

University of Central Arkansas
Council of Deans
Wednesday, September 4, 2024
9:00 a.m. - 11:00 a.m.
Wingo 213

MINUTES

1. Welcome: The Council of Deans met on Wednesday, September 4, 2024 at 9:00 am in Wingo 214. Provost Hargis presided, and the following members were present: Stephen Addison, Kurt Boniecki, Mike Casey, Victoria Groves-Scott, Chad Lairamore (for Nancy Reese), Patricia Smith, and Paige Rose (for Tom Williams).
2. Action Items
 - a. August 7, 2024 Minutes: A motion by Stephen Addison and second by Patricia Smith was made to approve the minutes from August 7, 2024 as written. The motion carried with two abstentions.
3. Business
 - a. Provost Updates
 - i. SREB Doctoral Directory: Members discussed the SREB Doctoral Directory, its impact in recruiting candidates, and if there is a need to continue the subscription. The discussion will continue after collecting information from the colleges/departments.
 - ii. CETAL/Faculty for Successful Students Campaign: Members were asked to encourage faculty to participate in professional development provided by CETAL. This year's set of programs link student success with faculty professional development and engagement.
 - b. Other
 - i. Qualtrics: Members discussed how they utilize Qualtrics and the possibility of cost-sharing the expense. Dr. Groves-Scott will collect information from members and will share the options with the Provost.
 - ii. Minimum Teaching Qualifications - Kurt Boniecki: Dr. Boniecki shared a draft of a policy addressing minimum teaching qualifications. This policy is required by HLC. Members will review the policy and submit feedback to Dr. Boniecki. The policy will be presented to the Faculty Handbook Committee for inclusion in the Faculty Handbook.
 - iii. Guidelines for Administering the Student Course Experience Survey - Kurt Boniecki: Dr. Boniecki shared a draft of recommendations to improve the response rate and quality on the student course experience survey. Members discussed and shared additional recommendations for the guidelines.

4. Discussion

- a. Division Updates: Members provided updates on their respective colleges.

5. Important Dates

- [Academic Timetable 2024-2025](#)
- September 10th: Faculty Research Grants & Summer Stipend Applications due to department chair
- September 10th-October 1st: Distinguished Faculty Emeritus/Emerita call for nominations due to department chair
- September 11th: Academic Affairs Leadership Meeting - 9:00 am, BHCC 101
- September 18th: COD Meeting/Mary Lackie - 9:00 am, Wingo 214
- September 20th: Sabbatical Leave Applications due to department chair
- September 27th: Sabbatical Leave Applications due to dean
- September 30th-October 18th: Faculty Excellence Awards call for nominations
- October 1st: Faculty Research Grants & Summer Stipend Applications due to dean
- October 4th: Board of Trustees

With no further business the meeting adjourned at 10:25 am

- Academic Affairs Initiatives
 - University Strategic Plan