

The University of Central Arkansas Board of Trustees convened in a regularly scheduled meeting at 10:00 a.m. Friday, February 10, 2017, in the Board of Trustees Conference Room in Wingo Hall with the following officers and members present:

Chair:	Ms. Elizabeth Farris
Vice Chair:	Mr. Joe Whisenhunt
Secretary:	Mr. Bunny Adcock
	Ms. Kay Hinkle
	Mr. Brad Lacy
	Rev. Cornell Maltbia
	Ms. Shelia Vaught

### **INTRODUCTIONS**

Ms. Farris welcomed Rev. Maltbia to the board and also welcomed President Davis.

### **REPORTS**

President's Report – President Davis thanked everyone for the warm welcome and stated that he already attended many events on campus.

Financial Update - Ms. Diane Newton, Vice President for Finance and Administration, presented a financial update, which is attached to the original minutes.

Audit and Finance Committee – Mr. Bunny Adcock, chair of the Audit and Finance Committee, updated the board on the committee's February 9 meeting. He reported on the internal audit plan for 2017, and the key and card policy revisions.

### **MINUTES**

Minutes of the December 9, 2016, board meeting were unanimously approved as submitted upon motion by Shelia Vaught and second by Kay Hinkle.

### **ACTION AGENDA**

#### **Resolution of Appreciation – Shelia Vaught**

The following resolution was unanimously adopted upon motion by Bunny Adcock and second by Joe Whisenhunt:

## RESOLUTION OF APPRECIATION

WHEREAS, Shelia Vaught of Little Rock, Arkansas, was appointed to the Board of Trustees of the University of Central Arkansas by the Governor of the State of Arkansas, Mike Beebe, in January 2013 for a term of seven years; and

WHEREAS, Mrs. Vaught graduated from the University of Central Arkansas (then State College of Arkansas) in 1971 with a BSE in Social Studies and a minor in English; and

WHEREAS, Mrs. Vaught served as chair of the Board of Trustees in 2016 and attended many University events and functions in her capacity as chair; and

WHEREAS, during her term as chair of the Board, the University made significant progress by (a) completing the construction of the Conway Corporation Center for Sciences; (b) completing the construction of Donaghey Hall; (c) opening the Nabholz Center for Healthcare Simulation; (d) adopting a new strategic plan; (e) hosting an exceptional visit from the Higher Learning Commission; and (f) most significantly, conducting a search for a new president in accordance with the policies of the Board that resulted in the appointment of Dr. Houston Davis as the 11<sup>th</sup> President of UCA; and

WHEREAS, Mrs. Vaught served with honor and distinction and because of her leadership the University had a very successful year in 2016; and

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of the University of Central Arkansas does hereby extend its sincere appreciation and gratitude to Shelia Vaught for her service as chair of the Board of Trustees during 2016; and

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

Adopted this 10th day of February 2017 in Conway, Arkansas.

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Elizabeth Farris  
Chair

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Bunny Adcock  
Secretary

**Resolution of Appreciation – Larry James**

The following resolution was unanimously adopted upon motion by Joe Whisenhunt and second by Kay Hinkle:

**RESOLUTION OF APPRECIATION**

WHEREAS, Larry James began working at the University of Central Arkansas on August 1, 1993 as Director of Public Safety and retired as Associate Vice President and Chief of Police on January 15, 2017; and

WHEREAS, Chief James was responsible for changing the name of the department to the University of Central Arkansas Police Department and was instrumental in the construction of the building where the department is currently located; and

WHEREAS, Chief James (a) is a past-president of the Arkansas Association of Chiefs of Police and for almost 10 years served as the Arkansas representative to the International Association of Chiefs of Police, (b) served for five years as the president of the Arkansas Association of Campus Law Enforcement Administrators, (c) was appointed to the advisory board of the Criminal Justice Institute, (d) focused on having a community-oriented police department, (e) emphasized proper training and preparation, and (f) was instrumental in establishing an emergency notification system for the University; and

WHEREAS, Chief James received a Bachelor of Science in meteorology from San Jose State University and enjoyed utilizing his meteorology background in his role with the University; and

WHEREAS, Chief James served with honor and distinction during his many years of dedicated service and because of his leadership the University has an outstanding police department; and

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of the University of Central Arkansas does hereby extend its sincere appreciation and gratitude to Larry James for his service as Chief of Police; and

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

Adopted this 10th day of February 2017 in Conway, Arkansas.

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Elizabeth Farris  
Chair

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Bunny Adcock  
Secretary

## **Foundation Board Appointment**

The University of Central Arkansas Foundation, Inc. bylaws require one trustee be designated by the board to serve a one-year term on the Foundation's Board of Directors.

### **ARTICLE FIVE**

#### **BOARD OF DIRECTORS**

*A. Powers and Duties: The Board of Directors shall be responsible for exercising all of the powers of the Foundation. The initial Board of Directors shall be designated by the Articles of Incorporation for the Foundation.*

*B. Number of Directors: The number of voting members of the Board of Directors shall be not less than eight (8) persons, nor more than twenty-one (21) persons, with the precise number to be determined by resolution adopted by the Board of Directors.*

*C. Election of Directors: Members of the Board of Directors shall be selected annually by a majority vote of the Board of Directors during the third regular meeting of the calendar year. Nominations for persons to be elected to the Board of Directors shall be made by the Nominating Committee, which shall refer the names of candidates to the Board of Directors for consideration. The new member's term shall commence on the date of the fourth regular meeting of the calendar year, with the retiring member's term expiring the date prior to the fourth regular meeting of the calendar year.*

*D. Terms of Directors: Board members will be limited to two consecutive three-year terms followed by an interim year off the board. After the interim year, a person may be eligible for re-election. So far as it is practicable, terms of the Board members shall be arranged so that approximately one-third (1/3) of the Board members' terms will expire each year.*

*E. Ex officio Directors: In addition to the voting Board of Directors, the following shall be ex officio members of the Board of Directors, serving as non-voting members of the Board of Directors, without a term limit:*

*(1) one member of the Board of Trustees of the University of Central Arkansas, as designated annually by the Board of Trustees;*

*(2) one member of the Board of Directors of the UCA Alumni Association, Inc., as designated annually by the Alumni Association Board of Directors;*

*(3) the President of the University, or its interim; and*

*(4) the Vice President of the University responsible for institutional advancement and development, or its interim.*

*F. Compensation and Reimbursement: Members of the Board of Directors shall not receive compensation for their services as such, but may be reimbursed by the Foundation for any reasonable authorized expenses incurred by them in the performance of their duties as Board members.*

*G. Removal of a Director: Any elected Board member may be removed for cause by a vote of two-thirds (2/3) of the members at a meeting of the Board of Directors, upon notice of charges against him or her given in writing by the Board at least twenty (20) days before action on his or her removal is taken. If any member fails to attend three (3) consecutive regular meetings or at least three (3) of four (4) regular meetings during a one-year period of time, then that member shall be subject to immediate removal by a vote of the majority of the Board of Directors present at the third missed meeting.*

*H. Resignation of Director: The resignation of a Board member for any cause may be accepted by a majority vote of the Board of Directors.*

*I. Vacancies in the Board of Directors: In the event of a vacancy on the Board of Directors caused by death, disability, resignation, removal, or for any other reason whatsoever, the remaining members of the Board of Directors may elect a successor to serve during the unexpired portion of the term of such Board member so vacating his or her office.*

The following resolution was unanimously adopted upon motion by Shelia Vaught and second by Brad Lacy:

**“BE IT RESOLVED: That the Board of Trustees hereby appoints Bunny Adcock to serve on the UCA Foundation Board of Directors through December 2017.”**

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

Arkansas Code Annotated 25-16-901 et seq. provides that boards and commissions may, during their first regularly scheduled meeting of each calendar year, authorize expense reimbursement for each board member for performing official board duties. The law states that the expense reimbursement must not exceed the rate established by state travel regulations for state employees. The law covers expense reimbursement for all board functions. This action is consistent with Board Policy No. 211, Reimbursement of Expenses for Official Board of Trustees Duties, and Arkansas Code Annotated 6-67-102.

The following resolution was unanimously adopted upon motion by Joe Whisenhunt and second by Brad Lacy:

**BE IT RESOLVED: That the Board of Trustees approves the following statement concerning reimbursement of expenses for official board duties for 2017:**

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

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy Number: 211

Subject: Reimbursement of Expenses for Official Board of Trustees Duties

Date Adopted: 10/92 Revised: 02/96

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

**Right-of-way and Easement to City of Conway**

Conway Corporation installed utilities for the property leased to Antioch Baptist Church (Perspective Baptist Ministry Building) on College Avenue. The City of Conway is requesting that the university grant a 15-foot-wide right-of-way and easement for purposes of utilities provided by Conway Corporation. The easement is on the southern border of the property as well as in the parking lot adjacent to the property. A survey has been obtained, and the UCA Physical Plant has reviewed the easement and verified that the utilities are located in the designated areas.

The following resolution was unanimously adopted upon motion by Bunny Adcock and second by Brad Lacy:

**“BE IT RESOLVED: That the Board of Trustees authorizes the administration to grant to the City of Conway the right-of-way and easement for utilities provided by Conway Corporation, and the president and 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 documents, agreements, and instruments as are necessary and required to grant the right-of-way and easement.”**

## **Contract Review Procedures – Board Policy No. 416**

Pursuant to Board Policy No. 416, Contract Review Procedures, the administration must seek board approval for any contract that requires the university to expend funds, at any time, in excess of \$250,000 or any contract with a term exceeding one year, unless the Office of General Counsel certifies, in writing, that the contract (a) may be terminated by the university on the giving of written notice of 90 days or less or (b) will not require the university to expend funds in excess of \$99,999.

The administration is seeking board approval for the university to enter into a contract with the following company:

- Aramark Educational Services, LLC

The following resolution was unanimously adopted upon motion by Joe Whisenhunt and second by Kay Hinkle:

**“BE IT RESOLVED: That the Board of Trustees authorizes the administration to enter into a contract with the company/organization listed above.”**

### **UNIVERSITY OF CENTRAL ARKANSAS**

#### ***REASON FOR REQUIRING BOARD REVIEW AND ACTION (Board Policy No. 416)***

Contract involving more than \$250,000

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#### **SUMMARY**

1. Parties: Agreement between the University of Central Arkansas and Aramark Educational Services, LLC (Aramark).
2. Purpose: Food Service Agreement.
3. Term: The Board of Trustees approved the original contract in April 2012. The contract was effective June 1, 2012, and is renewable for up to 10 years. The Board approved revisions in May 2013, February 2014, February 2015, and February 2016.
4. University Funds to be Paid: Under the terms of the contract, Aramark and UCA mutually agree upon an appropriate increase to the board plan rates, utilizing the most recent 12-month increases in the October Consumer Price Index for All Urban Consumers (CPI-U). If the indices are equal to or greater than 3.0%, Aramark is entitled to a minimum board plan rate increase of 3.5%. The October 2014 CPI-U

was only 2.4%; therefore, the proposed agreed upon rate increase is 2.81%. The university's failure to meet the required minimum number of meal plan participants also contributed to the rate increase. The increases are reflected in the attached schedule.

