provost for approval. Council members are asked to work with department chairs to ensure that requests for reassigned time are managed in accordance to this process outlined in the Faculty Handbook, and also deans are asked to submit requests for reassigned time to the provost in a single document for the entire college.

Discussion evolved to include consideration of the university's need for dedicated transfer advisors and graduate assistantships. Provided that future funding is secured, council members agree that funds should be allocated for these purposes.

5) Provost's announcements (continued):

- A meeting will take place on Monday, May 18<sup>th</sup>, regarding Honors College joint faculty appointments.
- The UCA Board of Trustees will meet on Friday, May 15<sup>th</sup> at 10 a.m.
- A meeting will take place on Tuesday, May 19<sup>th</sup>, with the Banner Team and an Ellucian representative.
- A meeting is scheduled for Thursday, May 21<sup>st</sup>, regarding twelve-month pay for nine-month faculty.
- Representatives from Apple have indicated an interest in including an Apple Store in the Donaghey Hall project. They met this week with UCA's Executive Staff members and will meet soon with the Council of Deans to further explore this opportunity.

6) Member announcements:

- S. Bellar reported the following the University Research Council retreat was held yesterday, and she will provide a summary to council members soon. Also, faculty members who have received grant funding and not submitted an annual report will receive a reminder soon.
- J. Ishee reported that some questions still exist among faculty regarding the specifics of the PeopleAdmin hiring process, including when and how unsuccessful applicants receive notifications from the system. Discussion followed.
- T. Wright reported that the Reynolds Performance Hall Public Appearances 2015-2016 series was announced last night, and the Arkansas Shakespeare Theatre summer season begins June 4, 2015.

The meeting adjourned at 11:15 a.m.

## Council of Deans

May 27, 2015

The Council of Deans met in regular session at 9:02 a.m. on Wednesday, May 27, 2015. 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. Chris Davis, UCA Chief Technology Officer, was present for agenda item number one. Amber Wilson and Kaye McKinzie, UCA Faculty Senate Executives, were present for discussion of agenda item number one.

- 1) C. Davis provided council members with an update on the progress of the development and implementation of UCA Online. Work is ongoing to train faculty, design an online interface for online courses, and complete the UCA Online website. A mock-up of the website and the course web interface was demonstrated for council members. Discussion followed regarding:
  - UCA Online faculty training needs;
  - Customization of the menu within the course interface to align with each instructor's preferences; and,
  - The upcoming hire of a Program Coordinator and their role as the single point of contact for UCA Online students.
- 2) The CoD minutes of May 13, 2015 were approved by a vote of 10-0. J. Glenn abstained due to having not been present at the May 13<sup>th</sup> meeting.
- 3) Action item of the UCA Core Council was considered. The item was addressed as follows:
  - UCA Core Council recommendation to approve Chemistry 4112, Seminar, as a required capstone. A motion was made and seconded. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
- 4) S. Runge distributed copies of the updated Council of Dean's discussion notes regarding types of faculty activities that are eligible for reassigned time. Council members were asked to review the updated notes and to make any suggestions for further revision. Discussion followed. Copies of the notes will be provided to council members at the June 3, 2015 CoD meeting.
- 5) S. Runge led a discussion regarding the recent revision of Board Policy 335 as it pertains to the timeline for the conferring of degrees. The policy previously authorized the UCA administration to "award academic degrees to degree candidates at the end of the semester in which the candidates' degree requirements have been completed." Following revision, the policy authorizes UCA administration to "award academic degrees to degree candidates upon completion of degree requirements." The intent of this wording is to grant administration the authority to confer a degree immediately upon completion of all degree requirements and prior to the student's intended date of graduation, if warranted by exceptional circumstances. As a standard, degrees will continue to be conferred in May, August and December. Discussion followed, and council members agreed that the standard process for conferring degrees should be clearly stated on the UCA website.

- 6) S. Runge advised council members that a strategic planning taskforce is currently being formed. Council members were asked to select a dean to represent the CoD on the task force. Discussion followed, and S. Addison was nominated and elected by acclamation. Also, the academic deans were each asked to select one faculty member to represent their college on the task force. Selections should be submitted to Dr. Nancy Reese and Dr. Tammy Rogers via email by June 15<sup>th</sup>.
- 7) S. Runge led a discussion on the replacement position requests recently submitted to the provost. A consolidated listing of the requests was provided. Discussion followed regarding changes that can be made to align with the budget. Council members will each meet in the coming week with S. Runge, L. Young, and Lori Hudspeth to further discuss the requests and possible revisions.
- 8) Provost's announcements:
  - S. Runge reminded council members to continue monitoring how their areas are doing in offering enough sections of high-demand courses. Copies of the current available course sections including seat availability and waitlist numbers, as well as enrollment data by course number, were provided.
  - S. Runge provided an update on continuing discussions regarding the possibility of paying 9-month faculty over a 12-month period. Work is ongoing to see how this might be done within Banner.
  - Council of Deans will not meet on Wednesday, June 10<sup>th</sup>.
  - A new edition of *UCA Magazine* has been published. Copies were provided to council members. Deans are asked to provide any ideas for future editions to Christina Madsen.
  - The draft of the Optometry Feasibility Study has been received and is under review. A conference call is scheduled with the Tripp Umbach consultants on June 2<sup>nd</sup> to discuss the study.
  - S. Runge will meet with Torreyson Library faculty on Thursday.
  - S. Runge and J. Ishee will attend a meeting on Thursday, June 4<sup>th</sup>, to discuss the possibility of an Interdisciplinary Clinic within the CHBS.
  - The reporting line for Admissions and Enrollment Services has moved to the President's office. Discussion followed.
- 9) Member announcements:
  - J. Glenn informed council members that he will be contacting department chairs via email regarding any program reviews that are due, as the report is due soon to ADHE. Program reviews should be conducted in the fall or spring when students and faculty are on campus and available to provide input to the visiting reviewers.
  - S. Bellar stated that help will be needed in getting the last graduation audits completed. She will be calling upon the deans for assistance in these efforts.
  - J. Ishee recommended that Courtney Mullen, the new Director of Admissions and Enrollment Services, be invited to attend an upcoming meeting of the Council of Deans.
  - T. Wright reported that Arkansas Shakespeare Theatre will start its summer season next week.

- S. Addison attended a UTeach conference last week. The name UTeach Arkansas will be changed to Arkansas STEMTeach. UCA STEMTeach will not be changing its name.

The meeting adjourned at 11:58 a.m.

## Council of Deans

June 3, 2015

The Council of Deans met in regular session at 9:08 a.m. on Wednesday, June 3, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Maurice Lee, Diana Pounder, Jane Ann Williams, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Kurt Boniecki and Michael Hargis were not in attendance. Ken Griffin, Associate Dean in the College of Business, attended in the absence of M. Hargis. Ms. Jessie Yeager, Apple Education Higher Ed Account Executive; Dr. Charles Long, Apple Education Higher Ed Development Executive; and Dr. Michael Mills, Assistant Professor in the Department of Teaching and Learning and Apple Distinguished Educator, were in attendance for agenda item number one.

- 1) J. Yeager and C. Long spoke to the CoD regarding the possibility of the inclusion of an Apple Authorized Campus Store in the new Donaghey Hall building. As technology changes the way education is delivered and received, the potential addition of such a store would benefit the university and its students in a variety of ways. For example, the store would:
  - Provide students with the best overall college experience by placing technology access within reach;
  - Provide students, faculty, and staff with considerable Apple product discounts;
  - Allow faculty to stay mobile within their classrooms;
  - Allow the classroom itself to become mobile (beyond four walls); and
  - Allow the university to embrace and stay relevant with the students of today.

M. Mills provided council members with an overview of how he has used technology to transform his classroom and the overall student experience. Discussion followed. J. Yeager will be contacting council members to explore future discussion with faculty regarding this potential opportunity.

- 2) The CoD minutes of May 27, 2015 were approved by a vote of 8-0. K. Griffin abstained due to having not been present at the May 27<sup>th</sup> meeting.
- 3) J. Glenn led a discussion on proposed Academic Affairs - student financial aid communication protocols. A draft document that included an academic change notification form and drafts of curriculum forms that will support necessary communications were provided to council members. Discussion followed regarding the importance of a formal line of communication/reporting between the Provost's office and the Office of Student Financial Aid in maintaining compliance with financial aid rules.
- 4) Provost's announcements:
  - S. Runge advised council members that the notes outlining recent discussions regarding types of faculty activities that are eligible for reassigned time have been updated. Copies of the notes were provided to council members.
  - Meetings between council members and the provost regarding replacement position requests are ongoing and expected to be completed next week.

- D. Pounder, S. Addison, J. Glenn and S. Runge met last week to discuss Computer Science licensure for K-12 teachers and how UCA can be a leader in producing Computer Science teachers.
- S. Runge, L. Young, J.A. Williams and Ashley Pettingill will meet with ADE representatives today to discuss J1 Visa sponsorships for Chinese teachers in the Arkansas public school system under the Teach Chinese in Arkansas program. ADE has provided notification that it will discontinue its sponsorship of Chinese teachers after the 2015-2016 academic year.
- S. Runge, J. Ishee, and department chairs in CHBS will meet with President Courtway tomorrow to discuss the potential of an Interdisciplinary Clinic in CHBS.
- S. Runge will attend a STEM meeting in Little Rock on Friday, and S. Addison will attend an INBRE Steering Committee meeting in Little Rock on Friday.
- Council members are reminded to submit names of college representatives for the Strategic Planning Task Force to Nancy Reese and Tammy Rogers by June 15<sup>th</sup>.
- Council of Deans will not meet on Wednesday, June 10<sup>th</sup> or Wednesday, July 1<sup>st</sup>.

5) Member announcements:

- K. Griffin stated that enrollment in the College of Business is up 9 percent. The Public Company Accounting Oversight Board is providing a \$10,000 scholarship award for an accounting major, and Stallion Transportation is providing a \$7,000 annually renewing scholarship for Logistics and Supply Chain Management.
- T. Wright stated that the summer season for Arkansas Shakespeare Theatre is starting up.
- L. Young reminded council members that faculty and staff should complete requisitions before they travel if they will be seeking reimbursement for local mileage. Also, salary letters will be going out in the coming week. (Salary payment amounts out of private funds will not be included in the salary letters)

The meeting adjourned at 11:25 a.m.

## Council of Deans

June 17, 2015

The Council of Deans met in regular session at 9:05 a.m. on Wednesday, June 17, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Maurice Lee, Diana Pounder, Jane Ann Williams, Kurt Boniecki Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Michael Hargis was not in attendance. Ken Griffin, Associate Dean in the College of Business, attended in the absence of M. Hargis. UCA Business Continuity Plan Committee members Megan Bennett, Jeremy Crabb and Alyson Lentz attended for agenda item number one.

- 1) A. Lentz, M. Bennett and J. Crab provided CoD with an overview of the Business Continuity Plan (BCP) Committee's work towards creating a BCP for the university (this will include BCP's for each department/unit). It is necessary to have a BCP in place in the event of an emergency/catastrophic event on campus. Having a BCP in place would:
  - Allow the university to preserve critical operations;
  - Minimize loss to the institution;
  - Increase campus and individual department readiness; and
  - Ensure that all university and department obligations are met.

The Arkansas Continuity of Operations Program (ACOOOP) provides software and training free of charge for the development and maintenance of BCP's. The BCP Committee will be working with ACOOP throughout the process. The development of the BCP will take place in two phases. In phase one, Financial Services, Purchasing, and the Department of Management Information Systems will be the initial three units to develop BCP's with the assistance of the BCP Committee. The remaining departments/units on campus will be included in the second phase. Discussion followed. The BCP Committee will be getting in touch with the first three units/departments within the next few weeks.

