

University of Central Arkansas  
Council of Deans  
Wednesday, August 27, 2025  
9:00 a.m. - 11:00 a.m.  
Wingo 214

MINUTES

1. Welcome: The Council of Deans met on Wednesday, July 30, 2025, at 9:00 a.m. in Wingo 214. Provost Michael Hargis presided, and the following members were present: Dr. Stephen Addison, Dr. Tim Bisping, Dr. Kurt Boniecki, Dr. Debbie Dailey, Dr. Michael Mills, Dr. Nancy Reese, Dr. Patricia Smith, and Dr. Tom Williams.
2. Action Items
  - a. July 30, 2025 COD Minutes: A motion by Dr. Stephen Addison and second by Dr. Patricia Smith was made to approve the minutes from July 30, 2025. The motion carried with two abstentions.
3. Provost Updates
  - a. Global Learning Advisory Committee Nomination: Dr. Phillip Bailey, Associate Vice President for Global Learning and Engagement, has requested nominations for the Global Learning Advisory Committee. Members were asked to submit nominations to the Provost and April Gunn.
  - b. Information Technology: Information Technology has moved the help desk back to Burdick. Members requested inviting Mr. Trevor Seifert, Chief Information Officer, to attend a Council of Deans meeting to discuss AI, information security, computer software, and our desired move to a one device per employee practice.
4. Discussion Items
  - a. Opening Sessions and Fall Launch Feedback: Members discussed the activities and shared feedback regarding welcome week and the fall semester launch. Among other items, feedback included discussion around scheduling challenges related to lunch on the lawn with students and the New Faculty Orientation Lunch. Dr. Boniecki will ask Amy Hawkins to work with the FYE team to explore if there are ways to schedule the events so that Deans can participate in both lunch events. We recognize that it may be impossible to make this happen.
  - b. Academic Efficiency and Effectiveness: Dr. Kurt Boniecki provided an update regarding academic efficiency and effectiveness. Members were asked to share their summer spreadsheets tracking SSCH, course enrollment data, and other pertinent data to begin conversations. This process will be ongoing through the fall and will ultimately result in recommendations that will be used to evaluate the operational health of our division.
  - c. Student Workers: Provost approval is not required for students working two campus jobs. It is only required for the hiring of students at a rate over \$15.00 per

hour. The hourly rate is built into the PAF review process. Email action is not required.

- d. Fall Drop for Non-Payment Due Date: Members discussed the timeline and alternative options for fall drop due to non-payment. The Provost will carry the recommendation forward.

## 5. Unit Updates

- a. College of Arts, Humanities, and Social Sciences
  - i. The College of Education Dean search is beginning.
  - ii. The School of Language and Literature Chair search is beginning.
- b. College of Education
  - i. Dr. Alicia Cotabish held a gathering for incoming Change Leadership Ph.D. program students. The program now has 150 students!
- c. Honors College
  - i. The Outreach and Community Engagement Director search is moving forward. The committee will make their recommendation the first week of September.
- d. College of Science and Engineering
  - i. A group will be participating in the Museum of Discovery's Tinkerfest on September 13, 2025.
- e. Graduate School
  - i. The Office of Research and Sponsored Programs will be holding events to assist in developing grants and professional development activities.
- f. Institutional Effectiveness
  - i. New faculty are encouraged to attend workshops offered by CETAL
  - ii. Curriculum forms are being updated to prepare for the implementation of the new curriculum management system.

## 6. Important Dates and Information Items

- [2025-2026 Academic Timetable](#)
- [Academic Year 2025–2026 Schedule for Student Course Experience Surveys](#)
- COD Meetings
  - September 10th: Mr. Chad Hearne (UCA Foundation Roadshow)
  - September 24th: Dr. Kevin Thomas and Ms. Vicky Summers (Registration schedule)
- September 1, 2025: Promotion/Tenure applications to department committee
- September 9, 2025: Fall URC faculty research proposals to department chair
- September 9, 2025: 2026 Summer stipend proposals to department chair
- September 16, 2025: Last day to submit IRB applications through legacy process (Transition to [Cayuse HE](#))
- September 19, 2025: Summer 2026/Fall 2027 sabbatical leave applications to department chair
- September 19-29, 2025: Progress reporting open via Slate
- September 30, 2025: Faculty development grant proposals to CETAL
- October 1, 2025: Annual reports to dean

- October 1, 2025: Distinguished Faculty Emeritus/Emerita nominations to department chair
- March 12, 2026: UCA Day of Giving

With no further business the meeting adjourned at 11:15 a.m.