

The Board of Trustees of the University of Central Arkansas convened in a regularly scheduled meeting at 10:00 a.m., Friday, February 22, 2013, in the Board of Trustees Conference Room in Wingo Hall with the following officers and members present

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

Ms. Shelia Vaught was absent.

### **MINUTES**

The minutes of the December 7, 2012, Board meeting were unanimously approved as submitted upon a motion by Victor Green and second by Kay Hinkle.

### **INTRODUCTIONS**

The following people were introduced to the Board or recognized for an accomplishment:

- Mr. Gilbert Baker – Executive Assistant to the President
- Ms. Shelia Vaught – newly appointed trustee
- Diversity Advisory Committee

### **REPORTS**

#### **Audit Committee**

Brad Lacy, Chair of the Audit Committee, reported that the Audit Committee approved the following audits in a prior meeting:

- Scholarship Audit
- Vault/Safe Audit

#### **Financial Update**

Diane Newton, Vice President for Finance and Administration, presented the Board with a financial update, as well as proposed landscaping for the HPER Center, both reports are attached to these minutes.

## **ACTION AGENDA**

### **Resolution of Appreciation – Bobby Reynolds**

The following resolution was unanimously adopted upon motion by Victor Green with a second by Brad Lacy:

### **RESOLUTION OF APPRECIATION**

WHEREAS, Bobby Reynolds, of Searcy, Arkansas, was appointed to the Board of Trustees of the University of Central Arkansas by the Governor of the State of Arkansas, Mike Beebe, on January 15, 2009, for a term of seven years; and

WHEREAS, Mr. Reynolds received a Bachelor of Business Administration degree in General Management from UCA in 1973 and after his graduation from UCA, Mr. Reynolds began a successful business career; and

WHEREAS, Mr. Reynolds served as chair of the Board of Trustees during calendar year 2012; and

WHEREAS, during his time on the Board of Trustees, Mr. Reynolds has served on the Audit Committee; the Strategic Planning Committee; and the President's Residence Advisory Committee; and

WHEREAS, during his term as chair of the Board, the University (a) completed Bear Hall, a comprehensive mixed use facility, which houses students, a new residential college, athletic administrative offices and skybox suites, (b) constructed a new amphitheater adjacent to the Student Center for use by students, faculty, staff and visitors, which also includes a "legacy walk", (c) continued its financial improvement, (d) filed a monitoring report with the Higher Learning Commission, (e) provided for the constituency groups (faculty, staff and students) to ask questions on each matter coming before the Board of Trustees, (f) revised the Board of Trustees - University Improvement Fund, and (g) held a budget workshop for the first time for the trustees and the campus to discuss the University's budget; and

WHEREAS, Mr. Reynolds has served with honor and distinction, and because of his leadership, the University had a very successful 2012; and

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the University of Central Arkansas does hereby extend its sincere appreciation and gratitude to Bobby Reynolds for his service as Chair of the Board of Trustees during 2012; and be it further

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

Adopted this 22nd  
Day of February, 2013,  
In Conway, Arkansas

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Victor Green  
Chair of the Board

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Brad Lacy  
Secretary of the Board

### **Procedure for Items on “Action Agenda”**

The agenda for each meeting of the Board of Trustees usually includes several items for “action” by the Board. This is the “action agenda,” and it is during the “action agenda” when the Board approves various changes to university policy or takes other official action of the University.

In January, 2012, the Board adopted a resolution setting a procedure to provide the three campus groups (Faculty Senate, Staff Senate, and Student Government Association) the opportunity to ask questions of the administration prior to the vote by the Board on any particular “action agenda” item.

This new procedure for each item on the “action agenda”, is as follows:

- Presentation to the Board of Trustees by the appropriate vice president or other university official;
- Questions/comments from members of the Board of Trustee;
- Questions from the presidents of the Faculty Senate, Staff Senate and Student Government Association to the members of the UCA administration;
- Discussion by members of the Board of Trustees; and
- Action by the Board of Trustees on the item before the Board.

The January, 2012, resolution applied only for calendar year 2012. This resolution proposes that this procedure continue for 2013, and beyond.

