

**Council of Deans**  
**January 25, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, January 25, 2017. 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. President Houston Davis was present for item number three.

- 1) The CoD minutes from the January 18, 2017 meeting were approved.
- 2) Action items of the January 19, 2017 UCA Graduate Council were considered as follows:
  - UCA Graduate Council recommendation for approval of:
    - i. M.S. in Family and Consumer Science adding a comprehensive exam requirement to the non-thesis track. A motion to approve was made and seconded. CoD voted to approve the recommendation.
    - ii. Change MATH 6382 Applied Math Seminar course to variable credit (1-3 hours) MATH 6V82 Independent Study in Math (new course title). A motion to approve was made and seconded. CoD voted to approve the recommendation.
    - iii. Change MATH 6380 Math Ed Seminar course to variable credit (1-3 hours) MATH 6V80 Math Seminar (new course title). A motion to approve was made and seconded. CoD voted to approve the recommendation.
    - iv. Remove BIOL 6290 Biological Literature from program requirements in the M.S. Biology non-thesis track. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
    - v. The M.F.A. in Digital Filmmaking degree name change to an M.F.A in Film. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
    - vi. The M.F.A. in Creative Writing graduate faculty criteria. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
    - vii. The M.M. in Music admission requirement change with the addition of a writing sample. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
    - viii. The addition of NURS 6215 Foundations of Advanced Nursing Practice as a requirement and remove NURS 6205 Educational Concepts as a requirement in the M.S.N. Clinical Nurse Leader track. A motion to

approve was made and seconded. CoD voted to approve the recommendation.

- ix. A new degree program, an Executive Master of Arts in Sport Management, from the Exercise and Sport Science department was discussed and then tabled by the Council until next week after the courses for the program will be voted on by the Graduate Council.
- 3) President Houston Davis introduced himself to the Council. Each Council member introduced themselves and listed their reporting departments as well as the number of years on campus. President Davis stated that he would like to meet with each Dean individually and eventually meet with each academic department. He indicated that he is interested in getting the Deans' perspective on the various subsets within the university. He plans to spend his first 90s day gathering information about pressure points around campus.
  - 4) S. Runge reported that the Faculty Emeritus Committee met on January 24, 2017 and chose two of the nominated retired faculty members to receive the Faculty Emeritus award. Faculty Handbook is working to change the maximum number of award recipients from two to three next year. S. Runge asked that the Deans please encourage each of their departments to nominate their retired faculty as deemed appropriate. The Committee indicated a need for more criteria for nomination packets. The Council discussed the possibility of allowing nominations to remain current for up to five years. If the nominee is not awarded in the five years, their department would need to nominate them again.
  - 5) S. Runge stated that he spoke at Academic Council about the minimum class size requirements on Friday, January 20, 2017. He also plans to present the information to Faculty Senate on Thursday, January 26, 2017. A draft handout that outlines the minimum class size requirements was provided to Council for feedback. The intent for creating minimum class size requirements is to more efficiently use our resources. S. Runge also stated that he would like to use classroom space more efficiently by having faculty utilize the EMS calendar.
  - 6) S. Runge gave an update on the mumps cases on campus. Currently, there are two confirmed cases and one unconfirmed case of mumps on campus. Students with waivers or incomplete immunization records will have to be removed from campus for 26 days after the last confirmed case. Seven students received a letter notifying them that they must leave. This letter was provided to the Council members and the faculty members whose students have waivers were notified. S. Runge requested that the Deans please ask the departments to accommodate students who have the waiver. There is a need for protocol for the Graduate School to collect shot records for Graduate

students and provide the information to the Student Health Clinic. A letter from Dr. Pastor will go out to the campus today.

- 7) S. Runge provided the Council with a draft for changes to the International Admissions standards. These changes were triggered by rule changes at the federal level and the campus needs to be in compliance by fall, 2017. Jane Ann Williams will elaborate on the admission standards when she presents at the February 1, 2017 CoD meeting.
- 8) S. Runge passed out an Oregon State University Pathways Program for International Students document. This provides an example of the steps that the student may take in the pathway to gain full admission. UCA will need to develop a similar program with the potential involvement of every academic college. The Council will revisit the Pathways Program discussion when Jane Ann Williams presents at the February 1, 2017 meeting. This topic will also be discussed next week with Ms. Williams.
- 9) S. Runge provided a handout to the Council members about UNC Asheville's Makerspace. EPIC is moving to the College of Business next year but will be maintained as an interdisciplinary program. The handout provides a good example for ways that we can enhance our EPIC program that is already in place. This would be a great opportunity to use UCA's makerspace academically.
- 10) Provost's Announcements:
  - The next Council of Deans meeting is scheduled for Wednesday, February 1, 2017.
  - The Provost/Deans meetings for spring semester will be at 10:00 a.m. on February 13, March 20, April 17, May 15, and June 19, 2017.
  - Reassigned Time submissions for fall, 2017 are due Friday, January 27, 2017.
  - Visiting position requests for fall, 2017 are due Wednesday, February 1, 2017.
  - New position, replacements, and new funding for three-year VAP requests are due Wednesday, March 1, 2017.
  - Jane Ann Williams will present at the next Council of Deans meeting. She will provide an update on International Engagement's planned activities, discuss International Admissions Standards and the Pathways Program for international students.
  - TJ Johnston will present at the next Council of Deans meeting, along with Kim Lane and Jeff Standridge from Arkansas Conductor, to provide and update on the Conductor activities.
  - UCA has received an invitation from the International Congress of UNIS to have one or two professors speak at the Congress in Brazil in May.

- Faculty Handbook recommendations will be going to Faculty Senate soon. The biggest change will be the proposed linking of promotion to Associate Professor and Tenure.
- The SGA Banquet on Monday, January 23, 2017 was a fantastic event. University administrators and students, along with Pack Shack, packed 10,349 meals in one hour. The meals were donated to the UCA Food Pantry.

#### 11) Member Reports:

- V. Groves-Scott reported that the CAEP visit is in 2020. Specialty Professional Association (SPA) reports are due in the fall. SPA workshops are ongoing in the spring. 5-6 attended the workshop that was held last Friday, January 20, 2017.
- J. Simon mentioned that the Graduate application process is listed on the Graduate School's website.
- T. Wright stated that Baum Gallery's first exhibits of the semester are opening tomorrow at 4:00. This includes, Tripletta: A Show of Miniature Works by 46 Artists, Magdalena Sole: Mississippi Delta Series, and Holly Laws: Bellwether. Also, Oxford American was nominated for the National Magazine Award and will be competing with all stratus of magazines.
- L. Young stated that the ITAC committee met yesterday. IST has installed Active Directory in 900 of the approximately 4,000 computers on campus. They plan to have it installed on all computers in the next two months.

## **Council of Deans**

### **February 1, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, February 1, 2017. 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. TJ Johnston, Jeff Standridge and Kim Lane were present for item number one. Jane Ann Williams was present for items two and three.

- 1) Jeff Standridge and Kim Lane from The Conductor presented a PowerPoint update to the Council on the first 75 days of The Conductor's partnership with the University of Central Arkansas. They also discussed planned events that are scheduled for 2017.
- 2) Jane Ann Williams discussed the list of upcoming events scheduled in International Engagement. She provided the Council with an event calendar that is also located on International Engagement's website.
- 3) Jane Ann Williams provided an update to the Council on the impact of new federal regulations related to admission of international students that are now in effect. International students that do not meet UCA's admission requirements for English proficiency or other academic standards cannot be admitted as a degree seeking student. They can only be admitted to the IEP program and their visa application must indicate such. This rule will impact fall 2017 admissions although most of our students that we have recently recruited do not require Intensive English courses

Students could be admitted to a separate "Pathways Program" that allows for them to enroll in credit courses at the same time that they are completing their IEP and transitional courses. Under a Pathways Program, the students do not receive degree credit for courses taken as part of the program unless and until they successfully complete the program.

J.A. Williams shared examples of programs from other universities that have used an external vendor to create a Pathways Program. Discussions are ongoing related to development of a Pathways Program.

- 4) The CoD minutes from the January 25, 2017 meeting were approved.
- 5) Action items of the January 24, 2017 UCA Undergraduate Council were considered as follows:
  - UCA Undergraduate Council recommendation for approval of:

- i. Change the degree program name from Digital Filmmaking to Film in the Department of Film, Theatre and Creative Writing. A motion to approve was made and seconded. CoD voted to approve the recommendation.
- ii. Removal of courses LING 2320, LING 3315, LING 3325 and WRTG 4381 as electives for the Creative Writing major and minor in the Department of Film, Theatre and Creative Writing. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation with one abstention.
- iii. In the Department of Exercise and Sport Science for the Exercise Science major, removal of the 18-hour minor in FACS/Nutrition as a requirement and change of the total semester credit hour requirements for the major from 56 to 74 as follows:
  - 1. Remove EXSS 3316 as a required course
  - 2. Remove the 3-hour related requirement from a cognate area
  - 3. Require majors to select a statistics course from PSYC 2330, SOC 2321 or MATH 2311
  - 4. Require majors to select a psychology course from PSYC 2370, PSYC 3370 or PSYC 4320
  - 5. Change EXSS 3350 and EXSS 4376 from electives to requirements
  - 6. Require majors to select three of the following electives: FACS 2341, H ED 3325, H ED 4300, H ED 4303, MGMT 2341, MGMT 3305, MGMT 3310, MKTG 2350
  - 7. Add NUTR 1300 as a requirement
  - 8. Require majors to select a nutrition course: NUTR 3370 or NUTR 4315

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

- iv. Add new courses contingent upon revisions concerning course load: EXSS 3355 Exercise Science Clinical Experience I, EXSS 4303 Clinical Exercise Physiology, EXSS 4355 Exercise Science Clinical Experience II and EXSS 3215 Athletic Training: A Health Care Profession. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
- v. In the Department of Exercise and Sport Science, creation of new concentrations (i) Pre-Athletic Training and (ii) Clinical Exercise Science. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
- vi. Addition of existing course STEM 4600 Apprenticeship of Teaching to UCA Core as a capstone course. A motion to approve was made and seconded. CoD voted to approve the recommendation.

- vii. Combine content from existing courses STEM 3305 and STEM 4305 into a new six-hour course STEM 4605 Apprentice Teaching Seminar. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
- viii. Addition of new course SPAN 3380 Spanish Practicum in Service Learning. A motion to approve was made and seconded. CoD voted to approve the recommendation.
- ix. Addition of new course LING 4110 Capstone in Linguistics. A motion to approve was made and seconded. CoD voted to approve the recommendation.
- x. Change the total semester credit hour requirement for the Philosophy minor from 21 to 18 and change the total semester credit hour requirement for the Religious Studies minor from 24 to 18. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation
- xi. Designate existing course RELG 1320 World Religions as a First Year Seminar (FYS) in the UCA Core. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
- xii. Allow one of the lower division core courses (PHIL 1301 or PHIL 2325 or PHIL 2360) to count as credit toward the major in Philosophy. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
- xiii. Change the graduation requirement for capstone course HIST 4300 from a "D" to a "C". A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
- xiv. Addition of new course HIST 3385 World Military History: A Survey of Global Conflict Patterns. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
- xv. Addition of new course HIST 4304 Material Culture: Finding History in Everyday Things. A motion to approve was made and seconded. CoD voted to approve the recommendation.
- xvi. Addition of existing course HIST 4311 Colonial and Revolutionary America to the UCA upper division Core. A motion to approve was made and seconded. CoD voted to approve the recommendation.
- xvii. Change the track name from General Writing to Writing Studies in the School of Communication. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
- xviii. Addition of new courses WRTG 2330 Introduction to Writing Studies and WRTG 4360 Writing Studies Research methods. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the

recommendation with the change of WRTG 4360 to Research Methods in Writing Studies.

6) Action items of the January 19, 2017 and January 30, 2017 UCA Graduate Council were considered as follows:

- UCA Graduate Council recommendation for approval of:
  - i. New degree program, an Executive Master of Arts in Sport Management. A motion was made to remove the item from the table. Discussion followed. CoD voted to approve the recommendation.
  - ii. Approve the following courses for the proposed M.A. in Sport Management program:
    1. EXSS 5305 Sport Management Introduction and Governance new course proposal (online)
    2. EXSS 5315 Leadership in Sport Management (online)
    3. EXSS 5325 Financial Principles in Sport (online)
    4. EXSS 5335 Sport Marketing Principles and Strategy (online)
    5. EXSS 5345 Sport Public Relations, Org. Communication and Crisis Management (online)
    6. EXSS 6305 Sport Organization Communication (online)
    7. EXSS 6325 Sport Law Aspects (online)
    8. EXSS 6605 Sport Management Capstone Course: Business Simulation (online)

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

7) S. Runge discussed the draft of the UCA Immunization Protocol that was previously presented in Executive Staff. He provided the Council with two handouts: the UCA Immunization Protocol draft and the Communicable Diseases draft. Discussion about both documents followed. S. Runge will present the Council's feedback to Executive Staff.

8) S. Runge provided the Council with the Lost Key Policy handout that was discussed in Executive Staff. The policy has changed to add a \$200 departmental charge if a key is not returned upon the departure of an employee. This change was discussed and S. Runge will present the Council's feedback to Executive Staff.

9) Provost's Announcements:



- S. Runge provided an update on the current House Bill involving concealed carry restrictions.
- The next meeting of the Council of Deans will be Wednesday, February 8, 2017 at 9:00 a.m.
- Lindsey Green, Wellness Coordinator, will attend the February 8 CoD meeting to discuss the requirements and incentive structure for the new wellness program.
- Campus Talk will be February 16, 2017 at X-Period.
- Visiting position requests for fall, 2017 are due today, February 1, 2017.
- New position, replacements and new funding for three-year VAP requests are due March 1, 2017.
- S. Runge stated that he would like for any new online undergraduate programs that are in process to be discussed in CoD.
- Two retired faculty members were chosen to receive the Distinguished Faculty Emeritus award. The names are not being announced yet.

#### 10) Member Reports:

- M. Hargis stated that Millie Ward will be speaking as part of the Davis Family Lecture on February 9, 2017 in the College of Business Auditorium.
- M. Lee stated that the African American Studies Program is sponsoring a public lecture titled "Hands Up, Don't Shoot". It will be February 2, 2017 at 5:00 p.m. in College of Business 107.
- K. Boniecki reminded the Council that Sabbatical Leave requests for spring, 2018 are due to the Department Chairs on February 9, to the College Deans on February 16, and to the Provost's office on February 23, 2017.
- J. Simon reported that the Historically Black Colleges and Universities (HBCU) event that was held on Friday, January 27, 2017 hosted 19 students and three faculty/staff members from Philander Smith College and University of Arkansas at Pine Bluff. UCA had great Program Coordinator and student representation at the event.
- T. Wright stated that the Harrington String Quartet will perform in a public concert on Thursday, February 2, 2017, at 7:30 p.m. in the Snow Fine Arts Center Recital Hall.
- L. Young stated that Lori Hudspeth had recently sent a request for reallocations within the departments' current budget. We will also give the departments an opportunity to request new funding. Those requests are due two weeks after receipt of the request.

The meeting adjourned at 12:20 p.m.

**Council of Deans**  
**February 8, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, February 8, 2017. 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. Graham Gillis and Lindsey Green were present for item number one.

- 1) Lindsey Green spoke with the Council about the requirements and incentive structure for the university's new wellness program, *UCA Be Well*. She provided a handout that outlined the program. Lindsey will be hosting monthly Lunch and Learn sessions to answer employee questions about the program and assist in onboarding them into the system. She stated that she is willing to meet with departments, if needed. Discussion followed.
- 2) The CoD minutes from the February 1, 2017 meeting were approved.
- 3) S. Runge provided an update regarding the ongoing discussion on International Admissions. Students will be either fully admitted into a degree-seeking program or into the Intensive English Program this fall, as there is not enough time to create an approved Pathways Program before that time. There is still a need to address the requirement differences for Graduate and Undergraduate students.
- 4) S. Runge shared a draft of the UCA Online tuition and fees proposal with the Council. K. Boniecki and Michael Judge have performed an analysis of online tuition and fees in the state. Currently, UCA has the highest tuition in the state for students taking six credit hours. The proposal involves a flat rate per credit hour for undergraduate students who are fully online. This would be a significant change for the online-only students. Having the highest tuition in the state, for the six-hour load that is typical for these students, inhibits our ability to grow the online program. The intent of changing the fee structure is to be more competitive in the online marketplace. Discussion followed. S. Runge requested that the Council send any comments about the proposal to K. Boniecki.
- 5) S. Runge led a discussion about student absences during the Drop/Add period. There are instances where faculty members are counting students absent during this time period when they had not yet registered for the class. Students should only be counted absent after they are added to the class roster. Discussion followed. S. Runge asked that the Deans speak to their Department Chairs about the issue and he will discuss it with the Faculty Senate Executives.