5. Funds Received: No revisions.
6. Public Bid/Purchasing Approval: N/A.
7. Special Provisions/Terms/Conditions: The accrual rate on the renovation fund is also being reduced from 1.61% to 1.5%.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel

Date: January 30, 2017



**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

**Policy Number: 416**

Subject: Aramark Food Services contract rates  
Date Adopted: 3/94 Revised: Passim (most recent 2/15)

**TERM**

**Fall & Spring**

*Semester Meal Rates*

	<b>2017-18 Proposed</b>	<b>2016-17 (Current)</b>	<b>Change</b>	<b>%</b>
Total Access with \$50 Dining Dollars	\$8.53	(\$8.30)	\$0.23	2.77%
Any 15-meals per week with \$100 Dining Dollars	\$8.01	(\$7.79)	\$0.22	2.82%
Senior Plan 75 Block + \$500 Dining Dollars	\$4.99	(\$4.85)	\$0.14	2.89%
220 Block Plan with \$50 Dining Dollars	\$9.58	(\$9.32)	\$0.26	2.79%
140 Block + \$160 Dining Dollars	\$7.41	(\$7.21)	\$0.20	<u>2.77%</u>

**Overall Average Per Meal Rate Increase**

**2.81%**

**GROUP**

**Meal**

	<b>2017-18 Proposed</b>	<b>2016-17 (Current)</b>	<b>Change</b>	<b>%</b>
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Causal Meals

Breakfast*	\$8.09	(\$7.82)	\$0.27	3.45%
Brunch*	\$10.02	(\$9.68)	\$0.34	3.51%
Lunch*	\$10.90	(\$10.53)	\$0.37	3.51%
Dinner*	\$11.63	(\$11.24)	\$0.39	<u>3.47%</u>

**Overall Average Causal Meal Rate  
Increase**

**3.49%**

**Certification of Sufficient Appropriations and Fund Balances**

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

The following resolution was unanimously adopted upon motion by Bunny Adcock and second by Joe Whisenhunt:

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

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

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

I understand that appropriations authorized by the General Assembly and fund balances shall be monitored by the Board of Trustees and the president of this institution to ensure that resources are available, or will become available, to pay the obligations of this institution and that no obligations are incurred that exceed available appropriations and funds.

Therefore, I certify that as of December 31, 2016, I have verified that sufficient appropriations and funds are available, or will become available, to pay the obligations of this institution of higher education and all other current obligations to be paid from the appropriations and the funds.

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

\_\_\_\_\_  
Ms. Elizabeth Farris, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Houston D. Davis, President  
University of Central Arkansas

\_\_\_\_\_  
Date

**Distinguished Professor Emeritus Awards**

The Faculty Emeritus Committee has unanimously recommended that two retired UCA professors, Mr. Roy Whitehead and Dr. Jim Shelton, receive the status of Distinguished Professor Emeritus. The professors were nominated for the honor by the faculty in their respective departments and have the support of all appropriate academic councils and 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 recommendation that Mr. Roy Whitehead and Dr. Jim Shelton receive the honor of Distinguished Professor Emeritus.”**

**RESOLUTION**

**WHEREAS**, Mr. Roy Whitehead served as professor of accounting in the Department of Accounting at the University of Central Arkansas from 1985 to 2014; and

**WHEREAS**, Mr. Roy Whitehead served as University General Counsel for five years during his tenure at the University of Central Arkansas; and

**WHEREAS**, Mr. Roy Whitehead authored the university’s NCAA strategic plan for advancement from Division II to Division I; and

**WHEREAS**, Mr. Roy Whitehead was recommended unanimously by the tenured faculty of the Department of Accounting; and

**WHEREAS**, Mr. Roy Whitehead was unanimously recommended to receive the Distinguished Professor Emeritus Award by the Faculty Emeritus Committee;

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of the University of Central Arkansas does hereby bestow the honor and status of Distinguished Professor Emeritus on Mr. Roy Whitehead in recognition of his leadership in and his service to the Department of Accounting at the University of Central Arkansas; and

**BE IT FURTHER RESOLVED**, that this resolution be made part of the minutes of the February 10, 2017, University of Central Arkansas Board of Trustees meeting.

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Elizabeth Farris  
Chair

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Bunny Adcock  
Secretary

### **RESOLUTION**

**WHEREAS**, Dr. Jim Shelton served as professor of philosophy in the Department of Philosophy and Religion, formerly the Department of Philosophy, at the University of Central Arkansas from 1972 to 2015; and

**WHEREAS**, Dr. Jim Shelton served as chair of the Department of Philosophy and Religion from 1986 to 2008; and

**WHEREAS**, Dr. Jim Shelton created and supervised the first full international exchange program with the Soviet Union/Russia at the University of Central Arkansas; and

**WHEREAS**, Dr. Jim Shelton was recommended unanimously by the tenured faculty of the Department of Philosophy and Religion; and

**WHEREAS**, Dr. Jim Shelton was unanimously recommended to receive the Distinguished Professor Emeritus Award by the Faculty Emeritus Committee;

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of the University of Central Arkansas does hereby bestow the honor and status of Distinguished Professor Emeritus on Dr. Jim Shelton in recognition of his leadership in and his service to the Department of Philosophy and Religion at the University of Central Arkansas; and

**BE IT FURTHER RESOLVED**, that this resolution be made part of the minutes of the February 10, 2017, University of Central Arkansas Board of Trustees meeting.

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Elizabeth Farris  
Chair

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Bunny Adcock  
Secretary

**NOTIFICATIONS/DELETIONS**

**Notification: Program Name Change: BS in Medical Technology to BS in Medical Laboratory Science**

Based on the recommendation of the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), the Department of Health Sciences has requested that the name of UCA's baccalaureate program in Medical Technology be changed to Medical Laboratory Science. NAACLS accredits the professional program at Baptist Health College, UCA's affiliated clinical partner in this program.

The provost and the president have approved this change.

Supporting materials (following pages): (1) UCA Curriculum Form U2-A; and (2) ADHE Form LON-1.

**Undergraduate Curriculum Change: Action Item**

Department/program/concentration: Health Sciences Date: 10-10-16

NOTE: CHANGES APPROVED BY THE PROVOST BEFORE JANUARY 31 WILL BE PUBLISHED IN THE BULLETIN FOR THE NEXT ACADEMIC YEAR.  
If you wish to request an effective date earlier or later than this deadline stipulates, provide details in section III below.

**Check all that apply and supply requested information. Attach required documentation.**

- Change in total semester credit hour requirements for a major/minor Current requirement: \_\_\_\_\_ Proposed: \_\_\_\_\_
- Add/remove required course(s) or change course(s) from an elective to a requirement in a major or minor. (List prefix and number; list multiple courses on the following page.)  
Add: \_\_\_\_\_ Remove: \_\_\_\_\_ Change: \_\_\_\_\_
- Add/remove elective course(s) or 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.\* (List prefix and number; list multiple courses on following pages.)  
Add: \_\_\_\_\_ Remove: \_\_\_\_\_ Change: \_\_\_\_\_
- Add existing course(s) to the UCA Core. Attach UCA Core Attachment A for each course.  
Course(s) (list prefix and number): \_\_\_\_\_
- Designate existing UCA Core course(s) as Freshmen Year Seminar (FYS). Attach UCA Core Attachment B for each course.  
Course(s) (list prefix and number): \_\_\_\_\_
- Remove course(s) from the Lower-Division UCA Core (list prefix and number): \_\_\_\_\_
- Add/remove course prerequisite(s) when the change affects total hours for a major/minor and/or affects another department or program area.\*  
Course prefix and number: \_\_\_\_\_ Remove: \_\_\_\_\_  
Add: \_\_\_\_\_
- Change level and/or credit value of course. Do the course expectations warrant the change in level or credit value? Justify on page 2 and attach relevant documentation (e.g., syllabus).  
Course prefix: \_\_\_\_\_ Current course number: \_\_\_\_\_ Proposed course number: \_\_\_\_\_ (Consult the registrar for available course number.)
- Remove course(s) from the Bulletin when the change affects total hours and/or affects another department or program area.\* (Note: The course(s) will be inactive for a period of five years, and can be reinstated by submitting Curriculum Form U2-I. After five years, the course(s) will be deleted, and can be reinstated only through the new course proposal process.)  
Course(s) (list prefix and number): \_\_\_\_\_
- Other (specify): Program Name Change : BS in Medical Technology to BS in Medical Laboratory Science

\*If the change affects another department, attach a signed letter from the department's chair describing the impact on the department.  
Does the change affect student financial aid? No Consult Curriculum Attachment C for qualifying changes. If YES, attach Curriculum Attachment C signed by the Director of Financial Aid.

<b>Recommended by Department and College</b>			
1. <u>[Signature]</u> Department Curriculum Committee	Date <u>10/10/16</u>	2. <u>[Signature]</u> Department Chair	Date <u>10/11/16</u>
3. <u>[Signature]</u> College Curriculum & Assessment Committee	Date <u>10/14/16</u>	4. <u>[Signature]</u> College Dean	Date <u>10/12/16</u>
<b>Recommended by University Councils</b>			
Does the change affect a teacher education program? <u>No</u> If YES, must be reviewed by the Professional Education Council:		Does the change affect the UCA Core? <u>No</u> If YES, must be reviewed by the UCA Core Council:	
5. <u>[Signature]</u> Professional Education Council	Date _____	6. _____ UCA Core Council	Date _____
7. <u>[Signature]</u> Undergraduate Council	Date <u>11-15-16</u>	8. <u>[Signature]</u> Council of Deans	Date <u>11/30/16</u>
Submit proposals to the appropriate university Council at least one month before the meeting in which action is desired. Summer submissions may not be considered until the fall term.			
<b>Approved by</b>		<b>Recorded in the Bulletin by</b>	
9. <u>[Signature]</u> Provost	Date <u>12/1/2016</u>	10. _____ Office of the Provost	Date _____
The Office of the Provost sends a copy to the Office of the Registrar for changes in Degree Works.			
<b>Recorded in Banner by</b>		<b>Recorded in Degree Works by</b>	
11. _____ Office of the Provost	Date _____	12. _____ Office of the Registrar	Date _____
The Office of the Provost retains the signed original and sends a copy to the originating department.			

