

**AGENDA FOR MEETING OF BOARD OF TRUSTEES
OF
UNIVERSITY OF CENTRAL ARKANSAS
ON
FEBRUARY 24, 2012
AT
2:00 P.M.
BOARD OF TRUSTEES CONFERENCE ROOM – WINGO HALL**

**Mr. Bobby Reynolds –Chair
Mr. Victor Green – Vice Chair
Ms. Kay Hinkle – Secretary
Ms. Elizabeth Farris
Mr. Rush Harding, III
Mr. Brad Lacy
Mr. Scott Roussel**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF THE JANUARY 23, 2012 BOARD MEETING AND THE
FEBRUARY 6, 2012 TELECONFERENCE MEETING**
- IV. INTRODUCTIONS/ANNOUNCEMENTS**
 - A. Miss UCA – Morgan Holt**
- V. AUDIT COMMITTEE REPORT**
- VI. REPORTS**
 - A. Committees/Trustees**
 - B. Stone Dam Creek Project**
 - C. Financial Report – Diane Newton**
 - D. Higher Learning Commission Update – Dr. Neil Hattlestad**
- VII. ACTION AGENDA**
 - A. University Mission (Higher Learning Commission Monitoring Report)**

- B. Resolution of Appreciation – Randy Sims**
- C. “Reimbursement of Expenses for Official Board Duties” – Board Policy No. 211**
- D. “President’s Residence Advisory Committee” – Board Policy No. 209**
- E. University Seal**
- F. Academic Calendar: Fall 2013 through Summer 2014**
- G. Compliance with Act 747, Reducing Required Hours to Graduate to 120**
- H. Campus Master Plan**
- I. Certification of Sufficient Appropriations and Fund Balances**
- J. HPER Center**
 - (i) Proposed increase in HPER Center Fee**
 - (ii) Authorization to hire architect/engineer**
 - (iii) Resolution authorizing issuance of Auxiliary Bonds to finance addition to HPER Center**
- K. Series 700 and 800 of the Board of Trustees’ Policies (revisions)**
- L. Extracurricular Camps – Board Policy No. 653**
- VIII. NOTIFICATIONS/DELETIONS – these items will be sent under separate cover**
 - A. Notification: Early Childhood Education - MOU with UACCM**
 - B. Deletion: College of Health and Behavioral Sciences - deleting certificate program in addiction studies**
- IX. EXECUTIVE SESSION TO CONSIDER PERSONNEL MATTERS**
- X. OPEN SESSION**
 - A. Personnel List**
 - B. Other**
- XI. ADJOURNMENT**

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III. MINUTES

Minutes of the January 23, 2012, Board meeting and the February 6, 2012, teleconference Board meeting, which can be found on UCA=s web site, were distributed to Board members for review prior to the February 24, 2012, Board meeting.

VII. ACTION AGENDA

A. Abbreviated University Mission (Higher Learning Commission Monitoring Report)

The HLC Monitoring Report Group (“Group”) has recommended to the president that the university adopt an abbreviated statement of the University’s mission that will be easy to remember and can serve to focus attention on the University’s character and commitments.

Discussion across the campus has led to a further recommendation by the Group that the abbreviated mission be derived from the full mission adopted with the Strategic Plan in May 2011. The full mission statement approved by the Board of Trustees is as follows:

The University of Central Arkansas, a leader in 21st-century higher education, is committed to excellence through the delivery of outstanding undergraduate and graduate education that remains current and responsive to the diverse needs of those it serves. The university’s faculty and staff promote the intellectual, professional, social, and personal development of their students through innovations in learning, scholarship, and creative endeavors. Students, faculty, and staff partner to create strong engagement with the local, national, and global communities. The University of Central Arkansas is dedicated to academic vitality, diversity, and integrity.

This recommendation changes the order of two words (*integrity* and *diversity*) to form the acronym *AVID*. The group believes that the term *AVID* would facilitate memorization of the mission statement and could be used to form inspirational statements such as “The University of Central Arkansas is *AVID* about student success.” This change communicates the larger mission’s meaning in an active and appropriately focused way as follows:

The University of Central Arkansas dedicates itself to academic vitality, integrity, and diversity.

The Student Government Association, Staff Senate, and Faculty Senate have all endorsed this recommendation.

Therefore, the President recommends to the Board of Trustees the following resolution:

BE IT RESOLVED: that the Board of Trustees adopts as the university’s abbreviated statement of mission these words: “The University of Central Arkansas dedicates itself to academic vitality, integrity, and diversity.”

VII. ACTION AGENDA

B. Resolution of Appreciation – Mr. Randy Sims

RESOLUTION

WHEREAS, Mr. Randy Sims was appointed to serve as a member of the UCA Board of Trustees by Governor Mike Huckabee on February 20, 1998 and was reappointed by Governor Huckabee on February 18, 2005; and

WHEREAS, Mr. Sims served as chair of the Board of Trustees in 2001-02 and for the calendar year 2008; and

WHEREAS, Mr. Sims received his bachelor's degree from Ouachita Baptist University in Arkadelphia and his juris doctor degree (JD) from the Bowen School of Law at the University of Arkansas at Little Rock; and

WHEREAS, Mr. Sims' considerable experience as a banker and a businessman served him well as a member of the Board of Trustees;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the University of Central Arkansas does hereby extend its sincere appreciation and gratitude to Mr. Randy Sims for his service as a valued member of the Board of Trustees; and be it further

RESOLVED, that this resolution be made a part of the minutes of the University of Central Arkansas Board of Trustees meeting.

Adopted this 24th
day of February 2012,
in Conway, Arkansas

Bobby Reynolds
Chair of the Board

Kay Hinkle
Secretary of the Board

VII. ACTION AGENDA

C. “Reimbursement of Expenses for Official Board Duties” – Board Policy No. 211

Act 250 of 1997 provides that boards and commissions may, during their first regularly scheduled meeting of each calendar year, authorize expense reimbursement for each Board member for performing official Board duties. The Act states that the expense reimbursement must not exceed the rate established by state travel regulations for state employees. The Act covers expense reimbursement for all Board functions. This action is consistent with Board Policy No. 211.

Therefore, the President recommends to the Board of Trustees the following resolution:

ABE IT RESOLVED: That the Board of Trustees approves the following statement concerning reimbursement of expenses for official Board duties for 2012:

The UCA Board of Trustees authorizes reimbursement of expenses for each of its Board members for performance of official Board duties, to include attendance at Board meetings, fulfillment of Board training requirements, and any other official Board duties. The expense reimbursement authorized herein must not exceed the rate established by state travel regulations for state employees, including special travel authorization. The Board also authorizes the President to approve the reimbursement of travel expenses of Board members that are in conformance with this policy.@

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 211

Subject: Reimbursement of Expenses for Official Board of Trustees Duties

Date Adopted: 10/92 Revised: 02/96, 08/11, 02/12

The UCA Board of Trustees authorizes reimbursement of expenses for each of its Board members for performance of official board duties, to include attendance at board meetings, fulfillment of board training requirements, and any other official board duties. The expense reimbursement authorized herein must not exceed the rate established for state employees for state travel regulations, including special travel authorization. The Board also authorizes the President to approve the reimbursement of travel expenses of Board members that are in conformance with this policy.

VII. ACTION AGENDA

D. “President’s Residence Advisory Committee” – Board Policy 209

In 2011, a committee known as the “President’s Residence Advisory Committee” was established. No formal action establishing the committee was taken by the Board of Trustees, nor was any type of Board policy enacted.

The committee formed in 2011 was composed of representatives of the administration, one representative of the faculty, staff and student body, an alumni representative, a UCA Foundation representative, a member of the UCA Alumni Association and a community representative.

The committee was advisory to the Board of Trustees. Its charge was to work with architects and others to recommend improvements/renovations to the President’s house.

After review and discussion, it has been determined that a more formal committee should be proposed, and the procedures specifically set forth in policies of the Board of Trustees concerning the responsibility of the committee.

A new board policy, No. 209, is attached. The provisions of the policy may be summarized as follows:

- The committee will be known as the “President’s Residence Advisory Committee.” It will be an advisory committee to the Board of Trustees.
- The membership of the Committee will consist of one member of the UCA Board of Trustees, appointed in December of each year to serve a one-year term for the following calendar year; and representatives from the Faculty Senate, Staff Senate; Student Government Association, Alumni Association, UCA Foundation, Inc., and three (3) persons selected by the Board of Trustees, none of whom shall be employees of the University.
- The Director of the UCA Physical Plant shall be an ex-officio, non-voting member.
- At the first meeting, the remaining eight members shall draw terms of one, two and three years by lot (with the three trustee-appointed at-large members drawing for one, two and three-year terms so they are staggered initially).
- The committee shall elect its own chair.
- The committee shall meet at least once each year. The chair or any two members may call a special meeting at any time.
- The purpose of the committee shall be to review any proposed architectural, structural or landscaping changes to the President’s Home and surrounding grounds; and as part of such review, the committee shall consider the costs involved and the sources/uses of any funds to be expended.
- No architectural or structural changes to the President’s home, nor any landscaping changes (such as removal of trees, etc.) shall be made without the recommendation of the committee **AND** the approval of the Board of Trustees.

- Exceptions are made from the foregoing provisions, however, for (a) any changes as a result of an emergency or act of God (fire, tornado, etc.), or (b) for those cosmetic changes to the private living quarters of the home (the upstairs and the downstairs family room). Provided, however that even for cosmetic changes to be made, if the same involves aggregate expenditures of more than \$ [REDACTED] in public funds for any fiscal year, the changes and estimated costs shall be provided to the committee and Board of Trustees and the same shall be approved by the committee, and then by the full Board of Trustees.

Therefore, the Chair of the Board of Trustees and the President recommends to the Board of Trustees, the following resolution:

“BE IT RESOLVED: That Board Policy No. 209, attached hereto, is hereby approved and shall be effective from and after this date.”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 209

Subject: President's Residence Advisory Committee

Date Adopted: 02/2012 Revised: _____

Establishment of Committee: There is hereby established a standing committee of the University of Central Arkansas to be known as the "President's Residence Advisory Committee."

Purpose of the Committee: The purpose of the committee is to (a) review any proposed changes to the President's home and grounds, as more specifically set forth herein, (b) review the estimated costs thereof and the sources and uses of funds to make any such improvements, and (c) make recommendations, as the committee determines are appropriate, to the Board of Trustees. The committee is advisory only and shall not be deemed to be a governing body for any purpose.

Membership of the Committee/Meetings: The committee shall be composed of nine (9) persons as follows:

- One member of the Board of Trustees of the University of Central Arkansas
- One person designated as the representative from the UCA Faculty Senate
- One person designated as the representative from the UCA Staff Senate
- One person designated as the representative from the UCA Student Government Association
- One person designated as the representative from the UCA Alumni Association
- One person designated as the representative from the UCA Foundation, Inc.
- Three persons initially selected by the Board of Trustees of the University of Central Arkansas, none of whom shall be employees of the University. Any vacancy of a member appointed by the UCA Board of Trustees shall be filled by action of the Board of Trustees.

The director of the UCA Physical Plant shall be an ex-officio, non-voting member of the committee.

The member of the UCA Board of Trustees shall serve a one-year term on the committee. All other members shall serve three-year terms, with the initial terms of the members staggered and drawn by lot as described herein.

At the committee's first meeting, the eight members of the committee (other than the UCA trustee) shall draw for terms by lot. The three persons selected by the UCA Board of Trustee

shall draw for one, two and three year terms so that one UCA Board appointee will be serving in each of those three terms. The remaining five members shall draw (a) one position for a one-year term; (b) two positions for a two-year term and (c) two positions for a three-year term. Thereafter, all persons appointed to the committee shall serve for a term of three years.

The committee members shall be selected by their respective groups listed above, and the names of the committee members shall be provided to the Chair of the Board of Trustees and the Chief of Staff by January 15 of each year. Members of the committee may be reappointed. The committee shall elect its own chair. The committee shall hold at least one meeting each calendar year. Special meetings may be called by the Chair, or upon request of any two (2) members of the committee. At least two days' notice of any meeting shall be provided to each member.

