

The Board of Trustees of the University of Central Arkansas convened in regular meeting at 2:00 p.m. Friday, February 25, 2011, in the Board of Trustees Conference Room in Wingo Hall with the following officers and members present

Chair: Mr. Scott Roussel  
Vice Chair: Mr. Bobby Reynolds  
Secretary: Mr. Victor Green  
Mr. Rush Harding  
Mrs. Kay Hinkle

Mr. Randy Sims and Dr. Harold Chakales were absent.

### **MINUTES**

The minutes of the December 1, 2010, teleconference meeting and the December 17, 2010, Board meeting were unanimously approved as submitted upon a motion and second.

### **CHAIR'S REMARKS**

Chairman Roussel introduced the President's Residence Advisory Committee. The members are as follows:

President - Patsy Minton Newton, representing the Alumni Association  
Secretary - Carol Stephens Daves, representing the UCA Staff Senate  
Brad Lacy, UCA Alumnus and Chairman of the UCA Foundation Board  
Lynne Tiner, UCA Alumna living in Old Conway  
Shelley Mehl, UCA Vice President for Institutional Advancement  
Diane Newton, UCA Vice President for Finance and Administration  
Ed Powers, representing the UCA Faculty Senate  
Austin Hall, representing the Student Government Association  
Don Bingham, UCA special events planner

Chairman Roussel also announced that new committees had been formed and each one would have a representative from the Board. The committees and trustees serving on them are:

Academic Affairs Committee – Dr. Harold Chakales  
Student Affair and Police Services Committee– Mr. Bobby Reynolds  
Enrollment Management Committee – Mrs. Kay Hinkle  
Finance and Human Resources Committee – Mr. Randy Sims  
Athletics Committee – Mr. Rush Harding  
Advancement and Government/University Relations – Mr. Victor Green

### **PRESIDENT'S REPORT**

President Meadors made the following remarks:

As you all know, we had a significant snow storm in central Arkansas on February 9<sup>th</sup> – between 5 to 6 inches in most of central Arkansas. Due to road safety concerns, UCA was closed for 3 days (Feb 9, 10, 11). However, we had several thousand students residing in university housing and faculty who made their way to campus to continue their research or prepare for other academic activities.

I want to publicly thank the 40 plus employees (primarily in Physical Plant and Police Services) that were here cleaning sidewalks and parking lots, helping folks get around. Also, Aramark insured that meals were served during this period and Housing provided lodging for employees in the Physical Plant and UCA police officers.

It is truly rewarding to see our colleagues showing their concern for our students, faculty and staff when nearly everyone else was home staying warm.

Minton Hall is now completely demolished and work has begun on Bear Hall.

Housing applications are up by 73 from this time last year for the fall semester.

I want to give special thanks to the work of two committees. First, a continued thanks to Dr. Mike Schaefer and the Strategic Planning and Resources Council (SPARC).

Second, Responsible UCA Committee – made up of individuals from the campus and includes community representatives. This committee is working with administration to identify cost savings and ways UCA can be more ecologically friendly.

From International Programs - we have 94 study abroad students on campus this semester as part of our Global Education Program (GEP). We expect this number to double or even triple over the next few years.

We are pleased to report that as of February, we have over 200 UCA students who have signed up for various summer study abroad programs, this compares to approximately 120 at this time last year.

Progress continues to bring forward an MFA in Creative Writing.

Congratulations to Dr. Lorien Foote of our History Department. She was one of the national finalists for the esteemed Lincoln Prize for her book on the Civil War.

Advancement will hold UCA's first "Night of Distinction" Gala on May 14<sup>th</sup>. You will be given more information about this event later.

Shortly, you will be updated on a very exciting partnership possibility between Conway Regional Health System and UCA. I fully support this venture.

Old Main is now officially listed on the National Registrar of Historic Places.

The fourth annual Student Success Symposium will be held at UCA on March 30-31.

Our student athletes posted an overall GPA of 2.92 for the fall semester. Our football team's APR was the best in the conference at 96.

The women's basketball team has qualified for the conference tournament. Their current record is 16-10 (8-5 conference) with 3 conference games left.  
(Will finish 3<sup>rd</sup>-5<sup>th</sup>) (top 8 of 12 goes to tournament)

Our women's volleyball team, which will be introduced shortly, won the conference for the second straight year and lost a heartbreaker in the conference tournament final!

And finally, a quick update of our fiscal position. In January of 2008, our cash position was \$8,908,599. January, 2010 it was up to \$31,658,930 and January 2011 it was \$47,400,491.

Mr. Jack Gillean presented the Board with the schedule for the 2011 Board meetings. The dates are as follows:

May 6, 2011  
August 19, 2011  
December 16, 2011  
February 24, 2012

Athletic Director Brad Teague introduced the volleyball team, its coaches and staff. They were congratulated on winning the Southland Conference title for the second consecutive year.

Vice President for Finance and Administration Diane Newton presented the Board with a financial update. UCA's cash position is attached to these minutes.

Student Government Association President Meghan Thompson presented the Board with the three projects the SGA voted to fund. The following are Ms. Thompson's remarks:

**I. Bikeshare update**

SGA expanded the Bikeshare program by purchasing 15 bikes in partnership with CAB and The Ride

**II. Room and Board Fee Increases**

**Room**

- Resolution in support of room rate increase-passed unanimously
- Increase out of great need, including over \$18 million in repairs and renovations to current facilities that will make resident life better for future
- Room rates are still competitive and below most other competing institutions in the state

- SGA supports proposed increases in room rates as defined in Student Fee Proposal Submission

#### **Board**

- Resolution in acceptance of board rate increases-passed 18-17
- UCA will continue to have one of the lowest meal plan rates of our competitors
- Students are excited about the concepts and services proposed by Aramark to be completed by Fall 2011:
  - Starbucks extended hours, Sushic Sushi added, expanded concessions menus, refurbished “Bear Cart,” Einstein’s Brothers Bagels in College of Business
- Aramark and SGA have created a monthly report process with Aramark for student concerns and ideas
- SGA accepts the proposed increases in board rates as defined in Student Fee Proposal Submission

### **III. Think Big Project Results**

SGA accumulated a reserve of Student Activity Funds over the past few years, so we decided to present a challenge to the entire UCA community to Think Big and come up with projects that would uniquely and directly benefit students.

#### **Bear Trail Disk Golf Course**

- 9 hole course in JMNR
- Recreational activity on campus that will diversify student activities
- Not to exceed \$4000
- Passed unanimously
- Expect project to be completed by June 2011
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#### **Ida Waldran Auditorium Renovations**

- Facility used heavily by RSO’s for student activities (approx. 2-3/week) \$11,635 total
  - Recovering the stage, hem the curtain, new Followspot, and new lighting fixtures for stage
- Passed unanimously
- Expect project to be completed by May 2011

#### **Amphitheatre**

- \$50,000 under stipulation that they will only receive this money once matching funds have been raised. All funds from SGA shall be used on Phase 1 of the project
- Passed unanimously
- Target date for completion: Welcome Week 2011

#### **Amphitheatre project funding**

- In addition to \$50,000 from SGA Think Big, Housing and Residence Life has promised to contribute \$25,000.
- The estimated total cost of the project is \$300,000
- We are currently looking for additional funding
- This is a project that the current students want and feel will be a large contribution to the experience of future UCA students for many years to come.
- This project has unanimous student support, so today, I am asking for the Board of Trustees to also support this project that will benefit students greatly in the following ways:
  - i. Student Activities (stepping every Tues, outdoor movies, SAB events, SGA debates, Constitution Day Panel in fall, Welcome Week activities, Greek life activities, RSO fairs, recruitment events, plays and musical performances)
  - ii. Everyday student life
  - iii. Alumni outreach/tradition
- I see that the amphitheatre project is already on the action agenda for today, so I hope that you join the students and administration in making this Big Project a reality that will better the UCA community.

At the conclusion of Ms. Thompson's presentation, Rush Harding committed \$112,500 of personal money and challenged the Board to commit another \$112,500 from the Board fund. Victor Green made a motion that the Board commit \$112,500 from the Board fund upon second by Kay Hinkle the motion passed unanimously.

### **ACTION AGENDA**

#### **Resolution of Appreciation for Dr. Harold Chakales**

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

#### RESOLUTION

WHEREAS, Dr. Chakales served as the Chair of the Board of Trustees in 2010; and

WHEREAS, Dr. Chakales earned his bachelor's degree and his medical degree from Wake Forest University and has practiced medicine as an orthopedic surgeon in Little Rock for many years; and

WHEREAS, during Dr. Chakales' tenure as Chair of the Board, the University attained:

- Continuing accreditation from the Higher Learning Commission;
- Work was begun on the development of a Campus Strategic Plan;
- A vastly improved financial position;
- Raises to non-classified employees for the first time in three fiscal years;

- The allocation of \$100,000 to the staff and \$200,000 to the faculty for professional development;
- The expenditure of approximately \$19 million in stimulus/bond money for campus improvements;
- Refunding of several bond issues totaling approximately \$19 million and the issuance of \$22 million in new bonds for a total of approximately \$41 million for no additional annual debt service; and,
- Full membership in Division I athletics.

BE IT RESOLVED, that the Board of Trustees of the University of Central Arkansas does hereby extend its sincere appreciation and gratitude to Dr. Harold Chakales for his years of dedicated service as a member of the Board

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

Adopted this 25th  
day of February 2011,  
in Conway, Arkansas

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Chair of the Board

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Secretary of the Board

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

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

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

**ABE IT RESOLVED: That the Board of Trustees approves the following statement concerning reimbursement of expenses for official Board duties for 2011:**

**The UCA Board of Trustees authorizes reimbursement of expenses for each of its Board members for performance of official board duties, to include**

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

### **Right-of-Way and Easement to the City of Conway**

The City of Conway has requested that the University grant a permanent 15-foot wide right-of-way and easement in order to provide utilities to Bear Hall, which is currently under construction. The right-of-way and easement will allow the City to provide water, sewer, underground electric primary lines and underground CATV data lines to the building.

Also, for a six-month period during the construction phase, city has requested a 40-foot easement for the project for the purpose of providing a construction and work area for building and laying of the utilities.

The right-of-way and easement would also grant the City the authority to enter upon the property to make such excavations and perform other work as they deem necessary.

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

**"BE IT RESOLVED: That the Board of Trustees approves the following right-of-way and easement to the City of Conway to facilitate the construction of Bear Hall."**

### **"Concert Policy" – Board Policy No. 424**

The University is frequently approached by concert promoters who want to hold concerts in university-owned facilities for a profit. From time-to-time this practice has created problems for student groups and the University.

In addition to private concert promoters, Recognized Student Organizations (RSO's) often want to bring certain music groups to campus. However, without experience in the field of concert promotion, this has the potential to lead to substantial financial loss for a student organization.

With these things in mind, the University feels a need to protect its reputation and that of the Student Activities Board (SAB) to the general public and to the artists and agencies that agree to perform at UCA. The SAB frequently contracts to bring popular music groups to the UCA campus. A bad experience for an event held at UCA is detrimental to the University and to the SAB even when the University was not involved other than to rent space to a private concert promoter or to a Recognized Student Organization. The University has an in-house concert promoter in the person of the Director of Student Activities/Student Activities Board Advisor.

After review and discussion by many staff members, the administration believes that this issue may be resolved by adoption of a policy that has two (2) main objectives:

- Limits RSO's to sponsoring concerts for which the contract fee does not exceed \$15,000, unless the RSO obtains the approval of the Student Activities Board and the Director of Student Activities; and
- By prohibiting private promoters from holding concerts on the UCA campus.

While these are the objectives of the proposed policy, it is important to note that adoption of the policy would have no effect on rental of facilities or performances on campus by charitable, educational, religious or other non-profit groups (501 (c) (3) organizations).

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

**“BE IT RESOLVED: That the Board of Trustees approves the following policy as Board Policy No. 424, ‘Concert Policy’ attached hereto.”**



UNIVERSITY OF CENTRAL ARKANSAS

BOARD POLICY

Policy Number: 424

Subject: Concert Policy

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Date Adopted: 02/11 Revised:

I. PURPOSE:

The purpose of this policy is to set forth rules concerning promotion and sponsorship of concerts and other performances on the campus of the University of Central Arkansas ("University"). The University is a state-supported institution of higher education, and all University facilities are designed primarily to accomplish its educational objectives.

II. 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.

**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:** any group, organization or entity (or aggregate of individuals) 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. For purposes of this policy, an External Group may be an individual.

**Non-Profit/ Charitable Organization:** any External Group which is organized and exists solely as a non-profit activity, engaged in charitable, educational, scientific or religious endeavors. This would include, but not be limited to, any organizations recognized as exempt organizations by the Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Code.

III. GENERAL POLICIES FOR CONCERTS OR PERFORMANCES UTILIZING UNIVERSITY FACILITIES:

A. **Recognized Student Organizations:** No Recognized Student Organization (RSO) may sponsor or promote a concert or other performance on the UCA campus for a contract amount exceeding \$15,000 without first obtaining the written approval of the Student Activities Board *and* the Director of Student Activities.

**B. Affiliated Groups:** Affiliated Groups may sponsor or promote a concert or other performance on campus, but only after receiving the written approval of the appropriate vice president with authority over such Affiliated Group. In addition, the Affiliated Group shall provide such other documentation and/or assurances as may be requested that the net proceeds of the event are for the sole purpose and to benefit the Affiliated Group.

**C. Prohibition on Outside Promoters/External Groups:** No private or outside concert promoter or other person, including but not limited to, an External Group, may produce, sponsor or otherwise bring to campus, any concert, event, artist or other persons or entities, or use any University facilities for such concerts or events.

**D. Prohibition on “Fronting” by RSOs and Affiliated Groups:** No RSO or Affiliated Group shall “front” for a private promoter or External Group in order to escape the prohibition on outside promoters/external groups set forth in this policy. For definition of the term “fronting” please consult Board Policy No. 400.

**E. Sanctions for Violation:** If an RSO or Affiliated Group is determined to have violated the provisions of this policy, appropriate sanctions may be levied by the Vice President and/or other University official with responsibility over such group. All procedural rules of the University shall apply in the investigation, hearings and appeals from any proposed sanctions for the violation of this policy.

**F. Non-Profit/Charitable Organizations:** Notwithstanding any other provision of this policy, concerts and/or performances shall be permitted by a Non-Profit/Charitable Organization, as well as other concerts/performances by entities or individuals where the sole and exclusive purpose is to further an educational, charitable, scientific or religious objective. In all such cases involving concerts/performances under this subsection E, the event shall first receive the written approval of the appropriate Vice President *and* the President’s Executive Staff.

#### IV. APPLICATION OF BOARD POLICY NO. 400:

In all cases under this policy, the provisions of Board Policy No. 400 (concerning use and rental of University facilities) shall apply, unless a provision of this policy is inconsistent therewith in which case the provisions of this policy shall apply.

**“Assistance Program for Students with Exceptional Circumstances” – Board Policy No. 524**

In the spring of 2009, the Board of Trustees adopted Board Policy No. 524, which created an Assistance Program for Students with Exceptional Circumstances (“APSEC”). The APSEC program started in the fall semester of 2009.

This program has been used to assist students who meet well-defined criteria and show an exceptional financial need or extraordinary academic excellence. There is a budget for the program and a committee reviews all applications and makes decisions.

In February, 2010, the Board of Trustees amended the APSEC policy to authorize a limited number of international students to receive assistance through this program.

After operating the APSEC program for three semesters, several recommendations have been made by the APSEC Committee and others on ways to improve the program. The following changes are proposed:

1. Delete the Dean of Undergraduate Studies from the APSEC committee since that position has been eliminated, and also change the “Vice President for Enrollment Services” to the “Vice President for Enrollment Management.”
2. Provide that the budget is \$100,000 (as is now the case), but delete the reference to academic year 2009-2010, and also provide that any increase in the budget will require a resolution from the Board of Trustees.
3. Changes the number of international students from 8 to 12.
4. Provides that the per student amount (currently not more than \$3,000 per semester) may be increased by the administration by the same percentage as tuition and fees increase from one year to the next.
5. Provides for mid-semester grants (new subsection (h)) to take into account that some students may have emergencies during an academic semester which would qualify them for the program. These mid-semester grants could only be made if the APSEC committee has available funds within the budgeted amount.

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

**“BE IT RESOLVED: That the Board of Trustees approves the following revisions to Board Policy No. 524, “Assistance Program for Students with Exceptional Circumstances” to read as follows:**

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy Number: 524

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Subject: Discretionary Scholarship Program for Students with Exceptional Circumstances

Date Adopted: 05/09 Revised: 02/10, 02/11

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**ASSISTANCE PROGRAM  
FOR STUDENTS  
WITH EXCEPTIONAL CIRCUMSTANCES**

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

The APSEC shall commence with the fall semester of 2009.

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

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

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

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

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

The committee shall consist of the following persons:

Vice President for Student Services (or designee)

Vice President for Enrollment Services **Management** (or designee)

~~Dean of Undergraduate Studies (or designee)~~

Dean of the Graduate School (or designee)

Director of Financial Aid (or designee)

Two (2) faculty members selected by the Faculty Senate

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

~~(a) *Budget.*~~ The budget for the APSEC shall be \$100,000. ~~for the academic year 2009-2010.~~ Any increase in the budget shall be approved by resolution of the Board of Trustees.

No more than one-half of such amount may be used for any semester. Any scholarship granted under this program shall be granted on a per semester basis and shall not exceed one academic year. No aid shall be granted by the committee for a summer session. These amounts shall not be exceeded, but may be adjusted, from time-to-time, by resolution of the Board of Trustees.

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

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

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

(d) *Certain International Students.* In addition, the administration may, from time-to-time, include in this program a limited number of international students to receive scholarships. The Board grants the authority to the President to designate not more than eight (8) twelve (12) international students each semester to receive funds under this program. To the extent that such scholarships are granted, those scholarships shall be in addition to the budgeted amounts set forth in this policy. Factors to be taken into account by the administration may include (a) increasing campus diversity, (b) ensuring or maintaining that multiple cultures are represented on campus, and/or (c) providing educational opportunities for students from developing countries or those countries in which famine, genocide or other factors have impeded the educational progress of citizens of that country, and that it is within the best interests of this university, state and nation that such educational opportunities be extended to those students.

(e) *Scholarships Required by Contractual Arrangements or Understandings.* In addition, the administration may, from time-to-time, include in this program scholarships required to be offered to a student or students pursuant to a grant, program or other contractual

arrangement to which the University is a party and the terms thereof which require a scholarship to be offered to one or more of said students. To the extent that such scholarships are granted, those scholarships shall be in addition to the budgeted amounts set forth in this policy.

(f) *Per Student Amount.* The aggregate amount of the scholarship shall not exceed \$3,000 per applicant for any semester. Provided, however, that commencing with the 2011 fall semester, this amount may be increased by the administration by the same percentage as the increase in tuition and fees (if any) approved by the Board of Trustees for the next academic year. No student receiving a scholarship under this program shall receive an amount which would result in the student receiving any cash back from any source.

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

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

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

(h) *Mid-Semester Emergency Grants.* Notwithstanding anything in this policy, if the committee has available funds for any semester, it may use such funds (not to exceed the budget amount) to make emergency grants under this program at anytime during the semester. The purpose of this provision is to allow students to petition the committee whose circumstances changed after the deadline and who then meet the criteria set forth in this policy.

