

The Board of Trustees of the University of Central Arkansas convened in regular meeting at 2:00 p.m. Friday, August 20, 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. Randy Sims

Mrs. Kay Hinkle was absent and Mr. Rush Harding arrived at the meeting at 2:45 p.m.

### **MINUTES**

The minutes of the May 7, 2010 Board meeting and the June 1 and July 21, 2010, teleconference meetings were unanimously approved as submitted upon a motion by Bobby Reynolds with a second by Scott Roussel.

### **PRESIDENT'S REPORT**

The following is the President's Report:

1. At this time of year, everyone is curious about fall enrollment numbers. It's way too early to make any accurate predictions. What we know, as of this morning, we were slightly up over last year on this date in:

Freshmen  
Transfers  
Graduate Students

However, we know that since we have reduced the number of "concurrent" enrollment high school sites these numbers will be down. I would estimate our overall enrollment will be similar to last year.

2. Our Housing occupancy rate is slightly ahead of last year at 93.36%, as of this morning. We are especially pleased with these numbers since we know of 600-700 new, private beds that have been opened for this fall close to campus.

3. We finished summer school with a 6% increase in student credit hours over last summer.

4. Last fiscal year, total gifts to the University were approximately \$6 million. Our goal is to average between \$12-15 million a year. So, we have positive opportunities in this arena.

5. We are excited about picking up continued work on our updated campus strategic plan with the start of the fall semester. A special thanks to Dr. Michael Schaefer and the oversight committee for their work this summer.

6. We also will be doing a new campus facilities master plan this fall.

7. Burdick Hall is now back fully on line. IT has expanded space in the refurbished building. We have newly refreshed classroom space there, as well as new laboratory space for the departments of Geography and Speech-Language Pathology. Burdick is also the new home for the Dean of the College of Health and Behavioral Sciences, the Athletic Academic Advising Office, the Veterans' Services Office, and offices for faculty in the College of Liberal Arts and the Department of Family and Consumer Sciences. Our thanks certainly go to the Physical Plant staff who worked so hard to make this building ready for students and faculty to start the fall semester.

8. As mentioned before, we have established the first STEM Residential College in Arkansas. It will be housed in Arkansas Hall.

{Science, Technology, Engineering and Math}

9. We have a number of new, exciting international initiatives under consideration, including a major statewide conference on how Arkansas businesses can interface with Chinese businesses.

We welcome Dr. Alex Chen, as our new associate vice president for International Engagement.

10. Also, in our continuing efforts to better serve our students, we reorganized several existing departments into a new Division of Enrollment Management. Dr. Sally Roden, who has served as Dean of Undergraduate Studies, is serving as the interim vice president during this transition.

11. We have taken several significant steps to help academics and other university areas have more funds to attend professional conferences and be able to present their, and our students', outstanding work.

12. *U.S. News and World Report* once again ranked UCA highest among all public, regional state universities in Arkansas.

13. I could go on for hours about the outstanding things being accomplished at the University of Central Arkansas but I want to make a few comments about our financial health.

In 2007, we finished the fiscal year with a negative \$3.4 million in our cash position. This year we finished with a POSITIVE \$23 million net cash balances.

(26.4 million swing)

14. As you know Moody has upgraded our bond rating twice since January of this year.

We had a very positive conversation with Moody this week and expect that we may be upgraded again by the end of 2010 or shortly thereafter.

In closing let me just share a few interesting facts provided to me from the Division of Financial Services and Administration:

1. How much business is awarded to local businesses, within Conway, and how much within the State?

4,447 Purchase Orders with a total dollar amount of \$35,790,049.17 within the State of Arkansas.

\$8,700,298.16 to local Conway vendors plus \$13,331,640.00 to Nabholz for the construction of the new Business Building.

A grand total of \$22,031,938.16 to Conway vendors

2. How many acres do we mow and maintain (how long would it take one person 24 hours a day to mow everything?)

We mow 245 acres; one person working 24 hours/day would take 10.21 days to mow the entire campus.

3. How much asphalt do we have? We have 60 acres of asphalt - streets and parking lots

4. Do you know how many parking lots and spaces we have?

As of July 1, we have 69 parking lots/parking areas and a total of 7,700 spaces.

5. How many lightbulbs do we go through per year? 6,546

6. How many emails per day? – (Brent took a snapshot from 7/21/2010 – summer not during the school year!). On any given day, during the summer, we average managing 153,570 emails.

7. How much toilet paper do we supply per year? 28,720 rolls

**STATEMENTS BY THE PRESIDENTS OF THE STUDENT GOVERNMENT  
ASSOCIATION, STAFF SENATE AND FACULTY SENATE**

Ms. Meghan Thompson, President, Student Government Association, was not able to attend the meeting and asked that she be allowed to make her statement at the December, 2010, meeting.

The following are the remarks given by Mr. Larry Burns, President, Staff Senate:

Good Afternoon Board of Trustees and Dr. Meadors,

It has only been three months since I last addressed you, so there is not much new to talk about; however, I did want to outline, again, some of the issues Staff Senate will be addressing and give you a overview of the work we've started this summer.

The first is professional development. We were very happy to learn that the President authorized \$100,000 in new one-time money to make an investment in the professional development of the staff. I have already been in contact with our professional development committee and with Ms. Newton to start discussing an appropriate allocation method. We believe this is a great opportunity for UCA to make progress in addressing the professional development needs of our staff. We understand this is one-time money; however, we hope that the growth of our staff this year will be the additional evidence needed to keep the discussion about professional development going. The need for continued investment in the skills and abilities of our staff must be considered in future budget development. While we strive to make UCA the best educational institution, we should also strive to be the best employer. There's no reason we can't be both.

Throughout the year we will also be working with the administration to address the ongoing concerns about salary equity for non-classified staff and classified employee compensation and duty alignment. We feel these issues are important to continually improving productivity and morale – plus they're the right things to do.

The Staff Senate has already begun to address the concerns on the staff in regards to staff recognition and supervision. We're sponsoring training through the office of University Training specifically for managers and supervisors. We hope that this training will help supervisors, managers, and even Vice-Presidents with their supervisory skills.

We're also sponsoring a luncheon to recognize and reward our administrative assistants in April. These two sponsorships were made possible with private funds we've received for professional development and monies we've raised during the year.

We're also starting an Employee of the Quarter program to go along with our Employee of the Year program. We've had to fund this program at the expense of some employee scholarships, but we feel it is important to recognize throughout the year the contributions of our great staff. The recipients will be recognized in the monthly bear ledger, they'll win BearBucks, and they will be recognized at the annual Service Awards reception. We hope to partner with the University in the funding of both Employee of the Year and Employee of the Quarter in the future!

The Staff Senate is a willing and able partner for the administration in achieving the goals of this University. We're always open to more communication and discussion; always open to doing new things; and always open to hearing your ideas. We are ready to move this University forward and will do what it takes to do so. We'll continue to ask questions and give input, and we'll continue to be active participants in shared governance. But we can't do it alone. We need you to make sure we are included in all relevant discussions and decisions and that our input is not only expected but also sought. As cliché as it sounds, our goals are the same, so let's work together.

Like I said before, the Staff Senate and the diverse and capable staff we represent are willing partners in the goal of moving us forward. We just need to know, through actions, that you and the administration will partner with us to make it happen.

Thank you, Board and Dr. Meadors, for your time.

The following are the remarks given by Dr. Lynn Burley, President, Faculty Senate:

Dr. Chakales, distinguished members of the Board, President Meadors—thank you for this opportunity to address the Board and guests.

Most people think of January 1<sup>st</sup> as the time to make resolutions—New Year’s resolutions. But academics work on another calendar where the start of the year is now, so now is the time for academic resolutions. I would like to share with you today my 4 resolutions for this academic year.

Sometimes we make resolutions about the kind of person we want to be—friendlier, more helpful, more charitable. My first resolution is to be appreciative. I want the Board to know that the faculty appreciates the raises given to us last May. We understand why we are not yet seeing them in our paychecks, but we know the funds will be released in January and that this wait is not the fault of the Board nor of President Meadors.

A second type of resolution is one where we want to make a change. We want to change our eating habits in order to lose weight or we want to stop smoking to become more healthy (or, at least, to not break the law while at work). My second resolution is to change our way of communicating so that the campus has a clearer idea of what is happening around our workplace. To that end, I plan to implement a resolution passed by the Faculty Senate a year ago concerning our standing university committees. The chairs of 7 of those committees will appear at various Faculty Senate meetings to report on either what it is they plan to do this year or to report on what they did accomplish this year. In addition, 9 other committees will submit an annual report to the Senate, which will be posted on our web pages. So often our committees do great work, yet few hear about it and sometimes, a committee repeats previous work, having no idea the same topic had been addressed two or three years ago. We have become too large a university to depend any longer on having those faculty with institutional memory serve on all these committees.

In furtherance of this resolution, I also intend to find a way so that faculty can easily find out the progress of any action taken on their concerns. At the end of each Senate meeting, senators share any concerns raised by faculty, but often, no one quite knows what becomes of those concerns. For example, it seems that parking issues are a constant concern, but it is the same issues over and over again. Why are there designated 24-hour faculty only spaces by the Business Building but not by Mashburn and Snow Fine Arts where so many faculty work at night? Why can’t we have semester-by-semester parking fees? Why can’t we have more visitor parking? People need information and we have no place for that. So I am resolving to create a place on the Faculty Senate web pages where I can post Frequent Faculty Concerns and any updates as they occur. So far, I plan on sections for student evaluations, faculty pay for summer courses, updates on faculty concerns from these Board meetings, how to get involved in particular committees, and, of course, parking issues. And I will periodically email the faculty to remind them to check these pages for those issues that are important to them.

A third type of resolution is one that maintains the status quo. Perhaps last year you made the resolution to go to the gym regularly, so this year your resolution is to keep doing that, but perhaps be a little more vigilant about it. Last year, our new administration pledged to participate in shared governance, so this year my resolution is to continue that relationship and make sure faculty are considered in those decisions that affect us. Previous Faculty Senates have worked hard to ensure this campus adheres to shared governance, and so this Senate will continue the work of participating in that process.

My last resolution is a simple one in nature, but complicated in its fruition. And it is this: I resolve to help find ways that the Board can once again grant faculty a raise for the next fiscal year. If—I mean when—we receive this year’s raise, it will be the first in 3 ½ years, and given the time between raises, it does not cover the cost-of-living increase over that same amount of time. This resolution isn’t meant to be greedy; it’s meant to be practical. I’ve had both chairs and Deans tell me they cannot even attract a decent candidate pool for faculty positions, even in this economy despite the Kiplinger Report that says Conway is the 6<sup>th</sup> least expensive city to live in in the US. Maybe so, but we still have mortgages and students loans and children to raise—not to mention very high electric and water bills as of late. Of equal concern is our junior faculty who are leaving for higher paying jobs. And each year that the problem is not addressed, faculty salary compression creeps up. I chair the Budget Advisory Committee and I am fully aware of the problems associated with raising faculty salaries, but these are problems we must find a way to overcome or we will be unable to attract talent to UCA and unable to retain the talent we have. I hope the Board and the administration make this a priority for the year.

Thank you for your time and I look forward to a positive meeting once again in May.

### AUDIT COMMITTEE

Randy Sims, chair of the Audit Committee, reported that the committee met prior to the Board meeting. Several audits were reviewed and accepted by the committee. Mr. Sims also told the Board that new members of the committee should be appointed. Per Board Policy No. 213, Rush Harding was appointed as outgoing chair of the Board and Victor was elected by the Board to serve on the committee. The third member of the committee will be appointed by Harold Chakales, current chair of the Board.

