

Council of Deans Agenda
January 10, 2018

1. Community Engagement Classification, Shelley Mehl and Lesley Graybeal
2. Minutes from December 13, 2017 meeting
3. Member Reports
4. Announcements:
 - Next CoD meeting is scheduled for Wednesday, January 17
 - College of Liberal Arts Dean Search
 - 100% Engagement Handout
 - Tenure/Promotion/Advancement binders are due to the Provost's office, Tuesday, January 16
 - Employee Service Award nominations are due the committee chairs Friday, February 16

**Council of Deans
January 24, 2018**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, January 24, 2018. 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. Jeff Standridge was present for agenda item one.

1. Jeff Standridge provided the Council with an update on The Conductor. In 2017, 3,000 people interacted with The Conductor including 500 K12 and college students. He outlined several upcoming opportunities to engage with the Conductor including Conductor Internships for students, Maker Ambassadors for volunteer opportunities, and Maker Mentors for faculty and professionals with experience in their field.

The Conductor has several upcoming events that were highlighted. The Health Sciences Boot Camp is scheduled for May 20-25. Submissions for the National Collegiate Venture Competition are being accepted January 26-March 4. The 10X Cyber Accelerator 20-week program begins January 24.

2. The minutes from the January 10, 2018 meeting were considered and approved with J. Glenn abstaining.
3. Action items from the December 14, 2017 Undergraduate Council meeting were considered as follows:
 - New degree program, the Bachelor of Science in Cybersecurity;
 - Change FILM 2300 Film Appreciation from the Fine Arts category of the Inquiry and Analysis section of the lower-division UCA Core to the Diversity in Creative Works section;
 - Replace all instances of WLAN 2350 World Languages with LING 2350 World Languages;
 - Allow additional statistics course options for UG majors in CSD: GEOG 2330, MATH 2311, PSCI 2312, QMTH 2330, and SOC 2321;
 - New degree program, the Bachelor of General Studies;
 - New course proposals for NMT 4102 Medical Ethics and Law and NMT 4101 Medical Terminology;
 - Add course PSCI 3382 The Politics of Developing Areas to the upper-division UCA Core as an elective in the Diversity and Effective Communication areas;
 - New course NURS 3405 Essential Nursing Skills;
 - New course NURS 3102 Pharmacology I;

- The following changes to the BSN requirements:
 - Increase the required number of non-nursing credit hours from 55 to 60, and decrease the required number of non-nursing credit hours from 65 to 60;
 - Change the minimum criteria for application to the Nursing Major from 30 to 45 credit hours of pre-requisites;
 - Increase the minimum GPA from a 2.5 to a 2.75 for admission;
 - Add NURS 3102 as required course for pre-licensure BSN degree;
 - Add NURS 3405 as required course for pre-licensure BSN degree;
 - Remove NURS 3201 as required course for pre-licensure BSN degree;
- The following changes in the level and/or credit value of the following courses:
 - NURS 2505 to NURS 3303;
 - NURS 2310 to NURS 3205;
 - NURS 2510 to NURS 3525;
 - NURS 3505 to NURS 3406;
 - NURS 3510 to NURS 3407;
 - NURS 4515 to NURS 4404;
 - NURS 4220 to NURS 4320.

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

4. The Council discussed 100% Engagement and transcript badging after having reviewed the information that was distributed in last week's meeting. The discussion included the types of activities to badge as well as the assessment of those activities. It was agreed that the departments and colleges will ensure that the students received engaged experiential learning opportunities and that transcript badging will be discussed at a future date.
5. P. Smith discussed the Governor's School application process. The application committee held their first meeting last Wednesday and have set aside Tuesday and Thursday afternoons to build proposals. They are currently working on the curriculum and budget pieces of the application.
6. Member Reports
 - J. Glenn reminded the Council that there are required items that must be submitted to the state library. College Annual Reports are included in the list of required items. He will resend the original email from Jimmy Bryant to the Council after today's meeting.
The American Council on Education (ACE) is hosting a webinar next Wednesday at 12:00. The Council is welcome to join those participating in the webinar in Wingo 214.

- K. Griffin reported that the College of Business is heavily involved in recruiting new faculty members.
- P. Mehl reminded the Council that the President's lunch recognizing Washington Center students is today at 12:00.
- V. Groves-Scott stated that the second round of rules for the ADE Teacher Preparation have been published. The original wording on teacher residency has been removed except in one place. The new rules make it clear that district run teacher preparation programs would need to meet the same standards as higher education teacher education programs.
- P. Smith reported that the Honors College is in the middle of application season and is receiving 40 applications per day.
- K. Boniecki stated that, as a result of the transition in student evaluation systems from Smart Evals to eXplorance Blue, some past evaluations are not currently available. Although faculty can access their evaluations from the last term in the new system, eXplorance is currently building full reports. The Office of Assessment is also waiting to get older reports from Smart Evals and will distribute to faculty as soon as they are available. Department Chairs should recognize that the student evaluation question set has changed with the new system. They should notify the department committees that there will be two sets of questions over the next few years.

The Undergraduate Council currently has no action items for their February meeting. If the deans have any items that need to be reviewed by the Undergraduate Council, please submit those items by the end of next week.

- A. Barlow stated that Sponsored Programs' SURF program will host an informational meeting for faculty on Tuesday, March 13, at X-period. Please encourage faculty attendance.
- T. Wright reported that the College of Fine Arts and Communication is conducting a search for a Film Theorist and have had spectacular candidates. The Baum Gallery will open a printmaking exhibition entitled "Pathways" on Thursday that was curated by Art Professor Jessie Hornbrook. Music Professor Jackie Lamar will be performing her final faculty recital on Sunday at 3:00 in Snow Fine Arts. She will be retiring at the end of this semester. The classical quartet, Genghis Barbie, will be performing Monday at 7:30. Science Wednesday is tonight at 6:00 at King's in Conway. The topic will be Travel in Space and Dean Wright will participate in the discussion panel.

7. Provost's Announcements

- The next COD meeting will be Wednesday, January 31, at 9:00 a.m.
- Patrick Carmack of the Mathematics department passed away last night. An announcement will go out to campus soon.
- Academic Affairs will announce the passing of any UCA employees but asks that the departments prepare the email that will go out to campus.

- Reassigned Time requests are due to the Provost's office on February 7.
- The Opening Session schedule will have some changes this year. A formal convocation will be held on Wednesday morning before the faculty meetings with colleges and departments. Please encourage faculty attendance.
- Divisions will be able to make one-time budget requests in early February. There will be a short deadline. Please limit each college's requests to no more than two items.
- The Deans will receive their budget requests for FY19 early next week. Changes to these budgets will be base requests and will be a reallocation of unused funds within a college or department to other areas of need within that college or department.
- The International Engagement director search committee is being assembled. Jonathan Glenn has agreed to chair the search committee which will be made up of one International Engagement representative and several members of the Study Abroad committee.
- The Provost Search Committee has not yet seen the applications but will receive and discuss them soon.
- Bear Facts Day is this Saturday.

The meeting adjourned at 11:10 a.m.

**Council of Deans
January 31, 2018**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, January 24, 2018. Provost Michael Hargis presided and the following members were present: Jonathan Glenn, Ken Griffin, Peter Mehl, Victoria Groves-Scott, Kurt Boniecki, Angela Barlow, Jimmy Ishee, Terry Wright, and Stephen Addison.

1. The minutes from the January 24, 2018 meeting were considered and approved.
2. Action items from the January 18, 2018 Graduate Council meeting were considered as follows:
 - New course GATE 6370 Special Topics in Gifted and Talented Education;
 - New course MATH 6357 Methods for Solving Nonlinear Partial Differential Equations;
 - New course MIS 5340 Critical Thinking and Experimental Design;
 - New course FACS 5329 History and Philosophy of the FACS Profession; and
 - Revision to the Graduate Bulletin language regarding the application of coursework from a previous graduate degree/certificate to a second graduate degree to include the education specialist (Ed.S.) degree.

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

3. M. Hargis led a discussion on beginning of semester policies. The Council discussed syllabus submission timelines, learning management system utilization for the distribution of syllabi as well as for grade submission, and departmental advising for students.
4. M. Hargis led a discussion about summer enrollment. J. Glenn noted that Institutional Research has created a detailed analysis of enrollment by college. This information is available to the deans upon request.
5. Member Reports
 - S. Addison reported that he attended the Science Advisory Meeting last week where the upcoming NSF proposal and Blue Ribbon report were discussed. The Posters at the Capitol event will be next Wednesday with Governor Hutchinson in attendance.
 - T. Wright announced that the Pixar in Concert, featuring the Conway Symphony Orchestra, will be performed this Saturday at 7:30 at Reynolds Performance Hall.

The Million Dollar Quartet will perform at Reynolds Performance Hall at 7:30 on Monday.

- A. Barlow stated that she will be surveying the program coordinators to ask them about recruiting practices and graduate online growth capacity.
- V. Groves-Scott reported that the Arkansas Department of Education will be making a big announcement on campus at 9:30 at the Impacting Tomorrow Summit. There will be 450 high school students in attendance.
The College of Education has been receiving their Specialized Professional Association accreditation reports back. Several programs are Nationally Recognized.
The College of Education is currently working on a proposal for an Ed.S. Program in Digital Learning.
- P. Mehl provided an update on the Arkansas Governor's School application. A recruiter for The Washington Center for Internships and Academic Seminars will be on campus on Wednesday, February 14.
- K. Griffin announced Anthony McMullen's report that UCA was recognized as the Arkansas Overall Champions at the Southern Forensics Championship debate this year. 23 schools from six states participated in the competition.
- J. Glenn reminded the Council that the American Council on Education (ACE) is hosting a webinar today at 12:00. All are welcome to participate in the webinar in Wingo 214.
- M. Hargis read from Patricia Smith's member report which was provided electronically. The AGS Proposal has a near complete first draft and the committee is editing and commenting on it throughout the week. We expect to submit it to the Provost earlier than the 2/8 deadline.
The Honors application deadline is tonight. As decisions are made on who we will interview or not, we'll continue the tradition of sharing names of applicants with deans and department chairs. This time we're going to share names of all applicants, not just those we are rejecting, but their status will be indicated. 844 applicants have begun the application compared to 791 last year so we expect an increase in total applications.

6. Provost's Announcements

- The next COD meeting will be Wednesday, February 14, at 9:00 a.m.
- Reassigned Time requests are due to the Provost's office on February 7.
- The Board of Trustees meeting will be February 9 at 1:00 p.m.
- The search committee for the AVP of International Engagement is being assembled. The position advertisement will be shared with the Council once finalized.

- Capital requests were discussed in the recent Strategic Budget Advisory Committee (SBAC) meeting. The due date for those requests has not been announced.
- The Council will receive the forms for base budget changes soon.

The meeting adjourned at 10:45 a.m.

**Council of Deans
February 14, 2018**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, February 14, 2018. Provost Michael Hargis presided and the following members were present: Jonathan Glenn, Ken Griffin, Peter Mehl, Victoria Groves-Scott, Patricia Smith, Angela Barlow, Jimmy Ishee, Terry Wright, and Stephen Addison.

