

The University of Central Arkansas Board of Trustees convened in a regularly scheduled meeting at 1:00 p.m. Friday, February 9, 2018, in the Board of Trustees Conference Room in Wingo Hall with the following officers and members present:

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

### **MINUTES**

The board unanimously approved the minutes of the December 8, 2017, board meeting as submitted upon motion by Brad Lacy and second by Bunny Adcock.

### **REPORTS**

President's Report – The president recognized Ms. Haley Harp for her work on the Big Event.

Financial Update – Diane Newton, Vice President of Finance and Administration, gave a financial report, which is attached to the original minutes.

Information System Technology – Mike Lloyd, Interim Chief Information Officer, reported to the board on his plans for the Department of Information Technology and his progress thus far. His report is attached to the original minutes.

### **ACTION AGENDA**

#### **Resolution of Appreciation – Elizabeth Farris**

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

### **RESOLUTION OF APPRECIATION**

WHEREAS, Elizabeth Farris of Hot Springs, Arkansas, was appointed to the Board of Trustees of the University of Central Arkansas by the Governor of the State of Arkansas, Mike Beebe, in January 2012 to complete the two-years remaining on a term and again in January 2014 for a term of seven years; and

WHEREAS, Mrs. Farris graduated from the University of Central Arkansas in 1977 with a Bachelor of Business Administration degree; and

WHEREAS, Mrs. Farris served as chair of the Board of Trustees in 2017 and attended many university events and functions in her capacity as chair; and

WHEREAS, during her term as chair of the Board, the university made significant progress by (a) opening the Conway Corporation Center for Sciences, (b) beginning the renovation of Hughes Hall, (c) holding the investiture of Dr. Houston Davis as the 11<sup>th</sup> President of UCA, (d) proceeding with the construction of a pedestrian bridge over Dave Ward Drive in the area of the Stone Dam Creek trail, (e) the UCA Police Department being accredited by the Arkansas Law Enforcement Accreditation Program, and (f) receiving notification that the Higher Learning Commission continued the accreditation of the university; and

WHEREAS, Mrs. Farris served with honor and distinction and because of her leadership the university had a very successful year in 2017; and

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of the University of Central Arkansas does hereby extend its sincere appreciation and gratitude to Elizabeth Farris for her service as chair of the Board of Trustees during 2017; and

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

Adopted this 9th day of February 2018 in Conway, Arkansas.

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Joe Whisenhunt  
Chair

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Cornell Maltbia  
Secretary

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

Arkansas Code Annotated 25-16-901 et seq. provides that boards and commissions may, during their first regularly scheduled meeting of each calendar year, authorize expense reimbursement for each board member for performing official board duties. The law states that the expense reimbursement must not exceed the rate established by state travel regulations for state employees. The law covers expense reimbursement for all board functions. This action is

consistent with Board Policy No. 211, Reimbursement of Expenses for Official Board of Trustees Duties, and Arkansas Code Annotated 6-67-102.

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

**BE IT RESOLVED: That the Board of Trustees approves the following statement concerning reimbursement of expenses for official board duties for 2018:**

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

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy Number: 211

Subject: Reimbursement of Expenses for Official Board of Trustees Duties

Date Adopted: 10/92 Revised: 02/96

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

**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:

- Fidelity Information Services
- HealthCheck 360°

The board unanimously adopted the following resolution upon motion by Elizabeth Farris and second by Brad Lacy:

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

## UNIVERSITY OF CENTRAL ARKANSAS

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

*(Board Policy No. 416)*

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

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### SUMMARY

1. Parties: University of Central Arkansas (Department of Information Systems and Technology) and Fidelity Information Services.
2. Purpose: To obtain replacement servers, storage, and backup hardware for the Banner databases. Agreement includes five years of hardware/software maintenance and onsite setup services. The current equipment is approximately 10 years old, and some equipment will no longer be covered by maintenance agreements by the end of the year. If the university does not upgrade at this time, maintenance costs for the next three years will be approximately \$350,000. In addition to the cost savings from upgrading now, the equipment will have a reduced physical footprint while doubling throughput to storage devices.
3. Term: Five years.
4. University Funds to be Paid: \$259,745.03.
5. Funds Received: N/A.
6. Public Bid/Purchasing Approval: An Invitation for Sealed Competitive Bid (IFB) was issued on November 28, 2017, for the purpose of obtaining IBM related hardware, software, and support to be utilized by the UCA Department of Information

Systems and Technology. The sealed bids opened on December 13, 2017. Fidelity Information Services was the only company that responded.

7. Special Provisions/Terms/Conditions: N/A.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel

Date: January 24, 2018

## 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: University of Central Arkansas (Office of Human Resources) and HealthCheck 360°.
2. Purpose: Employee health and wellness program for UCA employees in support of the university health plan.
3. Term: Initial term three years, but renewable up to a maximum of seven years.
4. University Funds to be Paid: Approximately \$125,034 per year for first three years. The rates and actual cost depend on the total number of eligible employees. The cost will be paid from the health insurance plan premiums.
5. Funds Received: N/A.
6. Public Bid/Purchasing Approval: A Request for Proposal (RFP) was issued for the purpose of obtaining a vendor to oversee an employee health and wellness program. The RFP opened on October 31, 2017. Fourteen companies responded. HealthCheck 360° was selected after an evaluation process was conducted.
7. Special Provisions/Terms/Conditions: N/A.
8. Approval/Notification to UCA Foundation: N/A.

