

McNiece distributed an informational flyer about the Office of Sponsored Programs.

Hattlestad (1) distributed a college newsletter; (2) announced that physical therapy has graduated the first two DPT students.

Toll (1) informed the deans of a memorial service for Fred Dalske on January 17; (2) shared information from CUR regarding submissions for an upcoming publication; (3) will send CUR workshop information via e-mail.

Roden asked deans to remind faculty that students with disabilities must be accommodated according to ADA guidelines.

Following a motion from Esteban and a second from Everding, the meeting adjourned at 11:00 a.m.

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COUNCIL OF DEANS

January 16, 2002

The Council of Deans met in regular session at 9:30 a.m., Wednesday, January 16, 2002, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Gabriel Esteban, Bob Everding, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Jane McHaney, Elaine McNiece, and Ron Toll. Sally Roden was absent.

The COD minutes of December 19, 2001, were approved as amended, and the minutes of January 9, 2002, were approved as circulated.

McNiece presented a proposed copyright ownership policy for electronic distance learning. Discussion followed.

In Roden's absence, Glenn asked for input regarding Welcome Week. The deans urged that a strong academic element continue to be included in Welcome Week activities.

Glenn led a discussion of the annual assessment guidelines.

Buchanan (1) stated that the February Board of Trustees meeting has been rescheduled for March 8; (2) urged participation in CUR; (3) reported on complaints about instructors requiring several books for one class and stated that any book required for a particular class must be used - books that are optional should be clearly marked as such; (4) informed the deans that sexual harassment prevention seminars are being planned and stated that anyone who has not previously attended one should plan to do so; (5) reported that Greg Kost has resigned as director of International Programs effective January 31; (6) reminded the deans of a reception for Dr. Winfred Thompson.

Dean Reports

Lee (1) announced that a seminar on religious tolerance will be held in February; (2) stated that a recent situation with racial overtones has been settled; (3) reported on an effort to work with the Conway Hispanic community to host a festival in September.

McNiece (1) distributed brochures promoting Brewer-Hegeman; (2) reported that while Margaret Morgan is teaching in Maastricht, Patty Phelps will act as director of the IDC; (3) reported that faculty development funds are available in limited amounts.

Hattlestad (1) expressed his concern regarding format changes in Bear Facts Day; (2) distributed an article on evaluating scholarship.

Everding announced that a chair has been hired for mass communication and theatre: Dr. Joseph Anderson will join UCA July 1.

Toll (1) informed the deans that the memorial for Fred Dalske has been moved to Ida Waldran; (2) provided an update regarding the math/tech building and offered to share information about equipment he has looked into purchasing.

Following a motion by Esteban and second by Everding, the meeting adjourned at 10:40.

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COUNCIL OF DEANS

February 13, 2002

The Council of Deans met in regular session at 9:30 a.m., Wednesday, February 13, 2002, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Gabriel Esteban, Bob Everding, Jonathan Glenn, Maurice Lee, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll. Jimmy Ishee represented Neil Hattlestad, and Tony Sitz was present to assist with curricular issues.

The COD minutes of January 16 were approved as circulated.

McNiece presented the Graduate Council minutes of January 24.

McNiece moved to recommend approval of the following graduate faculty applicant:

Gordy, Sondra HIST 3 year (2005) HIST 5355, 5391, 5346, 6303, 6397

Following a second by Lee, the motion passed unanimously.

McNiece moved to recommend approval of a new program, Master of Accountancy (MAcc) and new course proposals within the MAcc program. The courses follow:

Master of Accountancy (MAcc):

ACCT 6317 Seminar in Auditing

ACCT 6320 Seminar in Accounting Information Systems

ACCT 6350 Seminar in Accounting Leadership

ACCT 6340 Seminar in Case Studies in Accounting

ACCT 6319 Corporation and Shareholder Taxation

ACCT 6329 Partnership and S-Corporation Taxation

ACCT 6339 Estate and Gift Taxation

ACCT 5316 Advanced Income Tax

ACCT 5312 Advanced Accounting

Esteban seconded the motion, which passed unanimously.

