

The Board of Trustees of the University of Central Arkansas convened in regular meeting at 2:00 p.m., Friday, February 05, 2010, in the Board of Trustees Conference Room in Wingo Hall with the following officers and members present:

Chair:	Dr. Harold Chakales
Vice Chair:	Mr. Scott Roussel
Secretary:	Mr. Bobby Reynolds
	Mr. Victor Green
	Mr. Rush Harding, III
	Mrs. Kay Hinkle
	Mr. Randy Sims

MINUTES

The minutes of the November 6 and December 16, 2009 Board meetings were unanimously approved as submitted upon a motion by Rush Harding and a second by Scott Roussel.

PRESIDENT'S REPORT

President Meadors reported on the following items:

- UCA has the highest percentage of traditional students; 82% of our students are between the ages of 18-24
- UCA has the second lowest percentage of students in remedial classes
- UCA is second in the state in full time enrollment (FTE)
- The University has spent \$17 million on renovations, repairs and equipment purchases since January, 2010; \$5 million was spent on renovations, repairs and equipment in all of last year
- The work is being done at this time because of the \$17 million, projects funded by \$7.3 million in bond money must be spent or returned by May 25, 2010 and projects funded by \$4.7 million in stimulus money must be completed or committed by June, 2010
- Spring enrollment percentages are the best in 5 years with 7.8% rolling over from fall to spring
- At the end of FY 2008 our endowment was \$15.5 million. At the end of January, 2010 our endowment was \$21 million, which is a 31% increase.
- Women's volleyball team won the conference with a 16-0 record. The teams average GPA is 3.0 or better.
- Women's basketball team, which has 4 freshmen and a sophomore for starters, has a 16-5 overall record and a 16-2 record for conference play. At this point in the season the Sugar Bears have more wins than ever in Division I. Megan Herbert, a freshman from Shiloh Christian in Rogers, Arkansas, has had 21 consecutive double doubles in every game since she started playing for the Sugar Bears. She is second in the nation, in the history of Division I in double doubles.

- UCA had over 5,000 in attendance at the Nichols State basketball game when Scottie Pippen's jersey was retired. Dr. Meadors said that he was proud Scottie was a UCA alumnus and more than the points and rebounds he made, Dr. Meadors is proud that Mr. Pippen played the game with integrity and dignity.
- Currently there is a zero balance on our line of credit and we are on path to close FY 2009-10 with over a \$5 million cash balance

ACTION AGENDA

“Audit Committee” – Board Policy No. 213 - Board Policy No. 213 currently provides that the administrative responsibility for salaries, budget, and other operation expenses shall be handled by the Vice President for Administration, subject to the approval of the Chair of the Board of Trustees. The administration is proposing to amend the policy to have the administrative responsibility for internal audit shifted to the Chief of Staff. A significant reason for this is that the decision has been made to combine the duties of finance and administration into a single vice president's office. There is a potential conflict of interest for that vice president to oversee (even on a limited basis) the finance areas and the internal audit function.

The following resolution was unanimously adopted upon motion by Randy Sims with a second by Kay Hinkle:

“BE IT RESOLVED: That the Board of Trustees hereby approves the following revisions to Board Policy No. 213, ‘Audit Committee’.”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 213

Page 1 of 4

Subject: Audit Committee

Date Adopted: 05/09

Revised: 02/2010

AUDIT COMMITTEE

1. **Creation of Audit Committee.** There is hereby created a committee of the University of Central Arkansas Board of Trustees (“Board”) to be known as the “Audit Committee.”

2. **Members of the Audit Committee.** The Audit Committee shall be composed of three (3) members of the Board, consisting of the past-chairman of the Board; one person appointed by the Chair of the Board; and the third member selected by the full Board. Members shall serve for a one-year term commencing with the start of the fiscal year. No member shall serve more than two consecutive years.

3. **Chair of the Audit Committee.** The members of the Audit Committee shall select a chair for the committee. The Chair of the Audit Committee shall be responsible for calling meetings of the committee, and shall also meet with the director of internal auditing, any independent accountants, and management separately to discuss any matters the Chair deems necessary or required.

4. Purpose; **Scope of Responsibility of the Audit Committee.** The purpose of this committee shall be to aid and assist the University, the Board, and the Office of Internal Audit. Nothing herein shall be deemed to abrogate any authority or responsibility of the Arkansas Division of Legislative Audit.

The Audit Committee shall consider and recommend to the Board matters of policy relating to internal and external audits and such other matters as may be referred to it by the President or the Board. Its primary function is to assist the Board in fulfilling its oversight responsibilities by reviewing financial information which will be provided to the Legislature and others, the systems of internal controls which management and the Board have established, and the audit process.

The Audit Committee shall have the power to authorize, oversee and/or conduct investigations into any matters within the Audit Committee’s scope of responsibilities.

5. **Meetings of the Audit Committee.** The Audit Committee shall meet at least four times per year, with each such meeting occurring prior to the regularly-scheduled meeting of the Board. The Audit Committee may meet more frequently as circumstances require. The Audit Committee may ask members of management or others to attend the meeting and provide pertinent information as necessary.

6. **Responsibility for Office of Internal Audit.** The Office of Internal Audit of the University of Central Arkansas shall report directly to the Audit Committee, and no office, department or employee of the University of Central Arkansas shall have any oversight responsibility for, nor exercise supervisory control over, the Office of Internal Audit. Provided, however, administrative responsibility for salaries, budget, travel, and other operating expenses shall be handled by the ~~Vice President for Administration~~ Chief of Staff, subject to the approval of the Chair. In addition, the Office of Internal Audit shall provide drafts of audits to the ~~Vice President for Administration~~ Chief of Staff and to the members of the audit committee.

7. **Specific Responsibilities of the Audit Committee.** In meeting its responsibilities, the Audit Committee is expected to:

a. Provide an open avenue of communication between the internal auditors, any independent accountant (if utilized), management of the university and the Board of Trustees.

b. Review and update the responsibility of the Audit Committee, subject to approval by the Board of Trustees.

c. If necessary or required, recommend to the Board any independent accountants to be nominated, approve the compensation of the independent accountants, and review and approve the discharge of the independent accountants. Independent accountants are ultimately accountable to the Board and to the Audit Committee.

d. Review and concur in the appointment, replacement, reassignment, or dismissal of the director of internal auditing, or any staff person of such office.

e. Confirm and take or recommend any appropriate actions to assure the independence of the internal auditor, and if required, any independent accountants. Obtain disclosures regarding the accountants' independence as required by generally accepted government auditing standards and discuss with the accountants all significant relationships to determine the accountants' independence.

f. Inquire of management, the director of internal auditing, and the independent accountants about significant risks or exposures and assess the steps management has taken to minimize such risk to the University of Central Arkansas.

g. Consider, in consultation with the independent accountants and the director of internal auditing, and approve the audit scope and plan of the internal auditors and the independent accountants.

h. Review with the director of internal auditing and the independent accountants the coordination of audit effort to assure completeness of coverage, reduction of redundant efforts, and the effective use of audit resources.

i. Consider and review with the independent accountants and the director of internal auditing the adequacy of internal controls including computerized information system controls and security.

j. Review with management, the internal auditors, and if necessary any independent accountants, any of the following matters following an examination:

(1) The financial statements and related footnotes and consider whether they are consistent with information known to committee members.

(2) The independent accountants' audit of the financial statements and their report thereon.

(3) Significant accounting and reporting issues, recent pronouncements, and complex or unusual transactions during the audit period under review.

(4) Significant findings and management responses thereto.

(5) Any significant changes required in the internal auditors' or independent accountants' audit plan.

(6) Any serious difficulties or disputes with management encountered during the course of the audit.

(7) Such other matters related to the conduct of the audit, which are to be communicated to the Audit Committee under generally accepted auditing standards.

8. **Review with Director of Internal Audit.** Consider and review with management and the director of internal auditing:

a. Significant findings during the year and management' s responses thereto.

b. Any difficulties encountered in the course of their audits, including any restrictions on the scope of their work or access to required information.

- c. Any changes required in the planned scope of their audit plan.
 - d. The internal auditing department's budget, staffing and organizational structure of the department.
 - e. The department's compliance with Institute of Internal Auditor's Standards of Professional Practice of Internal Auditing.
 - f. Review legal and regulatory matters that may have a material impact on the financial statements and related compliance policies.
9. **Report to Board of Trustees.** Report Audit Committee actions to the Board with such recommendations, as the Audit Committee may deem appropriate.

Proposed Office of Internal Audit “Charter” - It is standard in the industry that the purpose, authority, and responsibility of internal audit activity should be formally defined in a charter, consistent with the *Standards for the Professional Practice of Internal Auditing*. The Internal Audit Office has prepared a proposed Charter setting forth a mission statement, objectives and goals, and standards governing its activities.

The following resolution was unanimously adopted upon motion by Scott Roussel with a second by Randy Sims:

“BE IT RESOLVED: That the Board of Trustees approves the following Charter for the Office of Internal Audit.”

University of Central Arkansas Office of Internal Audit

Charter

Mission Statement

The Office of Internal Audit is an independent organization within the University of Central Arkansas. The objective of Internal Audit is to provide management and the Audit Committee with analyses, appraisals, recommendations, and information concerning activities reviewed. These audit activities include reviews of administrative and accounting internal controls and the assessment of quality of performance. Internal Audit is committed to providing the University with quality service.

Objectives and Goals

1. Reviewing and appraising the soundness, adequacy, and application of accounting, financial and other operating controls and promoting effective control at a reasonable cost.
2. Ascertaining the extent of compliance with state and federal law and with Board and Operating Policies and Procedures.
3. Ascertaining that University assets are being adequately accounted for and safeguarded from losses.
4. Determining the adequacy, reliability, and effectiveness of accounting and reporting systems.
5. Appraising the quality of management's performance in carrying out its assigned responsibilities.
6. Recommending procedures that would improve the economy or efficiency of operations.
7. Participating in system design as an advisor.
8. Testing for evidence of fraud, embezzlement, theft, waste, etc., in the performance of auditing procedures.

Organizational Responsibility, Reporting Relationships, and Authority

The Office of Internal Audit reports directly to the University of Central Arkansas Audit Committee per Board Policy 213 effective 5/8/09. The Audit Committee is responsible for reviewing and concurring in the appointment, replacement, reassignment or dismissal of the Director of Internal Auditing or any staff person of such office. The Director will administratively report to the Chief of Staff for salary, budget, travel and other operating expenses subject to the approval of the chair.

The employees of the Office of Internal Audit are granted full, free, and unrestricted access to all manual or electronic records (including medical), policies, physical properties, plans, and personnel relevant to any audit or review. Documents and information given to internal auditors during the course of an audit or review will be handled in a prudent and confidential manner.

To ensure the independence and objectivity, the staff of the Office of Internal Audit has no direct responsibility or authority for activities or operations that may be audited or reviewed. For example, internal auditors do not develop or install procedures, prepare records, make management decisions, or engage in any other activity that could be reasonably construed to compromise their independence. Internal Auditors are not, however, precluded from making recommendations and suggestions for the improvement of internal controls or operating policies and procedures. An audit or review does not substitute or relieve other University personnel from their assigned responsibilities.

Annual and Long Range Plan

An annual risk assessment will be performed by the Office of Internal Audit to determine which auditable areas should be placed on the annual audit plan to be approved by the Audit Committee.

Scope of Work

The Office of Internal Audit will conduct its activities in accordance with applicable standards for professional practice of internal auditing. The scope of each internal audit will encompass the examination and evaluation of the adequacy and effectiveness of the organization's system of internal control and the quality of performance in carrying out assigned responsibilities. The scope of each audit will be based on all or any combination of the following:

Reliability and Integrity of Information – reviewing the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information.

Compliance with Policies, Plans, Procedures, Laws, and Regulations – reviewing the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on operations and reports and determining the extent of the organization’s compliance.

Safeguarding of Assets – reviewing the means of safeguarding assets and, as appropriate, verifying the existence of such assets.

Economical and Efficient Use of Resources – appraising the economy and efficiency with which resources are employed.