**Certification of Sufficient Appropriations and Fund Balances**

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

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

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

**CERTIFICATION OF SUFFICIENT**

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

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

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

Therefore, I certify that as of December 31, 2017, I have verified that sufficient appropriations and funds are available, or will become available, to pay the obligations of this institution of higher education and all other current obligations to be paid from the appropriations and the funds.

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

\_\_\_\_\_  
Mr. Joe Whisenhunt, Chair  
University of Central Arkansas Board of Trustees

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

### **Distinguished Professor Emeritus Awards**

The Faculty Emeritus Committee has unanimously recommended two retired UCA professors, Dr. Clint Johnson and Dr. Gordon Shepherd, to receive the status of Distinguished Professor Emeritus. The professors were nominated for the honor by the faculty in their respective departments and have the support of all appropriate academic councils and administrators.

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

**“BE IT RESOLVED: That the Board of Trustees hereby approves the recommendation that Dr. Clint Johnson and Dr. Gordon Shepherd receive the honor of Distinguished Professor Emeritus.”**

## RESOLUTION

**WHEREAS**, Dr. Clint Johnson served as professor of economics in the Department of Economics, Finance, Insurance and Risk Management, formerly the Department of Economics and Finance, at the University of Central Arkansas from 1975 to 2010; and

**WHEREAS**, Dr. Clint Johnson served as the first chair of the Department of Economics and Finance; and

**WHEREAS**, Dr. Clint Johnson was instrumental in the College of Business obtaining its first accreditation by The Association to Advance Collegiate Schools of Business (AACSB); and

**WHEREAS**, Dr. Clint Johnson was recommended unanimously by the tenured faculty of the Department of Economics, Finance, Insurance and Risk Management; and

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

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of the University of Central Arkansas does hereby bestow the honor and status of Distinguished Professor Emeritus on Dr. Clint Johnson in recognition of his leadership in and his service to the Department of Economics, Finance, Insurance and Risk Management at the University of Central Arkansas; and

**BE IT FURTHER RESOLVED**, that this resolution be made part of the minutes of the February 9, 2018, University of Central Arkansas Board of Trustees meeting.

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Joe Whisenhunt  
Chair

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Cornell Maltbia  
Secretary



## RESOLUTION

**WHEREAS**, Dr. Gordon Shepherd served as professor of sociology in the Department of Sociology, Criminology, and Anthropology, formerly the Department of Sociology, at the University of Central Arkansas from 1980 to 2016; and

**WHEREAS**, Dr. Gordon Shepherd received the Faculty Excellence Award in Research, Scholarship, and Creative Activity in 2011; and

**WHEREAS**, Dr. Gordon Shepherd continues to support emerging scholars through the Gordon and Faye Shepherd Fund; and

**WHEREAS**, Dr. Gordon Shepherd was recommended unanimously by the tenured faculty of the Department of Sociology, Criminology, and Anthropology; and

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

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

**BE IT FURTHER RESOLVED**, that this resolution be made part of the minutes of the February 9, 2018, University of Central Arkansas Board of Trustees meeting.

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Joe Whisenhunt  
Chair

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Cornell Maltbia  
Secretary

## NOTIFICATIONS/DELETIONS

### **Notification: Reconfiguration of the MS in Family and Consumer Sciences**

The Department of Family and Consumer Sciences in the College of Health and Behavioral Sciences has proposed a reconfiguration of its existing MS degree program in Family and Consumer Sciences that will result in two master's degrees: the existing program, as a general Family and Consumer Sciences degree, and a new MS in Nutrition, created from the Nutrition and Foods track in the existing program.

The department has recognized that graduate students in Nutrition need a degree program whose title clearly identifies the body of knowledge and skills that graduates of the program have mastered. Additionally, the standalone MS in Nutrition will allow the department to be prepared for the requirement, expected in 2024, of master's preparation for entry level into practice as a registered dietitian. The MS in Nutrition will be coordinated with the Dietetic Internship and, as a standalone program, will be better able to evolve to meet the needs of several populations. The department anticipates that students completing internships in areas where graduate degrees are not offered (e.g., hospital-based internships) will be seeking fully-online MS degree options and that current practitioners will be looking for opportunities to further their education in order to compete with recent graduates.

The curriculum of the program (outlined in the supporting materials) will not change, and no additional resources are required to implement the new degree.

All appropriate committees, councils, and administrators have recommended approval of the proposal, and the provost and the president have approved the proposal.

Supporting materials (following pages): (1) UCA Curriculum Form G3, (2) ADHE Form LON-11. A lengthy attachment referred to in the ADHE form is not included here.

**New Graduate Program Transmittal Form**

Department: Family and Consumer Sciences Date: 02.02.17

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: Master of Science in Nutrition

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

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

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

Are any of the prerequisites or requirements of the proposed program offered by another department? No  
 If YES, attach a signed letter from each department's chair describing the impact on the department.

<b>201910 (Fall 2018)</b>	
<b>Recommended by Department and College</b>	
1. <u>Alicia Landry</u> <u>3/2/17</u> Department Curriculum Committee Date	2. <u>Nancy Reed</u> <u>3/6/17</u> Department Chair Date
3. <u>Denise Shroyer</u> <u>3/7/17</u> College Curriculum & Assessment Committee Date	4. <u>[Signature]</u> <u>3/7/17</u> College Dean Date
<b>Recommended by University Councils/Committees</b>	
Is this a new degree or certificate program? <u>Yes</u> If YES, 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. _____ Academic Assessment Committee Date	6. _____ Professional Education Council Date
7. <u>[Signature]</u> <u>10/12/17</u> Graduate Council Date	8. <u>Alicia Crow</u> <u>10/25/17</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>10/25/2017</u> Provost Date	10. <u>[Signature]</u> <u>11/6/17</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 _____ Date
14. _____ Office of the Provost Date	15. _____ Office of the Provost Date
15. _____ Office of the Provost Date	16. _____ Graduate School Date
The Office of the Provost sends the signed original to the Graduate School. The Graduate School retains the original and sends a copy to the originating department.	