### ACTION AGENDA

#### 2010 Distinguished Alumnus Award

**The Distinguished Alumnus Award is the most prestigious award presented to an alumnus of the University of Central Arkansas.**

*“A Distinguished Alumnus for the University of Central Arkansas is recognized for outstanding contribution to the University, community, state or society; outstanding achievement in a particular field of endeavor; possessing a reputation that enhances the reputation of the University and serves as an example to UCA students; and contributing to the goals or the welfare of the University.”*

The University of Central Arkansas has awarded the citation of “Distinguished Alumnus” since 1986. The Distinguished Alumnus Selection Committee unanimously recommends that Mr. Tom Bonner be named “UCA Distinguished Alumnus for 2010.”

Bonner was born in Memphis and lived with his parents and two younger brothers in Blackton, Ark. (Monroe County) until he was 17. At that time, he enrolled at Arkansas State Teachers College in Conway, now the University of Central Arkansas, where he graduated with a bachelor’s degree in 1959.

In 1961, he joined KARK-TV in Little Rock where he was part of the top-rated news and weather teams for more than three decades. This culminated with his service as the station’s executive vice president and station manager.

In 1997, he joined Arkansas Children’s Hospital as the director of public affairs and started successful efforts leading to more national and international recognition of the important and groundbreaking medical services available. He is now senior vice president of administration and continues to be an innovative leader.

The hospital is now a regular contributor of stories for the major national network news divisions as well as the Discovery Channel and other well-respected cable channels. Most recently, NBC’s *Dateline* news program featured Arkansas Children’s Hospital in January, 2010, with follow-up coverage on the *Today* show and TLC Network.

Bonner has also offered his talents to UCA in many ways including serving as master of ceremonies at the Reynolds Performance Hall opening, as a member of the James Bridges Scholarship Committee and as a member of the College of Fine Arts and Communication Advisory Board.

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 hereby recognizes the contributions and achievements of Mr. Tom Bonner and confers on him the honor of distinguished alumnus. The Board directs the administration to prepare appropriate formal resolutions and memorials to recognize his accomplishments.”**

### **Proposed Naming of Main Hall**

Main Hall, UCA’s oldest building, is frequently referred to as Old Main. In fact, a quick survey of information on UCA’s website shows Main Hall and Old Main are being used. As a result, President Meadors asked UCA Advancement to conduct a survey of the alumni to see which name is preferred.

The survey was conducted in March 2010. We received 1112 responses. The results are as follows:

Main Hall	407
Old Main Hall	695
Preference not listed	10

The strongest preference for Old Main came from the late 1970s and early 1980s. Interestingly, graduates in the 2000s are split almost evenly on the preference of names.

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 Old Main as the official name of the oldest building on campus, previously known as the Administration Building.”**

### **Proposal to Add Old Main to the National Historic Register and Create an Historic District On Campus**

Main Hall was built in 1919 as the Administration Building for Arkansas’ first Normal School and is the oldest building on campus. It currently houses classrooms, the advising center and offices as well as Ida Waldran auditorium.

As previously announced, UCA received a \$64,500 planning grant from the Arkansas Natural and Cultural Resource Council. Those funds are being used to perform extensive inspection and survey of the current state of Main Hall. The results of the study will not only help direct UCA’s restoration and renovation plans, but will also suggest possible future uses for the facilities.

During the application review phase, ANCRC strongly recommended that UCA apply to list Main Hall on the National Historic Register. Listing in the National Register of Historic Places provides formal recognition of a property’s historical, architectural, or archeological significance based on national standards used by every state. Results include:

- Becoming part of the National Register Archives, a public, searchable database that provides a wealth of research information.



- Encouraging preservation of historic resources by documenting a property's historic significance.
- Providing opportunities for specific preservation incentives, such as:
  - Federal preservation grants for planning and rehabilitation
  - Federal investment tax credits
  - Preservation easements to nonprofit organizations
  - International Building Code fire and life safety code alternatives
- Possible State tax benefit and grant opportunities.
- Involvement from the Advisory Council on Historic Preservation when a Federal agency project may affect historic property.
- Information on the care and maintenance of historic property through various NPS Preservation Briefs and Tech Notes.
- Network opportunities with other historic property owners.
- Access to preservationists by participation in conferences, workshops, and preservation organizations.

In addition to Ida Waldran Auditorium, the WPA also built the President's Home, McAlister, McCastlain, Wingo, and Bernard Halls. Ralph Wilcox, National Register and Survey Coordinator for the Department of Arkansas Heritage, recommends we create an historic district on campus. The boundaries would include all of the above-noted buildings plus two contributing buildings, Harrin Hall and the Ferguson Chapel. Construction began on Harrin Hall in 1929 and was completed in 1930. Harrin Hall was the first stand-alone library on campus.

The following resolution was unanimously adopted upon motion by Scott Roussel with a second by Bobby Reynolds:

**“BE IT RESOLVED: That the Board of Trustees approves submitting the nomination of Main Hall to the National Register of Historic Places and an application to create an historic district on campus which includes the President's Home, McAlister, McCastlain, Wingo, and Bernard Halls.”**

**Changes to *Faculty Handbook*: Chapter Seven, University Standing Councils and Committees**

Several committee structures have been recommended for change to accommodate revisions in university policy and practice. The changes affect these committees:

Adjustments and Credentials Committee (title change to Academic Adjustments and Appeals Committee)

Discipline Committee (title change to Academic Integrity and Discipline Committee, change in charge and procedures, change in membership)

Budget Advisory Committee (change in membership)

Graduate Council (change to clarify charge)

Rationales for these changes have been provided for each committee within the following document. All appropriate committees and administrators have reviewed and recommended the revisions.

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

**“BE IT RESOLVED: That the Board of Trustees hereby approves changes to Chapter Seven of the *Faculty Handbook*.”**

## **CHANGES TO CHAPTER SEVEN OF THE FACULTY HANDBOOK**

### **Academic Adjustments and Appeals Committee**

Rationale: President Meadors asked that a new or existing university committee be charged with the responsibility of reviewing students’ appeals regarding academic suspensions. The review of academic suspensions fits the current charge “to review atypical cases in which rigid application of university academic regulations might result in an injustice to an individual” of the current Adjustments and Credentials Committee. However, the title of the committee does not adequately identify the committee as an academic appeals committee.

Recommendation: Change the name of the Adjustments and Credentials Committee to the “Academic Adjustments and Appeals Committee.”

### **Academic Integrity and Discipline Committee**

Rationale: The recently enacted Board Policy No. 709 states that students may appeal sanctions for academic misconduct to the Academic Integrity and Discipline Committee, and that the recommendation of the Academic Integrity and Discipline Committee be forwarded to the provost and vice-president for student services. However, the Academic Integrity and Discipline Committee charged with hearing academic misconduct appeals does not exist in the current *Faculty Handbook*. Therefore, the associate provost and the vice-president for student services collaborated with campus constituencies to convert the existing Discipline Committee into the Academic Integrity and Discipline Committee.

Recommendation: Add the following highlighted wording to and delete the following stricken wording from the existing Discipline Committee (Section III.A).

## Academic Integrity and Discipline Committee

1. Charge:
  - a. To hear cases of a serious nature involving student behavior.
  - b. To hear cases on appeal from the Student Judiciary Board, Greek Judiciary Board, or administrative hearing officer.
  - c. To hear cases of academic misconduct and make recommendations jointly to the Provost and Vice President for Student Services.
2. Membership: ~~Three~~ **Four** ~~full-time~~ **tenured** faculty members are appointed by the Faculty Senate for rotating ~~three~~ **four**-year terms, ~~three students appointed by the Student Government Association president for one year terms~~ the sophomore, junior, and senior class presidents as elected by the student body, the primary graduate senator on the Student Government Association, ~~three~~ **four** university ~~administrators~~ **staff** appointed by the ~~president~~ **Staff Senate** for rotating ~~three~~ **four**-year terms. The chair is ~~elected by the committee from among the faculty and administrative members~~ **the faculty member with the longest service on the committee.**
3. Procedures: The chair will convene the committee in September to review the responsibilities of the committee and the procedures outlined in the Student Handbook for appealing academic integrity and disciplinary decisions. When the committee addresses matters of academic integrity, a superquorum of nine members is required, including at least one member of each group (faculty, administrative, and student). If the alleged infraction is committed by a graduate student, the graduate student member of the committee must be present.
34. Meetings: **an orientation/training meeting in September and** on call
45. Reports to: vice president for student services, **and when appropriate, the provost**

## Membership of Budget Advisory Committee

Rationale: The current description of the Budget Advisory Committee membership

1. does not specify the term length for non-classified staff members;
2. does not specify whether non-classified members must be in a reporting line to the vice-presidents appointing them;

3. does not allow the provost to appoint a representative who is not a director of an academic unit, even if that representative would be most qualified to serve, such as the assistant provost for finance;
4. includes the president-elect of the Student Government Association, even though such a position does not exist.

Recommendation: Add the following highlighted wording to and delete the following stricken wording from the membership section of the Budget Advisory Committee.

- d. A non-classified staff member selected by the vice-president for administration from a list of three nominees selected by the Staff Senate. **The nominees will be in a reporting line to the vice-president for administration.**
- e. A non-classified staff member selected by the vice-president for financial services from a list of three nominees selected by the Staff Senate. **The nominees will be in a reporting line to the vice-president for financial services.**
- f. A non-classified staff member selected by the vice-president for student services from a list of three nominees selected by the Staff Senate. **The nominees will be in a reporting line to the vice-president for student services.**
- g. ~~A director of an academic unit that~~ **designee** ~~reports directly to the provost (e.g., a dean, the director of the library, etc.)~~ selected by the provost **who reports directly to the provost (e.g., a dean, the director of the library, etc.).**
- h. A designee selected by the director of athletic administration. The director of athletic administration cannot serve on the BAC.

**Members d, f, and h will serve two-year rotating terms beginning in odd numbered years. Members e and g will serve two-year rotating terms beginning in even numbered years.**

The committee will also include as non-voting members the ~~presidents-elect~~ **vice-presidents** of the Faculty Senate, the Staff Senate, and the Student Government Association. The vice president of finance will attend meetings in a non-voting advisory role to deliver budget reports as required in the committee charge and to answer questions about the budget process. In addition, the BAC will be assisted by a non-voting committee

staff consisting of the controller, the director of institutional research, a budget specialist from the division of financial services and a secretary from the division of financial services.

### **Charge of the Graduate Council**

Rationale: The recommended changes to the procedures for the appointment to the graduate faculty necessitate a corresponding change to the charge of the Graduate Council.

Recommendation: Add the following highlighted wording to and delete the following stricken wording from the charge of the Graduate Council in Section II.H.1.

- d. To review and recommend **policies and criteria** ~~faculty~~ for graduate **faculty** status.

### **“Community Schools”, Board Policy No. 365**

Board Policy No. 365, adopted by the Board of Trustees in May 2009, provides for the establishment of Community Schools “to provide instruction in a discipline or area of practice to members of the community.” The administration proposes to broaden the scope of this policy to include clinics that will provide essential services to the university’s communities and settings for practicum experiences for the university’s students. The provisions of the policy will continue to require approval for new clinics by the Board of Trustees, with the authorization to establish appropriate fees with the approval of the administration.

UCA’s Speech Language Hearing Center (SLHC) has for more than fifty years provided services to the campus and community. Today it is associated with successful UCA programs at both the master’s and doctoral levels. From the SLHC web page: “The UCA Speech-Language Hearing Center is dedicated to providing the highest quality of services for our clients, making every effort to consider the impact and significance of the specific problem on the whole person. Clinical services are provided by graduate students under the direct supervision of qualified faculty holding the Certificate of Clinical Competence from the American Speech Language Hearing Association as well as licensure credentials from the state of Arkansas.” The second resolution below requests grandfathered approval of this long-standing and well-respected clinic.

