

COUNCIL OF DEANS

January 12, 2005

The Council of Deans met in regular session at 9:00 a.m., Wednesday, January 12, 2005, in the Provost's Conference Room. Gabriel Esteban presided, and the following council members were present: Sam Buchanan, Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Sally Roden, David Skotko, and Ron Toll.

McNiece presented the Graduate Council minutes of December 9, 2004.

McNiece moved to recommend the following graduate faculty applications. Hattlestad seconded the motion, which passed unanimously.

Bolter, Brian V.	PSYC/COUN	3 yrs	COUN 6342
McCullough, Kim	SPTH	3 yrs	SPTH 6243, 6306, 6180, 6280, 6336, 6113
Pauly, Roger	HIST	3 yrs	HIST 5391, 6301, 6302, 6303, 6345
Carlin, Patricia H.	WLAN	8 yrs	WLAN 5315, 5325, 5330
Foote, Lorien	HIST	8 yrs	HIST 5322, 5325, 5330, 5391, 6300, 6301, 6302, 6303, 6324, 6397
Gillaspy, James A.	PSYC/COUN	8 yrs	COUN 6350, 6381, 6382; PSYC 6331, 6354
Perez, Eduardo T.	SOC	8 yrs	SOC 5342
Ruark, Jacki	SPTH	8 yrs	SPTH 6314, 6227, 6280, 6306, 6336

McNiece moved to recommend the following new course.

HIST 5338 American History Through Film

Lee Seconded the motion, which passed unanimously.

McNiece presented the following information items.

MSIT prefix change to **ASTL** on the following courses to be effective Summer I 2005:

5302	Teaching in the Middle School
5303	The Middle School Psychology, Philosophy, and Organization
5340	Cultural Diversity: Applications for Classrooms and Workplace
6101	Issues in Teaching
6201	Issues in Teaching
6301	Issues in Teaching
6302	Models of Teaching
6320	Philosophies of Education
6321	Foundations of Education
6330	Secondary School Curriculum
6332	Directed Study in Curriculum and Instruction
6335	Curriculum Decision Making
6380	Research Methods
6382	Education Statistics
6385	Curriculum Development
7320	Internship in Curriculum and Instruction

Change the number of ASTL 6301 Teacher Leadership to **ASTL 6303**

Change the number of MSIT 6330 Secondary School Curriculum to **ASTL 6304**

Hattlestad led a discussion of the number of days available to turn in grades at the end of the fall semester.

Esteban gave the deans the dates for attendance validation for the spring semester. He also discussed a problem resulting from students on federal financial aid who made all F's in the fall

semester.

Esteban: (1) informed the deans that Jonathan Glenn will be providing student evaluations of faculty next week; (2) stated that the Faculty Handbook Committee is meeting this afternoon and will consider revised language; (3) discussed budgeting concerns; (4) said that inform

COUNCIL OF DEANS

January 26, 2005

The Council of Deans met in regular session at 9:00 a.m., Wednesday, January 26, 2005, in the Provost's Conference Room. Gabriel Esteban presided, and the following council members were present: Sam Buchanan, Pat Cantrell, Neil Hattlestad, Elaine McNiece, Rollin Potter, Sally Roden, and David Skotko. Paul Hamilton represented Ron Toll, and Peter Mehl represented Maurice Lee.

The COD minutes of January 12 and January 19 were approved as circulated.

McNiece presented the Graduate Council minutes of January 20.

McNiece submitted the following information items:

Deletion of Physical Therapy Courses

PTHY	5115	Clinical Practicum Seminar
PTHY	5210	Clinical Practicum I
PTHY	5215	Orientation to Patient Care
PTHY	5330	Electrotherapy
PTHY	5363	Therapeutic Agents
PTHY	5401	Kinesiology and Physical Assessment
PTHY	6113-6313	Advanced Clinical Practicum
PTHY	6211	Clinical Practicum II
PTHY	6300	Orthopedic Physical Therapy I
PTHY	6303	Orthopedic Physical Therapy II
PTHY	6365	Clinical Practicum: Rehabilitation
PTHY	6370	Clinical Practicum: Speciality
PTHY	6375	Clinical Practicum: Acute

Buchanan asked the deans for input regarding the use of grant funds to supplement summer stipends. Following discussion the deans agreed that there was little downside to the idea. Esteban asked Buchanan to work with Deborah Walz to draft a proposal and suggested that they look into the U of A policy.