Accomplishment of Established Objectives and Goals for Operations or Programs – reviewing operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned.

At the conclusion of each audit, the Office of Internal Audit will issue a draft report to which the responsible institutional manager will respond. Once conflicts and differences of opinion are resolved by the appropriate management, Internal Audit will issue a final report to the UCA Audit Committee with the management responses included. Disagreement with an audit finding or recommendation will be handled by the Audit Committee.

“Reimbursement of Expenses for Official Board Duties” – Board Policy No. 211 - Act 250 of 1997 provides that boards and commissions may, during its 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.

The following resolution was unanimously adopted upon motion by Kay Hinkle with a second by Randy Sims:

ABE IT RESOLVED: That the Board of Trustees approves the following statement concerning reimbursement of expenses for official Board duties for 2010:

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.@

“Requests to Address the Board of Trustees” – Board Policy No. 212 -Current Board Policy states among other things, that the presidents of the Faculty Senate, Staff Senate and the Student Government Association will be placed on the agenda to address the Board at the first Board meeting of each fall and spring term.

Under the current Board meeting schedule, the various senate presidents address the Board in November and February. The administration believes that these opportunities to address the Board are too close in time and that greater separation between the addresses would be of benefit to the various senates and to the Board. After consultation with the senate presidents, the administration proposes that the senate presidents be placed on the agenda at the Board meeting closest in time to the beginning of the fall term and closest in time to the end of the spring term. This will allow each senate president to outline the agenda/goals of his/her constituent group each fall semester and to report on the progress toward said agenda/goals at the end of each spring semester.

The following resolution was unanimously adopted upon motion by Kay Hinkle with a second by Randy Sims:

“BE IT RESOLVED: That the Board of Trustees approves the following revisions to Board Policy No. 212, ‘Requests to Address the Board of Trustees’.”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 212

Subject: Requests to Address the Board of Trustees

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Date Adopted: 9/94, 10/94 Revised: 7/96, 02/10

A. Purpose

The purpose of this policy is to provide a fair and administratively feasible policy for determining when persons may address the University of Central Arkansas Board of Trustees.

1. As chief executive officer of the University, the President is the principal representative of the University to the Board of Trustees. The Faculty Senate, Staff Senate, and Student Government Association and others are expected to work with the President or other administrators to represent their constituencies. All persons who address the Board are expected to first pursue relief through appropriate administrative procedures or avenues.
2. Presidents of the Faculty Senate, Staff Senate, and the Student Government Association will be placed on the agenda for the ~~first~~ Board meeting closest in time to the beginning of each fall term (typically August) and closest in time to the end of each spring term (typically May) ~~of each fall and each spring term~~, in order to make a general statement on matters of interest and concern to their constituencies not exceeding five minutes in length. In addition, any person, including the Senate Presidents, may request to address the Board at any meeting.
3. A request for permission to appear before the Board of Trustees must be submitted in writing to the president no later than 15 days prior to the date of the meeting. It must contain the name(s), address(es) and telephone number(s) of the group or individuals who wish to appear. If the request to appear is from a group, it must contain the names of all individuals who wish to speak on the issue.
4. The request must clearly describe the matter to be discussed before the board. It must include documentation that relief has been sought through appropriate administrative avenues or procedures on campus.

5. The president may accept, defer, or decline the request in writing. Reasons for deferral or denial of the request include failure to demonstrate compliance with this policy or other good cause.
6. The written request and the President's response will be included in the agenda book which is generally mailed to Board members 14 days prior to the date of the next meeting.
7. The Board may either accept the President's response or vote to take a different action concerning the request.
8. The board will not entertain statements under this policy which relate to:
 - a. personnel actions and decisions;
 - b. student disciplinary proceedings and actions;
 - c. matters relating to grades, course requirements, or other academic matters appropriately to be decided by academic councils and not rising to the level of policy matters of board concern; except upon request of the president to consider such matters in extraordinary occasions and upon the unanimous agreement of members of the board present at the meeting when the matter is to be presented.

Presenters will be notified that they will be limited to five minutes per person, that the Board will accept such presentations for up to 45 minutes per meeting, and that speakers will be heard in the order that their petition is perceived. Any person who has not been heard by the end of the 30-minute period will be deferred until the next general meeting of the Board.

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, or that will become available, during the fiscal year for the payment of the obligations when they become due.

The following resolution was unanimously adopted upon motion by Randy Sims with a second by Bobby Reynolds:

“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, or will become available, including certain private borrowing as authorized by the Board of Trustees (and approved by officials of the State of Arkansas), 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, or will become 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, 2009, I have verified that sufficient appropriations and funds are available, or will become available, including certain private borrowing as authorized by the Board of Trustees (and approved by officials of the State of Arkansas), 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.

Dr. Harold Chakales
Chair, UCA Board of Trustees

Date

Allen C. Meadors, PhD, FACHE
UCA President

Date

Academic Calendar and Critical Dates - Fall 2010 through Summer 2012 - The University Calendar Committee unanimously recommends the attached academic calendar covering the period from fall 2010 through summer 2012. The calendar has been recommended by all appropriate academic administrators.

The administration requests the authority to make minor adjustments in the calendar as necessary.

The following resolution was unanimously adopted upon motion by Scott Roussel with a second by Kay Hinkle:

ABE IT RESOLVED: That the attached schedule, which includes the Academic Calendar and Critical Dates, is hereby approved, provided however, that the administration is authorized to make minor adjustments as necessary.@

**ACADEMIC CALENDAR and CRITICAL DATES
FALL SEMESTER 2010**

August 22-25, Sun-Wed	Welcome Week Activities for new freshman and transfer students
August 23, Monday	Opening Convocation
August 26, Thursday	Instruction begins - day and evening classes
August 27, Friday	Change-of-course period ends for Aug 26-Oct 15 classes Last date to register Last date to add classes Last date to change from credit to audit or audit to credit
August 28, Saturday	Instruction begins - Saturday classes
September 6, Monday	Labor Day Holiday
September 8, Wednesday	Change-of-course period ends for Aug 26-Dec 18 classes Last date to register Last date to add classes Last date to change from credit to audit or audit to credit
September 24, Friday	Final date to make degree application for December graduation and be included in commencement program
October 1, Friday	Final date to officially withdraw from an Aug 26 - Oct 15 course with a W grade unless already dropped for non-attendance
October 8, Friday	Final date to officially withdraw from an Aug 26- Oct 15 course with a WP or WF grade unless already dropped for non-attendance
October 19, Tuesday	Change-of-course period ends for Oct 18-Dec 18 classes Last date to register Last date to add classes Last date to change from credit to audit or audit to credit

October 20, Wednesday-NOON	Mid-term grades report date
October 21-22, Thur/Fri	Fall Break
November 1 - 22	Advance Registration for spring 2011
November 5, Friday	Final date to officially withdraw from an Aug 26 - Dec 18 course or the university with a W grade unless already dropped for non-attendance
November 19, Friday	Final date to officially withdraw from a Oct 18 - Dec 18 course with a W grade unless already dropped for non-attendance
November 24-29	Thanksgiving Break
December 4, Friday	Final date to officially withdraw from a Oct 18 - Dec 18 course with a WP or WF grade unless already dropped for non-attendance Final date to officially withdraw from an Aug 26 - Dec 18 course or the university with a WP or WF grade unless already dropped for non-attendance
December 6, Monday	Recommended date to make degree application for December 2011 graduation
December 10, Friday	Study Day
December 11, Saturday	Final Exams - Saturday classes
December 13-17, Mon - Fri	Final Examinations - day and night classes
December 18, Saturday	Winter Commencement
December 20, Monday-NOON	Final grades report date

**ACADEMIC CALENDAR and CRITICAL DATES
SPRING SEMESTER 2011**

December 20, Monday	Instruction begins for the Winter Intersession
December 21, Tuesday	Change-of-course period ends Last date to register Last date to add classes Last date to change from credit to audit or audit to credit
January 3, Monday	Final date to officially withdraw from a course or the university with a W grade unless already dropped for non-attendance
January 5, Wednesday	Final date to officially withdraw from a course or the university with a WP or WF grade unless already dropped for non-attendance
January 7, Friday	Final examinations for the Winter Intersession
January 11, Tuesday-NOON	Winter Intersession final grades report date
January 13, Thursday	Instruction begins for the Spring semester - day and evening classes
January 14, Friday	Change-of-course period ends for Jan 13-Mar 11 classes Last date to register Last date to add classes Last date to change from credit to audit or audit to credit
January 15, Saturday	Instruction begins - Saturday classes
January 17, Monday	Dr. Martin Luther King, Jr. Holiday
January 19, Wednesday	Change-of-course period ends for Jan 13-May 7 classes Last date to register Last date to add classes Last date to change from credit to audit or audit to credit
February 11, Friday	Final date to make degree application for May graduation and be included in the commencement program

February 18, Friday	Final date to officially withdraw from a Jan 13 - Mar 11 course with a W grade unless already dropped for non-attendance
March 4, Friday	Final date to officially withdraw from a Jan 13 - Mar 11 course with a WP or WF grade unless already dropped for non-attendance
March 15, Tuesday	Change-of-course period ends for Mar 14-May 7 classes Last date to register Last date to add classes Last date to change from credit to audit or audit to credit
March 16, Wednesday	Mid-term grade report date
March 19-27, Sat-Sun	Spring Break
April 1, Friday	Final date to officially withdraw from a Jan 13 - May 7 course or the university with a W grade unless already dropped for non-attendance
April 4-25	Advance Registration for Summer and Fall 2011
April 15, Friday	Final date to officially withdraw from a Mar 14 - May 7 course with a W grade unless already dropped for non-attendance
April 22, Friday	Final date to officially withdraw from a Mar 14 - May 7 course with a WP or WF Grade unless already dropped for non-attendance Final date to officially withdraw from a Jan 13 - May 7 course or the university with a WP or WF grade unless already dropped for non-attendance
April 22, Friday	Recommended date to make degree application for May 2012 graduation
April 29, Friday	Study Day
April 30, Saturday	Final Exams - Saturday classes
May 2-6, Mon-Fri	Final Examinations - day and night classes
May 7, Saturday	Spring Commencement

May 10, Tuesday-NOON Final grade report date

**ACADEMIC CALENDAR and CRITICAL DATES
SUMMER 2011**

May 16, Monday Instruction begins for the May Intersession and the 13
Week Summer Session

May 17, Tuesday Change-of-course period ends for May Intersession classes
Last date to register, add classes, change from credit to
audit or audit to credit

May 18, Wednesday Change-of-course period ends for 13 Week Summer
Session classes
Last date to register, add classes, change from credit to
audit or audit to credit

May 25, Wednesday Final date to officially withdraw from a May Intersession
course or the university with a W grade unless already
dropped for non-attendance

May 30, Monday Memorial Day Holiday

June 1, Wednesday Final date to officially withdraw from a May Intersession
course or the university with a WP or WF grade unless
already dropped for non-attendance

June 3, Friday Final examinations for May Intersession classes

June 6, Monday Instruction begins for the 1st Five Week Summer Session
and 10 Week Summer Session classes

June 7, Tuesday-NOON May Intersession final grades report date

June 7, Tuesday Change-of-course period ends for 1st Five Week Session
classes
Last date to register, add classes, change from credit to
audit or audit to credit

June 8, Wednesday Change-of-course period ends for 10 Week Session classes
Last date to register, add classes, change from credit to
audit or audit to credit

June 10, Friday	Final date to make degree application for August graduation and be included in the commencement program
June 24, Friday	Final date to officially withdraw from a 1 st Five Week Session course or the university with a W grade unless already dropped for non attendance
July 1, Friday	Final date to withdraw from a 1 st Five Week Session course or the university with a WP or WF grade unless already dropped for non-attendance
July 4, Monday	Independence Day Holiday
July 8, Friday	Final date to withdraw from a 13 Week Session course with a W grade unless already dropped for non-attendance Final examinations for 1 st Five Week Session classes
July 11, Monday	Instruction begins for 2 nd Five Week Session classes
July 12, Tuesday-NOON	1 st Five Week Session final grades report date
July 12, Tuesday	Change-of-course period ends for 2 nd Five Week Session classes Last date to register, add classes, change from credit to audit, audit to credit
July 22, Friday	Final date to officially withdraw from a 10 Week Session course with a W grade unless already dropped for non-attendance
July 29, Friday	Final date to officially withdraw from a 2 nd Five Week Session course with a W grade unless already dropped for non-attendance
August 5, Friday	Final date to withdraw from a 13 Week Session course, 10 Week Session course, or a 2 nd Five Week Session course with a WP or WF grade unless already dropped for non-attendance
August 12, Friday	Final examinations for 13 Week Session classes, 10 Week Session classes, and 2 nd Five Week Session classes
August 12, Friday	Summer Commencement

