DRAFT

Council of Deans
January 13, 2016

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, January 26, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Vicki Groves Scott, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young.

1) The CoD minutes of December 9, 2015 were approved. S. Addison and V. Groves-Scott abstained due to having not been present at the December 9th meeting.

2) Action items of the UCA Undergraduate Council were considered as follows:

- UCA Undergraduate Council recommendation for approval of:
  - a prerequisite change for BIOL 4530 from BIOL 3402 or CHEM 4320 to BIOL 2490; and
  - a change in the credit value and course number of BIOL 4530 to BIOL 4431.

  A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Undergraduate Council recommendation for approval of new course PHYS 4411. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Undergraduate Council recommendation for approval to change the restrictions on completing more than two majors or baccalaureate degrees by amending undergraduate bulletin language allowing up to three majors, major concentrations, minors, or baccalaureate degrees. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the amended undergraduate bulletin language allowing up to three majors, major concentrations, minors, or baccalaureate degrees with several clarifying but non-substantive revisions. The approved wording is attached.

  Following approval of this recommendation, the CoD voted to remove from the table a motion tabled on December 2, 2015, that proposed to approve an UGC recommendation to drop the required minor for students completing two concentrations in the Modern Languages BA degree. This motion was tabled in anticipation of the above proposal which amends the undergraduate bulletin language to state that "the student completing more than one major or major concentration shall not be required to present a minor, but may do so if desired." The motion to approve dropping the required minor for students completing two concentrations in the Modern Languages BA degree was voted on and did not pass because the proposal approved above accomplishes the same result for all major concentrations.
- UCA Undergraduate Council recommendation for approval of a new concentration in Mandarin Chinese. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.

- UCA Undergraduate Council recommendation for approval of new course CHIN 4110. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Undergraduate Council recommendation for approval of:
  - new course KPED 1310; and
  - removal of KPED 2300 to be replaced with KPED 1310.

  A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Undergraduate Council recommendation for approval of new course HSC 4314. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Undergraduate Council recommendation for approval of:
  - new courses MATH 3391, 3392, 4391, 4392 and 4395: and
  - a new Data Science track in the BS Mathematics program.

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

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

- UCA Graduate Council recommendation for approval of new course ENGL 6190. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Graduate Council recommendation for approval of:
  - Changes for BIOL 5530
    - Reduction in credit value by one hour, to be replaced with BIOL 5431
    - Removal of prerequisite courses BIOL 3402 and CHEM 4320
    - Addition of prerequisite course BIOL 2490.
  - Increases in course levels:
    - GEOG 5330 to GEOG 6330
    - GEOG 5333 to GEOG 6333
  - Approval of new courses MATH 5391 and 5392.

  A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendations.
- UCA Graduate Council recommendation for deletion of the following graduate certificate programs:
  - GC in Special Education Instructional Specialist (P-4)
  - GC in Special Education Instructional Specialist (4-12)

  A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Graduate Council recommendation for approval of:
  - New course KPED 6V01 with variable (1-3) credit hours
  - Change courses CSD 6329 and 6345 from electives to core requirements in the MS in Communication, Sciences and Disorders
  - Credit value changes as follows:
    - CSD 6321 to 6221
    - CSD 6235 to 6335

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

4) S. Runge led a discussion regarding the Pulaski Tech University Center and UCA baccalaureate degrees that could potentially be offered to Pulaski Technical College students through the center. Discussion followed. The Council of Deans will take a look at data that indicates in what programs Pulaski Technical College students are interested, and this discussion will continue at a later date.

5) S. Runge led a discussion regarding upcoming position requests. Requests for visiting positions for fall 2016 should be submitted to the provost's office by January 27, 2016. The deadline for submission of requests for positions for 2017 is March 1, 2016. Discussion followed.

6) S. Runge led a discussion on criteria for merit and equity. Feedback received during the provost's recent college forums has included requests for written merit and equity criteria. Discussion followed. Criteria decisions rest at the department and college levels. Deans and department chairs may want to consider developing written criteria if none currently exist.

7) S. Runge led a discussion regarding students who complete certificate programs but are not included in commencement ceremonies. Certificate programs do not provide degrees, and students completing these programs have not historically been permitted to participate in commencement. Students have on occasion submitted requests to walk at commencement. Discussion followed regarding whether these students should be allowed to walk. The Council of Deans agreed that students of these programs should not participate at commencement, but should be provided a formal certificate. In the past, the certificate was simply designated on the transcript.

8) Provost's Announcements:
   - Reassigned time requests are due to the provost's office by Friday.
   - Promotion, tenure and advancement applications are due to the provost's office by Friday. The binders that go past the college should be no larger than two inches.
   - Academic Affairs will begin publishing a monthly newsletter that will cover notable happenings in Academic Affairs. Information for the newsletter may be submitted to Suzanne Massey in the provost's office.
   - 2016/2017 Scholarship Pamphlets are now available (copies were provided)
   - S. Runge, M. Hargis and S. Addison will be meeting again with Josh Smith, Chief Revenue Officer for Metova, on Thursday to discuss his company's interest in helping UCA students gain marketable experience.
   - S. Runge will be serving on the ADHE Concurrent Credit Advisory Working Group.
   - S. Runge provided the following documents to faculty senators at yesterday's faculty senate meeting:
     - A list of approved faculty/staff positions, to date, during the current academic year.

- A list of faculty turnover data for the previous three academic years. The data indicates that the turnover rate for tenured and tenure-track faculty members due to resignation was an average of 2.48% over the past three years.

9) Member Reports
   - M. Lee stated that Dr. Peter Mehl, Associate Dean of the College of Liberal Arts, will be hosting a Ted-X event entitled "*Reinventing Liberal Arts Education*" at 6pm on January 19th at UCA Downtown.
   - T. Wright stated that Reynolds Performance Hall performances resume next week with the Monterey Jazz Festival on January 22nd at 7:30pm. Also, Victor Goines will be featured in the Oxford American Jazz Series at South on Main on January 21st at 8:00pm.
   - L. Young recommended to the Council of Deans that PAF's for adjunct faculty be submitted for a semester, rather than a full year, unless it is certain that the adjunct faculty member will be needed for the full year.

The meeting adjourned at 11:54 a.m.

Council of Deans
January 27, 2016

The Council of Deans met in regular session at 9:01 a.m. on Wednesday, January 27, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Vicki Groves Scott, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Christina Madsen, Associate Vice President for Communications, Public Relations and Marketing, was present for agenda item number one.

1) C. Madsen shared with council members information regarding the university's current media campaign. The campaign will feature student generated videos regarding the UCA experience from the viewpoint of the student. Council members are welcome to encourage students to participate in this campaign. The deadline for submitting videos is February 12, 2016. For submission, videos should be emailed to studentvideos@uca.edu.

2) The CoD minutes of January 13, 2016 were approved with minor revision.

3) S. Runge informed council members of a request to change the name of the Department of Sociology to the Department of Sociology, Criminology and Anthropology. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the name change.

4) S. Runge addressed council members about ongoing work to build out class schedules two years in advance. Feedback on a two-year schedule has been positive and includes a recommendation that students be able to register for both spring and summer courses during the fall registration cycle. Discussion followed. Deans are asked to talk with department chairs about opening registration for summer courses at the same time students register for spring courses and bring feedback to next week's CoD meeting.

5) S. Runge led a continued discussion from last week regarding students who complete certificate programs but are not included in commencement ceremonies. The number of students completing certificate programs is growing. CoD consensus remains that students of these programs should not participate at commencement, but should be provided a formal certificate. Discussion followed. The students will be required to apply for certificate program completion and pay the standard graduation fee. The fee will cover the cost of the certificate and related mailing costs.

6) S. Runge led a continued discussion from last week regarding the Pulaski Tech University Center and UCA baccalaureate degrees that could potentially be offered to Pulaski Technical College students through the center. Council members were provided with five-year data regarding the declared majors of undergraduate transfer students who have transferred from PTC to UCA. Discussion followed. S. Runge will contact Mike DeLong, Executive Vice President and Provost of PTC, and request further information on the majors that PTC

students are interested in, and R. Voss will assist in scheduling a time for the CoD to visit the PTC campus for a more in depth discussion.

7) S. Runge led a discussion regarding the potential need for a General Studies Degree. Feedback from advisors and students have indicated that a General Studies type degree may be needed to provide an avenue for students who have:

   - had second thoughts regarding a degree program in which they are very deep;
   - have amassed a large number of hours but not nearing completion; or
   - have broad interests that do not fit within any of the currently offered degree programs.

   Discussion followed regarding the requirements of such a degree. Council members agree that such a degree would need to have a focus and purpose beyond that of the UCA Core and would need to be assessable. V. Groves-Scott, J. Ishee, and Peter Mehl will work on a proposed degree design and bring it back to the CoD at a later date.

8) S. Runge notified CoD that UCA Board of Trustees member Elizabeth Farris has been assigned to Academic Affairs for her 2016 board assignment.

9) Provost's Announcements:

   - S. Runge is serving on the ADHE Student Success Task Force and attended a meeting yesterday in Little Rock. The task force is charged with identifying innovated methods for improving student success.
   - Council members are reminded to submit a Statement of Financial Interest form, Conflict of Interest form and Extra Income Statement form (if applicable) by January 31, 2016.
   - The *Copyright for Online Course Materials* webinar will be available to council members to view on Friday, January 29th at 12:00 p.m. in Wingo 214. The webinar DVD will be made available at a later date for those who are unable to attend.
   - S. Runge and Amber Hall, Director of Institutional Research, will meet with the Faculty Senate Faculty Affairs I committee (at the committee's request) on Monday to discuss the teaching load analysis.
   - S. Runge, Leigh Ann DenHartog and Angela Webster-Smith will meet with student Robert Butler next week to discuss retention of African American male students.
   - Feedback on the previous advisor training program indicates that faculty do not feel the training was conducive for all advisors and feel it was focused too heavily on training those who advise freshmen students. Work has begun to design a new and improved training program. Ideas or suggestions for the new training are welcome.

10) Member Reports:

- M. Hargis announced that plans are being finalized for this spring's AACSB accreditation visit. Also, Marcella Doderer, President/CEO of Arkansas Children's Hospital, will be on campus February 11th as part of the Davis Lecture Series.
- M. Lee stated that U.S. Representative French Hill will be on campus and visit with students on Thursday, January 28th at x-period in Irby 215. Also, he asked whether faculty that teach on-line courses that have already been approved to be delivered in an online format will receive additional compensation to convert the courses to the format developed for UCA Online. S. Runge stated that the current incentive program is for courses that have not yet been approved to be taught online. However, he noted that the incentives will be reviewed again after this first round of course development.
- V. Groves-Scott stated that the CoE recently spent time recruiting students at East St. Louis High School, and their efforts have yielded 10 applications so far.
- K. Boniecki stated that sabbatical leave applications for spring 2017 are due to department chairs by February 11th.
- S. Bellar stated that the deadline for applications for summer stipend support from the URC is February 8th. Also, the student research fund is almost depleted, and any students who did not use all of their funds should be encouraged to let S. Bellar know so that the funds can be reallocated.
- T. Wright stated that Reynolds Performance Hall will present Elvis Lives! on January 28th and the CSO Beatles Concert on January 30th.
- L. Young stated that:
    - Department chairs should use the form on the registrar's website for course substitution requests rather than calling or emailing the request.
    - Budget reallocations are due to the provost's office on Thursday, January 28th by 9:00 a.m.
    - Visiting position requests for the next academic year are due to the provost's office by the end of the day today.
    - Requests for full-time faculty positions are due to the provost's office by March 1st.
    - As previously requested via email, any information on failed searches and beliefs as to why those searches failed should be submitted to L. Young.

The meeting adjourned at 11:21 a.m.

Council of Deans
February 3, 2016

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, February 3, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Vicki Groves Scott, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Camille Shepherd, Director of Assessment, was present for agenda item number one.

1) S. Runge introduced C. Shepherd, the university's new Director of Assessment. C. Shepherd assumed her new role this past Monday and is looking forward to working with and getting to know the university's faculty.

2) The CoD minutes of January 27, 2016 were approved with minor revision.

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

   - UCA Undergraduate Council recommendation for approval of new course ANTH 4310. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
   - UCA Undergraduate Council recommendation for approval of a Department of Sociology proposal to drop the criminology concentration area within the sociology major program pending final confirmation from the Department of Health Sciences. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
   - UCA Undergraduate Council recommendation for approval of new course JOUR 1123. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
   - UCA Undergraduate Council recommendation for approval of new courses HED 4398 and 4399. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
   - UCA Undergraduate Council recommendation for approval of new program Minor in Health Psychology. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
   - UCA Undergraduate Council recommendation for approval of added required courses SOC 3330 and KPED 4395 (clarification: students completing a minor in Sports Psychology will now have the option of choosing between SOC 3330 or the currently required course KPED 4395). A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
   - UCA Undergraduate Council recommendation for approval of new course GEOG 4306. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
   - UCA Undergraduate Council recommendation for approval to change GEOG 2375 to GEOG 2475 and change the total number of required credit hours for the

major/minor from 37 to 38. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.

K. Boniecki provided an overview of the January 19, 2016 Undergraduate Council information items.

4) Action items of the UCA Graduate Council were considered as follows:
   - UCA Graduate Council recommendation for approval of :
     - Freshmen admission policy for the Occupational Therapy program; and
     - New online course NURS 6215.

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

   S. Bellar provided an overview of the January 21, 2016 Graduate Council information items.

5) S. Runge led a continued discussion from last week regarding the development of a new and improved professional development program for faculty advisors. Consensus among faculty has been that the previous program focused primarily on training for advisement of freshmen students. Freshmen advising services are already provided to students by the Academic Advising Center, and such training is not relevant to the advising that takes place within the colleges. The new training program will be administered jointly by the Academic Advising Center and the Registrar's office. It will be tailored to the advising of non-freshmen students and is expected to be ready to roll-out this spring. The academic college deans will consider the best method for organizing/scheduling the training session(s) for their colleges, and the Advising Center/Registrar's Office will be contacting the deans in the near future to schedule the trainings. Discussion followed.

6) S. Runge led a continued discussion from last week regarding current efforts to build-out the class schedule for two years. He clarified that the two-year build-out does not mean that students will be able to register for classes two years in advance but that students and faculty will simply be able to view the courses that are expected to be offered. Discussion followed.

   Council members also shared any feedback they recently received regarding the proposed opening of registration for summer courses at the same time that students register for spring courses. Discussion followed, and consensus is that students will be allowed to register for summer 2017 courses during the advance spring 2017 registration period scheduled for October 24th – November 14th.

   The Registrar's office will be rolling out the most recent two year's class schedules for use when building out schedules. A notification email will be sent to the academic college deans and department chairs once these are rolled out and available.

7) S. Runge led a discussion regarding a request from the Department of Kinesiology and Physical Education to change the department's name to the Department of Exercise and Sport Science. Faculty in the department are in favor of the name change, because they feel

it more accurately identifies the current program and where it is anticipated to go in the future. A motion was made and seconded to approve the request. Discussion followed. The CoD voted to approve the request.

8) S. Runge notified council members that it is time to begin planning for the 2016 Deans Retreat. The retreat is held annually at the end of the spring semester. Council members are asked to begin considering what their availability is during the first two weeks of May. R. Voss will follow up via email with optional dates for the retreat.

9) Provost's Announcements:

- The provost, members of the Council of Deans, several department chairs and a representative of the Faculty Senate Executive Committee will visit Pulaski Technical College on Wednesday, February 10th for a meeting regarding the PTC University Center.
- The UCA Office of Institutional Diversity has provided new information and tips on interviewing and hiring diverse candidates (a handout was provided to deans).
- UCA Online will remain in Academic Affairs.
- S. Runge and J. Glenn attended the Higher Ed Coordinating Board meeting in Little Rock last week.
- S. Runge, L. Young, and Associate General Counsel and Compliance Officer Kandi Hughes attended a meeting on Export Controls at UALR last week.
- S. Runge, Leigh Ann DenHartog and Angela Webster-Smith met with student Robert Butler this past Monday to discuss retention of African American male students.
- A meeting with Apple Education representatives will take place this afternoon for further discussion of the Apple Education initiative in the College of Education.
- Council members are asked to review the 2015/2016 goals established for Academic Affairs at the 2015 Deans Retreat (handout of goals provided). Discussion of the goals will take place at a future meeting of the CoD.
- Council members were asked to provide the provost with feedback on opportunities to hire diverse faculty.

10) Member Reports:

- T. Wright stated that the Oxford American won the 2016 National Magazine Award for General Excellence in the Literature, Science, and Politics category.

The meeting adjourned at 11:52 a.m.

Council of Deans
February 17, 2016

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, February 17, 2016. 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. Peter Mehl, Associate Dean of the College of Liberal Arts, attended in the absence of Maurice Lee.

1) The CoD minutes of February 3, 2016 were approved.

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

   - UCA Core Council recommendation for approval of new course EDUC 2310 as a variable credit course in the UCA Core. A motion to approve was made and seconded. Discussion followed regarding the intent for this course to be completed over the span of two semesters with the classroom instruction portion taking place in the first semester and a peer-mentoring portion taking place in the second semester. A motion to table the initial motion for approval was made, seconded and approved. K. Boniecki will follow-up with Jacob Held, Director of the UCA Core, regarding a need to clarify the logistics of how this course will be delivered.
   - UCA Core Council recommendation for approval of new course ENGL 1345. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
   - UCA Core Council recommendation for approval of the addition of GEOG 3315 to the upper-division UCA Core. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.

   K. Boniecki provided an overview of the February 2, 2016 UCA Core Council information items.

3) S. Runge provided an opportunity for a follow-up discussion from last week's meeting at Pulaski Technical College (PTC) regarding the PTC University Center. PTC will be conducting a survey of their students in an effort to identify in which programs PTC students are most interested. CoD consensus is to delay a follow-up discussion until the survey results are received.

4) Provost's Announcements:

   - UCA Board of Trustee member Elizabeth Farris will meet with the Council of Deans on March 9, 2016 for her first quarterly meeting with Academic Affairs. The meeting will be followed with a lunch.
   - The 2016 Deans Retreat will be held May 2nd & 3rd at the Elizabeth House.