McNiece moved to recommend the following new course in biology:

Students must earn a C or higher grade in BIOL 1440 Principles of Biology I, BIOL 1441 Principles

INFO 4301 File Processing with COBOL to COBOL II

Prerequisite Changes

MATH 3320 Linear Algebra (from MATH 1591 - Calculus I to MATH 2561 - Calculus II or Math 2330 - Discrete Structures)

HIST 2320 Introduction to Historical Research (concurrent enrollment or completion of 2320 (Introduction to Historical Research) will be prerequisite for any history major to enroll in any 4000 level class that counts toward a major)

From BIOL 1441 to BIOL 2490 for the following courses:

BIOL 3360 Introduction to Marine Biology

BIOL 3380 Biology of HIV/AIDS

BIOL 3390 Economic Botany

BIOL 4401 Invertebrate Zoology

BIOL 4402 Vertebrate Zoology

BIOL 4404 Plant Taxonomy

BIOL 4410 Biology of Lower Plants and Fungi

BIOL 4425 Experimental Neurobiology

BIOL 4430 Comparative Vertebrate Anatomy

BIOL 4440 Entomology

BIOL 4445 Biometry

BIOL 4461 Parasitology

BIOL 4470 Biology of Seed Plants

Bulletin Description Changes

FINA 4331 Bank Management

Last sentence to be replaced with: This course is essential for an advanced understanding of commercial banking and includes material and training necessary to take the CCM exam, to become a Certified Cash Manager.

ECON 2310 Global Environment

New bulletin description to read: 2310 Global Environment of Business. A general education elective in the category of behavioral and social sciences and a required course of all business majors. The mode of instruction is lecture/discussion. Examination of the various economic, institutional, and cultural practices that guide international trade and commerce in the modern world. Includes international institutions, exchange rates, and commercial policy. Fall, spring, summer.

Revisions pertaining to French major:

New bulletin description to read under heading: "Major in French or Spanish"

Three hours of culture and civilization (French 3312 or 3315; Spanish 3312, 3313, or 4396)

Three hours of literature (French 3320, 3321, 3315 or 4395; Spanish 3320, 3321, or 4395)

Note: French 3315 may not be taken twice in fulfillment of both the culture and literature area requirements.

41D1 Communication Application

1131 Parliamentary Procedure

1300 Basic Oral Communication

1310 Public Speaking

2302 Argumentation and Debate

2305 Introduction to Public Relations

2310 Advanced Public Address

2311 Business and Professional Speaking

2315 Communication Theory and Research

2341 Small Group Communication

2380 Oral Interpretation

3301 Organizational Communication

3302 Gender Communication

3307 Interpersonal Communication

3321 Communications Internship

3312 Persuasion

4301 Advanced Small Group Communication

4311 Rhetoric

4316 Special Topics in Communication

4360 Directing Forensic Activities

4367 Field Experience in Communication

4370 Special Topics

Change following from SPTA to THEA:

1350 Introduction to Theatre

1360 Text Analysis

1370 Voice and Diction

2300 Theatre Appreciation

2320 Stage Makeup

2325 Fundamentals of Theatrical Design

2331 Stagecraft

2390 Acting I

3300 Group Performance of Literature

3310 Costume Design

3324 Dramatic Theory and Literature

3325 Theatre History

3332 Stage Lighting

3391 Acting II

3392 Ethnic Literature Interpretation

4315 Topics in Performance

4320 Play Directing

4321 Technical Theatre

4322 Theatre Workshop

4340 Scene Design

Other Changes

- a. Delete Physics Education track under BS degree in Physics (there is already a separately approved BSE in Secondary Science Education with two tracks: Life Science/Earth Science and Physical Science/Earth Science)
- b. ECON 1310 - Modern Political Economy (delete from BA & BS Economics Majors - International Trade Emphasis)
- c. Change name of major concentration area from Computer Information Systems to Management Information Systems

Another change item was not accepted. The COD requested that the economics degree

dance workshops and will speak; (2) stated that the checkpoint buildings will be torn down; (3) reminded those who have not attended a FERPA workshop to make plans to do so; (4) distributed Board Policy 413 and asked that deans make sure that chairs are aware of the policy and follow established guidelines for the loan of university equipment; (5) informed the deans that direct billing requests have to be approved by Paul McClendon; (6) asked that search updates be submitted bi-weekly.

Dean reports

Glenn (1) informed the deans that Acxiom has offered to share with UCA their computer-based training modules and asked that those interested let him know; (2) stated that a few areas still have not set minimum scores for students to receive Advanced Placement credit and reminded deans that there is a state mandate to offer credit.

Esteban (1) requested information about Who's Who presentation; (2) reported that the College of Business is participating in a Habitat for Humanity project; (3) announced that a golf tournament will be held this spring; (4) informed the deans of a scholarship for insurance majors sponsored by Travelers Insurance.

Lee (1) expressed his appreciation to those instrumental in bringing 3 Mo' Tenors to campus; (2) reported that the Caribbean literature publication housed at UCA is becoming the most important publication for Caribbean literature and thanked those in the College of Liberal Arts who devote energy to the publication.

McHaney discussed recent problems with web support.

Sitz asked the deans to share his thanks with chairs and others helping to build the summer and fall schedules.

McNiece (1) distributed a monthly report from Continuing Education; (2) reported that she, Charlotte Cone, and Buchanan met with the President Smith recently to discuss a transition plan for University College - Cone will contact the appropriate deans and chairs to discuss transitional faculty.

