

UCA Faculty Senate, January 26, 2012, 12:45 PM  
Members Present: (/a: absent; /aa: absent advised)

**College of Business Administration:** Summer Bartczak (2012), Don Bradley (2013), Jim Downey (2014)

**College of Liberal Arts :** Phillip Spivey (2012), Jay Ruud (2013), Clayton Crockett (2014)

**College of Education:** Jud Copeland (2012), Terri Hebert (2013) **aa**, Shoudong Feng (2014)

**College of Natural Sciences & Mathematics:** George Bratton (2012), Ben Rowley (2013), Charles Watson (2014)

**College of Fine Arts & Communications:** Lynn Burley (2012), Kevin Browne (2013), Lanette Grate (2014)

**College of Health & Behavioral Sciences:** K.C. Poole (2012) Lisa Ray (2013), Melissa Shock (2014)

**At-Large Senators:** Don Jones (CLA, 2012), Debbie Bratton (UC, 2012), Janet Wilson (CLA, 2013), Amber Wilson (Library, 2013), Brian Bolter (CHBS, 2014), Doug Isanhart (CB, 2014)

I. Approval of Minutes from December 15, 2011 Moved: Senator Copeland  
Second: Senator A. Wilson

Accepted unanimously.

II. Remarks, President Tom Courtway

Spoke to Conway Rotary Club at noon. Told them that they need to give the same amount to UCA that they give to U of A at Fayetteville. A round of applause from Faculty Senate followed!

III. Remarks, Provost Lance Grahn

1. Reiterate President Courtway's remarks from last campus talk. Focus on the fundamentals. If we do that, the other things will fall into place. Teach effectively, mentor and guide our students well. Treat each other with respect.

2. Reiterated his own points from talk with UC faculty. Praised Faculty Senate Executive committee for their support. Praised UC faculty for willingness to have a real conversation with him and their overall professionalism.

IV. Response to and Notification of Campus Incidents

A. UCA Greek Off Campus Social Events Policies and Procedures)  
Ronnie Williams, Vice President for Student Services

## MEMO

To: Tom Courtway, University President

From: Ronnie Williams, Vice President for Student Services

Fraternity involved in the break-in in December has been dealt with appropriately.

The brawl that went “viral” was looked at by UCA PD and Conway PD in an effort to identify UCA students. The majority were not UCA students. However UCA hosted the event and was responsible for the event. The Fraternities involved were not disciplined because the offenders did not act as group members. The individuals have been dealt with appropriately.

Encouraged faculty to participate with student groups.

The policy has been changed, see memo below. Items emphasized by VP Williams are bolded below.

Date: December 19, 2011

Subject: Review of UCA Greek Off Campus Social Events Policies and Procedures

Review Summary:

We are pleased to present a response to your charge to review our Social Events Policy and Procedures for Greek Organizations at the University of Central Arkansas. As you requested, the process was “top to bottom” and includes participation from a number of departments, particularly University Police.

During its research, the Ad Hoc Committee reviewed risk management procedures from several institutions including the University of Arkansas at Fayetteville; Arkansas State University at Jonesboro; University of Arkansas at Little Rock; and Sam Houston University at Huntsville, Texas. Also, the Committee reviewed numerous policy and program changes that have occurred at UCA over the past twenty years (see attachment).

Unfortunately, this report does not recognize the many, many positive contributions that our Greek system has made to UCA, such as enhancing student learning and leadership, strengthening the connection between alumni and UCA, and helping students to value community service and citizenship.

While the Greek community has a long history at UCA, there is clearly a need to revisit our Social Events Policies and Procedures. While some organizations tend to do well in terms of how they management their off-campus social events, we have found it challenging for so many others.

Therefore, effective Spring Semester 2012, the Off Campus Social Events Policy will reflect the following changes:

### **Off Campus Social Events Policy Changes that Affect Risk Management Practices**

1. ***Limit Parties to UCA Students*** - Beginning Spring Semester 2012, all off campus open social events will be limited to UCA students with current ID, plus registered guests.

