

**AGENDA FOR MEETING OF BOARD OF TRUSTEES
OF
UNIVERSITY OF CENTRAL ARKANSAS
AT
10:00 A.M.
ON
FEBRUARY 13, 2015
BOARD OF TRUSTEES CONFERENCE ROOM – WINGO HALL**

**Mr. Brad Lacy – Chair
Ms. Shelia Vaught – Vice Chair
Ms. Elizabeth Farris - Secretary
Mr. Victor Green
Ms. Kay Hinkle
Mr. Bobby Reynolds
Mr. Joe Whisenhunt**

I. CALL TO ORDER

II. ROLL CALL

III. INTRODUCTIONS

- **Joe Whisenhunt, newly appointed Trustee**
- **Jesse Thill, Director of Alumni Services**

IV. REPORTS

A. Financial Update

B. Audit and Finance Committee

C. Donaghey Hall Update

V. MINUTES

VI. ACTION AGENDA

A. Resolution of Appreciation – Ms. Kay Hinkle

B. Reimbursement of Expenses for Official Board of Trustees Duties – Board Policy No. 211

- C. Right-of-way and Easement to City of Conway**
- D. Contract Review Procedures – Board Policy No. 416**
 - **Consolidated Construction, Inc.;**
 - **University of Central Arkansas Foundation;**
 - **Alpha Sigma Alpha, Alpha Sigma Tau, Delta Zeta, Sigma Kappa and Sigma Sigma – sorority house leases;**
 - **Alpha Kappa Alpha, Delta Sigma Theta, Sigma Gamma Rho and Zeta Phi Beta – leases with the four sororities that will utilize the National Pan-Hellenic Council (NPHC) building ; and**
 - **Aramark Educational Services, LLC**
 - **Jennifer Jones, UCA Volleyball Coach**
- E. Accrued Leave – Employee Changing from 12-month Appointments to Positions of Less than 12 Months – Board Policy No. 527**
- F. Certification of Sufficient Appropriations and Fund Balances**
- G. Fees – Room and Board – Board Policy No. 632**
- H. *Faculty Handbook* – Board Policy No. 300**
- I. Property Sale – Woodson Lateral Road**

VII. NOTIFICATIONS/DELETIONS

- A. Notification: New Information Management Concentration in the MBA Program**
- B. Notification: Teacher Education Program Changes**

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

TABLE OF CONTENTS

<u>ITEM</u>	<u>PAGE</u>
Minutes.....	1
 ACTION ITEM	
A. Resolution of Appreciation – Ms. Kay Hinkle.....	2
B. Reimbursement of Expenses for Official Board of Trustees Duties – Board Policy No. 211.....	4
C. Right-of-way and Easement to City of Conway	5
D. Contract Review Procedures – Board Policy No. 416	6
• Consolidated Construction, Inc.	
• University of Central Arkansas Foundation	
• Alpha Sigma Alpha, Alpha Sigma Tau, Delta Zeta, Sigma Kappa and Sigma Sigma Sigma – sorority house leases;	
• Alpha Kappa Alpha, Delta Sigma Theta, Sigma Gamma Rho and Zeta Phi Beta – leases with the four sororities that will utilize the National Pan-Hellenic (NPHC) building; and	
• Aramark Educational Services, LLC	
• Jennifer Jones, UCA Volleyball Coach	
E. Accrued Leave – Employee Changing from 12-month Appointments to Positions of Less than 12 Months – Board Policy No. 527.....	15
F. Certification of Sufficient Appropriations and Fund Balances.....	19
G. Fees – Room and Board – Board Policy No. 632.....	20
H. <i>Faculty Handbook</i> – Board Policy No. 300.....	25
I. Property Sale – Woodson Lateral Road	29
 NOTIFICATIONS/DELETIONS	
A. Notification: New Information Management Concentration in the MBA Program	32
B. Notification: Teacher Education Program Changes	39

V. MINUTES

Minutes of the following board meetings, which can be found on UCA's web site, were distributed to board members for review prior to the February 13, 2015 board meeting:

- December 12, 2014
- January 16, 2015

VI. ACTION AGENDA

A. Resolution of Appreciation – Ms. Kay Hinkle

RESOLUTION OF APPRECIATION

WHEREAS, Kay Hinkle of Mountain View, Arkansas, was first appointed to the Board of Trustees of the University of Central Arkansas by Governor Mike Huckabee in 2004 and then reappointed by Governor Mike Beebe in January 2011 for a term of seven years; and

WHEREAS, Ms. Hinkle graduated from the University of Central Arkansas (then State College of Arkansas) in 1970 with a degree in business education and a minor in English; and

WHEREAS, Ms. Hinkle served as chair of the Board of Trustees during calendar year 2014 and attended many university events and functions in her capacity as chair of the Board of Trustees; and

WHEREAS, during her term as chair of the Board, the university made significant progress by (a) having an increase in enrollment; (b) opening the expanded and renovated Health, Physical Education, and Recreation Center; (c) providing a cost-of-living adjustment for faculty and staff; (d) continuing to see an improvement in the university's finances and fund balances; (e) beginning construction of the first phase of a Greek Village; (f) approving the expansion and renovation of Lewis Science Center, with construction to commence in spring 2015; (g) planning for construction of Donaghey Hall and the development of the Donaghey Avenue corridor; and (h) authorizing and hiring ten new academic advisers to assist students and improve the university's overall retention efforts; and

WHEREAS, Ms. Hinkle served with honor and distinction and because of her leadership the university had a very successful year in 2014;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the University of Central Arkansas does hereby extend its sincere appreciation and gratitude to Kay Hinkle for her service as chair of the Board of Trustees during 2014; and

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

Adopted this 13th day of February 2015, in Conway, Arkansas

Brad Lacy
Chair of the Board

Elizabeth Farris
Secretary of the Board

VI. ACTION AGENDA

B. Reimbursement of Expenses for Official Board of Trustees Duties – Board Policy No. 211

Arkansas Code Annotated 25-16-901 et. seq, 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 law states that the expense reimbursement must not exceed the rate established by state travel regulations for state employees. The law covers expense reimbursement for all board functions. This action is consistent with Board Policy No. 211, Reimbursement of Expenses for Official Board of Trustees Duties, and Arkansas Code Annotated 6-67-102.

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

“BE IT RESOLVED: That the Board of Trustees approves the following statement concerning reimbursement of expenses for official board duties for 2015:

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

UNIVERSITY OF CENTRAL ARKANSAS BOARD POLICY

Policy Number: 211

Subject: Reimbursement of Expenses for Official Board of Trustees Duties

Date Adopted: 10/92 Revised: 02/96

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

VI. ACTION AGENDA

C. Right-of-way and Easement to City of Conway

Conway Corporation installed new utilities during the expansion and renovation of the Health, Physical Education, and Recreation Center. The City of Conway is now requesting that the university grant a 15 foot wide right-of-way and easement for purposes of utilities provided by Conway Corporation. The UCA Physical Plant has reviewed the easement and verified that the sewer line and water line are located in the designated areas.

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

“BE IT RESOLVED: That the Board of Trustees authorizes the university to grant to the City of Conway a 15 foot wide right-of-way and easement for utilities provided by Conway Corporation to the Health, Physical Education, and Recreation Center, and the president and such other officials of the University of Central Arkansas, as the president may from time-to-time designate, are hereby authorized and directed to enter into and execute such other documents, agreements and instruments as are necessary and required to grant the right-of-way and easement.”

VI. ACTION AGENDA

D. 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 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 90 days or less.