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

## **Proposed Joint Building with Conway Regional Health System**

The University of Central Arkansas has a rich history of partnerships with the Conway Regional Health System (CRHS). The spirit of cooperation between UCA and CRHS has been outstanding and has grown over the past thirty years. Collaborative ventures in Nursing have been particularly beneficial. In January, Dr. Barbara G. Williams, Chairperson of Nursing, was appointed to the CRHS Board of Directors. A number of CRHS nurses teach part-time in the UCA Department of Nursing, while several UCA nursing faculty practice part-time at CRHS to maintain their clinical skills. The UCA nursing simulation lab is used on occasion by CRHS for employee skill testing, and UCA students and faculty utilize the CRHS simulation equipment. CRHS has donated patient room equipment to the Department of Nursing lab, saving UCA thousands of dollars. In-service workshops are routinely jointly sponsored by the UCA Department of Nursing and CRHS staff education.

Over the years, there have been numerous discussions of building a facility that would house the UCA Department of Nursing and the CRHS Staff Education Department. Based on the growing need for additional space by both entities, the topic was revisited this past year by Dr. Williams and CRHS senior leadership who suggested the exploration of sources of external funding. A meeting was held with representatives from the UCA Foundation and CRHS Foundation regarding the possibility of obtaining external funding. Shelley Mehl, Vice President for Advancement and President of the UCA Foundation, Kevin Braswell, Assistant Vice President for Advancement, as well as Lori Ross, Director of the CRHS Foundation, were very positive relative to the potential for external support.

It is envisioned that a collaborative healthcare education center, shared by UCA and CRHS, will meet the educational needs of CRHS staff and area health professionals, academic programs at UCA, specifically the Department of Nursing, and the citizens of Conway and the region. The center would house state-of-the-art healthcare simulation labs, classrooms, offices, and an auditorium for community health education programs. The partnership will be a model for the state and nation, and will be attractive to donors beyond those who regularly support UCA or CRHS.

The proposed site of the center is on UCA property at Western Avenue and College. This will allow UCA students and faculty/staff to have reasonable walking access to the UCA campus, and will be very accessible to CRHS staff and to community members participating in healthcare education and health promotion programs offered in the center.

It is recommended by the personnel of both foundations that a detailed schematic and visual 'walk-through' of the building and site be developed to present to potential donors so that it will capture the vision and spirit of the center. It is estimated that this schematic will cost approximately \$68,000 to \$70,000. Pending commitment of UCA property from the UCA Board of Trustees, the CRHS Board of Directors has agreed to fund this phase of the project.

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

**“BE IT RESOLVED: That the Board of Trustees hereby affirms the use of UCA property at Western Avenue and College for construction of a healthcare education center. This building will be designed for shared use by University of Central Arkansas and Conway Regional Health System (CRHS). The purpose of this facility will be to address the healthcare education needs of CRHS staff, academic programs at UCA, the citizens of Conway, and the region.”**

**Certification of Sufficient Appropriations and Fund Balances**

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

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

**“BE IT RESOLVED: That the Board of Trustees will continue to monitor the obligations of the University to insure that sufficient appropriations and fund balances are available, or will become available, including certain private borrowing as authorized by the Board of Trustees (and approved by officials of the State of Arkansas), to pay all future obligations of the institution when such obligations become due.”**

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

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

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

Therefore, I certify that as of December 31, 2010, I have verified that sufficient appropriations and funds are available, or will become available, including certain private borrowing as authorized by the Board of Trustees (and approved by officials of the State of Arkansas), to pay



the obligations of this institution of higher education and all other current obligations to be paid from the appropriations and the funds.

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

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Mr. Scott Roussel  
Chair, UCA Board of Trustees

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Date

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Allen C. Meadors, PhD, FACHE  
UCA President

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Date

### **“Fees - Food Service Contract for 2011-12” - Board Policy No. 633**

The administration proposes an increase in the food service rates to cover an increase in food supplies and operating costs. The University received from ARAMARK, Inc. a food service proposal for the 2011-12 contract year. In order to keep fee increases to a minimum, the proposed contract includes an increase of 3.8% for the 2011-12 academic year. In addition, ARAMARK has agreed to:

- Increase donations from \$63,000 to \$75,500 (\$25,000 now to athletics annually , an increase from \$12,500)
- Continue midnight breakfasts
- Bear Village C-Store hours will be 8:00am - 8:00pm.
- Continue student dining options available over Labor Day, fall break and the Thanksgiving holidays.
- Dining options available Monday – Friday when UCA faculty and staff are present.

In support of UCA's mission, and consistent with ARAMARK's continuous improvement philosophy, during the spring semester 2010, ARAMARK conducted its in-depth and proprietary dining master planning process, MarketMATCH. As part of the process, interviews were conducted with key administrators, students and student organization representatives to understand the current perceptions and preferences about dining services on campus. In addition to these interviews, DiningStyles satisfaction surveys were conducted, campus mapping and traffic patterns were analyzed, and financial analysis conducted to determine brand acceptability and performance. As a result of this process, including visits from dining services experts from across the county and alignment with UCA's master planning vision, ARAMARK is working towards the possible opening of an Einstein's Brothers Bagels in the fall of 2011, as well as another new brand, not yet identified, but one that will provide students a late night option with a value oriented price point.

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

The University will continue to contract with ARAMARK, Inc. for the operation of its university Food Service venues. ARAMARK, Inc. will pay the University 10% of sales in the Pizza Hut; 10% of sales in Chick-fil-A; 12% of sales in Java City; 14% of sales in all C-Stores; 7% of sales in Quizno's; and 7% of sales in Starbucks. The new sushi brand, Sushic, will pay the University 10% of sales in commission.

The administration proposes to continue its contract with ARAMARK, Inc. for the exclusive right to operate the concessions in Estes Stadium, Farris Center, and Farris Field. It is recommended that this contract be extended from June 1, 2011, through May 31, 2012, with payment to the University of 15% for football events and 12% for non-football events, which is the same as the 2010-11 rate. The rates for 2011-12 are shown in the following policy.

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

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

UNIVERSITY OF CENTRAL ARKANSAS

BOARD POLICY

Policy Number: 633

Subject: Fees – Food Service Contract

Date Adopted: 3/94 Revised: Passim (most recent 2/10 2/11)

The following rates under the food service contract with ARAMARK, Inc., are approved for the 2011-12 contract year.

TERM	MEAL PLAN	2010-11	2011-12	% INCREASE
		Rates Per Day	Rates Per Day	
Fall & Spring	<del>Unlimited Total Access</del>	\$7.07	\$7.34	3.8%
	15 Meal Plan	\$6.62	\$6.87	3.8%
	10 Meal Plan	\$6.37	\$6.61	3.8%
	<del>8 Meal Plan</del>	<del>\$5.22</del>	<del>\$5.38</del>	<del>3.0%</del>
	220 Block Plan	\$7.87	\$8.14	3.4%
	<del>135 Meals</del>	<del>\$5.46</del>	<del>\$5.62</del>	<del>3.0%</del>
	<del>Senior Plan</del>	<del>\$3.28</del>	<del>\$3.38</del>	<del>3.0%</del>
	140 Block Plan	-----	\$6.30	-----
	Senior Plan 75 Block	-----	\$4.24	-----

GROUP	MEAL	2010-11	2011-12	% Increase
		Rates per day	Rates per day	
Casual Meals	Breakfast*	\$6.53	\$6.73	3.0%
	Brunch*	\$8.09	\$8.33	3.0%
	Lunch*	\$8.79	\$9.05	3.0%
	Dinner*	\$9.37	\$9.65	3.0%

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

Special Groups &	Breakfast	\$4.50	\$4.66	3.5%
Summer Camps	Brunch	\$5.48	\$5.67	3.5%
	Lunch	\$5.48	\$5.67	3.5%
	Dinner	\$5.48	\$5.67	3.5%

UCA will receive the commission listed below on the sales.

ROYALTY CHART:

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

### **“Room and Board Rates for 2011-12” – Board Policy No. 632**

The current room and board charge is \$2,515.00 per semester for a double-occupancy room and the 15-meal plan. An increase will be needed for the standard board plans to cover the proposed increase in the ARAMARK contract. Both ARAMARK and the Department of Housing and Residence Life are working diligently to keep costs to a minimum.

An increase is also recommended for the housing room rates. Housing increases are primarily related to the continued need to maintain and upgrade housing facilities by making improvements/repairs. A detailed listing of recommended repairs to the residence halls and university-owned apartments exceeds \$18.5 million. The Department of Housing and Residence Life completed a review of housing rates from peer institutions within the state and our room and board rates are very competitive. Estimated revenue generated from the proposed increase for the housing room rates is \$305,000 per year.

The total proposed room and board rate for 2011-12 is \$2,590.00, or an overall increase of approximately 3.0%.

For the 2010-11 academic year, housing is expected to experience an annualized occupancy of approximately 90%. The number of housing applications submitted thus far for fall 2011 are comparable to this time last year and it is expected that housing will maintain a consistent demand for 2011-12.

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 hereby approves the following revisions to Board Policy No. 632, ‘Fees – Room and Board’.”**

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 632

Subject: Fees – Room and Board

Date Adopted: 3/94 Revised: Passim (most recent 2/10)

**ROOM RATE SCHEDULE**

<b>Fall &amp; Spring</b>	<b>2011-12</b>	<b>(Current)</b>
<i>Semester Rates</i>		
Double Occupancy Room Rate	\$1,470.00 per semester	(\$1,430.00)
Private Room Rate	\$2,195.00 per semester	(\$2,130.00)
RA Room	\$1,470.00 per semester	(\$1,430.00)
Greek Room Rate Per Member	\$ 25.00 per semester	(\$ 25.00)
 Apartment – Academic Year Double Room Rate		
Bear Village, Torreyson, Erbach, <del>West Martin 1-20</del>	\$1,775.00 per semester	(\$1,725.00)
All other complexes	\$1,675.00 per semester	(\$1,625.00)
 Apartment – Academic Year Private Room Rate		
Bear Village, Torreyson, Erbach, <del>West Martin 1-20</del>	\$2,525.00 per semester	(\$2,450.00)
All other complexes	\$2,420.00 per semester	(\$2,350.00)
 <b>Summer Terms 2010</b>		
Any Double Room Rate	\$ 385.00 per summer term	(\$ 375.00)
Any Private Room Rate	\$ 530.00 per summer term	(\$ 515.00)
 <b>Summer Conferences 2010</b>		
Youth Rate (Double)	\$ 11.75 per person/nig	(\$ 11.50)
Adult Rate (Double)	\$ 16.50 per person/night	(\$ 16.00)
Adult Rate (Single)	\$ 22.50 per person/night	(\$ 22.00)
UCA Student Groups	\$ 7.25 per person/night	(\$ 7.00)
UCA Sponsored Groups (Double)	\$ 9.75 per person/night	(\$ 9.50)
UCA Sponsored Groups (Single)	\$ 15.50 per person/night	(\$ 15.00)

## RENT FOR FAMILY HOUSING

Apartment	2011-12	(Current)
2003 Bruce #1	\$ 480.00	(\$ 465.00)
2003 Bruce #2, #5	\$ 460.00	(\$ 445.00)
2003 Bruce #3, #4	\$ 410.00	(\$ 395.00)
2005 Bruce	\$ 510.00	(\$ 495.00)
229 Elizabeth	\$ 510.00	(\$ 495.00)
<del>Donnell Ridge (3030A,B) (3040 A,B)</del>	<del>\$ 550.00</del>	<del>(\$ 550.00)</del>
<del>Donnell Ridge (3020 A,B) (3044 A,B)</del>	<del>\$ 515.00</del>	<del>(\$ 515.00)</del>
Caldwell Street Apartments		
1-Bedroom	\$ 450.00	(\$ 435.00)
2-Bedroom	\$ 530.00	(\$ 515.00)

## BOARD RATE SCHEDULE

Fall & Spring	2011-12	(Current)
Unlimited Total Access	\$ 1,120.00 per semester	(\$ 1,085.00)
Total Access with \$50 DCB - NEW	\$ 1,170.00 per semester	_____
Any 15-meals per week + \$ 30 80 DCB	\$ 1,160.00 per semester	(\$ 1,085.00)
Any 10-meals per week + \$ 50 100 DCB	\$ 1,160.00 per semester	(\$ 1,085.00)
<del>Any 8 meals per week + \$140DCB</del>	<del>\$ 1,085.00 per semester</del>	<del>(\$ 1,085.00)</del>
Senior Plan 65 75 Block +\$500 DCB*	\$ 1,170.00 per semester	(\$ 1,085.00)
220 Block Plan	\$ 1,210.00 per semester	(\$ 1,170.00)
220 Block Plan with \$50 DCB – NEW	\$ 1,260.00 per semester	_____
<del>135</del> 140 Block + \$160.00 DCB	\$ 1,260.00 per semester	(\$ 1,170.00)
\$900.00 DCB**	\$ 900.00 per semester	(\$ 900.00)
\$750.00 DCB - NEW	\$ 750.00 per semester	_____
\$600.00 DCB	\$ 600.00 per semester	(\$ 600.00)

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

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



## **Approval of Contracts and Capital Projects pursuant to Board Policies 407 and 416**

The University routinely enters into contracts to provide needed maintenance to the campus. Some of these will require approval of the Board of Trustees under Board Policy 416 and Board Policy 407. The planning and procurement processes of these projects are sometimes lengthy and unpredictable and don't necessarily conform to the normal timetable of set Board meetings.

The following projects are in the planning process and some will require Board approval under Board Policy 416, "Contract Review Procedures" and Board Policy 407, "Capital Projects". The University requests Board approval of these projects and further requests the ability to enter into such contracts as deemed necessary to complete these projects.

I. The following capital projects will be funded through Capital Project reserves:

- est. \$260,000                      sidewalks from Christian to Student Center
- est. \$300,000                      sidewalks between Arkansas Hall and Snow Fine Arts to include seating areas
- est. \$150,000                      Doyne Health Science roof replacement
- est. \$300,000                      McCastlain HVAC

II. The following capital projects will be funded through Bond Funds and Housing Repair and Replacement Funds:

- est. \$400,000                      State and Conway Hall Fire Sprinklers
- est. \$350,000                      Hughes and Carmichael Fire sprinklers
- est. \$300,000                      Resident Hall restroom renovations
- est. \$350,000                      Arkansas Hall, replace fan coil units on 2<sup>nd</sup> and 3<sup>rd</sup> floors

III. The following capital project will be funded through the UCA Foundation with private gifts and Foundation borrowing:

- est. \$1,500,000                      Pepsi Center addition for weight training facility and bathroom facilities

IV. The following capital project will be funded through Capital Reserves with a ten (10) year payback from the Athletic budget via cost savings and additional NCAA funding (if necessary).

- \$1,000,000                      Artificial turf for the football and softball fields

V. The following project will be partially funded with \$50,000 by SGA through their "Big Project" competition. Other funding will include an initial contribution of \$25,000 from Housing and the remainder from Capital Project reserves. Other funding is being pursued to defray the cost to the CPR.

- est. \$250,000                      Phase I Student Center Courtyard Project

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

**“BE IT RESOLVED: That the Board of Trustees authorizes the administration to enter into contracts listed above at the estimated costs indicated;**

**BE IT FURTHER RESOLVED: That the Board of Trustees authorizes the administration to proceed with development of plans for the capital projects listed above at the estimated costs indicated, to solicit bids for construction and to make contract awards in accordance with law.”**

### **Bear Hall – Fifth Floor (Skybox Suites) and Training Facility**

**Bear Hall – Fifth Floor (Skybox Suites):** The University is in the process of constructing Bear Hall, a new student residence hall. Bear Hall will have student housing on four floors. It will be constructed in an area immediately east of the visitor stands at Estes Stadium. Bear Hall will be ready for student occupancy in the fall semester 2012.

As part of the Bear Hall project, the administration has explored the possibility of having a fifth floor constructed. This fifth floor would have twelve (12) skybox suites with a view of First Security Field at Estes Stadium. There would be a separate entrance to the fifth floor so that persons using the skybox suites would not have access to any floors of the residence hall, nor would any students residing in Bear Hall have access to the fifth floor skybox suites. As planned, the suites will have an indoor area, and will also have seating for twelve persons outdoors. As contemplated by the athletic department, any person/entity leasing a skybox suite will receive twenty tickets to each event.

It is estimated that the construction costs (design, planning, construction and equipping) for the fifth floor will be approximately \$2,250,000.

Based upon discussions with the UCA Foundation, Inc., (“Foundation”), the University and the Foundation propose that this fifth floor be constructed and paid for with private funds. It is anticipated that several suites will be paid for initially by persons/entities paying \$200,000 for the right to use a suite for a period of ten (10) years beginning in August of 2012.

If approved by the Board of Directors of the Foundation, the Foundation will use private donations and/or borrowed amounts to fund the costs of construction of the fifth floor. Once the fifth floor is completed, the University would then lease the entire floor from the Foundation. The lease would provide a rental stream to the Foundation to re-pay it for the fifth floor and the training facility (described below). In addition, the Memorandum of Understanding between the University and the Foundation will provide that if the University receives any additional private funds for the skybox suites during the lease term, those funds would be paid to the Foundation to be used to retire the Foundation’s indebtedness.

The lease will finally provide that upon repayment of all sums by the University to the Foundation, that the fifth floor will be donated to the University.

**Weight Training Facility:** In addition to the fifth floor of Bear Hall, the University desires to have a weight training facility constructed adjacent (and attached) to the Pepsi Americas Indoor Practice Facility. This facility will be used for weight and athletic training by student-athletes participating in UCA sports programs.

The administration has discussed the matter with the UCA Foundation, Inc., and it is anticipated that, if approved by the Foundation's Board of Directors, the Foundation will borrow/raise funds to construct this facility. The estimated cost is \$1,500,000. Once constructed, it is proposed that this facility be donated to the University and become property of the Board of Trustees of the University. Based upon current estimates, if approved, it would be ready for use late in the fall of 2011.

The Foundation would be re-paid under the terms of the lease agreement for the skyboxes set forth below.

**Summary of Lease Agreement and Re-payment of Funds to the Foundation:** In order to pay the Foundation for the fifth floor and the weight training facility, the University and the Foundation propose to enter into a Memorandum of Understanding ("MOU"). The MOU contemplates that upon completion of the fifth floor of Bear Hall the University and the Foundation would enter into a lease pursuant to which the University would lease the entire fifth floor. The University would then sublease skybox suites to private businesses/individuals.

Under the terms of the MOU and the proposed lease, the University would then pay rent to the Foundation. This amount is anticipated to represent an income stream over a 15-year period to the Foundation necessary for the Foundation to recoup all amounts (principal and interest) borrowed by the Foundation to pay for the fifth floor and the weight training facility. The term of the lease would commence upon completion of the fifth floor and would end at the end of the calendar year in which all amounts of principal and interest have been repaid to the Foundation.

Solely for purposes of illustration, if no skyboxes are pre-paid, the payment to the Foundation as rent would be approximately \$375,000. This amount would be paid by the University to the Foundation from skybox rentals plus revenue received by the Athletic Department from the University's being a member of the Southland Conference in Division I NCAA athletics.

Upon repayment of all sums under the lease, the fifth floor skyboxes would then become the property of the University. Thereafter, the University would rent the suites and retain all revenues. However, the lease will provide that the Foundation has the right to use one skybox suite for a fifteen-year period, beginning in August of 2012. After the expiration of this period, the lease would provide that rent would then be agreed upon on a year-to-year basis with the Foundation.

