AGENDA FOR MEETING OF BOARD OF TRUSTEES
OF
UNIVERSITY OF CENTRAL ARKANSAS
ON
SEPTEMBER 7, 2012
AT
2:00 P.M.
BOARD OF TRUSTEES CONFERENCE ROOM – WINGO HALL

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

I. CALL TO ORDER

II. ROLL CALL


IV. INTRODUCTIONS

A. Morgan Holt, Miss UCA and First Runner-Up Miss Arkansas Pageant

B. Science and Society In Rwanda – UCA Students

C. Dr. Wendy Castro, Director of Assessment

D. Dr. Kurt Boniecki, Associate Provost for Instructional Support

E. Ms. Jane Ann Williams, Assistant Provost and Director of International Engagement

F. Ms. Beth Durff, Registrar

G. Mr. Ron Patterson, Director of Admissions
V. STATEMENTS FROM THE PRESIDENTS OF THE FACULTY SENATE, STAFF SENATE AND STUDENT GOVERNMENT ASSOCIATION

A. Dr. Kevin Browne, Faculty Senate President
B. Ms. Stephanie McBrayer, Staff Senate President
C. Ms. Spencer Sims, SGA President

VI. REPORTS

A. Audit Committee
B. Enrollment/Housing
C. Retention/Housing Initiative – Map Works
D. Hodge Report/UCA Foundation
E. President’s Residence Advisory Committee
F. Financial Update
G. Science Project Timeline
H. Oxford American

VII. ACTION AGENDA

A. “Diversity; Diversity Advisory Committee” (appointments) – Board Policy No. 502
B. Strategic Planning Committee (appointment of Board member)
C. “Contract Review Procedures” – Board Policy No. 416
D. Bear Village Bond Resolution
E. “Discretionary Scholarship Program for Students with Exceptional Circumstances” – Board Policy No. 524
F. Insurance/Health Plan Provider and Life/Long-term Disability Rates
G. “Audit Committee” – Board Policy No. 213
H. One-Time Bonus
VIII. NOTIFICATIONS/DELETIONS
   A. Notification: Changes in the BBA Program in Management Information Systems (MIS)
   B. Notification: New Tracks in the BA degree program in Writing
   C. Notification: New Undergraduate Minor Program in Actuarial Studies
   D. Notification: New Undergraduate Minor Program in Public Relations
   E. Notification: New Undergraduate Minor Program in Professional Writing
   F. Notification: New Options for Education Leadership Program at the Post-Master’s Level
   G. Notification: New Options for Gifted and Talented Education
   H. Notification: New Track in Geospatial Technology in the BS/BS, Geography
   I. Notification: Reorganization of Occupational Therapy Program

IX. EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS

X. OPEN SESSION
   A. Personnel List
   B. Other

XI. ADJOURN
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III. MINUTES

Minutes of the May 4, 2012, and August 3, 2012, Board meetings, and the June 25, 2012, teleconference Board meeting, which can be found on UCA’s web site, were distributed to Board members for review prior to the September 7, 2012, Board meeting.
VII. ACTION AGENDA

A. “Diversity; Diversity Advisory Committee” (appointments) – Board Policy No. 502

The Board adopted Board Policy No. 502 at the May, 2012 meeting, creating the Diversity Advisory Committee. This committee was created as part of the University’s response to the Higher Learning Commission.

The Committee’s charge is to:

(a) review all policies, programs and offices of the University of Central Arkansas in an effort to promote and maintain a diverse student, faculty and staff population;

(b) develop and present to the Board of Trustees and the President, not later than January 31, 2013, (i) a plan and recommendations to increase diversity, including but not limited to, staffing, budget recommendations and program changes, if any, and (ii) recommendations concerning language to be included in University publications, advertisements and other materials on the subject of diversity;

(c) on an annual basis, thereafter, prepare and file with the Board of Trustees and the Office of the President, an annual report on diversity initiatives with such recommendations as the Committee may deem necessary and advisable; and

(d) under-take such other activities, studies or initiatives as the Committee may, from time-to-time, deem necessary or advisable, as well as conduct any other matters within the Committee’s jurisdiction as may be requested by the Board of Trustees.

Pursuant to the new Board policy, there are three appointments the Board of Trustees must make to the Committee. They are as follows:

• One member of the University’s Board of Trustees, appointed by the Board of Trustees
• Two persons appointed by the Board of Trustees, at least one of whom shall be a person holding an administrative position at the University

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

“BE IT RESOLVED: That in accordance with the provisions of Board Policy No. 502, Diversity; Diversity Advisory Committee, __________________________ is hereby appointed to be the member of the Board of Trustees serving on the Diversity Advisory Committee, and that __________________ and __________________________ are appointed by the Board of Trustees to serve on the committee pursuant to the foregoing Board policy.”
Preamble: The University of Central Arkansas (“University”) seeks to include and integrate individuals from various backgrounds and with varied characteristics, and promotes opportunities to work, learn, and develop within a community that embraces the diversity of individuals and ideas.

Diversity Language in UCA Mission Statement: The following language is part of the University’s Mission Statement adopted on May 6, 2011:

“We are dedicated to attracting and supporting a diverse student, faculty and staff population and enhanced multicultural learning opportunities. We value the opportunity to work, learn, and develop in a community that embraces the diversity of individuals and ideas, including race, ethnicity, religion, spiritual beliefs, national origin, age, gender, marital status, socioeconomic background, sexual orientation, physical ability, political affiliation, and intellectual perspective.”

Creation of Diversity Advisory Committee: In order to carry out the diversity language in the Mission Statement, effective July 1, 2012, there is hereby established a standing committee of the University to be known as the “Diversity Advisory Committee.”

Purpose of the Diversity Advisory Committee: The purpose of the Diversity Advisory Committee is to:

(a) review all policies, programs and offices of the University of Central Arkansas in an effort to promote and maintain a diverse student, faculty and staff population;

(b) develop and present to the Board of Trustees and the President not later than January 31, 2013, (i) a plan and recommendations to increase diversity, including but not limited to, staffing, budget recommendations and program changes, if any, and (ii) recommendations concerning language to be included in University publications, advertisements and other materials on the subject of diversity;

(c) on an annual basis thereafter prepare and file with the Board of Trustees and the Office of the President, an annual report on diversity initiatives with such recommendations as the committee may deem necessary and advisable; and
(d) under-take such other activities, studies or initiatives as the Committee may, from time-to-time, deem necessary or advisable, as well as conduct any other matters within the Committee’s jurisdiction as may be requested by the Board of Trustees.

**Membership of the Diversity Advisory Committee/Meetings:** The Diversity Advisory Committee shall be composed of eleven (11) persons who shall each serve terms as set forth below:

- One member of the University’s Board of Trustees, appointed by the Board of Trustees
- Two persons appointed by the Board of Trustees, at least one of whom shall be a person holding an administrative position at the University
- Two persons designated as representatives from the Faculty Senate
- Two persons designated as representatives from the Staff Senate
- Two persons designated as representatives from the Student Government Association
- One person designated as the representative from the UCA Alumni Association
- One person designated as the representative from the UCA Foundation, Inc.