6) S. Runge provided a handout to the Council on the proposed amended Withdrawal Policy from Faculty Senate. The proposed policy includes a deadline for withdrawing from a course with a “W” grade, eliminates the “WP” and “WF” grades and an addition of a “WA” (Administrative Withdrawal) grade. The Council discussed whether the “WA” grade should be included on the student’s transcript or simply be a Banner designation. L. Young recommended an approval process for allowing withdrawal after the final drop date in unusual cases such as a car accident, etc. Discussion followed. The CoD members did not believe a “WA” should be noted as such on the transcript. They suggested that a “W” should be on the transcript and that the Registrar’s Office could keep records, if needed, to document the type of withdrawal. S. Runge will discuss Council’s comments with the Faculty Senate Executives.

7) Provost’s Announcements:

- The Registrar’s Office is currently working on a draft Academic Calendar that includes a Monday start date of each semester. A Monday start was discussed in Faculty Senate but since the views were split, they did not take a position for or against a Monday start. S. Runge presented the information in Executive Staff and it is in the discussion phase; no decisions have been made.
- The next meeting of the Council of Deans will be Wednesday, February 22, 2017 at 9:00 a.m.
- New position and replacement position requests are due to the Provost’s office on Wednesday, March 1, 2017.
- Suzanne Massey is needing story ideas for the Academic Affairs Newsletter.
- The Graduate Dean and Director of Sponsored Programs positions have been posted. V. Groves-Scott will chair the search committee. Each Dean needs to nominate three faculty members from their college to serve on the committee. These nominations are due to the Provost this Friday, February 10, 2017.

8) Member Reports:

- J. Glenn stated that UCA’s accreditation reaffirmation has not yet been approved by HLC’s Institutional Actions Committee (IAC). The IAC meets ten times per year, so we expect their decision soon.
- M. Lee stated that Dr. Ken Barnes was selected to receive the J.G. Ragsdale Book Award in Arkansas History for his book titled *Anti-Catholicism in Arkansas*. The award will be presented in April at the annual conference of the Arkansas Historical Association.

- In follow-up to her email, J. Simon reminded the Council of Sponsored Programs' tight schedule in February and March due to short staffing and to please submit grant proposals as soon as possible.
- T. Wright provided the Council with a list of upcoming events in the College of Fine Arts and Communications:
  - The Symphonic Band will perform at Reynolds Performance Hall on Thursday, February 9, at 7:30 p.m.
  - The Conway Symphony Orchestra: Danny Elfman- Music of Tim Burton will be held at Reynolds Performance Hall on Saturday, February 11, at 7:30 p.m.
  - David Cutler, Art Entrepreneur, will be at the Snow Fine Arts Recital Hall on Sunday, February 19, at 7:30 p.m.
  - Marc Lamont Hall will give a lecture at Reynolds Performance Hall on Monday, February 13, at 7:30 p.m.
  - Cirque Eloise Saloon will be at Reynolds Performance Hall on Tuesday, February 14, at 7:30 p.m.
- S. Addison stated that:
  - The Planetarium shows in the new planetarium have had excellent attendance. The daytime shows are currently full through May.
  - The Posters at the Capitol will be held next Wednesday, February 15. The College of Natural Science and Mathematics Dean, Associate Dean and Department Chairs will be in attendance.

The meeting adjourned at 11:00 a.m.

## **Council of Deans**

### **February 22, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, February 22, 2017. Steve Runge presided and the following members were present: Jonathan Glenn, Michael Hargis, Peter Mehl (attending in the absence of Maurice Lee), Vicki Groves-Scott, Kurt Boniecki, Jimmy Ishee, Terry Wright, Stephen Addison and Laura Young. J. Simon was absent. Kaye McKinzie and Taine Duncan were present for item number one. Jacob Held was present for item number two.

- 1) Kaye McKinzie and Taine Duncan spoke with the Council about the proposed changes to the Faculty Senate Constitution. The voting will be held March 7-9, 2017. Those eligible to vote are full-time faculty and full-time visiting faculty. They provided the Council with a handout outlining the four bundles that are being considered. Discussion followed.
- 2) Jacob Held presented the updated UCA Core Assessment Plan to the Council. The Core Council subcommittee on assessment worked with Dr. Brandon Combs, Director of Assessment, to discuss how to collect data. With the recommendation by the UCA Core Council, they will use scorers who will be trained to provide uniform scoring of material. These scorers will be recruited from faculty. Discussion followed.
- 3) The CoD minutes from the February 8, 2017 meeting were approved. P. Mehl abstained.
- 4) S. Runge shared that the Registrar's Office is receiving approvals for course substitutions from those other than Department Chairs. This has created some confusion in the Registrar's Office. The Department Chairs need to be the ones communicating approved course substitutions with the Registrar's Office. Discussion followed.
- 5) S. Runge led a discussion about which office should be responsible for coordinating domestic academic trips. The Study Abroad office is responsible for international trips only. Previously, these trips were coordinated through the department with help from the Outreach and Community Engagement office. S. Runge will visit with Shelley Mehl to decide how best to coordinate these trips in the future.
- 6) Provost's Announcements:
  - The next meeting of the Council of Deans is scheduled for 9:00 a.m. on Wednesday, March 1, 2017.
  - The Immunization Protocol and Communicable Diseases handouts that were approved in Executive Staff were provided to the Council. Discussion followed.

- University Relations and Creative Services is requesting a list of acceptable and unacceptable terminology from each college. Please send this list to Alicia Crow by Monday, February 27, 2017. The draft list will be circulated to the Council before being submitted to Kimberly Klotz.
- The Graduate Dean and Director of Sponsored Programs search committee has been assembled and will have their first meeting on Friday. The committee includes: Vicki Groves-Scott, chair, Jeff Whittingham, Ken Griffin, Lori Leavell, Jennifer Moore, Stephanie Vanderslice, and Ramesh Garimella.
- When campus events include State Legislators, please coordinate these visits through Kelley Erstine.
- There have been problems with Active Directory and Blackboard Collaborate. Blackboard Collaborate stopped working when Active Directory was added to the computers. There are three-to-four instances when this happened on faculty computers. There is also a login issue with computers that are taken off-campus for classroom use. Discussion followed.
- The Provost's Office has been receiving a series of fee proposals from the Deans. Please submit any necessary requests by Wednesday, March 15, so that they can be evaluated as a package. Discussion followed.
- In Executive Staff, President Davis proposed a University Policy Manual. Please think about developing a university-wide manual. Discussion followed.
- President Davis is encouraging the campus to present a professional appearance.
- President Davis is very passionate about undergraduate internships and experiential learning. He discussed the topic with Ronnie Williams, Clifton Ford, Kathy Clayborn, and John Fincher in a meeting on February 21, 2017. The President feels that, in addition to attending classes, there should be more programs that undergraduate students can immerse themselves in. Kathy Clayborn will be coordinating meetings with all internship coordinators to inform them of the resources that her department provides. She will be contacting the Deans to identify who in each college is responsible for coordinating these internships. She also plans to present the information at the upcoming Academic Council meeting.

#### 7) Member Reports:

- K. Boniecki stated that he has yet to receive any comments on the UCA Online tuition proposal. Please send any department feedback by Wednesday, March 1, 2017.
- T. Wright listed the following upcoming events in the College of Fine Arts and Communication:
  - Oliver de la Paz will provide a public reading of *Post Subject: A Fable* at 7:30 p.m. on Thursday, February 23, 2017, in the College of Business Auditorium.

- Samuel Beckett's "Endgame" will be performed at 7:30 p.m. on Friday, February 24, 2017.
  - 42<sup>nd</sup> Street will be performed at 7:30 p.m. on Tuesday, February 28, 2017, at the Reynolds Performance Hall.
- S. Addison stated that the Posters at the Capitol was a successful event. There were Legislators and the Lieutenant Governor in attendance. He would like to involve the College of Health and Behavioral Sciences in the event next year.
- L. Young stated that, according to Human Resources, any student conducting research while on a grant or while employed by the university during the summer is covered by Worker's Compensation.

The meeting adjourned at 11:30 a.m.

## **Council of Deans**

**March 1, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, March 1, 2017. Steve Runge presided and the following members were present: Jonathan Glenn, Michael Hargis, Peter Mehl (attending in the absence of Maurice Lee), Tammy Benson (attending in the absence of Vicki Groves-Scott), Kurt Boniecki, Joan Simon, Jimmy Ishee, Terry Wright, Stephen Addison and Laura Young. A. Hall was present for item number one.

- 1) Amber Hall provided the Council with an update on the mid-tenure review process using Digital Measures. She discussed the concerns that have been voiced to her by those using this electronic review process during the mid-tenure application process. She would like for the Deans to provide Institutional Research with any feedback that they receive from their college. S. Runge requested that Amber provide an update to the Council once the application period has ended for mid-tenure. The goal is to have all issues resolved before Digital Measures is used for the Tenure and Promotion & Advancement applications. The Council discussed the possibility of testing Digital Measures for one additional year with mid-tenure applications before using it for the Tenure and Promotion & Advancement process.

A. Hall also stated that she has pulled the internship information out of Digital Measures. The report fails to denote the type of internship. This is an issue that can be solved by the service provider. S. Runge asked the Deans to compile a list of the types of internships and submit that list to Alicia Crow by Friday, March 3, 2017. This list will be discussed at the next meeting of the Council.

- 2) The CoD minutes from the February 22, 2017 meeting were approved. J. Simon abstained.
- 3) S. Runge asked that the Deans provide a list of the types of domestic student trips taken within their College to A. Crow by Friday, March 3, 2017. This list, and management of these trips, will be discussed at an upcoming meeting with Shelley Mehl.
- 4) Action items of the February 16, 2017 UCA Graduate Council were considered as follows:
  - M.S. in Athletic Training program. A motion to approve was made and seconded. J. Ishee stated that the Athletic Training degree is moving to the Master's program and will phase out over time the undergraduate degree. Discussion followed. CoD voted to approve the recommendation.



- New courses for the M.S. in Athletic Training program:
  - ATTR 5301 Athletic Training Clinical Experiences I
  - ATTR 5302 Athletic Training Clinical Experiences II
  - ATTR 5335 Therapeutic Interventions I
  - ATTR 5345 Therapeutic Interventions II
  - ATTR 5351 Orthopedic Assessment I
  - ATTR 5354 Orthopedic Assessment II
  - ATTR 6203 Athletic Training Clinical Experiences III
  - ATTR 6304 Athletic Training Clinical Experiences IV
  - ATTR 6305 Athletic Training Clinical Experiences V

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

- New courses for the M.S. in Athletic Training program:
  - ATTR 5300 Foundations in Athletic Training
  - ATTR 5310 Human Gross Anatomy
  - ATTR 5325 Emergency Care in Athletic Training
  - ATTR 6215 Professional Development
  - ATTR 6330 Health Care Administration
  - ATTR 6353 General Medical Conditions
  - ATTR 6355 Head, Neck, and Spine Injury Management
  - ATTR 6365 Special Topics in Athletic Training
  - ATTR 6V08 Research Project in Sport Medicine

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

- The Council discussed the development of a graduate student continuous enrollment policy. No vote was taken at the meeting as the Graduate Council has yet to vote on the item. J. Simon will draft a Leave of Absence policy to discuss at the next meeting of the Council of Deans.

- 5) S. Runge provided four handouts to the Council on the Peer Review of Teaching Excellence that is currently in use by the Department of Physical Therapy. This topic will be discussed at length at the Dean's Retreat in June. Discussion followed.
- 6) S. Runge passed out the combined terminology list which included the responses received from each college. The Council reviewed and discussed the document. This list was compiled in response to a request from University Relations and Creative Services for use in their marketing materials.

#### 7) Provost's Announcements:

- The next meeting of the Council of Deans is scheduled for 9:00 a.m. on Wednesday, March 15, 2017. The Council will not meet on March 8, 2017.
- Position requests are due to the Provost's office today.
- S. Runge met with Board member, Shelia Vaught, on February 28. This year she would like to focus on learning more about the support offices, College of Business, interprofessional education in the College of Health and Behavioral Sciences, and the College of Fine Arts and Communication.
- The Scholarship Committee is working to adjust the university scholarship program. L. Young is a member of this committee and stated that the main committee and other subcommittees are meeting weekly. The committee is considering several types of scenarios to add scholarships.  
Please send any thoughts or feedback to L. Young as soon as possible.
- Faculty Senate voting on constitutional amendments is open March 7-9, 2017. The Senate needs at least 50% of eligible voters to participate for the vote to count.

#### 8) Member Reports:

- J. Glenn stated that the Academic Maps (AMAPS) and Bulletins should not be signed by the Department Chairs until they have passed through two more reviews. He asked that the AMAPs be submitted as soon as possible. He also asked that the Deans and Department Chairs review their portions of the academic bulletins. A detailed email was sent to the Council of Deans and Academic Council on Monday, February 27, 2017.
- M. Hargis stated that The Theta Lambda chapter of Beta Alpha Psi at the University of Central Arkansas earned two first place awards at the organization's Southwest Regional meeting in Dallas, Texas, on Saturday, February 25, 2017. The students who participated in the competitions earned the right to compete at the national meeting this August in Anaheim, California. Beta Alpha Psi is an honor organization for accounting students and professionals with over 300 chapters on college and university campuses. The Theta Lambda chapter is identified as a superior chapter by the organization for its commitment to professional development and service hours.  
M. Hargis also stated that Eryka Williams, MIS Major, was named National Intern of the Year through the Cooperative Education and Internship Association (CEIA) for her internship with Hewlett Packard Enterprise. Eryka is the second COB student to win this award in recent years.
- T. Benson reported that the College of Education has two MAT programs that have been endorsed by ADE. The first program is the Elementary Education track to license teachers in K6. The second is a new MAT program in Special Education.

- J. Simon stated that there are numerous faculty members teaching graduate courses that are not on the approved Graduate School list. Patti Hornor sent emails to the appropriate Department Chairs and faculty to notify them and inform them of the application process.
- T. Wright mentioned that the Student Competitive Art Show begins March 2, 2017. He also stated that the theatrical experience, Beckett's Endgame, will have three more performances on campus through March 4, 2017.
- S. Addison reported that the Day of Celebration of Women in STEM will be this Friday, March 3, at the College of Natural Science and Mathematics.
- L. Young stated that the Department Chairs have been very responsive to requests by the Academic Advising Center to evaluate syllabi for transfer credit. This helps to automate the process of granting transfer credit. Whenever reviewing a syllabus for transfer credit for a specific student, she asks the Chairs to consider whether the transfer should be applicable for all students. If so, the course will be added to our transfer tables and transfer credit will then be automatically applied to future students.

The meeting adjourned at 11:35 a.m.

## **Council of Deans**

**March 15, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, March 15, 2017. 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. Suzanne Wiltgen and Emily Hartle were present for item number one.

- 1) J. Simon introduced Sponsored Programs' new Grant Administrators, Suzanne Wiltgen and Emily Hartle, to the Council. Suzanne will be responsible for institutional, College of Natural Science and Mathematics, and Honors College's grants. Emily Hartle will be responsible for College of Business, College of Education, College of Fine Arts and Communication, College of Health and Behavioral Sciences, and College of Liberal Arts' grants. J. Simon also provided a handout listing the Sponsored Programs staff and their contact information.
- 2) The CoD minutes from the March 1, 2017 meeting were approved. Maurice Lee and Vicki Groves-Scott abstained.
- 3) Action items of the February 21, 2017 UCA Undergraduate Council were considered as follows:
  - In the department of Geography, change the total semester credit hour requirements from 38 to 39 or 40 for the BS or BA/Geospatial Technology/GIS Minor and to change course numbers GEOG 3303 to GEOG 3403 and GEOG 3304 to GEOG 3404. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
  - In the department of Management Information Systems, add CSCI 3360 or MIS 3365 as prerequisites to MIS 3328 Systems Analysis and Design and to change the course number/level for MIS 3328 to MIS 4328. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
  - In the department of Management Information Systems, add ACCT 3320 Accounting Information Systems as an elective to the MIS major. A motion to approve was made and seconded. CoD voted to approve the recommendation.
  - In the department of Physics and Astronomy, add ENGR 1301 Introduction to Engineering to the UCA Core program as an FYS and Responsible Living course. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.