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

BS, Medical Technology

**6–7. N/A**

**8. Proposed title of degree/certificate program**

BS, Medical Laboratory Science

**9–10. N/A**

**11. CIP code**

51.1005

**12. Degree code**

2890

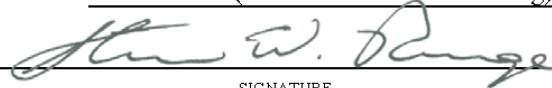
**13. Reason for proposed action**

The name change for this program has been recommended by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), the accreditor for the professional program at Baptist Health College, UCA's affiliated clinical partner in this program.

President/Chancellor Approval Date: 2017-01-09

Board of Trustees Notification Date: 2017-02-10 (next scheduled BOT meeting)

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



2016-12-01

SIGNATURE

DATE

[UCA form updated 2016-01-06]



### **Notification: Creation of an MAT in Special Education by Reconfiguration**

In response to the Arkansas Department of Education's recent approval of Special Education as a non-traditional licensure program area, the Department of Elementary, Literacy, and Special Education in the College of Education proposes to create, by reconfiguration of existing special education curriculum, a Master of Arts in Teaching (MAT) in Special Education. This program will help address the state's need for more special education teachers by joining other universities in the state in providing a non-traditional licensure pathway for preparation of these teachers. The new MAT program in Special Education will provide a comprehensive special education curriculum; the program comprises 36 credit hours of graduate work and will be offered online. Existing budget in the Department of Elementary, Literacy, and Special Education is sufficient to support initial launch of the program.

The provost and president have approved the proposed MAT in Special Education.

Supporting materials (following pages): (1) UCA Curriculum Form G3; (2) ADHE Form LON-11; and (3) ADE materials coversheet.

**New Graduate Program Transmittal Form**

Department: Elementary, Literacy, and Special Education Date: 10-25-16

NOTE: UPON COMPLETION OF ALL REQUIRED APPROVALS, NEW PROGRAMS WILL BE PUBLISHED IN THE BULLETIN FOR THE NEXT ACADEMIC YEAR.  
If you wish to request a particular effective date, provide details on the following page.

Title of program/concentration: Special Education Masters of Arts in Teaching (MAT)

**Check the type of program and supply the requested information. Attach required documentation.**

- New degree program (Attach ADHE Form P-1 and a Continuous Improvement Process plan.\*)
- New degree program by "reconfiguration" of an existing degree program (Attach ADHE Form LON-11 and a Continuous Improvement Process plan.\*)
- New certificate program (Attach ADHE Form LON-10, a Continuous Improvement Process plan,\* AND Curriculum Attachment C signed by the Director of Financial Aid.\*\*)
- New concentration in an existing program (Attach ADHE Form LON-3.)

\*Consult the Director of Assessment early in the development of the Continuous Improvement Process plan.  
\*\*Consult the Director of Financial Aid early in the development of a new certificate program to determine whether students enrolled in the program will be eligible for financial aid.

Are any of the prerequisites or requirements of the proposed program offered by another department? Yes  
If YES, attach a signed letter from each department's chair describing the impact on the department.

<b>Recommended by Department and College</b>			
1. <u>Shandong Peng</u>	Date: <u>Oct 26-16</u>	Department Chair: <u>Candice Bon</u>	Date: <u>10-26-16</u>
Department Curriculum Committee		Department Chair	
3. <u>[Signature]</u>	Date: <u>10-26-16</u>	4. <u>Victoria Brown</u>	Date: <u>10-26-16</u>
College Curriculum & Assessment Committee		College Dean	
<b>Recommended by University Councils/Committees</b>			
Is this a new degree or certificate program? <u>Yes/No:</u>		Is this a new teacher education program or option? <u>Yes/No:</u>	
If YES, must be reviewed by the Academic Assessment Committee.		If YES, must be reviewed by the Professional Education Council.	
5. _____	Date: _____	6. _____	Date: _____
Academic Assessment Committee		Professional Education Council	
7. <u>[Signature]</u>	Date: <u>11/12/16</u>	8. <u>Alicia Crow</u>	Date: <u>12/14/16</u>
Graduate Council		Council of Deans	
Submit proposals to the appropriate university Council at least one month before the meeting in which action is desired. Summer submissions may not be considered until the fall term.			
<b>Approved by</b>			
9. <u>[Signature]</u>	Date: <u>1/3/2017</u>	10. <u>[Signature]</u>	Date: <u>11/09/17</u>
Provost		President	
The Office of the Provost sends all required documentation to the AHECB and the Board of Trustees.			
11. Letter of Intent to AHECB (if required)	Date: <u>N/A</u>	12. Notification to or Approval by Board of Trustees (as required)	Date: _____
13. Notification to or Approval by AHECB (as required)	Date: _____	Recorded in Bulletin by	_____
Recorded in Banner by		Recorded in Degree Works by	
15. _____	Date: _____	16. _____	Date: _____
Office of the Provost		Graduate School	
The Office of the Provost sends the signed original to the Graduate School. The Graduate School retains the original and sends a copy to the originating department.			

REC'D UCA  
GRADUATE SCHOOL  
**ORIGINAL**  
NOV 04 2016

# LETTER OF NOTIFICATION – 11

## RECONFIGURATION OF EXISTING DEGREE PROGRAMS

(Consolidation or Separation of Degrees)

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn  
Associate Provost

(501) 450-3126  
jona@uca.edu

**3. Title(s) of degree programs to be reconfigured**

MSE Special Education K-12

**4. Current CIP code(s), current degree codes**

13.1001

**5. Proposed title(s) of reconfigured program(s)**

MSE Special Education K-12 (title will remain as currently approved)  
MAT Special Education K-12

**6. Proposed CIP code(s) for new program**

13.1001

**7. Proposed effective date**

Summer or Fall of 2017

**8. Reason for proposed consolidation or separation**

As a result of the current teacher shortage in Arkansas, the Arkansas Department of Education recently approved Special Education as a non-traditional licensure program area, creating the option for institutions to offer Master of Arts in Teaching (MAT) degrees in Special Education. The College of Education at the University of Central Arkansas has a long history of preparing highly qualified, dedicated special education teachers by offering a program of study, whether at the undergraduate or graduate level, comprised of a strong foundation in the knowledge, skills, and dispositions necessary for a teacher to have a positive impact on the education and lives of our students with disabilities. While the non-traditional route may not be the preferred means for preparing exceptional special education teachers, UCA is confident that a non-traditional graduate program with a strong emphasis placed on the foundation of teaching and pedagogy as it pertains specifically to preparing teachers to meet the diverse and unique needs of our special populations can result in passionate, effective, exceedingly competent licensed special education teachers. In an effort to ensure our non-traditional preparation path offers a comprehensive

special education curriculum as opposed to a more generic training model typical of many alternative (MAT) special education programs, the Department of Elementary, Literacy, and Special Education proposes the MAT in Special Education as a major revision of the existing Online MSE in Special Education. The proposed reconfiguration of the existing MSE in Special Education will result in two degree programs: (1) Online MSE in Special Education will remain intact as currently approved with 30 credit hour program of study, and (2) an online MAT in Special Education proposed as 36 credit hour program.

**9. Provide current and proposed curriculum outline.**

UCA is committed to ensuring the proposed MAT program curriculum contains a solid, comprehensive foundation for preparing special education teachers. The proposed program and the existing MSE program share 21 credit hours of common course work. While the MSE program in Special Education is a 30 hour online graduate program, the reconfiguration of the MSE as an MAT in Special Education is a 36 hour online graduate program in order to prepare teachers to hold a first time standard teaching license in special education. In addition to the expected variation between admission and exit requirements of the two programs, program content and requirement differentiations are primarily focused on human development, learning theories, and foundations/models/practices of teaching associated with beginning teacher competencies, as well as field and internship requirements. The chart below provides a curriculum comparison of existing MSE program of study and the reconfiguration as an MAT.

<b>Graduate Courses</b>	<b>MSE in Special Education Coursework</b>	<b>MAT in Special Education Coursework</b>
<b>ELSE 6300</b> SPED 101 Academy: Philosophical, Historical, & Legal Aspects of Special Education	X	X
<b>ELSE 6304</b> Behavior Management & Analysis in Special Education	X	X
<b>ELSE 6308</b> Educational Assessment in Special Education	X	X
<b>ELSE 6309</b> Solution-Focused Learning	X	
<b>ELSE 6314</b> Diagnosis & Intervention of Reading Difficulties		X
<b>ELSE 6333</b> Math & Science for Diverse Learners	X	X
<b>ELSE 6347</b> Foundations of Dyslexia & the Language	X	
<b>ELSE 6348</b> Multisensory Approach to Language I		X
<b>ELSE 6366</b> Educational Programming for Students with Mild Disabilities K-12	X	X
<b>ELSE 6367</b> Educational Programming for Students with Significant Disabilities K-12	X	X
<b>ELSE 6384</b> Research & Best Practices in Special Education	X	
<b>ELSE 6375</b> The Practice & Teaching of Diverse Learners		X
<b>ELSE 6600</b> Special Education MAT Internship		X
<b>ASTL 6380</b> Research Methods	X	X
<b>TOTAL PROGRAM HOURS</b>	30	36

*Course Descriptions of MAT Coursework*

**ELSE 6300** *SPED 101 Academy: Philosophical, Historical, & Legal Aspects of Special Education*: This course introduces the world of special education including the litigation and legislation, the characteristics of exceptionalities, assessment, IEP writing, and modifications and accommodations. Legal foundations and issues, special education terminology, and the practice of collaboration among professionals in providing appropriate services for children and students with disabilities are examined. This course is offered in a distance education setting, which includes synchronous and asynchronous sessions. An occasional face-to-face meeting may be required. This course is required for candidates pursuing the MSE. and Special Education M.A.T., GC/endorsement in Special Education K-12, the Special Education Resource endorsement and the GC/endorsement in BK. This course may also be approved for other related disciplines.

**ELSE 6304** *Behavior Management and Analysis in Special Education*: This course examines the theory, research, and practice of managing the behaviors of students with disabilities. The course emphasizes synthesizing theoretical and functional principles of behavior management used and observed in the classroom. This course is designed to assist those candidates seeking initial license and those enhancing their knowledge. This course will also discuss assessment for educational planning, instructional methods, and intervention strategies for teaching students in K–12 with behaviors that affect their educational abilities. This course will be offered in an asynchronous online setting which will include compressed videos, access to online videos and trainings, and Blackboard. For some assignments, students may have to meet online or face-to-face in groups. Required course for MSE., Special Education M.A.T., GC/endorsement in Special Education K-12, and the Special Education Resource endorsement. Field Experience is required.

**ELSE 6308** *Educational Assessment in Special Education*: This course examines the theory, research, and practices of testing students with disabilities in the classroom. Candidates will expand their data literacy and their professional knowledge, skills, and abilities regarding basic assessment and data-driven decision making. This course is designated as a special education core course designed to assist those candidates seeking special education licensure and those enhancing their knowledge. This course will be offered in an asynchronous online setting which will include compressed video, access to online videos and trainings, and Blackboard. For some assignments, students may have to meet online or face-to-face in groups. Required course for MSE., Special Education M.A.T., and GC/endorsement in Special Education K-12. Field Experience is required.

