

The Board of Trustees of the University of Central Arkansas convened in regular meeting at 2:00 p.m. Friday, September 7, 2012, in the Board of Trustees Conference Room in Wingo Hall with the following officers and members present

Chair:	Mr. Bobby Reynolds
Vice Chair:	Mr. Victor Green
Secretary:	Ms. Kay Hinkle
	Mr. Bunny Adcock
	Ms. Elizabeth Farris
	Mr. Rush Harding
	Mr. Brad Lacy

MINUTES

The minutes of the May 4, and August 3, 2012, Board meetings and the June 25, 2012, teleconference Board meeting were unanimously approved as submitted upon a motion by Victor Green and second by Rush Harding.

INTRODUCTIONS

Morgan Holt, Miss UCA and first runner-up in the Miss Arkansas Pageant
Science and Society in Rwanda:

Robert Habimana
Allie Elyahb
Aloys Nesereko
Jackie Brown, Mayflower
Emily Baird, Hot Springs
Dipali Patel, Hot Springs
Carson York, Salem
Kendall Fancher, Mountain Home
Brynn McBride, Mountain Home
Kelsey Blasingame, Conway
Habib Njie, The Gambia

Dr. Wendy Castro, Director of Assessment

Dr. Kurt Boniecki, Associate Provost for Instructional Support

Ms. Jane Ann Williams, Assistant Provost and Director of International Engagement

Ms. Beth Durff, Registrar

Mr. Ron Patterson, Director of Admissions

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

The following are Dr. Kevin Browne's, President, Faculty Senate, remarks to the Board:

Thank you Mr. Chairman, President Courtway, Colleagues, and members of the UCA Community.

I thank all of you for the opportunity to speak to you this afternoon. I had the chance at Ida Waldren last week to voice my concerns to and on behalf of the faculty. Consequently, though I would like to address the key points, I can be brief today.

First of all, I want to express my appreciation to President Courtway, Provost Runge, and this Board for its leadership over the past several months. As I said to the faculty, shared governance is real at UCA, and it depends on the transparency, integrity, and collegiality with which you have acted. We've come a long way in the past year, with a new president, a new provost, and a new board in membership, leadership, and attitude. I think we are embarking on the best year the school has had since I arrived nine years ago.

I also said that this trust-building work is not done. Not everyone is convinced that things have changed in Wingo Hall or on this Board. We've been through a lot in the last several years, and there is still significant skepticism. A constructive skepticism is healthy, faculty will be watching to make sure that we continue working collaboratively. And I appreciate the spirit of collaboration that we're enjoying these days, and in that spirit I want to ask for your help and support concerning two specific issues. One, while we are, as I have mentioned, appreciative that we are enjoying the good will of our top officers, we have to institutionalize reforms so that they don't depend on individuals. Specifically Board Policy 202 covering presidential hiring needs a review and possibly a revision. This is actually something we have pledged to do in the HLC report. We must prevent what happened last time, when the search process was compromised and subverted, a president selected in defiance of the collective wisdom, with the disastrous result with which we are all familiar. So we will be asking for your help and support with that.

Two, compensation. A bonus is nice, but it's not a raise. I know that everyone understands that we deserve more. There's a limit to our altruism. I'm quoting Provost Runge now: We cannot continue with flat salaries. We have to move to the point where we can offer regular raises. Flat salaries equal net losses in the financial situations of employees. We are starting to lose people – good people. We must get to the point where we can plan for at least regular COLAs, which are not the same thing as raises. An overlapping issue, perhaps more critical and certainly thornier, is equity (folks doing the same job at the same rank making widely different salaries) and its twin, salary compression (in some spots new assistant professors are making more than tenured associates in the same program). This is all very demoralizing, and therefore, this has got to be in the strategic plan. It isn't there right now. We have got to make a commitment to getting it there. We have got to make it a priority. Working together on the strategic plan, I believe we can bring to you for approval budgets that accomplish all of this without compromising the university's financial health, and I ask for your support of this process. I know you do this, I know the president does this, but please do whatever you can do to convince the people of this state that higher education needs to be funded, and to remind private donors that an institution of higher learning is not about fountains and buildings, that the focus is and should be academics; the work of learning, and the people – faculty, staff, and students – who do that work.

Thank you all very much.

The following are Stephanie McBrayer's, President, Staff Senate, remarks to the Board:

Thank you, Mr. President, Mr. Chairman, and members of the Board for the opportunity to outline some of Staff Senate's goals and initiatives.

Staff Senate, the governing body for the staff, is made up of 30 Senators representing all 725 staff in every division and classification on campus. Senators are elected by their peers and are dedicated to serving the needs of their constituency. They volunteer their time and energy to ensure that UCA is the best that it can be, for all of us. I would like to invite the Senators present to please stand and be recognized.

The Staff Senate's mission is to "provide communication and representation so that a positive attitude can be achieved within the university." In an informal poll, staff morale and communication were named top priorities by the Senators. This year we will focus on meaningful ways to improve morale and communication among the staff. We will work to ensure that our activities and involvement connect back to our mission and further support the mission of the University. We will strive to bring SOLUTIONS to any problems we bring forward and focus our energy on things we CAN change.

Staff wants to see regular COLA increases. Then we need to work to better understand the University budget process and how salary increases are funded. If we know that retention impacts the University's ability to give COLAs, for example, we need to think about what WE can do to better retain students in our daily work.

The news of a bonus and no change in health care is positive and a step in the right direction. Hopefully, this will encourage the staff and inspire us to continue to do our best work. The Staff Senate's motto is Represent, Serve, and Recognize.

We REPRESENT through our work on over 20 University-wide committees and 15 Staff Senate committees. With the support of the current President and Board, the staff is actively engaged in University policy and procedural decision-making like never before.

Senators will continue to be the voice of the staff for Employee Benefits, Health and Wellness, Parking and Traffic, Strategic planning, and, soon the newly formed Diversity Advisory Committee. We have already heard from several of you on some of these issues and welcome your questions and comments.

Also, Senators will finalize the revisions and publish the new and improved Staff Handbook. The handbook had not been updated since 2008. I want to recognize Senator Kim McKee and her committee for their hard work on moving this project forward.

We SERVE by offering professional development funding and large-scale staff enhancement events. We award staff scholarships and assist staff through the Staff Emergency fund. The Angel Bear Tree project that assists our UCA families in need will continue. Senators will participate in New Staff Orientation, the UCA Benefits Fair, Veteran's Day, Commencement, and Supervisory Skills training. We will volunteer and encourage others to

volunteer to work the football and basketball games so we can raise money to continue SERVING the staff and supporting other Senate operations.

Finally, Staff Senate will RECOGNIZE by awarding the EOQ and EOY awards to our deserving staff. This year we will also incorporate an online Recognition Board for the staff. You will be able to go to our website and post a “thank you or kudos” to another staff member and recognize them for their outstanding work.

We will work to continue valued traditions like the winter feast and spring picnic for the faculty and staff.

This year we will also celebrate Staff Senate’s 30th year as a recognized organization at UCA. I want to thank Senator Dianna Winters for designing our new Staff Senate logo (unveil). As we prepare to commemorate our 30th year, we should reflect on how far the organization has come... from simply planning social events for the staff to actively engaging in shared governance.

As a UCA alum and member of the UCA staff for 9 years, I am honored to serve on Senate at a time when we are positioned to move forward from controversy and put the focus on UCA back where it belongs... with the accomplishments of the students, faculty, and staff. I believe we do not have to be “cautiously optimistic” about our future anymore.

Thank you.

The following are Spencer Sims’, President, Student Government Association, remarks to the Board:

- SGA Applications are currently available and are due on September 14th.
- SGA Elections will be held on September 24th and 25th.
- Our annual retreat will be September 28th through September 30th. We will be going to Heifer Ranch in Perryville. We will host a dinner in Student Center 215 on Friday (9/28) before leaving for retreat.
- Because we do not have an elected Senate yet, we are still in the planning stages for the year. We are so excited about Elections!

This is going to be a great year... can't wait to really get started!

REPORTS

Audit Committee Report – Victor Green updated the Board on the Audit Committee meeting that was held prior to the Board meeting. The following are the completed audits that were reviewed:

- Review of Payroll Reallocation Process
- *Oxford American* Contract Review

Power-point slides for the following reports are attached to these minutes:

- Enrollment/Housing Report
- Retention/Housing Initiative – MapWorks

- Hodge Report/UCA Foundation
- President's Residence Advisory Committee
- Financial Update
- Science Project Timeline

Oxford American Report – President Courtway told the Board that he was going to meet with Warwick Sabin, editor of the *Oxford American*, to discuss several points:

- Ongoing contract - \$50,000/year from UCA
- Office space at UCA
- Agreement on repayment of money owed to UCA
- More prominence for UCA if relationship continues
- Internships for UCA students
- UCA should have two positions on the Oxford American Board

President Courtway will report to the Board of Trustees his recommendations after he meets with Mr. Sabin.

ACTION AGENDA

“Diversity; Diversity Advisory Committee” (appointments) – Board Policy No. 502

The Board adopted Board Policy No. 502 at the May, 2012 meeting, creating the Diversity Advisory Committee. This committee was created as part of the University's response to the Higher Learning Commission.

The Committee's charge is to:

- (a) review all policies, programs and offices of the University of Central Arkansas in an effort to promote and maintain a diverse student, faculty and staff population;
- (b) develop and present to the Board of Trustees and the President, not later than January 31, 2013, (i) a plan and recommendations to increase diversity, including but not limited to, staffing, budget recommendations and program changes, if any, and (ii) recommendations concerning language to be included in University publications, advertisements and other materials on the subject of diversity;
- (c) on an annual basis, thereafter, prepare and file with the Board of Trustees and the Office of the President, an annual report on diversity initiatives with such recommendations as the Committee may deem necessary and advisable; and
- (d) under-take such other activities, studies or initiatives as the Committee may, from time-to-time, deem necessary or advisable, as well as conduct any other matters within the Committee's jurisdiction as may be requested by the Board of Trustees.

Pursuant to the new Board policy, there are three appointments the Board of Trustees must make to the Committee. They are as follows:

- One member of the University's Board of Trustees, appointed by the Board of Trustees
- Two persons appointed by the Board of Trustees, at least one of whom shall be a person holding an administrative position at the University

The following resolution was unanimously adopted upon motion by Rush Harding with a second by Brad Lacy:

“BE IT RESOLVED: That in accordance with the provisions of Board Policy No. 502, Diversity; Diversity Advisory Committee, Victor Green is hereby appointed to be the member of the Board of Trustees serving on the Diversity Advisory Committee, and that Maurice Lee and Manny Spevaldea are appointed by the Board of Trustees to serve on the committee pursuant to the foregoing Board policy.”

“Strategic Planning Committee”- (appointment of Board member)

In 2010, the University went through a strategic planning process. This process involved the appointment of a committee, the Strategic Planning Committee, and included the entire campus, the Board of Trustees, and community stakeholders. The Strategic Planning Committee prepared a report, which was disseminated to the campus, and after discussion and revision, the University's strategic plan was prepared and adopted by the Board of Trustees on May 6, 2011.

The University also has a committee known as the “Strategic Budget Advisory Committee”, which reviews budget recommendations and requests and provides its recommendations to the administration.

As part of the University's Monitoring Report to the Higher Learning Commission, the University, with the approval of the Board of Trustees, created the “Strategic Planning and Resource Council” (“SPARC”). This council is composed of all of the members of the Strategic Planning Committee and the Strategic Budget Advisory Committee. SPARC's primary mission is to coordinate efforts of these two entities. Dr. Nancy Reese is the newly-appointed chair of SPARC and is serving a three-year term.

As revised, the membership of the Strategic Planning Committee includes, among other members, (a) one member of the Board of Trustees, (b) one vice president selected by the executive staff (for a two-year term), and (c) one community member appointed by the President for a two-year term.

The executive staff member selected is Shelley Mehl, and the Mayor of Conway, Tab Townsell, has agreed to serve as the Presidential appointee. Although the document is silent on how the Board member is selected, the President recommends to the Board of Trustees that the chair serve for the one-year term. For the current academic year, if approved by the Board of Trustees, Mr. Bobby Reynolds would serve on the committee.

The following resolution was unanimously adopted upon motion by Elizabeth Farris with a second by Bunny Adcock:

“BE IT RESOLVED: That Mr. Bobby Reynolds, in his capacity as Chairman of the Board of Trustees, is elected to serve a term of one year on the University’s Strategic Planning Committee.”

“Contract Review Procedures” – Board Policy No. 416

Pursuant to Board Policy No. 416, “Contract Review Procedures,” the administration must seek Board approval for (i) any contract which will require the expenditure by the University of funds (at any time) in excess of \$250,000; or (ii) any contract with a term exceeding one (1) year, unless the Office of General Counsel certifies, in writing, that the contract may be terminated by the University on the giving of written notice of ninety (90) days or less.

The administration is seeking Board approval for the following contracts:

1. Agreement between the University of Central Arkansas and Caradine Companies Architecture for architectural and engineering services for site development of Greek Village.
2. Agreement between the University of Central Arkansas and Digital Measures for collection and reporting services related to faculty and staff teaching, research and service activities.