Charge to and Powers of the Committee; Advisory Recommendations: The committee is charged with full authority to review any and all proposed changes to the President's Home and adjacent grounds, with such authority to include, but not be limited to, review and recommendations concerning any proposed architectural or structural changes to the home (interior or exterior) and grounds. This includes additions, renovations, removal or cutting of trees (except for normal, routine and customary pruning and landscaping, or planting of flowers and shrubs), as well as other areas inside the public areas of the home. This review shall not be deemed to include routine maintenance to the home, or routine planting and landscaping to the grounds.

As part of its work, the committee is to review the proposed costs involved, and shall review the sources of funds to make any such proposed changes.

Action by the Committee/Approval Required by Board of Trustees: No renovations, alterations or change to the public areas of the interior of the home, or any part of the exterior of the home, nor any permanent change to the landscaping of the grounds adjacent to the home shall be made except (a) upon the recommendation of the committee after its review, and (b) a report approved by the full Board of Trustees setting forth the changes and approving the cost involved and the funds to be expended.

Exceptions for Emergencies and Personal Areas: Notwithstanding the foregoing, the personal areas of the home may be painted, carpeted, etc., as the residing family may determine, but not to exceed \$ in the aggregate for any fiscal year from public funds unless reviewed by the committee and approved by the Board of Trustees. In addition, if in the reasonable opinion of the Vice President for Finance and Administration and the Director of the Physical Plant, repairs are needed as a result of any emergency or an act of God, then such repairs may be made, but notification shall be provided to the Chair of the Committee and the Chair of the Board of Trustees.

VII. ACTION AGENDA

E. University Seal

In the past, the University of Central Arkansas has not had an official seal. As an alternative, the University has used the State of Arkansas's seal with the institution's name printed around it.

In May, 2011, a University Seal Committee, composed of faculty, staff, student and alumni representatives, was formed to develop an official seal for UCA. The proposed design was presented at several public functions across campus and input was solicited. After receiving an overwhelmingly positive response from the UCA community, the University Seal Committee voted to present the proposed design to the UCA Board of Trustees for its approval.

Therefore the President recommends to the Board of Trustees the following resolution:

“BE IT RESOLVED: That the University adopts the attached, proposed seal as the official seal of the University of Central Arkansas.”



Current UCA Seal



Proposed New Seal

VII. ACTION AGENDA

F. Academic Calendar: Fall 2013 through Summer 2014

The University of Central Arkansas Academic Calendar was created for the purpose of planning and is used by all divisions of the University. The proposed academic calendar has been approved by all appropriate university committees and councils.

Therefore the President recommends to the Board of Trustees the following resolution:

“BE IT RESOLVED: That the Academic Calendar be approved as attached.”

Academic Calendar

FALL SEMESTER 2013

August 18-21, Sun – Wed	Welcome Week
August 19, Monday	Opening Convocation
August 22, Thursday	Instruction begins - day and evening classes
August 23, Friday	Final date to drop Aug. 22 - Oct. 11 or Aug. 22 - Sept. 27 classes and receive a 100% refund Change-of-course period ends for Aug. 22 – Oct. 11 classes Final date to register Final date to add classes Final date to change from credit to audit or audit to credit
August 24, Saturday	Instruction begins - Saturday classes
August 28, Wednesday	Change-of-course period ends for Aug. 22 - Dec. 13 classes Final date to register Final date to add classes Final date to change from credit to audit or audit to credit Final date to drop Aug. 22 - Oct. 11 or Aug. 22 - Sept. 27 classes and receive a 75% refund. 0% refund at this date Final date to drop Aug. 22 – Dec. 13 classes with a 100% refund
September 2, Monday	Labor Day Holiday
September 12, Thursday	Final date to drop Aug. 22 - Dec. 13 classes with a 75% refund. 0% refund after this date.
September 20, Friday	Final date to make degree application for December graduation and be included in commencement program
September 27, Friday	Final date to officially withdraw from Aug. 22 – Oct. 11 classes with a W grade unless already dropped for non-attendance

October 1, Tuesday	Final date to drop Sept. 30 - Nov. 1 classes and receive a 100% refund
October 4, Friday	Final date to drop Sept. 30 - Nov. 1 classes and receive a 75% refund. 0% refund after this date. Final date to officially withdraw from Aug. 22 - Oct. 11 classes with a WP or WF grade unless already dropped for non-attendance
October 15, Tuesday	Final date to drop Oct. 14 - Dec. 13 classes and receive a 100% refund Change-of-course period ends for Oct. 14 – Dec. 13 classes Last date to register Last date to add classes Last date to change from credit to audit or audit to credit
October 16, Wednesday - Noon	Mid-term grade report due
October 17-20, Thur-Sun	Fall Break
October 22, Tuesday	Final date to drop Oct. 14 - Dec. 13 classes and receive a 75% refund. No refund after this date.
October 28, November 18	Advance Registration for Spring2014
November 1, Friday	Final date to officially withdraw from Aug. 22 – Dec. 13 classes or the university with a W grade unless already dropped for non-attendance
November 5, Tuesday	Final date to drop Nov. 4 - Dec. 13 classes with a 100% refund
November 8, Friday	Final date to drop Nov. 4 - Dec. 13 classes and receive a 75% refund. 0% refund after this date.
November 15, Friday	Final date to officially withdraw from Oct. 14 – Dec. 13 classes with a W grade unless already dropped for non-attendance
Nov 27- Dec 1, Wed-Sun	Thanksgiving Break

December 2, Monday	Final date to officially withdraw from Oct. 14 – Dec. 13 classes with a WP or WF grade unless already dropped for non-attendance
	Final date to officially withdraw from Aug. 22 – Dec. 13 classes or the university with a WP or WF grade unless already dropped for non-attendance
December 2, Monday	Recommended date to make degree application for December 2014 graduation
December 6, Friday	Study Day
December 7, Saturday	Final Exams - Saturday classes
December 9-13, Mon - Fri	Final Examinations - day and night classes
December 14, Saturday	Winter Commencement
December 16, Monday - Noon	Final grade report due

SPRING SEMESTER 2014

December 16, Monday	Instruction begins for the Winter Intersession
December 17, Tuesday	Final date to drop Winter Intersession classes and receive a 100% refund.
	Change-of-course period ends
	Final date to register
	Final date to add classes
	Final date to change from credit to audit or audit to credit
December 20, Friday	Final date to drop Winter Intersession classes and receive a 75% refund. 0% refund after this date.
January 3, Friday	Final examinations for Winter Intersession
January 7, Tuesday - Noon	Winter Intersession final grades report due
January 9, Thursday	Instruction begins - day and evening classes

January 10, Friday	<p>Final date to drop Jan. 9 - Feb. 28 or Jan. 9 – Feb. 14 classes and receive a 100% refund.</p> <p>Change of course period ends for Jan. 9 - Feb. 28 classes</p> <p>Final date to register</p> <p>Final date to add classes</p> <p>Final date to change from credit to audit or audit to credit</p>
January 11, Saturday	Instruction begins – Saturday classes
January 15, Wednesday	<p>Change of course period ends for Jan. 9 - May 2 classes</p> <p>Final date to register</p> <p>Final date to add classes</p> <p>Final date to change from credit to audit or audit to credit</p> <p>Final date to drop a Jan. 9 - May 2 classes and receive a 100% refund.</p> <p>Final date to drop Jan. 9 - Mar. 2 or Jan. 9 - Feb. 14 classes and receive a 75% refund. 0% refund after this date</p>
January 20, Monday	Dr. Martin Luther King Jr. Holiday
January 30, Thursday	Final date to drop Jan. 9 - May 2 classes and receive a 75% refund. No refund after this date.
February 7, Friday	Final date to make degree application for May graduation and be included in the commencement program
February 14, Friday	Final date to officially withdraw from Jan. 9 - Feb. 28 classes with a W grade unless already dropped for non-attendance
February 18, Tuesday	Final date to drop Feb. 17 - Mar. 28 classes and receive a 100% refund
February 21, Friday	Final date to drop Feb. 17 - Mar. 28 classes and receive a 75% refund. No refund after this date.

February 28, Friday	Final date to officially withdraw from Jan. 9 - Feb. 28 classes with a WP or WF grade unless already dropped for non-attendance
March 4, Tuesday	Final date to drop Mar. 3 – May 2 classes and receive a 100% refund. Change of course period ends for Mar. 3 – May 2 classes Final date to register Final date to add classes Final date to change from credit to audit or audit to credit
March 5, Wednesday - Noon	Mid-term grade report due
March 7, Friday	Final date to drop Mar. 3 – May 2 classes and receive a 75% refund. 0% refund after this date.
March 15-23, Sat-Sun	Spring Break
March 28, Friday	Final date to officially withdraw from Jan. 9 – May 2 classes or the university with a W grade unless already dropped for non-attendance
March 31- April 21	Advance Registration for Summer and Fall 2014
April 1, Tuesday	Final date to a drop Feb. 31 – May 2 classes and receive a 100% refund.
April 4, Friday	Final date to a drop Feb. 31 – May 2 classes and receive a 75% refund. 0% refund after this date.
April 11, Friday	Final date to officially withdraw from Mar. 3 – May 2 classes with a W grade unless already dropped for non-attendance.
April 18, Friday	Final date to officially withdraw from Mar. 3 – May 2 classes with a WP or WF grade unless already dropped for non-attendance Final date to officially withdraw from Jan. 9 – May 2 classes or the university with a WP or WF

grade unless already dropped for non-attendance

April 18, Friday

Recommended date to make degree application for May 2015 graduation

April 25, Friday

Study Day

April 26, Saturday

Final exams – Saturday classes

April 28 – May 2, Mon-Fri

Final exams – day and night classes

May 3, Saturday

Commencement

May 6, Tuesday - Noon

Final grade report due

SUMMER 2014

May 12, Monday

Instruction begins for May Intersession and 13-Week Summer Session classes

May 13, Tuesday

Final date to drop May Intersession classes and receive a 100% refund.

Change of course period ends for May Intersession classes

Final date to register

Final date to add classes

Final date to change from credit to audit or audit to credit

May 14, Wednesday

Change of course period ends for 13-Week Summer Session classes

Final date to register

Final date to add classes

Final date to change from credit to audit or audit to credit

May 16, Friday

Final date to drop May Intersession classes and receive a 75% refund. 0% refund after this date.

Final date to drop 13-Week Summer Session classes and receive a 100% refund.

May 21, Wednesday	Final date to officially withdraw from a May Intercession course or the university with a W grade unless already dropped for non-attendance
May 26, Monday	Memorial Day Holiday
May 28, Wednesday	Final date to officially withdraw from a May Intercession course or the university with a WP or WF grade unless already dropped for non-attendance
May 30, Friday	Final examinations for May Intercession classes
June 2, Monday	Final date to drop 13-Week Summer Session classes and receive a 75% refund. 0% refund after this date. Instruction begins for 1st Five Week Summer Session and 10-Week Summer Session classes
June 3, Tuesday - Noon	May Intercession final grade report due
June 3, Tuesday	Final date to drop 1 st Five Week Summer Session or 10-Week Summer Session classes and receive a 100% refund. Change-of-course period ends for 1st Five Week Session classes Final date to register Final date to add classes Final date to change from credit to audit or audit to credit
June 4, Wednesday	Change-of-course period ends for 10-Week Summer Session classes Final date to register Final date to add classes Final date to change from credit to audit or audit to credit
June 6, Friday	Final date to drop 1 st Five Week Summer Session or 10-Week Summer Session classes and receive a 75% refund. 0% refund after this date.