The administration is seeking board approval for the university to enter into contracts with the following:

- Consolidated Construction, Inc.;
- University of Central Arkansas Foundation;
- Alpha Sigma Alpha, Alpha Sigma Tau, Delta Zeta, Sigma Kappa, and Sigma Sigma Sigma – sorority house leases;
- Alpha Kappa Alpha, Delta Sigma Theta, Sigma Gamma Rho, and Zeta Phi Beta – leases with the four sororities that will utilize the National Pan-Hellenic Council (NPHC) building; and
- Aramark Educational Services, LLC
- Jennifer Jones, UCA Volleyball Coach

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

“BE IT RESOLVED: That the Board of Trustees authorizes the administration to enter into the contracts with the companies/organizations listed above.”

UNIVERSITY OF CENTRAL ARKANSAS
REASON FOR REQUIRING BOARD REVIEW AND ACTION
(Board Policy #416)

Contract involving more than \$250,000

SUMMARY

1. Parties: Agreement between the University of Central Arkansas and Consolidated Construction, Inc. (Little Rock).
2. Purpose: The purpose is for the construction of the Farris Field restrooms and concession building.
3. Term: N/A.
4. University Funds to be paid: \$498,860.
5. Funds Received: None
6. Public Bid/Purchasing Approval: A competitive Invitation for Bid (“IFB”) was issued to obtain a contractor to construct the Farris Field restrooms and concession building. The IFB opened on January 16, 2015. Ten construction contractors submitted bids. The low bidder was Consolidated Construction with a total bid amount of \$498,860.
7. Special Provisions/Terms/Conditions: N/A.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel

Date: January 21, 2015

UNIVERSITY OF CENTRAL ARKANSAS
REASON FOR REQUIRING BOARD REVIEW AND ACTION
(Board Policy #416)

Contract with a term of more than one year

SUMMARY

1. Parties: University of Central Arkansas Foundation, Inc. and University of Central Arkansas.
2. Purpose: Memorandum of Understanding with the Foundation regarding investment and use of funds received from the Revocable Trust of Donna S. Stephens.

Donna S. Stephens graduated from UCA in 1968 with a business degree in accounting. While at UCA, she was a member of Phi Beta Lambda, a business fraternity. In 1989, after working for other accounting firms, she opened her own company, which prospered until her death in 2013.

Ms. Stephens began annual donations in 2007 to the UCA Foundation for accounting scholarships. Through her estate plans, the trust document designates \$250,000 towards a new scholarship endowment from which the income will be used to continue providing these scholarships. To date, the Foundation has received \$100,000.

The Foundation plans to select the student recipients this spring for fall 2015 awards. A reception to honor Ms. Stephens's gift will be held this spring.

3. Term: Indefinite.
4. University Funds to be paid: Administrative fee of 1% per year.
5. Funds Received: None
6. Public Bid/Purchasing Approval: No bid or purchasing requirements involved.
7. Special Provisions/Terms/Conditions: At all times the assets shall be the property of UCA and shall be subject to the control and supervision of the Board of Trustees.
8. Approval/Notification to UCA Foundation: The Foundation is a party to the MOU, so the MOU will also require approval of the Foundation.

Form prepared by: Warren Readnour, General Counsel Date: January 21, 2015

UNIVERSITY OF CENTRAL ARKANSAS
REASON FOR REQUIRING BOARD REVIEW AND ACTION
(Board Policy #416)

Contract with a term of more than one year

SUMMARY

1. Parties: Leases between the University of Central Arkansas (“Lessor”) and the five sororities that will occupy sorority houses. The sororities are Alpha Sigma Alpha, Alpha Sigma Tau, Delta Zeta, Sigma Kappa, and Sigma Sigma Sigma.
2. Purpose: The university has constructed a sorority house to lease to each sorority. The sorority house is part of university housing.
3. Term: The term of each lease is 30 years, from August 15, 2015, until July 14, 2045.
4. University Funds to be paid: N/A.
5. Funds Received: All members of each sorority pay parlor fees to the university. The members of each sorority residing in a house must sign a university housing contract and pay rent at the same rate as charged by the university for students living in Bear Village Apartments or similar university housing. Each member residing in the house is also required to have a university meal plan.
6. Public Bid/Purchasing Approval: N/A.
7. Special Provisions/Terms/Conditions: The parlor fees increase periodically from \$225 per semester in 2015 to \$250 per semester in 2021-2022. The parlor fees may thereafter be raised by the university in an amount not to exceed 5% each year. The rent and meal plan fees are based on the rates established each year by the university. The sorority is responsible for the house being 100% occupied during the school year.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel

Date: January 21, 2015

UNIVERSITY OF CENTRAL ARKANSAS
REASON FOR REQUIRING BOARD REVIEW AND ACTION
(Board Policy #416)

Contract with a term of more than one year

SUMMARY

1. Parties: Leases between the University of Central Arkansas (“Lessor”) and the four sororities that will utilize the NPHC Building. The sororities are Alpha Kappa Alpha, Delta Sigma Theta, Sigma Gamma Rho, and Zeta Phi Beta Sorority.
2. Purpose: The university has constructed a building for Greek chapter meeting rooms known as the NPHC Building.
3. Term: The term of each lease is 30 years, from August 15, 2015, until July 14, 2045.
4. University Funds to be paid: N/A.
5. Funds Received: All members of each sorority pay parlor fees to the university.
6. Public Bid/Purchasing Approval: N/A.
7. Special Provisions/Terms/Conditions: The parlor fees increase periodically from \$225 per semester in 2015 to \$250 per semester in 2021-2022. The parlor fees may thereafter be raised by the university in an amount not to exceed 5% each year.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel

Date: January 21, 2015

UNIVERSITY OF CENTRAL ARKANSAS
REASON FOR REQUIRING BOARD REVIEW AND ACTION
(Board Policy #416)

Contract involving more than \$250,000

SUMMARY

1. Parties: Agreement between the University of Central Arkansas and Aramark Educational Services, LLC (“Aramark”).
2. Purpose: Food Service Agreement.
3. Term: The Board of Trustees approved the original contract in April 2012. The contract was effective June 1, 2012, and is renewable for up to 10 years. The board approved revisions in May 2013 and February 2014.
4. University Funds to be paid: Under the terms of the contract, Aramark and UCA mutually agree upon an appropriate increase to the board plan rates, utilizing the most recent 12-month increases in the October Consumer Price Index for All Urban Consumers (CPI-U). If the indices are equal to or greater than 3.0%, Aramark is entitled to a minimum board plan rate increase of 3.5%. The October 2014 CPI-U was only 2.8%; therefore, the proposed agreed upon rate increase is 3.47%. The increase in minimum wage also contributed to the rate increase. The increases are reflected in the attached schedule.
5. Funds Received: No revisions.
6. Public Bid/Purchasing Approval: N/A.
7. Special Provisions/Terms/Conditions: N/A.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel

Date: January 21, 2015

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 416

Subject: Aramark Food Services contract rates

Date Adopted: 3/94 Revised: Passim (most recent 2/13)

TERM	2015-16	2014-15	Change	%
Fall & Spring	UCA	Current		
<i>Semester Meal Rates</i>	Proposed			
Total Access with \$50 DCB	\$8.04	\$7.79	\$0.25	3.21%
Any 15-meals per week with \$100 DCB	\$7.54	\$7.30	\$0.24	3.29%
Senior Plan 75 Block + \$500 DCB	\$4.70	\$4.55	\$0.15	3.30%
220 Block Plan with \$50 DCB	\$9.03	\$8.70	\$0.33	3.79%
140 Block + \$160 DCB	\$6.98	\$6.73	\$0.25	3.71%
Overall Average Per Meal Rate Increase				<u>3.46%</u>

GROUP	Meal	2015-16	2014-15	Change	%
Causal Meals	Breakfast	\$7.58	\$7.33	\$0.25	3.41%
	Brunch	\$9.37	\$9.06	\$0.31	3.42%