- The provost will be meeting with the departments in both CHBS and CNSM this spring. All meetings have now been scheduled.
- The provost is continuing to hold meetings on the topic of retention and graduation of African American male students. He will meet with Kaylon Bradford and SGA President Zach Carter today and with UCA graduate Dr. Barrett Petty tomorrow. This is a challenging issue nationally among higher education institutions. The provost will be inviting UCA's African/African American Studies program into these discussions, as recommended by a faculty senator at the February 9th meeting of the Faculty Senate. The Office of Diversity and Community and the Academic Advising Center have also been previously involved in some of these discussions. The overall goal of these discussions is to gain information that will assist in the development and implementation of initiatives to close the achievement gap between students of color and the general population.
- Emails are expected to go out this week regarding the roll-out of Grades First for both freshmen and all student athletes. The use of Grades First will assist advisors in identifying those students who are at-risk and may require additional guidance.
- S. Runge attended the ADHE Concurrent Credit Advisory Committee meeting in Little Rock yesterday. The committee plans to develop and propose new state policy regarding issues related to both budget and delivery, quality and supervision of concurrent credit courses for Arkansas institutions by September of this year.
- S. Runge attended the ADHE Student Success Task Force meeting in Little Rock yesterday. Topics discussed included:
    - support for colleges in developing and implementing wrap-around student support services that propel students through completion;
    - support for colleges strategic use of data, with a focus on creating statewide data systems that track students through their postsecondary educational experiences and into the labor market; and
    - creating financial incentives to encourage both institutional and student behaviors that increase student persistence and completion.
- The Arkansas STEM Coalition will hold its regional meeting on the UCA campus on February 25, 2016.

5) Member Reports:

- J. Glenn stated that all curriculum changes for the 2016/2017 graduate and undergraduate bulletins have been received and will be published once processed. Course frequency specifics will be removed from the bulletins to address concerns that course frequency information tends to get outdated quickly and also because the new two-year build out of the course schedule will provide more consistent and updated course frequency information. J. Glenn also provided a handout of services offered via the Summer Start program. This information will

be included in a mailing to students from the Academic Advising Center regarding summer registration.

- P. Mehl stated that a committee has been formed to work on a new program promoting civic engagement among UCA students. The program will begin initially in the fall as part of an honors course. Council members may let P. Mehl know if they are aware of faculty who might be interested in getting involved with the program.
- V. Groves-Scott stated that the UCA Diversity Advisory Committee met recently. A diversity climate survey will be distributed to campus this week. Deans will have the opportunity to request the data results for their respective colleges.
- K. Boniecki reminded council members that sabbatical leave applications for spring 2016 are due to the deans by the end of the day tomorrow. The applications will then be due to K. Boniecki by Thursday, February 25th. Also, faculty evaluations of department chairs and college deans open this week and remain open through spring break.
- S. Bellar stated that:
    - the university will, for the first time, have representation at the McNair Scholars Research Conference at the University of North Texas;
    - summer stipend applications have been received and are under review; and
    - the Graduate School has met its KPI goal for the number of graduating graduate students; and strategies are being implemented to support graduate students in their progression toward graduation.
- T. Wright stated that the production of Mama Mia was held this past week as part of the Reynolds Performance Series. The next production will be Saturday Night Fever on February 28th.

The meeting adjourned at 10:30 a.m.

DRAFT

Council of Deans
March 2, 2016

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, March 2, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Vicki Groves-Scott, Kurt Boniecki, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Stephanie Bellar was not present.

1) The CoD minutes of February 17, 2016 were approved. M. Lee abstained due to having not been present at the February 17th meeting.

2) Action items of the UCA Undergraduate Council were considered as follows:

- UCA Undergraduate Council recommendation for approval of new course HIST 2304. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Undergraduate Council recommendation for removal of PHYS 1410 as a prerequisite for BIOL 3402. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Undergraduate Council recommendation for approval of new course MUS 2311. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Undergraduate Council recommendation for approval of a change in the total semester credit hour requirements for the STEMTeach Applied Mathematics track from 52-54 to 49-51. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Undergraduate Council recommendation for removal of MATH 3351 as a prerequisite for MATH 3354. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Undergraduate Council recommendation for approval of an added restriction on the completion of more than one minor. This restriction stipulates that the minimum number of additional credit hours required for each additional minor is 12. A motion to approve was made and seconded. Discussion followed regarding the consensus that this language adds a requirement rather than a restriction. The CoD voted to amend the original motion to reflect an added requirement and not a restriction. The CoD voted to approve the recommendation with the additional requirement.
- UCA Undergraduate Council recommendation for approval of :
  - A change of the course level for GEOG 4330 to GEOG 3304.
  - A change of the course level for GEOG 3309 to GEOG 4309;
  - Add GEOG 3304 as a prerequisite for GEOG 4309;
  - A change of the course level for GEOG 3307 to GEOG 4307;
  - Add GEOG 3304 as a prerequisite for GEOG 4307; and

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

K. Boniecki provided an overview of the February 16, 2016 UCA Undergraduate Council information items:

- Undergraduate Bulletin language for the Bachelor of Arts degree will be revised to state that UCA sign language courses are not allowed for the fulfillment of the BA foreign language requirement because they do not meet the standards of American Sign Language. American Sign Language courses transferred from accredited universities will be accepted at UCA towards fulfillment of the foreign language requirement at the discretion of the Department of Languages, Linguistics, Literature and Cultures. Discussion followed.
- Non-substantive language will be added to the Undergraduate Bulletin regarding the Honors in the Majors program. The purpose of this language is to make descriptions across departments consistent and also to locate the information in one place. Discussion followed. A motion was made and seconded to return this item to the Honors Council for further review following a discussion with Dr. Rick Scott, chair of the Honors Council, at a future CoD meeting. Prior to this discussion, the deans will gather information from department chairs regarding the current requirements within the departments.

3) L. Young led a discussion regarding the virtual EMS centralized scheduling system that launched this past November. Discussion included:
   - Concerns about rooms being blocked out for extended periods of time;
   - A problem with class rooms being double booked as a result of ignoring the override warning notification in Banner.
   - The need for standardization of instructional technology in classroom spaces;
   - S. Addison expressed a concern that the next update of the system will result in the loss of access to the virtual EMS system on Apple computers; and
   - The need to include room reservations into the system (even for rooms that are restricted and not viewable for scheduling) for security purposes. The UCA Police Department needs to know at all times which spaces are holding occupants.

4) S. Runge led a discussion regarding the university's current course withdrawal processes and policies. When a student drops after the designated drop deadline, faculty are faced with a decision to assign a grade of W (withdrawal), WP (withdrawal passing) or WF (withdrawal failing). Council members discussed varying scenarios in which failing students who drop after the deadline should or should not have the opportunity to receive a W or WP. Council members will visit with department chairs and faculty about this issue, and the discussion will resume at a future CoD meeting.

5) S. Runge led a discussion about the possible opportunity to replace mandatory mid-term grade reporting with the input of grades into GradesFirst. With the recent roll-out of GradesFirst to freshmen, the need for mid-term grades is in question. The information inputted into GradesFirst provides notification to both the students and their assigned advisors. Faculty are currently asked to update GradesFirst twice per semester (the second time occurs close to the mid-term grade reporting period) in addition to providing mid-term grades. Discussion followed regarding the benefits of requiring mandatory input in

GradesFirst versus mandatory mid-term grade reporting. GradesFirst automatically updates students and their advisors at the four-week and eight to nine week marks while mid-term grade reports do not result in a report to the student and advisor. S. Runge will ask Leigh Ann DenHartog, Becky Rasnick and Scott Brezee to attend an upcoming meeting of the CoD to better explain the capabilities of GradesFirst.

6) Provost's Announcements:
   - The nine-month period for 2016-2017 faculty appointments will begin on August 15th rather than the past practice of August 16th to align with the first day of Welcome Week. Likewise, the period will end on May 14th rather than May 15th. This change does not change the pay period; nine-month faculty who elect to receive pay over nine months will be paid in 18 equal installments with the first pay day being August 31st and the last being May 15th.
   - UCA Board of Trustee member Elizabeth Farris will meet with the Council of Deans on March 9, 2016 for her first quarterly meeting with Academic Affairs. The meeting will be followed with a lunch.
   - The provost is continuing to hold meetings on the topic of retention and graduation of African American male students. Interest is growing on this subject, and council members should notify the provost if they are aware of anyone interested in taking part in these discussions.
   - CoD will meet with Derek Bowman, candidate for the vice president of institutional advancement position at 1:30pm on March 9, 2016.
   - Students that take fully online courses may obtain up to five free one-day parking passes from the UCA Police Department to be used when it is necessary for them to be on campus. If more than five are needed, the student will need to pay for and obtain a parking permit.

7) Member Reports:
   - J. Glenn stated that he has updated the new curriculum forms that were approved several months ago. A number of changes were made to the forms including a change in the routing path for UCA Core and Undergraduate Council items.
   - M. Hargis stated that AACSB team has been on campus the last few days, and the visit was very positive.
   - M. Lee stated that the College of Liberal Arts chairs and faculty recently met with the advisor training group and the meeting went well. Also, the college had a good meeting with President Courtway recently; and faculty expressed a shortage of and need for qualified note-takers in the classroom to assist students with documented disabilities.
   - T. Wright stated that the Conway Symphony Orchestra in participation with the Arkansas Shakespeare Theatre will present musical and theatrical excerpts from Romeo and Juliet on Saturday night at 7:30 p.m. in Reynolds Auditorium.
   - L. Young stated that Amber Hall will be sending out the packages for the annual review of faculty salary inequity this week. Deadlines for submitting recommendations will be sent out soon.

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The meeting adjourned at 11:37 a.m.

DRAFT

Council of Deans
March 9, 2016

The Council of Deans met in regular session at 8:15 a.m. on Wednesday, March 2, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Vicki Groves-Scott, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Haley Fowler, Director of Annual Giving, was present for agenda item number one. Elizabeth Farris, member of the UCA Board of Trustees, was present for agenda item number six.

1) H. Fowler provided council members with information regarding the annual UCA Day of Giving scheduled for March 17, 2016, a 24-hour online campaign which raises funds for the UCA Foundation's emergency student scholarships. Over $36,000 has been given out from this fund in the last five years. This year's goal is to raise at least $11,754 in the 24-hour period. Discussion followed.

2) The CoD minutes of March 2, 2016 were discussed and will be considered at the March 16th CoD meeting.

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

   - UCA Graduate Council recommendation for approval of new course ENGL 5325. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
   - UCA Graduate Council recommendation for approval of:
     - Early Childhood track for the MS in Advanced Studies in Teacher Leadership program;
     - Dyslexia track for the MS in Advanced Studies in Teacher Leadership program; and
     - Deletion of the two-year full-time teaching experience component from the program completion requirements for the MS in Advanced Studies in Teacher Leadership program.

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

S. Bellar provided an overview of the February 18th information items, including graduate faculty appointments. Council members discussed the timing of graduate faculty appointments and agreed that consideration should be given to making the appointments at the beginning of each semester.

4) Provost's announcements:
   - Dr. Emri Celebi has accepted the position of chair of the department of computer science.

- S. Runge held a meeting this week regarding export control and a revised policy will be established soon.
- S. Runge attended the legislative joint budget meeting in Little Rock yesterday with President Courtway and other senior administrators.
- Currently, there is no policy regarding textbook review copy ownership. This will be considered and a new policy may be forthcoming.
- A meeting regarding the shortage of qualified note-takers in the classroom took place this week. In the future, note-takers will be payed $100 per semester per class.
- A meeting regarding UCA Online will be scheduled soon to look at progress and needs.

5) Member Reports:
   - J. Glenn stated that the Undergraduate and Graduate Bulletins will be released by March 15th.
   - S. Bellar stated that a small amount of money remains in the student research fund. Also, deans are asked to let their chairs and faculty know that money remains in the URC for faculty research, and applications are still being accepted.
   - K. Boniecki stated that most of the money that was put aside for the faculty development grants to support online teaching remains. Deans are asked to let chairs and faculty know that money is available. The funds may be used for the development of online courses as well as for online course development conferences. This is separate from the stipends.
   - T. Wright stated that *Post Secret: The Show* will be performed in Reynolds Performance Hall at 7:30pm on March 11, 2016. Also, CFAC will hold two events at UCA Downtown:
     - Crisis communication symposium – March 9, 2016, 7:30pm
     - Poetry reading – March 15, 2016, 7:30pm

6) Board of Trustees member Elizabeth Farris met with the Council of Deans for her quarterly visit with Academic Affairs in accordance with her 2016 board assignment. Council members provided Ms. Farris with an overview of their respective colleges/units.

The meeting adjourned at 1:00pm.

DRAFT

Council of Deans
March 16, 2016

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, March 16, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Vicki Groves-Scott, Kurt Boniecki, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Camille Shepherd, Director of Assessment, was present for agenda item number one. Rick Scott, Dean of the Schedler Honors College, was present for agenda item number two.

1) C. Shepherd gave an overview of the ongoing work to align the assessment process among the academic colleges. She is planning to meet with each college dean and their department chairs in the next month to receive feedback on the assessment process, including feedback on the current continuous improvement form. Deans are asked to contact C. Shepherd regarding scheduling a time for this meeting. Discussion followed.

2) In continuation of discussion at the March 2, 2016 CoD and at the request of the CoD, R. Scott participated in a discussion regarding the need for language regarding the Honors in the Major program to be clearly stated, consistent across all departments and to be located in one place.

   S. Addison provided council members with documentation showing how Undergraduate Bulletin (UGB) language regarding the program has evolved over time. Discussion followed regarding presentation in the UGB (specifically, language regarding the required GPA for graduation with honors). R. Scott and J. Glenn will work together to identify the best way to organize the information so that students can utilize the UGB to navigate through the pathway for honors.

   Also discussed was the required GPA for graduation in the Honors in the Majors program, which is currently at least a 3.4 in the major with at least a 3.25 overall. Discussion followed regarding the possibility of raising the minimum requirements for both admission to and graduation from the program. The UCA Honors Council will be discussing this possibility at their next meeting.

3) The CoD minutes of March 2, 2016 and March 9, 2016 were approved.

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

   - UCA Core Council recommendation for approval of new course ANTH 4360. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
   - UCA Core Council recommendation for approval of new course ENGL 4325. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.

- UCA Core Council recommendation for approval of new course ENGL 3345. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Core Council recommendation for approval of new course ENGL 3345. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Core Council recommendation for approval of new course EDUC 2310. A motion to approve this recommendation was previously table at the February 17, 2016 CoD meeting for clarification of the logistics of how this course will be delivered. A motion to remove the previous motion from the table was made, seconded, discussed and approved. The course will be delivered as a 3 credit hour course over one semester. A motion to approve the recommendation was then made and seconded. Discussion followed. The CoD voted to approve the recommendation.

K. Boniecki provided an overview of information items from the March 1, 2016 UCA Core Council meeting. Discussion followed.

5) J. Ishee led a discussion regarding a request from the Department of Nursing to change the department's name to the School of Nursing. Discussion followed. Other nursing programs have changed their titles to "school" rather than department, and this places UCA at a disadvantage when competing with outside institutions for students and faculty. The school will have a director instead of a chair but will remain in the College of Health and Behavioral Sciences, and reporting lines will remain the same. Discussion followed. A motion was made and seconded to approve the request. Discussion followed. The CoD voted to approve the request.

6) S. Runge led a discussion regarding equity/merit allocations for faculty for next year. Most colleges/units have submitted their inequity analyses to the provost's office. We will not know if funds are available for an equity/pool until the budget is finalized in May.

7) S. Runge led a discussion regarding capital funding to be submitted to the state. The university is required to submit capital funding priorities soon. Council members were provided a copy of the prioritized list previously discussed in August 2015 and asked to review. Discussion followed regarding the various priorities. Council members were given the opportunity to individually re-rank the priorities in order of their preference. The individual rankings were then averaged and the top priority continued to be the Institute for Wellness and Restorative Health.

8) Provost's announcements:
   - Notification of promotion/tenure/advancement recommendations were provided to faculty yesterday.
   - S. Runge and J. Glenn met recently with external reviewers for both English and Philosophy.

- S. Runge met with faculty in Health Sciences, Geography, and Family & Consumer Sciences in the past week. He will meet with faculty in Mathematics and Computer Science today.
- S. Runge will meet with SGA executive officers this Thursday regarding advising needs.
- A meeting regarding UCA Online will be scheduled soon to look at progress and needs.
- A meeting regarding interstate passport (portability of credit for passport states) has been scheduled for Friday.
- The Service Learning awards reception is scheduled for April 19, 2016, at 5:00pm in Brewer Hegeman Conference Center.
- Dr. William Sheehan, candidate for the VP for Advancement position, will be on campus after spring break. An announcement will go out soon.
- S. Runge spoke with Dr. Mike DeLong, provost of Pulaski Technical College, and he informed S. Runge that they are working on getting the student survey of program interest completed.
- Council members are asked to distribute UCA Day of Giving postcards.

9) Member Reports:
   - K. Boniecki reminded CoD that the deadline for items for the final Undergraduate Council meeting for this academic year is April 1. Anything received after April 1 will not be considered until the fall.
   - J. Ishee stated that on Monday, the university announced a donation from the Nabholz Charitable Foundation of $500,000 to the UCA Foundation for the Nabholz Center for Healthcare Simulation.
   - T. Wright stated that the UCA Wind Ensemble will perform tomorrow night at 7:30pm in Reynolds Performance Hall.
   - S. Addison stated that he attended the STEM career fair for Northwest Arkansas schools yesterday in Alma. Approximately 650 students attended. Other universities that were represented included University of Arkansas – Fayetteville, University of Arkansas – Fort Smith, and Arkansas Tech University.

The meeting adjourned at 12:00 pm.

Council of Deans
March 30, 2016

The Council of Deans met in regular session at 9:04 a.m. on Wednesday, March 30, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Vicki Groves-Scott, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young.

1) The CoD minutes of March 16, 2016 were approved. S. Bellar abstained due to having not been present at the March 16th meeting.

2) J. Glenn led a discussion regarding the new guidelines for determining qualified faculty as put forth by the Higher Learning Commission (HLC). The new guidelines were distributed to CoD, via email, prior to this meeting. Discussion followed regarding the universities current policies and procedures. Consensus is that current policies and procedures are in line with these new guidelines.

   Discussion continued regarding how we articulate/document the decision to hire faculty in situations in which the candidate does not have the standard academic qualifications but does have specific experiences that qualify them. The university's HLC Steering Committee will be looking at how we can best articulate/document this decision process to the HLC. Council members will submit information to J. Glenn by April 15th regarding how their colleges make these decisions.