The UCA Board member and the representatives from the UCA Alumni Association and the UCA Foundation shall serve a one-year term on the committee.

All other members shall serve two-year terms, with the initial terms of those persons staggered and drawn by lot at the first meeting so that one person from the at-large Board appointees, Faculty Senate, Staff Senate and SGA serves an initial one-year term, and one person from each group serves a two-year term. Thereafter, all terms shall be for two years. Members of the committee may be reappointed.

The committee shall elect its own chair. The committee shall hold at least one meeting in the fall semester and one meeting in the spring semester each year. Special meetings may be called by the Chair, or upon the request of any two (2) members of the committee. At least two days’ notice of any meeting shall be provided to each member.
VII. ACTION AGENDA

B. “Strategic Planning Committee”- (appointment of Board member)

In 2010, the University went through a strategic planning process. This process involved the appointment of a committee, the Strategic Planning Committee, and included the entire campus, the Board of Trustees, and community stakeholders. The Strategic Planning Committee prepared a report, which was disseminated to the campus, and after discussion and revision, the University’s strategic plan was prepared and adopted by the Board of Trustees on May 6, 2011.

The University also has a committee known as the “Strategic Budget Advisory Committee”, which reviews budget recommendations and requests and provides its recommendations to the administration.

As part of the University’s Monitoring Report to the Higher Learning Commission, the University, with the approval of the Board of Trustees, created the “Strategic Planning and Resource Council” (“SPARC”). This council is composed of all of the members of the Strategic Planning Committee and the Strategic Budget Advisory Committee. SPARC’s primary mission is to coordinate efforts of these two entities. Dr. Nancy Reese is the newly-appointed chair of SPARC and is serving a three-year term.

As revised, the membership of the Strategic Planning Committee includes, among other members, (a) one member of the Board of Trustees, (b) one vice president selected by the executive staff (for a two-year term), and (c) one community member appointed by the President for a two-year term.

The executive staff member selected is Shelley Mehl, and the Mayor of Conway, Tab Townsell, has agreed to serve as the Presidential appointee. Although the document is silent on how the Board member is selected, the President recommends to the Board of Trustees that the chair serve for the one-year term. For the current academic year, if approved by the Board of Trustees, Mr. Bobby Reynolds would serve on the committee.

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

“BE IT RESOLVED: That Mr. Bobby Reynolds, in his capacity as Chairman of the Board of Trustees, is elected to serve a term of one year on the University’s Strategic Planning Committee.”
VII. ACTION AGENDA

C. “Contract Review Procedures” – Board Policy No. 416

Pursuant to Board Policy No. 416, “Contract Review Procedures,” the administration must seek Board approval for (i) any contract which will require the expenditure by the University of funds (at any time) in excess of $250,000; or (ii) any contract with a term exceeding one (1) year, unless the Office of General Counsel certifies, in writing, that the contract may be terminated by the University on the giving of written notice of ninety (90) days or less.

The administration is seeking Board approval for the following contracts:

1. Agreement between the University of Central Arkansas and Caradine Companies Architecture for architectural and engineering services for site development of Greek Village.

2. Agreement between the University of Central Arkansas and Digital Measures for collection and reporting services related to faculty and staff teaching, research and service activities.

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

“BE IT RESOLVED: That the Board of Trustees authorizes the administration to enter into contracts with the companies listed above.”
UNIVERSITY OF CENTRAL ARKANSAS

REASON FOR REQUIRING BOARD REVIEW AND ACTION:
(Board Policy #416)

Contract involving more than $250,000

SUMMARY


2. Purpose: To provide professional architectural design and engineering services for the site development of UCA Greek Village.

3. Term: The contract expires on June 30, 2013. Site development is estimated to be complete within four to six months.

4. University Funds to be paid: $294,200 ($261,200 + $33,000 for expenses).

   The infrastructure for Greek Village is estimated to cost $4,000,000.00. The terms of this contract have been negotiated at a rate of 6.5% of the site development cost ($4,000,000.00) plus expenses (reproductions, geotechnical and surveying, engineering services, and courier services and postage).

5. Funds Received: None

6. Public Bid/Purchasing Approval: A Request for Proposal for architectural and engineering services was issued on May 16, 2012. Eleven (11) firms submitted proposals, which were reviewed by a committee. Four firms were interviewed on June 28, 2012, and the committee selected Caradine Companies Architecture, located in Little Rock, Arkansas.

   The Method of Financing (“MOF”) and Professional Consultant Services Contract (“PCS”) were presented to the Arkansas Legislative Council (“ALC”) Review Committee on August 2, 2012. The Department of Finance and Administration approved the contract on August 3, 2012, and the contract received final review by the ALC on August 17, 2012.

7. Special Provisions/Terms/Conditions: None.

8. Approval/Notification to UCA Foundation: None.

Form prepared by: Katie Henry, Interim General Counsel  Date: August 21, 2012
UNIVERSITY OF CENTRAL ARKANSAS

REASON FOR REQUIRING BOARD REVIEW AND ACTION:
(Board Policy #416)

Contract with a term exceeding one year

SUMMARY

1. Parties: University of Central Arkansas and Digital Measures, LLC, a Wisconsin limited liability company.

2. Purpose: Pursuant to this agreement, Digital Measures will provide the University with access to its internet-based system for the purpose of using ActivityInsight to collect and report on information related to the University’s faculty and staff teaching, research and service activities.


4. University Funds to be paid: $99,000.00.

5. Funds Received: None

6. Public Bid/Purchasing Approval: A Request for Proposal was issued and advertised via the UCA and Office of State Procurement website on July 19, 2012. Two (2) companies submitted proposals, which were reviewed by a committee. The committee selected Digital Measures.

7. Special Provisions/Terms/Conditions: None.

8. Approval/Notification to UCA Foundation: None.

Form prepared by: Katie Henry, Interim General Counsel          Date: August 21, 2012
VII. ACTION AGENDA

D. Bear Village Bond Resolution

At the May 4, 2012, Board meeting, the Board approved a request by the University of Central Arkansas Foundation Inc. (“Foundation”) that the University of Central Arkansas (“University”) consent to the Foundation’s re-financing of the indebtedness owed by the Foundation on the Bear Village transaction. At that meeting, however, it was stated by the administration that the financial terms of the transaction would be reviewed and a recommendation would be brought to the Board as to whether or not the University should acquire the apartments under a purchase option.

The Board approved a request for the University to proceed with Issuance of Bonds at the June 25, 2012, teleconference meeting to finance the acquisition of Bear Village Apartments from the Foundation. This resolution was considered and approved by the Arkansas Higher Education Coordinating Board (AHECB) at its July 27, 2012, meeting.

This resolution authorizes the issuance of Housing System Revenue Capital Improvement Bonds of $12.5 million at a rate not to exceed 4.50%. The term of the issue is 24 years and has an estimated maximum annual debt service payment of $820,000.