*Note: Events are no longer open to any college student with an ID.*

2. ***Registered Guests*** - Registered guests are non UCA students. The number of registered

guests who can attend an open event will be determined by the size of a student organization using the following formula:

- o Organizations with 30 or fewer members may have up to 5 guests per member.
- o Organizations with 31 to 70 members may have up to 3 guests per member.
- o Organizations with 71 or more members may have up to 1 guest per member.
- o Note: A student organization may invite other special groups if approved in advance by Student Life staff.
- o A guest list must be turned in electronically to the Student Life office 48 hours in advance of the event. Information required on the guest list shall include guests' names, phone number, e-mail address, and driver license (or State issued Identification Card number). *Guests must have driver license or State ID Card on them when entering the event. Individuals not on the guest list will not be allowed into the event.*

3. **Fire Code Limit** - The number of individuals attending the event shall not exceed the fire code for the event venue.

**4. UCA Police Required to Work Open Events - UCA police must be in attendance to work all open events. Officers from other police agencies may assist in working the event, but a UCA police officer must be present. The UCA Officer(s) will assume primary jurisdiction for the event. Note: In the past other police agencies were able to work an event if UCA police were not available.**

**5. Register With Police 10 Days in Advance - Student organizations must contact UCA police 10 days in advance to arrange security for off campus events. Note: Student groups currently have 7 days to contact UCA police.**

6. **Party Monitors** – A student organization must provide its own members as “party monitors” to work an open event. The guideline will be one party monitor per 50 estimated participants at the event.

o Party monitors must wear identifiable security uniforms at an open event.

7. **Training of Security Staff** - UCA police and Student Life staff will conduct a training seminar of party security procedures for the following individuals:

- o Police at other agencies who may be hired to work security at future events; and
- o Students from each organization who will act as “party monitors” for their own events.

- The number of party monitors to be trained must be sufficient in size to cover the largest anticipated open events sponsored by the organization.

**8. Card Readers - UCA will purchase card readers that will swipe IDs of UCA students and registered guests. Card readers will be used for on and off campus open events.**

**9. Evaluation Report – At the end of each open social event, UCA police will complete a report to debrief the event. The report will be submitted to the Student Life staff. The purpose of the report is to communicate concerns and make recommendations for improvements for future events, if necessary.**

10. **Spot Checks** – Student services and Greek life staff may make spot checks of open events at any time to determine if proper security procedures are being followed.

11. **Security of Events Outside Faulkner County** - Student groups who plan open social events in locations other than Faulkner County must provide documentation to UCA Police that security arrangements have been made for the event. UCA police, in consultation with Student Life staff, may require documentation for security for closed

events that are large in size and/or where alcohol is present. Documentation should be submitted to UCA police 30 days in advance and must include contact name and phone number of security working the event. UCA police will not work off campus events outside Faulkner County.

### **Educational Training**

- The Student Life Department will arrange educational programs to teach appropriate conflict resolution techniques to Greek and other university students. Programs may be provided at Greek 101 new member development sessions, Greek convocation (held in beginning of the fall), and Greek leadership retreat.

### **Faculty Advising of Greek Organizations**

The committee recommends the university strengthen faculty advisement of Greek and other student organizations. We need faculty who are *active advisors* who attend fraternity and sorority meetings, attend some of their activities, and who challenge and promote leadership among Greek members. The committee recommends the following to accomplish this objective:

- Greater weight or emphasis be given to faculty who advise student organizations.
- Faculty advisors attend training programs on how to become effective student organization advisors.

### **Policy changes that have occurred over the past twenty years.**

#### **(For informational purposes only)**

The University of Central Arkansas has implemented numerous policy and program changes over the past 20 years to address issues related to social Greek organizations. Some of these changes have included the following:

- In the late 1980s, implementation of “dry rush” for UCA fraternities.
- In the late 1980s, establishment of a “Greek 101” education program to address Greek life issues with new members of fraternities and sororities.
- In Fall 1991, established a “Dead Week” policy in which student groups are not permitted to have social events the last two weeks of the semester.
- In Fall 1991, establishment of a “Risk Management” program in which Greek organization leaders are trained on risk management policies and practices to learn how to throw safe parties.
- In Fall 1992, implementation of an “Off-Campus Social Events” policy in which Greek organizations must register off-campus events if alcohol is present or the event is open to the public.
- In Fall 1998, implementation of a policy to “ban alcohol at fraternity sponsored social events held at off-campus fraternity houses.”
- In Fall 2000, implementation of a “deferred rush” program in which entering freshmen must wait one semester before joining a fraternity or sorority.
- Beginning Fall 2008, nearly all 1000 Greek members have been required to attend a “Greek convocation” session focusing on topics relevant to Greek life. Past topics have included alcohol abuse, hazing, recruitment and enhancing standards of Greek membership.
- Beginning Fall 2009, all Greek organization leaders have been required to attend an overnight off campus leadership retreat.

In more recent years, Student Services and Greek Life staff, in cooperation with University Police, has implemented additional changes to the Off Campus Social Events Policy to enhance safety of students. These current policies are listed below:

- All groups who sponsor an off campus social event that is open to non-members or where alcohol is present must contact UCA police to determine if officers are needed at the event.
    - o Contact with police must be made at least 7 days in advance.
    - o Any social event registered as “open” must have uniformed police officers present at the event.
    - o UCA police, in consultation with student life staff, will determine if officers must be present at closed events.
    - o UCA police, in consultation with student life staff, will determine the number of officers to work the event.
    - o UCA police will determine if they have a sufficient number of officers to work an off campus event. If they do not, uniformed police officers from other agencies (i.e., Conway Police, Faulkner County Sheriff, etc.) may be contacted to work the event.
  - Once police security arrangements have been made, the sponsoring student organization must register their event with the dean of students.
  - The following policies and procedures are required for open events:
    - o All off campus open parties are limited to individuals with current university ID (UCA or other college ID), plus one guest per member of sponsoring organization.
    - o Guests must be signed in on a guest list at the door.
    - o Advertisements for the event must specify “Limited to students with current college ID.”
    - o Security wands must be used at all open parties.
    - o Signs must be posted outside the event to address loitering and other behavioral issues.
    - o Sponsoring organization members must meet with police prior to the event to go over security procedures.
    - o Music must be turned off and lights turned on no later than 2:00 a.m.
  - For alcohol related events, executive officers and chairs of an organization must complete an alcohol risk management program. Organizations must also establish procedures to minimize the risk of alcohol related incidents including:
    - o Checking IDs to ensure students are of legal age to consume alcohol.
    - o Establish an identification system (such as wrist bands) to ensure alcohol is not provided to minors.
    - o Provide designated drivers for individuals who are intoxicated and/or are over the legal limit to drive.
    - o Actively take steps to minimize intoxication of individuals.
- The most recent incidents involving UCA Greek organizations have made it necessary for the university to review and make additional changes to maximize the safety and security of students at off campus social events. A committee was established to conduct this review. Members include –
- Ronnie Williams (chair), vice president for student services
  - Larry James, chief of police
  - Major John Merguie, UCA police
  - Lt. Jamie Booth, UCA police

- Gary Roberts, dean of students
- Wendy Holbrook, director for student life
- Hank Phelps, director of student center
- Ernie Ness, director of counseling services
- Angela Jackson, director multicultural services
- Lindsey Osborne, director for sorority life
- Scott Isenga, director for fraternity life

## B. Notification Levels

Larry James, Chief of UCA Police Department

3 levels of notification. Federally mandated through Clery Act.

Highest level: Immediate threat to the campus. Something is going on on campus that is an immediate threat. Required to report in a reasonable amount of time a mass notification. The UCA alert texting program, the siren system (also a voice system). We don't have a voice system in the internal areas of campus. That is in the plans.

Middle level: Timely warning. There has been a crime (specific type of violent crime) and the perpetrator has NOT been identified and there is a continued threat on campus. Issued through mass emails, website notifications, perhaps posters. This would not be handled through mass notification.

Lowest level: What UCAPD does every day. Post on their website daily a synopsis of all the crime reports taken in the past 24 hours. This is a searchable database on the UCAPD website. You can call Arch Jones and request to be emailed that report daily if you like.