The following resolution was unanimously adopted upon motion by Bunny Adcock with a second by Kay Hinkle:

“BE IT RESOLVED: That the Board of Trustees authorizes the administration to enter into contracts with the companies listed above.”

UNIVERSITY OF CENTRAL ARKANSAS

REASON FOR REQUIRING BOARD REVIEW AND ACTION:
(Board Policy #416)

Contract involving more than \$250,000

SUMMARY

1. Parties: University of Central Arkansas and Caradine Companies Architecture, Little Rock, Arkansas.
2. Purpose: To provide professional architectural design and engineering services for the site development of UCA Greek Village.
3. Term: The contract expires on June 30, 2013. Site development is estimated to be complete within four to six months.
4. University Funds to be paid: \$294,200 (\$261,200 + \$33,000 for expenses).

The infrastructure for Greek Village is estimated to cost \$4,000,000.00. The terms of this contract have been negotiated at a rate of 6.5% of the site development cost (\$4,000,000.00) plus expenses (reproductions, geotechnical and surveying, engineering services, and courier services and postage).

4. Funds Received: None
5. Public Bid/Purchasing Approval: A Request for Proposal for architectural and engineering services was issued on May 16, 2012. Eleven (11) firms submitted proposals, which were reviewed by a committee. Four firms were interviewed on June 28, 2012, and the committee selected Caradine Companies Architecture, located in Little Rock, Arkansas.

The Method of Financing ("MOF") and Professional Consultant Services Contract ("PCS") were presented to the Arkansas Legislative Council ("ALC") Review Committee on August 2, 2012. The Department of Finance and Administration approved the contract on August 3, 2012, and the contract received final review by the ALC on August 17, 2012.

6. Special Provisions/Terms/Conditions: None.
7. Approval/Notification to UCA Foundation: None.

UNIVERSITY OF CENTRAL ARKANSAS

REASON FOR REQUIRING BOARD REVIEW AND ACTION:
(Board Policy #416)

Contract with a term exceeding one year

SUMMARY

1. Parties: University of Central Arkansas and Digital Measures, LLC, a Wisconsin limited liability company.
2. Purpose: Pursuant to this agreement, Digital Measures will provide the University with access to its internet-based system for the purpose of using ActivityInsight to collect and report on information related to the University's faculty and staff teaching, research and service activities.
3. Term: The contract expires on August 16, 2015.
4. University Funds to be paid: \$99,000.00.
5. Funds Received: None
6. Public Bid/Purchasing Approval: A Request for Proposal was issued and advertised via the UCA and Office of State Procurement website on July 19, 2012. Two (2) companies submitted proposals, which were reviewed by a committee. The committee selected Digital Measures.
7. Special Provisions/Terms/Conditions: None.
8. Approval/Notification to UCA Foundation: None.

Bear Village Bond Resolution

At the May 4, 2012, Board meeting, the Board approved a request by the University of Central Arkansas Foundation Inc. ("Foundation") that the University of Central Arkansas ("University") consent to the Foundation's re-financing of the indebtedness owed by the Foundation on the Bear Village transaction. At that meeting, however, it was stated by the administration that the financial terms of the transaction would be reviewed and a recommendation would be brought to the Board as to whether or not the University should acquire the apartments under a purchase option.

The Board approved a request for the University to proceed with Issuance of Bonds at the June 25, 2012, teleconference meeting to finance the acquisition of Bear Village Apartments from the Foundation. This resolution was considered and approved by the Arkansas Higher Education Coordinating Board (AHECB) at its July 27, 2012, meeting.

This resolution authorizes the issuance of Housing System Revenue Capital Improvement Bonds of \$12.5 million at a rate not to exceed 4.50%. The term of the issue is 24 years and has an estimated maximum annual debt service payment of \$820,000.

The net present value savings of the new bond debt service versus the lease payments is just under \$1.1 million at current market interest rates. If interest rates increase 50 basis points to an average rate of approximately 4.50%, the net present value savings is approximately \$425,000.

The following resolution was unanimously adopted upon motion by Brad Lacy with a second by Kay Hinkle. Rush Harding recused from the vote.

RESOLUTION

A RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$12,500,000 BOARD OF TRUSTEES OF THE UNIVERSITY OF CENTRAL ARKANSAS STUDENT HOUSING SYSTEM REVENUE CAPITAL IMPROVEMENT BONDS (BEAR VILLAGE ACQUISITION), SERIES 2012B; AUTHORIZING THE EXECUTION AND DELIVERY OF A TRUST INDENTURE SECURING SUCH BONDS; AUTHORIZING THE EXECUTION AND DISTRIBUTION OF AN OFFICIAL STATEMENT; PLEDGING CERTAIN REVENUES TO THE PAYMENT OF THE BONDS; AND PRESCRIBING OTHER MATTERS RELATED THERETO

WHEREAS, the Board of Trustees (the "Board") of the University of Central Arkansas (the "University") has determined that there is a need to finance the acquisition of the Bear Village Apartments, a student housing facility consisting of ten (10) buildings containing one-hundred sixty (160) two-bedroom apartment units and an office (the "Project"); and

WHEREAS, the Board has determined that the Project can best be financed by the issuance of Student Housing System Revenue Capital Improvement Bonds (Bear Village Acquisition), Series 2012B; and

WHEREAS, by Resolution adopted on June 25, 2012, the Board authorized the President of the University to request from the Arkansas Department of Higher Education approval for the issuance of bonds to finance the Project which approval was granted by the Department of Higher Education Coordinating Board on July 27, 2012;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the University of Central Arkansas:

Section 1. The Board hereby authorizes the issuance of its Student Housing System Revenue Capital Improvement Bonds (Bear Village Acquisition), Series 2012B, in the aggregate principal amount not to exceed \$12,500,000 (the “Bonds”). The Bonds shall have an annual interest rate that does not exceed 4.50%.

Section 2. The Bonds shall have the final principal amount, designations, terms, maturities, bear interest at such rates and shall be secured as set forth in a Trust Indenture with respect to the Bonds (the “Indenture”). The Indenture shall be in such form and contain such content as approved by the President of the University or his designee, and such Indenture is in all respects authorized, approved and confirmed, and the Chairman of the Board, the Secretary of the Board, and the President of the University, together with one or more vice presidents designated by the President, are hereby authorized, empowered and directed to execute and deliver the Indenture for and on behalf of the Board to the Trustee (identified hereinafter) for the security of the Bonds, and the interest thereon, including necessary counterparts, in such form as shall be approved by the President of the University or his designee, with the advice of Bond Counsel (identified hereinafter), and that from and after the execution and delivery of the Indenture, the Chairman of the Board, the Secretary of the Board, the President of the University or the President’s designees are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Indenture as executed.

Section 3. In connection with the issuance of the Bonds, it will be necessary to enter into certain additional agreements, and to execute and deliver certain other documents, certificates and instruments, including but not limited to an agreement governing the compliance by the University with certain tax requirements (the “Tax Regulatory Agreement”), an agreement providing for continuing disclosure (the “Continuing Disclosure Agreement”), an agreement specifying the terms of the purchase of the Bonds by the Underwriter (identified hereinafter) (the “Bond Purchase Agreement”) and other miscellaneous agreements and instruments (collectively, the “Related Documents”). Upon the completion and approval of the Related Documents to the satisfaction of the President or his designee, the Chairman of the Board, the Secretary of the Board, and the President of the University, together with one or more vice presidents designated by the President, are hereby authorized and directed to execute each of the Related Documents. The Chairman of the Board, the Secretary of the Board, and the President of the University, together with one or more vice presidents designated by the President, are further authorized to

execute such other certificates, documents and other writings, and to take such other actions as may be appropriate to cause the Bonds to be issued and otherwise to carry out the terms and purposes of this Resolution.

Section 4. The Bonds shall be secured by a pledge of all Housing System Revenues earned or received by the University in each Bond Year (as defined in the Indenture), remaining after payment of Current Expenses (as defined in the Indenture) and on a parity with any prior bonds issued and outstanding and any additional bonds issued in the future.

Section 5. The Board hereby approves the use of a Preliminary Official Statement and a final Official Statement, in such forms as shall be approved by the President of the University or the President's designee, in connection with the sale of the Bonds, and the Chairman of the Board, the Secretary of the Board, the President of the University or the President's designee are hereby authorized, empowered and directed to execute and to deem final the Preliminary Official Statement in the name and on behalf of the Board to be delivered for use in connection with the sale of the Bonds, and the Chairman of the Board, the Secretary of the Board, the President of the University or the President's designee are hereby authorized, empowered and directed to do all such acts and things necessary to carry out and comply with the provisions of the final Official Statement.

Section 6. The Board hereby ratifies the engagement of Jack Nelson Jones & Bryant, P.A., Little Rock, Arkansas as Bond Counsel ("Bond Counsel"), and Crews & Associates, Inc., Little Rock, Arkansas, as Underwriter ("Underwriter").

Section 7. The Board hereby ratifies the engagement of Bank of the Ozarks, Little Rock, Arkansas as Trustee pursuant to the terms of the Indenture (the "Trustee").

Section 8. The Board hereby authorizes the President or his designee to negotiate the terms and conditions of agreements with, and to the extent already negotiated, hereby ratifies the terms and conditions of agreements with Bond Counsel, the Trustee and the Underwriter, and to execute such documents as they determine are necessary and, in the best interests of the Board, appropriate (execution thereof to constitute conclusive evidence of the Board's approval of any and all agreements, changes, modifications, additions or deletions therein).

ADOPTED AND APPROVED this ____ day of _____, 2012.

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

By: _____
Bobby Reynolds, Chairman

ATTEST:

By: _____
Kay Hinkle, Secretary

**“Discretionary Scholarship Program for Students with Exceptional Circumstances” –
Board Policy No. 524**

In the spring of 2009, the Board of Trustees adopted Board Policy No. 524, which created an Assistance Program for Students with Exceptional Circumstances (“APSEC”). The APSEC program started in the fall semester of 2009.

This program has been used to assist students who meet well-defined criteria and show an exceptional financial need or extraordinary academic excellence. There is a budget for the program (\$100,000 per year), and a committee reviews all applications and makes decisions.

The following changes are proposed to Board Policy No. 524:

1. Change the chair of the committee from Vice President for Administration” to “Vice President for Student Services”;
2. Delete “Vice President for Students Services” from the committee since he or she is the new committee chair;
3. Add “Associate Provost for Instructional Support”; and
4. Add two student members selected by the Student Government Association.

The following resolution was unanimously adopted upon motion by Rush Harding with a second by Kay Hinkle:

“BE IT RESOLVED: That the Board of Trustees approves the following revisions to Board Policy No. 524, “Assistance Program for Students with Exceptional Circumstances” to read as follows:

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 524

Subject: Discretionary Scholarship Program for Students with Exceptional Circumstances

Date Adopted: 05/005/09 Revised: 02/10, 02/11, 09/12

**ASSISTANCE PROGRAM
FOR STUDENTS
WITH EXCEPTIONAL CIRCUMSTANCES**

1. Creation of Scholarship Program

The purpose of this policy is to create a scholarship program to be known as the “Assistance Program for Students with Exceptional Circumstances” (“APSEC”).

The APSEC shall commence with the fall semester of 2009.

2. Purpose of the Program

The APSEC program is intended to be a scholarship program to support students who:

- a. exhibit exceptional financial need and/or extraordinary academic excellence; and
- b. do not qualify for, or receive, other institutional scholarships or financial aid sufficient to attend the university or continue their education.

In addition, this policy provides for a very limited number of such scholarships for qualifying international students (described below).

3. Establishment of APSEC Committee.

There is hereby created a committee to administer the APSEC program in accordance with the terms of this policy.

The Chair of the Committee shall be the Vice President for **Student Services Administration**, who shall be an ex-officio member and who shall not vote.

The committee shall consist of the following persons:

~~Vice President for Student Services (or designee)~~

Vice President for Enrollment Management (or designee)

Associate Provost for Instructional Support (or designee)

Graduate Dean (or designee)

Director of Financial Aid (or designee)

Two (2) faculty members selected by the Faculty Senate

Two (2) student members selected by the Student Government Association

4. **Budget Amount and Scholarship Guidelines:** The following guidelines shall be followed by the committee when granting scholarships pursuant to this program:

- a. *Budget.* The budget for the APSEC shall be \$100,000. Any increase in the budget shall be approved by resolution of the Board of Trustees.

No more than one-half of such amount may be used for any semester. Any scholarship granted under this program shall be granted on a per semester basis and shall not exceed one academic year. No aid shall be granted by the committee for a summer session. These amounts shall not be exceeded, but may be adjusted, from time-to-time, by resolution of the Board of Trustees.

Notwithstanding the budget amount set forth above, if any student proves by clear evidence that he/she has a letter or other written document granting such scholarship, then such scholarship shall be honored and the amounts shall not be applied against the budget set forth above.