Lunch	\$10.20	\$9.86	\$0.34	3.45%
Dinner	\$10.88	\$10.50	\$0.38	3.62%

Overall Average Causal Meal Rate Increase 3.47%

Summer Camp Causal Meals

Breakfast	\$5.24	\$5.07	\$0.17	3.35%
Brunch	\$6.39	\$6.17	\$0.22	3.57%
Lunch	\$6.38	\$6.17	\$0.21	3.40%
Dinner	\$6.39	\$6.17	\$0.22	3.57%

Overall Average Summer Camp Meal Rate Increase 3.47%

UNIVERSITY OF CENTRAL ARKANSAS

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

Contract with a term of more than one year

SUMMARY

1. Parties: University of Central Arkansas and Jennifer Jones.
2. Purpose: Agreement to employ Jennifer Jones as the head volleyball coach for the university.
3. Term: The term of the agreement is for a period of four volleyball seasons, commencing on January 22, 2015, and expiring on December 31, 2018.
4. University Funds to be paid: \$60,000 annual salary paid from university funds.
5. Funds Received: None
6. Public Bid/Purchasing Approval: No bid or purchasing requirements involved.
7. Special Provisions/Terms/Conditions: The university may terminate the coach's employment for cause, as well as for convenience. If the university terminates for convenience, the university must pay the coach 75% of the remaining salary but shall not be responsible for any other sum representing income or benefit. After termination, any amounts paid to the coach shall be reduced by any amount she receives during the remaining term of the agreement from employment by, or compensation from, any other person or entity.

The coach may terminate this agreement by providing written notice to the university. If she terminates the agreement (a) with three years remaining on the term, she must pay the university \$25,000 and (b) with two years remaining on the term, she must pay the university \$15,000. Further, if she terminates the agreement and obtains employment with another participant of the conference within one year, she must make an additional payment to the university of \$50,000.

8. Approval/Notification to UCA Foundation: President of the UCA Foundation must sign the agreement, acknowledging that the president has read the employment agreement and understands there are provisions concerning payments to the coach from private sources.

VI. ACTION AGENDA

E. Accrued Leave – Employee Changing from 12-month Appointments to Positions of Less than 12 Months – Board Policy No. 527

The university Staff Senate adopted a resolution requesting that beginning Fiscal Year 2016 non-classified staff accrue annual leave at the following rates:

<u>Years of Employment</u>	<u>Monthly Accrual</u>	<u>Annual Leave</u>
Through 3 years	1 day 4 hours	18 days
3 through 5 years	1 day 6 hours	21 days
Over 5 years	1 day 7 hours	22.5 days

A copy of the resolution is attached.

Currently all classified and non-classified staff accrue leave at the annual rate established by the State of Arkansas Uniform Attendance and Leave Policy Act (A.C.A. 21-4-201). The accrual schedule is as follows:

<u>Years of Employment</u>	<u>Monthly Accrual</u>	<u>Annual Leave</u>
Through 3 years	1 day	12 days
3 through 5 years	1 day 2 hours	15 days
5 through 12 years	1 day 4 hours	18 days
12 through 20 years	1 day 6 hours	21 days
Over 20 years	1 day 7 hours	22.5 days

The state law provides that all classified staff are governed by the Act; however, administrative, academic, or other non-classified employees of state-supported institutions of higher education are excluded from the provisions in the Act. Accordingly, the university has the authority to adopt its own plan regarding administrative, academic, and other non-classified employees. Under UCA's current policy, faculty members on nine-month appointments do not accrue annual leave. Faculty and administration on 12-month appointments accrue annual leave as provided in the Uniform Attendance and Leave Policy Act.

The Arkansas State University System complies with state guidelines for classified employee annual leave accrual, but non-classified staff accrue 15 hours per month or 22.5 days per annum of annual leave. Similarly, the University of Arkansas system provides that employees whose titles are listed in the appropriation acts as 12-month non-classified positions will receive 22.5 days of paid vacation from the onset of employment, earned at a rate of 15 hours per month.

Arkansas Tech University starts the president, vice presidents, and deans at 20 days of annual leave and all other non-classified staff and 12-month academics positions at 15 days of annual leave per year.

In April 2014, the Staff Senate initially adopted a resolution requesting that all non-classified staff accrue annual leave at the rate of 15 hours per month (22.5 days per year). After discussions between the president and members of the Staff Senate, the Senate adopted the resolution with the current request in November 2014. The administration recommends that Board Policy No. 527 be amended in accordance with the request submitted by the Staff Senate.

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

“BE IT RESOLVED: That, beginning July 1, 2015, the Board of Trustees approves the following revisions to Board Policy No. 527, Accrued Leave – Employee Changing from 12 Month Appointments to Positions of Less than 12 Months, as attached to this resolution.”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 527

Subject: ~~Accrued Leave—Employees Changing from Twelve-Month Appointments to Positions of Less than 12 Months~~ **Annual Leave Accrual**

Date Adopted: 09/92 Revised: 12/12, 2/15

Classified staff will accrue annual leave based on the schedule and rules set forth by the State of Arkansas. Full time twelve month non-classified staff will accrue annual leave as follows:

<u>Years of Employment</u>	<u>Monthly Accrual</u>	<u>Annual Leave</u>
Through 3 years	1 day 4 hours	18 days
3 through 5 years	1 day 6 hours	21 days
Over 5 years	1 day 7 hours	22.5 days

Annual leave is cumulative; however, no employee may have in excess of 30 days accumulated on December 31 of each year. During the calendar year, accrued annual leave may exceed 30 days, but those days in excess of 30 must be used or donated to the Catastrophic Leave Program before December 31 of each year or those days will be lost.

Upon termination, resignation, retirement, death, or other action by which a person ceases to be an active employee of the University, the amount due the employee or his/her estate from unused accrued annual leave or holiday leave, not to exceed 30 working days inclusive of holidays, shall be paid in a lump sum payment to the employee or his/her estate.

Any University employee who, ~~on or after July 1, 1993,~~ changes employment status from a 12-month position to a position of less than 12-months, which does not accrue annual leave, is required to use all annual leave accrued before entering into the new employment status unless otherwise approved by the President or his/her designee. In such a case, the use and or payment of any unused annual leave must be approved in writing within 30 days of the change in employment status from a 12-month position to a position of less than 12 months.

~~The president must approve all requests for an exception to this policy.~~



A RESOLUTION PRESENTED TO THE STAFF SENATE OF THE UNIVERSITY OF
CENTRAL ARKANSAS

TITLE OF RESOLUTION: NON-CLASSIFIED VACATION ACCRUAL

SPONSOR: Staff Senate Compensation Committee

DATE PRESENTED TO SENATE: Wednesday, November 12, 2014

Whereas, the Staff Senate represents the Staff of the University of Central Arkansas in all matters pertaining to the welfare of the Staff and of the University; and,

Whereas, employees labeled as exempt (typically non-classified employees) under the Federal Fair Labor Standards Act are not eligible for compensatory time according to the Arkansas Office of Personnel Management Compensatory Time Policy; and,

Whereas, non-classified employees are excluded from the Arkansas Office of Personnel Management Annual Leave Policy accrual schedule; and,

Whereas, non-classified employees at other Arkansas institutions, such as the University of Arkansas and Arkansas State University systems, begin employment with an annual leave accrual of fifteen (15) hours per month/twenty two and a half (22.5) days per year regardless of years of prior state service; and,

Whereas, the 2013-2014 Staff Compensation Proposed Five Year Plan submitted by the Staff Senate Compensation Committee recommended non-classified staff who do not currently accrue annual leave at a rate of fifteen (15) hours per month/twenty two and a half (22.5) days per year be brought to that level beginning Fiscal Year 2015; and,

Whereas, the 2013-2014 Staff Compensation Proposed Five Year Plan submitted by the Staff Senate Compensation Committee was ranked number one by the Strategic Budget Advisory Committee for priorities ranked for Fiscal Year 2015; therefore,

Be It Resolved, the Staff Senate of the University of Central Arkansas requests non-classified staff accrue annual leave at the following rates beginning fiscal year 2016:

Years of Service	Monthly Accrual Hours
1-3	12
4-5	14
6+	15

VI. ACTION AGENDA

F. Certification of Sufficient Appropriations and Fund Balances

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

Therefore, the president recommends to the Board of Trustees that this certification be approved and submitted to the chief financial officer of the State of Arkansas as required by Arkansas law.