- 2) The CoD minutes of June 3, 2015 were approved by a vote of 10-0. K. Boniecki abstained due to having not been present at the June 3<sup>rd</sup> meeting.
- 3) S. Runge provided an update on continuing discussions regarding the possibility of paying 9-month faculty over a 12-month period. A 12-month payment schedule can be set up within Banner with consulting provided by Ellucian. Also, Human Resources and Accounting will be responsible for entering faculty data into the system. It will not be possible for the coding and all data entry to be completed in time for the 2015-2016 academic year, but it is feasible to have the 12-month payment system in place for the 2016-2017 academic year. Discussion followed.
- 4) Provost's announcements:
  - S. Runge met with Faculty Senate President Ben Rowley on Monday to discuss several topics of specific interest to the Faculty Senate Executive Committee.
  - S. Runge and J. Glenn attended an Academic Affairs Officers meeting at ADHE on Tuesday.

- A meeting with President Courtway to discuss the Computer Science program has been scheduled for next week.
- Council of Deans will not meet on Wednesday, July 1<sup>st</sup>.

5) Member announcements:

- K. Griffin stated that Dr. Doug Voss, Associate Professor of Logistics and Supply Chain Management, was notified that the university has been awarded a \$3,000,000 grant for an endowed professorship in the College of Business to begin a Logistics and Supply Chain Management program.
- D. Pounder stated that the STEMulate Engineering Academy, organized by the Department of Teaching and Learning, is taking place this week in the College of Education. The SOAR Camp for Soaring Wings Ranch children was held last week.
- S. Addison stated that a) the 2<sup>nd</sup> annual Cyber Discovery Camp is ongoing this week with 8 schools participating. The competition portion of the camp will begin Saturday; b) the university has its first two students in the Louis Stokes summer STEM program, and the program is expected to grow quickly; and c) construction on the Lewis Science Center addition is going smoothly, and communication with the campus regarding the construction related parking accommodations is going well.
- L. Young stated that the Provost's office is continuing to work on PAF's for the fall, and council members are asked to submit PAF's as soon as possible.

The meeting adjourned at 10:28 a.m.



## Council of Deans

June 24, 2015

The Council of Deans met in regular session at 9:04 a.m. on Wednesday, June 24, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Clay Arnold, Diana Pounder, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Maurice Lee, Kurt Boniecki and Jane Ann Williams were not in attendance. Clay Arnold, Chair of the Department of Political Science, attended in the absence of M. Lee. Leigh Ann DenHartog, Director of the Academic Advising Center, was present for agenda item number one.

1) L.A. DenHartog led a discussion regarding academic advising efforts. Appointments continue to be scheduled and appointment openings remain available. With the varying schedules of faculty over the summer, some students are reporting difficulty finding an advisor to help them within the academic colleges. Deans are asked to assist in the advising process by:

- ensuring that someone is always available during normal hours to provide advising services within each college;
- encouraging faculty advisors to complete transfer equivalency forms to help expedite the advising process; and,
- notifying L.A. DenHartog of ideas on how advisor training can be improved upon.

L.A. DenHartog distributed copies of the current course section open seat report that included residential colleges and wait list data. Deans were asked to identify areas where additional sections are needed. Discussion followed.

2) The CoD minutes of June 17, 2015 were approved by a vote of 7-0. C. Arnold and M. Hargis abstained due to having not been present at the June 17<sup>th</sup> meeting.

3) Action items from the May 29, 2015 meeting of the UCA Undergraduate Council were considered. These items were addressed as follows:

- Undergraduate Council recommendation to reduce the minimum hours in residence for honors or outstanding students at graduation from 62 to 60 hours. A motion was made and seconded. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.
- Undergraduate Council recommendation to approve the following changes to the Health Sciences/Bachelor of Professional Studies:
  - i. Change semester credit hour requirements from 41 to 45;
  - ii. Add three required Health Ed courses to the degree; and
  - iii. Delete three required and elective courses from the BPS degree.

A motion was made and seconded. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

4) Action items from the May 26, 2015 meeting of the UCA Graduate Council were considered. These items were addressed as follows:

- Graduate Council recommendation to collectively approve the following items:
  - i. A new graduate certificate program in K-12 Special Education;
  - ii. Remove COUN 6342 as an option for a theory course requirement for the M.S. in College Student Personnel and Administration program;
  - iii. Change the degree requirement for the ED.S. degree in Educational Leadership by adding a second option of the satisfactory completion of an alternative exit assessment as identified by the program of study;
  - iv. Change the degree requirement for the M.S. in School Counseling by adding a second option of the satisfactory completion of an alternative exit assessment as identified by the program faculty; and
  - v. Change the degree requirement for the M.S. in School Leadership, Management and Administration by adding a second option of the satisfactory completion of an alternative exit assessment as identified by the program of study.

A motion was made and seconded. Discussion followed. The Council of Deans voted unanimously to approve the recommendation.

5) S. Runge distributed a copy of the list of proposed replacement and new positions for the 2015-2016 academic year. After paring down the list of requested positions, the total salary amount was decreased from \$2,516,693 over-budget to \$17,403 under-budget. Council members reviewed the document and discussion followed. Council members are asked to schedule individual meetings with the provost should they wish to further discuss the proposed positions for their respective colleges.

6) Provost's announcements:

- S. Runge and S. Addison met with President Courtway yesterday to discuss community interest in the Computer Science program.
- The Registrar's office and the Veteran Services office have moved into their new spaces in Harrin Hall.
- The renovation of McCastlain Hall is currently underway; and the former Registrar's space will be renovated for International Engagement.
- Dean Pounder's last CoD meeting is today. D. Pounder was recognized for her contributions to UCA during her six years as Dean of the College of Education.
- S. Runge stated that the report from the IT security consultants is forthcoming.

7) Member announcements:

- D. Pounder encouraged council members to spread the word of any summer camps for children that will be taking place within their colleges.
- S. Bellar advised council members that information is forthcoming regarding several Ph.D. defenses that are currently being scheduled.

- T. Wright advised council members that the local AR Shakespeare Theatre productions are wrapping up as AST will be soon going on the road. Youth Theatre productions will soon be kicking off.
- S. Addison stated that the 2<sup>nd</sup> annual Cyber Discovery Camp was a great success. The Caddo Hills School District team finished first and the Pottsville School District team finished second.

The meeting adjourned at 10:40 a.m.

## Council of Deans

July 8, 2015

The Council of Deans met in regular session at 9:01 a.m. on Wednesday, July 8, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Vicki Groves-Scott, Jane Ann Williams, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young.

- 1) The CoD minutes of June 24, 2015 were approved by a vote of 7-0. K. Boniecki, M. Lee, J.A. Williams and V. Groves-Scott abstained due to having not been present at the June 24th meeting.
- 2) S. Runge led a discussion regarding funding provided for employee cell phones. The university currently pays for cell phones for a significant number of employees to be used for official university business. Many of these existing cell phone contracts have been in place for a number of years. Given that most employees now have personal cell phones that feature unlimited minutes, the continued funding of some of these phones may no longer be justified. It is recognized that certain individuals and/or units assume roles/duties that may justify the need for continued use of a dedicated cell phone, for example:
  - Individuals who work off-campus regularly;
  - Individuals who travel internationally on a regular basis for university business;  
or
  - Individuals who hold a position in which there is an expectation that they be accessible at all times.

Council members are asked to consider the university funded cell phones within their respective units, and take the appropriate steps to scale back if they determine the continued provision of some of these phones is no longer warranted.

- 3) S. Runge led a discussion regarding the following topics related to graduation requirements:
  - The requirement of a minimum of 40 upper-division semester hours is established by Arkansas Higher Education Coordinating Board policy. Discussion followed. Council members agreed that the 40-hour requirement is not negotiable. Advisors will be reminded of the 40-hour requirement, and department chairs and the Adjustments and Appeals committee will be advised that the requirement is non-negotiable.
  - Advising check sheet discrepancies have been found to exist.
    - i. At times, program requirement check sheets provided by various academic units do not match up with the information provided in the academic maps and the Undergraduate Bulletin.

- ii. At times, program requirement check sheets have been found to be incomplete (e.g. failing to make notation of any minimum hour requirements or special degree requirements).

Discussion followed. Council members agreed that a template for check sheets is needed. It was also agreed that check sheets should be formatted in such a way that provides for inclusion in the Undergraduate Bulletin, and academic maps should be formatted as a digital link to the Undergraduate Bulletin.

- The university requires that students must have completed a minimum of 24 of their last 30 hours in residence (at UCA) in order to receive a degree from UCA (9 hours in residence in the minor and 15 hours in residence in the major). Upon learning of a deficiency of this requirement, a good number of students have appealed the denial of their application to graduate. Discussion followed. Given that UCA's residency requirement is consistent with most four-year institutions in the state of Arkansas, council members agree that the 24-hour minimum requirement is appropriate. Discussion continued, and Council members expressed concern that the requirement appears to be more heavily weighted towards the minor over the major. The deans agreed to solicit feedback from their departments with regard to the possibility of revising the last 30 hour minimum credit hour requirements in the major and minor to address this. J. Glenn agreed to begin work on a proposed revision of the requirement language that will reflect a more equally weighted division of the required minimum hours in the major and the minor. This will be revisited at the next meeting of the Council of Deans.
- The 2015-2016 incoming students will be the first group to come in with both the upper-division and lower-division core requirements in place. Students that enrolled at UCA in January 2013 or earlier have the option of using the former general education requirements or the new core requirements. Students that enrolled after January 2013 and before fall 2015, have the option of choosing the catalogue they entered with or any subsequent catalogue. All of these options have varying effects on the student's core requirements, so advisors must pay close attention to which catalogue the students choose. The various options may be confusing to some students, resulting in deficiencies in core requirements; therefore, advisors will be instructed on how to handle these situations as they arise. Discussion followed.
- In an effort to allow students more time to discover and address any course deficiencies in time for graduation, the timeline for applying for graduation will be moved up to the beginning of the semester prior to the semester of expected graduation (e.g. students planning to graduate in May will apply for graduation by September 1<sup>st</sup>, and students applying to graduate in August or December will apply by February 1<sup>st</sup>). All applications will be processed with a pre-audit conducted by the professional advisors in time for pre-registration, providing students with enough time enroll in the courses needed to address any deficiencies (e.g. applications received September 1<sup>st</sup> will be completely processed by the end of October, and applications received February 1<sup>st</sup> will be processed by the end of March). Faculty advisors will still be required to approve graduation applications for August 2015 and December 2015 graduations.
- Council members agreed to discuss the following issues at a later date:
  - i. Faculty advisor professional development;

- ii. A uniform check sheet for advisors to reference;
- iii. The possibility of advising being included as part of faculty workload; and
- iv. Student evaluation of advisors.

4) Provost's announcements:

- S. Runge and Chris Davis, UCA Chief Technology Officer, will meet this afternoon with Hewlett Packard's new leadership team and the new HP Aruba team to discuss the relationship between UCA and HP.
- The National Conference of Academic Deans will be held on campus Thursday and Friday. Dr. Barbara Gellman-Danley, the new HLC President, will be the keynote speaker at the luncheon Thursday.
- Denise Vandersal of Tripp Umbach will provide a report on the Optometry School Feasibility Study at the July 31<sup>st</sup> meeting of the UCA Board of Trustees.
- Academic Council will meet Friday at 10:00 a.m. in Wingo 315.
- A transfer articulation meeting is scheduled with Northwest Arkansas Community College for July 15th.
- The strategic planning consultants will be on campus next week and meet with CoD on July 15<sup>th</sup>. They will be meeting with many individuals over the course of the week. The process of updating the university's strategic plan is expected to take approximately six months.
- The Welcome Week schedule has been finalized. Copies were distributed to council members.
- The Opening Session schedule is being finalized and will be available soon.
- S. Runge met on Monday with the Faculty Senate Executive officers.