Esteban: (1) informed the deans that the Academic Council of Department Chairs had been rescheduled for February 3; (2) asked the council for input regarding the dean candidates following the last candidate who will begin interviews tomorrow; (3) shared information from the *Faculty Handbook* Committee meeting; (4) discussed last week's Faculty Senate meeting; (5) reported on a meeting with SCT regarding the use of Banner for our computing system needs; (6) informed the deans that a new promotional campaign will soon be underway; (7) announced that two Honors College students have been accepted into prestigious law schools, Harvard and Tulane.

Dean Reports

Mehl reported on the search for a political science chair. He asked the deans for input regarding loads for new faculty. Discussion followed.

McNiece discussed plans for increasing graduate enrollment, and she asked the deans to help think of ways to increase enrollment using current resources and creative delivery systems. She also asked that the deans check with department chairs to make sure courses for three-year degree programs are in place.

Hattlestad discussed technology faculty participation limitations.

Potter: (1) announced that the UCA choir has been invited to perform at the American Choral Directors' Association meeting in Los Angeles; (2) also announced that Pulitzer Prize winning writer Michael Chabon will be on campus February 8 for a reading of his work; (3) shared information regarding Clinton Library opportunities for next year; (4) reminded the council of the Arkansas Acoustic Festival this weekend.

Roden: (1) reminded deans of the increased undergraduate enrollment and asked them to consider the increase when planning courses for fall; (2) reported that the advising center will wait until immediately prior to summer school before holding advising workshops; (3) answered a question from a previous meeting regarding summer enrollment for students in the UCAN program – suspension will remain in effect through the summer for students who do not successfully complete the UCAN program. Roden noted that UCAN is a pilot program and will be reevaluated after a period of time.

Following a motion by Potter and second by Skotko, the meeting adjourned at 10:15 a.m.

csd

COUNCIL OF DEANS
February 3, 2005

The Council of Deans met in regular session at 9:00 a.m., Wednesday, February 3, 2005, in the _____ members were present: Sam Buchanan, Pat Cantrell, Maurice Lee, Elaine McNiece, Rollin Potter, Sally Roden, David Skotko, and Ron Toll. Jacquie Rainey represented Neil Hattlestad.

Jack Gillean and Jeff Pitchford were present to discuss Senate Bill 247. The deans expressed concern that the bill would promote failure as written and urged the UCA lobbyists to try and steer the bill appropriately. Following discussion, Gillean and Pitchford left at 9:30 a.m.

The COD minutes of January 26 were approved as circulated.

Roden presented the Undergraduate Council minutes of January 25.

Roden moved to recommend the following new course:

PSCI 4390 Internship in Political Science

Lee seconded the motion, which passed unanimously.

Roden moved to recommend the following new courses:

PSYC 3455 Comparative Primatology

PSYC 3345 Evolutionary Psychology

Skotko seconded the motion, which passed unanimously.

Roden moved to recommend the following new program option:

Instructional Specialist 0-8 Licensure Option with Existing BSE, P-4 Licensure Program
and four new courses in the Department of Early Childhood and Special Education:

ECSE 4321 Working with Young Children with Disabilities and Their Families

ECSE 4322 Assessment and Intervention Ages 0-8 with Disabilities

ECSE 4323 Medical Aspects and Educational Programming for Young Children with
Disabilities

ECSE 4324 Practicum in Special Education

Skotko seconded the motion, which passed unanimously.

Roden

McNiece distributed proposed strategies to increase graduate enrollment.