1. The minutes from the January 31, 2018 meeting were considered and approved.
2. Action items from the January 16, 2018 Undergraduate Council meeting were considered as follows:
 - Change Planning & Administration (P&A) required courses from 31 hours to 36 hours and change the P&A track electives from 17 hours to 12 hours;
 - New course PSCI 3369 Cyber Citizenship;
 - Add PSCI 4320 Revolution and Mass Political Violence to the UCA Upper Division Core as an elective in the Diversity and Effective Communication areas and to add PSCI 4334 The American Presidency to the UCA Upper Division Core as an elective in the category area of Effective Communication;
 - New course BIOL 4413 Cancer Biology;
 - Add HED 4370 Administration of Health Programs to the UCA Upper Division Core as an elective in Effective Communication;
 - Revise policy concerning the state-minimum-core exception to the lower-division UCA Core requirements;
 - Add Linguistics electives LING 3315, LING 4320 and LING 4345 to the Psychology/Cognitive Neuroscience minor;
 - New course CSCI 4352 Game Programming;
 - New course CSEC 4490 Cybersecurity Capstone and to add the course to the upper division UCA Core as Capstone;
 - Change MIS 4V80 variable credit from 1-2 hours to 1-3 hours;
 - Replace MIS 4339 with MIS 3339 for the BS-Information System major;
 - New course MIS 4381 Data Mining

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

The Council agreed to table the proposal from the department of English for new course ENGL 4355 Topics in Film as Literature until the English and Film departments have had a chance to review and discuss the proposal. The Council will discuss the proposal at an upcoming meeting.

3. Member Reports

- J. Glenn reported that Curriculum Attachment C, the document that pertains to curriculum changes affecting a student's Financial Aid, has been updated to include significant revisions of certificate programs as potentially needing consultation with Financial Aid. He will send a copy of the revised document to the Council following today's meeting.
- K. Griffin announced that Oakley Transportation has pledged to sponsor a logistics scholarship within the College of Business.
The College of Business is still busy with faculty recruitment. They are currently conducting interviews for four separate searches.
- P. Mehl asked the Council for feedback on their processes regarding annual faculty self-evaluations and on Chair evaluations. He also asked how they understand the role of the Colleges in the upcoming Bear Necessities Day. This semester, the Department of Philosophy and Religion in the College of Liberal Arts is hosting two faculty members from Anhui Normal University in China.
- P. Smith stated that the Honors College will be conducting 60 student interviews per day over the next three Mondays.
The Arkansas Governor's School proposal will be ready to submit today.
- T. Wright commended P. Smith on her work and on the committee's work in completing the Arkansas Governor's School proposal.
- A. Barlow stated that the Graduate Council will be meeting tomorrow and she would like for the Council of Deans to vote electronically on the action items that will be sent forward from tomorrow's meeting.
The SURF flyer was distributed yesterday. Please encourage faculty attendance at this workshop in March. There will be a follow-up workshop in April where faculty can bring interested students. Please send the dates of each college research day so that the April workshop can be scheduled around those times.
- J. Ishee announced that UCA and Conway Regional Medical Center will sign an MOU soon that will result in support of the School of Nursing and additional scholarships for our students.
- S. Addison reminded the Council that the STEM Posters at the Capitol event will be today at 11:00.

4. Provost's Announcements

- There will be no COD meeting next Wednesday, February 21. The next meeting will be announced at a later time.
- The Employee Service Awards will be on April 17. Future faculty awards will likely be presented at the Fall Faculty Convocation ceremony beginning fall 2019. This is still in the planning stages and there will be more details in the future. The 2018 Fall Faculty Convocation will still continue as planned.

- The Provost Search Committee will be conducting off-campus interviews this Thursday and Friday.
- The Faculty Senate reviewed and approved the changes to the Faculty Handbook. Those changes include removal of non-academic committees; changing the language of “advancement” for non-tenure tract faculty to “promotion”; clarifying process for changes to the Faculty Handbook; clarifying “days”; clarifying terminal degree; and clarifying the ability to hire faculty at Associate Professor or Professor ranks without tenure.

The meeting adjourned at 10:15 a.m.

**Council of Deans
February 28, 2018**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, February 28, 2018. Provost Michael Hargis presided and the following members were present: Ken Griffin, Peter Mehl, Patricia Smith, Angela Barlow, Jimmy Ishee, Gayle Seymour (in the absence of Terry Wright), and Stephen Addison.

1. The minutes from the February 14, 2018 meeting were considered and approved.
2. Action items from the February 15, 2018 Graduate Council meeting were considered as follows:
 - Addition of Elementary STEM concentration and Secondary STEM concentration to the M.S. in Advanced Studies in Teacher Leadership (ASTL);
 - Change in degree total credit hours from 30 to 31 for the M.S. in ASTL- STEM Elementary concentration;
 - New course SCI 5410 Concepts of Science;
 - Addition of elective course H ED 5370 Administration of Health Programs to the MS in Exercise Science;
 - Addition of elective course NUTR 5375 Nutrition in Exercise and Sport to the MS in Exercise Science;
 - Following program-specific admission requirements resulting from the elimination of the Graduate Record Exam (GRE) as a Graduate School admission requirement:
 - Athletic Training MS
 - Exercise Science MS
 - Sports Management MA
 - Communication Science and Disorders MS
 - Family and Consumer Sciences MS, general concentration
 - English MA, Language Arts concentrations
 - English MA, Literature and Renaissance concentrations
 - Health Sciences MS
 - Music MM, Music Education concentration
 - Psychology PhD, Counseling Psychology concentration
 - Instructional Technology MS
 - Library Media and Information Technologies MS

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

3. Member Reports

- K. Griffin announced that the College of Business has received its first Finance scholarship from Jennifer Westpfahl. The scholarship is specified for women majoring in Finance.
- P. Smith stated that the Honors College received their first award to continue the Juvenile Court Theatre.
Honors College students will be taking a field trip to Crystal Bridges this weekend.
The interview committee has completed 120 of the 180 student interviews that were scheduled. The remaining interviews will take place next Monday and offers will be made next week.
- A. Barlow reported that of the \$25,000 budget for Student Research Funds, there is approximately \$3,000 remaining for the rest of the year. She asked that the Deans notify the department chairs of this and stated that they may not be able to fund student proposals at the same level of support that they have in the past.
- G. Seymour announced that the opening reception for the Student Art Competition will be this Thursday, 4:00 p.m., at the Baum Gallery in McCastlain Hall.
Concert Choir Chambers Singers concert will be Thursday evening at 7:30 p.m. at Reynolds Performance Hall.
Three Days of Rain will be performed on Thursday at 7:30 p.m. at the Bridges/Larson Theatre.
- S. Addison reported that the College of Liberal Arts Dean search has yielded 34 applications. The posting will remain open until filled, but the committee hopes to review the applications over the next week and a half and then bring several candidates to campus for interview.

4. Provost's Announcements

- The next Council of Deans meeting will be Wednesday, March 14
- The AVP of International Engagement search is ongoing. The search committee has already received several applications

The meeting adjourned at 9:30 a.m.

Council of Deans
March 14, 2018

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, March 14, 2018. 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.

1. The minutes from the February 28, 2018 meeting were considered and approved.
2. Action items from the February 20, 2018 Undergraduate Council meeting were considered as follows:
 - New course GEST 4380 General Studies Capstone;
 - Addition of NURS 4315 Research and Evidence Based Practice to the UCA Upper Division Core as an elective in the category of Critical Inquiry and Effective Communication;
 - New course HIST 3390 Introduction to Historical Writing;
 - Reduce the total hours in the History minor from 24 to 18 hours and to expand the list of electives with four more courses;
 - New course PSCI 3345 Women and US Politics;
 - New course PSCI 3316 Cyber Security Law and Policy;
 - Addition of PHIL 3310 Symbolic Logic to the UCA Upper Division Core as an elective in the category area of Critical Inquiry;
 - New course PHIL 1375 FYS Diversity in World Cultures;
 - New program concentration B.S. Computer Science – Data Science Track;
 - New course CSCI 4491 Applied Data Science;
 - New course CSCI 4371 Machine Learning; and
 - New course CSCI 4375 Data Clustering.

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

3. A. Barlow reported that Sponsored Programs is working on a guide for grant writing and performance. The guide will include links to important information and will cover the grant writing process from the initial idea to submitting the proposal.

In the future, she plans to propose using the agency budget form instead of the three separate budget forms that are currently required for the application process. Discussion followed.

She provided the Council with two handouts. The first handout lists the estimated fringe benefit rates for employees working on grant projects. She asked for the Council's feedback on additional employee categories to add to the list. The second handout was a proposal of allocations of indirect cost (F&A) recovery funds. The document listed the university's current and proposed allocations along with the published allocations for several peer and aspirant institutions. The Council discussed the proposal and voted to approve the new allocation percentages and to forward the proposal to Vice President Newton.

4. K. Boniecki led a discussion about special degree requirements. The Council will consider a proposal to eliminate special degree requirements, allowing each department to discuss and look at the disciplinary nature of their degree or degrees and to align them accordingly. The departments would have the ability to choose both Bachelor of Science (B.S.) and Bachelor of Arts (B.A.) but will need to show what makes them inherently B.S. or B.A. The Council will discuss at an upcoming meeting as well as at the Deans Retreat.

5. Member Reports

- T. Wright announced that the UCA and Hendrix Wind Ensembles, with composer Frank Ticheli, will perform tomorrow evening at 7:30 p.m.
- A. Barlow stated that Sponsored Programs hosted an information session yesterday about funding undergraduate research. The next session is scheduled for April 18 and will highlight the Student Undergraduate Research Fellowship (SURF).
- K. Boniecki provided the Council with a Gateways to Completion (G2C) handout of data on UCA's gateway courses. He asked that the Council review the data and be prepared to discuss at the next meeting. Four to six courses will ultimately be identified for inclusion in the G2C process. He, along with Julia Winden-Fey, Amy Hawkins, and Brandon Combs, will be attending a G2C conference next week and will have more information to share afterward.
- P. Smith asked the Council about their process for selecting an Outstanding Student of the Year. There is some variability as to how each college selects their outstanding student. It may be necessary to review the language of the commencement program to reduce confusion.
The Honors College has made offers to incoming Honors College students and to those interested in the university scholars program.
- V. Groves-Scott reported that the College of Education successfully hosted 450 high school students who are taking Introduction to Education classes. The Arkansas Department of Education has asked that they host the event again next year.
- P. Mehl stated that the Ethics Bowl team competed in Chicago and finished 21st out of 36 teams.

- K. Griffin announced that the College of Business honored their Intern of the Year at an event last night.
- J. Glenn reported that the Undergraduate and Graduate Bulletins are nearly ready for review by departments (an email will be forthcoming). Along with the new AMAPs, the new bulletins are expected to be published in mid-April.

6. Provost's Announcements

- The next Council of Deans meeting will be Wednesday, March 28.
- Provost Hargis will be presenting on Academic Affairs at the April Strategic Planning Committee (SPC) meeting. Please provide several items that can be used to highlight each college.
- The requested computer refresh data is due to Lori Hudspeth by March 28.
- All requests for the President's attendance at program review meetings and/or accreditation reviews should go through Jonathan Glenn in the Provost's office.

