

The University of Central Arkansas Board of Trustees convened in a regularly-scheduled meeting at 10:00 a.m., May 15, 2015, in the Board of Trustees Conference Room in Wingo Hall with the following officers and members present:

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

INTRODUCTIONS

President Courtway introduced Dr. Olin Cook, UCA's Arkansas Higher Education Coordinating Board liaison. The president also introduced UCA's newly-appointed admissions director, Courtney Mullens.

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

Chad Hearne, outgoing president of the Staff Senate, spoke to the board. His remarks are attached to the original minutes

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Dr. Don Bradley, outgoing president of the Faculty Senate, was not able to attend the meeting. He sent the board the Senate's end-of-the-year newsletter to update them on the past year's accomplishments.

Ashley Ross, outgoing president of the Student Government Association, was not present.

Ben Rowley, incoming president of the Faculty Senate, and Zach Carter, incoming president of the Student Government Association, each spoke briefly after asking to address the board.

REPORTS

Diane Newton, vice president of finance and administration, gave a financial update, which included the financial report and a power point presentation. Both are attached to the original minutes.

MINUTES

Minutes of the following board meetings were unanimously approved as submitted upon motion by Bobby Reynolds and second by Shelia Vaught:

- February 13, 2015

- March 16, 2015
- March 30, 2015
- April 24, 2015
- May 1, 2015

ACTION AGENDA

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:

Donaghey Hall Tenant Agreement - Blue Sail Coffee, LLC
 Digital Measures, LLC
 Eric Rob & Isaac, Inc.
 McCastlain Renovation (ANCRC grant – bids open May 12)

On-call Services and Amendments:

Witsell Evans Rasco and Stocks-Mann Architects, PLC and Woods Group Architects
 Crafton Tull & Associates Inc. and Landscape Architecture Inc.
 Crafton Tull and Associates and Cromwell Architects Engineers
 Tyler Group and Central Arkansas Professional Surveying
 Viridian and Cromwell Architects Engineers
 Environmental Enterprise Group and Safety and Environmental Investigations
 Caradine Companies Architecture
 Stock-Mann Architects, PLC
 Stocks-Mann Architects, PLC
 Cromwell Architects Engineers
 Garver LLC and Cromwell Architects Engineers

The following resolution was unanimously adopted upon motion by Kay Hinkle and second by Elizabeth Farris:

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

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: Lease between the University of Central Arkansas (“Lessor”) and Blue Sail Coffee, LLC, of Conway, Arkansas.
2. Purpose: Blue Sail Coffee is leasing approximately 1511 square feet in Donaghey Hall on the Donaghey Street side in order to operate a retail coffee store.
3. Term: The term of the lease is 5 years, beginning on the date Blue Sail is able to occupy the newly constructed Donaghey Hall.
4. University Funds to be paid: N/A.
5. Funds Received: The base rent is an annual amount of \$15.00 per square foot. In addition, the tenant will pay a pro-rata share of the costs of the common area maintenance. Common area maintenance includes taxes assessed against the building and utilities allocated to the common areas of the building. The tenant shall pay for its own utilities and taxes.
6. Public Bid/Purchasing Approval: N/A.
7. Special Provisions/Terms/Conditions: The University will initially provide tenant with up to \$33 per square foot as a tenant finish allowance.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel

Date: May 6, 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: Agreement between the University of Central Arkansas and Digital Measures, LLC.
2. Purpose: Renewal of an existing contract with Digital Measures for collection and reporting services related to faculty/staff teaching, research, and service activities.
3. Term: The term of the agreement is five years, from September 14, 2015, until September 13, 2020.
4. University Funds to be paid: \$128,158.
5. Funds Received: None.
6. Public Bid/Purchasing Approval: The initial contract was signed after a request for proposal was issued in 2012.
7. Special Provisions/Terms/Conditions: N/A.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel

Date: May 6, 2015

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

Contract with a term of more than one year and exceeds \$250,000

SUMMARY

1. Parties: Agreement between the University of Central Arkansas and Eric Rob & Isaac, Inc.
2. Purpose: The agreement is to provide advertising and marketing services.
3. Term: The initial term is July 1, 2015, to June 30, 2017. The contract provides for renewals through June 30, 2022. However, the university retains the right to cancel the contract at any time upon 30 days written notice.
4. University Funds to be paid: \$1,400,000 (\$700,000 per year).
5. Funds Received: N/A.
6. Public Bid/Purchasing Approval: The Office of State Procurement has preselected advertising companies under a state contract. The UCA Purchasing Office sent the solicitation to all companies under the OSP contract. Five (5) companies responded and the evaluation committee selected four (4) firms to interview. After conducting interviews, the committee selected Eric Rob & Isaac, Inc. to handle the university's advertising and marketing.
7. Special Provisions/Terms/Conditions: The contract is subject to approval by the Legislative Council of the Arkansas General Assembly.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel

Date: May 6, 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 Bell Construction Company Inc. (North Little Rock, Arkansas)
2. Purpose: To renovate first floor of McCastlain Hall (east dining room and surrounding areas), add an elevator, make restroom modifications, and other improvements for better functionality of the current space.
3. Term: N/A.
4. University Funds to be paid: \$1,042,937.00 (partially funded with ANCRC Grant)
5. Funds Received: N/A.
6. Public Bid/Purchasing Approval: A competitive Invitation for Bid (“IFB”) was issued to obtain a contractor to renovate the first floor of McCastlain Hall. The IFB opened on May 12, 2015. Seven construction contractors submitted bids. The low bidder was Bell Construction Company Inc. with a total bid amount of \$1,042,937.00
7. Special Provisions/Terms/Conditions: N/A.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel

Date: May 13, 2015

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

Contract exceeds \$250,000 or with a term of more than one year

SUMMARY

Vendor: Witsell Evans Rasco and Stocks-Mann Architects, PLC and Woods Group Architects

Amount: \$600,000 per vendor

Summary of Contract Information: To provide “on-call” architectural services for various campus projects.

Expiration Date: June 30, 2017

Vendor: Crafton Tull & Associates Inc. and Landscape Architecture Inc. (LAI)

Amount: \$275,000/Crafton Tull & Associates; \$200,000/LAI

Summary of Contract Information: To provide “on-call” landscape architectural services for various campus projects.

Expiration Date: June 30, 2017

Vendor: Crafton Tull & Associates Inc. and Cromwell Architects Engineers

Amount: \$275,000 per vendor

Summary of Contract Information: To provide “on-call” civil engineering services for various campus projects.

Expiration Date: June 30, 2017

Vendor: Tyler Group and Central Arkansas Professional Surveying

Amount: \$175,000 per vendor

Summary of Contract Information: To provide “on-call” land surveying services for various campus projects.

Expiration Date: June 30, 2017

Vendor: Viridian and Cromwell Architects Engineers

Amount: \$275,000 per vendor

Summary of Contract Information: To provide “on-call” LEEDS Commissioning services for various campus projects.

Expiration Date: June 30, 2017

Vendor: Environmental Enterprise Group (EEG) and Safety & Environmental Investigations, Inc.

Amount: \$175,000 per vendor

Summary of Contract Information: To provide “on-call” environmental services for various campus projects.

Expiration Date: June 30, 2017

Vendor: Caradine Companies Architecture

Amount: \$877,508.52 (Previously approved)

Summary of Contract Information: Amendment to extend existing contract to continue the construction and development of Greek Village Phase I.

New Expiration Date: June 30, 2016

Vendor: Stocks-Mann Architects, PLC

Amount: \$125,000 increase to existing \$500,000 contract.

Summary of Contract Information: Amendment to extend time and increase dollar amount of existing contract for “on-call” architectural services for various campus projects currently in progress.

New Expiration Date: June 30, 2017

Vendor: Stocks-Mann Architects, PLC

Amount: \$1,104,736.58 (Previously approved)

Summary of Contract Information: Amendment to extend existing contract to complete the HPER expansion.

New Expiration Date: June 30, 2016

Vendor: Cromwell Architects Engineers

Amount: \$500,000 (previously approved)

Summary of Contract Information: Amendment to extend existing contract to complete ongoing projects.

New Expiration Date: June 30, 2016

Vendor: Garver LLC and Cromwell Architects Engineers

Amount: \$275,000 per vendor

Summary of Contract Information: To provide “on-call” mechanical engineering services for various campus projects.

Expiration Date: June 30, 2017

Vendor: Garver LLC and Cromwell Architects Engineers

Amount: \$275,000 per vendor

Summary of Contract Information: To provide “on-call” structural engineering services for various campus projects.

Expiration Date: June 30, 2017

Vendor: Garver LLC and Cromwell Architects Engineers

Amount: \$275,000 per vendor

Summary of Contract Information: To provide “on-call” electrical engineering services for various campus projects.

Expiration Date: June 30, 2017

Revisions to Board Policies

The administration has reviewed various board policies and identified changes that are primarily intended to clarify and update each policy. The language to be deleted is stricken through, and language to be added is highlighted.

The proposed changes to each policy are summarized as follows:

Policy No. 335, Awarding of Degrees, currently provides that the administration may award degrees at the end of the semester in which the candidates' degree requirements have been completed. Although the university has traditionally focused on the fall semester, spring semester, and summer sessions, the university also has Winter Intersession and May Intersession. The policy has been revised to reflect that the administration may award academic degrees upon completion of degree requirements. This change will allow students to receive their degree and apply for professional licensure, employment, or other academic programs without waiting until one of our commencement dates. The university will still have commencement programs in May, August, and December.

Policy No. 421, Traffic and Parking Regulations, has been revised to reflect that (1) for meter parking, time limits and hours of enforcement are posted on each meter, and (2) faculty/staff parking permits are \$30 if purchased after January 1 rather than \$60 per academic year. The staff senate requested the reduction in the annual parking permit for employees starting after the academic year was half complete.

Policy No. 601, Expenditures – Official Functions, currently provides that the president must give prior approval for expenditures under the heading of “Official Functions.” The policy has been revised to reflect that the chief of staff, executive vice president and provost, or a vice president may also give prior approval for such expenditures.

Policy No. 631, Fees – Division of Outreach and Community Engagement, has been revised to reflect the movement of credit classes out of the Division of Outreach and Community Engagement.

Policy No. 700, Student Residency Regulations, has been revised to incorporate federal and state law changes that classify a student as in-state, for purposes of tuition, if the student is (1) a veteran who was discharged or released from active duty in the military, naval, or air service within 3 years before the date of enrollment, (2) the dependent of such a veteran, (3) a member of the armed forces, or (4) the spouse of a member of the armed forces.

The following resolution was unanimously adopted upon motion by Shelia Vaught and second by Joe Whisenhunt:

“BE IT RESOLVED: That the Board of Trustees approves the following revisions to the board policies set forth above and as attached to this resolution, and the changes set forth shall be effective from and after this date.”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 335

Subject: Awarding of Degrees

Date Adopted: 04/90 Revised: 12/12, 5/15

The Board of Trustees authorizes the administration to award academic degrees to degree candidates **upon completion of degree requirements** ~~at the end of the semester in which the candidates' degree requirements have been completed.~~

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 421

Subject: Traffic and Parking Regulations

Date Adopted: 04/80, 4/89 Revised: Passim – most recent 08/13 05/15

1. Administrative Policy

In accordance with Ark. Code Ann. §25-17-307, the Board of Trustees of the University of Central Arkansas has established regulations for the operation and parking of motor vehicles on the UCA campus. These regulations apply to all faculty, staff, students, and others utilizing the land and streets owned or controlled by the University of Central Arkansas. The university police department is the jurisdictional law enforcement agency empowered under state statutes to enforce all parking and traffic regulations of the University of Central Arkansas and the State of Arkansas on all campus and university-controlled properties and those streets adjacent to campus properties.

- a. Any appropriately-licensed driver choosing to park an automobile on campus or on other UCA-owned or -controlled properties may do so, provided a parking permit is obtained and provided the driver understands that the permit neither obligates the university to set aside a space for every vehicle nor allows the driver to violate parking regulations.
- b. The university reserves the right to restrict the use of an automobile on university property if the owner or driver has abused the privilege of operating a vehicle on campus.
- c. The university assumes no responsibility for a vehicle or its contents.
- d. Any motor vehicle parked on property owned or controlled by the university, including metered parking, and under the control of a faculty member, staff member or student must properly display a valid UCA parking permit.
- e. Failure to pay fines will result in the blocking of pre-registration or the withholding of transcripts or pay and refund checks.
- f. A ticketed vehicle continuing in violation may be ticketed again as long as the violation continues. Overtime parking will be ticketed every two hours.
- g. An illegally parked, but non-ticketed vehicle, is not an indication that the regulation being violated is no longer in effect.
- h. UCA police officers may issue, as deemed appropriate by the issuing officer, a campus citation or district court citation for violations of Arkansas State traffic laws and/or UCA

parking and traffic rules and regulations. District court citations cannot be dismissed by the university, and failure to respond to these citations will result in a warrant of arrest issued by the district court.

- i. Occupants of residence halls are requested not to drive to class, the cafeteria, or other campus areas between the hours of 6:30 a.m. and 4:30 p.m., Monday through Friday.
- j. A traffic ticket or any other communication from a university police officer is an official university notice. Recipients who do not respond to such a communication face disciplinary and/or legal action.
- k. The Arkansas Crime Information Center furnishes the university police department with information on the owners of vehicles not displaying a permit that receive tickets. These tickets are then issued to the faculty/staff member or student whose home address matches those on the listing.
- l. Use of any parking permit acquired through fraudulent, or otherwise improper means, will be considered theft of services from the University of Central Arkansas. Parking permits will be confiscated and parking privileges may be taken away.

2. Traffic and Parking Services Office:

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

3. Student Parking Permits:

- a. Students who park vehicles on campus are required to immediately obtain and display a parking permit. The parking permit is a transferable, repositionable polymer decal registered in the name of the student.
- b. Students should obtain their parking permit at the university police department. A different location may be designated during times of registration and fee payment.
- c. **The decal must be affixed on the inside, lower corner of the windshield on the driver's side with the front side of the permit facing out.** Failure to properly display the decal will result in the issuance of a citation.
- d. All student permits expire on August 15, every year. Continuing students must obtain a

new permit each fall semester.

- e. Students who forget to bring their parking permit to campus must obtain a temporary parking permit from the university police department prior to parking on university property. Temporary permits are issued free of charge to students.

4. Faculty and Staff Parking Permits:

- a. Faculty and staff who park vehicles on campus are required to immediately purchase and display a parking permit. Student employees are not eligible for staff parking. The parking permit for faculty and staff employees is a transferable, repositionable polymer decal registered in the name of the employee.
- b. Only one parking permit may be issued to each university employee. The permit should be transferred to any vehicle the employee parks on the campus.
- c. **The decal must be affixed on the inside, lower corner of the windshield on the driver's side with the front side of the permit facing out.** Failure to properly display the decal will result in the issuance of a citation.
- d. Employees who forget to bring their parking permit to campus must obtain a one-day temporary parking permit from the university police department prior to parking on university property. One-day permits are issued free of charge for employees who possess a regular parking permit.
- e. Employees who have lost their parking permit may obtain a replacement permit at a cost of \$5.00. Holders of permits are prohibited from selling or otherwise transferring their permit to another faculty/staff member or student.
- f. The parking permit must be returned to the university police department upon termination of employment with the university.
- g. A temporary staff permit is available to temporary or extra-help employees whose appointments are for a limited period of time. The fee for a one-month temporary staff permit is \$12.00. The fee paid for a monthly temporary permit may be used to off-set the cost of a regular employee parking permit should the employee's appointment be extended.
- h. Relatives of faculty or staff members are not eligible for a faculty/staff permit and may not park in faculty/staff parking areas unless they are regular employees of UCA. Each parking permit is valid only for use by the person to whom it is issued. Misuse of a faculty/staff parking permit may result in loss of parking privileges for both the faculty/staff member and the violator.

5. Disabled Parking

- a. Disabled parking spaces are provided for the benefit of physically-challenged persons. These spaces are designated by disabled signs and/or appropriate marking. Unauthorized use of disabled parking spaces, including the loading/van access areas marked by striping, may result in fines as well as towing and associated costs.
- b. Physically-challenged persons must obtain a blue disabled permit and must furnish the university police with proof of issuance of a disabled permit or license plate by the Arkansas Department of Finance and Administration. Such proof shall be the "Disabled Person's Access to Parking Application Form" issued by the state with the special plate or placards.
- c. Temporary disabled parking permits will be issued only to persons who have obtained and displayed a regular UCA permit. Upon obvious, visible disability, a temporary disabled permit will be issued for a period of three-to-five days. Temporary disabled permits for a longer period of time, not to exceed 30 working days, will be issued only with a letter from a physician stating a need for a disabled parking permit and the length of time it is needed.

6. Visitor Parking

- a. Visitors to the campus should obtain a visitor's permit at the university police department prior to parking on campus. These permits will be issued after presentation of a valid driver's license. A visitor who receives a citation for a violation of the UCA parking rules, other than parking in a no-parking area or disabled parking space, may bring or mail the citation to the university police department, and it will be voided. Visitors may not park in no-parking or disabled-parking areas. Violation of no-parking or disabled-parking statutes will result in a district court citation with fines set by the district court. District court citations cannot be dismissed by the university and failure to respond to these citations will result in a warrant of arrest issued by the district court.
- b. Between the hours of 6:30 a.m. and 4:30 p.m., Monday through Friday, visitor parking is provided only for persons who are not registered students or employees of the university. Students or employees parking in visitor parking between those hours, whether a student or faculty/staff parking permit is or is not displayed, will be subject to citation. Faculty, staff and students are not allowed to use a visitor's temporary permit. The temporary permit will be confiscated if used by an unauthorized individual. Parking privileges may be taken away from those involved. Faculty, staff and students may park in visitor parking between the hours of 4:30 p.m. and 6:30 a.m. Monday through Friday and all day Saturday and Sunday.

7. Meter Parking

- a. Meter parking is designated for short-term, convenience purposes. Holders of all types of UCA permits, except disabled parking permits, are required to pay when parking in metered spaces.

- b. Time limits and hours of enforcement are posted on each meter. ~~Unless otherwise indicated by a sign, all metered parking spaces are limited to two hours and enforced from 8:00 a.m. to 4:30 p.m. Monday through Friday. Fifteen minute loading/unloading meters are enforced 24 hours a day, seven days a week.~~
 - c. A UCA parking permit is required in order to park at any metered parking space.
 - d. Parking at a broken or non-functioning meter during the hours the meter is enforced is a violation and may result in a citation.
8. Motorcycles
- Motorcycles, mopeds and motorbikes are not permitted on campus except in designated parking areas located on the perimeter of the campus. Motorcycle drivers must enter and depart the campus at the location nearest these parking areas. Motorcycle permits must be placed where they are easily seen.
9. Bicycles
- Persons riding bicycles must obey all rules of the road established for motor vehicles. Bicycles shall be parked in racks provided on campus. Bicycles parked in access ways, on sidewalks, in areas which may obstruct disabled access or in any other improper location will be subject to citation and impoundment. Impounded bicycles may be claimed at the university police department after all fines are paid.
10. Method of Payment
- a. All parking permits may be obtained at the university police department or at other designated areas during fall, spring and summer registration and fee payment.
 - b. Payroll deduction is an available option for permit fee payment for full-time faculty and staff. The annual fee will be deducted in eight equal installments beginning with the September paycheck. For employees appointed after the fall semester begins, the parking permit fee will be deducted in installments beginning with the employee's first paycheck. If an employee terminates employment before the annual fee is collected in full, the remaining balance will be deducted from his/her final paycheck.
 - c. Students or employees who have lost their parking permit may obtain a replacement permit at a cost of \$5.00.
11. Permit Fees
- a. Student Permits – The cost for student parking permits is included in the security & access fee assessed for each academic term. Students must obtain their hanging permit from the police department's Parking & Traffic Services Office and display it in their vehicle in order to avoid a citation or impoundment.