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

VI. ACTION AGENDA

G. Fees - Room and Board Rates - Board Policy No. 632

The current room and board rate is \$2,889.00 per semester (based on a double-occupancy room and the total access meal plan with \$50 declining cash balance “DCB”).

The recommended increase in board for the total access plan is 4.85%, while the overall average increase for board plans is 6.75%. The higher average is based on larger increases in premium block plans to cover added amenities and to cover higher contract rates. The increase in board plans is to cover the proposed average 3.47% increase in the Aramark contract and to maintain the food service revenue base while still allowing for renovations and upgrades. The estimated net food service revenue generated from this increase is approximately \$318,000 per year. The Department of Housing and Residence Life completed a review of board plan rates from public institutions within the state, as well as those within the Southland Conference. In the proposed 2016 board plan rates, UCA was near the bottom of the price range for both the Arkansas universities and those within the Southland Conference.

A 2.5% increase is recommended for room rates. This increase is primarily related to the continuing effort to maintain and upgrade housing facilities. Recommended repairs to the residence halls and university-owned apartments exceed \$17.5 million. Estimated net annual revenue generated from the proposed increase for the housing room rates is \$325,000. Housing’s review of room rates placed the proposed 2016 room rates at the mid-point price range of the other universities’ rates for 2015.

The proposed room and board rate for 2015-16 is \$2,991.00 (based on double-occupancy room and the total access meal plan with \$50 DCB), or an overall increase of 3.53%. This increase will result in the student paying an additional \$102 per semester.

The proposed room and board rates were presented to the Student Government Association (SGA) Student Life Committee and the full SGA Senate in January for their consideration.

For the 2015-16 academic year housing anticipates an annualized occupancy rate of approximately 94%.

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

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

BE IT FURTHER RESOLVED: That the Board of Trustees hereby approves the schedule of room and board rates presented below:”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 632

Subject: Fees - Room and Board

Date Adopted: 3/94 Revised: Passim (most recent 2/14)

PROPOSED ROOM RATE SCHEDULE

Fall & Spring Semester Rates	2015-16	Current	Change	%
Other Residence Halls:				
Double Occupancy Room Rate	\$1,671.00 per semester	\$1,630.00	\$41.00	2.5%
Single Room Rate	\$2,496.00 per semester	\$2,435.00	\$61.00	2.5%
RA Room	\$1,671.00 per semester	\$1,630.00	\$41.00	2.5%
Bear Hall:				
Double Occupancy Room Rate	\$1,778.00 per semester	\$1,735.00	\$43.00	2.5%
Single Room Rate	\$2,603.00 per semester	\$2,540.00	\$63.00	2.5%
Residence Halls single room upgrade charge	\$825.00 per semester	\$805.00	\$20.00	2.5%
Apartment – Academic Year Double Room Rate:				
Stadium Park, Oak Tree or other apartments	\$1,885.00 per semester	\$1,839.00	\$46.00	2.5%
Bear Village, Torreyson, Erbach, 321 Western , Greek Village	\$1,998.00 per semester	\$1,949.00	\$49.00	2.5%

Apartment – Academic Year Single Room Rate:

Stadium Park, Oak Tree or other apartments	\$2,754.00	per semester	\$2,686.00	\$68.00	2.5%
Bear Village, Torreyson, Erbach, Greek Village	\$2,865.00	per semester	\$2,795.00	\$70.00	2.5%
Bear Village Deluxe Single Room Rate	\$2,999.00	per semester	\$2,926.00	\$73.00	2.5%
321 Western Deluxe Single Room Rate	\$2,999.00	per semester	\$2,926.00	\$73.00	2.5%

Apartments single room upgrade charge	\$866.00	per semester	\$845.00	\$21.00	2.5%
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Average Overall Room Rate Increase**2.50%****Summer Terms 2016**

Any Double Room Rate	\$434.00	per summer term	\$423.00	\$11.00	2.6%
Any Single Room Rate	\$599.00	per summer term	\$585.00	\$14.00	2.4%

Winter Break - Fall 2015 Designated Residence Halls

Any Double Room Rate	\$307.00	per term	\$300.00	\$7.00	2.3%
Any Single Room Rate	\$565.00	per term	\$552.00	\$13.00	2.4%

Spring Break - Spring 2016 Designated Residence Halls

Any Double Room Rate	\$102.00	per term	\$100.00	\$2.00	2.0%
Any Single Room Rate	\$189.00	per term	\$184.00	\$5.00	2.7%

Summer Camp & Conferences, Winter Break, May and August Intersessions nightly rate 2016

Residence Hall Double Occupancy room rate	\$12.50		\$12.50	\$0	0.0%
Residence Hall Single room rate	\$23.00		\$23.00	\$0	0.0%
Apartment Double Occupancy room rate	\$17.50		\$17.50	\$0	0.0%

Apartment Single room rate	\$28.00	\$28.00	\$0	0.0%
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RENT FOR FAMILY HOUSING

Apartment	2015-16	Current	Change	%
If available	\$573.00	\$559.00	\$14.00	2.5%

Board Rate Schedule

Fall & Spring	2015-16	Current	Change	%
*Total Access with \$50 DCB	\$1,320.00	\$1,259.00	\$61.00	4.8%
*Any 15-meals per week with \$100 DCB	\$1,320.00	\$1,249.00	\$71.00	5.7%
*Senior Plan 75 Block + \$500 DCB**	\$1,355.00	\$1,259.00	\$96.00	7.6%
*220 Block Plan with \$50 DCB	\$1,465.00	\$1,359.00	\$106.00	7.8%
*140 Block + \$160 DCB	\$1,465.00	\$1,359.00	\$106.00	7.8%
*\$925.00 DCB ***	\$925.00	\$925.00	\$0.00	0.0%
*\$775.00 DCB ***	\$775.00	\$775.00	\$0.00	0.0%
*\$625.00 DCB ***	\$625.00	\$625.00	\$0.00	0.0%

Average Overall Board Rate Increase 6.75%

Winter Break - Fall 2015				
Meal Plan	\$405.00	\$390.00	\$15.00	3.8%

Spring Break - Spring 2016

Meal Plan	\$155.00	\$150.00	\$5.00	3.3%
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*The individual percentage increase for the meal plans varies due to rounding or additional DCB added to the base meal plan.

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

*** Students in the apartments purchasing the \$925.00 DCB will receive a \$50.00 bonus, \$775.00 DCB will receive a \$40.00 bonus, and the \$625.00 DCB will receive a \$30.00 bonus.

VI. ACTION AGENDA

H. Faculty Handbook – Board Policy No. 300

Unaffiliated faculty, specifically those who are not assigned to one of the university's six academic colleges, currently lack representation on the *Faculty Handbook* Committee while many decisions made by that committee have a direct impact on these faculty members. Adoption of the recommended changes to this committee will correct this deficiency.

All appropriate university councils and administrators, including the Faculty Senate, have recommended approval of the proposed modifications to the UCA *Faculty Handbook* Committee membership.

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

“BE IT RESOLVED: that the Board of Trustees hereby approves the modification of the *Faculty Handbook* Committee membership.

The panel pool will consist of two tenured faculty members from each college, elected for staggered two-year terms. Such persons shall not hold the position of dean, assistant dean, department chair, or comparable administrative position. Committees formed from the panel pool shall consist of five (5) persons selected at random by the Faculty Senate Executive Committee under the supervision of the provost.