# LETTER OF NOTIFICATION – 11

## RECONFIGURATION OF EXISTING DEGREE PROGRAMS

(Consolidation or Separation of Degrees to Create New Degree)

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn  
Associate Provost

(501) 450-3126  
jona@uca.edu

**3. Title(s) of degree program(s) to be consolidated/separated**

Master of Science (MS) in Family and Consumer Sciences

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

CIPC: 19.0101  
Degree code: 6220

**5. Proposed title(s) of consolidated/separated program(s)**

Master of Science (MS) in Family and Consumer Sciences (existing program: no change)  
Master of Science (MS) in Nutrition (new program)

**6. Proposed CIP code(s) for consolidated/separated program(s)**

CIP code: 19.0101 (MS in Family and Consumer Sciences: no change)  
CIP code: 19.0501 (MS in Nutrition)

**7. Proposed effective date**

Fall 2018

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

The Department of Family and Consumer Sciences currently offers a master's degree in Family and Consumer Sciences with three tracks: Clothing, Textiles, and Fashion; Nutrition and Foods; and General Family and Consumer Sciences.

Reconfiguring the existing degree will result in (1) the continuation of the MS in Family and Consumer Sciences as a general family and consumer sciences program and (2) a second master's program, the MS in Nutrition.

The department has recognized that graduate students in Nutrition need a degree program whose title clearly identifies the body of knowledge and skills that graduates of the program have mastered. Additionally, the standalone MS in Nutrition will allow the department to be prepared

for the requirement, expected in 2024, of master's preparation for entry-level into practice as a Registered Dietitian. The MS in Nutrition will be coordinated with the Dietetic Internship and, as a standalone program, will be better able to evolve to meet the needs of several populations. We anticipate that students completing internships in areas where graduate degrees are not offered (e.g., hospital-based internships) will be seeking fully online MS degree options and that current practitioners will be looking for opportunities to further their education in order to compete with recent graduates.

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

Note: the current and proposed curricula are identical except for the grouping of the Nutrition and elective courses. See the separate Attachment file<sup>1</sup> for a more complete detailing of current and proposed academic bulletin presentation of the existing degree and the reconfigured (separated) degrees. The curriculum listed in §9.2 below represents that of the MS in Nutrition resulting from the reconfiguration.

The MS in Nutrition will allow for a thesis or non-thesis option as does the Nutrition and Foods track in the existing degree. The thesis option requires a total of 30 semester credit hours: 9 hours of core courses, 12 hours of specialization, 3 hours of elective, and 6 hours of thesis research. The non-thesis option requires a total of 36 semester credit hours: 9 hours of core courses, 21 hours of specialization, and 6 hours of electives. No new courses will be required to implement this reconfiguration.

The existing master's program is fully online, and the MS in Nutrition will also be fully online.

### **9.1. Admission to the program**

To be granted regular admission to graduate school and to the MS in Nutrition, students must have accomplished the following:

- ◆ Obtained a baccalaureate degree from an accredited institution
- ◆ Achieved a minimum cumulative undergraduate GPA of 2.70 on a scale of 4.00 or at least a 3.00 in the last 60 hours of undergraduate study
- ◆ Achieved a minimum 3.00 GPA on any graduate course work previously taken at another accredited institution
- ◆ Submitted required test scores (GRE)
- ◆ Obtained an undergraduate degree in nutrition or related field or successfully completed the courses for an undergraduate didactic program in dietetics as required

### **9.2. Curriculum Outline**

Core courses (both thesis and non-thesis options: 9 hours)

FACS 6300 Current Issues in Family and Consumer Sciences  
FACS 6335 Evidence-Based Research in Nutrition<sup>2</sup>

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<sup>1</sup> Filename: <uca-lon11-ms-facs-ms-nutrition-2-attachment.docx>.

<sup>2</sup> Either of the following courses may be substituted for FACS 6335: ASTL 6380 Research Methods or H SC 6379 Research in Health.

FACS 6350 Statistical Methods in Family and Consumer Sciences<sup>3</sup>

Specialization courses, selected from this list (thesis option: 12 hours; non-thesis option: 21 hours)

Asterisked courses in this list are included in the dietetic internship and are only available to a student in the MS in Nutrition who is completing the internship and the degree at the same time.