- b. Faculty/Staff Permits – The cost for faculty/staff parking permits is \$60.00 per academic year or **\$30.00 if purchased after January 1.** ~~for summer terms only.~~ Monthly faculty/staff permits are available for \$12.00 per month. The cost for monthly permits may be applied toward the full fee permit.
- c. Motorcycle Permits – The cost for motorcycle permits for faculty/staff is \$10.00. The cost of motorcycle permits for students is included in the security and access fee.
- d. Permit fees are subject to change without notice.

12. Parking Area Assignments and Hours

- a. **Faculty/Staff Parking** - Areas marked “Yellow Area” with yellow signs, yellow lines, or yellow parking blocks are reserved for faculty and staff vehicles displaying current yellow hanging permits.
- b. **Resident Parking** (on-campus residence halls and UCA-owned or -controlled apartments and houses) - Areas marked “Resident Parking” with green signs, green lines, or green parking blocks are reserved for student vehicles displaying current green UCA hanging permits. Green decals are available only to students residing in campus residence halls or UCA-owned or -controlled apartments and houses.
- c. **UCA Permit Parking** - Areas marked “UCA Permit Parking” with white signs, white lines, or white parking blocks are reserved for student or faculty/staff vehicles displaying any current UCA permits.
- d. **Disabled Parking** - Areas marked for disabled access are **always** reserved for vehicles displaying current blue decals.
- e. **Visitor Parking** - Areas marked for visitors are reserved for persons who are not employees or students of the university.

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

13. Driving Regulations

- a. All traffic and motor vehicle laws of the State of Arkansas are applicable on UCA property and will be enforced by university police officers. Violation of state traffic and motor vehicle laws may subject the driver to a district court citation with fines set by the

district court.

- b. The campus speed limit is 15 miles per hour, except where or when conditions indicate a slower speed is necessary.
- c. One-way-street driving regulations are to be observed at all times by all vehicles.
- d. All STOP signs, YIELD RIGHT-OF-WAY signs, and all other regulatory or directional signs are to be observed.
- e. Pedestrians in crosswalks shall have the right-of-way.
- f. It is a violation of traffic regulations to avoid a speed bump.
- g. It is the driver's responsibility to safely operate his or her vehicle. Anyone who operates a vehicle on university property while under the influence of alcohol, narcotic drugs, or opiates will be subject to arrest.
- h. Failure to yield to a university police vehicle signaling a driver to pull over and stop (via the use of blue lights and/or siren), failure to comply with a university police officer's direction, or failure to cooperate with a university police officer while the officer is performing his official duties, will subject the violator to arrest under applicable state statutes.

14. Parking Regulations

- a. It is the driver's responsibility to find a legal, marked parking space and to park the entire vehicle within the space's boundary lines. Other improperly parked vehicles in the area shall not constitute an excuse for parking with any part of the vehicle over the line. Severe weather is not a valid reason for violation of parking regulations. If a vehicle experiences mechanical failure, it is the owner's/driver's responsibility to have the vehicle removed as soon as available services permit. Parking lots may not be used for vehicle storage.
- b. All parking spaces are defined by painted lines or parking blocks. Vehicles must be parked within the painted lines or in front of a properly spaced parking block.
- c. Where parallel parking is required, vehicles must be parked with the right wheels to the curb.
- d. Where diagonal and head-on parking are required, vehicles should be parked with the front toward the curb and the rear bumper toward the traffic lane.
- e. No parking is allowed next to red curbs, red parking blocks or in red or candy-striped areas. These areas are reserved for emergency vehicle access, fire code regulations compliance and/or pedestrian/traffic safety. Unless specifically authorized by a

uniformed police officer, there are no exceptions for these areas.

- f. No parking is allowed on the grass, sidewalks, or in driveways or loading zones.
- g. Double parking is a violation at all times.
- h. If a vehicle is parked in violation, attended or unattended, the driver may be issued a citation.
- i. Vehicles licensed by the federal, state, county, or city government are exempt from permit requirements, but subject to compliance with other traffic and parking regulations. Police vehicles are exempt from certain traffic and parking regulations as provided in state statutes.

15. Personal Responsibility for Vehicles

- a. The person to whom a UCA parking permit is assigned is responsible for all violations by that vehicle. If a permitted vehicle is loaned to another driver, its proper operations remain the permit holder's responsibility.
- b. If a vehicle without a permit is driven on campus by a permit holder, a temporary permit must be obtained from the university police department. Temporary parking permits are available 24 hours a day, seven days a week. Motorcycle permit holders are not eligible for temporary permits. Students are allowed no more than four temporary parking permits per semester unless special circumstances are approved by the Parking and Traffic Services Office.
- c. Parking facilities may not be used until a current UCA parking permit is properly displayed on the windshield or rearview mirror of the vehicle.

16. Towing and Impoundment of Vehicles

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

17. Appeals Process

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

18. Fines for Violations:

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

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

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 601

Subject: Expenditures – Official Functions

Date Adopted: 10/85 Revised: 02/13, 5/15

1. No expenditure charged under the heading of Official Functions can be incurred without the prior approval of the president of the university, chief of staff, executive vice president and provost, or a vice president.
2. Those activities for which expenditures under the heading of Official Functions are incurred would be expected to involve at least one of the following objectives:
 - a. staff development;
 - b. university advancement;
 - c. activities of the Board of Trustees in fulfilling its responsibilities;
 - d. faculty and/or student recruitment;
 - e. faculty and/or student orientation; or
 - f. student training development.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 631

Subject: Fees – Division of Outreach and Community Engagement

Date Adopted: 12/75 Revised: Most recent passim: 05/15

1. Credit Classes

~~Except as provided in section 5 of this policy, students enrolling in credit classes offered through the Division of Outreach and Community Engagement will pay the general registration fee, access and security fee, and health services fee based on the current Board-approved rates for regularly enrolled students and, as applicable, college-specific fees as provided for in Board Policy No. 639. In addition to the fees listed above, students enrolling in credit classes offered through the Division of Outreach and Community Engagement will pay a special fee per hour, called an OCE Program fee. The fee will be equal to the total per hour rate for traditional undergraduate classes, excluding general registration.~~

2. Instruction Delivered at Remote Locations

~~The Division of Outreach and Community Engagement is authorized to assess a support services fee necessary to recover the costs associated with delivering instruction to remote locations.~~

~~Because the fees charged at remote locations vary based on the costs of providing instruction at each remote location, a specific fee cannot be established. However, fees will be assessed only as necessary to recover costs associated with serving these remote locations.~~

3. On-Line Technology Fee

~~Students enrolling in on-line courses will pay an online technology fee of \$25.00 per semester credit hour. This on-line technology fee is in addition to any general registration or other mandatory course fees.~~

4. Grant-Funded and Institute Classes

~~Students enrolled in grant-funded classes and classes connected with institutes offered through the Division of Outreach and Community Engagement will pay only the general registration fee or other fee(s) required to meet funding criteria.~~

51. Contract Training and Not-For-Credit Service Fees

The administration is authorized to establish fees and charges for contract training and not-for-credit events and services that the Division of Outreach and Community Engagement originates and sponsors.

62. Late Payment on External Contracts

The Division of Outreach and Community Engagement may impose a ten percent (10%) late payment fee on contracts with external agencies, groups, or individuals that fail to pay their bills within thirty (30) days of the date of billing.

73. Alumni Association Discount

UCA Alumni Association members enrolling in non-credit courses originated by the Division of Outreach and Community Engagement will receive a 40% discount.

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 700

Subject: Student Residency Regulations

Date Adopted: 11/71 Revised: 12/89, 10/95, 06/01, 11/02, 05/14, 08/14, 5/15

It is the purpose of this policy to set forth the guidelines pursuant to which the administrative offices of the University of Central Arkansas will comply with the law in classifying students as either in-state or out-of-state students. In carrying out this policy, it is the intent of the Board of Trustees to accord equity and fairness to the students, while being mindful to protect the interests of the taxpayers of Arkansas and institutions of higher education in Arkansas.

The president is hereby authorized and directed to develop and implement a plan for the classification of students (both domestic and international) as either in-state or out-of-state. In the development of the plan for such classification, the following factors shall be taken into account:

1. the length of time a student has lived or otherwise resided in the State of Arkansas;
2. the intentions of the student, as expressed to the university on such forms and/or applications submitted requesting the waiver;
3. if an unemancipated minor, where the minor's parents and/or legal guardian, resides;
4. other factors, such as voting records; driver's license; payment of taxes; being employed in Arkansas;
5. whether the student will, if admitted to the university, reside in university-sponsored housing and participate in the board program;
6. whether the student is from a contiguous county in a state bordering Arkansas as identified in A.C.A. § 6-60-303 and § 19-5-1076;
7. whether the student is a UCA graduate who is a dues-paying member of the UCA Alumni Association or the child or grandchild, age 26 or under, of a UCA graduate who is a dues-paying member of the UCA Alumni Association; and
8. whether the student is a veteran, dependent of a veteran, member of the armed forces, or spouse of a member of the armed forces as identified in A.C.A. § 6-60-205 or Section 702 of the Veterans Access, Choice and Accountability Act of 2014.

The president is authorized to develop any and all forms, applications or other criteria as may be necessary in carrying out this policy.

Notwithstanding any of the foregoing, however, no plan for the classification of students as either in-state or out-of-state shall contain any provision or be implemented which:

1. violates or contravenes any provision of the Constitutions of the United States or the State of Arkansas, the laws of the United States or the State of Arkansas, or the regulations of the Arkansas Department of Higher Education; or
2. would result in the diminution of tuition and fees to the university to an extent that existing or future operations of the university would be adversely affected.

Firearms Possession by Faculty or Staff – Board Policy No. 507 and Concealed Weapons Resolution Pursuant to Act 226 of 2013

Board Policy No. 507, Firearms Possession by Faculty or Staff, states as follows:

The possession, carrying, storage or use of any handgun or firearm of any type is prohibited (a) on the university campus, (b) in any building owned or controlled by the university, and (c) at any university event.

The administration shall develop and publish notices advising all persons of this prohibition. The administration shall also publish such notices on the university's website and in the *Faculty Handbook* and *Staff Handbook*, and shall develop and publish sanctions for violations of this policy consistent with Arkansas law and other university regulations.

These provisions shall not apply to any certified law enforcement officer employed by the university police department or any other certified law enforcement officer.

In 2015, the Arkansas General Assembly adopted Act 1078 of 2015, which will become effective on July 22, 2015. This act modified the state's concealed weapons law by amending a section (A.C.A. § 5-73-306(14)) to allow a concealed carry licensee to carry a concealed handgun on a publicly owned and maintained parking lot of a university if the licensee is carrying a concealed handgun in his or her motor vehicle or has left the concealed handgun in his or her locked and unattended motor vehicle.

The proposed change to Board Policy 507 adds language to reflect that the board policy will not prohibit any possession authorized by law.

In 2013, the Arkansas General Assembly adopted Act 226 which became effective on August 16, 2013. This act modified the state's concealed weapons law by adding a section (A.C.A. 5-73-322) to allow full-time faculty and staff of a college/university with a concealed carry permit to carry a handgun in the buildings and on the grounds of the campus. However, a provision of A.C.A. 5-73-322 allows the governing body of a college/university to opt out of the provision by adopting a resolution that disallows the carrying of a concealed handgun by faculty/staff in the buildings and on the grounds of the university/college, and such institution must post notices as required by Arkansas law. The law also provides that the resolution shall be effective for a period of one year. The following resolution was adopted in May 2014:

“BE IT RESOLVED: That the Board of Trustees (a) hereby ratifies and affirms the provisions of Board Policy No. 507 set forth above; (b) pursuant to the provisions of Act 226 of 2013 and A.C.A. 5-73-322 and commencing on August 16, 2014, hereby disallows the carrying of a concealed handgun by faculty/staff in the buildings or on the grounds of the University of Central Arkansas for a period of one year; and (c) directs and authorizes the administration to take any and all steps

necessary to ensure the compliance with such opt out provisions of Act 226 and A.C.A. 5-73-322, including, but not limited to, the posting of any and all signs required or necessary to comply with the foregoing act.”

In order to continue the provisions of Board Policy No. 507 and the resolution adopted in 2014, the board must again vote on a resolution pursuant to A.C.A 5-73-322.

The following resolution was unanimously adopted upon motion by Joe Whisenhunt and second by Elizabeth Farris:

“BE IT RESOLVED: That the Board of Trustees (a) approves the revisions to Board Policy No. 507, Firearms Possession by Faculty or Staff, as attached to this resolution; (b) hereby ratifies and affirms the provisions of Board Policy No. 507 as revised; (c) pursuant to the provisions of Act 226 of 2013 and A.C.A. 5-73-322 and commencing on August 16, 2015, hereby disallows the carrying of a concealed handgun by faculty/staff in the buildings or on the grounds of the University of Central Arkansas for a period of one year; and (d) directs and authorizes the administration to take any and all steps necessary to ensure the compliance with such opt out provisions of Act 226 and A.C.A. 5-73-322, including, but not limited to, the posting of any and all signs required or necessary to comply with the foregoing act.”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 507

Subject: Firearms Possession by Faculty or Staff

Date Adopted: 03/93 Revised: 12/12, 5/15

The possession, carrying, storage or use of any handgun or firearm of any type is prohibited (a) on the university campus, (b) in any building owned or controlled by the university, and (c) at any university event.

The administration shall develop and publish notices advising all persons of this prohibition. The administration shall also publish such notices on the university's website and in the *Faculty Handbook* and *Staff Handbook*, and shall develop and publish sanctions for violations of this policy consistent with Arkansas law and other university regulations.

These provisions shall not apply to any certified law enforcement officer employed by the university police department, ~~or~~ any other certified law enforcement officer, or any other possession authorized by law.

Student Possession, Storage or Use of Firearms – Board Policy No. 707

Board Policy No. 707, Student Possession, Storage or Use of Firearms, states as follows:

The possession, carrying, storage or use of any handgun or firearm of any type is prohibited (a) on the university campus, (b) in any building owned or controlled by the university, and (c) at any university event.

Any student in violation of this policy will be suspended from UCA for a period of not less than three years unless a waiver of the suspension is granted by the president upon the recommendation of the vice president for student services.

In 2015, the Arkansas General Assembly adopted Act 1078 of 2015, which will become effective on July 22, 2015. This act modified the state's concealed weapons law by amending a section (A.C.A. § 5-73-306(14)) to allow a concealed carry licensee to carry a concealed handgun on a publicly owned and maintained parking lot of a university if the licensee is carrying a concealed handgun in his or her motor vehicle or has left the concealed handgun in his or her locked and unattended motor vehicle.

The proposed change to Board Policy 707 adds language to mirror Board Policy 507 and reflect that the board policy will not prohibit lawful possession.

The following resolution was unanimously adopted upon motion by Bobby Reynolds and second by Shelia Vaught:

“BE IT RESOLVED: That the Board of Trustees approves the following revisions to Board Policy No. 707, Student Possession, Storage or Use of Firearms, as attached to this resolution.”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 707

Subject: Student Possession, Storage or Use of Firearms

Date Adopted: 12/92 Revised: 08/93, 02/12, 5/15

The possession, carrying, storage or use of any handgun or firearm of any type is prohibited (a) on the university campus, (b) in any building owned or controlled by the university, and (c) at any university event.

These provisions shall not apply to any certified law enforcement officer employed by the university police department, any other certified law enforcement officer, or any other possession authorized by law.

Any student in violation of this policy will be suspended from UCA for a period of not less than three years unless a waiver of the suspension is granted by the president upon the recommendation of the vice president for student services.

Property Acquisitions

2012 South Boulevard

Ms. Helen Terry Williams owned the apartment building at 2012 South Boulevard. In the last few years, the administration had discussions with both Ms. Williams and her daughter, Helen Renee Williams, about purchasing the property. Ms. Williams died on February 1, 2015, and her estate recently obtained a court order authorizing the sale of the real estate.

The house was built in 1937 and is approximately 2,408 square feet. The house was appraised for \$165,000 as of July 22, 2013. The property is in a prime location on South Boulevard in an area that the university needs to acquire for future development.

The university has signed an offer and acceptance with the estate of Helen Terry Williams for \$165,000. A copy of the signed agreement is attached. The closing of the proposed acquisition is conditioned upon the approval of the Board of Trustees.

1954 South Boulevard

The Nancy K. Graves Revocable Trust owns the Georgetown Apartments at 1954 South Boulevard. The administration has visited with Ms. Graves several times during the past year about purchasing the property.

The six-unit apartment building was built in 1971 and is approximately 4,912 square feet. The building was appraised for \$325,000 as of August 26, 2014. The property is in a prime location on South Boulevard in an area that the university needs to acquire for future development.

The university has signed an offer and acceptance with the Nancy K. Graves Revocable Trust for \$325,000. A copy of the signed agreement is attached. The closing of the proposed acquisition is conditioned upon the approval of the Board of Trustees.

354 and 362 Donaghey Avenue

The Frank and Mary Jane Moix LLC owns the houses at 354 and 362 Donaghey Avenue. The administration has visited with Mr. Frank Moix several times during the past year about purchasing the two houses.

The house at 354 Donaghey was built in 1929 and is approximately 1,884 square feet. The house was appraised for \$110,000 as of August 22, 2014. The house at 362 Donaghey was built in 1947 and is approximately 2,520 square feet. The house was appraised for \$135,000 as of August 22, 2014. These properties are in a prime location north of the Sigma Phi Epsilon house on the east side of Donaghey Avenue. This is an area that the university needs to acquire for future development.

The university has signed an offer and acceptance with the Frank and Mary Jane Moix LLC for \$309,000. A copy of the signed agreement is attached. The closing of the proposed acquisition is conditioned upon the approval of the Board of Trustees.

The following resolution was unanimously adopted upon motion by Shelia Vaught and second by Kay Hinkle:

“BE IT RESOLVED: That the Board of Trustees approves the transaction described above with the estate of Helen Terry Williams for the sale and purchase of an apartment house with a street address of 2012 South Boulevard, Conway, Arkansas, for the sum of \$165,000, 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 purchase.

BE IT FURTHER RESOLVED: That the Board of Trustees approves the transaction described above with the Nancy K. Graves Revocable Trust for the sale and purchase of an apartment building with a street address of 1954 South Boulevard, Conway, Arkansas, for the sum of \$325,000, 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 purchase.

