

The University of Central Arkansas Board of Trustees convened in a regularly scheduled meeting at 10:00 a.m. Friday, May 12, 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

### **MINUTES**

The board unanimously approved the minutes of the February 10, 2017, board meeting as submitted upon motion by Cornell Maltbia and second by Kay Hinkle.

### **END-OF-YEAR REPORTS FROM THE PRESIDENTS OF THE STAFF SENATE, STUDENT GOVERNMENT ASSOCIATION, AND FACULTY SENATE**

Ms. Erica Ruble, incoming-president of the Staff Senate, Ms. Kelsey Broaddrick, outgoing-president of the Student Government Association, and Dr. Kaye McKinzie, outgoing-president of the Faculty Senate, addressed the board. Their remarks are attached to the original minutes.

### **REPORTS**

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 May 11 meeting. He told the board the committee approved the following audits:

- University Improvement Fund
- College Square Retirement Community
- Third-party Auxiliary Contracts

The following topics were discussed in the finance part of the meeting:

- Housing Improvements - \$8.5 million
- 2017 Actual Expenditures

- FY2018 Budget

## ACTION AGENDA

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

Pursuant to Board Policy No. 416, Contract Review Procedures, the administration must seek board approval for 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 contracts with the following:

Kinco Constructors  
Elite Floor Services, Inc.  
Eric Rob & Isaac, Inc.  
Windstream  
Blackbaud  
Centennial Bank  
Caldwell and Gregory, LLC

#### On-call Services and Amendments:

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

The board unanimously adopted the following resolution upon motion by Bunny Adcock and second by Shelia Vaught:

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

The following resolution was unanimously adopted upon motion by Joe Whisenhunt and second by Cornell Maltbia. Bunny Adcock, Kay Hinkle, and Brad Lacy abstained from the vote:

**“BE IT RESOLVED: That the Board of Trustees authorizes the administration to enter into the contract with Centennial Bank 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 Kinco Constructors, Little Rock, Arkansas.
2. Purpose: General contractor to reroof Mashburn Hall.
3. Term: N/A.
4. University Funds to be Paid: Project estimate is \$634,215.34.
5. Funds Received: N/A.
6. Public Bid/Purchasing Approval: This is a Job Order Contract (JOC) project. Bids were opened for subcontractors on April 6, 2017. Final contract pricing negotiated with Kinco.
7. Special Provisions/Terms/Conditions: N/A.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel

Date: April 10, 2017

**UNIVERSITY OF CENTRAL ARKANSAS**  
***REASON FOR REQUIRING BOARD REVIEW AND ACTION***  
***(Board Policy No. 416)***

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

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**SUMMARY**

1. Parties: Agreement between the University of Central Arkansas and Elite Floor Services, Inc., Conway, Arkansas.
2. Purpose: Floor stripping and refinishing for residence halls.
3. Term: The initial term is two years, but the contract may be renewed for up to seven years.
4. University Funds to be Paid: \$321,000.00 for the two-year period.
5. Funds Received: N/A.
6. Public Bid/Purchasing Approval: The vendor was selected with a request for proposal (RFP) process.
7. Special Provisions/Terms/Conditions: The contract is subject to approval by the Legislative Council of the Arkansas General Assembly.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel

Date: April 10, 2017

**UNIVERSITY OF CENTRAL ARKANSAS**  
***REASON FOR REQUIRING BOARD REVIEW AND ACTION***  
***(Board Policy No. 416)***

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

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**SUMMARY**

1. Parties: Agreement between the University of Central Arkansas and Eric Rob & Isaac, Inc.
2. Purpose: Renewal of an existing agreement to provide advertising and marketing services.
3. Term: The extended term is July 1, 2017 to June 30, 2019. The contract provides for renewals through June 30, 2022. However, the university retains the right to cancel the contract at any time upon 30 days written notice.
4. University Funds to be Paid: \$800,000 per year.
5. Funds Received: N/A.
6. Public Bid/Purchasing Approval: The initial contract was signed after UCA's Purchasing Office sent a solicitation to all companies under the Office of State Procurement advertising contract.
7. Special Provisions/Terms/Conditions: The contract is subject to approval by the Legislative Council of the Arkansas General Assembly.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel

Date: April 14, 2017

**UNIVERSITY OF CENTRAL ARKANSAS**  
***REASON FOR REQUIRING BOARD REVIEW AND ACTION***  
***(Board Policy No. 416)***

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

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**SUMMARY**

1. Parties: Agreement between the University of Central Arkansas and Windstream, Little Rock, Arkansas.
2. Purpose: Provide telephone equipment and services.
3. Term: The initial term is one year, but the contract may be renewed for up to seven years.
4. University Funds to be Paid: Estimate of \$351,457.92 per year.
5. Funds Received: N/A.
6. Public Bid/Purchasing Approval: Request for Proposal was issued on January 9, 2017. Windstream was the only company that responded to the solicitation. The proposal was evaluated by the committee and recommended.
7. Special Provisions/Terms/Conditions: N/A.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel

Date: April 14, 2017

**UNIVERSITY OF CENTRAL ARKANSAS**  
***REASON FOR REQUIRING BOARD REVIEW AND ACTION***

***(Board Policy No. 416)***

Contract with a term of more than one year

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**SUMMARY**

1. Parties: Agreement between the University of Central Arkansas and Blackbaud, Charleston, South Carolina.
2. Purpose: Renewal of agreement to purchase software, subscriptions, support, and maintenance for constituent records service (Raiser's Edge).
3. Term: July 1, 2017 to June 30, 2020.
4. University Funds to be paid: \$132,078.
5. Funds Received: N/A.
6. Public Bid/Purchasing Approval: Blackbaud was classified as a sole source vendor in 2012.
7. Special Provisions/Terms/Conditions: N/A.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel

Date: April 14, 2017

**UNIVERSITY OF CENTRAL ARKANSAS**

***REASON FOR REQUIRING BOARD REVIEW AND ACTION***

***(Board Policy No. 416)***

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**SUMMARY**

1. Parties: Agreement between the University of Central Arkansas and Centennial Bank.
2. Purpose: To obtain a qualified vendor to provide highly-liquid, highly-secured short term investment vehicles.
3. Term: A term of one year (July 1, 2017 to June 30, 2018), with the option to renew in one or two year increments not to exceed a total of seven years.
4. University Funds to be Paid: None.
5. Funds Received: None.
6. Public Bid/Purchasing Approval: A Request for Proposal was issued on February 21, 2017. Four companies submitted proposals. The proposals were evaluated by the committee, and Centennial Bank was recommended.
7. Special Provisions/Terms/Conditions: N/A.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel

Date: April 14, 2017



**UNIVERSITY OF CENTRAL ARKANSAS**

***REASON FOR REQUIRING BOARD REVIEW AND ACTION***

***(Board Policy No. 416)***

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**SUMMARY**

1. Parties: Agreement between the University of Central Arkansas and Caldwell and Gregory LLC.
2. Purpose: To provide washer and dryer units for student housing areas.
3. Term: July 1, 2017 to June 30, 2024.
4. University Funds to be Paid: Approximately \$519,522.94 (total amount for seven years).
5. Funds received: N/A.
6. Public Bid/Purchasing Approval: The Purchasing Office is utilizing Henderson State University's cooperative agreement in accordance with Arkansas Code Annotated § 19-11-249. This allows the university to utilize another agency or university contract. Prices were negotiated for UCA.
7. Special Provisions/Terms/Conditions: Throughout the term of the contract, the university can add additional machines as needed which will impact the total cost.
8. Approval/Notification to UCA Foundation: N/A

Form prepared by: Warren Readnour, General Counsel

Date: April 14, 2017

**UNIVERSITY OF CENTRAL ARKANSAS**  
**REASON FOR REQUIRING BOARD REVIEW AND ACTION**  
**(Board Policy No. 416)**

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

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**SUMMARY**

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

**Amount:** \$600,000 per vendor

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

**Expiration Date:** June 30, 2019

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

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

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

**Expiration Date:** June 30, 2019

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

**Amount:** \$275,000 per vendor

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

**Expiration Date:** June 30, 2019

**Vendor:** Tyler Group and Central Arkansas Professional Surveying

**Amount:** \$175,000 per vendor

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

**Expiration Date:** June 30, 2019

**Vendor:** Viridian and Cromwell Architects Engineers

**Amount:** \$275,000 per vendor

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

**Expiration Date:** June 30, 2019

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

**Amount:** \$175,000 per vendor

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

**Expiration Date:** June 30, 2019

**Vendor:** Garver LLC and Cromwell Architects Engineers

**Amount:** \$275,000 per vendor

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

**Expiration Date:** June 30, 2019

**Vendor:** Garver LLC and Cromwell Architects Engineers

**Amount:** \$275,000 per vendor

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

**Expiration Date:** June 30, 2019

**Vendor:** Garver LLC and Cromwell Architects Engineers

**Amount:** \$275,000 per vendor

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

**Expiration Date:** June 30, 2019

### **Concealed Handguns – Acts 562 and 859 of 2017**

Two acts by the General Assembly grant limited rights to carry concealed handguns on campus. This is an evolution of a trend in Arkansas, as well as other states. Since 2013, college campuses have been required to opt-out if they did not want to allow concealed-carry on campus. In 2015, legislation authorized a concealed-carry licensee to carry a concealed handgun in a motor vehicle or leave the concealed handgun in a locked motor vehicle on a publicly owned and maintained parking lot of a university. The two acts from the 2017 legislative session are Acts 562 and 859.

First, Act 562 of 2017 allows a concealed-carry licensee who has completed additional training to carry a concealed handgun on the campus and in the buildings of the university. The law is not effective until September 1, 2017, and no one will be allowed to carry a concealed handgun until he or she has obtained the endorsement by completing the additional training approved by the director of the Arkansas State Police. The state police must promulgate rules to design a training program within 120 days of the effective date of the act. It is impossible to specify a date that a person will be able to carry a concealed handgun on campus because the training program has not been approved.

Arkansas Code Annotated § 5-73-119(c) still prohibits the storage of a handgun in a university-operated dormitory or residence hall. In addition, a licensee may not carry a concealed handgun to a documented grievance or disciplinary procedure of the university provided at least 24-hours' notice is given to the participants and notice is posted on the door of the location of the meeting.

Second, Act 859 of 2017 provides that the concealed-carry licensee endorsement does not authorize the carrying of a handgun in a public daycare facility or a posted firearm-sensitive area. An institution of higher education that hosts or sponsors a collegiate athletic event may submit a security plan to the Arkansas State Police for designation of certain areas as firearm-sensitive

areas. Upon approval of a security plan, the university must post a notification at all firearm-sensitive areas that possession of a concealed handgun is prohibited.

The end result is guns are still prohibited on campus except for the limited circumstances when authorized by law, such as (1) storage in a locked motor vehicle or (2) concealed-carry licensees with the additional training. The existing policies for firearms possession already allow possession of a firearm if authorized by law. The two policies are as follows:

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

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

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

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

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

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

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

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

Act 562 of 2017 repeals the current law that allowed staff members with a concealed-carry permit to carry a handgun unless the governing board of the university adopted a policy expressly disallowing the carrying of a concealed handgun by staff members. Because the new law is not effective until September 1, 2017, Act 226 of 2013 (as codified at A.C.A. § 5-73-322) remains in effect until that date. Act 226 became effective on August 16, 2013, and provided that a policy adopted by a governing board was effective for a period of one year. Beginning in

2013, the board has adopted a resolution each year that disallowed the carrying of a concealed handgun for a period of one year. The board adopted the following resolution in May 2016:

**“BE IT RESOLVED: That the Board of Trustees (a) hereby ratifies and affirms the provisions of Board Policy No. 507 set forth above; (b) pursuant to the provisions of Act 226 of 2013 and A.C.A. 5-73-322 and commencing on August 16, 2016, hereby disallows the carrying of a concealed handgun by faculty/staff in the buildings or on the grounds of the University of Central Arkansas for a period of one year; and (c) directs and authorizes the administration to take any and all steps necessary to ensure the compliance with such opt out provisions of Act 226 and A.C.A. 5-73-322, including, but not limited to, the posting of any and all signs required or necessary to comply with the foregoing act.”**

In order to continue the provisions of the resolution adopted in 2016 until the effective date of Act 562 of 2017, the board must vote on a resolution pursuant to A.C.A § 5-73-322. The failure to adopt such a resolution could result in additional confusion with regard to the new concealed-carry law as well as allow employees with a concealed-carry permit, who have not completed the additional training, to carry a concealed handgun on campus from August 16, 2017 until September 1, 2017.

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

**“BE IT RESOLVED: That the Board of Trustees (a) hereby ratifies and affirms the provisions of Board Policy No. 507 set forth above; (b) pursuant to the provisions of Act 226 of 2013 and A.C.A. § 5-73-322 and commencing on August 16, 2017, hereby disallows the carrying of a concealed handgun by faculty/staff in the buildings or on the grounds of the University of Central Arkansas until Act 562 of 2017 is effective; and (c) directs and authorizes the administration to take any and all steps necessary to ensure the compliance with such opt-out provisions of Act 226 and A.C.A. § 5-73-322, including, but not limited to, the posting of any and all signs required or necessary to comply with the foregoing act.”**

### **Request for Provisional Positions**

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

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

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

At this time, the university has funding through federal, state, and private grants for 29 positions.

<b>Name</b>	<b>Title</b>	<b>Funding Source</b>
Jacob Walker	Workforce Project Director	Arkansas Department of Workforce Services & ACE
Matthew Jeffery	Lead Software Developer	Arkansas Department of Workforce Services & ACE
Sarah Argue	Pre-K Project Deputy Director	Arkansas Department of Human Services/DCCECE
Greg Holland	Director of Research	Arkansas Department of Human Services/DCCECE and Arkansas Department of Workforce Services
Melanie Bradford	Technology Projects Coordinator	Arkansas Department of Education/EAST-TICAL
Cara Cates	Science Specialist	Arkansas Department of Education
Kimberly Calhoun	Director of AALI	Arkansas Department of Education
Sharon McKinney	Science Specialist	Arkansas Department of Education
Vacant	Software Developer	Arkansas Department of Career Education & Arkansas Department of Workforce Services
Nathaniel Gray	Software Developer	U.S. Department of Education/University of Arkansas Fayetteville PROMISE
Shannon Williams	Retention Counselor	US Department of Education
Michelle Hardin	Upward Bound Project Director	U.S. Department of Education
Jessie Beal	Upward Bound Project Specialist	U.S. Department of Education
Robert Arbogast	Administrative Specialist III	U.S. Department of Education
Michelle Wynn	Administrative Specialist I	U.S. Department of Education
Emily Lane	Project Director	Tobacco Settlement
Peter Lorenz	Assistant Professor	UCA Foundation
Terra Votaw	Research and Program Assistant	UCA Foundation
Kathy Carroll	Director	UCA Foundation

Sharon Kuhn	Project Specialist	UCA Foundation
Tracy Spence	Fiscal Support Analyst	UCA Foundation
Christy Horpedahl	Director of Programs	UCA Foundation
Vacant	Communications Outreach	UCA Foundation
Vacant	Scholar-In-Residence	UCA Foundation
Vacant	Research Associate	UCA Foundation
Jacob Bundrick	Research Associate	UCA Foundation
Mavuto Kalulu	Research Associate	UCA Foundation
Vacant	Research/Program Assistant	UCA Foundation
Vacant	Project Specialist	UCA Foundation

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

**"BE IT RESOLVED: That the Board of Trustees authorizes the administration to proceed with request to the State Department of Finance and Administration for allocation of 29 provisional positions, shown on the above list, that will be funded by institutional funds and federal, state, and private grants."**

**Arkansas State Highway and Transportation Department Grant - Recreational Trails Program**

The university has the opportunity to apply for a grant from the Arkansas State Highway and Transportation Department (AHTD) for the purpose of lighting the Stone Dam Creek Trail. The construction of the trail in 2012 was funded by the same source.

As part of the application process, the AHTD requires a resolution from the applicant's governing body. The attached resolution authorizes the administration to submit the grant application. If awarded, the grant provisions require a 20% cash match from the university as the receiving agency. Based on the estimated cost of \$442,230, the 20% cash match would total \$88,446. The total estimated cost of the project to UCA is \$137,091. The additional costs are due to certain design and construction management fees that may not be included in the grant and must be paid by the university.

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

**"BE IT RESOLVED: That the Board of Trustees hereby approves the attached resolution and authorizes the submission of the grant application to the Arkansas State Highway and Transportation Department for the purpose of lighting the Stone Dam Creek Trail, and authorizes the president of the university, or his designee, to take such other steps and**

execute such other documents as may be necessary or required to carry out the project and the intent of this resolution.”