The net present value savings of the new bond debt service versus the lease payments is just under $1.1 million at current market interest rates. If interest rates increase 50 basis points to an average rate of approximately 4.50%, the net present value savings is approximately $425,000.

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

A RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED $12,500,000 BOARD OF TRUSTEES OF THE UNIVERSITY OF CENTRAL ARKANSAS STUDENT HOUSING SYSTEM REVENUE CAPITAL IMPROVEMENT BONDS (BEAR VILLAGE ACQUISITION), SERIES 2012B; AUTHORIZING THE EXECUTION AND DELIVERY OF A TRUST INDENTURE SECURING SUCH BONDS; AUTHORIZING THE EXECUTION AND DISTRIBUTION OF AN OFFICIAL STATEMENT; PLEDGING CERTAIN REVENUES TO THE PAYMENT OF THE BONDS; AND PRESCRIBING OTHER MATTERS RELATED THERETO

WHEREAS, the Board of Trustees (the “Board”) of the University of Central Arkansas (the “University”) has determined that there is a need to finance the acquisition of the Bear Village Apartments, a student housing facility consisting of ten (10) buildings containing one-hundred sixty (160) two-bedroom apartment units and an office (the “Project”); and

WHEREAS, the Board has determined that the Project can best be financed by the issuance of Student Housing System Revenue Capital Improvement Bonds (Bear Village Acquisition), Series 2012B; and

WHEREAS, by Resolution adopted on June 25, 2012, the Board authorized the President of the University to request from the Arkansas Department of Higher Education approval for the issuance of bonds to finance the Project which approval was granted by the Department of Higher Education Coordinating Board on July 27, 2012;

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

Section 1. The Board hereby authorizes the issuance of its Student Housing System Revenue Capital Improvement Bonds (Bear Village Acquisition), Series 2012B, in the aggregate principal amount not to exceed $12,500,000 (the “Bonds”). The Bonds shall have an annual interest rate that does not exceed 4.50%.

Section 2. The Bonds shall have the final principal amount, designations, terms, maturities, bear interest at such rates and shall be secured as set forth in a Trust Indenture with respect to the Bonds (the “Indenture”). The Indenture shall be in such form and contain such content as approved by the President of the University or his designee, and such Indenture is in all respects authorized, approved and confirmed, and the Chairman of the Board, the Secretary of the Board, and the President of the University, together with one or more vice presidents designated by the President, are hereby authorized, empowered and directed to execute and deliver the Indenture for and on behalf of the Board to the Trustee (identified hereinafter) for the security of the Bonds, and the interest thereon, including necessary counterparts, in such form as shall be approved by the President of the University or his designee, with the advice of Bond Counsel (identified
Section 3. In connection with the issuance of the Bonds, it will be necessary to enter into certain additional agreements, and to execute and deliver certain other documents, certificates and instruments, including but not limited to an agreement governing the compliance by the University with certain tax requirements (the “Tax Regulatory Agreement”), an agreement providing for continuing disclosure (the “Continuing Disclosure Agreement”), an agreement specifying the terms of the purchase of the Bonds by the Underwriter (identified hereinafter) (the “Bond Purchase Agreement”) and other miscellaneous agreements and instruments (collectively, the “Related Documents”). Upon the completion and approval of the Related Documents to the satisfaction of the President or his designee, the Chairman of the Board, the Secretary of the Board, and the President of the University, together with one or more vice presidents designated by the President, are hereby authorized and directed to execute each of the Related Documents. The Chairman of the Board, the Secretary of the Board, and the President of the University, together with one or more vice presidents designated by the President, are further authorized to execute such other certificates, documents and other writings, and to take such other actions as may be appropriate to cause the Bonds to be issued and otherwise to carry out the terms and purposes of this Resolution.

Section 4. The Bonds shall be secured by a pledge of all Housing System Revenues earned or received by the University in each Bond Year (as defined in the Indenture), remaining after payment of Current Expenses (as defined in the Indenture) and on a parity with any prior bonds issued and outstanding and any additional bonds issued in the future.

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


Section 7. The Board hereby ratifies the engagement of Bank of the Ozarks, Little Rock, Arkansas as Trustee pursuant to the terms of the Indenture (the “Trustee”).
Section 8. The Board hereby authorizes the President or his designee to negotiate the terms and conditions of agreements with, and to the extent already negotiated, hereby ratifies the terms and conditions of agreements with Bond Counsel, the Trustee and the Underwriter, and to execute such documents as they determine are necessary and, in the best interests of the Board, appropriate (execution thereof to constitute conclusive evidence of the Board’s approval of any and all agreements, changes, modifications, additions or deletions therein).
ADOPTED AND APPROVED this ____ day of ___________, 2012.

BOARD OF TRUSTEES OF THE
UNIVERSITY OF CENTRAL ARKANSAS

By: _________________________________
   Bobby Reynolds, Chairman

ATTEST:

By: _________________________________
   Kay Hinkle, Secretary
VII. ACTION AGENDA

E. “Discretionary Scholarship 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 ($100,000 per year), and a committee reviews all applications and makes decisions.

The following changes are proposed to Board Policy No. 524:

1. Change the chair of the committee from Vice President for Administration” to “Vice President for Student Services”;
2. Delete “Vice President for Students Services” from the committee since he or she is the new committee chair;
3. Add “Associate Provost for Instructional Support”; and
4. Add two student members selected by the Student Government Association.

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

“BE IT RESOLVED: That the Board of Trustees approves the following revisions to Board Policy No. 524, “Assistance Program for Students with Exceptional Circumstances” to read as follows:
ASSISTANCE PROGRAM FOR STUDENTS WITH EXCEPTIONAL CIRCUMSTANCES

1. **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.

2. **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).

3. **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 Student Services Administration, who shall be an ex-officio member and who shall not vote.

   The committee shall consist of the following persons:
4. **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. 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 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 (i) increasing campus diversity, (ii) ensuring or maintaining that multiple cultures are represented on campus, and/or (iii) 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 August 1st for the fall semester and December 1st for the spring semester. These deadlines shall be included in the notice.

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

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 the 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.
VII. ACTION AGENDA

H. Insurance/Health Plan Provider and Life/Long-Term Disability Rates

Health Insurance

The University is currently insured through United Healthcare. Due to health rate increases on January 1, 2012, and July 1, 2012, both of which were absorbed by the University, a decision was made to issue a Request for Proposal (RFP) with an effective date of January 1, 2013.

Stephens Insurance, the University’s benefit consultant, coordinated the RFP process. Providers were asked to submit a response to various plan designs on a fully and self-insured basis. The following providers submitted an Intent to Bid: QualChoice, Blue Cross/Blue Shield, United Healthcare, Coresource, and Healthscope.