BE IT FURTHER RESOLVED: That the Board of Trustees approves the transaction described above with the Frank and Mary Jane Moix LLC for the sale and purchase of two houses with street addresses of 354 and 362 Donaghey Avenue, Conway, Arkansas, for the sum of \$309,000, 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 purchase.”



April 30, 2015

Ms. Helen Renee Williams, Administrator
Estate of Helen Terry Williams
via email rsellarspa@sbcglobal.net

RE: OFFER & ACCEPTANCE – 2012 South Boulevard, Conway, AR 72034

Dear Ms. H. Renee Williams:

Subject to the satisfaction of all of the provisions and conditions set forth herein, the Board of Trustees of the University of Central Arkansas (“**Buyer**”) offers to purchase from the Estate of Helen Terry Williams (“**Sellers**”) the property described below for the sum of One Hundred Sixty Five Thousand Dollars (\$165,000), plus the Buyer’s share of the closing costs.

The property subject to this offer and acceptance consists of one house and one and one-half lots located at 2012 South Boulevard, Conway, Arkansas, 72034, and is more particularly described as follows:

Lot 22 and the West Half of Lot 23, Block 68, Boulevard Addition to the City of Conway, Faulkner County, Arkansas. Also, 10 feet of a closed 20 foot alley on the western border of Lot 22 and 10 feet of a closed 20 foot alley on the northern borders of Lots 22 and 23.

The foregoing legal description shall be referred to as the “Property.” If a survey shall establish a different legal description, the parties agree to modify the legal description to conform to the survey, the intent of the parties being that the entire parcel owned by the Sellers is to be conveyed at closing.

The terms and conditions of this offer to purchase are as follows:

1. The closing date will occur at a mutually acceptable date to be agreed upon by both parties, but shall occur not later than **July 1, 2015**;
2. Buyer shall be entitled to possession of the Property at closing;
3. A policy of title insurance satisfactory to Buyer, insuring unencumbered fee simple title to the Property in Buyer as of closing shall be procured and paid for by Sellers;
4. Sellers shall deliver at closing (a) a warranty deed in standard form conveying fee simple

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absolute title to the Property (and any mineral interests owned by Seller), free from all liens, claims or encumbrances of any kind with the grantee being "The Board of Trustees of the University of Central Arkansas" and (b) an assignment of any leases and all rents from the Property, if any;

5. Any and all taxes or assessments on the Property for the current year will be prorated at closing. Sellers shall be responsible for all real property taxes for previous years;
6. Buyer and Sellers will share the cost of closing fees and document preparation. No revenue stamps shall be required due to an exemption under Arkansas law for conveyances by or to a state agency (Buyer);
7. If any personal property shall be stored or situated on the Property, the same shall be removed prior to closing;
8. Sellers represent and warrant to Buyer that Sellers are the sole owner of the Property, and no other person or entity has any form of ownership interest in, or right to use or occupy the Property, and further, that Sellers are in sole and exclusive possession of the Property, except for leases, copies of which have been delivered to representatives of Buyer;
9. Sellers represent and warrant to Buyer that all liens against the Property and all money owed on the Property, if any, are the responsibility of Sellers, and if existing will be satisfied and paid in full at, or prior to, closing;
10. Sellers represent and warrant to Buyer that there are no unrecorded rights-of-way for roadway, utilities or other matters affecting the Property;
11. Sellers represent and warrant to Buyer that there is no loss arising from oil, gas, or other minerals conveyed, retained, or assigned, or from any other activity concerning sub-surface rights or ownership of the subject property, including but not limited to the right of egress or ingress for said sub-surface purposes;
12. Sellers represent and warrant to Buyer that there are no proceedings, either pending or threatened, which, if decided adversely to Sellers, would constitute a lien on the Property; nor are there any money judgments entered by a court against Sellers that constitute a lien on the Property.
13. Sellers represent and warrant to Buyer that there are no unrecorded contracts of sale, options to purchase, or any other kind of agreement with any person or entity, affecting the Property;

Estate of Helen Terry Williams Offer
April 30, 2015
Page 3

14. Sellers shall be responsible for all risk of loss to the Property and improvements thereon (if any) prior to closing;
15. If Buyer desires to have a survey of the Property performed prior to closing, Sellers agree to cooperate in having the survey performed. Any survey shall be at the expense of Buyer;
16. Sellers represent and warrant that to the best of Sellers' knowledge, no hazardous wastes or materials of any kind have been generated, produced or stored upon the Property, and that to the best of Sellers' knowledge, no such hazardous wastes exist today on the Property; and
17. Sellers shall complete and deliver, prior to closing, the attached "Disclosure Form" which will become part of the Offer and Acceptance document. Failure to make any disclosure required by the Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, shall be a material breach of the terms of the contract. Any contractors, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the Buyer.
18. Buyer's obligations under this agreement are expressly conditioned upon the prior approval of the Board of Trustees of the University of Central Arkansas. This agreement and Buyer's obligations hereunder shall not be a valid and binding legal obligation of Buyer until approved by resolution duly adopted by the Board of Trustees of the University of Central Arkansas.

If the terms are agreeable to you, please sign and deliver this original to Warren Readnour, General Counsel, University of Central Arkansas, Wingo Hall 207, 201 Donaghey Avenue, Conway, AR 72035. If you have any questions, you may call Mr. Readnour at 501-450-5007.

This offer shall terminate and be of no effect unless it is signed by Sellers, and delivered to Warren Readnour, General Counsel, by 4:30 P.M. Central Time on Wednesday, May 13, 2015.

Sincerely,


Tom Courtway
President

Estate of Helen Terry Williams Offer
April 30, 2015
Page 4

ACCEPTANCE BY SELLERS

The offer set forth above and all terms and conditions are hereby accepted on this 1 day of
May 2015, at 4:15 (A.M. or P.M.).

Ms. Helen Renee Williams, Administrator
Estate of Helen Terry Williams

By: 



April 29, 2015

Ms. Nancy Graves
Nancy K. Graves Revocable Trust
P.O. Box 43
Marshall, AR 72650

RE: OFFER & ACCEPTANCE – 1954 South Boulevard, Conway, AR 72034

Dear Ms. Graves:

Subject to the satisfaction of all of the provisions and conditions set forth herein, the Board of Trustees of the University of Central Arkansas (“**Buyer**”) offers to purchase from the Nancy K. Graves Revocable Trust (“**Sellers**”) the property described below for the sum of Three Hundred Twenty-Five Thousand Dollars (\$325,000), plus the Buyer’s share of the closing costs.

The property subject to this offer and acceptance consists of one building (Georgetown Apartments) and lot located at 1954 South Boulevard, Conway, Arkansas, 72034, and is more particularly described as follows:

Lots 10, 11 and 12, Block 69, Boulevard Addition to the City of Conway, Faulkner County, Arkansas. Also, south 10 feet of a closed alley on the northern border of Lots 10, 11, and 12 and the east 30 feet adjacent to Elizabeth Street on the western border of Lot 10.

The foregoing legal description shall be referred to as the “Property.” If a survey shall establish a different legal description, the parties agree to modify the legal description to conform to the survey, the intent of the parties being that the entire parcel owned by the Sellers is to be conveyed at closing.

The terms and conditions of this offer to purchase are as follows:

1. The closing date will occur at a mutually acceptable date to be agreed upon by both parties, but shall occur not later than ~~July 1, 2015~~; **July 15, 2015 OKS**
2. Buyer shall be entitled to possession of the Property at closing;
3. A policy of title insurance satisfactory to Buyer, insuring unencumbered fee simple title to the Property in Buyer as of closing shall be procured and paid for by Sellers;

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4. Sellers shall deliver at closing (a) a warranty deed in standard form conveying fee simple absolute title to the Property (and any mineral interests owned by Seller), free from all liens, claims or encumbrances of any kind with the grantee being "The Board of Trustees of the University of Central Arkansas" and (b) an assignment of any leases and all rents from the Property, if any;
5. Any and all taxes or assessments on the Property for the current year will be prorated at closing. Sellers shall be responsible for all real property taxes for previous years;
6. Buyer and Sellers will share the cost of closing fees and document preparation. No revenue stamps shall be required due to an exemption under Arkansas law for conveyances by or to a state agency (Buyer);
7. If any personal property shall be stored or situated on the Property, the same shall be removed prior to closing;
8. Sellers represent and warrant to Buyer that Sellers are the sole owner of the Property, and no other person or entity has any form of ownership interest in, or right to use or occupy the Property, and further, that Sellers are in sole and exclusive possession of the Property, except for leases, copies of which have been delivered to representatives of Buyer;
9. Sellers represent and warrant to Buyer that all liens against the Property and all money owed on the Property, if any, are the responsibility of Sellers, and if existing will be satisfied and paid in full at, or prior to, closing;
10. Sellers represent and warrant to Buyer that there are no unrecorded rights-of-way for roadway, utilities or other matters affecting the Property;
11. Sellers represent and warrant to Buyer that there is no loss arising from oil, gas, or other minerals conveyed, retained, or assigned, or from any other activity concerning sub-surface rights or ownership of the subject property, including but not limited to the right of egress or ingress for said sub-surface purposes;
12. Sellers represent and warrant to Buyer that there are no proceedings, either pending or threatened, which, if decided adversely to Sellers, would constitute a lien on the Property; nor are there any money judgments entered by a court against Sellers that constitute a lien on the Property.
13. Sellers represent and warrant to Buyer that there are no unrecorded contracts of sale, options to purchase, or any other kind of agreement with any person or entity, affecting the Property;

Nancy K. Graves Revocable Trust
April 29, 2015
Page 3

14. Sellers shall be responsible for all risk of loss to the Property and improvements thereon (if any) prior to closing;

15. If Buyer desires to have a survey of the Property performed prior to closing, Sellers agree to cooperate in having the survey performed. Any survey shall be at the expense of Buyer;

16. Sellers represent and warrant that to the best of Sellers' knowledge, no hazardous wastes or materials of any kind have been generated, produced or stored upon the Property, and that to the best of Sellers' knowledge, no such hazardous wastes exist today on the Property; and

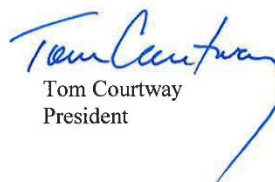
17. Sellers shall complete and deliver, prior to closing, the attached "Disclosure Form" which will become part of the Offer and Acceptance document. Failure to make any disclosure required by the Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, shall be a material breach of the terms of the contract. Any contractors, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the Buyer.

18. Buyer's obligations under this agreement are expressly conditioned upon the prior approval of the Board of Trustees of the University of Central Arkansas. This agreement and Buyer's obligations hereunder shall not be a valid and binding legal obligation of Buyer until approved by resolution duly adopted by the Board of Trustees of the University of Central Arkansas.

If the terms are agreeable to you, please sign and deliver the original to Warren Readnour, General Counsel, University of Central Arkansas, Wingo Hall 207, 201 Donaghey Avenue, Conway, AR 72035. If you have any questions, you may call Mr. Readnour at 501-450-5007.

This offer shall terminate and be of no effect unless it is signed by Sellers, and delivered to Warren Readnour, General Counsel, by 4:30 P.M. Central Time on Wednesday, May 13, 2015.

Sincerely,


Tom Courtway
President

Nancy K. Graves Revocable Trust
April 29, 2015
Page 4

ACCEPTANCE BY SELLERS

The offer set forth above and all terms and conditions are hereby accepted on this 4th day of May, 2015, at 11 (A.M. or P.M.).

Nancy K. Graves Revocable Trust

By: Nancy K. Graves
By: _____



April 27, 2015

Frank Moix
Frank and Mary Jane Moix LLC
2414 Robinson Street
Conway, AR 72034

RE: OFFER & ACCEPTANCE – 354 and 362 Donaghey, Conway, AR 72034

Dear Mr. Moix:

Subject to the satisfaction of all of the provisions and conditions set forth herein, the Board of Trustees of the University of Central Arkansas (“**Buyer**”) offers to purchase from the Frank and Mary Jane Moix LLC (“**Sellers**”) the property described below for the sum of Three Hundred Nine Thousand Dollars (\$309,000), plus the Buyer’s share of the closing costs.

The property subject to this offer and acceptance consists of two houses and ^{part of three} ~~two~~ lots located at 354 Donaghey and 362 Donaghey, Conway, Arkansas, 72034, and is more particularly described as follows:

Lots 18, 19 and 20, Block 61, Boulevard Addition to the City of Conway, Faulkner County, Arkansas.

The foregoing legal description shall be referred to as the “Property.” If a survey shall establish a different legal description, the parties agree to modify the legal description to conform to the survey, the intent of the parties being that the entire parcel owned by the Sellers is to be conveyed at closing.

The terms and conditions of this offer to purchase are as follows:

1. The closing date will occur at a mutually acceptable date to be agreed upon by both parties, but shall occur not later than **July 15, 2015**, unless an extension is agreed upon in writing between the Buyer and Seller. Each party shall cooperate with the other to effectuate an I.R.C. Section 1031 tax deferred exchange, including consenting to and acknowledging assignments of this contract to a Qualified Intermediary, so long as such cooperation is not to the detriment of the other party;
2. Buyer shall be entitled to possession of the Property at closing;
3. A policy of title insurance satisfactory to Buyer, insuring unencumbered fee simple title

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501-450-5286 | FAX 501-450-5003 | uca.edu

Frank and Mary Jane Moix LLC
April 27, 2015
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to the Property in Buyer as of closing shall be procured and paid for by Sellers;

4. Sellers shall deliver at closing (a) a warranty deed in standard form conveying fee simple absolute title to the Property (and any mineral interests owned by Seller), free from all liens, claims or encumbrances of any kind with the grantee being "The Board of Trustees of the University of Central Arkansas" and (b) an assignment of any leases and all rents from the Property, if any; *Subject to leases*
5. Any and all taxes or assessments on the Property for the current year will be prorated at closing. Sellers shall be responsible for all real property taxes for previous years;
6. Buyer and Sellers will share the cost of closing fees and document preparation. No revenue stamps shall be required due to an exemption under Arkansas law for conveyances by or to a state agency (Buyer);
7. If any personal property shall be stored or situated on the Property, the same shall be removed prior to closing;
8. Sellers represent and warrant to Buyer that Sellers are the sole owner of the Property, and no other person or entity has any form of ownership interest in, or right to use or occupy the Property, and further, that Sellers are in sole and exclusive possession of the Property, except for leases, copies of which have been delivered to representatives of Buyer;
9. Sellers represent and warrant to Buyer that all liens against the Property and all money owed on the Property, if any, are the responsibility of Sellers, and if existing will be satisfied and paid in full at, or prior to, closing;
10. Sellers represent and warrant to Buyer that there are no unrecorded rights-of-way for roadway, utilities or other matters affecting the Property;
11. Sellers represent and warrant to Buyer that there is no loss arising from oil, gas, or other minerals conveyed, retained, or assigned, or from any other activity concerning sub-surface rights or ownership of the subject property, including but not limited to the right of egress or ingress for said sub-surface purposes;
12. Sellers represent and warrant to Buyer that there are no proceedings, either pending or threatened, which, if decided adversely to Sellers, would constitute a lien on the Property; nor are there any money judgments entered by a court against Sellers that constitute a lien on the Property.
13. Sellers represent and warrant to Buyer that there are no unrecorded contracts of sale,

Frank and Mary Jane Moix LLC
April 27, 2015
Page 3

options to purchase, or any other kind of agreement with any person or entity, affecting the Property; - *except leaves* . *JW*

14. Sellers shall be responsible for all risk of loss to the Property and improvements thereon (if any) prior to closing;

15. If Buyer desires to have a survey of the Property performed prior to closing, Sellers agree to cooperate in having the survey performed. Any survey shall be at the expense of Buyer;

16. Sellers represent and warrant that to the best of Sellers' knowledge, no hazardous wastes or materials of any kind have been generated, produced or stored upon the Property, and that to the best of Sellers' knowledge, no such hazardous wastes exist today on the Property; and

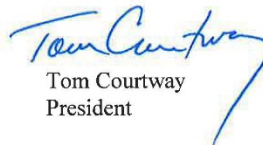
17. Sellers shall complete and deliver, prior to closing, the attached "Disclosure Form" which will become part of the Offer and Acceptance document. Failure to make any disclosure required by the Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, shall be a material breach of the terms of the contract. Any contractors, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the Buyer.

18. Buyer's obligations under this agreement are expressly conditioned upon the prior approval of the Board of Trustees of the University of Central Arkansas. This agreement and Buyer's obligations hereunder shall not be a valid and binding legal obligation of Buyer until approved by resolution duly adopted by the Board of Trustees of the University of Central Arkansas.

If the terms are agreeable to you, please sign and deliver the original to Warren Readnour, General Counsel, University of Central Arkansas, Wingo Hall 207, 201 Donaghey Avenue, Conway, AR 72035. If you have any questions, you may call Mr. Readnour at 501-450-5007.

This offer shall terminate and be of no effect unless it is signed by Sellers, and delivered to Warren Readnour, General Counsel, by 4:30 P.M. Central Time on Friday, May 8, 2014.

Sincerely,


Tom Courtway
President

Frank and Mary Jane Moix LLC
April 27, 2015
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ACCEPTANCE BY SELLERS

The offer set forth above and all terms and conditions are hereby accepted on this 6th day of
May, 2015, at 10:15 (A.M. or P.M.).

Frank and Mary Jane Moix LLC

By: Frank M Moix

By: _____

Request for Provisional Positions

The State, through the position appropriation process, permits the university to request provisional positions when there is an emergency or an unexpected need.

Provisional positions may be assigned when the university receives temporary and/or unanticipated funding through grants, contract agreements, or increased collections. Provisional positions exist only as long as the funding for those positions is available and do not automatically convert to regular, budgeted positions.

In submitting a request for the allocation of provisional positions, the state process first requires authorization for that request through the university's Board of Trustees.

At this time, the university has funding through federal, state and private grants for 25 additional positions.

Name	Title	Funding Source
Sarah Argue	Pre-K Project Director	Arkansas Department of Education
Matthew Jeffery	Lead Software Developer	Arkansas Department of Education
Belinda Robertson	Mathematics Instructional Specialist	Arkansas Department of Education
Sam Gibson	ARC Director	Arkansas Department of Education
Greg Holland	Director of Research	Arkansas Department of Education
Jacob Walker	Workforce Project Director	Arkansas Department of Education
Melanie Bradford	Technology Projects Coordinator	Arkansas Department of Education
Cara Cates	Science Specialist	Arkansas Department of Education
Nathaniel Gray	Software Developer	Arkansas Department of Education
Vacant	Director of Programs	Arkansas Center for Research in Economics
John Schrock	Research Associate	Arkansas Center for Research in Economics
Jacob Bundrick	Research Associate	Arkansas Center for Research in Economics
Mavuto Kalulu	Research Associate	Arkansas Center for Research in Economics
Vacant	Research Associate	Arkansas Center for Research in Economics
Vacant	Retention Counselor	Partnership for Transition to Teaching
Kimbra Butler	Project Manager	Tobacco Settlement Evaluation

Taylor Monticelli	Project Manager	Tobacco Settlement Evaluation
Michelle Hardin	Upward Bound Project Director	U.S. Department of Education
Jessie Beal	Upward Bound Project Specialist	U.S. Department of Education
Robert Arbogast	Administrative Specialist III	U.S. Department of Education
Michelle Wynn	Administrative Specialist I	U.S. Department of Education
Kathy Carroll	Director	UCA Foundation
Sharon Kuhn	Project Specialist	UCA Foundation
Tracy Spence	Fiscal Support Analyst	UCA Foundation

The following resolution was unanimously adopted upon motion by Elizabeth Farris and second by Bobby Reynolds:

"BE IT RESOLVED: That the Board of Trustees authorizes the administration to proceed with requests to the State Department of Finance and Administration for allocation of 25 provisional positions, shown on the above list, which will be funded by institutional funds, federal, state and private grants."