Esteban: (1) reminded deans of the increase in amount of faculty excellence awards; (2) announced that the Academic Council of Department Chairs will meet tomorrow to make up for a cancelled meeting in January; (3) stated that Ronnie Williams and Charlotte Strickland would attend a future meeting to discuss results from the Sexual Harassment Seminars; (4) reported that he met with minority student leaders last Friday and the group requested that minority faculty be urged to work with the minority student groups as mentors; (5) discussed the search for a dean of the College of Education; (6) shared information regarding admission projections for fall 2005.

Dean Reports

Buchanan: (1) distributed information regarding a Sponsored Programs workshop featuring David Bauer; (2) reminded the council that SIS access is password limited and that faculty and staff should not share their passwords with anyone; (3) reported that there are still rogue access points around campus and that they will be found and disconnected; (4) stated that IT receives requests to take computers from M & R and that doing so is counter-productive as those machines were retired for a reason; (5) distributed information about campus wiring; (6) shared information about a million dollar grant from Homeland Security.

Lee announced an upcoming Asian studies workshop, he also reported on the status of the Tsunami Relief Fund.

McNiece: (1) stated that summer session flyers will be in materials distributed at Bear Facts Day

COUNCIL OF DEANS

February 23, 2005

The Council of Deans met in regular session at 9:00 a.m., Wednesday, February 23, 2005, in the
1 members were
present: Sam Buchanan, Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin
Potter, Sally Roden, David Skotko, and Ron Toll.

Ronnie Williams, Vice President for Student Services, and Charlotte Strickland, University
Trainer, were present to discuss attendance and evaluations from recent seminars on diversity and
sexual harassment. Following their presentation, the Council of Deans reiterated their strong
support for these programs and discussed ways to optimize delivery for future seminars.
Williams and Strickland left at 9:30.

The COD minutes of February 3 were approved as circulated.

Roden presented recent actions of the Undergraduate Council.

UGC Minutes of January 25:

Roden moved to recommend that with regard to WRTG 2350/WLAN 2350, the world languages
course be added as an elective to the linguistics minor. The addition was inadvertently omitted

Toll reported that UCA recently hosted a Computer Science conference that was sponsored by Acxiom.

Esteban reported on a meeting with development staff regarding academic priorities. He said

COUNCIL OF DEANS

March 23, 2005

The Council of Deans met in regular session at 9:00 a.m., Wednesday, March 23, 2005, in the Provost's Conference Room. Gabriel Esteban presided, and the following council members were present: Sam Buchanan, Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, David Skotko, and Ron Toll. Julia Winden-Fey represented Sally Roden.

The COD minutes of February 23 were approved as circulated.

Esteban informed the deans of the need to curtail travel expenditures as well as equipment purchases for the remainder of the fiscal year. Faculty who are presenting papers at conferences will be authorized for travel, other requests may require justification from the dean. Equipment purchases should be delayed until the next fiscal year unless there is an emergency. Any purchase over \$500 will be scrutinized and must be justified before it will be authorized.

Esteban shared information regarding possible salary increases for faculty and staff. A recommendation is forthcoming from the Salary Equity Committee.

Esteban discussed misconceptions regarding the Mid-probationary Period Review process (MPR). Some faculty view the MPR as an administrative opportunity to fire them. The MPR is a developmental tool only and should be used to provide the

COUNCIL OF DEANS

July 13, 2005

The Council of Deans met in regular session at 9:00 a.m., Wednesday, July 13, 2005, in the

Wright: (1) reported that season ticket sales for Reynolds are up; (2) informed the deans that he is working on a project with Sangeeta Parakala at the Little Rock airport; (3) announced that Katrina Kilpatrick, an administrative secretary in the CFAC dean's office retired June 30.

Buchanan: (1) informed the deans of a CNSM chair retreat; (2) announced that starting the week of August 2, conversion to the new Banner operating system will begin; (3) in response to a question from Lee, discussed an upcoming IDC planned faculty retreat.