- In the College of Education, add new course EDUC 2330 Topics in Social Justice in Teaching and Learning to the UCA Core. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
- In the Environmental Science program, change the title of the program from Environmental Sciences/Studies to Environmental Science. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
- In the department of Languages, Linguistics, Literatures and Cultures, change the grade policy for the Linguistics major and minor courses and the TESOL minor courses from “D” to “C or better”. A motion to approve was made and seconded. CoD voted to approve the recommendation.
- Addition of new degree program in Computer Engineering. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
- In the department of Exercise and Sport Science for the BS in Exercise Science, change the course number/level for Exercise Physiology from EXSS 4300 to EXSS 3303. A motion to approve was made and seconded. CoD voted to approve the recommendation.
- In the School of Communication/Writing/General Writing program, remove the following electives from the General Writing track: LING 4345, LING 4350, LING 4355, LING 4360, and LING 4370. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation. M. Lee abstained.

- 4) J. Simon discussed a draft Leave of Absence Policy for the UCA Graduate Bulletin that was provided to the Council. The purpose of the policy is to require students to notify their department in writing if they plan to postpone their enrollment for more than three terms (spring, summer, and fall). The leave of absence notification will not extend the 6-to-10 year completion timeline for their degree. Completing the written notification will allow the student to continue their studies under the Graduate Bulletin that they entered under. If the student does not complete a Leave of Absence form, they will be dropped from their program after one year of absence and will need to reapply and follow the new Graduate Bulletin. The Council discussed the policy and provided feedback. A revised draft will be presented to the Graduate Council.
- 5) S. Runge provided the Council with a handout that listed the feedback received from the Deans on undergraduate internship types being used in their college. The list will be provided to Amber Hall for tracking purposes. The Council discussed developing badges for experiences, such as internships, that can be added to a student’s transcript. This topic will be discussed in length at the Deans Retreat.

- 6) S. Runge discussed the need to align the student research, scholarship and creative activity weeks for all colleges for 2018. He asked that the Council provide their planned 2017 student research, scholarship and creative activity dates and the coordinating contact person's name to Alicia Crow by the end of the day Friday, March 17, 2017. Discussion followed.
- 7) S. Runge discussed a proposal to allocate a college's graduate assistant funds to the dean instead of to the specific departments. The dean would then distribute the funds to the appropriate departments, as needed. This would allow the college to efficiently use the graduate assistant funds and to reallocate to departments having the greatest need. Discussion followed. J. Simon was asked to collect data on the fund distribution for the past five years. This topic will be discussed again at the Deans Retreat.
- 8) S. Runge stated that the Tenure and Promotion application process will continue to be a paper process for FY18. Mid-tenure review will continue in Digital Measures. Discussion followed.
- 9) Provost's Announcements:
  - The next meeting of the Council of Deans is scheduled for 9:00 a.m. on Wednesday, April 5, 2017. The Council will not meet on March 22 or 29, 2017.
  - Please notify Kelley Erstine of any official legislative contacts made. This includes any testimonies given at the legislature. S. Runge will contact Warren Readnour to draft a message to send out to faculty members across campus explaining the need for coordinating with administration.
  - UCA has received the HLC response that they are continuing our accreditation and removing us from Monitoring status. This allows the university to choose its pathway and the Open pathway has been chosen. S. Runge stated that it took the entire campus to do the things necessary to achieve such a positive request. The effort made by everyone, including the Board of Trustees and the students, is appreciated.
  - S. Runge met with Shelley Mehl to discuss assistance by Outreach, and Community Engagement (OCE) with financial management of domestic student trips sponsored by academic departments. OCE cannot coordinate travel, but will be able to collect and disburse funds.
  - The Provost's office received 44 Tenure, Promotion and Advancement applications for 2017. Decision letters will be sent out to campus today. The strength of the applications is very impressive.
  - Faculty Senate approved the linking of tenure and promotion to associate professor in the Faculty Handbook in their March 14, 2017 meeting. The Handbook changes will be presented to the Board for approval in May, therefore, each department

needs to be prepared to update their criteria to accommodate the linking of these two designations. This new criteria needs to be complete by September 1, 2017. It will take five years for all faculty to move through the transition process. Faculty members who are eligible for Tenure and Promotion during the transition period can choose to have their application decision linked or considered separately. If they choose to link the decision, they will be subject to the new criteria. If they choose to apply for a separate decision, they will be subject to the criteria that was in place when they were hired.

Please have the departments examine their criteria to ensure that it aligns with the university's mission as it relates to teaching, scholarship and service. The departments should also consider collegiality when considering applications.

- At the CAO and CSO Dinner for the Student Success Symposium Monday night, Dr. John Gardner, President of the John N. Gardner Institute for Excellence in Undergraduate Education, was very complimentary of UCA's process for developing articulation agreements with two-year colleges and advising transfer students. The attending two-year college representatives were also complimentary of how well UCA works with them in regards to transfer students.

#### 10) Member Reports:

- V. Groves-Scott stated that Jane Elliott's lecture the evening before was a good presentation. Approximately 70-80 students were in attendance. She would like for these events to be better advertised so that more students are aware and can attend.
- M. Lee stated that Sherry Skaggs invited a Little Rock-based group, Arkansas Voices for Those Left Behind, to campus on Saturday, April 22. The group is comprised of children, ages 8-18, who have one or both parents that are incarcerated. There will be 80-90 kids in attendance and they will be given a tour of campus by approximately 35 UCA students.
- T. Wright reported that the UCA Wind Ensemble will perform Thursday, March 16, at Reynolds Performance Hall. The Pep Band will travel to Texas for the Sugar Bears basketball game on Friday, March 17.
- S. Addison stated that two CNSM students won awards from the American Physics Society. He also spoke to a group of about 90 Conway High School students who were on campus for Advance Placement (AP) Training. The group had a lot of good questions about attending UCA.

The meeting adjourned at 11:40 a.m.

## **Council of Deans**

**April 5, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, April 5, 2017. Steve Runge presided and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Tammy Benson (attending in the absence of Vicki Groves-Scott), Kurt Boniecki, Joan Simon, Jimmy Ishee, Terry Wright, Stephen Addison and Laura Young.

- 1) The CoD minutes from the March 15, 2017 meeting were approved.
- 2) Action items of the March 16, 2017 UCA Graduate Council were considered as follows:
  - The addition of EXSS 6316 Data Analysis as an approved research/statistics required course option for the MS in Family & Consumer Science. A motion to approve was made and seconded. CoD voted to approve the recommendation.
  - The changing of BIOL 5100 Field Studies in Biology to variable (1-4) credits (5V00). A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
  - The increasing of BIOL 6V01 Thesis Research from a maximum of three to four credit hours. A motion to approve was made and seconded. Discussion followed. CoD voted to approve the recommendation.
  - J. Simon discussed the Graduate Council's concerns with the draft Leave of Absence Policy. The Council discussed these concerns and the purpose of the policy. S. Runge requested that J. Simon provide the Council with the draft policy, the university's policy on leave for 12 months, the continuous enrollment policy, and the number of students affected by this. These items will be discussed at next week's meeting of the Council of Deans.
- 3) S. Runge provided the Council with a handout listing the responses from each Dean about their planned research events. He would like for the colleges, including the Honors College, to combine their research events into one full research week. The event should be scheduled for the last full week of classes before spring final exams. In AY18, the week will be April 16-23, 2018.
- 4) Provost's Announcements:
  - The next meeting of the Council of Deans is scheduled for 9:00 a.m. on Wednesday, April 12, 2017.
  - Natalie Flemming and Ashley Pettingill will discuss Study Abroad Proposals for 2018 at the next CoD meeting.



- An article on the topic of collegiality was provided to the Council. When the departments are revising their Tenure and Promotion criteria, it would be a good opportunity to discuss collegiality and professionalism. The Provost encourages departments to consider developing criteria to evaluate collegiality and professionalism as components of faculty performance. In addition, the department guidelines also need to reflect that if a faculty member's teaching ability is weak, they should not expect a positive recommendation for tenure. The Deans are asked to bring any feedback that they receive from the departments to discuss with the group.
- Ashley Pettingill will be the acting leader of International Engagement for the month of April. Beginning May 1, 2017, Phillip Bailey will serve as the Interim Associate Vice President for FY18.
- Mark Mullenbach will serve as the Interim Associate Dean for the College of Liberal Arts beginning July 1, 2017. Lynn Burley will be the Interim Chair for the Languages, Linguistics, Literatures and Cultures department beginning May 1.
- The Higher Learning Commission (HLC) Conference in Chicago was this past weekend. S. Runge attended several meetings that discussed the Open Pathway. The University will need to prepare and submit an Assurance Argument in year four that builds on the Argument that was submitted during the most recent HLC site visit. At the conference, there was emphasis on the need for universities to have a standing HLC Committee in order to stay vigilant while moving forward. J. Glenn stated that the university's HLC Committee would be a monitoring committee instead of a steering committee.
- The Provost's Ice Cream Social will be on Thursday, April 13, 3:00-4:30 in the Student Center Room #203B. This is an opportunity for minority faculty and staff to discuss any issues that they have in mind.
- An Advanced Placement (AP) Credit Policy Survey handout was provided to the Council. The survey is a data collection effort by ADHE where they are trying to determine how our university awards credit to AP classes. The need is to create uniform standards in awarding AP credits across the state. One survey will be submitted on behalf of the entire university. If the Deans have any feedback to provide before the survey is submitted, please email the information to S. Runge, copying J. Glenn.
- The UCA Wellness Program was discussed. The Deans are receiving questions about the status of the program. Discussion followed.

#### 5) Member Reports:

- J. Glenn stated that he needs information for the Board of Trustees meeting by April 14. He will be in training Monday through Thursday next week and may be slower in responding to the Council's emails during that time.

Board items that go to ADHE are due by May 1 and then ADHE will meet on July 28. Discussion followed.

The April 21 Coordinating Board meeting will be at Arkansas Tech in Russellville.

- M. Hargis asked about the process for adding the Graduation Application, Drop/Add forms, and any other process that is a paper process for UCA Online so that the fully-online students do not have to complete a paper copy. Discussion followed.
- M. Lee asked if the Digital Measures form could be added to the Digital Measures system instead of having to be retrieved from the Academic Affairs website.

He also expressed his appreciation to the Provost for his support of the upcoming Arkansas Voices for Those Left Behind event.

- T. Benson announced that Vicki Groves-Scott and Donna Wake were in California presenting at an Apple Conference.
- J. Simon stated that there are still some research funds available for use in this Fiscal Year. If there is a group that could use those research funds, they can submit an application for those funds.
- T. Wright stated that the Senior BA/BFA exhibit opens on Thursday, April 6, 2017. Soundscapes, an Evening of Musical Artistry, will be held Thursday, April 6, at Reynolds Performance Hall.
- S. Addison stated that the annual meeting of the Arkansas Academy of Sciences will be held this upcoming weekend. Currently, there are 280 people registered. The College's and Academy's poster session will be Saturday at 9:00.
- L. Young stated that in some cases, the Registrar's Office is receiving graduate applications from faculty advisors without approval by chairs of course substitutions. In those particular circumstances, the chairs have been notified. The Registrar's Office is asking for better communication from the departments when a substitution is approved. We have also seen instances where departmental checksheets do not agree with the undergraduate bulletin and this is causing significant delay and student frustration.

The meeting adjourned at 10:40 a.m.

## Council of Deans

April 12, 2017

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, April 12, 2017. Steve Runge presided and the following members were present: Michael Hargis, Maurice Lee, Vicki Groves-Scott, Kurt Boniecki, Joan Simon, Jimmy Ishee, Terry Wright, Stephen Addison and Laura Young. Natalie Flemming and Ashley Pettingill were present for agenda item one.

- 1) Natalie Flemming and Ashley Pettingill presented the 2018 short-term Study Abroad proposals to the Council. The Council discussed the proposals. A motion to approve the 2018 Study Abroad proposals was made and seconded. The Council voted unanimously to approve the proposals.
- 2) The CoD minutes from the April 5, 2017 meeting were considered and approved. V. Groves-Scott abstained.
- 3) Action items of the March 28, 2017 UCA Undergraduate Council were considered as follows:
  - From the Office of the Provost/Registrar, a proposal to remove WP and WF grade options along with the removal of the second withdrawal deadline contingent upon the withdrawal deadline be moved to the Friday of the twelfth week of classes. A motion to approve was made and seconded. Discussion followed. The motion passed with nine votes in favor, one vote against, and two abstentions.
  - From the Department of English, a proposal for new course ENGL 1373 FYS in Fine Arts/Humanities to the UCA Core as an Inquiry and Analysis/Humanities course and an FYS course. A motion to approve was made and seconded. Discussion followed. The Council voted to approve the recommendation, with one abstention, subject to a change in the course name to FYS: Humanities and to a generic course prefix that can be used by multiple departments.
  - From the Department of Health Sciences, a proposal to add HED 1320 Essentials of Health and Wellness to the required content of the Health Education major and to increase the credit hours requirements from 50 to 53. A second proposal was also considered to move HED 3325 Disease Management for Health Promotion from the Required Core Courses to the Required Content Courses for the Health Education major. A motion was made and seconded. Discussion followed. The Council voted to approve the recommendations.
  - From the Department of Psychology, a proposal to add new course PSYC 3361 Introduction to Media Psychology and to add it as an upper division Core course in Communication. A motion to approve was made and seconded. Discussion followed. The Council voted to approve the recommendation.

- From the Department of Philosophy and Religion, addition of new course PHIL 1373 FYS in Fine Arts/Humanities to the UCA Core as an Inquiry and Analysis/Humanities course and a FYS course. A motion to approve was made and seconded. Discussion followed. The Council voted to approve the recommendation, with one abstention, subject to a change in course name to FYS: Humanities and to a generic course prefix that can be used by multiple departments.
  - From the Office of the Provost/University College, a proposal to change the conditions for continued enrollment of conditionally admitted, conditional- prep status, and transfer students. A motion to approve was made and seconded. Discussion followed. The Council voted to approve the recommendation.
  - From the Department of Biology, a proposal to convert BIOL 4100 Field Studies in Biology to BIOL 4V00 variable credit (1-4 hours). A motion to approve was made and seconded. Discussion followed. The Council voted to approve the recommendation.
  - From the Department of Music, a proposal to add new course MUS 4214 Introduction to Electroacoustic Music to the UCA Core as a Critical Inquiry course. A motion to approve was made and seconded. The Council voted to approve the recommendation.
  - From the Department of Exercise and Sport Science for the BS in Exercise Science, a proposal to add existing course EXSS 3348 Exercise Prescription for General Populations to the UCA Core as a Responsible Living course. A motion to approve was made and seconded. The Council voted to approve the recommendation.
  - From the Department of History, a proposal to add new course HIST 1399 A History of Today: The World Since 1945 to the UCA Core as a Diversity in the World Cultures course. A motion to approve was made and seconded. The Council voted to approve the recommendation.
  - From the Department of History, a proposal to add new course HIST 4324 Topics in American History to the UCA Core as a Critical Inquiry course, a second proposal to add new course HIST 4334 Topics in European History, and a third proposal to add new course HIST 4344 Topics in World History to the UCA Core as a Diversity course. A motion to approve was made and seconded. Discussion followed. The Council voted to approve the three recommendations with one abstention.
  - From the Department of History, a proposal to add existing course HIST 4398 The Politics of Sex and Sexuality in Modern East Asia to the UCA Core as a Diversity and Communication course. A motion to approve was made and seconded. The Council voted to approve the recommendation.
- 4) J. Simon provided the Council with a handout of information to consider regarding a previous discussion on the draft Leave of Absence Policy. Discussion followed. The topic was tabled and will be added to the next meeting of the Council of Deans.