- a. Faculty shall be selected by each college at the beginning of the fall term.
- b. Persons with a clear conflict of interest or from the department of either the person against whom the grievance is filed will be ineligible to serve on the committee. An additional consideration for exclusion may be a panel member's contemporaneous service on a Faculty Grievance Committee.
- c. The committee hearing the grievance shall elect its own chair who retains a vote.

In the case of an appeal alleging race, age, gender, national origin, or disability discrimination, the affirmative action equal employment officer will sit on the council as a non-voting *ex officio* member.

4. Meetings: on call
5. Reports to: president

I. Faculty Handbook Committee

There shall be a standing committee known as the “**Faculty Handbook Committee**.” The committee shall be composed of (i) the provost (or an associate provost designated by the provost), (ii) the immediate past president of the Faculty Senate who will serve as chair, ~~and~~ (iii) one tenured faculty member from each college of the university selected by the tenured faculty from such college, and to serve for a three-year term, and (iv) one tenured faculty member who is not affiliated with any of the university's six academic colleges, and to serve for a three-year term. The current vice president of the Faculty Senate, the vice president for administration, the associate vice president for human resources and the general counsel of the university shall also be members of the Faculty Handbook Committee, but shall not have a vote.

The charge of the Faculty Handbook Committee shall be to (a) review the *Faculty Handbook*, (b) accept and consider suggestions for changes, and (c) recommend any revisions, modifications or amendments to the president. Suggestions for the improvement of the *Faculty Handbook* shall be made in writing and directed to the Office of the Provost or to the Faculty Senate president. The committee shall meet in the month of September each year, and may meet at such other times as the provost or chair of the committee may determine. Each member shall be provided with reasonable advance written notice of the date, time and place of

each meeting, and be provided with drafts of any proposed changes for consideration at the meeting. Any proposed revisions or amendments to this *Faculty Handbook* shall be voted upon by the committee. Such revisions or recommendations shall be forwarded to the Faculty Senate for its review and recommendations. The revisions and the advice of the Faculty Senate on such revisions shall then be forwarded to the president.

J. Faculty Hearing Committee

1. Charge: To hear any matter under this *Faculty Handbook* which is referred to the Faculty Hearing Committee.

Faculty Senate Resolution on Addition of an Unaffiliated Faculty Member to the Faculty Handbook Committee Membership

September 2014

Whereas unaffiliated faculty (those faculty not specifically assigned to one of the six Colleges) currently lack representation on the Faculty Handbook Committee,

Whereas many decisions made by the Faculty Handbook Committee directly affect the unaffiliated faculty,

The Faculty Senate of the University of Central Arkansas (UCA) recommends that the Faculty Handbook Committee membership be increased with the addition of one tenured unaffiliated faculty member. The addition of this member will provide representation for a group of faculty that are governed by the Faculty Handbook, but have to this point not had a voice in the processes and procedures of the group that modifies and maintains it. This member will be implemented following the same guidelines as the current members of the Faculty Handbook Committee.

VI. ACTION AGENDA

I. Property Sale – Woodson Lateral Road

In 2008, the university received approximately 40 acres of unimproved real estate in Pulaski County from the estate of Ms. Selma Elizabeth James. The property is located in southern Pulaski County on Woodson Lateral Road in the Hensley area. The legal description is as follows:

The Northwest Quarter (NW1/4) of the Northwest Quarter (NW1/4) of Section 17, Township 2 South, Range 11 West, Pulaski County, Arkansas.

The property was appraised for \$189,894 in 2010. The appraisal indicated the land was valued at \$100,000 and the timber value was \$89,894. The university advertised and solicited an Invitation for Bids (IFB) in April 2010; however, no sealed bids were submitted and no action was taken to sell the property. In August 2010, the university advertised and solicited bids for sale of the timber. Although 16 timber companies were sent the information, the university received only one bid in the amount of \$46,257. The bid was not accepted. In September 2010, the university again solicited bids for sale of the property (including the timber). The university received only one bid in the amount of \$75,042.50. The bid was submitted by the same company that had previously bid on the timber, and the bid was not accepted.

In the fall of 2014, a potential buyer (Horizon Capital Partners, LLLP, Ross Whipple-Principal Member) approached the university to determine whether the property could be purchased. Horizon owns property in the Woodson Lateral Road area and has made recent purchases in the area.

Horizon has made a written offer of \$130,000 to purchase the property. The offer is attached. As part of this process, the administration has reviewed the 2010 appraisal and other sales in the area since that date. The administration has determined that based upon other comparable sales since 2010, that the earlier appraisal was probably too high in that it did not take into account the severing of the timber when valuing the raw land. In addition, based upon the administration's review of recent sales of unimproved land in the area of southern Pulaski County, the price offered by Horizon is reasonable.

Rather than another attempt to advertise an Invitation for Bids (IFB), the president requests authorization to accept the offer from Horizon and close on the sale of the Woodson Lateral Road property.

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

“BE IT RESOLVED: That the Board of Trustees approves the transaction described above with Horizon Capital Partners, LLLP, for the sale and purchase of the unimproved real property in Pulaski County, Arkansas, more particularly described above, for the price of \$130,000, and the president and such other officials of the

University of Central Arkansas, as the president may from time-to-time designate, are hereby authorized and directed to enter into and execute such other documents, agreements and instruments as are necessary and required to consummate the foregoing sale.”

Horizon Capital Partners, LLLP

January 26, 2015

Mr. Warren Readnour
201 Donaghey Avenue
Conway, AR 72035

Re: 40 Acres/Woodson Lateral Road/S17T2SR11W

Dear Mr. Readnour:


Please allow this letter to serve as an offer to purchase the above referenced property by Ross M. Whipple on behalf of his family business, Horizon Capital Partners, LLLP (HCP).

HCP hereby offers to purchase from the University of Central Arkansas (UCA) the above referenced property for the sum of One Hundred Thirty Thousand Dollars (\$130,000.00). HCP will pay all closing costs associated with the transfer of said property. The only deduction from the purchase price will be any real estate tax that is due and payable at closing for prior years, and any accrued tax for the current year.

HCP is not represented by any agent with regard to this offer and there is not a commission associated with this transaction. Furthermore, HCP is operating on the assumption that UCA is not represented by any agent and no commission is due upon the consummation of this transaction.

If the terms of this letter offer are acceptable to UCA, please indicate by your signature below and HCP will prepare the closing documents for the transfer of the property. HCP would anticipate a closing of no later than March 15, 2015, should UCA's board approve the terms of the letter. Please have a resolution prepared by the Board of Trustees of the University Central Arkansas authorizing this sale and appointing the proper party to execute this letter offer.

Horizon Capital Partners, LLLP

By: 
Ross M. Whipple
Title: Managing Partner
Date: 26 January 2015

University of Central Arkansas

By: _____
Title: _____
Date: _____

VII. NOTIFICATIONS/DELETIONS

A. Notification: New Information Management Concentration in the MBA Program

For a number of years MBA candidates have requested that the program create areas of emphasis or concentration. One area requested has been Information Management. Following a change in the MBA program, which now permits the offering of electives, the MBA program is creating areas of emphasis (concentrations) within the degree program.

The new concentration requires nine semester credit hours within the 30-hour degree program, with course options in quantitative analytical methods, project management, information security, and business intelligence.

All appropriate councils and administrators have recommended approval of the new concentration, and the provost has approved it.

Supporting materials (following pages): (1) UCA Curriculum Form 3, (2) ADHE Form LON-3

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

Department Master of Business Administration Date September 17, 2014

Program level: UNDERGRADUATE GRADUATE
 Program type: New degree program New certificate program
 New option/existing program New minor program

Bulletin title of program (brief):

Master Of Business Administration Degree with concentration in Information Management

Brief description of program (attach additional documentation as required):

The MBA Program offers a concentration in Information Management. This concentration is designed to develop advanced skills in information technology and its use within organizations. Students study basic theory, concepts, and principles applicable to making IT decisions while operating in global and multinational markets to meet the differing technology needs of multinational corporations (MNCs) and Small and Medium sized Enterprises (SMEs). The basic requirements for the MBA degree with a concentration in Information Management consist of 30 hours (10 courses): 21 hours (7 courses) of core MBA business classes, and 9 hours (3 courses) of advanced MIS. There is no thesis requirement or option.