**ELSE 6314** *Diagnosis and Interventions of Reading Difficulties*: This course is intended to assist educators as reflective decision makers in the improvement of their skills in the assessment, prevention, and intervention of reading difficulties of their students. A major emphasis of the course is the investigation of diagnostic procedures and intervention strategies, including formal methods such as standardized tests and informal methods such as inventories, interactive assessments, portfolios, and checklists. Administration and interpretation of tests and use of results for planning instruction are stressed. Candidates work in the clinical setting as clinicians and as literacy coaches by evaluating elementary students in area schools and by providing tutorial assistance in a clinical setting. Records, reports, materials, and the procedures of

operating a clinical reading program are addressed in a performance-based curriculum. Field Experience is required. This course is a requirement for the Dyslexia Therapist endorsement and for completion of the online Master's degree in Reading, and the Special Education M.A.T. Given the nature of this course, the delivery method will be in the distance education setting using the hybrid mode. Approximately 60% of the course will be delivered online with the remaining portion delivered in face-to-face meetings at prescheduled non-traditional times (e.g. evenings and/or weekends).

**ELSE 6333** *Math and Science for Diverse Learners*: This course develops a knowledge base related to mathematical and science strategies and the specific competencies necessary for successful math and science instruction within a variety of instructional arrangements with diverse populations of exceptional learners. This course will be offered in an asynchronous online setting which will include compressed video, access to online videos and trainings, and Blackboard. For some assignments, students may have to meet online or face to face in groups. It is believed that by using a variety of means of instruction, course objectives can be fully met. Required course for MSE., Special Education M.A.T., and GC/endorsement in Special Education K-12. Field Experience is required.

**ELSE 6348** *Multisensory Approach to Language I*: This course provides candidates with current research and information concerning multisensory approaches to teaching the language in the areas of phonology, phonics, word recognition, handwriting, spelling, and written expression. Multisensory teaching is one important aspect of instruction for all students, especially students with dyslexia. This course is a requirement for the Dyslexia Therapist endorsement and for completion of the online Master's degree in Reading and the Special Education M.A.T. It may serve as an elective for several other master's degree programs. Given the nature of this course, the delivery method will be in the distance education setting using the hybrid mode. Approximately 60% of the course will be delivered online with the remaining portion delivered in face-to-face meetings at prescheduled non-traditional times (e.g. evenings and/or weekends).

**ELSE 6366** *Educational Programming for Students with Mild Disabilities K-12*: This course integrates assessment with educational planning, instructional methods, learning environments, instructional arrangements, management techniques, materials, strategies, and intervention models for teaching students in grades K–12 with mild disabilities. This course will be offered in an asynchronous online setting which will include compressed video, access to online videos and trainings, and Blackboard. For some assignments, students may have to meet online or face-to-face in groups. Required course for MSE., Special Education M.A.T., GC/endorsement in Special Education K-12, and the Special Education Resource endorsement. Field Experience is required.

**ELSE 6367** *Educational Programming for Students with Significant Disabilities K-12*: This course examines the medical and psychological aspects of disabilities while integrating assessment for educational planning, instructional methods, materials, strategies, and intervention models for teaching students K–12 with significant (moderate to profound) disabilities. This course will be offered in an asynchronous online setting which will include compressed video, access to online videos and trainings, and Blackboard. For some assignments, students may have to meet online or face-to-face in groups. Required course for MSE., Special Education MAT, and GC/endorsement in Special Education K-12. Field Experience is required.

**ASTL 6380** *Research Methods*: Application of scientific method to educational research including nature of research problems in education, theory of research, experimental design, techniques in data gathering, and the interpretation of results. Research reporting and bibliographical techniques.

**ELSE 6375** *The Practice of Teaching Diverse Learners*: This course provides candidates with a foundation in excellence in teaching students with exceptional learning needs. It focuses on an in-depth analysis of the Teacher Excellence and Support System (TESS) and the Council for Exceptional Children (CEC) standards. In addition, candidates will focus their attention on various learning theories in education. This course is offered as a combination of synchronous and asynchronous online classes and is required by all Special Education MAT candidates.

**ELSE 6600** *Special Education MAT Internship*: The Special Education MAT Internship comprise the final semester of work in the Special Education MAT program. The internship will be completed in the candidates' own classrooms. Such classrooms will be in public school settings that are accredited by the ADE or other private settings where content standards adopted by the Arkansas State Board of Education are taught and faculty are subject to an evaluation system that uses a framework substantially similar to *Teachers Excellence Support System (TESS)*.

**10. Provide program budget. Indicate amount of funds available for reallocation.**

Given the 21 credit hours shared by the MSE in Special Education and the MAT, the current budget allocation for the Department of Elementary, Literacy, and Special Education will support the initial launch of the MAT. Additional budgetary support needed in the future for faculty/resources will be contingent upon the growth of both program.

**11. Provide current and proposed organizational chart.**

See Figure 1 and Figure 2, below.

Figure 1: Current Organizational Chart

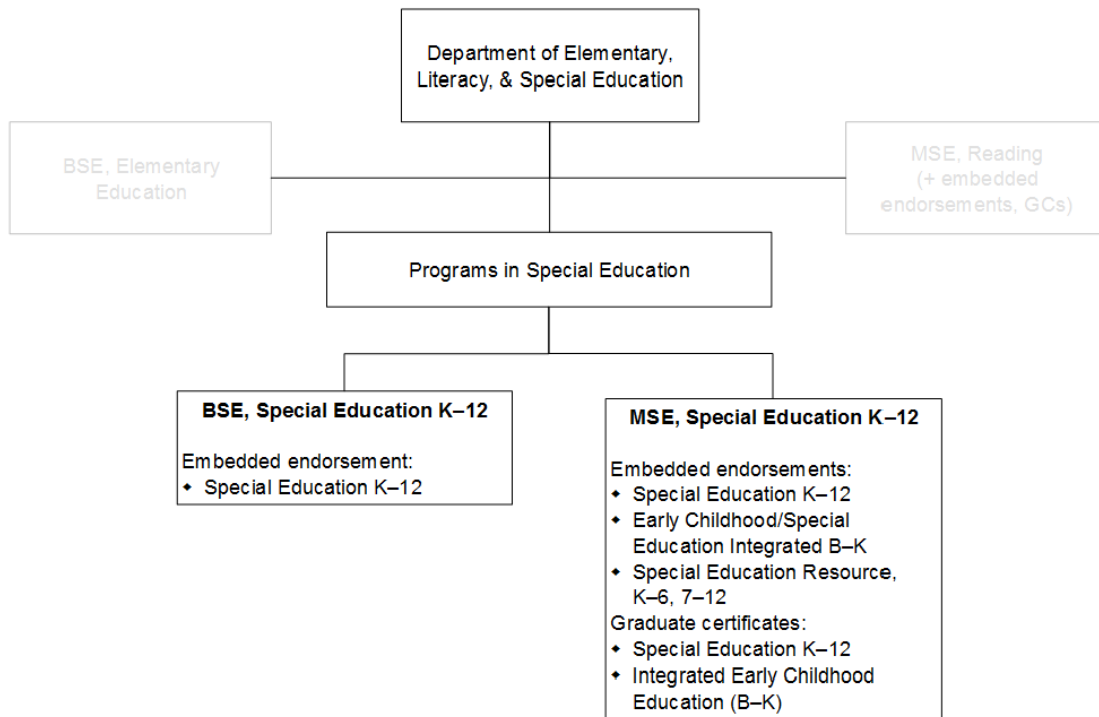
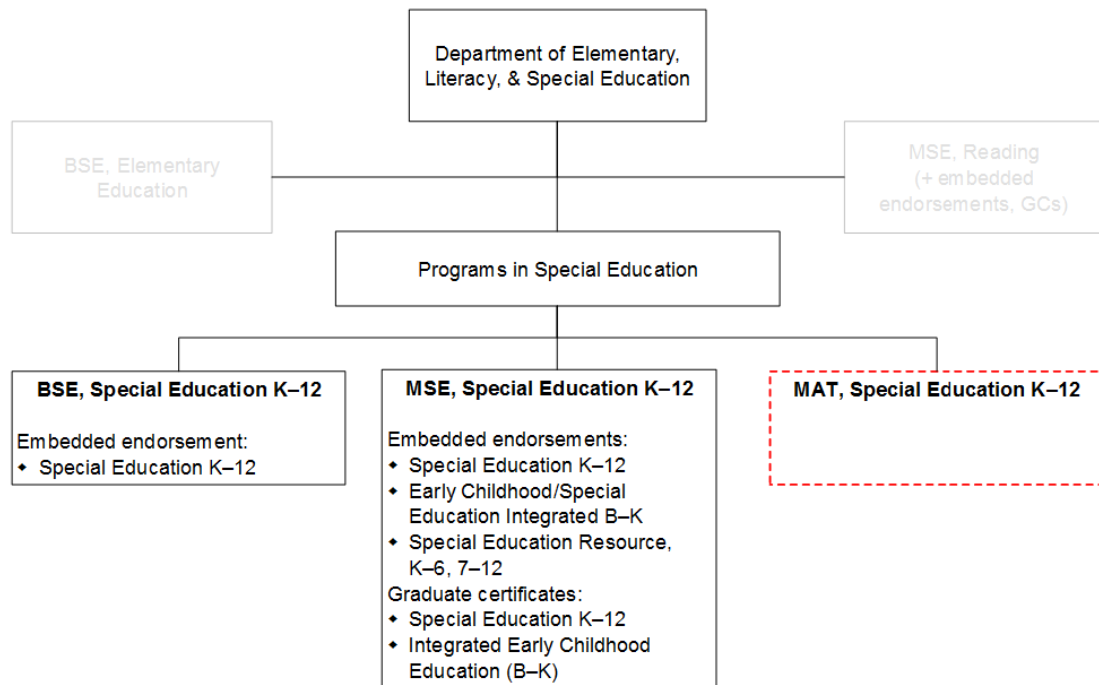


Figure 2: Proposed Organizational Chart





**12. Institutional curriculum committee review/approval date**

Undergraduate/Graduate Council: 2016-11-17

Council of Deans: 2016-12-14

**13. Are the existing degrees offered off-campus or via distance delivery?**

There will be no off campus delivery; the MSE in Special Education will remain an online program

**14. Will the proposed degree be offered on-campus, off-campus, or via distance delivery?**

There will be no off campus delivery; the MAT is an online program.

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

Asynchronous and synchronous learning using Blackboard Learn and Blackboard Collaborate. Limited on-campus meetings will be required.

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

See Attached letter from Arkansas Department of Education.