   Additionally, the university needs to be able to report to ADHE how decisions are made regarding the qualifications of graduate assistants. Responses are due by April 1st.

3) S. Runge led a discussion regarding the need to identify 2 or 3 programs at UCA which are considered to be different than their counterparts at other institutions and around the country. These are programs of distinction that other institutions look at, talk about and seek to emulate. The attention that can be garnered by proper marketing of these programs will enhance the overall reputation of the university and thereby benefit all programs at UCA. Discussion followed. Council members are asked to review the programs that they believe have these attributes, and the discussion will continue at an upcoming CoD meeting.

4) Provost's announcements:
   - S. Runge provided council members with copies of the evaluation form for Bill Sheehan, candidate for the vice president for institutional advancement position. CoD met with the candidate yesterday.
   - The walk-through for tomorrow's board meeting has been scheduled for this afternoon.
   - J. Glenn attended a meeting yesterday regarding the university's policy on student travel. The purpose of the meeting was to consider expanding existing policy

beyond travel courses to include RSO student trips as the university should have a way to know about and regulate these trips. Discussion followed.

- S. Runge met with Conway Mayor Tab Townsell yesterday to discuss possible uses for 935 acres of land in south Conway that was recently donated to the Nature Conservancy. The Nature Conservancy is currently considering the potential best uses for the property and is open to joining with a partner/s.
- S. Runge, S. Addison, J. Ishee and Brian Corbin, Director of Transfer Services, met with representatives of ASU and NYIT yesterday to discuss a possible 3 + 1 articulation agreement with ASU for their Osteopathic Medicine program.
- S. Runge and J. Glenn met with external reviewers for the undergraduate writing program this past Monday.
- S. Runge will be meeting with faculty in the Department of Biology this afternoon and with faculty in the departments of Nursing, Communication Sciences and Disorders, and Exercise Science next week.
- The Board of Trustees will meet at 9:00am tomorrow morning in the board room. Following the meeting, the board budget workshop and retreat will take place in the McCastlain Fireplace Room.
- S. Runge is working to schedule a meeting with Senator Jason Rapert and Representative David Meeks next week to discuss Act 852 of the 2015 legislative session which requires development of an entity or contract with an entity for the maintenance of a longitudinal data system to be accessible to state agencies and higher education institutions.

5) Member Reports:
   - J. Glenn stated rosters in the academic bulletins may be updated at any time as needed. Chairs should email J. Glenn with any requests for roster revision.
   - M. Hargis stated that 12 Department of Accounting students, representing the UCA Theta Lambda chapter of Beta Alpha Psi, attended the Beta Apha Psi regional meeting in Houston on March 4-5. The chapter was recognized as a superior chapter and awarded first place in the Good or Great Best Practices competition.
   - T. Wright stated that Josh Radnor will perform at Reynold's Performance Hall on Monday night at 7:30pm. The MFA graduate film screening will be on Tuesday night at 7:00pm in Reynolds Performance Hall. *The Winter's Tale* by William Shakespeare will be presented in the Snow Fine Arts Center on April 7, 8, and 14 at 7:30pm and on April 9th at 2:00pm.
   - The Arkansas State Science Fair will be on campus Friday and Saturday. The MMA Oklahoma/Arkansas section meeting will be held on campus Thursday, Friday and Saturday. The Arkansas Academy of Sciences meeting will be held in Fayetteville on Friday and Saturday

The meeting adjourned at 11:20 am.

Council of Deans
April 6, 2016

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, April 6, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Vicki Groves-Scott, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Becky Rasnick, Registrar, Leigh Ann DenHartog, Director of the Academic Advising Center, and Scott Brezee, Director of Athletic Academic Advising, were present for agenda item number one. Lindsey Green, UCA Wellness Coordinator, and Graham Gillis, Associate Vice President for Human Resources and Risk Management, were present for agenda item number five.

1) Council members were provided with a demonstration of the GradesFirst system and an overview of how the system can be used by faculty and students. GradesFirst is currently used for all freshmen and student athletes.

   Faculty receive email notifications that prompt them to complete progress/grade reports for their students in the system. These reports are requested before the mid-term and again before the end of the term. The resulting grade reports are automatically emailed by the GradesFirst system to students who fall into the "at-risk" category and are also sent to their academic advisors and athletic coaches (when applicable). Upon receiving notification of at-risk students, advisors schedule appointments with the students to discuss the issues that may be contributing to their performance in class and to provide information regarding resources that are available to them. Discussion followed. Council members discussed the possibility of using GradeFirst grade reporting in lieu of mid-term grade reporting. This discussion will continue at the upcoming Dean's Retreat.

2) The CoD minutes of March 30, 2016 were approved.

3) Action items of the March 15, 2016 meeting of the UCA Undergraduate Council were considered as follows:

   - UCA Undergraduate Council recommendation for approval of new course ACCT 4382. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
   - UCA Undergraduate Council recommendation for approval of new course HIST 4398. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.

   K. Boniecki provided an overview of information items from the March 15th meeting of the UCA Undergraduate Council.

4) Action items of the March 17, 2016 meeting of the UCA Graduate Council were considered as follows:

   - UCA Graduate Council recommendation for approval of the addition of CSD 6311 as a required course in the MS in Communication Science and Disorders program. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
   - UCA Graduate Council recommendation for approval of new course MBA 6349. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.

   S. Bellar provided an overview of information items from the March 17th meeting of the UCA Graduate Council.

   The last meeting of the UCA Graduate Council for the spring 2016 semester will be April 21, 2016; and the Graduate Council retreat will be held on May 5, 2016 and all graduate program coordinators should make plans to attend.

5) G. Gillis introduced Lindsey Green, who is a current adjunct faculty member in the Nutrition and Dietetics program and also the new UCA Wellness Coordinator. L. Green spoke briefly to council members regarding her background and her goal of developing a culture of wellness on the UCA campus. She is planning to meet individually with the deans and then with department chairs and faculty in the very near future. Her new office is located on the first floor of Wingo Hall in what was previously the breakroom.

6) J. Ishee led a discussion regarding the capital requests that are to be submitted by the deans to the provost's office this spring and specifically regarding what types of items should be included on this particular list. Discussion followed. Council members agreed that instructional items, specialized equipment, and renovations that address safety concerns should be prioritized high on the list. Computers for existing faculty should be purchased with the funds set aside for that purpose in each dean's office. The provost's office will provide $600 for faculty to purchase a standard PC computer (additional funds may be allocated for the purchase of a Mac computer when justified). [Subsequently, Dr. Runge decided to provide $1,500 to each department for the purchase of computers equipment and/or furniture for each new full-time, continuing faculty member.]

7) S. Runge led a discussion continued from a previous CoD meeting regarding programs of distinction. Council members expressed agreement that no more than three programs will be rolled-out initially. A more in-depth discussion to take place at the upcoming Dean's Retreat.

8) Provost's announcements:

   - Veteran's Services received a good report from their recent audit.
   - The UCA Board of Trustees retreat was held last week.
   - S. Runge met with Senator Rapert and Representative D. Meeks this past Monday to discuss the AR Research Center's ability to help meet state requirements

mandated by Act 852 of the 2015 General Legislative Session. They are the only entity in the state that has the capacity to meet the mandates outlined in Act 852.

- Suggested revisions of the Faculty Handbook will go before the Faculty Senate next week. A hard copy will be provided to the deans by Friday.
- S. Runge has met/will meet with the departments of Nursing, Communication Sciences & Disorders, and Exercise Science this week.
- A meeting regarding export controls is scheduled for this Thursday.

9) Member Reports:
   - K. Boniecki stated that a meeting regarding the mission, vision, and future of UCA Online will take place next Wednesday morning at 9:00am in Wingo 315.
   - J. Ishee stated that the Family and Consumer Sciences annual recognition lunch will be held today at noon in the Brewer Hegeman Conference Center.
   - T. Wright stated that *The Winter's Tale* by William Shakespeare will be presented in the Snow Fine Arts Center on April 7, 8, and 14 at 7:30pm and on April 9th at 2:00pm. Disney in Concert with the Conway Symphony Orchestra will be presented on April 16, 2016 at 7:30pm in Reynolds Performance Hall. Also, T. Wright will be on the NPR Arts and Letters program tomorrow night.
   - L. Young stated that an advisor training meeting was held yesterday for liberal arts faculty.
   - J. Glenn stated that interviews for the Institutional Research statistical analysis position will begin next week. Candidates will be on campus on April 11, 14 and 21.

The meeting adjourned at 11:30 am.

Council of Deans
April 20, 2016

The Council of Deans met in regular session at 9:03 a.m. on Wednesday, April 20, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Vicki Groves-Scott, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Charlotte Strickland, UCA Professional Development and Training Coordinator, was present for agenda item number one.

1) C. Strickland spoke to council members about the current compliance training program provided to UCA faculty and staff. A handout was provided that included data on faculty and staff participation for both on-site and online trainings for the 2015-2016 academic year. On-site training participation has been low. Discussion followed regarding large group trainings for entire departments at the beginning of the school year as a possible way to make on-site training more accessible and thereby increase faculty and staff participation. Council members were in favor of this approach. C. Strickland will identify available dates/times for these trainings and provide that information to the deans so that they can then work with department chairs on scheduling the trainings for the upcoming academic year.

2) The CoD minutes of April 6, 2016 were approved.

3) S. Runge led a discussion regarding classroom instructional technology needs. The provost's office has received a significant number of requests for replacement/updated instructional technology equipment for classrooms. It is recognized that not all courses/classrooms have the same needs but would like to identify several variations of standard sets of instructional technology items that will be appropriate for the general classroom as options for faculty in equipping their classrooms. Discussion followed regarding what these needs might be and how best to secure this equipment once placed in the classroom. Council members will provide feedback to the provost's office regarding preferred equipment.

4) The 2016 Deans Retreat will be held on Monday, May 2nd and Tuesday, May 3rd at the Elizabeth House. The 2015-2016 Academic Affairs goals that were established at the 2015 Deans Retreat will be discussed in depth. Deans are asked to review those goals in advance of the retreat and provide status updates on any goals that relate to their colleges. Discussion followed regarding possible agenda items for the upcoming retreat.

5) Provost's announcements:

   - S. Runge, J. Glenn, and K. Boniecki attended the annual conference of the Higher Learning Commission earlier this week in Chicago.
   - The new vice president for institutional advancement is Mr. Kale Gober. He will begin work on May 1, 2016.

- Interviews for the Department of Family and Consumer Sciences chair position begin today.
- S. Runge will meet with the Department of Psychology and Counseling tomorrow afternoon.
- The ADHE Concurrent Credit Advisory Committee will meet tomorrow in Little Rock.
- The UCA Minority Student Graduation Dinner will be held tomorrow night.
- The AR Higher Education Coordinating Board meeting will be held on Friday morning in Hot Springs. The UCA Occupational Therapy Doctorate program is on the agenda.
- The annual Staff Senate Picnic is scheduled for Friday at 11:30am at the amphitheater.
- S. Runge will be hosting a meeting on African American male student retention on Friday afternoon.
- The UCA Night of Distinction will be held at the AR Governor's Mansion on Saturday night.
- S. Runge stated the provost's office has received some complaints from students and parents of isolated cases in which class is being concluded before the end of the semester. The Higher Learning Commission accreditation guidelines require a full semester include at least 15 hours of active instruction time for every credit hour awarded.
- Marketing for UCA Online for the 2016-2017 academic year to begin soon. This marketing is expected to be targeted rather than general in nature. Further discussion regarding UCA Online will take place at the next CoD meeting.

6) Member Reports:
   - J. Glenn stated that:
     - This week's HLC conference provided a lot of useful information. He will send council members a link for the HLC strategic framework document. This document provides a good distillation of major issues and lets us see where UCA is in relation to those issues.
     - Council members should send J. Glenn information on how their colleges make decisions on faculty appointments when hiring faculty in situations in which the candidate does not have the standard academic qualifications but does have specific experiences that qualify them.
     - With regard to issues related to Digital Measures, Amber Hall, Director of Institutional Research, will begin communicating to college deans who may then relay any necessary information to their college.
     - The UCA OTD proposal is expected to receive approval at Friday's Higher Ed Coordinating Board meeting and will then be submitted to HLC on May 2nd.
   - M. Hargis stated that Ethan Erwin (Biology, Honors College) participated in the Arkansas Governor's Cup on April 19, 2016. His business plan focused on his patented invention, the violin short bow that allows violinists to sing and play the

violin simultaneously. His team placed third in the event and won $10,000. Mr. Phil Bartos (Marketing and Management) was the faculty mentor for the proposal.

- K. Boniecki stated that the 70th Annual National Conference of Academic Deans conference is scheduled for July 14-15. Expected topics for this year's conference include prior learning assessment, workforce education, transfer articulation, online courses, and "generation next." Also, J. Ishee will return this year to facilitate the case study session which was very popular at last year's conference.
- S. Bellar stated that the Sponsored Programs achievement recognition reception will be held tomorrow afternoon at 3pm in the president's dining room. Also, Steve Beale, UCA Research Compliance Officer, will be soon planning a meeting on export control.
- J. Ishee stated that Dr. Dee Lance, Chair of the Department of Communication Sciences and Disorders, appeared on The Buzz 103.7 morning radio program today.
- T. Wright stated that the UCA Wind Ensemble will be in concert on April 21st at 7:30pm in Reynolds Performance Hall, and James Neihouse will be honored at the 2016 Distinguished Alumni at Saturday's UCA Night of Distinction.
- S. Addison stated that:
    - The CNSM Student Research Symposium last week was a great success;
    - The Red Chair Campaign designed to focus on supporting and promoting the role of women in technological fields got off to a great start;
    - The Girl Power in STEM camp for 9th grade girls will be held on Friday, and over 300 students are signed up to attend;
    - Students accepted to medical school at UAMS for the class of 2016 had an average GPA of 3.78 and scored in the 71st percentile on the new MCAT - this indicates how difficult it is to get into the program and that there is a market for the new DO programs around the state.
- L. Young reminded council members that evaluations of non-classified employees are due to the provost's office by May 15th. She will send council members a list of all non-classified employees within their colleges.

The meeting adjourned at 11:30 am.

Council of Deans
April 27, 2016

The Council of Deans met in regular session at 9:09 a.m. on Wednesday, April 27, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Vicki Groves-Scott, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright and Laura Young. Carl Frederickson attended in the absence of Steve Addison. Jane Ann Williams, Director of International Engagement; Ashely Pettingill, Associate Director of International Engagement; Natalie Flemming, Study Abroad Coordinator; and Phillip Bailey, Chair of the Department of Languages, Linguistics, Literatures and Cultures attended for agenda item number two.

1) The CoD minutes of April 20, 2016 were approved. C. Frederickson abstained from the vote due to having not been present at the April 20th CoD meeting.

2) N. Flemming and J. A. Williams presented the following 2017 Study Abroad program proposals:

    - Chinese Language Immersion at ECNU, May 12–June 19
    - Spanish Language Immersion in Costa Rica, May 14–June 11
    - CSPA in Brazil or China, May 16-29
    - UCA in Florence: Economics, Interior Design & Psychology, May 29–June 26
    - UCA in Paris, May 23-26 UCA instruction and May 30-June 22 travel
    - Travel Seminar in Great Britain: Literature on Location, June 5-9 instruction and June 10-28 travel
    - The Beatles and Popular Culture in the UK and USA, May 19–June 3
    - Theatre in London, May 7-17
    - Business in Cuba; May 15-19, May 30–June 2 instruction and May 20-28 or spring break travel
    - Service Learning in Cuba; May 15-19, May 29-June 1 instruction and May 21-27 travel
    - Health Education in Vienna, Austria; May 15-16 instruction and May 15-June 2 travel.
    - The Gusangira Project: Science & Society in Rwanda; 5-week summer term instruction and May 7-20 travel.

    Discussion followed. [The proposals were subsequently approved by a vote of 10-0 via electronic vote on April 29, 2016]

3) S. Runge led a discussion on enrollment projections for the fall 2016 semester. Current admissions and enrollment data indicates that the number of entering freshmen will be lower than the established goal for the fall 2016 semester. Work is ongoing to increase those numbers and narrow or close the gap. Deans are asked to convey this message to department chairs and ask that they not initially open as many sections as they have in the past for the

fall and instead open sections incrementally as needed. Discussion followed and will continue at next week's retreat.

4) S. Runge and K. Boniecki led a discussion regarding incentives for faculty who develop and/or convert and teach courses in the UCA Online program. The outline of incentives, as established in the proposed UCA Online strategic design document, was reviewed by council members. The document establishes incentives for course design and development that takes place before July 1, 2016 and design and development that takes place on July 1, 2016 and after. Discussion followed.

5) M. Lee led a discussion regarding the promotion and tenure application process. S. Runge noted that the process for application has not changed and faculty applying for both promotion and tenure may continue to submit applications for each, along with the other required documents, in one binder. Under our current handbook, faculty are not required to apply for promotion when they apply for tenure. The requirements for this binder may be found at http://uca.edu/academicaffairs/publications-information/. The provost's office is working with Amber Hall, Director of Institutional Research, to convert the application process to an online format by Spring 2017.

6) Provost's announcements:
   - The provost's meetings with departments in both CHBS and CNSM have concluded for this semester. He is looking forward to meeting with other departments and/or colleges in the fall semester.
   - Brian Corbin, Director of Transfer Services, and the provost will attend the National Park Community College board meeting this afternoon to speak about UCA's recently established transfer agreements with the school.
   - Dr.'s Dave Naylor and Ben McNew will be recognized at Saturday's commencement ceremonies as UCA Distinguished Faculty Emeriti.
   - The 2016 Dean's Retreat will be on May 2nd and 3rd at the Elizabeth House.
   - Camille Shepherd, Director of Assessment, resigned on Monday. K. Boniecki will be contacting a previous candidate for the position who was deemed acceptable by the committee to extend an offer for this now available position.
   - The university has some long-serving full-time continuing faculty that still make less than $40,000/year. Dr. Runge expressed concern and hopes to be able to increase these salaries when possible to at least a $40,000 threshold.

7) Member Reports:
   - M. Lee stated that:
     - The Adcock Scholarship reception was held on April 19th. Fourteen students received scholarships to study this summer in China, Costa Rica and France.
     - The 3rd Annual Service Learning Awards ceremony was held in Brewer Hegeman on April 19th. Dr. Kim Little was recognized as the Service Learning Faculty Practitioner of the Year.
     - The CLA Research Symposium was held on April 22nd and 23rd. Sixty-two papers were presented.