Call Arch Jones if you want details on a particular incident.

## V. Faculty Salary Review Committee Report (see attachments)

Tammy Benson, Chair

Looked at comparable institutions and data, we rank 50<sup>th</sup> in salary. ASU is lower than UCA in salaries when you factor in satellite campuses. We still do not rank well when compared with our sister institutions in Arkansas.

Did a survey across campus. The consensus is that we need an across the board raise with an additional small pool for merit raises. Asked us to please consider the morale of the faculty.

An enthusiastic discussion ensued regarding the need for raises and the prudent way to fund them.

## VI. University College Update

Lance Grahn, Provost

UC update. We are not bringing it back to Academic Affairs. It has always maintained some footing in Academic Affairs. We are reformalizing their placement in AA. Had a great

conversation with UC faculty. There was not vote taken at the meeting. There was an emerging consensus regarding the placement of UC as a unit. The predominant interest of the group was to maintain UC as an identifiable unit. We are now talking about the placement of the unit rather than individual faculty. It would seem that the preference now is to move forward with something similar to FS resolution of last year, to place it in the College of Education.

## VII. President's Report

### A. HLC Update

We have gotten the reports back from two consultants and have recommendations regarding diversity and institutional research. Each member working on different parts of the report. Report should be available in March for comments before it goes to HLC.

### B. BAC Update (see attachment)

Recommendation on salary has been made.  
BAC is in the process of developing 5 year plan, per HLC.

### C. Meeting with New Board of Trustee Members

Met with new trustees Jan. 23, 2012. Discussed and distributed new board policy allowing faculty input on BOT action agenda.

Date of Spring 2012 Board Meetings: January 23

February 24

April 2 – FY 13 Budget Workshop

May 4

### D. Spring 2012 Enrollment Numbers Update

Enrollment down 2.1% from Spring 2011.  
50 of the students in that reduction was a planned reduction in the Honors College.  
Official numbers out next week.

### E. Status of Previous Concerns

Faculty Handbook committee has been asked about combining tenure and promotion committee. It was determined that this was too big an issue to take up this late in the academic year, as we only 13 weeks left in semester and only 5 Faculty Senate meetings left. It was suggested this be bumped to next year.

## VIII. Senate Committee Reports

## A. Executive Committee

### 1. New Travel Procedures Update

New procedures for how UCA pays for plane tickets. This is a State mandated rule. The procedure hasn't been completely clarified yet.

Conway Travel will be the booking agent.

An enthusiastic discussion ensued.

## B. Committee on Committees

1. Proposed Change: University Computing and Technology Committee to the Information Services Advisory Committee (see attachments)

Motion to accept: Senator Ruud, Second: Senator Copeland.

Senator Bradley Called for the Question. Unanimously accepted.

Motion Unanimously accepted.

Jonathan Glenn, Chief Information Officer

### Information Services Advisory Committee

Charge: The committee advises the CIO on campus technology planning and assists in monitoring and assessing implementation of technology planning. The committee rates/ranks proposals from sector working groups and from other campus constituents, and advises the CIO on technology plan implementation and project proposals, and in other ways as needed.

Membership: One designee from Information Technology, one designee from Academic Affairs, the Registrar, the Vice-President for Finance and Administration or designee, the Vice-President for Enrollment Management or designee, one designee from the Office of the President, one Dean selected by the Council of Deans for a two-year term, one Faculty Member from each college selected by the Faculty Senate for staggered three-year terms, one faculty member from the Library, one Faculty Technology Coordinator selected by the Director of Instructional Development, one Staff member selected by the Staff Senate for a three-year term, one graduate student selected by the Student Government Association, one undergraduate student selected by the Student Government Association, and one representative each from the Police Department, the Physical Plant, and Athletics. The chair is elected by the committee.