**A RESOLUTION EXPRESSING THE WILLINGNESS OF THE UNIVERSITY OF CENTRAL ARKANSAS TO UTILIZE FEDERAL-AID RECREATIONAL TRAILS PROGRAM FUNDS AND/OR TRANSPORTATION ALTERNATIVES PROGRAM FUNDS**

WHEREAS, The University of Central Arkansas understands Federal-aid Recreational Trails Program and Transportation Alternatives Program Funds are available at 80% federal participation and 20% local match/in-kind labor to develop or improve “Lighting of the Stone Dam Creek Trail”, and

WHEREAS, The University of Central Arkansas understands that Federal-aid Funds are available for this project on a reimbursable basis, requiring work to be accomplished and proof- of-payment prior to actual monetary reimbursement, and

WHEREAS, this project, using federal funding, will be open and available for use by the general public and maintained by the applicant for the life of the project.

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

SECTION I: The University of Central Arkansas will participate in accordance with its designated responsibility, including maintenance of this project.

SECTION II: President Houston D. Davis is hereby authorized and directed to execute all appropriate agreements and contracts necessary to expedite the construction of the above stated project.

SECTION III: The University of Central Arkansas pledges its full support and hereby authorizes the Arkansas State Highway and Transportation Department to initiate action to implement this project.

THIS RESOLUTION adopted this 12<sup>th</sup> day of May, 2017.

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



Signed: \_\_\_\_\_  
Mr. Robert Adcock, Secretary

**Fees – General Registration and Others – Board Policy No. 630 and Fees – Other Instructional Fees – Board Policy No. 639**

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

**Mandatory Tuition and Fees:** For undergraduate students, the current, mandatory tuition and fees rate is \$266.24 per credit hour. For graduate students, the current tuition and fee rate is \$313.54 per credit hour.

Based upon a review of the needs of the university and in order to prepare the proposed operating budget for the next academic year, the administration proposes the mandatory tuition and fees for undergraduate students be **increased by \$10.00 per credit hour, which would make the hourly tuition and fees rate \$276.24.**

For graduate students, the administration proposes an **increase of \$11.82 per credit hour, raising the hourly tuition and fees rate to \$325.36.**

**Justification:** The proposed tuition and fees rate reflects a 3.65% increase. If approved, this increase will generate approximately \$2.9 million in additional revenue, based on the current year enrollment of full-time equivalent students. The additional revenue will be applied toward a number of efforts including a cost-of-living adjustment for employees and an increase in the scholarship budget.

**Graduate Fully-online Program Rate:** In December 2012, the board approved moving to a flat tuition rate for graduate programs that are fully-online, thereby making the programs more competitive with other institutions and making it easier to market. This proposal takes the hourly rate from **\$300 to \$325, which is an increase of \$25** per hour or 8.3%. The increase to a student taking a three-hour class would be \$75.00. The revenue is not calculated into the proposed budget due to the unpredictability of the online programs.

**Justification:** This action is to keep the rate charged for graduate fully-online programs consistent with graduate online programs not associated with those programs.

**Undergraduate Fully-online Program Rate:** To more effectively market the undergraduate online programs, the administration requests a flat tuition rate of \$285 per credit hour for undergraduate programs that are offered fully-online.

**Justification:** This change represents a realignment in the way tuition is charged to minimize the impact of per semester fees on undergraduate online students who typically enroll in only six hours per term. This change would make UCA’s online undergraduate programs more marketable when compared to other Arkansas institutions. The proposed rate would only apply to students admitted to fully-online programs and not to students admitted to non-online programs who are enrolled in online courses. The standard tuition and fees rate will continue to apply for those online courses.

**Global Education Project (GEP):** UCA enters into agreements with foreign universities to establish the GEP. The general purpose of the agreements is to establish a specific educational program between participating institutions, which will promote academic linkages and enrich understanding of the cultures of the countries involved. The university establishes a flat-rate encompassing several estimated costs, including tuition and fees, housing, meals, insurance, and other necessary costs.

Term	Hours	Current (per sem)	Proposed (per sem)	Change
Fall/Spring 17/18	12	\$7,850	\$8,150	\$300 3.8%
Summer 5-week	6	\$3,350	\$3,475	\$125 3.7%

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

**Out-of-State Tuition Waiver/Scholarship:** The administration recommends students be unconditionally admitted to the University of Central Arkansas to be eligible for the out-of -state tuition waiver. This change applies to students receiving waivers based on living in housing owned or leased by UCA. See Note 1A on attached fees schedule.

**Justification:** This scholarship is comparable with mid-range academic scholarships; therefore, the administration believes the academic component is appropriate. Students currently enrolled and those entering in fall 2017 are not subject to this new requirement.

**Board Policy No. 639, Fees – Other Instructional Fees,** is being revised to remove the application fee from the approved schedule of fees for the College of Health and Behavioral Sciences.

**Justification:** The departments have moved to an application process that requires students to apply online through a national, centralized application service. Students are required to pay these national services directly; therefore, it is no longer necessary for students to pay an application fee to UCA.

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

**“BE IT RESOLVED: That the Board of Trustees approves the following schedule of fees as the general registration and fees charges, effective fall 2017, and removal of the application fee for the College of Health and Behavioral Sciences referenced in Board Policy No. 639.”**

# UNIVERSITY OF CENTRAL ARKANSAS

## BOARD POLICY NO. 630 Fee Schedule

<b>UNDERGRADUATE FALL/SPRING</b>		<b>2017-2018</b>	
		<b>Per Hour</b>	<b>15 Hrs.</b>
General Registration		217.43	3,261.45
Athletic		18.00	270.00
Student Center		4.25	63.75
Facilities Fee		12.50	187.50
HPER/Rec		9.12	136.80
Fine/Performing Arts		2.00	30.00
Cooperative Education		0.50	7.50
Technology		7.50	112.50
Library		3.00	45.00
Writing/Retention		0.35	5.25
SAB		1.59	23.85
Activity Fee	Sem		15.50
Publicaton	Sem		6.00
Radio Station	Sem		5.00
Access and Security	Sem		27.00
Health Service	Sem		65.00
Total Per Hour and Per Sem		276.24	4,262.10
Out-of-State (Note 1)		217.43	3,261.45

Out-of-State Total	493.67	7,523.55
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<b>UNDERGRADUATE SUMMER</b>	<b>2018</b>	
	<b>Per Hour</b>	<b>15 Hrs.</b>

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**Per Hour Fees**

General Registration	217.43	3,261.45
Athletic	18.00	270.00
Student Ctr/Recreation	4.25	63.75
Facilities Fee	12.50	187.50
HPER	9.12	136.80
Fine/Performing Arts	2.00	30.00
Cooperative Education	0.50	7.50
Technology	7.50	112.50
Library	3.00	45.00
Writing/Retention	0.35	5.25
SAB (Student Activity Board)	1.59	23.85
 Total Per Hour	 276.24	 4,143.60

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

		<b>2017-2018</b>	
<b>ONLINE UG FALL/SPRING</b>		<b>Per Hour</b>	<b>15 Hrs.</b>
Online Registration		217.43	3,261.45
Online Fee		83.81	1,257.15
Access and Security	Sem		27.00
Health Service	Sem		65.00
Total Per Hour and Per Sem		301.24	4,610.60

		<b>2018</b>	
<b>ONLINE UG SUMMER</b>		<b>Per Hour</b>	<b>15 Hrs.</b>
<b><u>Per Hour Fees</u></b>			
Online Registration		217.43	3,261.45
Online Fee		83.81	1,257.15
Total Per Hour		301.24	4,518.60

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

**2017-2018**

**UNDERGRADUATE FULLY ONLINE PROGRAMS**

	<b>Per Hour</b>	<b>15 Hrs.</b>
Undergraduate Fully Online Program Registration	285.00	4,275.00

<b>GRADUATE FALL/SPRING</b>		<b>2017-2018</b>		
		<b>Per Hour</b>	<b>12 Hrs.</b>	
General Registration		267.05	3,204.60	
Athletic		18.00	216.00	
Student Center		4.25	51.00	
Facilities Fee		12.50	150.00	
HPER/Rec		9.12	109.44	
Fine/Performing Arts		2.00	24.00	
Technology		7.50	90.00	
Library		3.00	36.00	
Writing/Retention		0.35	4.20	
SAB		1.59	19.08	
Activity Fee	Sem		15.50	
Publicaton	Sem		6.00	
Radio Station	Sem		5.00	
Access and Security	Sem		27.00	
Health Service	Sem		65.00	
Total Per Hour and Per Sem			325.36	4,022.82
Out-of-State (Note 1)			267.05	3,204.60
Out-of-State Total		592.41	7,227.42	

<b>GRADUATE SUMMER</b>	<b>2018</b>	
	<b>Per Hour</b>	<b>12 Hrs.</b>
<b><u>Per Hour Fees</u></b>		
General Registration	267.05	3,204.60
Athletic	18.00	216.00
Student Ctr/Recreation	4.25	51.00
Facilities Fee	12.50	150.00
HPER	9.12	109.44
Fine/Performing Arts	2.00	24.00
Technology	7.50	90.00
Library	3.00	36.00
Writing/Retention	0.35	4.20
SAB (Student Activity Board)	1.59	19.08
 Total Per Hour	 325.36	 3,904.32

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



<b>ONLINE GRAD FALL/SPRING</b>		<b>2017-2018</b>	
		<b>Per Hour</b>	<b>12 Hrs.</b>
Online Registration		267.05	3,204.60
Online Fee		83.31	999.72
Access and Security	Sem		27.00
Health Service	Sem		65.00
Total Per Hour and Per Sem		350.36	4,296.32

<b>ONLINE GRAD SUMMER</b>		<b>2018</b>	
		<b>Per Hour</b>	<b>12 Hrs.</b>
<b><u>Per Hour Fees</u></b>			
Online Registration		267.05	3,204.60
Online Fee		83.31	999.72
Total Per Hour		350.36	4,204.32

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

<b>GRADUATE FULLY-ONLINE PROGRAMS</b>	<b>2017-2018</b>	
	<b>Per Hour</b>	<b>12 Hrs.</b>
Graduate Fully-online Program Registration	325.00	3,900.00

The eligible Program List can be found at the following link  
<http://uca.edu/academicaffairs/files/2015/04/uca-dedis-20152016.pdf>

<b>GEP Fall 2017/Spring 2018</b>	<b>2017-2018</b>	
	<b>Per Hour</b>	<b>12 Hrs.</b>
GEP Flat Rate		8,150.00

<b>GEP Summer 2018</b>	<b>2018</b>	
	<b>Per Hour</b>	<b>6 Hrs.</b>
GEP Flat Rate		3,475.00

## UNIVERSITY OF CENTRAL ARKANSAS

### BOARD POLICY NO. 630 Fee Schedule

#### Explanatory Notes:

Note 1 – Scholarships for out-of-state tuition are awarded for:

- a. Unconditionally admitted students residing in university housing (housing owned or leased by the university);
- b. Full-time students receiving a full tuition scholarship provided by unrestricted funds of the university (State Statute 6-82-103);
- c. UCA graduates who are dues paying members of the UCA Alumni Association;
- d. Children or grandchildren (age 26 or under) of UCA graduates who are dues paying members of the UCA Alumni Association;
- e. Students who are members or dependents of members of the armed forces stationed in the State of Arkansas pursuant to military orders as stated in Ark. Code Annotated § 6-60-205 or Section 702 of the Veterans Access, Choice and Accountability Act of 2014;
- f. Students who are veterans or dependents of veterans where: 1) the veteran was discharged no more than three years prior to enrollment, after a period of service of at least 90 days; and 2) the veteran is using VA education benefits under the Montgomery GI Bill (Chapter 30) or the veteran or dependent is using benefits under the Post 9/11 GI Bill (Chapter 33); and 3) the veteran resides in the state in which the institution is located while the student is attending (pursuant to military orders as stated in the Veterans Access, Choice, and Accountability Act of 2014 (HR 3230));
- g. Undergraduate students whose permanent address is in one of the counties contiguous to the State of Arkansas identified in relation to Ark. Code Annotated § 6-60-303 and 19-5-1076 which established the Higher Education Tuition Adjustment Fund; and
- h. Graduate students whose permanent address is in one of the states contiguous to the state of Arkansas (Texas, Oklahoma, Missouri, Tennessee, Mississippi, and Louisiana)
  - i. Graduate students who have a full-time graduate assistantship
  - ii. Courses offered online
  - iii. Courses offered during the summer

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

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

**Additional Information:**

1. Course, lab, and department fees are not included and vary per individual class schedule.
2. Undocumented students pay out-of-state tuition unless they live in university housing.

There may be exceptions/modifications for international students pursuant to a contract with another entity.

**UNIVERSITY OF CENTRAL ARKANSAS**  
**BOARD POLICY**

Policy Number:   639  

Subject: Fees –Other Instructional Fees

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Date Adopted: \_\_\_\_\_ Revised: 05/08, 02/10, 08/10, 02/13,08/14, 5/17

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The university charges certain fees related to instruction that are course and/or college specific. A list of the names of current fees is set forth below. If any additions, deletions, or revisions to the name of fee and/or amount of fee are necessary, those changes shall be presented to the Board of Trustees for approval.

The approved schedule (name of fee and/or amount of fee) shall be documented in the minutes of the meeting at which such approval is granted and shall be set forth on the university’s website.

1. College of Health and Behavioral Sciences

- a. ~~Application fee~~
- b. Health Sciences fee - effective fall, 2008
- c. Laboratory fees – Effective June 1, 2005
- d. Nursing assessment fee
- e. Master and Ph.D. testing fee
- f. Doctorate of Nursing Practice Fee

2. College of Natural Sciences and Mathematics – effective fall, 2008

- a. Natural sciences and mathematics courses fee
- b. Laboratory fee

3. College of Business – effective fall, 2008

Business courses fee

4. College of Education

Student teacher fee - effective fall, 1980

5. College of Fine Arts and Communication

- a. Key deposit (for student access to practice and instrument storage facilities)

- b. Music lesson fees – adopted 1940s (upon information and belief, a fee was approved by the board during the late 1940s and has been levied by UCA since that time)

6. Honors College

Participation fee – effective fall, 2004

## **Fees – Room and Board – Board Policy No. 632**

The **current** room and board rate is \$6,248 per year (based on a double-occupancy room and the total access meal plan with \$50 declining cash balance).

The **recommended** increase in **board** plans is an average of **4.5%**. The increase in the plan used for comparison with other public Arkansas universities is 5.34%. The increase in the board plans should generate \$385,000, which can be used to cover the 2.81% increase in the Aramark contract that was approved by the board in February and to increase the food service revenue base allowing for necessary maintenance and upgrades. The Department of Housing and Residence Life completed a review of board plan rates from public institutions within the state, as well as those within the Southland Conference. The proposed 2018 board plan rates will still place UCA near the bottom of the price range for the Arkansas universities and those within the Southland Conference.

A **3.5%** increase is recommended for **room** rates. This increase is primarily related to the continuing effort to maintain and upgrade housing facilities. Recommended repairs to the residence halls and university-owned apartments exceed \$16 million. The estimated gross annual revenue from the proposed increase for the housing room rates is \$500,000. The proposed 2018 room rates place UCA at the mid-point of other universities' rates for 2017.

The Department of Housing and Residence Life also recommends reclassifying Baridon Hall from a traditional hall to a suite-style hall because its living arrangements are more comparable to the suite-style offerings in Bear, Farris, New and Short/Denny Halls. The reclassification will result in an increased rate for Baridon Hall.

The proposed **room and board** rate for 2017-18 is \$6,518 per year (based on a double-occupancy room and the total access meal plan with \$50 declining cash balance), for an overall increase of **4.3%**. This increase will result in a student paying an additional **\$270** per year.

The proposed room and board rates were presented to the Student Government Association at their April 17, 2017, meeting.

For the 2017-18 academic year, housing anticipates an annualized occupancy rate of approximately 96%. This takes into consideration potentially taking one hall offline for renovation.