- The CLA year-end reception was held on April 22nd at UCA Downtown. Dr. Taine Duncan was recognized as the outstanding faculty member in the college. Dr. Kim Little was recognized as the EDGE faculty member of the year. Six CLA retirees, including Dr. Jerry Reynolds, were honored for their service.
- The CLA Honors Convocation was held on April 24th.
- Dr. Jesse Butler, Department of Philosophy and Religion, received a Fulbright Fellowship to work in China for a year.

- V. Groves-Scott stated that the CoE held its Teacher Pinning Ceremony last Friday night. Also, Dr. Kathleen Atkins, Chair of the Department of Elementary, Literacy and Special Education has announced plans to step back to a faculty role, and Dr. Candace Barnes will serve as interim chair of that department.
- J. Ishee stated that the CHBS Spring Reception will be held on Thursday at 4:30pm in Buffalo Hall. Also, the OTD program was approved at last week's Higher Education Coordinating Board meeting.
- T. Wright stated that the UCA Film Festival will be held tomorrow night at 7pm in Reynolds Performance Hall. Also, the CFAC Dean's Office will move to its new location in McCastlain Hall on Tuesday.
- L. Young stated that all faculty should have received or expect to receive an email from Human Resources that provides the application form for faculty to request to be paid over a 12-month period. A copy of the email will be sent to the deans.
- J. Glenn reminded council members that some still need to submit information regarding how their colleges make decisions on faculty appointments when hiring faculty in situations in which the candidate does not have the standard academic qualifications but does have specific experiences that qualify them.

The meeting adjourned at 11:40 am.

Council of Deans
May 3, 2016

The Council of Deans met at 8:30 a.m. on Tuesday, May 3, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Vicki Groves-Scott, Kurt Boniecki, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young.

1) Action items of the April 19, 2016 meeting of the UCA Undergraduate Council were considered as follows:

   - UCA Undergraduate Council recommendation for approval of new course MIS 4355 as a required course to the MIS Core courses for the MIS majors with the following concentrations:
     - Application Development
     - Telecommunications & Computer Networks
     - Business Analysis

     A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
   - UCA Undergraduate Council recommendation for approval to add JOUR 1123 as a requirement of the major in Journalism and adjust relevant undergraduate bulletin language. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
   - UCA Undergraduate Council recommendation for the addition of PSYC 4377 to the upper-division UCA Core to meet diversity goal A. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
   - UCA Undergraduate Council recommendation for approval to new course WRTG 1374. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
   - UCA Undergraduate Council recommendation for approval to add WRIT 3315 to the upper-division core. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
   - UCA Undergraduate Council recommendation for approval of a new BBA degree program and a new minor in Logistics and Supply Chain Management. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
   - UCA Undergraduate Council recommendation for approval to allow BBA degree seeking students to minor within the College of Business. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
   - UCA Undergraduate Council considered allowing Business majors to complete minors in Accounting, Management Information Systems, Management, and Marketing with specified changes to each of the minors. The UGC tabled the proposals. Discussion followed, and no action was taken.

- UCA Undergraduate Council recommendation for approval of new course FREN 4396. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Undergraduate Council recommendation for approval to add course ELSE 4307 to the upper-division core. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Undergraduate Council recommendation for approval to replace ELSE 4307 with ELSE 3301 as a requirement for the minor in Special Education. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Undergraduate Council recommendation for approval to replace FACS 3456 with FACS 4130 as a requirement for the minor in Special Education. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Undergraduate Council recommendation for approval to add HED 4396 to the upper-division core. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Undergraduate Council recommendation for approval of new course HIST 1375. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.
- UCA Undergraduate Council recommendation for approval of new course HIST 2360. A motion to approve was made and seconded. Discussion followed. The CoD voted to approve the recommendation.

Meeting adjourned at 9:15 a.m.

Council of Deans
May 11, 2016

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, May 11, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Vicki Groves-Scott, Stephanie Bellar, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Kurt Boniecki and Maurice Lee were absent. Peter Mehl attended in the absence of M. Lee.

1) The CoD minutes of April 27, 2016 were approved. P. Mehl and S. Addison abstained from the vote due to having not been present at the April 27th CoD meeting.

2) S. Runge led a discussion regarding position requests for the fall 2017 semester. L. Young provided copies of the draft list of requests recently submitted by council members. Council members each provided an overview of the nature of their individual requests and discussion followed. The provost will meet individually with council members over the next month and the prioritized list of requests is expected to be finalized by mid to late June.

3) S. Runge led a discussion regarding the budget prioritization of capitol requests for the white board list. L. Young provided copies of the draft list of all capital requests recently submitted to the provost's office. Discussion followed regarding expectations for funding this year and the need to prioritize the items currently on the list. Any additional feedback will be provided to the provost's office by noon on Friday.

4) S. Runge led a discussion regarding Grades First, mid-term grade reporting, and Black Board Gradebook.

   The benefits of Grades First in terms of grade reporting and the notification of student distress or success as opposed to standard grade reporting are now being recognized. Requests to utilize Grades First in place of standard mid-term grade reporting have been received from individual faculty. Discussion followed. Consensus is that Grades First is much more useful than standard mid-term grade reporting. S. Runge plans to discuss this with the Faculty Senate Executive Committee over the summer.

   Some feedback/interest has been also been received for the use of Black Board (BB) Gradebook for grade reporting. This system allows students to check their grades at any time. The eventual conversion to BB Gradebook is considered necessary for continuity of operations given that grades inputted into BB Gradebook are safe in the event of an emergency or natural disaster because the data files are hosted by Blackboard and not on local machines. This conversion would require the purchase of a module to allow an upload of grades from BB Gradebook into Banner. Discussion followed and will continue at the next CoD meeting. S. Runge also plans to discuss this possibility with the Faculty Senate executive officers over the summer.

5) Provost's announcements:
   - A new search to fill the director of assessment position will begin immediately. Alyson McEntire, Coordinator of Academic Assessment, will work with K. Boniecki to ensure the assessment program is supported in the interim.
   - A meeting regarding UCA advertising took place last week. Advertising will be going out soon regarding UCA Online and summer school, as well as the summer-time targeted campaign for traditional undergraduate students. The UCA Online advertising campaign is expected to be a continuous, year-long campaign. Representatives from Eric, Rob & Isaac will be contacting departments to collect information that will be used in upcoming advertising.
   - A meeting took place last week regarding the Apple 1-1 initiative.
   - A meeting took place on Monday regarding the UCA Coding Academy. The academy will be managed by the Office of Outreach and Community Engagement, and information on the academy will be made available soon.
   - S. Runge, S. Addison, and V. Groves-Scott met on Monday to discuss STEMTeach which has been receiving a lot of interest from prospective students.
   - All colleges and departments now have access to the university's new logos at https://uca.edu/toolkit/.
   - The Council of Deans will meet on the following dates during the summer:
     - May 25
     - June 8
     - June 22
     - July 6
     - July 20
     - August 3

     [The meeting scheduled for May 25th was later canceled.]

6) Member Reports:
   - J. Glenn provided an update on the ongoing efforts to prepare for the upcoming HLC comprehensive visit scheduled for fall 2016.
   - M. Hargis stated that the CoB received accreditation for the next five years.
   - S. Bellar stated that the Graduate School's busy season is here. She requested that deans ask department chairs to make sure that someone within their department has signing authority in their absence for admittance decisions.
   - J. Ishee stated that the Counseling Psychology program received accreditation for the next 5 years.
   - T. Wright stated that the debut party for the 2016-2017 Reynolds Performance Series took place last night and was attended by the largest crowd ever.
   - S. Addison stated that the first phase (the conversion of the former planetarium to an office suite) of the Lewis Science Center renovation is underway with construction beginning on Monday, and a meeting is scheduled for tomorrow to review phase two of the renovation.
   - L. Young led a discussion regarding the use of Degree Works for recording advising notes.

The meeting adjourned at 11:55 a.m.

Council of Deans
May 17, 2016

The Council of Deans met in special session at 2:00 p.m. on Tuesday, May 17, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Vicki Groves-Scott, Kurt Boniecki, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Maurice Lee was absent. Peter Mehl attended in the absence of M. Lee. Joan Simon, Associate Professor in the Department of Psychology and Counseling, was present at the meeting.

1) S. Runge advised council members that Dr. Stephanie Bellar has decided to step back to a faculty role and has resigned her position as Dean of the Graduate School/Director of Sponsored Programs effective May 31, 2016. Dr. Joan Simon, Associate Professor in the Department of Psychology and Counseling, has agreed to serve as Interim Dean of the Graduate School/Director of Sponsored Programs effective June 1, 2016. Dr. Simon was introduced to the group. Discussion followed.

2) S. Runge led a discussion regarding the 2016-2017 budget. The UCA Board of Trustees has indicated a desire to provide a 2% COLA for all employees rather than the 1% COLA included in the current budget proposal. Additional funds must be identified in order to fund a 2% COLA, and a portion (approximately $407,000) will be provided out of the Academic Affairs budget. Discussion followed regarding potential sources of funds. A finalized list of suggested funding sources will be provided to Diane Newton, Vice President for Finance and Administration, by the end of the day tomorrow. [The June 1, 2016 meeting of the UCA Board of Trustees resulted in approval of the following resolution: "BE IT RESOLVED: That the $500 year-end bonus for FY 2016 and the 2% cost-of-living adjustment for FY 2017 for classified staff is hereby rescinded; that the administration is authorized to pay year-end bonus to classified staff for FY 2016 based upon the merit bonus authorization set forth in the April 27, 2016, letter from Larry W. Walther, Director of the Department of Finance and Administration; and that for the FY 2017, any funds budgeted for salaries and benefits for a 2% COLA for classified staff shall be held in a special contingency reserve, and shall be paid if and when such sums are authorized to be paid under Arkansas law to classified staff."]

The meeting adjourned at 3:20 p.m.

Council of Deans
June 8, 2016

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, June 8, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Vicki Groves-Scott, Joan Simon, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Kurt Boniecki and Maurice Lee were absent. Peter Mehl attended in the absence of M. Lee. Amber Hall was present for agenda item number one.

1) Amber Hall provided council members with information regarding the university's AY 2015 performance measures. ADHE uses these measures in their determination of performance funding allocations for Arkansas higher education institutions. She provided an overview of the methods used for determining the performance results, and handouts were provided showing UCA's performance results for the year compared to other Arkansas four-year institutions. Discussion followed.

2) The CoD minutes of May 3, 11 and 17 were approved. J. Simon abstained from the vote on the May 3rd and 11th minutes due to having not been present at those meetings. P. Mehl abstained from the vote on the May 3rd meeting due to having not been present at that meeting.

3) Action items of the June 1, 2016 meeting of the UCA Undergraduate Council were considered as follows:

- UCA Undergraduate Council recommendation for approval of:
    - Proposal to make editorial changes to the Accounting minor in the Undergraduate Bulletin consistent with existing policy
    - MIS proposal to:
        - Remove the application and grade requirements for the MIS minor
        - Add required course MIS 4355 to the MIS minor
        - Add elective course ACCT 3320 to the MIS minor
        - Change the additional upper-division elective requirement from six credit hours to three credit hours for the MIS minor
        - Make editorial changes to the MIS minor in the UG Bulletin consistent with existing policy.
    - Management proposal to:
        - Add MGMT 3340 to the Management minor as a substitution for MGMT 2341 for students seeking a BBA degree
        - Reduce the number of Marketing courses that can be used for a Management minor from six credit hours to three credit hours
        - Make editorial changes to the Management minor in the UG Bulletin consistent with existing policy.

- Marketing proposal to:
    - Add MKTG 3350 to the Marketing minor as a substitution for MKTG 2350 for students seeking a BBA degree
    - Add elective course MKTG 3453 to the Marketing minor
    - Reduce the number of Management courses that can be used for a Marketing minor from six credit hours to three credit hours
    - Make editorial changes to the Marketing minor in the UG Bulletin consistent with existing policy.

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

4) S. Runge led a discussion regarding CoD appointments to be made to the Information Technology Advisory Committee (ITAC), the Online Learning Advisory Committee (OLAC) and the Strategic Planning Advisory Committee (SPC). Discussion followed and the CoD made the following appointments:
    - ITAC – Steve Addison
    - OLAC- Michael Hargis
    - SPC – Jonathan Glenn

   Council members also discussed individual dean appointments to the new Service Learning Advisory Committee. Prior to approval of the committee by the Faculty Senate and Board of Trustees this spring, the committee met as an ad hoc committee during the 2015-2016 academic year. P. Mehl provided the list of college representatives who served on the ad hoc committee. Discussion followed and council members agreed to formally appoint these individuals to serve on this committee.

   S. Runge also led a discussion regarding the formation of a Faculty Load Taskforce to be charged with developing a model for faculty load. S. Runge will be meeting with Faculty Senate President Kaye McKinzie next week to discuss the composition of the taskforce, and council members are asked to submit recommendations of individuals to serve on the taskforce by Monday, June 13th. Discussion followed.

5) S. Runge led a discussion continued from the May 11, 2016 CoD meeting regarding Grades First, mid-term grade reporting and Blackboard Gradebook.

   Faculty Senate President Kaye McKinzie received positive feedback from faculty senators about the advantages of using Grades First for monitoring of student progress instead of mid-term grades. The provost's office will follow-up to determine what will be required to facilitate the transition to Grades First and report back to the Council of Deans. Discussion followed. Previous discussions regarding the use of Blackboard Gradebook have been tabled.

6) Provost's announcements:
    - Local Arkansas legislators (Senator Jason Rapert, Representative Steve Magie, Representative David Meeks, and Representative Stephen Meeks) were provided a tour yesterday of the new Conway Corporation Center for Sciences (CCCS). President Courtway, S. Runge, Chief of Staff Kelly Erstine, Director of Special Projects T. J. Johnston, and S. Addison also attended.
    - Sue Griffin, Donald W. Reynolds Department of Geriatrics Vice Chair of Research, will be touring the new CCCS building today.
    - A meeting is scheduled for tomorrow to prioritize Strategic Plan initiatives for potential funding with year-end funds.
    - Position request reviews have been delayed but will likely be complete by the end of June.

7) Member Reports:
    - P. Mehl stated that the Department of Political Science and the College of Liberal Arts are pursuing a potential opportunity to house Vote Smart operations on the UCA campus. Vote Smart is a non-partisan organization that promotes engagement in the election process.
    - J. Simon stated that Sponsored Programs is working to get the word out to faculty about grant opportunities. Steve Beale will begin distributing a one-page handout annually with IRB related information.
    - T. Wright stated that Arkansas Shakespeare Theatre opens on Friday. Events are listed at www.arkshakes.com. Also, the Arkansas Shakespeare Folio is now viewable in the Baum Gallery.
    - L. Young stated that Human Resources (HR) set July 1 as the deadline for 9-month faculty to elect to be paid over 12-months. [No action is needed if the faculty member wishes to continue to be paid over 9-months.] Also, to make certain that employees receive payment on time, HR has set the deadline that approved PAF's must be in HR two weeks in advance of the pay date.

    The meeting adjourned at 10:58 a.m.

Council of Deans
June 22, 2016

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, June 22, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Kurt Boniecki, Joan Simon, Terry Wright, and Steve Addison. Peter Mehl, Associate Dean of the College of Liberal Arts, attended in the absence of Maurice Lee. Ken Griffin, Associate Dean of the College of Business, attended in the absence of Michael Hargis. Donna Wake, Associate Dean of the College of Education, attended in the absence of Vicki Groves-Scott. Jacquie Rainey, Associate Dean of the College of Health and Behavioral Sciences, attended in the absence of Jimmy Ishee. Laura Young joined the meeting after discussion item number four.

Colin Stanton, Coordinator of New Student Programs, was present for agenda item number one. Amy Hawkins, Director of the Center for Teaching Excellence, was present for agenda item number two.

1) C. Stanton provided council members with an overview of the upcoming fall 2016 Welcome Week schedule. Copies of the draft schedule were distributed, and discussion followed regarding room assignments for the scheduled college meetings. Beginning last year, student attendance at the college meetings became a scoring component of the "Battle of Halls" Welcome Week competition. College meeting attendance has increased as a result.

2) S. Runge led a discussion regarding the Adjunct Academy orientation for new part-time/adjunct faculty. The Adjunct Academy is offered at the beginning of both the fall and spring semesters. Important information is provided at this orientation, but the orientation has had light participation to date. Discussion followed, and consensus is to (i) make the Adjunct Academy available to any part-time faculty who have not previously attended, and (ii) assert that attendance at the Adjunct Academy is expected of all part-time/adjunct faculty who have been at UCA for one year or less.

3) The CoD minutes of June 8, 2016 were approved. K. Boniecki, K. Griffin, J. Rainey, and D. Wake abstained due to having not been present at the June 8th meeting.

4) S. Runge led a discussion regarding the allocation of, and requirements for, graduate assistantships. Graduate assistantships are not scholarships but rather work arrangements (as stated in the *Policies and Procedures Manual for Graduate Assistants*) intended to provide graduate students with an opportunity to work in a role that contributes substantially to their education. Council members agreed that students receiving graduate assistantship funds should always provide work in their field of study. Copies of the current *Policies and Procedures Manual for Graduate Assistants* was distributed, and council members will provide J. Simon with any feedback regarding possible revisions to the manual.

   Annually, $1.27 million is distributed to academic departments for GA's. The current model used in allocating these funds has not been evaluated in recent years. Consensus is that

consideration should be given to any needed revisions of the current allocation model. J. Simon will survey department chairs to find out how GA funds are typically used within their programs. CoD will continue this discussion at an upcoming meeting.

Also discussed was continuous enrollment requirements for GA's. The GA manual indicates that students must be continuously enrolled, but the Graduate Bulletin does not contain a broad statement indicating this. Consensus is that an inventory should be done to see if this requirement is enforced within the individual programs, and discussion will continue at a future CoD meeting.