5) Member announcements: (no reports were made at this meeting)

The meeting adjourned at 11:40 a.m.

## Council of Deans

July 15, 2015

The Council of Deans met in regular session at 9:05 a.m. on Wednesday, July 15, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Vicki Groves-Scott, Jane Ann Williams, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Dr. Marcelo De Vincenzi, of Universidad Abierta Interamerica; Ashley Pettingill, Interim Director of International Engagement; and Dr. Mehmet Ulupinar, International Partnership Coordinator, were present for agenda item number one. Dr. David Shulenburg, Chief Senior and Corresponding Consultant, and Dr. Bob Smith, Senior Consultant, both of Collaborative Brain Trust Consulting, were present for agenda item number two.

- 1) Council members welcomed Dr. Marcelo De Vincenzi, of Universidad Abierta Interamerica (UAI), who is visiting UCA for the Culture and Language Immersion Program taking place on campus July 12<sup>th</sup> – August 1<sup>st</sup>. Dr. Vincenzi was accompanied by Ashley Pettingill, Interim Director of International Engagement, and Dr. Mehmet Ulupinar, International Partnership Coordinator. Discussion followed regarding future plans for collaboration between UAI and UCA. J. A. Williams will be in contact with council members in the near future to discuss faculty and student involvement as joint projects are planned. The projects will likely include both in-person and Skype involvement.
- 2) Strategic planning consultants D. Shulenburg and B. Smith addressed council members regarding the process and elements involved in developing a revised strategic plan for the university. They recommended that the plan focus on no more than the four to six areas that are identified to be most important to the university and specifically recommended that the university's retention and graduation rates be key components of the plan. Discussion followed. The consultants will conduct extensive research on the university, ensuring that the Strategic Planning Task Force has all necessary data needed to develop a plan that adequately addresses the unique needs of the university. Dr. Tammy Rogers and Dr. Nancy Reese are co-chairing the task force and a two-day task force retreat will be held on August 10<sup>th</sup> and 11<sup>th</sup>.
- 3) The CoD minutes of July 8, 2015 were unanimously approved.
- 4) S. Runge led a discussion regarding the proposed revision of 2015-2016 Undergraduate Bulletin language regarding Residence Credit Requirements as previously discussed at the July 8<sup>th</sup> CoD meeting. J. Glenn distributed copies of modified language based on the previous feedback. Discussion followed, and Council members agreed upon proposing the following revisions:
  - Revising language to provide for greater clarification of the term “Residence Credit”;
  - Revising language to provide for greater clarification of specific credit hour requirements for earning a bachelor's degree;

- Changing the number of credit hours required in residence from 24 of the last 30 hours to 24 of the last 32 hours; and
- Deleting language regarding credit earned through Extended Study (correspondence) courses, because the university no longer offers Extended Study courses.

J. Glenn will prepare a draft of the proposed language, and this will be provided to the Undergraduate Council for consideration.

5) S. Runge led a brief discussion regarding the building needs and priorities for Academic Affairs. Deans were asked to give consideration to the needs and priorities of their respective areas, and the discussion will resume at the July 29<sup>th</sup> CoD meeting.

6) Provost's announcements:

- The Academic Council met last Friday.
- S. Runge and Chris Davis, UCA Chief Technology Officer, met last week with Hewlett Packard's new leadership team and the new HP Aruba team to discuss the relationship between UCA and HP. The new Aruba unit of HP specializes in providing Wi-Fi technology for high density areas. They expressed interest in equipping a "test" building on campus with this technology.
- S. Runge and Brian Corbin, Director of Transfer Services, will be meeting with NWACC today to discuss transfer articulation.
- Hunter Goodman, Executive Director of Development, has emailed a draft agenda to council members for the CoD meeting next week with Advancement.

7) Member announcements: (no reports were made at this meeting)

The meeting adjourned at 11:33 a.m.



## Council of Deans

July 22, 2015

The Council of Deans met in regular session in Buffalo Hall at 8:30 a.m. on Wednesday, July 22, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Vicki Groves-Scott, Jane Ann Williams, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Maurice Lee and Laura Young. K. Griffin attended in the absence of Michael Hargis. S. Mehl, Vice President for Advancement and President of the UCA Foundation, Inc.; Hunter Goodman, Executive Director of Development; Carolyn Ishee, Director of Planned Giving; Haley Fowler, Director of Annual Giving; Jessie Thill, Director of Alumni Services; Penny Hatfield, Director of Advancement Communications; Kathy Carroll, Director of UCA Foundation; and Joan Shofner, Director of Advancement Research attended the meeting representing UCA Advancement.

- 1) H. Goodman and S. Runge provided a brief overview regarding the intended goals of the meeting. Council members will be given the opportunity to provide the UCA Advancement team with valuable information regarding the needs and priorities within their respective colleges and units.
- 2) S. Mehl provided an overview of the UCA Foundation and UCA Advancement accomplishments for the previous academic year. A total of \$11,042,441 funds were raised during the 2014-2015 academic year, surpassing the goal of \$6,818,166. For the upcoming academic year, deans will have the opportunity to place a link on their respective college's/unit's websites to allow for individuals to easily donate directly to the specified college/unit.
- 3) Council members provided the UCA Advancement team with an overview of some of the needs and priorities within their respective colleges/units and examples/details that may prove helpful to fundraising efforts when visiting with prospective donors.
- 4) H. Goodman stated that the information provided in today's meeting has been noted and a document summarizing that information will be composed. The UCA Advancement team will be reaching out to council members in the near future as they begin working with potential donors during this academic year.

The meeting adjourned at 11:20 a.m.

## Council of Deans

July 29, 2015

The Council of Deans met in regular session at 9:01 a.m. on Wednesday, July 29, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Vicki Groves-Scott, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Clay Arnold attended in the absence of Maurice Lee. Jane Ann Williams joined the meeting at 9:25 a.m.

- 1) The CoD minutes of July 15, 2015 and July 22, 2015 were approved by a vote of 10-0. C. Arnold abstained due to having not been present at the July 15<sup>th</sup> or July 22<sup>nd</sup> meetings.
- 2) S. Runge led a discussion regarding the SPSS software and possible alternative packages. Faculty feedback has been previously requested regarding the current use of the software in an effort to ensure that the university is utilizing the most economically efficient product that adequately serves faculty and student needs. Discussion followed regarding SPSS and other comparable products. S. Addison and M. Hargis agreed to form and lead a committee of current SPSS users in evaluating SPSS and researching other product options. The committee will then make a formal recommendation.
- 3) S. Runge shared with council members copies of the draft Academic Affairs portion of the SPARC Action Items Progress Report. Discussion followed. Council members are asked to review the draft responses and direct any comments or questions to the Provost's office by next week.
- 4) S. Runge led a discussion regarding the space/building needs and priorities for Academic Affairs as identified at the 2015 CoD retreat and previously discussed at the July 15<sup>th</sup> CoD meeting. The most prevalent needs were identified as listed below, but not in order of priority:
  - Nursing space/building
  - Performing Arts space/building
  - Computer Science space
  - Mashburn space/renovation
  - Institute for Wellness & Restorative Health building
  - Communication Sciences & Disorders space
  - Chemistry space
  - Business space
  - Art space
  - Irby renovation/clean-up

Discussion followed regarding the extent of these needs and the possible ways of addressing them. Council members are asked to give thought on how to best prioritize the list and the discussion will resume at the August 5<sup>th</sup> CoD meeting.

5) Provost's announcements:

- The 2015-2016 Academic Timetable and the Opening Session schedule were posted on the Academic Affairs website.
- The deadline for submitting Annual Reports have been revised as follows:
  - September 1 (Dean)
  - October 1 (Provost)
- A meeting took place last week regarding graduation checkout and faculty advising. The deadline for applying for graduation during the 2015-2016 academic year has been discussed as follows:
  - September 1, 2015 (for graduation in December 2015, May 2016 or August 2016).

The deadlines for applying for graduation for the 2016-2017 academic year and all subsequent academic years will be 12-months prior to the intended semester of graduation. Examples as follows:

- May 1, 2016 (for May 2017 graduation)
- August 1, 2016 (for August 2017 graduation)
- December 1, 2016 (for December 2017 graduation)

Starting with the May 2016 graduating class, all graduation audits will be conducted by the Academic Advising Center.

- Concurrent enrollment orientation took place this past Monday and was attended by on-campus coordinators and area high school teachers. The Faculty Senate is expected to be giving continued consideration to our concurrent enrollment program during the upcoming academic year.
- An Executive Staff retreat was held yesterday. Among the topics of discussion at the retreat were:
  - Advertising and marketing: The firm of Eric, Rob and Isaac presented at the retreat and will present to CoD in the near future.
  - FY 2015 planned transfers
  - 2015-2016 goals
  - Innovation and Entrepreneurship; met with consultants (Start-Up Junkie)
- The UCA Board of Trustees will meet on Friday morning at 11:00 a.m. in the Brewer Hegeman conference center.
- The Council of Deans will be introduced at the New Faculty Orientation luncheon scheduled for Thursday, August 13<sup>th</sup> at 11:30 am in Brewer Hegeman; and a New Faculty reception will be held that evening at Conway Country Club.

6) Member announcements:

- J. Glenn advised council members that he has received notification from ADHE that UCA has been approved to participate in SARA (State Authorization Reciprocity Agreements) for the delivery of distance education.
- J. A. Williams advised council members that the Cultural Language and Immersion Camp (CLIC) went well and the attendees are now headed home.
- S. Addison advised council members that he will be presenting on UTeach programs at the Arkansas Association of Educational Administrators next Wednesday.

- L. Young provided council members with a handout documenting the updated procedures for faculty hiring and provided a brief overview.

The meeting adjourned at 12:01 p.m.

Council of Deans  
August 5, 2015

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, August 5, 2015. Steve Runge presided, and the following members were present: Michael Hargis, Vicki Groves-Scott, Kurt Boniecki, Jimmy Ishee, Terry Wright, Laura Young and Jane Ann Williams. Ginny Adams attended in the absence of Steve Addison and Phillip Bailey attended in the absence of Maurice Lee. Jonathan Glenn and Stephanie Bellar were absent.

Natalie Flemming, Coordinator of Study Abroad and Ashley Pettingill, Interim Director of International Engagement (IE) were present as guests to answer questions and provide information on the Short Term Study Abroad program overviews.

- 1) The CoD minutes of July 29, 2015 were approved with minor revisions. P. Bailey abstained due to having not been present at the July 29<sup>th</sup> meeting.
- 2) J. Williams distributed copies of seven 2016 Short Term Study Abroad programs. Discussion followed. K. Boniecki made a motion to approve the seven Study Abroad proposals. M. Hargis seconded the motion. The motion was approved.

The Council also discussed the process for submission of Study Abroad programs for the 2015-16 academic year. It was decided that abstracts from faculty will be due February 1, 2016. Feedback from IE will be provided within one week and full proposals will be due back to IE on March 1, 2016. S. Runge mentioned possible ideas to increase study abroad scholarships. S. Runge also indicated the need to review residency requirements for graduation that may hinder study abroad opportunities for seniors.