- b. *Exceptional Financial Need.* Each semester, scholarships shall be allocated to students presenting exceptional financial need. For purposes of this policy the term “exceptional financial need” means a clear statement, supported by such evidence as the committee deems appropriate, that the student’s financial situation is such that without assistance from this program the student will be unable to attend the university or continue a course of study. Examples of exceptional financial need could include medical expenses within the family; loss of job by the student or supporting parent/guardian; loss of other financial aid; or such other matters as the committee deems appropriate. The committee should take into account any other scholarships, financial aid, or other support for the applicant.
- c. *Extraordinary Academic Excellence.* Each semester, scholarships shall be allocated to students exhibiting extraordinary academic excellence. The term “extraordinary academic excellence” shall be defined by the committee.
- d. *Certain International Students.* In addition, the administration may, from time-to-time, include in this program a limited number of international students to receive scholarships. The board grants the authority to the President to designate not more than

twelve (12) international students each semester to receive funds under this program. To the extent that such scholarships are granted, those scholarships shall be in addition to the budgeted amounts set forth in this policy. Factors to be taken into account by the administration may include (i) increasing campus diversity, (ii) ensuring or maintaining that multiple cultures are represented on campus, and/or (iii) providing educational opportunities for students from developing countries or those countries in which famine, genocide or other factors have impeded the educational progress of citizens of that country, and that it is within the best interests of this university, state and nation that such educational opportunities be extended to those students.

- e. Scholarships Required by Contractual Arrangements or Understandings. In addition, the administration may, from time-to-time, include in this program scholarships required to be offered to a student or students pursuant to a grant, program or other contractual arrangement to which the University is a party and the terms thereof which require a scholarship to be offered to one or more of said students. To the extent that such scholarships are granted, those scholarships shall be in addition to the budgeted amounts set forth in this policy.
- f. Per Student Amount. The aggregate amount of the scholarship shall not exceed \$3,000 per applicant for any semester. Provided, however, that commencing with the 2011 fall semester, this amount may be increased by the administration by the same percentage as the increase in tuition and fees (if any) approved by the Board of Trustees for the next academic year. No student receiving a scholarship under this program shall receive an amount which would result in the student receiving any cash back from any source.
- g. Application Deadline and Procedure. The committee shall cause notice of the program, the application, and the application deadlines to be published on the university's website, and also, distributed through appropriate university offices so that all students (both incoming and returning) are aware of the program. The first notices shall be published not later than two weeks after the adoption of this policy.

The application deadline shall be August 1st for the fall semester and December 1st for the spring semester. These deadlines shall be included in the notice.

The committee shall also develop and publish an application for the scholarship program. The application must be filed by the deadline along with any supporting documentation requested. The applicant must submit a letter or other evidence setting forth the student's exceptional financial need and/or extraordinary academic excellence.

- h. Mid-Semester Emergency Grants. Notwithstanding anything in this policy, if the committee has available funds for any semester, it may use such funds (not to exceed the budget amount) to make emergency grants under this program at anytime during the semester. The purpose of this provision is to allow students to petition the committee whose circumstances changed after the deadline and who then meet the criteria set forth in the policy.

- i. *Action of the APSEC Committee.* After the deadline for each semester, the chair shall convene the committee to review all applications submitted under this program. The committee shall thereafter grant scholarships for the APSEC under the criteria and budget amounts set forth in this policy stating its reasons for the recommendations made. Scholarships under this program shall be granted based upon a vote of the committee according to the criteria set forth in this policy. The decision of the committee is final and cannot be appealed.

Insurance/Health Plan Provider and Life/Long-Term Disability Rates

Health Insurance

The University is currently insured through United Healthcare. Due to health rate increases on January 1, 2012, and July 1, 2012, both of which were absorbed by the University, a decision was made to issue a Request for Proposal (RFP) with an effective date of January 1, 2013.

Stephens Insurance, the University's benefit consultant, coordinated the RFP process. Providers were asked to submit a response to various plan designs on a fully and self-insured basis. The following providers submitted an Intent to Bid: QualChoice, Blue Cross/Blue Shield, United Healthcare, Coresource, and Healthscope.

Based on the RFP results and consultation with Stephens Insurance, the Employee Benefits Advisory Committee ("EBAC") recommends that the University continue with United Healthcare for the 2013 calendar year. The EBAC requested that Stephens Insurance, UCA's Benefits Consultant, enter negotiations to meet the University's goals and objectives as listed below:

1. Keep the overall rates at current levels or minimal increase
2. No, or minimal, changes in the benefit design or coverage levels
3. Consider a high-deductible option to go along with the current plan
4. Move from the current three-tier option (employee only, employee plus one, and family to a four-tier option (employee only, employee/spouse, employee children, and family)

As a result of these negotiations, United Healthcare has agreed to all of the University's goals and objectives as outlined below:

1. A decrease in the rates of 2% if the University stays with a single option or a decrease of 0.04% if the University offers a dual option, which includes the University's current plan plus a high-deductible option.
2. No changes in plan design or coverage levels to current plan.
3. A four-tier option, which significantly reduces the cost of premiums paid by a single parent. Currently, an employee with one child pays the employee plus one

coverage, which is also the same as employee/spouse coverage. An employee with more than one child currently pays the full family premium. By moving to a four-tier option, a single parent with children will pay less than current required premiums.

The UCA EBAC recommends that the Board of Trustees accept the United Healthcare Proposal, including the high deductible option, based on meeting the requested goals and objectives above. This proposal, if approved, will be effective January 1, 2013 and will expire on December 31, 2013.

Life Insurance (includes Accidental Death and Dismemberment) and Long-term Disability

Currently, the life insurance and long-term disability is through USABLE. After working with the university's benefits consultant, Stephens Insurance, the University requested USABLE to review the university's current pricing based on a review of the university's claims experience. The current rates are \$0.11 for group life, \$0.03 for Accidental Death and Dismemberment, and \$0.22 for long-term disability. These rates are guaranteed through December 31, 2013.

As a result of this review, USABLE has offered a five (5%) percent reduction across all lines and extended the rate guarantee period another year, ending December 31, 2014.

The following resolution was unanimously adopted upon motion by Elizabeth Farris with a second by Brad Lacy:

“BE IT RESOLVED: That the administration is authorized to establish a contract with United Health Care for health insurance coverage for the period of January 1, 2013, through December 31, 2013.”

“BE IT FURTHER RESOLVED: That the administration is authorized to accept the rate extension with USABLE for life, accidental death and dismemberment and long-term disability coverage for the period of October 1, 2012, through December 31, 2014.”

“Audit Committee” – Board Policy No. 213

Board Policy No. 213 currently provides that the administrative responsibility for salaries, budget, and other operation expenses shall be handled by the Chief of Staff, subject to the approval of the Chair of the Audit Committee. The University does not currently have a Chief of Staff and does not intend to hire someone to fill this vacancy in the near future. Therefore, the administration is proposing to shift the administrative responsibilities for internal audit to the General Counsel.

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

“BE IT RESOLVED: That the Board of Trustees approves the following revisions to Board Policy No. 213, “Audit Committee” to read as follows:

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 213

Subject: Audit Committee

Date Adopted: 05/09 Revised: 02/10, 08/11, 09/12

AUDIT COMMITTEE

1. **Creation of Audit Committee.** There is hereby created a committee of the University of Central Arkansas Board of Trustees (“Board”) to be known as the “Audit Committee.”
2. **Members of the Audit Committee.** The Audit Committee shall be composed of three (3) members of the Board.

The members of the Audit Committee shall be elected and shall serve terms as follows:

- (a) For calendar year 2012, two members of the Board of Trustees shall be elected by the Board and shall serve a term of one-year. The third member of the Audit Committee shall serve a two-year term and shall be that person appointed by the Governor of the State of Arkansas to a full seven-year term on the Board of Trustees beginning January 15, 2012.
- (b) For calendar year 2013 and years thereafter, the Board of Trustees shall elect one person to serve a one-year term on the Audit Committee. The other appointment to the Audit Committee for that year shall be the Board appointment made in January of the applicable year by the Governor of the State of Arkansas to a full seven-year term on the Board of Trustees and such person shall serve a two-year term on the Audit Committee. (The third member shall be the continuing member from the prior year.)

Any elections by the Board of Trustees shall occur at the last Board meeting of each calendar year with such persons taking office on the first day of the following calendar year. The Chair of the Board of Trustees shall never be a member of the Audit Committee. If for any reason, the Chair of the Board of Trustees is in line to be a member of the Audit Committee, a vacancy shall be declared for such position, and the full Board of Trustees shall elect a replacement to serve.

3. **Chair of the Audit Committee.** The members of the Audit Committee shall select a chair for the committee. The Chair of the Audit Committee shall be responsible for calling

meetings of the committee, and shall also meet with the director of internal auditing, any independent accountants, and management separately to discuss any matters the Chair deems necessary or required.

4. **Purpose; Scope of Responsibility of the Audit Committee.** The purpose of this committee shall be to aid and assist the University, the Board, and the Office of Internal Audit. Nothing herein shall be deemed to abrogate any authority or responsibility of the Arkansas Division of Legislative Audit.

The Audit Committee shall consider and recommend to the Board matters of policy relating to internal and external audits and such other matters as may be referred to it by the President or the Board. Its primary function is to assist the Board in fulfilling its oversight responsibilities by reviewing financial information which will be provided to the Legislature and others, the systems of internal controls which management and the Board have established, and the audit process.

The Audit Committee shall have the power to authorize, oversee and/or conduct investigations into any matters within the Audit Committee's scope of responsibilities.

5. **Meetings of the Audit Committee.** The Audit Committee shall meet at least four times per year, with each such meeting occurring prior to the regularly-scheduled meeting of the Board. The Audit Committee may meet more frequently as circumstances require. The Audit Committee may ask members of management or others to attend the meeting and provide pertinent information as necessary.
6. **Responsibility for Office of Internal Audit.** The Office of Internal Audit of the University of Central Arkansas shall report directly to the Audit Committee, and no office, department or employee of the University of Central Arkansas shall have any oversight responsibility for, nor exercise supervisory control over, the Office of Internal Audit. Provided, however, administrative responsibility for salaries, budget, travel, and other operating expenses shall be handled by the ~~Chief of Staff~~ **General Counsel**, subject to the approval of the Chair. In addition, the Office of Internal Audit shall provide drafts of audits to the ~~Chief of Staff~~ **General Counsel** and to the members of the audit committee.
7. **Specific Responsibilities of the Audit Committee.** In meeting its responsibilities, the Audit Committee is expected to:
 - a. Provide an open avenue of communication between the internal auditors, any independent accountant (if utilized), management of the university and the Board of Trustees.
 - b. Review and update the responsibility of the Audit Committee, subject to approval by the Board of Trustees.
 - c. If necessary or required, recommend to the Board any independent accountants to be nominated, approve the compensation of the independent accountants, and review and

approve the discharge of the independent accountants. Independent accountants are ultimately accountable to the Board and to the Audit Committee.

- d. Review and concur in the appointment, replacement, reassignment, or dismissal of the director of internal auditing, or any staff person of such office.
- e. Confirm and take or recommend any appropriate actions to assure the independence of the internal auditor, and if required, any independent accountants. Obtain disclosures regarding the accountants' independence as required by generally accepted government auditing standards and discuss with the accountants all significant relationships to determine the accountants' independence.
- f. Inquire of management, the director of internal auditing, and the independent accountants about significant risks or exposures and assess the steps management has taken to minimize such risk to the University of Central Arkansas.
- g. Consider, in consultation with the independent accountants and the director of internal auditing, and approve the audit scope and plan of the internal auditors and the independent accountants.
- h. Review with the director of internal auditing and the independent accountants the coordination of audit effort to assure completeness of coverage, reduction of redundant efforts, and the effective use of audit resources.
- i. Consider and review with the independent accountants and the director of internal auditing the adequacy of internal controls including computerized information system controls and security.
- j. Review with management, the internal auditors, and if necessary any independent accountants, any of the following matters following an examination:
 - i. The financial statements and related footnotes and consider whether they are consistent with information known to committee members.
 - ii. The independent accountants' audit of the financial statements and their report thereon.
 - iii. Significant accounting and reporting issues, recent pronouncements, and complex or unusual transactions during the audit period under review.
 - iv. Significant findings and management responses thereto.
 - v. Any significant changes required in the internal auditors' or independent accountants' audit plan.

- vi. Any serious difficulties or disputes with management encountered during the course of the audit.
 - vii. Such other matters related to the conduct of the audit, which are to be communicated to the Audit Committee under generally accepted auditing standards.
8. **Review with Director of Internal Audit.** Consider and review with management and the director of internal auditing:
- a. Significant findings during the year and management's responses thereto.
 - b. Any difficulties encountered in the course of their audits, including any restrictions on the scope of their work or access to required information.
 - c. Any changes required in the planned scope of their audit plan.
 - d. The internal auditing department's budget, staffing and organizational structure of the department.
 - e. The department's compliance with Institute of Internal Auditor's Standards of Professional Practice of Internal Auditing.
 - f. Review legal and regulatory matters that may have a material impact on the financial statements and related compliance policies.
9. **Report to Board of Trustees.** Report Audit Committee actions to the Board with such recommendations, as the Audit Committee may deem appropriate.