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

**“BE IT RESOLVED: That the Board of Trustees hereby approves the following schedule of room and board rates pursuant to Board Policy No. 632, Fees – Room and Board.”**

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

**Policy Number: 632**

Subject: Fees - Room and Board

Date Adopted: 3/94 Revised: Passim (most recent 2/15)

**PROPOSED ROOM RATE SCHEDULE**

<b>Fall &amp; Spring Semester Rates</b>	<b>2017-18</b>		<b>Current</b>	<b>Change</b>	<b>%</b>
<b>Traditional Residence Halls:</b> <i>(Arkansas, Bernard, Carmichael, Conway, Hughes, State)</i>					
Double Occupancy Room Rate	\$1,799.00	per semester	\$1,738.00	\$61.00	3.51%
Single Room Rate	\$2,685.00	per semester	\$2,595.00	\$90.00	3.47%
RA Room	\$1,799.00	per semester	\$1,738.00	\$61.00	3.51%
<b>Suite Style Residence Halls:</b> <i>(Baridon, Bear, Farris, New, Short/Denney)</i>					
Double Occupancy Room Rate	\$1,915.00	per semester	\$1,850.00	\$65.00	3.51%
Single Room Rate	\$2,802.00	per semester	\$2,707.00	\$95.00	3.51%
<b>Residence Hall single room upgrade charge</b>	\$887.00	per semester	\$857.00	\$30.00	3.50%
<b>Apartment, Greek Village, Donaghey Hall Double Room Rate:</b>					
Stadium Park, Oak Tree, Georgetown, Elizabeth Place	\$2,028.00	per semester	\$1,960.00	\$68.00	3.47%
Bear Village, Torr, Erbach, Western Heights, GV, Donaghey	\$2,150.00	per semester	\$2,078.00	\$72.00	3.46%
<b>Apartment, Greek Village, Donaghey Hall Single Room Rate:</b>					
Stadium Park, Oak Tree, Georgetown, Elizabeth Place	\$2,965.00	per semester	\$2,865.00	\$100.00	3.49%
Bear Village, Torreyson, Erbach, Greek Village	\$3,085.00	per semester	\$2,980.00	\$105.00	3.52%
Bear Village Deluxe, Western Heights, Donaghey Hall	\$3,230.00	per semester	\$3,120.00	\$110.00	3.53%
<b>Apartment single room upgrade charge</b>	\$932.50	per semester	\$901.00	\$31.50	3.50%
<b>Average Overall Room Rate Increase</b>					<b><u>3.50%</u></b>
<b>Summer Terms 2018</b>					
Any Double Room Rate	\$467.00	per term	\$451.00	\$16.00	3.55%
Any Single Room Rate	\$645.00	per term	\$623.00	\$22.00	3.53%
<b>Winter Break - Fall 2017 Designated Residence Halls</b>					
Any Double Room Rate	\$330.00	per term	\$319.00	\$11.00	3.45%
Any Single Room Rate	\$607.00	per term	\$587.00	\$20.00	3.41%
<b>Spring Break - Spring 2018 Designated Residence Halls</b>					
Any Double Room Rate	\$110.00	per term	\$106.00	\$4.00	3.77%
Any Single Room Rate	\$203.00	per term	\$196.00	\$7.00	3.57%
<b>Summer Camp &amp; Conferences, May and August Intersessions nightly rate – 2017-18</b>					
Residence Hall Double Occupancy room rate	\$15.00		\$15.00	\$0.00	0.00%
Residence Hall Single room rate	\$23.00		\$23.00	\$0.00	0.00%
Apartment Double Occupancy room rate	\$17.50		\$17.50	\$0.00	0.00%
Apartment Single room rate	\$28.00		\$28.00	\$0.00	0.00%



**RENT FOR FAMILY HOUSING**

<b>Apartment</b>	<b>2017-18</b>	<b>Current</b>	<b>Change</b>	<b>%</b>
If available	\$615.00	\$595.00	\$20.00	3.36%

**BOARD RATE SCHEDULE**

<b>Fall &amp; Spring</b>	<b>2017-18</b>	<b>Current</b>	<b>Change</b>	<b>%</b>
*Total Access with \$50 DCB	\$1,460.00	\$1,386.00	\$74.00	5.34%
*Any 15-meals per week with \$100 DCB	\$1,460.00	\$1,386.00	\$74.00	5.34%
*Senior Plan 75 Block + \$500 DCB**	\$1,495.00	\$1,423.00	\$72.00	5.06%
*220 Block Plan with \$50 DCB	\$1,620.00	\$1,538.00	\$82.00	5.33%
*140 Block + \$160 DCB	\$1,620.00	\$1,538.00	\$82.00	5.33%
<b>Straight Dining Dollar Meal Plans</b>				
*\$975.00 DD ***	\$975.00	\$950.00	\$25.00	2.63%
*\$825.00 DD ***	\$825.00	\$800.00	\$25.00	3.13%
*\$675.00 DD ***	\$675.00	\$650.00	\$25.00	3.85%
		<b>Average Overall Board Rate Increase</b>		
				<b><u>4.50%</u></b>
<b>Winter Break - Fall 2017 if offered</b>				
Meal Plan	\$444.00	\$425.00	\$19.00	4.47%
<b>Spring Break - Spring 2018 if offered</b>				
Meal Plan	\$169.00	\$162.00	\$7.00	4.32%

\*The individual percentage increase for the meal plans varies due to rounding or additional DD added to the base meal plan.

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

\*\*\* Students in the apartments purchasing the \$975.00 DD will receive a \$50.00 bonus, \$825.00 DD will receive a \$40.00 bonus, and the \$675.00 DD will receive a \$30.00 bonus.

## **Operating Budget 2017-18**

The following is a summary of the proposed operating budget for fiscal year 2018 (July 1, 2017 - June 30, 2018) and pursuant to Board Policy No. 200, Organization and Duties of the Board of Trustees, is presented for consideration by the Board of Trustees.

This operating budget has been prepared based upon the following:

- Approval of a **3.65%** increase in FY18 undergraduate and graduate mandatory student tuition and fees as set forth in the schedule of tuition and fees;
- Enrollment (on a student semester credit hour basis) remains flat based on FY17;
- State appropriations remain flat;
- Approval of the increase in room rates of **3.5%** and board rates an average of **4.5%**;
- Prior year-end funding is reprogrammed for use in the FY18 budget. These expenses are included in the FY18 operating budget, offset by a transfer-in from Plant Funds; and
- The budget totals \$187,559,483, an increase of \$3,056,802 (1.66%) over the March revised budget.

The departmental expense budgets are generally held to the same levels as the prior fiscal year (FY17) with a few strategic exceptions.

This budget is prepared with cautious optimism based on early indicators of fall 2017 enrollment. Primary objectives are to 1) address identified strategic initiatives, 2) maintain stable reserves, and 3) minimize the financial impact to students and their families.

### **Major Components of Sources**

- A. The Educational & General (E&G) Tuition and Fees budget comprises 44.94% of the total budgeted revenue and is based on FY17 student semester credit hours. The annualized increase in tuition and fees is 3.65% or \$300 per year for an undergraduate student enrolled in 15 hours per semester.
- B. The state appropriation budget at \$58,064,142 represents 30.96% of the total budgeted revenue and is comprised of funds from the Revenue Stabilization Act and Educational Excellence Trust Fund.
- C. Auxiliary revenues account for 23.09% of the budgeted revenue. Major sources of income changes include housing and food services. The proposed rate increase for room is 3.5%, and board has an average increase of 4.5%. The combined annual financial impact to the student for room and board is \$270.

## Major Components of Uses

- A. Salaries and benefits make-up 57.95% of the operating budget for E&G and Auxiliary, which is consistent with industry standards. This budget includes a cost-of-living-adjustment (COLA) of 2% for classified employees beginning July 1, 2017. Also included is a reserve of 1.5% for non-classified employees and faculty COLA, plus an additional 0.5% COLA for classified employees, held for a January 2018 rollout if enrollment is at an acceptable level. Other salary items include \$225,000 for increases related to faculty promotions and advancement, \$200,000 for faculty market compression, \$496,720 to fund faculty positions, and \$161,006 to fund staff positions.
- B. Maintenance and operation makes up 17.44% and includes increases for strategic initiatives, departmental needs, Aramark contract (\$186,899), and other smaller adjustments.
- C. Scholarships and waivers account for 14.93% of the budget. This percentage is not the same number as required under Arkansas law (referred to as the 20% rule). The increases help support performance scholarships in the College of Fine Arts and Communications, funding to support the Honors College scholarships, and funding to support the growing need in the entering academic awards.
- D. Debt service comprises 6.59% of the operating budget and increased by \$251,093 relating to Donaghey Hall, Conway Corporation Center for Sciences, and various other small debt service adjustments.

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

**“BE IT RESOLVED: That the Board of Trustees approves the 2017-18 operating budget totaling \$187,559,483.”**

### **Request to Proceed with an Economic Feasibility Study for the Issuance of Bonds, in an Amount not to Exceed \$8,500,000, to Finance the Design and Renovation of Residence Halls**

Four residence halls - Carmichael, Conway, Hughes, and State - built in the mid 1960's are in need of renovations. All of these facilities have community-style bathrooms, outdated and inefficient heating and air conditioning systems, and inefficient lighting among other functional and aesthetic concerns.

The administration convened a committee to develop a plan of action systematically addressing these matters. These renovations have been discussed for years and recently have become more

of a necessity. The plan will likely be a phased-in project considering the time required to complete the renovations as well as the immediate and future projected occupancy of the buildings. Hughes and Conway Halls have been identified for renovation with this action.

The administration is requesting the Board of Trustees grant authority to proceed with an economic feasibility study for a bond issue to fund the design and renovation of housing facilities. Students, housing staff, physical plant staff, residential community staff, and administration are in support of this project.

In 2016, the on-call architectural firm, Witsell Evans Rasco, provided a concept design with a cost estimate to renovate housing facilities. An additional estimate was provided with a revised scope. These two documents created the groundwork for forming a renovation plan.

The plan includes updating the outdated, community-style bathrooms to private family-style bathrooms with shower, toilet, and sink; replacement or repair of ventilation, and heating and air conditioning systems (HVAC); and replacement lighting. Other work will include paint, doors, locks/hardware, closets, and ceiling tiles.

In an effort to conserve money, the project is proposed to be partially contracted using a construction manager and partially completed under the direction of the Physical Plant.

Work to be performed may include but is not limited to the following:

**Contractor** (est. \$7 million including design and contract fees and contingency)

- Bathroom conversions – community-style to individual family-style (shower, toilet, and sink);
- HVAC systems, electrical and some plumbing; and
- Boiler replacement

**In-house Resources** (est. \$1.5 million including contingency)

- Paint;
- Doors/Locks/Hardware;
- Closets;
- Floors (polished concrete in halls and bedrooms); and
- Furniture allocation

The project is anticipated to cost approximately \$8.5 million, including construction, architect and engineering fees, limited furnishings, and a contingency. The proceeds of the bonds, if approved by the Arkansas Higher Education Coordinating Board (AHECB) and then by UCA's Board, will be used to fund the project.

The debt service will be repaid with housing revenue. The halls will begin to provide a positive cash flow in year seven (FY 2025). However, attaining the current level of net revenues will not occur until year 16 (FY 2034).

The AHECB’s policy regarding debt service for housing projects provides that annual net housing revenues should be no less than 125% of the total annual auxiliary debt service.

**Housing Debt Restrictions**

Actual Net Housing Revenue for FY 2015-16	\$ 10,708,568
Maximum Allowable Debt Service (\$10,708,568/125%)	8,566,854
Existing Maximum Auxiliary Debt Service	6,755,388
Estimated Maximum Project Debt Service	595,000
Amount Remaining for Additional Debt Service	\$ 1,216,466

The above data demonstrates that the university has sufficient revenue to support a housing loan of approximately \$8.5 million with a term of 30 years at an estimated annual interest rate not to exceed 5.5%.

The economic feasibility study demonstrates that with \$25.1 million in housing debt capacity there is adequate revenue coverage to support this additional debt. The impact on the Composite Financial Index for this action is a decrease of 0.03.

In accordance with the AHECB’s policy, the university will establish and maintain a building maintenance fund to be supported by housing revenue. The institution will reserve on an annual basis a minimum of \$1.25 per square foot of the project for ongoing maintenance issues. This annual transfer of \$126,833, based on the 101,466 combined square feet of Hughes and Conway, will be held in Plant Funds’ Repair and Replacement Fund.

If the AHECB grants its approval, a resolution approving the bond issuance will be presented to the Board of Trustees at the August 2017 meeting.

The proposed project timeline is as follows:

**Timeline**

**Hughes Hall**

May 2017 – September 2017

UCA, AHECB, and ALC approvals  
 Advertising and selection of architects and contractors  
 Design and construction documents  
 In house work begins

**Conway Hall**

same  
 same  
 same  
 as available

Nov 2017 – June 2018 (8 months)

Construction

as available in FY18

July and August 2018

as available in summer 18

Conditioning the space  
Moving in furniture and cleaning  
Students move-in

September 2018 - August 2019

construction (move in fall 19)

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

**“BE IT RESOLVED: That the Board of Trustees hereby approves the attached resolution and authorizes the administration to proceed with the planning of housing renovations to include actions necessary in securing architects, engineers and contractors, and authorizes the president of the university, or his designee, to take such other steps and execute such other documents as may be necessary or required to carry out the project and the intent of this resolution.”**

**A RESOLUTION BY THE BOARD OF TRUSTEES OF THE UNIVERSITY OF CENTRAL ARKANSAS AUTHORIZING ALL STEPS NECESSARY TO ISSUE BONDS NOT TO EXCEED THE AGGREGATE PRINCIPAL AMOUNT OF \$8,500,000**

**WHEREAS,** The Board of Trustees of the University of Central Arkansas (University) must approve all requests for financing; and

**WHEREAS,** The University desires to secure funds in an amount not to exceed \$8.5 million by the issuance of bonds, with a term not to exceed 30 years at an interest rate not to exceed 5.75% and with a projected average annual debt service of \$595,000; and

**WHEREAS,** The proceeds from the bonds will be for the design and renovation of residence halls on the University’s campus; and

**WHEREAS,** If approved and issued, the bonds will be serviced from housing system revenues of the University, the same being housing revenue from residents; and

**WHEREAS,** The Board of Trustees authorizes and recommends the commencement of preparations for securing a bond issue in an aggregate principal amount of not to exceed \$8,500,000 for the purposes described above.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES THAT;**

**Section 1.** The Board of Trustees of the University of Central Arkansas hereby authorizes the administration to commence all necessary preparations to issue bonds in an amount not to exceed \$8,500,000 with a term not exceeding 30 years and at an interest rate

not to exceed 5.75%, with terms and conditions satisfactory to the administration, subject to final review and approval by resolution of this Board.

**Section 2.** The Board further authorizes the administration to seek approval from the Arkansas Higher Education Coordinating Board for issuing the bonds.

**Section 3.** The bonds will be secured for the purpose of design and renovation of housing facilities.

ADOPTED AND APPROVED May 12, 2017

**BOARD OF TRUSTEES OF THE UNIVERSITY OF  
CENTRAL ARKANSAS**

By: \_\_\_\_\_  
Ms. Elizabeth Farris, Chairman

ATTEST:

By: \_\_\_\_\_  
Mr. Robert Adcock, Secretary

**Faculty Handbook- Board Policy No. 300**

The UCA *Faculty Handbook* Committee recommends revisions to the opening pages and chapters two, three, four, five and seven of the current *Faculty Handbook*. Chapters one and six were not considered by the committee this year, but may be reviewed by the committee in the upcoming academic year. The following is a summary of the recommended revisions:

- Cover Page: text added and deleted for update of date of the document
- Title Page: text added and deleted for update of date of board approval
- Table of Contents:
  - Front Matter (pg. vii): text deleted and added for update of date of board approval;
  - Chapter 5.IV. (pg. viii): text deleted and added for update of administrative title;
  - Chapter 7.I.B. (pg. ix): text added for newly created committee;
  - Chapter 7.I.E. (pg. ix): text added for typographical error;
  - Chapter 7.I.F. (pg. ix): text added for update of administrative title;
  - Chapter 7.I.N. (pg. ix): text added for typographical error;
  - Chapter 7.I.O. (pg. ix): text added for newly created committee;

- Chapter 7.I.P. (pg. ix): text added for newly created committee;
  - Chapter 7.I.Q. (pg. ix): text added for typographical error;
  - Chapter 7.4. (pg. x): text deleted for typographical error;
  - Chapter 7.II.X. (pg. x): text added for newly created committee;
  - Chapter 7.III. (pg. x): text deleted and added for update of administrative title; and
  - Chapter 7.III.A. (pg. x): text added for update of administrative title.
- Chapter 2:
    - Chapter 2.V.III.1.C.1. (pg. 8): text deleted and added for the addition of unaffiliated faculty members;
    - Chapter 2.V.III.1.C.2. (pg. 8): text deleted and added for purpose of updating the number of at-large senators;
    - Chapter 2.V.III.2. (pg. 8): text added for purpose of clarification;
    - Chapter 2.V.III.3. (pg. 8): text deleted and added for purpose of a) clarification and b) update of term limits;
    - Chapter 2.V.III.6. (pg. 9): text added for purpose of clarification of term start date;
    - Chapter 2.V.IV.2. (pg. 9): text added for purpose of clarification of election eligibility;
    - Chapter 2.V.IV.5. (pg. 9): text added for purpose of clarification of eligibility for reassigned time;
    - NEW Chapter 2.V.IV.7. (pg. 9): text added for purpose of clarification of filling Faculty Senate vacancies created by president and vice president while leading senate;
    - NEW Chapter V.2.VI.5. (pg. 10): text added for purpose of clarification of approval of an amendment; and
    - Chapter 2.V.VII. (pg. 10): text deleted for purpose of deleting ratification process from *Faculty Handbook*.
  - Chapter 3:
    - Chapter 3.II.A. (pg. 13): text deleted for purpose of removing Honors College faculty recruiting policies from *Faculty Handbook*;
    - Chapter 3.III.A. (pg. 14): text deleted and added for purpose of updating title of benefits;
    - Chapter 3.III.B.1. (pg. 15): text deleted and added for purpose of a) clarification of title and b) updating title of benefits;
    - Chapter 3.III.B.2. (pg. 16-17): text deleted and added for purpose of clarification of privileges of non-tenure-track appointments;
    - Chapter 3.III.C.2. (pg. 20-21): text deleted and added for purpose of clarification of Honors College faculty ranks.