During all periods, the University would be responsible for utilities, routine maintenance and cleaning, and all repairs to the fifth floor. The University would also have responsibility for the

roof, while all other major repairs to the fifth floor would be the responsibility of the Foundation. The Foundation will maintain insurance on the fifth floor, but will be re-paid by the University under the terms of the MOU.

A draft of the proposed MOU is attached.

The following resolution was unanimously adopted upon motion by Victor Green with a second by Bobby Reynolds. Rush Harding abstained from voting.

**“BE IT RESOLVED: That the Board of Trustees approves the transactions set forth above to include (a) the Memorandum of Understanding between the University of Central Arkansas and the University of Central Arkansas Foundation, Inc., (b) the lease of the fifth floor of Bear Hall, once constructed, on the general terms and conditions set forth in the MOU, (c) the leasing of the skybox suites to persons/entities on such terms as the administration shall determine is necessary and feasible to re-pay such sums as are required to the University of Central Arkansas Foundation, Inc., (d) upon completion of construction, the acceptance of the weight training facility as property owned by the Board of Trustees of the University of Central Arkansas as a gift from the University of Central Arkansas Foundation, Inc. and (e) the repayment of sums as rent to the University of Central Arkansas Foundation, Inc for the skybox suites on the fifth floor of Bear Hall and the weight training facility;**

**BE IT FURTHER RESOLVED, that the President of the University, or his designee, is authorized and directed to execute and deliver on behalf of the University, any and all contracts, leases, documents or other instruments needed or required to carry out the provisions hereof.”**

## MEMORANDUM OF UNDERSTANDING

UNIVERSITY OF CENTRAL ARKANSAS FOUNDATION, INC.

and

UNIVERSITY OF CENTRAL ARKANSAS

Bear Hall Fifth Floor – Skybox Suites

and

Weight Training Facility

This Memorandum of Understanding (“Agreement”) entered into on the date set forth below between the University of Central Arkansas Foundation, Inc., an Arkansas non-profit corporation (“**Foundation**”) and the University of Central Arkansas (“**University**”), an institution of higher education in the State of Arkansas.

### Explanatory Statement

The purpose of this MOU and the intent of the Foundation and University is to set forth the terms and conditions pursuant to which the Foundation will (a) advance funds to UCA to enable UCA to pay for the fifth floor of “Bear Hall” on the UCA campus and (b) contract to have constructed and pay for a weight training facility to be constructed adjacent to the Pepsi Americas Building.

The fifth floor of Bear Hall, once completed, will house twelve (12) skybox suites to view football games and other events in Estes Stadium on the University’s campus.

The weight training facility will be constructed to house athletic training equipment to be utilized by the University’s student-athletes and others.

### Recitals

WHEREAS, the University has issued bonds and to finance the construction of a new residence hall on the east side of Estes Stadium known as “Bear Hall”;

WHEREAS, Bear Hall will contain student housing on the first four floors, but there will be a fifth floor constructed as part of the project which shall consist of twelve stadium skybox suites with a view of First Security Field at Estes Stadium;

WHEREAS, the University also desires to have constructed a weight training facility adjacent to the Pepsi Americas Building to house weight training equipment and other facilities for the University's student-athletes;

WHEREAS, after discussing both projects, the parties have agreed that, as part of the Foundation's overall mission to support programs and activities of the University, that the Foundation will assist the University by paying for all of the costs of constructing and equipping the fifth floor of the Bear Hall and will also contract to have constructed and pay for the weight training facility, all subject to the agreements and understandings set forth in this Agreement;

WHEREAS, the total construction costs of the fifth floor of Bear Hall and the weight training facility are estimated to be \$3,750,000, and without the financial assistance and support of the Foundation, those improvements could not be made by the University;

WHEREAS, both parties agree that the fifth floor skybox suites and the weight training facility will be important additions to UCA's facilities, and the skybox suites will assist in fundraising efforts of the Foundation with alumni, friends and supporters of UCA, and moreover will add to the game day atmosphere for collegiate football games at UCA; and

WHEREAS, the Foundation and the University have agreed that for and in consideration of the Foundation's payment of all sums necessary to construct and equip the fifth floor of Bear Hall and the weight training facility, that the University will lease the fifth floor from the Foundation for the term set forth below and make certain payments to the Foundation.

### **Agreement of the Parties**

**NOW, THEREFORE**, for and in consideration of the amounts to be paid by the Foundation for the construction of (a) the fifth floor skybox suites on Bear Hall and (b) the weight training facility adjacent to the Pepsi Americas Building, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, Foundation and the University agree as follows:

1. The Foundation agrees to pay and transfer to the University, as and when billed, or to the general contractor constructing the Bear Hall or the weight training facility projects (if directed by the University's Vice President for Finance and Administration), all costs and expenses for:

(a) the design, planning, construction and equipping of the fifth floor of Bear Hall; and

(b) the design, planning and construction of the weight training facility adjacent to the Pepsi Americas Building.

The parties agree that the plans and specifications for both projects shall be approved by appropriate officials of both entities.

2. It is the intent of the parties in entering into this Agreement that all costs attributable to the fifth floor skybox suites and the weight training facility shall be paid for with funds (a) contributed to or raised by the Foundation, or (b) borrowed by, or otherwise made available to, the Foundation.

3. (a) For the fifth floor of Bear Hall, it is possible, although not anticipated at this time, that a separate contract may be executed by and between the Foundation and the general contractor. However, upon the execution of this Agreement, the Foundation authorizes the University (and its officials) to enter into a contract with the general contractor for the construction of the fifth floor, and the Foundation agrees to pay and assume all costs associated with such contract as the same relates to the fifth floor. Throughout the construction of the fifth floor, the University agrees to keep the President of the Foundation fully informed of all costs and expenses incurred, or budgeted, for the construction and equipping of the fifth floor of Bear Hall.

(b) For the weight training facility, the parties understand and agree that the Foundation will enter into a separate contract with the general contractor.

4. Foundation's agreement to pay for the additions and improvements to the University's campus as set forth herein is based upon the understanding and representation that the fifth floor of the Bear Hall project, when completed, will consist of twelve (12) skybox suites with an unobstructed view of First Security Field at Estes Stadium. The entrances and exits to the fifth floor shall be separate from those of the other floors of Bear Hall. In addition, each skybox shall have the following amenities: electricity and electrical outlets; air conditioning and heating; appropriate cable and internet connections; systems; a sink; tile floors; ice storage; a service counter and cabinets; and such other amenities as the Foundation and the University (through the Director of Athletics and the Vice President for Finance and Administration) shall determine is necessary and appropriate for stadium skybox suites.

5. (a) For the fifth floor of Bear Hall, Foundation's funds will be paid, as and when requested by the University's Vice President for Finance and Administration (or designee), but only after the same is approved by the President of the Foundation. Prior to the advancement of funds, the request shall be accompanied by such invoices or other appropriate documentation as the President of the Foundation may reasonably request.

(b) For the weight training facility, the Foundation agrees to pay such sums directly to the general contractor or in such other manner as the parties may subsequently agree upon.

6. (a) Upon completion of the fifth floor skybox suites and the weight training facility, the parties agree that for the lease term set forth below, the fifth floor of Bear Hall shall be deemed to be owned by the Foundation. Upon the expiration of the Initial Term (as defined below), the parties agree that the fifth floor skybox suites shall then become the property of the University.

(b) The parties further agree, however, that upon completion, the weight training facility shall be donated by the Foundation to the University, and thereafter be the property of the

University, subject to the University's making the lease payments set forth herein to the Foundation. From and after the date of the completion of the weight training facility and the donation of it to the University, the University shall insure and maintain it in all respects.

7. The parties agree that upon completion of the fifth floor of Bear Hall, the University shall lease the same (as the lessee) from the Foundation (as the lessor). The lease agreement shall require the approval of Arkansas Building Authority and the boards of the respective parties to this Agreement, and shall be in such form as the foregoing agency shall require. However, the parties, by entering into this Agreement understand and agree that the lease shall contain the following terms and conditions:

(a) The annual rent shall be the sum of \$\_\_\_\_\_ per year. The first such rental payment shall be due and payable on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_. Upon agreement of the parties, the annual rent may be paid in one or more installments. The Foundation understands and agrees that the rent to be paid to the Foundation is to be made from (i) rents received by the University for leasing of skybox suites and (ii) funds received by the University's Department of Athletics from the Southland Conference. The University agrees at all times that the aggregate amounts in (i) and (ii) shall be sufficient to pay the annual rent. The parties further agree that if any additional private contributions are received during the Initial Term of the lease for the skyboxes, that such additional private contributions shall be used by the Foundation to reduce the outstanding indebtedness owed on both the fifth floor and weight training facility projects. If, at anytime, there is an adjustment in the annual debt service of the Foundation on the projects as a result of additional private funds being raised, the parties agree to negotiate in good faith to reduce the annual rent contemplated by this section.

(b) University shall have the right to lease and let any and all skybox suites. Any and all lease agreements for the use of any skybox suite shall require the approval of the University's Director of Athletics and the President of the Foundation.

(c) The lease term shall commence on the date of completion of Bear Hall and the fifth floor (estimated to be August 1, 2012), and shall continue for a period until the end of the calendar year in which the Foundation has re-paid any and all principal and interest on all sums borrowed by the Foundation to pay all costs for the fifth floor and the weight training facility under this MOU. This period shall be referred to as the "Initial Term." The reason for the length of the Initial Term is to allow the Foundation sufficient time to collect the rent under this Agreement to re-pay any borrowed amounts used for the construction and equipping of the fifth floor of the Bear Hall project.

(d) During the Initial Term (and any renewal term of the lease) it shall be the obligation of the Foundation to properly insure the entire fifth floor against fire and extended coverage. In addition, during the Initial Term (and any renewal term) Foundation shall keep and maintain in good repair and tenantable condition, except in cases arising from acts of the University's agents or employees, the elevators, heating, air conditioning, plumbing and exterior walls.. Provided, however, that the University agrees to keep and maintain the roof and the interior walls, and agrees to perform routine maintenance of the elevators, heating and air conditioning, plumbing and electrical, the common areas and the sidewalks and entrance lobby.



(e) In addition, University agrees to keep and maintain a policy of public liability insurance (in an amount not less than \$1 million per occurrence) covering the fifth floor and all common areas inside the building for access to the fifth floor, and name the Foundation as an additional insured.

(f) The parties agree that all general maintenance and routine cleaning costs of the fifth floor, all entrances, elevators and other common areas will be paid by the UCA Athletics Department. All utilities (gas, electric, telephone, cable television and internet) will be paid for by the UCA Athletics Department.

(g) The parties agree that notwithstanding any other provision of this Agreement, that the Foundation shall have the right to use and occupy one (1) skybox suite for a period of fifteen (15) years commencing on July 1, 2012 for the lump sum payment of \$200,000. Upon the expiration of that term, the Foundation shall be entitled to the use and occupancy of one skybox suite on a year-to-year basis at a rent to be agreed upon by the parties prior to the start of each fiscal year. The consideration for this agreement is the Foundation's past, continuing and future support of the programs of the University, and in addition, Foundation's financial support of the University's athletic programs.

(h) Upon the expiration of the Initial Term, all remaining skybox suites shall be under the control and operation of the University's Department of Athletics and it shall have the rental income from all such suites.

8. This Agreement shall be governed and construed in accordance with the laws of the State of Arkansas.

9. This Agreement shall be not a binding and enforceable obligation of either party until approved by an appropriate resolution adopted by the Board of Trustees of the University of Central Arkansas and the Board of Directors of the University of Central Arkansas Foundation, Inc., and if required, the written approval of the Arkansas Building Authority.

EXECUTED at Conway, Arkansas, effective the \_\_\_\_ day of \_\_\_\_\_, 2011.

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Allen C. Meadors, Ph.D., FACHE  
President  
University of Central Arkansas

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Shelley Mehl  
President  
University of Central Arkansas  
Foundation, Inc.

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Dr. Brad Teague  
Director of Athletics

## **2011 Distinguished Alumnus Awards**

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. Melvin “Ralph” Carruth, Jr. and the late Dr. Jefferson D. Farris, Jr. and be awarded the UCA Distinguished Alumnus award for 2011.

The awards will be presented to Mr. Carruth and members of the Farris family on May 14, 2011 at the inaugural Night of Distinction gala on campus.

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

**“BE IT RESOLVED: That the Board of Trustees hereby recognizes the contributions and achievements of Mr. “Ralph” Carruth Jr. and the late Dr. Jefferson D. Jarris, Jr. and confers on them the honor of distinguished alumnus. The Board directs the administration to prepare appropriate formal resolutions and memorials to recognize their accomplishments.”**

## **NOTICIFACTIONS/DELETIONS**

### **Notification: Name Change, Academic Outreach and Extended Programs**

The President and Provost have accepted a recommendation by the Division of Academic Outreach and Extended Programs that its name be changed to Division of Outreach and Community Engagement. The new name will more fully reflect the current role and scope of the division and its contributions to meeting the university’s strategic goals.

Supporting materials (following pages): ADHE name change form (LON-1)

**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**

February 1, 2011, or upon notification

**5-6. NA**

**7. Current title of organizational unit**

Division of Academic Outreach and Extended Programs (department code: 2610)

**8-9. N/A**

**10. Proposed name of organizational unit**

Division of Outreach and Community Engagement

**11-12. N/A**

**13. Reason for proposed action**

The new name more accurately reflects the current role and scope of this division and its contributions to meeting the strategic goals of the university.

President/Chancellor Approval Date: 1/18/2011

Board of Trustees Notification Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_

SIGNATURE

DATE

**Notification: Name Change for the Arkansas Center for Mathematics and Science Education**

The President and Provost have approved a proposal by UCA's Arkansas Center for Mathematics Education (known on campus as the Arkansas Center for Mathematics and Science Education) to change its name to the UCA Institute for STEM Professional Development and Educational Research ("UCA STEM Institute" for short). As noted in the proposal, the new name better reflects the mission of this well-established UCA organization and will increase its effectiveness, both by making the mission more visible to its potential clients and by attracting significant external funding.

Supporting materials (following pages): ADHE name change form (LON-1).

**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**

January 1, 2011 or upon notification

**5–6: N/A**

**7. Current title of organizational unit**

Arkansas Center for Mathematics Education (department code: 0115; known for some years as “Arkansas Center for Mathematics and Science Education” or “ACMSE”)

**8–9: N/A**

**10. Proposed name of organizational unit**

UCA Institute for STEM Professional Development and Education Research (short name: UCA STEM Institute)

**11–12: N/A**

**13. Reason for proposed action:**

According to the Arkansas STEM Coalition, during the next decade, the demand for scientists and engineers in the United States is expected to increase at least four times the rate for all other occupations. But today’s high school students in general are not performing well in mathematics and sciences, and even fewer of them are pursuing degrees in technical fields. As part of the state’s effort to address this issue, the Institute is:

1. Playing a vital role in building a program to support the UCA’s mission on teacher education. This will be done through a strong professional development program and by supporting and incorporating mathematics and science educational research conducted by UCA faculty.
2. Working closely with the new UCA STEM Residential College on various outreach and service learning activities to motivate teachers and students to take interest in STEM

programs. The Institute has been expanding its offerings to include technology training to pre-service teachers, in-service teachers, and K-12 students.

3. Becoming an active member in the Arkansas STEM coalition.

The addition of "STEM" in the title not only shows our commitment to the STEM programs in the state but also increases the visibility and utilization of the institute because the educational units in the state and across the nation are more familiar with acronym "STEM" and can better relate to its activities. It is expected for the next 5-10 years there will be a steep increase in funding availability for STEM programs. Thus, by changing the name of the center to better reflect its mission, we are improving our chances of acquiring large grants. Finally, several Mathematics and Sciences Centers in the state have already included "STEM" in their name.

President/Chancellor Approval Date: 01/03/2011

Board of Trustees Notification Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_

SIGNATURE

DATE

**Notification: New Education License Option, Adult Education Administration**

The President and Provost have approved a proposal by the Department of Leadership Studies in the College of Education to add a licensure option in Adult Education Administration as a track in the MS program in School Leadership, Management, and Administration. The new track responds to a request from the Arkansas Department of Education. All curriculum for the licensure option already exists except for the internship and portfolio coursework, and no additional faculty resources are required for implementation of the new option.

Supporting materials (following pages): Curriculum Form 2-A, Curriculum Outline, ADE Letter

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

GENERAL EDUCATION COUNCIL       UNDERGRADUATE COUNCIL       GRADUATE COUNCIL

Department/program area Leadership Studies/School Leadership, Management and Admin      Date October 6, 2010

**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): Add adult education to the curriculum/program administrator licensure options

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

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

<p><b>Change recommended by</b></p> <p><u>[Signature]</u> <u>10-19-10</u>                  Department Curriculum Committee      Date</p> <p><u>[Signature]</u> <u>10/21/10</u>                  Department Chair      Date</p> <p><u>[Signature]</u> <u>11-3-2010</u>                  College Curriculum &amp; Assessment Committee      Date</p> <p><u>[Signature]</u> <u>11/18/10</u>                  College Dean      Date</p>	<p><u>[Signature]</u> <u>11/22/10</u>                  Professional Education Council      Date</p> <p>_____                  General Education Council      Date</p> <p>_____                  Undergraduate Council      Date</p> <p><u>[Signature]</u> <u>1-20-11</u>                  Graduate Council      Date</p> <p><u>[Signature]</u> <u>2-2-11</u>                  Council of Deans      Date</p>
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<p><b>Change approved by</b></p> <p><u>[Signature]</u> <u>2/3/2011</u>                  Provost      Date</p>	<p><b>Change recorded by</b></p> <p>_____                  Undergraduate/Graduate Studies, Registrar      Date</p>
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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.



Curriculum Outline:

Core Courses (20 Semester Hours)

SLMA 6310 Foundations of School Leadership  
SLMA 6312 School-based Organizational Leadership  
SLMA 6320 School Law  
SLMA 6430 Curriculum and Program Leadership for Schools  
SLMA 6460 Collaborative School Leadership  
LIBM 6398 or ASTL 6380 Research Methods

Specialization Courses (Leadership Studies) (Six Semester Hours)

SLMA 6166, 6266, 6366 Internship for a total of five hours  
SLMA 6176 Portfolio

Specialization Courses in Adult Education (ASTL) (12 Semester Hours)

ASTL 5395 Introduction to Adult Education  
ASTL 5396 Methods and Techniques of Adult Education  
Six Hours of Electives chosen with the consent of the Department Chair and Advisor



# ARKANSAS DEPARTMENT OF EDUCATION

Dr. Tom W. Kimbrell  
Commissioner

August 24, 2010

**State Board  
Of Education**

Dr. Naccaman Williams  
Springdale  
Chair

Jim Cooper  
Melbourne  
Vice Chair

Sherry Burrow  
Jonesboro

Brenda Gullett  
Fayetteville

Sam Ledbetter  
Little Rock

Alice Mahony  
El Dorado

Dr. Ben Mays  
Clinton

Toyce Newton  
Crossett

Dr. Terry James, Chair  
Department of Leadership Studies  
College of Education  
University of Central Arkansas  
230 Mashburn  
201 Donaghey Avenue  
Conway, AR 72035

Dear Dr. James,

I am writing to invite you to consider adding the category of Adult Education to your Curriculum/Program Administrator (C/PA) licensure program. We are aware that some individuals currently employed as Adult Education Directors/Supervisors in Arkansas school districts might be retiring in the near future, thus leaving positions that will need to be filled. Most of these individuals were placed in their present positions prior to ADE requirements for specific licensure for these positions, as is currently required. Although there are several state-approved programs of study that exist for preparing candidates for curriculum/program administrator licenses, only one institution is approved to offer a program of study for the C/PA in Adult Education at this time.

