

COUNCIL OF DEANS
January 14, 2009

The Expanded

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The Expanded Council of Deans met in regular session at 9:00 a.m., Wednesday, January 14, 2009, in the Wingo Hall Room 210. Lance Grahn presided, and the following council members were present: Jonathan Glenn, Pat Cantrell, Maurice Lee, Neil Hattlestad, Kathleen Atkins, Elaine McNiece, Rollin Potter, Stephen Seidman, and Sally Roden. John Gale, Tony Sitz, Art Lichtenstein, Rick Scott, and Laura Young attended at the provost's request. Leonard Seawood was absent.

Grahn: (1) announced that there will be faculty receptions on the third Friday of each month through April; (2) reminded the group that there will be a faculty convocation at x-period on January 29, 2009 in Ida Waldran; (3) announced that there will be an all university meeting on public safety at x-period on January 20, 2009 in Ida Waldran; (4) provided a handout on enrollment figures; (5) announced that salary reductions will be restored July 1, 2009; (6) announced that the legislature is working on a bill regarding general education.

Grahn provided specific text to be used when offering candidates positions, "Please know that this offer is subject to final approval of the President, Board of Trustees, and state officials (as appropriate). However, I anticipate no problems in finalizing your employment and expect that we will be prepared for you to begin work on August 15, YEAR."

Young provided the members with budget worksheets and written instructions. Electronic worksheets will be emailed. Discussion followed.

Grahn thanked the group and dismissed at 10:30 a.m.

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COUNCIL OF DEANS
January 28, 2009

The Expanded Council of Deans (CDX) met in regular session at 9:00 a.m., Wednesday, January 28, 2009, in the Provost's Conference Room. Lance Grahn presided, and the following council members were present: Jonathan Glenn, Pat Cantrell, Maurice Lee, Neil Hattlestad, Kathleen Atkins, Leonard Seawood, Elaine McNiece, Rollin Potter, Sally Roden, and Stephen Seidman. John Gale, Tony Sitz, Art Lichtenstein, Rick Scott, and Laura Young attended at the provost's request. Guests were Kim Franklin, Peter Mehl and Tim Atkinson.

Grahn welcomed Kim Franklin from The Washington Center and introduced Peter Mehl as the UCA liaison for The Washington Center. Ms. Franklin announced that one of our students was at the Presidential Inauguration as part of The Washington Center internships. Ms. Franklin distributed brochures and provided the group with an overview of the programs and internships.

Tim Atkinson, Assistant Provost for Sponsored Programs presented policy documentation related to sponsored programs.

Atkinson: Allowable Costs Policy outlines the allowable costs for grants, contracts, and sub-awards at the University of Central Arkansas.

McNiece moved to accept the recommendations; Roden seconded the motion which passed unanimously.

Atkinson: Cost Share Policy for managing cost share for sponsored agreements. "Cost-sharing" shall mean the use of the University's own resources, funds, or third-party contributions toward the total allowable costs of a sponsored project.

McNiece moved to accept the recommendations; Hattlestad seconded the motion which passed unanimously

Atkinson: Cost Transfers Policy that costs should be charged to the appropriate sponsored project when first incurred. There are circumstances in which it may be necessary to transfer expenditures to a sponsored project subsequent to the initial recording of the charge. Those transactions require monitoring for compliance with UCA policy, federal regulations, sponsor specific guidelines, ralm F 0 0 3(o)43 Tm[(e)475ccb(d)-4(p)-

unanimously.

After a brief discussion Grahn announced that he will cancel the faculty convocation on Thursday, January 29, 2009.

Grahn thanked the group and dismissed at 11:10 a.m.

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McNiece moved to accept the recommendations; Roden seconded the motion which passed unanimously.

Atkinson: Cost Share Policy for managing cost share for sponsored agreements. "Cost-sharing" shall mean the use of the University's own resources, f

provisions for export control requirements and exemptions.

McNiece moved to accept the recommendations; Hattlestad seconded the motion which passed unanimously.

Atkinson: Overload Policy, outlines the conditions of overload (additional compensation) funding with extramural (federal, state, foundation and other) grants and contracts.

McNiece moved to accept the recommendations; Seidman seconded the motion which passed unanimously.

Atkinson: Sub-recipient Monitoring policy establishes the guidelines for monitoring the activities of sub-recipients who receive sub-awards from the University of Central Arkansas (UCA) sponsored programs awards.

McNiece moved to accept the recommendations; Lee seconded the motion which passed unanimously.

The CDX minutes of December 17, 2008, were approved as circulated.

Grahn announced that the Academic Integrity Policy Document will be addressed at a later time.

McNiece presented the Graduate Council minutes of January 15, 2009.

McNiece moved to recommend a new program proposal along with required new courses.