	Final date to make degree application for August graduation and be included in the commencement program
June 20, Friday	Final date to officially withdraw from 1st Five Week Summer Session classes or the university with a W grade unless already dropped for non-attendance
June 27, Friday	Final date to withdraw from 1st Five Week Summer Session classes or the university with a WP or WF grade unless already dropped for non-attendance
July 3, Thursday	Final examinations for 1st Five Week Summer Session classes
July 4, Friday	Independence Day Holiday
July 7, Monday	Final date to withdraw from 13-Week Summer Session classes with a W grade unless already dropped for non-attendance
	Instruction begins for 2nd Five Week Summer Session classes
July 8, Tuesday - Noon	1st Five Week Summer Session final grade report due
July 8, Tuesday	Final date to drop 2nd Five Week Summer Session classes and receive a 100% refund
	Change-of-course period ends for 2 nd Five Week Summer Session classes
	Final date to register
	Final date to add classes
	Final date to change from credit to audit or audit to credit
July 11, Friday	Final date to drop a 2nd Five Week Summer Session classes and receive a 75% refund. 0% refund after this date.

July 18, Friday	Final date to officially withdraw from 10-Week Summer Session classes with a W grade unless already dropped for non-attendance
July 25, Friday	Final date to officially withdraw from 2nd Five Week Summer Session classes with a W grade unless already dropped for non-attendance
August 1, Friday	Final date to withdraw from 13-Week Summer Session classes, 10-Week Summer Session classes, or 2nd Five Week Summer Session classes with a WP or WF grade unless already dropped for non-attendance
August 8, Friday	Final examinations for 13-Week Summer Session classes, 10-Week Summer Session classes, and 2nd Five Week Summer Session classes
August 8, Friday	Summer Commencement
August 12, Tuesday – Noon	13-Week Summer Session, 10-Week Summer Session, and 2nd Five-Week Summer Session final grade report due

VII. ACTION AGENDA

G. Compliance with Act 747, Maximum Semester Hours Required for a Degree Program

In 2011, the Arkansas General Assembly adopted Act 747. The goal of this Act is to have baccalaureate degrees programs require no more than 120 hours of course credit, unless:

- (a) prior approval is granted by the Board of Trustees and the Arkansas Higher Education Coordinating Board; or
- (b) it is required by a licensing or accrediting body.

Since the adoption of the Act, the Academic Affairs office and other campus constituencies have discussed and reviewed the requirements for each degree. Attached to this write-up is a listing of degrees at the University that meet the 120-hour requirement. The requirements for these degree programs will become effective for the fall 2012 semester.

Seventeen (17) degree programs at UCA remain above the 120-hour requirement, in part because of the number of general education hours required, as well as licensure requirements. Academic Affairs is in the process of attempting to reduce the number of hours required for these degrees. A list of these degrees will be brought to the Board at a later date for its approval.

Therefore, the President recommends to the Board of Trustees the following resolution.

“BE IT RESOLVED: That the Board of Trustees hereby approves the attached list of degree programs which have been reduced to 120-hours in compliance with Act 747.”

ACT 747 Approved Programs

As of January 27, 2012

			Undergraduate Council	Council of Deans
	Degree	Concentration/Emphasis/Tracks	Approval Date	Approval Date
College of Business Administration				
College of Business Administration	BBA		October 18, 2011	November 2, 2011
Accounting	BBA		October 18, 2011	November 2, 2011
Economics	BA	International Trade	October 18, 2011	November 2, 2011
Economics	BS		October 18, 2011	November 2, 2011
Economics	BBA		October 18, 2011	November 2, 2011
Finance	BBA		October 18, 2011	November 2, 2011
Insurance & Risk Management	BBA		October 18, 2011	November 2, 2011
Management Information Systems	BBA		October 18, 2011	November 2, 2011
Management	BBA		October 18, 2011	November 2, 2011
Marketing	BBA		October 18, 2011	November 2, 2011
College of Fine Art and Communication				
Art	BA	Fine Arts	January 24, 2012	February 1, 2012
Art	BA	Art History	January 24, 2012	February 1, 2012
Creative Writing	BA		December 15, 2011	February 1, 2012
Digital Filmmaking	BA		November 15, 2011	December 7, 2011
Digital Filmmaking	BS		November 15, 2011	December 7, 2011
Journalism	BA		November 15, 2011	December 7, 2011
Journalism	BS		November 15, 2011	December 7, 2011
Linguistics	BA		December 15, 2011	February 1, 2012
Mass Communication	BA		November 15, 2011	December 7, 2011
Mass Communication	BS		November 15, 2011	December 7, 2011
Music	BA		January 24, 2012	February 1, 2012
Public Relations	BA		December 15, 2011	February 1, 2012
Public Relations	BS		December 15, 2011	February 1, 2012
Speech Communication	BA		December 15, 2011	February 1, 2012
Speech Communication	BS		December 15, 2011	February 1, 2012
Theatre	BA		November 15, 2011	December 7, 2011
Theatre	BS		November 15, 2011	December 7, 2011
Writing	BA		December 15, 2011	February 1, 2012
College of Health and Behavioral Sciences				
Addiction Studies	BS		December 15, 2011	February 1, 2012
Family and Consumer Sciences	BS		December 15, 2011	February 1, 2012
Health Sciences	BS	Occupational Therapy	October 18, 2011	November 2, 2011
Health Sciences	BS	Physical Therapy	October 18, 2011	November 2, 2011
Health Sciences	BS	Gerontology	December 15, 2011	February 1, 2012

Health Sciences	BS	Health Services Administration	December 15, 2011	February 1, 2012
Health Education	BS		December 15, 2011	February 1, 2012
Interior Design	BS		December 15, 2011	February 1, 2012
Interior Design	BS		December 15, 2011	February 1, 2012
Medical Technology	BS		December 15, 2011	February 1, 2012
Nuclear Medicine Technology	BS		December 15, 2011	February 1, 2012
Nutrition	BS		December 15, 2011	February 1, 2012
Professional Studies	BPS		December 15, 2011	February 1, 2012
Psychology and Counseling	BA		October 18, 2011	November 2, 2011
Psychology and Counseling	BS		October 18, 2011	November 2, 2011
Radiography	BS		January 24, 2012	February 1, 2012
Speech-Language Pathology	BS		October 18, 2011	November 2, 2011
College of Liberal Arts				
English	BA		October 18, 2011	November 2, 2011
Geography	BA		October 18, 2011	November 2, 2011
Geography	BS		October 18, 2011	November 2, 2011
Interdisciplinary Liberal Studies	BA		October 18, 2011	November 2, 2011
African & African-American Studies	BA		October 18, 2011	November 2, 2011
History	BA		October 18, 2011	November 2, 2011
History	BS		October 18, 2011	November 2, 2011
Philosophy	BA		October 18, 2011	November 2, 2011
Philosophy	BS		October 18, 2011	November 2, 2011
Religious Studies	BA		October 18, 2011	November 2, 2011
International Studies	BA		October 18, 2011	November 2, 2011
Political Science	BA		October 18, 2011	November 2, 2011
Political Science	BS		October 18, 2011	November 2, 2011
Public Administration	BS		October 18, 2011	November 2, 2011
Sociology	BA		October 18, 2011	November 2, 2011
Sociology	BS		October 18, 2011	November 2, 2011
World Languages/Modern Languages	BA		October 18, 2011	November 2, 2011
World Languages	BA	Teacher Licensure/ESL Endorsement	October 18, 2011	November 2, 2011
College of Natural Sciences and Mathematics				
Biology	BS		December 15, 2011	February 1, 2012
Chemistry	BS		November 15, 2011	December 7, 2011
Chemistry	BS	ACS Standard Track	November 15, 2011	December 7, 2011
Computer Science	BS		November 15, 2011	December 7, 2011
Mathematics	BA		November 15, 2011	December 7, 2011
Mathematics	BS		November 15, 2011	December 7, 2011
Applied Mathematics	BS		November 15, 2011	December 7, 2011
Physics and Astronomy	BS	Physics	November 15, 2011	December 7, 2011

Physics and Astronomy	BS	Applied	November 15, 2011	December 7, 2011
Physics and Astronomy	BS	Biological	November 15, 2011	December 7, 2011
Physics and Astronomy	BS	Chemical	November 15, 2011	December 7, 2011
Physics and Astronomy	BS	Mathematical	November 15, 2011	December 7, 2011
Physics and Astronomy	BS	Physical Science	November 15, 2011	December 7, 2011
Physics and Astronomy	BS	General Sci, options A and B	November 15, 2011	December 7, 2011

VII. ACTION AGENDA

H. Campus Master Plan

The University frequently has a need for construction of new facilities or for renovation to existing facilities. Recent examples include the following: fine arts building, science building, learning commons, housing facilities, activity fields, dining space, and various other renovations. Some of these projects have potential funding sources, while others do not.

In order to properly evaluate the University's needs, available space, and priority of construction/renovation projects, the University embarked on a two-phase campus master planning process. The company, Sightlines, was selected to perform a study, which examined the University's existing structures, both in terms of available capacity and physical condition.

The architectural firm of Witsell Evans Rasco ("WER"), along with AECOM, was subsequently selected to assist the University in developing a campus-wide master plan. This plan, along with the Sightlines study, will serve as a guide to allow the campus community to make decisions that will form the appropriate foundation to support the mission of the University.

Over the last several months, WER has been on campus to gather input from many different constituent groups, including students, faculty, staff, community, alumni, city officials, and Board of Trustees. At the December, 2011 meeting, drafts were provided for Board review.

During the January, 2012 meeting, Eldon Bock, principal with WER presented the final draft.

The plan, as presented for approval, creates Districts including the following:

- Science District;
- Historic/Academic Core;
- Business and Arts District; and
- Student Housing District.

The plan addresses the following issues:

- Designating campus boundaries/Methodology for property acquisition;
- Framework for the future/ Phases (5 years, 15 years and beyond);
- Flexibility in implementation, particularly with regard to funding opportunities which could potentially move a building into an earlier phase

The plan also:

- Sets forth, with property density, the future square footage needs;

- Supports the vision of the future UCA campus ; and
- Provides exemplary live/learn/work/play opportunities and environments that engage the learner, satisfy the curious, inspire the creative, and attract the larger Conway community.

Phase I – 5 years:

A. Buildings (significant phase I projects):

- Learning Commons
- Science Building
- Student Center Expansion
- Greek Village
- Physical Plant Relocation

B. Open Space:

- Portions of Bruce Street become limited access
- Extend Campus Green to tie in Learning Commons with Historic Core
- Create additional recreation/athletic fields and implement sustainability practices

C. Circulation/Parking:

- Phased reduction of interior campus parking
- Create concise north/south vehicular circulation
- Provide replacement parking at campus edges that is accessible from major arterials

D. Transit:

- Expand transit to serve the needs of Phase I, II and III and support campus edge parking

Phase II – 15 years:

A. Buildings (significant phase II projects):

- Relocation of Fine Arts/Performing Arts facility to Business/Arts District
- Relocation of College of Education from Mashburn to Historic Core
- Strengthen Business Quad by defining edges
- Provide additional on-campus housing on the western edge of campus within the Student Housing District

B. Open Space

- Provide additional open space at former Snow Fine Arts location
- Improve game day experience along Bruce and Farris
- Continue to extend pedestrian connection to Science District

C. Circulation/Parking

- Additional fringe parking to support on-campus housing and future growth

- Close additional interior campus drives to support pedestrian/open spaces

Phase III – beyond 20 years:

A. Buildings (significant Phase III projects)

- Convocation facility
- Build-out of northern portion of campus within the Science District

B. Parking

- Potential parking structures to meet building densities and campus population

Therefore, the President recommends to the Board of Trustees the following resolution:

“BE IT RESOLVED: That the administration is authorized to accept the Witsell Evans Rasco Master Plan as a guide for future property acquisitions, buildings, open space, parking / circulation and transit;

BE IT FURTHER RESOLVED: That the administration will continue to bring projects relating to the implementation of this plan to the Board of Trustees for further review and approval.”

VII. ACTION AGENDA

I. Certification of Sufficient Appropriations and Fund Balances

In accordance with State Accounting and Budgetary Procedures law, the Board of Trustees is required to certify annually that the University will not incur any obligations without having sufficient appropriations and funds available during the fiscal year for the payment of the obligations when they become due.

Therefore, the President recommends to the Board of Trustees that this certification be approved and submitted to the Chief Financial Officer of the State of Arkansas as required by Arkansas law.

“BE IT RESOLVED: That the Board of Trustees will continue to monitor the obligations of the University to insure that sufficient appropriations and fund balances are available to pay all future obligations of the institution when such obligations become due.”