UCA already has state-approved graduate programs of study for post-secondary licensure in Adult Education and for the additional C/PA license. Individuals who have completed the Adult Education program at UCA or a similar state-approved program at another institution would only have to complete your 15-semester hour C/PA core curriculum, and they would not be required to take additional coursework in the content area. The approval process for the C/PA program revision to include the Adult Education category would be a simple process in that you would only have to send a request to the ADE and submit the appropriate Letter of Notification (LON) to the Arkansas Department of Higher Education (ADHE). The ADE would base its approval on the information provided in the LON.

Please discuss this invitation with your colleagues, and contact me if you need any clarification or additional information.

Cordially,

A handwritten signature in black ink that reads "J. Mike Lucas".

J. Mike Lucas, Ph.D.  
Program Advisor, Educator Preparation  
Office of Teacher Quality

Four Capitol Mall  
Little Rock, AR  
72201-1019  
ArkansasEd.org

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**Notification: Name Change, Department of Speech and Public Relations**

The President and the Provost have accepted a proposal by the Department of Speech and Public Relations in the College of Fine Arts and Communication that it change its name to the Department of Communication. The change in name identifies what unifies the programs in the department, and it brings the name of the department into alignment with current nomenclature in academic departments and professional organizations associated with the disciplines represented by the faculty and programs in the department.

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

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

GENERAL EDUCATION COUNCIL       UNDERGRADUATE COUNCIL       GRADUATE COUNCIL

Department/program area Speech and Public Relations Date 18 October 2010


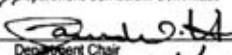
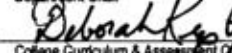
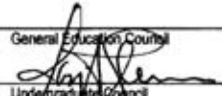
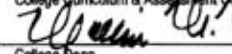
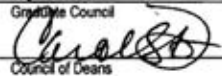
University of Central Arkansas  
Office of the Registrar

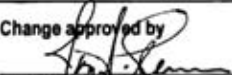
Check area of change and supply requested information. Attach required documentation.

- Change in semester credit hour requirements for a major or minor  
 Current requirement \_\_\_\_\_ Proposed requirement \_\_\_\_\_ Received: 12/1/10
- Change course from an elective to a requirement in a major or minor  
 Subject prefix \_\_\_\_\_ Course number \_\_\_\_\_ By: JA
- 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): Change unit name to "Department of Communication"

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

Proposed effective date of change (term and year): 1 July 2011

<b>Change recommended by</b>			
	<u>10-18-2010</u>		
Department Curriculum Committee	Date	Professional Education Council	Date
	<u>10.18.2010</u>		
Department Chair	Date	General Education Council	Date
	<u>11-9-2010</u>		<u>1/25/2011</u>
College Curriculum & Assessment Committee	Date	Undergraduate Council	Date
	<u>11/20/10</u>		
College Dean	Date	Graduate Council	Date
			<u>2-2-11</u>
		Council of Deans	Date

<b>Change approved by</b>		<b>Change recorded by</b>	
	<u>2/3/2011</u>		
Provost	Date	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**

July 1, 2011

**5–6. N/A**

**7. Current title of organizational unit**

Department of Speech and Public Relations (department code: 2320)

**8–9. N/A**

**10. Proposed name of organizational unit**

Department of Communication

**11–12. N/A**

**13. Reason for proposed action**

The current name of the department is anachronistic. It does not represent the teaching, research, or engagement activities of the unit or the discipline to which our faculty members belong. The discipline of Communication has moved considerably beyond a focus on “speech,” and members of the department represent a variety of communication sub-disciplines with little relationship to last century’s speech departments. Additionally, the current bifurcated name serves to drive a wedge between communication faculty and those who specialize in public relations, obscuring the reality that both groups of scholars are centrally concerned with communication. Moreover, the term “speech” results in considerable confusion among various constituencies and publics, some of whom contact the department in the belief that we teach “speech pathology.” Similarly, the name encourages the misconception that the department either teaches people “how to talk better” or teaches public relations professionals how to “hoodwink the public.” These misconceptions inhibit departmental cohesiveness, distract from teaching and research in the communication disciplines, and contribute negatively to faculty morale. It should be noted that the vast majority of institutions of higher education (and certainly the ones we would like to emulate as

cohorts) long ago changed the names of their speech departments to departments of “communication” or “communication studies” to keep abreast of the theoretical and pedagogical evolution of the field; and the discipline’s largest professional organization changed its name from the Speech Communication Association in 1996.

President/Chancellor Approval Date: \_\_\_\_\_

Board of Trustees Notification Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_

SIGNATURE

DATE

**Notification: New Graduate Certificates, Instructional Technology**

The President and the Provost have approved a proposal by the Department of Leadership Studies in the College of Education to create a Graduate Certificate (GC) corresponding to each of the tracks in the MS program in Instructional Technology:

GC, Distance Education  
GC, Media Design and Development  
GC, Technical Support

The certificates will appeal, in particular, to professionals in P/K–12 school classrooms and libraries, to those who may currently or will in the future have responsibility for providing technology leadership in a school district/company, and to those who may or may not be interested in pursuing the full master's degree. The program extends the professional's understanding of and expertise in the uses of technology in instruction.

Supporting materials (following pages): Curriculum Form 3, ADHE Forms LON-10

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

Department Leadership Studies Date 10/11/10

The program is:  UNDERGRADUATE  
 GRADUATE

Bulletin title of program (brief):

**Instructional Technology Distance Education Graduate Certificate (ITDE)**  
**Instructional Technology Media Design and Development Graduate Certificate (ITMD)**  
**Instructional Technology Technical Support Graduate Certificate (ITTS)**

Brief description of program:

*graduate certificate  
 Aug. 2011*

The Instructional Technology Graduate Certificate Programs (Distance Education, Media Design and Development, and Technical Support) at the University of Central Arkansas are a ~~post-baccalaureate and post-master certificate~~ designed for professionals seeking advanced study in the relationship between teaching, learning and technology. The certificates' aim are to attract professionals in the P/K-12 school classrooms and libraries; corporate/ military training environments; individuals currently or will be given the responsibility of providing technology leadership in their school district/ company; and, lastly, individuals that may or may not be interested in pursuing a full master degree. The focal points of the programs are to extend the professional's understanding of and expertise in the uses of technology in instruction. See attachment for additional information.

Proposed effective date for new program (term and year): August 2011

Program recommended by			
<i>Shelly Albright</i> Department Curriculum Committee	<u>10-19-10</u> Date	<i>Deanda</i> Professional Education Council	<u>11/22/10</u> Date
<i>Jerry James</i> Department Chair	<u>10-21-10</u> Date		General Education Council Date
<i>Nancy P. Hallavan</i> College Curriculum & Assessment Committee	<u>11/3/2010</u> Date		Undergraduate Council Date
<i>Deanda</i> College Dean	<u>11/18/10</u> Date	<i>James McNeice</i> Graduate Council	<u>1-20-11</u> Date
	Academic Planning & Assessment Committee Date	<i>Carole</i> Council of Deans	<u>2-2-11</u> Date

Program approved by <i>[Signature]</i> Provost	<u>2/3/2011</u> Date	Program recorded by Registrar	Date
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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.



**LETTER OF NOTIFICATION – 10**  
**GRADUATE CERTIFICATE PROGRAM**

(12–18 Semester Credit Hours)

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn, Associate Provost

**3. Phone number/e-mail address**

(501) 450-3126

jona@uca.edu

**4. Proposed effective date**

August 2011

**5. Name of proposed Graduate Certificate Program**

Graduate Certificate (GC), Instructional Technology – Distance Education

**6. Proposed CIP Code**

13.0501 (This certificate program is embedded in/cognate with the existing MS program in Instructional Technology; the curriculum is identical to an approved track in the master's program.)

**7. Reason for proposed program implementation**

It has been brought to the attention of current faculty that University of Central Arkansas students and alumni, public/private K–12 educators and administrators, in addition to other professionals in governmental and military agencies, as well as those in the corporate world in the Central Arkansas area, have been solicited by other regional universities offering advanced learning opportunities in the field of instructional technology (distance education) in the form of a graduate certificate. After consultation among faculty members, administrators, and alumni, it was agreed that, in order to keep pace with other institutions of higher education in the region, UCA must develop and offer professional certificates in instructional technology. In accord with the mission and purposes of UCA, development of the graduate certificate in Instructional Technology – Distance Education will ensure that the university remains current and responsive to the diverse needs of individuals in the local area, state, and region by offering quality professional development opportunities.

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

N/A

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

Distance Delivery – all course work and the MS program of which it is a part have been approved for distance delivery.

**10. Provide the following:**

The GC in Instructional Technology – Distance Education requires 15 semester credit hours of graduate course work and may be completed in one year. Completion of the certificate requires that the student must have a minimum GPA of 3.0 with no grade below a C in the courses required for the certificate. The courses must be completed within four years. After successful completion of the last course, the student must submit a Certificate Completion Form to the certificate program coordinators for final approval.

**a. Curriculum outline – list of required courses**

**Core Curriculum (3 Hours)**

ITEC 6375 Global Information Resources

\*\*\* Courses may be substituted with consent of program coordinators

**Distance Education (12 Hours)**

Choose four of the following:

ITEC 6305 Foundations of Distance Education

ITEC 6315 Distance Education Course Design, Delivery, Implementation, and Evaluation

ITEC 6325 Distance Education Technology

ITEC 6370 Leadership in Distance Education

ITEC 6330 Web-based Teaching and Learning

**b. New course descriptions**

N/A

**c. Program goals and objectives**

Students successfully completing the Instructional Technology – Distance Education graduate certificate will:

1. Exhibit an understanding of the ethical, legal, and social issues involved in the integration of technology into the teaching and learning cycle.
2. Exhibit the ability to apply instructional design and curriculum development principles in the production of effective learning environment that get the most out of the performance of students in stand alone, or online learning environments.
3. Exhibit the ability to apply technology in a variety of ways to effectively assess and evaluate student performance.
4. Exhibit the ability to conduct computer network maintenance and diagnose technical problems.
5. Exhibit the ability to apply principles of effective management to the planning and operation of technology resources, facilities, and personnel.
6. Exhibit a disposition for life-long learning and continual professional growth in the use of technology in the teaching and learning process.
7. Exhibit the ability to effectively practice communication, leadership, and interpersonal relationship skills through the collaboration of others within the professional community.

**d. Expected student learning outcomes**

Students completing the certificate will have been exposed to an array of learning theories supporting the use of technology in the environment of learning, will be able to use and manage the technological tools, will be able to apply those technological tools to a variety of learning environments, and will be able to effectively integrate technology into the teaching and learning process.

**11. Identify off-campus location, if applicable.**

N/A

President/Chancellor Approval Date: \_\_\_\_\_

Board of Trustees Notification Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_

SIGNATURE

DATE

**LETTER OF NOTIFICATION – 10**  
**GRADUATE CERTIFICATE PROGRAM**

(12–18 Semester Credit Hours)

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn, Associate Provost

**3. Phone number/e-mail address**

(501) 450-3126

jona@uca.edu

**4. Proposed effective date**

August 2011

**5. Name of proposed Graduate Certificate Program**

Graduate Certificate (GC), Instructional Technology – Media Design and Development

**6. Proposed CIP Code**

13.0501 (This certificate program is embedded in/cognate with the existing MS program in Instructional Technology; the curriculum is identical to an approved track in the master's program.)

**7. Reason for proposed program implementation**

It has been brought to the attention of current faculty that University of Central Arkansas students and alumni, public/private K–12 educators and administrators, in addition to other professionals in governmental and military agencies, as well as those in the corporate world in the Central Arkansas area, have been solicited by other regional universities offering advanced learning opportunities in the field of instructional technology (media design and development) in the form of a graduate certificate. After consultation among faculty members, administrators, and alumni, it was agreed that, in order to keep pace with other institutions of higher education in the region, UCA must develop and offer professional certificates in instructional technology. In accord with the mission and purposes of UCA, development of the graduate certificate in Instructional Technology – Media Design and Development will ensure that the university remains current and responsive to the diverse needs of individuals in the local area, state, and region by offering quality professional development opportunities.

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

N/A

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

Distance Delivery – all course work and the MS program of which it is a part have been approved for distance delivery.

**10. Provide the following:**

The GC in Instructional Technology – Media Design and Development requires 15 semester credit hours of graduate course work and may be completed in one year. Completion of the certificate requires that the student must have a minimum GPA of 3.0 with no grade below a C in the courses required for the certificate. The courses must be completed within four years. After successful completion of the last course, the student must submit a Certificate Completion Form to the certificate program coordinators for final approval.

**a. Curriculum outline – list of required courses**

**Core Curriculum (3 Hours)**

ITEC 6335 Computer Application Software

\*\*\* Courses may be substituted with consent of program coordinators

**Media Design and Development (12 Hours)**

Choose four of the following:

ITEC/LIBM 6340 Design and Production of Media I

ITEC/LIBM 6341 Design and Production of Media II

ITEC 6353 Multimedia

ITEC 6337 Computer Graphics and Animation

ITEC 5345 Fundamentals of Web Design

**b. New course descriptions**

N/A

**c. Program goals and objectives**

Students successfully completing the Instructional Technology – Media Design and Development graduate certificate will:

1. Exhibit an understanding of the ethical, legal, and social issues involved in the integration of technology into the teaching and learning cycle.
2. Exhibit the ability to apply instructional design and curriculum development principles in the production of effective learning environment that get the most out of the performance of students in stand alone, or online learning environments.
3. Exhibit the ability to apply technology in a variety of ways to effectively assess and evaluate student performance.
4. Exhibit the ability to conduct computer network maintenance and diagnose technical problems.
5. Exhibit the ability to apply principles of effective management to the planning and operation of technology resources, facilities, and personnel.
6. Exhibit a disposition for life-long learning and continual professional growth in the use of technology in the teaching and learning process.
7. Exhibit the ability to effectively practice communication, leadership, and interpersonal relationship skills through the collaboration of others within the professional community.

**d. Expected student learning outcomes**

Students completing the certificate will have been exposed to an array of learning theories supporting the use of technology in the environment of learning, will be able to use and manage the technological tools, will be able to apply those technological tools to a variety of learning environments, and will be able to effectively integrate technology into the teaching and learning process.

**11. Identify off-campus location, if applicable.**

N/A

President/Chancellor Approval Date: \_\_\_\_\_

Board of Trustees Notification Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_

SIGNATURE

DATE

**LETTER OF NOTIFICATION – 10**  
**GRADUATE CERTIFICATE PROGRAM**

(12–18 Semester Credit Hours)

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn, Associate Provost

**3. Phone number/e-mail address**

(501) 450-3126

jona@uca.edu

**4. Proposed effective date**

August 2011

**5. Name of proposed Graduate Certificate Program**

Graduate Certificate (GC), Instructional Technology – Technical Support

**6. Proposed CIP Code**

13.0501 (This certificate program is embedded in/cognate with the existing MS program in Instructional Technology; the curriculum is identical to an approved track in the master's program.)

**7. Reason for proposed program implementation**

It has been brought to the attention of current faculty that University of Central Arkansas students and alumni, public/private K–12 educators and administrators, in addition to other professionals in governmental and military agencies, as well as those in the corporate world in the Central Arkansas area, have been solicited by other regional universities offering advanced learning opportunities in the field of instructional technology (technical support) in the form of a graduate certificate. After consultation among faculty members, administrators, and alumni, it was agreed that, in order to keep pace with other institutions of higher education in the region, UCA must develop and offer professional certificates in instructional technology. In accord with the mission and purposes of UCA, development of the graduate certificate in Instructional Technology – Technical Support will ensure that the university remains current and responsive to the diverse needs of individuals in the local area, state, and region by offering quality professional development opportunities.

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

N/A

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

Distance Delivery – all course work and the MS program of which it is a part have been approved for distance delivery.

**10. Provide the following:**

The GC in Instructional Technology – Technical Support requires 15 semester credit hours of graduate course work and may be completed in one year. Completion of the certificate requires that the student must have a minimum GPA of 3.0 with no grade below a C in the courses required for the certificate. The courses must be completed within four years. After successful completion of the last course, the student must submit a Certificate Completion Form to the certificate program coordinators for final approval.

**a. Curriculum outline – list of required courses**

**Core Curriculum (3 Hours)**

ITEC 6375 Global Information Resources

\*\*\* Courses may be substituted with consent of program coordinators

**Technical Support in Instructional Technologies (12 Hours)**

Choose four of the following:

ITEC 6357 Diagnostic Techniques for Computer Maintenance and Repair

ITEC 6318 Microcomputer Networking

ITEC 6365 Networking Technologies

ITEC 6310 Special Projects

ITEC/LIBM 6355 Instructional Software Design and Programming

**b. New course descriptions**

N/A

**c. Program goals and objectives**

Students successfully completing the Instructional Technology – Technical Support Graduate Certificate (ITTS) will:

1. Exhibit an understanding of the ethical, legal, and social issues involved in the integration of technology into the teaching and learning cycle.
2. Exhibit the ability to apply instructional design and curriculum development principles in the production of effective learning environment that get the most out of the performance of students in stand alone, or online learning environments.
3. Exhibit the ability to apply technology in a variety of ways to effectively assess and evaluate student performance.
4. Exhibit the ability to conduct computer network maintenance and diagnose technical problems.
5. Exhibit the ability to apply principles of effective management to the planning and operation of technology resources, facilities, and personnel.
6. Exhibit a disposition for life-long learning and continual professional growth in the use of technology in the teaching and learning process.
7. Exhibit the ability to effectively practice communication, leadership, and interpersonal relationship skills through the collaboration of others within the professional community.

**d. Expected student learning outcomes**

Students completing the certificate will have been exposed to an array of learning theories supporting the use of technology in the environment of learning, will be able to use and manage the technological tools, will be able to apply those technological tools to a variety of learning environments, and will be able to effectively integrate technology into the teaching and learning process.



**11. Identify off-campus location, if applicable.**

N/A

President/Chancellor Approval Date: \_\_\_\_\_

Board of Trustees Notification Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_

SIGNATURE

DATE

**Notification: Converting Existing Degree Programs for Electronic Delivery**

The President and the Provost have approved proposals by the Department of Leadership Studies in the College of Education to convert for distance education delivery three graduate programs already offered in the College:

MS, School Counseling  
MS, School Leadership, Management, and Administration  
EdS, Educational Leadership

These conversions allow our existing programs to serve a significantly wider population of professional educators than can be served by the campus-based program alone.

Supporting materials (following pages): Curriculum Form 2-A for each proposal, ADE Cover Sheet for each proposal

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

GENERAL EDUCATION COUNCIL       UNDERGRADUATE COUNCIL       GRADUATE COUNCIL

Department/program area Leadership Studies/School Counseling Date 9-15-10

**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): Conversion of existing traditional M.S. in School Counseling program to allow electronic delivery

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

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

<b>Change recommended by</b>	
<u>Charlotte Cole</u> Department Curriculum Committee	<u>10-1-10</u> Date
<u>Bry Jones</u> Department Chair	<u>10-6-10</u> Date
<u>Nancy P. Halloran</u> College Curriculum & Assessment Committee	<u>11-3-2010</u> Date
<u>Bownds</u> College Dean	<u>11/18/10</u> Date
<u>Bownds</u> Professional Education Council	<u>11/22/10</u> Date
<u>Edwin McMein</u> Graduate Council	<u>1-20-11</u> Date
<u>Carol</u> Council of Deans	<u>2-2-11</u> Date

<b>Change approved by</b>	<b>Change recorded by</b>
<u>[Signature]</u> Provost	<u>[Signature]</u> Undergraduate/Graduate Studies, Registrar
<u>2/3/2011</u> Date	<u>        </u> 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.