**17. Provide copy of e-mail notification to other institutions in the area of the proposed program and their responses; include your replies to the institutional responses.**

On 2017-01-17, the message reproduced below was distributed to ADHE's CAO email list. Any substantive responses received will be noted here (or submitted to ADHE) along with UCA's responses.

The University of Central Arkansas will be creating, by reconfiguration of existing special education curriculum, a Master of Arts in Teaching (MAT) in Special Education. This program will help address the state's need for more special education teachers by joining other university's in the state in providing a non-traditional licensure pathway for preparation of these teachers. The new MAT program in Special Education will provide a comprehensive special education curriculum; the program comprises 36 credit hours of graduate work and will be offered online.

We welcome any comments or questions you may have. If you do reply, please don't reply all: send your comments to me, with a copy to ADHE.

**18. List institutions offering similar program and identify the institution(s) used as a model to develop the proposed program.**

According to the Arkansas Department of Education website, Henderson State University and Harding University have approved MAT programs in Special Education. Development of the program was based on Special Education standards and UCA's experience with a non-traditional licensure MAT.

**19. Provide scheduled program review date (within 10 years of program implementation).**

AY 2023–2024

**20. Provide additional program information if requested by ADHE staff.**

If requested

President/Chancellor Approval Date: 2017-01-09

Board of Trustees Notification Date: 2017-02-10 (next scheduled BOT meeting)

Chief Academic Officer:  2017-01-03  
SIGNATURE DATE

[UCA form updated 2016-01-06]

Attachment: ADE Approval of the MSE in Special Education



**ARKANSAS  
DEPARTMENT  
OF EDUCATION**

**Johnny Key**  
*Commissioner*

March 27, 2015

**State Board  
of Education**

Sam Ledbetter  
*Little Rock  
Chair*

Toyce Newton  
*Crossett  
Vice Chair*

Dr. Jay Barth  
*Little Rock*

Joe Black  
*Newport*

Kim Davis  
*Fayetteville*

Alice Mahony  
*El Dorado*

Mireya Reith  
*Fayetteville*

Vicki Saviers  
*Little Rock*

Diane Zook  
*Melbourne*

Dr. Kathleen Atkins  
Chair, Early Childhood and Special Education  
University of Central Arkansas  
201 Donaghey Avenue  
Mashburn Hall Room 150  
Conway, Arkansas 72035

Dear Dr. Atkins,

The Arkansas Department of Education (ADE) has completed its review of the proposal submitted by the University of Central Arkansas for a revision to the Master of Science in Education in Special Education program and the Graduate Endorsement program, leading to Special Education K-12 endorsement. I am pleased to inform you that the ADE has approved these graduate programs of study, which will be implemented beginning with the fall 2015 semester. Candidates may be recommended for the Special Education K-12 endorsement upon completion of the prescribed program of study and the required licensure assessments.

Thank you for providing professional education programs in your area of the state to serve the schools and students of Arkansas. Best wishes for the success of your Master of Science in Education in Special Education program and Graduate Endorsement program.

Sincerely,

Heather Newsam  
Arkansas Department of Education  
Program Advisor, Educator Preparation  
Office of Educator Licensure

Cc: Dr. Steven W. Runge, Provost and Vice President for Academic Affairs, UCA  
Ms. Karli Saracini, Director of Educator Licensure, ADE  
Ms. Ann Clemmer, Senior Associate Director for Academic Affairs, ADHE  
Ms. Lillian Williams, Program Specialist, Academic Affairs, ADHE

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

**COVER SHEET**

**Institution:** University of Central Arkansas **Date submitted:** 08/15/2016

**Program contact:** Dr. Candice Barnes **Position/Title:** Department Chair

**Phone:** 501-450-5461 **Email:** cbarnes@uca.edu

**Program name:** MAT in Special Education K-12 **CIP code:** 13.1001

**Degree or award level (BS, MAT, post-baccalaureate, etc.):** MAT

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

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

**Title:** K-12 Special Education **Grade Range:** K-12

**Proposal is for (type "x" as appropriate):**

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

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

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

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

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

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

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

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

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

**Portion of the proposed program to be delivered via distance learning technology (online):** 90%

**Proposed starting date for the program:** Summer or Fall 2017

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

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

**If yes, list the sites where the program will be offered:**

N/A

**Notification: Reinstate the Elementary Education Track in the MAT Program**

The Department of Teaching and Learning and the College of Education have created a newly updated Elementary Education track within the Master of Arts in Teaching program. This track responds to reinstatement by the Arkansas Department of Education (ADE) of the Elementary Education license option for MAT programs in the state.

The track has been created using pre-existing courses with revisions to meet new licensure requirements. Making this option available to UCA's students will not require additional funding or other resources.

The provost and the president have approved the new Elementary Education track in the MAT program.

Supporting materials (following pages): (1) UCA Curriculum Form G2-A; and (2) ADHE Form LON03, pp. 1-3.

Graduate Curriculum Change: Action Item

Department/program/concentration: Teaching and Learning Date: 9/6/2016

NOTE: CHANGES APPROVED BY THE PROVOST BEFORE JANUARY 31 WILL BE PUBLISHED IN THE BULLETIN FOR THE NEXT ACADEMIC YEAR. If you wish to request an effective date earlier or later than this deadline stipulates, provide details in section III below.

Check all that apply and supply requested information. Attach required documentation.

- Change in total semester credit hour requirements for a degree or certificate program
Add/remove required course(s) or change course(s) from an elective to a requirement in a degree or certificate program.
Add/remove elective course(s) or change course(s) from a requirement to an elective in a degree or certificate program when the change affects total hours and/or affects another department.\*
Add or remove course prerequisite(s) when the change affects total hours for a degree/certificate program and/or affects another department/program area.\*
Change level and/or credit value of course. Do the course expectations warrant the change in level or credit value?
Remove course(s) from the Bulletin when the change affects total hours and/or affects another department or program area.\*
Other (specify): Add Elementary Education Track as an option in the MAT program.

\*If the change affects another department, attach a signed letter from the department's chair describing the impact on the department. Does the change affect student financial aid? No Consult Curriculum Attachment C for qualifying changes. If YES, attach Curriculum Attachment C signed by the Director of Financial Aid.

Form with handwritten signatures and dates for Department and College, University Councils, and Provost approval. Includes fields for 'Recommended by Department and College', 'Recommended by University Councils', 'Approved by', and 'Recorded in the Bulletin by'.



REC'D UCA GRADUATE SCHOOL SEP 27 2016

## LETTER OF NOTIFICATION – 3

### NEW OPTION, CONCENTRATION, EMPHASIS, MINOR

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

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn

Associate Provost

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

(501) 450-3126

jona@uca.edu

**4. Proposed effective date**

January 2017 or upon notification

**5. Title of existing degree**

MAT (online delivery approved)

**6. CIP code**

13.1299

**7. Degree code**

5543

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

MAT – Elementary Education Track

**9. Reason for proposed action**

Arkansas Department of Education reinstated the Elementary Education license option for MAT programs in the state.

**10. Provide the following**

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

Elementary Level (3 courses – 9 hours)

MAT 6314 Diagnosis and Correction of Reading Difficulties

MAT 6374 Integrated Curriculum in Elementary Education

MAT 6338 Advanced Strategies in Elementary Education

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

9 semester credit hours (see also below: three hours will be moved to a global requirement for the degree)

The Arkansas Department of Education (ADE) deleted the Elementary Education option in MAT programs three years ago. This summer, ADE reinstated the Elementary Education option for licensure in MAT programs. Other universities have already added this track to their options. This will allow UCA to be competitive with other institutions with MAT (non-traditional licensure) programs. Our current MAT courses are taught from a K–12 perspective since we have candidates getting licensed in middle level (4–8), secondary (7–12), and K–12 in art, music, and physical education. Three courses are relevant to elementary education: MAT 6314 is listed now as elementary track course but is being requested to be moved to a requirement for all MAT students. MAT 6374 and MAT 6338 will focus on elementary curriculum and pedagogy.

**c. New courses and new course descriptions**

Two courses are being reinstated from the previous MAT Early Childhood Education track. These courses have been updated and revised for current standards and best practices.

**MAT 6374 INTEGRATED CURRICULUM IN ELEMENTARY EDUCATION**

The purpose of this course is to provide an overview of various theories, research, and practices in elementary curriculum development, which will lay the framework for efficacy and educational reflective decision making. This course is required for all graduate students seeking a license in elementary education in the Master of Arts in Teaching program.

**MAT 6338 ADVANCED STRATEGIES IN ELEMENTARY EDUCATION**

This course focuses on planning, implementing, and evaluating activities and strategies designed to facilitate cognitive and content learning among children from diverse populations; addresses essential concepts, inquiry tools, and structure of content areas including academic subjects, e.g., language arts, science, social studies, and mathematics; and addresses professional ethical issues regarding the education profession. Prerequisite: Admission to the graduate program.

**d. Goals and objectives of program option/minor**

Goals of the elementary education MAT track are to prepare excellent teachers with specialized knowledge for working with children grades kindergarten through sixth grade.

**e. Expected student learning outcomes**

The MAT program serves candidates who have earned an undergraduate degree and now want both the intensity and rigor of a graduate-level program as well as the opportunity to earn an Arkansas teaching license. Learner outcomes are that candidates become proficient in the knowledge, dispositions and performances of a K–6 teacher.

**f. Documentation that program option meets employer needs**

With the new non-tradition licensure option offered by the Arkansas Department of Education, one stipulation is that students have a job offer for a K–6 position to be enrolled in this track. Therefore, they will have a teaching position before being admitted to this track.



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

Students currently enroll in our middle level track in the MAT program, then “test out” of elementary education to be able to teach grades K–6. This new track will allow them a specialty option to get more focused information on elementary education.

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

This is reinstating a successful early childhood track that was deleted because of state licensure requirements.

**11. Institutional curriculum committee review/approval date**

Undergraduate/Graduate Council: 2016-10-16  
Council of Deans: 2016-11-09

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

Yes. Blackboard.

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

Candidates will be exposed to the integration of technology into instruction in meaningful ways to engage learners. Candidates will use Blackboard for class assignments, emails, projects and tests. (Note that the MAT program is already approved for distance delivery as are the courses in this option.)

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

No additional costs.

**15. Provide additional information if requested by ADHE staff.**

If requested.

President/Chancellor Approval Date: 2017-01-09

Board of Trustees Notification Date: 2017-02-10 (next scheduled BOT meeting)

Chief Academic Officer:  2016-11-10  
SIGNATURE DATE

[UCA form updated 2016-01-05]

## **Notification: BBA Programs by Distance Education**

The College of Business proposes to offer the following BBA degrees by distance technology:

Accounting  
Business Administration  
Economics  
Finance  
Innovation & Entrepreneurship  
Insurance & Risk Management  
Management  
Management Information Systems  
Marketing

This proposal responds to a number of circumstances. First, stakeholders have requested that we offer the BBA in this format. Both current and prospective students/candidates have requested the option of taking the program via distance learning. Additionally, employers have inquired whether UCA offers the program via distance learning. This is a response to these requests by creating such a program. Further, the university's strategic plan is to increase online enrollment in key business disciplines and offering students/candidates the option of distance learning will enhance the attractiveness of the College of Business undergraduate programs. Finally, an electronic version of the program reinforces the college's mission of having a "responsive curriculum." Students have easier access to online technology than ever before and are adept at using this technology. Therefore, students can benefit greatly from online offering of the program.