**CERTIFICATION OF SUFFICIENT
APPROPRIATION AND FUND BALANCES
TO MEET OBLIGATIONS
FOR
UNIVERSITY OF CENTRAL ARKANSAS**

I am aware that the State Accounting and Budgetary Procedures law mandates that in no event shall any obligations be incurred by an institution of higher education unless sufficient appropriations and funds are available, or will become available, during the fiscal year for the payment of the obligations when they become due.

Also, I understand that it shall be the duty and responsibility of the institutional Board of Trustees and the President/Chancellor for which appropriations are authorized to monitor finances to insure that resources are available for financing appropriations authorized by the General Assembly; and to insure that no obligations are incurred which exceed available appropriations and funds.

Therefore, I certify that as of December 31, 2011, I have verified that sufficient appropriations and funds are available to pay the obligations of this institution of higher education and all other current obligations to be paid from the appropriations and the funds.

I also certify that I shall continue to monitor obligations of this institution of higher education to insure that sufficient appropriation and fund balances are available, or will become available, to pay all future obligations of the institution when such obligations become due.

Bobby Reynolds
Chair, UCA Board of Trustees

Date

Tom Courtway
UCA President

Date

VII. ACTION AGENDA

J. HPER Center

(i) **Proposed Increase in HPER Center Fee:**

After evaluating current and expected future enrollment, the 2010-11 Student Government Association (“SGA”) saw a need and adopted a goal to expand the Health Physical Education and Recreation (“HPER”) Center. This expansion will benefit students in the years to come.

In May, 2011, based on a resolution adopted by the SGA, the Board approved an increase in the HPER fee of \$3.50 per hour. This increase raised the fee to \$7.50 per hour. This was the first step of a two-step increase to raise funds to finance the HPER Center expansion, as well as maintain the intramural fields.

This agenda item is the second part of the HPER fee increase approved by the SGA. If approved the fee will increase by an additional \$1.62 per credit hour. The total HPER fee will be \$9.12 per hour and will generate an estimated \$437,400. This means a student taking fifteen (15) hours will pay an additional \$24.30. These fee increases will underwrite the debt service and the operational cost of the project.

Therefore the President recommends to the Board of Trustees the following resolution:

“BE IT RESOLVED: That the Board of Trustees approves the increase of \$1.62 per hour for the HPER Center Fee (to a total of \$9.72 per credit hour) and authorizes the administration to revise Board Policy No. 630 to incorporate this change, effective fall 2012.”

(ii) **Authorization to Hire Architect/Engineer for HPER Center Expansion:**

A Request for Qualifications “RFQ” was issued for architectural and engineering firms for the HPER Center Expansion. The RFQ submittal deadline was December 15, 2011. Nineteen (19) firms responded and a committee was selected to evaluate the submissions and select a firm to design the expansion. Information regarding the committee’s selection will be submitted to the Board of Trustees prior to the Board meeting.

“BE IT RESOLVED: That the Board of Trustees authorizes the administration to hire architectural and engineering professionals for the purpose of developing plans for the HPER Center expansion and to make contract awards in accordance with law.”

(iii) **Resolution Authorizing Issuance of Auxiliary Bonds to Finance Addition to HPER Center**

RESOLUTION

A RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$15,500,000 BOARD OF TRUSTEES OF THE UNIVERSITY OF CENTRAL ARKANSAS AUXILIARY REVENUE CAPITAL IMPROVEMENT BONDS, SERIES 2012; AUTHORIZING THE EXECUTION AND DELIVERY OF A SUPPLEMENTAL TRUST INDENTURE SECURING SUCH BONDS; AUTHORIZING THE EXECUTION AND DISTRIBUTION OF AN OFFICIAL STATEMENT; PLEDGING CERTAIN REVENUES TO THE PAYMENT OF THE BONDS; AND PRESCRIBING OTHER MATTERS RELATING THERETO.

WHEREAS, the Board of Trustees (the "Board") of the University of Central Arkansas (the "University") has determined that there is a need to finance the construction and equipping of an extension to the University's Health Physical Education and Recreation ("HPER") Center facilities on the University's campus (the "Project"); and

WHEREAS, the Board has determined that the Project can best be financed by the issuance of Auxiliary Revenue Capital Improvement Bonds, Series 2012; and

WHEREAS, by Resolution adopted on September 9, 2011, the Board authorized the President of the University to request from the Arkansas Department of Higher Education approval for the issuance of bonds to finance the Project which approval was granted by the Department of Higher Education Coordinating Board on November 1, 2011;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the University of Central Arkansas:

Section 1. The Board hereby authorizes the issuance of its Auxiliary Revenue Capital Improvement Bonds, Series 2012, in the aggregate principal amount not to exceed \$15,500,000 (the "Bonds"). The Bonds shall have an annual interest rate that does not exceed 5.50%.

Section 2. The Bonds shall have the final principal amount, designations, terms, maturities, bear interest at such rates and shall be secured as set forth in a separate Supplemental Trust Indenture with respect to the Bonds (the "Indenture"). The Indenture shall be in such form and contain such content as approved by the President of the University or his designee, and such Indenture is in all respects authorized, approved and confirmed, and the Chairman of the Board, the Secretary of the Board, and the President of the University, together with one or more vice presidents designated by the President, are hereby authorized, empowered and directed to execute and deliver the Indenture for and on behalf of the Board to the Trustee

(identified hereinafter) for the security of the Bonds, and the interest thereon, including necessary counterparts, in such form as shall be approved by the President of the University or his designee, with the advice of Bond Counsel (identified hereinafter), and that from and after the execution and delivery of the Indenture, the Chairman of the Board, the Secretary of the Board, the President of the University or the President's designees are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Indenture as executed.

Section 3. In connection with the issuance of the Bonds, it will be necessary to enter into certain additional agreements, and to execute and deliver certain other documents, certificates and instruments, including but not limited to an agreement governing the compliance by the University with certain tax requirements (the "Tax Regulatory Agreement"), an agreement providing for continuing disclosure (the "Continuing Disclosure Agreement"), an agreement specifying the terms of the purchase of the Bonds by the Underwriter (identified hereinafter) (the "Bond Purchase Agreement") and other miscellaneous agreements and instruments (collectively, the "Related Documents"). Upon the completion and approval of the Related Documents to the satisfaction of the President or his designee, the Chairman of the Board, the Secretary of the Board, and the President of the University, together with one or more vice presidents designated by the President, are hereby authorized and directed to execute each of the Related Documents. The Chairman of the Board, the Secretary of the Board, and the President of the University, together with one or more vice presidents designated by the President, are further authorized to execute such other certificates, documents and other writings, and to take such other actions as may be appropriate to cause the Bonds to be issued and otherwise to carry out the terms and purposes of this Resolution.

Section 4. The Bonds shall be secured by a pledge of all Auxiliary Revenues earned or received by the University in each Bond Year (as defined in the Indenture), and in no event less than 120% of the aggregate principal and interest due on the Bonds for such Bond Year and on any parity bonds (including the Board's \$4,180,000 Auxiliary Revenue Refunding Bonds, Series 2006C, \$7,200,000 Auxiliary Revenue Capital Improvement Bonds, Series 2006D, \$2,000,000 Auxiliary Revenue Capital Improvement Bonds, Series 2007A, and \$4,065,000 Auxiliary Revenue Refunding Bonds, Series 2010A) (the "Pledged Revenues").

Section 5. The Board hereby approves the use of a Preliminary Official Statement and final Official Statement, in such forms as shall be approved by the President of the University or the President's designee, in connection with the sale of the Bonds, and the Chairman of the Board, the Secretary of the Board, the President of the University or the President's designee are hereby authorized, empowered and directed to execute and to deem final the final Official Statement in the name and on behalf of the Board to be delivered for use in connection with the sale of the Bonds, and the Chairman of the Board, the Secretary of the Board, the President of the University or the President's designee are hereby authorized, empowered and directed to do all

such acts and things necessary to carry out and comply with the provisions of the final Official Statement.

Section 6. The Board hereby ratifies the engagement of Jack Nelson Jones & Bryant, P.A., Little Rock, Arkansas as Bond Counsel (“Bond Counsel”), and Crews & Associates, Inc., Little Rock, Arkansas, as Underwriter (“Underwriter”).

Section 7. The Board hereby ratifies the engagement of Bank of the Ozarks, Little Rock, Arkansas as Trustee pursuant to the terms of the Indenture (the “Trustee”).

Section 8. The Board hereby authorizes the President or his designee to negotiate the terms and conditions of agreements with, and to the extent already negotiated, hereby ratifies the terms and conditions of agreements with Bond Counsel, the Trustee and the Underwriter, and to execute such documents as they determine are necessary and, in the best interests of the Board, appropriate (execution thereof to constitute conclusive evidence of the Board’s approval of any and all agreements, changes, modifications, additions or deletions therein).

Section 9. (a) This Resolution is intended to be the declaration of the official intent of the University in accordance with Treasury Regulation § 1.150-2, wherein the University intends to be reimbursed from the proceeds of the Bonds for all or a portion of the cost of the Project, which expenditures have been paid by the University from the University’s general or other funds not earlier than sixty (60) calendar days before adoption of this Resolution;

(b) The reimbursement will be made by a written allocation before the later of eighteen (18) months after the expenditure was paid or eighteen (18) months after the items of the Project to which such payment relates were placed in service;

(c) The entire amount to be reimbursed is a capital expenditure, being a cost of a type properly chargeable to a capital account under general federal income tax principles; and

(d) The University will not use any reimbursement payment for general operating expenses and not in a manner which could be construed as an artifice or device under Treasury Regulation § 1.148-10 to avoid, in whole or in part, arbitrage yield restrictions or arbitrage rebate requirements.

ADOPTED AND APPROVED this 24th day of February, 2012.

**BOARD OF TRUSTEES OF THE
UNIVERSITY OF CENTRAL ARKANSAS**

By: _____
Bobby Reynolds, Chairman

ATTEST:

By: _____
Kay Hinkle, Secretary

A RESOLUTION PRESENTED TO THE STUDENT GOVERNMENT ASSOCIATION OF THE
UNIVERSITY OF CENTRAL ARKANSAS

TITLE OF RESOLUTION: Resolution in Support of HPER Center Fee Increase

SPONSOR: SGA Student Life Committee; Austin Hall, SGA Executive Vice President

DATE PRESENTED TO SENATE: February 21, 2011

STUDENT LIFE COMMITTEE: Adopt Do Not Adopt

Whereas, the SGA Student Life Committee held a hearing with HPER Center representatives as is required by the Student Fee Proposal Process; and,

Whereas, the HPER Center is a valuable resource and is used heavily by UCA students; and,

Whereas, the current facilities do not satisfy the needs of the students regarding space and equipment; and,

Whereas, the current fee of \$4.00 per credit hour would not cover the cost of a major physical expansion as presented by the architect designs; and,

Whereas, the majority of the Student Government Association believes that the HPER expansion should include a 25-yard pool; therefore,

Be It Resolved, that the Student Government Association of the University of Central Arkansas supports an approximate fee increase of no more than \$4.62 per credit hour for the Phase II expansion of the HPER center; and

Be It Further Resolved, that the Student Government Association of the University of Central Arkansas prefers that the fee increase goes toward the expansion plan that includes a 25-yard pool; and

Be It Further Resolved, that the Student Government Association of the University of Central Arkansas supports an additional \$0.50 per credit hour fee be added to the HPER center budget from the existing budget of the Student Center to pay for the maintenance of the Farris softball fields, resulting in a total fee increase of \$5.12 for the 2011—2012 academic year.