The meeting adjourned at 11:40 a.m.

Council of Deans
March 28, 2018

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, March 28, 2018. 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. Julia Winden-Fey was present for item two.

1. M. Hargis thanked Dean Addison for his role in the Cyber Security initiative at UCA. The Provost's office has received positive feedback on Dean Addison's leadership in the newly created Cyber Program and the associated Cyber Range.
2. K. Boniecki and J. Winden-Fey discussed the Gateways to Completion (G2C) conference that they recently returned from. They also discussed the Gateway Courses data that was distributed at the last meeting of the Council of Deans. They asked the deans to discuss the data with their department chairs and to identify those courses within their college that might be a good fit for the first round of the G2C program. Those courses that opt to participate in the program will have the support of the Center for Teaching Excellence and G2C.

K. Boniecki and J. Winden-Fey agreed to meet with the department chairs from each college to help explain the initiative and to answer any questions they may have. The goal is to identify four to six courses to participate in the first round of the program. These courses should be identified by the end of this spring term.

3. The minutes from the March 14, 2018 meeting were discussed and approved.
4. The Council considered the tabled proposal from the January 16, 2018 Undergraduate Council regarding new course ENGL 4355 Topics in Film as Literature. P. Mehl distributed a handout from the English department faculty outlining their rationale for the proposal. T. Wright distributed a handout from the Film faculty outlining their response to the course proposal. After review of the two documents and discussion, the Council voted not to recommend approval of the course proposal for ENGL 4355 Topics in Film as Literature.
5. Action items from the March 15, 2018 Graduate Council meeting were considered as follows:
 - New graduate certificate program in Data Analytics from the Management Information Systems Department;
 - New course ACCT 6382 Graduate Internship in Accounting;
 - Program-specific admission requirements for the Mental Health Counseling MS;
 - Program-specific admission requirements for the Master of Arts in Teaching (MAT) in Special Education;

- Program-specific admission requirements for the Master of Arts in Teaching (MAT) for all concentrations;
- Program-specific admission requirements for the Creative Writing MFA;
- Program-specific admission requirements for the Educational Leadership EdS;
- Program-specific admission requirements for the Building Level Administration PMC;
- Program-specific admission requirements for the District Level Administration PMC;
- Program-specific admission requirements for the College, Student, Personnel Services and Administration MS;
- Program-specific admission requirements for the School Leadership, Management & Administration (SLMA) MS;
- Program-specific admission requirements for the History MA;
- Program-specific admission requirements for the Special Education MSE, and GCs;
- Program-specific admission requirements for the School Counseling MS;
- Program-specific admission requirements for the Advanced Studies in Teacher Leadership (ASTL) MSE;
- Program-specific admission requirements for the Reading MSE and Dyslexia Therapist GC;
- Program-specific admission requirements for the Gifted and Talented (GATE) GC; and
- Program-specific admission requirements for the Applied Computing MS.

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

6. Member Reports

- K. Griffin announced that the College of Business received a pledge for a new scholarship focusing on women in finance.
- P. Mehl announced that Mark Mullenbach received a \$35,000 pledge of support from the Arkansas Department of Education to fund the Model UN Summer Camp.
It was previously discussed that the Washington Center had exhausted their state of Arkansas supplied scholarship budget for supporting student internships. They have since agreed to fund two more UCA students for the summer. The funding totals \$14,000 for both students.
- V. Groves-Scott reported that Patty Kohler-Evans and Renee Crow received a \$100,000 grant from the Arkansas Department of Education for content literacy development.
- P. Smith stated that the Honors College made offers to incoming freshmen. The deadline for acceptance is April 1. So far, 66 students have submitted their

acceptance. There are 75 spots available. There have also been 34 students accepted for the 30 spots available for the University Scholars program. Representatives from the Arkansas Governor's School will be touring UCA's campus during the second week of May. If the deans have any areas that they would like to be included in the tour, please send that information to her.

- A. Barlow asked that the deans discuss the upcoming change to the F&A allocation amounts with their department chairs. She asked that they communicate that there will be a change to the percentage allocated to the department and that this change will not go into effect until the new fiscal year.
- T. Wright shared that the College of Fine Arts and Communications is seeing the fruits of the \$500,000 gift from the Bridges-Larson Foundation. In 2018, the experiential learning initiative allowed 9 creative writing students to attend the national Associated Writing Program conference in Indianapolis, 23 film students to attend the South by Southwest film festival in Austin, and 30 theatre students to attend the Humana Festival of New American Plays sponsored by the Actor's Theatre of Louisville. This was a wonderful opportunity for those students.
- S. Addison announced that Metova was selected as the winning bidder for the Cyber Range. UCA will take delivery of the Cyber Range in 30-60 days and he will be meeting with Metova tomorrow to discuss the delivery.

7. Provost's Announcements

- The next Council of Deans meeting will be Wednesday, April 4.
- Faculty Senate President, Taine Duncan, provided the Provost with a list of questions regarding evaluations. The Provost would like the deans' and chairs' perspectives on the new question set that was implemented last fall. This is an opportunity to improve communication. Please send any responses to Alicia Crow who will then compile the information to be provided to Dr. Duncan.
- The computer refresh schedule data is due to Lori Hudspeth today.
- The items to be used in the Strategic Planning Committee presentation are due March 30.
- The list of achievements for the Annual Report are due March 30.
- Please add the following items to your calendars:
 - Student Convocation will be the morning of August 20. Deans and chairs should plan to attend.
 - Faculty Convocation will be on August 22. Would like full faculty attendance. The faculty awards winners will be honored at the event.

The meeting adjourned at 10:40 a.m.

Council of Deans
April 11, 2018

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, April 11, 2018. 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 minutes from the March 28, 2018 meeting were discussed and approved.
2. Action items from the March 29, 2018 Undergraduate Council meeting were considered as follows:
 - Change course level and number from ENGL 6325 Asian/Asian American Literature to ENGL 4383;
 - Change the credit value of NURS 3515 to NURS 3304 Nursing Care of the Older Adult;
 - Add existing course HSC 4314 Multicultural Counseling and Addiction to the UCA Upper Division Core in the category area of Diversity;
 - New course GEST 4380 General Studies Capstone in the Bachelor of General Studies program;
 - Change the list of upper-division electives and to modify language in the Undergraduate Bulletin for the International Studies program;
 - New courses PSCI 3355 Race and U.S. Politics and PSCI 4313 Contemporary Issues in American Politics;
 - Add WRTG 4381 Special Topics in Writing to the requirements for the Professional Writing minor. The course will be listed as both a requirement and as an elective since students may repeat the course for elective credits;
 - New course AFAM 4300 Special Topics in African and African American Studies;
 - From the department of History/Southern and Arkansas Studies Minor to change the total credit hour requirements from 21 to 18 and to remove the Core and elective components and create one pool of classes;
 - Remove MUS 2150 Strings class and add MUS 4160 Vocal Pedagogy to the list of required courses in the department of Music/Music Education/Piano Vocal;
 - Change course level from MIS 4328 to MIS 3328 and remove prerequisite of MIS 3365 and CSCI 3360; and
 - From the College of Education/Teacher Education Programs to change the admission requirements.

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

The Council voted to remove from the table the discussion of changing the placement requirements for UNIV 0361. Also discussed was agenda item one from the March 29 Undergraduate Council minutes, the recommendation to change the placement standards for MATH 1360, MATH 1390, and WRTG 1310. K. Boniecki provided the Council with information about the Arkansas Department for Higher Education's requirement that all institutions submit a placement plan by June 29. He distributed three handouts: Student Placement into First-Year Courses Executive Summary, Placement Plans of Four-Year Arkansas Universities Submitted to ADHE and the Placement Plan for the University of Arkansas at Fort Smith. After discussion, the Council voted to table both proposals until the Director of Admissions can speak to them about the possible enrollment ramifications.

3. Member Reports

- S. Addison reported that after meeting with Metova, it was arranged that the university will take delivery of the Cyber Range the week of June 4. He is currently developing a program to partner with two-year schools within the state. He also provided a cost comparison of attending medical school at UAMS and the new DO programs in Jonesboro and Fort Smith.
The skype interviews for the CLA Dean search were completed yesterday. The committee will meet at 7:00 a.m. tomorrow to decide which candidates to invite for campus interviews.
- T. Wright announced that Oxford American will be sponsoring a reading of the graduate MFA class at UCA Downtown on April 11.
George Bernard Shaw's "Arms and the Man" will be presented this week and next in the Bridges/Larson Theatre.
- J. Ishee reported that Fort Smith is beginning a Physical Therapy program.
- A. Barlow announced that Sponsored Programs will be hosting a SURF panel next Wednesday at 1:00 p.m.
The Graduate Admission process changes have been fully approved. She plans to meet with program coordinators to discuss the updated process.
- K. Boniecki stated that the meetings to discuss the G2C initiative with the various chair councils are going well. He thanked the chairs for their time and participation. He asked that the deans provide feedback on their colleges' recommendations by the end of next week.
The NCAD conference is scheduled for July 18-20. Please pass this information to the department chairs. Bob Cipriano and Jeff Buller will be speaking again this year and John Gardner will be the keynote speaker.
- P. Smith stated that there were 80 participants at last Saturday's Issues in the Public Square event.
The Fulbright Cultural Exchange Program will be tomorrow.
The Arkansas Governor's School site visit will be May 7 from 1:30 until 3:30.
There will be 12 representatives from the selection committee and two representatives from ADE.

- V. Groves-Scott reported that the College of Education hosted the Arkansas Association of Colleges of Teacher Education last Friday. Joyce Elliott spoke to the 120 attendees.
- P. Mehl stated that the College of Liberal Arts hosted a successful History Day event on April 7 with more than 350 high school students competing. Two representatives from the U.S. State Department will be visiting campus next Thursday, April 19. They will hold a general information session at x-period about employment and internship opportunities, and then attend the College of Liberal Arts' Research Symposium.
- S. Watson announced that the College of Business will host their research and project day on April 19.
- J. Glenn reported that he just returned from the annual HLC conference. He reminded COD that the Four-Year Assurance Review will take place in 2020 and the university's Quality Initiative proposal will be submitted shortly thereafter. While at the conference, he was able to meet with the university's new HLC staff liaison, Dr. John Marr.

4. Provost's Announcements

- The next Council of Deans meeting will be Wednesday, April 18.
- Courtney Mullen will attend next week's meeting to discuss placement requirements and its potential effect on Admissions.
- Be prepared to discuss special degree requirements at the next meeting.
- The Employee Service Awards ceremony will be April 17 at 1:40.
- Dr. Patricia Poulter has expressed that she would like to schedule one-on-one meetings with the Council members in July.
- The candidate visits for both the College of Liberal Arts Dean position and the AVP of International Engagement position will likely be completed by the end of April. Each candidate will have the opportunity to meet with the Council of Deans. Thank you to the chairs of each search committee for their work on these important searches.
- The Provost's Office is currently working on the schedule for the May 9 Deans Retreat.

The meeting adjourned at 11:05 a.m.

Council of Deans

April 18, 2018

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, April 18, 2018. 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. Courtney Bryant was present for item one.