Based on the RFP results and consultation with Stephens Insurance, the Employee Benefits Advisory Committee (“EBAC”) recommends that the University continue with United Healthcare for the 2013 calendar year. The EBAC requested that Stephens Insurance, UCA’s Benefits Consultant, enter negotiations to meet the University’s goals and objectives as listed below:

1. Keep the overall rates at current levels or minimal increase.
2. No, or minimal, changes in the benefit design or coverage levels.
3. Consider a high-deductible option to go along with the current plan.
4. Move from the current three-tier option (employee only, employee plus one, and family) to a four-tier option (employee only, employee/spouse, employee/children, and family)

As a result of these negotiations, United Healthcare has agreed to all of the University’s goals and objectives as outlined below:

1. A decrease in the rates of 2% if the University stays with a single option or a decrease of 0.04% if the University offers a dual option, which includes the University’s current plan plus a high-deductible option.
2. No changes in plan design or coverage levels to current plan.
3. A four-tier option, which significantly reduces the cost of premiums paid by a single parent. Currently, an employee with one child pays the employee plus one coverage, which is also the same as employee/spouse coverage. An employee with more than one child currently pays the full family premium. By moving to a four-tier option, a single parent with children will pay less than current required premiums.

The UCA EBAC recommends that the Board of Trustees accept the United Healthcare Proposal, including the high deductible option, based on meeting the requested goals and objectives above. This proposal, if approved, will be effective January 1, 2013 and will expire on December 31, 2013.
Life Insurance (includes Accidental Death and Dismemberment) and Long-term Disability

Currently, the life insurance and long-term disability is through USAble. After working with the university’s benefits consultant, Stephens Insurance, the University requested USAble to review the university’s current pricing based on a review of the university’s claims experience. The current rates are $0.11 for group life, $0.03 for Accidental Death and Dismemberment, and $0.22 for long-term disability. These rates are guaranteed through December 31, 2013.

As a result of this review, USAble has offered a five (5%) percent reduction across all lines and extended the rate guarantee period another year, ending December 31, 2014.

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

“BE IT RESOLVED: That the administration is authorized to establish a contract with United Health Care for health insurance coverage for the period of January 1, 2013, through December 31, 2013.”

“BE IT FURTHER RESOLVED: That the administration is authorized to accept the rate extension with USAble for life, accidental death and dismemberment and long-term disability coverage for the period of October 1, 2012, through December 31, 2014.”
VII. ACTION AGENDA

I. “Audit Committee” – Board Policy No. 213

Board Policy No. 213 currently provides that the administrative responsibility for salaries, budget, and other operation expenses shall be handled by the Chief of Staff, subject to the approval of the Chair of the Audit Committee. The University does not currently have a Chief of Staff and does not intend to hire someone to fill this vacancy in the near future. Therefore, the administration is proposing to shift the administrative responsibilities for internal audit to the General Counsel.

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

“BE IT RESOLVED: That the Board of Trustees approves the following revisions to Board Policy No. 213, “Audit Committee” to read as follows:
UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY  

Policy Number: 213
Subject: Audit Committee
Date Adopted: 05/09  
Revised: 02/10, 08/11, 09/12

AUDIT COMMITTEE

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

2. **Members of the Audit Committee.** The Audit Committee shall be composed of three (3) members of the Board.

   The members of the Audit Committee shall be elected and shall serve terms as follows:

   (a) For calendar year 2012, two members of the Board of Trustees shall be elected by the Board and shall serve a term of one-year. The third member of the Audit Committee shall serve a two-year term and shall be that person appointed by the Governor of the State of Arkansas to a full seven-year term on the Board of Trustees beginning January 15, 2012.

   (b) For calendar year 2013 and years thereafter, the Board of Trustees shall elect one person to serve a one-year term on the Audit Committee. The other appointment to the Audit Committee for that year shall be the Board appointment made in January of the applicable year by the Governor of the State of Arkansas to a full seven-year term on the Board of Trustees and such person shall serve a two-year term on the Audit Committee. (The third member shall be the continuing member from the prior year.)

Any elections by the Board of Trustees shall occur at the last Board meeting of each calendar year with such persons taking office on the first day of the following calendar year.

The Chair of the Board of Trustees shall never be a member of the Audit Committee. If for any reason, the Chair of the Board of Trustees is in line to be a member of the Audit Committee, a vacancy shall be declared for such position, and the full Board of Trustees shall elect a replacement to serve.

3. **Chair of the Audit Committee.** The members of the Audit Committee shall select a chair for the committee. The Chair of the Audit Committee shall be responsible for calling meetings of the committee, and shall also meet with the director of internal auditing, any independent accountants, and management separately to discuss any matters the Chair deems necessary or required.
4. **Purpose; Scope of Responsibility of the Audit Committee.** The purpose of this committee shall be to aid and assist the University, the Board, and the Office of Internal Audit. Nothing herein shall be deemed to abrogate any authority or responsibility of the Arkansas Division of Legislative Audit.

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

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

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

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

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

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

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

   c. If necessary or required, recommend to the Board any independent accountants to be nominated, approve the compensation of the independent accountants, and review and approve the discharge of the independent accountants. Independent accountants are ultimately accountable to the Board and to the Audit Committee.
d. Review and concur in the appointment, replacement, reassignment, or dismissal of the director of internal auditing, or any staff person of such office.

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

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

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

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

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

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

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

ii. The independent accountants’ audit of the financial statements and their report thereon.

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

iv. Significant findings and management responses thereto.

v. Any significant changes required in the internal auditors’ or independent accountants’ audit plan.

vi. Any serious difficulties or disputes with management encountered during the course of the audit.
vii. Such other matters related to the conduct of the audit, which are to be communicated to the Audit Committee under generally accepted auditing standards.

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

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

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

c. Any changes required in the planned scope of their audit plan.

d. The internal auditing department’s budget, staffing and organizational structure of the department.

e. The department’s compliance with Institute of Internal Auditor’s Standards of Professional Practice of Internal Auditing.

f. Review legal and regulatory matters that may have a material impact on the financial statements and related compliance policies.

9. **Report to Board of Trustees.** Report Audit Committee actions to the Board with such recommendations, as the Audit Committee may deem appropriate.
VII. ACTION AGENDA

J. One-Time Bonus

Earlier this year, the administration discussed with the Board of Trustees the possibility of paying a one-time bonus to certain employees, provided the finances were sufficient to pay a bonus and the administration was confident with the enrollment for the fall semester and the budget for the coming fiscal year.

Late in the last fiscal year, the University received $589,111 in Category “B” money from the State of Arkansas, as a year-end distribution. This was “one-time” money distributed under the State’s Revenue Stabilization Act.

At the end of the last fiscal year, as part of the normal “year-end transfers”, the administration set aside an additional $1,100,000 to be added to the $589,111, and placed those combined funds in a holding account on the University’s books to be held in the event a one-time bonus was recommended and ultimately approved for payment.

Based upon a review of the preliminary enrollment figures for the fall semester and the budget projections for the coming fiscal year, the administration would recommend to the Board of Trustees that a “one-time” bonus of $1,000 per qualified employee (as outlined below) be paid. The bonus is a “one-time” payment and will not be added to the base salaries of the University.