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

**“BE IT RESOLVED: That for each item on the “action agenda” of all meetings of the University of Central Arkansas Board of Trustees, the procedure and format set forth above in the explanation to this item be followed, and that on each item presented, representatives of the UCA Faculty Senate, UCA Staff Senate and UCA Student Government Association, be provided the opportunity to ask questions to members of the administration.”**

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

Act 250 of 1997 provides that boards and commissions may, during their first regularly scheduled meeting of each calendar year, authorize expense reimbursement for each Board member for performing official Board duties. The Act states that the expense reimbursement must not exceed the rate established by state travel regulations for state employees. The Act covers expense reimbursement for all Board functions. This action is consistent with Board Policy No. 211.

The following resolution was unanimously adopted upon motion by Kay Hinkle with a second by Brad Lacy:

**“BE IT RESOLVED: That the Board of Trustees approves the following statement concerning reimbursement of expenses for official Board duties for 2013:**

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

**UNIVERSITY OF CENTRAL ARKANSAS**

**BOARD POLICY**

Policy

Number: 211

Subject: Reimbursement of Expenses for Official Board of Trustees Duties

Date Adopted: 10/92 Revised: 02/96

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

**Certification of Sufficient Appropriations and Fund Balances**

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

The following resolution was unanimously adopted upon motion by Kay Hinkle with a second by Brad Lacy:

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

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

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

Also, I understand that it shall be the duty and responsibility of the institutional Board of Trustees and the President/Chancellor for which appropriations are authorized to monitor finances to insure that resources are available, or will become available, for financing appropriations authorized by the General Assembly; and to insure that no obligations are incurred which exceed available appropriations and funds.

Therefore, I certify that as of December 31, 2012, I have verified that sufficient appropriations and funds are available, or will become available, to pay the obligations of this institution of higher education and all other current obligations to be paid from the appropriations and the funds.

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

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Victor Green  
Chair, Board of Trustees

Date

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Tom Courtney  
President

Date

**“Naming University Facilities” - Board Policy No. 402 - Naming of UCA Honors College**  
Board Policy No. 402 sets forth the criteria for the naming of University facilities and programs.

While much of the Board policy applies to the naming of “facilities,” the policy also envisions naming of university “programs.” The policy provides that “new facilities, existing facilities still unnamed, or programs (emphasis added) may be named after individuals or entities who have made significant or meritorious contributions to the University or who make significant monetary contributions to the University or the UCA Foundation.”

By letter dated January 9, 2013, Dr. Rick Scott, Dean of the Honors College, requested that the Honors College at the University of Central Arkansas be named for Dr. Norbert O. Schedler, the founder of the UCA Honors College. The Honors College was founded in 1982 during the presidency of Dr. Jeff Farris, Jr. A copy of Dr. Scott’s letter is attached.

Pursuant to Board Policy No. 402, the vice presidents approved the recommendation and thereafter a committee was appointed, chaired by Ronnie Williams, Vice President for Student Services. The committee was composed of the following persons:

John Ross Henderson	Gilbert Baker	Ronnie Williams, Chair
Jimmy Flannagin	Austin Hall	
Greg Hunt	Lisa Ray	
Ashley Ross	Greg Blakey	
Blake Brizzolara	Steve Butcher	

The committee met and voted unanimously to approve the naming of the UCA Honors College in honor of Dr. Norbert O. Schedler. A copy of Mr. Williams’ memo is also attached.

The following resolution was unanimously adopted upon motion by Elizabeth Farris with a second by Bobby Reynolds:

**“BE IT RESOLVED: That the Board of Trustees hereby expresses its sincere appreciation and gratitude to Dr. Norbert O. Schedler, founder of the UCA Honors College, for his many years of hard work, dedication and service to this institution, and most importantly, to its students, and**

**BE IT FURTHER RESOLVED: That the Board of Trustees hereby directs that the name of the Honors College of the University of Central Arkansas shall be forever known as the “Dr. Norbert O. Schedler Honors College.”**

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 402

Subject: Naming University Facilities

Date Adopted: 12/812/82 Revised: 09/97, 02/10

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1. The University policy on naming of facilities in excess of \$1 million (note 1) and programs is as follows:
  - a. Facilities may be named after individuals or entities, as set forth below, to designate the function of the facility, or to commemorate historic or traditional identities. All academic facilities should also carry a functional designation if named after an individual.

New facilities, existing facilities still unnamed, or programs may be named after individuals or entities who have made significant or meritorious contributions to the University or who make significant monetary contribution to the University or to the UCA Foundation. In the case of monetary donors to the University, it is expected that a gift of 50% of the value of a facility will entitle the donor to designate the name of that facility subject to approval of the name by the Board. In no case will the privilege of naming a facility be granted for a gift of less than 25% of the value of the facility.