The College of Health and Behavioral Sciences proposes two additional clinics: (1) a Psychology and Counseling Training Clinic (PCTC) and (2) an Addiction Counseling Center (ACC). The PCTC proposal is the result of more than a decade of planning by the Department of Psychology and Counseling and is made possible by reorganization of facilities use in Mashburn Hall where the department resides. With UCA’s implementation of the School Psychology PhD program and its track in Counseling Psychology, the need for a clinical training facility controlled by the faculty in Psychology and Counseling has become increasingly imperative. Doctoral programs in Psychology and Counseling across the country routinely have training clinics administered by the

department, allowing program faculty to have strict control over the quality of training and providing the community with an easily accessible clinic to service a full range of clients from children through adults.

With its start-up funded by a federal award of more than \$300,000, the Addiction Counseling Center will provide counseling services not otherwise available in Faulkner County. The Center will in addition provide practicum opportunities to students in UCA's BS program in Addiction Studies, the only such degree program in Arkansas, and to students in other UCA programs. The ACC's clientele will be those with addictive disease and attendant co-occurring disorders; the Center will provide direct access to addiction specialists in treatment and prevention, student interns, and addiction researchers who can apply the results of their investigations to specific addiction problems in central Arkansas.

The proposed changes to Board Policy No. 365 and the clinics listed here have received appropriate administrative review and have been recommended for approval.

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 hereby approves modifications to Board Policy No. 365 to authorize the university to establish and operate clinics germane to its educational programs.**

**AND BE IT FURTHER RESOLVED: That the Board of Trustees hereby approves the existing Speech Language Hearing Center and the proposed Psychology and Counseling Training Clinic and Addiction Counseling Center.”**

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy Number: 365

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Subject: Community Schools **and Clinics**

Date Adopted: 5/09 Revised: **8/10**

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The Board of Trustees recognizes the benefits to the university and its communities of community schools, established to provide instruction in a discipline or area of practice to members of the community. **Similarly, clinics established and operated by the university provide essential services to the university's communities.** Such schools **and clinics** serve to advance knowledge of the discipline or area of practice, **to provide settings for practicum experiences for the university's students,** to forge beneficial connections between the campus and its communities, and to promote good will for the university among its community constituents. Such schools **and clinics** do not award academic credit in any form.

~~The Board of Trustees recognizes and affirms two existing community schools: the Community School of Music, associated with the Department of Music; and the Community Language School, associated with the Department of World Languages, Literatures, and Cultures.~~

Approved community schools **and clinics** may establish appropriate fees, including application/registration fees and fees for instruction. Such fees and their revision must be approved by the Provost and the Vice President for Financial Services. Approved fees will be published on the community school's **or clinic's** web page and in any other appropriate publications.

Any proposed new community school **or clinic** must receive approval from the Board of Trustees before beginning operation. Normally such a proposal will originate in the academic department with which the community school **or clinic** will be associated. The proposal will describe the proposed school **or clinic** and provide evidence of need for the school **or clinic** and the benefits it will bring to the university and its communities. The proposal will include a plan of operation and a business plan, including any proposed fees.

The proposal must be endorsed by the relevant academic department chair and college dean before being forwarded to the provost. If the provost supports the proposal, he/she will forward it to the president; if the president supports the proposal, he/she will bring it to the Board of Trustees for approval.

Upon approval by the Board of Trustees, the new community school or clinic's name will be added to this board policy. Approved community schools and clinics:

Community School of Music  
Community Language School

Addiction Counseling Center  
Psychology and Counseling Training Clinic  
Speech Language Hearing Center



### **“Space Utilization” – Board Policy No. 400**

The administration proposes that existing Board Policy No. 400, “Space Utilization”, be repealed, and it be replaced with a new Board Policy No. 400, “University Facilities – Scheduling, Use and Rental”.

The proposed new policy was prepared by a working group with representation from all areas of campus, including Student Services, Office of the Provost, and Academic Outreach and Extended Programs. The final version took several months to complete and went through several drafts.

The reasons the administration is proposing this repeal and re-write of Board Policy No. 400 are as follows:

1. Under the existing policy there are no clear lines of authority among campus administrators as to which person is responsible for scheduling of buildings.
2. There is no clear statement that the building/facility administrator is responsible for putting events scheduled in the facility on the University calendar so the campus community and public will be notified of events occurring on campus.
3. Many campus facilities are assigned to different departments/areas, and this is not clearly articulated in the policy which causes confusion on campus as well as when members of the public desire to utilize university facilities
4. Importantly, there is currently no set of rules governing use of university facilities. These are included in section IV of the proposed new policy.
5. Scheduling priorities for all university facilities have been streamlined, made consistent and updated.
6. Currently, the rental rates for all university facilities are set forth in the Board policy. To ensure regular management oversight of rental rates across the campus, the proposed change would authorize the administration to prepare a rental rate schedule to be approved by the President by August 1, of each year. This schedule would remain in effect throughout the academic year.

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 repeals existing Board Policy No. 400, and adopts in lieu thereof, new Board Policy No. 400, “University Facilities – Scheduling, Use and Rental” attached hereto.**

UNIVERSITY OF CENTRAL ARKANSAS

BOARD POLICY

Policy Number: 400

Subject: University Facilities - Scheduling, Use and Rental

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Date Adopted: 8/78 Revised: 8/79, 4/82, 12/88, 4/89, 8/94, 4/95, 4/96, 5/00,

5/01, 10/02, 5/05, 09/07, 8/10

**NOTE:** This policy addresses the scheduling, use and rental of University facilities. Ticketing services and fees are addressed in Board Policy No. 646.

**I. PURPOSE:**

The University of Central Arkansas ("University") is a state-supported institution of higher education. All University facilities are designed primarily to accomplish its educational objectives. This document provides policies and procedures for the use of University facilities.

**II. ROLES AND FUNCTIONS:**

1. University Calendar: The University maintains a calendar of all events occurring on campus. **Each person or office responsible for a building/facility shall ensure that all activities scheduled in such building/facility are placed on the University Calendar.**

2. Scheduling and Events Office:

a. The Scheduling and Events Office is a part of the Division of Academic Outreach and Extended Programs ("AOEP"). This office serves as the office through which requests to schedule certain University space and facilities are submitted, and rental and special fees collected. The Scheduling and Events Office is responsible for all scheduling involving (i) the Brewer-Hegeman Conference Center and (ii) any other University facility which, under the terms of this policy, is not under the responsibility of another administrative or academic unit of the University. (Note: The HPER Center and all intramural fields are scheduled through this office.)

b. The Scheduling and Events Office also (i) coordinates with all University offices and Building Administrators to insure efficiency and effectiveness in scheduling, and (ii) assists Facility Administrators, upon request, to make arrangements for food service, security and other items for large groups/camps and other events in University buildings/facilities .

3. Facilities Not Scheduled by the Scheduling and Special Events Office: The appropriate building administrator is responsible for scheduling a facility on the following list unless otherwise indicated:

(a) Buffalo Alumni Hall

(b) President's Private Dining Room – Office of the President

(c) Student Center – Director of Student Center

(d) Ida Waldran Auditorium – Director of Student Center

(e) HPER Dance Studios – Vice President for Student Services

(f) Athletic Fields and Facilities – Director of Athletics I

(g) Snow Fine Arts Center – Music or Theatre Office as relevant

(h) Reynolds Performance Hall – Director of Reynolds Performance Hall

(i) Farris Center – Chair, Department of Kinesology and Physical Education

(j) All other academic buildings and facilities

In addition, from time-to-time the President's Home is used for official University functions. Since the President's Home is a private residence, for information on the President's Home, please contact the Office of the President.

4. Facility Administrators:

a. Each facility shall have a person designated as the "administrator." Such person shall be responsible for carrying out the terms of this policy and ensuring that any events scheduled are placed on the University Calendar. The administrator shall also report to the University Calendar Office all renovations which alter the physical layout of the facility.

b. The Facility Administrator shall determine, as soon as practical after making arrangements to schedule a University facility, whether or not to utilize any of the services of the Scheduling and Special Events Office. If the Facility Administrator determines to utilize the services of such office, he/she shall contact the staff of such office sufficiently in advance of the scheduled event to allow for appropriate planning (food, security, etc.). For large groups/camps, the Facility Administrator should contact the Scheduling and Special Events Office as soon as possible to make all necessary arrangements for the event.

c. The administrator should also identify restricted spaces and provide the rationale for restricting the space. This rationale is presented to the appropriate Vice President for submission and consideration by the President's Executive Staff.

5. Facility Administrators to Promulgate Rules: In addition to the matters set forth in this policy, each Facility Administrator shall prepare such additional requirements for scheduling and use of each University facility as may be necessary. These requirements shall be consistent with this policy and shall be submitted to the President of the University for approval prior to August 1<sup>st</sup> of each year. Once approved by the President, these requirements shall be placed on the University's website.

6. President's Executive Staff:

a. The President's Executive Staff consists of those vice presidents and other staff persons designated by the President of the University to meet on matters related to the University.

b. *Any request or question arising under this policy which is not resolved by the appropriate facility administrator, and then his/her dean or vice president, shall be submitted to the President's Executive Staff for a decision.*

### III. DEFINITIONS:

For purposes of this policy, the following definitions shall apply:

**Recognized Student Organization (RSO):** a student organization formally recognized by the University's Office of Student Life. RSOs must have their latest and most up-to-date Officer Information Form on file with the Office of Student Life to reserve a facility under this policy.

**Affiliated Group:** any group established by the President or established by virtue of an explicit delegation of the President's authority to a particular administrator, faculty member, staff member or to the student body. These include, but are not limited to, official UCA colleges, departments, and divisions.

**External Group:** groups other than RSOs and Affiliated Groups, that are legally separate from the University, even though some of the members or participants may be University personnel, alumni, or students. An External Group may be an individual.

**Fronting:** UCA students, RSOs, affiliated groups, faculty, and staff may not reserve a facility under this policy on behalf of or for the use of an External Group so the External Group can use the facility at a reduced rate. The Facility Administrator may deny or rescind permission to use the facility if it is determined that the use is not primarily for the benefit of the student group, student, faculty, or staff making the

reservation. The Facility Administrator may apply the appropriate rate for use of the facility if it is determined that fronting has occurred. The University shall not be held liable or responsible for financial or other damages incurred by an individual or organization whose permission to use the facility is denied, rescinded, or modified (including a rate change), pursuant to this fronting policy.

#### IV. GENERAL POLICIES FOR ALL UNIVERSITY FACILITIES:

1. No event will be authorized or permitted and a reservation request may be denied when any of the following occur as determined by the appropriate university official:
  - a) The requested use would cause a disruption or interference with the normal day-to-day operations and lawful mission of the University.
  - b) The requested use would be contrary to federal, state, or local law or regulation or the policies of the University.
  - c) That accurate or complete information has not been provided to the Facility Administrator.
  - d) The applicant or sponsor of the activity has been in violation of this policy previously, or has violated conditions and/or assurances specified in a previous usage agreement and the university has reasonable cause to believe such violation will reoccur.
  - e) Approval for the use of the space or equipment has previously been given to another group, organization, or individual during the time(s) and location(s) requested.
  - f) Use of the space requested would be impossible due to set-up time and/or take-down time required for other previously scheduled activities at the requested locations before and/or after the requested use, or due to other extenuating circumstances.
  - g) Attendant services (audio/visual, Information Technology, food service, custodial or security) which are required for the event are not available due to lack of sufficient equipment and/or personnel.
  - h) The activity is of such nature and/or duration that it cannot reasonably be accommodated in the particular area for which the application is made. In such event, clarification of the event description will be sought and an alternative site, if available pursuant to these policies, shall be proposed.
  - i) The activity creates or would create a danger or a dangerous condition impacting the health, safety, and welfare of others.