1. Courtney Bryant, Director of Admissions, spoke with the Council about the proposed placement standards as it relates to the admissions process. The discussion focused on: (1) how to communicate the new standards with the potential students and their parents, and (2) how the new placement standards would influence out-of-state tuition waivers and scholarship qualifications. Discussion followed.
2. K. Boniecki led a discussion about the previously tabled Undergraduate Council items (UNIV 0361, MATH 1360, MATH 1390, and WRTG 1310). The Council discussed the items that were presented by C. Bryant and about the data that was presented during the April 11, 2018 Council of Deans meeting. The above items remain tabled; the Council agreed to revisit the discussion after additional analysis are completed and we have more information about the interplay between placement standards and out-of-state tuition waivers.
3. The minutes from the April 11, 2018 meeting were discussed and approved.
4. K. Boniecki led a discussion about special degree requirements. The Council discussed the feedback that they have received from their department chairs. They also discussed the appropriate process for review of any changes to the special degree requirements. The Council will continue discussion about the best process to solicit involvement prior to any changes being submitted to the Undergraduate Council. The discussion will resume at the upcoming deans retreat.
5. Member Reports
 - K. Griffin reminded the Council that the College of Business will host their student research day on Thursday. He received word from Anthony McMullen that the UCA Debate Team finished in first place at the national competition.
 - P. Mehl stated that the College of Liberal Arts Annual Research Symposium is on Thursday from 9:25 until 4:00.
 - V. Groves-Scott stated that the College of Education will host their research symposium on Friday from 1:00 until 4:00. All are invited to attend. She recently attended a meeting of a subcommittee of the rules and regulations of the state in order to see make public comment on how the new rules for teacher licensure would affect teacher preparation programs in Arkansas.

She also stated that the college is receiving more 2+2 transfer students and there are fewer seats for math and science students in certain courses. The colleges are trying to plan for this as best as possible. There has been discussion of combining position requests with the College of Natural Science and Mathematics.

- P. Smith reported that the Honors College research day will be April 27 with 41 students presenting capstone projects.
Faculty members advising Honors theses are eligible to receive a \$300 travel stipend for each three theses they advise.
The schedule is complete for the Arkansas Governor's School selection committee's visit. She is currently assembling packets for the visitors. Athletics and Admissions have agreed to loan the use of their carts for the tour.
- A. Barlow reminded the Council that the SURF panel event will be this afternoon at 1 p.m. in the President's Dining Room.
As previously mentioned, Sponsored Programs has had a goal of developing a guide for grant writing on campus. They have completed a full menu of services provided for potential principal investigators. They are soliciting faculty feedback about the information and will then request the deans' feedback.
- J. Ishee stated that his college hosted their research day yesterday with 99 posters being presented.
On Thursday and Friday, the college is hosting REACH, an interprofessional education conference, with a speaker from the University of Kansas. There will be a reception at UCA Downtown tomorrow night.
- T. Wright reported that the College of Fine Arts and Communication is hosting research week events all week.
Rodgers & Hammerstein's Cinderella will be performed at Reynolds Performance Hall tonight.
UCA's Wind Ensemble will be performing at Carnegie Hall next week.
- S. Addison stated that the College of Natural Sciences & Mathematics' poster symposium is scheduled for Friday at the Farris Center.
The first candidate for the Dean of the College of Liberal Arts search will be on campus tomorrow.
He is receiving questions from students about applying for May 2019 graduation. There is no link on the website to apply for spring 2019 commencement.

6. Provost's Announcements

- Non-Classified employee evaluations are due to Human Resources by Friday, May 11.
- The next Council of Deans meeting will be Wednesday, April 25.

The meeting adjourned at 10:45 a.m.

Council of Deans

April 25, 2018

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, April 25, 2018. Provost Michael Hargis presided and the following members were present: Jonathan Glenn, Ken Griffin, Peter Mehl, Victoria Groves-Scott, Patricia Smith, Kurt Boniecki, Jimmy Ishee, Gayle Seymour (in the absence of Terry Wright), and Stephen Addison.

1. The minutes from the April 18, 2018 meeting were discussed and approved.
2. M. Hargis provided the Council with an update on the AVP for International Engagement & Education search. Campus interviews will be conducted Thursday, May 3. Discussion followed.
3. M. Hargis discussed the Service Learning Awards event that was held on Monday evening. This is the first year that all six academic colleges participated and there were some impressive numbers highlighted at the event. This year, there were 59 faculty members, 124 courses, 69 community partners, and 2,307 students participating. This is something to celebrate and is only the beginning of the growth that we will see in Service Learning and Experiential Education on our campus.
4. Member Reports
 - S. Addison reported that the college had a successful poster session last Friday with around 80 projects presented.
The Girl Power in STEM event is scheduled for this Friday. The keynote speaker, Raye Montague, will address 8th grade students in the Farris Center.
The final candidate for the College of Liberal Arts Dean search will be on campus this Friday.
 - G. Seymour stated that the UCA Wind Ensemble traveled to Carnegie Hall this week. There, the students had an opportunity to perform with Joe Alessi, Principal Trombone of the New York Philharmonic Orchestra.
The college will host its annual Spring Celebration today at 4:00, presenting awards to CFAC outstanding students.
 - J. Ishee stated that the CHBS end-of-year reception will be this Thursday afternoon. The ROTC Military Ball will be tomorrow night in the McCastlain Ballroom. Today, CHBS is hosting a Move to Major event. Students moving to the major from the advising center have been invited to attend the event. Academic Advisors and faculty will be on hand to host roundtable discussions and answer any questions the students may have.
 - K. Boniecki inquired about the status of the conversations with the departments about potential participation in the G2C initiative. This will be an agenda item at next week's meeting.

- P. Smith reported that some faculty members may be receiving emails from the Honors College regarding Challenge Week events in the fall. They are hoping to increase participation opportunities with departments by reaching out earlier in the year.
- V. Groves-Scott announced that Na Mi Bang was the recipient of the AERA Distinguished Researcher Award.
She thanked the College of Health and Behavioral Sciences for sharing their list of students who were not accepted to the Physical Therapy or Occupational Therapy programs. The College of Education is contacting these students to discuss their option of entering the MAT in Special Education program.
The College of Education hosted their research symposium last Thursday from 1:00 until 4:00. There was good participation from both graduate and undergraduate students. There were regular presentations, poster presentations, and roundtable sessions with faculty members. It was a successful event that they plan to continue in the future.
The college hosted Partnership Café in the Student Center Ballroom last night. The discussion focused on internships and there were 50 attendees. The attendees included faculty, students, alumni, cooperating teachers, and school district administrators. They intend to use the feedback that they received when planning internships in the future.
The Teacher Pinning Ceremony is scheduled for Friday, May 4, at Reynolds Performance Hall.
- P. Mehl stated that the College of Liberal Arts research symposium was last Thursday. They plan to have this event a week later next year.
The college will host their Honors Convocation this Sunday at 2:30. The event will recognize college ambassadors and outstanding students.
- K. Griffin reported that the College of Business Research Day was held last week. It was a successful event and hosted some very impressive student presentations.
The college is currently interviewing candidates for the Resident Master at Bear Hall position.
He recently hosted Dinner with the Dean at Bear Hall, giving a presentation on web bugs. It was a well-attended event where they discussed the ethics of web bugs.
- J. Glenn provided the Council with a list of items that will be on the upcoming Board agenda. They include the Cybersecurity program and the 2020/2021 academic calendar. Following approval by the Board of Trustees, the Arkansas Higher Education Coordinating Board will consider the Cybersecurity program at, we expect, its meeting in July.

5. Provost's Announcements

- The next Council of Deans meeting will be Wednesday, May 2.

The meeting adjourned at 10:45 a.m.

Council of Deans
May 2, 2018

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, May 2, 2018. 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.

1. The minutes from the April 25, 2018 meeting were discussed and approved.
2. Action items from the April 19, 2018 Graduate Council meeting were considered as follows:
 - Course level change from ENGL 6325 Asian/Asian American Literature for Teachers to ENGL 5383 Asian/Asian American Literature;
 - Change the number of credit hours required for the Post-Master's Certificate (PMC) School-Based Leadership: Program Administrator- Special Education to 13 hours, with the endorsement requiring up to an additional 12 hours;
 - Change the number of credit hours required for the PMC School-Based Leadership: Program Administrator- Gifted and Talented to 13 hours, with the endorsement requiring up to an additional 12 hours;
 - Change the number of credit hours required for the PMC School-Based Leadership: Program Administrator- Adult Education to 16 hours, with the endorsement requiring up to an additional 12 hours;
 - Change the number of credit hours required for the PMC School-Based Leadership: Curriculum Administrator to 13 hours, with the endorsement requiring up to an additional 12 hours;
 - Add SLMA 6210 Assessment and Data Analysis as a required course for the PMC School-Based Leadership: Building Administrator, increasing the program total to 12 credit hours, with the endorsement requiring up to an additional 12 hours;
 - From the Department of Computer Science:
 - Change the program name from an M.S. in Applied Computing to an M.S. in Computer Science;
 - Remove all current course requirements except for the minimum six credit hour thesis requirement for the thesis track;
 - Reduce the total credit hour degree requirement for the thesis track in the M.S. in Computer Science from 34 to 30; and
 - Reduce the total credit hour degree requirement for the non-thesis track in the M.S. in Computer Science from 34 to 33 hours.
 - New program – Educational Specialist (EdS) in School Psychology;
 - From the Department of Health Sciences:
 - Addition of the Master Certified Health Education Specialist (MCHES) as a degree exit exam option for the M.S. in Health Sciences; and

- Change program name from M.S. in Health Sciences to an M.S. in Health Promotion.
- Change the number of C grades allowed to nine credit hours in the Ed.S. Educational Leadership program;
- Change the number of C grades allowed to three credit hours in the Post Master Certificate (PMC) of the Educational Leadership program;
- Change the number of credit hours required for the PMC: District-Level Administration to 12 hours, with the endorsement requiring up to an additional 9 hours; and
- Course credit hour change for PTHY 6335 Advanced Spinal Cord Injury Management (3 hours) to PTHY 6235 (2 hours).