- NUTR 5V30 Special Topics (variable credit: 1–3 hours)
- NUTR 5315 Nutrition Services Practicum I\*
- NUTR 5316 Nutrition Services Practicum II\*
- NUTR 5317 Community Nutrition Practicum\*
- NUTR 5318 Clinical Nutrition Practicum\*
- NUTR 5321 Nutrition Services Administration\*
- NUTR 5324 Nutritional Assessment\*
- NUTR 5325 Medical Nutrition Therapy I
- NUTR 5340 Geriatric Nutrition
- NUTR 5374 Medical Nutrition Therapy II
- NUTR 5375 Nutrition in Exercise & Sports
- NUTR 6307 Current Findings in Foods
- NUTR 6308 Trends in Nutrition
- NUTR 6313 Diet Therapy\*
- NUTR 6330 Metabolic Nutrition
- NUTR 6335 Nutrition Counseling
- NUTR 6340 Diabetes Medical Nutrition Therapy
- NUTR 6345 Pediatric Nutrition

Elective hours (thesis option: 3 hours; non-thesis option: 6 hours)

Electives in an allied area approved by major advisor

Thesis research (thesis option only: 6 hours)

FACS 6V44 Thesis Research

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

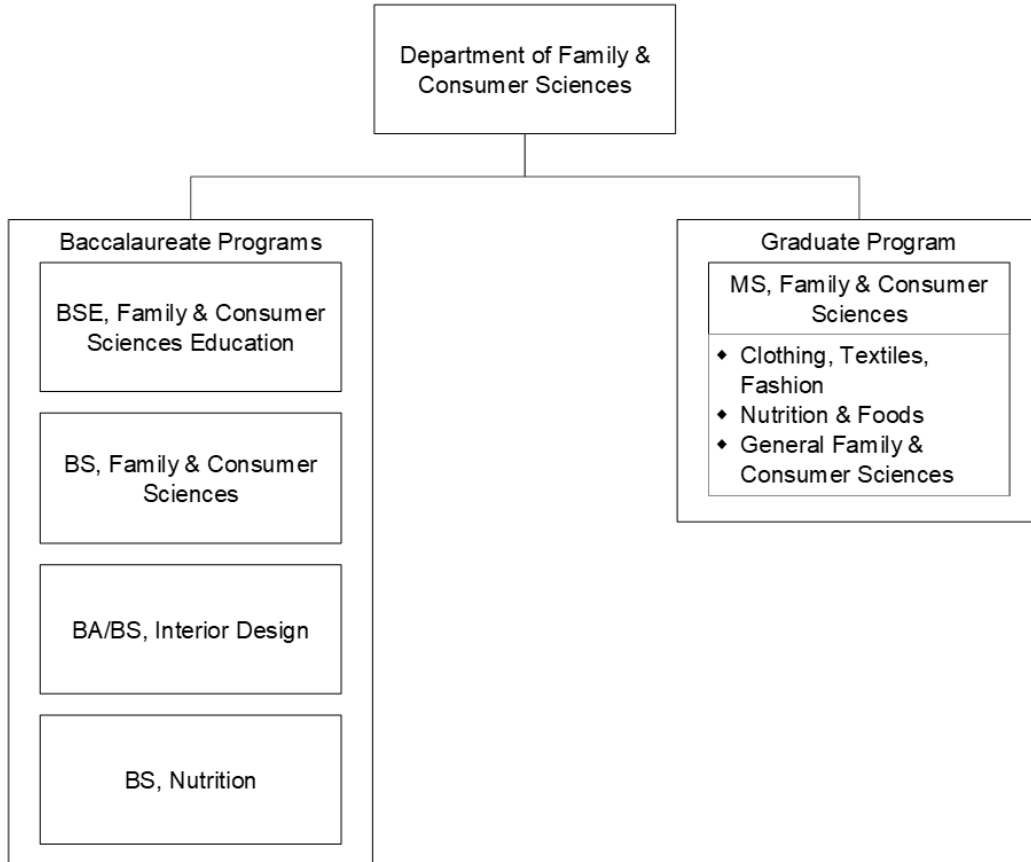
Resources necessary for development and implementation of this program include staff/faculty time for administration and new recruitment material. However, all classes included in the reconfigured degree program are already developed, taught, and approved for online delivery. Therefore, no additional budget is needed at this time.

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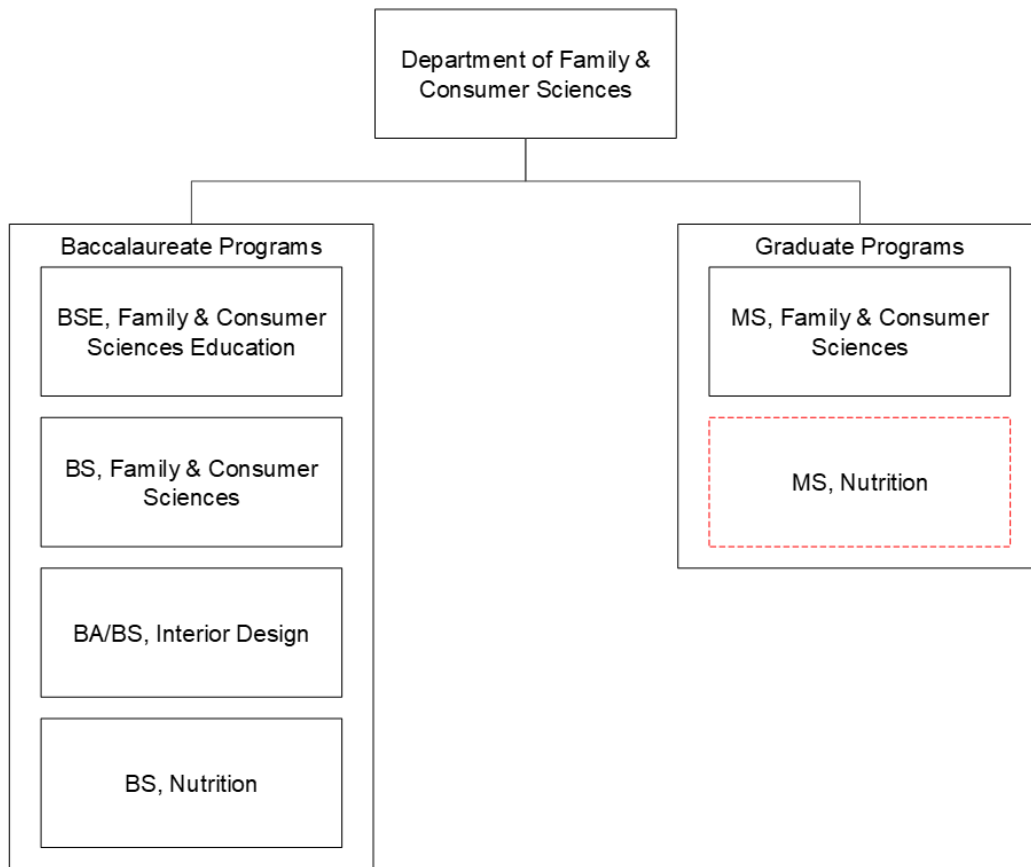
<sup>3</sup> Either of the following courses may be substituted for FACS 6350: ASTL 6382 Educational Statistics or EXSS 6316 Data Analysis.