August 16, Tuesday-NOON 13 Week Session, 10 Week Session, and 2nd Five Week
Session final grades report date

**ACADEMIC CALENDAR and CRITICAL DATES
FALL SEMESTER 2011**

August 21-24, Sun-Wed Welcome Week Activities for new freshman and transfer
students

August 22, Monday Opening Convocation

August 25, Thursday Instruction begins - day and evening classes

August 26, Friday Change-of-course period ends for Aug 25-Oct 14 classes
Last date to register
Last date to add classes
Last date to change from credit to
audit or audit to credit

August 27, Saturday Instruction begins - Saturday classes

September 5, Monday Labor Day Holiday

September 7, Wednesday Change-of-course period ends for Aug 25-Dec 17 classes
Last date to register
Last date to add classes
Last date to change from credit to
audit or audit to credit

September 23, Friday Final date to make degree application for December
graduation and be included in commencement program

September 30, Friday Final date to officially withdraw from an Aug 25 - Oct 14
course with a W grade unless already dropped for non-
attendance

October 7, Friday Final date to officially withdraw from an Aug 25-Oct 14
course with a WP or WF grade unless already dropped for
non-attendance

October 18, Tuesday Change-of-course period ends for Oct 17-Dec 17 classes
Last date to register
Last date to add classes
Last date to change from credit to

	audit or audit to credit
October 29, Wednesday-NOON	Mid-term grades report date
October 20-21, Thur/Fri	Fall Break
October 31-November 21	Advance Registration for spring 2012
November 4, Friday	Final date to officially withdraw from a Aug 25 - Dec 17 course or the university with a W grade unless already dropped for non-attendance
November 18, Friday	Final date to officially withdraw from a Oct 17 - Dec 17 course with a W grade unless already dropped for non-attendance
November 23-27	Thanksgiving Break
December 3, Friday	Final date to officially withdraw from a Oct 17 - Dec 17 course with a WP or WF grade unless already dropped for non-attendance Final date to officially withdraw from a Aug 25 - Dec 17 course or the university with a WP or WF grade unless already dropped for non-attendance
December 5, Monday	Recommended date to make degree application for December 2012 graduation
December 9, Friday	Study Day
December 10, Saturday	Final Exams - Saturday classes
December 12-16, Mon - Fri	Final Examinations - day and night classes
December 17, Saturday	Winter Commencement
December 19, Monday-NOON	Final grades report date

**ACADEMIC CALENDAR and CRITICAL DATES
SPRING SEMESTER 2012**

December 19, Monday	Instruction begins for the Winter Intersession
December 20, Tuesday	Change-of-course period ends Last date to register Last date to add classes Last date to change from credit to audit or audit to credit
January 3, Tuesday	Final date to officially withdraw from a course or the university with a W grade unless already dropped for non-attendance
January 4, Wednesday	Final date to officially withdraw from a course or the university with a WP or WF grade unless already dropped for non-attendance
January 6, Friday	Final examinations for the Winter Intersession
January 10, Tuesday-NOON	Winter Intersession final grades report date
January 12, Thursday	Instruction begins for the Spring semester - day and evening classes
January 13, Friday	Change-of-course period ends for Jan 12-Mar 9 classes Last date to register Last date to add classes Last date to change from credit to audit or audit to credit
January 14, Saturday	Instruction begins - Saturday classes
January 16, Monday	Dr. Martin Luther King, Jr. Holiday
January 18, Wednesday	Change-of-course period ends for Jan 12-May 5 classes Last date to register Last date to add classes Last date to change from credit to audit or audit to credit
February 10, Friday	Final date to make degree application for May graduation and be included in the commencement program

February 17, Friday	Final date to officially withdraw from a Jan 12 - Mar 9 course with a W grade unless already dropped for non-attendance
March 2, Friday	Final date to officially withdraw from a Jan 12 - Mar 9 course with a WP or WF grade unless already dropped for non-attendance
March 13, Tuesday	Change-of-course period ends for Mar 12-May 5 classes Last date to register Last date to add classes Last date to change from credit to audit or audit to credit
March 14, Wednesday	Mid-term grade report date
March 17-25, Sat-Sun	Spring Break
March 30, Friday	Final date to officially withdraw from a Jan 12 - May 5 course or the university with a W grade unless already dropped for non-attendance
April 2-23	Advance Registration for Summer and Fall 2012
April 13, Friday	Final date to officially withdraw from a Mar 12 - May 5 course with a W grade unless already dropped for non-attendance
April 20, Friday	Final date to officially withdraw from a Mar 12 - May 5 course with a WP or WF Grade unless already dropped for non-attendance Final date to officially withdraw from a Jan 12 - May 5 course or the university with a WP or WF grade unless already dropped for non-attendance
April 20, Friday	Recommended date to make degree application for May 2013 graduation
April 27, Friday	Study Day
April 28, Saturday	Final Exams - Saturday classes
April 30-May 4, Mon-Fri	Final Examinations - day and night classes
May 5, Saturday	Spring Commencement

May 8, Tuesday-NOON Final grade report date

**ACADEMIC CALENDAR and CRITICAL DATES
SUMMER 2012**

May 14, Monday	Instruction begins for the May Intersession and the 13 Week Summer Session
May 15, Tuesday	Change-of-course period ends for May Intersession classes Last date to register, add classes, change from credit to audit or audit to credit
May 16, Wednesday	Change-of-course period ends for 13 Week Summer Session classes Last date to register, add classes, change from credit to audit or audit to credit
May 23, Wednesday	Final date to officially withdraw from a May Intersession course or the university with a W grade unless already dropped for non-attendance
May 28, Monday	Memorial Day Holiday
May 30, Wednesday	Final date to officially withdraw from a May Intersession course or the university with a WP or WF grade unless already dropped for non-attendance
June 1, Friday	Final examinations for May Intersession classes
June 4, Monday	Instruction begins for the 1 st Five Week Summer Session and 10 Week Summer Session classes
June 5, Tuesday-NOON	May Intersession final grades report date
June 5, Tuesday	Change-of-course period ends for 1 st Five Week Session classes Last date to register, add classes, change from credit to audit or audit to credit
June 6, Wednesday	Change-of-course period ends for 10 Week Session classes Last date to register, add classes, change from credit to audit or audit to credit

June 8, Friday	Final date to make degree application for August graduation and be included in the commencement program
June 22, Friday	Final date to officially withdraw from a 1 st Five Week Session course or the university with a W grade unless already dropped for non attendance
June 29, Friday	Final date to withdraw from a 1 st Five Week Session course or the university with a WP or WF grade unless already dropped for non-attendance
July 4, Wednesday	Independence Day Holiday
July 6, Friday	Final date to withdraw from a 13 Week Session course with a W grade unless already dropped for non-attendance Final examinations for 1 st Five Week Session classes
July 9, Monday	Instruction begins for 2 nd Five Week Session classes
July 10, Tuesday-NOON	1 st Five Week Session final grades report date
July 10, Tuesday	Change-of-course period ends for 2 nd Five Week Session classes Last date to register, add classes, change from credit to audit, audit to credit
July 20, Friday	Final date to officially withdraw from a 10 Week Session course with a W grade unless already dropped for non-attendance
July 27, Friday	Final date to officially withdraw from a 2 nd Five Week Session course with a W grade unless already dropped for non-attendance
August 3, Friday	Final date to withdraw from a 13 Week Session course, 10 Week Session course, or a 2 nd Five Week Session course with a WP or WF grade unless already dropped for non-attendance
August 10, Friday	Final examinations for 13 Week Session classes, 10 Week Session classes, and 2 nd Five Week Session classes
August 10, Friday	Summer Commencement

August 14, Tuesday-NOON

13 Week Session, 10 Week Session, and 2nd Five Week
Session final grades report date

“Naming University Facilities” – Board Policy No. 402 - The administration proposes that Board Policy No. 402 be amended to delegate the authority for the naming of university facilities and portions of university facilities in certain circumstances.

The current policy provides that the naming of facilities, portions of facilities or programs must be approved by the Board. The current policy also sets forth a procedure whereby any group on campus may recommend that a facility, portion of a facility, or program be given a specific name. If a recommendation is made, a study committee will be appointed to review the proposed recommendation and to offer advice about the proposed name.

While the administration agrees in general terms with the current policy, it believes that the naming of facilities with a value of \$1 million or less and the naming of portions of buildings may be determined without action of the Board.

The following resolution was unanimously adopted upon motion by Rush Harding with a second by Randy Sims:

“Be It Resolved: That the Board of Trustees hereby approves the following revisions to Board Policy No. 402, ‘Naming University Facilities’.”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 402

Subject: Naming University Facilities

Page 1 of 1

Date Adopted: 12/82

Revised: 9/97, 2/10

I. The University policy on naming of facilities in excess of \$1 million (note 1) and programs is as follows:

- 1) Facilities may be named after individuals or entities, as set forth below, to designate the function of the building facility, or to commemorate historic or traditional identities. All academic buildings facilities should also carry a functional designation if named after an individual.

New buildings facilities, existing facilities still unnamed, portions of buildings, or programs may be named after individuals or entities who have made significant or meritorious contributions to the University or who make significant monetary contribution to the University or to the UCA Foundation. In the case of monetary donors to the University, it is expected that a gift of 50% of the value of a facility will entitle the donor to designate the name of that building facility subject to approval of the name by the Board. In no case will the privilege of naming a building facility be granted for a gift of less than 25% of the value of the building facility. Portions of buildings may be named for smaller gifts.

- ~~3) Portions of present buildings or present buildings still un-named may be named after individuals as stated in Item 2 above.~~

- 2)4) It is recognized that the final decision for the naming of any building or program rests with the Board of Trustees. The following mechanism would be followed in the naming process:

Recommendations for the naming of facilities buildings, portions of buildings, or programs may be initiated by any group on the campus. A recommendation should be made in writing to the President of the University. If the President, upon the advice of the Council of Vice Presidents, feels there is any merit in the recommendation, the President shall appoint a study committee representing such groups as Alumni Association, the administration, the students, the faculty, and other friends of the University. This committee will make its recommendation

to the President, who in turn will present that recommendation to the Board of Trustees.

II. The University policy on naming of facilities valued at \$1 million or less (note 1) and portions of facilities is as follows:

The University President is authorized to designate the name of university facilities or portions of facilities based on significant or meritorious non-monetary contributions to the University by an individual, or in recognition of those individuals or entities who make a significant monetary contributions to the University or the UCA Foundation, to designate the function of the facility, or to commemorate historic or traditional identities. The administration may, at its discretion, refer such naming opportunities to a study committee.

Note 1 – The value of the facility or building to be named shall be established by appraisals or other objective criteria.

Distinguished Alumni Awards – Board Policy No. 403 - As part of the review by the Distinguished Alumni Award Task Force, it was found that current Board Policy states that the award is to be given at Homecoming and does not make any reference to criteria. The recommended changes include a general reference to the purpose of the award.

The Distinguished Alumni Award Task Force will continue its review to create a more proactive approach to seeking out nominations for this award.

The following resolution was unanimously adopted upon motion by Kay Hinkle with a second by Bobby Reynolds:

“BE IT RESOLVED: That the Board of Trustees approves the following revisions to Board Policy No. 403, “Distinguished Alumni Awards”.”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 403

Subject: Distinguished Alumni Awards

Page 1 of 1

Date Adopted: 8/85

Revised: 02/10

The administration is authorized to implement a distinguished alumni award program and to recognize alumni or former students who have made outstanding contributions personally or professionally and who serve as an example to our students. No more than three awards may be made annually at Homecoming an event fitting and appropriate for the recipient. to distinguished alumni and/or distinguished friends of the University.