- j) The activity conflicts or would conflict with existing contractual obligations of the university.
2. A damage/breakage deposit may be required where the Facility Administrator deems the deposit necessary.
  3. To avoid “fronting”, meetings and events reserved by RSOs and Affiliated Groups must fall under the following guidelines:
    - a) The event/meeting must be conceptualized, planned, and managed by the RSO or Affiliated Group and must actually be an initiative of the RSO or Affiliated Group.
    - b) A majority (over 50%) of those attending events/meetings scheduled by RSOs or Affiliated Groups must be UCA students, faculty, or staff.
    - c) Any costs associated with the event/meeting must be paid by the RSO or Affiliated Group.
  4. Decorations, props and any other materials (which are brought to the building/facility by the person or group renting it) may only be used or placed in the building/facility with the consent of the Facility Administrator.
  5. Proper attire, which includes shirt and shoes, must be worn at all times.
  6. The University reserves the right to deny use of its facilities to any applicant when the University deems such use is not in the best interest of the University.
  7. All necessary UCA Police Department costs will be assumed by the organization or group. The Facility Administrator in consultation with the UCA Police Department will determine the security requirements for an event. It is the organization or group’s responsibility to coordinate with the UCA Police Department and arrange appropriate security. Failure to arrange for proper security in a timely manner may result in the cancellation of the event.
  8. Individuals or groups reserving space in a University facility will be responsible for the behavior of their members and guests and for any damage caused by the guest(s) or members and agree to respect the rights of other groups using the facility. All University visitors must abide by the rules, regulations and policies of the University as well as all federal, state and local laws.
  9. Groups/organizations must be completely finished with the room by the time indicated on the request form.

10. Groups requiring audio/visual equipment must note the equipment needed on the reservation form. Charges may be assessed for rental of equipment as well as labor costs for the set-up and break-down of equipment. A damage deposit may be required.
11. External Groups may not appropriate or make use of the University's name or any of the University's trade or service marks or property in violation of copyright laws in their advertising materials. Use of such material must be requested in writing. Prior written authorization must be given before any use of such material regardless of the mode of transmission.
12. Alcohol may not be served or be on the premises unless authorized by the President pursuant to Board Policy No. 405.
13. No animals or pets of any kind shall be permitted in any building/facility, except (a) service animals, (b) animals used by law enforcement, (c) domestic animals in the President's Home (or other University houses if approved by the Director of Housing) and (d) animals used for academic research.
14. Tobacco use is prohibited in all areas; UCA is a tobacco-free campus.
15. Equipment and furnishings shall not be moved or removed except with the prior approval of the Facility Administrator.
16. All contracts related to the presentation of an event, including contracts between user and performers, speakers, sub-contractors, managers, and others, are subject to review by the Facility Administrator.
17. The University is not responsible for any articles lost in the building.
18. Food service in any University facility must be provided through the university contracted food service provider, unless the food service provider waives such requirement, in writing, or unless an exception applies under the contract with the food service provider.
19. Any sales or solicitation on University property must comply with the University Solicitation Policy. If there is a concern regarding the appropriateness of an activity, the request will be submitted to the President's Executive Staff for a decision.
20. Special events that have the potential for injury are required to have liability insurance. The University should be included in the policy rider as an additional insured and be

given a copy of the certificate before the event. (The University will determine when required.)

#### V. SCHEDULING PRIORITIES FOR THE STUDENT CENTER AND IDA WALDRAN AUDITORIUM:

1. Priority 1: Activities sponsored by an RSO, the Student Activities Board or the Student Government Association.

2. Priority 2: Affiliated Groups

3. Priority 3: External Groups

Reservations generally are taken and honored on a first come, first served basis. In certain circumstances, it may be necessary to alter reservations. For scheduling information contact the Director of the Student Center.

#### VI. SCHEDULING PRIORITIES FOR THE DONALD W. REYNOLDS PERFORMANCE HALL

1. Priority 1: Activities sponsored by the President's office.

2. Priority 2: Activities sponsored by arts programs in the College of Fine Arts and Communication.

3. Priority 3: Activities sponsored by UCA Public Appearances.

4. Priority 4: Activities sponsored in and utilizing Brewer-Hegeman Conference Center.

5. Priority 5: Activities sponsored by RSOs.

6. Priority 6: Activities sponsored by Affiliated Groups.

7. Priority 7: Activities of External Groups.

All groups requesting to use the Donald W. Reynolds Performance Hall must complete a Reservation Request form provided online at [www.uca.edu/reynolds](http://www.uca.edu/reynolds) and submit it to the Director of Reynolds Performance Hall. If there are questions, the form will then be sent to the Dean of the College of Fine Arts and Communication. If not resolved, it will then be presented to the President's Executive Staff.



## VII. SCHEDULING PRIORITIES FOR THE BREWER-HEGEMAN CONFERENCE CENTER

1. Priority 1: Activities sponsored by the President's Office.
2. Priority 2: Academic Outreach non-credit programs.
3. Priority 3: Activities sponsored by External Groups.
4. Priority 4: Affiliated Groups and RSOs.

To provide for maximum use of the Brewer-Hegeman Conference Center, Academic Outreach reserves the right to grant priority use to events that require multiple rooms and to relocate smaller events to campus locations which have comparable space. If a group is relocated, notification will be provided to the designated group representative a minimum of 30 days before the start of the event.

All groups requesting to use the Brewer-Hegeman Conference Center are scheduled through the Division of Academic Outreach. Activities that raise questions regarding policy or appropriateness of activity will be referred to the President's Executive Staff for a decision. Activities included in Priorities 1, 2 and 3 may be scheduled two (2) years in advance. To provide for maximum use of the facility, Academic Outreach reserves the right to grant priority use to events that require multiple rooms and to relocate smaller events to campus locations that have comparable space. If a group is relocated, notification will be provided to the designated group representative a minimum of 30 days before the start of the event. Priority four events may be scheduled 30 days in advance.

## VIII. SCHEDULING PRIORITIES FOR COMPRESSED INTERACTIVE VIDEO CLASSROOMS

1. Priority 1: Academic classes which are part of a degree program rotation to be delivered to remote location(s).
2. Priority 2: Academic classes which are part of certification requirements to be delivered to remote location(s).
3. Priority 3: Academic classes offered on request to groups at remote location(s).
4. Priority 4: Affiliated Groups and RSOs activities.

Compressed interactive video classrooms are scheduled through the Department of Information Technology according to the priorities listed above.

## IX. SCHEDULING PRIORITIES FOR OTHER UNIVERSITY FACILITIES

1. Priority 1: Academic Classes – First, those offered through the regular class schedule. Second, academic credit classes scheduled through the Division of Academic Outreach. Academic classes offered through the regular schedule are assigned spaces by the departments during the prior semester. Coordination of these assignments is provided through the office of the Provost. Classes scheduled through the Division of Academic Outreach are coordinated through the academic departments and become a part of the master schedule for all credit classes.

2. Priority 2: Affiliated Groups and RSOs. Non-Academic activities of Affiliated Groups and RSOs are scheduled through the Scheduling and Special Events Office.

University related activities may be scheduled up to one (1) calendar year in advance. Should conflicts of date or facility occur with Priority 1 scheduling, and acceptable alternate arrangements cannot be made, the Priority 2 event will be canceled.

3. Priority 3: External Groups. External Groups requesting to use University facilities must complete a request form provided by the Scheduling and Special Events Office.

## X. SCHEDULING AND USE OF ATHLETIC FACILITIES

All athletic fields and facilities shall be under the direction and supervision of the Director of Athletics. He shall have the authority, in consultation with and upon the approval of, the President of the University, to develop rules and regulations for the use of all athletic fields and facilities.

1. Priority 1: Use by University athletic teams

2. Priority 2: Use by RSOs and Affiliated Groups (but only with the prior written approval of the Director of Athletics, and if applicable, the Vice President for Student Services).

3. Priority 3: External Groups (but only with the prior written approval of the Director of Athletics).

## XI. RENTAL INFORMATION AND RENTAL RATES

The rent and fees for each facility and each type of group shall be established by the University administration. By August 1<sup>st</sup> of each year, the President of the University shall approve a list of rent, fees and any other charges for the next academic year. Once this list is approved by the President (under procedures the President may establish), it shall be placed on the University's website and copies given to each Facility Administrator. If any person or group has questions about rent, fees or other charges, the Facility Administrator should be contacted.

Unless an exception or an adjustment of rent and/or fees is specifically set forth in this policy, all groups (RSOs, Affiliated Groups and External Groups) shall be charged the rent, fees and/or other charges set forth on the approved list.

**Exceptions:**

1. In the case of Affiliated Groups and RSOs, if no fee of any type is paid by attendees, nor is any other sort of remuneration paid by any person coming to the event, then the rental fees set forth in this policy shall be waived.

2. All fees, except for direct costs, shall be waived for activities sponsored by (a) the UCA Student Government Association, (b) the UCA Student Activities Board and (c) the UCA Office of Admissions if the event is for recruitment of students.

3. No other adjustment or waiver of any rent, charge or fee under this policy shall be made except through action of the Provost/Vice President for Academic Affairs (if such person has the authority to do so) or the President's Executive Staff.

Fee adjustment forms are available in the SC Scheduling Office and the Scheduling and Events Office in the Brewer-Hegeman Conference Center and must be submitted at least six (6) weeks prior to the event. Adjustments are examined on a case-by-case basis. For the Student Center and Ida Waldran Auditorium, during the regular school year (August 15-April 30), fee adjustment requests are routed through the Student Center Board, who will recommend approval or not for an adjustment, with an appeal process to the President's Executive Council. The decision of the President's Executive Council is final.

### Acceptance of the Audited Financial Reports for year ended June 30, 2009

The University's audited financial report received final approval by the Legislative Joint Audit Committee (LJAC) on May 14, 2010. The report included the following findings:

1. Two missing inventory items.
  - a. LaserJet printer valued at \$1,128
  - b. Towle sterling silverware valued at \$3,400
2. Drop cards or backup documentation could not be located to substantiate all withdrawals; therefore the 11<sup>th</sup> day enrollment figures could not be verified.
3. Internal control finding

Management response was accepted by the LJAC and is included in the report on page four. Items of particular interest can be found in the Management Discussion and Analysis (MD&A), pages 7-11 of the financial report. Some highlights include:

1. Total assets increased by \$1.7 million
2. Total liabilities decreased \$0.3million
3. Total net assets increased by \$2 million
4. Significant capital additions totaled \$12.5 million
5. Cash increased \$2.1 million
6. State funding per student decreased \$212

The following resolution was unanimously adopted upon motion by Victor Green with a second by Bobby Reynolds:

**“BE IT RESOLVED: That the Board of Trustees approves the audited financial statements for FY 2008-09.”**

### “FEES – GENERAL ADMINISTRATIVE” – BOARD POLICY NO. 634

The administration requests Board approval for changes to Board Policy No. 634. These changes are based on operational change and bringing policy in line with actual practice. New fees are not being requested.

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 changes to “Fees-General Administrative”, Board Policy No. 634.”**

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy Number: 634

Page 1 of 2

Subject: Fees – General Administrative

Date Adopted: See below Revised: See below

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**Graduation Fees - Adopted 4/92; Revised 8/10**

Undergraduate Degree ~~\$25.00~~ \$30.00

Graduate Degree ~~\$35.00~~ \$40.00

**Late Registration Fee - Adopted 1/67 Revised 4/85, 3/94**

The late registration fee is \$25.00.

**Late Payment Fee - Adopted 3/02, REVISED 5/08, 8/10**

The late payment fee is \$25.00 for balances of \$500.00 or more.

The late payment fee is \$10.00 for balances less than \$500.00.