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

**11.1. Current program organization**



**11.2. Proposed program organization**



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

Undergraduate/Graduate Council: 2017-10-12

Council of Deans: 2017-10-25

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

The existing degree and all respective classes are currently approved and offered via distance delivery.

**14. Will the proposed degree be offered on-campus, off-campus, or via distance delivery? If yes to distance delivery, indicate mode of distance delivery.**

The existing and proposed degrees and all respective classes will continue to be offered via distance delivery. UCA's learning management system (LMS), currently Blackboard, will continue to be the mode of online delivery for both programs.

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

N/A



**16. Provide copy of e-mail notification to other institutions in the area of the proposed program.**

On January 4, 2018, the following message was sent from the UCA provost to chief academic officers of public institutions of higher education in Arkansas:

The University of Central Arkansas will create an MS in Nutrition by reconfiguration of its existing MS in Family and Consumer Sciences. The existing degree currently includes a track in Nutrition and Foods. Creating the standalone master's program will clearly identify the body of knowledge and skills that graduates of the program have mastered, and it will prepare for the requirement, expected in 2024, of master's preparation for entry-level into practice as a Registered Dietitian.

The MS in Nutrition will allow for a thesis or non-thesis option. The thesis option requires a total of 30 semester credit hours: 9 hours of core courses, 12 hours of specialization, 3 hours of elective, and 6 hours of thesis research. The non-thesis option requires a total of 36 semester credit hours: 9 hours of core courses, 21 hours of specialization, and 6 hours of electives. No new courses will be required to implement this reconfiguration.

We welcome your comments or questions, but (as a courtesy to our colleagues) please do not Reply All if you do send us a response.

If substantive responses are received, they will be shared with ADHE staff along with UCA's response.

Additionally, the Department of Family and Consumer Sciences, in spring 2017, notified Dr. Reza Hakkak, Chair of the Department of Dietetics and Nutrition at the University of Arkansas for Medical Sciences, of the plan to reconfigure our degrees. Dr. Hakkak responded, stating that "We have no objection to your plans" (email, March 6, 2017).

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

The curriculum of the degree we are proposing for reconfiguration has already existed as a specialization track within a general master's degree. In the state, the University of Arkansas and the University of Arkansas for Medical Sciences have MS degrees in nutrition-related areas.

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

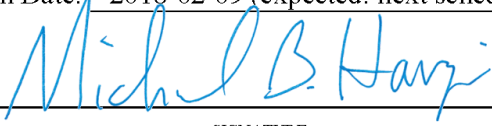
The MS in Nutrition will, ultimately, be accredited through the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The initial review will be after 2024.

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

Will be provided upon request.

President/Chancellor Approval Date: 2017-11-06

Board of Trustees Notification Date: 2018-02-09 (expected: next scheduled meeting)

Chief Academic Officer:  2017-10-25  
SIGNATURE DATE

[UCA form updated 2017-10-06]

**Notification: Approval for Online Delivery: the Bachelor of Professional Studies and the BS in Addiction Studies**

The university is required to notify the Arkansas Higher Education Coordinating Board of programs offered by distance delivery before the number of distance delivery credits reaches 50% of the credit in the program. Two degree programs in the Department of Health Sciences are offering enough credit online to require that we make that notification: the Bachelor of Professional Studies (a baccalaureate degree completion program) and the Treatment track in the BS in Addiction Studies.

All appropriate committees, councils, and administrators have supported this notification, and the provost and president have approved.

Supporting materials (following pages): (1) UCA Curriculum Form U2-O for each program and (2) ADHE Form LON-13 for each program (attachments noted in these LONs are not included)

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

Department/program/concentration: Health Sciences Date: 10/03/17

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

Convert a degree or certificate program. Attach ADHE Form LON-13.

Program name: Bachelor of Professional Studies

Is the program listed above new? No If YES, simultaneously submit Curriculum Form U3.

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

Convert a course. Attach a justification/rationale for converting the course to online delivery.

Course prefix and number: \_\_\_\_\_ Course title: \_\_\_\_\_

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

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

**Online:** Any program or course that is completely online and requires no in-person meetings with the instructor or class. In-person attendance may still be required for certain off-campus activities such as proctored exams, clinical experience, and internship hours. Online courses emphasize student learning communities, computer-mediated communication, and active student learning.