“Traffic and Parking Regulations” – Board Policy No. 421 - Board Policy No. 421 sets forth the parking and traffic regulations applicable to all faculty, staff and students. By action of the Board in February of 2009, the fee structure for students changed from a “parking fee” to an “access and security fee.” Board Policy No. 421 also establishes the fee that is charged to faculty and staff. However, the amount of the fee to be charged for faculty and staff was not addressed at the February 2009 meeting but needs to be addressed at this time.

The administration proposes that effective August 2010 the fee for the annual parking fee for employees driving automobiles be increased from \$51.00 to \$66.00; that the parking fee for the summer terms for employees driving automobiles be increased from \$25.00 to \$33.00; and that the fee for employees riding motorcycles be increased from \$5.00 to \$10.00.

The parking permit fees charged of employees have not been increased in approximately 15 years. The increase in the permit fees is needed to allow the University to keep up with the rising cost of providing parking structures, safety and security measures, and the shuttle service.

The following resolution was unanimously adopted upon motion by Rush Harding with a second by Scott Roussel:

“BE IT RESOLVED: That the Board of Trustees approves the following revisions to Board Policy No. 421, ‘Traffic and Parking Regulations’.”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 421

Subject: Traffic and Parking Regulations

Page 1 of 10

Date Adopted: 4/89 Revised: 8/90, 8/91 4/92, 3/93, 5/93, 5/94, 5/95, 5/96, 5/97, 6/02, 5/03, 05/09, 02/10

I. Administrative Policy

In accordance with A.C.A. 25-17-307, the Board of Trustees of the University of Central Arkansas has established regulations for the operation and parking of motor vehicles on the UCA campus. These regulations apply to all faculty, staff, students, and others utilizing the land and streets owned or controlled by the University of Central Arkansas and are effective beginning August 15, 2003. The University Police Department is the jurisdictional law enforcement agency empowered under State statutes to enforce all parking and traffic regulations of the University of Central Arkansas and the State of Arkansas on all campus and university controlled properties and those streets adjacent to campus properties.

1. Any appropriately licensed driver choosing to park an automobile on campus or on other UCA owned or controlled properties may do so, provided a parking permit is obtained and provided the driver understands that the permit neither obligates the university to set aside a space for every vehicle nor allows the driver to violate parking regulations.
2. The university reserves the right to restrict the use of an automobile on university property if the owner or driver has abused the privilege of operating a vehicle on campus.
3. The university assumes no responsibility for a vehicle or its contents.
4. Any motor vehicle parked on property owned or controlled by the university, including metered parking, and under the control of a student, faculty member, or staff member must properly display a valid UCA parking permit.
5. Failure to pay fines will result in the blocking of pre-registration or the withholding of transcripts or pay and refund checks.
6. A ticketed vehicle continuing in violation may be ticketed again as long as the violation continues. Overtime parking will be ticketed every two hours.

7. An illegally parked, but non-ticketed vehicle, is not an indication that the regulation being violated is no longer in effect.
8. Any person who is stopped by University Police for a violation of a traffic or parking regulation is subject to either a university or municipal citation as determined by the issuing officer.
9. Occupants of residence halls are requested not to drive to class, the cafeteria, or other campus areas between the hours of 6:30 a.m. and 4:30 p.m., Monday through Friday.
10. A traffic ticket or any other communication from a University Police officer is an official university notice. Recipients who do not respond to such a communication face disciplinary and/or legal action.
11. The Arkansas Crime Information Center furnishes the University Police Department with information on the owners of vehicles not displaying a permit that receive tickets. These tickets are then issued to the faculty/staff member or student whose home address match those on the listing.
12. Use of any parking permit acquired through fraudulent, or otherwise improper means, will be considered theft of services from the University of Central Arkansas. Hanging permits will be confiscated and parking privileges may be taken away.

II. Traffic and Parking Services Office

The University Police Department is located at the intersection of W.J. Sowder and Marian Ross Streets. The Department's Traffic and Parking Services Office is open for payment of traffic fines and purchase/distribution of parking permits between 8:00 a.m. and 4:00 p.m., Monday through Friday. All registered students and employees may obtain their parking permit at the University Police Department 24 hours a day except for registration and fee payment days. **Temporary parking permits and parking and traffic information can also be obtained at the University Police Communications Center 24 hours a day.** As a service to the university community, the Department's lobby and communications center is never closed.

III. Student Parking Permits

1. Students who park vehicles on campus are required to immediately obtain and display a parking permit. The parking permit is a transferable polyethylene hanging permit registered in the name of the student.
2. Students should obtain their parking permit at the University Police Department or such other place that may be designated on registration and university fee payment days.
3. The permit must hang on the rearview mirror with the front side of the permit facing the windshield. Failure to properly display the hanging permit will result in

the issuance of a citation.

4. All student permits expire August 15, 2010. Continuing students must obtain a new permit each fall semester.
5. Students who forget to bring their hanging permit to campus must obtain a temporary parking permit from the University Police Department prior to parking on university property. Temporary permits are issued free of charge to students.

IV. Faculty and Staff Parking Permits

1. Faculty and staff of the university who park vehicles on campus are required to immediately purchase and display a parking permit. Student employees are not eligible for staff parking. The parking permit for all faculty and staff employees is a transferable polyethylene hanging permit registered in the name of the employee.
2. Only one hanging permit may be issued to each employee of the university. The permit should be transferred to any vehicle the employee parks on the campus.
3. The permit must hang on the rearview mirror with the front side of the permit facing the windshield. Failure to properly display the hanging permit will result in the issuance of a citation.
4. Employees who forget to bring their hanging permit to campus must obtain a one-day temporary parking permit from the University Police Department prior to parking on university property. One-day permits are issued free of charge for employees who possess a regular parking permit.
5. ~~Lost hanging permits may be replaced by purchasing a new permit at the full annual fee.~~ Employees who have lost their hanging permit may obtain a replacement permit at a cost of \$5.00. Holders of permits are prohibited from selling or otherwise transferring their permit to another faculty/staff member or student.
6. The hanging permit must be returned to the University Police Department upon termination of employment with the University of Central Arkansas.
7. A temporary staff permit is available to temporary or extra-help employees whose appointments are for a limited period of time. The fee for a one-month temporary staff permit is \$10.00. The fee paid for monthly temporary permits may be used to off-set the cost of a regular employee parking permit should the employee's appointment be extended.
8. Relatives of faculty or staff members are not eligible for a faculty/staff permit and may not park in faculty/staff parking areas unless they themselves are regular employees of UCA. Each parking permit is valid only for use by the person to whom it is issued.

Misuse of a faculty/staff parking permit may result in loss of parking privileges for both the faculty/staff member and the violator.

V. Disabled Parking

1. Disabled parking spaces are provided for the benefit of physically challenged persons. These spaces are designated by disabled signs and marked stalls. Unauthorized use of disabled spaces, to include the loading/van access areas marked by striping, may result in fines as well as towing and associated costs.
2. Physically challenged persons must obtain a blue disabled permit and must furnish the University Police with proof of issuance of a disabled permit or license plate by the Arkansas

Department of Finance and Administration. Such proof shall be the ADisabled Person's Access to Parking Application Form@ issued by the state with the special plate or placards.

3. Temporary disabled permits will be issued only to persons who have obtained and displayed a regular UCA permit. Upon obvious, visible disability a temporary disabled permit will be issued for a period of 3 - 5 days. Temporary disabled permits for a longer period of time, not to exceed 30 working days, will be issued only with a letter from a physician stating a need for a disabled permit and the length of time it is needed.

VI. Visitor Parking

1. Visitors are welcome and are encouraged to obtain a visitor's permit at the University Police Department prior to parking on campus. These permits will be issued after presentation of a valid driver's license. A visitor who receives a citation for a violation of the UCA parking rules, other than parking in a No Parking area or Disabled space, may bring or mail the citation to the University Police Department and it will be voided. Visitors may not park in a ANo Parking@ or ADisabled Parking@ area. Violation of ANo Parking@ or Disabled parking statutes will result in a municipal citation with fines set by the Municipal Court. Municipal citations cannot be dismissed by the University and failure to respond to these citations will result in a warrant of arrest issued by the Municipal Court.
2. Visitors may park in designated visitor parking lots on campus without first obtaining a visitor parking permit. Between the hours of 6:30 A.M. and 4:30 P.M. Monday - Friday visitor parking is provided only for persons who are not registered students or employees of the university. Students or employees parking in visitor parking between those hours, whether a student or staff parking permit is or is not displayed, will be subject to citation. Students and Faculty/Staff are not allowed to use a visitors temporary permit. The temporary will be confiscated if used by an unauthorized individual. Parking privileges

may be taken away from those involved. Faculty, Staff and students may park in visitor parking between the hours of 4:30 P.M. and 6:30 A.M. Monday B Friday and all day Saturday and Sunday

VII. Meter Parking

1. Meter parking is designated for short-term, convenience purposes. Holders of all types of UCA permits, except disabled permits, are required to pay when parking at parking meters.
2. Unless otherwise indicated by sign, all meter parking spaces are limited to two hours and enforced 8:00 AM to 4:30 PM Monday through Friday. Fifteen minute loading/unloading meters are enforced 24 hours a day 7 days a week.
3. A UCA parking permit is required to park at any meter parking space.
4. Parking at a broken or non-functioning meter during the hours the meter is enforced is a violation and may result in a citation.

VIII. Motorcycles

Motorcycles, mopeds and motorbikes are not permitted on campus except in designated parking areas located on the perimeter of the campus. Users must enter and depart the campus at the location nearest these parking areas. Motorcycle permits are required to be placed where easily seen.

IX. Bicycles

Persons riding bicycles must obey all rules of the road established for motor vehicles. Bicycles shall be parked in racks provided on campus. Bicycles parked in access ways, on sidewalks, in areas which may obstruct disabled access or in any other improper location will be subject to citation and impoundment. Impounded bicycles may be claimed at the University Police Department after all fines are paid.

X. Method of Payment

1. All parking permits may be obtained at the University Police Department or at specially designated areas during fall, spring and summer registration and fee payment.
2. Payroll deduction is available as a form of permit fee payment for full-time faculty and staff. The annual fee will be deducted in ~~six~~ **eight** equal installments beginning with the September paycheck for all continuing employees. For those employees appointed after the start of the Fall semester, the parking fee will be deducted in installments beginning with the employee's first paycheck. Employees who terminate before the entire annual fee is collected will have the remaining balance deducted from their final paycheck.

3. Students who have lost their hanging permit may obtain a replacement permit at a cost of \$5.00.
4. Students may obtain replacement permits at a cost of \$2.00, provided proof of destruction of the original permit is furnished to the University Police Department.

XI. Permit Fees

1. Student Permits – The cost for student parking permits is included in the security & access fee assessed for each academic term. Students must obtain their hanging permit from the Police Department Parking & Traffic Services office and display it in their vehicle in order to avoid a citation or impoundment.
2. Faculty/Staff Permits – The cost for faculty/staff parking permits is ~~\$51.00~~ \$66.00 per academic year or ~~\$25.00~~ \$33.00 for the summer terms only. Monthly faculty/staff permits are available for \$10.00 per month. The cost of the monthly permits may be applied toward the full fee permit.
3. Motorcycle Permits – The cost for motorcycle permits faculty/staff is ~~\$5.00~~ \$10.00. The cost of motorcycle permits for students is included in the security and access fee.
4. Permit fees are subject to change without notice.

XII. Parking Area Assignments and Hours

Faculty/Staff Parking - Areas marked AYellow Area@ with yellow signs, yellow lines, or yellow parking blocks are reserved for faculty and staff vehicles displaying current yellow hanging permits.

Resident Parking (On Campus Residence Halls and UCA Owned or Controlled Apartments and Houses other than Residence Halls) - Areas marked AResident Parking@ with green signs, green lines, or green parking blocks are reserved for student vehicles displaying current green UCA hanging permits. Green decals are available only to students residing in campus residence halls or UCA owned or controlled apartment complexes.