Faculty Handbook – Board Policy No. 300

The UCA *Faculty Handbook* Committee recommends revisions to the opening pages and Chapters 3 and 7 of the current *Faculty Handbook*. Chapters 1, 2, 4, 5, 6, and 8 were not considered by the committee this year, but may be reviewed by the committee in the upcoming academic year. The following is a summary of the recommended revisions:

- Cover Page: text added and deleted to update the date of the document
- Title Page: text added and deleted to update the date of Board approval
- Chapter 3: text added and deleted
 - Chapter 3.IV.A.1 (pg. 21): added and deleted text for clarity and document language uniformity;
 - Chapter 3.VI.B.1. (pg. 26): added text to provide greater detail regarding the application;
 - Chapter 3.VI.C.1. (pg. 27): added and deleted text to a) remove a requirement and b) clarify responsibilities;
 - Chapter 3.VI.C.2 (pg. 27) : added and deleted text to a) remove a requirement and b) clarify responsibilities;
 - Chapter 3.VI.D.1.(pg. 28): added and deleted text to a) remove a requirement and b) clarify responsibilities;
 - Chapter 3.VI.D.2. (pg. 29): added and deleted text to a) remove a requirement and b) clarify responsibilities;
 - Chapter 3.VI.F. (pg. 30): deleted text for removal of the early tenure option;
 - Chapter 3.VII.A. (pg. 32): added and deleted text for conciseness;
 - Chapter 3.VII. C. (pg. 33): deleted text to remove a requirement.
- Chapter 7: text added and deleted
 - Chapter 7.I.I. (pg. 76): added and deleted text to a) reflect a change in committee composition, b) update titles, c) clarify committee responsibilities, and d) clarify the committee process.

The recommendations of the *Faculty Handbook* Committee have been considered and endorsed by the Faculty Senate, and other appropriate administrators.

The following resolution was unanimously adopted upon motion by Joe Whisenhunt and second by Shelia Vaught:

“BE IT RESOLVED: That the Board of Trustees hereby approves the attached revisions to the UCA *Faculty Handbook*.”



Faculty Handbook

May 2015

~~May 2014~~

DRAFT Revisions

Editing Legend:

Yellow denotes new text

Gray denotes stricken language



UNIVERSITY OF CENTRAL ARKANSAS FACULTY HANDBOOK

Approved by the UCA Board of Trustees

May 15, 2015 ~~May 30, 2014~~

NOTICE

The *Faculty Handbook* is a summary guide to various offices, activities and policies that affect faculty members of the University of Central Arkansas. Official copies of the *Faculty Handbook* may be obtained from the Office of the Provost.

The provisions of this *Faculty Handbook* do not replace, amend or abridge approved policies adopted by the Board of Trustees, which shall take precedence over any matters contained in the *Faculty Handbook*. Official copies of the policies of the Board of Trustees of the University of Central Arkansas may be obtained from the Office of the President.

The website for the Division of Academic Affairs contains a current version of the *Faculty Handbook*.

reserves the right to revise or cancel the summer contract depending on actual enrollment or other programmatic considerations.

IV. Faculty Rank

Faculty rank represents the explicit recognition by the faculty and the university of a faculty member's credentials and accomplishments in teaching, scholarship, and service. All full-time faculty members are appointed at a rank commensurate with their education, their experience, and the programmatic needs for which they were hired. Tenured, tenure-track, and certain non-tenure-track faculty may advance to higher ranks upon fulfilling the criteria set forth in this *Faculty Handbook*.

All references to degrees in this handbook refer to earned degrees from regionally accredited institutions, or such other accredited institutions as may be approved by the provost.

A. Tenured/Tenure Track Ranks

The ranks of assistant professor, associate professor or professor are limited to tenured or tenure-track faculty with a terminal degree. For exceptions, see 3.IV.D.

1. Assistant Professor

An assistant professor should show evidence of teaching ability, substantial experience in advanced study and research, or professional experience of a kind that would permit a comparable academic contribution. An assistant professor should exhibit promise of originality and excellence in some field connected with teaching, writing, research, or the creative arts, and should have demonstrated ability in guiding and counseling students. An assistant professor is expected to command the subject matter of some segment of the general field of the discipline, in addition to a comprehension of the whole.

Tenure-track faculty without a terminal degree will have an initial appointment at the instructor rank. A tenure-track instructor will have his or her appointment be promoted converted to the rank of assistant professor contingent upon receiving the appropriate terminal degree (with proof of completion), in accordance with conditions specified in the initial letter of appointment. This letter shall state the length of time allowed for completion of the degree (as described in IV.B.1) and any considerations regarding salary adjustments. The probationary period begins at the time of initial appointment to the tenure-track position, regardless of rank.

2. Associate Professor

Appointment or promotion to the rank of associate professor, as well as that of professor, should represent an implicit prediction on the part of the department, college, and the university that the individual so appointed will make sound contributions to teaching and learning. It should be made only after careful investigation of the candidate's promise in scholarship, teaching, research, leadership, and learning. A candidate for an associate professorship is expected to have demonstrated excellence in the lower ranks and should offer evidence that teaching, creative activity, and research have kept abreast of times in method and subject matter; that a greater degree of maturity has been attained; and that there has been a retention of interest in competent teaching and research. A comprehension of a significant portion of the discipline is expected. Furthermore, evidence of productivity and competent scholarship beyond that completed for the doctoral degree is required.

An associate professor must hold an earned doctorate in the discipline or in an appropriate discipline.*

pregnancy, childbirth, adoption, or being the primary care-giver of a minor child or other individual who requires extraordinary care and is dependent upon the employee for that care. The request must be made in writing, as soon as possible, but no later than May 31 of the year in which the employee would otherwise apply for tenure. The request is forwarded through the chair and dean, with recommendations, to the provost, who makes the final decision. The provost will notify the faculty member, the chair, and the dean of the final decision no later than July 1 of the same year.

The provisions of this policy are independent of a leave of absence from the university.

B. The Candidate

1. Application

The procedure for tenure/promotion is initiated in every case by the candidate. It is the responsibility of every faculty member to be aware of the university, college, and departmental policies and procedures, and of the faculty member's own status regarding tenure/promotion. The candidate is responsible for preparing the initial application and ensuring that all relevant materials are included. The application form is located on the provost's website. The application should include documentation that the candidate has met all eligibility requirements for tenure/promotion, as outlined in this *Faculty Handbook*. The candidate will submit the tenure and/or promotion application to the department tenure and promotion committee by September 1. The departmental committee has a responsibility to determine whether the candidate has included all necessary and relevant materials. Once a candidate's application has been submitted to the departmental committee, nothing may be added to or removed from the application, except upon direct request from the relevant reviewing body and with the consent of the candidate.

2. File

Reviewing bodies may request or consider additional written information available from or submitted by sources other than the candidate. If such information is submitted, it shall be provided to the candidate who shall have five days to provide written comments. Any information presented to a reviewing body, along with the application submitted by the candidate and the written comments, constitutes the candidate's file. The candidate's file will be forwarded along with the recommendation of each reviewing body. The confidentiality of the file will be maintained at each level of review, except when there is a formal faculty appeal of a particular decision.

C. Department Level Review

The major share of the responsibility for evaluating a candidate falls on the departmental committees and the department chair. They must determine not only present qualifications for tenure/promotion, but also potential for future development. The evaluation must be more than a cursory review of the candidate's activities in teaching, research, and service. It must be a thorough assessment of the quality of these activities, supported by substantial evidence provided by the candidate. The departmental committee and chair may request that the candidate secure any additional evidence deemed necessary. The responsibility of judgment is given to the professionals at the department level because of their familiarity with the candidate and the qualifications necessary for their particular discipline.

1. The Department Tenure and Promotion Committee

The Department Tenure and Promotion Committee will consist of all tenured faculty of the department with the exception of the chair. To ensure a fair and professionally responsible review, the tenure and promotion committee will consist of no fewer than three members. If a department does not have three tenured faculty members, members of the tenure and promotion committee will be sought from departmental emeriti, retired departmental faculty, and/or tenured faculty from allied disciplines until the committee has three members. In this case, the department chair and college dean will select these committee members with advance notification to the provost.

The committee will elect its own chair. The purpose of the committee is to receive and review all applications for tenure and promotion and make recommendations to the department chair. The committee will evaluate each candidate's accomplishments, applying to them all relevant criteria.

Members of the committee who are also candidates for promotion will be excused from the committee during its deliberations and vote regarding any candidate for promotion. Committee members may also recuse themselves or be excused by a majority vote of the committee in the event of any other conflict of interest.

The committee will make its recommendations concerning tenure before making its recommendations concerning promotion. The recommendation for promotion will be independent of the recommendation for tenure.

For each candidate for tenure, the committee will determine a positive or negative recommendation by a simple majority vote, and shall explain the rationale for this recommendation in a separate letter to the department chair. For each candidate for promotion, the committee will determine a positive or negative recommendation by a simple majority vote. The committee shall explain the rationale for this recommendation in a separate letter to the department chair. ~~Positive recommendations for promotion will be placed in priority order.~~ If a candidate is applying for both tenure and promotion, the committee will include its rationales for both of its recommendations in a single letter.

The chair of the department committee will provide written notification to the candidate of the committee's recommendation(s) and forward all files to the department chair by October 1.

2. The Department Chair

The department chair will make an independent review of each candidate's file, making a recommendation concerning tenure before making a recommendation concerning promotion. The recommendation for promotion will be independent of the recommendation for tenure.

Each candidate for tenure will receive a positive or negative recommendation. The chair shall explain the rationale for this recommendation in a separate letter. This letter shall be transmitted to the college tenure and promotion committee. Each candidate for promotion will receive a positive or negative recommendation. The chair shall explain the rationale for this recommendation in a separate letter. This letter shall be transmitted to the college tenure and promotion committee. ~~Positive recommendations for promotion will be placed in priority order.~~ If a candidate is applying for both tenure and promotion, the chair will include the rationale for both recommendations in a single letter.

The chair will provide written notification to the candidate of the chair's recommendation(s) and will also meet with any candidate who has received a negative recommendation from the departmental committee or the department

chair. The candidate may, at this point, withdraw the application; if not withdrawn, the file will be submitted to the college committee. In any case in which the department chair is a candidate for tenure and/or promotion, the file will be forwarded directly from the departmental committee to the college committee. If, however, the department chair is not recommended by the departmental committee for either tenure or promotion, the chair of the departmental committee will notify the department chair so that the candidate may have the option of withdrawing the application.

All files will be forwarded to the college tenure and promotion committee by October 15.

D. College Level Review

1. The College Tenure and Promotion Committee

Each college will have a promotion and tenure committee consisting of at least five full-time, tenured faculty members. Each department will have at least one member on the committee. No department will have two members before all departments have one, and none will have three members until all have two. Department chairs are ineligible to serve on the committee as are faculty who are candidates for promotion.

In the case where there are more committee positions than departments, the department(s) will be selected at random to have multiple representatives on the committee. In the case where a department has fewer tenured members than positions on the committee, the committee will be formed with the minimum of five members but without representation from that department.

The department tenure and promotion committee will elect from its member(s) the representative(s) and one alternate for the committee. Members will serve three-year terms. Committee members may recuse themselves or be excused by a majority vote of the committee in the event of a conflict of interest. The alternate will serve should a committee member have a conflict of interest that induces a recusal or excusal, be on leave, or apply for promotion.

The purpose of the committee is to evaluate each file and make an independent recommendation to the college dean. The committee will make its recommendations for tenure before making its recommendations for promotion. The recommendations for promotion will be independent of the recommendations for tenure.

The committee's chief responsibilities are to evaluate the candidate's qualifications for tenure and/or promotion, check the file for consistency with the departmental, college, and university policies and procedures, and review the completeness of the information presented. For each candidate for tenure, the committee will determine a positive or negative recommendation by a simple majority vote. The committee shall explain the rationale for this recommendation in a separate letter to the college dean. For each candidate for promotion, the committee will determine a positive or negative recommendation by a simple majority vote. The committee shall explain the rationale for this recommendation in a separate letter. ~~Positive recommendations for promotion will be placed in priority order.~~ If a candidate is applying for both tenure and promotion, the committee will include its rationales for both of its recommendations in a single letter.

The chair of the college committee will provide written notification to the candidate of the committee's recommendation and forward all files to the college dean by December 1.

2. The College Dean

The college dean will make an independent review of each candidate's file, making recommendations concerning tenure before making recommendations concerning promotion. The recommendations for promotion will be independent of the recommendations for tenure.

The dean's perspective should, of necessity, be broader than that of the department chair. In addition to and exclusive of the candidate's individual qualifications and performance, the dean must consider compelling programmatic needs and the stated mission and goals of the college.

Each candidate for tenure will receive a positive or negative recommendation. The dean shall explain the rationale for this recommendation in a separate letter to the provost. Each candidate for promotion will receive a positive or negative recommendation. The dean shall explain the rationale for this recommendation in a separate letter to the provost. ~~All positive recommendations for promotion will be placed in priority order.~~ If a candidate is applying for both tenure and promotion, the dean will include the rationale for both his/her recommendations in a single letter.

The dean will provide written notification to the candidate of the dean's recommendation and will meet with any candidate who has received a negative recommendation from the college committee or the college dean. The candidate may, at this point, withdraw the application.

All files will be forwarded to the provost by January 15.

In any case in which the dean is a candidate for tenure or promotion, the file will be forwarded directly from the college committee to the provost.

E. University Level Review

1. Provost

The provost will determine which candidates will be recommended to the president, making the determination for tenure recommendations before making the determination for promotion recommendations. The determination shall be that of the provost although the provost may consult with the Council of Deans on any candidate. Recommendations of the provost for promotion will be placed in priority order. In addition to and exclusive of individual qualifications and performance, consideration must be given to significant institutional budgetary concerns and compelling programmatic needs. In cases where significant institutional budgetary concerns or compelling programmatic needs may limit the number of faculty from a department to be granted tenure in a given year, the provost will give the departmental faculty the opportunity to rank its tenure candidates.

The provost will provide written notification to the candidate of the provost's recommendation by March 15, prior to submitting recommendations to the president. If requested by the candidate, the provost will meet to discuss the reasons for the negative recommendation. At this point the candidate may withdraw the application. If a candidate wishes to appeal, the candidate may submit an appeal to the university tenure appeals committee or the university promotion appeals committee (see Chapter 3, Section VI, H). The appeal must be submitted to the president within seven working days of notification of the negative recommendation. The committee will notify the president of its decision with a copy going to the provost.

The provost will submit to the president each active candidate's file, including a complete report showing the action taken by each committee and administrator.

2. President and Board of Trustees

The president shall receive the report and recommendations of the provost, and when applicable, the university tenure appeals committee and the university promotion appeals committee. The president makes the final decision on each applicant and reports all positive decisions to the board. The Board of Trustees confirms those recommended for tenure by the president. The board does not address cases in which tenure is denied by the president. The president also provides notification to each candidate.

Tenure is granted by the Board of Trustees upon the recommendation of the president. No other person shall have any authority to make any representation concerning tenure appointment.

F. Early Tenure Recommendation

A tenure track faculty member may request an early tenure recommendation if he or she has received a written offer of appointment with tenure from another regionally-accredited college or university or such other accredited institutions as may be approved by the provost. The offer must be signed by a dean or higher level administrator. (Early tenure recommendation means prior to the sixth year, including any years of credit awarded with the initial contract.) All proceedings with respect to a regular tenure application will be followed as described in Chapter 3, Section VI except for the accelerated time frame, and includes issuance of a terminal year contract following a negative recommendation. Early tenure applications will be handled in an expeditious manner but with due consideration given to each file. The provost will place on file in the library, at the end of the academic year, a list of all persons and their respective departments who were granted early tenure.

G. Special Provision for Honors College Faculty

1. Probationary Period

A faculty member will spend the probationary period for tenure working in both a discipline-appropriate department and the Honors College, with the position funded by the Honors College and by the university with the intention that after the probationary period and a successful tenure decision, he or she will move from a dual appointment to a permanent single appointment in the Honors College. Such faculty will not occupy permanent lines in the department but will occupy positions otherwise filled by other types of temporary faculty. During the probationary period, the faculty member will build a body of teaching, scholarship and service that will become the basis of future evaluation and review by both the Honors College and the discipline-appropriate department. Annual review of faculty will be conducted jointly by the chair of the discipline-appropriate department and the dean of the Honors College. Mid-tenure review will be conducted by the tenure committee as described below, the department chair, the dean of the Honors College, and the college dean following the procedures in Chapter 3, Section VI, Part A 2 of the *Faculty Handbook*.

2. Tenure Review

The department-level decision regarding tenure will be undertaken by a tenure committee consisting of the discipline-appropriate department's tenure and promotion committee and tenured Honors College faculty. The number of tenured Honors College faculty members on the tenure committee shall not exceed the number of faculty on the discipline-appropriate department's tenure

H. Tenure and Promotion Appeals

When a candidate receives notification from the provost of a negative recommendation to the president for tenure and/or promotion, a written appeal may be submitted to the president within seven working days after receipt of the provost's notice. Appeals may be made on the following bases:

1. Committee or administrative recommendations that are arbitrary and capricious. A decision is "arbitrary and capricious" where it appears that there is no rational basis to support it;
2. Committee or administrative recommendations that are based on reasons that are constitutionally or statutorily prohibited, such as the candidate's age, race, sex, religion, or condition of disability;
3. Committee or administrative recommendations that are the result of the exercise by the faculty member of a constitutionally protected right, such as the right of free speech or peaceable assembly;
4. Committee or administrative recommendations that were rendered after failure to comply with the proper procedures as set forth in Chapter 3, Section VI herein. The appellant must show that the proper procedures were not followed and that such error was a contributing factor to the negative recommendation;

An appeal from the tenure and promotion process will be heard by a university tenure and promotion appeal committee, which will consist of two members selected at random from each college. The selection shall be made by the Faculty Senate Executive Committee under the supervision of the provost, from the college tenure and promotion committees excluding the college of the appellant. The committee will elect its own chair, who will be non-voting. In the event that there is more than one appeal in a given year, a separate committee will be formed for each appellant.