**Undergraduate Application Fee – Adopted 05/10**

An application fee of \$25.00 will be charged for domestic undergraduate students, to be effective for students entering UCA for the first time in Fall 2011.

**Graduate School Application Fee - Adopted 5/91 Revised 2/98**

An application fee of \$25.00 will be charged for domestic graduate students (Masters, Specialist and doctoral) and \$40.00 for international graduate students (Masters, Specialist and doctoral) effective with the Fall semester, 1998.

**Academic Transcript Fee - Adopted 5/91 Revised 11/08**

Academic Transcript Fee was eliminated on 11/07/08

**Returned Check Fee - Adopted 5/91**

A fee of \$15.00 will be charged for each returned check.

**Post Office Box Fee - Adopted 5/91**

4 x 5 box \$ 5.00 per semester

5 1/2 x 6 box \$20.00 per year

6 1/2 x 11 box \$20.00 per year

4 x 5 box \$ 3.00 per summer term

**Payment Plan Fee – Adopted 8/10**

The fee to set up a payment plan with the Student Accounts office is \$30.00.

**“Fees – College Specific Fees” – Board Policy No. 639**

The administration requests Board approval for changes to Board Policy No. 639. These changes are based on operational change and bringing policy in line with actual practice. New fees are not being requested.

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 changes to “Fees-College Specific Fees”, Board Policy No. 639.”**

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 639

Subject: Fees – College Specific Fees

Page 1 of 2

Date Adopted: Revised: 05/08, 02/10, 8/10

A. Health and Behavioral Sciences

I. Application Fee

In addition to other applicable fees, the following non-refundable application fees will be collected from students applying to the programs identified. UCA students enrolled as full-time students at the time of application or who were enrolled as full-time students in the immediately preceding semester will be exempt from the application fee listed below.

<b>Program</b>	<b>Application Fee</b>
Speech-Language Pathology (MS)	\$25.00
Occupational Therapy (BS)	\$50.00
Physical Therapy (DPT)	\$50.00
Nursing (BSN-\$50)(MS-\$25)	*\$50.00/\$25.00

\*Graduate Program (MS) already assesses a \$25.00 application fee.

II. Health Sciences Fee - effective Fall of 2008

Students enrolled in Health and Behavioral Science courses will be assessed a special course fee, called a Health Sciences Fee, of \$14.00 per credit hour for courses as designated by this college.

III. Laboratory Fees – Effective June 1, 2005

A laboratory fee of \$5.00 per credit hour will also be assessed in designated courses. These funds will be deposited in an account for the department which generated the fee.

**IV. Nursing Assessment Fee**

**In addition to other applicable fees, baccalaureate nursing students will be charged a clinical competence assessment fee of \$10.00 per credit hour for each required course in nursing.**



Charges are based on existing costs of examinations. If costs increase, the per-credit cost may be adjusted accordingly.

V. Master and Ph.D Testing Fee of \$50 for the following sections.

P6313 Psychological Educational Assessment I

P6376 Psychological Educational Assessment II

P6379 Personality Assessment

P7310 Behavioral & Emotional Assessment of Children

Additional background information.

The Department of Psychology and Counseling has been collecting testing fees for the following courses since the mid 1970's:

During a recent internal audit documents could not be located demonstrating prior Board approval. This fee has been collected by the department to cover some of the cost of the testing material used by the students.

B. Natural Science and Mathematics – effective Fall of 2008

Students enrolled in Natural Science and Mathematics courses will be assessed a special course fee, called a Natural Science and Mathematics Fee, of \$7.50 per credit hour for courses as designated by this college.

A laboratory fee of \$20.00 per course, not to exceed \$45.00 per semester, will also be assessed in designated courses.

C. Business Administration – effective Fall of 2008

Students enrolled in Business Administration courses will be assessed a special course fee, called a Business Administration Fee, of \$12.00 per credit hour for courses as designated by this college.

**“Fees - Honors College Participation Fee” – Board Policy No. 651**

The administration requests Board approval for changes to Board Policy No. 651. These changes are based on operational change and bringing policy in line with actual practice. New fees are not being requested.

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 changes to “Fees-Honor College Participation Fee”, Board Policy No. 651.”**

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 651

Page 1 of 1

Subject: Fees - Honors College Participation Fee

Date Adopted: 5/04 Revised: 08/10

2004 - 2005 (per semester)

Seniors	\$ 20.00
Juniors	\$ 20.00
Sophomores	\$ 50.00
Freshmen	\$100.00

2005 - 2006 (per semester)

Seniors	\$ 20.00
Juniors	\$ 50.00
Sophomores	\$100.00
Freshmen	\$100.00

2006 - 2007 (per semester)

Seniors	\$ 50.00
Juniors	\$100.00
Sophomores	\$100.00
Freshmen	\$100.00

2007—2008 Fall 2007 and Future (per semester)

Seniors	\$100.00
Juniors	\$100.00
Sophomores	\$100.00
Freshmen	\$100.00

This fee will not be covered by scholarship.

## RESOLUTION

**RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$5,000,000 BOARD OF TRUSTEES OF THE UNIVERSITY OF CENTRAL ARKANSAS AUXILIARY REVENUE REFUNDING BONDS, SERIES 2010A, NOT TO EXCEED \$16,000,000 STUDENT FEE REVENUE REFUNDING BONDS, SERIES 2010B, AND NOT TO EXCEED \$22,000,000 STUDENT HOUSING SYSTEM REVENUE BONDS, SERIES 2010C; AUTHORIZING THE EXECUTION AND DELIVERY OF A TRUST INDENTURE OR SUPPLEMENTAL TRUST INDENTURE SECURING EACH SERIES OF SUCH BONDS; AUTHORIZING THE EXECUTION AND DISTRIBUTION OF AN OFFICIAL STATEMENT; PLEDGING CERTAIN REVENUES TO THE PAYMENT OF THE BONDS; AND PRESCRIBING OTHER MATTERS RELATING THERETO.**

**WHEREAS**, the Board has determined that it is feasible to refund its prior issued Parking Facilities Revenue Bonds, 1997 Series B and Auxiliary Revenue Capital Improvement and Refunding Bonds, 2003 Series B in order to recognize certain savings from more favorable interest rates (the “Series 2010A Auxiliary Refunding Program”); and

**WHEREAS**, the Board has determined that it is feasible to refund its prior issued Recreation Facilities Allocated Revenue Bonds, 1997 Series C, Student Fee Refunding and Construction Bonds, Series 1998, Student Fee Revenue Capital Improvement and Refunding Bonds, 2003 Series A, and Student Fee Revenue Capital Improvement Bonds, Series 2004A and Series 2004B in order to recognize certain savings from more favorable interest rates (the “Series 2010B Student Fee Refunding Program”); and

**WHEREAS**, the Board has also determined that there is a need to finance the construction of a new residence hall on campus, to furnish that residence hall, and to update and upgrade additional housing facilities on campus (the “Series 2010C Housing Project,” and collectively with the Series 2010A Auxiliary Refunding Program, the Series 2010B Student Fee Refunding Program, the “Projects”); and

**WHEREAS**, the Board has determined that the Projects can best be financed by the issuance of Auxiliary Revenue Refunding Bonds, Series 2010A, Student Fee Revenue Refunding Bonds, Series 2010B, and Student Housing System Revenue Bonds, Series 2010C, respectively; and

**WHEREAS**, by Resolution adopted on June 1, 2010, the Board authorized the President to request from the Department of Higher Education approval for the issuance of bonds to finance the Projects which approval was granted by the Department of Higher Education Coordinating Board on July 30, 2010; and

**WHEREAS**, by Resolution adopted on June 1, 2010, the Board declared its official intent to expend some funds on the Series 2010C Housing Project and to reimburse itself for those expenditures from the proceeds of the Series 2010C Bonds.

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

**Section 1.** (a) The Board hereby authorizes the issuance of its Auxiliary Revenue Refunding Bonds, Series 2010A, in the aggregate principal amount of not to exceed \$5,000,000, Student Fee Revenue Refunding Bonds, Series 2010B in the aggregate principal amount of not to exceed \$16,000,000, and Student Housing System Revenue Bonds, Series 2010C, in the aggregate principal amount of not to exceed \$22,000,000 (collectively, the “Bonds”); provided, however that the total aggregate principal amount of the Bonds combined shall not exceed \$42,000,000. The Bonds shall have an average aggregate annual percentage yield that does not exceed Five and One-Quarter percent (5.25%) taking into account any subsidy that may provided by the U.S. Treasury as a result of designating the Student Housing System Revenue Bonds, Series 2010C as Build America Bonds (Direct Payment), as further set forth in subsection (b) of this section 1, which would result in a 35% interest subsidy and reduce the effective interest rate of the Student Housing System Revenue Bonds, Series 2010C.

(b) The President or the President’s designee is authorized and directed to confer with Underwriter and Bond Counsel with respect to the designation of the Student Housing System Revenue Bonds, Series 2010C as Build America Bonds (Direct Payment) (“Build America Bonds”) pursuant to Section 54AA(g) of the Internal Revenue Code of 1986, as amended, and Section 1531 of Title I of Division B of the American Recovery and Reinvestment Act of 2009, Pub. L. No. 111-5, 123 Stat. 115 (2009) (enacted February 17, 2009). If the President or the President’s designee, following consultation with Underwriter and Bond Counsel, determines that it is in the best interests of the University to irrevocably designate the Student Housing System Revenue Bonds, Series 2010C as Build America Bonds, the President or the President’s designee is hereby authorized and directed, for and on behalf of the University, to make such designation. If such designation is to be made, appropriate language making such designation shall be included the Supplemental Trust Indenture with respect to the Student Housing System Revenue Bonds, Series 2010C.

**Section 2.** Each of the Bonds shall have the final principal amount (subject to the limitations contained in Section 1 above), designations, terms, maturities, bear interest at such rates and shall be secured as set forth in a separate Trust Indenture or Supplemental Trust Indenture for each series of the Bonds (collectively the “Indenture”), to be dated as of September 1, 2010. The form and content of the Indenture shall be and the same hereby is in all respects authorized, approved and confirmed, and the Chairman, President and the Secretary of the Board shall be and they hereby are authorized, empowered and directed to execute and deliver the Indenture for and on behalf of the Board to the Trustees (identified hereinafter) for the security of the Bonds, respectively, and the interest thereon, including necessary counterparts, in substantially the form and content now before this meeting but with such changes, modifications, additions and deletions therein as shall to them, with the advice of the President and Bond Counsel, seem necessary, desirable or appropriate (their execution thereof to constitute conclusive evidence of their approval of any and all changes, modifications, additions or deletions therein from the form and content of the Indenture now before this meeting) and that from and after the execution and delivery of the Indenture, the Chairman, the Secretary, the President or the President’s designees are hereby authorized, empowered and directed to do all

such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Indenture as executed.

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

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

**Section 5.** The Series 2010B Bonds shall be secured by a pledge of that portion of the general tuition and fees paid by students attending the University in each Bond Year equal to 110% of the aggregate principal and interest due on the Series 2010B Bonds for such bond year and on any parity bonds (including the Board’s \$4,180,000 Student Fee Revenue Refunding Bonds, Series 2006B, \$3,800,000 Student Fee Revenue Capital Improvement Bonds, Series 2006E, and \$16,000,000 Student Fee Revenue Capital Improvement Bonds, Series 2007B) (the “Series 2010B Pledged Revenues”).

**Section 6.** The Series 2010C Bonds shall be secured by a pledge of all Housing System Revenues earned or received by the University in each Bond Year remaining after payment of Current Expenses (as defined in the supplemental indenture with respect to the Series 2010C Bonds) on a parity with any prior bonds issued and outstanding and any additional bonds issued in the future.