If approved, the bonus will be paid under the following terms and conditions:

1. The amount of the bonus would be $1,000 and be paid through the normal payroll of the University on September 30, 2012. The bonus will be subject to normal and customary withholdings (taxes, retirement contributions, etc.)

2. Employees eligible to receive the bonus would be those faculty and staff who (a) were “benefits eligible” employees on the last day of their contract period during FY 2012 (faculty), or on June 30, 2012 (staff) and (b) are “benefits eligible” on September 7, 2012.

3. For any “benefits eligible” employee who works less than 100% of the time, such person would receive a pro rata portion of the $1,000 bonus.

In order to make the conditions clear and by way of example:

(a) any employee (faculty or staff) hired on or after July 1, 2012, would not receive the bonus;

(b) any employee who separated from service at UCA for any reason prior to September 7, 2012, would not receive the bonus; and
(c) a “benefits eligible” employee who works 75% time, would receive a bonus of $750.

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

“BE IT RESOLVED: That the administration is authorized to pay a one-time bonus to certain employees of the University of Central Arkansas under the following terms and conditions:

1. The one-time “bonus” shall be $1,000 to be paid through the normal payroll of the University and paid on September 30, 2012. The bonus will be subject to normal and customary withholdings (taxes, retirement contributions, etc.). The bonus will not be added to the base budget of the University.

2. Employees eligible to receive the bonus shall be those faculty and staff who (a) were “benefits eligible” employees on the last day of their contract period during FY 2012 (faculty), or on June 30, 2012 (staff) and (b) are “benefits eligible” on September 7, 2012.

3. For any “benefits eligible” employee who works less than 100% of the time, such person would receive a pro rata portion of the $1,000 bonus.”
VIII. NOTIFICATIONS/DELETIONS

A. Notification: Changes in the BBA Program in Management Information Systems (MIS)

The Department of Management Information Systems and the College of Business Administration have proposed a reorganization of existing options in the MIS program and the creation of a new one. This proposal is based on the recommendations of MIS graduates and the organizations that hire them, of IT organization such as the Association of Information Systems and Association for Computing Machinery, and study of curricula implemented by competitor, comparative, and aspirant universities.

The changes in this proposal involve merging the four tracks currently available in the program into two concentrations and adding a new concentration, for a total of three concentrations.

Merger of existing tracks will result in these concentrations:

Concentration 1: Applications Development
Concentration 2: Telecommunications and Computer Networking

New concentration:

Concentration 3: Business Analysis

The new Business Analysis concentration grew out of discussions with employers, particularly HP and Axiom. In many organizations, the need is not for developers – those employees who program and maintain IT systems – but graduates who are able to understand technology, work in teams, and analyze business processes. Students in this concentration will not be programmers, per se, although they could have that skill if they choose programming electives. Rather, they will have the ability to act as the links between programmer/technicians and business managers of all kinds. This idea is supported by the latest curriculum guidelines put out by ACM/AIS Curriculum Guidelines for Undergraduate Degree Programs in Information Systems. The guidelines recommend changing the MIS major from a technical major to a more analytical major. Business Analysis students will take MIS 3300 (Introduction to Computer Architecture and Programming) and MIS 3350 (Project Management), a foundational course for business analysts, who typically work in teams. Students in the concentration will then choose MIS 3360 (Information Security), MIS 3343 (Advanced Spreadsheet Applications), or either of the two advanced QMTH (Statistics) courses.

Supporting materials (following page): Curriculum Form 2-A (internal review and approval document)
CURRICULUM FORM 2-A

UNIVERSITY OF CENTRAL ARKANSAS
Proposal for Curriculum Change: Action Item

☐ GENERAL EDUCATION COUNCIL  ☑ UNDERGRADUATE COUNCIL  ☐ GRADUATE COUNCIL

Department/program area: Management Information Systems  Date: 3/21/2011

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): Change number of concentrations for MIS majors from four to three

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

Proposed effective date of change (term and year):

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Change recorded by:

- Undergraduate/Graduate Studies, Registrar
VIII. NOTIFICATIONS/DELETIONS

B. Notification: New Tracks in the BA degree program in Writing

The Department of Writing in the College of Fine Arts and Communication has developed a new Professional Writing track in the BA program in Writing. The new track complements the General Writing track that represents an update of the existing Writing major. Each track requires 24 semester credit hours within the 36-hour major program; the degree requires a total of 120 semester credit hours.

The 36-hour Writing major is designed for future educators, pre-professional students, editors, technical writers, and students intending to continue to graduate school in English, rhetoric, composition, education, linguistics, or creative writing. The primary objective of the degree is to prepare students for the information-rich workplace where communication and thinking skills are necessary.

The strength of the current Writing major is its breadth. Students are educated in a variety of writing areas including professional and creative writing and linguistics. Students leave the undergraduate program with an overview of the theory and practice related to writing studies overall. Such a bird’s eye view is especially helpful in giving students a picture of the landscape of writing studies for the purpose of honing in on an area for further study and practice either in the workplace or graduate school.

The new tracks in the program have afforded an opportunity to update the course list and to provide an additional opportunity to specialize in professional writing. The purpose of the new track is to provide depth in the study and practice of the professional genres related to writing in the workplace.

Supporting materials (following pages): Curriculum Form 3 (internal review and approval).
UNIVERSITY OF CENTRAL ARKANSAS
New Program Transmittal Form

Department: Writing
Date: January 24, 2011

The program is: ☑ UNDERGRADUATE
☐ GRADUATE

Bulletin title of program (brief):
Writing major

Brief description of program:
Writing major with two tracks: General Writing track and Professional Writing track

The General Writing track furnishes breadth by providing students with theory and practice relating to a variety of writing areas including professional and creative writing and linguistics. Students exit the undergraduate program with an overview of writing studies with depth. Such a bird's eye view is especially helpful in giving students a picture of the landscape of writing studies for the purpose of honing in on an area for further study and practice either in the workplace or graduate school.

The Professional track situated within the general Writing major is designed for students interested in the multimodality of writing in contemporary society. Two ideologies guide the selection and design of the required courses of this track:

1) Rhetorical concepts provide a framework for determining a text's design, content, and delivery.

2) While traditional printed text continues to remain useful, digital technology has enlarged and altered the means by which we communicate.

Students graduating with this degree emphasis not only will bring valuable—and necessary—writing skills to today's workplace but will also be capable of imagining innovations in communication.

Proposed effective date for new program (term and year): Spring 2012

Program recommended by

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C. Notification: New Undergraduate Minor Program in Actuarial Studies

The Department of Economics, Finance, and Insurance and Risk Management (EFIRM) and the College of Business Administration have developed a new minor in Actuarial Studies. The 21-hour minor program is designed for non-business majors who want to gain a background in business and insurance knowledge necessary to work in the actuarial field. Actuaries must pass certification exams by either the Society of Actuaries (SOA) or the Casualty Actuarial Society (CAS) to practice in the field. This minor is designed to maximize a student's ability to earn Validation by Educational Experience (VEE) credit from these two societies. This minor will not provide the full statistics background for someone to pursue a career as an actuary. Rather, the minor is designed to fulfill the background in business and insurance knowledge necessary to be successful in the field.