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

3. Action items from the April 17, 2018 Undergraduate Council meeting were considered as follows:

- From the Department of Computer Science to reduce the required hours for the CS minor from 18 to 17;
- From the Department of Family and Consumer Sciences/Interior Design Program for new course IDSN 3360 Methods in Interior Architecture;
- From the Department of Family and Consumer Science/BSE to add FACS 3360 and 3361 and to remove FACS 2360 from the major requirements;
- From the Department of Mathematics/STEMteach Applied Mathematics to include CSCI 1470 and CSCI 1480 as options for the ancillary sequence required for Applied Math or UCA STEMteach Applied Math option;
- From the Department of Philosophy and Religion to add existing course PHIL 3360 to the UCA Upper Division Core in the category area of Communication;
- From the School of Communication/Writing Minor/Writing Studies Track to add required courses WRTG 2330, 4360, and 4381, to remove on CRWR forms course and one upper-division LING course, and to change WRTG 3310 from a required to an elective course;
- From the Department of English to change the number of required survey courses for majors from five to four and for minors from five to three;
- From the Department of History/African and African American Studies:
 - Add required major course PSCI 4345 and remove SOC 4351 and ENGL 4304; and
 - Reduce the required hours for the minor from 21 to 18, to add required courses HIST 4372, PSCI 4345, AFAM 4300, and HIST 1330, to remove courses SOC 4351, HIST 4355, ENGL 4304 from the minor and to make editorial changes to the UBulletin.
- From the University Scholars Program for new course USCH 1300 On Expertise: The Necessity of Leadership and Scholarship;

- From the Department of Biology:
 - Change the course level for BIOL 2406 to BIOL 3406; and
 - Change the course level for BIOL 2407 to BIOL 3407.
- From the Department of Management Information Systems for a new minor program in Data Analytics;
- From the School of Nursing/RN to BSN program:
 - Change the admission requirements;
 - Remove course NURS 3201; and
 - Change the credit level for NURS 4220 to NURS 4320.
- From the School of Nursing/RN to BSN program to add existing course NURS 4510 to the UCA Upper-Division Core in the category area of Responsible Living; and
- From the Department of Music to reconfigure the existing BM/Music Education degree program into a Bachelor of Music Education (BME).

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

4. K. Boniecki led a discussion about departmental interest in participating in the G2C program. The Council discussed the departments who have indicated interest in the program. The list will be finalized at the next meeting.
5. M. Hargis led a discussion about the proposed agenda for the upcoming Deans Retreat. The Council prioritized the list of items to be discussed and compiled a list of additional topics to be discussed at future meetings.

6. Member Reports

- J. Glenn reported that he is making progress on the Undergraduate and Graduate Bulletins and on AMAPs.
He reminded the Council that the campus interview for the candidate for the AVP of International Education and Engagement position will be tomorrow. The Council will have lunch with the candidate at noon.
- P. Mehl stated that the College of Liberal Arts announced their annual award recipients. Jesse Butler received the Outstanding Faculty Award and Mark Mullenbach received the Outstanding EDGE Faculty Award. A new award was introduced this year. The Don Jones Lifetime Achievement Award was presented to Dr. Don Jones for his 50 years of service to the History Department and the College of Liberal Arts at UCA.
- V. Groves-Scott announced that at the College of Education's Annual Faculty Awards, three faculty members were recognized for their excellence in the following: Dr. Patty Kohler Evans in Teaching, Dr. Susan Barclay in Scholarship, and Dr. Jud Copeland in Service.
- P. Smith reported that the University Scholars Program had just received their first course approval. They have also organized a SOAR session for this summer.

- A. Barlow stated that Sponsored Programs has hired an additional grant writer, Joshua Markham.
- T. Wright reported that the UCA Undergraduate Film Festival will be held tomorrow from 7:00 until 9:00 at Reynolds Performance Hall.
- S. Addison stated that the Girl Power in STEM event was a success. Raye Montague's speech was recorded and can now be found on YouTube. He also stated his appreciation for Larry Lawrence in the Physical Plant for his timely response to a slip hazard in front of the Conway Corporation Center for Sciences building. This is one of several examples of Larry's dedication to the university and we are very thankful for a great Director of the Physical Plant.

7. Provost's Announcements

- Commencement will be this Saturday, May 5, at 9:30 a.m., 1:00 p.m., and 4:30 p.m.
- Please keep in mind the financial services fiscal year-end deadlines when planning purchases through the end of this fiscal year.
- Draft copies of the Opening Session schedule were distributed. Please confirm the locations of the college meetings.
- A memorandum regarding gift card usage will be distributed to campus in a few days. Please become familiar with the new policy.

The meeting adjourned at 10:40 a.m.

Council of Deans
May 10, 2018

Action items from the May 8, 2018 Undergraduate Council meeting were considered via email as follows:

- To change NURS 3501 to NURS 4403, to change the course description and prerequisites to align with the new curriculum;
- To add NURS 4315 to the upper-division UCA Core as meeting the Communication requirement, to remove NURS 4505 from the upper-division UCA Core as meeting the Communication requirement, and to change the prerequisites for NURS 4315 to align with the new curriculum; and
- To remove prior learning credit for the Critical Inquiry, Communication, Diversity, and Responsible Living requirements of the upper-division UCA Core in the RN-BSN degree-completion program and to change Undergraduate Bulletin language for the RN-BSN program to match approved changes to the BSN program.

Dr. Boniecki made the motion to recommend approval of all three proposals and Dr. Griffin seconded the motion. The Council voted to approve the above action item.

Council of Deans
May 16, 2018

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, May 16, 2018. 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 O'Connell (in the absence of Stephen Addison).

1. The minutes from the May 2, 2018 meeting were considered and approved. Minutes from the electronic vote taken on May 10, 2018 were reviewed and approved.
2. K. Boniecki reviewed the list of courses that have been identified to participate in the G2C program. Those courses are BIOL 1440, ACCT 2310, SOC 1300, and WRTG 1310. He also discussed that there are two other departments who have expressed an interest in their courses participating. These courses are PSYC 2330 and HIST 2301. Each course committee will have an instructional coach from the Center for Teaching Excellence or the Mashburn Institute. John Gardner will be on campus for the annual NCAD conference July 18-20. He will meet with the co-chairs of the course committees during his visit. Discussion followed.
3. New business discussed during the meeting included:
 - Student evaluations
 - The Council noted the need for reliable evaluations and scales.
 - The Council also discussed recent errors in the distribution of chair evaluations.
 - The Associate Vice President of International Education & Engagement search is now complete with Dr. Phillip Bailey accepting the position.
 - Summer recruitment
4. Provost's Announcements
 - The next Council of Deans meeting will be Wednesday, May 23.

The meeting adjourned at 10:05a.m.

Council of Deans
May 22, 2018

Action items from the May 10, 2018 Graduate Council meeting were considered via email as follows:

- To reconfigure the Doctor of Nursing Practice (DNP) program to provide a second point of entry (track) upon the completion of a Bachelor of Nursing (BSN) degree;
- To change the prerequisites for NURS 7350 Translational Research Methods for Advanced Nursing Practice by removing H SCI 6330 and PSYC 6330, and adding NURS 6390 and NURS 7110 for admission to the Post-Master's DNP track;
- To add new online courses:
 - NURS 6306 Research Methods of Advanced Nursing Practice
 - NURS 6360 Philosophical and Theoretical Foundations for Advanced Nursing Practice
 - NURS 6390 Statistical Methods and Data Analysis for Advanced Nursing Practice
 - NURS 7110 DNP Project Planning
- To change the level, number of credit hours, and prerequisites for NURS 6413 Complex Primary Care for Adults to NURS 7513 Care for Adults Across the Lifespan II;
- To add new online courses:
 - NURS 7120 DNP Project Planning
 - NURS 7230 Advanced Clinical Decision Making I
 - NURS 7235 Advanced Clinical Decision Making II
 - NURS 7315 Healthcare Quality & Organizational Systems for Advanced Nursing Practice
- To change the level, number of credit hours, and prerequisites for NURS 6414 Primary Care of Children for Family Nurse Practitioners to NURS 7514 Primary Care of Children for Family Nurse Practitioners; and
- To add new online courses:
 - NURS 7325 Ethics for Advanced Nursing Practice
 - NURS 7365 Population Health & Epidemiology for Advanced Nursing Practice
 - NURS 7V20 Residency for Doctor of Nursing Practice

Dr. Barlow made the motion to recommend approval of all three proposals and Dr. Griffin seconded the motion. The Council voted to approve the above action items.

Council of Deans
June 20, 2018

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, June 20, 2018. Provost Michael Hargis presided and the following members were present: Ken Griffin, Peter Mehl, Michael Mills (in the absence of Victoria Groves-Scott), Patricia Smith, Kurt Boniecki, Angela Barlow, Jimmy Ishee, Terry Wright, and Stephen Addison.

1. The minutes from the May 16, 2018 meeting were considered and approved. Minutes from the electronic vote taken on May 22, 2018 were reviewed and approved.
2. The Council discussed enrollment and recruitment as it relates to graduate, transfer, and first-time full-time students, among other student populations. The deans were encouraged to examine enrollment in their programs and to work with department chairs, program directors, and students to encourage early enrollment in the programs.

Angela Barlow reviewed the Graduate Recruitment Survey results document that was distributed via email prior to the meeting. She plans to meet with graduate coordinators and directors in the fall to discuss the survey results. Discussion followed.

3. New business discussed during the meeting included:
 - Cyber Security
 - The Arkansas Department of Career Education has approved funding five high school Cyber Security pilots, including a pilot at Vilonia High School. UCA will be working with the school on the content of their program; and
 - The Cyber Range is fully operational as of today.
 - University invitations to government officials
 - Please include Kelley Erstine and Jeremy Gillam in the planning process when extending invitations to government officials.
4. Provost's Announcements
 - The next Council of Deans meeting will be Wednesday, June 27, with Dr. Fred Rhodes attending to discuss co-curricular transcripts.
 - Dr. Poulter's first Council of Deans meeting will be held on Wednesday, July 18.
 - The Opening Session schedules for both returning and new faculty were distributed.
 - The Academic Timetable for 2018-2019 was distributed.
 - Board-approved Faculty Handbooks were distributed.

The meeting adjourned at 10:25 a.m.

Council of Deans
July 18, 2018

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, July 18, 2018. Provost Patricia Poulter presided and the following members were present: Jonathan Glenn, Michael Hargis, Jimmy Ishee, Victoria Groves-Scott, Kurt Boniecki, Angela Barlow, Tom Williams, Terry Wright, and Stephen Addison.

1. Provost Poulter welcomed the group and thanked them for their time in meeting with her individually. She asked that they share some of the pride points that they conveyed in their prior individual meetings with her. The list included: accomplishments of students, whether they were attending graduate school or finding employment after graduation; the engagement of faculty outside of their job duties; experiential education opportunities through the university; community engagement; activity of faculty with technology; ability to affect change in P12 education within the state; peer coaching; accomplishments of students and faculty; the communities built by staff and faculty working together; nationally recognized developmental education opportunities within the Department of Student Transitions; the growth and development of the Center for Teaching Excellence; the sense of community within the campus; and the potential in the graduate programs.
2. The minutes from the June 20, 2018 meeting were considered and approved.
3. Information Items:
 - a. K. Boniecki provided the Council with a handout of the College Transition Collaborative (CTC) Executive Summary for the university. The results will be discussed at the CTC presentation later today.
K. Boniecki reminded the Council that the National Conference of Academic Deans (NCAD) annual conference begins tomorrow at 9:00 a.m. John Gardner will be the keynote speaker. Bob Cipriano will lead a pre-conference workshop this afternoon at the Hilton Garden Inn. This year's NCAD program has a record number of individuals registered to attend (108).
 - b. The Student Convocation is scheduled for Monday, August 20, at 9:00 a.m. in the Farris Center. The Faculty Convocation will be Wednesday, August 22, at 9:30 a.m. in the Ida Waldran Auditorium. Please encourage faculty attendance.
4. Discussion Items:
 - a. If the Council of Deans is to be a voting body, a set of by-laws needs to be drafted. The Council will consider their purpose and voting style and discuss at the next meeting.
 - b. Important topics for the coming year include: Gateways to Completion (G2C); Enrollment Services; Advising; Education Advisory Board; Recruitment and Retention; UCA Online; and Global Education and Engagement.

c. Please follow protocol when requesting reclassification of positions.