**Section 7.** A Preliminary Official Statement has been submitted to this meeting of the Board, and the Board hereby approves the use of the Preliminary Official Statement and final Official Statement, and the same hereby are in all respects authorized, approved and confirmed, and the use of the Preliminary Official Statement and final Official Statement in connection with the sale of each series of Bonds is hereby in all respects authorized, approved and confirmed, and

the Chairman, the Secretary, the President or the President's designee be and hereby are authorized, empowered and directed to execute and to deem final the final Official Statement in the name and on behalf of the Board with such changes, modifications, additions or deletions therein as shall to them seem necessary, desirable or appropriate (execution thereof to constitute conclusive evidence of the Board's approval of any and all changes, modifications, additions or deletions therein from the form and content of the form of Preliminary Official Statement now before this meeting) to be delivered for use in connection with the sale of each series of Bonds, and the Chairman, the Secretary, the President or the President's designee are hereby authorized, empowered and directed to do all such acts and things necessary to carry out and comply with the provisions of the final Official Statement.

**Section 8.** The Board hereby ratifies the engagement of Jack Nelson Jones Jiles & Gregory, P.A., Little Rock, Arkansas as Bond Counsel ("Bond Counsel"), and Crews & Associates, Inc., Little Rock, Arkansas, as Underwriter ("Underwriter").

**Section 9.** The Board hereby ratifies the engagement of Bank of the Ozarks, Little Rock, Arkansas as Trustee pursuant to the terms of the Indentures (the "Trustee").

**Section 10.** The Board hereby authorizes the President or his designee to negotiate the terms and conditions of agreements with, and to the extent already negotiated, hereby ratifies the terms and conditions of agreements with Bond Counsel, the Trustee and the Underwriter, and to execute such documents as they determined are necessary and, in the best interests of the Board appropriate (execution thereof to constitute conclusive evidence of the Board's approval of any and all agreements, changes, modifications, additions or deletions therein).

**Section 11.** (a) This Resolution is intended to be the declaration of the official intent of the University in accordance with Treasury Regulation § 1.150-2, wherein the University intends to be reimbursed from the proceeds of the Series 2010C Bonds for all or a portion of the cost of the Series 2010C Housing Project, which expenditures have been paid by the University from the University's general or other funds not earlier than sixty (60) calendar days before adoption of this Resolution;

(b) The reimbursement will be made by a written allocation before the later of eighteen (18) months after the expenditure was paid or eighteen (18) months after the items of Series 2010C Housing Project to which such payment relates were placed in service;

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

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

**ADOPTED AND APPROVED** this 20<sup>th</sup> day of August, 2010.

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

By: \_\_\_\_\_

Dr. Harold Chakales, Chairman

**ATTEST:**

By: \_\_\_\_\_

Bobby Reynolds, Secretary



## NOTIFICATIONS/DELETIONS

### **Notification: Reorganization of Baccalaureate Programs in Modern Languages**

The Provost and President have accepted a plan by the Department of World Languages, Literatures, and Cultures to combine the existing BA degree programs in French and Spanish in a single BA degree program in Modern Languages.

The creation of one degree program with language concentrations (initially in French and Spanish) and multiple tracks will allow the department to continue to serve students interested in majoring in French and Spanish while insuring that program viability standards are met. The consolidated degree will have three tracks, the first two representing the current curriculum of the existing separate degrees: (1) traditional French or Spanish, (2) teacher licensure in French or Spanish, and (3) business French or Spanish, a new track focused on preparing students to use their language skills in a business context. The new business language track will allow the department to emphasize the importance of language study for business students while leveraging the numerous exchange partnerships that UCA has developed in recent years with business schools in Europe and North America.

Organizing the programs under one degree will facilitate marketing of the various tracks and should result in improved recruitment and retention of students in the Department of World Languages, Literatures, and Cultures. This consolidated degree not only reflects the Department's commitment to serving French and Spanish students, but will also allow for additional language concentrations to be added as resources become available. With a new Chinese minor begun in fall 2009, the Department is on track to expand the Chinese program, so that a major concentration under this umbrella degree is possible in the future. Consolidated degrees such as the one we are proposing represent both state and national trends.

The reorganized degree program will continue to require 124 hours for the completion of the degree, including (1) the general education component, (2) all degree requirements, (3) requirements of the student's major program track, and (4) a minor as planned with the student's minor advisor. The Teacher Education curriculum is required in lieu of a minor for the Teacher Licensure track; a minor in General Business is required for the track in Business French or Spanish.

This reorganization of baccalaureate programs in modern languages has received favorable review from all appropriate councils and administrators.

Supporting materials (following pages): (1) Curriculum Form 3, (2) list of similar programs in Arkansas and elsewhere, (3) current and proposed curriculum outlines.

**UNIVERSITY OF CENTRAL ARKANSAS  
New Program Transmittal Form**

Department World Languages, Literatures, and Cultures Date October 12, 2009

The program is:  UNDERGRADUATE  
 GRADUATE

Bulletin title of program (brief):

**B.A. in Modern Languages.**

Brief description of program:

The Bachelor of Arts degree in Modern Languages requires completion of 34 hours in a modern language at the 2310 level or higher and 3 hours of course work in English in either World Languages or Introduction to Linguistics. Students may complete concentrations in French or Spanish. Tracks within each concentration include a language and culture track, French or Spanish teacher education, and a business language track.

Proposed effective date for new program (term and year): fall 2010

<b>Program recommended by</b>			
<i>Jennifer Green</i>	11-13-09	Professional Education Council	Date
Department Curriculum Committee	Date		
<i>Phillip Barclay</i>	11-16-09	General Education Council	Date
Department Chair	Date		
<i>[Signature]</i>	02/05/10	<i>Sally A. Rod</i>	4/22/2010
College Curriculum & Assessment Committee	Date	Undergraduate Council	Date
<i>[Signature]</i>	3/15/2010	Graduate Council	Date
Academic Planning & Assessment Committee	Date	<i>[Signature]</i>	4-29-10
<i>[Signature]</i>	02/11/10	Council of Deans	Date
College Dean	Date		

<b>Program approved by</b>		<b>Program recorded by</b>	
<i>[Signature]</i>	5/4/2010	Undergraduate/Graduate Studies, Registrar	Date
Provost	Date		

NOTE: During the academic year, program proposals must be received by the Undergraduate and/or Graduate Council at least one month before the meeting at which action is desired. Summer submissions may not be considered until the fall semester.

## Similar Programs

### Arkansas

- ASU Jonesboro is proposing a degree in World Languages with French and Spanish concentrations.
- Arkansas Tech consolidated their French, German, and Spanish degrees ten years ago into a single Foreign Language program. They now offer a major concentration in Japanese as well.
- 

### Sampling of similar degree programs in other states

- Cal Poly State University
- Colorado State University
- Eastern Illinois University
- Kennesaw State University, Georgia
- The Citadel, South Carolina
- Clemson University, South Carolina
- Oregon State University
- University of Maryland Baltimore County
- University of Northern Colorado
- University of Tennessee, Chattanooga
- University of Tennessee, Martin
- West Virginia University

## Current and Proposed Curriculum Outlines

### Current Curriculum, BA in French and BA in Spanish

*Undergraduate Bulletin* summary of requirements: “The degree of Bachelor of Arts, with a major in French or Spanish, requires successful completion of 124 hours (of which 40 must be upper division), including (1) the general education component, (2) all degree requirements, (3) a major program in French or Spanish as outlined below, and (4) a minor as planned with the student's minor advisor.”

<b>BA, French (31 hours)</b>	<b>BA, Spanish (34 hours)</b>
A minimum of 31 hours of courses at the 2310 level or above.	A minimum of 34 hours of courses at the 2310 level or above.
1. These 31 hours must include <ul style="list-style-type: none"><li>▪ Courses 3300 and 3303;</li><li>▪ Three hours of culture and civilization (French 3312, 3315, or 3350);</li><li>▪ Three hours of literature (French 3315, 3320, 3321 or 4395) Note: French 3315</li></ul>	1. These 34 hours must include <ul style="list-style-type: none"><li>▪ Courses 3300 and 3303;</li><li>▪ Three hours of culture and civilization (Spanish 3312, 3313, 3315, or 4396);</li><li>▪ Three hours of literature Spanish 3315, 3320, 3321 or 4395) Note: Spanish 3315</li></ul>

<b>BA, French (31 hours)</b>	<b>BA, Spanish (34 hours)</b>
<p>may not be taken twice in fulfillment of both the culture &amp; literature area requirements.</p> <ul style="list-style-type: none"> <li>▪ French 4350</li> <li>▪ French 4110: Senior Capstone Assessment</li> </ul>	<p>may not be taken twice in fulfillment of both the culture &amp; literature area requirements.</p> <ul style="list-style-type: none"> <li>▪ One course at the 4000 level. Spanish Teacher candidates must take Spanish 4350.</li> <li>▪ Spanish 4110: Senior Capstone Assessment</li> </ul>
2. 15 hours of electives in French at the 2310 level or higher.	2. 18 hours of electives in Spanish at the 2310 level or higher.
3. and <ul style="list-style-type: none"> <li>▪ Satisfactory performance on proficiency tests upon entrance to and exit from the major program.</li> <li>▪ A minimum grade of C in each course applying to the major program.</li> <li>▪ Teacher candidates must graduate with a 2.75 G.P.A. overall in major courses.</li> </ul>	3. and <ul style="list-style-type: none"> <li>▪ Satisfactory performance on proficiency tests upon entrance to and exit from the major program.</li> <li>▪ A minimum grade of C in each course applying to the major program.</li> <li>▪ Teacher candidates must graduate with a 2.75 G.P.A. overall in major courses.</li> </ul>

#### Proposed Curriculum, BA in Modern Languages

*Undergraduate Bulletin* summary of requirements: “The degree of Bachelor of Arts, with a major in Modern Languages, requires successful completion of 124 hours (of which 40 must be upper division), including (1) the general education component, (2) all degree requirements, (3) requirements of the student’s major program track as detailed below, and (4) a minor as planned with the student’s minor advisor. The Teacher Education curriculum is required in lieu of a minor for the Teacher Licensure track; a minor in General Business is required for the track in Business French or Spanish.”