- b. The following mechanism would be followed in the naming process:

Recommendations for the naming of facilities, or programs may be initiated by any group on the campus. A recommendation should be made in writing to the President of the University. If the President, upon the advice of the Council of Vice Presidents, feels there is any merit in the recommendation, the President shall appoint a study committee representing such groups as Alumni Association, the administration, the students, the faculty, and other friends of the University. This committee will make its recommendation to the President, who in turn will present that recommendation to the Board of Trustees.

2. The University policy on naming of facilities valued at \$1 million or less (note 1) and portions of facilities is as follows:

The University President is authorized to designate the name of university facilities or portions of facilities based on significant or meritorious non-monetary contributions to the University by an individual, or in recognition of those individuals or entities who make a significant monetary contributions to the University or the UCA Foundation, to designate the function of the facility, or to commemorate historic or traditional identities. The administration may, at its discretion, refer such naming opportunities to a study committee.

Note 1 – The value of the facility or building to be named shall be established by appraisals or other objective criteria.

January 9, 2013

Tom Courtway, President  
University of Central Arkansas  
Wingo Hall 205

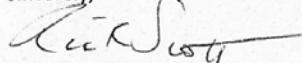
Dear President Courtway,

I respectfully request that the Honors College at the University of Central Arkansas be named for Dr. Norbert O. Schedler. Pursuant to UCA Board Policy 402, I specifically ask that you appoint a study committee to make a recommendation about the merits of this request to you that can be presented to the UCA Board of Trustees, if deemed meritorious. Founded in 1982 under the direction of Dr. Schedler during the presidency of Jeff Farris, Jr., the Honors College marked a significant turning point in the life and reputation of the academic community at UCA. For evidence of my claim consider these impacts:

- By May of 2013 over 1430 students will have graduated from the program
- Nearly 900 students have studied abroad or undertaken formal research or internships, supported by the Honors College
- Over 80% of Honors College graduates pursue post-baccalaureate training
- Honors faculty hold leadership positions in national and regional collegiate honors organizations, including the highest offices in the United States
- UCA's first Rhodes Scholar is Honors College graduate Rhett Martin; the college has also produced a Truman Scholar, Fulbright Scholars, Rotary Ambassadorial Scholars, and a Jack Kent Cooke Fellow
- The Honors College developed the first Honors Online Community in the United States, and held two national workshops on educational technology for National Collegiate Honors Council
- More than 100 faculty at UCA work with Honors College scholars on individual undergraduate research projects every year
- First year retention rates exceed 95% nearly every year
- Recruiting classes now consist of five or six applicants for every opening, and those admitted have average ACT scores of nearly 30 and average high school GPA over 4.0

As president of the National Collegiate Honors Council representing 900 universities in the United States and abroad, my vantage point makes clear that the UCA Honors College is among the most complete models of a living and learning community in collegiate honors anywhere, that includes high impact practices of undergraduate research, study abroad, internships, and service learning. Upon completion of its 30<sup>th</sup> academic year in May, over 1430 UCA alumni will have benefitted from the vision and leadership of Dr. Schedler. Please let me know if I can help you in any way with this request.

Sincerely,



Dr. Rick Scott, Dean  
UCA Honors College  
308 McAlister Hall

**MEMO**

To: Tom Courtway, President

From: Ronnie Williams, Vice President for Student Services and Chair of the Study Committee

Date: January 30, 2013

RE: Recommendation to name the Honors College in honor of Dr. Norbert O. Schedler

After reviewing the naming policy (Bd. Policy 402) for facilities and programs, and the letter of recommendation from Dr. Rick Scott, the Study Committee passed a motion (unanimously) to forward you our recommendation to name the Honors College in honor of Dr. Norbert O. Schedler.

If you have questions regarding our decision, please feel free to contact me.

CC: Susan Lilly

John Ross Henderson

Jimmy Flannagin

Greg Hunt

Ashley Ross

Blake Brizzolara

Lisa Ray

Greg Blakey

Steve Butcher

Gilbert Baker

Austin Hall

## **“Fraud Policy” – Board Policy No. 214**

At the December 7, 2012, meeting of the Audit Committee, the Office of Internal Audit recommended to the Audit Committee and the Board of Trustees that a fraud policy be adopted. At that time, the administration stated that a policy would be reviewed, and presented to the Office of Internal Audit and brought back before the Audit Committee (and the full Board) at the February, 2013, meeting.