The provost and president have approved this proposal.

Supporting materials (following pages): (1) UCA Curriculum Form U2-O; and (2) ADHE LON-13 (appendices are not included in this notification).

**Undergraduate Curriculum Change: Conversion to Online or Hybrid Delivery**

Department/program/concentration: Accounting/EFIRM/MIS/M&M; College of Business Date: 10/12/2016

**Check one of the following and supply the requested information and documentation.**

Convert a degree or certificate program. Attach ADHE Form LON-13.  
 Bachelor of Business Administration (including majors in Accounting, Business Administration, Economics, Finance, Innovation & Entrepreneurship, Insurance & Risk Management, Management, Management Information Systems, Marketing)

Is the program listed above new? No If YES, simultaneously submit Curriculum Form U3.  
 If the conversion affects another department, attach a signed letter from the department's chair describing the impact on the department.

Convert a course. Attach a justification/rationale for converting the course to online delivery.  
 Course prefix and number: \_\_\_\_\_ Course title: \_\_\_\_\_

Is the course listed above new? Yes/No: If YES, simultaneously submit Curriculum Form U1.

Will the program or course be fully online or a hybrid? (Check one.)

- Online:** Any program or course that is completely online and requires no in-person meetings with the instructor or class. In-person attendance may still be required for certain off-campus activities such as proctored exams, clinical experience, and internship hours. Online courses emphasize student learning communities, computer-mediated communication, and active student learning.
- Hybrid:** Any program or course in which some portion of traditional "seat time" has been replaced by online academic activities. A hybrid program or course would require at least one scheduled in-person session with the instructor or class, with the remaining activities occurring online. In-person attendance may also be required for certain off-campus activities such as proctored exams, clinical experience, and internship hours.

If HYBRID, what percentage of the program requirements or the course content will be delivered online?          %

**Note:** A web-enhanced course DOES NOT require review and approval through the curriculum development process. A web-enhanced course is any traditional on-campus course that includes online student resources, but no "seat time" is being replaced by online activities.

Proposed effective date of change (term and year): Spring 2017

<b>Recommended by the Department (action required)</b>			
By signing below, the department assures that the proposed online/hybrid program or course will be developed following the <a href="#">Online/Hybrid Course Development Process Guide</a> .			
1. <u>[Signature]</u> <u>10-17-16</u> Department Curriculum Committee Date	2. <u>[Signature]</u> <u>10-17-16</u> Department Chair Date		
<b>Recommended by the College (action required)</b>			
3. <u>[Signature]</u> <u>10/21/16</u> College Curriculum & Assessment Committee Date	4. <u>[Signature]</u> <u>10/24/16</u> College Dean Date		
<b>Recognized by University Councils (information only)</b>			
Does the change affect a teacher education program? <u>Yes/No</u> If YES, must be reviewed by the Professional Education Council.		Does the change affect the UCA Core? <u>Yes/No</u> If YES, must be reviewed by the UCA Core Council:	
5. _____ Professional Education Council Date	6. _____ UCA Core Council Date		
7. <u>[Signature]</u> <u>11-15-16</u> Undergraduate Council Date	8. <u>[Signature]</u> <u>11/30/16</u> Council of Deans Date		
Submit proposals to the appropriate university Council at least one month before the meeting in which action is desired. Summer submissions may not be considered until the fall term.			
<b>Approved by</b>		<b>Recorded in Banner by</b>	
9. <u>[Signature]</u> <u>12/1/2016</u> Provost Date	10. _____ Office of the Provost Date		
The Office of the Provost retains the signed original and sends a copy to the originating department.			

## LETTER OF NOTIFICATION – 13

### EXISTING CERTIFICATE OR DEGREE OFFERED VIA DISTANCE TECHNOLOGY

Institutions with at least one certificate or degree program approved for distance technology by the Arkansas Higher Education Coordinating Board must submit Letter of Notification-13 to request approval to offer additional existing (on-campus) certificates or degrees via distance technology. The institution must submit to ADHE a copy of the e-mail or other required notification to the Higher Learning Commission (HLC) about the proposed distance technology program. If HLC requires a focused visit for the proposed distance technology program, please submit the scheduled review date.

#### DEFINITIONS

- ◆ Distance technology (e-learning) – When technology is the primary mode of instruction for the course (at least 50% of the course content is delivered electronically).
- ◆ Distance instruction – When a course does not have any significant site attendance, but less than 50% of the course is delivered electronically, e.g., correspondence courses.
- ◆ Distance program – When at least 50% of the major courses are delivered via distance technology.

#### 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. Name of existing certificate or degree

Bachelor of Business Administration

This notification includes the following BBA programs:

Accounting  
Business Administration  
Economics  
Finance  
Innovation & Entrepreneurship  
Insurance & Risk Management  
Management  
Management Information Systems  
Marketing

#### 5. Proposed effective date for distance technology delivery

Fall 2016

**6. CIP code and degree code**

Award	Program Name	CIP Code	Degree Code
BBA	Accounting	52.0301	1890
BBA	Business Administration	52.0201	1920
BBA	Economics	45.0601	1950
BBA	Finance	52.0801	1960
BBA	Innovation & Entrepreneurship	52.0701	5550
BBA	Insurance & Risk Mgmt	52.1701	3560
BBA	Management	52.0101	1990
BBA	Management Info Systems	52.1201	1940
BBA	Marketing	52.1401	2000

**PROGRAM INFORMATION****7. Reason for offering program by distance technology**

The reasons for offering the BBA degree programs by distance technology are varied. First, our stakeholders have requested that we so offer it. Both current and prospective students/candidates have requested the option of taking the program via distance learning. Additionally, employers have inquired whether we offer the program via distance learning. We are responding to these requests by creating such a program. Further, the university's strategic plan is to increase online enrollment in key business disciplines and offering students/candidates the option of distance learning will enhance the attractiveness of the College of Business undergraduate programs. Finally, an electronic version of the program reinforces the college's mission of having a "responsive curriculum." Students have easier access to online technology than ever before, and are adept at utilizing this technology. Therefore, students can benefit greatly from online offering of the program.

**8. List of courses (subject prefix, course number, title) in this certificate or degree currently offered by distance. Indicate which existing distance technology courses are taught by adjunct faculty.**

Please see Appendix A for an overview of the curriculum. Appendix B provides information about courses currently delivered by distance and whether the courses are covered by adjunct faculty. Most of the courses are delivered by full-time UCA faculty. If "both" is indicated, then multiple sections may be offered during a year with some coverage by adjuncts and some by full-time UCA faculty.

**9. List of new courses and course descriptions for distance technology courses for the degree listed above. Indicate which new distance technology courses will be taught by adjunct faculty.**

No new courses will be needed. Some courses will still need to be converted to online delivery for 100 percent online offerings in the major programs. The attached Appendix A gives an overview of the current status of online offerings and courses still needed to bring each program to 100 percent online status.

**10. Provide the course syllabus for each distance technology course for the program listed above in an appendix and indicate the maximum class size for each distance course. Indicate the course delivery mode(s) and class interaction mode(s) for each distance technology course, using the categories listed in the tables below.**

All of the courses listed are offered through our learning management system (Blackboard) which includes the following methods of interaction: discussion boards, email, announcements, chat, videoconferencing, assignment submission, rubric based grading with capability for instructor feedback, student group interaction platforms, and more. All UCA students also have access to file sharing and editing and many other interaction modes through the google apps for education system which is the UCA email platform.

Please see Appendix B for a full listing of all courses currently available online (or anticipated within the next year), the class sizes, and whether the course is typically covered by an adjunct. Appendix C provides a syllabus for every course that has been offered online to date.

**11. Discuss the provisions for instructor-student and student-student interaction that are included in the program design and the course syllabus.**

In the courses, there are usually group exercises where the students will interact via email, blackboard, other videoconferencing technology such as Skype and phones, and if they so decide, with face-to-face meetings. The instructor-student interaction will be via discussion board assignments, notifications, and feedback on exams and writing assignments.

**12. Provide a semester-by-semester degree plan/course schedule for student access to all courses necessary to complete the program.**

Please see Appendix D for an 8 semester plan for all degree programs included in this notification.

**13. Provide a list of services that will be supplied by consortia partners or outsourced to another organization (faculty/instructional support, course materials, course management and delivery, library-related services, bookstore services, services providing information to students, technical services, administrative services, online payment arrangements, student privacy consideration, services related to orientation, advising, counseling or tutoring, etc.) Include the draft contract/Memorandum of Understanding (MOU) for each partner/organization offering faculty/instructional support for the program. Submit final contract/MOU signed by partner institutions or organizations upon completion of ADHE proposal review.**

N/A. There are no agreements to have services to the program provided by third parties. The courses will use the Blackboard venue. All students will have access to UCA resources.

**14. Estimate costs for the proposed distance technology program for the first 3 years. Include faculty release time costs for course/program planning and delivery.**

At this time, many of these classes are already being offered online as part of the regular load for full-time faculty. Additional investment to maintain faculty resources and promote additional faculty development is already planned for the campus in the Center for Teaching Excellence online education grant budget. Department- and college-level expenditures will also be made as needed from existing budget. Over time, additional faculty lines and/or part-time/overload support will be needed if student demand for online education continues to grow and increase the number of sections required to meet demand.

**15. Provide institutional curriculum committee review/approval date for proposed distance technology program.**

Undergraduate/Graduate Council: 2016-11-15  
Council of Deans: 2016-11-30

**16. Provide documentation that proposed program has been reviewed/approved for distance technology delivery by licensure/certification board/agency, if required. [HLC review, if required, must follow ADHE review and AHECB program approval.]**

No additional approvals are necessary. We are required to notify the Higher Learning Commission in the annual Institutional Update process (not by email).


**17. Provide additional program information if requested by ADHE staff.**

If requested.

**INSTITUTIONAL APPROVAL**

President/Chancellor Approval Date: 2017-01-09

Board of Trustees Notification Date: 2017-02-10 (next scheduled BOT meeting)

Chief Academic Officer:  2016-12-01  
SIGNATURE DATE

[UCA form updated 2016-02-05]

**Notification: Deletion of the Minor in Presidential Studies**

Because of a declining number of declared minors in Presidential Studies, the Department of Political Science has proposed to delete this minor program. No students are currently declared in the minor.