Justification: In an effort to decrease the school counselor shortage and to meet the needs of our graduate students (students come from distant areas of the state and full time teachers) we want to put our M.S. in School Counseling on-line. This will allow students from a variety of areas to take required classes for the Masters and for licensure without adding hardship of travel expense and travel time. Currently we offer two tracks: Grades P-8 (elementary) and Grades 7-12 (secondary). The M.S. in School Counseling M.S.E. is a 48 credit-hour program.

Required Verification: All classes whether offered traditionally or electronically submit to the same standards and assessments of students. The M.S. in school counseling has the necessary approval from the Department of Education and the Department of Higher Education. All standards will be maintained.

LON-13 is replaced by LON-E.

**Arkansas Department of Education**  
**Professional Education Program Proposal**

**COVER SHEET**

**Institution:** University of Central Arkansas **Date Submitted:** 09-15-2010

**Program Contact Person:** Abby Hallford, Ed.D **Position/Title:** Coordinator of School Counseling, Asst. Professor in the Department of Leadership Studies, College of Education

**Phone:** 501-852-2578 501-450-3282 **Email:** ahallford@uca.edu

**Name of program:** School Counseling and Guidance **CIP Code** 13.1101

**Degree or award level (B.S., M.A.T., post-baccalaureate, etc.):** M.S. in School Counseling and Guidance

**Is this program intended to prepare candidates for educator licensure in Arkansas?**  **Yes**  **No**

If yes, indicate the title and grade range of the license for which candidates will be prepared:

Title: School Counseling and Guidance Grade Range: P-8 and 7-12

**Proposal is for:**

**New Educator Licensure Program**  
(Complete Section A)

**New Educator Licensure Program with Distance Learning Technology\***  
(Complete Sections A and D)

**New Educator Licensure Endorsement Program**  
(Complete Section B)

**New Educator Licensure Endorsement Program with Distance Learning Technology\***  
(Complete Sections B and D)

**Revision(s) to an Approved Licensure Program**  
(Complete Section C)

**Revision(s) to an Approved Program to include Distance Learning Technology\***  
(Complete Sections C and D)

**Converting a Traditional Program to a Distance Learning Technology Program\***  
(Complete Sections C and D)

\* At least 50% of the curriculum is delivered via on-line distance learning technology.

**Indicate the portion of the proposed program to be delivered via on-line distance learning technology . 75 %**

**Proposed starting date for the program:** August 2011

**Will this program be offered at more than one site?**  **Yes**  **No**

**Note:** Prior approval by AHECB is required for Arkansas public institutions and institutions certified under Ark. Code Ann. §6-61-301 to offer programs at off-campus sites.

If yes, list the sites where the program will be offered. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

GENERAL EDUCATION COUNCIL       UNDERGRADUATE COUNCIL       GRADUATE COUNCIL  
 Department/program area Leadership Studies - School Leadership, Management & Administration      Date October 11, 2010

**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): Conversion of existing traditional SLMA program to allow electronic delivery

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

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

Change recommended by <u>Shelly Abbott</u> 10-20-10 Department Curriculum Committee      Date	<u>Shunda</u> 11/22/10 Professional Education Council      Date
<u>Jerry Jones</u> 10-21-10 Department Chair      Date	General Education Council      Date
<u>Nancy P. Halloran</u> 11-3-2010 College Curriculum & Assessment Committee      Date	Undergraduate Council      Date
<u>Shunda</u> 11/18/10 College Dean      Date	<u>Ernie McNeill</u> 1-20-11 Graduate Council      Date
	<u>Carol</u> 2-2-11 Council of Deans      Date

Change approved by <u>[Signature]</u> 2/3/2011 Provost      Date	Change recorded by Undergraduate/Graduate Studies, Registrar      Date
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Revised April 2002, Updated October 2007

Justification: The Department of Leadership Studies is requesting permission to convert the School Leadership, Management and Administration (SLMA) program to on-line delivery. Offering an on-line curriculum will allow the department to serve students throughout the state who desire to attain their administrative credentials from the University of Central Arkansas. This change will allow the department to meet the diverse needs of graduate students. The SLMA program has options for candidates seeking licensure as building administrator, curriculum administrator, adult education program administrator, gifted-talented program administrator and special education program administrator. The M.S. degree in SLMA is a 34 credit hour program from building administrator and a 35 credit hour for the other options. These options share a common core of 20 credit hours, six hours of internship and portfolio specific to each program and an eight or nine credit hour specialization unique to the licensure area.

Required Verification: All classes whether offered traditionally or electronically submit to the same standards and assessments of students. The SLMA program has the necessary approvals from the Arkansas Department of Higher Education and the Arkansas Department of Education.

LON-13 is replaced by LON-E.

**Arkansas Department of Education**  
**Professional Education Program Proposal**

**COVER SHEET**

**Institution:** University of Central Arkansas      **Date Submitted:** October 11, 2010  
**Program Contact Person:** Dr. Terry James      **Position/Title:** Department of Leadership Studies, Chair  
**Phone:** 501-450-3282      **Email:** terryj@uca.edu  
**Name of program:** School Leadership, Management & Administration      **CIP Code** 13.0499  
**Degree or award level (B.S., M.A.T., post-baccalaureate, etc.):** Master of Science Degree  
**Is this program intended to prepare candidates for educator licensure in Arkansas?**  **Yes**     **No**  
If yes, indicate the title and grade range of the license for which candidates will be prepared:  
**Title:** Building Level Administrator      **Grade Range:** P-12

**Proposal is for:**

- New Educator Licensure Program  
(Complete Section A)
- New Educator Licensure Program with Distance Learning Technology\*  
(Complete Sections A and D)
- New Educator Licensure Endorsement Program  
(Complete Section B)
- New Educator Licensure Endorsement Program with Distance Learning Technology\*  
(Complete Sections B and D)
- Revision(s) to an Approved Licensure Program  
(Complete Section C)
- Revision(s) to an Approved Program to include Distance Learning Technology\*  
(Complete Sections C and D)
- Converting a Traditional Program to a Distance Learning Technology Program\*  
(Complete Sections C and D)

\* At least 50% of the curriculum is delivered via on-line distance learning technology.

**Indicate the portion of the proposed program to be delivered via  
on-line distance learning technology: up to 83%**

**Proposed starting date for the program:** Fall 2011

**Will this program be offered at more than one site?**     **Yes**     **No**

**Note:** Prior approval by AHECB is required for Arkansas public institutions and institutions certified under Ark. Code Ann. §6-61-301 to offer programs at off-campus sites.

If yes, list the sites where the program will be offered: N/A.



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

GENERAL EDUCATION COUNCIL       UNDERGRADUATE COUNCIL       GRADUATE COUNCIL

Department/program area Leadership Studies Date 9-9-10

**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): Conversion of existing traditional district-level leadership Ed.S. program to allow electronic delivery

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

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

Change recommended by <u>Shelly Abbott</u> 10-1-10 Department Curriculum Committee Date	<u>Boorde</u> 11/22/10 Professional Education Council Date
<u>Jerry James</u> 10-4-10 Department Chair Date	General Education Council Date
<u>Nancy P. Galloran</u> 11-3-2010 College Curriculum & Assessment Committee Date	Undergraduate Council Date
<u>Boorde</u> 11/18/10 College Dean Date	<u>Elaine McVie</u> 1-20-11 Graduate Council Date
	<u>Carol</u> 2-2-11 Council of Deans Date

Change approved by <u>[Signature]</u> 2/3/2011 Provost Date	Change recorded by _____ Undergraduate/Graduate Studies, Registrar Date
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## **Appendix to Curriculum Form 2-A**

Justification: The Educational Leadership Program is a 30 credit-hour program that leads to district-level licensure. The Department of Leadership Studies is serving the educational needs of students from as far away as Berryville, AR to Whitehall, AR, from Bald Knob, AR to Clarksville, AR, and a wide variety of points between these locations. In an effort to meet the needs of our graduate students in our service area, the Department of Leadership Studies wants to offer more than 50% of the program's curriculum using distance learning technology. This will allow students in our service areas to take required classes for the EdS program without adding the hardships of travel expense and travel time. Additionally, offering more than 50% of the program with distance learning technology will assist with recruiting efforts for potential students who are increasingly requesting more online courses from our graduate programs.

Required Verification: All classes whether offered traditionally or electronically submit to the same standards and assessments of students. The Educational Specialist degree has the necessary approval from the Department of Education and the Department of Higher Education. All standards will be maintained.

LON-13 is replaced by LON-E.



**Arkansas Department of Education**  
**Professional Education Program Proposal**

**COVER SHEET**

**Institution:** University of Central Arkansas **Date Submitted:** Sept. 29, 2010

**Program Contact Person:** Dr. Terry James **Position/Title:** Department of Leadership Studies, Chair

**Phone:** 501-450-3282 **Email:** terryj@uca.edu

**Name of program:** Educational Leadership Program **CIP Code** 13.0411

**Degree or award level (B.S., M.A.T., post-baccalaureate, etc.):** Educational Specialist Degree

**Is this program intended to prepare candidates for educator licensure in Arkansas?**  Yes  No

If yes, indicate the title and grade range of the license for which candidates will be prepared:

**Title:** District-Level Administrator **Grade Range:** P-12

**Proposal is for:**

- New Educator Licensure Program  
(Complete Section A)
- New Educator Licensure Program with Distance Learning Technology\*  
(Complete Sections A and D)
- New Educator Licensure Endorsement Program  
(Complete Section B)
- New Educator Licensure Endorsement Program with Distance Learning Technology\*  
(Complete Sections B and D)
- Revision(s) to an Approved Licensure Program  
(Complete Section C)
- Revision(s) to an Approved Program to include Distance Learning Technology\*  
(Complete Sections C and D)
- Converting a Traditional Program to a Distance Learning Technology Program\*  
(Complete Sections C and D)

\* At least 50% of the curriculum is delivered via on-line distance learning technology.

**Indicate the portion of the proposed program to be delivered via on-line distance learning technology:** 85%

**Proposed starting date for the program:** Fall 2011

**Will this program be offered at more than one site?**  Yes  No

**Note:** Prior approval by AHECB is required for Arkansas public institutions and institutions certified under Ark. Code Ann. §6-61-301 to offer programs at off-campus sites.

If yes, list the sites where the program will be offered. N/A

**Notification: New Graduate Certificates for Licensure Completers**

The President and Provost have accepted a proposal by the College of Education to create a Graduate Certificate (GC) for each of several programs of study leading to teacher or educational administrator licensure. With the exception of licensure for Adult Education Administration, all of the licensure options already exist. (See the separate New Education Licensure Option notification for the Adult Education Administration licensure plan.)

GC, Adult Education Administration  
GC, Building Administration  
GC, Gifted-Talented Education Administration  
GC, Special Education Administration  
GC, Curriculum Administration  
GC, Instructional Facilitator  
GC, Special Education Instructional Facilitator, P-4  
GC, Special Education Instructional Facilitator, 4-12

The creation of graduate certificates for these licensure options will ensure that the university acknowledges completers of the programs in a tangible way and that UCA receives appropriate recognition and credit for students who complete licensure requirements but do not complete another degree program.

Supporting materials (following pages): Curriculum Form 3 for each GC, ADHE Forms LON-10



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

Department Leadership Studies Date October 6, 2010

The program is:  UNDERGRADUATE  
 GRADUATE

Bulletin title of program (brief):

**Graduate Certificate Program: Adult Education Administration**

Brief description of program:

Available for individuals who possess a school-level license as building, curriculum or program administrator, but not in adult education. Must be a licensed adult education teacher. Typically requires 18 semester hours of credit approved by the advisor and department chair. Contact the department for details on admission and specific requirements for individual situations.

Proposed effective date for new program (term and year): August 2011

Program recommended by			
<u>Shelly Abbott</u>	<u>10-19-10</u>	<u>Shunda</u>	<u>11/22/10</u>
Department Curriculum Committee	Date	Professional Education Council	Date
<u>Jerry James</u>	<u>10-21-10</u>		
Department Chair	Date	General Education Council	Date
<u>Nancy P. Sullivan</u>	<u>11-3-2010</u>		
College Curriculum & Assessment Committee	Date	Undergraduate Council	Date
<u>NA - Existing Program Assessment Plan</u>		<u>Elaine McNeel</u>	<u>1-20-11</u>
Academic Planning & Assessment Committee	Date	Graduate Council	Date
<u>Shunda</u>	<u>11/18/10</u>	<u>Carol ST</u>	<u>2-2-11</u>
College Dean	Date	Council of Deans	Date

Program approved by		Program recorded by	
<u>[Signature]</u>	<u>2/3/2011</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.

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

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn, Associate Provost

**3. Phone number/e-mail address**

(501) 450-3126

jona@uca.edu

**4. Proposed effective date**

August 2011

**5. Name of proposed Graduate Certificate Program**

School-Based Leadership: Adult Education Program Administration

**6. Proposed CIP Code**

13.0499

**7. Reason for proposed program implementation**

Many students who complete one licensure area for school-level administration return to earn an additional area of licensure. The Graduate Certificate Program will acknowledge their work and improve the institution's ability to document individuals who complete formal programs of study that do not or cannot result in a second master's degree.

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

The MS degree program in School Leadership, Management, and Administration with options for building administration and curriculum/program administration has been approved by the Arkansas Department of Education. This certificate program is embedded in/cognate with this degree.

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

On-campus and distance delivery

**10. Provide the following:**

**a. Curriculum outline – list of required courses (18 Semester Hours)**

ASTL 5395 Introduction to Adult Education

ASTL 5396 Methods and Techniques of Adult Education

ASTL Six hours of electives chosen with the consent of the Advisor and Department Chair

SLMA 6166, 6266 and/or 6366 Internship Adult Education Administrator to total five hours

SLMA 6176 Portfolio Development and Defense



**b. New course descriptions**

N.A.

**c. Program goals and objectives**

1. Facilitate the career goals of school-level administrators licensed as building, curriculum and other program administrators to become licensed as adult education program administrators.
2. Fulfill the mission of the department to help provide the State of Arkansas with a pool of well-prepared candidates to serve as adult education program administrators.

**d. Expected student learning outcomes**

Candidates are expected to develop and demonstrate that they have the capacity to serve as curriculum administrators and leaders who are (1) strong educators with a focus on student's needs and learning, (2) moral agents and social advocates for the children and communities they serve, (3) effective communicators with students, colleagues, and members of the community, (4) effective managers of change, and (5) effective integrators of technology into the educational environment.

**11. Identify off-campus location, if applicable.**

N/A

President/Chancellor Approval Date: \_\_\_\_\_

Board of Trustees Notification Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_

SIGNATURE

DATE

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

Department Leadership Studies Date October 6, 2010

The program is:  UNDERGRADUATE  
 GRADUATE

Bulletin title of program (brief):

**Graduate Certificate Program: Building Administration**

Brief description of program:

Available for individuals who possess a school-level license as curriculum or program administrators. Typically requires 14 semester hours of credit approved by the advisor and department chair. Contact the department for details on admission and specific requirements for individual situations.

Proposed effective date for new program (term and year): August 2011

Program recommended by <i>Shelly Whitth</i> 10-19-10 Department Curriculum Committee Date	<i>B. Burch</i> 11/22/10 Professional Education Council Date
<i>Jerry James</i> 10-27-10 Department Chair Date	General Education Council Date
<i>Nancy P. Gallivan</i> 11-3-2010 College Curriculum & Assessment Committee Date	Undergraduate Council Date
NA- Existing Program Assessment Plan Academic Planning & Assessment Committee Date	<i>Edaine McNamee</i> 1-20-11 Graduate Council Date
<i>B. Burch</i> 11/18/10 College Dean Date	<i>Carol ST</i> 2-2-11 Council of Deans Date

Program approved by <i>[Signature]</i> 2/3/2011 Provost Date	Program recorded by Undergraduate/Graduate Studies, Registrar Date
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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 Leadership Studies Date October 6, 2010

The program is:  UNDERGRADUATE  
 GRADUATE

Bulletin title of program (brief):

**Graduate Certificate Program: Building Administration**

Brief description of program:

Available for individuals who possess a school-level license as curriculum or program administrators. Typically requires 14 semester hours of credit approved by the advisor and department chair. Contact the department for details on admission and specific requirements for individual situations.

Proposed effective date for new program (term and year): August 2011

Program recommended by <i>Shelly Whitth</i> 10-19-10 Department Curriculum Committee Date	<i>B. Burch</i> 11/22/10 Professional Education Council Date
<i>Jerry James</i> 10-27-10 Department Chair Date	General Education Council Date
<i>Nancy P. Gallivan</i> 11-3-2010 College Curriculum & Assessment Committee Date	Undergraduate Council Date
NA- Existing Program Assessment Plan Academic Planning & Assessment Committee Date	<i>Edaine McNamee</i> 1-20-11 Graduate Council Date
<i>B. Burch</i> 11/18/10 College Dean Date	<i>Carol ST</i> 2-2-11 Council of Deans Date

Program approved by <i>[Signature]</i> 2/3/2011 Provost Date	Program recorded by Undergraduate/Graduate Studies, Registrar Date
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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.

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

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn, Associate Provost

**3. Phone number/e-mail address**

(501) 450-3126

jona@uca.edu

**4. Proposed effective date**

August 2011

**5. Name of proposed Graduate Certificate Program**

School-Based Leadership: Building Administration

**6. Proposed CIP Code**

13.0499

**7. Reason for proposed program implementation**

Many students who complete one licensure area for school-level administration return to earn an additional area of licensure. The Graduate Certificate Program will acknowledge their work and improve the institution's ability to document individuals who complete formal programs of study that do not or cannot result in a second master's degree.

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

The MS degree program in School Leadership, Management, and Administration with options for building administration and curriculum/program administration has been approved by the Arkansas Department of Education. This certificate program is embedded in/cognate with this degree.

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

On-campus and distance delivery

**10. Provide the following:**

**a. Curriculum outline – list of required courses (14 Semester Hours)**

SLMA 6440 Principal as Instructional Leader

SLMA 6450 Principal as Manager

SLMA 6120, 6130, 6140, 6150, 6160 Internships for Building Administrator (Five hours)

SLMA 6170 Portfolio Development and Defense

**b. New course descriptions**

N/A

**c. Program goals and objectives**

1. Facilitate the career goals of school-level administrators licensed as curriculum and program administrators to become licensed as building administrators.
2. Fulfill the mission of the department to help provide the State of Arkansas with a pool of well-prepared candidates to serve as building principals and assistant principals.

**d. Expected student learning outcomes**

Candidates are expected to develop and demonstrate that they have the capacity to serve as building-level administrators and leaders who are (1) strong educators with a focus on student's needs and learning, (2) moral agents and social advocates for the children and communities they serve, (3) effective communicators with students, colleagues, and members of the community, (4) effective managers of change, and (5) effective integrators of technology into the educational environment.