Capacity Member Term Expires

Chair (elected by committee) TBA 2011

Information Technology Designee TBA Permanent

Office of Academic Affairs Designee Laura Young Permanent

Registrar Tony Sitz Permanent

VP Finance and Administration or

Designee TBA



VP Enrollment Management or  
Designee TBA Permanent  
Office of the President Designee Jack Gillean Permanent  
Police Department Designee TBA Permanent  
Physical Plant Designee TBA Permanent  
Athletics Designee TBA Permanent  
Dean (selected by the Council of  
Deans)  
Steven Runge  
(NSM) 2012  
Faculty Senate Appointments  
John Passe-  
Smith (LA) 2014  
Debra Head  
(HBS) 2014  
Joanna Castner-  
Post (FAC) 2012  
Kathleen Atkins 2012  
(ED)  
Summer  
Bartczak (BUS) 2013  
R.B. Lenin (NSM) 2013  
Director of Torreyson Library  
appointment Chris Springer 2012  
Faculty Technology Coordinator Ed Powers 2012  
Staff Senate Appointment TBA  
Student Government Association,  
Graduate Student Gared Croley 2012  
Student Government Association,  
Undergraduate Student Ziyang Wu 2012  
Meetings: on call  
Reports to: Chief Information Officer  
Send Minutes to: Chair of the Committee on Committees  
Edited: 1/23/2012

### **University Computing and Information Technology Committee**

Charge: To meet regularly to assess the current and future technology needs of the University as a whole.

Annual Report: The Faculty Senate requests that this committee provide a written report to the Faculty Senate by April 15 of each year. This report should summarize the body's activities during the prior year, provide appropriate statistics and data, and outline long-range planning for the following year. This report should be approved by the membership of the committee.

Membership: One designee from Computer Services, the Registrar, the Vice President for Financial Services or designee, one Dean selected by the Council of Deans for a two-year term, one Faculty Member from each college selected by the Faculty Senate for staggered three-year terms, one faculty member from the Library, one Faculty Technology Associate selected by the Faculty Technology Associate Advisory Board, one graduate student selected by the Student Government Association, and one undergraduate student selected by the Student Government Association. The chair of the committee will be elected by a simple majority of the Committee members.

Capacity Member Term Expires  
Chair (elected by committee) TBA 2011  
Office of Academic Affairs Designee Laura Young Permanent  
Registrar Tony Sitz Permanent  
Dean of Undergraduate Studies Designee Terri Files Permanent  
Office of the President Designee Jack Gillean Permanent  
Dean (selected by the Council of Deans) Steven Runge (NSM) 2012  
Faculty Senate Appointments  
John Passe-Smith (LA) 2014  
Debra Head (HBS) 2014  
Joanna Castner-Post (FAC) 2012  
Wendy Rickman (ED) 2012  
Summer Bartczak (BUS) 2013  
R.B. Lenin (NSM) 2013

#### C. Academic Affairs

Draft of statement has been arrived at.

#### D. Faculty Affairs I

KC Poole requested suspension of rules, second Senator Bradley.

Investigate splitting research and scholarship from creative activity.  
Committee recommend NOT splitting the award.

Recommend that Committee on Committees Expand the award committee recommended to include members from each college, also to further define creative activities.

Motion to not split the award: Senator Poole, Second Senator Bradley.  
An enthusiastic discussion ensued.  
Unanimously accepted.

#### E. Faculty Affairs II

No report.

#### IX. Announcements and Concerns

A. Next meeting: February 14th at 12:45 pm in Wingo Hall 315

B. Other Announcements and Concerns

Staff Senate wants spring picnic to take place before finals. Give an opinion in the next week.

Concern:

Senator Bradley. 30% of students in remedial classes. ASU raising minimum admission requirements. Can we raise our admission requirements?

Senator Fong: Child study center on Farris and construction is terrible. Is there some place where we can check progress? Allegedly should be done mid march.

Senator Grate: Question regarding standardization of Gen Ed classes. We will investigate.

Senator Poole: Main St. parking a problem for handicapped.

Do we have an enrollment goal? Starting Monday the consultant is on campus to deal with that question.

Senator Shock: Enrollment goes down when requirement goes up.

Senator D. Bratton: Thanks for work on UC college.

X. Adjournment

Motion to Adjourn, Ray, Second Browne.