- Chapter 3.IV.A. (pg. 22): text added for purpose of clarification of tenured/tenure-track ranks of continuing faculty;
- Chapter 3.IV.A.1. (pg. 22): text added for purpose of clarification of probationary period start time for rank of Instructor;
- Chapter 3.IV.A.3. (pg. 23): text deleted for purpose of clarification of promotion to the rank of associate professor;
- Chapter 3.IV.B.1. (pg. 24): text deleted for purpose of removing Instructor from Non-Tenurable Ranks;
- Chapter 3.V.D. (pg. 26): text deleted and added for purpose of linking the decision for Tenure with the Promotion to Associate Professor;
- Chapter 3.V.E. (pg. 27): text deleted and added for purpose of clarification of the process of applying criteria to the newly-linked decision for Tenure with the Promotion to Associate Professor;
- Chapter 3.VI.B.1. (pg. 28): text added for purpose of linking the decision for Tenure with the Promotion to Associate Professor;
- Chapter 3.VI.C. (pg. 29): text added for purpose of linking the decision for Tenure with the Promotion to Associate Professor;
- Chapter 3.VI.C.1. (pg. 29): text deleted and added for purpose of linking the decision for Tenure with the Promotion to Associate Professor;
- Chapter 3.VI.C.2. (pg. 30): text deleted and added for purpose of linking the decision for Tenure with the Promotion to Associate Professor;
- Chapter 3.VI.D.1. (pg. 31): text deleted and added for purpose of linking the decision for Tenure with the Promotion to Associate Professor;
- Chapter 3.VI.D.2. (pg. 31): text deleted and added for purpose of a) clarification and b) linking the decision for Tenure with the Promotion to Associate Professor;
- Chapter 3.VI.E.1. (pg. 32): text deleted and added for purpose of linking the decision for Tenure with the Promotion to Associate Professor;
- Chapter 3.VI.E.2. (pg. 32): text deleted and added for purpose of linking the decision for Tenure with the Promotion to Associate Professor;
- Chapter 3.VI.F.1. (pg. 32-33): text deleted for purpose of removing the probationary period for Honors College faculty in the Tenure and Promotion procedures;
- Chapter 3.VI.F.2. (pg. 33): text deleted for purpose of removing the tenure review for Honors College faculty in the Tenure and Promotion procedures;
- Chapter 3.VI.F.3. (pg. 33): text deleted for purpose of removing the location of tenure for Honors College faculty in the Tenure and Promotion procedures;
- Chapter 3.VI.F.4. (pg. 33-34): text deleted for purpose of removing the promotion review from the Honors College faculty in the Tenure and Promotion procedures;
- Chapter 3.VI.F. (pg. 34): text added for purpose of linking the decision for Tenure with the Promotion to Associate Professor; and
- Chapter 3.VI.F.2. (pg. 34): text deleted and added for purpose of clarification of UCA's non-discrimination and diversity mission statement language.

- Chapter 4:
  - Chapter 4.XII.D. (pg. 57): text deleted and added for purpose of updating title of benefits.
  
- Chapter 5:
  - Chapter 5.III. (pg. 58): text added for purpose of a) committee title update and b) clarification of number of recommendations made by committee;
  - Chapter 5.IV. (pg. 59): text deleted and added for purpose of updating title of benefits;
  - Chapter 5.IV.C. (pg. 60-61): text deleted and added for purpose of a) clarification, b) title updates, and c) replacement of policy description language with a link to Board Policy 516 as this now applies;
  - Chapter 5.IV.D. (pg. 61-63): text deleted and added for purpose of replacement of policy description language with a link to Board Policy No. 528 as this now applies;
  - Chapter 5.IV.E. (pg. 63-64): text deleted and added for purpose of replacement of policy description language with a link to Board Policy No. 623 as this now applies; and
  - Chapter 5.IX.B. (pg. 68): text deleted for purpose of title update.
  
- Chapter 7:
  - Chapter 7 (pg. 75): text added for update of administrative title;
  - NEW Chapter 7.I.B. (Assistance Program for Students with Exceptional Circumstances, pg. 76): text added for newly created committee;
  - Chapter 7.I.E. (Employee Benefits Advisory Committee, pg. 76): text deleted and added for purpose of a) updating title of benefits and b) addition of part-time faculty in committee membership;
  - Chapter 7.I.F. (Distinguished Faculty Emeritus/Emerita Committee, pg. 77): text added for a) update of administrative title and b) clarification of membership;
  - Chapter 7.I.G. (Faculty Grievance Panel, pg. 78): text deleted and added for purpose of clarification of membership;
  - Chapter 7.I.H. (*Faculty Handbook* Committee, pg. 78-79): text deleted and added for purpose of updating the charge;
  - NEW Chapter 7.I.O. (Strategic Planning Committee, pg. 81): text added for newly created committee;
  - NEW Chapter 7.I.P. (Strategic Planning and Resource Council, pg. 81): text added for newly created committee;
  - Chapter 7.I.Q. (Student Success and Retention Council, pg. 81-82): text deleted and added for purpose of clarification of committee charge;

- Chapter 7.I.R. (University Admissions Committee, pg. 82): text deleted and added for purpose of a) clarification of committee charge, b) updating term limit of membership, and c) addition of committee reporting deadline;
- Chapter 7.II.A. (Academic Assessment Committee, pg. 83): text deleted and added for purpose of a) update of administrative title and b) clarification of faculty appointments;
- Chapter 7.II.B. (Academic Adjustments and Appeals Committee, pg. 84): text added for purpose of a) update of committee charge and b) clarification of membership term limit;
- Chapter 7.II.C. (Council of Deans, pg. 84): text deleted for typographical correction;
- Chapter 7.II.D. (Faculty Development Committee, pg. 84-85): text deleted and added for update of membership appointees;
- Chapter 7.II.E. (Faculty Salary Review Committee, pg. 85): text added for addition of Provost or their designee to committee membership in non-voting capacity;
- Chapter 7.II.G. (Graduate Council, pg. 85): text added for addition of committee reporting deadline;
- Chapter 7.II.H. (Honorary Dean Committee, pg. 86): text deleted and added for purpose of clarification of membership;
- Chapter 7.II.L. (Library Committee, pg. 89): text deleted and added for purpose of clarification of membership terms;
- Chapter 7.II.Q. (Sabbatical Leave Review Committee, pg. 92): text deleted and added for purpose of a) clarification of membership and b) update of membership term limits;
- Chapter 7.II.R. (Service-Learning Advisory Committee, pg. 92-93): text deleted for purpose of removing requirement of minutes submission;
- Chapter 7.II.V. (Undergraduate Council, pg. 95): text added for addition of committee reporting deadline;
- NEW Chapter 7.II.X. (Student Course Evaluations Committee, pg. 96): text added for newly created committee;
- Chapter 7.III. (pg. 96): text added for update of administrative title;
- Chapter 7.III.A. (Academic Integrity and Discipline Committee, pg. 96-97): text deleted and added for purpose of a) update of administrative title, b) addition of academic misconduct to committee charge, c) clarification of membership, d) addition of committee procedures, e) clarification of meeting frequency, and f) update of administrative title;
- Chapter 7.III.B. (Student Center Board, pg. 97): text deleted and added for update of administrative titles;
- Chapter 7.III.C. (Student Grievance Committee, pg. 97): text deleted for the purpose of deleting committee from *Faculty Handbook*;
- Chapter 7.III.C. (Student Life Committee, pg. 98): text deleted and added for update of administrative titles;

- Chapter 7.IV.C. (Scholarship Committee, pg. 98-99): text deleted and added for purpose of addition of Student Services to committee membership;
- Chapter 7.IV.D. (Sustainable Environment and Ecological Design Committee, pg. 99): text deleted and added for purpose of a) update of administrative title and b) clarification of committee membership;
- Chapter 7.IV.F. (University Safety Committee, pg. 100): text added for purpose of clarification and addition of director of physical plant to committee membership; and
- Chapter 7.VI.A. (Health and Wellness Advisory Committee, pg. 101): text deleted for purpose of clarification of committee membership terms.

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

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

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

### **New Program: Master of Arts (MA) in Sport Management**

The Department of Exercise and Sport Science in the College of Health and Behavioral Sciences proposes a new MA in Sport Management. The purpose of the new program is to engage students in the broad topics within the sport management discipline in an intense program that allows students to reach a deep level of understanding within each topic. As a result, each student will obtain knowledge in the advanced workings of the management, marketing, leadership, legal, and financial aspects of the sport industry. The fully-online executive style of the program allows students to continue working while enrolled in eight-week courses (five-week sessions in the summer; two courses per semester) and to finish the degree in 20 months.

Although programs related to sport management exist within the state at both the undergraduate and graduate levels, the proposed program at UCA would be the first fully-online Sport Management program in the state that is specifically designed for working professionals. The executive style program is also one of the first of its kind to be offered in the Sport Management discipline, with other universities around the U.S. beginning to offer this style of degree (Temple University and University of Miami are examples).

At a broader level, the sport industry in the U.S. is projected to grow to \$73.5 billion by 2019 (from \$60.5 billion) according to Forbes. Typically, entry-level positions in sport management earn around \$35,000 per year and mid-level positions around \$50,000 per year; upper-level positions can earn more than \$100,000 annually. Candidates with a master’s degree in Sport

Management can be confident that job growth in this field continues to stay strong, with projections that the field will grow at least 13% through the year 2018. The sport management industry is a business segment in need of qualified and educated individuals to become part of an industry with robust opportunity.

All appropriate university councils and administrators have recommended approval of the MA in Sport Management.

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

**“BE IT RESOLVED: That the Board of Trustees hereby approves the MA in Sport Management.”**

## **Additional Program Information: MA in Sport Management**

### **Admission Requirements**

Applicants must provide the following materials:

1. Evidence of a completed baccalaureate degree at the time of application submission. The degree can be in sport management, business management, marketing, psychology, kinesiology, or a related field. Other disciplines will be considered as well on a case-by-case basis. Please contact the Department of Exercise and Sport Science for questions regarding your baccalaureate subject.
2. Students must be admitted to the UCA Graduate School and meet all admissions requirements for the school.
3. A minimum of three years of industry experience since the completion of the undergraduate degree.
4. Submission of the GRE General Test (with preferable but not necessary minimum scores of 140 on the verbal reasoning and quantitative reasoning sections each) and GRE General Analytical Writing (with a preferable but not necessary minimum score of 3.5). GRE scores should be from a test date within the last calendar year (365 days) at the time of submission.
5. Possession of a cumulative GPA of 2.8 minimum base on a 4.0 scale; possess at least a 3.0 GPA on the last 60 hours of course work on a 4.0 scale.
6. One letter of intent stating why the student is interested in applying for the Executive Master of Art in Sport Management program. The letter should state what relevant experience the student has which will help them through the program, what knowledge they can contribute to discussions on course topics, and how the graduate degree will help to advance their career.
7. Two letters of reference stating the student's qualifications for the program and their strengths for potentially becoming a member of the program.
8. A resume or CV.

Admission to the Sport Management program is competitive and the *entire* application packet will be considered. Therefore, a *thoroughly strong* and *complete* application packet will have the best opportunity for admission as 1 of the 25 available candidate spots. Students should not rely on just one aspect of their application packet to gain admission, rather the entire packet will be reviewed and compared to other applicants. The top candidates will be notified of acceptance when the review process has been completed. Students not selected for acceptance will also be notified along with feedback for potential future re-application.

### **Curriculum**

The 30-hour master's curriculum is delivered online in an "executive" format, with two eight-week courses offered each semester (five-week courses in the summer)—the capstone, carrying six credits, is a full-semester course—allowing the program to be completed in 20 months. All courses are required, and all courses except EXSS 6316 are new.

### **Fall 1**

EXSS 5305 Sport Management Introduction and Governance  
EXSS 5315 Leadership in Sport Management

### **Spring 1**

EXSS 5325 Financial Principles in Sport Management  
EXSS 5335 Sport Marketing Principles and Strategy

### **Summer 1**

EXSS 5345 Sport Public Relations, Communication, and Crisis Management  
EXSS 6325 Sport Law Aspects

### **Fall 2**

EXSS 6316 Data Analysis  
EXSS 6305 Sport Organization Communication

### **Spring 2**

EXSS 6605 Sport Management Capstone Course: Business Simulation

### **Essential Learning Outcomes**

Because they serve a growing industry, sport management programs around the nation continue to grow and educate students on the sport management discipline. The program at UCA follows this pattern as a foray into sport management in order to fill a niche of individuals who are currently working full time, have earned a bachelor's degree, and desire to work in sport. Graduates of UCA's MA in Sport Management will:

1. have a thorough understanding of the sport management industry with the ability to critically analyze data and situations involving various industry aspects in order to make better-informed decisions;
2. possess the skills to run a sport organization through different aspects of its operations (finance, decision-making, marketing, production, and leadership); and
3. acquire the knowledge needed to understand both macro-level and micro-level issues facing the sport management industry.

## Costs and Revenues

New program expenses will be minimal (see Table 1). One additional adjunct faculty member will be needed to teach one course each fall, spring, and summer; and marketing efforts will begin this year as well, including advertisement in sport industry publications such as *Sport Business Journal*, fliers through mail services, and a program banner at recruiting events.

**Table 1: Projected Program Costs**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Adjunct instructor	\$ 7,956	\$ 7,956	\$ 7,956
Advertising	\$ 1,000	\$ 1,000	\$ 1,000
<b>Total New expenses</b>	<b>\$ 8,956</b>	<b>\$ 8,956</b>	<b>\$ 8,956</b>

The program will be funded by student tuition revenue (see Table 2).

*Assumptions:* (1) an initial cohort of 10, with a full cohort of 25 in year two; (2) 90% retention within each cohort; (3) a graduate tuition rate of \$255.23/SCH (the 2016-2017 per hour rate); and (4) an average annual course load of 15 hours (18 in year one, 12 in year two) for each cohort.

**Table 2: Program Tuition Revenue**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Graduate Tuition Revenue	\$ 38,285	\$ 130,167	\$ 181,851
<b>Total new revenue</b>	<b>\$ 38,285</b>	<b>\$ 130,167</b>	<b>\$ 181,851</b>

## New Program: Bachelor of Science in Computer Engineering

The Department of Computer Science in the College of Natural Sciences and Mathematics proposes a new Bachelor of Science (BS) program in Computer Engineering. The program in Computer Engineering is designed to produce graduates who can develop and adapt computer hardware for applications. Our existing programs in Computer Science and Management Information Systems have a software emphasis with limited exposure to hardware. While software specialists are in high demand in our area, there is an unmet need for graduates in computer engineering who have a greater understanding of hardware systems.

To implement this degree program, six new courses have been created (four of these are required and two are electives). UCA is simultaneously converting the Applied Physics track of the existing Physics degree to Engineering Physics. The Computer Engineering program shares four required engineering courses with the Engineering Physics program. A department chair with expertise in both Computer Science and Computer Engineering has been appointed and sufficient faculty resources have been identified and funded. The initial cost of facilities and equipment for



this program are contained within the costs of the construction of the Conway Corporation Center for Sciences and the renovation of the Lewis Science Center.

Existing degrees that support the program include the BS in Computer Science, the BS in Mathematics, and the BS in Physics. These programs will provide some of the foundation and elective courses for the major.

## **Need for the Program**

### **Student Demand**

At UCA, heretofore, undergraduates choosing to pursue degrees in computer-related fields have either pursued degrees in our Computer Science program or our Management Information Systems program. Both of these programs are focused on software.

UCA has in the past offered no direct path for students to study an engineering discipline leading to a career as an engineer. The options for UCA students who want engineering careers have been to take courses in a pre-engineering curriculum and transfer to another institution to complete their bachelor's degree, or to complete a science or mathematics bachelor's degree at UCA and then earn a second degree (BS or MS) at another institution. Neither option is an efficient way for students to attain their educational goals. Students who transfer, for example, find that, because of prerequisite requirements, their degrees often require five to six years to complete. Furthermore, Arkansas engineering licensure rules stipulate that "an applicant shall supply proof of graduation from an EAC of ABET approved, or equivalent, engineering curriculum of four (4) years or more." Master's degrees in general only provide two years of engineering instruction, making licensure in Arkansas difficult for students with only an MS in engineering.