9/13

VII. ACTION AGENDA

K. Series 700 and 800 of the Board of Trustees' Policies (revisions)

Under Arkansas law, the Board of Trustees is a body politic and corporate. Pursuant to Ark. Code Ann. §6-67-102, the Board is charged with the management and control of the University, and has full power and authority to "...make, constitute, and establish such bylaws, rules and orders not inconsistent with law as to them seem necessary for the regulation, government and control of themselves as trustees and all officers, teachers, and other persons"

The Board of Trustees has adopted a series of policies governing certain matters and these policies are set forth in the following eight series:

- Series 100 - Institutional Mission
- Series 200 - Board of Trustees
- Series 300 - Provost
- Series 400 - Administrative Services
- Series 500 - Personnel
- Series 600 - Financial Services
- Series 700 - Student Services
- Series 800 - Athletics

Beginning in 2010, a working group was appointed to undertake a review of all of the Board policies. The working group was composed of Tom Courtway, Jack Gillean, Dr. Jonathan Glenn, and Katie Henry. The working group reviewed the existing policies, met with members of various departments and divisions on campus, and has made recommendations to the President.

As part of this process, a new template was developed so that at the bottom of each page, the reader will see the Board policy number, the subject matter of the policy, and how many pages it includes. This new template should assist the reader.

The Board approved the revisions to Series 100 and 200 at its August, 2011 meeting.

Changes and revisions in Series 700 and 800 are presented for your consideration. Proposed revisions to the other series will be brought before the Board at later dates.

As with other material presented to the Board of Trustees, material to be deleted is stricken through, and material to be added is highlighted.

The following is a summary of the recommended changes.

1. Series 700 – Student Services:

Series 700 deals with Student Services. The proposed changes are as follows:

- a. Policy No. 700, Student Residency Regulations, has no proposed changes.
- b. Policy No. 701 Mandatory Residency Hall Requirements, has been revised to allow the Director of Housing to authorize exemptions to the mandatory residency hall requirements listed in the policy.
- c. Policy No. 702, Mandatory Residence Hall Requirements for International Programs Students, has no proposed changes.
- d. Policy No. 703, Student Organizations Scheduling University Facilities, has been deleted. This policy is no longer needed since the Board approved revisions to policy No. 400 (which addresses the scheduling, use and rental of University Facilities) in August of 2010.
- e. Policy No. 704, Leasing University Property to Student Organizations, has no proposed changes.
- f. Policy No. 705, which describes the approval process for organizations to purchase or rent off-campus property, has been revised to include all university organizations, not just Greek organizations. In addition, the requirement to have a “Resident Counselor” and the requirement of organizations to establish procedures to discipline members who violate “house rules” or applicable laws have been deleted.
- g. Policy No. 706, Involuntary Administrative Withdrawal, has been revised to give the Vice President for Student Services and the administration the authority to set forth procedures for involuntary withdrawals in the University’s behavioral intervention plan.
- h. Policy No. 707, Student Possession, Storage, or Use of Firearms, has been revised to add language which prohibits the possession, storage, or use of any handgun, as well as a firearm of any type, on university property or at a university event. The original language only made reference to the prohibition of firearms. In addition, the statutory definitions of “purposely,” “knowingly,” “recklessly,” and “negligently” have been deleted.
- i. Policy No. 708, Parental Notification Policy: Alcohol and Controlled Substances, has no proposed revisions.

2. Series 800 - Athletics

Series 800 deals with Athletics. The proposed changes are as follows:

- a. Policy No. 800, Role of Athletic Programs, has no proposed changes.
- b. Policy No. 801, UCA Athletic Affiliations, has no proposed changes.
- c. Policy No. 802, UCA Purple Circle, has no proposed changes.
- d. Policy No. 803, Summer Athletic Camps, has been deleted. Policy No. 653 - "Extracurricular Camps", replaces Policy No. 803 and sets forth guidelines for all extracurricular camps held at UCA.
- e. Policy No. 804, Athletic Events—Ticket Prices, is a new policy which authorizes the Athletic Director, with approval from the President, to set ticket prices to University athletic events.

Therefore, the President recommends to the Board of Trustees the following resolution:

“BE IT RESOLVED: That the Board of Trustees approves the following revisions to Series 700 and Series 800 of the Policies of the Board of Trustees of the University of Central Arkansas as attached to this resolution, and the changes set forth in revised Series 700 and Series 800 shall be effective from and after this date.”

Student Services - 700.00

700	Student Residency Regulations
701	Mandatory Residence Hall Requirements
702	Mandatory Residence Hall Requirements for International Programs Students
703	Student Organizations Scheduling University Facilities (Reserved)
704	Leasing University Property to Student Organizations
705	Approval for Greek University Organizations to Purchase or Rent Property Off Campus
706	Involuntary Administrative Withdrawal
707	Student Possession, Storage or Use of Firearms
708	Parental Notification Policy: Alcohol and Controlled Substances
709	Academic Integrity Policy
710-end	(Reserved)

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 700

Subject: Student Residency Regulations

Date Adopted: 11/71 Revised: 12/89, 10/95, 06/01, 11/02

It is the purpose of this policy to set forth the guidelines pursuant to which the administrative offices of the University of Central Arkansas will comply with the law in classifying students as either “in-state” or “out-of-state” students. In carrying out this policy, it is the intent of the Board to accord equity and fairness to the students, while being mindful to protect the interests of the taxpayers of Arkansas and institutions of higher education in Arkansas.

The president is hereby authorized and directed to develop and implement a plan for the classification of students (both domestic and international) as either “in-state” or “out-of-state.”

In the development of the plan for such classification, the following factors shall be taken into account:

1. the length of time a student has lived or otherwise resided in the State of Arkansas;
2. the intentions of the student, as expressed to the University on such forms and/or applications submitted requesting the waiver;
3. if an un-emancipated minor, where the minor’s parents and/or legal guardian, resides;
4. other factors, such as voting records; driver’s license; payment of taxes; being employed in Arkansas;
5. whether the student will, if admitted to the University, reside in University-sponsored housing and participate in the board program;
6. whether the student is from counties in states bordering Arkansas; and
7. whether the student is a dependent of a person who has earned a degree from the University.

The President is authorized to develop any and all forms, applications or other criteria as may be necessary in carrying out this policy.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 701

Subject: Mandatory Residence Hall Requirements

Date Adopted: 04/71 Revised: 08/83, 02/88, ##/##

All unmarried full-time freshmen students who enter with less than 21 semester hours credit are required to live in a residence hall for two semesters, unless a specific exemption is authorized by the Director of Housing. (However, freshmen are not required to live in any particular residence hall.) UCA feels that the residence experience adds to the students' overall academic and personal development and, therefore, is an essential and vital part of the total college experience. There will be numerous programs for the new students in the halls, coordinated through the central Housing Office, which will encompass the academic, social, and recreational areas of development.

Students living with parents, legal guardians, or close relatives are exempt from this policy. Living with a close relative is defined as any place of abode owned, rented, or leased and occupied by a grandparent, married brother or sister, aunt, or uncle.

Also, any individual who is over 21 years of age at the beginning of his/her first semester at UCA, or a transfer student who has lived in a residence hall at another campus for two or more semesters, will be exempt from this requirement.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 702

Subject: Mandatory Residence Hall Requirements for International Programs Students

Date Adopted: 12/92 Revised: 10/95

All international students are required to spend two semesters living in a UCA residence hall. Only students who meet the following criteria will be exempt from this policy:

1. Student is 21 years of age or older, or
2. Student is married and is residing with spouse, or
3. Student is in graduate school.

Students with special requirements may petition the housing exemption committee to gain exemption from this policy.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 703

Subject: Student Organizations Scheduling University Facilities

Date Adopted: 06/85 Revised: 10/95

Effective July 1, 1985, it will be the policy of the University that student organizations scheduling activities in University facilities (except regular meetings held in space assigned to organizations exclusively for that purpose) will be expected to meet the following requirements:

1. ~~the faculty/staff adviser of the student organization must sign the request for the reservation of space;~~
2. ~~the faculty/staff adviser must agree that he/she will be present throughout the scheduled activity acting both as an adviser and as the University's representative at that particular event;~~
3. ~~the adviser agrees that in the event of an unforeseen emergency that prevents his/her attending, an acceptable substitute faculty/staff adviser will be secured and will have the approval of the Vice President for Student Services or the Vice President's designee in advance of the activity. Failure of the adviser to attend or failure to secure an acceptable substitute will cause the organization to cancel the scheduled event.~~

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 704

Subject: Leasing University Property to Student Organizations

Date Adopted: 06/84 Revised: _____

The administration is authorized to negotiate leases of University property to student organizations for the purpose of constructing facilities. Each lease must have prior approval of the Board before it is effective. All facilities constructed under such leases will be considered University facilities and will be governed by applicable regulations in the *UCA Student Handbook*.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 705

Subject: Approval for ~~Greek~~ University Organizations to Purchase or Rent Property Off Campus

Date Adopted: 08/89 Revised: ##/##

The Board of Trustees hereby authorizes the Administration to allow **University** ~~Greek~~ organizations to purchase or rent property off campus, if done under the following standards which will be required in order to maintain official recognition by UCA:

1. The organization will obtain the approval and support of its local alumni board, national office, or appropriate governing body.
2. The organization will develop a set of "house rules" and have these rules approved by the appropriate governing body. Additionally, these rules must be approved and placed on file with the Vice President for Student Services prior to occupancy of the property. Approved "house rules" must contain a minimum of the following:
 - a. appropriate visitation policy;
 - b. policies concerning alcoholic beverages and prohibiting the possession or use of illegal drugs and controlled substances;
 - c. procedures for regular safety and maintenance inspections;
 - d. identification of items that cannot be used, possessed, or stored on fraternity property;
 - e. provisions for parking; and
 - f. identification of quiet hours.
- ~~3. The organization will have a Resident Counselor who is selected by the appropriate governing board.~~
- ~~4. The organization will establish procedures to appropriately discipline members who violate "house rules" or local or state laws.~~

The Administration is hereby authorized and directed to consider the following criteria in granting approval to purchase or rent property off campus: size of organization, financial stability, "house rules," support of governing body, location or property, and agreement to work with local city officials to meet local zoning requirements.

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 706

Subject: Involuntary Administrative Withdrawal

Date Adopted: 09/90 Revised: ##/##

The Vice President for Student Services, along with the administration, shall set forth procedures for involuntary administrative withdrawals in the University's Behavior Intervention Plan.

1. ~~STANDARDS FOR WITHDRAWAL~~

- ~~a. A student will be subject to involuntary administrative withdrawal from the University, or from University housing, if it is determined, by a preponderance of evidence, that the student is suffering from a mental disorder (as defined by the current American Psychiatric Association Diagnostic Manual), and, as a result of the mental disorder:
 - ~~i. engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others; or,~~
 - ~~ii. engages, or threatens to engage, in behavior which would cause property damage, or directly and substantially impede the lawful activities of others and the University's accomplishment of its mission.~~~~
- ~~b. These standards do not preclude removal from the University, or University housing, in accordance with provisions of the residence hall contract, or other University rules and regulations.~~

2. ~~REFERRAL FOR EVALUATION~~

- ~~a. The Dean of Students may refer a student for evaluation by an independent licensed psychiatrist or psychologist chosen by the institution, if the Dean, after consultation with the Director of Counseling Services, reasonably believes that the student may meet the criteria set forth in Section I., 1., or if a student subject to disciplinary charges wishes to introduce relevant evidence of any mental disorder.~~
- ~~b. Students referred for evaluation in accordance with this section shall be so informed in writing, either by personal delivery or by certified mail and shall be given a copy of these standards and procedures. The evaluation must be completed within five business days from the date of the referral letter, unless an extension has been granted by the Dean in writing. Students may be accompanied by a licensed psychologist or psychiatrist of their choice, at their own expense, who may observe but not participate in~~

~~the evaluation process. Legal representation will not be permitted.~~

- ~~e. Any pending disciplinary action may be withheld until the evaluation is completed, in the discretion of the Dean of Students.~~
- ~~d. A student who fails to complete the evaluation in accordance with these standards and procedures may be withdrawn on an interim basis, as set forth in Section III. 1-4, or referred for disciplinary action, or both.~~

~~3. INTERIM WITHDRAWAL~~

- ~~a. An interim administrative withdrawal may be implemented immediately if a student fails to complete an evaluation, as provided by Section II., 1-2, of these standards and procedures. Also, an interim withdrawal may be implemented immediately if the Dean of Students or a designee, in consultation with the Director of Counseling Services or designee, determines that any student may be suffering from a mental disorder, and the student's behavior poses an imminent danger of:
 - ~~i. causing serious physical harm to the student or others; or,~~
 - ~~ii. causing property damage, or directly and substantially impeding the lawful activities of others and the University's accomplishment of its mission.~~~~
- ~~b. A student subject to an interim withdrawal shall be given notice of the withdrawal either by personal delivery, by certified mail, or by verbal notice with written confirmation provided within 24 hours and shall be given a copy of these standards and procedures. The student shall then be given an opportunity to appear personally before the Dean of Students, or a designee, within two business days from the effective day of the interim withdrawal, in order to review the following issues only:
 - ~~i. the reliability of the information concerning the student's behavior;~~
 - ~~ii. whether or not the student's behavior poses a danger of causing imminent, serious physical harm to the student or others, causing property damage, or directly and substantially impeding the lawful activities of others and the University's accomplishment of its mission;~~
 - ~~iii. whether or not the student has completed an evaluation, in accordance with these standards and procedures.~~~~
- ~~e. A student subject to interim withdrawal may be assisted in the proceeding specified at Section III, 2., by a family member and a licensed psychologist or psychiatrist, or in lieu of a licensed psychologist or psychiatrist, by a member of the faculty or staff of the institution.* Furthermore, the student may be accompanied by legal counsel, although the role of counsel will be limited to providing legal advice to the student. Students will~~

be expected to speak for themselves whenever possible.