5) Provost's Announcements:

- The next meeting of the Council of Deans is scheduled for 9:00 a.m. on Wednesday, April 26, 2017.
- The Council of Deans will not meet on Wednesday, April 19, 2017.
- Board Member E.C. Maltbia will attend the May 3, 2017 Council meeting.
- S. Runge and L. Young met with Student Government Association (SGA) Executives and with the SGA group to discuss a proposed academic calendar including Monday start to the semesters in Academic Year 2020-2021. SGA voted thirty for, five against, and four abstained in favor of this proposal. Faculty Senate took no position on the subject. It was explained that the initiative will add three days to the beginning of the semester and will move Fall Break from Thursday/Friday to Monday/Tuesday. UCA will have a full Welcome Week with Move-In Day on Sunday. The proposal will now be moved to the President's agenda.
- Alix Fink withdrew from the Honors Dean search and the search has failed. An Interim Honors Dean will be appointed for Academic Year 2018.

6) Member Reports:

- M. Hargis stated that the Insurance Wall of Fame Unveiling was yesterday evening. There were approximately 75-100 insurance agents in attendance.
- In addition, M. Hargis reported that one of our MBA teams has been in the Global Top 100 for the past several weeks. This past week (April 9th) the team was ranked 53rd best overall performance out of 2820 teams from 145 colleges and/or universities. This is a great testament to the quality of our students, faculty, and program. The Capstone MBA course focusing on strategic management includes a global simulation (GLO-BUS) where students create a virtual business and make decisions about product lines, marketing, personnel, finance, etc. Teams from colleges and universities across the world compete based on the performance of their businesses against criteria such as market share, growth, earnings per share, return on equity, and stock price.
- M. Lee stated that the College of Liberal Arts' End of Year Reception is scheduled for April 28.
- M. Lee also reported that the College's Research Symposium will be April 26 and 27.
- M. Lee stated that their Honors Convocation is scheduled for April 30.
- V. Groves-Scott stated that the College of Education's End of Year reception was at UCA Downtown last Friday with President Davis in attendance.

- K. Boniecki announced that registration is now open for the National Conference of Academic Deans. This year's theme is "Leading from the Middle". The conference will be July 13-14, 2017 at Brewer Hegeman Conference Center.
- J. Ishee stated that the Occupational Therapy's 100<sup>th</sup> Anniversary event will be Wednesday, April 19, at UCA Downtown.
- J. Ishee also stated that the College of Health and Behavioral Sciences' Spring Reception will be at 4:30 on Thursday, April 27, in Buffalo Hall.
- T. Wright announced that Avenue Q will be performed on campus through next week.
- T. Wright also announced that the MFA graduating class will do a reading at UCA Downtown.
- T. Wright stated that Sleeping Beauty will be performed at Reynolds Performance Hall on Tuesday, April 18.
- S. Addison stated that the annual meeting of the Arkansas Academy of Sciences was held on campus last weekend. Dr. Addison was elected Vice President of the Academy at the business meeting.
- S. Addison mentioned that the CCCS "Off the Clock" event was last night. There was a huge turnout to the event.
- L. Young stated that there have been issues with courses being input by departments into Banner with the incorrect attributes. These problems then have to be manually corrected for each student that took the class in order for Degree Works to properly report the course as meeting a specific degree requirement. Discussion followed.

The meeting adjourned at 11:20a.m.

**Council of Deans**  
**April 26, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, April 26, 2017. Steve Runge presided and the following members were present: Michael Hargis, Maurice Lee, Vicki Groves-Scott, Kurt Boniecki, Joan Simon, Jimmy Ishee, Terry Wright, Stephen Addison and Laura Young. Dr. Phillip Bailey was present for item number two.

- 1) The CoD minutes from the April 12, 2017 meeting were considered and approved. J. Glenn abstained.
- 2) Dr. Phillip Bailey discussed his upcoming student recruitment trip to Mexico and his plans for the International Engagement office over the next year. He asked that the Deans provide him with a list of programs to promote while on the trip and a list of international projects that are currently on hold. He stated that he would like to meet with department chairs and faculty to discuss projects that each department would like to pursue. He also asked for departmental literature to read in preparation for his upcoming trip.

Dr. Bailey is currently working on proposal for a trip to Bolivia in July. He is interested in getting a list of faculty that travel abroad who could also recruit for UCA while on their trips. S. Runge stated that he is fully supportive of faculty exchanges with partnering international universities.

- 3) Action items of the April 18, 2017 UCA Undergraduate Council were considered as follows:
  - From the Department of Family and Consumer Sciences/Interior Design program, a proposal to change the course credit hours for IDSN 4600 Internship to IDSN 4350. A motion to approve was made and seconded. The Council voted to approve the recommendation.
  - From the Department of Family and Consumer Sciences/Interior Design program, a proposal for a new course IDSN 3326 Commercial Interior Design II. A motion to approve was made and seconded. Discussion followed. The Council voted to approve the recommendation.
  - From the Department of Languages, Linguistics, Literatures, and Cultures/IEP program, a proposal for new courses IEP 1380 Pathway to College Writing for Non-Native English Speakers and IEP 1370 Pathway to College Reading and Critical Thinking. A motion to approve was made and seconded. Discussion followed. The Council voted to approve the recommendation with an amendment listing the courses as a prerequisite or co-requisite to WRTG 1310 Introduction to College Writing with a different course prefix.
  - From the Department of Languages, Linguistics, Literatures, and Cultures/IEP program, a proposal for new course IEP 1170 Public Speaking for Non-Native English Speakers. A motion to approve was made and seconded. Discussion followed. The Council voted to approve the recommendation.

- From the Department of Languages, Linguistics, Literatures, and Cultures/Japanese program, a proposal for new course JAPN 2340 Intensive Oral Practice Abroad in Japanese. A motion to approve was made and seconded. Discussion followed. The Council voted to approve the recommendation.
  - From the Department of Languages, Linguistics, Literatures, and Cultures, a proposal to allow CHIN 2340, GERM 2340, FREN 2340 and SPAN 2340 to fulfill the BA Foreign Language requirement. A motion to approve was made and seconded. The Council voted to approve the recommendation.
  - From the Department of Biology, a proposal to add course BIOL 4414 Molecular Mechanisms of Aging to the UCA Core as a Capstone course. A motion to approve was made and seconded. The Council voted to approve the recommendation.
  - From the Department of History/Asian Studies program, a proposal to add new course HIST 2310 Introduction to Asian History to the UCA Core as a Diversity in World Cultures course. A motion to approve was made and seconded. Discussion followed. The Council voted to approve the recommendation.
- 4) J. Simon provided the Council with a handout of pertinent information from the Undergraduate and Graduate Bulletins, including the Leave of Absence Policy as it was proposed to the Graduate Council in March. The Council discussed the current policies in place versus the proposed policy. Discussion followed about enforcing the current policy. J. Glenn will work with the Graduate School to enforce the current policy.
- 5) S. Runge discussed the current standing of the proposed Monday Start to the 2020-2021 Academic Calendar. Under the proposal, the 2019-2020 calendar would have a Thursday start to the semester and a Monday/Tuesday Fall break instead of a Thursday/Friday break. The proposed draft of the 2020-2021 calendar would add three days to the beginning of the fall term, providing for a Monday start, and the Fall Break would be on Monday/Tuesday. When the proposal was discussed in Faculty Senate in Fall 2016, the Senate took no position. The Provost and Associate Provost, Laura Young, met with the Student Government Association to discuss the Monday Start proposal. SGA voted to approve the proposal with thirty votes in favor of the proposal, five votes against, and four abstentions. The Provost has also met with President Davis, Executive Staff, and Housing, among others, to discuss the proposal before it was presented to the Calendar Committee. Both the 2019-2020 and the 2020-2021 Academic Calendar will not be on the May Board agenda. Instead, it will be considered by the Board at a future meeting in 2017.
- 6) Provost's Announcements:
- The next meeting of the Council of Deans is scheduled for 9:00 a.m. on Wednesday, May 3, 2017. Board Member, E.C. Maltbia, will attend this meeting.



- Graduate Dean candidate, Dr. Jeffrey Holm, will attend the May 10 Council of Deans meeting.
- S. Runge met with President Davis and discussed the proposed changes to the University Withdrawal Policy. He would like to move forward with the changes. The proposal includes eliminating the WP and WF grade options and the last day to drop with a W grade is during the twelfth week of classes.
- There have been several meetings lately in the planning of the Bachelor's program in Cyber Security. This degree will be a collaboration between Computer Science, Management Information Systems, and Political Science. UCA is partnering with Metova on development of a cyber range to move the program forward.
- For the Open Pathway track for HLC, UCA needs to design and implement a Quality Initiative (QI). This will be provided to HLC after our year four paper review. We would like to get the campus involved in the project and plan to build this into professional development opportunities for faculty and staff.

#### 7) Member Reports:

- M. Lee thanked the Provost for the retirement reception that was held in his honor.
- J. Simon stated that FBI Special Agent Garrett spoke with Academic Council and other key administrators about Export Control last Friday. Sponsored Programs appreciates everyone who attended the presentation. They plan to provide future educational opportunities for the campus.
- J. Ishee stated that he and his department chairs visited the LSU-Shreveport School of Allied Health Professions on Monday. The clinic is an interdisciplinary clinic and is something that the College of Health and Behavioral Sciences would like to pursue on behalf of UCA.
- S. Addison stated that the Girls of Power in STEM will be on campus on Friday, April 28. As of Wednesday, they have received 500 applications for the event.
- L. Young provided the faculty inequity review packets to each Dean during the meeting for distribution to the chairs. The reviews are due back to the Deans on May 3 and to the Provost's office on May 10. We will work on allocations by college, and the Deans will be notified of the amounts.

The meeting adjourned at 11:30a.m.

**Council of Deans**  
**May 10, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, May 10, 2017. Provost Steve Runge presided and the following members were present: Jonathan Glenn, Michael Hargis, Maurice Lee, Vicki Groves-Scott, Kurt Boniecki, Jimmy Ishee, Terry Wright, Ginny Adams (in the absence of Stephen Addison) and Laura Young. Amber Hall was present for item number one. Joan Simon was present for items three through seven.

- 1) Amber Hall provided an update to the Council of Deans about the Mid-Tenure Review process within Digital Measures. A handout was passed out to the Council that detailed changes to the Reviewers Report, Application section, and the Process Flow. She also provided the Council with three options for consideration for the way the narrative is presented within the Application section. Discussion followed. Alicia Crow will email a digital copy of today's handout to the Council so that it can be distributed to the departments.
- 2) Dr. Jeffrey Holm, candidate for the Dean of the Graduate School and Director of Sponsored Programs position interviewed with the Council of Deans.
- 3) The CoD minutes from the April 26, 2017 meeting were considered and approved.
- 4) Action items of the April 20, 2017 UCA Graduate Council were considered as follows:
  - New courses for the Doctor of Occupational Therapy (OTD), OTHY 6112 Level I Fieldwork: Analysis of Human Occupational Performance, OTHY 6303 Human Movement and Performance, and OTHY 6403 Applied Human Anatomy. A motion to approve was made and seconded. The Council voted to approve the recommendation.
  - A change in total credit hours for the OTD degree from 109 to 112 hours. A motion to approve was made and seconded. The Council voted to approve the recommendation.
  - New courses for the Doctor of Physical Therapy (DPT), PTHY 6406 Human Pathophysiology I, PTHY 6407 Human Pathophysiology II, and PTHY 7213 Analysis & Synthesis of Physical Therapy Practice. A motion to approve was made and seconded. Discussion followed. The Council voted to approve the recommendation.
  - A change in total credit hours for the DPT degree from 123 to 124 hours. A motion to approve was made and seconded. The Council voted to approve the recommendation.
  - New courses in the Department of History, HIST 5324 Topics in American History, HIST 5334 Topics in European History, and HIST 5344 Topics in World History. A motion to approve was made and seconded. Discussion followed. The Council voted to approve the recommendation.
  - New course FACS 6301 History & Philosophy of Family & Consumer Sciences (online). A motion to approve was made and seconded. Discussion followed. The Council voted to approve the recommendation.

J. Simon also discussed the draft of a UCA Graduate School Standards of Professional Behavior document that was handed out to the Council members. The Council requested that the document reference/include links to current policies that are in place and make it clear that this policy does not replace those current policies. They also asked that it include an appeal process to the paragraph covering procedures for addressing violations of the policy. Discussion followed.

- 5) S. Runge led a discussion on the process for scheduling final exams for online courses. Currently, students are having conflicting exam schedules for online and on-campus classes. A schedule needs to be created to prevent this from happening in future semesters. K. Boniecki stated that Michael Judge will work with OLAC over the summer to create a schedule for the online exams. S. Runge stated that they should also poll other universities to see how they have structured their exam schedules.

S. Runge also stated that there continues to be cases of final exams being given before the scheduled exam week. Final exams must only be given during the planned week. This same rule applies to online final exams, as well.

6) Provost's Announcements:

- The next meeting of the Council of Deans is scheduled for 9:00 a.m. on Wednesday, June 7, 2017.
- The Faculty Equity Review packets are due to the Provost's office by the end of the day today.
- Each Dean should schedule meetings this fall with their college's Faculty Senate representatives.

7) Member Reports:

- V. Groves-Scott asked about the process of approving the updated departmental guidelines pertaining to the linking of Tenure and Promotion to Associate Professor. S. Runge stated that he would like to review the updated documents and that they should be emailed to Alicia Crow no later than September 1, 2017.
- V. Groves-Scott stated that the College of Education has a large number of transfers of 2+2 agreements and that she will be reaching out to the Deans so that more sections can be opened to allow for prerequisite courses to be taken.

The meeting adjourned at 11:40 a.m.

## **Council of Deans**

### **June 8, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Thursday, June 8, 2017. Provost Steve Runge presided and the following members were present: Jonathan Glenn, Michael Hargis, Peter Mehl (in the absence of Maurice Lee), Vicki Groves-Scott, Kurt Boniecki, Jacquie Rainey (in the absence of Jimmy Ishee), Terry Wright, Stephen Addison, and Laura Young.

- 1) The CoD minutes from the May 10, 2017 meeting were considered and approved with S. Addison, J. Rainey, and P. Mehl abstaining.
- 2) Two action items of the March 28, 2017 UCA Undergraduate Council meeting were revisited. On April 12, 2017, the Council of Deans voted to approve new course ENGL 1373 FYS in Fine Arts/Humanities and new course PHIL 1373 FYS in Fine Arts/Humanities, subject to a change in course name to FYS: Humanities and to a generic course prefix that can be used by multiple departments. K. Boniecki stated that, after meeting with J. Glenn and Amber Hall, it was deemed impractical to change the course prefix. Discussion followed. The Council voted and approved both new courses to be named FYS: Humanities with the originally proposed prefixes.
- 3) S. Runge stated that there was no feedback received from CoD members regarding preferences on the AP Credit Policy survey sent by ADHE. He led a discussion about UCA's response to the survey. UCA's response will be sent to Marla Strecker at ADHE today.
- 4) Provost's Announcements:
  - The 2018 Research Week responses were compiled and a handout provided to the Council. Discussion followed.
  - The next meeting of the Council of Deans is scheduled for 9:00 a.m. on Wednesday, July 5, 2017.
  - S. Runge stated that fall Graduate student admissions has increased but enrollment has decreased. He asked that the Deans look at their colleges' Graduate admissions and enrollments.
- 5) Member Reports:
  - M. Hargis stated that Summer School is booming. The online classes are doing better than the face-to-face classes, but all classes are going well in the College of Business.
  - Peter Mehl stated that Maurice Lee mentioned that he is in discussion with Oklahoma State University regarding housing the Journal of Caribbean Literature.

- K. Boniecki reported that Mike Casey, Jr. had accepted a visiting position in Management Information Systems. The Center for Teaching Excellence will be looking for a new Instructional Designer to fill his vacancy.
- T. Wright stated that UCA has had two cover stories in the Arkansas Democrat Gazette Style page in the past two weeks. The first was a story on the 25-year anniversary of Oxford American and the second, a write-up on Arkansas Shakespeare Theatre.
- S. Addison stated that he attended the NSF Epscor Workshop last week. The keynote speaker, Charles Morgan, spoke on universities not meeting the needs of the state.

The meeting adjourned at 9:35 a.m.