Proposed effective date for new program (term and year): Fall Spring, 2015 f.g.

Program recommended by			
<u>David Kim</u>	<u>9/17/14</u>		
Department Curriculum Committee	Date	Professional Education Council	Date
Director of Assessment	Date	General Education Council	Date
<u>Michael J. Rubach</u>	<u>9-17-14</u>	Undergraduate Council	Date
Department Chair	Date	<u>Stephen A. Belbin</u>	<u>10-23-14</u>
<u>S. M.</u>	<u>9-18-14</u>	Graduate Council	Date
College Curriculum & Assessment Committee	Date	<u>Lee Voss</u>	<u>11/12/14</u>
<u>M. L. B. D.</u>	<u>9/17/14</u>	Council of Deans	Date
College Dean	Date		

Program approved by		Program recorded by	
<u>[Signature]</u>	<u>11/22/2014</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.



REC'D GRADUATE :

LETTER OF NOTIFICATION – 3

NEW OPTION, CONCENTRATION, EMPHASIS, MINOR

(Maximum 18 semester credit hours of new theory courses and 6 credit hours of new practicum courses)

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 2015

5. Title of existing degree program (Indicate if the listed degree program is approved for distance delivery.)

Master of Business Administration (MBA)

The MBA is approved for distance delivery.

6. CIP code

52.0201

7. Degree code

5580

8. Proposed name of option/concentration/emphasis/minor

Information Management (Students who complete the program will earn an MBA with a concentration in Information Management.)

9. Reason for proposed action

For a number of years MBA candidates have requested that the program create areas of emphasis or concentration. One area requested has been Information Management. Following a change in the MBA program which now permits the offering of electives, the MBA program is creating areas of emphasis (concentrations) in this discipline.

10. Provide the following

a. Curriculum Outline (list of courses in the new option/concentration/emphasis/minor) – indicate which courses are required by underlining them

A candidate for the MBA with a concentration in Information Management will complete seven core MBA courses (21 hours) and three electives (9 hours) in the concentration.

MBA Core Courses (21 hours required)

MBA 6301 Information Technology for Managers
MBA 6302 Accounting For Management Decisions
MBA 6305 Financial Decision Making
MBA 6308 Marketing Strategy
MBA 6320 Strategic Management
MBA 6325 Organizational Behavior
MBA 6330 Operations Management

Electives (9 hours required)

MBA 5341 Quantitative Analytical Methods
MBA 5355 Project Management
MBA 5360 Principles of Information Security
MBA 5380 Business Intelligence

b. Total semester credit hours required for option/concentration/emphasis/minor (option range: 9–24 semester credit hours; typical minor range: 18–25 semester credit hours)

The concentration comprises nine (9) semester credit hours of the total 30-hour degree requirement.

c. New courses and new course descriptions

MBA 5341 QUANTITATIVE ANALYTICAL METHODS This is an elective course in the Master of Business Administration program. The course emphasizes an understanding of quantitative aids to decision analysis, utility and game theory, linear programming, queuing theory, simulation techniques, network analysis, and/or Markov processes. Prerequisite: QMTH 2330 or equivalent. Spring only.

MBA 5355 PROJECT MANAGEMENT This is an elective course in the Master of Business Administration program. The course is both a concept and computer-application course relying heavily on applying the understanding of the concepts with computer software. The course will employ lectures, case review, team projects, and class discussion. Students work individually and in teams. Lectures emphasize not only the managerial aspects, but the software aspects to solve problems and manage projects. An emphasis is placed on the nine knowledge areas: project integration, scope, time, cost, quality, human resources, communication, risk and procurement management. Upon completion of the course, you will be able to apply Project Management techniques and use Microsoft Project to develop timelines, network diagrams, and critical path analysis. During the semester, students will have the opportunity to work on a project of their own where they will demonstrate understanding of the course objectives. Lecture/discussion. Prerequisites: QMTH 2330 and MIS 2343. Fall.

MBA 5360 PRINCIPLES OF INFORMATION SECURITY This is an elective course in the Master of Business Administration program. The course offers an in-depth study of the nature of organizational information security issues as well as exposure to the various aspects of developing, planning, and implementing an organizational information security program. It has broad applicability to managers, IT personnel, and line workers alike as much of today's "knowledge work" centers around the handling of

individual and organizational data and information. In addition to providing exposure to the realm of information security topics, the course also allows for hands-on lab exercises that bring the topics to life. Specifically, students will be exposed to topics such as risk management methods and processes, tradeoffs between security goals and organizational goals, network security tools and technologies, and contemporary legal, ethical, and professional issues in information security. Offered once a year.

d. Goals and objectives of program option/minor

The goal of offering the concentration in Information Management is to provide students with knowledge and background in Information Technology (IT): basic theory, concepts, and principles applicable to making IT decisions; operating in global and multinational markets to meet the differing technology needs of multinational corporations (MNCs) and Small and Medium Sized Enterprises (SMEs).

e. Expected student learning outcomes

The College of Business presumes that participants in a master's level degree program possess the base of general knowledge and skills appropriate for an undergraduate degree. Learning in master's level program develops in a more integrative, interdisciplinary fashion than in undergraduate education. Our master's-level graduates shall possess:

1. Dynamic Thinking Skills in a Global Environment
2. Ethical Reasoning Abilities
3. Effective Communication Abilities
4. Effective Information Management Abilities
5. Effective Leadership/Followership Abilities

Students completing this program should be able to

1. analyze and prepare complex business problem solutions to decision makers to better enable them to make decisions using a variety of methods: weighted multiple attribute decision matrices, linear optimization models, network models (PERT I CPM), and utility and game theory.
2. identify and explain fundamental Business Intelligence definitions, concepts, and frameworks in order to implement Business intelligence and understand its value. of BI.
3. identify Business Intelligence architecture designs & analyze fit/applicability based on organization requirements.
4. become familiar with Information Security concepts and frameworks.
5. learn how to develop Access Control Systems, Business Continuity Plans, and Security Architecture and Models.
6. define project, program, and portfolio management and its processes.

f. Documentation that program option meets employer needs

It was once thought that the dot-com bust of 2000 and offshoring have diminished the demand for Information management and Management information Systems (MIS) professionals. This is simply not the case. The Bureau of Labor Statistics estimates that demand for Information Management and MIS professionals will grow by 10.4% between 2006 and 2016. The MIS area, which includes Information Management, is currently a field with high demand for employees. Total employment in the United States is expected to increase by about ten percent from 2010 to 2018.

However, the 15.3 million new jobs expected to be added by 2018 will not be evenly distributed across industries and occupations. Employment growth in Information Management and MIS jobs will be about 50% greater than average job growth in other fields. The future for graduates in Information Management and MIS thus looks very promising.

g. Student demand (projected enrollment) for program option/minor

We expect that 4–5 students per year will select this concentration. As the MBA program grows, demand for this concentration is also expected to grow.

h. Name of institutions offering similar program/program option and the institution(s) used as a model to develop the proposed program option

We did not really use other universities as a model. We were aware, however, that other universities had concentrations in Information Management and MIS. We created the MBA with a concentration in Information Management with the intention of expanding our program without increasing the need for additional resources.