N. Flemming and A. Pettingill left the meeting at 9:30 a.m.

- 3) S. Runge distributed copies of and led a discussion on the Campus-Wide Technology Plan. At the last Board of Trustees meeting, the university reported that funds available for year-end cash transfers are less than originally expected; therefore, we will need to prioritize the projects presented in the technology plan. Further discussion ensued.
- 4) S. Runge led a discussion on summer session distributions and reported that \$60,000 will be distributed to the various colleges in the next week based on the prior year allocation and the remaining balance will be distributed in October based on current year relative net revenue by college. The funds may be used on maintenance and operations needs or professional development. S. Runge recommended that each Dean consider using a portion of the funds to expand faculty knowledge in the area of assessment.
- 5) S. Runge reported that \$200,000 has been allocated by the university to be provided in year-end cash transfers for faculty travel. This amount will be distributed in the coming week to the various colleges and divisions based on full time, continuing faculty headcount. The funds will be distributed to the Deans along with a spreadsheet that indicates the allocation by department. The Deans may

decide the final allocation of the funds. K. Boniecki inquired if Resident Masters will receive any travel funds. [Subsequently, the determination was made that the Resident Masters will be included in the allocation.] Discussion followed.

- 6) S. Runge led a discussion on ranking academic space needs. Council members voted to rank as first priority an institute for wellness and restorative health facility. This would accommodate nursing needs for clinical space and simulation labs and space for the department of Communication Sciences and Disorders. A performing arts facility was ranked as the second space. The third priority was selected as the Mashburn renovation. An addition to the College of Business building was approved as the fourth priority. S. Runge indicated the remaining space needs will stay on the list as unranked needs.
- 7) Provost's announcements:
  - Provost Runge met with Angela Webster-Smith this past Monday to discuss a plan for Institutional Diversity in the 2015-16 academic year. Deans may be asked to attend the SREB conference with Webster-Smith.
  - Deans need to work towards identifying programs of distinction so that this information can be presented to the President's Office and the Advancement Office.
  - Provost Runge distributed an Articulation Agreement Summary. UCA has 48 agreements in place with 70 degrees, 130 tracks and 284 checklists.
  - Summer commencement is Friday, August 7<sup>th</sup> at 7pm. Deans should report to the Old Purple Circle room by 6:30 pm
  - Strategic Planning Task Force retreat is August 10th & 11th
  - The CoD will be introduced to new faculty at the NFO luncheon on Thursday, August 13<sup>th</sup> 11:30 am at Brewer-Hegeman 111/113.
  - New faculty and Professional Staff Welcome Reception at the Conway Country Club sponsored by First Security Bank, August 13<sup>th</sup> from 6:00-8:00 pm. RSVP to Suzanne by this Friday, August 7<sup>th</sup>.
- 8) Member Reports:
  - Jane Ann Williams reported that as of August 15<sup>th</sup>, she will assume the position of Associate Vice President of International Engagement. The Council of Deans unanimously approved a motion to recognize her for her contributions.

The meeting adjourned at 12:30 pm.

Council of Deans  
August 12, 2015

The Council of Deans met in regular session at 9:04 a.m. on Wednesday, August 12, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Maurice Lee, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Ken Griffin attended in the absence of Michael Hargis. Leigh Ann DenHartog, Director of the Academic Advising Center, attended to provide an update of the ongoing efforts of the Academic Advising Center.

- 1) L. A. DenHartog shared with council members the following information:
  - The Advising Center has taken on new responsibilities with the processing of student graduation applications and will review graduation applications for the December 2016 graduation. These applications are due to the Registrar by October 9, 2015.
  - The advisors will partner with the Deans during Welcome Week. The Advising Center will be advising students on the “Top Ten” things that students should do in order to achieve success at UCA.

- 2) The CoD minutes of August 5, 2015 were approved with minor revision. J. Glenn, K. Griffin, M. Lee, S. Addison and S. Bellar abstained due to having not been present at the August 5<sup>th</sup> meeting.

- 3) K. Boniecki led a discussion regarding the content and purpose of the UCA Core Curriculum forms. Discussion followed. The Council of Deans voted to approve the recommended UCA Core Curriculum Forms.

K. Boniecki provided an overview of the recommended revisions to the UG and Graduate Curriculum Change forms. If approved, use of these new forms be transitioned over the fall semester and fully implemented in January 2016. Discussion followed, and the consideration of the revised UG and Graduate Curriculum Change forms will continue at the next CoD meeting.

- 4) S. Runge led a discussion regarding Study Abroad related residency requirements. Current UCA residency requirements stipulate that 24 of a student’s final 30 credit-hours must be earned in residence. This is a problem for senior students who wish to participate in Study Abroad, because the receipt of a full semester of credit from an institution abroad places the student in violation of the university’s policy. Discussion followed, and Council members agreed to recommend to the Undergraduate Council revised residency requirement language that will provide an exception for senior students participating in Study Abroad.

- 5) Provost’s announcements:

- The Council of Deans will not meet on Wednesday, August 19<sup>th</sup>, due to scheduled College Faculty Meetings that morning.
- The findings of the recent university security audit have been reviewed, and plans are being made to implement additional security measures that will address any discovered weaknesses.
- The Strategic Planning Taskforce Retreat was held on Monday and Tuesday.

- A New Faculty Orientation luncheon will take place tomorrow at 11:30 a.m. in Brewer Hegeman 111/113. Members of the CoD will be introduced at this luncheon.

8) Member Reports:

- K. Griffin reported that enrollment for the fall is up approximately 9 – 10% in the College of Business.
- S. Addison stated that the CNSM Bootcamp started today and includes a good group of students.
- L. Young thanked Council members for their assistance in adding course sections when needed.

The meeting adjourned at 10:58 a.m.



Council of Deans  
August 26, 2015

The Council of Deans met in regular session at 9:03 a.m. on Wednesday, August 26, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Victoria Groves-Scott, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young.

- 1) The CoD minutes of August 12, 2015 were approved. M. Hargis and V. Groves-Scott abstained due to having not been present at the August 12<sup>th</sup> meeting.
- 2) In continuation of discussion at the August 12, 2015 CoD meeting, K. Boniecki led a discussion regarding Undergraduate and Graduate curriculum forms. Council members were provided copies of the curriculum forms which were revised as recommended in the previous meeting's discussion. Council members reviewed the revised forms, and discussion followed. The council recommended additional revisions which will be reviewed by the Undergraduate and Graduate Councils in the coming week and then reviewed by CoD at the September 9<sup>th</sup> meeting.
- 3) S. Runge led a brief discussion regarding the July 22, 2015 implementation of the final regulations of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). UCAPD is working to distribute information to the campus regarding these new rules. Deans are encouraged to share this information freely within the colleges.
- 4) Provost's announcements:
  - An electronic copy of the booklet distributed at the General Faculty Meeting is posted on the Academic Affairs website.
  - The Provost met with the Faculty Senate Executive members for the first of the bi-weekly meetings to be held throughout the academic year. The first meeting of the Faculty Senate for the 2015-2016 academic year will take place tomorrow.
  - Council members were asked to be thinking of ways to best communicate the new graduation application deadlines to students.
- 8) Member Reports:
  - At 2:00 p.m. tomorrow afternoon, the Arkansas Highway and Transportation Department will present a \$3 million check for the College of Business to support the Supply Chain Logistics Management program. The ceremony will take place in the College of Business lobby. Also, Jessica Hopper, Innovation and Entrepreneurship major, was on Channel 4 KARK last night discussing the \$20 business that she developed during a class in the Innovation and Entrepreneurship curriculum. Her business, which markets headbands, is a non-profit with the goal

of ending human sex trafficking. She will also have a live interview with a television reporter on Friday.

- M. Lee informed council members that Dr. Jay Ruud, Chair of the Department of English, has given notification of his intent to retire effective August 15, 2016. Dr. Ruud has done a great job as Chair of his department and his service is appreciated. Efforts to identify his replacement will begin soon. Also, a committee is currently being formed with the intent of promoting liberal arts both on and off-campus and to high school students and their parents.
- V. Groves-Scott informed council members that a new retention initiative has been implemented in the CoE which involves the mentoring of university freshmen by CoE faculty.
- S. Bellar informed council members that the Graduate Council has decided to add an informal meeting once per month. Monthly formal meetings will continue. Also, new members for the Sponsored Programs Advisory Committee are currently being identified.
- T. Wright stated that a) the UCA Theatre will present *Dying City*, by Christopher Shinn, next week; b) Dan Steinhilber, Artist in Residence, will have a sculpture on view September 10<sup>th</sup> through October 23<sup>rd</sup>; and c) on September 3<sup>rd</sup>, the CFAC will sponsor Anat Cohen at South on Main as part of their jazz series.
- S. Addison stated that the foundation for the Conway Corporation Center for Sciences (the Lewis Science Center expansion) has been poured. Also, CNSM is sending a delegation to Louisiana Tech University for a NSF Graduate Fellowship Writing Seminar.

The meeting adjourned at 10:43 a.m.

Council of Deans  
September 2, 2015

The Council of Deans met in regular session at 9:01 a.m. on Wednesday, September 2, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Victoria Groves-Scott, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young.

- 1) The CoD minutes of August 26, 2015 were approved.
- 2) S. Runge shared with council members information regarding an upcoming special recruitment and hiring edition of *Diverse Issues in Higher Education*. Council members were provided with information regarding the opportunity to place a combined ad in this edition. Discussion followed. Council members agreed that an ad should be placed, and they will submit information regarding faculty positions within their colleges to Lori Hudspeth for inclusion in the ad.
- 3) S. Runge led a brief discussion regarding the upcoming search for a replacement for Rick Scott, Dean of the Honors College, who has indicated he plans to step down from his position effective July 1, 2016. Dr. Scott plans to return to a faculty role and begin phased retirement at that time. Discussion followed. Council members are asked to begin considering individuals they might wish to recommend for the search committee.
- 4) S. Runge reminded council members that all existing non-tenure track position requests that will result in an increase in the number of non-tenure track positions within a department must be formally approved via the formal process outlined in Ch.III.B.2.d. of the Faculty Handbook. Formal requests for additional non-tenure track positions should be submitted to the Provost's office by Monday, September 14, 2015.
- 5) Provost's announcements:
  - Faculty, staff and administrators are encouraged to communicate to students the recent changes to graduation application deadlines and procedures.
  - Congressman French Hill visited campus on Monday, August 31<sup>st</sup>. Congressman Hill has a background in business and was given a tour of the College of Business. He had the opportunity to visit with students, faculty and administrators. The tour was followed by a lunch with several community leaders.
  - S. Runge will be out of the office most of the day on Friday.
  - S. Runge will meet with Board Trustee Shelia Vaught on Tuesday, September 15<sup>th</sup> as part of Ms. Vaught's board assignment with Academic Affairs.
  - The First-Year Multi-Cultural Student Dinner will be held on September 15<sup>th</sup> at 5:30 p.m. in the Student Center Ballroom. Dr. Willie Hardin is the keynote speaker for the event.

- The UCA Testing Center has assumed the testing service responsibilities for the Disability Resource Center; however, testing services should still be scheduled through the Disability Resource Center.
- Brett Powell, Director of ADHE, recently shared via email information regarding the ongoing development of a master plan for higher education in Arkansas. A series of meetings are forthcoming, and council members may be asked to participate. Information on the plan can be found at <http://www.adhe.edu/institutions/higher-education-master-plan/>.
- Jessie Yeager, Apple Education Higher Ed Account Executive, has invited some UCA administrators and faculty to their offices in Chicago to meet with Apple corporate representatives for a continuation of the discussion of a potential Apple Authorized Campus Store in the new Donaghey Hall building.