The purpose of the committees is not to determine the merits of the candidate's qualifications for tenure or promotion, but to determine whether any of the four bases for appeal are proven by a preponderance of the evidence. The committees will file written reports of findings with the president. The operating procedures of the committee and the administration shall be consistent with those set forth in Chapter 3, Section XI.

VII. Procedure for Advancement of Non-Tenure-Track Faculty

During the sixth year of continuous service in his/her current rank, a lecturer/clinical instructor/laboratory instructor is eligible to be considered for advancement to level II status or senior status provided programmatic needs justify continuation of the position.

A. Application

The procedure for advancement is initiated by the faculty member. It is the responsibility of the faculty member to be aware of his/her own status regarding advancement, as well as the policies and procedures involved. A faculty member seeking advancement is responsible for preparing the initial application and ensuring that all relevant materials are included. The applicant should include documentation that he or she has met all eligibility requirements for advancement as outlined in Chapter 3, Section IV, Part B. (3) (4), using the document entitled, "Directions: Application for Advancement," which is available on the Academic Affairs webpage (<http://uca.edu/academicaffairs/academic-information/>). The application form is located on the provost's website.

B. File

Each reviewing body may request or consider additional written information available from or submitted by sources other than the faculty member. Any written information

added to the file shall be provided to the faculty member, and the faculty member shall be given five days in which to provide written comments. Any written information requested and provided to a reviewing body, along with the application submitted by the faculty member and such member's written comments, constitutes the file. Each reviewing body will give consideration to the file and make appropriate recommendations. To the degree possible, the file will be maintained in a confidential manner at each level of review, except in those circumstances when a formal appeal of a decision is made.

C. Process

A faculty member applying for advancement must submit his or her completed application to the department chair or appropriate academic administrator by September 1.

The department chair will recommend a process for formation of an advancement committee, subject to approval by the college dean. The department chair will appoint a committee following consultation with departmental faculty that will have three to five faculty and, when possible, include a combination of tenured, tenure-track, and non-tenure-track faculty. The chair will forward the application to the committee.

The committee, after considering the file of each faculty member, will submit a report to the department chair with a written justification for its recommendation by October 1 for each faculty member. ~~If more than one faculty member is recommended for advancement, a ranked list is required.~~

The chair of the department advancement committee will provide written notification to the candidate of the committee's recommendation and forward all files to the department chair by October 1.

The department chair will evaluate the applications and prepare his/her recommendations. ~~If more than one faculty member is recommended for advancement, a ranked list is required.~~

The chair will provide written notification to the candidate of the chair's recommendation by December 1 and will also meet with any candidate who has received a negative recommendation from the departmental committee or the department chair. The candidate may, at this point, withdraw the application; if not withdrawn, the file will be submitted to the college dean.

The dean will conduct an independent review of all recommendations and corresponding files and prepare a written recommendation for the provost. ~~If more than one faculty member is recommended for advancement, a ranked list is required.~~ The dean will provide written notification to the candidate and the department chair of the dean's recommendation by January 15 and will also meet with any candidate who has received a negative recommendation. In the event of a negative recommendation, the candidate may withdraw his/her application. If an application is not withdrawn, the dean will send the entire record to the provost by January 15.

The provost renders the decision by March 15 regarding advancement and informs the faculty member, in writing, of the decision.

D. Appeal

A faculty member receiving a negative decision by the provost may appeal the decision within ten (10) working days by filing an appeal with the Office of the President. Appeals are heard by an Advancement Appeals Committee.

3. 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, to serve for a three-year term. The current ~~vice~~ president of the Faculty Senate, the vice president for finance and administration, the associate vice president for human resources and risk management, and the general counsel of the university shall also be members of the Faculty Handbook Committee, but shall not have a vote.

Suggestions for the improvement of the *Faculty Handbook* shall be made in writing and directed to the Office of the Provost, the chair of the Faculty Handbook Committee or to the Faculty Senate president.

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 in writing to the president of the Faculty Senate and to the Office of the Provost. ~~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 of the university.

Undergraduate Admission Criteria for Traditional and Non-traditional Students

Among UCA's initiatives to increase retention, persistence, and graduation rates are proposals to raise admission criteria for undergraduate students.

Proposed changes to the admission criteria redefine the terms *traditional student* and *non-traditional student* for the purposes of admission and increase the minimum ACT (or equivalent) score requirements for unconditional admission and the high school GPA requirement for conditional admission. Both traditional and non-traditional, new, first-time students who do not meet minimum score requirements in ACT subject areas must begin to satisfy required remediation by enrolling in transitional courses during the first and every subsequent semester until these requirements are completed. Any required transitional coursework must be completed within the first 30 hours of enrollment.

The proposed admission standards, presented on the following pages, will increase the academic quality of the student population and, therefore, contribute to increasing retention, persistence, and graduation rates.

The University Admissions Committee and all appropriate administrators have recommended approval of the proposed admission standards.

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

“BE IT RESOLVED: That the Board of Trustees hereby approves the proposed admission criteria.”

Undergraduate Admissions Policy Proposal: Traditional Students

In this context, *traditional student* refers to a student under 25 years of age who is a U.S. citizen or a resident alien.

UCA makes admission decisions based in part upon sixth-semester high school grade point average and ACT/SAT scores. Below is a comparison of the current (fall 2015) admission criteria and proposed (fall 2016) changes to the admission criteria for traditional students.

CURRENT (FALL 2015) CRITERIA	PROPOSED (FALL 2016) CRITERIA
To be considered for admission to UCA, prospective students must meet these minimum requirements:	To be considered for admission to UCA, prospective students must meet these minimum requirements:
Unconditional Admission*	Unconditional Admission*
<ul style="list-style-type: none">• 2.75 high school GPA• 20 ACT Composite/1390 SAT combined (Critical Reading/Math/Writing)• Individual subject sub-scores that exempt a student from required remediation• Other requirements as outlined in the <i>Undergraduate Bulletin</i>	<ul style="list-style-type: none">• 2.75 high school GPA• 21 ACT Composite/1450 SAT combined (Critical Reading/Math/Writing)• Individual subject sub-scores that exempt a student from required remediation• Other requirements as outlined in the <i>Undergraduate Bulletin</i>
Conditional Admission*	Conditional Admission*
<ul style="list-style-type: none">• 2.30 high school GPA• 17 ACT Composite/1210 SAT combined (Critical Reading/Math/Writing)	<ul style="list-style-type: none">• 2.50 high school GPA• 17 ACT Composite/1210 SAT combined (Critical Reading/Math/Writing)• Other requirements as outlined in the <i>Undergraduate Bulletin</i>
*Applicants who have a single-digit ACT test sub-score or the equivalent in reading, mathematics, or English will not be eligible for admission.	*Applicants who have an ACT test sub-score less than 15 or the equivalent in reading, mathematics, science, or English will not be eligible for admission.

Admissions Policy Proposal: Non-traditional Students

In this context, “non-traditional student” refers to a student 25 years of age or older who is a U.S. citizen or a resident alien.

Non-traditional students must submit ACT or SAT scores no older than 5 years or Compass exam scores no older than 2 years and meet the following minimum requirements:

Unconditional Admission*

- High School Diploma or GED
- Other requirements as outlined in the *Undergraduate Bulletin*

- Scores as detailed under Option 1 or Option 2

Option 1

- 21 ACT Composite/1450 SAT combined (Critical Reading/Math/Writing)
- Individual subject sub scores that exempt a student from required remediation

Option 2

Compass Exam Scores:

- Algebra Test 41
- Writing Test 80
- Reading Test 83

Conditional Admission*

- High School Diploma or GED
- Other requirements as outlined in the *Undergraduate Bulletin*
- Scores as detailed under Option 1 or Option 2

Option 1

- 17 ACT Composite/1210 SAT combined (Critical Reading/Math/Writing)

Option 2

Compass Exam Scores:

- Algebra Test 18
- Writing Test 49
- Reading Test 70

*Applicants who have an ACT test sub-score less than 15 or the equivalent in reading, mathematics, science, or English will not be eligible for admission.

Fees – General Registration and Others – Board Policy No. 630

The administration proposes the following changes in mandatory general tuition and fees:

1. **General Registration (Tuition):** For undergraduate students, the current tuition rate (the general registration fee) is \$197.25 per credit hour. For graduate students, the current tuition rate is \$234.04 per credit hour.

The administration is pleased to propose no increase in mandatory tuition and fees with the exception of the rate for the graduate fully online program rate explained in number two below.

2. **Graduate Fully Online Programs:** In December 2012, the board approved lowering the tuition and fees to a flat rate of \$240 per hour for graduate programs offered fully online with a commitment not to increase the rate for two years. The intent is to phase in an increase to once again make the rate consistent with the graduate online tuition and fees for students taking online classes not associated with the approved programs, which is currently \$333 per hour. This proposal takes the rate from \$240 to \$270 which is an increase of \$30 per hour or 12.5%. The increase to a student taking a three-hour class would be \$90.00. The revenue is not calculated into the proposed budget because of the inconsistency of the online programs.

Justification: This action is to phase in an increase bringing the rate charged for graduate fully online programs consistent with those graduate online programs not associated with those programs.

3. **Global Education Project (GEP):** Since 2011, the University of Central Arkansas has entered into agreements with foreign universities to establish the Global Education Project (GEP). The general purpose of the agreements is to establish a specific educational program between participating institutions, which will promote academic linkages and enrich understanding of the cultures of the countries involved.

In order to enter into these agreements in an appropriate timeframe, the university must establish a flat rate that encompasses several estimated costs.

GEP Rate: The GEP rate for fall 2014 and spring 2015 is \$7,500 per semester. This rate includes 12 undergraduate hours, housing, meals, insurance, and other necessary costs.

The GEP rate for each five-week summer session in 2014 was \$3,175. This rate included six undergraduate hours, housing, meals, insurance, and other necessary costs.

The administration proposes an increase of \$150 for fall 2015 and spring 2016, making the per semester rate \$7,650. The corresponding GEP rate for a five-week summer session will be \$3,225 for summer 2016.

With the proposed GEP rate increases, a GEP undergraduate student taking 12 hours will pay an additional \$150, an increase of 2% per fall and spring semesters. An undergraduate student taking six hours of a five-week summer session will pay an additional \$50, an increase of 1.57% in 2016.

Justification: The Office of International Engagement and the Office of Student Accounts work together to determine the best estimate for an all-in rate for students participating in the GEP program. This proposed increase takes into consideration room and board rate increases along with projected costs of insurance and other necessary costs.

4. **Transcript Fee:** The university currently processes transcripts for students and former students at no charge. This proposal includes a flat transaction fee of \$5.00, which will be paid to a private secure third party processor by the requestor. The cost by the processor will vary from about \$2.50 to over \$5.00 per transaction based on the type of transcript and delivery method requested. Any amount over the actual cost per transaction by the processor will be remitted to UCA. Depending on the make-up of the transactions and based on the currently processed transactions of about 25,000 transcripts per year, UCA could net between \$50,000 and \$60,000 annually. That revenue will be placed into the general operating fund.

Justification: This service will allow students and former students to obtain transcripts securely and more quickly. The cost to the students is fair and comparable to other public universities. Of the 10 Arkansas public universities, UCA and one other have no charge. The other eight either charge by transaction (\$4 - \$10 per transcript) or they assess the fee as part of the mandatory semester fees while they are still a student.

5. **Out of State Fee Waivers:** **The following amendments are proposed:**

- A) The Veterans Access, Choice, and Accountability Act of 2014 (HR 3230) passed by Congress requires public institutions, as a condition of participation in VA education benefits programs, to charge veterans and their dependents in-state tuition and fees, regardless of their current state of residence, for classes beginning on or after July 1, 2015 if the following conditions are met:
 - a. The veteran was discharged no more than 3 years prior to enrollment, after a period of service of at least 90 days.
 - b. The veteran is using VA education benefits under the Montgomery GI Bill (Chapter 30) or the Post 9/11 GI Bill (Chapter 33), or the dependent is using Post 9/11 GI Bill (Chapter 33) benefits.
 - c. The veteran resides in the state in which the institution is located while attending.
- B) Beginning June 2015, the Division of Outreach and Community Engagement will no longer offer classes taken for credit. Therefore, the previously approved waiver for

courses offered through the Division of Outreach and Community Engagement are no longer be applicable.

Justification: The proposed out-of-state fee waiver amendments will

A) bring us into compliance with state and federal law in order to participate in VA education benefits programs and keep us in-line with current institutional practices (pursuant to military orders as stated in the Veterans Access, Choice, and Accountability Act of 2014 [HR 3230]); and B) remove a waiver that is no longer relevant to the current operation of the university.

The following resolution was unanimously adopted upon motion by Elizabeth Farris and second by Shelia Vaught:

“BE IT RESOLVED: That the Board of Trustees approves the following schedule of fees as the General Registration and Fee charges, effective fall 2015.”

UNIVERSITY OF CENTRAL ARKANSAS

BOARD POLICY 630 Fee Schedule

UNDERGRADUATE FALL/SPRING		2015-2016	
		Per Hour	15 Hrs.
General Registration		197.25	2,958.75
Athletic		17.00	255.00
Student Ctr/Recreation		4.25	63.75
Facilities Fee		12.50	187.50
HPER		9.12	136.80
Fine/Performing Arts		2.00	30.00
Cooperative Education		0.50	7.50
Technology		7.50	112.50
Library		3.00	45.00
Writing/Retention		0.35	5.25
SAB		1.59	23.85
Activity Fee	Sem		15.50
Publication	Sem		6.00
Radio Station	Sem		5.00
Access and Security	Sem		27.00
Health Service	Sem		65.00
Total Per Hour and Per Sem		255.06	3,944.40

Out-of-State (Note 1)	197.25	2,958.75
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Out-of-State Total	452.31	6,903.15
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	2016	
UNDERGRADUATE SUMMER	Per Hour	15 Hrs.

Per Hour Fees

General Registration	197.25	2,958.75
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Athletic	17.00	255.00
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Student Ctr/Recreation	4.25	63.75
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Facilities Fee	12.50	187.50
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HPER	9.12	136.80
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Fine/Performing Arts	2.00	30.00
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Cooperative Education	0.50	7.50
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Technology	7.50	112.50
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Library	3.00	45.00
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Writing/Retention	0.35	5.25
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SAB (Student Activity Board)	1.59	23.85
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Total Per Hour	255.06	3,825.90
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		Full Term & 10- Week	Summer 1	Summer 2
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Access & Security (Note 2)	15.00	15.00	15.00	15.00
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Health Services (Note 3)	32.50	65.00	32.50	32.50
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Student Activity	3.50	3.50	3.50	3.50
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Total Per Semester/Term Fees	51.00	83.50	51.00	51.00
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ONLINE UG FALL/SPRING		2015-2016	
		Per Hour	15 Hrs.
Online Registration		197.25	2,958.75
Online Fee		82.81	1,242.15
Access and Security	Sem		27.00
Health Service	Sem		65.00
Total Per Hour and Per Sem		280.06	4,292.90

ONLINE UG SUMMER		2016	
		Per Hour	15 Hrs.
<u>Per Hour Fees</u>			
Online Registration		197.25	2,958.75
Online Fee		82.81	1,242.15
Total Per Hour		280.06	4,200.90

<u>Per Semester/Term Fees</u>	May	Full Term & 10- Week	Summer 1	Summer 2
Access & Security (Note 2)	15.00	15.00	15.00	15.00
Health Services (Note 3)	32.50	65.00	32.50	32.50

Total Per Semester/Term Fees	47.50	80.00	47.50	47.50
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GRADUATE FALL/SPRING	2015-2016	
	Per Hour	12 Hrs.
General Registration	243.04	2,916.48
Athletic	17.00	204.00
Student Ctr/Recreation	4.25	51.00
Facilities Fee	12.50	150.00
HPER	9.12	109.44
Fine/Performing Arts	2.00	24.00
Technology	7.50	90.00
Library	3.00	36.00
Writing/Retention	0.35	4.20
SAB	1.59	19.08
Activity Fee Sem		15.50
Publication Sem		6.00
Radio Station Sem		5.00
Access and Security Sem		27.00
Health Service Sem		65.00
Total Per Hour and Per Sem	300.35	3,722.70
Out-of-State (Note 1)	243.04	2,916.48

Out-of-State		
Total	543.39	6,639.18

GRADUATE SUMMER	2016	
	Per Hour	12 Hrs.
<u>Per Hour Fees</u>		
General Registration	243.04	2,916.48
Athletic	17.00	204.00
Student Ctr/Recreation	4.25	51.00
Facilities Fee	12.50	150.00
HPER	9.12	109.44
Fine/Performing Arts	2.00	24.00
Technology	7.50	90.00
Library	3.00	36.00
Writing/Retention	0.35	4.20
SAB (Student Activity Board)	1.59	19.08
Total Per Hour	300.35	3,604.20

<u>Per Semester/Term Fees</u>	Full Term & 10- Week			
	May		Summer 1	Summer 2
Access & Security (Note 2)	15.00	15.00	15.00	15.00
Health Services (Note 3)	32.50	65.00	32.50	32.50
Student Activity	3.50	3.50	3.50	3.50
Total Per Semester/Term Fees	51.00	83.50	51.00	51.00

ONLINE GRAD FALL/SPRING		2015-2016	
		Per Hour	12 Hrs.
Online Registration		243.04	2,916.48
Online Fee		82.31	987.72
Access and Security	Sem		27.00
Health Service	Sem		65.00
Total Per Hour and Per Sem		325.35	3,996.20

ONLINE GRAD SUMMER		2016	
		Per Hour	12 Hrs.
<u>Per Hour Fees</u>			
Online Registration		243.04	2,916.48
Online Fee		82.31	987.72
Total Per Hour		325.35	3,904.20

<u>Per Semester/Term Fees</u>	Full Term & 10-Week			
	May	Summer 1	Summer 2	
Access & Security (Note 2)	15.00	15.00	15.00	15.00
Health Services (Note 3)	32.50	65.00	32.50	32.50
Total Per Semester/Term Fees	47.50	80.00	47.50	47.50

GRADUATE FULLY ONLINE PROGRAMS	2015-2016	
	Per Hour	12 Hrs.
Graduate Fully Online Program Registration	270.00	3,240.00

The eligible Program List can be found at the following link

<http://uca.edu/academicaffairs/files/2015/04/uca-dedis-20152016.pdf>

GEP Fall 2015/Spring 2016	2015-2016	
	Per Hour	12 Hrs.
GEP Flat Rate		7,650.00

GEP Summer 2016	2016	
	Per Hour	6 Hrs.
GEP Flat Rate		3,225.00

Explanatory

Notes:

Note 1 - Out-of-state fees are waived for:

- Students residing in University housing (housing owned or leased by the university)
- Full-time students receiving a full tuition scholarship provided by unrestricted funds of the University (State Statute 6-82-103)
- UCA graduates who are dues paying members of the UCA Alumni Association
- Children or grandchildren (age 26 or under) of UCA graduates who are dues paying members of the UCA Alumni Association
- Students who are members or dependents of members of the armed forces stationed in the State of Arkansas pursuant to military orders as stated in State Statute 6-60-205

- Students who are veterans or dependents of veterans where: 1) the veteran was discharged no more than 3 years prior to enrollment, after a period of service of at least 90 days, and 2) the veteran is using VA education benefits under the Montgomery GI Bill (Chapter 30) or the veteran or dependent is using benefits under the Post 9/11 GI Bill (Chapter 33), and 3) the veteran resides in the state in which the institution is located while the student is attending (pursuant to military orders as stated in the Veterans Access, Choice, and Accountability Act of 2014 (HR 3230))
- Undergraduate students whose permanent address is in one of the counties contiguous to the State of Arkansas identified in relation to ACA 6-60-303 and 19-5-1076 which established the Higher Education Tuition Adjustment Fund
- Graduate students whose permanent address is in one of the states contiguous to the State of Arkansas (Texas, Oklahoma, Missouri, Tennessee, Mississippi, and Louisiana)
- Graduate students who have a full-time graduate assistantship
- Courses offered online
- Courses offered during the summer

Undocumented students pay out-of-state tuition unless they live in university housing. There may be exceptions/modifications for international students pursuant to a contract with another entity.