UCA Permit Parking - Areas marked AUCA Permit Parking@ with white signs, white lines, or white parking blocks are reserved for student or faculty/staff vehicles displaying any current UCA permits.

Disabled Parking - Areas marked for disabled access are *always* reserved for vehicles displaying current blue decals.

Visitor Parking - Areas marked for visitors are reserved for persons who are not employees or students of the university.

Between 4:30 p.m. and 6:30 a.m., Monday through Friday, Visitor areas, Faculty / Staff areas, and UCA Permit Parking areas are interchangeable. (Summer Hours are from 2:30 p.m. to 6:30 a.m.) They are interchangeable all day Saturday and Sunday. A current UCA decal must be displayed. Residence hall parking, reserved spaces for residence hall directors, physicians, disabled spaces, and all other parking spaces or parking lots as posted are not interchangeable and are enforced 24 hours a day, seven days a week.

XIII. Driving Regulations

1. All traffic and motor vehicle laws of the State of Arkansas are applicable on UCA property and will be enforced by University Police officers. Violation of State traffic and motor vehicle laws may subject the driver to a municipal citation with fines set by the Municipal Court.
2. The campus speed limit is fifteen (15) miles per hour, except where conditions indicate a slower speed is necessary.
3. One-way street driving regulations are to be observed at all times by all vehicles.
4. All STOP signs, YIELD RIGHT-OF-WAY signs, and all other regulatory or directional signs are to be observed.
5. Pedestrians in crosswalks shall have the right-of-way.
6. It is a violation of traffic regulations to avoid a speed bump.
7. It is the driver's responsibility to be able to operate his or her vehicle safely. Anyone who operates a vehicle on university property while under the influence of intoxicating liquor, narcotic drugs, or opiates will be subject to arrest.
8. Failure to yield to a University Police vehicle signaling a driver to pull over to stop (via the use of blue lights and/or siren), failure to comply with a University Police officer's direction, or failure to cooperate with a University Police officer while the officer is performing his official duties, will subject the violator to arrest under applicable State statutes.

XIV. Parking Regulations

1. It is the driver's responsibility to find a legal, marked parking space and to park the entire vehicle within the space's boundary lines. Other improperly parked vehicles in the area shall not constitute an excuse for parking with any part of the vehicle over the line.

Severe weather is not a valid reason for violation of parking regulations. If a vehicle experiences mechanical failure, it is the owner/driver's responsibility to have the vehicle removed as soon as available services permit. Parking lots may not be used for vehicle storage.

2. All parking spaces are defined by painted lines or parking blocks. Vehicles must be parked within the painted lines or parked in front of a parking block properly spaced for parking.

3. Where parallel parking is required, vehicles must be parked with the right wheels to the curb.

4. Where diagonal and head-on parking are required, vehicles should be parked with the front toward the curb and the rear bumper toward the traffic lane.

5. No parking is allowed next to red curbs, red parking blocks or in red or candy-striped areas. These areas are reserved for emergency vehicle access or to provide for fire code regulations compliance and/or pedestrian/traffic safety. Unless specifically authorized by a uniformed police officer there are no waiver periods for these areas.

6. No parking is allowed on the grass, sidewalks, or in driveways or loading zones.

7. Double parking is a violation at all times.

8. If a vehicle is parked in violation, attended or unattended, the driver may be issued a citation.

9. Vehicles licensed by the federal, state, county, or city government are exempt from permit requirements, but subject to compliance with other traffic and parking regulations. Police vehicles are exempt from certain traffic and parking regulations as provided in State statutes.

I. Personal Responsibility for Vehicles

1. The person to whom a UCA parking permit is assigned is responsible for all violations by that vehicle. If a permitted vehicle is loaned to another driver, its proper operations remains the permit holder's responsibility.

2. If a vehicle without a permit is driven on campus by a permit holder, a "Temporary Permit" must be obtained from the University Police Department. Temporary parking permits are available 24 hours a day, 7 days a week. Motorcycle permit holders are not eligible for temporary permits. Students are allowed no more than four temporary parking permits per semester unless special circumstances are approved by the Parking and Traffic Services Office.

3. Parking facilities may not be used until a current UCA parking permit is displayed on the rearview mirror of the vehicle.

II. Towing and Impoundment of Vehicles

1. UCA reserves the right to tow and impound from its property any parked vehicle that does not display a current parking permit, is improperly parked in a space reserved for the disabled, is parked in a restricted zone, or has unpaid parking tickets. Vehicles will be towed if parked in such a way as to constitute a traffic or pedestrian hazard or impede the access of service or emergency vehicles. Violations which could also result in towing and possible impoundment include, but are not limited to, parking in reserved parking spaces, parking in painted candy-striped or red areas, parking in driveways, or double parking on the street or in parking lots.
2. UCA reserves the right to tow and impound from its property any vehicle in violation of its traffic and parking regulations until all towing fees and UCA traffic/parking violation charges have been paid.

Appeals Process

1. A traffic citation may be appealed within 7 days of its issuance if the recipient believes it was issued contrary to campus traffic regulations or in error. Forms for appeals may be obtained from the University Police Department. An appeal may not be granted after a ticket has been paid.
2. Administrative determinations by the University of Central Arkansas may be appealed to the Conway District Court in accordance with A.C.A. 25-17-307.

III. Fines for Violations

1. All fines must be paid within 30 days from the date of issue. Fines for traffic and parking violations which are not paid within 30 days from the date of issue of the citation for the violation(s) will be adjusted to an amount equal to twice the amount of the original fine(s). Failure to pay traffic and parking fines may result in the blocking of pre-registration, or the withholding of pay and refund checks.
2. All fines are payable at the University Police Department from 8:00 a.m. until 4:00 p.m., Monday through Friday. If the violator has their copy of the citation, payments will be accepted at the University Police Communications Center after hours in the form of check, money order, or credit/debit card for the exact amount of the fine only.
3. The following are the parking and traffic violations and corresponding fines* established by the University of Central Arkansas:

1.	No permit	\$25
2.	Defacing, reproducing, altering or illegal use of permit	\$75
3.	Falsifying registration information	\$75
4.	Exceeding speed limit	\$40
5.	Reckless/unsafe driving	\$75
6.	Failure to stop or yield right-of-way	\$25
7.	Parking in a disabled space	\$75
8.	Parking at a red curb	\$15
9.	Improper equipment	\$15
10.	Double parking/blocking	\$15
11.	Parking in the wrong area	\$15
12.	Parking in a "No Parking" area	\$15
13.	Parking in a reserved area	\$15
14.	Driving and/or parking on grass	\$10
15.	Driving/parking wrong direction on a one-way street	\$10
16.	Parking on the wrong side of street	\$10
17.	Overline parking	\$10
18.	Improper display of permit	\$10
19.	Overtime parking	\$10
20.	Failure to display hanging permit	\$10

“Scholarship Program for Students with Exceptional Circumstances” – Board Policy No. 524 -
The administration is proposing two modifications to this Board policy.

First, as the policy currently reads, it is not clear that the Assistance Program for Students with Exceptional Circumstances applies to international students. The first modification to the policy would clarify that the policy and the scholarship assistance are available to international students in limited circumstances. No more than eight scholarships will be awarded to international students. The proposed language also addresses the awarding of these scholarships for humanitarian reasons when famine, genocide or other factors that have impeded the educational progress of citizens of foreign countries.

Second, the administration proposes to amend the policy to include the award of scholarships which are required to be offered to students pursuant to a grant, program or other contractual arrangement to which the University is a party, and the terms thereof require a scholarship to be offered. This is the case with the Upward Bound program. As a part of the match for a federal grant, the University is required to cover the tuition cost of bridge students, students planning to attend the University in the fall semester, and who will begin their studies in the summer preceding the fall term to transition into higher education.

The following resolution was unanimously adopted upon motion by Scott Roussel with a second by Victor Green:

“BE IT RESOLVED: That the Board of Trustees approves the following revisions to Board Policy No. 524, ‘Scholarship Program for Students with Exceptional Circumstances’.”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 524

Page 1 of 3

Subject: Scholarship Program for Students with Exceptional Circumstances

Date Adopted: 05/09 Revised: 02/10

ASSISTANCE PROGRAM
FOR STUDENTS
WITH EXCEPTIONAL CIRCUMSTANCES

Creation of Scholarship Program. The purpose of this policy is to create a scholarship program to be known as the “Assistance Program for Students with Exceptional Circumstances” (“APSEC”).

The APSEC shall commence with the fall semester of 2009.

Purpose of the Program. The APSEC program is intended to be a scholarship program to support students who:

- (a) exhibit exceptional financial need and/or extraordinary academic excellence; and
- (b) do not qualify for, or receive, other institutional scholarships or financial aid sufficient to attend the university or continue their education.

In addition, this policy provides for a very limited number of such scholarships for qualifying international students (described below).

Establishment of APSEC Committee. There is hereby created a committee to administer the APSEC program in accordance with the terms of this policy.

The Chair of the Committee shall be the Vice President for Administration, who shall be an ex-officio member and who shall not vote.

The committee shall consist of the following persons:

- Vice President for Student Services (or designee)
- Vice President for Enrollment Services (or designee)
- Dean of Undergraduate Studies (or designee)
- Dean of the Graduate School (or designee)
- Director of Financial Aid (or designee)
- Two (2) faculty members selected by the Faculty Senate

Budget Amount and Scholarship Guidelines: The following guidelines shall be followed by the committee when granting scholarships pursuant to this program:

(a) *Budget.* The budget for the APSEC shall be \$100,000 for the academic year 2009-2010. No more than one-half of such amount may be used for any semester. Any scholarship granted under this program shall be granted on a per semester basis and shall not exceed one academic year. No aid shall be granted by the committee for a summer session. These amounts shall not be exceeded, but may be adjusted, from time-to-time, by resolution of the Board of Trustees.

Notwithstanding the budget amount set forth above, if any student proves by clear evidence that he/she has a letter or other written document granting such scholarship, then such scholarship shall be honored and the amounts shall not be applied against the budget set forth above.

(b) *Exceptional Financial Need.* Each semester, scholarships shall be allocated to students presenting exceptional financial need. For purposes of this policy the term “exceptional financial need” means a clear statement, supported by such evidence as the committee deems appropriate, that the student’s financial situation is such that without assistance from this program the student will be unable to attend the university or continue a course of study. Examples of exceptional financial need could include medical expenses within the family; loss of job by the student or supporting parent/guardian; loss of other financial aid; or such other matters as the committee deems appropriate. The committee should take into account any other scholarships, financial aid, or other support for the applicant.

(c) *Extraordinary Academic Excellence.* Each semester, scholarships shall be allocated to students exhibiting extraordinary academic excellence. The term “extraordinary academic excellence” shall be defined by the committee.

(d) *Certain International Students.* In addition, the administration may, from time-to-time, include in this program a limited number of international students to receive scholarships. The board grants the authority to the President to designate not more than eight (8) international students each semester to receive funds under this program. To the extent that such scholarships are granted, those scholarships shall be in addition to the budgeted amounts set forth in this policy. Factors to be taken into account by the administration may include (a) increasing campus diversity, (b) ensuring or maintaining that multiple cultures are represented on campus, and/or (c) providing educational opportunities for students from developing countries or those countries in which famine, genocide or other factors have impeded the educational progress of citizens of that country, and that it is within the best interests of this university, state and nation that such educational opportunities be extended to those students.

(e) *Scholarships Required by Contractual Arrangements or Understandings.* In addition, the administration may, from time-to-time, include in this program scholarships required to be offered to a student or students pursuant to a grant, program or other contractual arrangement to which the University is a party and the terms thereof which require a scholarship to be offered to one or more of said students. To the extent that such scholarships are granted, those scholarships shall be in addition to the budgeted amounts set forth in this policy.