Esteban announced that Buchanan's responsibilities have been divided between the provost's office and the interim deanship of CNSM. Sponsored programs, the IDC, and the Banner conversion will be under his purview. Information Technology will report to Esteban.

The meeting adjourned at 10:10 a.m.

csd

COUNCIL OF DEANS
October 12, 2005

The Council of Deans met in regular session at 9:00 a.m., Wednesday, October 12, 2005, in the Provost's Conference Room. Gabriel Esteban presided, and the following council members were

Buchanan: (1) stated that financial training for the Banner conversion will begin at ATU next week followed by a consultant on the UCA campus; (2) reported that the mathematics program will be undergoing an external review soon.

Roden: (1) reported on an academic advising conference she had just attended; (2) expressed her appreciation on behalf of Norma Farthing and the advisors for the deans' help with the majors fair.

The meeting adjourned at 9:50 a.m.

csd

COUNCIL OF DEANS

October 19, 2005

The Council of Deans met in regular session at 9:00 a.m., Wednesday, October 19, 2005, in the
members were
present: Sam Buchanan, Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Sally
Roden, and David Skotko.

McNiece presented the Graduate Council minutes of October 15. The COD endorsed the actions of the
Graduate Council and accepted the information items.

Esteban asked the deans for input regarding the purchase of computers for the library lab. Discussion
followed.

Esteban shared information regarding faculty position authorizations. He indicated that he will have
individual meetings with the deans to prioritize needs.

Esteban: (1) distributed a *Chronicle* article and a memorandum from ADHE regarding remediation rates;
(2) asked if there was interest in pursuing a general education certificate program; (3) informed the deans
that there are a few additional laptops available and asked that they send a prioritized list of names of
faculty to be considered to receive one; (4) discussed the opportunity for students to purchase the laptops
they have leased; (5) reminded the deans to attend the 3rd Wednesday Tea with the Faculty; (6)

COUNCIL OF DEANS

October 26, 2005

The Council of Deans met in regular session at 9:00 a.m., Wednesday, October 26, 2005, in the members were present: Sam Buchanan, Pat Cantrell, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Sally Roden, and David Skotko.

The COD Minutes of October 12 and October 19 were approved as amended.

Roden presented the Undergraduate Council minutes of October 18 [*hyperlink*]. Following discussion, the actions items were endorsed and the information items were accepted with a correction to the title of OTHY 4335, which should read Foundations for Pediatric Occupational Therapy.

Esteban shared items that would be coming before the Faculty Handbook Committee this semester. Topics include development of an appeals process for non-tenure-track faculty, along with a review of promotion and tenure committee structure. Discussion followed.

Esteb

COUNCIL OF DEANS

November 9, 2005

The Council of Deans met in regular session at 9:00 a.m., Wednesday, November 9, 2005, in the Provost's Conference Room. Gabriel Esteban presided, and the following council members were present: Sam Buchanan, Pat Cantrell, Neil Hattlestad, Maurice Lee, Rollin Potter, Sally Roden, and David Skotko. Kim Bradford represented Elaine McNiece.

Terry Kearns presented the General Education Council recommendations regarding CLEP testing, History credit, and English course Introduction to Literature.

A motion to approve the General Education Council recommendations was made by Roden and second by Lee. Passed unanimously.

Esteban recommended that the General Education Council review the requirements with an outside consultant.

Esteban: (1) announced that President Hardin will be meeting with the council on November 16, (2) distributed information for the conference Development for Deans and agreed to pay for the registration fees, (3) announced that a budget review may require some changes in position requests, (4) distributed 2004-05 travel logs, and (5) announced that the jumbo screen in Technology Plaza is now managed by Information Technology.

Cantrell announced that she had just returned from the Southern Deans of Business conference.

Lee announced that he had returned from the CCS Conference in Vancouver.

Skotko thanked the deans for their support while he has served as dean.

Bradford distributed Summer Session and Center for Conceptual Services materials.

Hattlestad announced that the Higher Learning Commission supports the consortium PhD. The