## **Council of Deans**

### **July 5, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, July 5, 2017. Provost Steve Runge presided and the following members were present: Michael Hargis, Peter Mehl, Vicki Groves-Scott, Kurt Boniecki, Angela Barlow, Jacquie Rainey (in the absence of Jimmy Ishee), Terry Wright, Carl Frederickson (in the absence of Stephen Addison), and Laura Young. Jonathan Glenn was absent. Julia Winden-Fey and Amy Baldwin were present for item number one.

- 1) J. Winden-Fey and A. Baldwin discussed an enhanced Family Day schedule with the Council. They provided handout of the enhanced schedule. J. Winden-Fey will be in contact with each of the colleges to coordinate open houses. She asked that each college confirm their participation by August 1.
- 2) The CoD minutes from the June 8, 2017 meeting were considered and approved. A. Barlow and C. Frederickson abstained.
- 3) S. Runge discussed the need for early registration for fully-online students. Currently, online registration opens early but is filling with face-to-face students so that fully-online students cannot register. He would like to begin including fully-online students in the early registration group. The Council agreed to include fully-online students in the early registration group for the spring 2018 semester. They will notify the Registrar and Advising Center of the Council's decision.

L. Young stated that Academic Advising is trying to get the Residential College students to register for classes earlier so that the classes can be released to the general population. S. Runge stated that he would like for this process to begin during summer registration for the fall 2018 entering class.

- 4) Provost's Announcements:
  - The annual Deans Retreat will be Wednesday, July 12. A copy of the agenda was provided to the Deans. This past year was the best year for Academic Affairs having achieved the goals that were set in the prior year.
  - A copy of the published Faculty Handbook was provided to the Deans. The substantive changes made in the last academic year were:
    - Linking Tenure and Promotion to Associate Professor to a single decision. The new departmental guidelines relating to application for Tenure and Promotion to Associate Professor must be prepared by September 1. Over the next five years, faculty who were hired prior to 2017 can make the decision whether they would like their application considered as a single or separate decision. Any new hires beginning in fall 2017 will fall under

the single application rule. The Deans should make sure that their new faculty orientation explains the single-decision rule.

- Defining a terminal degree/tenure-track-eligible employees. The Faculty Handbook Committee did not change the definition, but added the option for additional degrees as recognized by disciplinary accreditation bodies.
- The list of committees in chapter seven was updated and corrected.
- Tenure and promotion criteria for Honors College faculty were updated along with the elimination of the “joint to single” appointment language.
- S. Runge provided the Deans with an update on the Cyber Security initiative.

#### 5) Member Reports:

- P. Mehl stated that Maurice Lee had moved out of his office.
- V. Groves-Scott stated that there are several summer camps going in Mashburn Hall right now. These include Bears Write, Bears Read, STEMulate Academy and UCA Challenge.
- V. Groves-Scott also stated that Mashburn Hall is getting a new roof this summer.
- K. Boniecki reported that the registration deadline for the National Conference of Academic Deans (NCAD) has been extended to July 7<sup>th</sup> so that institutions can use their new fiscal year budget to pay for the conference. The conference will be July 13 and 14. S. Runge stated that this year’s agenda is the strongest yet. K. Boniecki agreed that he has received similar feedback from Neil Hattlestadt. The programs are posted at [www.uca.edu/NCAD](http://www.uca.edu/NCAD)
- T. Wright reported that the Arkansas Shakespeare Theatre is still ongoing as well as the Youth Theatre.
- C. Frederickson stated that the College of Natural Sciences and Mathematics faculty are working with UCA Challenge. The planetarium programs are ongoing all summer. The college hosted a Cyber Security camp last week.
- L. Young thanked S. Runge for his leadership in Academic Affairs and for his willingness to stand up for faculty and for academics. S. Runge agreed that we have accomplished a lot in the past five years.

The meeting adjourned at 9:50 a.m.

## **Council of Deans**

### **July 19, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, July 19, 2017. Provost Steve Runge presided and the following members were present: Jonathan Glenn, Ken Griffin (in the absence of Michael Hargis), Mark Mullenbach (in the absence of Peter Mehl), Gary Bunn (in the absence of Vicki Groves-Scott), Kurt Boniecki, Angela Barlow, Jimmy Ishee, Terry Wright, Stephen Addison, and Laura Young. Amy Hawkins and Vicki Parish were present for item number one.

- 1) A. Hawkins discussed leadership development with the Council of Deans. She provided the Council with a handout that outlined three proposed leadership initiatives: Women in Academic Leadership Learning Community, Assistant Dean Leadership Internship Program, and Academic Leadership Summer Institute. The Assistant Dean Leadership Internship would be a two-year program providing an opportunity for faculty members to gain experience in a leadership position. There would be one faculty member from each of the six colleges and one at large to serve with the Graduate School participating in the program. The group of seven would meet monthly as a cohort. The program would also include a week-long summer leadership institute. Their training would include areas such as budget, hiring, travel, etc. J. Glenn suggested changing the title from “Internship” to “Fellowship”. S. Runge stated that the addition of an Assistant Dean does not abdicate the role of College Dean in mentoring chairs and other emerging leaders in their respective colleges.

A. Hawkins requested feedback from the Deans on their experience and lessons learned while in their leadership roles. Discussion followed.

- 2) The CoD minutes from the July 5, 2017 meeting were discussed. Approval of the minutes was tabled until the next Council meeting.
- 3) S. Runge provided the Council with the draft goals from the prior week’s Deans Retreat. The goals were discussed and additional edits were made. The draft documents will be provided to the Deans, once more, for review before being published.
- 4) Provost’s Announcements:
  - The next Council of Deans meeting will be Wednesday, July 26.
  - Diane Newton and Amber Hall will attend the next meeting to discuss Productivity Funding.
  - Tricia Smith will attend the next meeting to discuss the idea of broadening the Honors program at UCA.
  - The Provost’s office is almost ready to distribute the travel funds to the departments. The funds will be distributed proportionately to the number of full-time, continuing faculty in each unit.



- The PAFs for increases related to Equity & Merit, and Promotion, Tenure, or Advancement have been submitted. Any related increase involving a 12-month employee will be retroactive to July 1, 2017. 9-month faculty increases will be effective on August 15, 2017.
- One-half of the Summer School allocations will be distributed based on the summer 2016 numbers. The summer 2017 amounts will be distributed in October after the final summer numbers have been received.
- The position requests are almost complete and the Deans will receive the spreadsheet on Thursday for a final review.
- The Provost's office will be reviewing capital needs in the near future.

The meeting adjourned at 11:50 a.m.

**Council of Deans**  
**July 26, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, July 26, 2017. Provost Steve Runge presided and the following members were present: Jonathan Glenn, Michael Hargis, Peter Mehl, Vicki Groves-Scott, Kurt Boniecki, Angela Barlow, Jimmy Ishee, Terry Wright, Stephen Addison, and Laura Young. Guests included Diane Newton, Amber Hall, Patricia Smith, Amy Baldwin, and Brandon Combs.

- 1) Diane Newton provided a handout and slide presentation that described the current Productivity Funding formula. She explained the calculations and answered questions specific to the university. Discussion followed.
- 2) Amber Hall provided a handout titled ADHE Productivity Funding Timeline and explained the formula as it relates to reporting information to ADHE. She also provided the Council with a University Dashboard Guide handout. The purpose of the Dashboard is to track enrollment, graduates, and performance trends for each college. She stated that this feature is now available on Institutional Research's Argos Dashboards page and her office will be offering the guide and training to anyone that would like to use it.
- 3) Patricia Smith presented a proposal to create a University Honors Program Task Force that would explore the possibility of creating an alternative to the Schedler Honors College for those high-achieving students who were not accepted into the Honors Program. She provided a handout that outlined the need for a program that will complement the Schedler Honors College in a way that is less resource-intensive. The Council discussed possible Honors Program options, what the task force membership should consist of, and what their focus should be. The task force membership will be discussed at a future CoD meeting.
- 4) Amy Baldwin presented a proposal to change the name and mission of University College. She provided the Council with a memorandum that outlines the proposal. She stated that over the past three years, the focus of University College has changed and they would like to update the name and mission to reflect this change. Discussion followed. The Council expressed the desire to have the University College faculty vote on the name and for the proposal to be brought before the appropriate review bodies (e.g. Undergraduate Council, etc.) before the Council of Deans votes on the matter.
- 5) Brandon Combs presented an Academic Assessment Plan timeline to the Council. The goal is to have all assessment plans submitted and approved by December 15, 2017. Dr. Combs will send an email to the departments in October and November, reminding them of the deadline.
- 6) A motion was made and seconded to take the July 5, 2017 CoD minutes from the table. Discussion followed. The minutes were approved with J. Ishee, S. Addison, and J. Glenn abstaining.

The CoD minutes from the July 19, 2017 meeting were considered and approved. V. Groves-Scott, P. Mehl, and K. Griffin abstained.

- 7) A. Barlow discussed her plans for Graduate Assistant allocations. She intends to meet with each Dean to discuss past and future allocations. Dr. Barlow will inform the deans of her plans by October for fall 2018 allocations.

8) Provost's Announcements:

- A handout of the memorandum and position request list that was submitted to President Davis was also provided to the Council. The approved list will be shared with the Deans, once received.
- The finalized Deans Retreat goals were provided to the Council. They were presented to President Davis and the members of Executive Staff on July 25<sup>th</sup>.
- The Student Success and Retention Plan was provided to the Council members. This document was provided to the campus electronically in June.
- There will be an African American Male Retention meeting on Thursday, July 27, in College of Business room 105. A calendar invitation has been sent to each of the Deans.
- The Arkansas Higher Education Coordinating Board meeting is scheduled for this Friday, July 28, at UA Cossatot Community College in Ashdown.
- The Provost's office has increased the student research funds transfer to \$25,000 this year. This is an increase from the \$15,000 that was transferred last year.

9) Member Reports:

- P. Mehl stated that Mark Mullenbach has moved into his new office and that the Model UN camp is being held this week.
- A. Barlow announced that Sponsored Programs will be holding a reception on October 5<sup>th</sup> for faculty members who have submitted for funding in the last one and a half years. Second- and third-year faculty are also welcome to attend. She asked that the deans please encourage their faculty to attend the event.
- T. Wright reported that Jennifer Gerber, Assistant Professor in Film, Theatre, and Creative Writing, has recently been named Interim Director of the Hot Springs Documentary Film Festival.
- L. Young stated that this was her last Council of Deans meeting to attend and that it has been a pleasure to work with everyone.

The meeting adjourned at 11:45 a.m.

**Council of Deans**  
**August 16, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, August 16, 2017. Provost Michael Hargis presided and the following members were present: Jonathan Glenn, Ken Griffin, Peter Mehl, Vicki Groves-Scott, Kurt Boniecki, Angela Barlow, Jimmy Ishee, Terry Wright, and Stephen Addison.

1. The CoD minutes from the July 26, 2017 meeting were considered and approved.
2. M. Hargis discussed some of the items that he would like the Council to address during the next year. This list includes focusing on ways to build each college while meeting the strategic goals for the university; gaining a better understanding of how the individual college units feed into the larger university; and focusing on student success and recruitment. He stated that he would like for the agenda items to also come from the Council instead of solely from the Provost. If the Council members have any items to add to future agendas, please submit them to Alicia Crow.
3. M. Hargis led a discussion about the previously-published Student Success and Retention Plan. Julia Winden-Fey plans to present the Plan to the Academic Council at their regular meeting on Friday. M. Hargis asked that the Council convey to their department chairs and faculty members that the goal is for students to be successful while maintaining rigorous courses. He also asked that the deans discuss with their department chairs to see what strategies they have implemented to improve the success and retention of their students. Discussion followed.
4. The university has begun a modified zero-based budget exercise. This exercise is designed to better understand how expenditures align with the university's strategic priorities and to also understand how our existing budgets are used. Finance staff will be meeting with each of the departments this year to review their current budgets and explain the new budgeting system. M. Hargis asked that the deans also manage their budget accordingly. Discussion followed.
5. University Relations and Creative Services has fully implemented BEARSHARE brand portal, an image database for the university. To access BEARSHARE, users can follow the link <http://uca.edu/toolkit/bearshare-brand-portal/> and sign in using their university username and password. This database can be used to create flyers for the colleges. A template can be created for a college, if requested. M. Hargis asked that the deans have a good approval chain for the flyers as anything distributed directly reflects upon the university.
6. K. Boniecki provided the Council with a handout that outlines the new Undergraduate Council proposal submission and meeting dates for 2017-2018. The proposal submission

deadlines have been pushed up to allow four weeks lead time to process the submissions. The list of dates will be emailed to campus so that everyone is aware of the changes. Discussion followed.

7. Provost's Announcements:

- The next Council of Deans meeting will be Wednesday, August 30, at 9:00 a.m.
- A list of upcoming event dates was provided to the Council.
- M. Hargis met with Courtney Bryant, Director of Admissions, to discuss improving working relations between Academic Affairs and Admissions. C. Bryant would like to speak with the Council to discuss ways to access admission information.
- The university's new webpage rolled out today. All college videos are a part of the rotation on the first page, with the exception of the Graduate School and Honors College. Their videos are still in process and will be added soon.
- President Davis asked the Provost to thank Dean Wright for providing the marching band for Bear Facts Day.

8. Member Reports:

- J. Glenn reported that the Perceptive Content system is now live. It was implemented in Admissions and the Registrar's office. Additional areas will soon have access to the system as users. The pathway for adding users will open up over the next two months. Perceptive Content makes documents available and routes them to the appropriate group for processing. Completed files are then archived.
- K. Griffin announced that the College of Business will host a Business Day on the Lawn on September 20. The event will be open to all students and is generously sponsored by Simmons Bank.
- P. Mehl reported that the College of Liberal Arts just completed a very productive chairs retreat.
- V. Groves-Scott announced that the College of Education is participating in a pilot project with the Southside School District. The Arkansas Department of Education (ADE) granted Southside a waiver allowing two UCA Intern II students to take a paid long-term substitute position with the district during the fall. This would allow the UCA student to be hired in January as the permanent teacher. The Intern students have structures in place to support them from both UCA and Southside. If the pilot goes well, the College of Education might begin working with ADE to create an innovative program for Internship II.
- K. Boniecki provided the deadlines for sabbatical leave applications. They are due to the chairs on September 21, to the deans on September 28, and to Dr. Boniecki on October 5.

- A. Barlow announced that the Graduate School will be hosting a new student orientation on September 11 from 4:00-6:00 p.m. in Torreyson West. She asked that the deans encourage student attendance.
- J. Ishee discussed an email received from Academic Advising requesting assistance with incoming international students. He asked that the deans be provided more notice to better prepare for the two-day event.
- S. Addison reported that the College of Natural Sciences and Mathematics is launching an initiative to recruit under-represented minority high school students that meet a set criteria. They identified more than 2,000 students and are contacting that group to notify them of STEM career possibilities and upcoming events targeting new students.

The meeting adjourned at 10:45 a.m.

## **Council of Deans**

**August 30, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, August 30, 2017.

Provost Michael Hargis presided and the following members were present: Jonathan Glenn, Ken Griffin, Peter Mehl, Vicki Groves-Scott, Kurt Boniecki, Angela Barlow, Jacquie Rainey (in the absence of Jimmy Ishee), Terry Wright, and Stephen Addison.

1. The CoD minutes from the August 16, 2017 meeting were considered and approved.
2. J. Glenn discussed a proposal to create a process for academic department name changes. The proposal, which was provided to the Council, outlines the path for submitting such requests and will allow for consistency in documentation and justification. Discussion followed. The Council approved the new process with a few changes and the updated procedure will be posted to the Panda site.
3. M. Hargis revisited the Academic Assessment Plan Timeline that was previously presented by Dr. Brandon Combs. He asked for the Council's feedback on the departments' ability to meet the December 15, 2017 deadline for submitting assessment plans. Discussion followed. The Council expressed the desire for the deadline to be moved to the end of the academic year instead of the end of the current semester to allow time for the departments to effectively complete their assessment plans. K. Boniecki stated that Dr. Combs will be presenting at an upcoming Academic Council meeting and will be prepared to provide the deans and department chairs with a list of each department and their status in the assessment plan process, along with an updated timeline that reflects the new May 2018 deadline.
4. Member Reports:
  - S. Addison reported that the College of Natural Science and Mathematics has received preliminary feedback from Arkansas INBRE stating that UCA researchers have been recommended to receive five of the ten awards this year.
  - T. Wright stated that the press conference to announce the CFAC partnership with Little Rock Central High to commemorate the 60<sup>th</sup> anniversary of the Little Rock Central High School integration was a success. There was also a very good article in the Arkansas Democrat Gazette about the announcement. He also stated that the Baum Gallery will open at 4:00 p.m. on August 31 with an exhibit by Ben Butler.
  - J. Rainey reminded the Council that the College of Health and Behavioral Sciences will have their opening reception at 4:30 today at UCA Downtown. The Deans are all welcome to attend.
  - A. Barlow reported that the invitations to the September 11<sup>th</sup> new student orientation went out earlier this week. She also stated that she has already met with 19 of the program coordinators and will be meeting with the other 16 over the next two weeks. Once she has completed those meetings, she will prepare information by college and discuss with the deans individually.