- d. ~~An informal hearing, as provided in section IV, will be held within five business days after the student has been evaluated by the appropriate mental health professional. Such evaluation should be undertaken within two business days after the student submits a proper request for an appointment. The student will remain withdrawn on an interim basis pending completion of the informal hearing, but will be allowed to enter upon the campus to attend the hearing, or for other necessary purposes, as authorized in writing by the Dean of Students.~~

~~*In this section, and in Section IV, 1 (d), a university faculty or staff member who is an attorney will be regarded as "legal counsel."~~

~~4. INFORMAL HEARING~~

- a. ~~Students subject to an involuntary withdrawal shall be accorded an informal hearing before the Dean of Students, or a designee. The following guidelines will be applicable:~~

i. ~~Students will be informed of the time, date and location of the informal hearing, in writing, either by personal delivery or certified mail, at least three business days in advance.~~

ii. ~~The entire case file, including an evaluation prepared pursuant to Section II, 1., of these standards and procedures, and the names of prospective witnesses, will be available for inspection by the student in the Dean of Students' office during normal business hours.~~

~~That file, which should be available at least two business days before the informal hearing, need not include the personal and confidential notes of any institutional official or participant in the evaluation process.~~

iii. ~~The informal hearing shall be conversational and non-adversarial. Formal rules of evidence will not apply. The Dean or designee shall exercise active control over the proceedings to avoid needless consumption of time and to achieve the orderly completion of the hearing. Any person who disrupts the hearing may be excluded.~~

iv. ~~The student may choose to be assisted by a family member and a licensed psychologist or psychiatrist, provided at his/her own expense, or, in lieu of a licensed psychologist or psychiatrist, by a member of the faculty or staff of the institution. Furthermore, the student may be accompanied by legal counsel, although the role of counsel will be limited to providing legal advice to the student.~~

v. ~~Those assisting the student, except for legal counsel, will be given reasonable time to ask relevant questions of any individual appearing at the informal hearing, as well as to present relevant evidence.~~

- vi. ~~The informal hearing may be conducted in the absence of a student who fails to appear after proper notice.~~
- vii. ~~The informal hearing shall be tape recorded by the Dean or designee. The tape(s) shall be kept with the pertinent case file for as long as the case file is maintained by the institution.~~
- viii. ~~A written decision will be rendered by the Dean or designee within five business days after the completion of the informal hearing. The written decision, which will be mailed or personally delivered to the student, will contain a statement of reasons for any determination leading to involuntary withdrawal. The student will also be advised as to when a petition for reinstatement would be considered, along with any conditions for reinstatement.~~
- ix. ~~The decision of the Dean or designee shall be final and conclusive and not subject to appeal.~~
- x. ~~If the student has been charged with a disciplinary violation, and a decision is made not to involuntarily withdraw the student, the student will be returned to the disciplinary process for a hearing on the charges.~~

~~5. PROCEDURES IF STUDENT IS CHARGED WITH A VIOLATION OF DISCIPLINARY REGULATIONS~~

- a. ~~A student accused of violating University disciplinary regulations may be diverted from the disciplinary process and withdrawn in accordance with these standards, if the student, as a result of mental disorder:~~
 - i. ~~lacks the capacity to respond to pending disciplinary charges, or~~
 - ii. ~~wishes to introduce relevant evidence of any mental disorder. The student must so inform the Dean of Students in writing at least two business days prior to any disciplinary hearing. If the Dean determines that the evidence may have merit, the case shall then be resolved in accordance with these standards and procedures. Thereafter, if it is determined that the student does not meet the criteria set forth in part three, the case will be returned to the disciplinary process. Evidence of any mental disorder may not be admitted into evidence or considered by the hearing panel at any disciplinary proceeding.~~

~~6. DEVIATIONS FROM ESTABLISHED PROCEDURES~~

- a. ~~Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to a student may result.~~

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 707

Subject: Student Possession, Storage, or Use of Firearms

Date Adopted: 12/92 Revised: 08/93, ###/###

The possession, carrying, storage or use of any handgun or firearm of any type is prohibited (a) on the university campus, (b) in any building owned or controlled by the university, and (c) at any university event.

Any student **in violation of this policy** ~~possessing, storing, or using a firearm on university controlled property or at university sponsored or supervised functions, unless authorized by the university,~~ will be suspended from UCA for a period of not less than three years unless a waiver of the suspension is granted by the President upon the recommendation of the Vice President for Student Services.

The statutory definitions are as follows:

- (1) ~~"Purposely." A person acts purposely with respect to his conduct or a result thereof when it is his conscious object to engage in conduct of that nature or to cause such a result;~~
- (2) ~~"Knowingly." A person acts knowingly with respect to his conduct or the attendant circumstances when he is aware that his conduct is of that nature or that such circumstances exist. A person acts knowingly with respect to a result of his conduct when he is aware that it is practically certain that his conduct will cause such a result;~~
- (3) ~~"Recklessly." A person acts recklessly with respect to attendant circumstances or a result of his conduct when he consciously disregards a substantial and unjustifiable risk that the circumstances exist or the result will occur. The risk must be of a nature and degree that disregard thereof constitutes a gross deviation from the standard of care that a reasonable person would observe in the actor's situation;~~
- (4) ~~"Negligently." A person acts negligently with respect to attendant circumstances or a result of his conduct when he should be aware of a substantial and unjustifiable risk that the circumstances exist or the result will occur. The risk must be of such a nature and degree that the actor's failure to perceive it, considering the nature and purpose of his conduct and the circumstances known to him, involves a gross deviation from the standard of care that a reasonable person would observe in the actor's situation."~~

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 708

Subject: Parental Notification Policy: Alcohol and Controlled Substances

Date Adopted: 05/99 Revised: _____

The university will notify, in writing, a parent or legal guardian of a student who is a freshman (initial two (2) semesters) and under twenty-one (21) years of age, if he/she violates any rule or policy of the university governing the use or possession of alcohol or controlled substances while on university property, or at a university-sponsored or sanctioned event. Notification to the parent or legal guardian will be in addition to other disciplinary action provided for in the *Student Handbook*.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 709

Subject: Academic Integrity Policy

Date Adopted: 02/10 Revised: ##/##

1. Academic Integrity

The mission of the University of Central Arkansas commits all members of the university community to acquiring, sharing, evaluating, and communicating knowledge. Such a commitment includes an expectation of academic integrity, an organizational and individual commitment to honesty and responsibility in teaching and learning. By their affiliation with the University of Central Arkansas, all members of the university community are committed to shared responsibility for maintaining the highest standards of academic integrity. Although this policy focuses on the academic integrity in course-related work, its basis and context is the commitment made by the entire university community.

2. Academic Misconduct

Violation of the expectation of academic integrity is academic misconduct. Examples of misconduct commonly identified by universities include but are not limited to those listed here (definitions are quoted from the *Random House Webster's Unabridged Dictionary*, 1999 ed.):

- *Cheating*: to cheat is, in an academic context, “to take an examination or test in a dishonest way, as by improper access to answers.” Cheating may also occur in the context of other academic assignments.
- *Plagiarism*: “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.” This concept may apply to any kind of intellectual property.
- *Fabrication*: to fabricate is, in this context, “to fake; forge (a document, signature, etc.).” Fabrication is commonly associated with the falsified research findings.

Other forms of academic misconduct may include unauthorized collaboration or submitting the same paper or portions of the same paper to two different courses without the consent of both instructors. The university will provide extensive publicly accessible examples of and information about forms of academic misconduct (see section 3 € , below).

The university's academic integrity policy applies to all students enrolled in courses at the University of Central Arkansas. All forms of academic misconduct at the University of Central Arkansas will be regarded as serious.

3. Requirement to Inform Students

The Divisions of Academic Affairs and Student Services will conduct an academic integrity seminar during new student orientation for freshmen, transfer, and graduate students each fall semester. Beginning in the fall 2010, first-year freshman students will be required to participate in the seminar. Other seminars, including an online version related to academic integrity, will be made available to faculty, students, and staff from time to time each year.

The Divisions of Academic Affairs and Student Services will collaboratively develop one or more remedial Academic Integrity Workshops. (See section 5 E, below.)

The Divisions of Academic Affairs and Student Services will collaborate in publishing information about academic integrity and misconduct, with explanations and examples intended to help students make informed decisions about how they conduct themselves in their academic work, including the use and presentation of information.

Beginning in the fall semester 2010, every course syllabus, including those for courses offered by distance education, must include the following language: "The University of Central Arkansas affirms its commitment to academic integrity and expects all members of the university community to accept shared responsibility for maintaining academic integrity. Students in this course are subject to the provisions of the university's Academic Integrity Policy, approved by the Board of Trustees as Board Policy No. 709 on February # February 10, 2010, and published in the *Student Handbook*. Penalties for academic misconduct in this course may include a failing grade on an assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate. Continued enrollment in this course affirms a student's acceptance of this university policy." An instructor may include in the course syllabus additional information about academic integrity if he/she wishes to do so.

4. Notification of Charge of Academic Misconduct

In the event an instructor determines that a student has engaged in academic misconduct, the instructor will notify the student of the allegation and the basis on which it is made and inform him/her of the action or sanction the instructor deems appropriate, consistent with the terms of section E of this policy.

The University Registrar will provide a form to be used by instructors in reporting allegations of academic misconduct.

5. Penalties for Academic Misconduct

- a. Each instructor will decide on a case-by-case basis what penalty will be given to the student for his/her academic misconduct; such penalty may include a failing grade on the assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate. Depending on the nature of the misconduct and the context in which it occurs, other penalties may be appropriate; additional penalties, if any, will be recommended by the instructor in consultation with the department chair. The instructor will submit the signed Academic Integrity Violation form to the department chair as notification of the allegation and penalty/penalties. The chair confirms the allegation by signing the form and submits it to the University Registrar for entry in Banner (the “official allegation”).
- b. Using the student’s preferred email address listed in Banner, the department chair will inform the student of his/her right to appeal. Within ten (10) working days of the department chair’s notification, the student has a right to appeal the decision through the procedures set forth below.
- c. If the student does not appeal, the department chair will send all documentation provided by the instructor to the University Registrar for creation of the electronic file (see section F, below).

Institutional Penalties

Institutional responses to allegations of misconduct fall into two categories: (1) automatic penalties based on an official allegation and (2) additional penalties that will result if the student is not exonerated. The institutional responses seek both to educate and reprimand students while promoting academic integrity. These responses vary based on student classification, previous infractions, and their outcome.

All official allegations against a student, whether undergraduate or graduate, made by the instructor and confirmed by the department chair, result in a permanent citation in the student record in Banner. Similarly, every official allegation, made by the instructor and confirmed by the department chair, may result in course-related sanctions determined by the instructor. Other penalties may apply on a first infraction, based on the nature and context of the misconduct. Penalties will escalate on further infractions.