5. Important Dates:

a. The next Council of Deans meeting will be Wednesday, August 1, at 9:00 a.m.

P. Poulter thanked the Council for their confidence in her for the position of Provost. She thanked Michael Hargis for his service over the last year and expressed her appreciation of the work, time, and spirit he put in to getting Academic Affairs to where it is now. The Council voiced their appreciation for Dr. Hargis, as well.

The meeting adjourned at 9:55 a.m.

Council of Deans
August 1, 2018

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, August 1, 2018. Provost Patricia Poulter presided and the following members were present: Jonathan Glenn, Michael Hargis, Jimmy Ishee, Victoria Groves-Scott, Patricia Smith, Kurt Boniecki, Thomas Williams, Terry Wright, and Stephen Addison. Jeremy Gillam was present for items one and two.

1. Provost Poulter welcomed the Council and introduced Jeremy Gillam.
2. Information Items:
 - a. Jeremy Gillam, Director of Governmental Affairs and External Relations, introduced himself to the Council and discussed his new role on campus. He discussed with the group the ways that he can assist them with navigating projects and grants on a state level. He asked that the deans notify him of upcoming projects and events so that he can discuss them with legislators when given the opportunity.
P. Poulter noted that Mr. Gillam will be an asset, an ally, and a point of information for the deans.
3. The minutes from the July 18, 2018 meeting were considered and approved.
4. Discussion Items:
 - a. At a recent meeting to discuss camp policies and procedures, representatives from several key offices discussed best practices for hosting camps on the university's campus. Among the items discussed were registering all camps through the Camps and Conferences office, consistency in camp forms, offering medical treatment to all camp attendees, and vetting camp employees. There will be future meetings to discuss these items further and the Council will be updated as things develop.
 - b. Provost Poulter met with the Student Government Association representatives recently. The college representatives are interested in meeting with their respective deans and learning how things happen at a university. She asked that they please make time to meet with their representative.
 - c. Naccaman Williams from the Walton Foundation will be touring campus on Tuesday, August 14. Please hold 1:30-2:00 p.m. on your schedules to meet with Mr. Williams. After the initial meeting, he will be touring several areas on campus and meeting with Victoria Groves-Scott and Terry Wright. The tour will conclude with a visit to the Summer Start program with Julia Winden-Fey.
 - d. Provost Poulter held an initial stakeholder meeting on Monday morning to discuss the new Enrollment Services position. Included in the meeting were Kurt Boniecki, Jonathan Glenn, Rebekah Rasnick, Courtney Bryant, Cheryl Lyons, Leigh Ann DenHartog, and Brian Corbin. The Council discussed the responsibilities of the position and reviewed

portions of the EAB Enrollment Management Snapshot document. Alicia Crow will forward the full document to the Council following the meeting.

- e. The Provost's office is currently planning a one-day fall deans retreat. Please send all dates to avoid to Alicia Crow as soon as possible.
- f. For future meetings, we will request agenda items from the Council in advance. If a proposed item is of great concern, please give notice before adding it to the agenda.

5. Important Dates:

- a. The next Council of Deans meeting will be Wednesday, August 15, at 9:00 a.m.
- b. Summer Commencement will be Friday, August 10, at 7:00 p.m. in the Farris Center.
- c. The New Faculty Orientation Luncheon will be Thursday, August 16, at 11:30 a.m. in Brewer Hegeman 113.
- d. The New Faculty & Professional Staff Reception will be Thursday, August 16, at 6:00 p.m. at UCA Downtown.
- e. The August Board Meeting will be Friday, August 17, at 10:30 a.m. in the Wingo Board Room.
- f. The Student Convocation will be Monday, August 20, at 9:00 a.m. at the Farris Center. The Council of Deans and department chairs must be in regalia. Faculty will not need to wear regalia.
- g. The New Student Picnic will be Monday, August 20, at 12:00 p.m. on the McAlister Lawn.
- h. The Faculty Convocation will be Wednesday, August 22, at 9:30 a.m. in the Ida Waldran Auditorium. Faculty will not need to wear regalia.
- i. The Minority Student Dinner will be Monday, August 27, at 5:00 p.m. in the McCastlain Ballroom.

6. Member Reports:

- a. S. Addison reported that the Cyber Security program was approved last Friday at the Arkansas Higher Education Coordinating Board (AHECB) meeting. After the meeting, other universities expressed interest in working with the Cyber Range.
- b. T. Williams stated that the Bachelor of General Studies (BGS) program was also approved at the AHECB meeting last week. This is an important pathway for adult learners and the college hopes to offer both online and hybrid courses.
- c. K. Boniecki stated that he would like for Prior Learning Assessment (PLA) to be a future agenda item.
- d. P. Smith stated that the Honors College is working on a home for Honors in the majors and is also working on the language for each college. She would like for this to be a future agenda item, as well.

P. Poulter announced that Patricia Smith has agreed to remain as Interim Dean of the Schedler Honors College for an additional year while the Honors Scholars program is being piloted.

The meeting adjourned at 10:59 a.m.

Council of Deans
August 15, 2018

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, August 15, 2018. Provost Patricia Poulter presided and the following members were present: Jonathan Glenn, Michael Hargis, Jimmy Ishee, Victoria Groves-Scott, Patricia Smith, Kurt Boniecki, Angela Barlow, Thomas Williams, Terry Wright, and Stephen Addison.

1. Provost Poulter welcomed the Council and reported that the meeting with Walton Family Foundation representative, Naccaman Williams, went very well. She thanked the deans for their time and participation in the meeting.
2. The minutes from the August 1, 2018 meeting were considered and approved.
3. Discussion Items:
 - a. P. Poulter discussed that the Front-Line Working Group is currently discussing a communication plan in an effort to reduce email overload to the students. The group needs to know what communications come directly from the colleges. Specifically, they need the topic, schedule, and target audience of those communication. Please work with the department chairs to develop a timeline that conveys the plan for each college. The timelines must be completed by the fall retreat on September 19. Discussion followed.
 - b. K. Boniecki distributed a handout and discussed the overview of ongoing student success initiatives. The handout included information about Gateways to Completion (G2C), College Transition Collaborative (CTC), Math Pathways, Educational Advisory Board (EAB), and the initiatives of the Office of Student Success. When discussing G2C, he asked the deans to encourage their department chairs to acknowledge the faculty members' G2C work in their annual evaluations. For the departments that are participating in G2C, the MOU needs to be the first order of business after classes begin. The completed MOU should then be returned to the Provost's office.
 - c. K. Boniecki introduced the topic of an Academic Affairs Strategic Initiatives website. The Council discussed possible initiatives to include on the site and where it should be located.
 - d. J. Glenn discussed the purpose of course fees. It is important not to get in an emergency situation but to be more deliberate in planning and budgeting. He provided the Council with a handout titled "Course and Lab Fee Proposal Process and Considerations". He discussed the process for proposing a course fee and when it would be appropriate to make such a proposal. The Council discussed the need for a course fee request form.
 - e. P. Smith discussed the Honors in the Majors program. She provided the Council with information about how the qualification requirements differ by program and college. The Honors College would like to develop a process for and recruit students to the program. P. Poulter stated her support of taking a deeper look at the Honors in the Major program. The Council will need to decide what the appropriate hour requirement should be, set a minimum GPA requirement, and decide whether the department/college or the Honors

College will host the program's web presence. The deans will discuss these items with their department chairs and provide feedback at a future meeting.

4. Important Dates:

- a. The next Council of Deans meeting will be Wednesday, August 29, at 9:00 a.m.
- b. The New Faculty Orientation Luncheon will be Thursday, August 16, at 11:30 a.m. in Brewer Hegeman 113.
- c. The New Faculty & Professional Staff Reception will be Thursday, August 16, at 6:00 p.m. at UCA Downtown.
- d. The August Board Meeting will be Friday, August 17, at 10:30 a.m. in the Wingo Board Room.
- e. The Student Convocation will be Monday, August 20, at 9:00 a.m. at the Farris Center. The Council of Deans and department chairs must be in regalia. Faculty will not need to wear regalia.
- f. The New Student Picnic will be Monday, August 20, at 12:00 p.m. on the McAlister Lawn.
- g. The Faculty Convocation will be Wednesday, August 22, at 9:30 a.m. in the Ida Waldran Auditorium. Faculty will not need to wear regalia.
- h. The Fall Retreat will be Wednesday, September 19, 9:00-5:30 at the Elizabeth House.

The meeting adjourned at 11:10 a.m.

Council of Deans
August 29, 2018

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, August 29, 2018. Provost Patricia Poulter presided and the following members were present: Jonathan Glenn, Michael Hargis, Jimmy Ishee, Victoria Groves-Scott, Patricia Smith, Kurt Boniecki, Angela Barlow, Thomas Williams, Terry Wright, and Stephen Addison. Julia Winden-Fey was present for item two.

1. The minutes from the August 15, 2018 meeting were considered and approved.
2. Julia Winden-Fey, Director of Student Success, discussed the upcoming Family Day activities. She presented the list of events that are currently on the schedule. The Council discussed options for college representatives to be available during the event, including information tables in the Student Center and having academic buildings open for walk-throughs.
3. Discussion Items:
 - a. P. Poulter discussed the Learning Management System Working Group. There are two years remaining on the current Blackboard contract. The Working Group will look into options with other Learning Management Systems. The group will be led by Mike Lloyd but will comprise representatives from each college. These representatives need to be primary users of the current system. Please send the name of your college representative to Alicia Crow by the end of the day, September 7.
 - b. P. Poulter discussed the Prior Learning Assessment Working Group. There has been such a group in the past but they are no longer active. She would like to assemble a working group of two-to-three people per year to work on a prior learning reference document with the goal being that the university is more entrance-friendly to non-traditional students.
 - c. J. Glenn stated that the Department of Veterans Affairs sent a letter to all institutions that offer priority registration to select groups of students. The letter requested that the university include veterans and service members in the priority registration group. The Council discussed the request and the groups that are currently approved for priority registration.

The Council agreed to recommend that priority registration be available to veterans and service members. P. Poulter will notify Faculty Senate of this recommendation.

- d. P. Poulter discussed the agenda for the upcoming retreat. Warren Readnour and Mindy Pipkin from General Counsel will be discussing appropriate action for professional misconduct and employee action that does not rise to the level of Title IX.

She asked for the Council's input on three areas for discussion. These include student success, opportunities to support collaboration, and online opportunities. The Council discussed these and other topics such as prioritizing students' academic experience, faculty development, and recruitment for online programs.

- e. P. Smith discussed the draft Operation Guidelines for the Council of Deans. The Council discussed membership and voting. They will reconvene next Wednesday to discuss further.

4. Important Dates:

- a. The next Council of Deans meeting will be Wednesday, September 5, at 9:00 a.m.
- b. Courtney Bryant will attend the September 12 meeting to discuss recruitment as it relates to EAB.
- c. Distinguished Faculty Emeritus nominations are due to the department chair on October 1, to the dean on October 8, and to the provost on October 15.