#### 8) Member Reports:

- V. Groves-Scott recently attended the Arkansas Education Deans Meeting and learned of a recent change in licensing requirements. Public Schools can now file a petition to the State Board of Education for a waiver allowing the hire of non-licensed teachers in areas other than core disciplines.
- S. Bellar advised council members that the fringe rate for grants will be changed to the actual rate effective October 1, 2015. Sponsored Programs budget forms are being revised and will be reduced from five forms to one.
- J. Ishee advised council members that the Nursing program's accreditation team will be on campus today and tomorrow.
- T. Wright reminded council members that a) Dan Steinhilber's (Artist in Residence) outdoor sculpture will be going up on September 2<sup>nd</sup> – 12<sup>th</sup> northwest of McAlister Hall; b) Dinty W. Moore, Artist in Residence, will be on campus September 15<sup>th</sup> and 16<sup>th</sup> for a reading from his creative non-fiction work; and c) the Reynolds Performance Series starts up on September 18<sup>th</sup>.
- S. Addison stated that good reports were received from the UCA delegation that attended the NSF Graduate Fellowship Writing Seminar last week at Louisiana Tech University. UCA had the largest delegation in attendance.

The meeting adjourned at 10:16 a.m.

Council of Deans  
September 9, 2015

The Council of Deans met in regular session at 9:01 a.m. on Wednesday, September 9, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Victoria Groves-Scott, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Rick Scott, Dean of the Honors College, was present for agenda item number two.

- 1) The CoD minutes of September 2, 2015 were approved.
- 2) R. Scott addressed council members regarding a proposed faculty resource sharing arrangement and implementation plan for joint-to-single faculty appointments in the Honors College. The proposal aligns with existing faculty handbook language regarding faculty appointments. Discussion followed. Discussion will resume at the September 16, 2015 CoD meeting.
- 3) In continuation of an agenda item from the August 26<sup>th</sup> CoD meeting, K. Boniecki led further discussion regarding Undergraduate and Graduate curriculum forms. Council members were provided copies of the forms, and K. Boniecki provided an overview of all revisions that resulted from the review and feedback by the Undergraduate Council and Graduate Council. Discussion followed, and council members approved the curriculum forms as revised. The new forms will be made available as soon as possible. [The new curriculum forms have since been made available online at <http://uca.edu/panda/curriculum-development-process-guide/appendix-c/>]
- 4) S. Runge advised council members that funding requests for the Strategic Budget Advisory Committee (SBAC) are due to the Provost's office by October 9, 2015. Council members are asked to work with their departments/units to determine funding needs, and submit their request lists in priority order. Academic Affairs is permitted to submit up to 8 requests. Discussion followed.
- 5) Provost's announcements:
  - The Faculty Senate met on Tuesday and the following items were included in discussion:
    - Graduation application deadlines and procedures
    - Fringe rate change for grants
    - Honors College Dean search
    - Advertising for diverse faculty
    - Forthcoming faculty workload report
    - UCA Testing Center changes
  - The Office of Institutional Research will be providing an updated faculty workload report in the near future.

- The Faculty Handbook Committee will hold its first meeting of the academic year on Friday afternoon.
- S. Runge will meet with Board Trustee Shelia Vaught on Tuesday, September 15th as part of Ms. Vaught's board assignment with Academic Affairs.
- The First-Year Multi-Cultural Student Dinner will be held on September 15<sup>th</sup> at 5:30 p.m. in the Student Center Ballroom. Dr. Willie Hardin is the keynote speaker for the event.
- Council members are asked to send out another note on the recent changes to graduation application deadlines and procedures.

8) Member Reports:

- M. Hargis stated that Dr. Joseph McGarrity, Professor of Economics, is writing a column on economic issues for the Log Cabin Democrat that will appear every two weeks. The first column is available at <http://thecabin.net/opinion/2015-09-02/who-wins-and-who-loses-when-exchange-rate-changes>.
- T. Wright reminded council members that a) Dan Steinhilber's (Artist in Residence) outdoor sculpture is currently going up in addition to his sculptural artwork that will be displayed in the Baum Gallery; b) Dinty W. Moore, Artist in Residence, will be on campus September 15<sup>th</sup> and 16th for a reading from his creative non-fiction work; and c) the Reynolds Performance Series opens with Wynonna Judd on September 18<sup>th</sup>.
- S. Addison advised council members that faculty should check the SCOPUS record to make sure that their publications are listed under their userID, as some have recently been found to be listed incorrectly.

The meeting adjourned at 11:00 a.m.

Council of Deans  
September 16, 2015

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, September 16, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Victoria Groves-Scott, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Rick Scott, Dean of the Honors College, was present for agenda item number two. Amber Hall, Director of Institutional Research, was present for agenda item number three.

- 1) The CoD minutes of September 9, 2015 were approved with minor revision.
- 2) R. Scott addressed council members on the proposed faculty resource sharing arrangement and implementation plan for joint-to-single faculty appointments in the Honors College that was discussed at the September 9, 2015 CoD meeting. R. Scott expressed interest in exploring joint appointments in the Honors College. Discussion followed. S. Runge asked council members to give further consideration to this issue, and discussion will resume at the September 23, 2015 CoD meeting.
- 3) Amber Hall addressed council members on the university's AY 2014 performance measures which are used by ADHE in determining how performance funds are allocated to Arkansas state higher education institutions. Council members were provided documentation detailing the university's performance results and a comparison to other Arkansas four-year institutions, as well as the methodology used in determining performance. Discussion followed regarding areas of strength and weakness identified within the report. Further discussion will take place at a later date.
- 4) S. Runge led a discussion regarding the need to ensure compliance with current Faculty Handbook language (Ch.4.XII.C.) regarding the application process for reassigned time. Discussion followed regarding how best to implement the process for application and approval. Council members agreed that dates for submission of reassigned time applications should be formally established and implemented. Consensus was that all requests will be submitted to the provost's office in the form of a spreadsheet summary that includes justification for each request. Reassigned time applications for the spring 2016 semester will be due:
  - October 1, 2015 (to the dean)
  - October 15, 2015 (to the provost)
- 5) Provost's announcements:
  - College/department/unit websites should be brought up-to-date ASAP as many sites include outdated information and links that no longer function.
  - The Council of Deans will not meet on September 30, 2015.
  - SBAC funding requests are due to the provost's office on October 9, 2015.

- S. Runge attended an ADHE meeting for Chief Academic Officers and Student Affairs Officers earlier this week.
- S. Runge met with Trustee Shelia Vaught yesterday. This meeting was her second quarterly meeting with Academic Affairs as part of her UCA Board assignment.
- The First-Year Multi-Cultural Student Dinner was held last night. Dr. Willie Hardin served as the keynote speaker.
- The Arkansas Dean's Association annual meeting is scheduled for September 20<sup>th</sup> and 21<sup>st</sup>. President Tom Courtway is the guest speaker on the evening of the 20<sup>th</sup>.
- The 2015-2016 Bear Facts Days are:
  - October 10, 2015
  - November 7, 2015
  - December 4, 2015
  - February 20, 2015
  - March 5, 2015
- The number of UCA Online inquiries appear to be numerous. Deans and chairs are encouraged to keep this in mind as they schedule course sections for the spring and fall. It is also time to be thinking of new programs that might be provided online.
- A representative of the UCAPD recently provided an active shooter training session to the provost's office and will follow up with a more detailed situational training. Colleges/departments/units are encouraged to schedule similar trainings for their faculty and staff.
- ADHE has finalized membership of the Master Plan Committees. The list of committee assignments will be forwarded via email to council members.

#### 8) Member Reports:

- M. Lee stated the following:
  - President Courtway had a good meeting with faculty in the College of Liberal Arts this week;
  - Constitution Day will be observed on campus tomorrow. Dr. Clay Arnold and a group of Pi Sigma Alpha honors students will be offering voter registration and will provide a reading of the constitution at 4:00pm in the Edge Residential Hall. Dan Greenberg is the keynote speaker and will speak at x-period in Burdick 303; and
  - Michael Judge, Director of Online Learning, met with 14 CLA faculty members interested in teaching online courses.
- K. Boniecki reminded council members that sabbatical leave proposals for the summer and fall of 2016 are due:
  - September 24, 2015 (to the chair)
  - October 1, 2015 (to the dean)
  - October 8, 2015 (to the associate provost)



- T. Wright stated that the Reynolds Performance Hall Series opens on Friday night with Wynonna and The Big Noise, and Dan Steinhilber's outdoor sculpture and Baum Gallery exhibit are now on display.
- S. Addison stated the following:
  - He met with Arkansas Engineering Deans last Thursday, and they developed a plan to work together to expand engineering education in the state;
  - He met on Tuesday with G.B. Cazes, Assistant Director, and Kevin Nolten, Academic Outreach Coordinator, of the Cyber Innovation Center to discuss Cyber Discovery 2.0. UCA and Louisiana Tech have been identified as the two strategic partners, and these two institutions will participate in curriculum development and will develop the Cyber Discovery 2.0 national roll-out; and
  - President Courtway met with CNSM faculty on Friday with more than half of the faculty in the college in attendance.

The meeting adjourned at 12:13 p.m.

Council of Deans  
September 23, 2015

The Council of Deans met in regular session at 9:04 a.m. on Wednesday, September 23, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Victoria Groves-Scott, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Shelley Mehl, Associate Vice President for Outreach and Community Engagement, was present for agenda item number one. Amber Hall, Director of Institutional Research, was present for agenda item number six.

- 1) S. Mehl addressed council members regarding property in downtown Conway recently leased by the university. The front portion of the space will be used as a gallery, and the back portion will be used for a variety of purposes. An overview of the potential uses for the space was provided. Discussion followed, and council members were asked to consider any other ideas for use of the space and provide any feedback to S. Mehl.

The first UCA TEDx presentation is scheduled for March 12, 2016. A UCA TEDx Salon Series will take place leading up to the event.

- 2) The CoD minutes of September 16, 2015 were approved with minor revision. S. Bellar abstained.
- 3) S. Runge shared the Bear Facts data as provided by the Office of Institutional Research at <http://uca.edu/ir/facts-and-figures/bear-facts/>. The new Argos Dashboards will make such data readily accessible and will replace the UCA Fact Book. Argos Dashboard training will be provided within the academic colleges as needed. Discussion followed.
- 4) S. Runge shared with council members data on Supplement Instruction outcomes for fall 2014 students. The pass rate for SI participating students in fall 2014 was 96.4% compared to a pass rate of 74.3% for non-participating students. Discussion followed. Supplemental Instruction offerings are expected to be expanded in spring 2016 based on these previous success rates.
- 5) S. Runge led a discussion on the possibility of joint appointments with the Honors College. Based on previous discussions with Rick Scott, Dean of the Honors College, and the Council of Deans, S. Runge will bring forward the joint appointment proposal to the Faculty Handbook Committee and the Faculty Senate. Discussion followed.
- 6) Amber Hall addressed faculty members on the completed faculty instructional load analysis (the updated documents were provided). An overview of the summary documents was given, and council members were asked to review the documents and provide any necessary feedback by the end of the day. Following any necessary revisions, the documents will be provided to the Faculty Senate on Thursday, September 17, 2015. Discussion followed.

7) Provost's announcements:

- Amber Hall, Director of Institutional Research, will soon begin introducing the new Argos Dashboards to the academic colleges.
- The Faculty Senate Executive Committee met with the Provost this week. Discussion included faculty instructional workload and concurrent credit.
- Colleges/department/units should continue updating webpages.
- The CoD will not meet on September 30, 2015.
- Applications for spring 2016 reassigned time are due to the Provost's office by October 15, 2015.
- Prioritized SBAC funding requests are due to the Provost's office by October 9, 2015.