- K. Boniecki announced that the Lieutenant Governor's office contacted him about opportunities for internships, stating that they were interested in connecting with UCA students. He asked that the deans provide recommendations.
- V. Groves-Scott stated that this year is the 110<sup>th</sup> anniversary of the Normal School. The College of Education is planning an event which they will later announce.
- K. Griffin reminded the Council that September 20<sup>th</sup> will be the Day on the Lawn for the College of Business. The event will take place from 11:00-1:00 in front of the college.
- J. Glenn stated that he is still waiting on several department responses to the program reviews. He asked that these be submitted soon as ADHE requires paperwork within six weeks of the receipt of the report.

#### 5. Provost's Announcements:

- The next Council of Deans meeting will be Wednesday, September 6, at 9:00 a.m.
- The August 18<sup>th</sup> Academic Council meeting was well attended. The purpose of those meetings is to build communication channels with the departments and allow for feedback from the departments.
- M. Hargis spoke with Julia Winden-Fey after the Academic Council meeting and provided her with a list of feedback from the Council of Deans regarding the recently-published Student Success and Retention Plan.
- This is the year for data collection for the National Survey for Student Engagement. The surveys will go out to students in the spring. The deans will need to help build awareness in participation. Brandon Combs will be the lead on this survey. M. Hargis plans to speak with the Student Government Association about the survey in an upcoming meeting.
- The Provost's First Year Multicultural Student Dinner will be at 5:30 on Thursday, September 14. Pastor Maltbia will be the keynote speaker at the event.
- The Confucius Institute ECNU-UCA reception dinner will be September 27<sup>th</sup> at 6:00 in the McCastlain Ballroom. This year is the 100<sup>th</sup> anniversary of the Confucius Institute and the tenth anniversary of the Confucius Institute on UCA's campus.
- The Donaghey Hall ribbon cutting event is today at 12:00. Governor Hutchinson will be in attendance.
- Reassignment time requests for spring are due to the Provost by September 15<sup>th</sup>.
- The updated departmental promotion and tenure guidelines should be completed by the previously-stated due date of September 1<sup>st</sup>. The guidelines should be time stamped and approved by both the department chair and dean. They should then be submitted to Provost's office for discussion in upcoming individual meetings.

The meeting adjourned at 10:30 a.m.



## **Council of Deans September 6, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, September 6, 2017. Provost Michael Hargis presided and the following members were present: Jonathan Glenn, Ken Griffin, Peter Mehl, Vicki Groves-Scott, Kurt Boniecki, Angela Barlow, Jacquie Rainey (in the absence of Jimmy Ishee), Terry Wright, and Stephen Addison. Kale Gober was present for agenda item number one. Angela Webster was present for agenda item number two.

1. Dr. Kale Gober provided the Council with a Fiscal Year 2017 Advancement Report. He also outlined the Fiscal Year 2018 objectives and the current progress being made toward those objectives. Discussion followed.
2. Dr. Angela Webster provided a calendar of events for the Office of Institutional Diversity that are scheduled to take place during the current academic year. She reviewed the list with the deans, highlighting the events where the deans might encourage participation and attendance from their colleges. She will be attending the Southern Regional Education Board (SREB) conference on October 26, 2017 and would like a list of current position openings and descriptions to distribute at the conference. M. Hargis asked the Council to email their lists to him, copying Alicia Crow, before the conference so that they can be condensed into a single list and provided to Dr. Webster. Discussion followed.
3. The CoD minutes from the August 30, 2017 meeting were considered and approved.
4. M. Hargis discussed the Student Success and Student Professional Development funds that were placed in the deans' M&O budgets at the beginning of the fiscal year. A portion of the funds are to be used for faculty involvement in student graduate initiatives. The other portion of the funds are to increase co-curricular career preparation and professional development opportunities. He asked that the deans keep him informed of their plans for using the funds. Discussion followed.
5. Member Reports:
  - K. Griffin stated that Biz Fest, the College of Business Day on the Lawn, will be announced to students this morning. The event will be held in front of the College of Business on September 20.
  - P. Mehl announced that Dr. Roger Pauley, Associate Professor, will be partnering with AETN as Project Historian of the AETN Salutes Vietnam Veterans Initiative. Dr. Pauley will be writing "The Demystified Zone" blog series which will be available on AETN's website. P. Mehl also stated that Judge Troy Braswell will be speaking at Constitution Day on Tuesday, September 19, in Irby 215.

- V. Groves-Scott stated that the College of Education will be hosting a Digital Curiosity Day on September 21. The event will feature two Apple Distinguished Educators as speakers. Digital Curiosity Day will be open to local teachers, faculty, and students. The morning session (9:00-11:00) will be for students and the afternoon session (1:00-3:00) will be for teachers. Dr. Groves-Scott also stated that the college is starting a blog. TJ Hendrix will be involving her students in writing the blog.
- A. Barlow reminded the deans that the new student orientation hosted by the Graduate School will be next Monday, September 11.
- J. Rainey stated that the Military Science Contracting Ceremony will be Thursday, September 7, at 3:00.
- T. Wright announced that the Dutchman theatrical performance will be running this week and next. He announced that the Theo Crockett Quartet will perform Thursday at South on Main. The Fall Festival for College of Fine Arts and Communication faculty will be next week at UCA Downtown.

#### 6. Provost's Announcements:

- The next Council of Deans meeting will be Wednesday, September 13, at 9:00 a.m.
- Annual Reports are due to the Provost's office on Monday, October 2.
- Distinguished Faculty Emeritus nominations are due to the Provost's office on Monday, October 16.
- Grades First training sessions through the Academic Advising Center will be held on September 12 and 13. An email announcement will go out to campus following today's meeting. There are only 50 available seats for the training sessions so please share this with the department chairs to encourage faculty attendance.
- The SBAC base budget proposal requests for FY19 are due to Tammy Rogers, SBAC chair, on Thursday, October 5. The deans should have their completed requests submitted to the Provost, copying Alicia Crow, by Wednesday, September 27. The Provost is happy to discuss any concerns or answer any questions that the deans may have while completing their requests.

The meeting adjourned at 10:45 a.m.

**Council of Deans**  
**September 13, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, September 13, 2017. Provost Michael Hargis presided and the following members were present: Jonathan Glenn, Ken Griffin, Peter Mehl, Vicki Groves-Scott, Kurt Boniecki, Jacquie Rainey (in the absence of Jimmy Ishee), Terry Wright, and Stephen Addison.

1. The CoD minutes from the September 6, 2017 meeting were considered and approved.
2. M. Hargis discussed the Strategic Budget Advisory Committee budget requests. He asked that each college limit their requests to four items. The group identified the items they felt were the main areas of need. M. Hargis asked that the Council share their proposals with him as they were completed, but no later than September 27, 2017. Discussion followed.
3. M. Hargis provided the Council with the two spreadsheets that will be used during the zero-based budgeting exercise. He discussed the forms and stated that they will be explained in greater detail during the budget training that each college is scheduled to attend. Once a group attends the budget training, they will have one week to complete their budget form and submit it to the Provost for approval before it is due to the Budget Office. Discussion followed.
4. M. Hargis stated that in an effort to reduce the volume of emails coming from the Academic Affairs account, the Provost's office will now be sending out a once-weekly email listing upcoming events that are submitted for dissemination. Any department wanting to share an upcoming event will need to include the event date, name, location, and a link to their site that will provide further detail about the event. Discussion followed.
5. V. Groves-Scott discussed the 2018 Best Online Programs Survey that she received from U.S. News. In years past, she has not had enough data to complete the survey. She has worked closely with Institutional Research to try and obtain the data, but there are still survey questions that cannot be answered. She asked if any of the other colleges were experiencing the same issues and whether Institutional Research and UCA Online could look at the data that is not being collected. Discussion followed.
6. Member Reports:
  - S. Addison stated that he had a very productive meeting last week with University of Arkansas at Fort Smith regarding a new Lewis Stokes alliance. UCA will co-lead the alliance with UA Fort Smith.
  - T. Wright announced that there will be several Little Rock Central High events over the next two weeks, beginning with the Kick-Off Event in the Mirror Room

next Monday. Henry Louis Gates, Jr. and Tonia Leon will be speaking at Reynolds Performance Hall on September 25.

- K. Boniecki stated that he has contacted the appropriate deans individually regarding nominating faculty representatives to collaborate with ADHE in setting the standard AP scores across the state. He needs the nominations by Monday so that the names can be submitted to Mason Campbell at ADHE. Although the Assessment Plan Timeline has been extended from December to May, he asked that the deans encourage their chairs to continue their work on departmental assessment plans and submit them as soon as possible as the plans have to be reviewed by the Academic Assessment Committee before the end of the academic year. The committee meets on the second Wednesday of each month from September through May; so any plans being submitted need to be sent in before the first Wednesday of the month for consideration in that same month.
- V. Groves-Scott stated that the College of Education's Specialized Professional Association (SPA) accrediting reports are due on Friday. They will continue their work in finalizing their reports. Donna Wake is working one-on-one with those who have not yet completed their reports.
- P. Mehl provided the Council with a handout about Peacework. It is an organization that focuses on civic engagement abroad. Steve Darr, the Executive Director of Peacework, met with Provost Runge, P. Mehl, Lesley Graybeal and Natalie Flemming on campus during the summer. He is interested in coming back to campus this fall, meeting with interested faculty and forging a partnership with UCA. P. Mehl would like the Council to review the document and request feedback from their chairs and faculty. He plans to discuss the program with the Honors College, as well. The College of Liberal Arts is hosting an Outreach series titled Immigration and America. The event will be Tuesday, September 26, at 7:00 at UCA Downtown. There will be three expert panelists, Dr. Michael Rosenow with the Department of History at UCA, Dr. Bill Schwab with the Department of Sociology at the University of Arkansas, and Mr. Russell Carey with the Winthrop Rockefeller Foundation.
- K. Griffin reported that representatives from the College of Business and Admissions attended student fairs on Monday and Tuesday in Northwest Arkansas. Some events had good attendance while others were less attended. Also, Biz Fest, the College of Business Day on the Lawn, will be held in front of the College of Business on September 20.

#### 7. Provost's Announcements:

- The next Council of Deans meeting will be Wednesday, September 27, at 9:00 a.m.
- The Provost has had two meetings with Director of Admissions, Courtney Bryant. Admissions has been collecting data on the number of students that decide to attend UCA after attending a Bear Facts Day. Courtney has been invited to attend

a future Council of Deans meeting to discuss recruitment strategies. There will be a meeting about Bear Facts Day tomorrow. Please plan to attend and encourage the attendance of the chairs.

- The faculty liaison for the Diversity office has resigned and needs to be replaced. Please nominate one faculty member from each college for consideration of the position. Send your nominations to Alicia Crow by the beginning of next week. M. Hargis will share the list of nominees with President Davis and Vice President Williams for consideration. Keep in mind that this person will play an active leadership role in the Office of Institutional Diversity. In the past, this position has been responsible for writing the Diversity Report and planning events, among other duties.

The meeting adjourned at 11:20 a.m.

## **Council of Deans**

### **September 27, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, September 27, 2017. Provost Michael Hargis presided and the following members were present: Jonathan Glenn, Ken Griffin, Peter Mehl, Vicki Groves-Scott, Kurt Boniecki, Angela Barlow, Jimmy Ishee, Terry Wright, and Ginny Adams (in the absence of Stephen Addison).

1. The CoD minutes from the September 13, 2017 meeting were considered and approved with Angela Barlow and Jimmy Ishee abstaining.
2. M. Hargis discussed the Strategic Budget Advisory Committee base budget requests. He highlighted the main themes that he has seen in those requests that have been submitted thus far. The Council suggested the main areas of need that they felt should be included in the Academic Affairs requests. The group worked to prioritize the list in preparation for the October 5 submission deadline. Discussion followed.
3. M. Hargis discussed the zero-based budgeting training that some of the colleges have already completed. The purpose of the process is to show how the university's spending relates to the Strategic Plan and to provide a data point for building the FY19 budget. It is the Council's responsibility to ensure that their departments' requests reflect legitimate need. Discussion followed.
4. Member Reports:
  - T. Wright announced that the Charlie Daniels Band will be performing tomorrow night at Reynolds Performance Hall to a sold-out crowd.
  - A. Barlow stated that the Sponsored Programs reception will be Thursday, October 5, 3:00-5:00 p.m. The reception will recognize faculty who have submitted grant proposals. The Council is welcome to attend.
  - K. Boniecki stated that GradesFirst reporting will be open October 4 through October 11. Faculty will receive an email asking them to complete progress reports on freshmen, sophomore, probation, and athletic students. If a student is placed on alert status, GradesFirst will create a case and email a notification to the student's advisor. An email will go out before the end of the reporting period to notify department chairs and student advisors to watch for the case emails from GradesFirst. Case emails will include instructions to advisors on how to assist the identified student. Any questions should be directed to Nadia Eslinger or Leigh Ann DenHartog.
  - V. Groves-Scott stated that the new furniture is being delivered as a part of the Mashburn Hall renovation. There will be a grand opening and ribbon cutting ceremony once all renovations are complete.

- P. Mehl announced that Paige Reynolds was named as a recipient of the Individual Artist Fellowship Award in Literary Arts: Creative Nonfiction Writing by the Arkansas Arts Council.
- K. Griffin reported that he just returned from a Pittsburgh accreditation meeting. The industry is now encouraging universities to train students for jobs not-yet-created and for technology not-yet invented.
- J. Glenn announced that the faculty invitations to participate in the Presidential Investiture ceremony were distributed yesterday via email. He asked that everyone respond with a “yes” or “no” as soon as possible. He is hoping for strong faculty attendance.

5. Provost’s Announcements:

- The next Council of Deans meeting will be Wednesday, October 4, at 9:00 a.m.
- Annual Reports are due to the Provost’s office next Monday, October 2.
- Courtney Bryant, Director of Admissions, will attend the October 18 Council of Deans meeting to discuss strengthening partnerships and communication between Academic Affairs and Admissions.
- Please read the Key Policy email that was sent to campus on September 19 and be familiar with the key return procedures outlined in the policy.
- Please plan to attend the Confucius Institute Meet and Greet ceremony today at 3:00 in the Fireplace Room.

The meeting adjourned at 11:35 a.m.

**Council of Deans**  
**October 4, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, October 4, 2017.

Provost Michael Hargis presided and the following members were present: Jonathan Glenn, Ken Griffin, Peter Mehl, Donna Wake (in the absence of Vicki Groves-Scott), Patricia Smith, Kurt Boniecki, Angela Barlow, Jimmy Ishee, Terry Wright, and Stephen Addison.