Note 2 - The maximum Access & Security fee is \$15 for summer

Note 3 - The maximum Health Services fee is \$65 for summer

Course, lab, and department fees are not included and vary per individual class schedule.

Operating Budget 2015-16

The following is a summary description of the proposed operating budget for fiscal year 2016 (July 1, 2015-June 30, 2016).

This operating budget has been prepared based upon the following assumptions:

- (a) Approval of no increase in undergraduate mandatory student tuition and fees for the next academic year as set forth in the schedule of tuition and fees presented pursuant to Board Policy 630;
- (b) Enrollment (on a full-time equivalent basis) remains flat based on FY 14;
- (c) State Appropriations will remain the same as FY15 (however, one percent, or \$531,147, has been placed in category “B1”; this amount is budgeted in a contingency reserve); and
- (d) Room and board rates as approved by the Board of Trustees in February 2015.

The budget totals \$177,009,644 and is an increase of \$3,244,793 from the current revised base budget. This represents a 1.87% increase.

The departmental expense budgets are generally held to the same levels as the prior fiscal year (FY15) with a few strategic exceptions and minor reallocations.

One of the primary objectives in preparing the operating budget is to address priorities identified by the strategic budgeting process while continuing the effort to retain stable reserves.

Based upon the priorities established by the Strategic Budget Advisory Committee (SBAC) and working with the University’s Strategic Plan, the following items have been fully or partially funded:

- Cost-of-Living Adjustment of 1% for all full-time employees (SBAC priority 1-partial);
- \$250,000 for faculty equity/merit increases (SBAC priority 3 partial); and
- Increases for faculty promotion and advancement of \$201,740 (SBAC priority 7)

Major Components of Sources

- A. The Educational & General (“E&G”) Tuition and Fee budget comprises 43.32% of the total budgeted revenue and is based on stable enrollment. There is no proposed increase for undergraduate mandatory tuition and fees. While adjusting graduate fully online program tuition to make it more comparable to the regular graduate online rate is included in the change in the schedule of fees, this revenue is not calculated in the base budget due to the unknown impact of the change. This budget recognizes \$1.5 million of the online revenue based on FY14 actual enrollment.

- B. The State Appropriation budget represents 32.66% of the total budgeted revenue and is comprised of Revenue Stabilization Act (RSA) of \$53,114,705 and Educational Excellence Trust Fund (EETF) receipts of \$4,696,967. RSA funding includes Category B1 money of \$531,147, all of which is placed in a contingency reserve.
- C. This budget also recognizes additional investment revenue of \$100,000.
- D. The major revenue sources in the auxiliary operation of the university are from Housing and Food Services. The rates for room and board increased by 2.50% and 4.85% respectively, as passed by the Board of Trustees in February of this year.

Major Components of Uses

- A. Salaries and benefits together make up 57.54% of the operating budget for E&G and Auxiliary, which is consistent with industry standards. This budget includes a cost of living adjustment of 1%. The budget also includes \$250,000 for faculty equity and \$201,740 for increases related to faculty promotions and advancement.
- B. Scholarships and waivers constitute 13.44% of the budget. This percentage is not the same number as required under Arkansas law (referred to as the 20% rule). The budgeted scholarships help ensure that the university remains competitive in scholarship offerings, while still meeting the requirements of state law on institutional scholarship expenditures.
- C. Debt service comprises 6.43% of the university's operating budget and was increased by the net effect of Greek Village Phase I and the payoff of the 2004 Series B bonds.

Pursuant to Board Policy 200, this budget is presented for consideration by the Board of Trustees.

The following resolution was unanimously adopted upon motion by Joe Whisenhunt and second by Bobby Reynolds:

“BE IT RESOLVED: That the Board of Trustees approves the 2015-16 operating budget totaling \$177,009,644.”

Request for Authorization to Issue Bonds to Refund the Outstanding Par Amounts of 2006D and 2007A

On April 24, 2015, the Board of Trustees authorized the issuance of bonds to refund the outstanding par amounts of 2006D, 2006E, 2007A, and 2007B. The April 24 resolution authorized the refunding and the issuance and sale of bonds as a public offering. The underwriter, Crews & Associates, Inc., has presented an opportunity to the university for the bonds to be privately placed with one investor without the use of an official statement as authorized by the April 24 resolution. In order to proceed, it is necessary to adopt a new resolution for a private placement. This resolution will supplement the April 24 resolution so that the bonds can be issued and sold on a private placement basis or as a public offering.

The following resolution was unanimously adopted upon motion by Joe Whisenhunt and second by Elizabeth Farris:

“BE IT RESOLVED: That the Board of Trustees hereby adopts the bond resolution attached hereto, and authorizes the issuance and delivery of the bonds set forth therein for the terms and rates therein set forth, and further authorizes the administration to take all other steps as may be necessary and required to issue said bonds for the purpose of refunding the bonds set forth therein.”

RESOLUTION
OF THE BOARD OF TRUSTEES
OF THE UNIVERSITY OF CENTRAL ARKANSAS

AUTHORIZING THE ISSUANCE OF BOARD OF TRUSTEES OF THE
UNIVERSITY OF CENTRAL ARKANSAS AUXILIARY REVENUE
REFUNDING BONDS FOR THE PURPOSE OF REFUNDING CERTAIN
OUTSTANDING BONDS; AUTHORIZING THE EXECUTION OF BOND
PURCHASE AGREEMENT, TRUST INDENTURE AND RELATED
DOCUMENTS; AND PRESCRIBING OTHER MATTERS PERTAINING
THERE TO.

WHEREAS, the Board of Trustees (the "Board") of the University of Central Arkansas (the "University") is authorized under the Constitution and laws of the State of Arkansas (the "State"), including particularly Arkansas Code of 1987 Annotated, Title 6, Chapter 62, Subchapter 3 (the "Act"), to borrow money for the purpose of acquiring, constructing and equipping capital improvements for use by the University and to refund bonds issued under the Act to finance such capital improvements; and

WHEREAS, the Board has previously issued its Auxiliary Revenue Capital Improvement Bonds, Series 2006D (the "Series 2006D Bonds") and its Auxiliary Revenue Capital Improvement Bonds, Series 2007A (the "Series 2007 Bonds"), under the Act for the purpose of financing capital improvements for the University; and

WHEREAS, the Series 2006D Bonds are in the outstanding principal amount of \$5,015,000, and the Series 2006D Bonds maturing after May 1, 2016 are subject to optional redemption by the Board without penalty on and after May 1, 2016; and

WHEREAS, the Series 2007 Bonds are in the outstanding principal amount of \$1,740,000, and the Series 2007 Bonds maturing after November 1, 2017 are subject to optional redemption by the Board without penalty on and after November 1, 2017; and

WHEREAS, it has been found and determined, based on the advice of the staff of the University, that the Board can, based on current market conditions, recognize net present value savings by the refunding of all or portions of the outstanding Series 2006D Bonds and/or the outstanding Series 2007 Bonds (the "Refunding"), and that the Refunding should be financed by the Board's Auxiliary Revenue Refunding Bonds (the "Bonds"), the proceeds of the sale thereof to be used for accomplishing the Refunding and paying the costs of issuing and insuring the Bonds; and

WHEREAS, the Bonds will be general obligations of the Board, and payment of debt service on the Bonds will be equally and ratably secured by "Pledged Revenues," (as defined in the Indenture (hereinafter defined)), which are generally all revenues received by the University from the sale of parking decals to the faculty, staff and students of the University and collection of parking meter revenues and parking fines; student, faculty and staff facilities recreational fees imposed by the University; all revenues from student athletic fees, athletic ticket sales,

concession income, program advertising and sales and related miscellaneous revenues; all revenues from the student center fee imposed by the University; and such other fees imposed by the University from time to time as may be specifically designated, excluding general tuition and fees paid by students attending the University; and

WHEREAS, the Bonds are to be issued on the terms and in the form set forth in a Trust Indenture to be dated as of the date of the Bonds (the "Indenture") between the Board and Bank of the Ozarks (the "Trustee"); and

WHEREAS, on April 24, 2015 the Board adopted a resolution (the "April Resolution") authorizing the Refunding and the issuance and sale of bonds as a public offering by Crews & Associates, Inc. ("Crews"), acting as an underwriter; and

WHEREAS, Crews, in the role of placement agent, has presented an opportunity to the Board for the Bonds to be privately placed with one investor without the use of an official statement as previously authorized by the April Resolution; and

WHEREAS, in order to proceed with the Refunding and sale of the Bonds on a private placement basis, it is necessary for the Board (i) to authorize the private placement of the Bonds and the execution of a Bond Purchase Agreement with Crews in connection therewith; and (ii) to authorize the execution of the Indenture and related documents in the form and content required for a private placement;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE UNIVERSITY OF CENTRAL ARKANSAS:

Section 1. After receiving advice and the recommendation of the Vice President of Finance and Administration of the University, all or any portion of the Series 2006D Bonds may be refunded if such refunding would produce an aggregate net present value savings of at least three percent (3%) of the principal balance of the Series 2006D Bonds being refunded. In the event that such net present value savings threshold is met, the Bonds are hereby authorized to be issued to accomplish the Refunding of the Series 2006D Bonds selected for the Refunding. The Bonds allocable to the refunding of the Series 2006D Bonds shall have a final maturity date not later than the final maturity date of the Series 2006D Bonds being refunded. Any Series 2006D Bonds being refunded that mature after May 1, 2016, shall be called for redemption on such date.

After receiving advice and the recommendation of the Vice President of Finance and Administration of the University, all or any portion of the Series 2007 Bonds may be refunded if such refunding would produce an aggregate net present value savings of at least three percent (3%) of the principal balance of the Series 2007 Bonds being refunded. In the event that such net present value savings threshold is met, the Bonds are hereby authorized to be issued to accomplish the Refunding of the Series 2007 Bonds selected for the Refunding. The Bonds allocable to the refunding of the Series 2007 Bonds shall have a final maturity date not later than the final maturity date of the Series 2007 Bonds being refunded. Any Series 2007 Bonds being refunded that mature after November 1, 2017, shall be called for redemption on such date.

The Bonds shall have in their name a series designation based on the year issued and, if there are multiple series, the name shall contain a letter to differentiate series, in style and form acceptable to the Vice President of Finance and Administration of the University.

The Bonds shall be issued in an aggregate principal amount not greater than the amount needed to accomplish the Refunding and to pay the estimated costs of issuing and insuring the Bonds and accomplishing the Refunding.

Section 2. In order to provide for the issuance and sale of the Bonds as a private placement and to prescribe the terms under which the Bonds will be secured, executed, authenticated, accepted and held, the Chairman, Secretary and Assistant Secretary of the Board, the President of the University and one or more Vice Presidents of the University as designated by the President, are hereby authorized to execute all documents necessary to the issuance of the Bonds, including without limitation:

- (a) the Indenture setting forth the terms and conditions of the Bonds and providing for the issuance of the Bonds;
- (b) a Bond Purchase Agreement between the Board and Crews, setting forth the purchase price and the other terms and conditions upon which the Bonds will be ultimately sold to the Purchaser (as defined below), and under which the obligations of Crews thereunder may be assigned to a single investor (the "Purchaser"), as provided therein; and
- (c) a Continuing Disclosure Agreement, between the Board and the Trustee, setting forth certain obligations of the Board to make continuing disclosure of financial information and material events on the Electronic Municipal Market Access system maintained by the Municipal Securities Rulemaking Board.

The Indenture, the Bond Purchase Agreement and the Continuing Disclosure Agreement are hereby authorized and shall be in substantially the form presented to this Board, but with such changes therein as shall be approved by the Chairman or the President. The Board recognizes that certain revisions may be made to the Indenture, the Bond Purchase Agreement and the Continuing Disclosure Agreement prior to the issuance of the Bonds, and hereby authorizes the Chairman or President to approve and accept such revisions, their signatures on each of such documents to constitute proof of their acceptance of such revisions. Specifically, the President or the Chairman is hereby authorized to (i) accept the final maturity schedule and interest rates for the Bonds if such President or Chairman deems such rates and maturity schedule to be appropriate and within the authority granted by this Resolution and execute the final Bond Purchase Agreement with Crews, and (ii) execute the Continuing Disclosure Agreement.

The purchase price for the Bonds for a private placement shall be par and the Board shall pay Crews, in its role as placement agent, a placement agent fee equal to 0.465% of the par amount of the Bonds issued.

Section 3. The Bonds are authorized to be issued on a parity with all or any outstanding bonds that are secured by the Pledged Revenues to the extent that the various parity tests for those bonds can be met.

Section 4. The Chairman, Secretary and Assistant Secretary of the Board, and the President of the University and one or more Vice Presidents of the University (as designated by the President) are hereby authorized and directed to do any and all lawful things to effect the execution and delivery of the Bonds on a private placement basis, the performance of all obligations of the Board and of the University, and the execution and delivery of all papers, documents, certificates and other instruments of whatever nature that may be necessary or desirable for carrying out the authority conferred by this Resolution or evidencing the authority and its exercise. The Secretary or Assistant Secretary of the Board is hereby authorized to acknowledge and attest the signatures of the Chairman and the President and to execute such other documents as may be required in connection with the issuance of the Bonds.

Section 5. The provisions of this Resolution are hereby declared to be separable and if any provision shall for any reason be held illegal or invalid, such holding shall not affect the validity of the remainder of this Resolution.

Section 6. This Resolution is intended to supplement and not repeal in any manner the April Resolution so that the Bonds can be issued and sold on a private placement basis or as a public offering, all as is determined to be in the best interest of the Board based on the advice of staff of the University.

ADOPTED: _____, 2015.

ATTEST:

By _____
Brad Lacy, Chair

Elizabeth C. Farris, Secretary

(SEAL)

FY2015 Bonus

The following resolution was unanimously adopted upon motion by Joe Whisenhunt and second by Shelia Vaught:

“BE IT RESOLVED: That the Board of Trustees hereby authorizes the president and administration to award (a) a performance merit bonus of 1%, 2%, or 3% based on performance evaluations to eligible classified employees in a manner consistent with the April 21, 2015 memo from the director of the Department of Finance and Administration and (b) a two percent (2%) merit bonus to eligible non-classified employees, which will include faculty.

NOTIFICATIONS/DELETIONS

Notification: Name Change, BS and MS Programs in Kinesiology

The Department of Kinesiology and Physical Education has proposed that its BS and MS degree programs in Kinesiology be renamed the BS and MS programs in Exercise Science. The term *kinesiology* is a general term that commonly encompasses a wide range of program content – exercise science, exercise physiology, biomechanics, sports science, movement sciences – and at UCA is associated closely with physical education, as used in the name of the university's teacher-preparation program, the BSE in Kinesiology and Physical Education. Adopting the name Exercise Science for both the BS and the MS program will more clearly identify and differentiate the focus of these programs, be less confusing for students, and align with generally accepted nomenclature in the discipline.

All appropriate committees, councils, and administrators have recommended adoption of this change, and the provost and president have approved it.

Supporting materials (following pages): (1) UCA Curriculum Form 2-A for BS for undergraduate program name change, (2) UCA Curriculum Form 2-A for graduate program name change, (3) ADHE Form LON-1

UNIVERSITY OF CENTRAL ARKANSAS
Proposal for Curriculum Change: Action Item

☐ GENERAL EDUCATION COUNCIL☒ UNDERGRADUATE COUNCIL☐ GRADUATE COUNCILDepartment/program area Kinesiology and Physical Education Date 11/3/2014**Check area of change and supply requested information. Attach required documentation.**

- ☐ Change in semester credit hour requirements for a major or minor
 Current requirement _____ 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): Change in Degree Name: BS in Kinesiology to BS in Exercise Science

Required documentation: attach documents detailing and justifying the proposed curricular change.Proposed effective date of change (term and year): Fall 2015

Change recommended by		Change recorded by	
<u>[Signature]</u> Department Curriculum Committee	<u>1/21/2015</u> Date	<u>[Signature]</u> Undergraduate/Graduate Studies, Registrar	<u> </u> Date
<u>[Signature]</u> Department Chair	<u>1/24/15</u> Date	<u>[Signature]</u> Undergraduate Council	<u>3-9-15</u> Date
<u>[Signature]</u> College Curriculum & Assessment Committee	<u>1/23/15</u> Date	<u>[Signature]</u> Graduate Council	<u> </u> Date
<u>[Signature]</u> College Dean	<u>1/28/15</u> Date	<u>[Signature]</u> Council of Deans	<u>3-26-15</u> Date
Change approved by		Change recorded by	
<u>[Signature]</u> Provost	<u>4/1/2015</u> Date	<u>[Signature]</u> Undergraduate/Graduate Studies, Registrar	<u> </u> Date

NOTE: During the academic year, curriculum change proposals must be received by the appropriate university Council at least one month before the meeting at which action is desired. Summer submissions may not be considered until the fall semester.

UNIVERSITY OF CENTRAL ARKANSAS
Proposal for Curriculum Change: Action Item

☐ GENERAL EDUCATION COUNCIL☐ UNDERGRADUATE COUNCIL☒ GRADUATE COUNCILDepartment/program area Kinesiology and Physical EducationDate 11/11/2014**Check area of change and supply requested information. Attach required documentation.**☒ Change in semester credit hour requirements for a major or minorCurrent requirement 30Proposed requirement 36☒ Change course(s) from an elective to a requirement in a major or minorSubject prefix KPEDCourse number(s) 6336, 6337☐ 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): Change in Degree Name: MS in Kinesiology to MS in Exercise Science**Required documentation: attach documents detailing and justifying the proposed curricular change.**Proposed effective date of change (term and year): Fall 2015

Change recommended by		Change recorded by	
<u>[Signature]</u>	<u>11/21/2015</u>	<u>[Signature]</u>	<u>2/19/15</u>
Department Curriculum Committee	Date	Professional Education Council	Date
<u>[Signature]</u>	<u>1/21/15</u>	<u>[Signature]</u>	<u>3/26/15</u>
Department Chair	Date	General Education Council	Date
<u>[Signature]</u>	<u>1/23/15</u>	Undergraduate Council	Date
College Curriculum & Assessment Committee	Date	Graduate Council	Date
<u>[Signature]</u>	<u>1/28/15</u>	Council of Deans	Date
College Dean	Date		
Change approved by		Change recorded by	
<u>[Signature]</u>	<u>4/3/2015</u>	<u>[Signature]</u>	<u>4/3/2015</u>
Provost	Date	Undergraduate/Graduate Studies, Registrar	Date

NOTE: During the academic year, curriculum change proposals must be received by the appropriate university Council at least one month before the meeting at which action is desired. Summer submissions may not be considered until the fall semester.