The following escalating consequences apply to *undergraduate students*:

- Second infraction
 - Automatic additional penalties: completion of compulsory Academic Integrity Workshop
 - Additional penalty, if not exonerated: meeting with administrator (dean or designee)

- Third infraction
 - Additional penalty, if not exonerated: referral to Academic Integrity and Discipline Committee for possible university sanction (e.g., probation, suspension, expulsion)
- Subsequent infractions
 - Automatic additional penalty: referral to Academic Integrity and Discipline Committee for university sanction (e.g., probation, suspension, expulsion)

The following escalating consequences apply to *graduate students*:

- First infraction
 - Automatic additional penalties: (1) completion of compulsory Academic Integrity Workshop; (2) meeting with graduate dean
- Second infraction
 - Automatic additional penalty: referral to Academic Integrity and Discipline Committee for university sanction (e.g., probation, suspension, expulsion)
- Third infraction
 - Automatic additional penalty: expulsion from the Graduate School

6. Academic Misconduct File

All documentation relevant to a student's academic misconduct will be maintained in both electronic and paper files. The electronic files will be created and housed in the Office of the Registrar, based on documentation submitted by a department and, if applicable, developed in an appeal process. Hard paper copies will reside on file in the office of the college dean or administrator in whose college/division the alleged misconduct occurred. Academic misconduct files shall only be used by non-student university employees as necessary in the case of an appeal. If the student makes a formal appeal, it will be decided in accordance with the procedures set forth below.

7. Appeals Process

A student may appeal the charge of academic misconduct and any sanctions or actions taken by the instructor through the procedures set forth below, beginning at the department level and proceeding to the university level if necessary.

8. Appeals at the Department/College Level

- a. The instructor will advise the student of an accusation of academic misconduct and the penalties to be applied. Within ten (10) working days of receiving this information, a student may meet informally with the instructor to attempt to resolve the matter.
- b. If the student is not satisfied with the action of the instructor, then within ten (10) working days of the meeting with the instructor, the student may submit a formal written appeal to the department chair. Within ten (10) working days of receipt of the written appeal, the chair will meet with the student to attempt to resolve the matter.
- c. If the student is not satisfied with the action of the department chair, then within ten (10) working days of the meeting with the department chair, the student may submit a formal written appeal to the dean of the appropriate college, with copies to the instructor and the department chair.
- d. Within ten (10) working days of receipt of the written appeal, the instructor and department chair must submit the following materials to the dean of the college: a description of the academic misconduct and any penalties assigned, and all pertinent documentation concerning the academic misconduct. The dean of the college may ask for additional documentation from the student's academic misconduct file if such documentation exists.
- e. Within ten (10) working days of receipt of the appeal, the dean of the college will submit a written decision to the student with copies to the instructor and to the department chair. The dean of the college will forward the written decision and documentation to the University Registrar for the permanent electronic record and retain all pertinent documentation regarding the academic misconduct in the student's academic misconduct file.

9. Appeals at the University Level

- a. If not satisfied with the action of the dean of the college, the student may submit, within ten (10) working days after receiving notice of the decision, a written appeal to the dean of students for referral to the Academic Integrity and Discipline Committee.
- b. Within ten (10) working days of receipt of the student's appeal, the dean of students will refer the appeal to the Academic Integrity and Discipline Committee for a hearing and inform the instructor, department chair, college dean, dean of students, and (as appropriate) the undergraduate and graduate deans. The composition of the Committee and the procedures to be followed are set forth in Section H below.
- c. The Committee will submit the report of the hearing and the recommendations of the Committee to the Provost and Vice President for Student Services. The Provost and Vice President for Student Services may choose appropriate designees to act on their behalf. The Provost and Vice President for Student Services (or designees) will render the final decision after considering the recommendations and report of the Academic Integrity and Discipline Committee. The Provost and Vice President for Student

Services (or designees) will send a report of the final decision to the student, instructor, department chair, college dean, dean of students, and the undergraduate or graduate dean. The report, along with the written recommendation of the Committee and any additional documentation developed in the appeals process, is forwarded to the University Registrar for completion of the Banner record and permanent electronic archiving.

10. Procedures for the Academic Integrity and Discipline Committee

The following procedures apply to the Academic Integrity and Discipline Committee when it is reviewing cases of academic misconduct.

- a. The dean of students will give the Committee a copy of the appeal and all pertinent documentation regarding the charge of academic misconduct. Copies of the appeal will also be sent to the instructor, department chair, college dean, dean of students and (as appropriate) the undergraduate and graduate dean.
- b. Six (6) members of the Committee will constitute a quorum, and at least one appointee from the administration, the faculty, and the Student Government Association must be present. Decisions must be reached by a majority of the members present. The chair may cast a deciding vote in the event of a tie. The number of yes, no, and abstention votes will be recorded without designating individual votes.
- c. The student, instructor, department chair, and the relevant deans will be entitled to five (5) working days' notice of the date, time, and place of hearing.
- d. After the Committee considers the matters referred to it by the dean of students, the student and instructor may present relevant witnesses and documentary evidence. The Committee will accept all relevant oral testimony and documentation that it feels to be relevant and material to the issue. The chair has the power to rule on the admissibility of the evidence and on the relevance of questions. The responsibility for questioning witnesses, securing evidence, and determining the degree of proof will be vested in the Committee.
- e. Strict judicial rules of evidence will not be applied. The student, the instructor, the department chair, and the appropriate deans may be accompanied by an advisor, who may be an attorney. The University general counsel may be present to advise the Committee. An attorney will not be provided at University expense. Advisors will only function in an advisory capacity; they will not address the Committee, question witnesses, or otherwise actively participate in the hearing.
- f. The student and the instructor (and advisors), the department chair, the college dean, the dean of students, and the undergraduate or graduate dean (as appropriate) may be present at any time testimony is presented and be provided copies of all evidence considered by the Committee.

- g. The office of the college dean or administrator in whose unit the alleged misconduct occurred will retain and secure copies of all evidence considered by the Committee.
- h. A copy of the minutes and the Committee's recommendation will be provided to the student, the instructor, the department chair, the college dean, dean of students, the undergraduate or graduate dean (as appropriate), the Vice President for Student Services and the Provost within ten (10) working days of the final meeting of the Committee.
- i. Within ten (10) working days of receipt of the Committee's recommendation, the Provost and the Vice President for Student Services, or their designees, will render a final decision. The Provost and the Vice President for Student Services, or their designees, will give the student, the instructor, the department chair, the college dean, and the undergraduate and graduate deans (as appropriate) written notice of the final decision. The report, along with the written recommendation of the Committee and any additional documentation developed in the appeals process, is forwarded to the University Registrar for completion of the Banner record and permanent electronic archiving.

Athletics - 800.00

800	Role of Athletic Programs
801	UCA Athletic Affiliations
802	UCA Purple Circle
803	Summer Athletic Camps (Reserved)
804-end	(Reserved) Athletic Events—Ticket Prices
805-end	(Reserved)

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 800

Subject: Role of Athletic Programs

Date Adopted: 05/92 Revised: 05/08

The Board of Trustees adopts the following statement of the role of athletic programs for the University of Central Arkansas:

Varsity and intramural athletic programs play a significant role at the University of Central Arkansas. They provide students with valuable extra-curricular activities and other individuals and groups with an important sense of community.

Individuals who participate in collegiate athletics must be, first and foremost, students, subject to the same privileges and requirements as other students. As members of the University community, they should not be segregated by policy or practice from others in the student body, in housing accommodations or otherwise. Athletic events and activities should, to the extent possible, be scheduled to avoid conflict with academic programs and requirements.

Although athletic programs may open professional opportunities for some students, the recreational and social aspects should predominate at the varsity level. The University and its athletic programs should avoid excessive emphasis upon winning and should give all students reasonable opportunities to participate in either varsity or intramural events.

Athletic programs are significant activities for all segments of the University community, and each segment may be appropriately involved in various aspects of their operations. In all instances, however, the University should ensure that rules and regulations are scrupulously followed and that the programs and activities are consistent with the University's academic mission.

The Board of Trustees retains responsibility for the policies under which athletic programs operate, and the President is primarily responsible for administration. However, the faculty, staff and students should also be closely involved in the development of policy and in the periodic review of program operations.

Administrative structures which would allow athletic programs to operate outside the University's normal rules and procedures of governance should not be allowed to develop. The focus of the programs should be upon the University community rather than upon entertainment of large audiences unaffiliated with the University.

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 801

Subject: UCA Athletic Affiliation

Date Adopted: 08/91 Revised: 05/92, 08/95, 03/07

The University shall be a member of NCAA Division I and will comply with the rules and regulations of that Division.

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 802

Subject: UCA Purple Circle

Date Adopted: 04/85 Revised: 06/85, 08/95

The following is UCA's Purple Circle Policy Statement:

1. UCA's athletic policy on non-school organizations supporting the Athletic Department will be:
 - a. The NCAA requires that the University of Central Arkansas have complete control over all funds being given to assist the school's athletic program and be coordinated with the Athletic Department's budget. Expenditures from this fund will be used by the Athletic Office for athletic purposes.
 - b. The institution must remain in control of its destiny, and local organizations have no authority to act on their own, other than in those instances specifically authorized by the University.
2. The objectives of the Purple Circle Club are:
 - a. To assist in the planning and implementation of annual fund drive of the Purple Circle group.
 - b. To create better understanding and support of UCA's athletic program.
 - c. To encourage athletes and non-athletes to attend UCA.
 - d. To obtain some goals for the UCA Athletic Department that it could not otherwise accomplish without outside aid.
3. The Purple Circle Club will have its own slate of officers which will consist of President, Vice President, and Secretary.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 803

Subject: Summer Athletic Camps

Date Adopted: 04/77 Revised: 08/89, 03/90, 03/91, 08/95, 08/08

Policy on Summer Athletic Camps

Members of the University athletic staff are invited to develop and conduct athletic camps for junior and senior high school students utilizing University facilities during summer months. There are three primary purposes for developing such activities.

1. As a public service to youngsters throughout the state by providing intensive instruction in athletic skills.
2. As a source of supplementary income for the members of the athletic staff who develop and conduct these programs.
3. As a supplemental source of income for the athletic department of the University.

The summer athletic camps involve no conflict of interest with the mission and purpose of the University of Central Arkansas. They will bring to the campus a significant number of persons who are potentially future students who might tend to enroll at the University as a result of their exposure to its facilities and its personnel while engaged in these activities. The summer athletic camps will generate funds to be paid to the University of Central Arkansas for housing, meals, and for the use of other institutional facilities and resources which will produce significant revenues in support of the auxiliary functions of the campus.

The camp director will have the administrative responsibility for the camp including recruitment, selection of staff, organization of the program, and oversight of the day-to-day activities of the camp.

The athletic director will be responsible for coordinating dates and establishing cost factors for each camp.

Essential and fixed costs of operation of the camp will be developed in detail between the athletic director and the camp director no later than April 15 of each year. These costs will include room and board charges to the participants, salary scale for the camp staff, a salary for the camp director, costs of advertising and enrolling campers, and the costs of any items to be given to campers. From these essential and fixed costs a fee for each camper for each camp will be established.

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 804

Subject: Athletic Events-Ticket Prices

Date Adopted: ##/## Revised: _____

Ticket prices to University athletic events shall be determined by the Athletic Director, with final approval by the President. The prices shall be reviewed on an annual basis and may be adjusted to reflect current financial conditions. Factors to consider when adjusting ticket prices may include, but are not limited to, the following: (1) ticket prices to other Southland Conference athletic events; (2) economic state of potential patrons; (3) supply and demand; (4) quality of a particular event; etc.

VII. ACTION AGENDA

L. “Extracurricular Camps” – Board Policy No. 653

In a previous agenda item, the administration requested that the Board eliminate Board Policy No. 803, “Summer Athletic Camps.” If the Board agrees to the deletion of policy 803, the administration proposes a revised board policy with a new number to take its place, Board Policy No. 653, “Extracurricular Camps.”