1. M. Hargis welcomed Dr. Patricia Smith, Interim Dean of the Schedler Honors College, as the newest member of the Council of Deans.
2. The CoD minutes from the September 27, 2017 meeting were considered and approved with Donna Wake and Stephen Addison abstaining.
3. Action items from the September 19, 2017 Undergraduate Council meeting were considered as follows:
  - Add WRTG 4381/Special Topics in Writing as a required course for the Major in Writing;
  - Convert WRTG 3310/Technical Writing from a requirement to an elective in the Writing Studies track and add as a requirement to the Professional Writing track;
  - Remove the requirements of one Creative Writing forms course and one upper-division Linguistics course from the General Writing track;
  - Add WRTG 4360/Research Methods in Writing Studies as a requirement in the Writing Studies track;
  - Add WRTG 2330/Introduction to Writing Studies as a requirement in the Writing Studies track;
  - Remove WRTG 4307/Practical Rhetoric from the list of requirements for the Professional Writing track in the BA in Writing;
  - To remove the following courses as electives in the Professional Writing track of the Writing major: LING 4320, LING 4360, LING 4370, WRTG 3320, WRTG 3325, WRTG 3335, WRTG 3345, WRTG 3370, WRTG 3371, WRTG 3375, WRTG 3376, WRTG 3377, WRTG 4324, WRTG 4340, as well as the wording “any creative writing forms course”, and “any creative writing workshop” under electives;
  - From the Department of History, a new course proposal for HIST 1376/FYS Historical Perspectives on Responsible Living;
  - From the Department of History, a new course proposal for HIST 4372/Pan-Africanism, Anitcolonialism, and African Unity with one minor revision to delete a sentence from the Undergraduate Bulletin;
  - From the Department of Sociology, Criminology, and Anthropology, a new course proposal from CRIM 4325 Drugs and Society;



- From the Department of Marketing and Management, to change the course level for MGMT 3385 to MGMT 4385/Safety and Motor Carrier Policy and to add existing course MGMT 3315/International Business Communications to the UCA Core as an Effective Communication course;
- From the Department of Management Information Systems, to add MIS 3300 Introduction to Computer Architecture and Programming as a required course in the MIS major and;
- From the Department of Management Information Systems, to provide specification for elective courses in the Business Administration minor that will require students to take at least one course in five of the seven business disciplines.

A motion to approve was made and seconded. The Council voted to approve all action items.

4. Action items from the September 21, 2017 Graduate Council meeting were considered as follows:

- Revision of the graduate faulty criteria for the Occupational Therapy Department;
- New course GEOG 6370 Advanced GIS from the Geography Department, MGIS program;
- Deletion of the GRE admission requirement for the M.A. in Spanish and the Graduate Certificate in Spanish and;
- Deletion of the GRE admission requirement for the M.M. in Music and the Graduate Certificate in Music.

A motion to approve was made and seconded. The Council voted to approve all action items.

A. Barlow discussed plans to submit a Graduate School policy change to remove the GRE as an admission requirement. Those programs wanting to continue using the exam will need to include this requirement in their Graduate Bulletin Field of Study admission language. Discussion followed.

5. Member Reports:

- J. Glenn reported that there has been a good faculty response for institutional delegates participating in the Presidential Investiture. 86 faculty members accepted the invitation to be an institutional delegate, and overall more than 100 faculty members will be attending the ceremony.
- K. Griffin stated that he had just returned from a recruiting trip in Fayetteville. He attended with Clint Brown from Admissions and the event hosted 550 business students. Courtney Bryant created a Parent Guide that was distributed at the event.

The guide, which includes information about UCA, scholarships, and financial aid deadlines, was well-received.

- D. Wake shared that the College of Education will hold a writing program this summer. They will also host a conference in the spring for high school students from across the state who are interested in education. They expect 500-600 attendees. The college has also just submitted 12 SPA reports on September 15 for national accreditation.
- P. Smith reported that the Honors College is in the midst of Challenge Week. They expect approximately 300 participants. There are events scheduled every night this week that focus on the Big Data theme. She will also be making a presentation to the Scholarship Committee in the coming weeks to ask the university to reconsider the way that scholarships are awarded.
- K. Boniecki reminded the Council that sabbatical leave applications are due tomorrow, October 5. Please submit the applications to Suzanne Massey. He also stated that an email from Academic Affairs went out to campus this morning announcing an extension to the GradesFirst reporting period deadline from October 11 to October 18.
- A. Barlow stated that the Sponsored Program reception will be tomorrow from 3:00 until 5:00 with remarks being made at 3:15 by President Davis, Provost Hargis, and Dr. Barlow. She provided the Council with a handout of a draft agenda for the Grant Resource Center campus visit that is scheduled for January 8 through January 10.
- J. Ishee shared that The Marian Ross Lectureship presented by Dr. Kenneth Ottenbacher, a UCA graduate, will be held at 8:30 a.m. on Friday, October 6. They anticipate 75-100 Occupational Therapy students to be in attendance.
- T. Wright stated that the Little Rock Opera was the lead story in the Style section of the New York Times on Monday. Werner Herzog will be at Reynolds Performance Hall tomorrow night at 7:00, Alexander Weinstein will be in residence October 5 and 6, and the Arkansas Shakespeare Theatre reveal party will be at the President's house tomorrow night.
- S. Addison reported that he attended the state meeting of engineering deans last Wednesday. UCA will be hosting the next meeting which will be held in the spring.

#### 6. Provost's Announcements:

- The next Council of Deans meeting will be Wednesday, October 11, at 9:00 a.m.
- The Cyber Security press conference will be today at 2:00 with Dean Addison as the featured speaker.
- The Board Meeting will be this Friday at 10:00. Academic Affairs will present the 2019/2020 Academic Calendar and an update to Board Policy 409 which involves intellectual property.

- Distinguished Faculty Emeritus nominations are due to the Provost's office on Monday, October 16.
- Position postings to be distributed at the SREB conference are due October 18.
- Drew Courtway and Jennifer Newton will attend next week's meeting to discuss the Gramm-Leach-Bliley Act Safeguards Rule. They presented the information to Executive Staff last week and have plans to present to the Academic Council at their next scheduled meeting.
- UCA has had a relationship with Windstream for about seven years and, during that time, telephone rates have not increased. When the contract was renegotiated last year, Windstream was allowed to adjust their rates to be more in-line with their competitors. We are trying to get more details about the increase and will pass any information on to the Council once it is received.
- Still working on the SBAC proposals. The requests are being compiled based on last week's discussion.
- In a recent meeting with Hershila Lallu, SGA President, she indicated that SGA is interested in pursuing two initiatives: looking into how Latin honors are awarded and expanding the Grade Forgiveness policy to include "C" grades.

The meeting adjourned at 10:25 a.m.

**Council of Deans**  
**October 11, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, October 11, 2017. Provost Michael Hargis presided and the following members were present: Jonathan Glenn, Ken Griffin, Peter Mehl, Vicki Groves-Scott, Patricia Smith, Kurt Boniecki, Angela Barlow, Jimmy Ishee, Terry Wright, and Stephen Addison. Drew Courtway was present for agenda item one.

1. Drew Courtway, Director of Compliance for Finance & Administration, presented a PowerPoint to the Council regarding the Gramm-Leach-Bliley Act (GLBA) Safeguards Rule. He discussed the areas within the university that are subject to the rule. He will also be presenting the information at the next scheduled Academic Council meeting on November 17. Discussion followed. A copy of the PowerPoint will be provided to the Council members following today's meeting.
2. The CoD minutes from the October 4, 2017 meeting were considered and approved with Vicki Groves-Scott abstaining.
3. M. Hargis stated that the Strategic Budget Advisory Committee (SBAC) requests were submitted on Monday, October 9, on behalf of Academic Affairs. He listed the requests that he will present at the upcoming SBAC meeting on Tuesday, October 24. Currently, there are three budget exercises that are being conducted at this time. Those three are the SBAC requests, the zero-based budget requests, and the market & equity study that Institutional Research and Human Resources is conducting. All three of these studies will provide data points for building future budgets. Discussion followed.
4. Member Reports:
  - S. Addison stated that the STEM Career Fair was going on today in the Student Center Ballroom. He thanked the Council for their attendance and support at the Cyber Security Press Conference last Wednesday. Since the announcement, he has received a lot of positive feedback on what will be a transformational project for the university.
  - T. Wright reported that there will be a reading by several Creative Writing faculty members at UCA Downtown tonight. The UCA Wind Ensemble and Symphonic Band will perform at Reynolds Performance Hall at 7:30 tomorrow night.
  - A. Barlow thanked the Council for their attendance at the Sponsored Programs reception last week. It was a successful event and they are already planning next year's event. She will be following up with each of the deans to confirm the scheduled times for each college during the Grant Resource Center campus visit in January.
  - P. Smith stated that they had 560 participants in last week's Schedler Honors College Challenge Week. She provided the Council with a handout of UCA's

peer and aspirant institutions GPAs for Latin Honors. The University Honors Council voted on a proposal to set the standards at 3.5-3.69 GPA for Cum Laude, 3.7-3.89 GPA for Magna Cum Laude, and 3.9-4.0 for Summa Cum Laude.

- V. Groves-Scott announced that the College of Education will host a grand opening of the Mashburn Learning Suite to reveal the renovations that have been completed. The event will be at 10:00 on Monday, November 6.
- P. Mehl stated that the International Studies Club is hosting speaker Mouaz Moustafa today at 2:00 in Doyne 141 as he speaks about the Syrian Civil War. The College of Liberal Arts is hosting the Immigration Service Fair as a second part of the four-part series on Immigration and America. The event will be held on Tuesday, October 17, 7:00-9:00 at UCA Downtown. Both events have been shared with the campus.
- K. Griffin reported that he attended the last college fair of the year yesterday. The event was attended by approximately 1,000 high school students.
- J. Glenn reported that he has received feedback from ADHE about the exceptions to the 120-hour rule in the new Productivity Funding model. Early feedback from ADHE staff suggests that all but one of the programs for which we requested an exception will likely be granted the exception requested.

#### 5. Provost's Announcements:

- The next Council of Deans meeting will be Wednesday, October 25, at 9:00 a.m. The Council will not meet next week.
- Courtney Bryant, Director of Admissions, will address the Council on October 25.
- The Provost Search Committee completed their first meeting on Monday, October 9. The committee is currently working on the advertisement for the position. Please reach out to any colleagues that you think would be a good fit for the position and encourage them to apply.
- Thank you for your participation with the IST site review. The review committee will submit their report to President Davis by this Friday.
- The Office of Institutional Diversity has proposed a name change to reflect the scope of their work. The proposed name will be the Office of Institutional Diversity and Inclusion. The department would like feedback on the proposal. Please provide any feedback to Dean Groves-Scott to provide to the Diversity Advisory Committee.
- The 2017 Diversity Strategic Plan Communication Campaign meeting will be Monday, October 30, 3:00-4:00 in the McAlister Mirror Room.
- Alicia Crow will be contacting each of the Council members to schedule a phone meeting with the Provost to discuss the zero-based budget proposals that have been submitted.
- When planning an event that will require the attendance of the President or Provost, please confirm availability with their offices before scheduling the event.

- In the Faculty Handbook Committee meeting on Friday, the issue of faculty attendance at committee meetings was discussed. If a committee member is habitually absent from the meetings, the committee chair should contact the faculty member's department chair and college dean to discuss the issue of their lack of attendance.
- The Conductor will be hosting an event on November 2 during X-Period at the UCA MakerSpace in Donaghey Hall. The Conductor has purchased a set of four Entrepreneur Kid books for each elementary school library in Faulkner County and will be gifting them to the superintendents and elementary school principals at the event.
- Representatives from the SGA Academic Affairs Committee will be attending the November 1 Council of Deans meeting.

The meeting adjourned at 10:35 a.m.

**Council of Deans**  
**October 25, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, October 25, 2017. Provost Michael Hargis presided and the following members were present: Jonathan Glenn, Stephanie Watson (in the absence of Ken Griffin), Peter Mehl, Victoria Groves-Scott, Patricia Smith, Kurt Boniecki, Angela Barlow, Jimmy Ishee, Terry Wright, and Stephen Addison.

1. The CoD minutes from the October 11, 2017 meeting were considered and approved with Stephanie Watson abstaining.
2. Action items from the October 12, 2017 Graduate Council meeting were considered as follows:
  - Reconfigure the M.S. in Family and Consumer Sciences to create a new degree program, the M.S. in Nutrition;
  - Add new course FACS 6V44 Thesis Research (variable 1-3 credit hours);
  - Add new course NUTR 5V30 Special Topics online (variable 1-3 credit hours); and
  - A proposal to change the Graduate School admission policy, eliminating the GRE as a Graduate School admission requirement and allowing each graduate program to choose either to continue using the GRE or to determine another program-specific requirement for admission.

A motion to approve was made and seconded. The Council voted to approve all action items.

3. Patricia Smith discussed the Latin Honors proposal that was submitted by the University Honors Council at the request of the Student Government Association. The Honors Council, after reviewing the Latin Honors system used for all of UCA's peer and aspirant institutions and other four-year public institutions within the state, submitted a request that will better align UCA's Latin Honors system with those of our peer and aspirant institutions. The recommendation revises the range for cum laude to 3.500-3.699 and the range for magna cum laude to 3.700-3.899.

The Council voted to approve the proposal and discussed the timeline of when it will go into effect. The new Latin Honors system will be added to the 2017/2018 Undergraduate Bulletin in January 2018 and be effective in spring 2018.

4. Member Reports:
  - S. Addison stated that the House Cyber Committee and the Committee on Education and the Workforce had a joint meeting last week to discuss the push to

fill CyberSecurity positions in the workforce.

He had a very positive meeting with Courtney Pledger of AETN on Monday to discuss the link with the Cyber Range.

- T. Wright reported that he also had a very good meeting with Courtney Pledger of AETN to discuss partnering with the Film program and the *Oxford American* to work cooperatively on creative projects with the College of Fine Arts and Communication. They are also interested in exploring grant opportunities. There will be a choral concert for the President's Investiture ceremony tomorrow. Jack Hanna will be at Reynolds Performance Hall at 7:00 on Friday, October 27. The Conway Symphony Orchestra is performing from 4:00 until 6:00 on Sunday, October 29.
- J. Ishee announced that the Psychology & Counseling department will have their 50-year celebration this Friday night.
- A. Barlow reminded the Deans that she sent a message to them about the planned events in January. She needs their response in the next two weeks.
- P. Smith announced that eight students will be presenting their thesis at the National Collegiate Honors Conference in Atlanta.
- V. Groves-Scott stated that the College of Education will be hosting a Teacher Cadet Day on Friday, February 2, 2018. They anticipate 300-600 students to be on campus for the event. She will send the dates to the Council. The Arkansas Department of Education has released Teacher preparation rules for public comment. She will send a link to the rules to the Council. Everyone is encouraged to comment.
- P. Mehl reported that Steve Darr with Peacework will be on campus on November 13 to meet with interested faculty. If any of the Deans have faculty interested in the program, please send them to the meeting at 1:30 in the CLA Dean's Conference Room, Irby 120. There will be a Student Ethics Bowl in Little Rock this evening. UCA students will be competing against UALR students. Dr. Ken Barnes will be receiving the Booker Worthen Literary Prize Thursday evening at the Butler Center in Little Rock for his book "Anti-Catholicism in Arkansas: How Politicians, the Press, the Klan, and Religious Leaders Imagined an Enemy".
- S. Watson stated that UCA has been asked to host the upcoming meeting of the Arkansas State Board of Public Accountants. Steve Nelson will be honored as CFO of the Year at a luncheon next Wednesday, November 1.
- J. Glenn stated that he is available if the Council is needing to contact him about items that he is working on with the colleges. He is still receiving responses to participate in tomorrow's Investiture ceremony.

##### 5. Provost's Announcements:



- The next Council of Deans meeting will be Wednesday, November 1, at 9:00 a.m.
- Two representatives from the SGA Academic Affairs Committee will attend next week's meeting.
- Courtney Bryant, Director of Admissions, will also attend next week's meeting.
- Vaughn Scribner, Assistant Professor in the History Department, was recently interviewed by Sky News on mythical creatures and their current popularity. Channel 7 News also interviewed him on the same topic.
- Please submit any notable ideas for consideration and inclusion in an upcoming Bear C.L.A.W.S. report to Christina Madsen, copying Michael Hargis.
- Be keeping a list of your college's accomplishments throughout the year for submission in the spring.

The meeting adjourned at 10:40 a.m.

## **Council of Deans**

### **November 1, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, November 1, 2017. Provost Michael Hargis presided and the following members were present: Jonathan Glenn, Ken Griffin, Peter Mehl, Victoria Groves-Scott, Patricia Smith, Kurt Boniecki, Angela Barlow, Jimmy Ishee, Terry Wright, and Stephen Addison. Joshua Eddinger-Lucero and Hershila Lallu were present for item one. Courtney Bryant was present for item four.