LETTER OF NOTIFICATION – 1

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

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

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn

Associate Provost

3. Phone number/e-mail address

(501) 450-3126

jona@uca.edu

4. Proposed effective date

Fall 2015

5. Current title of degree/certificate program

BS, Kinesiology

MS, Kinesiology

6, 7 N/A

8. Proposed name of certificate/degree

BS, Exercise Science

MS, Exercise Science

9, 10 N/A

11. CIP code

31.0505, both programs (no change)

12. Degree code

2815 (BS program); 6480 (MS program) (no change)

13. Reason for proposed action

The term “kinesiology” is a general term that commonly encompasses a wide range of program content – exercise science, exercise physiology, biomechanics, sports science, movement sciences – and at UCA

is associated closely with physical education, as used in the name of the university's teacher-preparation program, the BSE in Kinesiology and Physical Education. Adopting the name Exercise Science for both the BS and the MS program will more clearly identify and differentiate the focus of these programs, be less confusing for students, and align with generally accepted nomenclature in the discipline.

President/Chancellor Approval Date: April 20, 2015

Board of Trustees Notification Date: May 15, 2015 (expected)

Chief Academic Officer:

April 1 and 3, 2015

SIGNATURE

DATE

[UCA form updated 2014-02-05]

Notification: Name Change, PhD Program in School Psychology

The Department of Psychology and Counseling has proposed renaming the PhD in School Psychology as the PhD in Psychology. The existing program includes a doctoral emphasis in Counseling Psychology.

The doctoral program in School Psychology began in 2000, gaining national accreditation from the American Psychological Association (APA) in 2006. The doctoral emphasis in Counseling Psychology was developed in response to Arkansas Act 505 of 2007 that ended licensure of master's-level Licensed Psychological Examiners (LPEs) and increased the demand for doctoral training for psychologists in Arkansas. The doctoral emphasis in Counseling Psychology was approved by 2007 and began enrollment in 2008. (The Department of Psychology and Counseling is currently seeking APA accreditation for the School Counseling emphasis.) School Psychology and Counseling Psychology are sub-disciplines of the broader field of psychology. The School Psychology program and the Counseling Psychology emphasis share common coursework in foundations of psychological science, statistics and research methodology, dissertation, and professional internship. Graduates from both program areas are eligible for licensure as psychologists.

The School Psychology program and the Counseling Psychology emphases differ significantly, however, in regard to professional identity, core faculty, clinical training, research focus, and scope of practice. As presently configured, the Counseling Psychology emphasis is subsumed under the PhD degree in School Psychology. This arrangement does not accurately reflect the unique nature and professional identity of the Counseling Psychology emphasis. This arrangement is also confusing to program accreditors (APA), potential students, and licensing boards.

A general PhD degree in Psychology will comfortably include both School Psychology and Counseling Psychology as emphasis areas and will better represent the training in professional psychology offered by these two specialty programs.

The name change from PhD in School Psychology to PhD in Psychology involves no change in curriculum and no additional costs, faculty, or resources. Both areas of study have sufficient students to maintain viability. School Psychology has produced 20 graduates since 2000, and Counseling Psychology has produced 6 graduates since 2008.

All appropriate committees, councils, and administrators have recommended adoption of this change, and the provost and president have approved it.

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

UNIVERSITY OF CENTRAL ARKANSAS
Proposal for Curriculum Change: Action Item

☐ GENERAL EDUCATION COUNCIL☐ UNDERGRADUATE COUNCIL☒ GRADUATE COUNCILDepartment/program area Psychology and Counseling - Ph.D. in School PsychologyJanuary 26,
Date 2015**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):
- Change of degree name from Ph.D. in School Psychology to Ph.D. in Psychology

Required documentation: attach documents detailing and justifying the proposed curricular change.Proposed effective date of change (term and year): Upon approval**Change recommended by**Ronald K. Porath 1-27-15

Department Curriculum Committee Date

[Signature] 2/27/15

Department Chair Date

[Signature] 2/19/2015

College Curriculum & Assessment Committee Date

[Signature] 2/25/15

College Dean Date

Professional Education Council Date

General Education Council Date

Undergraduate Council Date

[Signature] 3/19/15

Graduate Council Date

[Signature] 4/15/15

Council of Deans Date

Change approved by[Signature] 4/15/2015

Provost Date

Change recorded by

Undergraduate/Graduate Studies, Registrar Date

NOTE: During the academic year, curriculum change proposals must be received by the appropriate university Council at least one month before the meeting at which action is desired. Summer submissions may not be considered until the fall semester.

LETTER OF NOTIFICATION – 1

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

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

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn
Associate Provost

3. Phone number/e-mail address

(501) 450-3126
jona@uca.edu

4. Proposed effective date

Fall 2015

5. Current title of degree/certificate program

PhD, School Psychology

6, 7 N/A

8. Proposed name of certificate/degree

PhD, Psychology (the degree will have, as it currently has, two options: School Psychology and Counseling Psychology)

9, 10 N/A

11. CIP code

42.2899 (requested)

The current CIP code is 42.2805, School Psychology; the CIP code for Counseling Psychology would be 42.2803. Since both concentrations are in the 42.28 group, the requested CIP code seems best for the umbrella degree.

12. Degree code

7395 (no change)

13. Reason for proposed action

The need to change the name of the PhD degree in School Psychology to the PhD in Psychology is due to the distinct professional identities and scopes of practice of the two professional training areas currently offered in the program at UCA: School Psychology and Counseling Psychology. Specifically, School Psychologists conduct psychological and educational evaluations in order to plan remedial programs for students, counsel students with learning and school adjustment problems, consult with school personnel and parents, develop and implement educational and psychological programs for schools, and evaluate school programs. In contrast, Counseling Psychologists are trained as general psychological practitioners

and provide prevention, assessment, and treatment services to clients in a broad array of settings, including community mental health agencies, private practice, university counseling centers, and hospitals.

The doctoral program in School Psychology began in 2000, gaining national accreditation from the American Psychological Association (APA) in 2006. The doctoral emphasis in Counseling Psychology was developed in response to Arkansas Act 505 of 2007 that ended licensure of master's-level Licensed Psychological Examiners (LPEs) and increased the demand for doctoral training for psychologists in Arkansas. The doctoral emphasis in Counseling Psychology was approved by 2007 and began enrollment in 2008. (The Department of Psychology and Counseling is currently seeking APA accreditation for the School Counseling emphasis.) School Psychology and Counseling Psychology are sub-disciplines of the broader field of psychology. The School Psychology program and the Counseling Psychology emphasis share common coursework in foundations of psychological science, statistics and research methodology, dissertation, and professional internship. Graduates from both program areas are eligible for licensure as psychologists.

The School Psychology and Counseling Psychology emphases differ significantly, however, in regard to professional identity, core faculty, clinical training, research focus, and scope of practice. As presently configured, the Counseling Psychology emphasis is subsumed under the PhD degree in School Psychology. This arrangement does not accurately reflect the unique nature and professional identity of the Counseling Psychology emphasis. This arrangement is also confusing to program accreditors (APA), potential students, and licensing boards. A general PhD degree in Psychology will comfortably include both School Psychology and Counseling Psychology as emphasis areas and will better represent the training in professional psychology offered by these two specialty programs.

The name change from PhD in School Psychology to PhD in Psychology involves no curriculum changes and no additional costs, faculty, or resources. Both areas of study have sufficient students to maintain viability. School Psychology has produced 20 graduates since 2000, and Counseling Psychology has produced 6 graduates since 2008.

The model of doctoral education in psychology, in which a PhD degree in Psychology is offered that subsumes different sub-disciplines of psychology, is consistent with national higher educational practices and with comparable institutions. In addition, current and projected demand for both school and counseling psychologists, combined with the potential pool of doctoral applicants within Arkansas and in the surrounding states, justifies the viability of both School Psychology and Counseling Psychology specialty tracks for several decades.

President/Chancellor Approval Date: April 20, 2015

Board of Trustees Notification Date: May 15, 2015 (expected)

Chief Academic Officer: _____

April 15, 2015

SIGNATURE

DATE

[UCA form updated 2014-02-05]

Notification: New Graduate Certificate in Spanish

The Department of World Languages, Literatures, and Cultures has developed a new graduate certificate (GC) in Spanish. The new GC is a non-thesis, non-comprehensive exam course of study designed to provide professionals who desire post-baccalaureate credit and experience with the opportunity of improving their oral and written Spanish through the study of literary, cultural, and linguistic topics. Those enrolled in this program will take classes with students enrolled in the existing Master of Arts program in Spanish, and upon completion of the certificate they will have the choice of continuing toward the MA if they meet eligibility requirements.

The new GC is intended to increase graduate Spanish enrollment, targeting those who desire to pursue graduate work without the need or desire to complete a master's degree. These individuals will often be current or future secondary Spanish teachers who in local counties such as Faulkner and Pulaski can receive salary increases for each additional block of 12 credits beyond the bachelor's degree. Advanced training of Spanish teachers allows them to be better equipped to instruct and motivate young learners of Spanish in and around central Arkansas. The new GC will also benefit others not working directly in the field of education to gain advanced skills, allowing them to be more effective community leaders and resources.

The GC will require 15 hours of course work. Implementing the program requires no new courses and no additional resources.

All appropriate committees, councils, and administrators have recommended approval of the new certificate program, and the provost and president have approved it.

Supporting materials (following pages): (1) UCA Curriculum Form 3, (2) ADHE Form LON-10

UNIVERSITY OF CENTRAL ARKANSAS
New Program Transmittal Form

Department World Languages, Literatures, and Cultures (Spanish Program) Date 1 Nov 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):

Graduate Certificate in Spanish

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

The Graduate Certificate in Spanish is a non-thesis, non-comprehensive exam course of study designed to provide professionals who desire post-baccalaureate credit and experience with the opportunity of improving their oral and written Spanish through the study of literary, cultural, and linguistic topics. Those enrolled in this program will take classes with students enrolled in the existing Master of Arts in Spanish, and upon completion of the certificate will have the choice of continuing toward the MA if they meet eligibility requirements.

Proposed effective date for new program (term and year): Fall 2015

Program recommended by

[Signature] 12/8/2014
 Department Curriculum Committee Date

Professional Education Council Date

Director of Assessment Date

General Education Council Date

Phillip Bailey 12-8/2014
 Department Chair Date

Undergraduate Council Date

[Signature] 12/11/2014
 College Curriculum & Assessment Committee Date

Adam Ballan 2/19/15
 Graduate Council Date

[Signature] 12/16/14
 College Dean Date

[Signature] 3/26/15
 Council of Deans Date

Program approved by

[Signature] 4/3/2015
 Provost Date

Program recorded by

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

LETTER OF NOTIFICATION – 10
GRADUATE CERTIFICATE PROGRAM

(12–18 Semester Credit Hours)

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn
Associate Provost

3. Phone number/e-mail address

(501) 450-3126
jona@uca.edu

4. Proposed effective date

Fall 2015

5. Name of proposed graduate certificate program

Graduate Certificate (GC), Spanish

6. Proposed CIP Code

16.0905. The new graduate certificate is 100% embedded in the existing MA program in Spanish (CIPC: 16.0905; degree code: 5480).

7. Reason for proposed program implementation

The new graduate certificate is proposed for two reasons:

- a. To increase enrollment in the Spanish graduate program – which currently offers an MA in Spanish – targeting those who desire to pursue graduate work without the need or desire to complete a master's degree. These individuals will often be current or future secondary Spanish teachers who in local counties such as Faulkner and Pulaski can receive salary increases for each additional block of 12 credits beyond the bachelor's degree.
- b. In terms of community benefit, after finishing this certificate, the secondary teachers mentioned above will be better equipped to instruct and motivate young learners of Spanish in and around central Arkansas. In addition, other certificate completers not working directly in the field of education will gain skills allowing them to be more effective community leaders and resources.

8. Provide the following:

a. Curriculum outline

The Graduate Certificate in Spanish requires completion of fifteen (15) semester hours at the graduate level, as follows:

- (1) Three (3) hours (one course) selected from the following core courses required of MA students:

SPAN 5315 Spanish Literature and Culture

SPAN 5345 Spanish American Literature and Culture

SPAN 5340 History of the Spanish Language

- (2) A minimum of six (6) hours of SPAN courses at the 6000-level (see elective list below)
- (3) Another six (6) elective hours at either the 5000 or 6000 level. These hours may be taken in the Spanish Program or, depending on the student's interests, may include a maximum of one course (3 credits) outside the program, such as a course toward the ESL endorsement (WLAN 5315, 5325, or 5330), or a graduate course in English or History.

Elective Courses to satisfy categories 2 and 3 above:

SPAN 5350 Intro to Spanish Linguistics

SPAN 6301 Applied Spanish Linguistics

SPAN 6330 Hispanic Author Seminar

SPAN 6335 Seminar on Literary Genre

SPAN 6340 Seminar on Garcia Marquez

SPAN 63 80 Thesis Research

SPAN 6395 Studies in Spanish Literature

SPAN 6396 Hispanic Studies

SPAN 6397 Topics in Advanced Spanish Linguistics

Courses taught in English (no more than 3 hours credit toward the certificate):

WLAN 5315 Methods of Teaching Second Languages

WLAN 5325 Second Language Acquisition

WLAN 5330 Second Language Assessment

Completers of the GC curriculum will be able, should they wish to do so, to apply the credits earned in the GC to completion of UCA's MA program in Spanish.

b. Total semester credit hours required for proposed program (program range: 12–18 semester credit hours)

15 semester credit hours

c. New courses with descriptions

N/A (no new courses)

d. Program goals and objectives

The main goals and objectives of the new Graduate Certificate in Spanish are not only to increase enrollment in our graduate program, but to provide the students enrolling in it with the opportunity to learn more about the Spanish language in its various literary, linguistic, and cultural manifestations. This will equip certificate completers with valuable skills to increase their positive impact in the community, including local schools, businesses, and public service entities.

e. Expected student learning outcomes

Students completing this certificate program will improve their oral and written Spanish through the study of literary, cultural, and linguistic topics.

f. Documentation that program meets employer needs

Available at the URLs below are the pay scales of the Conway and Little Rock School Districts documenting that teachers with at least 12 graduate hours of study in their disciplines receive an average of approximately \$1,600 extra per year in salary.

<http://www.conwayschools.org/salary-schedules.html>

<http://www.lrsd.org/drupal/?q=node/42>

g. Student demand (projected enrollment) for proposed program

A recent survey conducted among secondary Spanish teachers in Arkansas showed that approximately 89% of those inclined to pursue a graduate certificate would consider enrolling in UCA's proposed Graduate Certificate in Spanish. It is projected that approximately four (4) students would complete the certificate per annum.

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

The following schools are examples of institutions offering a graduate certificate in the field of Spanish. They were mostly considered in reference to the number of credits required for the certificate, not with the aim of developing the overall structure of the proposed Graduate Certificate in Spanish at UCA, which is based on the current course offerings in the existing MA program in Spanish:

Emory University: Graduate Certificate in Spanish, 16 credits

University of North Carolina at Wilmington: Graduate Certificate in Hispanic Studies, 18 credits

University of Texas at San Antonio: Graduate Certificate in Spanish Translation Studies, 15 credits

University of Louisville: Graduate Certificate in Spanish Translation, 21 credits

i. Scheduled program review date (within 10 years of program implementation)

AY 2024–2025. The GC will be reviewed with the MA in Spanish.

9. Provide documentation that proposed program has received full approval by licensure/certification entity, if required.

N/A

10. Institutional curriculum committee review/approval date

Undergraduate/Graduate Council: 2015-02-19

Council of Deans: 2015-03-26

11. Will this program be offered on-campus, off-campus, or via distance delivery? Indicate mode of distance delivery.

On campus

12. Identify off-campus location, if applicable. Provide a copy of e-mail notification to other institutions in the area of the proposed off-campus program offering and their responses; include your reply to the institutional responses.

N/A

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

If requested.

President/Chancellor Approval Date: April 20, 2015Board of Trustees Notification Date: May 15, 2015 (expected)

Chief Academic Officer:

April 3, 2015

SIGNATURE

DATE _____

[UCA form updated 2014-02-05]

Notification: Reconfiguration, BBA in Management Information Systems

The Department of Management Information Systems in the College of Business has proposed, in collaboration with the Department of Computer Science in the College of Mathematics and Natural Sciences, a reconfiguration of the existing BBA in Management Information Systems to create an additional program – a BS in Information Systems. The existing BBA program will not be altered by this reconfiguration.

The BS in Information Systems is an interdisciplinary degree that combines a business curriculum with technology courses from Computer Science (CS) and Management Information Systems (MIS). While several universities have a BS degree in Information Systems (IS) or Information Technology (IT), this degree is significantly different in that it is a true hybrid, reflecting both business and technology dimensions. Other degrees – including the IS, IT, and CS degrees in Arkansas universities – are almost entirely technical in nature, with limited or no business courses. This degree was conceived and developed as a joint effort of both the MIS and Computer Science departments and is a reflection of widely expressed external stakeholder demand, in particular employers who hire technology graduates. Given that it will be the only such program in the state, it is expected to draw interest from many students who might not initially consider UCA. No new courses are required for this degree, limiting additional necessary resources. All courses required in this degree are ones currently being taught.

Surveyed students express great interest in the program, and the following potential employers of program graduates wrote letters of strong support: Acxiom Corporation, ArcBest Technologies, Dillard's IT, Hewlett-Packard, Arkansas Venture Center, Euronet Worldwide, FIS, RockTenn, USABLE.

All appropriate university committees, councils, and administrators have recommended approval of the new program, and the provost and president have approved it.

Supporting materials (following pages): (1) UCA Curriculum Form 3, (2) Curriculum Outline for the BS in Information Systems

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

Department Management Information Systems Date 12/22/2014

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

Bulletin title of program (brief):



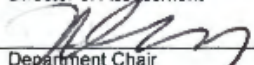

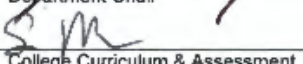
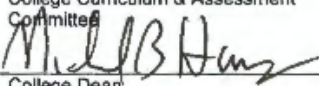
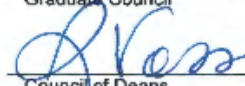
BS in Information Systems

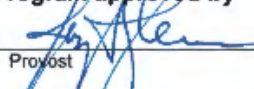
Brief description of program (attach additional documentation as required):

The BS in Information Systems is a new interdisciplinary degree that combines a business curriculum with technology courses from Computer Science (CS) and Management Information Systems (MIS). While several universities have a BS degree in Information Systems (IS) or Information Technology (IT), this degree is significantly different in that it is a true hybrid, reflecting both business and a technology dimensions. Other degrees, including the IS, IT and CS degrees in Arkansas universities, are almost entirely technical in nature, with limited or no business courses. This degree was conceived and developed as a joint effort of both the MIS and Computer Science Departments and is a reflection of widely expressed external stakeholder demand, in particular employers who hire technology graduates. Given that it is the only such program in the state, it is expected to draw interest from many students who might not initially consider UCA. No new courses are required for this degree, limiting additional necessary resources. All courses required in this degree are ones currently being taught.