5) S. Runge presented a recommendation from the Registrar's Office of minimum and maximum credit-hours for full-time status during summer parts-of-term (3-week, 5-week, 8-week, 10-week and 13-week summer terms). Currently, the Undergraduate Bulletin only specifies full-time minimum and maximum credit hours for Summer I, II and III. After discussion, proposed limits were set as follows:
    - May Intersession (3-week): 3-hours minimum for full-time; 6 hours maximum
    - 8-Week Summer: 7-hours minimum for full-time; 11 hours maximum
    - 10-Week Summer: 8-hours minimum for full-time; 14 hours maximum
    - 13-Week Summer: 11 hours minimum for full-time; 20 hours maximum
    - Summer I (5-weeks): 4 hours minimum for full-time; 7 hours maximum
    - Summer II (5-weeks): 4 hours minimum for full-time; 7 hours maximum
    - Summer III (3-weeks): 3 hours minimum for full-time; 6 hours maximum
    - Cap of 20 hours maximum over the entire summer

    Discussion followed regarding the recommendation and the purpose of establishing a minimum credit-hour requirement other than the 6-hour minimum required by financial aid. The topic will be revisited at the July 6, 2016 meeting.

6) J. Glenn provided council members with a reminder that the university is required to notify and request approval from the ADHE Coordinating Board when 50% or more of any degree program is offered online. Discussion followed.

7) S. Runge informed council members that a meeting will take place at Northwest Arkansas Community College on September 21st to discuss the UCA's relationship with NWACC and possible future opportunities. Council members should plan to attend this meeting.

8) Provost's Announcements:
    - An updated contact list for Academic Affairs will be sent electronically to council members and may be shared with associate deans, department chairs and faculty. (a hard copy was provided at the meeting)
    - An orientation program will be offered for free on August 4th to students who register late (data shows retention is lower for this group). This will be a one-day program for students and parents.
    - Amber Hall, Director of Institutional Research, is actively working to get promotion/tenure/advancement application processes in Digital Measures by November 2016 (in time to use as a pilot for mid-tenure review). Faculty will be able to readily use the data they have entered into Digital Measures to build their application portfolios.

- As a reminder, advising holds should be released only after a student has been advised; departments should not release holds in bulk.
- Information Systems and Technology (IST) is working to resolve the issue with previous delays in the upload of class rosters from Banner to Blackboard. Discussion followed.
- Document imaging will be initially implemented in 1-3 offices, but can be expanded from there as more licenses are acquired.
- A recent purchasing workshop announced the option of purchasing classroom technology equipment through IST and offered two different packages for departments to choose from. Packages may also be customized and departments will have the option of ordering the equipment themselves or having IST place the order with a transfer of funds to IST from the department.
- The deadline for faculty to elect to be paid over 12-months is July 1, 2016.

9) Member Reports:
   - S. Addison stated that the first Cyber Camp is taking place this week on campus. Twenty-four students are participating.
   - L. Young stated that she will send an email to deans and department chairs regarding the COLA of 2% for part-time and overload pay.

The meeting adjourned at 11:15 a.m.

Council of Deans
July 6, 2016

The Council of Deans met in regular session at 9:02 a.m. on Wednesday, July 6, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Vicki Groves-Scott, Joan Simon, 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. Kurt Boniecki was not present at the meeting.

1) The CoD minutes from the June 22, 2016, meeting were approved. V. Groves-Scott and M. Hargis abstained.

2) Action items of the April 21, 2016 meeting of the UCA Graduate Council were considered as follows:

   - UCA Graduate Council recommendation for approval of:
     - Additional pre-requisites for the ELSE Birth–Kindergarten endorsement. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
     - Change in degree requirements for the MSE in Reading and the MSE in Special Education by adding an alternate assessment in lieu of the licensure exam in qualifying circumstances. A motion was made and seconded. Discussion followed. CoD voted to approve the recommendation.
     - Changes in the general admission requirements and pre-requisites for non-accounting baccalaureate students for the Masters of Accountancy. A motion was made and seconded. Discussion followed. CoD voted to approve the recommendation.
   - A proposal to change the admission requirements for the MFA in Digital Filmmaking, eliminating the GRE and adding a statement of purpose and writing sample, was tabled at the recent meeting of the Graduate Council and will be considered at a later date.

   J. Simon provided a brief overview of information items from the April 21st meeting.

3) S. Runge led a discussion continued from the June 22nd CoD meeting regarding graduate assistantships and the development of a model for allocating funding for graduate assistants to the departments/units. To assist in the development of this model, the Graduate School will survey departments/units that administer graduate assistantship funds to learn in what capacities graduate assistants are being utilized. A draft of items to be included on the survey will be provided to council members for feedback. Discussion followed.

   Council members also continued the June 22nd discussion regarding continuous enrollment requirements. The Graduate Bulletin does not currently have an across-the-board policy for graduate students pertaining to continuous enrollment. Discussion followed regarding the need for students who are on campus to be here in an official capacity to avoid any liability risks. Council members agree that students who are receiving university pay for serving as a

graduate assistant must be enrolled. An across-the-board continuous enrollment policy is needed, but the policy would need to address exceptions under special circumstances as the policy might not work for all programs. J. Simon and L. Young will work to draft a policy, and deans will be asked to review the language and determine how it will affect the programs within their respective colleges.

4) S. Runge led a discussion continued from the June 22nd CoD meeting regarding the minimum/maximum credit-hours for summer sessions. The proposal document provided at the June 22nd meeting was revised following discussion at the last meeting and was distributed to council members. Discussion followed regarding the appropriate total maximum credit-hours for May Intersession, Summer I and Summer II combined. Consensus is that the total number of credit-hours for these combined terms should not be greater than the maximum total credit-hours allowed for the fall or spring terms which is 18 hours. The document will be revised to reflect an 18-hour maximum for the combined summer terms, and the revised document will be distributed to council members at the next meeting.

   Council members also discussed the purpose of having a minimum credit-hour limit. In addition to the financial aid minimum credit-hour requirements, the VA and insurance companies typically have minimum credit-hour policies in place. Discussion followed, and consensus is to continue the practice of having a university minimum credit-hour policy for full-time status in the summer.

5) Provost's Announcements:
   - S. Runge held a meeting last week regarding the on-boarding of transfer students (the process of getting transfer students on campus and matriculated). Chris Riggins will be leading an initiative to host Transfer Days on select two-year school campuses to assist with bringing these students to campus. Representatives from each academic college and other university offices will be asked to attend these events.
   - The university will host a 1-day orientation for students who are admitted after July 1st, as this is a student population who has statistically been found to be at-risk.
   - S. Runge is meeting this week with each college dean to discuss fall 2017 positions.
   - ADHE has proposed a new outcomes-based funding model. Information regarding this new model is forthcoming.
   - The Advising Center will host a luncheon and speaker on Tuesday, August 16th for faculty advisors. All faculty who advise students will be invited, but the event will be limited to the first 100 faculty members to RSVP. Information will be sent out soon.
   - S. Runge will be on vacation July 8-15.

6) Member Reports:
   - J. Glenn shared new informational documents from the Office of Student Success including:
     - A calendar of academic success workshop opportunities
     - An academic programs and services pamphlet

- J. Simon stated that the graduate student orientation provided each year by the Graduate School has not been well attended. To assist in assessing the need for this orientation, council members are asked to let her know which graduate programs already offer an internal orientation for their graduate students. Discussion followed.
- T. Wright stated the Shakespeare Folio exhibit will end on July 13th.
- L. Young stated that:
    - As a rule, before a faculty member has access to Blackboard, the hiring process needs to be complete. Therefore, it is important that PAF's for visiting or adjunct faculty members are submitted as soon as possible. However, in an emergency situation, if a faculty member is hired late and needs access prior to completion of the hiring process, Tonya McKinney in IT can provide access to a temporary Blackboard course shell. Then, once the hiring process is complete and the employee's network login has been issued, the course content can be moved to the correct Blackboard shell that matches the course CRN. Blackboard shells are created for all course sections.
    - Faculty advisors should always take Degree Works notes into account when advising students. Some advisors have ignored deficiencies identified in Degree Works because they have assumed they are incorrect, when in fact the deficiency existed. If an advisor believes Degree Works is in error, they should consult their department chair. Then, if the department chair agrees that Degree Works is in error, the chair should contact Jeff Wittig, Degree Works/Curriculum Management Specialist.
    - Discussion followed regarding general education requirements. J. Glenn will send out a summary of information about Arkansas associate degrees and the 35-hour state minimum core.
    - Advisors should be encouraged to remind students to apply for graduation one year in advance of their intended date of graduation.

The meeting adjourned at 10:25 a.m.

Council of Deans
July 20, 2016

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, July 20, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Vicki Groves-Scott, Kurt Boniecki, Joan Simon, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Maurice Lee was absent. Peter Mehl attended in the absence of M. Lee.

1) The CoD minutes of June 6, 2016 were approved. K. Boniecki abstained due to having not been present at the June 6th meeting.

2) K. Boniecki led a discussion regarding the ability of departments to reserve course seats in Banner for students who are enrolled in online programs (both degree completion and graduate programs). Upon admittance to UCA Online programs, students are now automatically assigned the UCO designation (campus code designation). Once seats have been reserved in a course, Banner will automatically place students with the UCO designation in one of the reserved seats when they register for the course. All reserved seats that remain open three-weeks prior to the start of class will be released and accessible to all students. Discussion followed. Department chairs and college deans will be given an overview of the process for reserving seats in Banner in the coming week. [The meeting was held on Tuesday, July 26, 2016.]

3) S. Runge led a discussion regarding fall 2017 positions. All funds available for these positions are expected to be utilized. The final list of position recommendations will be shared with the Council of Deans (CoD) once approved. Discussion followed.

4) S. Runge led a discussion regarding the need to establish a timeline for conversion of online courses in order to have all online programs sharing consistent branding and interface in order to build the UCA Online program. A draft timeline was distributed for consideration. Council members will review the draft timeline and provide feedback to K. Boniecki. Faculty should be encouraged to provide instructional designers with feedback on the interface so that it can be adjusted as needed. Discussion followed.

5) S. Runge led a discussion regarding a survey of graduate outcomes created and proposed by the Office of Institutional Research, in collaboration with the offices of Career Services and Advancement. Copies of the proposed survey were distributed, and council members were asked to provide any feedback to Robin Voss. Discussion followed.

6) P. Mehl led a discussion regarding the proposed Bachelor of General Studies degree program discussed at a previous CoD meeting. The proposed program would provide students with the opportunity to study more than one area of concentration. Draft copies of a proposed degree description (created by V. Groves-Scott, J. Ishee and P. Mehl) were distributed. A proposed survey of undergraduate students regarding interest in such a degree program was also distributed. Discussion followed. Deans will share these documents with department chairs and request their feedback, and discussion will continue at a future CoD meeting.

7) Provost's announcements:
   - Representatives of the AR Research Center will be presenting to the legislative Joint Performance Review Committee on Tuesday, July 26, 2016, regarding ARC's ability to fulfill the requirements of Act 852 of 2015 and other potential projects.
   - Academic Deans are asked to provide AY 2015-2016 highlights and accomplishments to R. Voss by August 7th for inclusion in this year's 2016 General Faculty Meeting booklet.
   - The President and Provost's reception for new faculty and staff will be held on August 11, 2016 from 6pm to 8pm at UCA Downtown. Visiting faculty are invited to this reception.
   - Deans should look at current enrollment data for their respective graduate programs and work with department chairs to try to meet or exceed last year's enrollment numbers.
   - A planning meeting for the proposed Transfer Days is scheduled for Tuesday, August 2, 2016 at 3pm.
   - All campus computers will be re-imaged prior to the spring conversion to active directory. Information regarding preparing for this re-imaging is expected to be provided by Information Systems & Technology later this year.

8) Member Reports:
   - J. Glenn stated that the lockdown date for HLC submission has been pushed back to late September. This will allow time for draft documents to be review by the campus community prior to submission.
   - J. Simon stated that:
     - In follow-up to previous CoD conversations regarding continuous enrollment requirements for graduate students, she will be sharing graduate student re-admission data with CoD for review and feedback;
     - The GA survey link was shared with CoD for review and feedback.
     - The Graduate School will be hosting an orientation for graduate students during the week that school starts. Suggested dates and times for the orientation are requested.
   - T. Wright stated that:
     - Sandy Longhorn, Assistant Professor in the Department of Writing, won this year's Porter Prize award. UCA is one of only two institutions in the state to have a faculty winner.
   - L. Young stated that:
     - Becky Rasnick, Registrar, is scheduling a training for those who are serving as substitutes at the August 5th commencement ceremony. Information on the training is forthcoming.
   - All outstanding PAF's should be submitted. Returning visiting faculty and grant funded faculty require new PAF's for the upcoming academic year.

The meeting adjourned at 10:23 a.m.

Council of Deans
August 3, 2016

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, August 3, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Kurt Boniecki, Joan Simon, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Maurice Lee and Vicki Groves-Scott were absent. Peter Mehl attended in the absence of M. Lee and Donna Wake attended in the absence of V. Groves-Scott.

Guests: Chris Davis from Information Systems and Technology, and Amber Hall and Rebecca Stage from Institutional Research.

1) C. Davis led a discussion regarding the Active Directory implementation scheduled to roll out in late October. The advantages for using Active Directory include: cost savings (approximately $70,000), better university infrastructure, greater IT security, and more services (such as remote access). Plans will begin with campus-wide training, transferring and securing data to another source and then swapping out the hard drives on all machines. Lab computers and specialized machines will be handled independently of the roll out. Several members expressed concerns regarding the strategy of reimaging all machines. Many computers have specialty software that would be difficult to reload. Another concern is the challenge of individuals being responsible for the transfer of files. Further discussion ensued.

2) Amber Hall led a discussion regarding the Graduate Outcomes Survey. Copies of the survey were distributed to council members. The survey will be emailed to recent graduates beginning with an initial 3-month survey, then 6 months, and then one year. If students respond to the last survey, IR will wait two years before surveying them again, otherwise they will receive a survey annually. Discussion followed.

3) The CoD minutes of July 20, 2016 were approved.

4) S. Runge led a discussion on programmatic marketing. Council members were asked to think about the academic programs they would like considered for marketing features/campaigns.

5) S. Runge announced the membership of the Faculty Load Taskforce.

6) S. Runge distributed the list of approved positions to be searched, for fall 2017 or sooner, in some cases. The Director of Development position is shared with Advancement and will focus on raising funds for the College of Business and the College of Natural Sciences & Mathematics. Council members were asked to send their employment ads within the next two weeks to Lori Hudspeth so she can coordinate a single publication in various recruiting outlets.

7) Provost's Announcements:

- Representatives of the Arkansas Research Center presented last week to the state Joint Performance Review Committee.
- The ADHE Coordinating Board met last week.
- A Transfer Days planning meeting was held yesterday.

- August Registration & Orientation (ARO) is scheduled for Thursday and Friday, August 4th & 5th.
- Summer Commencement is scheduled for Friday, August 5th, at 7:00pm. There will be a video message presented instead of an Alumni speaker.

8.) Member Reports:

- D. Wake reported the College of Education wrapped up its final P-12 summer camp yesterday. More than 430 people attended the camps.
- K. Boniecki informed council members that he received 12 applications for the Director of Assessment position. The search committee, chaired by Jacob Held, was convened earlier this week and given the charge to begin the screening and interview process.
- J. Simon stated that she will be contacting some of the deans for graduate faculty replacements on the Graduate Council.
- L. Young shared an invitation from Student Services for the departments to consider participating in Family Day on September 10, 2016. She also reminded everyone to turn in PAF's for fall.

The meeting adjourned at 10:50 am.

Council of Deans
August 24, 2016

The Council of Deans met in regular session at 9:01 a.m. on Wednesday, August 24, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Victoria Groves-Scott, Kurt Boniecki, Joan Simon, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young.

1) The CoD minutes of August 3, 2016 were approved. M. Lee and V. Groves-Scott abstained.

2) S. Runge led a discussion regarding targeted marketing of academic programs and colleges. C. Madsen, Associate Vice President for University Relations and Creative Services, will be attending an upcoming CoD meeting to discuss potential areas of focus for advertising in the coming year. Council members will visit with their department chairs/directors to identify specific target areas. Discussion followed.

3) S. Runge led a discussion regarding current information technology support needs.

4) S. Runge provided council members with an overview of the new Student Success Scholarship. The scholarship is a need-based, one-time scholarship equal to $250 and is only available to first-time freshmen students who are PELL eligible and who complete a series of student success activities. This is an initiative that resulted from the Black Male Retention Working Group, in coordination with the Student Success & Retention Council, to incentivize at-risk students to attend UCA student success programming activities. The scholarship is being managed by the Office of Student Success, in coordination with the Office of Financial Aid. Discussion followed.

5) Provost's Announcements:

- The Distinguished Alumni Award policy has been revised (a copy of the new policy was provided).
- Diversity After Hours Reception – September 20, 4:30pm to 6:00pm, McCastlain Fireplace Room. Deans and department chairs are encouraged to attend.
- A meeting regarding the Maker Space in Donaghey Hall was held last week. The Maker Space will serve as an equipment and activity hub for faculty, staff, students and community to work on innovation projects.
- A meeting regarding changes to SEVIS admission regulations was held last week. Universities are no longer permitted to admit international students conditionally.
- A meeting is scheduled for Monday, August 29, with the UAMS Provost, Associate Dean of the College of Medicine, and the Vice Chancellor for Diversity and Inclusion to discuss a possible agreement/program for assisting students with non-traditional academic backgrounds with gaining admission into UAMS professional programs.
- Reminders:
  - Department chairs should manage approval of all course substitutions.
  - Advisors and faculty should remind students to update their majors and minors. The accuracy of this information is critical to the advising process.
  - Spring reassignment requests are due to the provost's office by the end of the day on September 9th.

6) Member Reports:

- M. Lee announced that he is planning to retire following the 2016-2017 academic year. Faculty and staff in the College of Liberal Arts have been notified.
- V. Groves-Scott stated that students and department chairs are invited to attend an upcoming meeting regarding the P3T (Partnership for Transition to Teaching) grant and the opportunity to come back to UCA for a masters degree. Chairs are encouraged to attend and to invite any students who might be interested. Deans are also welcome to attend. [The meeting has been scheduled for September 7th at 12:30pm in the Presidents Dining Room.]
- J. Simon stated that she is scheduled to meet with the Academic Council on Friday regarding the GA survey. She will also request their assistance in identifying institutes or programs that are doing research or grant funded projects. The Sponsored Programs website is currently being updated and will be linked to the new research link on the academics tab of the website; and the information provided will be highlighted here.
- T. Wright announced that the new Baum Gallery Interim Director is Brian Young.
- L. Young stated that T.J. Johnston is now the Director of Corporate Giving, and his office is now located in Buffalo Alumni Hall. He will be contacting deans in the near future for assistance in identifying the top employers of graduates from each college.

The meeting adjourned at 11:00 am.