8) Member Reports:

- Stephanie Bellar stated that information on student research workshops can be found on the Sponsored Programs website <http://uca.edu/sponsoredprograms/>. Deans are asked to ask their department chairs to encourage faculty and students to participate.
- T. Wright stated that:
  - Journalist Gene Foreman will be in residence September 23-25, 2015. He will participate in a panel tonight in Buffalo Hall and give a presentation tomorrow night in the College of Business auditorium.
  - Bill Nye will be here on October 6, 2015. The event is sold out. Other Reynolds Performance Series events are starting to sell out.
  - Art Fest will kick-off next week.
- S. Addison provided council members with a report on the recent Arkansas Deans' Association meeting. He provided an overview of a session on the new HLC process that had been presented by Harding University.

The meeting adjourned at 11:32 p.m.

Council of Deans  
October 7, 2015

The Council of Deans met in regular session at 9:03 a.m. on Wednesday, October 7, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Victoria Groves-Scott, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young.

- 1) The CoD minutes of September 23, 2015 were approved.
- 2) Action items and other business of the UCA Undergraduate Council (UGC) were considered as follows:
  - UGC recommendation for approval of new courses THEA 3305 and FILM 3310. A motion was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
  - UGC recommendation for approval of new course WRTG 4372. A motion was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
  - UGC recommendation for approval of a proposal by the Office of the Provost to change the residency requirements for a bachelor's degree as follows:
    - Revising language to provide for greater clarification of the term "Residence Credit";
    - Revising language to provide for greater clarification of specific credit hour requirements for earning a bachelor's degree;
    - Changing the number of credit hours required in residence from 24 of the last 30 hours to 24 of the last 32 hours; and
    - Deleting language regarding credit earned through Extended Study (correspondence) courses, because the university no longer offers Extended Study courses.A motion was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
  - UGC recommendation for approval of new courses ENGR 4V03, 4350, 3311 and 1301 contingent upon the proposal for ENGR 4V03 to state the maximum number of credit hours allowed toward the degree (this has been provided and is reflected in the course description). A motion was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
  - UGC recommendation for approval of a program name change for the Kinesiology and Physical Education Coaching Program licensure from 7-12 to K-12 contingent upon typos being removed from the forms. A motion was made and seconded. Discussion followed. The CoD voted to approve the recommendation.

- UGC recommendation for approval of a change in History for the BSE Social Studies program to drop ECON 1310 as a required course and replace it with ECON 2320. A motion was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UGC recommendation for approval of new courses RAD 3900 and RAD 4400. A motion was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UGC recommendation that a) language in the “Academic Integrity” and “Students with Disabilities” sections of the Online Essentials Guide match language in the same sections required for all syllabi, and b) those sections not be required for online syllabi to avoid duplication. A motion was made and seconded. Discussion followed. The CoD voted not to approve the recommendation based on a consensus was that a) a link should be provided to the required language from the Online Essentials Guide rather than changing the language in the document, and b) the syllabi for both online and on-the-ground courses should be the same.

3) Action items of the UCA Graduate Council (GC) were considered as follows:

- GC recommendation for approval of new courses HIST 5359 and PTHY 6105, 6205, 7105 and 7114. A motion was made and seconded. Discussion followed. The CoD voted to approve the recommendation.

4) S. Runge led a discussion on concurrent enrollment. The Conway Public School District has indicated a strong interest in not only expanding concurrent course offerings for students but also providing a pathway for students to earn associate’s degrees through UCA concurrent coursework. Discussion followed.

5) S. Runge led a discussion on the number of majors UCA students are currently allowed to declare. Students are allowed to have up to two majors and two minors at the same time, and this is the equivalent to the number of hours required for three majors. Some students have recently indicated a desire to declare three majors. Discussion followed. Consensus was that students should have the option to declare up to three majors. On behalf of the Provost’s office, K. Boniecki will present a proposal that reflects this recommended change to the Undergraduate Council.

6) Provost’s Announcements:

- S. Runge met recently with Josh Smith, of Metova, to discuss Metova internship opportunities for UCA students
- The UCA Board of Trustees will meet at 10:00 a.m. on Friday.
- Prioritized SBAC funding requests are due to the Provost’s office by Friday.
- Angela Webster Smith will attend the next CoD meeting to discuss diversity issues.

- Dr. Charles Long, Apple Education Development Executive, will provide UCA faculty with a classroom technology demonstration at X-period on October 15, 2015 in the CoB auditorium.
- Applications for spring 2016 reassigned time are due to the Provost's office by October 15, 2015.
- Trustee Joe Whisenhunt will meet with the Provost on October 19<sup>th</sup> as part of his BOT assignment with Academic Affairs.
- Amber Hall will introduce the new Argos Dashboards at the October 21<sup>st</sup> CoD meeting.
- Deans should continue to have departments and units update their websites as some are still not updated.
- The UCAPD is offering active shooter training, and all colleges/departments/units are encouraged to schedule a training.
- UCA has purchased the Blackboard Outcomes Assessment add-on to collect assessment data in a manageable and useful way.
- The university is currently advertising for a full-time Director of Assessment.
- The Bill Nye event last night went extremely well.
- The Provost met last week with the UCA chapter of the American Association of University Professors (AAUP) to discuss expanding the definition of tenurable ranks. The Provost will host a series of forums (by college) to hear faculty input. Discussion followed.

#### 7) Member Reports:

- K. Boniecki reminded council members that sabbatical leave applications are due on Thursday.
- S. Bellar provided council members with a list of students from the various academic colleges who were awarded Student Undergraduate Research Fellowships (SURF). The deadline for applying for the next group of awards is October 23, 2015, and information can be found on the Sponsored Programs website at <http://uca.edu/sponsoredprograms/studentopportunities/>.
- J. Ishee stated that the Strategic Planning Task Force Smart Growth Sub-committee is seeking input from the academic college deans regarding any current programs that could possibly expand or thoughts on any potential new programs. Deans are asked to provide feedback to J. Ishee.
- T. Wright stated that the National Circus and Acrobats of the People's Republic of China will be performing tomorrow night at Reynolds Performance Hall.
- Donna Pinkley, Associate Professor in the Department of Art, has produced a photographic series on inter-racial couples that is receiving national attention for its focus on social justice.

The meeting adjourned at 11:43 p.m.

Council of Deans  
October 14, 2015

The Council of Deans met in regular session at 9:02 a.m. on Wednesday, October 14, 2015. Steve Runge presided, and the following members were present: Michael Hargis, Maurice Lee, Victoria Groves-Scott, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Jonathan Glenn joined the meeting at 10:05 a.m. Angela Webster Smith, Associate Vice President for Institutional Diversity was present for agenda item number one.

- 1) A. Webster-Smith provided council members with an update on the work of the Office of Institutional Diversity that included a brief overview of the following:
  - Activities planned for the 2015-2016 academic year including a new Leadership Lens presentation series.
  - The Office of Institutional Diversity's strategic plan
  - The new diversity statement included in UCA Board policy
  - The Institutional Diversity Grant Program
  - The launch of a new Academic Bridge Connection program.Discussion followed.
- 2) The CoD minutes of October 7, 2015 were approved.
- 3) S. Runge provided council members with an update regarding the ongoing discussion about potential strategic realignment within the College of Fine Arts and Communication. S. Runge and T. Wright will meet with faculty in the Department of Writing on Thursday and meet with the departments of Communication and Mass Communication and Theatre soon thereafter to continue the discussion. Colleges and departments are encouraged to consider areas that may be elevated or strengthened from some form of realignment. Discussion followed.
- 4) S. Runge advised council members that the search for a new Dean of the Honors College will soon begin (Dr. Rick Scott, current dean, has provided notification of his intent to step down from the position and return to a faculty role effective July 1, 2016). Council members are asked to provide nominations of two individuals from each college to serve on the search committee to the Provost's office by Friday afternoon. Discussion followed.
- 5) J. Glenn provided council members with an overview of the new Academic Bulletin page on the university website. The page includes a direct link for the current undergraduate and graduate bulletins, as well as previous editions of both bulletins. Discussion followed.
- 6) Provost's Announcements:
  - S. Runge met with students Hasani Mason and Zach Carter, SGA President, last week to discuss the low graduation rate of African-American male students on

campus. Discussions will continue as we look for ways to assist these students in meeting the challenges they face in a university environment. This will be done in collaboration with the Office of Diversity and Community.

- The Provost's office took part in a second phase of the Active Shooter Training provided by the UCAPD which included participation in mock shooter scenarios. Council members are asked to encourage their departments to schedule these trainings for faculty and staff.
- S. Runge met with Mike DeLong, Pulaski Tech Provost, to discuss Pulaski Tech's interest in creating a University Center on their campus.
- Dr. Charles Long, Apple Education Development Executive, will provide UCA faculty with a classroom technology demonstration at X-period on October 15, 2015 in the CoB auditorium.
- Applications for spring 2016 reassigned time are due to the Provost's office by the end of the day tomorrow. Applications for fall 2016 reassigned time are due to the Provost's office by January 15, 2016.
- Trustee Joe Whisenhunt will meet with the Provost on Monday as part of his BOT assignment with Academic Affairs. T. Wright and J. Ishee will attend a portion of this meeting.
- The Council of Deans will meet with a team from the marketing and advertising firm of Eric, Rob and Isaac on November 11<sup>th</sup> to discuss marketing strategy. [This has since been rescheduled for October 28<sup>th</sup>]
- A diversity strategic planning meeting is scheduled for November 12<sup>th</sup>. All college/department/unit diversity committee members will be invited to attend.
- Faculty forums are currently being scheduled with each college for the purpose of discussing possible expansion of the definition of tenurable ranks.
- The Council of Deans will not meet the week of Thanksgiving.

#### 7) Member Reports:

- J. Glenn notified council members that after winter break, his work will focus heavily on the preparation of the university's Higher Learning Commission assurance argument; however, he will continue to assist in other areas as needed.
- M. Hargis stated that the College of Business will be hosting the Arkansas Insurance Hall of Fame Banquet tomorrow night at 6:00 p.m. in the Farris Center. UCA currently has the only undergraduate program for insurance and risk management in the state. Proceeds from the event will be used to support the Insurance and Risk Management program.
- V. Scott stated that she has been contacted by representatives of the Teach for Tomorrow program, and they have identified a group of high school students who are interested in becoming teachers. She will be inviting the group of students to tour the UCA campus and meet with CoE faculty during the spring 2016 semester.
- T. Wright stated that Communication Week events are taking place this week. Arkansas journalist Suzi Parker spoke at last night's event. Information on other events can be found on the website at <https://uca.edu/news/communication-week->



[set-for-oct-12-16/](#). Jennifer Gerber, Assistant Professor in the Department of Mass Communication and Theatre, recently received an Individual Artist Award from the Arkansas Arts Council.

- L. Young stated that the deadline for graduation applications for December 2016 graduation was this past Friday. A number of students did not get their applications submitted in time, but they will be allowed to submit them late.
- S. Runge advised council members that space in Torreyson West will be repurposed to provide an area for disability testing and will include the addition of an ADA compliant restroom.
- J. Glenn encouraged deans to advise department chairs that faculty should be reminded to include the required building emergency plan language in course syllabi. Language can be found at <http://uca.edu/academicaffairs/files/2014/10/course-syllabus-requirements.docx>.

The meeting adjourned at 11:12 a.m.

Council of Deans  
October 21, 2015

The Council of Deans met in regular session at 9:05 a.m. on Wednesday, October 21, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Charles Harvey, Victoria Groves-Scott, Kurt Boniecki, Jimmy Ishee, Terry Wright and Laura Young. Dr. Charles Harvey, Chair of the Department of Philosophy and Religion, attended in the absence of Maurice Lee. Ginny Adams, Interim Associate Dean in the College of Natural Sciences and Mathematics, attended in the absence of Steve Addison. Amber Hall, Director of Institutional Research, was present for agenda item number one.