Nonetheless, many students who are prospective engineers have chosen to attend UCA. Over the last 20 years, many of these students have chosen to major in mathematics, computer science, or one of the laboratory sciences and have gone on to complete graduate degrees in engineering disciplines. This demonstrates that students interested in engineering careers are drawn to UCA and that there is a pool of students who would attend UCA if an engineering program of study was available.

UCA's Department of Physics and Astronomy and Department of Computer Science are collaborating to develop related engineering curricula. The programs are Computer Engineering (this proposal) and the conversion of the Applied Physics track to an Engineering Physics (see the notification agenda). Some of the new engineering courses are used in both programs. The Computer Engineering program will prepare broadly trained computer engineers who are experienced in both software and hardware engineering; the Engineering Physics option in the Physics program will prepare students for a career in process automation. This will build a workforce ready to take advantage of modern manufacturing processes thus supporting UCA's

mission to engage with local business and industry. Both of these programs will seek accreditation through the Accreditation Board for Engineering and Technology (ABET).

In recruiting students for existing programs, we encounter many students who want programs with a hardware or computer engineering focus; based on these interactions we anticipate that at least 12 additional students will attend UCA to begin the new program and that incoming classes will increase each year. We summarize information from employers in our region of the state below. There is a shortage of both Computer Science and Computer Engineering graduates in central Arkansas, and as a result the typical answer that we first get is “we will have positions for all the graduates that you can produce.” It is highly likely that most of the graduates of this program will be able to find employment locally, and, in fact, currently many of our existing computer science students are in full-time and part-time employment in one of the IT companies in and around Conway by the time they graduate. These students often remain with the same employer after graduation.

### **Employer Needs Survey**

An employer-needs survey for the proposed program was conducted in the spring of 2017. The survey was distributed to employers across Arkansas. Ten potential employers responded. The responses came primarily from human resources specialists, managers, and directors of recruiting. Support for the proposed program was positive.

At the time of the survey, the total number of positions across the responding companies was 331, with the expectation to have 240 additional openings over the next 2-to-5 years. Salaries were estimated to range from \$30,000 to \$90,000 per year. Half of the respondents indicated that they would support the proposed degree program by providing tuition reimbursement to their employees.

A survey of employers does not necessarily capture the rich variety of careers that are open to computer engineers upon their graduation. It is more typical that, when presented with a survey related to computer engineers, potential employers interpret it narrowly for employees in a particular job title. The included letters of support (see additional information below) clearly reflect the need for the program and the employment prospects of its graduates.

Computer engineers develop skills in both hardware and software. They work for IT companies, but they also work in a variety of industries: computer engineers are employed in all industries that make or use computers, computer-based instrumentation, and computer-based systems. Industrial examples include defense, aerospace, e-commerce, and telecommunications, all of which have a strong presence within the state. Thus graduates with undergraduate degrees in computer engineering are hired for specialized jobs in computer engineering, but they are also hired into general computer science and IT jobs, as well as being in demand in a broad variety of industries.

All appropriate university councils and administrators have recommended approval of the BS in Computer Engineering.

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

**“BE IT RESOLVED: That the Board of Trustees hereby approves the Bachelor of Science degree program in Computer Engineering.”**

## **Additional Information about the BS in Computer Engineering**

### **Specialized Requirements**

Computer Engineering programs are accredited by ABET, and this program will seek accreditation through ABET. To satisfy General Criterion 5: Curriculum for ABET accreditation, the program will include the following:

(a) one year of a combination of college level mathematics and basic sciences (some with experimental experience) appropriate to the discipline. Basic sciences are defined as biological, chemical, and physical sciences.

(b) one and one-half years of engineering topics, consisting of engineering sciences and engineering design appropriate to the student's field of study. The engineering sciences have their roots in mathematics and basic sciences but carry knowledge further toward creative application. These studies provide a bridge between mathematics and basic sciences on the one hand and engineering practice on the other. Engineering design is the process of devising a system, component, or process to meet desired needs. It is a decision-making process (often iterative), in which the basic sciences, mathematics, and the engineering sciences are applied to convert resources optimally to meet these stated needs.

(c) a general education component that complements the technical content of the curriculum and is consistent with the program and institution objectives.

Students must be prepared for engineering practice through a curriculum culminating in a major design experience based on the knowledge and skills acquired in earlier course work and incorporating appropriate engineering standards and multiple realistic constraints. (For more detail, see <http://www.abet.org/accreditation/accreditation-criteria/criteria-for-accrediting-engineering-programs-2016-2017>.)

The design of this program includes 59 hours of engineering and computer science courses, 21 hours of mathematics courses, and 16 hours of science courses. An upper-division course in philosophy is used to meet the ethics component for ABET accreditation. The large number of science, mathematics, and engineering courses leads to 126 credit hours to complete the degree. This is typical of engineering programs nationally. A waiver of the 120-hour cap is requested for this program (see the separate agenda item requesting that waiver).

### **Program Curriculum**

This program is open to all students who are admitted to the University of Central Arkansas.

The Undergraduate Bulletin language describing the new program follows:

The Bachelor of Science in Computer Engineering requires successful completion of 126 hours, including (1) the UCA Core—complete 39 hours to meet lower-division UCA

Core requirements, and complete upper-division UCA Core requirements using major, minor, or elective courses (see the UCA Core requirements); (2) degree requirements; and (3) major requirements outlined below. This program does not require a minor.

Specific course requirements are listed below.

### **Major in Computer Engineering**

Required Computer Science and Computer Engineering Courses (53 hours):

ENGR 1301 Introduction to Engineering  
CSCI 1470 Computer Science I  
CSCI 1480 Computer Science II  
CSCI 2320 Data Structures  
CSCI 2440 Assembly Language and Computer Organization  
ENGR 2447 Electronics  
ENGR 3301 Signals and Systems  
CSCI 3380 Computer Architecture  
CSCI 3381 Object-Oriented Software Development with Java  
ENGR 3415 An Introduction to Digital Logic  
ENGR 3416 Microprocessor Systems  
ENGR 4311 Senior Design I  
ENGR 4312 Senior Design II [UD UCA Core: Z]  
ENGR 4450 Embedded Systems  
CSCI 4490 Software Engineering [UD UCA Core: Z]

Elective Computer Engineering Courses (6 hours required; choose at least two):

CSCI 3335 Networking  
CSCI 4300 Operating Systems  
CSCI 4315 Information Security [UD UCA Core: R]  
ENGR 3340 An Introduction to Digital Image Processing  
ENGR 4315 An Introduction to Signal Processing  
ENGR 3447 Micro Electronics

Note: At most, one CSCI/ENGR course with a grade of D can be applied toward the BS in Computer Engineering degree.

Required mathematics courses (21 hours):

MATH 1496 Calculus I  
MATH 1497 Calculus II  
MATH 2311 Statistical Methods I  
MATH 2471 Calculus III  
MATH 2330 Discrete Structures I  
MATH 3331 Ordinary Differential Equations [UD UCA Core: C]

Required science courses (16 hours):

BIOL 1400 Exploring Concepts in Biology or BIOL 1440 Principles of Biology I  
 CHEM 1450 College Chemistry I  
 PHYS 1441 University Physics I  
 PHYS1442 University Physics II

Other Required courses (30 hours):

Lower-Division UCA Core Electives (24 hours)  
 PHIL 3320 Ethics [UD UCA Core: I, R]  
 Upper-Division UCA Core Elective [UD UCA Core: D]

### Program Costs and Planned Funding Sources

This program will be housed in the Department of Computer Science. No additional administrative or clerical personnel will be required to support this program. Graduate assistants will not be assigned to this program. Anticipated new costs are summarized in Table 1.

Table 1: Program Resource Requirements

	Year 1	Year 2	Year 3
Staffing			
Full-time faculty [Note 1]			
Salary (2 positions)	\$ 160,000	\$ 164,800	\$ 169,744
Fringes	\$ 49,600	\$ 51,088	\$ 52,621
Equipment & Instructional Services	\$ 20,000	\$ 20,000	\$ 40,000
Other Support Services			
Supplies/Printing	\$ 1,000	\$ 1,000	\$ 1,000
Travel	\$ 2,000	\$ 2,000	\$ 2,000
<b>Total Resource Requirements</b>	<b>\$ 232,600</b>	<b>\$ 238,888</b>	<b>\$ 265,365</b>

Table 1, Note 1: This budget category includes two faculty positions, already allocated to the program, as noted below. Increases are based on an assumed increase of 3% per year.

Two new faculty lines have been added to the Department of Computer Science in support of this program. Additionally, a new department chair joined the department for the 2016-17 academic year. UCA allocates new funding to divisions through its Strategic Budget Advisory Committee (SBAC) Process. Through this process, two positions were allocated for Computer Engineering at potential salaries of \$80,000 per year. One of these has been filled; the other search was unsuccessful and will be run again. These positions are treated both as a resource requirement (see above) and, since they have already been funded, as a funding source.

It is expected that 12 students who would not previously have attended UCA will attend UCA to major in Computer Engineering in the first year and that at least 90% of these students will persist in the program; thereafter it is expected that we will be able to grow the program by at least three students per year, with the same persistence rates. (Further details in the notes to Table 2.) As indicated, given these expectations, student tuition and program-related fees will exceed the cost of new program faculty in year 3.

Table 2: Planned Funding Sources

	Year 1	Year 2	Year 3
New student tuition [Note 1]	\$ 78,409	\$ 168,578	\$ 276,390
New college course fees [Note 2]	\$ 2,093	\$ 4,499	\$ 7,376
New college lab fees [Note 2]	\$ 600	\$ 1,290	\$ 2,115
Total new student tuition and fees	\$ 81,101	\$ 174,367	\$ 285,881
Previously budgeted salaries and fringes	\$ 209,600	\$ 215,888	\$ 222,365
Total new revenue + budgeted faculty lines	\$ 290,701	\$ 390,255	\$ 508,246

Table 2, Note 1: Tuition revenue is based on the following assumptions: (1) \$207.43 in-state tuition per undergraduate credit hour, with no increase built into these calculations; (2) an average course load of 31.5 hours per year (based on the curriculum map presented in the proposal); and (3) increasing incoming classes by three students per year from the initial class of 12.

Table 2, Note 2: The College of Natural Sciences and Mathematics has two fees assessed on selected courses offered within the college: (1) a course fee of \$7.50 per semester credit hour and (2) a lab fee of \$20 per lab-designated course. The curriculum map presented in the proposal includes an average of 23.25 semester credit hours per year in courses that assess the course fee; the curriculum map includes an average of 2.5 lab-designated courses per year.

# Documentation of Internal Review and Approval

University of Central Arkansas

Curriculum Form U-3

## New Undergraduate Program Transmittal Form

Department: Computer Science

Date: 8/15/16

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/minor: Program in Computer Engineering

**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-8 or LON-9, a Continuous Improvement Process plan\* and Curriculum Attachment C signed by the Director of Financial Aid.\*\*)
- New concentration, emphasis, option, or track in an existing program.** (Attach ADHE Form LON-3.)
- New minor 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 the 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>[Signature]</u> <u>8/26/16</u> Department Curriculum Committee Date	2. <u>[Signature]</u> <u>8-26-16</u> Department Chair Date		
3. <u>[Signature]</u> <u>8/30/16</u> College Curriculum & Assessment Committee Date	4. <u>[Signature]</u> <u>8/30/16</u> College Dean Date		
<b>Recommended by University Councils/Committees</b>			
Is this a new degree or certificate program? <u>Yes</u> If YES, then must be reviewed by the Academic Assessment Committee.		Is this a new teacher education program or option? <u>No</u> If YES, must be reviewed by the Professional Education Council.	
5. <u>[Signature]</u> <u>11/22/2016</u> Academic Assessment Committee Date	6. _____ Professional Education Council Date		
7. <u>[Signature]</u> <u>2-21-17</u> Undergraduate Council Date	8. <u>[Signature]</u> <u>3/15/17</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>3/15/2017</u> Provost Date	10. <u>[Signature]</u> <u>3/15/17</u> President Date		
The Office of the Provost sends all required documentation to the AHECB and the Board of Trustees.			
11. <b>Letter of Intent to AHECB (if required)</b> <u>2017-03-31</u> Date	12. <b>Notification to or Approval by Board of Trustees (as required)</b> _____ Date		
13. <b>Notification to or Approval by AHECB (as required)</b> _____ Date	Recorded in Bulletin by 14. _____ Office of the Provost 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>Recorded in Banner by</b>		<b>Recorded in Degree Works by</b>	
15. _____ Office of the Provost Date	16. _____ Office of the Registrar Date		
The Registrar returns the signed copy to the Office of the Provost. The Office of the Provost sends a copy to the originating department.			



## **Companies and Individuals Providing Letters of Support**

Copies of these letters are included in the following pages.

Terry Talley, Acxiom Fellow, Acxiom Corporation

Timothy Malcolm, Chief Scientist, and James Dyer, Engineering Staff Manager, BEI Precision Systems and Space Company, Inc.

Mark Beach, VP and COO, CDI Contractors

Charles Morgan, CEO, First Orion

G. B. Cazes, President, Metova Solutions

Andrea Woods, Chair, Conway Area Chamber of Commerce

Bill Adkisson, Chair, Conway Development Corporation



601 E. Third Street, Little Rock, AR 72201  
[www.acxiom.com](http://www.acxiom.com)

Dr. Emre Celebi, Chair  
Department of Computer Science  
University of Central Arkansas  
Conway, AR 72035

March 27, 2017

Dr. Celebi,

I am writing this letter to express my strong support for your proposal to create a new bachelor's degree program in Computer Engineering at the University of Central Arkansas (UCA). We are excited about the UCA proposal to extend your program beyond the current Computer Science degree.

Acxiom Corporation's business is fundamentally built around helping industries leverage "big data" to improve their economic performance, particularly their marketing performance. Leveraging data requires a combination of computer science skills and mathematics skills. Interestingly, while Acxiom is normally considered a "pure software" environment, we often apply computer engineering concepts (e.g., digital image processing and signal processing techniques) in our data algorithms. Acxiom has hired many talented students with Computer Engineering degrees from other universities, such as the University of Arkansas at Fayetteville, and found a background in both hardware and software is a potent combination.

Acxiom has a long history of collaboration with the University of Central Arkansas, particularly with the Computer Science program, and we encourage the continued growth in your technical programs. The proposed program is another opportunity to exploit our collective strengths. Acxiom has hired many UCA computer science graduates and we feel that adding a Computer Engineering degree would further strengthen UCA and its graduates.

I encourage you to pursue establishment of the Computer Engineering program and wish you good luck in that effort. If you have any questions, please contact me and I will be happy to discuss or elaborate on my support.

Sincerely,

A handwritten signature in black ink, appearing to read "Terry Talley". The signature is fluid and cursive, with a large loop at the end.

Terry Talley, Ph.D.  
Acxiom Fellow  
Acxiom Corporation  
Email: [Terry.Talley@acxiom.com](mailto:Terry.Talley@acxiom.com)  
Phone: 501-342-2887

**BEI** *PRECISION SYSTEMS & SPACE COMPANY, INC.*  
*Innovators and Integrators of Advanced Sensing Solutions for Critical Applications*

To Whom It May Concern:

BEI Precision Systems & Space Company is an aerospace company located in Maumelle, Arkansas that specializes in the manufacture of precision optical encoders and accelerometers used in numerous space and military systems, as well as in most of the large telescopes and radar systems around the country. We have a reputation for precision and reliability in difficult environments that is unmatched in the industry. About 90% of all the optical encoders now in space were manufactured in Arkansas by BEI. Moreover many of the premium military weapons platforms use either accelerometers or optical encoders manufactured sole-source by BEI. Examples include the M1A2 Main Battle Tank, F-15, F-16, F-18, and F-35 fighter planes, AH-64 Apache helicopter, Bradley Fighting Vehicle, Seawolf and Virginia-class submarines, and many others.

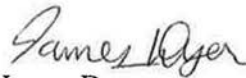
BEI employs about 165 people of whom over 50 are engineers of various disciplines. We routinely work with colleges and universities in Arkansas and the surrounding states to recruit new engineering talent. Central Arkansas is a difficult place for a high-tech facility such as our to be located, but has made it possible to develop a stable, skilled workforce. BEI has been in operation for over 40 years, and over those years, the character of the devices we design and manufacture has changed significantly. Modern designs routinely incorporate embedded FPGA's, DSP's, microprocessors, or ASIC's. All of this has resulted in a need for engineers who are comfortable with the design and debugging of mixed-mode systems, a difficult task.