**Hybrid:** Any program or course in which some portion of traditional "seat time" has been replaced by online academic activities. A hybrid program or course would require at least one scheduled in-person session with the instructor or class, with the remaining activities occurring online. In-person attendance may also be required for certain off-campus activities such as proctored exams, clinical experience, and internship hours.

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

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

Proposed effective date of change (term and year): Summer Spring 2018 jay.

<b>Recommended by the Department (action required)</b>			
By signing below, the department assures that the proposed online/hybrid program or course will be developed following the <u>Online/Hybrid</u> Course Development Process Guide.			
1. <u>[Signature]</u>	<u>10/9/17</u>	2. <u>[Signature]</u>	<u>10/9/17</u>
Department Curriculum Committee	Date	Department Chair	Date
<b>Recommended by the College (action required)</b>			
3. <u>[Signature]</u>	<u>10/16/17</u>	4. <u>[Signature]</u>	<u>10/16/17</u>
College Curriculum & Assessment Committee	Date	College Dean	Date
<b>Recognized by University Councils (information only)</b>			
Does the change affect a teacher education program? <u>Yes/No</u>		Does the change affect the UCA Core? <u>Yes/No</u>	
If YES, must be reviewed by the Professional Education Council.		If YES, must be reviewed by the UCA Core Council:	
5. _____	_____	6. _____	_____
Professional Education Council	Date	UCA Core Council	Date
7. <u>[Signature]</u>	<u>11-21-17</u>	8. <u>[Signature]</u>	<u>12/13/17</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.			
<b>Approved by</b>		<b>Recorded in Banner by</b>	
9. <u>[Signature]</u>	<u>12/16/2017</u>	10. <u>[Signature]</u>	<u>1/11/2018</u>
Provost	Date	Office of the Provost	Date
The Office of the Provost retains the signed original and sends a copy to the originating department.			

## LETTER OF NOTIFICATION – 13

### EXISTING CERTIFICATE OR DEGREE OFFERED VIA DISTANCE TECHNOLOGY

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

#### DEFINITIONS

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

#### 1. Institution submitting request

University of Central Arkansas

#### 2. Contact person/title

Jonathan A. Glenn  
Associate Provost

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

(501) 450-3126  
jona@uca.edu

#### 4. Name of existing certificate or degree

Bachelor of Professional Studies (BPS)

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

Summer 2018

#### 6. CIP code and degree code

CIP code: 30.9999  
Degree code: 1871

#### PROGRAM INFORMATION

#### 7. Reason for offering program by distance technology

The reasons for offering the Bachelor of Professional Studies degree by distance technology include the following:

1. many community colleges in the state have indicated an interest in giving their students an opportunity to complete this degree.

2. There are currently many people in the state who have a two year degree and would have job upward mobility opportunities if they had a four year degree.
3. Arkansas ranks second to last among the states in the number of college graduates, per capita. (Only West Virginia ranks behind Arkansas in the number of college graduates per capita.) Offering this completion degree through distance technology helps to increase the overall number of college graduates (per capita) in the state.
4. The University of Central Arkansas’ strategic plan addresses increased online enrollment. Offering this online completion degree will address UCA’s increased online enrollment goals.
5. Delivering this degree through distance technology reinforces the college’s mission of having a responsive curriculum. Today’s students and adults have greater access to online technology and are more proficient at using this technology. This is evidenced by the number of Arkansas adults who are studying in private online degree programs such as Phoenix University, studying in online degree programs offered by out-of-state universities such as Arizona State University, or studying in online degree programs that are offered by Arkansas colleges and universities.

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

Please see Appendix A for a listing of the courses taught in the Bachelor of Professional Studies curriculum. Appendix A also provides information about courses currently delivered by distance and whether the courses are covered by adjunct faculty. Most of the courses are taught by full-time UCA faculty. If “both is indicated, then multiple sections may be offered during a year with some coverage by adjuncts and some by full-time UCA faculty.

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

N/A. Some courses will still need to be converted to online delivery for 100 percent online offerings in the major degree program. Appendix A gives an overview of the current status of online offerings and courses still needed to bring each program to 100 percent online status.

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

<b>a. Course Delivery Modes</b>
Online
Compressed-video (CIV)
Audio Conference
Video Conference
Web Conference
Blended delivery (identify components)

<b>b. Class Interaction Modes</b>
Electronic bulletin boards
Email
Telephone
Fax
Chat
Blog
Other (specify)

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

The course syllabus for each distance technology course for the program are found in Appendix B.

Please see Appendix A for a full listing of all courses currently available online (or anticipated within the next year), the class sizes, and whether the course is typically covered by an adjunct.

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

Instructor-student interaction is typically via discussion board assignments, notifications, and feedback on exams and writing assignments. As for student-student interaction, the courses generally include group exercises where the students interact via email, Blackboard, other videoconferencing technology such as Skype and phones, and (if they so decide) face-to-face meetings.

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

See Appendix C for an semester-by-semester plan for the Bachelor of Professional Studies degree program.

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

N/A

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

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

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

Undergraduate/Graduate Council: 2017-11-21  
Council of Deans: 2017-12-13

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

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

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

If requested.

**INSTITUTIONAL APPROVAL**

President/Chancellor Approval Date: 2018-01-02

Board of Trustees Notification Date: 2018-02-09 (expected: next scheduled meeting)

Chief Academic Officer:  2017-12-16  
SIGNATURE DATE

[UCA form updated 2016-02-05]



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

Department/program/concentration: Health Sciences Date: 10/03/17

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

Convert a degree or certificate program. Attach ADHE Form LON-13.