In addition, the Office of Internal Audit recommended to the Audit Committee that a “fraud hotline” be established for all UCA employees, students, vendors, and others with such hotline to be operated by a third-party vendor. The administration has worked with the Office of Internal Audit and all steps have been taken to have the fraud hotline operational in the very near future.

A proposed Board Policy (No. 214) is attached, which if adopted by the Board of Trustees would be the University’s Fraud Policy.

This policy has been prepared by the Office of General Counsel and it has been reviewed and approved by the University’s Office of Internal Audit.

The preamble to the proposed policy states that: **“It is the intent of the Board of Trustees to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of prevention and detection controls and conduct of investigations.”**

The proposed fraud policy applies to all persons employed by or associated with the University, as well as consultants, vendors, outside agencies, students and any other person or business with a relationship with the University. There is a definition of “fraud”, and it is clear from the policy that fraudulent acts **must** be reported to the Office of Internal Audit, which will be responsible for investigation of those alleged fraudulent acts in conjunction with any other applicable divisions/departments on campus.

The policy makes it clear that suspected fraudulent acts may be reported by anyone either to the Office of Internal Audit or through the fraud hotline, and may do so anonymously.

Section 3 of the policy defines the acts constituting “fraud” and is very broad in scope, and includes theft, misappropriation of funds, identity theft, security breaches, alteration or forgery of university documents, and other acts generally constituting “fraud.”

Standards of confidentiality are set forth in the policy, except to the extent governed by the provisions of the Arkansas Freedom of Information Act. A statement is included to ensure that care is taken to avoid mistaken accusations or alerting suspected individuals that an investigation is underway.

Once the Office of Internal Audit completes its investigation, and determines that fraudulent activity has occurred, it will issue a report to designated university officials and to the Board of Trustees through the Audit Committee. However, it is clear from the policy that the Office of

Internal Audit does not have authority to discipline or terminate an employee for committing fraudulent acts, with such responsibility residing with university management and officials in consultation with the Office of General Counsel and the Office of Human Resources.

The following resolution was unanimously adopted upon motion by Bunny Adock and second by Kay Hinkle:

**“BE IT RESOLVED: That Board Policy No. 214, “Fraud Policy”, attached hereto, is hereby adopted and approved by the Board of Trustees, to be effective from and after the date hereof.”**

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy Number: 214

Subject: Fraud Policy

Date Adopted: 02/102/13 Revised: \_\_\_\_\_

This fraud policy is established to facilitate the development of controls, which will aid in the prevention and detection of fraud within the University of Central Arkansas (“University”). It is the intent of the Board of Trustees to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of prevention and detection controls and conduct of investigations.

## 1. Scope

This policy applies to any fraud, or suspected fraud, involving any member of the Board of Trustees, any officer, faculty or staff member of the University, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, students, and any other parties with a business relationship with the University. Any investigative activity required will be conducted without regard to the suspected wrongdoer’s length of service, position or title, or relationship to the University.

## 2. Policy

Management is responsible for the prevention and detection of fraud, misappropriations, and other inappropriate conduct. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.

Any fraud that is detected or suspected must be reported to the Internal Audit Department, who coordinates investigations with the University’s General Counsel and other affected

areas, both internal and external.

### 3. Actions Constituting Fraud

The terms defalcation, misappropriation, and other fiscal wrongdoings refer to, but are not limited to the following:

- An entry into the accounting records of the system that is intentionally made to represent what is not true or does not exist, with intent to deceive the officers and trustees of the University of Central Arkansas;
- Forgery of a check, bank draft, wire transfer or any other university financial document;
- Unauthorized alteration of any financial document or account belonging to the University;
- Misappropriation of funds, securities, supplies, or other university assets;
- Impropriety in the handling or reporting of money or financial transactions;
- Disclosing confidential and proprietary information to outside parties for personal gain, except as allowed under the Arkansas Freedom of Information Act or other law;
- Theft of identity;
- Accepting or seeking anything of material value from contractors, vendors or persons providing services or materials to the University, except as provided for in gift policies;
- Unauthorized destruction, removal, or use of records, furniture, fixtures, and equipment for personal gain; and
- Any similar or related inappropriate conduct.

### 4. Other Inappropriate Conduct

Suspected improprieties concerning an employee's moral, ethical, or behavioral conduct, should be resolved by departmental management and human resources personnel rather than Internal Audit.