<b>BA, Modern Languages</b>		
<b>Traditional French/Spanish Track</b>	<b>French/Spanish Teacher Licensure Track</b>	<b>Business French/Spanish Track</b>
<p>1. A minimum of 34 hours in the language of concentration (French or Spanish) at the 2310 level or above; these 34 hours must include the following:</p> <ul style="list-style-type: none"> <li>▪ Courses 3300 and 3303;</li> <li>▪ Three hours of culture and civilization (French 3312, 3315, or 3350; (Spanish 3312, 3313, 3315, or 4396);</li> <li>▪ Three hours of literature</li> </ul>	<p>1. A minimum of 34 hours in the language of concentration (French or Spanish) at the 2310 level or above; these 34 hours must include the following:</p> <ul style="list-style-type: none"> <li>▪ Courses 3300 and 3303;</li> <li>▪ Three hours of culture and civilization (Spanish 3312, 3313, 3315, or 4396);</li> <li>▪ Three hours of literature Spanish 3315, 3320, 3321 or 4395).</li> </ul>	<p>1. A minimum of 34 hours in the language of concentration (French or Spanish) at the 2310 level or above; these 34 hours must include the following:</p> <ul style="list-style-type: none"> <li>▪ Courses 2330 and 3330 (Intro. to Business French/Spanish and Adv. Business French/Spanish)</li> <li>▪ Courses 3300 and 3303;</li> <li>▪ Three hours of culture and civilization (French 3312,</li> </ul>

<p>(French or Spanish 3315, 3320, 3321 or 4395).</p> <ul style="list-style-type: none"> <li>▪ One course at the 4000 level.</li> <li>▪ French/Spanish 4110: Senior Capstone Assessment</li> </ul>	<ul style="list-style-type: none"> <li>▪ French or Spanish 4350.</li> <li>▪ Spanish 4110: Senior Capstone Assessment</li> </ul>	<p>3315, or 3350; (Spanish 3312, 3313, 3315, or 4396);</p> <ul style="list-style-type: none"> <li>▪ Three hours of literature (French or Spanish 3315, 3320, 3321 or 4395)</li> <li>▪ One course at the 4000 level.</li> <li>▪ French/Spanish 4110: Senior Capstone Assessment</li> </ul>
2. 3 hours World Languages/Linguistics (WLAN/LING 2350 or LING 2320)	2. 3 hours World Languages/Linguistics (WLAN/LING 2350 or LING 2320)	2. 3 hours World Languages/Linguistics (WLAN/LING 2350 or LING 2320)
3. 18 hours of electives in the language of concentration at the 2310 level or higher.	3. 18 hours of electives in the language of concentration at the 2310 level or higher.	3. 12 hours of electives in the language of concentration at the 2310 level or higher.
4. and <ul style="list-style-type: none"> <li>▪ Satisfactory performance on proficiency tests upon entrance to and exit from the major program.</li> <li>▪ A minimum grade of C in each course applying to the major program.</li> </ul>	4. and <ul style="list-style-type: none"> <li>▪ Satisfactory performance on proficiency tests upon entrance to and exit from the major program.</li> <li>▪ A minimum grade of C in each course applying to the major program.</li> <li>▪ Teacher candidates must graduate with a 2.75 G.P.A. overall in major courses.</li> </ul>	4. and <ul style="list-style-type: none"> <li>▪ Satisfactory performance on proficiency tests upon entrance to and exit from the major program.</li> <li>▪ A minimum grade of C in each course applying to the major program.</li> </ul>
5. Minor	5. Teacher Education program	5. General Business minor

### **Notification: New Minor Program, Digital Filmmaking**

The Provost and the President have accepted a proposal by the Department of Mass Communication and Theatre to offer a minor program in Digital Filmmaking. The minor is based on the successful major in Digital Filmmaking, established as a degree program in 2006. The Digital Filmmaking degree is a technology-based art program that is designed to help students learn the technical aspects of digital production, including digital cinematography, non-linear editing, lighting, computer-based audio design, and storytelling. Students work to create original, well-structured stories, with compelling characters and conflicts. The University of Central Arkansas has the only Filmmaking program (digital or otherwise) in the state of Arkansas.

The goal of the Digital Filmmaking Minor is to provide students pursuing other degrees with a solid foundation in the technical, aesthetic, and historic aspects of film and filmmaking. With the Internet creating a constant stream of video coming into people's homes and businesses, more and more industries seek employees who can create that video content. To fill that need, it is obviously not practical for every student to become a Digital Filmmaking major, but a minor program allows UCA students to get a practical understanding and appreciation for filmmaking, while completing their chosen major field of study.

The Digital Filmmaking minor curriculum can be completely supported by classes already existing for the majors. All necessary courses will be offered in the Department of Mass Communication and Theatre, with the exception of a few electives offered by the Department of Writing. The minor will be a 26-hour minor, with 20 hours in the core and 6 elective hours.

The new minor has received favorable review from all appropriate councils and administrators.

Supporting materials on the following pages: (1) Curriculum Form 3, (2) curriculum outline.

**UNIVERSITY OF CENTRAL ARKANSAS  
New Program Transmittal Form**

Department Mass Communication and Theatre Date 2/20/10

The program is:  UNDERGRADUATE  
 GRADUATE



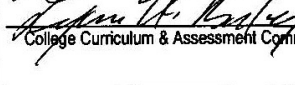

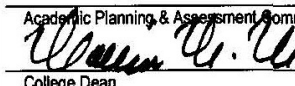
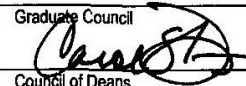
Bulletin title of program (brief):


**Digital Filmmaking, Minor**

Brief description of program:

The Department of Mass Communication and Theatre has four undergraduate areas - Digital Filmmaking, Journalism, Mass Communication Research, and Theatre. The Digital Filmmaking degree is a technology-based art program that is designed to help students learn the technical aspects of digital production, including digital cinematography, non-linear editing, lighting, computer-based audio design, and storytelling. Students work to create original, well-structured stories, with compelling characters and conflicts. The goal of the Digital Filmmaking Minor is to provide students with a solid foundation in the technical, aesthetic, and historical aspects of film and filmmaking. The University of Central Arkansas has the only Filmmaking program (digital or otherwise) in the state of Arkansas. With the Internet creating a constant stream of video coming into people homes and businesses, more and more industries are looking for employees that can create that video content. To fill that need, it's obviously not practical for every student to become a Digital Filmmaking major, but a minor program allows UCA students to get a practical understanding and appreciation for filmmaking, while completing their major field of study. The Digital Filmmaking minor curriculum can be completely supported by classes already existing for the majors. No new courses are necessary except for Audio Production, which now is offered only for Journalism and Film majors. All necessary courses will be offered in the Mass Communication and Theatre department, with the exception of a few electives from the Writing dept. No new sections of courses will be required, because it is assumed that the numbers will remain the same as with previous Mass Communication minors with a Digital Filmmaking emphasis. The minor will be a 26-hour minor, with 20 hours in the core, allowing six elective hours.

Proposed effective date for new program (term and year): Fall, 2010

<b>Program recommended by</b>			
	<u>2-26-10</u>		
Department Curriculum Committee	Date	Professional Education Council	Date
	<u>2-26-10</u>		
Department Chair	Date	General Education Council	Date
	<u>2-26-10</u>		<u>3/16/10</u>
College Curriculum & Assessment Committee	Date	Undergraduate Council	Date
	<u>3/2/10</u>		<u>4-21-10</u>
Academic Planning & Assessment Committee	Date	Graduate Council	Date
College Dean	Date	Council of Deans	Date

<b>Program approved by</b>		<b>Program recorded by</b>	
	<u>5/4/2010</u>		
Provost	Date	Undergraduate/Graduate Studies, Registrar	Date

NOTE: During the academic year, program proposals must be received by the Undergraduate and/or Graduate Council at least one month before the meeting at which action is desired. Summer submissions may not be considered until the fall semester.

Revised November 2006, Updated October 2007

CIP: 50.0602  
Major code: 50B1

## Curriculum Outline

The minor in Digital Filmmaking requires 26 hours, with 20 hours in the core and 6 elective hours.

### Core (20 hours, as listed here):

- MCOM 1300 Media and Society (3 hours)
- FILM 1305 Introduction to Film (3 hours)
- FILM 2310 Script Analysis (3 hours)
- FILM 2466 Digital Filmmaking 1 (4 hours)
- FILM 3456 Digital Filmmaking 2 (4 hours)

And one of the following:

- FILM 3315 Classical Film Theory (3 hours) *or*
- FILM 3350 Cinema History I (3 hours)

### Electives (6 hours, chosen from the following):

- FILM 3316 Film Theory Since 1960
- FILM 3351 Cinema History 2
- FILM 3363 Audio Production
- FILM 3373 Documentary Production
- FILM 4356 Digital Filmmaking 3
- FILM 4357 Digital Filmmaking 4
- FILM 4380 Seminar in Film Studies



FILM 4392 Topics in Digital Production (Cinematography, Directing, Editing, etc.)  
JOUR 3374 Broadcast Journalism Production II  
JOUR 4313 Writing for Electronic Media  
MCOM 3307 Theories of Mass Communication  
MCOM 4323 Seminar in Mass Communication  
WRTG 3300 Creative Writing: Screenwriting  
WRTG 3320 Forms of Scriptwriting

### **Notification: New Graduate Nursing Program Options**

This notification was provided to the Board of Trustees previously (May 27, 2010).

The Provost and the President have accepted a proposal by the Department of Nursing to establish three new options in the graduate nursing programs to meet emerging needs and standards of practice:

- In the Master of Science in Nursing (MSN) degree program, a new track,  
Clinical Nurse Leader
- In the Post-Master's Certificate (PMC) in Nursing program, a new track,  
Clinical Nurse Leader, parallel to the MSN track but for those already  
holding a graduate degree in Nursing
- In the Master of Science in Nursing (MSN) degree program, a new track,  
Nurse Educator with Clinical Specialty

The new program options have received favorable review from all appropriate councils and administrators.

Supporting materials (following pages): (1) Curriculum Form 3 for each new option,  
(2) curriculum outline for each new option.

**UNIVERSITY OF CENTRAL ARKANSAS  
New Program Transmittal Form**

Department Nursing Date 2/5/2010

The program is:  UNDERGRADUATE  
 GRADUATE

Bulletin title of program (brief):

**Clinical Nurse Leader track within the Master's of Science in Nursing Degree**

Brief description of program:

The 38 credit hour track prepares the individual to be a Clinical Nurse Leader. Registered Nurses with a baccalaureate degree in nursing who meet admission criteria are eligible to apply.

Course work includes MSN foundation courses, clinical foundation courses, and didactic and practicum courses that allow students to assume the role of Clinical Nurse Leader.

Courses are offered online with some campus classes required for each course. Dates and times for campus classes are posted on the university's Schedule of Classes and include no more than one campus class per credit hour. Clinical/practicum courses may be completed in the student's home region with an approved preceptor.

Program meets academic standards for national certification as a Clinical Nurse Leader.

Proposed effective date for new program (term and year): Fall 2010

<b>Program recommended by</b>			
<u>[Signature]</u>	<u>2/5/2010</u>	Professional Education Council	Date
Department Curriculum Committee	Date		
<u>[Signature]</u>	<u>2/5/10</u>	General Education Council	Date
Department Chair	Date		
<u>[Signature]</u>	<u>3/1/10</u>	Undergraduate Council	Date
College Curriculum & Assessment Committee	Date	Graduate Council	Date
Academic Planning & Assessment Committee	Date	<u>[Signature]</u> <u>3-18-2010</u>	Date
<u>[Signature]</u>	<u>3-1-10</u>	Council of Deans	Date
College Dean	Date	<u>[Signature]</u> <u>4-21-2010</u>	Date

<b>Program approved by</b>	<b>Program recorded by</b>
<u>[Signature]</u>	
Provost	Undergraduate/Graduate Studies, Registrar
<u>5/3/2010</u>	Date
Date	Date

NOTE: During the academic year, program proposals must be received by the Undergraduate and/or Graduate Council at least one month before the meeting at which action is desired. Summer submissions may not be considered until the fall semester.

**UNIVERSITY OF CENTRAL ARKANSAS  
New Program Transmittal Form**

Department Nursing Date 2/5/2010

The program is:  UNDERGRADUATE  
 GRADUATE

Bulletin title of program (brief):

**Clinical Nurse Leader Post Master's Certificate**

Brief description of program:

The 12 credit hour Post Master's Certificate program prepares the individual to be a Clinical Nurse Leader. Registered Nurses with a prior master's degree in nursing who meet admission criteria are eligible to apply.

Course work includes graduate nursing courses specific to the Clinical Nurse Leader role and prepares the student who completes the program with the academic qualifications for national certification as a Clinical Nurse Leader. Based on the students prior graduate course work, additional courses might be required to meet national certification criteria.

Courses are offered online with some campus classes required for each course. Dates and times for campus classes are posted on the university's Schedule of Classes and include no more than one campus class per credit hour. Clinical/practicum courses may be completed in the student's home region with an approved preceptor.

Upon successful completion of the program the appropriate award is conferred and noted on the transcript.