BEI has worked with the faculty of the University of Central Arkansas for many years to assure that curriculae include coverage of necessary disciplines and components for our work. We have supported this effort in the past with internships and direct funding in some cases. We are excited about the Computer Engineering program proposed at UCA, sicne it dovetails nicely with our needs, as well as those of many other companies. Most machines and equipment today include a mix of hardware and computer control, and the constraints of embedded processing are often poorly understood by new graduates. This new program seeks to address that problem directly.

BEI sincerely supports UCA in their effort to get this proposed curriculum approved.



Timothy Malcolm  
Chief Scientist  
BEI Precision Systems & Space Company, Inc.  
1100 Murphy Drive  
Maumelle, AR 72113  
T: 502-851-5467  
E: [tmalcolm@beiprecision.com](mailto:tmalcolm@beiprecision.com)  
W: [www.beiprecision.com](http://www.beiprecision.com)



James Dyer  
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Maumelle, AR 72113  
T: 502-851-5413  
E: [jdye@beiprecision.com](mailto:jdye@beiprecision.com)  
W: [www.beiprecision.com](http://www.beiprecision.com)



Dr. Emre Celebi, Chair,  
Department of Computer Science,  
University of Central Arkansas,  
Conway, AR 72035.

Dear Dr. Celebi,

I am writing to encourage you and the Department of Computer Sciences to continue developing a degree program in Computer Engineering. When I speak with industry leaders around the region who depend on highly qualified candidates to use, develop and improve sophisticated software applications, it is clear that the pool of available resources is limited.

We at CDI have discovered that a candidate with any engineering degree has far better complex problem solving and analytic skills by virtue of the training they receive in higher mathematics.

In order for Arkansas to compete in attracting and retaining firms that do research, development, and/or application based businesses; we must have an adequate supply of trained engineers to develop functional systems.

We wish you good fortune and are happy to lend support to your efforts to establish an accredited Computer Engineering program.

Sincerely

Mark Beach  
VP / COO  
CDI Contractors, LLC  
Little Rock, AR

# FIRST ORION



500 President Clinton Ave, Ste 215  
Little Rock, AR 72201 • 501-358-4061

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March 29, 2017

Dr. Emre Celebi, Chair  
Department of Computer Science  
University of Central Arkansas  
Conway, AR 72035

Dear Dr. Celebi,

I have been asked to write a letter of support for the new bachelor's degree program in Computer Engineering on the University of Central Arkansas (UCA) campus and I do so with great pleasure.

As you know, I have been a strong supporter of the UCA Computer Science Department for many years and I am encouraged by the proposed addition of the Computer Engineering Program. I have reviewed the curriculum overview and I am impressed by the rigor and the focus on strong engineering principles. I believe the program will complement the existing Computer Science degree and offer the students the opportunity to enhance their technical skill set and better prepare them for a variety of computer related careers across the state.

The University of Central Arkansas has served as a critical source of talent for both Acxiom and First Orion. As I look across our workforce today, UCA alumni play critical roles in both our technical and operation areas of the business. We will continue to seek out talent who are educated in both front and backend engineering principles and represent potential full stack engineers. We would prefer to recruit local talent and this type of program will strengthen the pool of available candidates. We are committed to actively recruit both interns and graduates of this program for key entry-level roles.

In closing, I lend my full support of this program and truly believe the program will encourage and allow the University to continue building an outstanding computer science program. I will continue to partner with you and other members of your faculty and provide technical expertise as needed.

Sincerely,

A handwritten signature in black ink that reads "Charles D. Morgan".

Charles D. Morgan  
CEO

28 March 2017

Dr. Emre Celebi,  
Department of Computer Science  
University of Central Arkansas  
Conway, AR 72035

Re: Proposed Bachelor's Degree Program in Computer Engineering at UCA

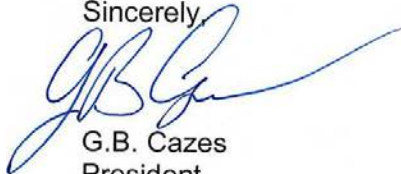
Dear Dr. Celebi:

Metova Solutions is very excited to hear that the Department of Computer Science at the University of Central Arkansas (UCA) is developing a program in Computer Engineering. An engineering program that includes standard science and mathematics requirements as well as typical courses in hard, interfacing, embedded systems and other relevant technologies, culminating with capstone senior design requirement while also incorporating software will provide students with a unique background and understanding of the challenges facing today's 21<sup>st</sup> century high-tech, connected environments.

Like many companies across the state of Arkansas, Metova Solutions is constantly looking to hire well rounded, technically savvy students to fill our growing IT workforce needs. Graduates who have the ability to think critically and approach problems from both a hardware and software perspective are extremely valuable and in high demand. In addition, the ability to organically grow this workforce will provide Arkansas-based companies a tremendous competitive advantage. These types of workers are in high demand and being able to source local talent is much more cost effective then recruiting from other states while also reducing turnover as well.

Please accept this letter a sign of Metova Solutions support for UCA's effort to develop and deliver a world class Computer Engineering program. We look forward to the program's launch, working with your students through internship programs and recruiting your students upon graduation.

Sincerely,



G.B. Cazes  
President  
Metova Solutions

April 17, 2017

Dr. Emri Celebi  
Dept. of Computer Science  
University of Central Arkansas  
201 Donaghey Avenue  
Conway, AR 72035

Dear Dr. Celebi,

On behalf of the Conway Area Chamber of Commerce and the Conway Development Corporation (CDC), please accept this letter as our demonstration of support for the proposed new degree program in computer engineering. As you know, the Chamber represents over 1,200 business members and recently celebrated our 125<sup>th</sup> anniversary. The CDC is our community, non-profit, economic development entity. Formed in 1959, the CDC has recruited dozens of new companies to the community and developed over 1,000 acres of industrial and office property. Together our organizations work to grow the regional economy.

Information technology is an important cornerstone of our local economy. With over 2,300 such jobs from companies like Acxiom, Ensono, Metova, and DXC Technology, Conway continues to see a strong demand for computer engineering talent. Coupled with growing Little Rock-based companies like Dillard's, First Orion, Inuvo, Windstream, and FIS, the success of the Central Arkansas economy is tied to the development of more computer engineering talent.

Please let us know if you have questions or if we can provide additional support. A computer engineering degree program at UCA will provide tremendous benefit to our existing technology companies and support additional recruitment efforts for new ones.

Sincerely,



Andrea Woods  
Chair  
Conway Area Chamber of Commerce



Bill Adkisson  
Chair  
Conway Development Corporation

## Approval of Baccalaureate Programs Requiring More than 120 Semester Credit Hours

Board of Trustees Policy No. 321, Maximum Number of Credit Hours – Baccalaureate and Associate Degrees, specifies that “the maximum number of credit hours required by the University of Central Arkansas for the baccalaureate degree shall be 120. Any course of study requiring more than 120 credit hours for the completion of the baccalaureate degree must be specifically approved by the Board of Trustees.”

Because two new programs of study—the BS in Computer Engineering and the Engineering Physics option within the BS in Physics—will both seek Accreditation Board of Engineering and Technology (ABET) accreditation, and because meeting the requirements of ABET accreditation push both programs of study above the 120-hour cap, the administration seeks approval from the Board of Trustees to set the maximum hours for these programs at 126.

Approval by the Board of Trustees will result in the listing of these programs in Board of Trustees Policy 321 as indicated on the following page.

All appropriate university councils and administrators have recommended approval of waivers of the 120-hour rule for these programs.

The board unanimously adopted the following resolution upon motion by Joe Whisenhunt and second by Cornell Maltbia:

**“BE IT RESOLVED: That the Board of Trustees hereby approves waivers of the 120-hour rule for the BS in Computer Science and the Engineering Physics option within the existing BS in Physics. Each program will have a limit of 126 semester credit hours.”**



## UNIVERSITY OF CENTRAL ARKANSAS BOARD POLICY

Policy Number: 321

Subject: Maximum Number of Credit Hours – Baccalaureate and Associate Degrees

Date Adopted: 10/95 Revised: 05/97, 12/12, 02/14, 05/14, 05/17

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The maximum number of credit hours required by the University of Central Arkansas for the baccalaureate degree shall be 120. Any course of study requiring more than 120 credit hours for the completion of the baccalaureate degree must be specifically approved by the Board of Trustees.

The maximum number of credit hours required by the University of Central Arkansas for the associate degree shall be 60. Any course of study requiring more than 60 credit hours for the completion of the associate degree must be specifically approved by the Board of Trustees.

Associate degrees requiring more than 60 semester credit hours:

- AAS, Law Enforcement Administration, 63 hours (CJI higher education partnership)
- AAS, Crime Scene Investigation, 62 hours (CJI higher education partnership)

Baccalaureate degrees requiring more than 120 semester credit hours (the date included with each entry indicates the date of approval for inclusion in this list):

- BM, Music, Music Education Tracks, 123–25 hours (05/30/2014)
- BS, Computer Engineering, 126 hours (05/12/2017)
- BS, Physics, Engineering Physics Track, 126 hours (05/12/2017)
- BS, Radiologic Technology, 121 hours (02/21/2014)
- BSE, Elementary Education K–6, 123 hours (02/21/2014)
- BSE, Middle-Level Education, 121-22 hours (02/21/2014)
- BSE, Special Education K–12, 122 hours (05/30/2014)

## NOTIFICATIONS/DELETIONS

### **Notification: Engineering Physics Replaces Applied Physics**

The majority of Physics majors completing the Applied Physics track go on to graduate programs in engineering. Acknowledging this fact, the Applied Physics track in the Physics BS program will be replaced by an Engineering Physics track. This track will be eligible for accreditation through the Accreditation Board for Engineering and Technology (ABET). UCA graduates will now have a direct path (without requiring a second degree from another institution) to become licensed engineers.

Engineering Physics will allow UCA to recruit high quality students who would not have considered attending because of the lack of an engineering program. Many students ask about engineering programs at UCA during recruiting events. These students are currently told that they cannot earn an engineering degree at UCA. Very few of these students consider UCA any further.

Furthermore, building on the established and successful Applied Physics track, the new track in Physics puts UCA in an ideal position to expand its existing expertise in Computer Science in the more specialized Computer Engineering discipline (a program proposed separately). Together, the Engineering Physics track and the Computer Engineering program will provide the depth and breadth for accreditation of both programs.

The provost and the president have approved replacement of the Applied Physics track with an Engineering Physics track.

Supporting materials (following pages): (1) UCA Curriculum Form U2-A, (2) ADHE Form LON-3, (3) ADHE Form LON-5

**Undergraduate Curriculum Change: Action Item**

Department/program/concentration: Physics and Astronomy/BS/Applied Physics Date: 07/15/2016

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: 120 Proposed: 126
- 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: see attached Remove: see attached Change: +11 hrs
- 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): Change "Applied Physics" track to "Engineering Physics" track

\*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.

Recommended by Department and College			
1. <u>Scott Acosta</u>	<u>8-19-16</u>	2. <u>Lil X Lu</u>	<u>8/18/16</u>
Department Curriculum Committee	Date	Department Chair	Date
3. <u>Andrew J. Mason</u>	<u>8/30/16</u>	4. <u>Stephen R. Addison</u>	<u>8/30/16</u>
College Curriculum & Assessment Committee	Date	College Dean	Date

Recommended by University Councils			
Does the change affect a teacher education program? <u>No</u>		Does the change affect the UCA Core? <u>Yes</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	Date	UCA Core Council	Date
7. <u>[Signature]</u>	<u>11-15-16</u>	8. <u>Alicia Crow</u>	<u>11/30/16</u>
Undergraduate Council	Date	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.

Approved by	Recorded in the Bulletin by
9. <u>[Signature]</u>	10. _____
Provost	Office of the Provost
<u>12/1/2016</u>	Date

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

Recorded in Banner by	Recorded in Degree Works by
11. _____	12. _____
Office of the Provost	Office of the Registrar
Date	Date

The Office of the Provost retains the signed original and sends a copy to the originating department.

## 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)

*Note:* Although the changes submitted in this form involve renaming an existing track in UCA's BS in Physics, the changes to the track involve (1) significant curricular additions to the track (six new courses) and (2) a request for waiver of the 120-hour rule for the resulting 126-hour program. For this reason, we are submitting Engineering Physics as a new track in the BS in Physics and simultaneously submitting notification of deleting the Applied Physics track (students currently enrolled in the Applied Physics track may complete their program or may switch to the new track); see the LON-5 appended to this document (pages 8–9).

To summarize, this document notifies ADHE/AHECB of or requests approval by ADHE/AHECB for the following:

1. Addition of an Engineering Physics track to the BS in Physics
2. Deletion of the existing Applied Physics track in the BS in Physics
3. Waiver of the 120-hour rule for the new track within the BS in Physics

Details are provided in the various sections of this LON.

#### **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/approval

#### **5. Title of existing degree program**

BS, Physics

#### **6. CIP code**

40.0801

#### **7. Degree code**

3030

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

Engineering Physics

**9. Reason for proposed action**

The majority of Physics majors completing the Applied Physics track go on to graduate programs in engineering. Acknowledging this fact, the Applied Physics track in the Physics BS program is transitioning to an Engineering Physics track. This track will be eligible for accreditation through the Accreditation Board for Engineering and Technology (ABET). UCA graduates will now have a direct path (without requiring a second degree from another institution) to become licensed engineers.

Engineering Physics will allow UCA to recruit high quality students who would not have considered attending because of the lack of an engineering program. Many students ask about engineering programs at UCA during recruiting events. These students are currently told that they cannot earn an engineering degree at UCA. Very few of these students consider UCA any further.

Furthermore, building on the established and successful Applied Physics track, the new track in physics puts UCA in an ideal position to expand its existing expertise in Computer Science in the more specialized Computer Engineering discipline (a program proposed separately). Together, the Engineering Physics track and the Computer Engineering program will provide the depth and breadth for accreditation of the Engineering Physics program. The university will seek ABET accreditation for the Engineering Physics track in accordance with Article 8 Section A.3.a of the *Arkansas Board Of Licensure For Professional Engineers And Professional Surveyors Board Laws And Rules Handbook* effective 10/2013.

**10. Provide the following****a. Curriculum Outline (list of courses in the new option/concentration/emphasis/minor)**

*Note:* All listed courses are required.

Students completing the Engineering Physics track will complete a modified physics core and a very prescriptive set of courses.

Physics Courses (21 Hours):

- PHYS 1441 University Physics 1
- PHYS 1442 University Physics 2
- PHYS 2443 University Physics 3
- PHYS 3360 (or ENGR 3360) Electromagnetism 1
- PHYS 3361 (or ENGR 3361) Electromagnetism 2
- Three hours of upper division physics electives approved by the department.

Mathematics Courses (15 Hours):

- MATH 1496 Calculus I
- MATH 1497 Calculus II
- MATH 2471 Calculus III
- MATH 3331 Differential Equations

Computer Science Courses (8 Hours):

CSCI 1470 Computer Science I  
CSCI 1471 Computer Science II

Writing Courses (3 Hours):

WRTG 3310 Technical Writing

Engineering Courses (45 Hours):

ENGR 1301 Introduction to Engineering  
ENGR 2311 Statics  
ENGR 2447 Electronics  
ENGR 3311 Dynamics  
ENGR 3410 Microcontrollers  
ENGR 3447 Microelectronics  
ENGR 3421 Robotics 1  
ENGR 4421 Robotics 2  
ENGR 4311 Senior Design 1  
ENGR 4312 Senior Design 2  
Ten Hours of Engineering Electives approved by the department

**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)**

92 semester credit hours.

Note that this is a net increase of 11 semester credit hours above requirements for the existing Applied Physics track (81 semester credit hours).

**WAIVER REQUEST:** This increase pushes the total credit hours required for this track within the BS degree in Physics to 126. UCA requests for this track a waiver of the 120-hour rule. The increase in credits allows the Engineering Physics track to meet ABET accreditation standards.

To provide context for these numbers, total required hours in the other existing tracks within the BS in Physics are as follows:

Physics .....	67
Biological Physics .....	79
Chemical Physics .....	80
Mathematics Physics .....	79
Physical Science .....	58 + minor (typically 18–24 additional credit hours)

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

The courses listed here represent 16 credit hours of combined lecture and lab and 6 hours of lab only.

**ENGR 3410 MICROCONTROLLERS** A required course for physics majors in the Engineering Physics track majors and an elective course for other physics majors. This course covers the fundamental digital electronics and programming necessary to communicate with

microcontroller computers and analog/digital sensors/components and interfacing between microcontroller and sensor(s). Topics include (but are not limited to) analog to digital integrated circuits (ICs), digital to analog ICs, data logging, analog sensors (temperature, pressure, etc.), digital sensors (accelerometers), pulse-width modulation, and process control circuits.

Prerequisite: PHYS 1420 or PHYS 1442.

**ENGR 3421 ROBOTICS 1** A required course for physics majors in the engineering physics track, this course introduces students to the field of robotics. Students will build a simple robot from scratch that will be used to complete a team project. Students will be introduced to robotic hardware and software. The course will culminate with a team design project. Prerequisite: C or better in ENGR 2447.