The meeting adjourned at 11:35 a.m.

Council of Deans
September 12, 2018

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, September 12, 2018. Provost Patricia Poulter presided and the following members were present: Jonathan Glenn, Michael Hargis, Jimmy Ishee, Victoria Groves-Scott, Patricia Smith, Kurt Boniecki, Thomas Williams, Terry Wright, and Stephen Addison. Courtney Bryant was present for item one.

1. Courtney Bryant, Director of Admissions, discussed EAB recruitment and how it will complement the work being done in the Office of Admissions. EAB will provide a team of consultants assigned to UCA. The team will bring expertise in social media, marketing, editing, and data analytics. The recruitment will focus on high school students beginning with those in their sophomore year.

She provided information to the Council about the on-campus and off-campus event participation numbers. She also provided a handout with the Office of Admissions' mission, vision, and core values.

2. The minutes from the August 29, 2018 meeting were considered and approved.
3. Discussion Items:
 - a. The deans will meet with three EAB representatives tomorrow. The discussion will center around the university's Strategic Plan and the Student Success and Retention Plan.
 - b. General Counsel has recently reviewed Board Policy 406 relating to free speech. Please be familiar with the Board Policy on free speech and with the AAUP policy on free speech in the classroom.
 - c. P. Poulter is working with Mike Lloyd in IT on a computer replacement initiative. They are moving toward a laptop initiative where each person will have one laptop, one monitor, and a dock. They are looking for departments willing to pilot this program.
 - d. Faculty travel funds will be distributed to the deans once the faculty rosters have been finalized.
 - e. P. Poulter plans to meet with each college in the spring. This will be a one-hour, open meeting. Alicia Crow will coordinate with each college to schedule the meeting times.
 - f. The Prior Learning Assessment Working Group is being reconvened. Those nominated to work on the project are Lieutenant Colonel Joshua Powers from Military Science, Courtney Dycus from University Testing, Becky Rasnick from the Office of the

Registrar, and Brian Corbin from Transfer Services. A department chair representative has also been nominated but not yet confirmed.

- g. The Academic Affairs representatives participating in the Learning Management System (LMS) Working Group are Michael Mills, Carla Barber, Sandy Burks, Donna Bowman, Vicki Parish, Benjamin Rowley, Sandra Nadelson, Kyle Mattson, John Passe Smith, Amber Wilson, and Michael Judge. There will be a sandbox available for each college to work in and explore the LMS systems.
 - h. P. Poulter gave the charge to the search committee for the Associate Vice President for Enrollment Management position at their first meeting on Monday. The position posting will be advertised before the end of the week.
 - i. The Council discussed the Operational Guidelines. Also discussed were the mission and vision statements. The discussion will continue in a future meeting.
4. The deans gave highlights of news and events happening in their college.
5. Important Dates:
- a. The Deans Retreat will be next Wednesday, September 19, at the Elizabeth House.
 - b. Distinguished Faculty Emeritus nominations are due to the department chair on October 1, to the dean on October 8, and to the provost on October 15.

The meeting adjourned at 11:05 a.m.

Council of Deans
October 10, 2018

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, October 10, 2018. Associate Provost Jonathan Glenn presided and the following members were present: Michael Hargis, Jimmy Ishee, Victoria Groves-Scott, Patricia Smith, Kurt Boniecki, Angela Barlow, Thomas Williams, Terry Wright, and Stephen Addison. Joshua Eddinger-Lucero and Mary Beth Ivie were present for item one. Angela Webster was present for item three.

1. Student Government Association (SGA) representatives, Joshua Eddinger-Lucero and Mary Beth Ivie, introduced themselves to the Council and discussed that the SGA Academic Affairs Committee will focus on Academic Advising during the academic year. They would appreciate any feedback from the Council for college-focused needs in regards to advising.

The SGA will also be hosting a food drive in November. The donations will be used in the UCA Food Pantry to help with holiday needs.

2. The minutes from the September 12, 2018 meeting were considered and approved.
3. Angela Webster, Associate Vice President for Institutional Diversity & Inclusion, discussed the upcoming Southern Regional Education Board (SREB) conference that she will be attending October 22-28. She asked that the Council provide her with a list of current position openings and descriptions to distribute at the conference. She will need this list by Monday, October 15. Discussion followed.

Dr. Webster provided the Council with handouts regarding the upcoming Civility Circle event, UCA Diversity Strategic Plan Report, 2017 Diversity Ledger, Institutional Diversity Grant Program, and the 2018/2019 Diversity Blueprint.

4. Action Items:
 - a. Action items from the September 20, 2018 Graduate Council meeting were considered as follows:
 - A new course proposal NUTR 6V44, Thesis Research; and
 - Reducing the course credit hours from three in PTHY 7334 Aquatic Therapy to two credit hours, PTHY 7234.

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

- b. Action items from the September 18, 2018 Undergraduate Council meeting were considered as follows:

- From the Department of Computer Science, a new course proposal for CSCI 4320 Ethical Implications of Technology;
- From the Department of Computer Science, to remove courses CSCI 3190 and CSCI 4191, to add CSCI 4320 to the major requirements, and to change the credit value of course CSCI 2440 to CSCI 2340;
- From the Department of Family and Consumer Sciences/Interior Design, to remove course IDSN 3350 and add IDSN 3360 to the major requirement;
- From the Department of History, a new course proposal for HIST 1330 Introduction to African and African American History;
- From the Department of History, to add existing course HIST 4372 Pan Africanism, Anticolonialism & African Unity to the UCA Core;
- From the Department of Political Science, a new course PSCI 4314 Contemporary Issues in Global Affairs;
- From the Department of Psychology and Counseling, add existing course PSYC 4351 Applied Behavior Analysis to the UCA Core;
- From the Department of Elementary, Literacy, and Special Education, to change the course number and level for ELSE 4330 to ELSE 3390;
- From the Department of Management Information Systems, for new course MIS 4340 Critical Thinking and Experimental Design.

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

5. Discussion Items:

- a. K. Boniecki provided the Council with a report on UCA's progress reporting process. The Office of Student Success and the Academic Advising Center feel that progress reporting is more effective than mid-term grade reporting. They would like for progress reports to officially replace mid-term grades. Julia Winden Fey will be presenting the report to the Faculty Senate at their upcoming meeting and will schedule presentations with both Academic Council and Student Government Association.

The deadline for fall semester progress reporting was last Friday and yielded a 77% participation rate. This is down from the 90% participation that was seen two years ago. The Council discussed timing and uniformity of communications about the reporting requirements and deadline. It was suggested that the link to progress reports and basic instructions be included on the class rosters.

- b. K. Boniecki distributed a list of questions that are included on the Carnegie Elective Classification application. These questions are ones that will need the Council's feedback. The group discussed the best method for capturing the data needed to answer the questions.
K. Boniecki will create a Google doc so that the Council can add information pertinent to their college. The responses will be due by the end of the fall semester so that the full application can be submitted before the spring deadline.

- c. J. Glenn provided the Council with an update on the Office of Assessment. Dr. Brandon Combs' last day at the university was last Friday. Alyson McEntire has resumed her position within the office. Both she and J. Glenn are currently attending training to be certified administrators for the eXplorance (student evaluations of courses) system.

The future administrative context and reporting line for the Director of Assessment position is still being discussed. After that, planning for a search for the vacant position will begin.

- d. J. Glenn provided an update on commencement. The winter commencement will include a graduate ceremony on Friday night and three undergraduate ceremonies on Saturday. He outlined the planned changes for the commencement program. Discussion followed.
- e. The Information Technology Advisory Committee (ITAC) needs a representative selected by the Council of Deans. The Council agreed to renew Stephen Addison's membership on the committee.

6. Important Dates:

- a. The next Council of Deans meeting will be October 24 at 9:00 a.m.
- b. Kale Gober will attend the next meeting to discuss the campaign study results.
- c. Mindy Pipkin will attend the next meeting to discuss H-1B and Green Card status for faculty.
- d. Distinguished Faculty Emeritus nominations are due to the Provost's Office by Monday, October 15.

The meeting adjourned at 10:56 a.m.

Council of Deans
October 24, 2018

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, October 24, 2018. Provost Patricia Poulter presided and the following members were present: Jonathan Glenn, Michael Hargis, Jimmy Ishee, Donna Wake (in the absence of Victoria Groves-Scott), Kurt Boniecki, Angela Barlow, Peter Mehl (in the absence of Thomas Williams), Terry Wright, and Stephen Addison. Kale Gober, Mary Lackie, and Mindy Pipkin were present for item one.

1) Information Items:

- a) Kale Gober and Mary Lackie reviewed their Campaign Planning Report presentation with the Council. The deans will participate in a campaign workshop next Wednesday with the campaign consultant. The group discussed the information that they would like to take away from next week's workshop.
- b) Mindy Pipkin spoke with the Council about H-1B and Green Card status. She provided a handout that maps the timing for obtaining visa status for foreign national employees. Currently there is no written university policy for foreign visas. After a conference call with George Ernst, UCA's vendor for the permanent visa application process, the Council discussed what to consider when creating such a policy. Mindy Pipkin will draft the policy and provide it to the Council for their review.

2) The minutes from the October 10, 2018 meeting were considered and approved.

3) Action Items:

- a) Action items from the October 16, 2018 Undergraduate Council meeting were considered as follows:
 - From the department of Family and Consumer Sciences, two new courses, NUTR 4V36 Study Abroad: Nutrition for Life, and FACS 4V35: Study Abroad: Body Image and Culture;
 - From the department of Marketing and Management, add prerequisite QMTH 2330 to MGMT 4341;
 - From the department of Philosophy and Religion, change course levels from two thousand to three thousand for courses: RELG 2300, RELG 2332, and RELG 2333. New course numbers will be RELG 3300, RELG 3332, and RELG 3333;
 - From the department of Philosophy and Religion, add the following courses to the UCA Core: RELG 3331, RELG 3333, RELG 3332, RELG 3342 and RELG 3300;
 - From the department of Management Information Systems, add prerequisite option of CSCI 1470 to MIS 3301, MIS 3335, MIS 3339, and MIS 3362; and

- From the department of Management Information Systems/BS-Information Systems, add four more course options to the major requirements: MIS 4380, MIS 4381, CSCI 4371, and CSCI 4372.

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

4) Discussion Items:

- a) J. Glenn discussed the ADHE Common Course Numbering System. This will be a statewide process to standardize the course numbering system. In accordance with this new system, UCA will be updating the course numbers to reflect the credit value at the end of each course number. The statewide project will be defined within the current academic year. Discussion followed.
- b) UCA's Night of Distinction has been renamed Laurels and Stripes. The event has been moved from the McCastlain Ballroom to the HPER Center to allow for additional space.
- c) The yearly salary letters will be delivered electronically this year. Please let the department chairs know that they will be forthcoming. The deans requested that they receive copies of all letters for their college.
- d) University employees are expected to complete four required trainings each year. This is an expectation of employment. There is discussion that a check box will be added to the annual evaluation that will signal whether the employee has completed their required trainings.

It is likely that some additional training modules will be required for targeted employees. For example, any employee with access to student records will be required to complete FERPA training. Discussion followed.