Council of Deans
August 31, 2016

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, August 31, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Victoria Groves-Scott, Kurt Boniecki, Joan Simon, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Christina Madsen, Associate Vice President for University Relations and Creative Services (URCS), was present for item number two.

1) The CoD minutes of August 24, 2016 were approved.

2) C. Madsen provided council members with an updates and reminders with regard to URCS initiatives.
   - Erica Ruble is the new Operations Manager for URCS and all requests submitted to URCS should be submitted to Erica;
   - A digital asset management system will soon be available to campus and will have all assets (photos, university logos, etc.) available for use by departments/divisions/units in assembling publications (brochures, newsletters, etc.) Information is forthcoming regarding the training of designated individuals for use of the system;
   - An editorial board will be assembled to assist with determining the direction of university public relations and advertising materials;
   - Events that are inputted into the EMS system will be considered for inclusion on the homepage calendar and the event email announcement only if the selection box marked "public" is selected;
   - A minimum of two-weeks advance notice is required for requests for event publicity/coverage. Requests received later than two weeks in advance likely won't be considered.

   C. Madsen also advised faculty members that approximately $100,000 has been designated for use for targeted advertising. Discussion followed. Council members are asked to identify potential areas of focus for advertising and submit them to Robin Voss in the provost's office by Wednesday, September 8th.

3) Provost's Announcements:
   - The provost recently received an inquiry about how the university might encourage students to minor in a business field given that many graduates are involved in a business at some point during their careers. Discussion followed.
   - Dr. Rick Scott, Dean of the Schedler Honors College and Director of Exemplary Studies, is retiring effective July 1, 2017. A search committee has been named and will meet soon. Members of the committee are Steve Tucker (serving as chair), Charles Harvey, William Slaton, Alicia Cotabish, Lisa Mongno, Donna Bowman, Patricia Smith, Doug Corbitt and Laci Lyons.
   - S. Runge, M. Lee, Peter Mehl (Associate Dean of the College of Liberal Arts), and Roger Pauly (Associate Professor in the Department of History) met with the UAMS provost, associate dean of the college of medicine, and vice chancellor for diversity and inclusion this past Monday to discuss ways to increase acceptance of students with non-traditional academic backgrounds into UAMS programs.
   - Interviews for the two open college director of development positions are ongoing.

- Candidates for the director of assessment position will be on campus for interviews over the next two weeks.
- S. Runge, S. Addison, Jim Downey (Chair of the Department of Management Information Systems) and Dr. Emri Celebi (Chair of the Department of Computer Science) will meet on Thursday with Josh Smith of Metova to discuss a potential opportunity to use Cyber Range for educational purposes. Discussion followed.
- The deadline for submission of spring 2017 reassignments requests to the provost's office is September 9th.
- The SGA president and vice-president will attend the September 14th CoD meeting.
- The First –Year Minority Student Dinner is scheduled for September 15th at 5:30pm in the Student Center Ballroom.
- The Diversity After Hours reception is scheduled for September 20th, from 4:30pm – 6:00pm in the McCastlain Fireplace Room.
- Council members will travel to Northwest Arkansas Community College (NWACC) on September 21st for a meeting regarding the future relationship between UCA and NWACC.
- The Information Technology Advisory Committee (ITAC) met yesterday. Concerns regarding administrative access to local computers was discussed. The conversion to Active Directory will begin this fall.

4) Member Reports:

- J. Glenn stated that:
    - Institutional Research (IR) will be contacting deans to discuss logistics and training in preparation for the move towards using Digital Measures for application for promotion, tenure, and advancement. The process is being piloted this year for mid-tenure review.
    - ARGOS training sessions will be available this fall.
    - The first graduate outcomes survey will close on Friday. IR is looking for ways to increase the response rate for this survey.
    - IR has not yet received feedback from deans on SOC codes and will be sending an email request to deans in the near future.
- K. Boniecki stated that the schedule for the director of assessment candidate interviews is as follows:
    - Marcelo Schmidt, September 8 & 9
    - Brandon Combs, September 15 & 16
- J. Simon stated that she attended the August 26 meeting of the Academic Council to discuss the GA survey and the new research focus of the website which is currently being updated.
- S. Addison stated that
    - The college received notification that the Department of Computer Science has received ABET reaccreditation.
        - Dr. Emri Celebi will assume his role as the new Chair of the UCA Department of Computer Science on Thursday, September 1st.
- L. Young stated that:
    - The moving up of the graduation application deadline in order to give students enough time to address any deficiencies before graduation has been successful. They are now looking at ways to improve the logistics of the application approval process.

- The application will be slightly modified to require approval by the faculty advisor of remaining major requirements. This addition will ensure that each student meets with his/her faculty advisor.
- The Academic Advising Center (AAC) will continue to:
    - Update major, minor, and bulletin year in Banner, if needed
    - Complete the portion of the application relating to satisfaction of
        - Lower division core requirements
        - Minor requirements
        - Other specific degree and graduation requirements such as minimum total hours, minimum upper division hours, etc.
- Specific procedures will be provided to the department chairs for distribution to the faculty

- Advising training will continue to be provided to the colleges.

Meeting adjourned at 11:17am

Council of Deans
September 14, 2016

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, September 14, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Victoria Groves-Scott, Kurt Boniecki, Joan Simon, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Kelsey Broaddrick, SGA President, and Bryce Woods, SGA Vice President, were present for agenda item number one. Chris Riggins, Assistant Director of Transfer Recruitment, was present for agenda item number two.

1) K. Broaddrick and B. Woods introduced themselves to council members and provided an overview of the Student Government Association's goals for AY 2016-2017 and upcoming dates for the SAFA funding application process. David Beale will serve as the primary academic senator this year and will be contacting the academic college deans to set up initial meetings. Discussion followed.

2) C. Riggins provided council members with an overview of the Transfer Days planned this fall. A handout was provided. Transfer Days are scheduled for:
   - September 15th – ASU Beebe
   - September 27th – Pulaski Technical College (main campus)
   - October 17th – Pulaski Technical College (south campus)
   - October 18th – Northwest AR Community College [date subsequently changed to November 8th]
   - October 26th – University of AR Community College at Morrilton

   Transfer Days will provide on-site services in the areas of admission, advising, financial aid, housing, career services, student life, student success, veteran services, etc. to students on these campuses who are interested in transferring to UCA. Representatives of all six academic colleges will also be on hand for the events. Discussion followed.

3) The CoD minutes of August 31, 2016 were approved.

4) S. Runge led a discussion regarding the Faculty Load Taskforce. The taskforce is chaired by Duston Morris and will soon meet to receive its charge and begin considering:
   - the "normal teaching load" as stated in the Faculty Handbook
   - calculation of loads by department, not by the individual
   - differential work assignments
   - teaching, research and service considerations
   - student mentoring and advising considerations (including research, independent study and internships)
   - graduate-level instruction
   - one size does not fit all situations

   Discussion followed.

5) L. Young led a discussion regarding Title IX accommodations for pregnant students in the classroom. Pregnancy is a condition that is covered by Title IX and requires specific accommodations. A handout was provided, and discussion followed regarding responsibilities and options when working to accommodate these students.

6) S. Runge led a discussion regarding mid-term grade reporting for freshmen and sophomores through Grades First instead of Banner. Feedback from the Faculty Senate Executive Committee was positive and faculty feedback has been supportive of moving towards Grades

First as the best option. Consensus is for mandatory mid-term grade reporting for all freshmen and student-athletes in Grades First in place of standard mid-term grade reporting in Banner. L. Young will follow-up to determine if the university's Grades First contract offers the capacity to report mid-term grades for sophomores as well.

3) Provost's Announcements:
   - The Information Technology Advisory Committee (ITAC) is working on a draft policy for faculty/staff to apply for administrative access to their local computers when appropriate.
   - The open Associate General Council position will be posted by the end of this week.
   - The Honors College Dean Search Committee was charged and met this past Monday. The committee expects to narrow down the list of candidates by the end of the year and hold interviews in late January – early February.
   - The First-to-Go Week campaign is ongoing this week.
   - The First-Year Minority and International Student Dinner is scheduled for tomorrow evening.
   - Director of Assessment candidate Brandon Combs will be on campus this Thursday and Friday. He is scheduled to have lunch with the CoD at noon Friday.
   - The Faculty Handbook Committee is scheduled to begin meeting weekly on Fridays.
   - A Faculty Teach-In is scheduled for September 20th at x-period on the McAlister Lawn.
   - Diversity-After-Hours is scheduled for September 20th, 4:30-6pm in McCastlain Fireplace Room.
   - The meeting with Northwest AR Community College is scheduled for next Wednesday, September 21st, in Bentonville.
   - A meeting was held with marketing firm Eric, Rob & Isaac last week regarding targeted marketing, and the university has committed $100,000 for targeted advertising in several areas. A video will be developed for each college, and the videos can be used by the college for promotional purposes.

4) Member Reports:
   - M. Lee stated that he recently met with J. Simon and the CLA Council of Chairs to talk about graduate education.
   - T. Wright stated that:
     - The Conway Symphony Orchestra will perform an outdoor concert on the Kris Allen Stage in Downtown Conway on Friday night at 7:30pm.
     - The 10th annual ArtsFest is scheduled for next week.
     - David Graeve will install his outdoor sculpture on the Torreyson Library lawn at 6:30pm next Thursday night
     - The Nitty Gritty Dirt Band will perform in Reynolds Auditorium next Thursday night.
   - S. Addison provided a report on the initial fall college fairs.

Meeting adjourned at 11:38am

Council of Deans
September 28, 2016

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, September 28, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Maurice Lee, Victoria Groves-Scott, Kurt Boniecki, Joan Simon, Jimmy Ishee, Terry Wright, Steve Addison and Laura Young. Ken Griffin attended in the absence of Michael Hargis. Amber Hall, Director of Institutional Research, was present for agenda item number one and two.

1) Amber Hall provided council members with a brief training on the process for using Digital Measures for mid-tenure review. She demonstrated the steps necessary for running a reviewer's report, navigating the report, and saving recommendation letters. A Digital Measures Guide for Mid-Tenure Review for the Reviewer accompanied the training. Discussion followed regarding the form to be used by reviewers. Consensus is for reviewers to complete the form manually and upload it into Digital Measures. A standard form will be created and made available on the Academic Affairs website for reviewers to use in the mid-tenure review process.

   Also, spots are still available for scheduled trainings for mid-tenure reviewers (department chairs, department committees, and deans). Reviewers can register for these trainings on the IR website.

   Faculty who missed the September 27th general training for faculty can contact IR to schedule a training session. For questions regarding uploading teaching evaluations into Digital Measures, faculty should contact Alyson Lentz.

2) Amber Hall provided an overview of the process and specifics that the Office of Institutional Research uses in conducting the Graduate Outcomes Survey. Departments and colleges should always coordinate with the Office of Institutional Research when conducting these surveys. Discussion followed.

3) The CoD minutes of September 14, 2016 were approved.

4) S. Runge led a discussion regarding Math Pathways. A handout was provided containing recommendations made by the Arkansas Math Pathways Taskforce. Council members were asked to review the taskforce's recommendations and provide feedback to Charles Watson, who serves on this taskforce. Discussion followed.

5) S. Runge led a discussion regarding the $7,000 of funding provided to each college for use on strategic initiatives relating to student retention as stated in the university's strategic plan. Deans were asked to start thinking of how they might spend the money and to keep track and report back to the provost on how the funds were spent. Discussion followed.

6) Provost's Announcements:
   - Registration for spring and summer classes will take place when registration opens in November.
   - Faculty Load Taskforce meetings are ongoing. Within the committee's charge, they were asked to assume fiduciary responsibility (i.e. any recommendations should not cost a significant amount money to implement).
   - Distinguished Scholars Day is tomorrow.
   - S. Runge will attend the ADHE academic officers meeting tomorrow.

- S. Runge will meet with the CLA Chairs Council next week regarding the General Studies Degree.

4) Member Reports:
   - J. Glenn stated:
     - He will provide an HLC update at tomorrow's campus talk
     - The HLC lock-down date is Friday
     - The HLC comprehensive visit is 48 days away
   - J. Downey stated that the Arkansas Teachers of Business and Economics Conference is on campus Friday.
   - M. Lee stated that he attended the UCA Transfer Day at Pulaski Tech yesterday, and the students he spoke with seemed interested in attending a Bear Facts Day.
   - K. Boniecki stated that:
     - Dr. Brandon Combs has verbally accepted the Director of Assessment position and is expected to start November 1st.
     - Sabbatical leave proposals are due to the deans tomorrow and the provost's office on October 6th.
   - T. Wright stated that:
     - Fictional writer Kelly Link was on campus last night as part of ArtsFest.
     - The AR Shakespeare Theatre will unveil its season tomorrow night.
     - ONCE the Musical is scheduled for Monday night, 7:30pm, Reynolds Performance Hall
     - UCA creative writing faculty will give readings at Oxford American on Tuesday night.
   - S. Addison provided an overview of the Annual Deans Conference that he attended over the weekend. The conference included:
     - A prior learning assessment session
     - A guided pathway presentation by Dennis Humphrey of ASU Beebe
     - Also, the CNSM development officer, Aimee Pointer, starts work on Monday.
   - L. Young stated that:
     - She confirmed that the university has the capacity to enter freshmen into GradesFirst for the purpose of mid-term grade reporting. It is now mandatory that all faculty who teach freshmen enter mid-term grades in GradesFirst and this should be done by October 12th.
     - The Information Technology Advisory Committee has drafted a policy regarding local administrator rights on university-owned workstations. Council members were provided a copy of the draft policy and are asked to provide comments on the policy to S. Addison.

Meeting adjourned at 11:38am

Council of Deans
October 5, 2016

The Council of Deans met in regular session at 8:30 a.m. on Wednesday, October 5, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Vicki Groves-Scott, Kurt Boniecki, Jimmy Ishee, Terry Wright, and Laura Young. Joan Simon was absent. Brent Hill attended in the absence of Steve Addison. Kale Gober, Vice President for Advancement and Joycelin Randle, Executive Director of Development were present for agenda item number 3.

1.) The CoD minutes of September 28, 2016 were approved.
2.) Discussion concerning Student Research Funds will be postponed until next week.
3.) Kale Gober and Joycelin Randle provided a presentation of their division plan. Advancement is moving to a unit-based model of fundraising combined with close monitoring of metrics to ensure goals are met. Deans will be asked to provide leads, attend meetings, and participate in prospect/donor visits.
4.) J. Glenn discussed drafts of the mid-tenure review forms. Deans mentioned the need for clear and straightforward language to avoid the possibility of any misunderstandings. Members agreed to use a format which would include sections for *Strengths, Weaknesses* and *Suggestions.*
5.) K. Boniecki provided a brief overview of the action items from the September 20, 2016 Undergraduate Council meeting. The following items were recommended by the UGC:
    a. New course proposal for CHIN 2350 / Intermediate Conversational Chinese. A motion to approve was made by K. Boniecki and seconded by M. Lee. Motion passed, all in favor.
    b. Proposals to add BIOL 2411 and to remove BIOL 3420 from the BS in Medical Laboratory Science and to add CHEM 3411 and to remove CHEM 3520 from the BS in Medical Laboratory Science. A motion to approve was made by K. Boniecki and seconded by J. Ishee. Motion passed, all in favor.
    c. A proposal from the MIS department to add another pre-requisite option of CSCI 3360/ Database Systems for course MIS 4329. A motion to approve was made by K. Boniecki and seconded by M. Hargis. Motion passed, all in favor.
    d. New course proposal for ANTH 4370 / Internship. A motion to approve was made by K. Boniecki and seconded by M. Lee. Motion passed, all in favor.
    e. Three proposals from the department of Elementary, Literacy, and Special Education: to add ELSE 4320 and to remove ELSE 3305 from the BSE in Special Education; to add MATH 3352 and to remove MATH 3351 from the BSE in Special Education; and to add ELSE 4330 and to remove MATH 4335 from the BSE in Special Education. A motion to approve was made by K. Boniecki and seconded by V. Groves-Scott. Motion passed, all in favor.
    f. Seven proposals from the Digital Filmmaking department to change the course levels: from FILM 3305 to FILM 4305; from FILM 3310 to FILM 4310; from FILM 3320 to FILM 4320; from FILM 3355 to FILM 4355; from FILM 3356 to FILM 4356; from FILM 3363 to FILM 4363; and from FILM 3373 to FILM 4373. A motion to approve was made by K. Boniecki and seconded by T. Wright. Motion passed, all in favor.

g. Three proposals from the Digital Filmmaking department to add prerequisite FILM 2466 to: FILM 3305/4305; FILM 3355/4355; and FILM 3356/4356. A motion to approve was made by K. Boniecki and seconded by T. Wright. Motion passed, all in favor.

J. Glenn also mentioned that the Health Sciences Department will need to submit an action item to the Undergraduate Council to reflect the new program name for Medical Laboratory Science.

6.) Provost's Announcements
   a. S. Runge attended the ADHE meeting for CAOs on September 30. K. Boniecki was asked to look into the "Math Up" remedial co-requisite program. The Funding Productivity Model was discussed.
   b. Distinguished Scholars Day was held on September 29. Deans mentioned a low attendance at the college sessions. B. Hill suggested inviting the visiting students to sit in on classes.
   c. Diversity Strategic Plans are due from each unit on November 15.
   d. Pulaski Tech Transfer Day was held on September 27. Deans indicated the student demographics were very different from the ASU-Beebe Transfer Day.
   e. S. Runge will be attending a meeting later today regarding further development of Cyber Range. This is a multi-agency project and collaboration with Metova. The Cyber Range emulates complex environments in which participants can interject different scenarios. The range will be utilized by UCA's Cyber Security degree program, K-12 schools and other state colleges and universities.
   f. The Board of Trustees will meet this Friday at 10am.
   g. S. Runge attended the Higher Ed Realignment Task Force meeting on September 28. UCA, SAU and Henderson State supported an independent status for the universities.
   h. S. Runge issued an expense summary for part time and emergency hires compared to the same time last year. Spending is up in these areas although enrollment is down. The 2% COLA accounts for part of the increase. Discussion followed.
7.) Member Reports:
   a. K. Boniecki mentioned Sabbatical Leave Applications are due October 6, 2016.

The meeting adjourned at 10:30 am.

Council of Deans
October 12, 2016

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, October 12, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Vicki Groves-Scott, Kurt Boniecki, Jimmy Ishee, Joan Simon, Terry Wright, Steve Addison, and Laura Young. Jeff Standridge from the Start-Up Junkie/Central Arkansas Venture Team was present for agenda item number one.