One-Time Bonus

Earlier this year, the administration discussed with the Board of Trustees the possibility of paying a one-time bonus to certain employees, provided the finances were sufficient to pay a bonus and the administration was confident with the enrollment for the fall semester and the budget for the coming fiscal year.

Late in the last fiscal year, the University received \$589,111 in Category "B" money from the State of Arkansas, as a year-end distribution. This was "one-time" money distributed under the State's Revenue Stabilization Act.

At the end of the last fiscal year, as part of the normal "year-end transfers", the administration set aside an additional \$1,100,000 to be added to the \$589,111, and placed those combined funds in a holding account on the University's books to be held in the event a one-time bonus was recommended and ultimately approved for payment.

Based upon a review of the preliminary enrollment figures for the fall semester and the budget projections for the coming fiscal year, the administration would recommend to the Board of Trustees that a “one-time” bonus of \$1,000 per qualified employee (as outlined below) be paid. The bonus is a “one-time” payment and will not be added to the base salaries of the University.

If approved, the bonus will be paid under the following terms and conditions:

1. The amount of the bonus would be \$1,000 and be paid through the normal payroll of the University on September 30, 2012. The bonus will be subject to normal and customary withholdings (taxes, retirement contributions, etc.)
2. Employees eligible to receive the bonus would be those faculty and staff who (a) were “benefits eligible” employees on the last day of their contract period during FY 2012 (faculty), or on June 30, 2012 (staff) **and** (b) are “benefits eligible” on September 7, 2012.
3. For any “benefits eligible” employee who works less than 100% of the time, such person would receive a pro rata portion of the \$1,000 bonus.

In order to make the conditions clear and by way of example:

- (a) any employee (faculty or staff) hired on or after July 1, 2012, would not receive the bonus;
- (b) any employee who separated from service at UCA for any reason prior to September 7, 2012, would not receive the bonus; and
- (c) a “benefits eligible” employee who works 75% time, would receive a bonus of \$750.

The following resolution was unanimously adopted upon motion by Rush Harding with a second by Kay Hinkle:

“BE IT RESOLVED: That the administration is authorized to pay a one-time bonus to certain employees of the University of Central Arkansas under the following terms and conditions:

- 1. The one-time “bonus” shall be \$1,000 to be paid through the normal payroll of the University and paid on September 30, 2012. The bonus will be subject to normal and customary withholdings (taxes, retirement contributions, etc.). The bonus will not be added to the base budget of the University.**
- 2. Employees eligible to receive the bonus shall be those faculty and staff who (a) were “benefits eligible” employees on the last day of their contract period during FY 2012 (faculty), or on June 30, 2012 (staff) and (b) are “benefits eligible” on September 7, 2012.**
- 3. For any “benefits eligible” employee who works less than 100% of the time, such person would receive a pro rata portion of the \$1,000 bonus.”**

President’s Residence Advisory Committee Recommendations

Rush Harding made the following motion:

That the following recommendations made by Don Bingham, Chair of the President's Residence Advisory Committee, in his report to the Board be accepted and funded through the Board of Trustees University Improvement Fund:

- Downstairs restroom in the President's house be made ADA compliant (\$13,500)
- An entrance from the study to the back lawn (\$6,500)
- Four drapery panels for the living room (\$3500/total)
- Dogwood Trees, donated by Delta Zeta Sorority, be planted on the north side of the house between the drive and sidewalk with the intent of making that strip a grove of Dogwoods over time
- Oak tree in back yard – trim branches and cable large branches to trunk (\$7,000)
- Request bids to resurface drive and repair/improve ramp leading from drive to house
- Committee may explore establishing a "Friends of the Residence"

The motion was approved upon a second with Kay Hinkle voting no.

NOTIFICATIONS/DELETIONS

Notification: Changes in the BBA Program in Management Information Systems (MIS)

The Department of Management Information Systems and the College of Business Administration have proposed a reorganization of existing options in the MIS program and the creation of a new one. This proposal is based on the recommendations of MIS graduates and the organizations that hire them, of IT organization such as the Association of Information Systems and Association for Computing Machinery, and study of curricula implemented by competitor, comparative, and aspirant universities.

The changes in this proposal involve merging the four tracks currently available in the program into two concentrations and adding a new concentration, for a total of three concentrations.

Merger of existing tracks will result in these concentrations:

Concentration 1: Applications Development

Concentration 2: Telecommunications and Computer Networking

New concentration:

Concentration 3: Business Analysis

The new Business Analysis concentration grew out of discussions with employers, particularly HP and Acxiom. In many organizations, the need is not for developers – those employees who program and maintain IT systems – but graduates who are able to understand technology, work

in teams, and analyze business processes. Students in this concentration will not be programmers, *per se*, although they could have that skill if they choose programming electives. Rather, they will have the ability to act as the links between programmer/technicians and business managers of all kinds. This idea is supported by the latest curriculum guidelines put out by ACM/AIS Curriculum Guidelines for Undergraduate Degree Programs in Information Systems. The guidelines recommend changing the MIS major from a technical major to a more analytical major. Business Analysis students will take MIS 3300 (Introduction to Computer Architecture and Programming) and MIS 3350 (Project Management), a foundational course for business analysts, who typically work in teams. Students in the concentration will then choose MIS 3360 (Information Security), MIS 3343 (Advanced Spreadsheet Applications), or either of the two advanced QMTH (Statistics) courses.

Supporting materials (following page): Curriculum Form 2-A (internal review and approval document)

UNIVERSITY OF CENTRAL ARKANSAS

Proposal for Curriculum Change: Action Item

☐ GENERAL EDUCATION COUNCIL☒ UNDERGRADUATE COUNCIL☐ GRADUATE COUNCILDepartment/program area Management Information SystemsDate 3/21/2011**Check area of change and supply requested information. Attach required documentation.**☐ Change in semester credit hour requirements for a major or minor

Current requirement _____ Proposed requirement _____

☐ Change course from an elective to a requirement in a major or minor

Subject prefix _____ Course number _____

☐ Change course from a requirement to an elective in a major or minor when the change affects total hours and/or affects another department/program area

Subject prefix _____ Course number _____

☐ Approval of existing course as General Education course (see Curriculum Form 4 for required documentation)

Subject prefix _____ Course number _____

☐ Change level of course (e.g. change from 2000- to 4000-level course number)

Program prefix _____ Current course number _____ Proposed course number _____

☐ Change in credit hour value of course (e.g., change 3-hour to 2-hour course or change to variable credit)

Current course number _____ Proposed course number _____

☐ Deletion of course when the change affects total hours and/or affects another department/program area (Note: Once a course is deleted, it can be reinstated only through the new course proposal process.)

Subject prefix _____ Course number _____

☐ Prerequisite change increasing total hours for a major or minor and/or affecting another department/program area

Current hours _____ Proposed hours _____

☒ Other (specify): Change number of concentrations for MIS majors from four to three**Required documentation: attach additional sheet(s) detailing and justifying the proposed curricular change.**

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

Change recommended by

[Signature] 3/28/2011
 Department Curriculum Committee Date

[Signature] 4/15/11
 Department Chair Date

[Signature] 8/25/11
 College Curriculum & Assessment Committee Date

[Signature] 12-2-11
 College Dean Date

Professional Education Council Date

General Education Council Date

[Signature] 1/24/12
 Undergraduate Council Date

Graduate Council Date

[Signature] 2-1-12
 Council of Deans Date

Change approved by

[Signature] 2-1-12
 Provost Date

Change recorded by

Undergraduate/Graduate Studies, Registrar Date

Notification: New Tracks in the BA degree program in Writing

The Department of Writing in the College of Fine Arts and Communication has developed a new Professional Writing track in the BA program in Writing. The new track complements the General Writing track that represents an update of the existing Writing major. Each track requires 24 semester credit hours within the 36-hour major program; the degree requires a total of 120 semester credit hours.

The 36-hour Writing major is designed for future educators, pre-professional students, editors, technical writers, and students intending to continue to graduate school in English, rhetoric, composition, education, linguistics, or creative writing. The primary objective of the degree is to prepare students for the information-rich workplace where communication and thinking skills are necessary.

The strength of the current Writing major is its breadth. Students are educated in a variety of writing areas including professional and creative writing and linguistics. Students leave the undergraduate program with an overview of the theory and practice related to writing studies overall. Such a bird's eye view is especially helpful in giving students a picture of the landscape of writing studies for the purpose of honing in on an area for further study and practice either in the workplace or graduate school.

The new tracks in the program have afforded an opportunity to update the course list and to provide an additional opportunity to specialize in professional writing. The purpose of the new track is to provide depth in the study and practice of the professional genres related to writing in the workplace.

Supporting materials (following pages): Curriculum Form 3 (internal review and approval).

UNIVERSITY OF CENTRAL ARKANSAS

New Program Transmittal Form

 Department Writing Date January 24, 2011

 The program is: ☒ UNDERGRADUATE

☐ GRADUATE

Bulletin title of program (brief):

Writing major

Brief description of program:

Writing major with two tracks: General Writing track and Professional Writing track

The General Writing track furnishes breadth by providing students with theory and practice relating to a variety of writing areas including professional and creative writing and linguistics. Students leave the undergraduate program with an overview of writing studies writ large. Such a bird's eye view is especially helpful in giving students a picture of the landscape of writing studies for the purpose of honing in on an area for further study and practice either in the workplace or graduate school.

The Professional track situated within the general Writing major is designed for students interested in the multimodality of writing in contemporary society. Two ideologies guide the selection and design of the required courses of this track:

- 1) Rhetorical concepts provide a framework for determining a text's design, content, and delivery.
- 2) While traditional printed text continues to remain useful, digital technology has enlarged and altered the means by which we communicate.

Students graduating with this degree emphasis not only will bring valuable—and necessary—writing skills to today's workplace but will also be capable of imagining innovations in communication.

 Proposed effective date for new program (term and year): Spring 2012

Program recommended by

Department Curriculum Committee

Date

Professional Education Council

Date

Department Chair

Date

General Education Council

Date

College Curriculum & Assessment Committee

Date

Undergraduate Council

Date

Academic Planning & Assessment Committee

Date

Graduate Council

Date

College Dean

Date

Council of Deans

Date

Program approved by

Provost

Date

Program recorded by

Undergraduate/Graduate Studies, Registrar

Date

Notification: New Undergraduate Minor Program in Actuarial Studies

The Department of Economics, Finance, and Insurance and Risk Management (EFIRM) and the College of Business Administration have developed a new minor in Actuarial Studies. The 21-hour minor program is designed for non-business majors who want to gain a background in business and insurance knowledge necessary to work in the actuarial field. Actuaries must pass certification exams by either the Society of Actuaries (SOA) or the Casualty Actuarial Society (CAS) to practice in the field. This minor is designed to maximize a student's ability to earn Validation by Educational Experience (VEE) credit from these two societies. This minor will not provide the full statistics background for someone to pursue a career as an actuary. Rather, the minor is designed to fulfill the background in business and insurance knowledge necessary to be successful in the field.

There are no new courses in this minor. These courses are all routinely taught in the College of Business Administration, with the majority of the courses being in the EFIRM department. Therefore, no new faculty resources are needed at this time.

Supporting materials (following pages): Curriculum Form 3 (internal review and approval form)

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

Department Economics, Finance, Insurance & Risk ManagementDate 11/15/11The program is: ☒ UNDERGRADUATE☐ GRADUATE

Bulletin title of program (brief):

Minor in Actuarial Studies

Brief description of program:

Not open to students earning a BBA degree.

This is an 21 hour minor which will help prepare students for careers in the actuarial field. Students will complete courses designed to prove the foundation of business and insurance knowledge necessary for entry level economics and finance exams in this field. Students wishing to pursue a career in the actuarial field will also be required to have a strong background in statistical analysis beyond the scope of this minor. Students must take ECON 2320, ECON 2321, ACCT 2310, FINA 3330, INSU 3324, FINA 4336, and one of the following courses ECON 3335, FINA 4334, or any 3000 or 4000 level economics, finance, or insurance course approved by their advisor.

Proposed effective date for new program (term and year): Fall 2012

Program recommended by:

Joseph P. McFarvity 1/27/12
 Department Curriculum Committee Date

Tracy M. Rozen 1-27-12
 Department Chair Date

Pat Campbell 2/3/12
 College Curriculum & Assessment Committee Date

Pat Campbell 2-6-12
 Academic Planning & Assessment Committee Date

 College Dean Date

Professional Education Council

Date

General Education Council

Date

Cheryl Ann St 3/27/12
 Undergraduate Council Date

Cheryl Ann St 4-18-12
 Graduate Council Date

Cheryl Ann St 4-18-12
 Council of Deans Date

Program approved by

SK 4-18-12
 Provost Date

Program recorded by

 Undergraduate/Graduate Studies, Registrar Date

Notification: New Undergraduate Minor Program in Public Relations

The Department of Communication and the College of Fine Arts and Communication have developed a new undergraduate minor program in Public Relations. The 21-hour minor program will provide an overview of the public relations field and how public relations strategies and tactics are used by organizations. In the context of increasing competition for resources in the arts, a minor that teaches students how to promote their work will be particularly relevant for those pursuing careers in theatre, film, music, and art. It will also be useful for journalism majors needing to understand how to access and use expert information from corporations and nonprofits. The minor may also appeal to students outside the College of Fine Arts and Communication in areas such as political science and business.