**11. Identify off-campus location, if applicable.**

N/A

President/Chancellor Approval Date: \_\_\_\_\_

Board of Trustees Notification Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_  
SIGNATURE DATE

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

Department Leadership Studies Date October 6, 2010

The program is:  UNDERGRADUATE  
 GRADUATE

Bulletin title of program (brief):

**Graduate Certificate Program: Gifted-Talented Education Administration**

Brief description of program:

Available for individuals who possess a school-level license as building, curriculum or program administrator, but not in gifted-talented education. Must be a licensed GT teacher. Typically requires 15 semester hours of credit approved by the advisor and department chair. Contact the department of details on admission and specific requirements for individual situations.

Proposed effective date for new program (term and year): August 2011

Program recommended by <i>Sally Webb</i> 10-19-10 Department Curriculum Committee Date	<i>Shursh</i> 11/22/10 Professional Education Council Date
<i>Jerry James</i> 10-21-10 Department Chair Date	General Education Council Date
<i>Nancy P. Gallivan</i> 11-3-2010 College Curriculum & Assessment Committee Date	Undergraduate Council Date
<del>NA Existing Program Assessment Plan</del> <i>Shursh</i> 11/18/10 Academic Planning & Assessment Committee Date	<i>Edaine McNeice</i> 1-20-11 Graduate Council Date
College Dean Date	<i>Carol</i> 2-2-11 Council of Deans Date

Program approved by <i>[Signature]</i> 2/3/2011 Provost Date	Program recorded by Undergraduate/Graduate Studies, Registrar Date
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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.

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

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn, Associate Provost

**3. Phone number/e-mail address**

(501) 450-3126

jona@uca.edu

**4. Proposed effective date**

August 2011

**5. Name of proposed Graduate Certificate Program**

School-Based Leadership: Gifted-Talented Program Administration

**6. Proposed CIP Code**

13.0499

**7. Reason for proposed program implementation**

Many students who complete one licensure area for school-level administration return to earn an additional area of licensure. The Graduate Certificate Program will acknowledge their work and improve the institution's ability to document individuals who complete formal programs of study that do not or cannot result in a second master's degree.

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

The M.S. degree program in School Leadership, Management, and Administration with options for building administration and curriculum/program administration has been approved by the Arkansas Department of Education. This certificate program is embedded in/cognate with this degree.

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

On-campus and distance delivery

**10. Provide the following:**

**a. Curriculum outline – list of required courses (15 Semester Hours)**

Nine hours of graduate work in the field of gifted-talented education approved by the advisor and department chair

SLMA 6165, 6265 and/or 6365 Internship Gifted-Talented Administrator to total five hours

SLMA 6175 Portfolio Development and Defense

**b. New course descriptions**

N/A

**c. Program goals and objectives**

1. Facilitate the career goals of school-level administrators licensed as building, curriculum and other program administrators to become licensed as gifted-talented program administrators.
2. Fulfill the mission of the department to help provide the State of Arkansas with a pool of well-prepared candidates to serve as gifted-talented program administrators.

**d. Expected student learning outcomes**

Candidates are expected to develop and demonstrate that they have the capacity to serve as curriculum administrators and leaders who are (1) strong educators with a focus on student's needs and learning, (2) moral agents and social advocates for the children and communities they serve, (3) effective communicators with students, colleagues, and members of the community, (4) effective managers of change, and (5) effective integrators of technology into the educational environment.

**11. Identify off-campus location, if applicable.**

N/A

President/Chancellor Approval Date: \_\_\_\_\_

Board of Trustees Notification Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_  
SIGNATURE DATE



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

Department Leadership Studies Date October 6, 2010

The program is:  UNDERGRADUATE  
 GRADUATE

Bulletin title of program (brief):

**Graduate Certificate Program: Special Education Administration**

Brief description of program:

Available for individuals who possess a school-level license as building, curriculum or program administrator, but not in special education. Must be a licensed special education teacher. Typically requires 15 semester hours of credit approved by the advisor and department chair. Contact the department of details on admission and specific requirements for individual situations.

Proposed effective date for new program (term and year): August 2011

Program recommended by <u>[Signature]</u> <u>10-19-10</u> Department Curriculum Committee Date	<u>[Signature]</u> <u>11/22/10</u> Professional Education Council Date
<u>[Signature]</u> <u>10-21-10</u> Department Chair Date	General Education Council Date
<u>[Signature]</u> <u>11-3-2010</u> College Curriculum & Assessment Committee Date	Undergraduate Council Date
NA - Existing Program Assessment Plan Academic Planning & Assessment Committee Date	<u>[Signature]</u> <u>1-20-11</u> Graduate Council Date
<u>[Signature]</u> <u>11/18/10</u> College Dean Date	<u>[Signature]</u> <u>2-2-11</u> Council of Deans Date

Program approved by <u>[Signature]</u> <u>2/3/2011</u> Provost Date	Program recorded by Undergraduate/Graduate Studies, Registrar Date
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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.

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

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn, Associate Provost

**3. Phone number/e-mail address**

(501) 450-3126

jona@uca.edu

**4. Proposed effective date**

August 2011

**5. Name of proposed Graduate Certificate Program**

School-Based Leadership: Special Education Program Administration

**6. Proposed CIP Code**

13.0499

**7. Reason for proposed program implementation**

Many students who complete one licensure area for school-level administration return to earn an additional area of licensure. The Graduate Certificate Program will acknowledge their work and improve the institution's ability to document individuals who complete formal programs of study that do not or cannot result in a second master's degree.

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

The MS degree program in School Leadership, Management, and Administration with options for building administration and curriculum/program administration has been approved by the Arkansas Department of Education. This certificate program is embedded in/cognate with this degree.

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

On-campus and distance delivery

**10. Provide the following:**

**a. Curriculum outline – list of required courses (15 Semester Hours)**

Nine hours of graduate work in the field of special education approved by the advisor and department chair.

SLMA 6164, 6264 and/or 6364 Internship Special Education Administrator to total five hours

SLMA 6174 Portfolio Development and Defense

**b. New course descriptions**

N/A

**c. Program goals and objectives**

1. Facilitate the career goals of school-level administrators licensed as building, curriculum and other program administrators to become licensed as special education program administrators.
2. Fulfill the mission of the department to help provide the State of Arkansas with a pool of well-prepared candidates to serve as special education program administrators.

**d. Expected student learning outcomes**

Candidates are expected to develop and demonstrate that they have the capacity to serve as curriculum administrators and leaders who are (1) strong educators with a focus on student's needs and learning, (2) moral agents and social advocates for the children and communities they serve, (3) effective communicators with students, colleagues, and members of the community, (4) effective managers of change, and (5) effective integrators of technology into the educational environment.

**11. Identify off-campus location, if applicable.**

N/A

President/Chancellor Approval Date: \_\_\_\_\_

Board of Trustees Notification Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_  
SIGNATURE DATE

UNIVERSITY OF CENTRAL ARKANSAS  
New Program Transmittal Form

Department Leadership Studies Date October 6, 2010

The program is:  UNDERGRADUATE  
 GRADUATE

Bulletin title of program (brief):

**Graduate Certificate Program: Curriculum Administration**

Brief description of program:

Available for individuals who possess a school-level license as building or program administrators. Typically requires 15 semester hours of credit approved by the advisor and department chair. Contact the department of details on admission and requirements for individual situations.

Proposed effective date for new program (term and year): August 2011

Program recommended by <i>Shelly North</i> 10-19-10 Department Curriculum Committee Date	<i>Joe Burdick</i> 11/22/10 Professional Education Council Date
<i>Jerry James</i> 10-21-10 Department Chair Date	General Education Council Date
<i>Nancy D. Mullarson</i> 11-3-2010 College Curriculum & Assessment Committee Date	Undergraduate Council Date
<i>NA - Existing Program Assessment Plan</i> Academic Planning & Assessment Committee Date	<i>Elaine McRiss</i> 1-20-11 Graduate Council Date
<i>Joe Burdick</i> 11/18/10 College Dean Date	<i>Carol</i> 2-2-11 Council of Deans Date

Program approved by <i>[Signature]</i> 2/3/2011 Provost Date	Program recorded by Undergraduate/Graduate Studies, Registrar Date
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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.

## LETTER OF NOTIFICATION – 10

### GRADUATE CERTIFICATE PROGRAM

(12–18 Semester Credit Hours)

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn, Associate Provost

**3. Phone number/e-mail address**

(501) 450-3126

jona@uca.edu

**4. Proposed effective date**

August 2011

**5. Name of proposed Graduate Certificate Program**

School-Based Leadership: Curriculum Administration

**6. Proposed CIP Code**

13.0499

**7. Reason for proposed program implementation**

Many students who complete one licensure area for school-level administration return to earn an additional area of licensure. The Graduate Certificate Program will acknowledge their work and improve the institution's ability to document individuals who complete formal programs of study that do not or cannot result in a second master's degree.

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

The MS degree program in School Leadership, Management, and Administration with options for building administration and curriculum/program administration has been approved by the Arkansas Department of Education. This certificate program is embedded in/cognate with this degree.

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

On-campus and distance delivery

**10. Provide the following:**

**a. Curriculum outline – list of required courses (15 Semester Hours)**

Nine hours of graduate work in the field of curriculum studies approved by the advisor and department chair.

SLMA 6162, 6262 and/or 6362 Internship for Curriculum Administrator to total five hours

SLMA 6172 Portfolio Development and Defense

**b. New course descriptions**

N/A

**c. Program goals and objectives**

1. Facilitate the career goals of school-level administrators licensed as building and program administrators to become licensed as curriculum administrators.
2. Fulfill the mission of the department to help provide the State of Arkansas with a pool of well-prepared candidates to serve as curriculum administrators.

**d. Expected student learning outcomes**

Candidates are expected to develop and demonstrate that they have the capacity to serve as curriculum administrators and leaders who are (1) strong educators with a focus on student's needs and learning, (2) moral agents and social advocates for the children and communities they serve, (3) effective communicators with students, colleagues, and members of the community, (4) effective managers of change, and (5) effective integrators of technology into the educational environment.

**11. Identify off-campus location, if applicable.**

N/A

President/Chancellor Approval Date: \_\_\_\_\_

Board of Trustees Notification Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_  
SIGNATURE DATE

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

Department Early Childhood and Special Education Date October 20, 2010

The program is:  UNDERGRADUATE  
 GRADUATE

Bulletin title of program (brief):

**Graduate Certificate Program in Instructional Facilitator**

Brief description of program:

The 15 hours graduate level program is designed to prepare licensed teachers as an instructional coach who facilitates student growth and enhances classroom instruction by providing instructional support in the elements of research based instruction and methods in aligning instruction with curriculum standards, assessment tools, and individual needs of students.

Proposed effective date for new program (term and year): August 2011

<b>Program recommended by</b> <u>Rene Brown</u> Department Curriculum Committee Date <u>10/26/10</u>	<u>Bouader</u> Professional Education Council Date <u>11/22/10</u>
<u>Kathleen Atkins</u> Department Chair Date <u>10-26-10</u>	General Education Council Date
<u>Nancy P. Gallavan</u> College Curriculum & Assessment Committee Date <u>11-10-10</u>	Undergraduate Council Date
<u>No Existing Program Assessment Plan</u> Academic Planning & Assessment Committee Date	<u>Deanne McMein</u> Graduate Council Date <u>1-20-11</u>
<u>Bouader</u> College Dean Date <u>11/18/10</u>	<u>Carol J.</u> Council of Deans Date <u>2-2-11</u>

<b>Program approved by</b> <u>[Signature]</u> Provost Date <u>2/3/2011</u>	<b>Program recorded by</b> Undergraduate/Graduate Studies, Registrar Date
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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.

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

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn, Associate Provost

**3. Phone number/e-mail address**

(501) 450-3126

jona@uca.edu

**4. Proposed effective date**

August 2011

**5. Name of proposed Graduate Certificate Program**

Instructional Facilitator

**6. Proposed CIP Code**

13.0499

**7. Reason for proposed program implementation**

The proposed certificate curriculum is consistent with courses required for completion of UCA's Additional License Plan (ALP) for Instructional Facilitator. The program will provide candidates with a recognized certificate in coaching preparation, as well as give teachers formal acknowledgement of their graduate work without the completion of a masters degree. An approved certificate program will allow the university a more sophisticated method of tracking graduate students.

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

The ALP for Instructional Facilitator has been approved by Arkansas Department of Education as evidenced in the attached letter dated May 10, 2010. The Instructional Facilitator program is embedded in the MS program in Advanced Studies in Teacher Leadership and/or the MS program in School Leadership, Management, and Administration (Curriculum/Program Administrator option). The certificate will be reviewed as part of the regular NCATE cycle. (*Note: The requested CIP code is that of the MS in School Leadership, Management, and Administration.*)

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

15 hours of graduate coursework is offered via distance education delivery using synchronous and hybrid models.

**10. Provide the following:**

**a. Curriculum outline – list of required courses**

SLMA 6310 Foundations of School Leadership



SLMA 6312 School-Based Organizational Leadership  
ECSE 6328 Strategic Instruction Model/Content Enhancement Routines  
ECSE 6329 Instructional Facilitation/Teacher Leadership  
ECSE 6350 Collaborative Teaching and Inclusive Settings

**b. New course descriptions**

No new courses proposed; all courses previously approved for ALP.

**c. Program goals and objectives**

The program is designed to prepare licensed teachers as an instructional coach who facilitates student growth and enhances classroom instruction by providing instructional support in the elements of research based instruction and methods in aligning instruction with curriculum standards, assessment tools, and individual needs of students.

**d. Expected student learning outcomes**

The program curriculum is designed to exit teachers expected to have the knowledge, skills, and dispositions to:

- Apply strategies of adult learning across teacher leadership activities
- Inform and facilitate the design and implementation of coherent, integrated professional development based on assessed student and teacher needs
- Assist teachers in analyzing classroom and state assessment data to inform instruction
- Provide demonstration lessons in curriculum and teaching techniques for classroom teachers and others
- Facilitate communication about research- based instructional practices and student achievement
- Assist in the implementation of the components of the Arkansas Comprehensive School Improvement Plan process
- Demonstrate current instructional technology in the classroom and for data analysis
- Provide differentiated assistance to teachers based on individual needs
- Facilitate and participate in district and building level training.

**11. Identify off-campus location, if applicable.**

N/A

President/Chancellor Approval Date: \_\_\_\_\_

Board of Trustees Notification Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_

SIGNATURE

DATE

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

Department Early Childhood and Special Education Date October 20, 2010

The program is:  UNDERGRADUATE  
 GRADUATE

Bulletin title of program (brief):

**Graduate Certificate Program in Special Education Instructional Specialist P-4**

Brief description of program:

The 18 hours graduate level program is designed to prepare licensed teachers as collaborative professionals committed to working closely with other professionals and families to create the most effective learning environments for young children birth to eight years old representing a broad scope of abilities. The program will provide candidates with a recognized certificate in early childhood special education training, as well as give teachers formal acknowledgement of their graduate work without the completion of a masters degree in special education.

Proposed effective date for new program (term and year): August 2011

<b>Program recommended by</b>			
<u>Rene Row</u> Department Curriculum Committee	<u>10/26/10</u> Date	<u>[Signature]</u> Professional Education Council	<u>11/22/10</u> Date
<u>Kathleen Atkins</u> Department Chair	<u>10-26-10</u> Date		
<u>Nancy D. Yullavan</u> College Curriculum & Assessment Committee	<u>11-3-10</u> Date		
<u>No Existing Program Assessment plan</u> Academic Planning & Assessment Committee		<u>[Signature]</u> Undergraduate Council	<u>1-20-11</u> Date
<u>[Signature]</u> College Dean	<u>11/18/10</u> Date	<u>[Signature]</u> Graduate Council	<u>2-2-11</u> Date
		<u>[Signature]</u> Council of Deans	<u>2-2-11</u> Date

<b>Program approved by</b>		<b>Program recorded by</b>	
<u>[Signature]</u> Provost	<u>2/3/2011</u> Date		
		<u>[Signature]</u> Undergraduate/Graduate Studies, Registrar	<u>        </u> 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.

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

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn, Associate Provost

**3. Phone number/e-mail address**

(501) 450-3126

jona@uca.edu

**4. Proposed effective date**

August 2011

**5. Name of proposed Graduate Certificate Program**

Early Childhood Special Education Instructional Specialist P-4

**6. Proposed CIP Code**

13.1001

**7. Reason for proposed program implementation**

The proposed certificate curriculum is consistent with courses required for completion of UCA's Additional License Plan (ALP) for Special Education Instructional Specialist P-4. The program will provide candidates with a recognized certificate in early childhood special education training, as well as give teachers formal acknowledgement of their graduate work without the completion of a masters degree in special education. An approved certificate program will allow the university a more sophisticated method of tracking graduate students.

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

The ALP for Special Education Instructional Specialist P-4 has been approved by Arkansas Department of Education as evidenced in the attached letter dated April 7, 2002. The Instructional Specialist P-4 certificate courses are embedded in/cognate with the MSE program in Special Education. The certificate will be reviewed as part of the regular NCATE cycle.

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

18 hours of graduate coursework is offered via distance education delivery using synchronous and hybrid model. The MSE program in Special Education has been previously approved for distance delivery.

**10. Provide the following:**

**a. Curriculum outline – list of required courses**

ECSE 6300 Philosophical, Historical, and Legal Aspects of Special Education

ECSE 6302 Medical and Education Aspects of Disabilities

ECSE 6304 Behavior and Classroom Management  
ECSE 6306 Family, School, and Community Partnerships  
ECSE 6308 Educational Assessment in Special Education  
ECSE 6327 Educational Programming for Children Ages 0-5 with Disabilities  
Or  
ECSE 6337 Educational Programming for Children Ages 5-8 with Disabilities

**b. New course descriptions**

No new courses proposed; all courses previously approved for ALP.

**c. Program goals and objectives**

The program is designed to prepare licensed teachers as collaborative professionals committed to working closely with other professionals and families to create the most effective learning environments for young children birth to eight years old representing a broad scope of abilities. Upon the successful completion of the proposed curriculum and Arkansas state licensure tests, candidates are eligible for an Arkansas teaching license in Early Childhood Special Education Instructional Specialist P-4.

**d. Expected student learning outcomes**

The curriculum is designed to exit early childhood special education teachers who:

- Apply their knowledge of central concepts, tools, of inquiry, and structures of special education to establish learning experiences that are meaningful for students with diverse needs (learning, behavioral, and developmental disabilities)
- Plan curriculum and instruction based on human growth and development, learning theory, and research-based exemplary practices to meet the individual needs of students with disabilities.
- Exhibit effective human relations skills which support the development of human potential and the belief that all individuals regardless of ability belongs to the same community of learners.
- Work collaboratively with professionals, families, and the community to create safe and effective learning and social-emotional environments.
- Effectively integrate technology and instruction and learning.
- Know and effectively execute the roles and responsibilities of the profession of teaching.

**11. Identify off-campus location, if applicable.**

N/A

President/Chancellor Approval Date: \_\_\_\_\_

Board of Trustees Notification Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_

SIGNATURE

DATE

**Notification: New Graduate Certificates for Licensure Completers**

The President and Provost have accepted a proposal by the College of Education to create a Graduate Certificate (GC) for each of several programs of study leading to teacher or educational administrator licensure. With the exception of licensure for Adult Education Administration, all of the licensure options already exist. (See the separate New Education Licensure Option notification for the Adult Education Administration licensure plan.)