The provost and the president have approved the deletion of the minor in Presidential Studies.

Supporting materials (following pages): (1) UCA Curriculum Form U3-D; and (2) ADHE Form LON-5.



**Undergraduate Program Deletion Form**

Department: Political Science Date: 9/20/16

**Check the type of program to be deleted.**

- Degree program
- Certificate program
- Concentration, emphasis, option, or track in a program
- Minor program

Bulletin title of program (brief): Minor in Presidential Studies

Complete and attach ADHE form LON-5.

Are any of the prerequisites or requirements of the program to be deleted offered by another department? Yes

If YES, attach a signed letter from each department's chair describing the impact on the department.

<b>Recommended by Department and College (action required)</b>			
1. <u>[Signature]</u> 9/27/16 Department Curriculum Committee Date	2. <u>[Signature]</u> 9/27/16 Department Chair Date		
3. <u>[Signature]</u> 10-14-16 College Curriculum & Assessment Committee Date	4. <u>[Signature]</u> 10-14-16 College Dean Date		
<b>Recognized by University Councils (information only)</b>			
Is this a teacher education program or option? <u>No</u>		5. _____ Professional Education Council Date	
If YES, must be reviewed by the Professional Education Council.		7. <u>[Signature]</u> 11/30/16 Council of Deans Date	
6. <u>[Signature]</u> 11-15-16 Undergraduate Council Date			
Submit proposals to the appropriate university Council at least one month before the meeting in which action is desired. Summer submissions may not be considered until the fall term.			
<b>Approved by</b>			
8. <u>[Signature]</u> 12/1/2016 Provost Date		9. <u>[Signature]</u> 01/09/17 President Date	
The Office of the Provost sends all required documentation to the Board of Trustees and the AHECB.			
10. <b>Notification to Board of Trustees</b> _____ Date		11. <b>Notification to AHECB</b> _____ Date	
The Office of the Provost retains the original and sends a copy to the Office of the Registrar for changes in Degree Works.		<b>Removed from Bulletin by</b>	
		12. _____ Office of the Provost Date	
<b>Ended in Banner by</b>		<b>Ended in Degree Works by</b>	
13. _____ Office of the Provost Date		14. _____ Office of the Registrar Date	
The Registrar returns the copy, signed, to the Office of the Provost. The Office of the Provost sends a copy to the originating department.			

## LETTER OF NOTIFICATION – 5

### DELETION

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

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn  
Associate Provost

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

(501) 450-3126  
jona@uca.edu

**4. Proposed effective date**

January 2017 or upon approval

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

Minor in Presidential Studies

**6. CIP codes**

45.1099

**7. Degree codes**

N/A

**8. Reason for deletion**

Declining number of declared minors, with none since January 2016.

**9. Number of students still enrolled in program**

None

**10. Expected graduation date of last student**

N/A

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

None

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

N/A

**13. Indicate the amount of funds available for reallocation.**

None

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

If requested.

President/Chancellor Approval date: 2017-01-09

Board of Trustees Notification Date: 2017-02-10 (next scheduled BOT meeting)

Chief Academic Officer:  Date: 2016-12-01

[UCA form updated 2016-01-06]

**Notification: Deletion of the Mass Communication Research Option in Journalism**

The School of Communication has proposed deletion of the Mass Communication Research (MCR) option from its BA/BS Journalism programs. Low enrollment over time makes maintenance and further development of this program option inefficient. Maintaining the MCR courses as electives for students declared in other Journalism options, however, allows interested students to learn concepts and skills formerly afforded by the option. All students currently in the MCR option are expected to have completed by spring 2018.

Supporting materials (following pages): (1) UCA Curriculum Form U2-I; and (2) ADHE Form LON-5.

**Undergraduate Curriculum Change: Information Item**

Department/program/concentration: School of Communication / Journalism Date: 9/14/2016

NOTE: CHANGES APPROVED BY THE PROVOST BEFORE JANUARY 31 WILL BE PUBLISHED IN THE BULLETIN FOR THE NEXT ACADEMIC YEAR.  
If you wish to request an effective date earlier or later than this deadline stipulates, provide details in section III below.

**Check all that apply and supply requested information. Attach required documentation.**

- Change course title Course prefix and number: \_\_\_\_\_  
Current short title: \_\_\_\_\_  
New short title (≤ 30 characters): \_\_\_\_\_  
New long title (≤ 100 characters): \_\_\_\_\_
- Add/remove elective(s) or change requirement(s) to elective(s) in a major/minor when the change does not affect total hours or another department. (List prefix and course number; list multiple courses on the following page.)  
Add: \_\_\_\_\_ Remove: \_\_\_\_\_ Change: MCOM 3307
- Remove an FYS designation from a lower-division UCA Core course or a UCA Core designation from an upper-division UCA Core course.  
Course prefix and number: \_\_\_\_\_ Designation:  FYS  C  D  I  R  Z
- Remove course(s) from the Bulletin when the change does not affect total hours and does not affect another department or program area (Note: The course(s) will be inactive for a period of five years, and can be reinstated by submitting Curriculum Form U2-I. After five years, the course(s) will be deleted, and can be reinstated only through the new course proposal process.)  
Course(s) (list prefix and number): \_\_\_\_\_
- Reinstatement course(s) inactive for less than five years (Note: If a course has been inactive for more than five years, submit Curriculum Form U1 instead.)  
Course(s) (list prefix and number): \_\_\_\_\_
- Add or remove course prerequisite(s) when the change does not affect total hours for a major/minor or affect another department/program area.  
Course prefix and number: \_\_\_\_\_ Remove: \_\_\_\_\_  
Add: \_\_\_\_\_
- Nonsubstantive editorial change of course description(s) for the Bulletin (Provide full details in attached documentation.)  
Course(s) (list prefix and number): \_\_\_\_\_
- Other (specify): Delete emphasis area: Mass Communication Research, revise number of core and elective credits.

Does the change affect student financial aid? No If YES, attach Curriculum Attachment C signed by the Director of Financial Aid. Consult Curriculum Attachment C for qualifying changes. 201810

Recognized by Department and College			
1.	<u>P.H. Walter</u>	<u>11.17.16</u>	2. <u>[Signature]</u>
	Department Curriculum Committee	Date	Department Chair
3.	<u>Donna L. Stephens</u>	<u>12/1/16</u>	4. <u>[Signature]</u>
	College Curriculum & Assessment Committee	Date	College Dean

Recognized by University Councils			
Does the change affect a teacher education program? <u>No</u>		Does the change affect the UCA Core? <u>No</u>	
If YES, must be reviewed by the Professional Education Council:		If YES, must be reviewed by the UCA Core Council:	
5.	_____	6.	_____
	Professional Education Council		UCA Core Council
7.	<u>[Signature]</u>	8.	<u>Alicia Crow</u>
	Undergraduate Council		Council of Deans
	<u>12-8-16</u>		<u>1/18/17</u>
	Date		Date

Submit proposals to the appropriate university Council at least one month before the meeting in which action is desired. Summer submissions may not be considered until the fall term.

Approved by		Recorded in the Bulletin by	
9.	<u>[Signature]</u>	10.	_____
	Provost		Office of the Provost
	<u>1/19/2017</u>		_____
	Date		Date

The Office of the Provost sends a copy to the Office of the Registrar for changes in Degree Works.



<b>Recorded in Banner by</b>		<b>Recorded in Degree Works by</b>	
11. _____	12. _____	11. _____	12. _____
Office of the Provost	Date	Office of the Registrar	Date
The Office of the Registrar returns a copy, signed, to the Office of the Provost. The Office of the Provost retains the signed original and sends a copy to the originating department.			

**Address items I-III by typing or pasting the response in the area below each section.**

**I. DESCRIPTION OF AND JUSTIFICATION FOR CURRICULUM CHANGE**

Describe the curriculum change (if the change involves multiple courses, list them here). Why is this change being proposed? How does it advance the goals and objectives of the degree/certificate program and/or the UCA Core? If this change is being proposed in response to a national or regional accrediting agency, please attach verification.

Rationale: With the restructuring of the Journalism Program under the School of Communication, journalism is amending its curriculum offerings to better fit within the new School. Previously, students have earned degrees in Mass Communication with emphasis in Print Journalism, Broadcast Journalism, Online Journalism or Mass Communication Research; these are now Journalism degrees. We wish to delete the Mass Communication Research emphasis. However, we prefer to keep the specific MCOM course designations at this time.

Since the change to the School of Communication, we are no longer under the Mass Communication umbrella. Our degree designation is now Journalism. By moving MCOM 3307 Theories of Mass Communication to electives (in process with this form), the required number of core credits will change from 24 to 21 hours. This change will then allow students to take an additional elective, changing the number of elective credits to nine (9). This change does not affect the overall 43 hours required for the journalism major. The additional two courses for the emphasis MCOM 3320 and MCOM 4302 are already part of the elective offerings.

**II. PROPOSED REVISION TO THE UNDERGRADUATE BULLETIN**

Cut and paste below the relevant section(s) of the current Undergraduate Bulletin. ~~Strikethrough~~ text to be deleted. **Highlight** text to be added.

**3307 THEORIES OF MASS COMMUNICATION** An elective course for all journalism majors and minors. The course explores major theories of mass communication, focusing on those theories that have come to influence how we understand the relationship between media and society. Prerequisite: JOUR 2300. **On demand.**

**III. EFFECTIVE DATE REQUEST**

If you wish to request an effective term different from that stipulated in this form's headnote, indicate the requested effective term here and provide justification. If not, enter N/A.

N/A

## LETTER OF NOTIFICATION – 5

### DELETION

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

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn  
Associate Provost

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

(501) 450-3126  
jona@uca.edu

**4. Proposed effective date**

Fall 2017

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

Mass Communication Research option in the BA/BS in Journalism (Note that the program itself and its other options remain. Only this option is being deleted.)

**6. CIP codes**

09.0401

**7. Degree codes**

1590 (BA) and 2865 (BS). (Again, note that these degrees are NOT being deleted. Only the option named in item 5 is being deleted.)

**8. Reason for deletion**

Low enrollment

**9. Number of students still enrolled in program option**

Approximately 4

**10. Expected graduation date of last student**

Spring 2018

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

None at this time. Courses in the option will be maintained as electives for other options in the program.

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

Students will be sent the following message from the director of the School of Communication:

You have been identified as a Journalism major pursuing an emphasis in Mass Communication Research. This message is to inform you that this option is being deleted from the Journalism program and that students may no longer declare the Mass Communication Research option after the Spring 2017 term.

Please know that we will still be offering courses or substitutions that will work for you to complete the option if you are not graduating before Fall 2017. Coordinate with your advisor and with the director of the School of Communication, John Gale, if you wish to continue with this emphasis beyond the Fall 2017 term. This option to complete a Mass Communication Research emphasis will end at the completion of the Spring 2018 term. We will accommodate you in the pursuit of a Mass Communication Research emphasis as indicated above.