Supporting materials (following pages): Curriculum Form 3 (internal review and approval form)

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

Department Department of CommunicationDate March 27, 2012The program is: ☒ UNDERGRADUATE☐ GRADUATE

Bulletin title of program (brief):

Public Relations Minor

Brief description of program:

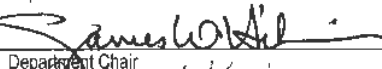
A 21-hour minor in Public Relations will provide an overview of the public relations field and how public relations strategies and tactics are used by organizations. Due to increasing competition for resources in the arts, a minor that teaches students how to promote their work will be particularly relevant for those pursuing careers in theatre, film, music and art. It will also be useful for journalism majors needing to understand how to access and use expert information from corporations and nonprofits. The minor may also appeal to students outside the College of Fine Arts and Communication in areas such as political science and business.

Proposed effective date for new program (term and year): Fall 2012

Program recommended by


 3-29-12
 Department Curriculum Committee Date

Professional Education Council Date


 03.29.2012
 Department Chair Date

General Education Council Date

 3-28-12
 College Curriculum & Assessment Committee Date

 4/17/12
 Undergraduate Council Date

 3/29/12
 Academic Planning & Assessment Committee Date
 College Dean Date

 5-2-12
 Graduate Council Date
 Council of Deans Date

Program approved by

 5/24/2012
 Provost Date

Program recorded by

Undergraduate/Graduate Studies, Registrar Date

Notification: New Undergraduate Minor Program in Professional Writing

The Department of Writing and the College of Fine Arts and Communication have developed a new undergraduate minor program in Professional Writing. The 24-hour minor is distinguished from the General Writing minor in that it allows students to gain experience in the kind of writing and information design they will perform in the workplace. Whereas the General Writing minor provides breadth in a variety of written genres and areas, such as creative writing and linguistics, the Professional Writing minor provides concentrated study in multimodal writing and design for a workplace setting. Students graduating with this minor will not only bring valuable and necessary writing skills to today's workplace but will also be capable of imagining innovations in communication.

Supporting materials (following pages): Curriculum Form 3 (internal review and approval form)

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

Department WritingDate April 2011The program is: ☒ UNDERGRADUATE☐ GRADUATE

Bulletin title of program (brief):

Professional Writing Minor

Brief description of program:

The University of Central Arkansas proposes a minor in Professional Writing. The minor will be offered by the Department of Writing in the College of Fine Arts and Communication based on existing and proposed courses offered by the Department of Writing. The Professional Writing minor is designed for students interested in the multimodality of writing in contemporary society. Two ideologies guide the selection and design of the required courses of this minor: 1) Rhetorical concepts provide a framework for determining a text's design, content, and delivery, and 2) while traditional printed text continues to remain useful, digital technology has enlarged and altered the means by which we communicate. Students graduating with this minor not only will bring valuable—and necessary—writing skills to today's workplace but will also be capable of imagining innovations in communication.

Proposed effective date for new program (term and year): Spring 2012

Program recommended by

Department Curriculum Committee

Date

Professional Education Council

Date

Department Chair

Date

General Education Council

Date

College Curriculum & Assessment Committee

Date

Undergraduate Council

Date

Academic Planning & Assessment Committee

Date

Graduate Council

Date

College Dean

Date

Council of Deans

Date

Program approved by

Provost

Date

Program recorded by

Undergraduate/Graduate Studies, Registrar

Date

Notification: New Options for Education Leadership Program at the Post Master's Level

The Department of Leadership Studies and the College of Education propose two changes related to the existing Education Specialist (EdS) degree program in Leadership Studies:

(1) *New License-Only Program*: Currently the Department of Leadership Studies has a 30-hour degree program, the Educational Leadership Program (EDLP), designed for individuals seeking the Educational Specialist degree (EdS) to be licensed as a district-level administrator. What is now proposed is an 18-hour Post-Master's Certificate (PMC) program for individuals who do not wish to complete an EdS degree program, but are seeking a licensure-only endorsement program for district-level administration. The PMC is fully embedded in the existing degree program and requires no new courses.

(2) *Two EdS Program Options*: proposes to expand options within the 30-hour EdS degree to include two areas of concentration: (1) a PK–12 area of concentration (with various emphases in district-level leadership positions, such as superintendent and other central office positions in addition to chief financial officers, directors of curriculum, special education services, vocational education, instructional technology, library media information technologies, or school counseling), and (2) a post-secondary education concentration (with emphases in student affairs, college administration, or adult education at the post-secondary level).

Currently the EDLP prepares candidates for roles as superintendents or associate/assistant/deputy superintendents in PK–12 school settings. Originally, the Department of Leadership Studies offered three degree programs: the EdS program and two MS programs. The initial master's degree programs in the department were School Leadership, Management, and Administration (SLMA), designed to prepare candidates for building-level administration; and College Student Personnel Services (CSPA), designed to prepare candidates for post-secondary student affairs positions. Throughout the past three years, three master's-degree programs for "other PK–12 school personnel" have been added to the Department of Leadership Studies. These programs include School Counseling, Library Media and Information Technologies, and Instructional Technology. Many of the graduates of the department's master's degree programs have expressed interest in furthering their education to continue developing their knowledge and skills in their areas of concentration and emphases as they continue to pursue their career aspirations.

Supporting materials (following pages): (1) Curriculum Form 2-A for PMC (internal review and approval form); (2) Curriculum Form 2-A for new concentrations (internal review and approval form)

UNIVERSITY OF CENTRAL ARKANSAS
Proposal for Curriculum Change: Action Item

☐ GENERAL EDUCATION COUNCIL☐ UNDERGRADUATE COUNCIL☒ GRADUATE COUNCILDepartment/program area Department of Leadership StudiesDate January 26, 2012**Check area of change and supply requested information. Attach required documentation.**☐ Change in semester credit hour requirements for a major or minor

Current requirement _____ Proposed requirement _____

☐ Change course from an elective to a requirement in a major or minor

Subject prefix _____ Course number _____

☐ Change course from a requirement to an elective in a major or minor when the change affects total hours and/or affects another department/program area

Subject prefix _____ Course number _____

☐ Approval of existing course as General Education course (see Curriculum Form 4 for required documentation)

Subject prefix _____ Course number _____

☐ Change level of course (e.g. change from 2000- to 4000-level course number)

Program prefix _____ Current course number _____ Proposed course number _____

☐ Change in credit hour value of course (e.g., change 3-hour to 2-hour course or change to variable credit)

Current course number _____ Proposed course number _____

☐ Deletion of course when the change affects total hours and/or affects another department/program area (Note: Once a course is deleted, it can be reinstated only through the new course proposal process.)

Subject prefix _____ Course number _____

☐ Prerequisite change increasing total hours for a major or minor and/or affecting another department/program area

Current hours _____ Proposed hours _____

☒ Other (specify): EDLP Post-Master's Certificate (PMC) licensing-only program for district-level administrator**Required documentation: attach additional sheet(s) detailing and justifying the proposed curricular change.**Proposed effective date of change (term and year): Fall 2012

Change recommended by			
<u>[Signature]</u>	<u>2-2-12</u>	<u>[Signature]</u>	<u>2/27/12</u>
Department Curriculum Committee	Date	Professional Education Council	Date
<u>[Signature]</u>	<u>2-2-12</u>		
Department Chair	Date	General Education Council	Date
<u>[Signature]</u>	<u>2-8-12</u>		
College Curriculum & Assessment Committee	Date	Undergraduate Council	Date
<u>[Signature]</u>	<u>2/27/12</u>	<u>[Signature]</u>	<u>3-15-12</u>
College Dean	Date	Graduate Council	Date
		<u>[Signature]</u>	<u>3-28-12</u>
		Council of Deans	Date

Change approved by		Change recorded by	
<u>[Signature]</u>			
Provost	Date	Undergraduate/Graduate Studies, Registrar	Date

UNIVERSITY OF CENTRAL ARKANSAS

Proposal for Curriculum Change: Action Item

☐ GENERAL EDUCATION COUNCIL☐ UNDERGRADUATE COUNCIL☒ GRADUATE COUNCILDepartment/program area Department of Leadership StudiesDate January 26, 2012**Check area of change and supply requested information. Attach required documentation.**☐ Change in semester credit hour requirements for a major or minor

Current requirement _____ Proposed requirement _____

☐ Change course from an elective to a requirement in a major or minor

Subject prefix _____ Course number _____

☐ Change course from a requirement to an elective in a major or minor when the change affects total hours and/or affects another department/program area

Subject prefix _____ Course number _____

☐ Approval of existing course as General Education course (see Curriculum Form 4 for required documentation)

Subject prefix _____ Course number _____

☐ Change level of course (e.g. change from 2000- to 4000-level course number)

Program prefix _____ Current course number _____ Proposed course number _____

☐ Change in credit hour value of course (e.g., change 3-hour to 2-hour course or change to variable credit)

Current course number _____ Proposed course number _____

☐ Deletion of course when the change affects total hours and/or affects another department/program area (Note: Once a course is deleted, it can be reinstated only through the new course proposal process.)

Subject prefix _____ Course number _____

☐ Prerequisite change increasing total hours for a major or minor and/or affecting another department/program area

Current hours _____ Proposed hours _____

☒ Other (specify): Expand Ed.S. degree, EDLP, to include two areas of concentration with various emphases**Required documentation: attach additional sheet(s) detailing and justifying the proposed curricular change.**Proposed effective date of change (term and year): Fall 2012**Change recommended by**

Shelly Albright 2-2-12
 Department Curriculum Committee Date

Levy James 2-2-12
 Department Chair Date

Shelly Albright 2-8-12
 College Curriculum & Assessment Committee Date

Diana Ponder 2/27/12
 College Dean Date

Diana Ponder 2/27/12
 Professional Education Council Date

General Education Council Date

Undergraduate Council Date

Elaine McNeice 3-15-12
 Graduate Council Date

Carol 3-28-12
 Council of Deans Date

Change approved by

SP
 Provost Date

Change recorded by

Undergraduate/Graduate Studies, Registrar Date

Notification: New Options for Gifted and Talented Education

The Department of Early Childhood and Special Education and the College of Education have proposed two changes for the existing Gifted and Talented Education (GTE) curriculum leading to licensure in GTE.

(1) The curriculum will be made more accessible to in-service teachers by being offered through distance education.

(2) The curriculum will be offered both within existing master's-level programs and as a newly available Graduate Certificate (GC) in Gifted and Talented Education. The new GC will provide candidates with a recognized certificate in gifted and talented education K-12 and give teachers formal acknowledgement of their graduate work without the completion of a master's degree. Additionally, an approved certificate program will allow the university a more sophisticated method of tracking graduate students than is currently in place.

Supporting materials (following pages): (1) Curriculum Form 2-I (review form for conversion to distance education); (2) Curriculum Form 3 (internal review and approval form for new graduate certificate)

UNIVERSITY OF CENTRAL ARKANSAS **Proposal for Curriculum Change: Information Item**

☐ GENERAL EDUCATION COUNCIL☐ UNDERGRADUATE COUNCIL☒ GRADUATE COUNCILDepartment/program area: Department of Early Childhood and Special EducationDate February 6, 2012**Check area of change and supply requested information. Attach required documentation.**☐ Change in course title

Subject prefix _____

Course number _____

Current course title _____

New short title(30) _____

New long title (100) _____

☐ Change course from a requirement to an elective in a major or minor when the change does not affect total hours and does not affect another department or program area

Subject prefix _____

Course number _____

☐ Deletion of course when the change does not affect total hours and does not affect another department or program area (Note: Once a course has been deleted, it can be reinstated only through the new course proposal process.)

Subject prefix _____

Course number _____

☐ Prerequisite change not increasing total hours for a major or minor and not affecting another department or program area (Provide full details of prerequisite change in attached documentation.)☐ Nonsubstantive editorial change of course description for *Bulletin* (Provide full details, including current and new course description, in attached documentation.)

Subject prefix _____

Course number _____

☒ Conversion of existing traditional program to allow electronic delivery (Justify change, verify that the converted program will meet standards in UCA Principles for Electronically Offered Instruction, and include completed ADHE Form LON-13.)Identify program (and attach documentation): Gifted and Talented Education Endorsement (see ADE form)☐ Other (specify): _____**Required documentation: attach additional sheet(s) detailing and justifying the curricular change.**

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

Change recognized by

Department Curriculum Committee

Date

Professional Education Council

Date

Department Chair

Date

General Education Council

Date

College Curriculum & Assessment Committee

Date

Undergraduate Council

Date

College Dean

Date

Graduate Council

Date

Council of Deans

Date

Change approved by

Provost

Date

Change recorded by

Undergraduate/Graduate Studies, Registrar

Date

UNIVERSITY OF CENTRAL ARKANSAS

New Program Transmittal Form

Department Early Childhood and Special EducationDate February 6, 2012The program is: ☐ UNDERGRADUATE☒ GRADUATE

Bulletin title of program (brief):

Graduate Certificate Program in Gifted and Talented Education

Brief description of program:

The 15 hours graduate level program is designed to prepare licensed teachers as collaborative professionals committed to working closely with other professionals and families to create the most effective learning environments for gifted and talented students. The program will provide candidates with a recognized certificate in Gifted Education, as well as give teachers formal acknowledgement of their graduate work without the completion of a masters degree.