Persons with questions as to whether an action constitutes fraud should contact the Internal Audit Director for guidance.

### 5. Identity Theft Prevention Programs

In accordance with the Federal Trade Commission issuing the Red Flags Rule under sections 114 and 315 of the Fair and Accurate Transactions Act (FACT), Subpart J, Section 41.90, each campus will prepare a written Identity Theft Prevention Program. This program should be designed to detect, prevent and mitigate identity theft in regard to "covered accounts," as defined in the law. The programs must be approved by the Board of Trustees and include a requirement for an annual review and update filed with the University's vice president for finance and administration.

### 6. Investigation Responsibilities

The Internal Audit Department has the primary responsibility for the investigation of all suspected fraudulent financial acts as defined in the policy. If the investigation substantiates that fraudulent activities have occurred, the Internal Audit Department will issue reports to appropriate designated university officers and personnel and to the Board of Trustees through the Audit Committee.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for further independent investigation will be made in accordance with Arkansas and Federal laws by the officers and trustees of the University in consultation with the general counsel, as will final decisions on disposition of the case.

## 7. Confidentiality

The Internal Audit Department treats all information received confidentially. Any employee who suspects dishonest or fraudulent activity will notify the Internal Audit Department, and should not attempt to personally conduct investigations or interviews related to any suspected fraudulent act.

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know, subject to the Arkansas Freedom of Information Act. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct.

## 8. Reporting Procedures and Fraud Hotline

Great care must be taken in the investigation of suspected improprieties or wrongdoings so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

An employee who discovers or suspects fraudulent activity will contact the Internal Audit Department either directly or through the University's established Fraud Hotline. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the Internal Audit Department or general counsel.

Information regarding the status of an investigation will not be given out.

The reporting individual should be informed that he or she should not contact the suspected individual in an effort to determine facts or demand restitution or discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the general counsel or the Internal Audit Department.

## 9. Termination

The Internal Audit Department does not have the authority to terminate an employee for committing fraudulent acts. Decisions to terminate an employee reside with the University's senior management and officers in consultation with Human Resources and the general counsel.

## **10. Administration**

The Internal Audit Department is responsible for administration, revision, interpretation, and application of this policy.

### **Proposed Property Purchase – 437 Augusta Avenue, Conway, Arkansas**

From time-to-time certain improved and unimproved real property in the University's identified "core" area becomes available for purchase. For most purposes, the "core" growth area is the area bounded by Donaghey Avenue and Farris Road, and by Dave Ward Drive and College Avenue. This area includes Augusta Avenue, a street running north/south from Bruce Street to College Avenue.

Several months ago, Mr. and Mrs. Randy Tapley of Greenbrier, AR, the owners of property at 437 Augusta Street, Conway, AR 72034, approached the University and asked if we would be interested in purchasing the property. This is a lot (50' x 178' or 8,900 square feet) with a small house (672 square feet). The property is situated in the "core" area. It is on the west side of Augusta Avenue between Bruce Street and College Avenue, and is immediately south of an existing university parking lot.

In January, 2013, an Offer and Acceptance letter was entered into with the owners, contingent upon approval of the Board of Trustees. A copy of the letter is attached.

The proposed purchase price is \$80,000. An appraisal was obtained from Evatt Appraisal of Conway, AR, and the property has appraised for \$76,000. A copy of the appraisal is attached.

Although the proposed purchase price is slightly more than the appraisal, the price per square foot for the land (dirt) is in the range of what the University has offered along Donaghey Avenue for other property (unsuccessfully). The administration believes that this is a piece of property that should be purchased, and there are sufficient funds in the property acquisition account to make this purchase.

If approved by the Board of Trustees, the closing will be held on or before March 1, 2013.

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

**"BE IT RESOLVED: That the Board of Trustees authorizes the University to purchase from Mr. and Mrs. Randy Tapley, a lot and house with a street address of 437 Augusta, Conway, AR, for the price of \$80,000, and the President (or his designee) is authorized and**

**directed to take such other steps and execute such other documents as may be necessary or required to consummate the purchase of such real property as contemplated by this resolution.”**

January 7, 2013



Mr. and Mrs. Randy Tapley  
9 Winterberry Dr.  
Greenbrier, AR 72058

**RE: OFFER & ACCEPTANCE – 437 Augusta Avenue, Conway, AR 72034**

Dear Mr. and Mrs. Tapley:

Subject to the satisfaction of all of the provisions and conditions set forth herein, the University of Central Arkansas (“Buyer”) offers to purchase from you (“Seller”) the property described below for the sum of Eighty Thousand Dollars (\$80,000), plus the Buyer’s share of the closing costs.