Note that the Journalism major is still offered at UCA and has a large enrollment. We are simply modifying the offerings.

**13. Indicate the amount of funds available for reallocation.**

N/A

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

If requested.

President/Chancellor Approval date: 2017-01-31

Board of Trustees Notification Date: 2017-02-10 (next schedule Board meeting)

Chief Academic Officer:  Date: 2017-01-19

[UCA form updated 2016-01-06]



**Notification: Program Name Change, BA/BS and MFA, Digital Filmmaking**

Based on rapid changes within the film industry, the Department of Film, Theatre, and Creative Writing have requested a name change for the undergraduate and graduate programs in Digital Filmmaking. The preferred name for these programs is now simply Film.

The provost and the president have approved this change of program names.

Supporting materials (following pages): (1) ADHE Form LON-1; and (2) UCA Curriculum Forms G2-A and U2-A.

### Undergraduate Curriculum Change: Action Item

Department/program/concentration: Digital Filmmaking Program Date: 9/13/2016

NOTE: CHANGES APPROVED BY THE PROVOST BEFORE JANUARY 31 WILL BE PUBLISHED IN THE BULLETIN FOR THE NEXT ACADEMIC YEAR.  
If you wish to request an effective date earlier or later than this deadline stipulates, provide details in section III below.

**Check all that apply and supply requested information. Attach required documentation.**

- Change in total semester credit hour requirements for a major/minor Current requirement: \_\_\_\_\_ Proposed: \_\_\_\_\_
- Add/remove required course(s) or change course(s) from an elective to a requirement in a major or minor. (List prefix and number; list multiple courses on the following page.)  
Add: \_\_\_\_\_ Remove: \_\_\_\_\_ Change: \_\_\_\_\_
- Add/remove elective course(s) or 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.\* (List prefix and number; list multiple courses on following pages.)  
Add: \_\_\_\_\_ Remove: \_\_\_\_\_ Change: \_\_\_\_\_
- Add existing course(s) to the UCA Core. Attach UCA Core Attachment A for each course.  
Course(s) (list prefix and number): \_\_\_\_\_
- Designate existing UCA Core course(s) as Freshmen Year Seminar (FYS). Attach UCA Core Attachment B for each course.  
Course(s) (list prefix and number): \_\_\_\_\_
- Remove course(s) from the Lower-Division UCA Core (list prefix and number): \_\_\_\_\_
- Add/remove course prerequisite(s) when the change affects total hours for a major/minor and/or affects another department or program area.\*  
Course prefix and number: \_\_\_\_\_ Remove: \_\_\_\_\_  
Add: \_\_\_\_\_
- Change level and/or credit value of course. Do the course expectations warrant the change in level or credit value? Justify on page 2 and attach relevant documentation (e.g., syllabus).  
Course prefix: \_\_\_\_\_ Current course number: \_\_\_\_\_ Proposed course number: \_\_\_\_\_ (Consult the registrar for available course number.)
- Remove course(s) from the Bulletin when the change affects total hours and/or affects another department or program area.\* (Note: The course(s) will be inactive for a period of five years, and can be reinstated by submitting Curriculum Form U2-I. After five years, the course(s) will be deleted, and can be reinstated only through the new course proposal process.)  
Course(s) (list prefix and number): \_\_\_\_\_
- Other (specify): Degree Name Change

\*If the change affects another department, attach a signed letter from the department's chair describing the impact on the department.

Does the change affect student financial aid? Yes  No  Consult Curriculum Attachment C for qualifying changes. If YES, attach Curriculum Attachment C signed by the Director of Financial Aid.

<b>Recommended by Department and College</b>		
1. <u>[Signature]</u> <u>11/8/16</u> Department Curriculum Committee Date	2. <u>[Signature]</u> <u>11/9/16</u> Department Chair Date	
3. <u>[Signature]</u> <u>12/1/16</u> College Curriculum & Assessment Committee Date	4. <u>[Signature]</u> <u>11.30.16</u> College Dean Date	
<b>Recommended by University Councils</b>		
Does the change affect a teacher education program? <u>Yes</u> <input checked="" type="checkbox"/> <u>No</u> <input type="checkbox"/> If YES, must be reviewed by the Professional Education Council:	Does the change affect the UCA Core? <u>Yes</u> <input checked="" type="checkbox"/> <u>No</u> <input type="checkbox"/> If YES, must be reviewed by the UCA Core Council:	
5. _____ Date _____ Professional Education Council	6. _____ Date _____ UCA Core Council	
7. <u>[Signature]</u> <u>1-24-17</u> Undergraduate Council Date	8. <u>[Signature]</u> <u>2/1/17</u> Council of Deans Date	
Submit proposals to the appropriate university Council at least one month before the meeting in which action is desired. Summer submissions may not be considered until the fall term.		
<b>Approved by</b>		
9. <u>[Signature]</u> <u>2/1/2017</u> Provost Date	<b>Recorded in the Bulletin by</b>	
	10. _____ Office of the Provost	Date _____
The Office of the Provost sends a copy to the Office of the Registrar for changes in Degree Works.		
<b>Recorded in Banner by</b>		<b>Recorded in Degree Works by</b>
11. _____ Office of the Provost	Date _____	12. _____ Office of the Registrar
		Date _____
The Office of the Provost retains the signed original and sends a copy to the originating department.		

**Graduate Curriculum Change: Action Item**

Department/program/concentration: Digital Filmmaking Program

Date: 9/13/2016

NOTE: CHANGES APPROVED BY THE PROVOST BEFORE JANUARY 31 WILL BE PUBLISHED IN THE BULLETIN FOR THE NEXT ACADEMIC YEAR. If you wish to request an effective date earlier or later than this deadline stipulates, provide details in section III below.

**Check all that apply and supply requested information. Attach required documentation.**

- Change in total semester credit hour requirements for a degree or certificate program  
Current requirement: \_\_\_\_\_ Proposed requirement: \_\_\_\_\_
- Add/remove required course(s) or change course(s) from an elective to a requirement in a degree or certificate program. (List prefix and number; list multiple course on following pages.)  
Add: \_\_\_\_\_ Remove: \_\_\_\_\_ Change: \_\_\_\_\_
- Add/remove elective course(s) or change course(s) from a requirement to an elective in a degree or certificate program when the change affects total hours and/or affects another department.\* (List prefix and number; list multiple courses on the following page.)  
Add: \_\_\_\_\_ Remove: \_\_\_\_\_ Change: \_\_\_\_\_
- Add or remove course prerequisite(s) when the change affects total hours for a degree/certificate program and/or affects another department/program area.\*  
Course prefix and number: \_\_\_\_\_ Remove: \_\_\_\_\_  
Add: \_\_\_\_\_
- Change level and/or credit value of course. Do the course expectations warrant the change in level or credit value? Justify on page 2 and attach relevant documentation (e.g., syllabus).  
Course prefix: \_\_\_\_\_ Current course number: \_\_\_\_\_ Proposed course number: \_\_\_\_\_ (Consult the registrar for available course number.)
- Remove course(s) from the Bulletin when the change affects total hours and/or affects another department or program area.\* (Note: The course(s) will be inactive for a period of five years, and can be reinstated by submitting Curriculum Form G2-I. After five years, the course(s) will be deleted, and can be reinstated only through the new course proposal process.)  
Course(s) (list prefix and number): \_\_\_\_\_
- Other (specify): Degree Name Change

\*If the change affects another department, attach a signed letter from the department's chair describing the impact on the department.

Does the change affect student financial aid? Yes No Consult Curriculum Attachment C for qualifying changes. If YES, attach Curriculum Attachment C signed by the Director of Financial Aid.

<b>201810</b>	
<b>Recommended by Department and College</b>	
1. <u>[Signature]</u> 11/8/16 Department Curriculum Committee Date	2. <u>[Signature]</u> 11/9/16 Department Chair Date
3. <u>Donna L. Stephens</u> 12/1/16 College Curriculum & Assessment Committee Date	4. <u>[Signature]</u> 11.30.16 College Dean Date
<b>Recommended by University Councils</b>	
Does this change affect a teacher education program? <u>No</u> If YES, must be reviewed by the Professional Education Council.	
6. <u>[Signature]</u> 1/19/17 Graduate Council Date	7. <u>Alivia Crow</u> 1/25/17 Council of Deans Date
Submit proposals to 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 term.	
8. <u>[Signature]</u> 1/26/2017 Provost Date	9. _____ Office of the Provost Date
10. _____ Office of the Provost Date	11. _____ Graduate School Date
The Office of the Provost sends the signed original to the Graduate School. The Graduate School retains the original and sends a copy to the originating department.	

REC'D UCA  
GRADUATE SCHOOL  
**ORIGINAL** DEC 02 2016

## 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 2017

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

BA, Digital Filmmaking  
BS, Digital Filmmaking  
MFA, Digital Filmmaking

**6.–7. N/A**

**8. Proposed title of degree/certificate program**

BA, Film  
BS, Film  
MFA, Film

**9.–10. N/A**

**11. CIP code**

50.0602 (all three degree programs)

**12. Degree code**

BA: 2867  
BS: 2866  
MFA: 5940

**13. Reason for proposed action**

In 2003, when UCA's Digital Filmmaking program was first created as a concentration within the Mass Communication program, there was a strong emphasis on the "Digital" aspect of the name. The decision was made to embrace all digital technologies, including digital cameras and



digital post-production software and equipment. This distinction set the program apart from most other programs in the country. Some programs were still exclusively film-based, while others used a mix of film-based and digital technologies. The program at UCA was one of the first to be entirely digital, and the name of the degree and the program were consciously chosen to reflect that progressive and innovative approach.

Furthermore, at the time, digital cameras still used tape cartridges, and were therefore an out-growth of, and closely related to, video cameras. "Video" was often viewed as inferior, associated with television programming and even home movies. With this in mind, the decision was made to use the term "filmmaking" to make clear that digital cameras and technology were being used to make narrative films.

These same considerations informed the titles used when the MFA became a degree program in 2005 and the BA/BS became degree programs in 2006.

The programs' embrace of digital technology has proven to be the correct one, as the motion picture industry has come to embrace digital technology. In fact, the conversion to digital technology has happened more rapidly than anyone predicted. The result is that the industry is almost 100% digital, and most university programs have fully adopted digital. At this point, it is assumed that film programs use digital technology, and the word "digital" is therefore no longer necessary to separate UCA's degree programs from other film programs. It also means that, in the same way, "filmmaking" versus simply "film" is no longer necessary for clarity.

President/Chancellor Approval Date: 2017-01-31

Board of Trustees Notification Date: 2017-02-10 (next schedule Board meeting)

Chief Academic Officer:  2017-01-26, 02-01  
SIGNATURE DATE

[UCA form updated 2016-01-06]