- GC, Adult Education Administration
- GC, Building Administration
- GC, Gifted-Talented Education Administration
- GC, Special Education Administration
- GC, Curriculum Administration
- GC, Instructional Facilitator
- GC, Special Education Instructional Facilitator, P-4
- GC, Special Education Instructional Facilitator, 4-12

The creation of graduate certificates for these licensure options will ensure that the university acknowledges completers of the programs in a tangible way and that UCA receives appropriate recognition and credit for students who complete licensure requirements but do not complete another degree program.

Supporting materials (following pages): Curriculum Form 3 for each GC, ADHE Forms LON-10



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

Department Leadership Studies Date October 6, 2010

The program is:  UNDERGRADUATE  
 GRADUATE

Bulletin title of program (brief):

**Graduate Certificate Program: Adult Education Administration**

Brief description of program:

Available for individuals who possess a school-level license as building, curriculum or program administrator, but not in adult education. Must be a licensed adult education teacher. Typically requires 18 semester hours of credit approved by the advisor and department chair. Contact the department for details on admission and specific requirements for individual situations.

Proposed effective date for new program (term and year): August 2011

<b>Program recommended by</b>			
<u>Shelly Abbott</u>	<u>10-19-10</u>	<u>Shunda</u>	<u>11/22/10</u>
Department Curriculum Committee	Date	Professional Education Council	Date
<u>Jerry James</u>	<u>10-21-10</u>		
Department Chair	Date	General Education Council	Date
<u>Nancy P. Sullivan</u>	<u>11-3-2010</u>		
College Curriculum & Assessment Committee	Date	Undergraduate Council	Date
<u>NA - Existing Program Assessment Plan</u>	<u></u>	<u>Elaine McNeel</u>	<u>1-20-11</u>
Academic Planning & Assessment Committee	Date	Graduate Council	Date
<u>Shunda</u>	<u>11/18/10</u>	<u>Carol ST</u>	<u>2-2-11</u>
College Dean	Date	Council of Deans	Date

<b>Program approved by</b>		<b>Program recorded by</b>	
<u>[Signature]</u>	<u>2/3/2011</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.

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

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn, Associate Provost

**3. Phone number/e-mail address**

(501) 450-3126

jona@uca.edu

**4. Proposed effective date**

August 2011

**5. Name of proposed Graduate Certificate Program**

School-Based Leadership: Adult Education Program Administration

**6. Proposed CIP Code**

13.0499

**7. Reason for proposed program implementation**

Many students who complete one licensure area for school-level administration return to earn an additional area of licensure. The Graduate Certificate Program will acknowledge their work and improve the institution's ability to document individuals who complete formal programs of study that do not or cannot result in a second master's degree.

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

The MS degree program in School Leadership, Management, and Administration with options for building administration and curriculum/program administration has been approved by the Arkansas Department of Education. This certificate program is embedded in/cognate with this degree.

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

On-campus and distance delivery

**10. Provide the following:**

**a. Curriculum outline – list of required courses (18 Semester Hours)**

ASTL 5395 Introduction to Adult Education

ASTL 5396 Methods and Techniques of Adult Education

ASTL Six hours of electives chosen with the consent of the Advisor and Department Chair

SLMA 6166, 6266 and/or 6366 Internship Adult Education Administrator to total five hours

SLMA 6176 Portfolio Development and Defense



**b. New course descriptions**

N.A.

**c. Program goals and objectives**

1. Facilitate the career goals of school-level administrators licensed as building, curriculum and other program administrators to become licensed as adult education program administrators.
2. Fulfill the mission of the department to help provide the State of Arkansas with a pool of well-prepared candidates to serve as adult education program administrators.

**d. Expected student learning outcomes**

Candidates are expected to develop and demonstrate that they have the capacity to serve as curriculum administrators and leaders who are (1) strong educators with a focus on student's needs and learning, (2) moral agents and social advocates for the children and communities they serve, (3) effective communicators with students, colleagues, and members of the community, (4) effective managers of change, and (5) effective integrators of technology into the educational environment.

**11. Identify off-campus location, if applicable.**

N/A

President/Chancellor Approval Date: \_\_\_\_\_

Board of Trustees Notification Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_

SIGNATURE

DATE

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

Department Leadership Studies Date October 6, 2010

The program is:  UNDERGRADUATE  
 GRADUATE

Bulletin title of program (brief):

**Graduate Certificate Program: Building Administration**

Brief description of program:

Available for individuals who possess a school-level license as curriculum or program administrators. Typically requires 14 semester hours of credit approved by the advisor and department chair. Contact the department for details on admission and specific requirements for individual situations.

Proposed effective date for new program (term and year): August 2011

<b>Program recommended by</b> <i>Shelly Abbott</i> 10-19-10 Department Curriculum Committee Date	<i>B. Burch</i> 11/22/10 Professional Education Council Date
<i>Jerry James</i> 10-27-10 Department Chair Date	General Education Council Date
<i>Nancy P. Gallivan</i> 11-3-2010 College Curriculum & Assessment Committee Date	Undergraduate Council Date
<i>NA - Existing Program Assessment Plan</i> Academic Planning & Assessment Committee Date	<i>Edaine McMichael</i> 1-20-11 Graduate Council Date
<i>B. Burch</i> 11/18/10 College Dean Date	<i>Carol ST</i> 2-2-11 Council of Deans Date

<b>Program approved by</b> <i>[Signature]</i> 2/3/2011 Provost Date	<b>Program recorded by</b> Undergraduate/Graduate Studies, Registrar Date
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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 Leadership Studies Date October 6, 2010

The program is:  UNDERGRADUATE  
 GRADUATE

Bulletin title of program (brief):

**Graduate Certificate Program: Building Administration**

Brief description of program:

Available for individuals who possess a school-level license as curriculum or program administrators. Typically requires 14 semester hours of credit approved by the advisor and department chair. Contact the department for details on admission and specific requirements for individual situations.

Proposed effective date for new program (term and year): August 2011

<b>Program recommended by</b> <i>Shelly Whitth</i> <u>10-19-10</u> Department Curriculum Committee Date	<i>B. Burch</i> <u>11/22/10</u> Professional Education Council Date
<i>Jerry James</i> <u>10-27-10</u> Department Chair Date	General Education Council Date
<i>Nancy P. Gallivan</i> <u>11-3-2010</u> College Curriculum & Assessment Committee Date	Undergraduate Council Date
<i>NA - Existing Program Assessment Plan</i> Academic Planning & Assessment Committee Date	<i>Edaine McMichael</i> <u>1-20-11</u> Graduate Council Date
<i>B. Burch</i> <u>11/18/10</u> College Dean Date	<i>Carol ST</i> <u>2-2-11</u> Council of Deans Date

<b>Program approved by</b> <i>[Signature]</i> <u>2/3/2011</u> Provost Date	<b>Program recorded by</b> Undergraduate/Graduate Studies, Registrar Date
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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.

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

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn, Associate Provost

**3. Phone number/e-mail address**

(501) 450-3126

jona@uca.edu

**4. Proposed effective date**

August 2011

**5. Name of proposed Graduate Certificate Program**

School-Based Leadership: Building Administration

**6. Proposed CIP Code**

13.0499

**7. Reason for proposed program implementation**

Many students who complete one licensure area for school-level administration return to earn an additional area of licensure. The Graduate Certificate Program will acknowledge their work and improve the institution's ability to document individuals who complete formal programs of study that do not or cannot result in a second master's degree.

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

The MS degree program in School Leadership, Management, and Administration with options for building administration and curriculum/program administration has been approved by the Arkansas Department of Education. This certificate program is embedded in/cognate with this degree.

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

On-campus and distance delivery

**10. Provide the following:**

**a. Curriculum outline – list of required courses (14 Semester Hours)**

SLMA 6440 Principal as Instructional Leader

SLMA 6450 Principal as Manager

SLMA 6120, 6130, 6140, 6150, 6160 Internships for Building Administrator (Five hours)

SLMA 6170 Portfolio Development and Defense

**b. New course descriptions**

N/A

**c. Program goals and objectives**

1. Facilitate the career goals of school-level administrators licensed as curriculum and program administrators to become licensed as building administrators.
2. Fulfill the mission of the department to help provide the State of Arkansas with a pool of well-prepared candidates to serve as building principals and assistant principals.

**d. Expected student learning outcomes**

Candidates are expected to develop and demonstrate that they have the capacity to serve as building-level administrators and leaders who are (1) strong educators with a focus on student's needs and learning, (2) moral agents and social advocates for the children and communities they serve, (3) effective communicators with students, colleagues, and members of the community, (4) effective managers of change, and (5) effective integrators of technology into the educational environment.

**11. Identify off-campus location, if applicable.**

N/A

President/Chancellor Approval Date: \_\_\_\_\_

Board of Trustees Notification Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_  
SIGNATURE DATE

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

Department Leadership Studies Date October 6, 2010

The program is:  UNDERGRADUATE  
 GRADUATE

Bulletin title of program (brief):

**Graduate Certificate Program: Gifted-Talented Education Administration**

Brief description of program:

Available for individuals who possess a school-level license as building, curriculum or program administrator, but not in gifted-talented education. Must be a licensed GT teacher. Typically requires 15 semester hours of credit approved by the advisor and department chair. Contact the department of details on admission and specific requirements for individual situations.

Proposed effective date for new program (term and year): August 2011

<b>Program recommended by</b> <u>Sally Webb</u> <u>10-19-10</u> Department Curriculum Committee Date	<u>Shursh</u> <u>11/22/10</u> Professional Education Council Date
<u>Jerry James</u> <u>10-21-10</u> Department Chair Date	General Education Council Date
<u>Nancy P. Gallivan</u> <u>11-3-2010</u> College Curriculum & Assessment Committee Date	Undergraduate Council Date
<u>NA Existing Program Assessment Plan</u> Academic Planning & Assessment Committee Date	<u>Edaine McNeice</u> <u>1-20-11</u> Graduate Council Date
<u>Shursh</u> <u>11/18/10</u> College Dean Date	<u>Carol</u> <u>2-2-11</u> Council of Deans Date

<b>Program approved by</b> <u>[Signature]</u> <u>2/3/2011</u> Provost Date	<b>Program recorded by</b> Undergraduate/Graduate Studies, Registrar Date
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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.

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

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn, Associate Provost

**3. Phone number/e-mail address**

(501) 450-3126

jona@uca.edu

**4. Proposed effective date**

August 2011

**5. Name of proposed Graduate Certificate Program**

School-Based Leadership: Gifted-Talented Program Administration

**6. Proposed CIP Code**

13.0499

**7. Reason for proposed program implementation**

Many students who complete one licensure area for school-level administration return to earn an additional area of licensure. The Graduate Certificate Program will acknowledge their work and improve the institution's ability to document individuals who complete formal programs of study that do not or cannot result in a second master's degree.

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

The M.S. degree program in School Leadership, Management, and Administration with options for building administration and curriculum/program administration has been approved by the Arkansas Department of Education. This certificate program is embedded in/cognate with this degree.

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

On-campus and distance delivery

**10. Provide the following:**

**a. Curriculum outline – list of required courses (15 Semester Hours)**

Nine hours of graduate work in the field of gifted-talented education approved by the advisor and department chair

SLMA 6165, 6265 and/or 6365 Internship Gifted-Talented Administrator to total five hours

SLMA 6175 Portfolio Development and Defense

**b. New course descriptions**

N/A

**c. Program goals and objectives**

1. Facilitate the career goals of school-level administrators licensed as building, curriculum and other program administrators to become licensed as gifted-talented program administrators.
2. Fulfill the mission of the department to help provide the State of Arkansas with a pool of well-prepared candidates to serve as gifted-talented program administrators.

**d. Expected student learning outcomes**

Candidates are expected to develop and demonstrate that they have the capacity to serve as curriculum administrators and leaders who are (1) strong educators with a focus on student's needs and learning, (2) moral agents and social advocates for the children and communities they serve, (3) effective communicators with students, colleagues, and members of the community, (4) effective managers of change, and (5) effective integrators of technology into the educational environment.

**11. Identify off-campus location, if applicable.**

N/A

President/Chancellor Approval Date: \_\_\_\_\_

Board of Trustees Notification Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_  
SIGNATURE DATE



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

Department Leadership Studies Date October 6, 2010

The program is:  UNDERGRADUATE  
 GRADUATE

Bulletin title of program (brief):

**Graduate Certificate Program: Special Education Administration**

Brief description of program:

Available for individuals who possess a school-level license as building, curriculum or program administrator, but not in special education. Must be a licensed special education teacher. Typically requires 15 semester hours of credit approved by the advisor and department chair. Contact the department of details on admission and specific requirements for individual situations.

Proposed effective date for new program (term and year): August 2011

Program recommended by <u>[Signature]</u> <u>10-19-10</u> Department Curriculum Committee Date	<u>[Signature]</u> <u>11/22/10</u> Professional Education Council Date
<u>[Signature]</u> <u>10-21-10</u> Department Chair Date	General Education Council Date
<u>[Signature]</u> <u>11-3-2010</u> College Curriculum & Assessment Committee Date	Undergraduate Council Date
NA - Existing Program Assessment Plan Academic Planning & Assessment Committee Date	<u>[Signature]</u> <u>1-20-11</u> Graduate Council Date
<u>[Signature]</u> <u>11/18/10</u> College Dean Date	<u>[Signature]</u> <u>2-2-11</u> Council of Deans Date

Program approved by <u>[Signature]</u> <u>2/3/2011</u> Provost Date	Program recorded by Undergraduate/Graduate Studies, Registrar Date
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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.

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

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn, Associate Provost

**3. Phone number/e-mail address**

(501) 450-3126

jona@uca.edu

**4. Proposed effective date**

August 2011

**5. Name of proposed Graduate Certificate Program**

School-Based Leadership: Special Education Program Administration

**6. Proposed CIP Code**

13.0499

**7. Reason for proposed program implementation**

Many students who complete one licensure area for school-level administration return to earn an additional area of licensure. The Graduate Certificate Program will acknowledge their work and improve the institution's ability to document individuals who complete formal programs of study that do not or cannot result in a second master's degree.

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

The MS degree program in School Leadership, Management, and Administration with options for building administration and curriculum/program administration has been approved by the Arkansas Department of Education. This certificate program is embedded in/cognate with this degree.

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

On-campus and distance delivery

**10. Provide the following:**

**a. Curriculum outline – list of required courses (15 Semester Hours)**

Nine hours of graduate work in the field of special education approved by the advisor and department chair.

SLMA 6164, 6264 and/or 6364 Internship Special Education Administrator to total five hours

SLMA 6174 Portfolio Development and Defense

**b. New course descriptions**

N/A

**c. Program goals and objectives**

1. Facilitate the career goals of school-level administrators licensed as building, curriculum and other program administrators to become licensed as special education program administrators.
2. Fulfill the mission of the department to help provide the State of Arkansas with a pool of well-prepared candidates to serve as special education program administrators.

**d. Expected student learning outcomes**

Candidates are expected to develop and demonstrate that they have the capacity to serve as curriculum administrators and leaders who are (1) strong educators with a focus on student's needs and learning, (2) moral agents and social advocates for the children and communities they serve, (3) effective communicators with students, colleagues, and members of the community, (4) effective managers of change, and (5) effective integrators of technology into the educational environment.

**11. Identify off-campus location, if applicable.**

N/A

President/Chancellor Approval Date: \_\_\_\_\_

Board of Trustees Notification Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_  
SIGNATURE DATE

UNIVERSITY OF CENTRAL ARKANSAS  
New Program Transmittal Form

Department Leadership Studies Date October 6, 2010

The program is:  UNDERGRADUATE  
 GRADUATE

Bulletin title of program (brief):

**Graduate Certificate Program: Curriculum Administration**

Brief description of program:

Available for individuals who possess a school-level license as building or program administrators. Typically requires 15 semester hours of credit approved by the advisor and department chair. Contact the department of details on admission and requirements for individual situations.

Proposed effective date for new program (term and year): August 2011

Program recommended by <i>Shelly North</i> 10-19-10 Department Curriculum Committee Date	<i>Joe Burdick</i> 11/22/10 Professional Education Council Date
<i>Jerry James</i> 10-21-10 Department Chair Date	General Education Council Date
<i>Nancy D. Mullarson</i> 11-3-2010 College Curriculum & Assessment Committee Date	Undergraduate Council Date
No - Existing Program Assessment Plan Academic Planning & Assessment Committee Date	<i>Elaine McRiss</i> 1-20-11 Graduate Council Date
<i>Joe Burdick</i> 11/18/10 College Dean Date	<i>Carol</i> 2-2-11 Council of Deans Date

Program approved by <i>[Signature]</i> 2/3/2011 Provost Date	Program recorded by Undergraduate/Graduate Studies, Registrar Date
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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.

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

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn, Associate Provost

**3. Phone number/e-mail address**

(501) 450-3126

jona@uca.edu

**4. Proposed effective date**

August 2011

**5. Name of proposed Graduate Certificate Program**

School-Based Leadership: Curriculum Administration

**6. Proposed CIP Code**

13.0499

**7. Reason for proposed program implementation**

Many students who complete one licensure area for school-level administration return to earn an additional area of licensure. The Graduate Certificate Program will acknowledge their work and improve the institution's ability to document individuals who complete formal programs of study that do not or cannot result in a second master's degree.

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

The MS degree program in School Leadership, Management, and Administration with options for building administration and curriculum/program administration has been approved by the Arkansas Department of Education. This certificate program is embedded in/cognate with this degree.

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

On-campus and distance delivery

**10. Provide the following:**

**a. Curriculum outline – list of required courses (15 Semester Hours)**

Nine hours of graduate work in the field of curriculum studies approved by the advisor and department chair.

SLMA 6162, 6262 and/or 6362 Internship for Curriculum Administrator to total five hours

SLMA 6172 Portfolio Development and Defense

**b. New course descriptions**

N/A

**c. Program goals and objectives**

1. Facilitate the career goals of school-level administrators licensed as building and program administrators to become licensed as curriculum administrators.
2. Fulfill the mission of the department to help provide the State of Arkansas with a pool of well-prepared candidates to serve as curriculum administrators.

**d. Expected student learning outcomes**

Candidates are expected to develop and demonstrate that they have the capacity to serve as curriculum administrators and leaders who are (1) strong educators with a focus on student's needs and learning, (2) moral agents and social advocates for the children and communities they serve, (3) effective communicators with students, colleagues, and members of the community, (4) effective managers of change, and (5) effective integrators of technology into the educational environment.

**11. Identify off-campus location, if applicable.**

N/A

President/Chancellor Approval Date: \_\_\_\_\_

Board of Trustees Notification Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_  
SIGNATURE DATE

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

Department Early Childhood and Special Education Date October 20, 2010

The program is:  UNDERGRADUATE  
 GRADUATE

Bulletin title of program (brief):

**Graduate Certificate Program in Instructional Facilitator**

Brief description of program:

The 15 hours graduate level program is designed to prepare licensed teachers as an instructional coach who facilitates student growth and enhances classroom instruction by providing instructional support in the elements of research based instruction and methods in aligning instruction with curriculum standards, assessment tools, and individual needs of students.