Proposed effective date for new program (term and year): Fall 2012

Program recommended by	
<u>[Signature]</u> Department Curriculum Committee	<u>2/6/12</u> Date
<u>Kathleen Atkins</u> Department Chair	<u>2-6-12</u> Date
<u>[Signature]</u> College Curriculum & Assessment Committee	<u>2-8-12</u> Date
<u>[Signature]</u> Academic Planning & Assessment Committee	<u>2/27/12</u> Date
<u>Diana Ponder</u> College Dean	<u>2/27/12</u> Date
<u>[Signature]</u> Professional Education Council	<u>2/27/12</u> Date
<u>[Signature]</u> General Education Council	<u>2/27/12</u> Date
<u>[Signature]</u> Undergraduate Council	<u>2/27/12</u> Date
<u>[Signature]</u> Graduate Council	<u>3-15-12</u> Date
<u>[Signature]</u> Council of Deans	<u>3-28-12</u> Date

Program approved by

Provost

Date

Program recorded by

Undergraduate/Graduate Studies, Registrar

Date

Notification: New Track in Geospatial Technology in the BS/BS, Geography

The Department of Geography and College of Liberal Arts have proposed a new track in Geospatial Technology within the existing BA/BS program in Geography. The Geospatial Technology track enables students to enroll in a series of courses that will enhance their entrance into the growing geospatial technology industry. Designating this curriculum as a Geospatial Technology track, in addition, allows the concentration to be displayed on the students' transcripts, which will be beneficial to them when seeking employment. While the courses in the Geospatial Technology track already exist in the program, designating them as a track in the highlights the geospatial strength of UCA's Geography program. Students who do not wish to enroll in so many geospatial courses may simply choose the traditional geography degree. The major requires 36 hours for either option within the 120 hours required for the BA/BS program in Geography.

The Geospatial Technology track requires enrollment in nine hours of required coursework and six elective hours. The required courses are electives for all geography majors, but taken together provide a focus on special-purpose geospatial courses for students choosing the Geospatial Technology track.

Supporting materials (following pages): Curriculum Form 3 (internal review and approval form)

UNIVERSITY OF CENTRAL ARKANSAS New Program Transmittal Form

Department Geography Date November 8, 2011

The program is: ☒ UNDERGRADUATE
☐ GRADUATE

Bulletin title of program (brief):

Major in Geography (36 hours): Geospatial Concentration

Brief description of program:

The Geospatial Concentration enables students to enroll in a series of courses that will enhance their entrance into the growing geospatial technology industry. Additionally, the Concentration will be displayed on the students' transcripts, which will be beneficial to them when seeking employment. Further, the listing of the Concentration in the Undergraduate Bulletin will highlight the geospatial strength of UCA's Geography Program. Students who do not wish to enroll in as many geospatial courses may simply choose the traditional geography degree.

The Geospatial Concentration requires enrollment in GEOG 3306, Remote Sensing and Image Interpretation; GEOG 3307, GIS In Practice: Business and Social Science Applications or GEOG 3309, GIS in Practice: Environmental Applications, and GEOG 4330, Geographic Information Analysis. These courses are electives for geography majors, but provide a focus on special-purpose geospatial courses for students choosing the Geospatial Concentration.

Proposed effective date for new program (term and year): Spring 2012

Program recommended by

[Signature] 11-16-11
Department Curriculum Committee Date

[Signature] 11-16-11
Department Chair Date

[Signature] 11
College Curriculum & Assessment Committee Date

[Signature] 1/18/12
Academic Planning & Assessment Committee Date

[Signature]
College Dean Date

Professional Education Council Date

General Education Council Date

[Signature] 3/27/12
Undergraduate Council Date

Graduate Council Date

[Signature] 4-18-12
Council of Deans Date

Program approved by

[Signature] 4-18-12
Provost Date

Program recorded by

Undergraduate/Graduate Studies, Registrar Date

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

Notification: Reorganization of Occupational Therapy Program

The Provost and President have accepted the recommendation of the faculty in Occupational Therapy to reorganize the program, separating the existing undergraduate and graduate components of the program and making the Master of Science a standalone program. This curriculum redesign is proposed to effectively meet the 2011 Accreditation Standards for a Master's Degree Entry-Level Educational Program for the Occupational Therapist to become effective July, 2013 (ACOTE, 2011).

Moreover, this change enables UCA's program to be consistent with national trends in Occupational Therapy education. Of the 156 OT programs in the United States, only 20 OT programs still offer the combined BS/MS as their only degree. Eighty-three schools have completely transitioned to full graduate-level programs, while 53 schools offer both entry-level graduate and combined BS/MS programs.

Supporting materials (following pages): (1) Curriculum Form 2-A, (2) ADHE form LON-11 (included here without attachments).

UNIVERSITY OF CENTRAL ARKANSAS
Proposal for Curriculum Change: Action Item

☐ GENERAL EDUCATION COUNCIL☐ UNDERGRADUATE COUNCIL☒ GRADUATE COUNCILDepartment/program area Occupational TherapyDate April 3, 2012**Check area of change and supply requested information. Attach required documentation.**

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

Current requirement 53/56Proposed requirement 69/73

- ☐
- Change course from an elective to a requirement in a major or minor

Subject prefix _____

Course number _____

- ☐
- Change course from a requirement to an elective in a major or minor when the change affects total hours and/or affects another department/program area

Subject prefix _____

Course number _____

- ☐
- Approval of existing course as General Education course (see Curriculum Form 4 for required documentation)

Subject prefix _____

Course number _____

- ☐
- Change level of course (e.g. change from 2000- to 4000-level course number)

Program prefix _____

Current course number _____

Proposed course number _____

- ☐
- Change in credit hour value of course (e.g., change 3-hour to 2-hour course or change to variable credit)

Current course number _____

Proposed course number _____

- ☐
- Deletion of course when the change affects total hours and/or affects another department/program area (Note: Once a course is deleted, it can be reinstated only through the new course proposal process.)

Subject prefix _____

Course number _____

- ☒
- Prerequisite change increasing total hours for a major or minor and/or affecting another department/program area

Current hours 70Proposed hours 120

- ☒
- Other (specify):
- Modify existing admission policies to require a Bachelor's Degree instead of the currently required 66 hours of prerequisite coursework plus 54 undergraduate hours within the OT program.

Required documentation: attach additional sheet(s) detailing and justifying the proposed curricular change.Proposed effective date of change (term and year): Fall 2013**Change recommended by**

Department Curriculum Committee

Date

Professional Education Council

Date

Department Chair

Date

General Education Council

Date

College Curriculum & Assessment Committee

Date

Undergraduate Council

Date

College Dean

Date

Graduate Council

Date

Council of Deans

Date

Change approved by

Provost

Date

Change recorded by

Undergraduate/Graduate Studies, Registrar

Date

LETTER OF NOTIFICATION – 11

RECONFIGURATION OF EXISTING DEGREE PROGRAMS

(Consolidation or Separation of Degrees)

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn
(501) 450-3126
jona@uca.edu

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

Combined BS/MS program:

Bachelor of Science (BS) in Health Sciences, Occupational Therapy Emphasis
Master of Science (MS) in Occupational Therapy

The reorganization separates the undergraduate program from the graduate program, but does not delete the undergraduate program at this time (see item 8, below, for further explanation).

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

51.9999 (BS)
51.2306 (MS)

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

2715 (BS)
6355 (MS)

6. Proposed CIP code(s) for new program

No change (i.e., 51.2306 for the MS program)

7. Proposed effective date

August 15, 2013

8. Reason for proposed consolidation or separation

This curriculum redesign is proposed to effectively meet the 2011 Accreditation Standards for a Master's Degree Entry-Level Educational Program for the Occupational Therapist to become effective July, 2013 (ACOTE, 2011). Moreover, this change enables UCA's program to be consistent with national trends in Occupational Therapy education. Of the 156 OT programs in the United States, only 20 OT programs still offer the combined BS/MS as their only degree. Eighty-three schools have completely transitioned to full graduate-level programs, while 53 offer both entry level graduate and combined BS/MS programs.

9. Provide current and proposed curriculum outline.

See Appendix A.

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

Since this new curricular design replaces the existing curriculum, it is anticipated that there will be no change in budgetary requirements. The existing personnel and maintenance and operation budgets, deemed adequate for the current program, will be sufficient to fully implement the proposed changes.

11. Provide current and proposed organizational chart.

This proposed change will have no effect on current organizational structure.

12. Institutional curriculum committee review/approval date

Graduate Council: 2012-06-28

Council of Deans: 2012-07-11

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

The existing degree is offered on-campus; less than 10% of current curriculum is offered online.

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

The proposed curriculum will continue to be offered on-campus; less than 10% of the curriculum will be offered online.

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

N/A

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

The program is presently accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), through 2014-2015 (See Appendix B, Certificate of Accreditation). Significant program changes or additions require ACOTE review and approval prior to the admission of students into the new/changed program. Written notification, fully describing the proposed change, status of institutional and state approval, and implications for budget, faculty, fieldwork, and admissions is necessary. This notification is in preparation, to be submitted by September 1, 2012, in time for consideration at the December 2012 ACOTE meeting. (See item 9, above, regarding trends in OT education.)

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

Because UCA offers the only professional-level Occupational Therapy academic program within the State of Arkansas, no notifications have been made.

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

None in Arkansas. As noted in item 8, above, the model for these changes is ACOTE 2011 Accreditation Standards.

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

2014-2015, as already scheduled under current accreditation.

Memorandum

DATE: 04 June 2012

TO: Tom Courtway
President

FROM: Steven W. Runge, Provost

RE: Information for the Board of Trustees: New Academic Proposals

COPY: Jack Gillelan, Chief of Staff

A series of proposals by various departments and colleges within Academic Affairs has been recommended for adoption through the regular curriculum review and approval processes of the university:

New Graduate Certificates and Options:

Educational Leadership Program: (1) new license-only PMC; (2) new EdS program options

Gifted and Talented Education: (1) distance education delivery; (2) new license-only GC

New Undergraduate Program Options:

BA/BS Geography: New Geospatial Technology track

BBA, Management Information Systems: (1) reorganization of existing tracks; (2) new concentration in Business Analysis

BA, Writing: New Professional Writing track

New Undergraduate Minor Programs:

Actuarial Studies

Public Relations

Professional Writing

We request that the UCA Board of Trustees be informed of these new programs and options. Board notification will allow the university to proceed with notification to the Arkansas Department of Higher Education, when required, and implementation in the university's administrative computing system.

Please let us know when notification has been made to the Board of Trustees.

Thank you for your consideration of this request. Let us know if you need further information or analysis.

Enclosures: Documentation for all items listed above (filename: <bot_notifications_2012-06.pdf>)



Memorandum

DATE: 15 August 2012

TO: Tom Courtway
President

FROM: Steven W. Runge *SR*
Provost

RE: Information for the Board of Trustees: Reorganization of the Occupational Therapy Program

I have accepted the recommendation of Occupational Therapy program faculty and appropriate administrators and councils to reorganize the Occupational Therapy program as described in the accompanying document. The reorganization will allow the program to comply with new accreditation standards and maintain parity with trends in Occupational Therapy education.

We request that the UCA Board of Trustees be informed of this change in the Occupational Therapy program. Board notification will allow the university to proceed with required notification to the Arkansas Department of Higher Education.

Please let us know when notification has been made to the Board of Trustees.

Thank you for your consideration of this request. Let us know if you need further information or analysis.

Enclosures: Board of Trustees Notification document

EXECUTIVE SESSION

Executive session, for the purpose of considering personnel matters, was unanimously declared upon motion by Kay Hinkle with a second by Victor Green.

OPEN SESSION

The following resolution was unanimously adopted upon motion by Victor Green with a second by Bunny Adcock. Kay Hinkle recused from the vote.

“BE IT RESOLVED: That the Board of Trustees hereby approves the personnel list presented in executive session, provided however, that the administration is authorized to make corrections and changes of a clerical nature.