1.) Jeff Standridge gave a presentation on UCA's contract with Start-Up Junkie via the Central Arkansas Venture Team. The goal is to develop more innovation and entrepreneurship in Conway by cross-campus collaboration, hands-on experiential programs, dedicated work space and mentorship programs. Dr. Standridge laid out the implementation plans for Phase I. Discussion followed.
2.) The CoD minutes of October 5, 2016 were approved.
3.) J. Simon distributed data on student research funding from the Graduate School and proposed Fall and Spring deadlines to allow greater utilization of funds. Discussion followed. Provost Runge proposed an increase to the total research funds budget from $15,000 to $20,000. J. Simon will present updated procedures and deadlines at the next CoD meeting.
4.) S. Runge distributed materials on Act 943 of 2015 concerning Unplanned Pregnancy Prevention Efforts on campus. Discussion followed. John Fincher, AVP of Division Strategy for Student Services, is coordinating the UCA Action Plan. Deans will need to provide a list by November 15 to Suzanne Massey of their current courses that include relevant content.
5.) J. Glenn shared sample e-mail letters for rolling out the UCA graduate outcomes survey. Discussion followed. Deans provided suggested changes to improve response rates. J. Glenn asked the Deans to complete and submit the email options form to Amber Hall by October 14, 2016.
6.) Provost's Announcement:
    a. A reminder that Annual Reports in Digital Measures were due October 1, 2016
    b. S. Runge attended a luncheon for the Acadia facility opening soon. Acadia is a multinational corporation that provides in-patient mental health care to both children and adults.
    c. S. Runge attended the audit and finance committee meeting on October 6. Deans were told to move forward with spending capital funds, but to plan and prepare for possible one-time budget restrictions in the Spring.
    d. The Board of Trustees meeting was held on October 7. Housing reported over 300 empty beds this semester, partly due to a decrease in freshmen enrollment.

e. S. Runge mentioned BOT member Elizabeth Farris was scheduled to meet on October 20 with support units within the division including the Academic Advising Center, the Registrar's Office, and the Office of Student Success.
f. S. Runge discussed mid-tenure review guidelines. The Faculty Handbook requires that the mid-tenure review is completed by the end of the spring term of the faculty member's third year. This application form is in Digital Measures and the review forms to be completed by the department committee, the chair, and the dean are on the Provost's website under "Publications and Information" at this link: uca.edu/academicaffairs/publications-information/

7.) Member Reports:

a. M. Lee recognized Dr. Lucy Lu's service to the Confucius Institute.
b. K. Boniecki announced Diversity Strategic Plans are due October 15.
c. S. Addison mentioned the grand opening on October 22 for the Conway Corp Center for Sciences. The Donaghey Hall grand opening will be held on the same day.
d. L. Young discussed work flow options for part time hiring in People Admin. Discussion followed. Deans indicated that they preferred to use paper PAFs in most cases rather than post all part-time positions in People Admin. L. Young will discuss using both methods with HR.

The meeting adjourned at 11:50 a.m.

Council of Deans
October 19, 2016

The Council of Deans met in regular session at 9:00 am on Wednesday, October 19, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Maurice Lee, Vicki Groves-Scott, Kurt Boniecki, Joan Simon, Jimmy Ishee, Terry Wright and Laura Young. Tammy Rogers attended in the absence of Michael Hargis. Joycelin Randle and Lynn Burley were present for agenda item one. Angela Webster was present for agenda item two. Kim Hutchcraft and Tyra Phillips were present for agenda item six.

1.) Joycelin Randle and Lynn Burley announced details of the Faculty Staff Giving Campaign which is scheduled to kick off on Thursday, October 27, 2016. The request is that everyone participate, even if it is a small amount. Everyone who donates will receive a token of stewardship of appreciate gift. Departments are asked to encourage 100% participation.
2.) Angela Webster provided information on Institutional Diversity and shared the Diversity Blueprint for the year. Discussion followed. UCA is able to recruit minority professionals from the Academic Network database. Dr. Webster will be recruiting faculty at the annual SREB Compact next week. Further discussion ensued.
3.) The CoD minutes of October 12, 2016 were approved with minor corrections.
4.) J. Simon provided a summary of the agenda items from the September 15, 2016 Graduate Council meeting. The following item was recommended by the GC:
    a. A change in the admission requirements for the M.S.E. in Advanced Studies in Teacher Leadership that eliminates the educator license requirement and replaces it with a choice of either Praxis I or Core scores, or GRE scores, or a valid educator license. A motion to approve was made by J. Simon. V. Groves-Scott seconded the motion. Motion passed, all in favor.
5.) J. Simon discussed ideas for revamping the distribution of Student Research Funds. Discussion followed. A new procedure will be used this year as follows: (1) Sponsored Programs will distribute the funds awarded to the respective department; (2) the department will provide funds to the student on a reimbursement basis; (3) the departments will return unused funds to Sponsored Programs near the end of the year in time for the funds to be used for other research needs; (4) the Graduate School will determine deadline for the return of funds based on the year-end purchasing deadlines.
6.) Kim Hutchcraft and Tyra Phillips provided an overview of the proposed People Admin hiring process for part-time faculty. The benefits of using PeopleAdmin for this process include elimination of the paper PAF, more streamlined processing and tracking of hiring documents, and elimination of involvement by the department in submission of the hiring packet. Under the proposed plan, the department will create a job posting from a part-time template. However, unlike the normal process for posting an opening for a full-time continuing faculty position online, the department chair will have the option of keeping the hiring proposal private. The chair can send a private link to the person that they want to hire as an adjunct. The applicant will create a profile in PeopleAdmin and apply for the position. Once an applicant prepares a profile, it will remain in the system to be easily used again in the future. The deans were in favor of exploring the option. It will be discussed with department chairs at the Academic

Council meeting to be held on October 22nd to gain their feedback and insight prior to proceeding with the plan. Discussion followed.

7.) S. Runge led a discussion on faculty load and reassigned time. He has reviewed the requests for faculty reassignments for the spring 2017 semester, and some departmental requests are extensive. Although reassignments will continue to be approved on a case-by-case basis, it is critical that we limit the costs of hiring part-time faculty and full-time visitors to take on teaching loads otherwise assigned to continuing faculty. Otherwise, it will be more challenging to increase faculty salaries through merit and equity increases, and Dr. Runge would like to see UCA's median faculty salaries rise to the CUPA median salary level. The group discussed the level of research expected at UCA versus that required at a Research 1 institution. At a Research 1 institution, a significant portion of the salaries of faculty producing research are often predominately supported by grant revenues. At UCA, quality research is important, but teaching is also critically important and necessary since most faculty salaries are supported by tuition and fee revenue. The provost will be meeting with deans individually to discuss reassignments submitted by college.

8.) Provost's Announcements:
    a. Board of Trustee member Elizabeth Farris will meet on Thursday, October 20 with the Academic Advising Center, the Registrar's Office and the Office of Student Success.
    b. Homecoming is this Saturday, October 22. Also scheduled is the grand opening for Donaghey Hall and the Conway Corp Center for Sciences. The university will unveil the stainless steel Otis the Bear statue at the Donaghey Hall ceremony.
    c. Alicia Crow has been selected as the new Assistant to the Executive Vice President and Provost. Alicia has been working in the UCA Budget office for the past few years and will start her new position October 31, 2016.

9.) Member Reports:
    a. J. Simon mentioned the GA survey that was emailed on Monday, October 17, 2016.
    b. J. Ishee invited council members to a college cookout on Saturday October 22 at 2:00 pm in front of the Farris Center. Also, next Thursday, October 27, the college will host a reception for the Neil W. Hattlestad Legacy Fund Lecturer, Leslie Hinyard. Everyone is invited.
    c. T. Wright announced two up-coming events; the Aluminum Show at Reynolds on Monday, October 24 and on Thursday, October 20 at 7:00 pm in Torreyson Library, the re-booted Readers Map of Arkansas featuring five creative writing faculty from UCA. Also, on October 18, T. Wright and S. Runge attended the Theatre Program MOU signing with Pulaski Tech at their new performing arts facility.

The meeting adjourned at 11:45 am.

Council of Deans
October 26, 2016

The Council of Deans met in regular session at 9:00 am on Wednesday, October 26, 2016. Steve Runge presided, and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Vicki Groves Scott, Kurt Boniecki, Joan Simon, Jimmy Ishee, Terry Wright, Stephen Addison, and Laura Young. Ashley Pettingill and Mehmet Ulupinar were present for agenda item one.

1.) Ashley Pettingill and Mehmet Ulupinar from International Engagement announced details of the Leaders of the World (LOTW) annual conference. This year's theme is "The Future of Civil Society", and the conference will explore the four areas of education, place, politics, and peace. Also featured will be a presentation on Nobel Prize winner Octavio Paz. The conference is scheduled for November 16-18, 2016, with ten countries being represented. Additional details are being updated daily on the LOTW website.
2.) S. Runge mentioned that Jane Ann Williams from International Engagement will start attending the first CoD meeting of every month to communicate upcoming IE events. A 12-month calendar of International Engagement events is being developed. Discussion followed.
3.) The CoD minutes of October 19, 2016 were approved. M. Hargis abstained from voting.
4.) S. Runge led a discussion on training for department chairs. Although professional mentorship and generic leadership programs exists, it would be useful and beneficial to provide chairs with training specific to UCA which would include internal procedures, processes, systems, and timelines. Discussion followed. Deans were asked to send Suzanne their ideas for training material such as lists and manuals.
5.) S. Runge updated members on the hiring process for adjunct faculty, which was vetted last week with Academic Council. Human Resources is ready to move forward with electronic PAFs and hopes to have everything in place by the spring semester, if not before; however, department budget transfers will still need to be completed using paper forms. Discussion followed.
6.) K. Boniecki provided a brief overview of the action items from the October 18, 2016 Undergraduate Council meeting. The following items were recommended by the UGC:
    a. New course proposal for BIOL 4376 / Virology. A motion to approve was made by K. Boniecki and seconded by S. Addison. Motion passed, all in favor.
    b. New course proposal for BIOL 4414 / Molecular Mechanisms of Aging. A motion to approve was made by K. Boniecki and seconded by S. Addison. Motion passed, all in favor.
    c. Three curriculum proposals to convert: (1) BIOL 3150 / Independent Study to variable credit BIOL 3V50, (2) BIOL 4155 / Independent Study to variable credit BIOL 4V55 and (3) Special Topics courses BIOL 4390 and BIOL 4490 to one variable credit course BIOL 4V90. A motion to approve was made by K. Boniecki and seconded by S. Addison. Motion passed, all in favor.
    d. New course proposal CHIN 3380 / Advanced Composition and Textual Analysis. A motion to approve was made by K. Boniecki and seconded by M. Lee. Motion passed, all in favor.

e. A proposal to add existing course MGMT 3340 as a responsible living Core course to the UCA Core. A motion to approve was made by K. Boniecki and seconded by M. Hargis. Motion passed, all in favor.
f. A proposal to add existing courses SOC 3321/ANTH 3321 and CRIM 4360 to the UCA Core. A motion to approve was made by K. Boniecki and seconded by M. Lee. Motion passed, all in favor.
g. Two proposals to add (1) an "OR" pre-requisite of CSCI 2320 Data Structures to MIS 4339 Programming in Java II and (2) an "OR" pre-requisite of CSCI 1480 Computer Science II to MIS 3365 Database Applications. A motion to approve was made by K. Boniecki and seconded by M. Hargis. Motion passed, all in favor.
h. A proposal to convert CSCI Internship in Computer Science to variable credit course CSCI 3V75. A motion to approve was made by K. Boniecki and seconded by S. Addison. Motion passed, all in favor.
i. Two proposals from the School of Nursing for the RN to BSN/MSN Nurse Practitioner Track: (1) delete BSN/MSN concurrent course NURS 6205 Educational Concepts and add NURS 3201 Nurse as Educator to satisfy BSN requirement, and (2) delete NURS 4220 Health Policy and Professional Issues and substitute NURS 6332 Health Policy and Economics as a RN to BSN/MSN concurrent course. A motion to approve was made by K. Boniecki and seconded by J. Ishee. Motion passed, all in favor.
j. Two new course proposals for the BS in Nuclear Medicine Technology: (1) N MT 4100 Senior Seminar and (2) N MT 4440 Fundamentals of Computed Tomography. A motion to approve was made by K. Boniecki and seconded by J. Ishee. Motion passed, all in favor.

7.) Provost's Announcements:
a. CoD will not meet next week on November 2nd. S. Runge and V. Groves-Scott will be attending the Educator Prep Provider Partner meeting in Little Rock.
b. The Faculty Staff Giving campaign kicks-off Thursday, October 27th, 2016 at Buffalo Hall.
c. S. Runge will be attending the Arkansas Math Pathways Task Force meeting this Friday, October 28th in Little Rock.
d. The AAUP State conference meeting is this Saturday, October 29 at UCA Downtown. Dr. Maria Markham is the keynote speaker.
e. The Governor's Press conference concerning the productivity funding formula is Monday, October 31st in Little Rock.
f. S. Runge will be attending the Legislative Budget Hearing on Tuesday, November 2nd in Little Rock.
g. The Conway Development Corporation Annual meeting is Tuesday, November 2nd.
h. S. Runge will be attending the AHECB meeting this Friday, October 28th in Little Rock. The agenda will include a notification item regarding the CFAC reorganization and the AA degree agreement with Conway Public Schools.
i. As a reminder please submit the names of any college curriculum or courses that address unplanned pregnancy prevention efforts to Suzanne by November 15th.

8.) Member Reports:

a. J. Glenn noted that the meeting schedules for the HLC Accreditation visit on November 14th & 15th are still being developed and will be deployed to the campus as soon as possible.
b. M. Hargis reported on the Presidential Search and urged feedback on the candidates. Evaluations will be collected by the executive search firm and given directly to the Board of Trustees. Discussion followed.
c. V. Groves-Scott shared scores and ranking information on the Praxis Core exam. UCA students in the teacher education program exceed the state averages in reading, writing and mathematics. V. Groves-Scott and S. Runge will attend the Arkansas Educators Prep Provider Partner meeting at Pulaski Technical College next Wednesday, November 2nd.
d. J. Ishee announced details about the reception on Thursday evening, October 27th to welcome the inaugural Neil Hattlestad Legacy Fund Lecturer Leslie Hinyard.
e. T. Wright mentioned several CFAC upcoming events: The performance of "The Liar" ends Friday, October 28th; Conway Symphony Orchestra featuring Neil Rutman opens Saturday night, October 29th; and young adult author Tonya Hegeman will be speaking as part of the Visiting Artists series next week in the COB auditorium.
f. S. Addison mentioned how well the ceremony was received on Saturday, October 22nd for the grand opening of the Conway Corporation Center for Sciences.
g. L. Young spoke on the status of the Active Directory administrative access policy. She also indicated the student athletes may wait until later in the semester to register for summer classes. She cautioned against prematurely canceling summer classes due to low registration.

The meeting adjourned at 10:10 am

Council of Deans

November 9, 2016

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, November 9, 2016. Steve Runge presided and the following members were present: Jonathan Glenn, Michael Hargis, Peter Mehl (attending in absence of Maurice Lee), Vicki Groves-Scott, Kurt Boniecki, Joan Simon, Jimmy Ishee, Terry Wright, Stephen Addison, and Laura Young. Brandon Combs was present for agenda item one.

1) Brandon Combs was introduced as the new Director of Assessment.

2) Alicia Crow was introduced as the new Assistant to the Executive Vice President and Provost.

3) S. Runge led a discussion regarding the upcoming HLC visit related to our Comprehensive Review. He asked that the council members please read the Assurance Argument and attend all applicable meetings. J. Glenn supplied the council members with the following handouts.

    - HLC Criteria for Accreditation
    - HLC Schedule
    - HLC Visiting Team Members list

4) Action items of the October 20, 2016 meeting of the UCA Graduate Council were considered as follows:
    - UCA Graduate Council recommendation for approval of:
        i. Addition of a new Elementary Education concentration in the Master of Arts in Teaching (MAT) program. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
        ii. An increase from 36 to 39 total credit hours for the MAT Secondary concentration with the addition of a required course MAT 6314 Diagnosis and Correction of Reading Difficulties. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
        iii. A new course BIOL 5376 Virology. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
        iv. A new course CSPA 6340 Career Advising in Student Affairs/Higher Education. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
        v. A change in the capstone requirement for the Master of Geographic Information Systems (MGIS) non-thesis track by removing GEOG 6V85 GIS Graduate Project (3 hours) and replacing it with three credit hours of elective plus the completion of a graduate portfolio. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.

vi. The addition of GEOG 5340 Fundamentals of Database Design and Development as a required course for the MGIS non-thesis track. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
vii. Admission requirement changes for the MFA in Digital Filmmaking, eliminating the GRE and adding a writing sample based on a provided prompt. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
viii. Comprehensive degree requirement changes for the MFA in Digital Filmmaking, including a reduction in the number of required hours and maximum number of thesis credit hours permitted towards completion of the degree from 18 to 12. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
ix. Approval of new courses for the MFA in Digital Filmmaking: FILM 5305 Production Design; FILM 5311 Cinematography; FILM 5320 Film Editing; FILM 5354 Animation for Visual Effects; FILM 5355 Visual Effects Compositing; FILM 5363 Audio Production and Design; FILM 5373 Documentary Production; FILM 5V90 Film Internship; FILM 6300 Production Project; FILM 6327 Storytelling 1: Introduction to Visual Narrative. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
x. Approval of substantive change in course FILM 6326 Storytelling 2: Directing the Motion Picture. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.

J. Simon shared that Benjamin Garrett was selected as the Graduate Council student representative.

5) S. Runge led a discussion regarding student interest in forgiveness for C grades. Current policy is to forgive D, F, and WF grades up to four times. Discussion followed. It was decided to invite representatives from Student Government Association to the November 16, 2016 Council of Deans meeting for further discussion.

6) S. Runge and L. Young led a discussion about the Workload Task Force. The Task Force was created at the request of Faculty Senate and is chaired by Duston Morris. The group has been discussing how to set the basis for determining faculty work load.

7) The CoD minutes from the October 26, 2016 meeting were approved. P. Mehl abstained.