- 1) Amber Hall provided council members with an overview of the new Argos dashboards designed and created by Institutional Research. Council members were provided with a guide for interpreting and using the dashboards along with a brief visual demonstration. Deans will determine whom within their colleges will be using the new dashboards and request that they complete an Argo Report Runner Access Form if they have not already done so. The Office of Institutional Research will be providing training to all users in the near future.
- 2) The CoD minutes of October 14, 2015 were approved with revision. G. Adams and C. Harvey abstained.
- 3) In follow up to the October 7, 2015 CoD meeting, at which specific language in the Online Essentials Guide regarding academic integrity was considered; K. Boniecki proposed new and condensed language that links to the Academic Bulletin, the Student Handbook, the Academic Integrity policy and the Sexual Misconduct policy. This new language addresses previous concerns that policy statements only copied into an online document could quickly become outdated if and/or when the university policy is revised. Discussion followed. A motion was made and seconded to adopt the revised language. Council members voted to approve the recommendation.
- 4) S. Runge led a discussion regarding a “wish list” developed by the UCA Student Government Association at its annual retreat as well as a similar list developed by the President’s Leadership Fellows. Council members reviewed the lists, and discussion followed.
- 5) S. Runge led a discussion regarding the possibility of providing an honorary form of recognition for UCA students who pass away prior to degree completion. Discussion followed. A draft policy will be prepared and reviewed at a future CoD meeting.
- 6) S. Runge advised council members that work is ongoing to finalize the composition of the Honors College Dean Search Committee. Council members were asked to nominate (if they

have not already done so) individuals from within their respective college to serve on the committee. Dr. Charles Harvey will serve as the Chair of the committee.

7) Provost's Announcements:

- S. Runge met with Mike DeLong, Provost of Pulaski Tech, last week and discussed the possible development of a University Center on the Pulaski Tech campus. Discussion followed.
- The Apple classroom technology demonstration last week was well attended. S. Runge, along with several other UCA representatives, will meet with Apple Education representatives in Chicago, IL on November 3<sup>rd</sup> and 4<sup>th</sup>.
- S. Runge met with Trustee Joe Whisenhunt on Monday. J. Ishee was present for a portion of the meeting. The topics discussed included academic space, college needs, fundraising and marketing.
- Eric, Rob & Isaac will meet with CoD at the October 28<sup>th</sup> CoD meeting.
- College faculty forums have been scheduled for the purpose of discussing possible expansion of the definition of tenurable ranks. A notice will go out today announcing the forums.
- Programs of Distinction will be an item for discussion at an upcoming CoD meeting.

7) Member Reports:

- J. Glenn will be out of the office from October 22<sup>nd</sup> through November 1<sup>st</sup>.
- M. Hargis stated that the Arkansas Insurance Hall of Fame inaugural induction ceremony was held on Thursday, October 15, 2015 at the Farris Center. Eight insurance executives were honored for their service to the insurance industry. The Insurance Hall of Fame Committee did a wonderful job coordinating the event. The committee was chaired by Steve Russell (Risk Services of Arkansas) and included the following members: Fred Bean (Bean Hamilton, Inc.), Steve Bell (Kemper Benefits), Fred Briggler (Campbell and Company), Mel Blackwood (Blue Cross Blue Shield), Kellie Chaloupka (Summit Holdings), David Grimes (American Management Corporation), Craig Sparks (W.R. Berkley Corp.), Wes Dyson (Brown & Brown), Randi Porter (Travelers), James Fortner (Stevens Insurance), and Andrew Meadors (Meadors, Adams, and Lee).
- T. Wright stated that Rick Springfield will be performing at the Reynolds Performance Hall on October 29<sup>th</sup> at 7:30 p.m.
- G. Adams stated that she and S. Addison attended the Arkansas Black Hall of Fame Banquet last Saturday. The event was well attended including many attendees with ties to education.

The meeting adjourned at 11:43 a.m.

Council of Deans  
October 28, 2015

The Council of Deans met in regular session at 8:32 a.m. on Wednesday, October 28, 2015. Steve Runge presided, and the following members were present: Michael Hargis, Maurice Lee, Victoria Groves-Scott, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Michael Judge, Director of Online Learning, was present for agenda item number one.

- 1) M. Judge provided council members with an update on current UCA Online programs and program/course development. Discussion followed. New programs are expected to be added in the near future. Leigh Ann DenHartog, Director of the Academic Advising Center (AAC), currently serves as the advisor for students in UCA Online programs. A process for transitioning UCA Online students from the AAC to a college advisor will soon be established.
- 2) The CoD minutes of October 21, 2015 were approved with minor revision. S. Addison, S. Bellar and Maurice Lee abstained due to having not been present at the October 21<sup>st</sup> meeting.
- 3) Action items of the UCA Graduate Council (GC) were considered as follows:
  - GC recommendation for approval of changing ELSE 6347 from an elective to a required course in the MSE Special Education program. A motion was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
  - GC recommendation for approval of a Graduate Certificate Program in Early Childhood/Special Education Integrated B-K and a Graduate Certificate Program in Dyslexia Interventionist. A motion was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- 4) Provost's Announcements:
  - S. Runge, M. Hargis, S. Addison and Gayle Seymour met with representatives for Metova on Monday to further discuss Metova internship opportunities for UCA students. They are interested in increasing their company's presence on the UCA campus. Discussion followed.
  - S. Runge met with the departments of Mass Communication and Theatre, and Communications on Thursday to discuss ideas for possible realignment.
  - S. Runge and other UCA administrators will be traveling to Chicago next week to meet with Apple Education representatives and continue discussion of a potential Apple Certified Store in Donaghey Hall.
- 5) Member Reports:
  - M. Lee advised council members that he has stepped down from his position as Academic Liaison to the Office of Diversity and Community.

- J. Ishee invited council members to the College of Health and Behavioral Sciences' Homecoming Cook-Out on Saturday at 4:00 p.m.
- 6) Michelle Pugh and Rob Bell, representatives of the marketing and public relations firm of Eric, Rob and Isaac (ERI), met with council members to discuss university marketing strategy. Council members were provided with an overview of the steps involved in developing a marketing plan, and discussion followed. Feedback from today's meeting will be used in the development of a comprehensive university marketing plan.

The meeting adjourned at 11:43 a.m.

Council of Deans  
November 11, 2015

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, November 11, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Victoria Groves-Scott, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Peter Mehl attended in the absence of Maurice Lee. Brian Corbin, Director of Transfer Services, and Alyson Lentz, Coordinator of Assessment and Academic Support, were present for agenda item number one.

- 1) B. Corbin and A. Lentz provided an update of transfer student initiatives and the critical needs in these efforts. A handout was provided detailing this information.

UCA currently has 2 + 2 articulation agreements in place with 18 of Arkansas' 22 community colleges. Each of UCA's six academic colleges is represented in at least one or more of these agreements. Deans were asked to notify B. Corbin if any programs within their colleges indicate interest in developing new agreements with any of Arkansas' community colleges.

Council members were advised that the Academic Advising Center (AAC) currently provides two dedicated advisors for transfer students, and these advisors provide the students with:

- On-site advising and registration services
- Transcript analysis

The most critical need at this time is for a database and web interface that allows prospective transfer students to see how their credits can transfer to UCA. In preparation for this, B. Corbin and A. Lentz have developed a transfer course evaluation site for faculty, chairs and deans to collaborate in the course evaluation process and development of transfer equivalency tables for all 22 Arkansas community colleges. A demonstration of this website was provided. Discussion followed.

Council members agreed that a deadline of December 22, 2015 for course evaluation and approvals is feasible and will allow for the development of the student web interface by March 1, 2016. Deans/chairs will be notified by email of the December 22, 2015 deadline.

- 2) The CoD minutes of November 11, 2015 were approved. P. Mehl abstained due to having not been present at the October 21<sup>st</sup> meeting.
- 3) Action items of the UCA Undergraduate Council (UGC) were considered as follows:
  - UGC recommendation for approval of new courses MKTG 3385 and MGMT 3385. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.

- UGC recommendation for approval to change ECON 4320 to an elective and replacing it with ECON 3301 as a requirement. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UGC recommendation for approval of the following:
  - Deletion of ELSE 3309
  - Merge content of ELSE 3309 into ELSE 3308
  - New course ELSE 4310 to replace ELSE 3309

A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.

4) Action items of the UCA Core Council were considered as follows:

- UCA Core Council recommendation for approval to add HON 3320 to the upper-division core. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Core Council recommendation for approval of revised bulletin language allowing students to complete their lower-division Social Science requirement with 3 credit hours in the Inquiry and Analysis category and 3 credit hours in any lower-division category. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.

5) Action items of the UCA Graduate Council (GC) were considered as follows:

- GC recommendation or approval of the following:
  - Clinical Doctorate in Occupational Therapy (OTD) program
  - New courses OTHY 6110, 6120, 7310, 7220, 7V50, 7317, 7318, 7319, 6104, 7311, 7320, 7330, 7340, 7360
  - Change in course credit hours for OTHY 6402 from 4 hours to 3 hours – OTHY 6324
  - Change in course credit hours for OTHY 7437 from 4 hours to 3 hours – OTHY 6326

A motion to approve was made and seconded. Discussion followed regarding a need for language clarification. The CoD voted to approve the recommendation with clarified language.

6) L. Young provided an update on the new EMS Centralized scheduling system. The system will go live for vendors on November 16<sup>th</sup> and to the full campus on December 1<sup>st</sup>. The spring schedule of room reservations has now been rolled into the system. Deans are asked to encourage department chairs to go ahead and designate rooms for all classes. This should be done through Banner, which will then sync daily with EMS.

7) Provost's Announcements:

- UCA has been chosen to host up to 20 Argentine visiting university students as part of the inaugural 'Friends of Fulbright' program. This will be a 6-week program and will generate \$67,000 in tuition revenue.
- Grades for courses transferred from other institutions will now appear on UCA transcripts.
- The Faculty Emeritus committee will meet next week to consider nominations received for Distinguished Faculty Emeritus.
- A retirement reception for Dr. Don Bradley will be held at 2:00 p.m. next Thursday, November 19, 2015, in the CoB.
- A debriefing meeting will be held next week for those who attended the recent meeting in Chicago with Apple Education Executives.
- Deans should let the Provost know of any programs they would like considered for next fall's online roll-out. These will be included in the marketing plan for next fall.
- Deans were asked to make recommendations to the Provost soon of programs to be designated as Programs of Distinction.
- The new curriculum forms have been found to not function as they should when completed on a Mac computer. Work is ongoing to remedy this problem.
- A discussion is ongoing regarding the possibility of switching to Blackboard Gradebook. This is only a discussion as no decisions have been made.
- The faculty forums regarding possible revisions to the definition of tenurable ranks for faculty will be completed in the coming week. Faculty who have suggestions on this topic should send their ideas to the Faculty Handbook Committee via the Provost, Faculty Handbook Committee Chair or the Faculty Senate President.
- CoD members are asked to hold their calendars for both April 22nd and 23rd for the 2016 UCA Night of Distinction.
- SBAC presentations will be held tomorrow at X-period in Wingo 315.