(f) Requirement That All Other Financial Means Be Utilized. As part of the application process, the committee shall ensure that each applicant has applied for and/or exhausted all other financial means available to such applicant. This should include, but not be limited to, applying for any and all state and federal financial aid and scholarships, as well as any institutional scholarships available from the university or the University of Central Arkansas Foundation, Inc. It is not the intent of this policy to disqualify any student from applying, but the committee should make sure that applicants have first sought other financial sources to further their education prior to making application under this program.

(g) Modification of Allocation Amounts; Failure to Grant Entire Fund. Upon a majority vote of the committee, these allocations can be modified to reflect the applicant pool, but provided however, that not more than seventy-five percent (75%) of the amount for any semester may be used for any one of the categories above. If in any year, the committee does not grant scholarships for the entire budgeted amount, such amounts shall lapse at the end of the spring semester and shall not be carried forward to the next fiscal year.

(h) Per Student Amount. The aggregate amount of the scholarship shall not exceed \$3,000 per applicant for any semester. No student receiving a scholarship under this program shall receive an amount which would result in the student receiving any cash back from any source.

(i) Application Deadline and Procedure. The committee shall cause notice of the program, the application, and the application deadlines to be published on the university's website, and also, distributed through appropriate university offices so that all students (both incoming and returning) are aware of the program. The first notices shall be published not later than two weeks after the adoption of this policy.

The application deadline shall be July 15 for the fall semester and December 1st for the spring semester. These deadlines shall be included in the notice.

The committee shall also develop and publish an application for the scholarship program. The application must be filed by the deadline along with any supporting documentation requested. The applicant must submit a letter or other evidence setting forth the student's exceptional financial need and/or extraordinary academic excellence.

(j) Action of the APSEC Committee. After the deadline for each semester, the chair shall convene the committee to review all applications submitted under this program. The committee shall thereafter grant scholarships for the APSEC under the criteria and budget amounts set forth in this policy stating its reasons for the recommendations made. Scholarships under this program shall be granted based upon a vote of the committee according to the criteria set forth in this policy. The decision of the committee is final and cannot be appealed.

“Fees – Child Study Center” – Board Policy 637 - In 1980, the Board of Trustees established a fee schedule for the Child Study Center, which is an integral part of the early childhood teacher education program at UCA. It offers a site where exemplary practices can be modeled for teacher candidates and serves as a valuable preschool experience for children in the community. The fees are paid by the parents of the children who attend the Child Study Center. Because the fees paid are not paid by or for UCA students, the administration believes it would be appropriate for the Board to delegate the oversight of this fee structure to the administration.

The following resolution was unanimously adopted upon motion by Rush Harding with a second by Kay Hinkle:

“BE IT RESOLVED: That the Board of Trustees hereby approves the following revision to Board Policy No. 637, ‘Fees – Child Study Center’.”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 637

Page 1 of 1

Subject: Fees – Child Study Center

Date Adopted: 4/80 Revised: 4/90, 5/94, 8/97, 8/00, 3/02, 5/05, 2/10

Fee Schedule for Child Study Center

Program	Ages	Tuition Rate
PreKindergarten B 5 days	4-5	\$260 month / \$13.87 day
PreKindergarten B 3 days	4-5	\$175 month / \$15.55 day
PreKindergarten B 2 days	4-5	\$120 month / \$16 day
PreKindergarten B 2 days	3	\$120 month / \$16 day

~~Families with multi-child enrollment will have a \$10.00 per month discount. A late fee of \$5.00 per day will be charged for payments not received by the 10th of each month, September through April. A non-refundable registration fee of \$75.00 will be collected at the time of registration for all classes. Fees must be paid through personal check, money order, or cashier=s check. If the balance and all related fees are not remitted by the end of the month in which they are due, the child may be dismissed from the program.~~

The administration is authorized to establish appropriate fees (“tuition”) for services provided by the University of Central Arkansas Child Study Center. Any change in tuition requires approval by the Provost and the Vice President for Finance and Administration.

“Fees - Health, Physical Education, Recreation (HPER) Center and Farris Center Pool” – Board Policy #647 - The HPER Center locker rental has been in place since 2001 at the annual rate of \$10 for faculty/staff of the University. Since that time, cost has increased (cost to purchase a name plate for the employee renting the locker); the demand for lockers has increased; and the wait list for available lockers has increased. The proposed increase in the locker rental fee will relieve the pressure from these three issues.

The HPER Center was approached by the UCA Alumni Association (Jan Newcomer, Director of Alumni Services) to develop an arrangement between UCA Alumni Association members and HPER membership. The HPER Center proposal incorporates an approach that allows UCA Alumni Association members to utilize the HPER facilities in tandem with current students and employees. The HPER Center researched comparable facilities in the area. The proposed user fees were established based on facility and the hours of usage by Alumni Association members.

The following resolution was unanimously adopted upon motion by Scott Roussel with a second by Rush Harding:

“BE IT RESOLVED: That the Board of Trustees approves the following changes to Board Policy No. 647, ‘Fees – Health, Physical Education, Recreation (HPER) Center and Farris Center Pool’.”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 647

Subject: Fees - Health, Physical Education, Recreation (HPER) Center
and Farris Center Pool

Page 1 of 2

Date Adopted: 8/01 Revised: 5/03, 10/03, 2/05, 09/07, 02/10

Membership Period: Fall membership - Fall academic term
Spring membership - Spring academic term
Summer terms - end of spring term to beginning of fall term

HPER Center and Farris Center Pool Fee Structure: Per Semester

Student:

Student only* (fall and spring)	Board Policy No. 630
Student (summer terms) **	\$4.00 per credit hour/maximum of 3 credit hours per term
Spouse (fall and spring)	\$52.00
Spouse (summer terms)	\$36.00
Family*** (fall and spring)	\$78.00
Family (summer terms)	\$54.00
Single Parent Family**** (fall and spring)	\$26.00
Single Parent Family (summer terms)	\$18.00

*Board Policy No. 630 provides a \$4.00 per credit hour fee for students, and sets the maximum hours charged each semester.

**Students attending UCA in the spring semester, but not attending summer school, will be assessed a one-time summer HPER fee of \$36.00 (\$36.00 per spouse) to access HPER Center for May, June, July, and August (until fall classes begin).

***For a student's family, the fee is calculated as follows: \$52.00 (spouse) and \$26.00 (children), for a total of \$78.00, in addition to the fee assessed for a student pursuant to Board Policy No. 630.

****For a single parent family, the fee is calculated as follows: \$26.00 (children), in addition to the fee assessed for a student pursuant to Board Policy No. 630.

Faculty and Staff:

Employee/Retiree only*	Fringe benefit paid
Spouse(fall and spring)	\$52.00
Spouse (summer terms)	\$36.00
Family(fall and spring)	\$78.00
Family (summer terms)	\$54.00
Single Parent Family (fall and spring)	\$26.00
Single Parent Family (summer terms)	\$18.00
HPER locker rental	\$10.00 \$20.00(annual per locker)

*For purposes of this policy, employees enrolled in courses offered by the university will be assessed the fee as per Board Policy Nos. 623 and 630.

University Affiliates:

Fees assessed for current full-time students will be the same for employees and/or residents of the following UCA affiliates:

- \$ ARAMARK, Inc.;
- \$ Barnes and Noble;
- \$ *Oxford American*; and
- \$ UCA=s Recognized Student Organizations (RSO) - employment of half-time or more

ALUMNI MEMBERSHIP AT HPER CENTER

Guidelines

1. Must be a member of the UCA Alumni Association
2. HPER Alumni members will have access to the HPER Center and the Farris Center pool.
3. Membership periods for Alumni are:
Same as outlined in above.
4. Available HPER Center hours for Alumni members: Farris Center Pool Hours:

A.	Monday – Friday	6:00am to 2:00pm	All hours the pool is open
B.	Saturday	10:00am to 3:00pm	
5. Alumni Membership Fees:

		Individual	Individual + Spouse	Individual + Family
A.	Fall semester	\$100.00	\$175.00	\$225.00
B.	Spring semester	\$100.00	\$175.00	\$225.00

C.	Summer	\$ 50.00	\$ 75.00	\$100.00
D.	Annual	\$250.00	\$425.00	\$550.00

6. Alumni membership will be payable for the entire membership period. No monthly billing.

7. Membership defined:

A. Individual – The Alum

B. Spouse – The Alum’s spouse

C. Family – The Alum, spouse, and children. Must be 18 years old to use the HPER Center.

8. Alumni HPER Membership card.

A. The UCA Alumni Association will issue ID cards.

B. Each ID card will have a unique member number and expiration date for the Alumni Association.

9. The Alumni must visit the HPER Center main office to join.

10. Parking is available (parking meters or parking tag issued through UCAPD)

11. If an Alumni Association membership expires during HPER membership period, the HPER Center will honor HPER membership up to the next HPER membership period.

12. The University administration may waive these fees in appropriate circumstances upon the recommendation of the Vice President for Student Services and the approval of the President.

“Academic Integrity Policy” – Board Policy No. 709 - The administration, faculty, staff, and students of the University of Central Arkansas propose an Academic Integrity Policy for the University.

After several years of work by a number of groups on campus, including the Faculty Senate, the Council of Deans, and the Student Government Association, a “conference committee” or “reconciliation group” was formed in summer 2009 and expanded early in the fall semester. The working group included the following faculty, administrators, and students:

Dr. Wendy Castro, Assistant Professor of History
Mr. Jack Gillean, Chief of Staff
Dr. Jonathan Glenn, Associate Provost
Ms. Katie Henry, Associate General Counsel
Dr. John Parrack, President, Faculty Senate
Mr. Ronnie Williams, Vice President for Student Services
Mr. Cody Wilson, President, Student Government Association

The working group developed a proposed Academic Integrity Policy intended to address substantive issues about academic integrity and misconduct at UCA, including these:

- the responsibility shared by all members of the UCA community to uphold academic integrity
- assignment of responsibility to inform students about academic integrity and misconduct
- clearly articulated penalties for academic misconduct, with escalating severity related to repeated infractions
- clearly outlined procedures for addressing violations of academic integrity
- provision for and requirement of a permanent record of misconduct infractions and a centralized repository of documentation related to such infractions
- shared ownership of both the academic integrity policy and the consequences of its violation by faculty, students, and staff
- a standing university committee for adjudication and appeals (*Note: When the Academic Integrity Policy is adopted, additional proposals will be made to effect appropriate committee modifications to provide for this requirement.*)

The working group provided a draft Academic Integrity Policy in mid-November to the representative bodies on campus – Faculty Senate, Staff Senate, SGA – and others with a request for comments, suggestions, and concerns. Comment was accepted through November 30, 2009. The working group considered all the comments received and has incorporated much of it in the revised policy presented in this resolution.

Appropriate representative bodies and administrators have recommended approval of the proposed Academic Integrity Policy.

The following resolution was unanimously adopted upon motion by Kay Hinkle with a second by Rush Harding:

“BE IT RESOLVED: That the Board of Trustees hereby adopts the proposed ‘Academic Integrity Policy’ as Board Policy No. 709.”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 709

Page 1 of 6

Subject: Academic Integrity Policy

Date Adopted: 2/2010 Revised:

A. 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.

B. 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 C, 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.

C. 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 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 #, 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.

D. 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.

E. Penalties for Academic Misconduct

1. 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”).

2. 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.

3. 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
 - o Automatic additional penalties: completion of compulsory Academic Integrity Workshop
 - o Additional penalty, if not exonerated: meeting with administrator (dean or designee)
- Third infraction
 - o Additional penalty, if not exonerated: referral to Academic Integrity and Discipline Committee for possible university sanction (e.g., probation, suspension, expulsion)
- Subsequent infractions
 - o 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

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

F. 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.

G. 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.

1. 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.

2. 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.

H. 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.

1. 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.

2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.

PROPOSAL FOR THE PURCHASE OF TWO 55 SEAT MOTOR COACHES

Pursuant to Board Policy No. 416, the Board of Trustees is required to review all contracts involving an expenditure of funds in excess of \$250,000.00. The administration is proposing the purchase of two previously-owned, charter-type buses that, if approved, will cost \$465,000.

In any given year, the University spends \$65,000 – 80,000 on charter bus services. Over ten (10) years, this could easily cost the institution between \$750,000 and \$1,000,000. Departments currently using charter bus services include the Intensive English Program, Military Science, Department of Marketing and Management, Music Department, Residence Colleges, and UCA Athletics.