There are no new courses in this minor. These courses are all routinely taught in the College of Business Administration, with the majority of the courses being in the EFIRM department. Therefore, no new faculty resources are needed at this time.

Supporting materials (following pages): Curriculum Form 3 (internal review and approval form)
UNIVERSITY OF CENTRAL ARKANSAS
New Program Transmittal Form

Department: Economics, Finance, Insurance & Risk Management          Date: 11/15/11

The program is: ☒ UNDERGRADUATE
☐ GRADUATE

Bulletin title of program (brief):

Minor in Actuarial Studies

Brief description of program:

Not open to students earning a BBA degree.

This is a 21 hour minor which will help prepare students for careers in the actuarial field. Students will complete courses designed to provide the foundation of business and insurance knowledge necessary for entry level economics and finance exams in this field. Students wishing to pursue a career in the actuarial field will also be required to have a strong background in statistical analysis beyond the scope of this minor. Students must take ECON 2320, ECON 2321, ACCT 2310, FINA 3330, INSU 3324, FINA 4336, and one of the following courses ECON 3335, FINA 4334, or any 3000 or 4000 level economics, finance, or insurance course approved by their advisor.

Proposed effective date for new program (term and year): Fall 2012

Program recommended by:

Program recorded by:

Provost

Undergraduate/Graduate Studies, Registrar

Date: 4-18-12

Date: 4-18-12
VIII. NOTIFICATIONS/DELETIONS

D. Notification: New Undergraduate Minor Program in Public Relations

The Department of Communication and the College of Fine Arts and Communication have developed a new undergraduate minor program in Public Relations. The 21-hour minor program will provide an overview of the public relations field and how public relations strategies and tactics are used by organizations. In the context of increasing competition for resources in the arts, a minor that teaches students how to promote their work will be particularly relevant for those pursuing careers in theatre, film, music, and art. It will also be useful for journalism majors needing to understand how to access and use expert information from corporations and nonprofits. The minor may also appeal to students outside the College of Fine Arts and Communication in areas such as political science and business.

Supporting materials (following pages): Curriculum Form 3 (internal review and approval form)
UNIVERSITY OF CENTRAL ARKANSAS
New Program Transmittal Form

Department: Department of Communication
Date: March 27, 2012

The program is: ☐ UNDERGRADUATE
☐ GRADUATE

Bulletin title of program (brief):
Public Relations Minor

Brief description of program:
A 21-hour minor in Public Relations will provide an overview of the public relations field and how public relations strategies and tactics are used by organizations. Due to increasing competition for resources in the arts, a minor that teaches students how to promote their work will be particularly relevant for those pursuing careers in theatre, film, music and art. It will also be useful for journalism majors needing to understand how to access and use expert information from corporations and nonprofits. The minor may also appeal to students outside the College of Fine Arts and Communication in areas such as political science and business.

Proposed effective date for new program (term and year): Fall 2012

Program recommended by

Program approved by

Program recorded by

Provost
Date

Undergraduate/Graduate Studies, Registrar
Date
E. Notification: New Undergraduate Minor Program in Professional Writing

The Department of Writing and the College of Fine Arts and Communication have developed a new undergraduate minor program in Professional Writing. The 24-hour minor is distinguished from the General Writing minor in that it allows students to gain experience in the kind of writing and information design they will perform in the workplace. Whereas the General Writing minor provides breadth in a variety of written genres and areas, such as creative writing and linguistics, the Professional Writing minor provides concentrated study in multimodal writing and design for a workplace setting. Students graduating with this minor will not only bring valuable and necessary writing skills to today’s workplace but will also be capable of imagining innovations in communication.

Supporting materials (following pages): Curriculum Form 3 (internal review and approval form)
UNIVERSITY OF CENTRAL ARKANSAS
New Program Transmittal Form

Department: Writing

Date: April 2011

The program is: ☒ UNDERGRADUATE
☐ GRADUATE

Bulletin title of program (brief):

Professional Writing Minor

Brief description of program:
The University of Central Arkansas proposes a minor in Professional Writing. The minor will be offered by the Department of Writing in the College of Fine Arts and Communication based on existing and proposed courses offered by the Department of Writing. The Professional Writing minor is designed for students interested in the multimodality of writing in contemporary society. Two ideologies guide the selection and design of the required courses of this minor: 1) Rhetorical concepts provide a framework for determining a text's design, content, and delivery, and 2) while traditional printed text continues to remain useful, digital technology has enlarged and altered the means by which we communicate. Students graduating with this minor not only will bring valuable—and necessary—writing skills to today's workplace but will also be capable of imagining innovations in communication.

Proposed effective date for new program (term and year): Spring 2012

Program recommended by:

Program approved by:

Program recorded by:

Undergraduate/Graduate Studies, Registrar

Date
VIII. NOTIFICATIONS/DELETIONS

F. Notification: New Options for Education Leadership Program at the Post Master’s Level

The Department of Leadership Studies and the College of Education propose two changes related to the existing Education Specialist (EdS) degree program in Leadership Studies:

(1) New License-Only Program: Currently the Department of Leadership Studies has a 30-hour degree program, the Educational Leadership Program (EDLP), designed for individuals seeking the Educational Specialist degree (EdS) to be licensed as a district-level administrator. What is now proposed is an 18-hour Post-Master’s Certificate (PMC) program for individuals who do not wish to complete an EdS degree program, but are seeking a licensure-only endorsement program for district-level administration. The PMC is fully embedded in the existing degree program and requires no new courses.

(2) Two EdS Program Options: proposes to expand options within the 30-hour EdS degree to include two areas of concentration: (1) a PK–12 area of concentration (with various emphases in district-level leadership positions, such as superintendent and other central office positions in addition to chief financial officers, directors of curriculum, special education services, vocational education, instructional technology, library media information technologies, or school counseling), and (2) a post-secondary education concentration (with emphases in student affairs, college administration, or adult education at the post-secondary level).

Currently the EDLP prepares candidates for roles as superintendents or associate/assistant/deputy superintendents in PK–12 school settings. Originally, the Department of Leadership Studies offered three degree programs: the EdS program and two MS programs. The initial master’s degree programs in the department were School Leadership, Management, and Administration (SLMA), designed to prepare candidates for building-level administration; and College Student Personnel Services (CSPA), designed to prepare candidates for post-secondary student affairs positions. Throughout the past three years, three master’s-degree programs for “other PK–12 school personnel” have been added to the Department of Leadership Studies. These programs include School Counseling, Library Media and Information Technologies, and Instructional Technology. Many of the graduates of the department’s master’s degree programs have expressed interest in furthering their education to continue developing their knowledge and skills in their areas of concentration and emphases as they continue to pursue their career aspirations.