Program name: Bachelor of Science in Addiction Studies: Treatment

Is the program listed above new? No If YES, simultaneously submit Curriculum Form U3.

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

Convert a course. Attach a justification/rationale for converting the course to online delivery.

Course prefix and number: \_\_\_\_\_ Course title: \_\_\_\_\_

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

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

**Online:** Any program or course that is completely online and requires no in-person meetings with the instructor or class. In-person attendance may still be required for certain off-campus activities such as proctored exams, clinical experience, and internship hours. Online courses emphasize student learning communities, computer-mediated communication, and active student learning.

**Hybrid:** Any program or course in which some portion of traditional "seat time" has been replaced by online academic activities. A hybrid program or course would require at least one scheduled in-person session with the instructor or class, with the remaining activities occurring online. In-person attendance may also be required for certain off-campus activities such as proctored exams, clinical experience, and internship hours.

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

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

Proposed effective date of change (term and year): Summer Spring 2018 1-1

<b>Recommended by the Department (action required)</b>			
By signing below, the department assures that the proposed online/hybrid program or course will be developed following the <u>Online/Hybrid Course Development Process Guide</u> .			
1. <u>[Signature]</u> Department Curriculum Committee	<u>10/3/17</u> Date	2. <u>[Signature]</u> Department Chair	<u>10/3/17</u> Date
<b>Recommended by the College (action required)</b>			
3. <u>[Signature]</u> College Curriculum & Assessment Committee	<u>10/11/17</u> Date	4. <u>[Signature]</u> College Dean	<u>10/11/17</u> Date
<b>Recognized by University Councils (information only)</b>			
Does the change affect a teacher education program? <u>Yes/No</u> If YES, must be reviewed by the Professional Education Council.		Does the change affect the UCA Core? <u>Yes/No</u> If YES, must be reviewed by the UCA Core Council:	
5. _____ Professional Education Council	_____ Date	6. _____ UCA Core Council	_____ Date
7. <u>[Signature]</u> Undergraduate Council	<u>11-21-17</u> Date	8. <u>[Signature]</u> Council of Deans	<u>12/13/17</u> Date
Submit proposals to the appropriate university Council at least one month before the meeting in which action is desired. Summer submissions may not be considered until the fall term.			
<b>Approved by</b>		<b>Recorded in Banner by</b>	
9. <u>[Signature]</u> Provost	<u>12/16/2017</u> Date	10. <u>N/A</u> Office of the Provost	<u>1/11/2018</u> Date
The Office of the Provost retains the signed original and sends a copy to the originating department.			

## LETTER OF NOTIFICATION – 13

### EXISTING CERTIFICATE OR DEGREE OFFERED VIA DISTANCE TECHNOLOGY

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

#### DEFINITIONS

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

#### 1. Institution submitting request

University of Central Arkansas

#### 2. Contact person/title

Jonathan A. Glenn  
Associate Provost

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

(501) 450-3126  
jona@uca.edu

#### 4. Name of existing certificate or degree

BS, Addiction Studies (Only the Treatment Track will be offered online at this time.)

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

Summer 2018

#### 6. CIP code and degree code

CIP code: 51.1501  
Degree code: 5005

#### PROGRAM INFORMATION

#### 7. Reason for offering program by distance technology

The reasons for offering the Bachelor of Science in Addiction Studies (Treatment Track) by distance technology include the following:

1. Many community colleges in the state have indicated an interest in giving their students an opportunity to complete this degree through a 2+2 program, but many of

- them have also indicated that their students are more likely to complete the baccalaureate degree if they can do so without moving to Conway.
2. There is currently a shortage of addiction counselors though out the state of Arkansas.
  3. Arkansas ranks second to last among the states in the number of college graduates per capita. (Only West Virginia ranks behind Arkansas in the number of college graduates per capita.) Offering this completion degree through distance technology will help to increase the overall number of college graduates (per capita) in the state.
  4. The University of Central Arkansas' strategic plan addresses increased online enrollment. Offering this online degree completion will address UCA's increased online enrollment goals.
  5. Delivering this degree through distance technology reinforces the college's mission of having a responsive curriculum. Today's students and adults have greater access to online technology and are more proficient at using this technology. Therefore, participants should be more receptive to the degree as offered by distance technology.

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

Please see Appendix A for a listing of the courses taught in the Bachelor of Science in Addiction Studies (Treatment Track) curriculum. Appendix A also provides information about courses currently delivered by distance and whether the courses are covered by adjunct faculty. Most of the courses are taught by full-time UCA faculty. If "both" is indicated, then multiple sections may be offered during a year with some coverage by adjuncts and some by full-time UCA faculty.

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

N/A: No new courses will be needed. Some courses will still need to be converted to online delivery for 100% online offerings in the major degree program. Appendix A gives an overview of the current status of online offerings and courses still needed to bring each program to 100% online status.

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

<b>a. Course Delivery Modes</b>
Online
Compressed-video (CIV)
Audio Conference
Video Conference
Web Conference

Blended delivery (identify components)
--

<b>b. Class Interaction Modes</b>
Electronic bulletin boards
Email
Telephone
Fax
Chat
Blog
Other (specify)

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

The course syllabus for each distance technology course for the program listed above are found in Appendix B.

Please see Appendix A for a full listing of all courses currently available online (or anticipated within the next year), the class sizes, and whether the course is typically covered by an adjunct.