8) Provost's Announcements:

- The ITAC meeting is scheduled for Tuesday, November 15, at 1:40 p.m.
- Chris Davis reported in Executive Staff that a policy on administrator access to individual computers may no longer be needed as he may have found a software solution.
- SSRC met Thursday, November 3, 2016.

    i. Students are participating in the Student Success Challenge Scholarship that provides textbook scholarships for the spring semester. As of Friday, November 4, 15 students have met the requirements. There has been more interest since the reminder email was sent.
    ii. The Enrollment Management Plan is being updated.
- The Arkansas Legislative Budget Hearings were held on November 1, 2016. ADHE's budget was accepted as presented.
- AR Higher Education Coordinating Board Meeting was held on October 28, 2016. The CFAC realignment and AA Degree with Conway Public Schools were approved.
- The Arkansas Legislative Budget Hearing is meeting Wednesday, November 9, to cover special language and personnel.
- The Dean's Lunch will be moved from Friday, December 9, to Monday, December 5.

9) Member Reports:
- P. Mehl stated that:
    i. The Humanities Fair is November 10. There are 300 students from various high schools planning to attend.
    ii. The Washington Center Inauguration Seminar is upcoming. Dr. Gary Wekkin may go as faculty. There are currently several students interested in attending.
- V. Groves-Scott stated that Community College Partners will be on campus on Friday, November 11, 2016. 20 people will be attending from 15 different Community Colleges.
- J. Simon stated that:
    i. A retirement reception for Beryline Temples will be Friday, November 11, from 1:30- 3:00 p.m.
    ii. The search for a replacement for B. Temples has been suspended. An extra help employee will be helping until the search is reopened in January.
- J. Ishee shared:
    i. CHBS is working with the Medical School in Fort Smith on a draft of an MOU. They are discussing Physical Therapy and Occupational Therapy being offered there, among other health occupations.
    ii. Two UCA alums were featured in the Health Heroes section of Arkansas Business. He would like to invite them to campus to speak to current students in CHBS.
- T. Wright stated that the Fame musical will be held Saturday, November 12, at Reynolds Performance Hall.
- S. Addison stated that:
    i. A group of high school guidance counselors is scheduled to tour the new CCCS building.
- L. Young shared that:
    i. Spring Registration is open and there are long wait lists in some class sections.
    ii. Claye Eubanks, Associate Registrar, will be leaving in December. Five candidates were interviewed for his position, three internal and two external. Vicki Summers was selected to be his replacement.

The meeting adjourned at 11:05 a.m.

Council of Deans
November 16, 2016

The Council of Deans met in regular session at 9:30 a.m. on Wednesday, November 16, 2016. Steve Runge presided and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Vicki Groves-Scott, Kurt Boniecki, Joan Simon, Jimmy Ishee, Terry Wright, Stephen Addison, and Laura Young.

1) S. Runge shared that he had a phone call with Dr. Houston Davis prior to the meeting. Dr. Davis will be on campus Friday, November 18, 2016.

2) The CoD minutes from the November 9, 2016 meeting were approved. M. Lee abstained.

3) S. Runge led a discussion on the duties of Graduate Assistants (GA). During their visit, HLC inquired about the types of Graduate Assistants that UCA has. The three current classifications are: Research, Teaching, and Other. The majority of current GA students are in the "Other" category. The possibility of adding additional GA classifications was proposed. Some suggestions were Clinical Practice GA or Tutoring GA. Discussion followed.

4) S. Runge led a discussion on the HLC site visit. He stated that the exit interview was brief and lacked detail by design. Overall, it was a positive visit with the HLC team commenting on how pleased they were with the campus, leadership, faculty, staff, students and the Student Government Association. The team will be in town until Wednesday afternoon. The HLC report timeline is that we will receive an initial draft in four to six weeks and the final report will be complete in the spring. Discussion followed.

5) S. Runge stated that the upcoming Academic Council meeting that is scheduled for Friday, November 18, 2016 will cover the following two topics:

    - FLSA- Bridget Fortenberry with Human Resources will discuss the upcoming FLSA changes and its impact on employees earning overtime. Employees will be categorized as either Exempt or Non-Exempt. Those who are in the Exempt category are exempt from earning overtime. Those who are in the Non-Exempt category must be paid overtime. Faculty are considered to be Exempt. HR will conduct a training for employees who are considered to be Non-Exempt.
    - Risk Assessment Surveys- Pam Massey with Internal Audit will be explaining the Risk Assessment surveys that were emailed out last week.

Deans, Department Chairs, and Managers are asked to attend.

6) Provost's Announcements:
    - Success coaching to students on academic probation has had a 58% response rate, meaning that the students have set up one or more meetings with their success coach. The goal was 50%. Some students who had one meeting have requested additional meetings.
    - Bunny and Carol Adcock pledged $1 million to fund Study Abroad students during a press conference that was held Tuesday, November 15, 2016.
    - Completed surveys covering Unplanned Teen Pregnancy and Department Chair Training Materials need to be submitted to the Provost's office as soon as possible.
    - Council of Deans will not meet Wednesday, November 23, 2016. The next meeting is scheduled for Wednesday, November 30, 2016.
    - S. Runge and L. Young met with Diane Newton and Terri Canino on Tuesday, November 15, 2016 to discuss pausing spending on capital projects when possible, until July 1, 2017 or later.

7) Member Reports:
    - J. Glenn thanked the Council for their participation with HLC.
    - M. Hargis stated that the Conductor G60 Pitch Contest is scheduled for Wednesday, November 16, 2016 at UCA Downtown. Contestants will have 60 seconds to pitch their business ideas. There are five student teams that will be competing.
    - M. Lee reported that the College of Liberal Arts will be honoring approximately 20 faculty members, who have produced books in the last five years, at UCA Downtown in early December.
    - V. Groves-Scott stated that there was an alumni event at Buffalo Hall and that the alumni chapter for the College of Education will be active again.
    - J. Simon reported that:
        i. Dr. Angela Webster will be hosting between 30-35 students from University of Arkansas at Pine Bluff and Philander Smith College on Friday as part of our outreach efforts to Historically Black Colleges and Universities (HBCU). (Subsequently rescheduled for a future date).
        ii. She will be sending out an email to the Council of Deans and Department Chairs regarding the changes in the Department of Sponsored Programs. Beryline Temples is retiring and Stephen Beal has submitted his resignation. The department will begin a search to replace him soon.
    - J. Ishee stated his appreciation for Dr. Glenn's leadership with HLC.
    - T. Wright stated that:

    i. The College of Music will be hosting a Jazz Ensemble concert at the Recital Hall next Monday, November 21, 2016.
    ii. Rudolph the Red Nosed Reindeer will be performed at Reynolds Performance Hall in December.
- S. Addison gave an update on the ITAC meeting.

The meeting adjourned at 11:05 a.m.

Council of Deans
November 30, 2016

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, November 30, 2016. Steve Runge presided and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Vicki Groves-Scott, Kurt Boniecki, Joan Simon, Jimmy Ishee, Terry Wright, Stephen Addison, and Laura Young. Joycelin Randle, Executive Director of Development, and TJ Johnston, Director of Corporate Relations, were present for agenda item number one. Mehmet Ulupinar, International Partnership Coordinator, was present for agenda item number two. Diane Newton, Vice President for Finance and Administration, was present for item number three of the minutes.

1) J. Randle and T. Johnston presented their campaign to raise funds for the Courtway Scholarship. Their fund-raising goal was $100,000, and they have surpassed that goal by $5,000. The scholarship will be announced next week. They provided the Council will a Campaign for Courtway Gift Pledge form.

2) M. Ulupinar briefed the group on the success of the Leaders of the World conference. He stated that nine countries were represented. In attendance was an Ambassador from the Ivory Coast. UCA partnered with Nabholz Corporation, Faulkner County Judge, Jim Baker, Little Rock Chamber of Commerce, and Unity Health to host the three-day event. He played a 90-second video about the conference and provided the Council with a booklet listing the schedule of events.

3) D. Newton discussed curbing spending and pausing capital projects until the next fiscal year in an effort to increase the Comprehensive Financial Index (CFI). Spending reductions are needed due to our decreased enrollment. It was requested that Diane present this information to Academic Council at the next scheduled meeting.

4) The CoD minutes from the November 16, 2016 meeting were approved.

5) K. Boniecki presented the Undergraduate Action Items from the November 15, 2016 Undergraduate Council meeting. They were considered as follows:

   - UCA Undergraduate Council recommendation for approval of:
     i) Proposal from the Health Sciences department to change the program name from BS in Medical Technology to the BS in Medical Laboratory Science. A motion was made and seconded. CoD voted to approve the recommendation.

ii) Proposal from the Physics and Astronomy department to change the Applied Physics track to the Engineering Physics track and to increase the program credit hour requirement from 120 to 126. A motion was made and seconded. Discussion followed. CoD voted to approve the recommendations.

iii) Six proposals from the Physics and Astronomy department to add the following new courses:
   (1) ENGR 3410 Microcontrollers
   (2) ENGR 3421 Robotics I
   (3) ENGR 3447 Microelectronics
   (4) ENGR 4311 Senior Design I
   (5) ENGR 4312 Senior Design II
   (6) ENGR 4421 Robotics II

   A motion was made and seconded. CoD voted to approve the recommendations.

iv) Two proposals from the MIS department:
   (1) Add MATH 4373 Regression Analysis as an alternate prerequisite for MIS 4380 Business Intelligence.
   (2) Add MATH 4373 Regression Analysis as an alternate prerequisite for MIS 4355 Project Management.

   A motion was made and seconded. CoD voted to approve the recommendations.

v) Proposal from the department of Languages, Linguistics, Literatures, and Cultures/Spanish to add new course SPAN 3301 Advanced Spanish for Heritage Speakers. A motion was made and seconded. CoD voted to approve the recommendation.

vi) Proposal from the department of Family and Consumer Sciences to add UCA Core Communications designation to FACS 3311 Resource Management. A motion was made and seconded. CoD voted to approve the recommendation.

vii) Two proposals:
   (1) From the Management and Marketing department to add an alternate prerequisite, CSCI 2320 Data Structures, to MGMT 3340 and MKTG 3350.
   (2) From the EFIRM department to add an alternate prerequisite, CSCI 2320, to FINA 3330.

   A motion was made and seconded. CoD voted to approve the recommendations.

viii) Proposal from University College to add new course UNIV 1330 Journeys to Success. A motion was made and seconded. Discussion followed. CoD voted to approve the recommendation. (Prefix to be changed from UNIV to ACAD).

6) Agenda item number four, Student Research Proposal Guidelines, was deferred until the next Council meeting.

7) Provost's Announcements:

- The President's office sent a request to Executive Staff members for a list of upcoming events that need to be placed on Dr. Houston Davis' calendar. The Council is asked to contribute to the list any items they may have for Spring Semester.
- Council of Deans will not meet Wednesday, December 7, 2016. The next scheduled meeting is Wednesday, December 14, 2016.
- Graduation is scheduled for Saturday, December 10, 2016 at 10:00 a.m. and 1:30 p.m.
- Gift Announcements:
  i) Monday, December 5, 2016, SWN will announce a $300,000 gift supporting student research in Environmental Science, Geography, and Physics.
  ii) Wednesday, December 7, 2016, Charles Morgan will announce a $300,000 gift supporting and contributing to funding faculty in Computer Science and Technology in CNSM.
- State Representatives will be on campus Monday, December 12, 2016 touring the Conway Corporation Center for Sciences building.
- S. Runge, J. Ishee, and Warren Readnour met with Dr. Benny Gooden of Arkansas Colleges for Health and Education (ACHE) on Wednesday, November 30, 2016 to discuss the Osteopathic School. It will be cobranded as UCA @ ACHE.

Meeting adjourned at 12:40 p.m.

Council of Deans
December 2, 2016

The Council of Deans met at 12:00 p.m. on Friday, December 2, 2016 to continue Wednesday's discussion of spending delays. Steve Runge presided and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Kurt Boniecki, Joan Simon, Jimmy Ishee, Terry Wright, Stephen Addison, and Laura Young.

1) S. Runge and L. Young led the continued discussion on spending delays. The Council reviewed and contributed suggestions for proposed temporary spending reductions for the spring 2017 semester. Discussion followed.

The meeting adjourned at 1:40 p.m.

Council of Deans
December 14, 2016

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, December 14, 2016. Steve Runge presided and the following members were present: Michael Hargis, Maurice Lee, Vicki Groves-Scott, Kurt Boniecki, Joan Simon, Jacquie Rainey (attending in absence of Jimmy Ishee), Terry Wright, Stephen Addison, and Laura Young.

1) The CoD minutes from the November 30, 2016 and December 2, 2016 meetings were approved. J. Rainey abstained.

2) Action items of the November 17, 2016 meeting of the UCA Graduate Council were considered as follows:
    - UCA Graduate Council recommendation for approval of:
        i. New course, HIST 5398 Politics of Sex in Eastern Asia. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
        ii. Replacement of GRE entrance exam requirement with a current unencumbered RN license for admission to the M.S.N. program. A motion to approve was made and seconded. CoD voted to approve the recommendation.
        iii. New program from the Elementary, Literacy and Special Education Department, Master of Arts in Teaching in Special Education K-12. A motion to approve was made and seconded. CoD voted to approve the recommendation.
        iv. New course, ELSE 6375 The Practice of Teaching Diverse Learners (online delivery). A motion to approve was made and seconded. CoD voted to approve the recommendation.
        v. New course, ELSE 6600 Special Education M.A.T. Internship (online delivery). A motion to approve was made and seconded. CoD voted to approve the recommendation.
        vi. Deletion of key assessments degree requirement, deletion of current program's continuous enrollment requirement and other editorial changes to the Graduate Bulletin for the M.S. in School Counseling program. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
        vii. Change from a 30 credit hour degree to a minimum of 30 credit hours for the Ed.S. degree in Education Leadership. A motion to approve was made and seconded. CoD voted to approve the recommendation.
        viii. Deletion of program assessments requirement for the Ed.S. in Educational Leadership and the P.M.C. in District-Level Administration. A motion to approve was made and seconded. CoD voted to approve the recommendation.
        ix. Changes to the following retention policies in the M.S. in College Student Personnel Services & Administration program (C.S.P.A.):

1. Removal of limited number of C grades (3) policy towards degree completion.
2. Addition of professionalism policy.

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

The Council discussed a proposal to create a continuous enrollment Graduate School policy requiring students to enroll in at least one semester each calendar year. The Council discussed this topic, but no vote was taken so that members could have more time to consider the proposal and talk to their colleges and departments.

S. Runge stated that there needs to be an annual review of Graduate Assistant allocations one year in advance. The allocations will stay unchanged for the upcoming fiscal year.

3) J. Simon presented the draft of the Student Research Proposal Guidelines noting that the major changes were:
   - To allocate funds to students twice per year,
   - When funds are allocated, they will be distributed to the departments, and
   - Fund guidelines are as follows:
     i. Fall travel funds that are awarded in September for fall only projects and unused for fall must be returned. The department will be invoiced on February 1 and must transfer the unused funds back to the Graduate School by February 15.
     ii. Research funds that are awarded in the fall can be used throughout the year for full-year projects. The department will be invoiced for any funds that are unused or unencumbered on May 15 and those unused funds will be due back to the Graduate School by June 1.
     iii. Any research or travel funds that are awarded in February must be used or encumbered for June before the May 15 invoice date. Unused funds are due to the Graduate School by June 1.

   Discussion followed. It was also mentioned that the maximum amount awarded from Student Research Funds for Travel need not be stated on the website. It should be listed as To Be Determined with the policy stating that the Graduate School will only match up to $500. The Council also decided that the chair will review and sign the report, then submit it to the Graduate Dean. The Graduate Dean will provide a copy to the College Dean.

4) S. Runge stated that the Department of Information Systems and Technology is exploring the option of replacing the Pool drives with Google Team Drive. They are asking for volunteers in order to develop test groups to test the feasibility. Discussion followed.

5) S. Runge led a discussion on minimum class size. In the past, the minimum was set at 12 undergraduate or 6 graduate students. There is currently no set maximum class size. Discussion followed. L. Young suggested that the Department Chairs and Deans evaluate the previous semester by department to be able to project the need for the upcoming semesters. The suggestion was made and it was decided to set the minimum at 5 graduate, 10 upper division or

15 lower division students per class section. Exceptions to this rule should be approved by the Dean. The Dean will provide a summary of exceptions, with rationale, to the Provost by the end of the first full week of classes every semester.

6) S. Runge will be meeting with the transfer recruiting group on Thursday to discuss next semester's and next summer's plan. Currently, the number of transfer students for the spring semester has increased by 40-50 students compared to the same time last year.

7) Provost's Announcements:

- The Board of Trustees meeting was Friday, December 9, 2016. It was announced that President Courtway's last day will be Thursday, December 15, 2016. Chief of Staff, Kelley Erstine, will be Interim President until President Davis begins on January 23, 2017.
- The Audit Committee meeting was Thursday, December 8, 2016. Internal Audit stated that the Occupational Therapy audit was a good audit.
- During the Occupational Therapy audit, one point of focus was the department's mandatory fees. If a college is collecting fees, they need to make sure that the fees are being properly applied to their corresponding courses. A department's fees need to be reassessed every five years.
- The Occupational Therapy department has developed a time sheet for Graduate Assistants, tracking the amount of hours they work per week. GAs cannot work more than 20 hours per week.
- Commencement was Saturday, December 10, 2016. Both ceremonies went smoothly.
- State Representatives David Meeks and Stephen Meeks were on campus on December 12, 2016 to tour the Conway Corporation Center for Sciences building.
- The Provost's office is still accepting events that need to be added to Dr. Davis' calendar for 2017.
- The next Council of Deans meeting is scheduled for Wednesday, January 11, 2017.

8) Member Reports:
    - M. Hargis stated that the College of Business wrapped up a good semester.
    - M. Lee reported that the College of Liberal Arts honored faculty members that produced books in the last five years. The event was on December 9, 2016 at UCA Downtown.
    - J. Simon reported that the Graduate School and Sponsored Programs are working on their new websites. The new sites will be ready at the beginning of spring semester. S. Runge noted that they are contemplating hiring a Sponsored Programs Director that is separate from the Graduate School Dean.
    - J. Rainey thanked Provost Runge for acting as the Master of Ceremonies at the off-campus graduation ceremony for the student who was unable to attend graduation due to the mumps outbreak.
    - L. Young stated that Human Resources is asking that all Extra Help PAFs include the employee's hourly rate instead of a lump-sum amount. HR also said that employees have to report their hours based on the new FLSA requirements.

The meeting adjourned at 11:15 a.m.