Supporting materials (following pages): (1) Curriculum Form 2-A for PMC (internal review and approval form); (2) Curriculum Form 2-A for new concentrations (internal review and approval form)
UNIVERSITY OF CENTRAL ARKANSAS
Proposal for Curriculum Change: Action Item

☐ GENERAL EDUCATION COUNCIL  ☐ UNDERGRADUATE COUNCIL  ☒ GRADUATE COUNCIL

Department/program area: Department of Leadership Studies  Date: January 26, 2012

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): EDLP Post-Master’s Certificate (PMC) licensing-only program for district-level administrator

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

Proposed effective date of change (term and year): Fall 2012

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UNIVERSITY OF CENTRAL ARKANSAS
Proposal for Curriculum Change: Action Item

☐ GENERAL EDUCATION COUNCIL  ☐ UNDERGRADUATE COUNCIL  ☑ GRADUATE COUNCIL

Department/program area  Department of Leadership Studies  Date  January 26, 2012

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): Expand Ed.S. degree, EDLP, to include two areas of concentration with various emphases

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

Proposed effective date of change (term and year):  Fall 2012

Change recommended by

[Signatures and dates]

Change approved by

[Signatures and dates]
G. Notification: New Options for Gifted and Talented Education

The Department of Early Childhood and Special Education and the College of Education have proposed two changes for the existing Gifted and Talented Education (GTE) curriculum leading to licensure in GTE.

(1) The curriculum will be made more accessible to in-service teachers by being offered through distance education.

(2) The curriculum will be offered both within existing master’s-level programs and as a newly available Graduate Certificate (GC) in Gifted and Talented Education. The new GC will provide candidates with a recognized certificate in gifted and talented education K-12 and give teachers formal acknowledgement of their graduate work without the completion of a master’s degree. Additionally, an approved certificate program will allow the university a more sophisticated method of tracking graduate students than is currently in place.

Supporting materials (following pages): (1) Curriculum Form 2-1 (review form for conversion to distance education); (2) Curriculum Form 3 (internal review and approval form for new graduate certificate)
CURRICULUM FORM 2-1

UNIVERSITY OF CENTRAL ARKANSAS
Proposal for Curriculum Change: Information Item

☐ GENERAL EDUCATION COUNCIL  ☐ UNDERGRADUATE COUNCIL  ☑ GRADUATE COUNCIL

Department/program area: Department of Early Childhood and Special Education Date: February 6, 2012

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

☐ Change in course title

Subject prefix Course number

Current course title

New short title(30)

New long title (100)

☐ Change course from a requirement to an elective in a major or minor when the change does not affect total hours and does not affect another department or program area

Subject prefix Course number

☐ Deletion of course when the change does not affect total hours and does not affect another department or program area (Note: Once a course has been deleted, it can be reinstated only through the new course proposal process.)

Subject prefix Course number

☐ Prerequisite change not increasing total hours for a major or minor and not affecting another department or program area (Provide full details of prerequisite change in attached documentation.)

☐ Nonsubstantive editorial change of course description for Bulletin (Provide full details, including current and new course description, in attached documentation.)

Subject prefix Course number

☒ Conversion of existing traditional program to allow electronic delivery (Justify change, verify that the converted program will meet standards in UCA Principles for Electronically Offered Instruction, and include completed ADHE Form LON-13.)

Identify program (and attach documentation): Gifted and Talented Education Endorsement (see ADE form)

☐ Other (specify):

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

Proposed effective date of change (term and year):

Change recognized by

Department Curriculum Committee Date

General Education Council Date

College Curriculum Assessment Committee Date

Graduate Council Date

College Dean Date

Council of Deans Date

Change approved by

Provost Date

Change recorded by

Undergraduate/Graduate Studies, Registrar Date
UNIVERSITY OF CENTRAL ARKANSAS
New Program Transmittal Form

Department: Early Childhood and Special Education
Date: February 6, 2012

The program is:
- [ ] UNDERGRADUATE
- [x] GRADUATE

Bulletin title of program (brief):
Graduate Certificate Program in Gifted and Talented Education

Brief description of program:
The 15 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 gifted and talented students. The program will provide candidates with a recognized certificate in Gifted Education, as well as give teachers formal acknowledgement of their graduate work without the completion of a masters degree.

Proposed effective date for new program (term and year): Fall 2012

Program recommended by:

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VIII. NOTIFICATIONS/DELETIONS

H. Notification: New Track in Geospatial Technology in the BS/BS, Geography

The Department of Geography and College of Liberal Arts have proposed a new track in Geospatial Technology within the existing BA/BS program in Geography. The Geospatial Technology track enables students to enroll in a series of courses that will enhance their entrance into the growing geospatial technology industry. Designating this curriculum as a Geospatial Technology track, in addition, allows the concentration to be displayed on the students’ transcripts, which will be beneficial to them when seeking employment. While the courses in the Geospatial Technology track already exist in the program, designating them as a track in the highlights the geospatial strength of UCA’s Geography program. Students who do not wish to enroll in so many geospatial courses may simply choose the traditional geography degree. The major requires 36 hours for either option within the 120 hours required for the BA/BS program in Geography.

The Geospatial Technology track requires enrollment in nine hours of required coursework and six elective hours. The required courses are electives for all geography majors, but taken together provide a focus on special-purpose geospatial courses for students choosing the Geospatial Technology track.

Supporting materials (following pages): Curriculum Form 3 (internal review and approval form)
UNIVERSITY OF CENTRAL ARKANSAS
New Program Transmittal Form

Department: Geography  Date: November 8, 2011

The program is: ☑ UNDERGRADUATE  ☐ GRADUATE

Bulletin title of program (brief):
Major in Geography (36 hours): Geospatial Concentration

Brief description of program:
The Geospatial Concentration enables students to enroll in a series of courses that will enhance their entrance into the growing geospatial technology industry. Additionally, the Concentration will be displayed on the students’ transcripts, which will be beneficial to them when seeking employment. Further, the listing of the Concentration in the Undergraduate Bulletin will highlight the geospatial strength of UCA’s Geography Program. Students who do not wish to enroll in as many geospatial courses may simply choose the traditional geography degree.

The Geospatial Concentration requires enrollment in GEOG 3306, Remote Sensing and Image Interpretation; GEOG 3307, GIS In Practice: Business and Social Science Applications or GEOG 3309, GIS in Practice: Environmental Applications, and GEOG 4330, Geographic Information Analysis. These courses are electives for geography majors, but provide a focus on special-purpose geospatial courses for students choosing the Geospatial Concentration.

Proposed effective date for new program (term and year):  Spring 2012

Program recommended by

Program approved by

Program recorded by

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.
VIII. NOTIFICATIONS/DELETIONS

I. Notification: Reorganization of Occupational Therapy Program

The Provost and President have accepted the recommendation of the faculty in Occupational Therapy to reorganize the program, separating the existing undergraduate and graduate components of the program and making the Master of Science a standalone program. This curriculum redesign is proposed to effectively meet the 2011 Accreditation Standards for a Master’s Degree Entry-Level Educational Program for the Occupational Therapist to become effective July, 2013 (ACOTE, 2011).