Act 707 of 1981, codified as Ark. Code Ann. § 6-62-401, authorizes the Board of Trustees to grant permission to employees to conduct, on and in campus facilities, certain outside work for private compensation. Board Policy No. 803 previously set forth the policy for summer athletic camps. In addition to athletic camps, faculty and staff members may propose to hold private camps for other purposes. The administration believes that the proposed policy, being more general in nature, will cover all types of private camps, including summer athletic camps. In the proposed new policy, the procedure for approving camps (the findings required to be made by the Board) is very similar to the former policy addressing summer athletic camps and the reporting requirements for these camps are the same as before.

Therefore, the President recommends to the Board of Trustees the following resolution:

“BE IT RESOLVED: That the Board of Trustees adopts the following policy as Board Policy No. 653, ‘Extracurricular Camps’.”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 653

Subject: Extracurricular Camps

Date Adopted: ##/## Revised: _____

Act 707 of 1981 authorizes the Board of Trustees of the University of Central Arkansas to grant permission to employees to conduct, on and in campus facilities, certain outside work for private compensation, which is to be engaged in only after their employment responsibilities to the institution have been fully discharged. The Board of Trustees will determine the following:

- (i) The activity in question does not create a conflict of interest with the mission and purpose of the institution itself.
- (ii) The proposed activity would bring a significant number of persons to campus who are potential future students and who could possibly enroll at the University as a result of their exposure to the facilities and its personnel while engaged in the activity; and,
- (iii) The activity will generate funds to be paid to the institution for housing, meals, and for the use of other institutional resources, which will produce revenues in support of the function.

If a camp receives the Board of Trustees' approval, the customary and usual rental rates and other charges will be paid by the employee, or by the participants in the camp at the direction of the employee, as direct and indirect costs associated with operating and maintaining such facilities that will be used for the camp. Such charges shall be paid promptly to the University.

In conducting a camp which has been approved by the Board of Trustees, the employee shall make known, in all advertising and other publicity involving the activity, that participants are contracting with that employee and not with the University, and that the University and the State of Arkansas do not assume any contractual obligation for the conduct of the employee's activity. Each camp director will furnish liability insurance for all participants in an amount and with provisions recommended by the Vice President for Finance and Administration.

After the camp is completed, the employee shall, within a reasonable period of time, submit a complete financial report relating to such employment to the Vice President for Finance and Administration in a format and content acceptable to the Vice President for Finance and Administration.

The Vice President for Finance and Administration shall submit to the Board of Trustees a summary of all such financial reports received on an annual basis.

VIII. NOTIFICATIONS/DELETIONS

A. Notification: Early Childhood Education - MOU with UACCM



MEMORANDUM

TO: Tom Courtway, President

FROM: Lance Grahn *LDH*
Provost and Vice President for Academic Affairs

Clay Arnold *CA*
Associate Provost and Dean of Undergraduate Studies

DATE: February 20, 2012

SUBJECT: Information for the Board of Trustees—MOU with UACCM

A Memorandum of Understanding has been entered into between the UCA Department of Early Childhood and Special Education and the University of Arkansas Community College at Morrilton. The goal is to facilitate degree completion and transferability between the two year community college and UCA's four year program in early childhood. The MOU is attached to provide full information.

We request that the UCA Board of Trustees be informed of this action. No action is required by the Board, but informing the Board will allow us to notify the Arkansas Department of Higher Education of the MOU.

Thank you for your response to this request. Let us know if you need further information or analysis.

LG/CA/csd

enc: MOU, UACCM

cc: Jack Gillean, Chief of Staff

MEMORANDUM OF UNDERSTANDING

University of Arkansas Community College at Morrilton
And
The University of Central Arkansas

Institutional/Agency Partners:

This Memorandum of Understanding ("Agreement") entered into by and between University of Arkansas Community College at Morrilton (UACCM) and the University of Central Arkansas (UCA).

Contact Person: Dr. Clay Arnold
Office of Provost
Wingo 213G
UCA
201 Donaghey
Conway, AR. 72035
501-450-3126
carnold@uca.edu

Objectives of Partnership

The primary objective of this partnership is to better serve the student population interested in pursuing a career in teacher education by facilitating degree completion in Early Childhood Education and the transferability from a two year institution (UACCM) to a four year institution (UCA). This agreement furthers the long standing partnership between UACCM and UCA by broadening the scope to establish procedures for offering UCA courses on the campus of UACCM. The parties expect and anticipate that selected courses which fulfill the requirements of the UCA Early Childhood P-4 teacher preparation program will be offered by UCA at UACCM. The parties agree that selected courses are currently approved and being taught by the UCA Departments of Early Childhood and Special Education, Art, English, Kinesiology and Physical Education, Music and Science. Students who satisfactorily complete all P-4 required courses offered by UCA at UACCM and who meet all other program requirements for continuing in the Early Childhood Education P-4 program will be eligible to complete the senior year of the program on the UCA campus.

Terms of the Agreement

Students enrolling in the UCA P-4 courses will be UACCM graduates holding an AAT degree in Early Childhood Education. The courses which will be taught on the UACCM campus are teacher education post admission courses and students therefore must meet all admission requirements to UCA's teacher education program prior to enrolling in the courses. Guidance for admission will be provided by UCA including the interview process with faculty from the UCA Department of Early Childhood and Special Education (ECSE). Course requirements will be the same as stated in the UCA academic bulletin. Academic guidance for UACCM students wishing to take the courses will be provided as outlined in the Agreement.

Prospective students will be provided complete information concerning the academic preparation required for enrollment in and completion of P-4 courses. Representatives from both institutions will have input into all decisions that directly impact the physical delivery of the courses on the UACCM campus. It is agreed that UCA will emphasize quality in all the courses offered at UACCM and will apply its own on-

campus evaluation measures to evaluate the courses and teaching effectiveness. The delivery of ECSE courses on the UACCM campus will be under the supervision of the Department of Early Childhood and Special Education with leadership by the department chair. Students must adhere to the policies and procedures specified in the *UCA Student Handbook* and the appropriate UCA academic bulletin and by the Professional Education Unit for teacher education programs.

Typical academic services that will be provided by UCA include (1) academic advising, class registration, course withdrawals, and course additions, (2) work closely with students and the UCA financial office in completing the paper work for financial assistance (Pell, Arkansas Challenge, FAFSA, etc.), (3) process final class rolls, mid-term grades, and final grades, (3) issuance of official student transcripts through the office of the registrar, (4) provide course textbook information to the UACCM bookstore, and (5) assist students in obtaining both UCA and UACCM identification cards.

The two institutions will work together to ensure the courses are offered in accordance with the UACCM academic calendar of the given year. Additionally, the two institutions will make certain complete information regarding this agreement is available to all participants and will share in the preparation and dissemination of partnership information to the public.

A total of 36 undergraduate credit hours which are curriculum courses in UCA Early Childhood P-4 teacher preparation program will be offered on the UACCM campus contingent upon minimum class enrollment of 15. Students will enter the program as a cohort and are expected to take the entire block of courses offered during a given semester. The two institutions agree that the total number of UCA credit hours offered on the UACCM campus will not exceed 49% of the 128 hour Early Childhood P-4 degree program. The courses are as follows:

- ECSE 3300 Foundations of Early Childhood Education
- ART 4260 Concepts of Art in Education
- EDUC 3320 Introduction to Strategies for Children with Diverse Learning Needs
- ENGL 3310 Children's Literature
- MUS 3251 Concepts of Music Education
- KPED 3220 Motor Skills & Fitness for P-4
- SCI 4410 Concepts of Science
- ECSE 4307 Instructional Programming and Techniques for Young Diverse Learners
- ECSE 4309 Classroom Management
- ECSE 4311 Reading/Literacy Instruction
- ECSE 4315 Instructional Strategies for Language Arts and Social Studies in Early Childhood Education
- ECSE 4330 Integrated Curriculum in Early Childhood Education
- EDUC 4210 Integration of Technology into Teaching and Learning

Resources/Support Services Provided by Each Institution Agency

UCA full time faculty and/or part time faculty hired by UCA will deliver the 36 credit hours of classes equaling 3 FTE. Classroom space, access to technology, and office/classroom space for advising will be provided for UCA faculty by UACCM. Students will have access to UACCM and UCA library resources.

Costs

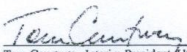
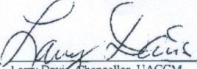
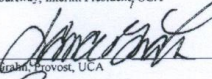
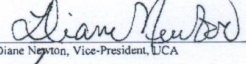
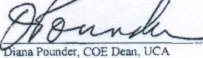
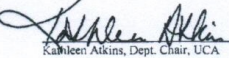
Students enrolled in P-4 courses will pay the general UCA tuition and other fees set forth by the UCA Board of Trustees. UCA Student Accounts Office will assess these charges of the student. UCA will remit to UACCM per semester an amount equivalent to the technology fee assessed for all UACCM students which allows access to the library, and computer resources on the UACCM campus to the completion of

the semester. The UCA Board of Trustees may adjust general registration and other fees from year-to-year, as it deems necessary.

MOU Review/Renewal

This Agreement will be in effect from the date of the signatures below. Should either institution decide to terminate this Agreement, or any courses conducted under this Agreement, it shall notify the other of the decision to terminate this Agreement in writing. The written notice shall be sent at least 60 calendar days prior to the beginning of the upcoming semester so as to minimize any negative effect on students enrolled in the program.

We agree to the above conditions and indicate by our signatures our commitment to provide quality academic coursework for students in the UACCM service area.

 Tom Courtway, Interim President, UCA Date	9/19/2011	 Larry Davis, Chancellor, UACCM Date	10/7/11
 Lance Grant, Provost, UCA Date	9/20/11	 Diane Newton, Vice-President, UCA Date	9/28/11
 Diana Pounder, COE Dean, UCA Date	9/13/2011	 Kathleen Atkins, Dept. Chair, UCA Date	9-13-11

VIII. NOTIFICATIONS/DELETIONS

- B. Deletion: College of Health and Behavioral Sciences - deleting certificate program in addiction studies



MEMORANDUM

TO: Tom Courtway, President

FROM: Lance Grahn *LG*
Provost and Vice President for Academic Affairs

Clay Arnold *CA*
Associate Provost and Dean of Undergraduate Studies

DATE: February 20, 2012

SUBJECT: Information for the Board of Trustees—Delete Technical Certificate in Addiction Studies

The College of Health and Behavioral Sciences has recommended deletion of the technical certificate program in addiction studies. The Letter of Notification is attached and provides full information.

We request that the UCA Board of Trustees be informed of this action. No action is required by the Board, but informing the Board will allow us to notify the Arkansas Department of Higher Education of the program deletion.

Thank you for your response to this request. Let us know if you need further information or analysis.

LG/CA/csd

enc: LON-5

cc: Jack Gillean, Chief of Staff

LETTER OF NOTIFICATION – 5

DELETION

(Certificate, Degree, Option, Organizational Unit)

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Lance R. Grahn, Provost

3. Phone number/e-mail address

(501) 450-3126
lanceg@uca.edu

4. Proposed effective date

December 11, 2012

5. Title of certificate, degree program, option, or organizational unit

TC (Technical Certificate) in Addiction Studies

6. CIP code

51.1501

7. Degree code

4005

8. Reason for deletion

The Technical Certificate in Addiction Studies has never had a student enroll. Students enroll in the Bachelor of Science in Addiction Studies degree program.

9. Number of students still enrolled in program

0

10. Expected graduation date of last student

NA

11. Courses (prefix, number, title) to be deleted as a result of this action

There will be no courses deleted as a result of this action. The courses in the Technical Certificate In Addiction Studies program are the same courses needed to complete the BS in Addiction Studies

12. How will students in the deleted program be accommodated?

There are no students enrolled in this Technical Certificate in Addictions Studies Program

13. Are funds available for reallocation?

Currently no funds are allocated for this TC in Addictions Studies program. Therefore there will be no reallocation of funds

President/Chancellor Approval date: _____

Board of Trustees Notification Date: _____

Chief Academic Officer: *James R. Smith* Date: 12-3-2012

[UCA form updated 2009-11-09]