At this time, the largest bus the University owns will carry only thirty-six (36) passengers. With the purchase of two fifty-five (55) seat, full-service buses, other divisions/departments would also use them. Based on the estimated use, the two 55-seat buses would pay for themselves over a seven-to-ten year period.

Another aspect to be considered is the mobile advertising these units would provide. They would promote the University as groups use them for travel around the state and beyond.

These purchases will greatly enhance the capabilities of our existing multi-purpose fleet and allow availability of transportation for all group sizes.

The following resolution was unanimously passed upon motion by Randy Sims with a second by Scott Roussel.

“BE IT RESOLVED: That the Board of Trustees authorizes the administration to move forward with the purchase of two fifty-five (55) seat buses and to execute other documents to finalize the purchase.”

“Fees - Food Service Contract for 2010-11” – Board Policy No. 633 - The administration proposes an increase in the food service rates to cover an increase in food supplies and operating costs. The University received from ARAMARK, Inc. a food service proposal for the 2010-11 contract year. In order to keep fee increases to a minimum, the proposed contract includes an increase of 3% for the 2010-11 academic year. In addition, ARAMARK has agreed to:

- Increase donations from \$38,000 to \$63,000.
- Midnight breakfasts will be reinstated in Spring 2010
- Bear Village C-Store hours will be 8:00am - 8:00pm.
- Student dining options will be available over Labor Day, Fall Break and the Thanksgiving Holidays.
- Dining options available Monday – Friday when UCA faculty and staff are present.

The commission paid by ARAMARK, Inc. for off-campus special groups will remain at 15%. The commission paid on casual meals in the cafeteria and the non-boarders meal plan will remain at 18% (cash only). ARAMARK, Inc. will continue to pay the University 12% on catered events, cafeteria–non-cash sales, commuter meal plans, inclining balance and declining balance sales.

The University will continue to contract with ARAMARK, Inc. for the operation of its university food service venues. ARAMARK, Inc. will pay the University 10% of sales in the Pizza Hut, 10% of sales in Chick-fil-A, 12% of sales in Java City, 14% of sales in C-Stores, 7% of sales in Quizno’s, and 7% of sales in Starbucks.

The administration proposes to continue its contract with ARAMARK, Inc. for the exclusive right to operate the concessions in Estes Stadium, Farris Center, and Farris Field. It is recommended that this contract be extended from June 1, 2010, through May 31, 2011, with payment to the University of 15% for football events and 12% for non-football events, which is the same as the 2009-10 rate. The rates for 2010-11 are shown in the following policy.

The following resolution was unanimously approved upon motion by Rush Harding with a second by Victor Green:

“BE IT RESOLVED: That the Board of Trustees hereby approves the following revisions to Board Policy No. 633, ‘Fees - Food Service Contract’.”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 633
 Subject: Fees – Food Service Contract
 Date Adopted: 3/94 Revised: Passim (most recent 2/10)

The following rates under the food service contract with ARAMARK, Inc., are approved for the 2010-11 contract year.

TERM INCREASE	MEAL PLAN	2009-10	2010-11	%
		Rates Per Day	Rates Per Day	
Fall & Spring	Unlimited	\$6.86	\$7.07	3%
	15 Meal Plan	\$6.43	\$6.62	3%
	10 Meal Plan	\$6.18	\$6.37	3%
	8 Meal Plan	\$5.22	\$5.38	3%
	220 Block	\$7.64	\$7.87	3%
	135 Meals	\$5.46	\$5.62	3%
	Senior Plan	\$3.28	\$3.38	3%

GROUP INCREASE	MEAL	2009-10	2010-11	%
		Rates Per Meal	Rates Per Meal	
Casual Meals	Breakfast*	\$6.34	\$6.53	3%
	Brunch*	\$7.85	\$8.09	3%
	Lunch*	\$8.53	\$8.79	3%
	Dinner*	\$9.10	\$9.37	3%

* Faculty/Staff card user discount applies to each of the above amounts.

Special Groups & Summer Camps	Breakfast	\$4.37	\$4.50	3%
	Brunch	\$5.32	\$5.48	3%
	Lunch	\$5.32	\$5.48	3%
	Dinner	\$5.32	\$5.48	3%

UCA will receive the commission listed below on the sales.

ROYALTY CHART:

Type of Sales	Commission Percentage
Off-Campus Special Groups – Camps	15%
Cafeteria – Non-Cash	12%
Cafeteria – Cash	18%
Chick-fil-A	10%
Pizza Hut	10%
Quizno's	7%
Java City	12%
Starbucks	7%
Commuter Meal Plans	12%
Inclining Balance	12%
Declining Balance	12%
Athletic Concessions – Football	15%
Athletic Concessions – Non-Football	12%
Catering	12%
C-Store – Cash and DCB	14%

“Fees - Room and Board” – Board Policy No. 632 - The current room and board charge is \$2,440.00 per semester for a double-occupancy room and the 15-meal plan. The administration recommends an increase in the standard board plans to cover the proposed increase in the ARAMARK contract. Both ARAMARK and the Department of Housing and Residence Life are working diligently to keep costs to a minimum.

The administration also recommends an increase in the housing room rates. Housing increases are primarily related to the need to continue to maintain and upgrade housing facilities by making improvements/repairs. A detailed listing of recommended repairs to the residence halls and university-owned apartments exceeds \$22 million. The Department of Housing and Residence Life completed a review of housing rates from peer institutions within the state. The review found that UCA’s room rates were very competitive and the proposed double-occupancy room rate would still be below the current 2009/2010 rate for these institutions. Estimated revenue generated from the proposed increase for the housing room rates is \$315,000 per year.

The total proposed room and board rate for 2010-11 is \$2,515.00 or an overall increase of approximately 3.0%.

For the 2009-10 academic year, housing is expected to experience an annualized occupancy of approximately 90%. The number of housing applications submitted thus far for fall 2010 is ahead of this time last year, and it is expected that housing will maintain a comparable demand for 2010-11.

The following resolution was unanimously passed upon motion by Scott Roussel with a second by Rush Harding:

“BE IT RESOLVED: That the Board of Trustees hereby approves the following revisions to Board Policy No. 632 , ‘Fees – Room and Board’.”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 632
Subject: Fees – Room and Board
Date Adopted: 3/94 Revised: Passim (most recent 2/10)

ROOM RATE SCHEDULE

Fall & Spring **2010-11** **(Current)**
Semester Rates

Double Occupancy Room Rate	\$1,430.00 per semester	(\$1,390.00)
Private Room Rate	\$2,130.00 per semester	(\$2,090.00)
RA Room	\$1,430.00 per semester	(\$1,390.00)
Greek Room Rate Per Member	\$ 25.00 per semester	(\$ 25.00)

Apartment – Academic Year Double Room Rate		
Bear Village, Torreyson, Erbach, West Martin 1-20	\$1,725.00 per semester	
(\$1,675.00)		
All other complexes	\$1,625.00 per semester	
(\$1,575.00)		

Apartment – Academic Year Private Room Rate		
Bear Village, Torreyson, Erbach, West Martin 1-20	\$2,450.00 per semester	(\$2,400.00)
All other complexes	\$2,350.00 per semester	(\$2,300.00)

~~**Twelve Month Apartment Rates** **2009-10** **(Current)**~~
~~*Annual Rates*~~

Apartment – 12 Month Double Room Rate		
Bear Village, Torreyson, Erbach, West Martin 1-20	\$4,140.00 annually	(\$4,140.00)
All other complexes	\$3,940.00 annually	(\$3,940.00)
Apartment – 12 Month Private Room Rate		
Bear Village, Torreyson, Erbach, West Martin 1-20	\$5,500.00 annually	(\$5,500.00)
All other complexes	\$5,300.00 annually	(\$5,300.00)

Summer Terms 2010

Any Double Room Rate	\$ 375.00 per summer term	(\$ 350.00)
Any Private Room Rate	\$ 515.00 per summer term	(\$ 465.00)

Summer Conferences 2010

Youth Rate (Double)	\$ 11.50 per person/night	(\$ 11.25)
Adult Rate (Double)	\$ 16.00 per person/night	(\$ 15.50)
Adult Rate (Single)	\$ 22.00 per person/night	(\$ 22.00)

UCA Student Groups	\$ 7.00 per person/night	(\$ 6.80)
UCA Sponsored Groups (Double)	\$ 9.50 per person/night	(\$ 9.25)
UCA Sponsored Groups (Single)	\$ 15.00 per person/night	(\$ 14.50)

RENT FOR FAMILY HOUSING

Apartment	2010-11	(Current)
2003 Bruce #1	\$ 465.00	(\$ 465.00)
2003 Bruce #2, #5	\$ 445.00	(\$ 445.00)
2003 Bruce #3, #4	\$ 395.00	(\$ 395.00)
2005 Bruce	\$ 495.00	(\$ 495.00)
229 Elizabeth	\$ 495.00	(\$ 495.00)
Donnell Ridge (3030A,B) (3040 A,B)	\$ 550.00	(\$ 550.00)
Donnell Ridge (3020 A,B) (3044 A,B)	\$ 515.00	(\$ 515.00)
Caldwell Street Apartments		
1-Bedroom	\$ 435.00	(\$ 395.00)
2-Bedroom	\$ 515.00	(\$ 445.00)

BOARD RATE SCHEDULE

Fall & Spring	2010-11	(Current)
Unlimited	\$ 1,085.00 per semester	(\$ 1,050.00)
Any 15-meals per week + \$30 DCB	\$ 1,085.00 per semester	(\$ 1,050.00)
Any 10-meals per week + \$50 DCB	\$ 1,085.00 per semester	(\$ 1,050.00)
Any 8 meals per week + \$140DCB	\$ 1,085.00 per semester	(\$ 1,050.00)
Senior Plan 65 Block +\$500 DCB*	\$ 1,085.00 per semester	(\$ 1,050.00)
220 Block Plan	\$ 1,170.00 per semester	(\$ 1,135.00)
135 Block + \$160.00DCB	\$ 1,170.00 per semester	(\$ 1,135.00)
\$900.00 DCB**	\$ 900.00 per semester	(\$ 900.00)
\$600.00 DCB	\$ 600.00 per semester	(\$ 600.00)

*Students must have completed 90 credit hours to be eligible for Senior Plan option

**Students in the apartments purchasing the \$900.00 DCB will receive a \$50.00 bonus.

Athletics Logo - In summer 2008, the Athletics Department initiated a conversation with Russ Hancock, Director of Publications and Creative Services, to begin the process of reviewing and renewing the Athletics Trademarks. This process specifically looked at the current athletics logo. There was a need for a new logo to represent UCA Athletics and the timing was right with the move to Division I. The need for a change was due to licensing concerns, brand confusion (because of various logos used by different sports), a need for modernization, new sales opportunities, and a new brand identity.

The process was begun knowing it would take more than a year and culminate in summer of 2010, when the UCA Athletics program would be fully classified as NCAA Division I. The Joe Bosack Graphic Design Company came highly recommended and was selected to design the new athletics logo based on its outstanding reputation and superior portfolio of collegiate and professional logos. The design fee was paid from private funds. The Bosack Group developed ten logo options for our review. In the fall 2008, it was decided to convene a logo steering committee comprised of the SGA President, the Bear Den Director, the Student Life Associate Dean, the SGA Athletics liaison, a Residence Hall Director, a Faculty Senator, the NCAA Faculty Athletics Representative, the VP for Administration, the VP for Communication, the Alumni Coordinator, a Purple Circle Board Member, a Sports Hall of Fame member, a Chamber of Commerce employee, a student-athlete, and a Head Coach. This group was charged with narrowing the options. The steering committee met several times and reduced the options to two by the spring 2009.

In the fall of 2009, a feedback session was held for a larger group of stakeholders. This group was comprised of an officer or member of many committees or groups on campus and in our community. Scott Roussell was the Board of Trustees representative. The Athletics Department asked for feedback from this group regarding the two options the steering committee recommended. The feedback was overwhelmingly slanted to one option and gave the Steering Committee great confidence in its choice.