Moreover, this change enables UCA’s program to be consistent with national trends in Occupational Therapy education. Of the 156 OT programs in the United States, only 20 OT programs still offer the combined BS/MS as their only degree. Eighty-three schools have completely transitioned to full graduate-level programs, while 53 schools offer both entry-level graduate and combined BS/MS programs.

Supporting materials (following pages): (1) Curriculum Form 2-A, (2) ADHE form LON-11 (included here without attachments).
**UNIVERSITY OF CENTRAL ARKANSAS**

Proposal for Curriculum Change: Action Item

- **GENERAL EDUCATION COUNCIL**
- **UNDERGRADUATE COUNCIL**
- **GRADUATE COUNCIL**

Department/program area: Occupational Therapy  
Date: April 3, 2012

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

- ☒ Change in semester credit hour requirements for a major or minor
  - Current requirement: 53/56  
  - Proposed requirement: 69/73

- ☐ 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: 70  
  - Proposed hours: 120

- ☒ Other (specify): Modify existing admission policies to require a Bachelor's Degree instead of the currently required 66 hours of prerequisite coursework plus 54 undergraduate hours within the OT program.

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

Proposed effective date of change (term and year): Fall 2013

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**Change recommended by**

- Department, Curriculum Committee  
  Date: April 4, 2012

- Department Chair  
  Date: 4/18/12

- College Curriculum & Assessment Committee  
  Date: 4/27/12

- College Dean  
  Date:  

**Change approved by**

- Provost  
  Date: 8/14/2012

- Undergraduate/Graduate Studies, Registrar  
  Date:  

**Change recorded by**

-  
  Date:  

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Revised April 2002, Updated October 2007
LETTER OF NOTIFICATION – 11

RECONFIGURATION OF EXISTING DEGREE PROGRAMS
(Consolidation or Separation of Degrees)

1. Institution submitting request
   University of Central Arkansas

2. Contact person/title
   Jonathan A. Glenn
   (501) 450-3126
   jona@uca.edu

3. Title(s) of degree programs to be reconfigured
   Combined BS/MS program:
   Bachelor of Science (BS) in Health Sciences, Occupational Therapy Emphasis
   Master of Science (MS) in Occupational Therapy
   The reorganization separates the undergraduate program from the graduate program, but does not delete
   the undergraduate program at this time (see item 8, below, for further explanation).

4. Current CIP code(s), current degree codes
   51.9999 (BS)
   51.2306 (MS)

5. Proposed title(s) of reconfigured program(s)
   2715 (BS)
   6355 (MS)

6. Proposed CIP code(s) for new program
   No change (i.e., 51.2306 for the MS program)

7. Proposed effective date
   August 15, 2013

8. Reason for proposed consolidation or separation
   This curriculum redesign is proposed to effectively meet the 2011 Accreditation Standards for a Master’s
   Degree Entry-Level Educational Program for the Occupational Therapist to become effective July, 2013
   (ACOTE, 2011). Moreover, this change enables UCA’s program to be consistent with national trends in
   Occupational Therapy education. Of the 156 OT programs in the United States, only 20 OT programs still
   offer the combined BS/MS as their only degree. Eighty-three schools have completely transitioned to full
   graduate-level programs, while 53 offer both entry level graduate and combined BS/MS programs.

9. Provide current and proposed curriculum outline.
   See Appendix A.
10. Provide program budget. Indicate amount of funds available for reallocation.
Since this new curricular design replaces the existing curriculum, it is anticipated that there will be no change in budgetary requirements. The existing personnel and maintenance and operation budgets, deemed adequate for the current program, will be sufficient to fully implement the proposed changes.

11. Provide current and proposed organizational chart.
This proposed change will have no effect on current organizational structure.

12. Institutional curriculum committee review/approval date
Graduate Council: 2012-06-28
Council of Deans: 2012-07-11

13. Are the existing degrees offered off-campus or via distance delivery?
The existing degree is offered on-campus; less than 10% of current curriculum is offered online.

14. Will the proposed degree be offered on-campus, off-campus, or via distance delivery?
The proposed curriculum will continue to be offered on-campus; less than 10% of the curriculum will be offered online.

15. Identify mode of distance delivery or the off-campus location for the proposed program.
N/A

16. Provide documentation that the proposed program has received full approval by licensure/certification entity.
The program is presently accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), through 2014-2015 (See Appendix B, Certificate of Accreditation). Significant program changes or additions require ACOTE review and approval prior to the admission of students into the new/changed program. Written notification, fully describing the proposed change, status of institutional and state approval, and implications for budget, faculty, fieldwork, and admissions is necessary. This notification is in preparation, to be submitted by September 1, 2012, in time for consideration at the December 2012 ACOTE meeting. (See item 9, above, regarding trends in OT education.)

17. Provide copy of e-mail notification to other institutions in the area of the proposed program and their responses; include your replies to the institutional responses.
Because UCA offers the only professional-level Occupational Therapy academic program within the State of Arkansas, no notifications have been made.

18. List institutions offering similar program and identify the institution(s) used as a model to develop the proposed program.
None in Arkansas. As noted in item 8, above, the model for these changes is ACOTE 2011 Accreditation Standards.

19. Provide scheduled program review date (within 10 years of program implementation).
2014-2015, as already scheduled under current accreditation.
A series of proposals by various departments and colleges within Academic Affairs has been recommended for adoption through the regular curriculum review and approval processes of the university:

New Graduate Certificates and Options:
- Educational Leadership Program: (1) new license-only PMC; (2) new EdS program options
- Gifted and Talented Education: (1) distance education delivery; (2) new license-only GC

New Undergraduate Program Options:
- BA/BS Geography: New Geospatial Technology track
- BBA, Management Information Systems: (1) reorganization of existing tracks; (2) new concentration in Business Analysis
- BA, Writing: New Professional Writing track

New Undergraduate Minor Programs:
- Actuarial Studies
- Public Relations
- Professional Writing

We request that the UCA Board of Trustees be informed of these new programs and options. Board notification will allow the university to proceed with notification to the Arkansas Department of Higher Education, when required, and implementation in the university’s administrative computing system.

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

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

Enclosures: Documentation for all items listed above (filename: <bot_notifications_2012-06.pdf>
Memorandum

DATE: 15 August 2012

TO: Tom Courtway
    President

FROM: Steven W. Runge
      Provost

RE: Information for the Board of Trustees: Reorganization of the Occupational Therapy Program

I have accepted the recommendation of Occupational Therapy program faculty and appropriate administrators and councils to reorganize the Occupational Therapy program as described in the accompanying document. The reorganization will allow the program to comply with new accreditation standards and maintain parity with trends in Occupational Therapy education.

We request that the UCA Board of Trustees be informed of this change in the Occupational Therapy program. Board notification will allow the university to proceed with required notification to the Arkansas Department of Higher Education.

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

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

Enclosures: Board of Trustees Notification document