The property subject to this offer and acceptance is house and lot located at 437 Augusta Avenue, Conway, Arkansas, 72034. The structure is approximately 672 square feet, and the lot measuring approximately 50’ x 178’ and approximately 8,900 square feet. The property is more particularly described as follows:

**Lot 6 N 50' Block 1 in the Sammie A. Little Replat Addition to the City of Conway, Arkansas.**

The foregoing legal description shall be referred to as the “Property.” If a survey shall establish a different legal description, the parties agree to modify the legal description to conform to the survey, the intent of the parties being that the entire lot owned by the Sellers is to be conveyed at closing.

The terms and conditions of this offer to purchase are as follows:

1. The closing date will occur at a mutually acceptable date to be agreed upon by both parties, but shall occur not later than March 1, 2013;
2. Buyer shall be entitled to possession of the Property at closing;
3. A policy of title insurance satisfactory to Buyer, insuring unencumbered fee simple title to the Property in Buyer as of closing shall be procured and paid for by Seller;

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January 7, 2012  
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4. Seller shall deliver at closing (a) a warranty deed in standard form conveying fee simple absolute title to the Property (and any mineral interests owned by Seller), free from all liens, claims or encumbrances of any kind with the grantee being "The Board of Trustees of the University of Central Arkansas" and (b) an assignment of any leases and all rents from the Property, if any;
5. Any and all taxes or assessments on the Property for the current year will be prorated at closing. Seller shall be responsible for all real property taxes for previous years;
6. Buyer and Seller will share the cost of closing fees and document preparation. No revenue stamps shall be required due to an exemption under Arkansas law for conveyances by or to a state agency (Buyer);
7. If any personal property shall be stored or situated on the Property, the same shall be removed prior to closing;
8. Seller represents and warrants to Buyer that Seller is the sole owners of the Property, and no other person or entity has any form of ownership interest in, or right to use or occupy the Property, and further, that Seller is in sole and exclusive possession of the Property, except for leases, copies of which have been delivered to representatives of Buyer;
9. Seller represents and warrants to Buyer that all liens against the Property and all money owed on the Property, if any, are the responsibility of Seller, and if existing will be satisfied and paid in full at, or prior to, closing;
10. Seller represents and warrants to Buyer that there do not exist any liens against Seller for alimony or child support;
11. Seller represents and warrants to Buyer that there are no unrecorded rights-of-way for roadway, utilities or other matters affecting the Property;
12. Seller represents and warrants to Buyer that there is no loss arising from oil, gas, or other minerals conveyed, retained, or assigned, or from any other activity concerning sub-surface rights or ownership of the subject property, including but not limited to the right of egress or ingress for said sub-surface purposes;
13. Seller represents and warrants to Buyer that there are no proceedings, either pending or threatened, which if decided adversely to Seller, would constitute a lien on the Property; nor are there any money judgments entered by a court against Seller which constitute a lien on the Property.

Tapley Offer  
January 7, 2012  
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14. Seller represents and warrants to Buyer that there are no unrecorded contracts of sale, options to purchase, or any other kind of agreement with any person or entity, affecting the Property;
15. Seller shall be responsible for all risk of loss to the Property and improvements thereon (if any) prior to closing;
16. If Buyer desires to have a survey of the Property performed prior to closing, Seller agrees to cooperate in having the survey performed. Any survey shall be at the expense of Buyer;
17. Seller represents and warrants that to the best of Seller's knowledge, no hazardous wastes or materials of any kind have been generated, produced or stored upon the Property, and that to the best of Seller's knowledge, no such hazardous wastes exist today on the Property; and
18. Seller shall complete and deliver, prior to closing, the attached "Disclosure Form" which will become part of the Offer and Acceptance document. Failure to make any disclosure required by the Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, shall be a material breach of the terms of the contract. Any contractors, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the Buyer.
19. Buyer's obligations under this agreement are expressly conditioned upon the prior approval of the Board of Trustees of the University of Central Arkansas, and the same will presented to the Board of Trustees at a regular meeting on Friday, February 22, 2013. This agreement and Buyer's obligations hereunder shall not be a valid and binding legal obligation of Buyer until approved by resolution duly adopted by the Board of Trustees of the University of Central Arkansas.