Schools with an Information Management or MIS concentration:

Arkansas State University: MBA with MIS concentration
Tennessee State University: MBA with MIS concentration
Eastern Michigan: MBA with concentration in Enterprise Business Intelligence
Appalachian State University: MBA with Business Analytics concentration

11. Institutional curriculum committee review/approval date

Department: 9/17/2014
College: 9/18/2014
Undergraduate/Graduate Council: 10/23/2014
Council of Deans: 11/12/2014

12. Will the new option be offered via distance delivery? If so, indicate mode of distance delivery.

The MBA core courses are available by distance delivery. Of the information management electives, only one (MBA 5380) is currently available by distance delivery. UCA uses Blackboard to deliver courses online.

13. Explain in detail the distance delivery procedures to be used.

For those courses available by distance delivery, reading assignments will be available via e-books, online, or accessible via the Internet; examinations and quizzes will be available via Blackboard. Student will participate in discussions posted on Blackboard.

14. Specify the amount of the additional costs required, the source of funds, and how funds will be used.

No new resources required.

15. Provide additional information if requested by ADHE staff.

If requested.

President/Chancellor Approval Date: _____

Board of Trustees Notification Date: _____

Chief Academic Officer: _____ 11/22/2014
SIGNATURE DATE

[UCA form updated 2014-02-05]

VII. NOTIFICATIONS/DELETIONS

B. Notification: Teacher Education Program Changes

(1) Deletion of the Instructional Facilitator Program/Option

The College of Education will delete its graduate certificate (GC) and its degree program option in the teacher licensure area of Instructional Facilitator, with this justification:

The instructional facilitator certificate program was developed when the Arkansas Department of Education (ADE) created an endorsement for instructional facilitators. An option within the MSE in Advanced Studies in Teacher Leadership has also been available to students. However, the ADE has never required the endorsement, resulting in low enrollment in both the certificate and the program option. Therefore, we will delete the certificate program and remove the option from the degree program.

All appropriate recommendations and approvals have been made for these deletions.

Supporting materials (following pages): (1) Curriculum Form 2-I, (2) ADHE Form LON-5

(2) Revision of Undergraduate Licensure Endorsement in Special Education

To align with modifications in Arkansas educator licensure areas and requirements, the Department of Elementary, Literacy, and Special Education has revised its existing undergraduate P–4 Special Education licensure curriculum as an Additional Licensure Program (ALP) in Special Education K–12. The revised ALP is designed to serve as an extension to a UCA undergraduate teacher preparation program in Elementary Education, Middle-Level Education, or a secondary content area such as history, science, etc. Candidates in one of the previously mentioned initial licensure programs will have the option of pursuing a special education teaching license at the undergraduate level by completing a 21-undergraduate-credit-hour curriculum, which can be completed in a semester and a half, and successfully completing Arkansas assessment requirements for special education (Praxis II).

The revised program has been recommended for approval by all appropriate councils and administrators and approved by the provost.

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

(3) Revision of the MSE in Special Education

To align with modifications in Arkansas educator licensure areas and requirements, the Department of Elementary, Literacy, and Special Education has revised its existing MSE program in Special Education to align with the new Arkansas K–12 Special Education

license. Additionally, this revision reduces the hours required for the program from 36 to 30, thus keeping the size of the program aligned with other similar programs in the state and, at the same time, maintaining a high quality, advanced online preparation program.

Program revisions have been recommended for approval by all appropriate councils and administrators and approved by the provost.

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

Supporting materials: Deletion of Instructional Facilitator Program/Option

Curriculum Form 2-1

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

GENERAL EDUCATION COUNCIL UNDERGRADUATE COUNCIL ^{M.S.E.} GRADUATE COUNCIL
 Department/program area: Teaching and Learning / ASTL - Instructional Facilitator Track and Inst. Fac. Graduate Certificate Date 9/16/14

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(s) 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(s) _____
- Deletion of course(s) 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(s) _____
- 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(s) for Bulletin (Provide full details, including current and new course description[s], in attached documentation.)
 Subject prefix _____ Course number(s) _____
- 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): _____

Delete the Instructional Facilitator Certificate Program/ASTL Instructional Facilitator Track. Remove information regarding the ASTL Instructional Facilitator Track and Graduate Certificate from the Graduate Bulletin and promotional materials.

Other (specify):

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

Proposed effective date of change (term and year): December 1, 2014 August, 2015

Change recognized by <u>Alan Cotter</u> Department Curriculum Committee Date <u>10/8/14</u>	<u>Quani Howard</u> Professional Education Council Date <u>10-28-14</u>
<u>Jimmy Brasom</u> Department Chair Date <u>10/8/14</u>	General Education Council Date _____
<u>Scotty Abbott</u> College Curriculum & Assessment Committee Date <u>10-21-14</u>	Undergraduate Council Date _____
<u>Debra</u> College Dean Date <u>10-28-14</u>	<u>Sophonia Bellon</u> Graduate Council Date <u>11/14/14</u>
	<u>Kor Voss</u> Council of Deans Date <u>12/10/14</u>

Change approved by <u>[Signature]</u> Provost Date <u>12/12/2014</u>	Change recorded by _____ Undergraduate/Graduate Studies, Registrar Date _____
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LETTER OF NOTIFICATION – 5

DELETION

(Certificate, Degree, Option, Minor, Organizational Unit)

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn
Associate Provost

3. Phone number/e-mail address

(501) 450-3126
jona@uca.edu

4. Proposed effective date

Fall 2015 (2015-08-15)

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

- (1) GC, Instructional Facilitator
- (2) Option/track, Instructional Facilitator, in the MSE, Advanced Studies in Teacher Leadership (Note: the option is being deleted, *not* the degree program)

6. CIP code

- (1) 13.0499
- (2) 13.0101 (Note: an option is being deleted, *not* the degree program.)

7. Degree code

- (1) 6900
- (2) 6750 (Note: an option is being deleted, *not* the degree program.)

8. Reason for deletion

Low student interest and enrollment in both the program option and the certificate program

9. Number of students still enrolled in program

Three (3) in certificate program
None (0) in program option

10. Expected graduation date of last student

December 2015

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

N/A

12. How will students in the deleted program be accommodated? Provide documentation of written notification to students currently enrolled in the program.

The college is working with the students remaining in the certificate program to ensure that they have completed all requirements by the end of the fall semester 2015.

13. Indicate the amount of funds available for reallocation.

None

14. Provide additional program information if requested by ADHE staff.

If requested.

President/Chancellor Approval date: _____

Board of Trustees Notification Date: _____

Chief Academic Officer: _____ Date: 12/12/2014

[UCA form updated 2014-02-05]

Supporting materials: Revision of Undergraduate Licensure Endorsement in SPED

Curriculum Form 2-A

UNIVERSITY OF CENTRAL ARKANSAS Proposal for Curriculum Change: Action Item

GENERAL EDUCATION COUNCIL UNDERGRADUATE COUNCIL GRADUATE COUNCIL









Department/program area Elementary, Literacy, and Special Education Date 9/1/14

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(s) from an elective to a requirement in a major or minor
Subject prefix _____ Course number(s) _____
- Change course(s) 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(s) _____
- Approval of existing course(s) as General Education course(s), see Curriculum Form 4 for required documentation.
Subject prefix _____ Course number(s) _____
- Change level of course (e.g. change from 2000- to 4000-level course number)
Program prefix _____ Current course number(s) _____ Proposed number(s) _____
- Change in credit hour value of course(s) (e.g., change 3-hour to 2-hour course or change to variable credit)
Current course number _____ Proposed course number(s) _____
- 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): Revision of P-4 Special Education Additional Licensure Program to Additional Licensure Program for Arkansas Special Education K-12 License :Undergraduate

Required documentation: attach documents detailing and justifying the proposed curricular change.