#### 5) Member Reports:

- J. Glenn shared the following:
  - The university does not have to wait until programs near 50% online to apply for approval from ADHE for online delivery programs, and it is wise to go ahead and get approval ahead of time when we plan to offer a program online.
  - The 2016 Summer Bridge Program schedule is complete (the Summer Programs for New Students pamphlet was shared with council members).
  - The Student Success Symposium will be held on March 15, 2016. Postcards will soon be mailed, and the schedule is available on the website <http://www.arkansasstudentsuccess.org/>
  - Deans are asked to schedule ARGOS dashboard training sessions as soon as possible by emailing Amber Hall, Director of Institutional Research.



- P. Mehl stated that the Humanities Fair will be held tomorrow on the UCA campus, and the 50<sup>th</sup> Anniversary Model UN will take place next week.
- V. Groves-Scott stated that the CoE plans to have a dedication ceremony for Dr. Mashburn on March 10, 2016 at x-period. Other events will be planned in conjunction with this dedication.
- K. Boniecki reminded council members that the Diversity Advisory Committee will host a Diversity Strategic Plan Campaign meeting on November 19<sup>th</sup> at 3pm in Brewer Hegeman Conference Center 112/113. All faculty/staff involved in diversity planning should attend and RSVP to Angela Webster-Smith.
- S. Bellar stated that the Graduate School, along with the Office of Institutional Diversity, hosted students from Rust College yesterday. Also, the University Research Council met yesterday and asks that faculty be made aware that funding has been set aside for summer stipends for research.
- J. Ishee stated that the PhD Psychology Accreditation team is on campus.
- T. Wright shared the following upcoming events:
  - Creative writing faculty will hold a reading at the Oxford American Annex on November 17<sup>th</sup>.
  - Fictional Writer Christina Garcia will be on campus November 19-20.
  - A UCA Jazz concert series filmed by AETN will air next week.
- S. Addison gave a report on the Arkansas INBRE meeting that was held on November 6 and 7. Addison reported that the NIH IDEA network will potentially receive a budget increase this year. He also reported that two UCA students won awards from presenting their research; Katherine Demure was the first place recipient in oral presentations in chemistry; Lawrence Benzmilller was the second place recipient in poster presentations in physics.

The meeting adjourned at 11:11 a.m.

Council of Deans  
November 18, 2015

The Council of Deans met in regular session at 9:03 a.m. on Wednesday, November 18, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Victoria Groves-Scott, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Jane Ann Williams, Associate Vice President for International Engagement, and Ashley Pettingill, Associate Director of International Engagement, were present for agenda item number one.

- 1) J.A. Williams and A. Pettingill addressed council members regarding the following:
  - The inaugural ‘Friends of Fulbright’ program will sponsor 20 Argentinian students at UCA in the spring. A handout was provided detailing program information. Discussion followed
  - A Study Abroad Advisory Committee has been proposed with the intent of enhancing UCA’s Study Abroad program. Proposed Faculty Handbook language regarding the committee was provided to council members. Discussion followed.
  - A proposed policy regarding UCA Study Abroad eligibility was provided to council members. The policy, as proposed, clarifies how student applications will be prioritized. Discussion followed.
  - A Candlelight Gathering for Global Peace has been planned for Thursday, November 19<sup>th</sup> at 4:45 p.m. in the campus amphitheater.
- 2) The CoD minutes of November 11, 2015 were approved with revision. M. Lee abstained due to having not been present at the November 11<sup>th</sup> meeting.
- 3) Following up on an October 21<sup>st</sup> CoD discussion, S. Runge led a discussion regarding the possibility of providing an honorary posthumous degree for UCA students who pass away prior to degree completion. Council members were provided with a copy of a sample policy that is currently used by another Arkansas institution. Discussion followed. Consensus was reached to take the necessary steps to adapt this policy for UCA.
- 4) S. Runge provided council members with an update on the ongoing discussion with Dr. Mike DeLong, Provost of Pulaski Technical College (PTC), regarding the creation of a University Center at PTC. PTC will provide space and allow UCA to provide PTC students the opportunity to complete a UCA baccalaureate program (full UCA curriculum and tuition) while remaining on the PTC campus. Discussion followed.
- 5) S. Runge provided council members with an update on the implementation of Apple Education technology on the UCA campus. Programs that will benefit from use of this technology are currently being identified. The Center for Teaching Excellence, with assistance from UCA’s Distinguished Apple Educator Dr. Michael Mills, will provide faculty

training on this technology. Training is expected to take place during the Spring 2016 semester with implementation in Fall 2016. Discussion followed.

6) Provost's Announcements:

- Discussions continue with Conway Public Schools regarding the possibility of UCA providing a pathway to an Associate of Arts degree for Conway High School students through a combination of concurrent coursework and other credits including on-campus UCA courses.
- The UCA STEM Institute will hold an open house today from 9:00 a.m. to 3:00 p.m.
- A retirement reception for Dr. Don Bradley will be held at 2:00 p.m. tomorrow in the College of Business.
- The final faculty forum regarding possible revisions to the definition of tenurable ranks will be held this afternoon in the College of Education. Faculty who have suggestions on this topic should send their ideas to the Faculty Handbook Committee via the Provost, Faculty Handbook Committee Chair or the Faculty Senate President.
- CoD members are asked to hold their calendars for both April 22nd and 23rd for the 2016 UCA Night of Distinction.
- CoD will not meet on Wednesday, November 25<sup>th</sup>.
- The December 2<sup>nd</sup> CoD meeting will begin at 8:00 a.m.

7) Member Reports:

- The Registrar's office has downloaded the list of courses UCA currently accepts from transfer students. A copy of this list will be provided to the chairs and deans.

The meeting adjourned at 10:15 a.m.

Council of Deans  
December 2, 2015

The Council of Deans met in regular session at 8:02 a.m. on Wednesday, December 2, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Victoria Groves-Scott, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young.

- 1) The CoD minutes of November 18, 2015 were approved.
- 2) Action items of the UCA Undergraduate Council (UGC) were considered as follows:
  - UGC recommendation for approval to change the credit hour requirements in the Computer Science minor from 20 to 18 hours. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
  - UGC recommendation for approval to change the credit hour requirements in the Geography major from 36 to 37 hours. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
  - UGC recommendation for approval to change the transfer credit policy language for clarification purposes in the Undergraduate Bulletin. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
  - UGC recommendation for approval of a new Linguistics minor in Teaching English to Speakers of Other Languages. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
  - UGC recommendation for approval to drop the required minor for students completing two concentrations in the Modern Languages BA degree. A motion was made and seconded. Discussion followed. The CoD voted 9-1 to table the motion, as a more global proposal addressing all majors that require a minor will be considered by Undergraduate Council in the coming month.
- 3) S. Runge advised council members that the Honors College Dean Search Committee has been formed. Discussion followed.
- 4) Provost's Announcements:
  - The EMS centralized scheduling system will go live soon.
  - The Faculty Emeritus Committee recommend Dr. Dave Naylor and Dr. Ben McNew for Distinguished Faculty Emeriti status.
  - Winter Commencement will be on Saturday, December 12<sup>th</sup> at 10:00 a.m. and 1:30 p.m.
  - Other upcoming events include:
    - Winter Feast, Thursday 12/3 at 11:30am in Student Center Ballroom
    - Community Open House, Friday 12/4 at 5:30pm in the President's home.

- Faculty and Staff Holiday Breakfast, Tuesday 12/8 from 6:30am-9:00am in the President's home.
- Faculty and Staff Holiday Reception, Wednesday 12/9 at 6pm in the President's home.
- UCA downtown space open house on Saturday, 12/12 at 5pm.

5) Member Reports:

- T. Wright stated that Playwright Terrence McNally, Artist-in-Residence, will be on campus December 2-4. He will attend a series of his own plays at 7:30pm in the Snow Fine Arts Center, and he will give a lecture on December 3<sup>rd</sup> at 7:30pm in the CoB Auditorium.
- L. Young stated that the CoD needs to appoint a member to the Information Technology Advisory Committee. S. Addison was nominated. Discussion followed, and the CoD appointed S. Addison by acclamation.

The meeting adjourned at 8:43 a.m.

Council of Deans  
December 9, 2015

The Council of Deans met in regular session at 9:04 a.m. on Wednesday, December 9, 2015. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright and Laura Young. Kathleen Atkins and Carl Fredrickson attended in the absence of Vicki Groves-Scott and Steve Addison. Peter Mehl, Associate Dean in the College of Liberal Arts and Service Learning Faculty Liaison, and Leslie Graybeal, Service Learning Program Coordinator, were present for agenda item number one.

- 1) P. Mehl and L. Graybeal provided the Council of Deans with an overview of the service learning application and approval process. A handout was provided detailing the application submission/award timeline and the recommended selection criteria. Discussion followed.

P. Mehl and L. Graybeal also provided council members with an overview of a proposed Service-Learning Advisory Committee. A handout was provided. The proposal will be submitted for consideration as a standing university committee. Discussion followed.

- 2) The CoD minutes of December 2, 2015 were approved.

- 3) Action items of the UCA Core Council were considered as follows:

- UCA Core Council recommendation for approval to add MIS 4355 as a capstone course to the upper-division core. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Core Council recommendation to approve revised FYS requirement language in the Undergraduate Bulletin. The revised language clarifies details concerning which students are required to take FYS courses. A motion to approve was made and seconded. Discussion followed. The CoD voted against the proposed language as presently stated and the language will be sent back to the UCA Core Council along with feedback from the CoD.

K. Boniecki provided notification of the UCA Core Council's approval of Spring 2016 assessment procedures for the UCA Core. Discussion followed.

- 4) Action items of the UCA Graduate Council were considered as follows:

- Graduate Council recommendation to approve FACS 6350 as a new online course and FACS 6335 as an option for the core research course requirement in the M.S. in Family and Consumer Sciences. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendations.
- Graduate Council recommendation to approve the deletion of the Post Professional DPT program and changes in the admission prerequisites for the DPT program. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendations.

- Graduate Council recommendation for approval of adding criminal background checks to the admission requirement for all graduate programs in the Psychology and Counseling Department and for approval of changes to the admission deadlines for the MS in School Psychology and the PhD in Psychology. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendations.
  - Graduate Council recommendation for approval to remove the program retention policy of no more than two C grades from the MS in Instructional Technology and the MS in Library, Media and Information Technologies. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- 5) S. Runge led a discussion regarding the need for revision of the membership make-up of the Institutional Review Board (IRB) due to concerns regarding unequal representation by the colleges and inconsistencies between the Faculty Handbook committee description and the committee description provided on the Faculty Senate website. S. Bellar provided a draft copy of suggested revisions that address these concerns and also meet all federal requirements. Discussion followed. CoD feedback will be used to further revise the language and the recommended revisions will be presented to the Faculty Handbook Committee this spring.
- 6) S. Runge addressed council members regarding reports of a growing number of instances where final exams are being administered prior to final exam week. Final exam week is established at the recommendation of a faculty committee and is approved by the Board of Trustees and should be observed accordingly. Discussion followed.
- 7) S. Runge led a discussion on the university's current external employment policy. A copy of the university's policy was provided. UCA employees should be aware of the policy and follow the approval process when seeking or participating in outside employment. Discussion followed. Potential revisions to this policy will be discussed at a future meeting of the CoD.
- 8) Provost's Announcements:
- Rick Scott has agreed to continue in his role as Dean of the Schedler Honors College until June 2017. A national search for his replacement will begin in fall 2016.
  - Winter commencement will be on Saturday, December 12<sup>th</sup> at 10:00am and 1:30pm.
  - Other upcoming events include:
    - Faculty and Staff Holiday Reception, Wednesday, December 9<sup>th</sup> at 6:00pm in the President's home.
    - UCA downtown space open house on Saturday, December 12<sup>th</sup> at 5:00pm.

The meeting adjourned at 11:24 a.m.