Eliminate the graduate level Pre-MBA program and Graduate Certificate program and delete associated courses:

MBA 5310	Financial and Managerial Accounting
MBA 5320	Foundations of Economic Science
MBA 5330	Finance Concepts
MBA 5340	Principles of Management
MBA 5350	Fundamentals of Marketing
MBA 5360	Quantitative Analysis for Business

Cantrell seconded the motion passed unanimously.

McNiece moved to recommend approval of HIST 5365, The History of Imperialism. Approval was unanimous.

Lee seconded the motion passed unanimously.

Potter opened discussion regarding the Curriculum Advising and Program Planning (CAPP). Supporting maintenance of CAPP will be an issue to be resolved in the future.

Glenn updated the members regarding faculty evaluations and announced that the fall 2008 reports will be distributed on February 2, 2009. Faculty evaluations should be retained as follows: bubble sheets and written comments should be retained for one year, and summary documents are to become a part of the personnel file that are retained indefinitely. Discussion followed.

Grahn announced that he will present the Academic Affairs budget to the Budget Advisory Committee on February 24, 2009.

After a brief discussion Grahn announced that he will cancel the faculty convocation on Thursday, January 29, 2009.

Grahn thanked the group and dismissed at 11:10 a.m.

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and discussed the annual Acxiom research conference scheduled for next week.

Roden reminded the council to put the Student Success Symposium on their calendars for April 1 and 2. She will share additional information about the Summer Transformation program soon.

Scott reported that student Kaley Davis passed the national screening for a Fulbright award. He also reported that Malcolm Jamal Warner will come to campus for a Black History Month event about black emphasis in media. Scott shared honors college enrollment and application information as well.

Young expressed her appreciation to those who have worked hard on budget information.

Gale stated that some information has gone out about computers that are being funded, and

Lichtenstein announced that Jimmy Bryant, Library Assistant Professor, has written a centennial history of UCA.

Sitz asked that departments start working on the fall schedule stating that the process should be completed by the first of March. He also reported on CAAP and EDI.

Grahn asked that the deans send recommendations for a revised fee structure. He indicated that later in the semester he will be asking for a master planning exercise and wants to make sure space is being handled holistically.

Grahn expressed his appreciation to Potter for chairing the recent search for College of Education dean.

Grahn reported that the new member of the Board of Trustees, Bobby Reynolds, will be on campus next week.

The meeting adjourned at 10:35 a.m.

csd

COUNCIL OF DEANS

March 4, 2009

The Expanded Council of Deans (CDX) met in regular session at 9:00 a.m., Wednesday, March 4, 2009, in the Provost's Conference Room. Lance Grahn presided, and the following extended council members were present: Pat Cantrell, John Gale, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Art Lichtenstein, Elaine McNiece, Rollin Potter, Rick Scott, Leonard Seawood, Stephen Seidman, Anthony Sitz, and Laura Young. Debbie Barnes represented Kathleen Atkins, and Sally Roden was excused.

McNiece presented the Graduate Council minutes of February 19, 2009. ENGL 5358 was recommended pending a positive review by the Professional Education Council. The remaining action items were recommended without exception.

McNiece asked the deans for input regarding summer session data disbursement and collection. Discussion followed.

McNiece discussed the need for accounting help in the graduate office and sponsored programs.

Seidman accepted comments on his draft of the Academic Integrity document. Grahn asked that deans share the document with chairs and bring it back to the council on March 18 for final discussion.

Hattlestad provided an overview of the Budget Advisory Committee actions of the previous day. Discussion followed.

Member Reports

Seidman announced that Dr. Robert Mauldin has accepted the position of Chair of the Department of Chemistry and will begin July 1, 2009.

Potter announced upcoming events sponsored by his college.

Hattlestad stressed the need for better enrollment projections with regard to budget planning.

Cantrell reported that construction of the new business building is proceeding on schedule.

Glenn asked the deans to review program viability data and send corrections to him quickly. His report is due to ADHE April 1.

Grahn: (1) reported that the Senior Staff approved the compliance policies proposed by Tim Atkinson and approved by the Council of Deans; (2) stated that the East Asian summit provided a worthwhile conversation; two more such meetings will occur this semester; (3) asked the college deans if they had received their copies of tenure and promotion letters – all responded that they had; (4) requested that invitations be sent to his attention for upcoming events he is expected to attend.

The meeting adjourned at 11:05 a.m.

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COUNCIL OF DEANS
Expanded Group
April 8, 2009

The Expanded Council of Deans (CDX) met in regular session at 9:00 a.m., Wednesday, April 8, 2009, in the Provost's Conference Room. Lance Grahn presided, and the following council members were present: Jonathan Glenn, Pat Cantrell, Maurice Lee, Kathleen Atkins, Leonard Seawood, Elaine McNiece, Neil Hattlestad, Steve Seidman, and Sally Roden. Joe Anderson represented Rollin Potter. Rick Scott, John Gale, Tony Sitz, Art Lichtenstein and Laura Young attended at the provost's request.