**ENGR 3447 MICROELECTRONICS** A laboratory course providing an introduction to microelectronic systems and signal processing. Transistor amplifier design, frequency response, feedback principles, stability, analog integrated circuits, electronics circuit design, and applications will be explored. Students will design and test circuits useful in data acquisition and process control. A required course for physics majors in the Engineering Physics track and an elective course for all other physics majors. Prerequisites: C or better in ENGR 2447.

**ENGR 4311 SENIOR DESIGN 1** Part of the Engineering Physics core. A course that offers diverse experiences in problem analysis and system design similar to professional engineering practice, and an opportunity to practice and perfect the skills of technical writing and oral presentation. Part of a two-semester sequence, this course combined with ENGR 4312 provides the capstone experience for engineering students. Prerequisites: 2.75 GPA or higher in ENGR and PHYS courses and consent of instructor.

**ENGR 4312 SENIOR DESIGN 2** Part of the Engineering Physics core. A course that offers diverse experiences in problem analysis and system design similar to professional engineering practice, and an opportunity to practice and perfect the skills of technical writing and oral presentation. Part two of a two-semester sequence, this course combined with ENGR 4311 provides the capstone experience for engineering students. Prerequisites: C or better in ENGR 4311 during the previous semester and consent of instructor.

**ENGR 4421 ROBOTICS 2** A required course for physics majors in the Engineering Physics track, this course will expand on the knowledge students gained in ENGR 3421 Robotics 1. Students will build an autonomous robot that will be used to complete a team project. The course will culminate with a team design project. Prerequisite: C or better in ENGR 3421.

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

The goal of this program is to provide students with the skills necessary to begin successful careers in manufacturing and robotics fields.

**e. Expected student learning outcomes**

Expected learning outcomes are derived from those of ABET, the engineering accrediting body.

Graduates of the BS Physics: Engineering Physics track will be able to demonstrate

- (1) an ability to apply knowledge of mathematics, science, and engineering.
- (2) an ability to design and conduct experiments, as well as to analyze and interpret data.
- (3) an ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability.
- (4) an ability to function on multidisciplinary teams.
- (5) an ability to identify, formulate, and solve engineering problems.
- (6) an understanding of professional and ethical responsibility.
- (7) an ability to communicate effectively.
- (8) the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context.
- (9) a recognition of the need for, and an ability to engage in life-long learning.
- (10) a knowledge of contemporary issues.
- (11) an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.

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

The Bureau of Labor Statics estimates there will be over 30,000 job openings in this field between 2014 and 2024 with a median salary of \$98,000. This job will require a Bachelor's degree in engineering.

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

The department conservatively estimates that the new track will have nearly 90 majors within four years and beyond. This assumes incoming classes of 30 students each year, with a 65% persistence rate (see general note in item 14, p. 7, below). The estimate of the number of incoming students is based on the number of inquiries received in the past from prospective students, the number of students currently in the Applied Physics track (most of whom will to seek a Master's degree in engineering), the success of Southern Arkansas University's new program. The persistence rate is based on current 69% success rate (students who do not receive a D, F, or W for their final grade) in University Physics 1 courses on average over the last seven semesters.

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

Engineering Physics programs across the country draw heavily from existing engineering programs at their home institutions. The UCA program is designed along following those examples with the flexibility of tailoring the engineering offerings to prepare students for a career in modern manufacturing or robotics. Below are institutions with example Engineering Physics programs and example Robotics programs.

Engineering Physics

The University of Central Oklahoma



The University of Wisconsin-Platteville  
Southeast Missouri State University

Robotics Programs (many of these programs are master's programs)

Princeton University, Certificate Program  
The University of Michigan, Graduate Program  
Oregon State University, Graduate Program  
University of Southern California

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

Undergraduate/Graduate Council: 2016-11-15

Council of Deans: 2016-11-30

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

No

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

N/A

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

<b>New Costs</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
<b>New Faculty Salary and Fringes</b>				
Salary (Assistant/Associate Professor)		\$ 90,000	\$ 92,700	\$ 95,481
Fringes		\$ 27,900	\$ 28,737	\$ 29,599
Salary (Assistant Professor)			\$ 75,000	\$ 77,250
Fringes			\$ 23,250	\$ 23,948
<b>Equipment/Instructional Materials</b>	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
<b>Other Support</b>				
Startup Funds		\$ 25,000	\$ 50,000	\$ 25,000
Faculty Support	\$ 2,000	\$ 4,000	\$ 4,000	\$ 4,000
<b>Total New Costs</b>	\$ 17,000	\$ 161,900	\$ 288,687	\$ 270,278
<b>Funding Sources</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
Student Tuition [Note 1]	\$ 196,021	\$ 323,435	\$ 450,849	\$ 578,263
College Fee [Note 2]	\$ 4,275	\$ 7,054	\$ 9,833	\$ 12,611
Lab Fee [Note 3]	\$ 2,400	\$ 3,960	\$ 5,520	\$ 7,080
<b>Total New Tuition/Fee Revenue</b>	\$ 202,696	\$ 334,449	\$ 466,202	\$ 597,954

**Notes on Costs and Funding:**

General note: Salary estimates assume a 3% increase per year. Student numbers assume persistence of 65% of each incoming class of 30, based on experience in these kinds of programs.

Note 1: Tuition revenue is calculated using current in-state undergraduate tuition rate of \$207.43/semester credit hour on an average of 31.5 hours annually.

Note 2: Courses in the College of Natural Science and Mathematics carry a \$7.50/semester credit hour college fee. Students in the Engineering Physics track will enroll in an average of 19 hours in the college annually.

Note 3: Students in the program will average four laboratory classes annually with a laboratory fee of \$20/course.

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

If requested.

President/Chancellor Approval Date: 2017-04-04

Board of Trustees Notification Date: Expected 2017-05-12 (next scheduled board meeting)

Chief Academic Officer:  2016-12-01  
SIGNATURE DATE

[UCA form updated 2016-01-05]

## 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**

Upon notification

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

Applied Physics track (one of several tracks in the BS in Physics). Note that the degree program and all its other tracks remain in place: this notification pertains only to the Applied Physics track.

**6. CIP code**

40.0801

**7. Degree code**

3030

**8. Reason for deletion**

Replacing the Applied Physics track with an Engineering Physics track as detailed in the LON-3 to which this form is appended.

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

31

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

2020-12-11

**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.**

Students in the deleted program will be able to complete their program of study in the old Applied Physics track or to complete the new Engineering Physics track. (It is likely that

advanced students in Applied Physics—juniors and seniors—will complete the Applied Physics track and that students in the early stages of Applied Physics will move to the Engineering Physics track.) The first two years of both programs are very similar. No courses are being eliminated because they can be used as part of the new Engineering Physics track.

Students currently on the Applied Physics track will receive the following notification.



UNIVERSITY OF  
CENTRAL  
ARKANSAS™

COLLEGE OF NATURAL  
SCIENCES & MATHEMATICS

# MEMO

TO: *Student Name*  
FROM: Carl Frederickson, PhD, Chair, Physics and Astronomy  
DATE: *Deletion Date*  
SUBJECT: Replacement of the Applied Physics Track with an Engineering Physics Track

You are currently enrolled in the Applied Physics BS program. This track in the Physics BS is being eliminated and replaced with a new Engineering Physics BS. You have the option of completing the old Applied Physics track or switching to the new Engineering Physics track. Please make an advising appointment with Dr. Frederickson as soon as possible to discuss your options.

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

Regular department funds currently used to provide courses in the doomed Applied Physics track will be used to provide courses in the new Engineering Physics track.

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

If requested.

President/Chancellor Approval date: 2017-04-04

Board of Trustees Notification Date: Expected 2017-05-12 (next schedule meeting)

Chief Academic Officer: *Steve W. Range* Date: 2016-12-01

[UCA form updated 2016-01-06]

April 17, 2017

Dr. Carl Frederickson  
Dept. of Physics & Astronomy  
University of Central Arkansas  
201 Donaghey Avenue  
Lewis Science Center, Room 171  
Conway, AR 72035

Dear Dr. Frederickson,

On behalf of the Conway Area Chamber of Commerce and the Conway Development Corporation (CDC), please accept this letter as our demonstration of support for the proposed new degree program in engineering physics. As you know, the Chamber represents over 1,200 business members and recently celebrated our 125<sup>th</sup> anniversary. The CDC is our community, non-profit, economic development entity. Formed in 1959, the CDC has recruited dozens of new companies to the city and developed over 1,000 acres of industrial and office property. Together our organizations work to grow the regional economy.

With strong engineering talent demands at companies like Kimberly Clark, Green Bay Packaging, Southwestern Energy, and Snap On, any program that increases the pool of candidates is extremely important. The strong growth of programming needs in local technology companies like Acxiom gives support to this proposed degree as its track supports the proposed degree in computer engineering.

Please let us know if you have questions or if we can provide additional support. We understand that access to talent is the key driver in economic development decisions today. An engineering physics program would help develop a more diverse talent pool for our local economy.

Sincerely,



Andrea Woods  
Chair  
Conway Area Chamber of Commerce



Bill Adkisson  
Chair  
Conway Development Corporation

## **Notification: New Options in the Bachelor of Science Program in Exercise Science**

The Department of Exercise and Sport Science, in the College of Health and Behavioral Sciences, has developed two additional options for its existing Bachelor of Science program in Exercise Science:

**1. Clinical Exercise Science.** The Clinical Exercise Science concentration will prepare graduates to work in Cardiopulmonary Rehabilitation (Cardiac Rehab) and other clinical settings. Cardiac Rehab is a clinical program that, in conjunction with patients' physicians, helps patients recover from heart attacks, heart surgery, and percutaneous coronary intervention procedures (i.e., stenting and angioplasty). Cardiac rehab programs help patients improve physical fitness, reduce cardiac symptoms, improve overall health and reduce the risk of future heart problems, such as heart attacks. Because of the proven health benefits, Medicare and health insurance plans often pay for cardiac rehab in order to reduce recovery time as well as to reduce or eliminate future related incidents. Research has shown health benefits and increase survival rates in cancer patients during treatment and after recovery. Currently there are no similar undergraduate programs in Arkansas preparing students specifically for careers in cardiac rehab and other clinical settings. This concentration will help meet the needs and demands in the state.

**2. Pre-Athletic Training.** The Pre-Athletic Training concentration will facilitate students interested in athletic training as the profession transitions from the current entry-level baccalaureate (the existing BS in Athletic Training) to entry at the master's level (the proposed MS in Athletic Training) as mandated by the Athletic Training Strategic Alliance on May 20, 2015. Baccalaureate programs may not admit, enroll, or matriculate students into the athletic training program after the start of the 2022 fall term. (The department's proposed MS in Athletic Training will come before the Board of Trustees for approval at a later date.)

Three new courses have been created for the Clinical Exercise Science option; one new course has been created for the Pre-Athletic Training option. Current funding within the department is sufficient to implement the departmental curriculum for the new concentrations. Significant growth of the program as a result of these concentrations may result in a need for additional faculty resources for the program and supporting programs.

The provost and the president have approved the addition of these new program options.

Supporting materials (following pages): (1) UCA Curriculum Form U-3 (one for each track), (2) ADHE Form LON-3 (attachments not included)

### New Undergraduate Program Transmittal Form

Department: Exercise and Sport Science Date: 1/11/17

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/minor: BS Exercise Science - Clinical Exercise Science

**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-8 or LON-9, a Continuous Improvement Process plan\* and Curriculum Attachment C signed by the Director of Financial Aid.\*\*)
- New concentration, emphasis, option, or track in an existing program. (Attach ADHE Form LON-3.)
- New minor 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 the 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.

<i>expected: 201810</i>	
<b>Recommended by Department and College</b>	
1. <u>[Signature]</u> <u>1/10/17</u> Department Curriculum Committee Date	2. <u>[Signature]</u> <u>1/11/17</u> Department Chair Date
3. <u>[Signature]</u> <u>1/11/17</u> College Curriculum & Assessment Committee Date	4. <u>[Signature]</u> <u>1/12/17</u> College Dean Date
<b>Recommended by University Councils/Committees</b>	
Is this a new degree or certificate program? <u>Yes</u> <del>No</del> If YES, then must be reviewed by the Academic Assessment Committee.	
Is this a new teacher education program or option? <u>Yes</u> <del>No</del> If YES, must be reviewed by the Professional Education Council.	
5. _____ Date Academic Assessment Committee	6. _____ Date Professional Education 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>2/4/2017</u> Provost Date	10. <u>[Signature]</u> <u>2/21/17</u> President Date
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) <u>N/A</u> Date	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
	14. _____ Office of the Provost Date
The Office of the Provost retains the original and sends a copy to the Office of the Registrar for changes in Degree Works.	
Recorded in Banner by	Recorded in Degree Works by
15. _____ Office of the Provost Date	16. _____ Office of the Registrar Date
The Registrar returns the signed copy to the Office of the Provost. The Office of the Provost sends a copy to the originating department.	

**New Undergraduate Program Transmittal Form**

Department: Exercise and Sport Science Date: 1/11/17

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/minor: BS Exercise Science - Pre-Athletic Training

**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-8 or LON-9, a Continuous Improvement Process plan\* and Curriculum Attachment C signed by the Director of Financial Aid.\*\*)
- New concentration, emphasis, option, or track in an existing program. (Attach ADHE Form LON-3.)
- New minor 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 the 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.

*expected: 201810*

<b>Recommended by Department and College</b>			
1. <u>[Signature]</u> <u>1/11/17</u> Department Curriculum Committee Date	2. <u>[Signature]</u> <u>1/11/17</u> Department Chair Date		
3. <u>[Signature]</u> <u>1/11/17</u> College Curriculum & Assessment Committee Date	4. <u>[Signature]</u> <u>1/12/17</u> College Dean Date		
<b>Recommended by University Councils/Committees</b>			
Is this a new degree or certificate program? <u>Yes/No</u> If YES, then must be reviewed by the Academic Assessment Committee.		Is this a new teacher education program or option? <u>Yes/No</u> If YES, must be reviewed by the Professional Education Council.	
5. _____ Date _____ Academic Assessment Committee	6. _____ Date _____ Professional Education 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>2/4/2017</u> Provost Date	10. <u>[Signature]</u> <u>2/21/17</u> President Date		
The Office of the Provost sends all required documentation to the AHECB and the Board of Trustees.			
11. <b>Letter of Intent to AHECB (if required)</b> <u>N/A</u> Date	12. <b>Notification to or Approval by Board of Trustees (as required)</b> _____ Date		
13. <b>Notification to or Approval by AHECB (as required)</b> _____ Date	14. <b>Recorded in Bulletin by</b> _____ Office of the Provost 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>Recorded in Banner by</b>		<b>Recorded in Degree Works by</b>	
15. _____ Office of the Provost Date	16. _____ Office of the Registrar Date		
The Registrar returns the signed copy to the Office of the Provost. The Office of the Provost sends a copy to the originating department.			



## LETTER OF NOTIFICATION – 3

### NEW OPTION, CONCENTRATION, EMPHASIS, MINOR

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

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn  
Associate Provost

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

(501) 450-3126  
jona@uca.edu

**4. Proposed effective date**

Fall 2017

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

BS, Exercise Science

**6. CIP code**

31.0505

**7. Degree code**

2815

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

Two new concentrations will be offered:

- (1) Clinical Exercise Science
- (2) Pre-Athletic Training

**9. Reason for proposed action**

**a. Clinical Exercise Science**

The Clinical Exercise Science concentration will prepare graduates to work in Cardiac Rehab and other clinical settings. Cardiopulmonary Rehabilitation (Cardiac Rehab) is a clinical program that, in conjunction with patients' physicians, helps patients recover from heart attacks, heart surgery, and percutaneous coronary intervention procedures (i.e., stenting and angioplasty). Cardiac rehab programs help patients improve physical fitness, reduce cardiac symptoms, improve overall health and reduce the risk of future heart problems, such as heart attacks. Because of the proven health benefits, Medicare and health insurance plans often pay for cardiac rehab in order to reduce recovery time as well as to reduce or eliminate future related incidents. Research has shown health benefits and increase survival rates in

cancer patients during treatment and after recovery. Currently there are no similar undergraduate programs in Arkansas preparing students specifically for careers in cardiac rehab and other clinical settings. This concentration will help meet the needs and demands in the state.

**b. Pre-Athletic Training**

The Pre-Athletic Training concentration will facilitate students interested in athletic training as the profession transitions from the current entry-level baccalaureate (the existing BS in Athletic Training) to entry at the master’s level (the proposed MS in Athletic Training) as mandated by the Athletic Training Strategic Alliance on May 20, 2015 (see: <http://www.atstrategicalliance.org/statements/strategic-alliance-degree-statement>). Baccalaureate programs may not admit, enroll, or matriculate students into the athletic training program after the start of the fall term 2022. More details about the timeline are provided on the Commission on Accreditation in Athletic Training (CAATE) website (<http://caate.net/the-professional-degree/>).