This would be the only official logo for athletics sport teams and apparel. The logo is complete as a primary trademark with many secondary marks. If approved by the Board, these would be the only images for UCA athletics. Please know that the additional costs associated with updating courts and signage will be covered by private funds and corporate sponsorships.

The following motion was unanimously passed upon motion by Rush Harding with a second by Bobby Reynolds:

ABE IT RESOLVED: That the attached logo be approved as the official logo for athletics sport teams and apparel.



MODIFICATIONS/DELETIONS

Notification: New Certificate for Existing Curriculum – Post-Master’s Certificate, School Psychology

The President and Provost have accepted the recommendation of the Department of Psychology and Counseling and the College of Health and Behavioral Sciences that a new Post-Master’s Certificate (PMC) be created for the existing post-master’s curriculum in School Psychology. Creating the new PMC will allow students who have completed the MS in School Psychology to be enrolled in a recognized curriculum while they complete the additional hours required for licensure by the Arkansas Department of Education. It will, in addition, allow the university to award to program completers a recognized certificate indicating completion of the curriculum. The existing curriculum comprises 15 hours; the PMC will require the same 15 hours, with no new courses or resources required.

The new certificate has been recommended by all appropriate university councils and administrators.

LETTER OF NOTIFICATION – 10
GRADUATE CERTIFICATE PROGRAM
(12–18 Semester Credit Hours)

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn, Associate Provost

3. Phone number/e-mail address

(501) 450-3126
jona@uca.edu

4. Proposed effective date

Summer 2010

5. Name of proposed Graduate Certificate Program

Post-Master's Certificate (PMC) in School Psychology

6. Proposed CIP Code

42.2805

7. Reason for proposed program implementation

The Post-Master's Certificate program in School Psychology bridges the gap between the master's degree and all requirements for licensure with the Arkansas Department of Education. The UCA program is a 60-hour program and is designed to meet the requirements of ADE and the National Association of School Psychologists; however, 15 of the 60 hours are post-master's degree. Currently, students obtain a master's degree after 45 hours of graduate coursework (MS, School Psychology, degree code: 6480). However, they are not qualified to receive the School Psychology Specialist license through the Arkansas Department of Education without completing an additional 15 hours of graduate coursework including a one-year internship.

Designating these additional 15 hours as a post-master's certificate will ensure that students are enrolled in a recognized program, that they are eligible for financial aid, and that the appropriate award is conferred and transcribed upon completion. The new PMC will ease the transition between the Master's degree and licensure without making changes to any requirements of the program or additional resources.

8. Provide documentation that proposed program has received full approval by licensure/certification entity.

The School Psychology Program has been approved by the Arkansas Department of Education and the National Association of School Psychologists since 1993. The PMC causes no change in status.

9. Will this program be offered on-campus, off-campus, or via distance delivery?

The courses of this program are already being offered on-campus. No change to the current delivery system is proposed.

10. Provide the following:

a. List of required courses

The following 15 hours are the courses that are required Post-Master's.

- PSYC 6376 PSYCHO-EDUCATIONAL ASSESSMENT II
- PSYC 7310 BEHAVIORAL AND EMOTIONAL ASSESSMENT OF CHILDREN
- PSYC 6333 SCHOOL PSYCHOLOGY PRACTICUM II
- PSYC 6342 INTERNSHIP (6 hours)

b. New course descriptions

N/A

c. Program goals and objectives

The program goals and objectives for the Post-Master's Certificate are the same as those for UCA's current School Psychology Program stated in the program's *Handbook*: "The mission of the 60-hour specialist-level school psychology program is to prepare entry level school psychologists to apply scientifically-based psychological and educational principles and practices in all dimensions of their professional work". The specific goals and objectives can be found online at this address:

<http://www.uca.edu/psychology/programs/documents/graduate/msschoolpsyc.php>

d. Expected student learning outcomes

The expected student learning outcomes for the Post-Master's Certificate are the same as the current 60-hour program:

<http://www.uca.edu/psychology/programs/documents/graduate/msschoolpsyc.php>

11. Identify off-campus location.

N/A

Notification: Department Name Change – Teaching, Learning, and Technology to Teaching and Learning

The President and Provost have accepted the recommendation of the faculty and administration in the College of Education to change the name of the Department of Teaching, Learning, and Technology to the Department of Teaching and Learning. The name change reflects reorganization within the College of Education and the focus of this department on teacher education.

The name change has been recommended by all appropriate university councils and administrators.

LETTER OF NOTIFICATION – 1

**NAME CHANGE OF EXISTING CERTIFICATE, DEGREE,
MAJOR, OPTION, OR ORGANIZATIONAL UNIT**

(No change in curriculum, emphasis, or organizational structure)

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn, Associate Provost

3. Phone number/e-mail address

(501) 450-3126

jona@uca.edu

4. Proposed effective date

Summer 2010

Items 5–6 (current title of degree/certificate, major, option): N/A

7. Current title of organizational unit

Department of Teaching, Learning, and Technology (Department Code: 0598)

Items 8–9 (proposed title of degree/certificate, major, option): N/A

10. Proposed name of organizational unit

Department of Teaching and Learning (Department Code: 0598)

Items 11–12 (CIP code, degree code): N/A

13. Reason for proposed action

The name change reflects reorganization within the College of Education and the focus of this department on teacher education programs.

Notification: Deletion of the MS Degree Program in Training Systems

The President and Provost have accepted the recommendation of the faculty and administration in the College of Education to delete the MS degree program in Training Systems (established 2002). The program has suffered from low enrollment, and the college has determined that the program is no longer appropriate to its strategic plan. Approximately ten students remain in the program; those who have not completed the program by the summer of 2010 will be given the opportunity to complete either the MS in Instructional Technology or the MS in Advanced Studies in Teaching and Learning.

The program deletion has been recommended by all appropriate university administrators.

LETTER OF NOTIFICATION – 5

DELETION

(Certificate, Degree, Option, Organizational Unit)

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn, Associate Provost

3. Phone number/e-mail address

(501) 450-3126

jona@uca.edu

4. Proposed effective date

Summer 2010

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

Masters of Science in Training Systems

6. CIP code

13.1303

7. Degree code

6662

8. Reason for deletion

Low enrollment, focus of department has changed

9. Number of students still enrolled in program

Approximately 10

10. Expected graduation date of last student

Summer 2010

11. Names of courses to be deleted as a result of this action

MSTS 5375 Strategies for cooperative Education and Apprenticeship Programs

MSTS 6102, 6202, 6302 Special Problems in Marketing Education

MSTS 6310 Improvement of Instruction in Word Processing

MSTS 6315 Current Practices in Workforce Education

MSTS 6320 Improvement of Instruction in Computerized Accounting and Basic Business Subjects

MSTS 6321 Foundation of Business Education

MSTS 6322 Research Studies

MSTS 6328 Design of Instructional Software for Business and Marketing Education

MSTS 6352 Programming in Vocational Education for the Special Needs Learner

MSTS 6355 Preparing Computer-Based Instructional Software

MSTS 6358 Managing Computer Technology in Educational Settings

MSTS 6371 Organization and Administration of Adult Education

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

Students who do not complete the program by Summer 2010 will have the opportunity to complete the program in Instructional Technology or in Advanced Studies in Teaching and Learning.

13. Are funds available for reallocation?

No

Deletion of Non-viable Academic Programs: Graduate Certificate Management Information Systems, MSE, Early Childhood Education and Special Education

Office of the President

UNIVERSITY OF CENTRAL ARKANSAS



201 Donaghey Avenue
Conway, Arkansas 72035
Telephone: (501) 450-3170

To: Board of Trustees

**From: Allen C. Meadors, PhD, FACHE
President**

A handwritten signature in black ink, appearing to read "Allen C. Meadors".

Date: December 14, 2009

Subject: Notification of Modification of Academic Programs

The Council of Deans and the provost recommend deletion of several non-viable academic programs: Graduate Certificate, Management Information Systems (Department of Management Information Systems, College of Business); MSE, Early Childhood Education (Department of Early Childhood and Special Education, College of Education); BSE, Physical Education (Department of Kinesiology and Physical Education, College of Health and Behavioral Sciences); MS, Health Systems (Department of Health Sciences, College of Health and Behavioral Sciences). I have attached information submitted by the provost about this action.

This notice is being provided to you as a part of the university's ongoing review of its academic programs, a review coordinated by the Arkansas Department of Higher Education. We are required to notify the Board of our intent to delete these academic programs, but this notification does not require official action by you. The action will also appear as a "notification" item on the agenda of the next regular meeting so that it will be noted in the minutes.

If you have any questions, please do not hesitate to contact me.

ACM:jg

Attachment

C: Dr. Lance Grahn
Dr. Jonathan Glenn



201 Donaghy Avenue
Conway, Arkansas 72035
Phone: (501) 450-3126
FAX: (501) 450-5066
e-mail: provost@uca.edu

Memorandum

DATE: 07 December 2009

TO: Allen C. Meadors, PhD, FACHE
President

FROM: Lance R. Grahn, PhD, Provost *LRG*
Jonathan A. Glenn, PhD, Associate Provost *JAG*

RE: Information for the Board of Trustees: Deletion of Non-Viable Programs

COPY: Jack Gillean, Chief of Staff

Over the past year, the Arkansas Department of Higher Education has coordinated a statewide review of program inventories and the viability of individual programs. In the course of this review, UCA has identified four programs that we believe are non-viable. For purposes of this review, a program is identified as non-viable if, on the one hand, it attracts too few students and produces too few graduates to make its continuation feasible and, on the other, is neither central to the university's mission nor likely to benefit significantly from prudent investment of resources.

Academic departments and colleges where these programs reside have participated in identifying these programs and have requested that the following programs be deleted as non-viable:

Graduate Certificate, Management Informations Systems (Department of Management Information Systems, College of Business Administration)

MSE, Early Childhood Education (Department of Early Childhood and Special Education, College of Education)

BSE, Physical Education (Department of Kinesiology and Physical Education, College of Health and Behavioral Sciences)

MS, Health Systems (Department of Health Sciences, College of Health and Behavioral Sciences)

We request that the UCA Board of Trustees be informed of these recommendations for deletion. Board notification will allow the university to notify the Arkansas Department of Higher Education of the programs' deletion.

Please let us know when notification has been made to the Board of Trustees.

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

Enclosures: ADHE deletion forms for each of the four programs ("Program Viability: Letter of Notification – Deletion of Certificate or Degree")

**Program Viability
Letter of Notification – Deletion of Certificate or Degree**

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn, Associate Provost

3. Phone number/e-mail address

(501) 450-3126
jona@uca.edu

4. Proposed effective date

Upon notification

5. Title of certificate or degree program

Graduate Certificate (GC), Management Information Systems

6. CIP code

52.1201

7. Degree code

1945

8. Reason for deletion

Non-viable program, long inactive.

9. Number of students still enrolled in program

No students enrolled.

10. Expected graduation date of last student

N/A

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

N/A

12. How will students in the deleted program be accommodated if the program deletion is effective within 6–12 months?

N/A

13. Amount of funds available for reallocation

N/A

14. Provide additional information requested by ADHE staff.

Upon request.

President/Chancellor Approval date: _____

Board of Trustees Notification Date: _____

Chief Academic Officer: _____ Date: _____

EXECUTIVE SESSION

Executive session, for the purpose of considering personnel matters, was unanimously declared upon motion by Rush Harding with a second by Randy Sims.

OPEN SESSION

Open session was unanimously declared upon motion by Rush Harding with a second by Bobby Reynolds.

The following resolution was unanimously adopted upon motion by Rush Harding with a second by Bobby Reynolds:

“BE IT RESOLVED: That the Board of Trustees hereby approves the personnel list presented in executive session, provided however, that the administration is authorized to make corrections and changes of a clerical nature.”

There being no further business to come before the Board, the meeting was adjourned upon motion by Randy Sims and a second by Bobby Reynolds.

**The University of Central
Arkansas Board of Trustees**

**Harold Chakales
Chair**

**Bobby Reynolds
Secretary**