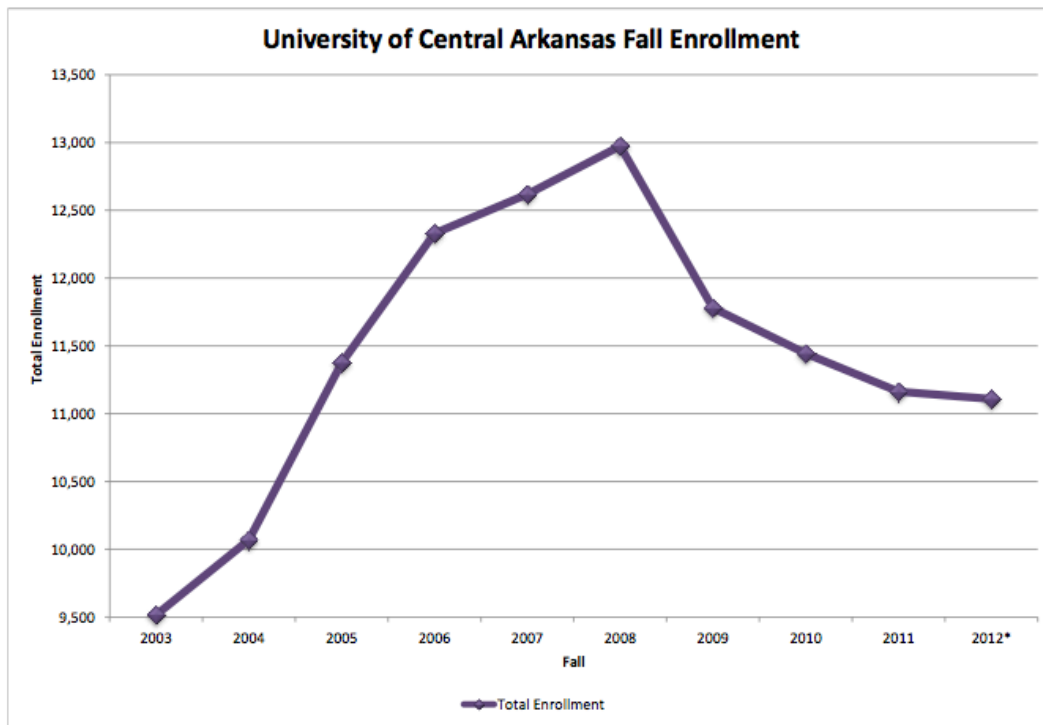
There being no further business to come before the Board the meeting was adjourned upon motion by Elizabeth Farris and second by Kay Hinkle.

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

Bobby Reynolds
Chair

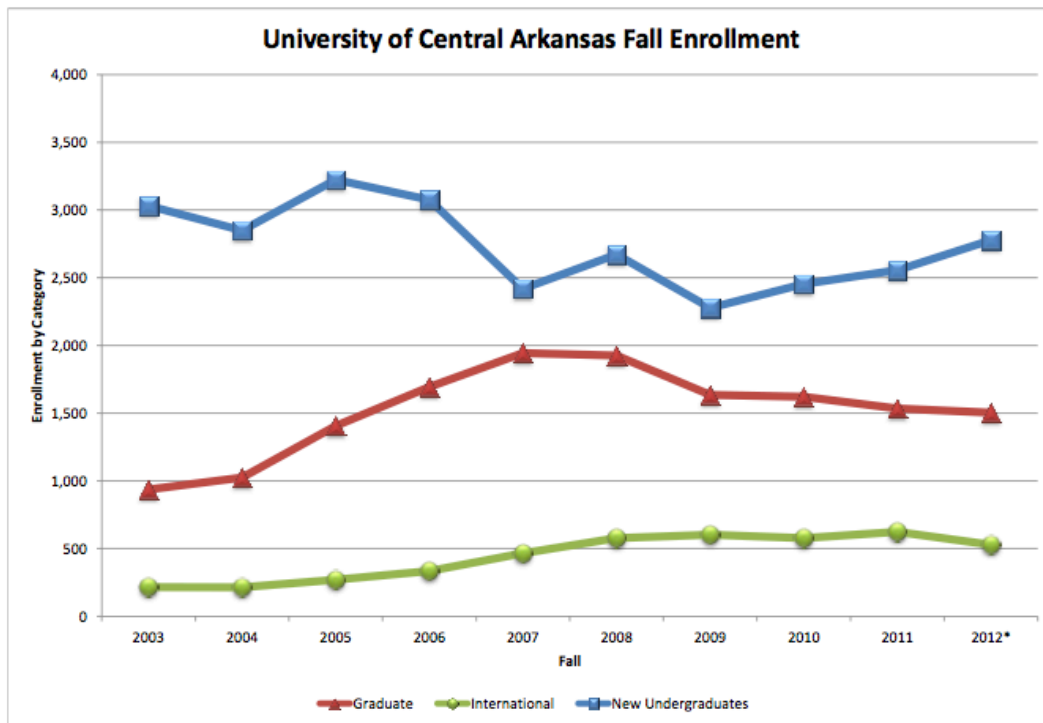
Kay Hinkle
Secretary

ATTACHMENTS



*Fall 2012 numbers are PRELIMINARY. (Enrollment as of 4:00 PM on Sept. 6, 2012)

Source: Office of Institutional Research

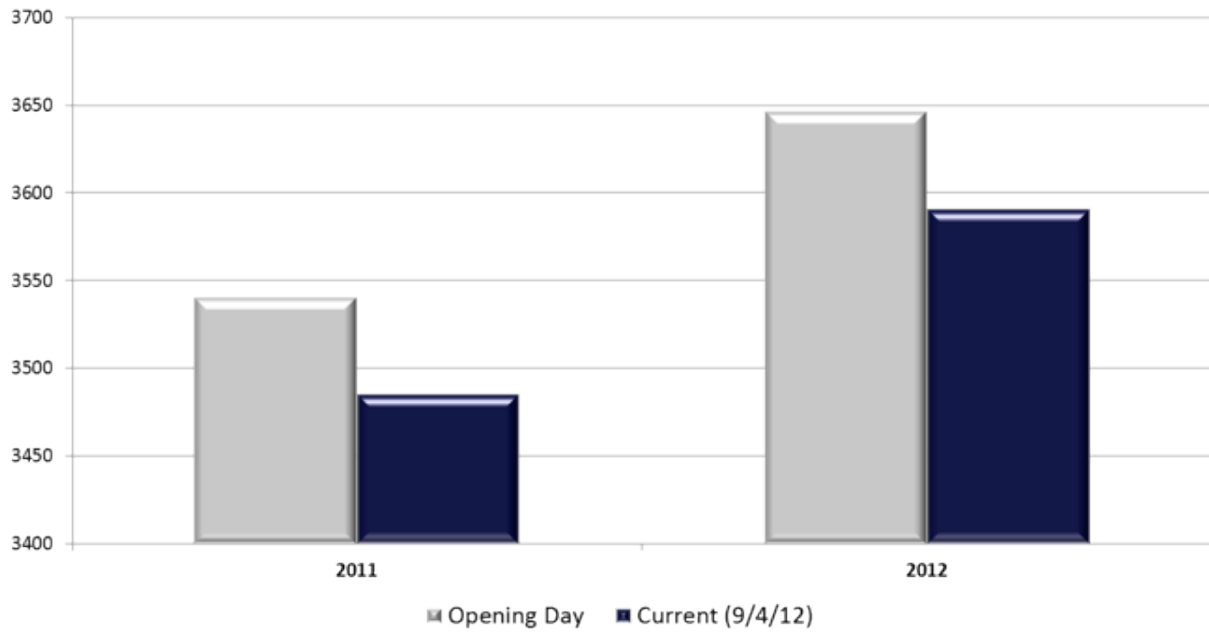


*Fall 2012 numbers are PRELIMINARY. (Enrollment as of 4:00 PM on Sept. 6, 2012)

Note: New Undergraduates include transfer and first-time undergraduates.

Source: Office of Institutional Research

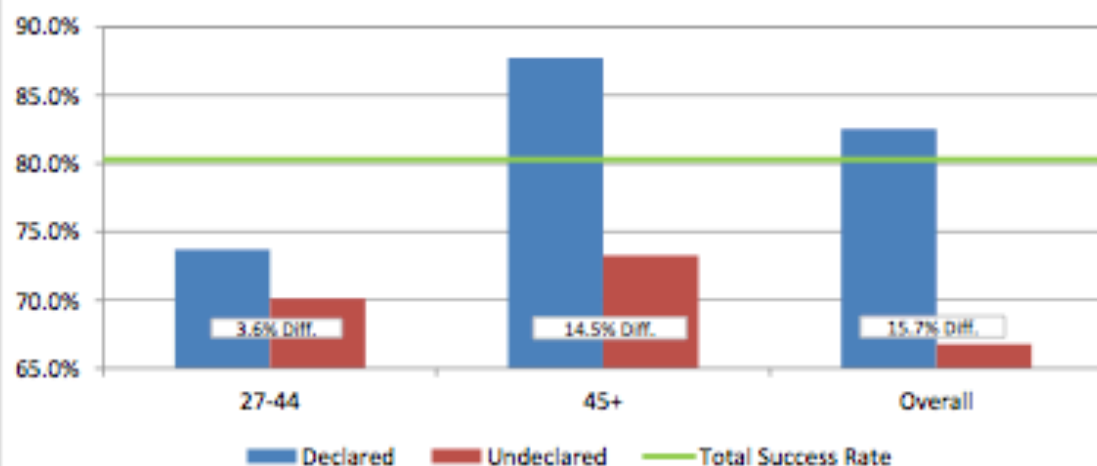
Housing Occupancy 2011 vs. 2012



Retention & Recruitment Improvement Activities

- **Extend move date in spring to Saturday or Sunday after finals**
- **Provide transfer scholarships for spring semester**
- **Work closely with community college deans on partnership agreements**
- **Work to improve academic advising**
Set progress point for declaration of major

Success Rates for Next Year





MAP-Works is a comprehensive student retention and success solution for first year students

MAP-Works will allow us to:

- **identify at-risk students early in the fall term to have the greatest impact on retention and student success**
- **gather data on student's Academic, Social, and Emotional state**
- **positively impact student success and retention by educating students about behaviors critical to long-term success**
- **connect students with campus resources to facilitate involvement**

UCA Fall '12 Pilot

- **Residence Halls- Bear, Carmichael, and Conway**
- **700 students invited to participate**
- **MAP-Works Fall Transition Survey launches September 17th (student characteristics, academic integration, self-assessed skills, social integration)**
- **Participating Units: Academic Affairs (Confluence Course Faculty), Administration and Finance (Housing & Residence Life Staff), Enrollment Management (Academic Advisors)**
- **Student Report & Interventions focus students on successful behaviors- healthy choices, learning, knowing yourself, and connections**

Environmental Overview

"With state funds declining, there are only two meaningful sources of income growth: Enrollment and Development."

– UCA President Tom Courtway

Recommendations

“It’s all about Fundraising”