**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**

(1) Clinical Exercise Science

<u>BIOL</u>	<u>4351</u>	<u>General Pharmacology</u>
<u>EXSS</u>	<u>3355</u>	<u>Clinical Exercise Science Experience I</u>
<u>EXSS</u>	<u>4303</u>	<u>Clinical Exercise Physiology</u>
<u>EXSS</u>	<u>4355</u>	<u>Clinical Exercise Science Experience II</u>
<u>NUTR</u>	<u>3390</u>	<u>Nutrition and Metabolism</u>

(2) Pre-Athletic Training

<u>BIOL</u>	<u>4311</u>	<u>Pathophysiology</u>
<u>BIOL</u>	<u>4351</u>	<u>General Pharmacology</u>
<u>EXSS</u>	<u>3215</u>	<u>Athletic Training, A Health Care Profession</u>
<u>EXSS</u>	<u>4376</u>	<u>Advanced Strength and Conditioning</u>
<u>PHYS</u>	<u>1405</u>	<u>Applied Physics (or PHYS 1401 College Physics I)</u>

**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)**

Each of the new concentrations requires 15 semester credit hours.

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

(1) Clinical Exercise Science

**EXSS 3355 EXERCISE SCIENCE CLINICAL EXPERIENCE I**

This course provides students with the opportunity to gain practical and clinical experience in the interaction, assessment, and management of the general population and those in clinical settings focusing on disease management and maintenance. Students will begin with an understanding of the principles of cardiac rehab and will quickly progress to a “hands-on” approach.

### **EXSS 4303 CLINICAL EXERCISE PHYSIOLOGY**

This course studies the cardiovascular and pulmonary responses and adaptations to a variety of exercise conditions in cardiovascular, pulmonary, and metabolic disease populations. The use of exercise in the treatment and diagnosis of various disease states will be explored.

### **EXSS 4355 EXERCISE SCIENCE CLINICAL EXPERIENCE II**

This course provides students with the opportunity to gain additional practical and clinical experience in the interaction, assessment, treatment, and rehabilitation of those in clinical settings focusing on rehabilitation and disease management. Students will expand on the knowledge from EXSS 3355 Exercise Science Clinical Experience I by participating in cardiac rehab and clinical settings that require extensive supervision and monitoring of the participants.

(2) Pre-Athletic Training

### **EXSS 3215 ATHLETIC TRAINING, A HEALTH CARE PROFESSION**

This course introduces the health care profession of athletic training including the history and role of the National Athletic Trainers' Association (NATA), Board of Certification (BOC) and state licensure in professional practice. The course focuses on the professional preparation of athletic trainers and their role as health care professionals. Students will gain understanding of the prevention, assessment, diagnosis, care, management and rehabilitation of injuries and illnesses. Students will be assessed on introductory knowledge and skills. Lecture, discussion and laboratory experiences.

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

(1) Clinical Exercise Science

The goal of this program concentration is to prepare students for careers working with clinically significant populations such as in cardiopulmonary rehabilitation to address the needs within the state of Arkansas and the rest of the country for qualified clinical exercise specialists working with high risk individuals of cardiovascular, pulmonary, metabolic, and cancer. Additionally, the concentration will prepare students to critically analyze and understand the basics of clinical research.

(2) Pre-Athletic Training

Students will be able to identify and describe the professional preparation and responsibilities of health care providers and specifically athletic trainers. Secondary to the primary purpose, the Pre-Athletic Training concentration allows students the opportunity to complete all pre-requisite coursework for entry level Masters in Athletic Training within the 120 hours of the Baccalaureate degree.

#### **e. Expected student learning outcomes**

(1) Clinical Exercise Science

With this concentration, students will gain education and training that will contribute to their preparation for taking the American Association of Cardiovascular and Pulmonary Rehabilitation (AACVPR) Certified Cardiac Rehabilitation Professional and the American College of Sports Medicine (ACSM) Certified Clinical Exercise Specialist exam. Additionally, students will gain education and training that will contribute to gaining a specialized certification in exercise for cancer patients through the American College of Sports Medicine and the American Cancer Society. The Job Task Analyses and Knowledge, Skills, and Abilities (KSAs) are attached (see Attachments 1 and 2, ACSM Certification Exam Content Outlines).

Specifically, all students earning a Bachelor of Science in Exercise Science will be expected to:

- (a) clearly and concisely deliver oral presentations (e.g. case studies, exercise prescriptions) for a variety of settings.
- (b) clearly and concisely provide justification for a research topic and disseminate the research and be able to disseminate this knowledge to a broad audience (patients and physicians).
- (c) evaluate, propose, conduct, and interpret discipline-specific research.
- (d) administer testing protocols and prescribe exercises appropriate for a provided demographic/clientele.

(3) Pre-Athletic Training

Specifically, all students earning a Bachelor of Science in Exercise Science (including those in the Pre-Athletic Training concentration) will be expected to

- (a) clearly and concisely deliver oral presentations for a variety of settings.
- (b) clearly and concisely provide justification for a research topic and disseminate the research findings.
- (c) evaluate, propose, conduct, and interpret discipline-specific research.
- (d) administer testing protocols and prescribe exercises appropriate for a provided demographic/clientele.

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

(1) Clinical Exercise Science

The department undertook focused discussions with area employers:

**Conversation with Dr. David Mego at the Arkansas Heart Hospital:**

There is a need for a Cardiac Rehab academic program in AR, as there are no programs currently. Mercy, St. Vincent, Baptist Hospitals, and the Arkansas Heart Hospital have Cardiac Rehab centers.

**Conversation with Brian Frame, Clinical Exercise Physiologist at St. Vincent Hospital:**

Their clinic is extremely busy, currently treating 30 patients (outpatient rehab). He believes Arkansas is a little behind the times regarding cardiac rehab, however it is getting better through educating the public and medical professionals on the benefits of cardiac rehab. They would be willing to serve as a clinical site for students.

**Conversation with Jimmie Burnett, Director of Cardiac Rehab at Conway Regional:**

Their clinic is growing and will be looking to hire another full time position in the near future. Feels there is a need to have an academic program that better trains and educates people interested in working in cardiac rehab. Also, said the program would need to develop a student into a Clinical Exercise Physiologist, not just a major in Exercise Science.

(2) Pre-Athletic Training

Students will still earn a BS in Exercise Science, thus meeting employer needs for exercise and fitness proposals. Additionally, this concentration will help prepare students interested in pursuing a MS in Athletic Training as identified by the analysis of pre-requisite knowledge for these graduate programs.

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

(1) Clinical Exercise Science

There are 10–15 students (~18% of the students) per section of EXSS 1310 Introduction to Exercise Science—offered both fall and spring semesters—that demonstrate interest in cardiac rehabilitation or working in a clinical environment. The concentration will be a selective, competitive concentration program with a maximum limit of 20 students per cohort.

(2) Pre-Athletic Training

ATTR 1350 Introduction to Athletic Training had 42 students enrolled in the Fall of 2015 and 36 students enrolled in the Fall of 2016. These numbers do not reflect freshmen or students who changed their majors to athletic training after 30 completed hours. Because the profession is moving to a master's degree as the entry level, many of these undergraduate students will wish to be particularly well-prepared to compete for places in graduate level programs.

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

(1) Clinical Exercise Science

Ithaca College, NY, BS in Exercise Science; Clinical Exercise and Wellness Concentration  
Central Michigan University, MI, BS in Exercise Science; Clinical Exercise Science Option

The department also used the job task analysis and certification content from American Association of Cardiovascular and Pulmonary Rehabilitation (AACVPR) Certified Cardiac Rehabilitation Professional and the American College of Sports Medicine (ACSM) Certified Clinical Exercise Specialist exams to develop the concentration.

(2) Pre-Athletic Training

The following institutions offering Entry-Level Master's degree were assessed to determine the prerequisite courses required for admission:

Indiana State University  
North Dakota State University  
Shenandoah University  
St. Louis University  
Texas Tech University  
University of Arkansas - Fayetteville  
University of Montana  
University of Tulsa  
University of Wisconsin - Milwaukee

The following UCA Graduate Professional Programs were assessed to determine the prerequisite courses required for admission:

Communication Science Disorders  
Occupational Therapy  
Physical therapy

The following institutions offer similar program options/concentrations (Pre-AT) whose coursework was assessed:

George Washington University (Milken Institute of Public Health)  
Roanoke College  
California State University – East Bay  
California Baptist University

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

Undergraduate/Graduate Council: 2017-01-24  
Council of Deans: 2017-02-01

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

No

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

N/A

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

Current funding within the department is sufficient to implement the departmental curriculum for the new concentrations. Significant growth of the program as a result of these concentrations may result in a need for additional faculty resources for the program and supporting programs.

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

If requested.

President/Chancellor Approval Date: 2017-02-21

Board of Trustees Notification Date: 2017-05-12 (expected): next scheduled Board meeting

Chief Academic Officer:  2017-02-04  
SIGNATURE DATE

[UCA form updated 2016-01-05]

**Notification: Change of Name—General Writing to Writing Studies**

Following the recommendation of a recent program review, the faculty teaching in the BA in Writing have made revisions to the General Writing option within the Writing program, including the change of its name to Writing Studies.

The provost and the president have approved the change in title for this Writing program track.

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

**Undergraduate Curriculum Change: Action Item**

Department/program/concentration: School of Communication/Writing/General Writing Date: 11-4-2016

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): Change name of track from General Writing to Writing Studies

\*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>P.H. Walter</u>	11-30-16	2. <u>Donna L. Stephens</u>	12/7/16
Department Curriculum Committee	Date	Department Chair	Date
3. <u>[Signature]</u>	12-1-16	4. <u>[Signature]</u>	12-8-16
College Curriculum & Assessment Committee	Date	College Dean	Date
<b>Recommended by University Councils</b>			
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. _____	Date	6. _____	Date
Professional Education Council		UCA Core Council	
7. <u>[Signature]</u>	1-24-17	8. <u>Alicia Crow</u>	2/1/17
Undergraduate Council	Date	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 the Bulletin by</b>	
9. <u>[Signature]</u>	2/4/2017	10. _____	Date
Provost	Date	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. _____	Date	12. _____	Date
Office of the Provost	Date	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**

Fall 2017

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

BA, Writing (The title of the program itself will not change.)

**6. Current title of major or option**

General Writing

**7–8. N/A**

**9. Proposed title of major or option**

Writing Studies

**10. N/A**

**11. CIP code**

21.1301

**12. Degree code**

1425

**13. Reason for proposed action**

This change in Writing is a direct response to the academic program review completed in the spring of 2016. The faculty used the reviews to revamp the General Writing program and realign it into a Writing Studies program.

President/Chancellor Approval Date: 2017-02-21

Board of Trustees Notification Date: Expected 2017-05-12 (next scheduled meeting)

Chief Academic Officer:  2017-02-04  
SIGNATURE DATE

[UCA form updated 2016-01-06]

**Notification: Rename Environmental Science/Studies Program to Environmental Science**

This change aligns the name and Classification of Instructional Programs (CIP) code designation of the BS in Environmental Science with the program's predominantly scientific core and content.

The provost and the president have approved the change of this program's name.

Supporting materials (following pages): (1) UCA Curriculum Form U2-A, (2) ADHE Form LON-1, (3) ADHE Form LON-1C (Attachment not included)

**Undergraduate Curriculum Change: Action Item**

Department/program/concentration: Environmental Science Date: 17 November 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): Change title of program from Environmental Sciences/Studies to Environmental 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.

201810			
<b>Recommended by Department and College</b>			
1. <u>[Signature]</u> Department Curriculum Committee Date: <u>11/28/16</u>	2. <u>[Signature]</u> Department Chair Date: <u>11/28/16</u>		
3. <u>[Signature]</u> College Curriculum & Assessment Committee Date: <u>1/29/17</u>	4. <u>[Signature]</u> College Dean Date: <u>1/27/17</u>		
<b>Recommended by University Councils</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> Undergraduate Council Date: <u>2-21-17</u>	8. <u>[Signature]</u> Council of Deans Date: <u>3/15/17</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.			

<p><b>Approved by</b></p> <p>9. <u></u> <b>Provost</b></p>	<p><b>Recorded in the Bulletin by</b></p> <p>10. _____ <b>Office of the Provost</b></p>
<p>Date <u>3/15/2017</u></p>	<p>Date _____</p>
<p>The Office of the Provost sends a copy to the Office of the Registrar for changes in Degree Works.</p>	
<p><b>Recorded in Banner by</b></p> <p>11. _____ <b>Office of the Provost</b></p>	<p><b>Recorded in Degree Works by</b></p> <p>12. _____ <b>Office of the Registrar</b></p>
<p>Date _____</p>	<p>Date _____</p>
<p>The Office of the Provost retains the signed original and sends a copy to the originating department.</p>	

*(Faint, mostly illegible text from the reverse side of the page is visible through the paper.)*

<p><u>11/26/11</u></p> <p><u>11/27/11</u></p>	<p><u>11/26/11</u></p> <p><u>11/27/11</u></p>
<p><u></u></p> <p><u></u></p>	<p><u></u></p> <p><u></u></p>
<p><u>11/26/11</u></p> <p><u>11/27/11</u></p>	<p><u>11/26/11</u></p> <p><u>11/27/11</u></p>
<p><u></u></p> <p><u></u></p>	<p><u></u></p> <p><u></u></p>

## 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**

August 2017

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

BS, Environmental Science/Studies

**6–7. N/A**

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

BS, Environmental Science

**9–10. N/A**

**11. CIP code**

The current CIP code is 03.0103 (CIP title: Environmental Studies).  
We request a change to **03.0104** (CIP title: Environmental Science).

See the embedded LON-1C at the end of this document.

**12. Degree code**

2545

**13. Reason for proposed action**

The Environmental Science Program at UCA was established originally and continues to be a Bachelor of Science degree program grounded in the sciences and allowing students in all tracks to have a strong foundation in biology and chemistry.

The program's curriculum includes a 33-hour common core and offers three tracks: (1) Biology, which emphasizes ecology, conservation biology, and environmental toxicology; (2) Chemistry, focussing on the critical balance of natural chemical phenomena and the perturbations induced by pollution; and (3)

Planning and Administration, intended to bridge the gap between scientists gathering environmental data and administrators who formulate and implement programs and policies and to enable students to communicate scientific research to audiences as diverse as government agencies, citizen committees, corporate decision-makers, and the general public.. The Planning and Administration track places significant emphasis on technical skills in the use of Geographic Information Systems. See Attachment A, p. 5 ff.

Changing the name and the CIP code will allow the name and classification to reflect the actual content of the program.

President/Chancellor Approval Date: 2017-03-15

Board of Trustees Notification Date: Expected 2017-05-12 (next scheduled meeting)

Chief Academic Officer:  2017-03-15  
SIGNATURE DATE

[UCA form updated 2016-01-06]

# LETTER OF NOTIFICATION – 1C

## CIP CODE CHANGE REQUEST

(No change in program curriculum)

Link to CIP Code web site: <http://nces.ed.gov/ipeds/cipcode/Default.aspx?v=55>. Consult with the Office of the Provost before initiating a request for a CIP code change.

**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. Current CIP code**

03.0103

**5. Current CIP code definition**

A program that focuses on environment-related issues using scientific, social scientific, or humanistic approaches or a combination. Includes instruction in the basic principles of ecology and environmental science and related subjects such as policy, politics, law, economics, social aspects, planning, pollution control, natural resources, and the interactions of human beings and nature.

**6. Proposed CIP code**

03.0104

**7. Proposed CIP code definition**

A program that focuses on the application of biological, chemical, and physical principles to the study of the physical environment and the solution of environmental problems, including subjects such as abating or controlling environmental pollution and degradation; the interaction between human society and the natural environment; and natural resources management. Includes instruction in biology, chemistry, physics, geosciences, climatology, statistics, and mathematical modeling.

**8. Program name(s) and degree code(s) that will be assigned the proposed CIP code**

BS, Environmental Science (degree code: 2545)

**9. Proposed effective date**

August 2017

**10. Reason for CIP code change**

Like the change of name notification within which this change in CIP code notification is based on the predominantly scientific content of the program's common core and the tracks.



### **EXECUTIVE SESSION**

The board unanimously declared an executive session, for the purpose of reviewing appointments, adjustments, resignations and other personnel matters, upon motion by Kay Hinkle with a second by Joe Whisenhunt.

### **OPEN SESSION**

The board unanimously approved the following motion made by Kay Hinkle with a second by Joe Whisenhunt:

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

### **ADJOURNMENT**

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

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

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**Elizabeth Farris**  
**Chair**

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**Bunny Adcock**  
**Secretary**