Proposed effective date for new program (term and year): Fall 2010

Program recommended by			
<u>[Signature]</u>	<u>2/5/2010</u>	Professional Education Council	Date
Department Curriculum Committee	Date		
<u>[Signature]</u>	<u>2/5/10</u>	General Education Council	Date
Department Chair	Date		
<u>[Signature]</u>	<u>3/1/10</u>	Undergraduate Council	Date
College Curriculum & Assessment Committee	Date	<u>[Signature]</u>	<u>3-18-2010</u>
Academic Planning & Assessment Committee	Date	Graduate Council	Date
<u>[Signature]</u>	<u>3-1-10</u>	<u>[Signature]</u>	<u>4-21-10</u>
College Dean	Date	Council of Deans	Date

<u>[Signature]</u>	<u>5/3/2010</u>	Undergraduate/Graduate Studies, Registrar	Date
Provost	Date		

NOTE: During the academic year, program proposals must be received by the Undergraduate and/or Graduate Council at least one month before the meeting at which action is desired. Summer submissions may not be considered until the fall semester.

**UNIVERSITY OF CENTRAL ARKANSAS  
New Program Transmittal Form**

Department Nursing Date 11/17/2009

The program is:  UNDERGRADUATE  
 GRADUATE

Bulletin title of program (brief):

**Nurse Educator with Clinical Specialty track within the Master's of Science in Nursing Degree**

Brief description of program:

The 40 credit hour track prepares the individual to be a nurse educator with a clinical specialty. Registered Nurses with a baccalaureate degree in nursing who meet admission criteria are eligible to apply.

Course work includes MSN foundation courses, clinical foundation courses, and didactic and practicum courses specific to the track that allow students to broaden their professional knowledge and clinical expertise, and to begin to develop nurse educator skills and expertise.

Clinical options include community family, geriatric, maternal newborn and women's health, adult, pediatric, and psychiatric mental health. Role focus options include higher education, staff development, and patient education.

Courses are offered online with some campus classes required for each course. Dates and times for campus classes are posted on the university's Schedule of Classes and include no more than one campus class per credit hour. Clinical/practicum courses may be completed in the student's home region with an approved preceptor.

Program meets academic standards for various national certifications depending on role focus selected.

Proposed effective date for new program (term and year): Fall 2010

<b>Program recommended by</b>			
<u>J. L. Stearns</u>	<u>11/17/2009</u>		
Department Curriculum Committee	Date	Professional Education Council	Date
<u>Barbara B. Williams</u>	<u>11/17/2009</u>		
Department Chair	Date	General Education Council	Date
<u>J. A. Markey</u>	<u>3/1/10</u>		
College Curriculum & Assessment Committee	Date	Undergraduate Council	Date
		<u>Elaine McNeice</u>	<u>3-18-2010</u>
Academic Planning & Assessment Committee	Date	Graduate Council	Date
<u>M. Haxelstad</u>	<u>3/1/10</u>	<u>Carol St.</u>	<u>4-21-2010</u>
College Dean	Date	Council of Deans	Date

<b>Program approved by</b>		<b>Program recorded by</b>	
<u>[Signature]</u>	<u>5/3/2010</u>		
Provost	Date	Undergraduate/Graduate Studies, Registrar	Date

NOTE: During the academic year, program proposals must be received by the Undergraduate and/or Graduate Council at least one month before the meeting at which action is desired. Summer submissions may not be considered until the fall semester.

## **Curriculum Outline: Clinical Nurse Leader, MSN**

Required of all MSN Degree Students in All Concentrations

NURS 6301	Research for Evidence-Based Practice I	(existing course)
NURS 6304	Research for Evidence-Based Practice II	(existing course)
NURS 6305	Educational Concepts	(existing course)
NURS 6315	Health Assessment for Advanced Nursing Practice	(existing course)
NURS 6320	Pathophysiology for Advance Nursing Practice	(existing course)
NURS 6322	Epidemiology and Community Concepts	(existing course)
NURS 6325	Pharmacotherapeutics for Advance Nursing Practice	(existing course)
NURS 6332	Health Policy and Economics	(existing course)
NURS 6347	Theoretical Bases of Nursing	(existing course)

Required of all Clinical Nurse Leader MSN Degree Students (and elective for all students)

NURS 6327	Healthcare Quality and Leadership	(new, 3 SCH theory)
NURS 6329	Healthcare Informatics	(new, 3 SCH theory)

Required of all Clinical Nurse Leader MSN Degree Students

NURS 6370	Clinical Nurse Leader Practice	(new, 3 SCH [2 theory, 1 practicum])
NURS 6371	Clinical Nurse Leader Immersion	(new, 3 SCH practicum)

Note: this new concentration for the degree requires 8 semester credit hours of new theory credits and 4 semester credit hours of new practicum credits.

### **Curriculum Outline: Clinical Nurse Leader, PMC**

The following courses are all new courses, and are shared with the Clinical Nurse Leader option in the MSN program (separate LON-3 submitted). The course requirement is 12 credits (8 theory, 4 practicum).

NURS 6327	Healthcare Quality and Leadership	(3 credits theory)
NURS 6329	Healthcare Informatics	(3 credits theory)
NURS 6370	Clinical Nurse Leader Practice	(3 credits [2 theory, 1 practicum])
NURS 6371	Clinical Nurse Leader Immersion	(3 credits practicum)

Additional courses (up to 18 hours) may be required on an individual basis as determined by the student's prior nursing degree in order for the student to meet national certification eligibility. These additional courses, if any, will be from courses already offered in the MSN degree program.

### **Curriculum Outline: Nurse Educator with Clinical Specialty, MSN**

Required of all MSN Degree Students in All Concentrations

NURS 6301	Research for Evidence-Based Practice I	(existing course)
NURS 6304	Research for Evidence-Based Practice II	(existing course)
NURS 6315	Health Assessment for Advanced Nursing Practice	(existing course)
NURS 6320	Pathophysiology for Advance Nursing Practice	(existing course)
NURS 6322	Epidemiology and Community Concepts	(existing course)
NURS 6332	Health Policy and Economics	(existing course)
NURS 6347	Theoretical Bases of Nursing	(existing course)

Required of all Nurse Educator MSN Degree Students and Optional to Other MSN Students

NURS 6345	Evaluation in Nursing Education	(existing course)
NURS 6348	Instructional Design and Teaching Strategies	(existing course)
NURS 6350	Curriculum in Nursing Education	(existing course)

Required of all Nurse Educator MSN Degree Students

NURS 6540	Clinical Specialty Practicum for the Nurse Educator	(new, 5 SCH [3 theory, 2 practicum])
NURS 6549	Nurse Educator Teaching Practicum	(new, 5 SCH [2 theory, 3 practicum])

Note: The new concentration requires 5 semester credit hours of new theory credits and 5 semester credit hours of new practicum credits.



**Notification: Change of Program Name, MSE in Advanced Studies in Teaching and Learning to Advanced Studies in Teacher Leadership**

The Provost and the President have accepted the recommendation of the Department of Teaching and Learning and the College of Education to change the name of the university's MSE program in Advanced Studies in Teaching and Learning to Advanced Studies in Teacher Leadership. The new name will more accurately reflect the emphasis on teacher leadership in the program and reinforces the program's advancement of the Five Core Propositions of the National Board for Professional Teacher Standards.

The name change has received favorable review from all appropriate councils and administrators.

Supporting materials (following pages): (1) Curriculum Form 2-A, (2) ADHE Form LON-1.

**UNIVERSITY OF CENTRAL ARKANSAS**  
**Proposal for Curriculum Change: Action Item**

GENERAL EDUCATION COUNCIL       UNDERGRADUATE COUNCIL       GRADUATE COUNCIL

Department/program area Teaching & Learning, ASTL      Date 4/14/10

**Check area of change and supply requested information. Attach required documentation.**

- Change in semester credit hour requirements for a major or minor  
     Current requirement \_\_\_\_\_ Proposed requirement \_\_\_\_\_
- Change course from an elective to a requirement in a major or minor  
     Subject prefix \_\_\_\_\_ Course number \_\_\_\_\_
- Change course from a requirement to an elective in a major or minor when the change affects total hours and/or affects another department/program area  
     Subject prefix \_\_\_\_\_ Course number \_\_\_\_\_
- Approval of existing course as General Education course (see Curriculum Form 4 for required documentation)  
     Subject prefix \_\_\_\_\_ Course number \_\_\_\_\_
- Change level of course (e.g. change from 2000- to 4000-level course number)  
     Program prefix \_\_\_\_\_ Current course number \_\_\_\_\_ Proposed course number \_\_\_\_\_
- Change in credit hour value of course (e.g., change 3-hour to 2-hour course or change to variable credit)  
     Current course number \_\_\_\_\_ Proposed course number \_\_\_\_\_
- Deletion of course when the change affects total hours and/or affects another department/program area (Note: Once a course is deleted, it can be reinstated only through the new course proposal process.)  
     Subject prefix \_\_\_\_\_ Course number \_\_\_\_\_
- Prerequisite change increasing total hours for a major or minor and/or affecting another department/program area  
     Current hours \_\_\_\_\_ Proposed hours \_\_\_\_\_
- Other (specify): Program Name Change

**Required documentation: attach additional sheet(s) detailing and justifying the proposed curricular change.**

Proposed effective date of change (term and year): Spring 2011

Change recommended by	
<u>Nancy Ballou</u> Department Curriculum Committee	<u>Diana Ponder</u> Professional Education Council
Date <u>4-15-10</u>	Date <u>4-27-10</u>
<u>Cheryl Dickman</u> Department Chair	General Education Council
Date <u>4-15-10</u>	Date
<u>Karin Herrick</u> College Curriculum & Assessment Committee	Undergraduate Council
Date <u>4-15-10</u>	Date
<u>Diana Ponder</u> College Dean	<u>Darlene McNeice</u> Graduate Council
Date <u>4-27-10</u>	Date <u>7/8/10</u>
	<u>Carol</u> Council of Deans
	Date <u>8-4-10</u>

Change approved by	Change recorded by
<u>[Signature]</u>	
Date <u>8/9/2010</u>	Undergraduate/Graduate Studies, Registrar      Date

NOTE: During the academic year, curriculum change proposals must be received by the General Education Council or the Undergraduate and/or Graduate Council at least one month before the meeting at which action is desired. Summer submissions may not be considered until the fall semester.

## 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**

Spring 2011

**5. Current title of degree/certificate program**

Advanced Studies in Teaching and Learning

**6–7: N/A**

**8. Proposed name of certificate/degree**

Advanced Studies in Teacher Leadership

**9–10: N/A**

**11. CIP code**

13.0101

**12. Degree code**

6750

**13. Reason for proposed action**

The new title more accurately reflects the program's purposes, particularly as it strengthens its curriculum to emphasize its cross-disciplinarity:

[The program] prepares candidates to become highly skilled and articulate classroom teachers [who serve as leaders in their schools]. It is designed to enhance and expand existing knowledge, skills, and dispositions of candidates while fostering the development of competencies expected of advanced educators. The program rests on the assumption that accomplished educators engage in reflective decision-making as they assess and extend their own professional practice. In addition to addressing the eight essential elements of UCA's Professional Education Unit's Conceptual

Framework, the program incorporates standards and propositions from appropriate national professional organizations. (UCA *Graduate Bulletin*, 3.02.01, sec. 1; online at <http://www.uca.edu/gbulletin/03/30201.php> .)

Furthermore, the new title reflects the leadership commitments implied in the Five Core Propositions of the National Board for Professional Teacher Standards. (Online at [http://www.nbpts.org/the\\_standards/the\\_five\\_core\\_propositio/](http://www.nbpts.org/the_standards/the_five_core_propositio/) ).

**EXECUTIVE SESSION**

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

**OPEN SESSION**

Open session was unanimously declared upon motion by Rush Harding with a second by Scott Roussel.

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 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 Scott Roussel with a second by Randy Sims

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

\_\_\_\_\_  
**Harold Chakales  
Chair**

\_\_\_\_\_  
**Bobby Reynolds  
Secretary**