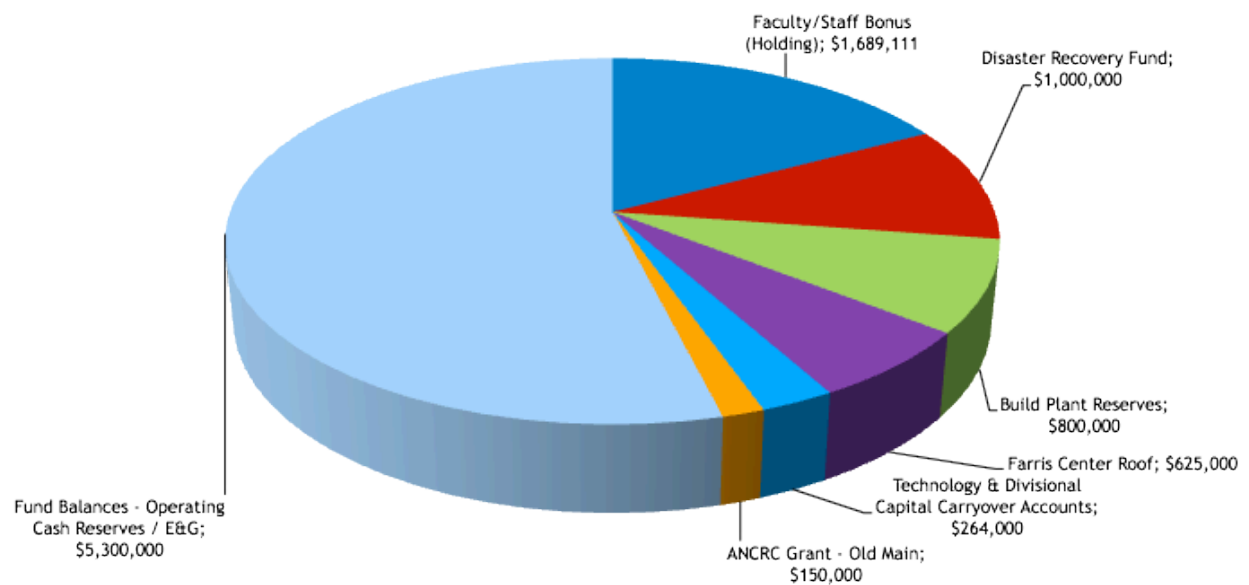


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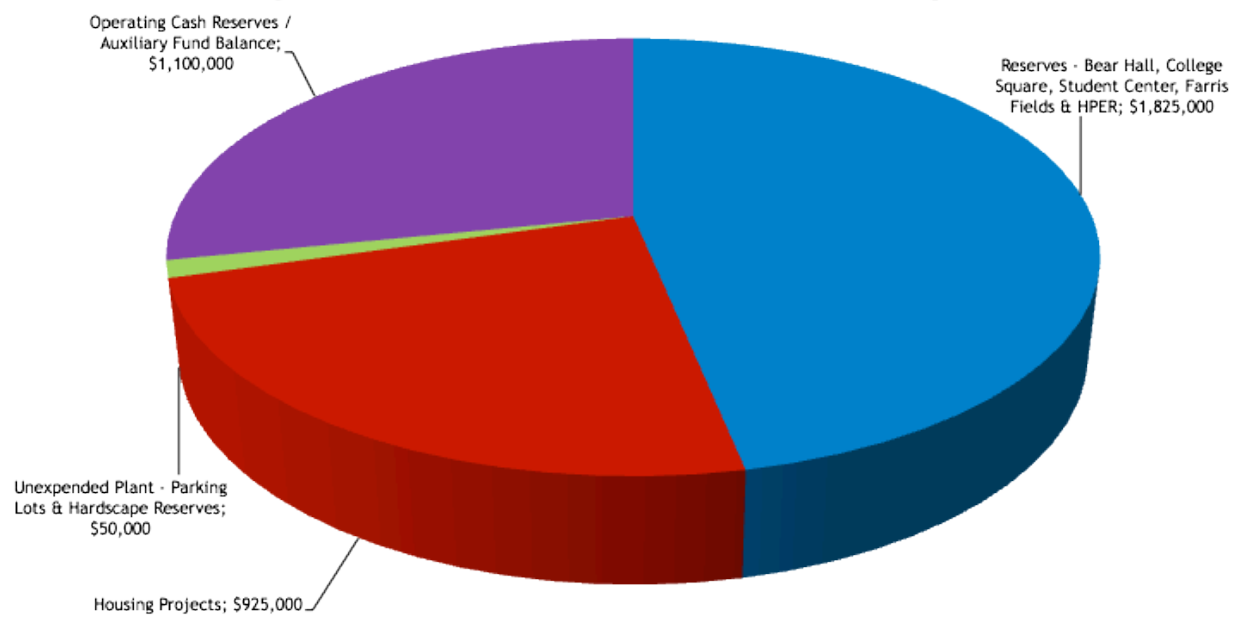
Report Recommendations

- **Reflect Goals from UCA's Strategic Plan**
- **Build on Existing Strengths of Advancement and the UCA Foundation**
- **Are Consistent with Industry Best Practices**

E&G - Use of FY12 Revenues Over Expenditures

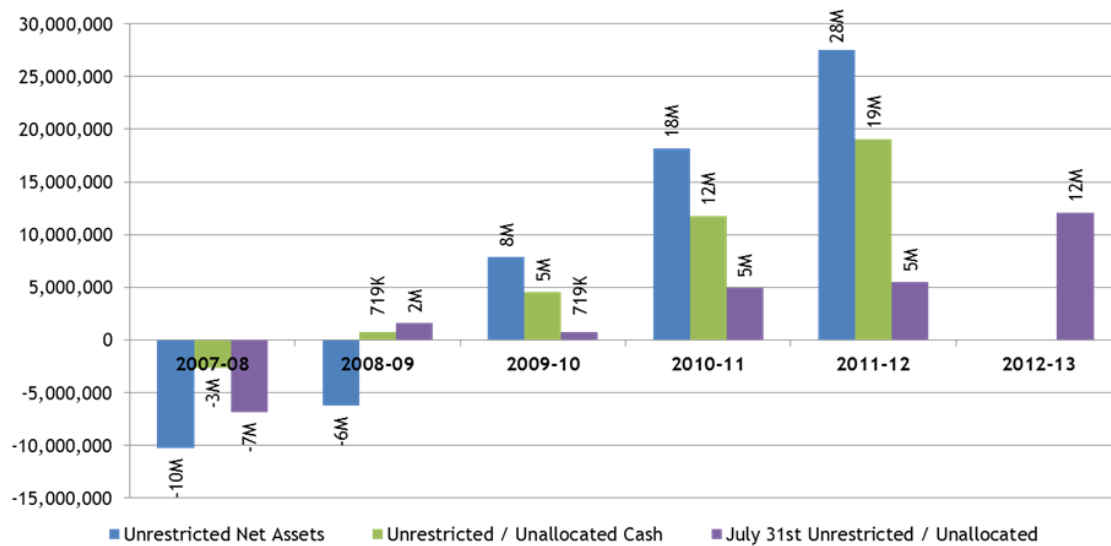


Auxiliary - Use of FY12 Revenues Over Expenditures



University of Central Arkansas™

Unrestricted / Unallocated Cash & Net Assets



Finance and Administration

uca.edu



University of Central Arkansas™

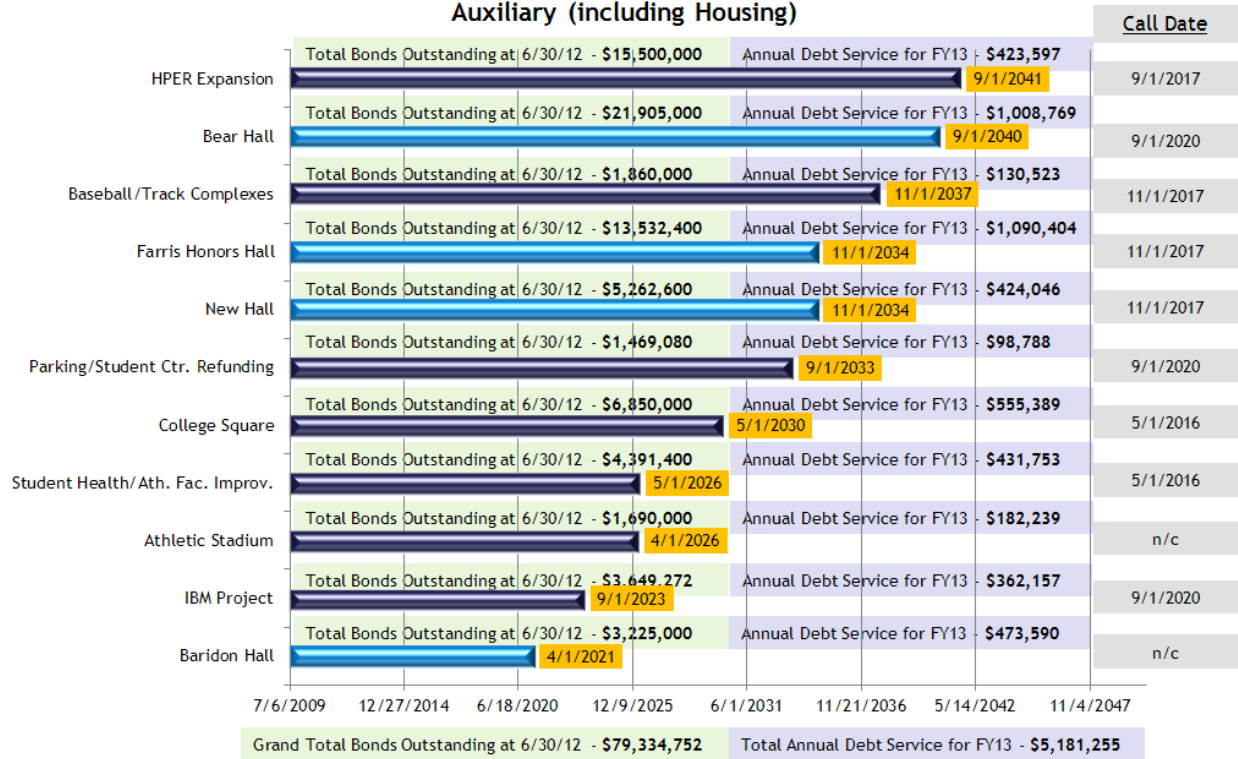
Debt Service - E&G



*1998 Refunded Lewis Science Center & Health Science Center, which were 1992B. Construction of Thompson Hall.

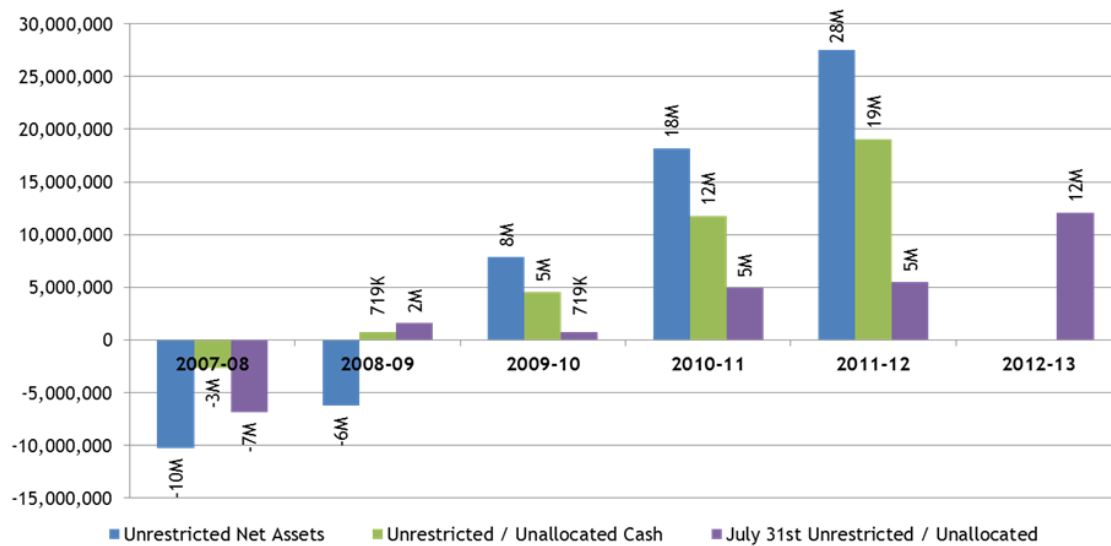
University of Central Arkansas™

Debt Service Auxiliary (including Housing)



University of Central Arkansas™

Unrestricted / Unallocated Cash & Net Assets



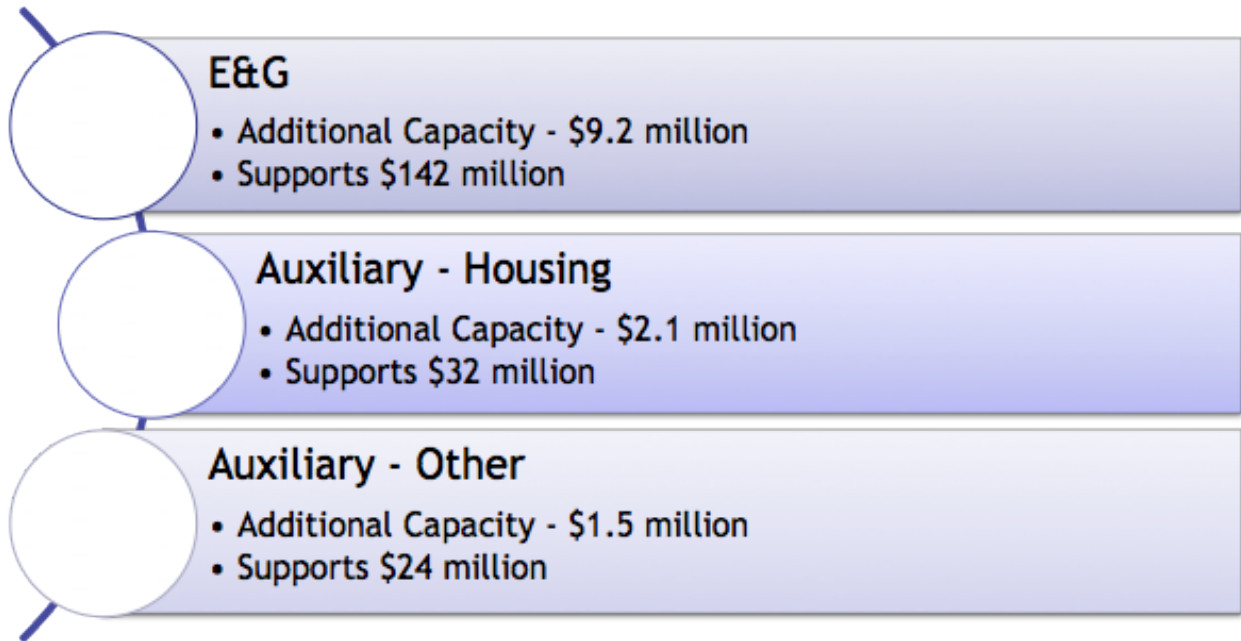
Finance and Administration

uca.edu



UCA Bonding Capacity Based on AHECB Policy Formula

Debt Service Cost - Est. \$64,500 per million



Science Complex Steps Necessary

1. UCA determines the affordable debt service.
2. UCA Board approval of the bond feasibility study
3. AHECB approval of feasibility study (quarterly meetings)
4. UCA Board approval of project
5. Decision on construction method
6. UCA Board approval of Bond resolution
7. Selection of A&E and GC
 - RFQ process (2 months)
 - ALC review and approval (monthly meetings, except during the session)
 - UCA Board approval
8. UCA issues bonds
9. Programming and design - 15 months
10. Construction - 25 months