- e) The search committee has received 23 applications for the Associate Vice President for Enrollment Management position. The committee has created their short list and will conduct Skype interviews next week.
- f) P. Poulter distributed a handout that outlines the part-time and overload teaching budgets versus actual expenditures as of May 25, 2018. Discussion followed.

5) Important Dates:

- a. The next Council of Deans meeting will be November 7 at 9:00 a.m.
- b. The Campaign Workshop will be October 31, 9:00 a.m. – 12:00 p.m., at Buffalo Alumni Hall.

The meeting adjourned at 11:20 a.m.

**Council of Deans
November 7, 2018**

The Council of Deans met in regular session at 10:00 a.m. on Wednesday, November 7, 2018. Provost Patricia Poulter presided and the following members were present: Jonathan Glenn, Ken Griffin (in the absence of Michael Hargis), Jimmy Ishee, Victoria Groves-Scott, Kurt Boniecki, Angela Barlow, Thomas Williams, Terry Wright, and Stephen Addison. Brian Corbin was present for item one.

1) Information Items:

- a) Brian Corbin discussed the transfer intake process for students transferring from another university. He provided the Council with a handout of the Transfer Intake Form that is used by the Transfer Services department. He asked the deans to please encourage anyone who advises students within their college to make sure that the transfer student has had an appointment with Transfer Services before being advised by the college. He also asked that the deans invite him to a council of chairs meeting in the spring so that he can explain the transfer process and answer any questions. Discussion followed.

2) The minutes from the October 24, 2018 meeting were considered and approved.

3) Action Items:

- a) Action items from the October 18, 2018 Graduate Council meeting were considered as follows:
 - Add new course SCCN 6332 Counselors & Schooling Practices (online);
 - Add SCCN 6332 Counselors & Schooling Practices to MS in School Counseling – Initial License track;
 - Add new course SCCN 6324 Lifespan Development for School Counselors;
 - Remove SCCN 6350 Developmental Guidance as a required course in MS in School Counseling – Initial License track;
 - Remove SCCN 6350 Developmental Guidance as a required course in MS in School Counseling – Add-on track, reducing Add-on track program total credit hours from 48 to 45; and
 - Add SCCN 6324 Lifespan Development for School Counselors, remove ASTL 6315 Investigation of Learning & Development through Multiple Contexts or PSYC 6370 Advanced Developmental Psychology from both MS in School Counseling – Initial License and Add-on tracks.

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

4) Discussion Items:

- a) K. Boniecki provided the Council with an update on from the Ad Hoc Statistics Committee. The committee has been discussing consistency regarding credit for more than one introductory Psychology course; consistency in introductory statistics courses meeting the BS special degree requirement; the development of a math pathway for statistics; and the process for the dissemination and review of recommendations. He discussed the committee's recommendations with the Council. He is willing to be included in any discussions that the departments have regarding their statistics choices. He reminded the Council that he needs the departments' feedback by January 24 in order for the changes to be included in the February Undergraduate Council agenda. Discussion followed.
- b) K. Boniecki provided the Council with an update on the Associate Vice President for Enrollment Management search. Three candidates have been selected for campus interviews. Brian Meredith will be on campus on November 12, Jason Trainer on November 14, and Patricia Smith on November 16.

The Council will have lunch with each candidate. All of the candidates' materials, interview schedules, and the position description are available at the link that was emailed to campus earlier today.

- c) P. Poulter updated the Council on the Board Work Day that was held yesterday. Discussion followed.
- d) J. Glenn provided the Council with an update on Assessment. He will share this update with the Academic Assessment Council next week and will send the electronic version of the document to the Council.

The search for the Director of Assessment position will begin in January with a targeted July start date.

- e) P. Poulter discussed the Student Success and Retention Council. The name will be changed to the Council of Student Success. The Council will have a small core leadership group. The membership in this core group will be position-specific, not person-specific. There will be a least three standing working groups. These groups will include a Front-Line Working Group, an Institutional Research Working Group, and a Research & Best Practice Working Group. Other groups that may be ad-hoc are: innovation, advising, research related to UCA students, summer school, and online education.

K. Boniecki will co-chair the Council along with the Associate Vice President for Enrollment Management.

- f) The Counseling Center is seeing lots of new students each week. Currently, appointments are being scheduled up to three weeks in advance. P. Poulter will be meeting with Ronnie Williams and representatives from the Counseling Center to discuss ways to make more appointment times available to students. One suggestion is to explore an option for faculty and staff to use an off-campus counseling service through the state. She will update the Council after the meeting has occurred.

5) Important Dates:

- a. The next Council of Deans meeting will be November 28 at 9:00 a.m.
- b. The Veteran's Day celebration is tomorrow during x-period at the Prince Center.
- c. There is a career fair on campus today beginning at 10:00 a.m.

The meeting adjourned at 11:51 a.m.

**Council of Deans
November 28, 2018**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, November 28, 2018. Provost Patricia Poulter presided and the following members were present: Michael Hargis, Jimmy Ishee, Victoria Groves-Scott, Kurt Boniecki, Angela Barlow, Thomas Williams, Terry Wright, and Stephen Addison.

- 1) The Council discussed highlights of current events and projects within their college.
- 2) The minutes from the November 7, 2018 meeting were considered and approved.
- 3) Action Items:
 - a) Action items from the November 15, 2018 Graduate Council meeting were considered as follows:
 - Add MBA 5341 Quantitative Analytical Methods as an option to the required courses for the Graduate Certificate in Data Analytics;
 - Add new course MAT 6388 STEM Methods for the Secondary Classroom;
 - Add new course MAT 6342 Advanced Strategies in the Secondary Classroom;
 - Remove MAT 5390 Practicum from the MAT Elementary track, reducing the total credit hours from 39 to 36;
 - Remove MAT 5390 Practicum from the MAT Middle Level track, reducing the total credit hours from 39 to 36. Add MAT 6342 as an optional required course; and
 - Remove MAT 5390 Practicum from the MAT Secondary Level track, reducing the total credit hours from 39 to 36. Add the following options to the requirement for the secondary track:
 - MAT 6342 Advanced Strategies for the Secondary Classroom; and
 - MAT 6388 Secondary STEM Methods.

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

- b) Action items from the November 20, 2018 Undergraduate Council meeting were considered as follows:
 - From the department of Family and Consumers Sciences, three new courses: FACS 4317 Advanced Personal & Family Finance, NUTR 1100 Introduction to the Dietetics Profession, and NUTR 3371 Nutrition Counseling;
 - From the department of Film, Theatre & Creative Writing to add existing courses to the UCA Core: CRWR 3320, 3321, 3325, 3330, 3335, 3372, 3373, 3331;

- From the department of Sociology, Criminology & Anthropology for new course ANTH 3370 Food and Culture;
- From the department of Sociology, Criminology & Anthropology for three new courses: CRIM 3361 Criminal Courts, CRIM 4375 White Collar Crime, and CRIM 4385 Global Crime;
- From the department of Computer Science/Data Science for new course CSCI 4491 Applied Data Science;
- From the School of Nursing for new course NURS 3V20 Standardized Participants in Simulation; and
- From the department of Sociology, Criminology & Anthropology for new course SOC 4315 Women across Cultures.

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

4) Discussion Items:

- a) Due to the addition of a separate ceremony for graduate programs, faculty attendance at commencement is a decision that should be made within each college.
- b) In the past, university statements were routed through the University Marketing and Communications department. These should now be directed to Amanda Hoelzeman in the President's Office.
- c) P. Poulter led a discussion about faculty workload and the Workload Taskforce. The Council discussed what factors should be considered when drafting language about workload.
- d) P. Poulter discussed ways that international students can take one or more classes while in the ESL Pathway Program which is administered by the Intensive English Program. Additional details will be emailed to the Council.
- e) Non-classified staff salary analysis documents will be emailed to supervisors today. Please return the completed spreadsheets to P. Poulter and Alicia Crow by Monday, December 10. A question and answer session will be held on December 3 where Graham Gillis and Amber Hall will discuss the process for completing the spreadsheets.
- f) The Summer Camps Working Group has been meeting to make the process more uniform when hosting a camp. The new process will provide a written protocol document that outlines the processes for training, obtaining background checks, booking locations through EMS, ordering meals, and what forms to use. The program will be piloted by Athletics.

- g) P. Poulter discussed phased retirement with the Council. The length of time approved for phased retirement needs to consider the needs of the department.
- h) P. Poulter will be out of the office while traveling to China with International Engagement. She will return Tuesday, December 11.

5) Important Dates:

- a) The next Council of Deans meeting will be December 12 at 9:00 a.m.

The meeting adjourned at 11:10 a.m.

**Council of Deans
December 12, 2018**

The Council of Deans met in regular session at 9:00 a.m. on Wednesday, December 12, 2018. Provost Patricia Poulter presided and the following members were present: Jonathan Glenn, Michael Hargis, Jimmy Ishee, Victoria Groves-Scott, Patricia Smith, Kurt Boniecki, Thomas Williams, Terry Wright, and Ginny Adams (in the absence of Stephen Addison). Joshua Eddinger-Lucero, Mary Beth Ivie, and Taylor Beevers were present for item one. Mindy Pipkin was present for item three.

- 1) Student Government Association (SGA) representatives Joshua Eddinger-Lucero, Mary Beth Ivie, and Taylor Beevers announced that the winner of the SGA Food Fight competition was the College of Education. The competition raised over 200 items for the UCA food pantry.
- 2) The minutes from the November 28, 2018 meeting were considered and approved.
- 3) Discussion Items:
 - a) Mindy Pipkin discussed the newly drafted Policy for Lawful Permanent Residency Petitions. The policy is intended to address permanent visas only and is not retroactive. It will be used moving forward beginning in spring 2019. After the policy has gone through the approval process, the Authorization for Permanent Residence Form will be posted to the General Counsel's website after the beginning of the year. Discussion followed.
 - b) P. Poulter provided an update on the Associate Vice President for Enrollment Management search. The committee plans to continue reviewing applications beginning February 15. The position now has an anticipated start date of July 1.

Though the position has not yet been filled, the plan is to move forward with conversations about professional advising. A committee will be assembled in early February to work on the professional advising initiative.

The Council for Student Success, previously the Student Success and Retention Council, will meet in the spring to continue their important work.

- c) M. Hargis provided an update on the Director of Assessment search. The position is posted with Higher Ed Jobs and The Chronicle, among others. The posting will remain open until January 13. The Council reviewed the search committee members and the requirements for the position.
- d) Please make sure to submit the Faculty Salary Review Verifications to Institutional Research by December 17.

- e) In yesterday's Faculty Senate meeting, a constituent concern was raised regarding a limit to the approved time for phased retirement. Board Policy 528 outlines the minimum and maximum amount of time allowed through the program. The length of time approved for phased retirement needs to consider the needs of the department.
- f) Faculty attendance at commencement was also discussed at yesterday's Faculty Senate meeting. Faculty's attendance at commencement is a decision that should be made within each college.

4) Important Dates:

- a) The next Council of Deans meeting will be January 9 at 10:00 a.m.

The meeting adjourned at 10:07 a.m.