Ishee reported that Hattlestad is on a NCA accreditation visit.

Roden (1) reported on Welcome Week planning; (2) asked for ideas about an alternative

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academic program if the Summer Reading Program is not funded.

Buchanan told the deans of a recent visit to Dr. Ed Griffin, and reported on his health.

Esteban moved adjournment. Everding seconded, and the meeting ended at 11:16 a.m.

COUNCIL OF DEANS

March 13, 2002

The Council of Deans met in regular session at 9:30 a.m., Wednesday, March 13, 2002, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Gabriel Esteban, Bob Everding, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll. Tony Sitz and Peter Mehl attended to discuss curricular issues.

Norma Tio was present to ask for the deans' support for a Counselor Appreciation Day and gave an overview of the program, which is scheduled for April 19. Following discussion, Tio departed.

The COD minutes of February 13 and 27 were approved as circulated.

McNiece presented the Graduate Council minutes of February 21.

McNiece moved to recommend a Master of Science in Training Systems. Following a second by McHaney, the motion passed unanimously.

McNiece moved to recommend the following new course:

ENGL 5360 History and Structure of the English Language [tabled]

Lee seconded the motion. Concern was expressed about the proliferation of 5000-level courses and a reduction in 6000-level requirements. Following discussion, Hattlestad moved to table the course until external consultants conclude their review of the English program. McHaney seconded the motion. Following a vote of 5-2-1, the course was tabled.

McNiece moved to recommend the following change to variable credit.

SPTH 6313 Special Problems (to be offered as 1-3 hours credit)

Hattlestad seconded the motion, which passed unanimously.

McNiece presented the following information items, which the COD accepted:

Course title change:

HIST 6323 Colonial and Revolutionary America, 1759-1815 TO

HIST 6323 Colonial and Revolutionary America

FLAN 5315 Methods of Teaching Foreign Languages TO

WLAN 5315 Methods of Teaching Second Languages

Prefix change:

All FLAN prefixes will be changed to WLAN to reflect new department name.

The COD did not accept the following courses as reinstatements:

HIST 5367 Tudor- Stuart England 1485-1714

HIST 5369 Victorian England 1815-1901

The concern about the proliferation of 5000-level courses was again discussed. The two courses may be resubmitted through appropriate channels as action items, but the deans agreed that no request to reinstate previously deleted courses will be considered as mere information items.

Mehl presented the actions of the General Education Committee.

Mehl requested that the following course be recommended to fulfill general education requirements in World Cultural Traditions. Roden moved to recommend the course.

WRTG/WLAN 23XX World Languages

Everding seconded the motion, which passed unanimously.

Following recommendation of the general education course, Mehl departed.

Roden presented the Undergraduate Council minutes of February 19.

Roden moved to recommend approval of a new minor in linguistics. Everding seconded the motion, which passed unanimously.

Roden moved to recommend the following new writing course:

WRTG 4340 Teaching Creative Writing: History, Theory, and Practice

Everding seconded the motion, which passed unanimously.

Roden moved to recommend that proposed changes for BBA degrees be approved. Esteban seconded the motion, which passed unanimously.

Roden moved to recommend the following new course:

PHYS 2411 College Astronomy

Toll seconded the motion, which passed unanimously.

Roden moved to recommend the following degree requirement changes.

The requirement for the General Science Major and the elective for Physical Science Minor is changed from PHYS 1401 to PHYS 2411. The change benefits students who are general science majors, physical science majors, physics majors and minors, and students pursuing a BS degree who opt to fulfill the BS degree requirements through astronomy courses.

Toll seconded the motion. Following discussion, the motion passed unanimously.

Roden presented the following information items, which the COD accepted:

Prefix changes from FLAN to WLAN:

FLAN 1300 Elementary Language I

FLAN 2300 Level 3 Intensive English Core Program

FLAN 2315 Cultural Studies

FLAN 4315 Methods of Teaching Foreign Languages

FLAN 2325 Second Language Acquisition

FLAN 4330 Second Language Assessment

Course title changes:

From WLAN 4315 Methods of Teaching Foreign Language

To Methods of Teaching Second Languages

From WRTG 4320 Non-Western Rhetorical Traditions

To Rhetoric and Cross-Cultural Communication

From INFO 3363 Business Telecommunications

To Telecommunications and Computer Networks

Prerequisite changes:

WLAN 4315 Methods of Teaching Second Languages

INFO 3328 Systems Analysis and Design

INFO 3322 Introduction to Minicomputers

INFO 3329 End-User Systems Planning and Design

INFO 3362 Programming in Visual Basic

INFO 3363 Telecommunications and Computer Networks

INFO 4329 Database Management Systems

INFO 4339 Computer Applications in Business

INFO 4350 Information Systems Technology

INFO 4362 Administrative Information Management

PHYS 2421 Observational Astronomy

Revised bulletin descriptions for:

Programmer/Analyst Track of the Information Systems major

End-Users Support Track of the Information Systems major

INFO 3301 Problem Solving with Cobol

INFO 3322 Introduction to Minicomputers

INFO 3328 Systems Analysis and Design

INFO 3329 End-User Systems Planning and Design

INFO 3362 Programming in Visual Basic

INFO 3364 Desktop Publishing

INFO 3366 Web Site Management

INFO 4329 Database Management Systems

INFO 4339 Computer Applications in Business

McNiece (1) distributed mid-year promotional grant reports; (2) asked deans to mark August 27 as the date for New Faculty Orientation next fall and shared information about remaining NFO events scheduled for this semester; (3) distributed Continuing Education Activity and Event Reports for February; (4) shared an abstract of UCA prepared in conjunction with a Title III proposal; (5) asked the deans to send to her nominations for CASE U.S. Professor of the Year.

Hattlestad shared information about the upcoming National Conference of Academic Deans. He expects UCA to host a larger group this year based on preliminary inquiries.

Toll reported on the removal of Biology Department electronic data bases from the library.

Following a motion by Esteban and second by Everding, the meeting adjourned at 11:30 a.m.

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COUNCIL OF DEANS

March 20, 2002

The Council of Deans met in regular session at 9:30 a.m., Wednesday, March 20, 2002, in the Provost's Conference Room. Sam Buchanan presided, and the following council members were present: Bob Everding, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Jane McHaney, Elaine McNiece, Sally Roden, and Ron Toll. Pat Cantrell represented Gabriel Esteban.

Following a motion by Cantrell and second by Everding, the COD minutes of March 13 were approved as amended.

McNiece distributed a proposed statement for insertion in the *Student Handbook*. The statement was developed to provide an appeal option for graduate students that will be more aligned with the undergraduate process. McNiece moved that the deans endorse the following statement to be added to the *Student Handbook* contingent upon a positive recommendation from the Graduate Council. Roden seconded the motion, which passed unanimously.

GRADUATE COUNCIL POLICY SUBCOMMITTEE

A graduate student is entitled to petition the Graduate Council Policy Subcommittee for relief of an unfair hardship brought about by academic regulation when warranted by special circumstances. The petition form is available from the Dean of the Graduate School.

Buchanan shared with the council a section on classroom disruption from the *Student Handbook*. The deans were unanimous in recommending that the section be revised, and agreed that Ronnie Williams and Gary Roberts should be invited to an upcoming Faculty Senate meeting to discuss the issue.

McNiece provided a list of possible nominees for the CASE Professor of the Year, and asked for the input of the council. The deans concurred that the nominations of Elaine Fox and John Passé-Smith should go forward.

considered on its own without consideration to the 5000-level section of the course, which remains tabled. Roden moved to recommend approval of English 4360. Lee seconded the motion, which passed unanimously.

Glenn distributed information on classified staffing requests. Discussion followed.

Buchanan (1) discussed a recent legislative caucus on minority faculty recruiting and retention and indicated that UCA needs to do more in this regard; (2) discussed an upcoming New Faculty Orientation session; (3) reported on a recent incident of a part-time faculty member posting confidential student information on a website, and asked deans to work with chairs in making sure that all full-time and part-time faculty are familiar with FERPA regulations; (4) stated that he will attend the annual meeting of the North Central Association in Chicago this weekend and early next week; (5) canceled standing meetings for the week of Spring Break.

Dean Reports

Glenn indicated that he had received about 1700 requests for technology training software, which Axiom offered to provide.

McHaney discussed a conversation she had with Norma Tio about including a teacher preparation segment on the agenda for Counselor Appreciation Day. McHaney asked deans to urge college education program coordinators to be available for afternoon sessions on April 19.

McNiece (1) stated that the MBA program is moving back to the College of Business Administration from the Graduate School of Management, Leadership, and Administration; (2) announced that Ira Saltz has been named the Associate Dean of the Graduate School; (3) sent to the deans allocations for graduate assistants and reminded them that guidelines are on the web.

Hattlestad reported on a recent visit with Jennifer Hendrix, Activities Director of the College Square Retirement Community. He urged the deans to think about programs that can be made available to the residents. Discussion followed.

Everding announced that the final performance of the Opera Workshop is scheduled for tomorrow night at 7:30 in Reynolds Performance Hall.

Toll (1) distributed a call for submissions for publication in the June issue of the *CUR Quarterly*; (2) shared information about loan forgiveness programs.

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