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

Instructor-student interaction typically happens via discussion board assignments, notifications, and feedback on exams and writing assignments. Student-student interaction typically happens through group exercises where the students interact via email, Blackboard, other videoconferencing technology such as Skype and phones, and (if they so decide) face-to-face meetings.

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

See Appendix C for an eight-semester plan for the BS in Addiction Studies (Treatment Track).

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

N/A

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

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

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

Undergraduate/Graduate Council: 2017-11-21  
Council of Deans: 2017-12-13

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

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

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

If requested.

**INSTITUTIONAL APPROVAL**

President/Chancellor Approval Date: 2018-01-02

Board of Trustees Notification Date: 2018-02-09 (expected: next scheduled meeting)

Chief Academic Officer:  2017-12-16  
SIGNATURE DATE

[UCA form updated 2016-02-05]

**Notification: University College Name Change**

The University College faculty and director have proposed that the name of the department be changed to Department of Student Transitions. The new name more represents with greater clarity the department's mission, presented here with the new name included:

To promote learning and development for students in transition and to assist in establishing skills that help them progress to graduation.

To achieve this mission, the Department of Student Transitions:

Offers remediation in writing, literacy, and math.

Offers coordinated courses to reinforce and apply academic skills in the academic core.

Assists with the development of non-cognitive skills.

Participates in research on methodologies necessary for student success.

In support of our mission, we offer the following courses that assist in first-year students' transition to college:

Co-requisite developmental courses paired with a college-level equivalent or complement  
ACAD 1300: Journeys to Success: Exploring Strategies for Academic and Personal  
Development

All appropriate administrators have recommended approval of this change, and the provost and the president have approved.

Supporting materials (following pages): ADHE Form LON-1

# LETTER OF NOTIFICATION – 1

## NAME CHANGE OF EXISTING CERTIFICATE, DEGREE, MAJOR, OPTION, MINOR, 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**

July 1, 2018

**5–6. N/A**

**7. Current title of organizational unit**

University College

**8–9. N/A**

**10. Proposed title of organizational unit**

Department of Student Transitions

**11. N/A**

**12. Degree/department code**

3540

**13. Reason for proposed action**

University College serves all students who have been conditionally admitted to UCA. Each fall about 600 students, or one-third of the freshman class, takes at least one course in the department. Reasons for our proposed name change include the following:

- The department has moved from providing only stand-alone developmental courses to co-requisite courses that support students' progress in first-year college-level courses. University College's mission was revised in December 2016 to address the expanded role that our courses play in student success. (See the revised mission statement in item §13.1 below.)





**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**

9. Parties: University of Central Arkansas (Office of Human Resources) and HealthCheck 360°.
10. Purpose: Employee health and wellness program for UCA employees in support of the university health plan.
11. Term: Initial term three years, but renewable up to a maximum of seven years.
12. University Funds to be Paid: Approximately \$125,034 per year for first three years. The rates and actual cost depend on the total number of eligible employees. The cost will be paid from the health insurance plan premiums.
13. Funds Received: N/A.
14. Public Bid/Purchasing Approval: A Request for Proposal (RFP) was issued for the purpose of obtaining a vendor to oversee an employee health and wellness program. The RFP opened on October 31, 2017. Fourteen companies responded. HealthCheck 360° was selected after an evaluation process was conducted.
15. Special Provisions/Terms/Conditions: N/A.
16. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel

Date: January 24, 2018

**NEW BUSINESS**

**Donaghey Hall**

Mr. Hank Kelley with Flake & Kelley Commercial was engaged in December to make recommendations regarding the existing retail tenants and the future use of Donaghey Hall retail space. Mr. Kelley recommended, in part, that the university evaluate how much of the space can

be utilized for university-related functions. The administration is in discussions regarding how student-focused food services, student recruitment and enrollment services, and university innovation and outreach components can make better use of open space. In particular, the administration is looking at what recent surveys of students have shown to be the greatest demand for new food offerings on campus.

Mosaique Bistro and Grill closed in December, Blue Sail Coffee and Uncle T's Deli-Market closed in January, and Trek Bicycle Store will close later this month. The tenants have contacted the administration with regard to termination of their leases. Mr. Kelley has also had conversations with Marble Slab Creamery/Great American Cookies, and the business will continue to operate in Donaghey Hall.

The top three floors - residential housing - are performing as originally planned and the overall project is performing against revenue targets. It is also helpful that finishes made to the open first-floor space should be able to be re-used with minor modifications for university-related uses. This will aid in pivoting back toward university functions.

The administration recommends that the university reposition the majority of the retail space for university-related functions that better serve students and reflect our mission.

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

**“BE IT RESOLVED: That the Board of Trustees authorizes the president to amend or terminate Donaghey Hall retail leases upon such terms as necessary and to proceed with the conversion of vacant retail space to university-related purposes.”**

#### **EXECUTIVE SESSION**

The board unanimously declared an executive session to consider employment, appointments, promotions, demotions, disciplining and resignations of employees, upon motion by Kay Hinkle with a second by Brad Lacy.

#### **OPEN SESSION**

The board unanimously approved the following motion made by Shelia Vaught with a second by Brad Lacy:

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

**ADJOURNMENT**

There being no further business to come before the board, the meeting was adjourned upon motion by Bunny Adcock and second by Elizabeth Farris.

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

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**Joe Whisenhunt  
Chair**

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**Cornell Maltbia, Secretary**