Attachments: P-1 Proposal (with curriculum, letters of recommendation, etc.).

Proposed effective date for new program (term and year): Spring 2016

Program recommended by			
	Date <u>1-12-15</u>	Professional Education Council	Date
	Date <u>3-20-15</u>	General Education Council	Date
	Date <u>1/12/15</u>		Date <u>3-17-15</u>
	Date <u>2/5/15</u>	Graduate Council	Date
	Date <u>2/19/15</u>		Date <u>3-26-15</u>

Program approved by	Date	Program recorded by	Date
	<u>4/1/2015</u>	Undergraduate/Graduate Studies, Registrar	

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

Curriculum Outline: BS in Information Systems

The proposed program more than doubles the number of required business courses that are required in programs at other universities as mentioned. In addition, it includes between 9 and 30 hours in MIS, depending on the actual courses chosen in the major (many offer a choice between a CS or MIS course). This curriculum contains no new courses; all courses are currently offered, and many are courses required in either the CS or the MIS major. The curriculum is highlighted by a required minor in computer science.

Total credit hours required for the degree: 120 (Computer Science minor required)

9.2.1 General Education /UCA Lower-Division Core (38–39 credit hours)

Students will select the following courses in the relevant categories to fulfill UCA Core requirements:

MATH 1395 Applied Calculus for Business and Economics **or** MATH 1491 Applied Calculus for the Life Sciences
ECON 2321 Microeconomics
MGMT 2301 Business Communication
ECON 2310 Global Environment of Business

9.2.2 Business Requirements (24 credit hours)

ECON 2320 Macroeconomics
ACCT 2310 Accounting I
MATH 2311 Statistical Methods I **or** QMTH 2330 Business Statistics
ACCT 2321 Legal Environment of Business
MIS 3321 Managing Systems and Technology
FINA 3330 Managing Finance and Capital
MGMT 3340 Managing People and Work
MKTG 3350 Principles of Marketing

9.2.3 Required Minor in Computer Science (20 credit hours)

9.2.4 Information Systems Requirements (28 credit hours)

CSCI 3190 Social Implications of Technology
MIS 3365 Database Applications **or** CSCI 3360 Database Systems
MIS 3363 Telecommunications and Computer Networks I **or** CSCI 3335 Networking
CSCI 3381 Object-Oriented Software Development with Java **or** MIS 4339 Programming In Java II
MIS 3328 Systems Analysis and Design
CSCI 3375 Internship in Computer Science **or** MIS 3382 Internship in Management Information Systems (or one advanced CS/MIS course approved by chair); a maximum of six hours of internship may count for the degree
MIS 4360 Principles of Information Security **or** CSCI 4315 Information Security
MIS 4355 Project Management
Advanced Application Elective:
CSCI 4305 Linux/Unix Systems **or** CSCI 4365 Web Technology **or** CSCI 4370 Data Mining **or** MIS 4329 Database Management Systems **or** MIS 4366 E-Commerce and Advanced Website Development **or** MIS 4367 Advanced Web Design with Databases

3 hours advanced course electives in CSCI/MIS/QMTH (or MATH 3311 Statistical Methods II or WRTG 3310 Technical Writing or a second internship)

9.2.5 Electives (9–10 credit hours to bring total degree hours to 120)

Notification: Changes in Teacher Preparation Programs in Special Education and Reading

The Department of Elementary, Literacy, and Special Education has undertaken two program revisions and development of a new licensure-endorsement program of study:

(1) Revision of the existing Instructional Specialist P–4 endorsement program to meet requirements of the new Early Childhood/Special Education Integrated Birth–Kindergarten endorsement.

(2) and (3) Revision of the existing MSE in Reading and development of a program of study – embedded in the MSE program – for the Dyslexia Therapist endorsement.

The current ADE/ADHE approved MSE in Reading at the University of Central Arkansas is a 30 credit hour online program designed to provide advanced knowledge and skills in the discipline of reading while also meeting requirements for the Arkansas Reading Specialist License.

Without compromising program quality, increasing the program credit hours (30 hours), or altering the approved program delivery mode (online), UCA has revised the current graduate reading program in an effort to (1) update and streamline program content to reflect advanced knowledge and skills a reading specialist should possess to be effective in today’s educational setting, (2) prepare professionals to meet the educational and social/emotional needs of students with dyslexia and other reading disabilities, and (3) better meet the new ILA standards. While graduates of the revised MSE in Reading who hold an Arkansas teaching license will be eligible for both the Arkansas Reading Specialist License K–12 and the new Arkansas Dyslexia Therapist Endorsement K–12, candidates wishing to pursue only the endorsement for the Dyslexia Therapist may do so by completing the 15-hour program of study embedded in the proposed revision of the MSE. As is currently the case, eligibility for the Arkansas Reading Specialist license continues to require the completion of the MSE.

In addition to alignment with the *International Literacy Association (ILA) Standards* (i.e., *Arkansas Competencies for Reading Specialist, K–12*), and *Arkansas Teaching Standards (InTASC)*, the proposed revision is aligned with the *Arkansas Endorsement Competencies for Dyslexia Therapist K–12*, *International Dyslexia Association Standards*, and *Arkansas Teacher Excellence Support System (TESS)* to prepare highly qualified, effective, and dedicated professionals prepared to meet the diverse needs of students who struggle in reading and literacy development.

All appropriate councils and administrators have recommended adoption of these changes, and the provost and president have approved them.

Supporting materials (following pages): (1) For the Early Childhood/Special Education B–K endorsement: UCA Curriculum Form 2-A and ADHE Form LON-E; (2) for the Reading program revision and Dyslexia Therapist endorsement: UCA Curriculum Forms 2-A (two forms) and ADHE Form LON-E

Documentation for B-K Endorsement

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 1-30-2015

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

☒ Change in semester credit hour requirements for a major or minor

Current requirement 18 hours Proposed requirement 15 hrs - min. hrs. required by ADE for endorsement

☐ 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 Instructional Specialist P-4 endorsement program to meet requirements for new Early Childhood/Special Education Integrated B-K endorsement; program hours reduced from 18 credit hours to 15 credit hours.**

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

Proposed effective date of change (term and year): _____

Change recommended by			
<u>Shoudongfeng</u>	<u>2-20-15</u>	<u>Boudin</u>	<u>3-31-15</u>
Department Curriculum Committee	Date	Professional Education Council	Date
<u>Kalmeen Alkhi</u>	<u>2-20-15</u>		
Department Chair	Date	General Education Council	Date
<u>Shoudongfeng</u>	<u>3-13-15</u>		
College Curriculum & Assessment Committee	Date	Undergraduate Council	Date
<u>Boudin</u>	<u>3-31-15</u>	<u>Stephen L. Bell</u>	<u>4/16/15</u>
College Dean	Date	Graduate Council	Date
		<u>Voss</u>	<u>4/29/15</u>
		Council of Deans	Date
Change approved by		Change recorded by	
<u>Shoudongfeng</u>	<u>5/3/2015</u>	<u>REC'D</u>	
Provost	Date	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

Telephone: (501) 450-5441

Email: katkins@uca.edu

4. Name of Education Certificate or Degree / Program Level

REVISION of graduate level endorsement program of study (embedded in the MSE, Special Education)

Existing program: Early Childhood/Special Education Instructional Specialist P–4 Endorsement Program

Resulting program: Early Childhood/Special Education Integrated B–K Endorsement Program

5. Proposed Effective Date

Fall 2015/Spring 2016

6. Current CIP Code

13.1001

7. Description of Program Changes

Recently Arkansas approved a change in the two teaching licenses related to the discipline of special education (*Early Childhood Instructional Specialist P-4* and *Instructional Specialist 4-12*) to new licenses entitled *K–12 Special Education* and *Early Childhood/Special Education Integrated Birth–K*. While the new *K–12 Special Education* license is designed for teachers who work with students with disabilities in kindergarten through 12th grade, the focus of new Arkansas *Early Childhood/Special Education Integrated Birth–K* license is for professionals who desire to work with typical or atypical children (those with disabilities) from birth through five years of age. The existing Early Childhood Instructional Specialist P–4 Endorsement Program at the University of Central Arkansas is an 18 credit on-line program designed to provide knowledge and skills in the discipline of early childhood special education, while also meeting requirements for the *Arkansas Instructional Specialist P–4* license. The proposed revision of UCA’s Early Childhood Instructional Specialist P–4 Endorsement Program is necessary to meet the licensure requirements for the new Arkansas *Early Childhood/Special Education Integrated Birth–K* license. In addition to revising the program to meet the Arkansas *Competencies for Early Childhood/Special Education Integrated B-K Teachers*, the proposed program revision includes transitioning from an 18-credit-hour program of study to a 15-credit-hour program of study as approved by the Arkansas Department of Education (ADE) for this endorsement area. The reduction in endorsement program hours allows us to safeguard program viability by being

closely aligned with other 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:

Distance Technology Program (*Note:* Revision of existing approved distance technology program. Not a new program.)

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

MSE, Special Education

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

See <uca-sped-bk-endorsement-2-ade-document.docx>.

President/Chancellor Approval Date: May 5, 2015

Board of Trustees Notification Date: May 15, 2015 (expected)

Chief Academic Officer: _____ May 3, 2015
SIGNATURE DATE

UNIVERSITY OF CENTRAL ARKANSAS
Proposal for Curriculum Change: Action Item

☐ GENERAL EDUCATION COUNCIL☐ UNDERGRADUATE COUNCIL☒ GRADUATE COUNCILDepartment/program area Elementary, Literacy, and Special EducationDate 1-30-2015**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 M.S.E. in Reading; While courses will not be deleted from course listing at this time, ELSE 6342, ELSE 6344, and elective in current M.S.E., are removed in the proposed revision.**

Required documentation: attach documents detailing and justifying the proposed curricular change.Proposed effective date of change (term and year): Fall 2015/Spring 2016

Change recommended by		Change approved by	
<u>Shondoye</u>	<u>2/20/15</u>	<u>Jon Fleem</u>	<u>5/3/2015</u>
Department Curriculum Committee	Date	Propost	Date
<u>Kathleen Atkins</u>	<u>2-20-15</u>		
Department Chair	Date		
<u>Shelly Abbott</u>	<u>3-13-15</u>		
College Curriculum & Assessment Committee	Date		
<u>Shondoye</u>	<u>3-31-15</u>		
College Dean	Date		
<u>Shondoye</u>	<u>3-31-15</u>		
Professional Education Council	Date		
<u>Shondoye</u>	<u>3-31-15</u>		
General Education Council	Date		
<u>Shondoye</u>	<u>3-31-15</u>		
Undergraduate Council	Date		
<u>Shondoye</u>	<u>3-31-15</u>		
Graduate Council	Date		
<u>Shondoye</u>	<u>3-31-15</u>		
Council of Deans	Date		
<u>Shondoye</u>	<u>3-31-15</u>		
Undergraduate/Graduate Studies, Registrar	Date		

REC'D

APR 01 2015


ORIGINAL
 Page 1 of 3

UNIVERSITY OF CENTRAL ARKANSAS
Proposal for Curriculum Change: Action Item

☐ GENERAL EDUCATION COUNCIL☐ UNDERGRADUATE COUNCIL☒ GRADUATE COUNCILDepartment/program area Elementary, Literacy, and Special EducationDate 1-30-2015**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): Approval of the new Arkansas Dyslexia Therapist Endorsement program; program requirements are embedded in the revision of the M.S.E. in Reading**Required documentation: attach documents detailing and justifying the proposed curricular change.**Proposed effective date of change (term and year): Fall 2015/Spring 2016

Change recommended by		Change recorded by	
<u>Shoudong Peng</u>	<u>2/20/15</u>	<u>Bourden</u>	<u>3-31-15</u>
Department Curriculum Committee	Date	Professional Education Council	Date
<u>Kathleen Atkins</u>	<u>2-20-15</u>		
Department Chair	Date	General Education Council	Date
<u>Shelly Abbott</u>	<u>3-13-15</u>		
College Curriculum & Assessment Committee	Date	Undergraduate Council	Date
<u>Bourden</u>	<u>3-31-15</u>	<u>Stephen W. Belen</u>	<u>4/16/15</u>
College Dean	Date	Graduate Council	Date
		<u>R. Voss by J. Ag</u>	<u>4/28/2015</u>
		Council of Deans	Date
Change approved by			
<u>[Signature]</u>	<u>5/3/2015</u>		
Provost	Date	Undergraduate/Graduate Studies, Registrar Date	

REC'D

APR 01 2015



ORIGIN
 Page 1 of 3

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

Telephone: (501) 450-5441

Email: katkins@uca.edu

4. Name of Education Certificate or Degree / Program Level

MSE, Reading

Revision of the MSE in Reading to better align with ILA Standards and to meet requirements for the new Arkansas Endorsement in Dyslexia Therapist

5. Proposed Effective Date

Fall 2015/Spring 2016

6. Current CIP Code

13.1315

7. Description of Program Changes

The current ADE/ADHE approved MSE in Reading at University of Central Arkansas is a 30 credit hour on-line program designed to provide advanced knowledge and skills in the discipline of reading while also meeting requirements for the Arkansas Reading Specialist License. Without compromising program quality, increasing the program credit hours (remains at 30 hours), or altering the approved program delivery mode (on-line), UCA proposes to revise the current graduate reading program in an effort to (1) update and streamline program content to reflect advanced knowledge and skills a reading specialist should possess to be effective in today's educational setting, (2) prepare professionals to meet the educational and social/emotional needs of students with dyslexia and other reading disabilities, and (3) to better meet the new ILA standards. While graduates of the proposed revised MSE in Reading who hold an Arkansas teaching license will be eligible for both the Arkansas Reading Specialist License K-12 and the new Arkansas Dyslexia Therapist Endorsement K-12, candidates wishing to pursue only the Dyslexia Therapist Endorsement K-12 may do so by completing the 15 hour program of study embedded in the proposed revision of the MSE. As is currently the case, eligibility for the Arkansas Reading Specialist license continues to require the completion of the MSE.

8. Mode of Delivery

Distance Technology Program (*Note: Revision of existing approved distance technology program. Not a new program.*)

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-mse-reading-dyslexia-2-ade-document.docx>.

President/Chancellor Approval Date: May 5, 2015

Board of Trustees Notification Date: May 15, 2015 (expected)

Chief Academic Officer: _____ May 3, 2015

SIGNATURE

DATE

Notification: Name Change for Department of World Languages, Literatures, and Cultures

The Department of World Languages, Literatures, and Cultures has proposed that the department's name be changed to Department of Languages, Linguistics, Literatures, and Cultures. The request is based primarily on the move of the BA program in linguistics and its faculty to the department.

All appropriate councils and administrators have reviewed this proposal and have recommended that the change be approved, and the provost and president have approved it.

Supporting materials (following pages): (1) UCA Curriculum Form 2-A, (2) ADHE Form LON1

UNIVERSITY OF CENTRAL ARKANSAS
Proposal for Curriculum Change: Action Item

☐ GENERAL EDUCATION COUNCIL☒ UNDERGRADUATE COUNCIL☐ GRADUATE COUNCILDepartment/program area World Languages, Literatures, and CulturesDate 1-30-2015**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): Change name of Department to "Languages, Linguistics, Literatures, and Cultures"

Required documentation: attach documents detailing and justifying the proposed curricular change.Proposed effective date of change (term and year): July 1, 2015

Change recommended by	
<u>[Signature]</u> Department Curriculum Committee	<u>2/5/15</u> Date
<u>[Signature]</u> Department Chair	<u>2-5-15</u> Date
<u>[Signature]</u> College Curriculum & Assessment Committee	<u>3/15/15</u> Date
<u>[Signature]</u> College Dean	<u>3/30/15</u> Date
<u>[Signature]</u> Professional Education Council	<u>4-21-15</u> Date
<u>[Signature]</u> General Education Council	<u>4-21-15</u> Date
<u>[Signature]</u> Undergraduate Council	<u>4-21-15</u> Date
<u>[Signature]</u> Graduate Council	<u>4/29/15</u> Date
<u>[Signature]</u> Council of Deans	<u>4/29/15</u> Date
Change approved by	
<u>[Signature]</u> Provost	<u>5/4/2015</u> Date
Change recorded by	
<u>[Signature]</u> Undergraduate/Graduate Studies, Registrar	<u>5/4/2015</u> Date

NOTE: During the academic year, curriculum change proposals must be received by the appropriate university Council at least one month before the meeting at which action is desired. Summer submissions may not be considered until the fall semester.

LETTER OF NOTIFICATION – 1

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

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

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn
Associate Provost

3. Phone number/e-mail address

(501) 450-3126
jona@uca.edu

4. Proposed effective date

Upon notification

5–6. N/A

7. Current title of organizational unit

Department of World Languages, Literatures, and Cultures (Department code: 1390)

8–9. N/A

10. Proposed name of organizational unit

Department of Languages, Linguistics, Literatures, and Cultures (Department code: 1390 [no change])

11–12. N/A

13. Reason for proposed action

The faculty has proposed this name change to better reflect the programs in the department, in light of the move of the BA in Linguistics (and its faculty) to the department.

President/Chancellor Approval Date: May 11, 2015

Board of Trustees Notification Date: May 15, 2015 (expected).

Chief Academic Officer: _____

May 4, 2015

SIGNATURE

DATE

[UCA form updated 2014-02-05]

EXECUTIVE SESSION

Executive session, for the purpose of reviewing appointments, adjustments, resignations and other personnel matters, was unanimously declared upon motion by Bobby Reynolds with a second by Kay Hinkle.

OPEN SESSION

The following motion made by Elizabeth Farris with a second by Bobby Reynolds was unanimously approved:

“I move that all appointments, adjustments to salary and title, resignations and other matters set forth on the personnel list and the addendum discussed in executive session be approved.

I also move that the incentive agreement for Dr. Brad Teague discussed in executive session be approved.

Finally, I move that the employment agreement for the president be modified to (a) extend the term to June 30, 2017 and (b) revise the provision on the president’s home as presented in executive session and discussed by the board so that he may live in a private residence and not be required to live in the president’s home. These provisions are to be included in a second addendum to his employment agreement, and by this motion if adopted, the chair of the board is authorized to execute such addendum on behalf of the board.”

ADJOURNMENT

There being no further business to come before the board, the meeting was adjourned upon motion by Kay Hinkle and second by Shelia Vaught.

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

**Brad Lacy
Chair**

**Elizabeth Farris
Secretary**