Proposed effective date of change (term and year): Fall 2015

Change recommended by  10-1-2014 Department Curriculum Committee Date		 10-28-14 Professional Education Council Date	
 10-1-14 Department Chair Date		General Education Council Date	
 10-22-14 College Curriculum & Assessment Committee Date		 11-18-14 Undergraduate Council Date	
 10/28/14 College Dean Date		Graduate Council Date	
		 12/10/14 Council of Deans Date	
Change approved by  12/12/2014 Provost Date		Change recorded by Undergraduate/Graduate Studies, Registrar Date	

LETTER OF NOTIFICATION – E

(Existing Education Certificate or Degree)

1. Institution submitting request

University of Central Arkansas

2. Education program contact person/title

Kathleen Atkins
Chair, Department of Elementary, Literacy, and Special Education

3. Telephone number/e-mail address

(501) 450-5441
katkins@uca.edu

4. Name of Education Certificate or Degree / Program Level

Undergraduate Special Education K–12 Additional Licensure Program (ALP)

Revision of existing undergraduate program option (currently P-4 Special Education)

5. Proposed Effective Date

Fall 2015

6. Current CIP Code

13.1001

7. Description of Program Changes

THIS IS A REVISION OF THE EXISTING UNDERGRADUATE PROGRAM OPTION FOR P–4 SPECIAL EDUCATION

The Department of Elementary, Literacy, and Special Education at the University of Central Arkansas proposes to offer an Additional Licensure Program in Special Education K–12 at the undergraduate level which is designed to meet Arkansas Department of Education Special Education K–12 licensure requirements as evidenced by program alignment to the *Arkansas Additional Licensure Program Competencies for Special Education K–12 Teachers*, *Arkansas Teaching Standards (InTASC)*, and *Council for Exceptional Children Standards (CEC)*.

The Additional Licensure Program in Special Education K–12 is designed to serve as an extension to a UCA undergraduate teacher preparation program in Elementary Education, Middle-Level Education, or a secondary content area such as history, science, etc. Candidates in one of the previously mentioned initial licensure programs will have the option of pursuing a special education teaching license at the undergraduate level by completing a 21-undergraduate-credit-hour curriculum, which can be completed in a semester and a half, and successfully completing Arkansas assessment requirements for special education (Praxis II). The program is intended to follow the completion of course work in the initial teacher preparation program, with a 21-credit-hour curriculum dedicated to the discipline of special education, subsequent to the Internship I and/or II semesters, depending on the student's choice.

8. Mode of Delivery (type "x" by all that apply):

On-Campus

New Off-Campus Location

Provide copy of written notification (via e-mail) to other Arkansas institutions of the proposed programs, and their responses.

Indicate distance of proposed site from main campus: _____

New Distance Technology Program

(50% of program offered by distance technology)

Submit copy of written notification (e-mail) to Higher Learning Commission if proposed program will be offered 100% asynchronously.

List existing education certificate or degree programs offered by distance technology.

9. List existing certificate or degree programs that support the proposed program.

BSE, Special Education (CIPC: 13.1001; degree code: 3210)

10. Provide other information pertinent to the submitted change. Attach required ADE forms.

See <uca-sped-endorsement-undergrad-2-ade-document.docx> and <uca-sped-endorsement-undergrad-3-appendices.pdf>, submitted with this document.

President/Chancellor Approval Date: _____

Board of Trustees Notification Date: _____

Chief Academic Officer: _____ 12/12/2014
SIGNATURE DATE

[UCA form updated 2013-08-23]

Supporting materials: Revision of the MSE in Special Education

Curriculum Form 2-A

UNIVERSITY OF CENTRAL ARKANSAS Proposal for Curriculum Change: Action Item

GENERAL EDUCATION COUNCIL UNDERGRADUATE COUNCIL GRADUATE COUNCIL

Department/program area Elementary, Literacy, and Special Education Date 9-1-2014

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

- Change in semester credit hour requirements for a major or minor
 Current requirement 36 Proposed requirement 30 (see ADE document for rationale)
- Change course(s) from an elective to a requirement in a major or minor
 Subject prefix _____ Course number(s) _____
- Change course(s) 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(s) _____
- Approval of existing course(s) as General Education course(s), see Curriculum Form 4 for required documentation.
 Subject prefix _____ Course number(s) _____
- Change level of course (e.g. change from 2000- to 4000-level course number)
 Program prefix _____ Current course number(s) _____ Proposed number(s) _____
- Change in credit hour value of course(s) (e.g., change 3-hour to 2-hour course or change to variable credit)
 Current course number _____ Proposed course number(s) _____
- 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 ECSE Course number 6302, 6350, and 6365; content merged
- Prerequisite change increasing total hours for a major or minor and/or affecting another department/program area
 Current hours _____ Proposed hours _____
- Other (specify): **NOTE: Graduate candidates pursuing the M.S.E. in Special Education who wish to continue in the Gifted and Talented Certificate Program (15 credit hrs.) may substitute 6 hrs. of gifted and talented course work for the two non-licensure courses, ECSE 63XX Research and Best Practices in Special Education and ECSE 63XX Solution-Focused Learning.**

Required documentation: attach documents detailing and justifying the proposed curricular change.

Proposed effective date of change (term and year): Summer/Fall 2015 (201610) GBulletin 2015-16

<p>Change recommended by</p> <p><u>Shondra King</u> <u>10-1-2014</u> Department Curriculum Committee Date</p> <p><u>Kaliquee Atkins</u> <u>10-1-14</u> Department Chair Date</p> <p><u>Shelly Abbott</u> <u>10-22-14</u> College Curriculum & Assessment Committee Date</p> <p><u>Shondra King</u> <u>10/28/14</u> College Dean Date</p>	<p><u>Deana Howard</u> <u>10-28-14</u> Professional Education Council Date</p> <p>_____ General Education Council Date</p> <p>_____ Undergraduate Council Date</p> <p><u>Stephanie Bell</u> <u>11/20/14</u> Graduate Council Date</p> <p><u>Don</u> <u>12/10/14</u> Council of Deans Date</p>
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<p>Change approved by</p> <p><u>[Signature]</u> <u>12/12/2014</u></p>	<p>Change recorded by</p> <p><u>[Signature]</u></p>
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LETTER OF NOTIFICATION - E
(Existing Education Certificate or Degree)

1. Institution submitting request

University of Central Arkansas

2. Education Program Contact person/title

Kathleen Atkins
Chair, Department of Elementary, Literacy, and Special Education

3. Telephone number/e-mail address

(501) 450-5441
katkins@uca.edu

4. Name of Education Certificate or Degree / Program Level

MSE, Special Education

5. Proposed Effective Date

Fall 2015

6. Current CIP Code

13.1001

7. Description of Program Changes

The existing MSE in Special Education at University of Central Arkansas is a 36 credit hour on-line program with two tracks designed to provide advanced knowledge and skills in the discipline of special education, while also meeting Additional Licensure Program of Study (ALP) requirements for either the Arkansas Instructional Specialist P-4 (IS P-4) or Arkansas Instructional Specialist 4-12 (IS 4-12) teaching license. This revision of the MSE program is necessary to meet the licensure requirements for the new Arkansas K-12 Special Education license. In addition to revising the program to meet the *Arkansas Additional Licensure Competencies for Special Education K-12 Teachers*, the proposed MSE revision includes transitioning from a 36 to 30 credit hours program of study. The reduction in total program hours allows us to safeguard program viability by being closely aligned with other MSE programs across Arkansas and to meet the time/economic restrictions of today's teachers, while maintaining a high quality, advanced on-line preparation program.

8. Mode of Delivery

The MSE program is current approved for online delivery and, as indicated in the ADE proposal document submitted with this LON-E, is moving from a current 83% online to 93% distance delivery.

9. List existing certificate or degree programs that support the proposed program.

N/A

10. Provide other information pertinent to the submitted change. Attach required ADE forms.

See <uca-sped-mse-2-ade-document.docx> and <uca-sped-mse-3-appendices.pdf>, submitted with this document.

President/Chancellor Approval Date: _____

Board of Trustees Notification Date: _____

Chief Academic Officer: _____ 12/12/2014
SIGNATURE DATE

[UCA form updated 2014-02-05]