Grahn welcomed the group.

The CDX minutes of February 25, March 11 and March 18 were approved.

Roden presented the Undergraduate Council Minutes of March 17. Action items were endorsed by the CDX without exception.

McNiece presented the Graduate Council Minutes of March 19. Action items were endorsed by the CDX without exception.

Siedman led a discussion of the Academic Misconduct Policy as drafted. After review and discussion, a motion was made to modify the draft policy and forward it to the Faculty Senate and UCA legal counsel without final approval of the COD and with a notation of the COD's concerns regarding implementation of the policy and definition of academic misconduct.

Seawood reviewed the draft of the Facilities Use Policy with the COD. Dr. Seawood will review the draft with UCA legal counsel prior to finalization.

Grahn (1) announced that Ad Hoc Committee on Admin-L Messages will present a report at the next COD meeting; and (2) asked the deans to encourage faculty to participate in Blackboard training offered by the IDC so that they will be prepared to begin use no later than the beginning of the Fall 09 semester.

Haddlestad provided information from the Budget Advisory Committee meeting held on April 7. Grahn reviewed in detail a draft of the Academic Affairs Budget for fiscal 2010 along with related materials. He asked the COD to review a list of vacant positions and to provide feedback regarding which positions could be frozen for fiscal 2010. Grahn announced that the budget will be reviewed with all department chairs at a meeting to be held at 4:00 pm on April 23rd.

The meeting adjourned at 11:10 a.m.

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COUNCIL OF DEANS

August 26, 2009

The Expanded Council of Deans

Minutes
September 2, 2009

the Faculty Senate at the same time.

COUNCIL OF DEANS

September 16, 2009

The Council of Deans met in regular session at 9:00 a.m., Wednesday, September 16, 2009, in the Provost's Conference Room. Lance Grahn presided, and the following council members were present: Pat Cantrell, Jonathan Glenn, Neil Hattlestad, Maurice Lee, Elaine McNiece, Rollin Potter, Diana Pounder, Sally Roden, and Stephen Runge.

Grahn led a discussion of the PhD in Leadership Studies. The provost and deans considered fiscal limitations and programmatic needs before acting on a motion by McNiece and seconded by Hattlestad to eliminate the program. The motion passed unanimously.

Grahn informed the deans of current projections for fiscal 2010. Discussion followed.

The council discussed current practice regarding salary adjustments for terminal degree completion. Roden proposed extending the practice to those without faculty rank.

Dean Reports

Glenn distributed a list of UCA programs recognized as cognate/imbedded by Arkansas Department of Higher Education for purposes of program viability review. He asked deans to share the information with department chairs. Glenn encouraged deans to consider eliminating some degrees that the department has no way to assess or from which no students graduate.

Cantrell reported that the college will have its first tailgate on Saturday and that a high school class from Shirley, Arkansas, would attend as special guests. She distributed pledge cards for the United Way campaign. Cantrell stated that, according to the architect, furniture companies would not be allowed to use the elevators when delivering furnishings for the new business building.

Lee recently had a good meeting with Warwick Sabin regarding the *Oxford American*.

Pounder reported that, among other activities, the college is working to develop its promotion and tenure policy.

McNiece reminded deans that there is a chart of who-is-responsible-for-what regarding grants on the sponsored programs webpage. She asked for information about an upcoming meeting with the president regarding summer school. Discussion followed.

Hattlestad shared concerns regarding changes in Bear Facts Day.

Potter informed the deans of a Governor's Individual Artist Award that will be presented to Huixiu Lu. He reminded the deans of the Arkansas Deans Association meeting on October 5 at Hendrix College. Potter announced that Kevin Eubanks is scheduled to appear at Reynolds.

Runge discussed a study abroad opportunity in New Zealand. He reported that Chenyi Hu has been appointed to a cyber-infrastructure task force by Robbie Wills. Runge said that the CNSM has several students presenting at the AAPU meeting. He told the

PROVOST'S CABINET
Minutes

recommended unanimously without exception.

Glenn shared information about the reporting process for late book orders as mandated by state code 6-60-601. He is preparing the report for the legislative committee. After reviewing the materials gathered, he indicated that there were two reasons for late book orders that were unacceptable and should be addressed before the next report is due. Those reasons are: (1) when one assumes that another was responsible for ordering the book, and (2) courses added late, esp0 TD535860Dn000007H80E10200sTde. Those re)Tm 23.880s8.8800 0.0000 TDn wer