Proposed effective date for new program (term and year): August 2011

<b>Program recommended by</b> <u>Rene Brown</u> Department Curriculum Committee Date <u>10/26/10</u>	<u>Bouder</u> Professional Education Council Date <u>11/22/10</u>
<u>Kathleen Atkins</u> Department Chair Date <u>10-26-10</u>	General Education Council Date
<u>Nancy P. Gallavan</u> College Curriculum & Assessment Committee Date <u>11-10-10</u>	Undergraduate Council Date
<u>No Existing Program Assessment Plan</u> Academic Planning & Assessment Committee Date	<u>Dorine McMeir</u> Graduate Council Date <u>1-20-11</u>
<u>Bouder</u> College Dean Date <u>11/18/10</u>	<u>Carol J</u> Council of Deans Date <u>2-2-11</u>

<b>Program approved by</b> <u>[Signature]</u> Provost Date <u>2/3/2011</u>	<b>Program recorded by</b> Undergraduate/Graduate Studies, Registrar Date
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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.

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

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn, Associate Provost

**3. Phone number/e-mail address**

(501) 450-3126

jona@uca.edu

**4. Proposed effective date**

August 2011

**5. Name of proposed Graduate Certificate Program**

Instructional Facilitator

**6. Proposed CIP Code**

13.0499

**7. Reason for proposed program implementation**

The proposed certificate curriculum is consistent with courses required for completion of UCA's Additional License Plan (ALP) for Instructional Facilitator. The program will provide candidates with a recognized certificate in coaching preparation, as well as give teachers formal acknowledgement of their graduate work without the completion of a masters degree. An approved certificate program will allow the university a more sophisticated method of tracking graduate students.

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

The ALP for Instructional Facilitator has been approved by Arkansas Department of Education as evidenced in the attached letter dated May 10, 2010. The Instructional Facilitator program is embedded in the MS program in Advanced Studies in Teacher Leadership and/or the MS program in School Leadership, Management, and Administration (Curriculum/Program Administrator option). The certificate will be reviewed as part of the regular NCATE cycle. (*Note: The requested CIP code is that of the MS in School Leadership, Management, and Administration.*)

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

15 hours of graduate coursework is offered via distance education delivery using synchronous and hybrid models.

**10. Provide the following:**

**a. Curriculum outline – list of required courses**

SLMA 6310 Foundations of School Leadership



SLMA 6312 School-Based Organizational Leadership  
ECSE 6328 Strategic Instruction Model/Content Enhancement Routines  
ECSE 6329 Instructional Facilitation/Teacher Leadership  
ECSE 6350 Collaborative Teaching and Inclusive Settings

**b. New course descriptions**

No new courses proposed; all courses previously approved for ALP.

**c. Program goals and objectives**

The program is designed to prepare licensed teachers as an instructional coach who facilitates student growth and enhances classroom instruction by providing instructional support in the elements of research based instruction and methods in aligning instruction with curriculum standards, assessment tools, and individual needs of students.

**d. Expected student learning outcomes**

The program curriculum is designed to exit teachers expected to have the knowledge, skills, and dispositions to:

- Apply strategies of adult learning across teacher leadership activities
- Inform and facilitate the design and implementation of coherent, integrated professional development based on assessed student and teacher needs
- Assist teachers in analyzing classroom and state assessment data to inform instruction
- Provide demonstration lessons in curriculum and teaching techniques for classroom teachers and others
- Facilitate communication about research- based instructional practices and student achievement
- Assist in the implementation of the components of the Arkansas Comprehensive School Improvement Plan process
- Demonstrate current instructional technology in the classroom and for data analysis
- Provide differentiated assistance to teachers based on individual needs
- Facilitate and participate in district and building level training.

**11. Identify off-campus location, if applicable.**

N/A

President/Chancellor Approval Date: \_\_\_\_\_

Board of Trustees Notification Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_

SIGNATURE

DATE

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

Department Early Childhood and Special Education Date October 20, 2010

The program is:  UNDERGRADUATE  
 GRADUATE

Bulletin title of program (brief):

**Graduate Certificate Program in Special Education Instructional Specialist P-4**

Brief description of program:

The 18 hours graduate level program is designed to prepare licensed teachers as collaborative professionals committed to working closely with other professionals and families to create the most effective learning environments for young children birth to eight years old representing a broad scope of abilities. The program will provide candidates with a recognized certificate in early childhood special education training, as well as give teachers formal acknowledgement of their graduate work without the completion of a masters degree in special education.

Proposed effective date for new program (term and year): August 2011

<b>Program recommended by</b>			
<u>Rene Dow</u> Department Curriculum Committee	<u>10/26/10</u> Date	<u>[Signature]</u> Professional Education Council	<u>11/22/10</u> Date
<u>Kathleen Atkins</u> Department Chair	<u>10-26-10</u> Date		
<u>Nancy D. Yullavan</u> College Curriculum & Assessment Committee	<u>11-3-10</u> Date		
<u>No Existing Program Assessment plan</u> Academic Planning & Assessment Committee	<u>[Signature]</u> Date	<u>Elaine McNeel</u> Graduate Council	<u>1-20-11</u> Date
<u>[Signature]</u> College Dean	<u>11/18/10</u> Date	<u>[Signature]</u> Council of Deans	<u>2-2-11</u> Date

<b>Program approved by</b>	<b>Program recorded by</b>
<u>[Signature]</u> Provost	<u>[Signature]</u> Undergraduate/Graduate Studies, Registrar
<u>2/3/2011</u> Date	<u>[Signature]</u> 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.

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

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn, Associate Provost

**3. Phone number/e-mail address**

(501) 450-3126

jona@uca.edu

**4. Proposed effective date**

August 2011

**5. Name of proposed Graduate Certificate Program**

Early Childhood Special Education Instructional Specialist P-4

**6. Proposed CIP Code**

13.1001

**7. Reason for proposed program implementation**

The proposed certificate curriculum is consistent with courses required for completion of UCA's Additional License Plan (ALP) for Special Education Instructional Specialist P-4. The program will provide candidates with a recognized certificate in early childhood special education training, as well as give teachers formal acknowledgement of their graduate work without the completion of a masters degree in special education. An approved certificate program will allow the university a more sophisticated method of tracking graduate students.

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

The ALP for Special Education Instructional Specialist P-4 has been approved by Arkansas Department of Education as evidenced in the attached letter dated April 7, 2002. The Instructional Specialist P-4 certificate courses are embedded in/cognate with the MSE program in Special Education. The certificate will be reviewed as part of the regular NCATE cycle.

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

18 hours of graduate coursework is offered via distance education delivery using synchronous and hybrid model. The MSE program in Special Education has been previously approved for distance delivery.

**10. Provide the following:**

**a. Curriculum outline – list of required courses**

ECSE 6300 Philosophical, Historical, and Legal Aspects of Special Education

ECSE 6302 Medical and Education Aspects of Disabilities

ECSE 6304 Behavior and Classroom Management  
ECSE 6306 Family, School, and Community Partnerships  
ECSE 6308 Educational Assessment in Special Education  
ECSE 6327 Educational Programming for Children Ages 0-5 with Disabilities  
Or  
ECSE 6337 Educational Programming for Children Ages 5-8 with Disabilities

**b. New course descriptions**

No new courses proposed; all courses previously approved for ALP.

**c. Program goals and objectives**

The program is designed to prepare licensed teachers as collaborative professionals committed to working closely with other professionals and families to create the most effective learning environments for young children birth to eight years old representing a broad scope of abilities. Upon the successful completion of the proposed curriculum and Arkansas state licensure tests, candidates are eligible for an Arkansas teaching license in Early Childhood Special Education Instructional Specialist P-4.

**d. Expected student learning outcomes**

The curriculum is designed to exit early childhood special education teachers who:

- Apply their knowledge of central concepts, tools, of inquiry, and structures of special education to establish learning experiences that are meaningful for students with diverse needs (learning, behavioral, and developmental disabilities)
- Plan curriculum and instruction based on human growth and development, learning theory, and research-based exemplary practices to meet the individual needs of students with disabilities.
- Exhibit effective human relations skills which support the development of human potential and the belief that all individuals regardless of ability belongs to the same community of learners.
- Work collaboratively with professionals, families, and the community to create safe and effective learning and social-emotional environments.
- Effectively integrate technology and instruction and learning.
- Know and effectively execute the roles and responsibilities of the profession of teaching.

**11. Identify off-campus location, if applicable.**

N/A

President/Chancellor Approval Date: \_\_\_\_\_

Board of Trustees Notification Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_

SIGNATURE

DATE

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

Department Early Childhood and Special Education Date October 20, 2010

The program is:  UNDERGRADUATE  
 GRADUATE

Bulletin title of program (brief):

**Graduate Certificate Program in Special Education Instructional Specialist Grades 4-12**

Brief description of program:

The 18 hours graduate level program is designed to prepare licensed teachers as collaborative professionals committed to working closely with other professionals and families to create the most effective learning environments for children in grades 4-12 representing a broad scope of abilities. The program will provide candidates with a recognized certificate in special education training, as well as give teachers formal acknowledgement of their graduate work without the completion of a masters degree in special education.

Proposed effective date for new program (term and year): August 2011

<b>Program recommended by</b>			
<u>Rene Crow</u>	<u>10/20/10</u>	<u>J. S. Duvach</u>	<u>11/22/10</u>
Department Curriculum Committee	Date	Professional Education Council	Date
<u>Kathleen Atkins</u>	<u>10-26-10</u>		
Department Chair	Date	General Education Council	Date
<u>Nancy P. Gallusson</u>	<u>11-3-2010</u>		
College Curriculum & Assessment Committee	Date	Undergraduate Council	Date
<u>M. Existing Program Assessment, PLC</u>		<u>Elaine McMeie</u>	<u>1-20-11</u>
Academic Planning & Assessment Committee	Date	Graduate Council	Date
<u>J. S. Duvach</u>	<u>11/18/10</u>	<u>Carol S. D.</u>	<u>2-2-11</u>
College Dean	Date	Council of Deans	Date

<b>Program approved by</b>		<b>Program recorded by</b>	
<u>[Signature]</u>	<u>2/3/2011</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.

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

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn, Associate Provost

**3. Phone number/e-mail address**

(501) 450-3126

jona@uca.edu

**4. Proposed effective date**

August 2011

**5. Name of proposed Graduate Certificate Program**

Special Education Instructional Specialist 4-12

**6. Proposed CIP Code**

13.1001

**7. Reason for proposed program implementation**

The proposed certificate curriculum is consistent with courses required for completion of UCA's Additional License Plan (ALP) for Special Education Instructional Specialist 4–12. The program will provide candidates with a recognized certificate in special education training, as well as give teachers formal acknowledgement of their graduate work without the completion of a masters degree in special education. An approved certificate program will allow the university a more sophisticated method of tracking graduate students.

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

The ALP for Special Education Instructional Specialist 4–12 has been approved by Arkansas Department of Education as evidenced in the attached letter dated April 7, 2002. The Instructional Specialist 4-12 certificate courses are embedded in/cognate with the MSE program in Special Education. The certificate will be reviewed as part of the regular NCATE cycle.

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

18 hours of graduate coursework is offered via distance education delivery using synchronous and hybrid models. The MSE program in Special Education has been previously approved for distance delivery.

**10. Provide the following:**

**a. Curriculum outline – list of required courses**

ECSE 6300 Philosophical, Historical, and Legal Aspects of Special Education

ECSE 6302 Medical and Education Aspects of Disabilities

ECSE 6304 Behavior and Classroom Management  
ECSE 6306 Family, School, and Community Partnerships  
ECSE 6308 Educational Assessment in Special Education  
ECSE 6366 Educational Programming for Students with Mild Disabilities

**b. New course descriptions**

No new courses proposed; all courses previously approved for ALP.

**c. Program goals and objectives**

The program is designed to prepare licensed teachers as collaborative professionals committed to working closely with other professionals and families to create the most effective learning environments for children in grades 4-12 representing a broad scope of abilities. Upon the successful completion of the proposed curriculum and Arkansas state licensure tests, candidates are eligible for an Arkansas teaching license in Special Education Instructional Specialist 4-12.

**d. Expected student learning outcomes**

The curriculum is designed to exit special education teachers who:

- Apply their knowledge of central concepts, tools, of inquiry, and structures of special education to establish learning experiences that are meaningful for students with diverse needs (learning, behavioral, and developmental disabilities)
- Plan curriculum and instruction based on human growth and development, learning theory, and research-based exemplary practices to meet the individual needs of students with disabilities.
- Exhibit effective human relations skills which support the development of human potential and the belief that all individuals regardless of ability belongs to the same community of learners.
- Work collaboratively with professionals, families, and the community to create safe and effective learning and social-emotional environments.
- Effectively integrate technology and instruction and learning.
- Know and effectively execute the roles and responsibilities of the profession of teaching.

**11. Identify off-campus location, if applicable.**

N/A

President/Chancellor Approval Date: \_\_\_\_\_

Board of Trustees Notification Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_

SIGNATURE

DATE

**Notification: New Graduate Certificate, Professional Studies in Music**

The President and the Provost have accepted a proposal from the Department of Music to create a new Graduate Certificate (GC), Professional Studies in Music. This new certificate comprises a 12–18 hour graduate-level program of study designed to allow talented and dedicated instrumentalists and singers the opportunity to advance their abilities as musicians and performers, increasing their preparedness to enter a graduate degree program or the world of music as a professional. The certificate program culminates in a full recital during the student’s final semester.

Supporting materials (following pages): Curriculum Form 3, ADHE Form LON-10



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

Department Music Date 9/13/10

The program is:  UNDERGRADUATE  
 GRADUATE

Bulletin title of program (brief):

**Professional Studies Certificate**  
*Graduate Certificate, Professional Studies in Music*

Brief description of program:

The Professional Studies Certificate at the University of Central Arkansas is a 12 to 18-credit graduate-level program of study designed to allow talented and dedicated instrumentalists and singers further time to advance their abilities as musicians and performers, increasing their preparedness to enter a graduate degree program or the world of music as a professional. Through close work with UCA's faculty in Applied Lessons and Ensembles or Accompanying, students receive a broad exposure to a variety of types of performing while being able to bring particular focus to the culmination of the program of study--a full recital during the student's final semester.

Proposed effective date for new program (term and year): Fall 2011

<b>Program recommended by</b>			
	<u>11/11/10</u>	Professional Education Council	Date
Department Curriculum Committee	Date		
	<u>9/13/10</u>	General Education Council	Date
Department Chair	Date		
	<u>11-29-10</u>	Undergraduate Council	Date
College Curriculum & Assessment Committee	Date	Graduate Council	Date
	<u>12/1/2010</u>		<u>1-20-11</u>
Academic Planning & Assessment Committee	Date	Graduate Council	Date
	<u>12/1/10</u>		<u>2-2-11</u>
College Dean	Date	Council of Deans	Date

<b>Program approved by</b>		<b>Program recorded by</b>	
	<u>2/3/2011</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.

## LETTER OF NOTIFICATION – 10

### GRADUATE CERTIFICATE PROGRAM

(12–18 Semester Credit Hours)

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn, Associate Provost

**3. Phone number/e-mail address**

(501) 450-3126

jona@uca.edu

**4. Proposed effective date**

Fall 2011

**5. Name of proposed Graduate Certificate Program**

Professional Studies in Music

**6. Proposed CIP Code**

50.0903 (This certificate program's curriculum is embedded in/cognate with the existing MM in Music program.)

**7. Reason for proposed program implementation**

This program makes available the faculty and resources of UCA to a group of students who otherwise have no means of enrolling at our university. Many students with undergraduate degrees are interested in pursuing a career in performing and/or study towards an advanced degree but they are not yet equipped to do so at the level to which they aspire. Many international students wish to study at UCA, but they are not yet able to fulfill the application requirements for enrolling in a graduate degree program or they are not sufficiently prepared to complete a degree program. Implementing a graduate certificate through in Department of Music will give these students access to UCA's facilities and faculty and provide them essential time in order to further excel in their chosen fields of performance. The addition of these students will also increase the opportunities and learning experiences of our current students and add to the richness of experience of the university community.

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

N/A

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

On campus

**10. Provide the following:****a. Curriculum outline – list of required courses**

The proposed certificate program requires 12–18 graduate semester credit hours.

Instrumental Professional Studies Students (other than piano):

**Required Courses Each Semester:**

Applied Lessons (MUSA 6200 or 6400 level)	2 or 4 credits
Chamber Music (MUSE 6100 level)	1 credit
Large Ensemble (Orchestra or Wind Ensemble--MUSE 6100 level)	1 credit
Final Semester: Graduate Recital (MUS 6200)	2 credits

**Some of the Additional Courses Available**

Instrumental Pedagogy Repertoire (MUS 6213)	2 credits
Graduate Musicianship Review (approval pending)	2 credits
Directed Graduate Study (MUS 6105 or 6205)	1 or 2 credits

Piano Professional Studies Students

**Required Courses Each Semester**

Applied Lessons (MUSA 6200 or 6400 level)	2 or 4 credits
Piano Chamber Music (MUSE 6141)	1 credit
Accompanying (MUSE 6140)	1 credit
Final Semester: Graduate Recital (MUS 6200)	2 credits

**Some of the Additional Courses Available**

Advanced Piano Pedagogy (MUS 6217)	2 credits
Graduate Musicianship Review (approval pending)	2 credits
Directed Graduate Study (MUS 6105 or 6205)	1 or 2 credits

Voice Professional Studies Students

**Required Courses Each Semester**

Applied Lessons (MUSA 6200 or 6400 level)	2 or 4 credits
Opera (MUSE 6112)	1 credit
Final Semester: Graduate Recital (MUS 6200)	2 credits

**Some of the Additional Courses Available**

Vocal Pedagogy (MUS 6212)	2 credits
Graduate Musicianship Review (approval pending)	1 credit
Directed Graduate Study (MUS 6105 or 6205)	1 or 2 credits

**b. New course descriptions**

No new courses

**c. Program goals and objectives**

- To give students the opportunity to hone their craft as performers in the most concentrated environment possible, allowing them to prepare for professional jobs or more advanced degrees
- To provide a transitional year for international students that immerses them in a new culture and language, allowing these students the opportunity to more ably communicate their musical knowledge in a new world
- To allow international students who lack the language skills necessary to adequately do a full load of master's level coursework the opportunity to study their instrument while building English proficiency
- To stimulate and challenge current undergraduate students by raising the level of commitment and accomplishment of students involved in studio lessons and large and small ensembles
- To access a pool of students that currently have no program of study available to them at VCA, thereby expanding the sphere of influence and international presence of our Applied Music faculty
- To increase the level of interest and opportunities for applicants to UCA's Master's Degree program, ultimately leading to increased graduate school enrollment

**d. Expected student learning outcomes**

Participants in the Professional Studies Certificate program will

- acquire further experience and skills in solo, chamber, and large ensemble performing so that they attain new levels of accomplishment in their performance field.
- present a recital in an environment that is more concentrated than is possible while completing an undergraduate degree, thus giving them invaluable insight into new levels of preparedness, polish, and freedom while performing.

International students with limited abilities in speaking and writing English will also

- gain experience of our culture, language, and traditions of interpreting music.
- develop the skills and proficiency necessary to support themselves as a professional musician in this country or to enter a graduate degree program.

**11. Identify off-campus location, if applicable.**

N/A

President/Chancellor Approval Date: \_\_\_\_\_

Board of Trustees Notification Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_

SIGNATURE

DATE

**EXECUTIVE SESSION**

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

**OPEN SESSION**

Open session was unanimously declared upon motion and a second.

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

**“BE IT RESOLVED: That the Board of Trustees hereby approves the 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**

\_\_\_\_\_  
**Scott Roussel  
Chair**

\_\_\_\_\_  
**Victor Green  
Secretary**