1. Joshua Eddinger-Lucero and Hershila Lallu, Student Government Association (SGA) executives spoke with the Council about the Academic Affairs Committee. The committee will be meeting on Monday to discuss and prioritize their goals for the year. Student retention is of high importance to the committee. They plan to share the finalized goal list with the Council after next week's meeting. They also plan to attend a spring Council of Deans meeting in follow up to today's discussion.
2. The CoD minutes from the October 25, 2017 meeting were considered and approved with Ken Griffin abstaining.
3. Action items from the October 17, 2017 Undergraduate Council meeting were considered as follows:
  - Add new course FACS 4316/Women in Poverty;
  - Add course PSCI 4348/Government and Politics of the Middle East to the UCA Upper Division Core as an elective in the Diversity area;
  - Add course PSCI 4310/International Political Economy and Globalization to the UCA Upper Division Core as an elective in the Critical Inquiry and Effective Communication areas;
  - Add course PSCI 4345/Government and Politics of Africa to the UCA Upper Division Core as an elective in the Diversity area;
  - Add course PSCI 3315/International Law and Organizations to the UCA Upper Division Core as an elective in the Critical Inquiry and Effective Communication areas;
  - Add course PSCI 4312/China & International Politics to the UCA Upper Division Core as an elective in the Diversity area;
  - Allow business majors to minor in Logistics and Supply Chain Management, or Innovation and Entrepreneurship;
  - Add existing course MGMT 3385/Safety and Motor Carrier Policy to the UCA Upper Division Core as an elective in the Communication area;
  - New course ANTH 4V80/Field Archaeology in the Department of Sociology, Criminology, and Anthropology;

- Make the following changes to the Asian Studies Minor program:
  - Remove courses GEOG 3346, HIST 3303, HIST 3304, and SOC 4395;
  - Add course HIST 2310 to the Core requirements section of the program;
  - Add elective courses ECON 4335, ECON 4375, HIST 1375, HIST 4398, HIST 4344, MGMT 3342, PSCI 4312, SOC 4310 and SOC 4341;
  - Reduce the required credit hours in the Core requirements from 9 to 6 and increase the required credit hours for electives from 9 to 12;
  - Change Core requirement language so students can apply either PHIL 3352 or PHIL 3325 to the Asian Studies Core, but not both;
  - Add language specifying that no more than 6 hours of language courses can be applied to the Asian Studies minor;
- Add new course MIS 4361/Cybersecurity Governance; and
- Change the prerequisite courses for MIS 4355 by adding MIS 3365 or CSCI 3360.

A motion to approve was made and seconded. Discussion followed. The Council voted to approve all action items.

4. Courtney Bryant, Director of Admissions, spoke with the Council about Admissions' recruitment initiatives. She provided the group with two handouts of recruiting event statistics. They discussed each type of event and possible ways to enhance the student and parent experience at those events.

She plans to meet with the Council of Deans and the Academic Council each August to discuss recruiting in the upcoming academic year. She would also like to have an annual debriefing with the Council of Deans at the end of each academic year to discuss the past year's recruitment efforts.

5. Provost's Announcements:

- The next Council of Deans meeting will be Wednesday, November 8, at 9:00 a.m.
- There will be an event at the UCA Makerspace on Thursday, November 2, at 1:30 where The Conductor will present their gift of "Entrepreneur Kid" books to local elementary school principals and superintendents.

The meeting adjourned at 10:30 a.m.

## **Council of Deans**

### **November 8, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, November 8, 2017. Provost Michael Hargis presided and the following members were present: Jonathan Glenn, Ken Griffin, Peter Mehl, Victoria Groves-Scott, Patricia Smith, Kurt Boniecki, Angela Barlow, Jimmy Ishee, Terry Wright, and Stephen Addison. Christina Madsen was present for agenda item one.

1. Christina Madsen, Associate Vice President for Communications, Public Relations and Marketing, spoke with the Council about the recently released UCA Annual Report. She asked that the Council keep a list of accomplishments for their respective college that will be submitted to University Relations & Creative Services in the spring for inclusion in the Annual Report.

An Editorial Board has been assembled and currently consists of 37 members who work in various areas across campus. Each academic college has a representative on the Board. She asked that the Council submit noteworthy events and news to their college's representative for the Board to consider. The items compiled through this effort will be used in various ways, including the Annual Report, the UCA Magazine, social media, and other advertising avenues.

She also reminded the Council about the BEARSHARE Brand Portal that can be used by all departments for creating marketing materials. Kimberly Klotz can assist in training anyone interested in using the Portal.

2. The CoD minutes from the November 1, 2017 meeting were considered and approved.
3. Member Reports
  - P. Mehl reported that the College of Liberal Arts hosted a successful Arkansas Collegiate Model United Nations Conference last Friday with approximately 100 students in attendance. They will host over 700 students at the Arkansas (High School) Model United Nations on November 17 and 18. Nick Brasovan was in charge of the Humanities Fair last week where approximately 200 high school students attended and 12 faculty members gave presentations. P. Mehl also provided the Council with an update and a handout on UCA's developing Civic Action Plan.
  - V. Groves-Scott thanked everyone for their attendance at the November 6 College of Education Technology Suite opening. The renovations and technology were funded by F&A from several grants written by COE faculty.

Friday, November 10, there will be a summit for College of Education Community College partners.

Friday, December 8, the College will host Hour of Code for Ida Burns and Theodore Jones Elementary School students where they will be introduced to coding and robotics.

Dr. Angela Barlow was announced as the Outstanding Reviewer for the Journal of Research in Mathematics Education.

- P. Smith stated that the Honors Council subcommittee is meeting weekly to discuss a proposal for an honors program to run alongside the Honors College. The Honors Council would like to recognize Honors College students who complete a thesis. The recognition could be in the form of a collar or medallion to be worn with their regalia at commencement.  
The Honors College is busy recruiting between 2,000 and 2,500 students that are interested in UCA. P. Smith plans to pass the student information on to the appropriate dean based on the student's declared interest.
- K. Boniecki stated that the university is reviewing a three-year contract with the Gateways to Completion (G2C) program. The program, which was created by the John N. Gardner Institute (JNGI), focuses on gateway courses that have a historically high-failure rate or that have achievement gaps. The Council will participate in a one-hour webinar at the beginning of next week's meeting that will provide further information on G2C.
- A. Barlow reported that Patti Hornor will be contacting the Program Coordinators to notify them of the December 8 deadline for providing the Graduate School with a draft plan for each program's graduate requirements. This is in follow-up to the recent removal of the GRE as a requirement for graduation.  
Please remind faculty that summer stipend proposals are due to department chairs on January 8, 2018.
- J. Ishee announced that the Family and Consumer Sciences department received a positive report following their on-campus site review.
- T. Wright stated that The Wizard of Oz will be performed Sunday night at 7:30 to a sold-out crowd.  
The C.D. Wright Women Writers Conference was held last week with First Lady Jenny Davis introducing the keynote speaker at Friday night's event.
- S. Addison reported that there were 560 students in attendance at the INBRE Student Research Symposium on October 27. The External Advisory Committee reaffirmed the five INBRE awards to UCA faculty.  
On February 14, 2018, there will be a Posters at the Capitol event highlighting student research. The students will present in two groups, at 11:00 and at 12:00.

#### 4. Provost's Announcements

- The Council of Deans will have two meetings for the remainder of the semester. They will be on November 15 and December 13.
- Next Wednesday's meeting will begin with a one-hour G2C webinar.
- The Faculty Senate is interested in learning how many visiting professor positions have been converted into continuing, full-time positions over that past five years. Please submit the number of this type of position to the Provost's office before next Tuesday's meeting.
- On Monday, he met with the Associate Provosts, the Registrar and the Director of the Academic Advising Center to discuss the graduate application process and developing better checkpoints for Advising. It was decided in the meeting that the Advising Center will oversee the 30- and 60-hour markers in degree completion. They will audit lower-division Core courses and advise department advisors. The Registrar's office will be in charge of the graduation application audit beginning in January. They will also perform a 90-hour degree audit at the department level. The intended outcomes from these changes are a positive student experience, a better experience for faculty and staff, and an improved communication flow between the Advising Center and the departments.
- The Student Government Association has created a taskforce that is looking at college- and course-level fees. The taskforce will request meetings with the deans to discuss those fees. They would like to get a better understanding of the fee purpose and use, as well as learning whether the fee is sufficient for its purpose. Please keep the Provost posted on when these meetings are scheduled.
- The Minority Graduation Dinner will be Thursday, November 30, 5:00-7:00 in the Student Center Ballroom 205.

The meeting adjourned at 10:40 a.m.

## **Council of Deans**

### **November 15, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, November 15, 2017. Provost Michael Hargis presided and the following members were present: Jonathan Glenn, Ken Griffin, Peter Mehl, Victoria Groves-Scott, Patricia Smith, Kurt Boniecki, Angela Barlow, Jacquie Rainey (in the absence of Jimmy Ishee), Gayle Seymour (in the absence of Terry Wright), and Stephen Addison. Amber Hall and Julia Winden-Fey were present for agenda item one.

1. The Council participated in a Gateways to Completion (G2C) webinar. The program focuses on gateway courses that have historically high-failure rates or that have achievement gaps. Discussion followed.
2. The CoD minutes from the November 8, 2017 meeting were considered and approved with J. Rainey and G. Seymour abstaining.
3. The Council discussed the Academic Advising process with a specific focus on academic progress audits and the graduation application process.
4. Member Reports
  - S. Addison reported that there are eight representatives from Tyson's IT department on campus. They conducted 32 interviews on Tuesday with students from the Computer Science and Management Information Systems departments. They are conducting second-round interviews today and extending job offers to the students. The visitors have expressed that this visit has exceeded their expectations and that they would like to come back each semester to conduct future interviews.
  - G. Seymour stated that the School of Communication is sponsoring a journalism panel discussion about the death penalty in Arkansas today at 3:00. At 7:00 p.m., Artist in Residence Curt Tofteland will screen documentary film, *Shakespeare Behind Bars*, with post-screening discussion with the artist.
  - J. Rainey stated that the Nutrition class is planning and will be serving dinner at the senior center on Hogan Road.
  - A. Barlow reminded the Council to send her the names of faculty members who would like to meet with the Grants Resource Center.
  - P. Smith reported that the Honors College will be hosting a campus forum on sexual assault this week.  
The NCHC conference was a success with eight Honors College students attending.  
The Honors College will host its annual Issues in the Public Square symposium event on April 7.

- V. Groves-Scott, Kale Gober, and Ray Simon will be attending a meeting with staff from the Winthrop Rockefeller Foundation in December.
- P. Mehl announced that one of the UCA Ethics Bowl teams placed fourth out of 32 and will be going to the national competition.

#### 5. Provost's Announcements

- The Council of Deans will next meet on December 13 at 9:00.
- The upcoming Campus Talk events are scheduled for February 27 and April 3 during x-period.
- Bear Facts Day will be on Friday, December 8. The Board of Trustees will attend the opening event.
- The December 8 Board meeting will be at 1:00 p.m.
- The Council needs to catalogue the use of the Student Success and Retention funds this year. Note how the funds were used and document the results/participation data. This information will be used when requesting future funds.

The meeting adjourned at 11:40 a.m.



**Council of Deans**  
**December 13, 2017**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, December 13, 2017. Provost Michael Hargis presided and the following members were present: Jonathan Glenn, Ken Griffin, Peter Mehl, Victoria Groves-Scott, Patricia Smith, Kurt Boniecki, Angela Barlow, Jacquie Rainey (in the absence of Jimmy Ishee), Terry Wright, and Stephen Addison.

1. The CoD minutes from the November 15, 2017 meeting were considered and approved with T. Wright abstaining.
2. Action items from the November 21, 2017 Undergraduate Council meeting were considered as follows:
  - Add LING 3310 Issues in ESL to the list of required courses in the Linguistics major, Track Two TESOL;
  - Remove electives WRTG 4320, CSD 2322, WLAN 4330, and ENGL 4360 from the Linguistics major, Track Two TESOL;
  - Reduce total required credit hours for completion of the Linguistics minor from 24 to 18; remove 2000-level courses taught outside the department of LLLC; remove PSYC 3325 Cognitive Psychology; and remove WLAN 4315, WLAN 4325, WLAN 4330 and LING 4330;
  - Remove BIOL 2405 and add BIOL 2406 and BIOL 2407 Structure and Function I & II to the Nuclear Medicine Technology degree plan;
  - Add QMTH 4331 Quantitative Analytical Methods to the list of electives for the finance major;
  - Add new course PHYS 3412 Introduction to Biophysics; and
  - Add new courses CSEC 2300 Introduction to Cybersecurity, CSEC 3300 Introduction to Number Theory and Cryptography, CSEC 3320 Computer Forensics, CSEC 4320 Ethical Hacking, CSEC 4335 Network Security, and CSEC 4345 Cyberphysical Security.

A motion to approve was made and seconded. Discussion followed. The Council voted to approve all action items.

3. Action items from the November 16, 2017 Graduate Council meeting were considered as follows:
  - New courses BIOL 5413 Cancer Biology and BIOL 6445 Advanced Statistics in R;
  - Addition of the following course electives for the Master of Accountancy (MAcc) degree:
    - MBA 5332 Investments

- MBA 5333 International Finance
- MBA 5334 Financial Derivatives
- MBA 5341 Quantitative Analytical Methods
- MBA 5376 Entrepreneurial & Small Business Finance
- MBA 6307 Entrepreneurship: The Act of Wealth Creation
- New Courses for the MBA/Information Management concentration:
  - CSCI 6371 Applied Data Mining
  - MIS 5381 Data Mining & Applied Analytics
  - MIS 6365 Data Warehousing & Data Management

A motion to approve was made and seconded. Discussion followed. The Council voted to approve all action items.

A. Barlow distributed a document listing proposed changes to the Graduate Bulletin language. The proposal was discussed and the Council of Deans will wait for the Graduate Council to put forward their recommendation.

4. M. Hargis led a discussion about the Faculty Excellence Awards. The Council discussed what an acceptable time frame would be when considering the nominees' achievements in making their decision. They also discussed the option of notifying the finalists of the committees' decision before the ceremony.

## 5. Member Reports

- S. Addison stated that the State Science Advisory Committee will be meeting tomorrow for the first time since 2014. He has been reappointed to the committee and will provide the Council with a report at the next COD meeting.
- J. Rainey reported that she and several chairs attended the CEO Luncheon for the Chamber of Commerce and from that were able to schedule a meeting with Matt Wilshire in January.
- A. Barlow noted that there will be two changes in the commencement ceremony this Saturday. The first change is that PhD candidates will be hooded by their dissertation chairs. The second is that candidates for master's degrees will be hooded from behind by Dean Barlow. Discussion followed. All agreed. The URC committee has developed a draft set of guidelines and a copy of the draft document was provided to each Council member. A. Barlow also provided the Council with the final draft of the Grants Resource Center (GRC) workshop schedule. Please ask faculty to notify Sponsored Programs as soon as they begin the grant writing process. Early notification will enable Sponsored programs to better support the development of the proposal, including a budget that accurately compensates faculty for their work in the summer.

A. Barlow will soon put forth a proposal for modifying the existing F&A allocations.

- P. Smith reported that the Honors College has been monitoring their applications and the number of applications received has increased by 20% from this time last year.

The University Honors Council submitted a proposal to the Provost last week. The fall 2018 Challenge Week topic will cover modern slavery and its relationship to our supply chain.

- V. Groves-Scott stated that the Arkansas Department of Education will revise their new teacher preparation rules based on feedback received during the open comment period. The revised rules will be open to comment again before being forwarded to the governor for a final decision.
- P. Mehl presented concerns regarding the Behavioral Intervention Teams (BIT) committee makeup and processes.
- K. Griffin reported that the College of Business will host their Advisory Board meeting this Thursday at the Brewer Hegeman Conference Center.
- J. Glenn reminded the Council that the Faculty Salary Reviews are due to Amber Hall this Friday.

Torreyson Library will be developing a governance document. If the deans have any examples of such documents that they are willing to share, please do so.

#### 6. Provost's Announcements

- The next COD meeting will be Wednesday, January 10, at 9:00 a.m.
- Tyra Phillips will be contacting each dean to coordinate People Admin training sessions for their department chairs, directors, and administrative assistants.
- University College has submitted a proposal to change their name to the Department of Student Transitions. The proposal will be considered in an upcoming Board meeting.
- Tenure, Promotion, and Advancement applications are due to the Provost's office by January 15.
- Jeff Standridge provided the book that everyone received today as a thank you for your involvement with The Conductor.
- The Provost search is ongoing. Please consider nominating any colleagues that you feel may be well-suited for the position.
- Winter commencement is this Saturday. Please encourage faculty attendance.

The meeting adjourned at 10:55 a.m.