There are two originals enclosed. If the terms are agreeable to you, please sign both of them, retain one for your files and please deliver the other original to Diane Newton, Vice President for Finance and Administration, University of Central Arkansas, 201 Donaghey Avenue, Conway, AR 72035.

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This offer shall terminate and be of no effect unless it is signed by both of you, and delivered to Diane Newton, Vice President for Finance and Administration, by 4:30 P.M. Central Time on Friday, January 25, 2013.

Sincerely,

*Tom Courtway*  
Tom Courtway  
President

ACCEPTANCE BY SELLER

The offer set forth above and all terms and conditions are hereby accepted on this 15 day of January, 2013, at 7:15 (A.M) or P.M.).

*Randy Tapley*  
RANDY TAPLEY

*Kelly Tapley*  
KELLY TAPLEY

**APPRAISAL OF REAL PROPERTY**



**LOCATED AT**

437 Augusta  
Conway, AR 72034  
The N 50' of Lot 06, Block 01, Sammie A Little Replat

**FOR**

University of Central Arkansas  
201 Donaghey Avenue  
Conway, AR 72034

**AS OF**

01/15/2013

**BY**

Kenny R. Evatt  
Evatt Appraisal  
7 Medical Lane, Suite D  
Conway, AR 72034  
(501) 329-8880  
[kevatt@conwaycorp.net](mailto:kevatt@conwaycorp.net)

Evatt Appraisal  
7 Medical Lane, Suite D  
Conway, AR 72034  
(501) 329-8880

01/15/2013

Thomas C. Courtway  
University of Central Arkansas  
201 Donaghey Avenue  
Conway, AR 72034

Re: Property: 437 Augusta  
Conway, AR 72034  
Client: University of Central Arkansas  
File No.: 13-1104a

Opinion of Value: 76,000  
Effective Date: 01/15/2013

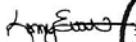
At your request, I have prepared an appraisal report of the above referenced property. The accompanying GP Land Form is a summary report based upon a physical analysis of the property, a locational analysis of the neighborhood and city, and a economic analysis of the market for properties such as the subject. The appraisal was developed and the report was prepared in accordance with the Uniform Standards of Professional Appraisal Practice.

The purpose of this appraisal is to provide an opinion of the market value of the property subject to the stated Scope of Work. The client and intended user of this report is The University of Central Arkansas. No additional users are intended.

The value conclusions reported are as of the effective date stated in the body of the report and contingent upon the certification and limiting conditions attached. This report contains 19 pages including exhibits.

Please do not hesitate to call me if I can be of further service.

Sincerely,

  
  
Kenny R. Evatt  
Appraiser  
License or Certification #: CR0281  
State: AR Expires: 06/30/2013  
kevatt@conwaycorp.net

## **“Record Retention Policy” – Board Policy No. 425**

Although the University has an administrative policy for the retention of financial documents, a comprehensive record retention policy does not exist. At the December, 2012, Audit Committee Meeting, the Office of Internal Audit recommended that a university-wide policy be developed. The administration has developed a policy for the retention and destruction of university records in order to comply with state and federal laws, to protect the history of the university, to optimize space, to minimize costs, and to eliminate outdated and unnecessary information.

The policy applies to all “official documents” (any record, regardless of format or media, that relates to university business). The Office of General Counsel will maintain a record retention schedule (a copy of which will be provided under separate cover), which will set forth the minimum length of time that an official document shall be retained.

Records may be deleted or destroyed by the office responsible for maintaining the official document at the conclusion of the applicable retention period unless the period has been extended for reasons set forth in the policy.

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 policy, “Record Retention,” Board Policy No. 425.”**

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

Policy Number: 425

Subject: Record Retention

Date Adopted: 02/10/13 Revised: \_\_\_\_\_

#### **Purpose:**

This policy sets forth the procedures for the retention and destruction of university records. Records must be retained in order to comply with state and federal laws and protect the history of the University. Records must be destroyed so that the University may optimize space, minimize costs, and eliminate outdated and unnecessary information. Any questions related to this policy may be directed to the General Counsel’s Office.

#### **Application:**

This policy applies to all university departments and pertains to all “official documents”. For purposes of this policy, “official document” is defined as any record, regardless of format or media, that relates to university business. Duplicates of the official document have no retention requirements, even if the duplicates are found in different media.

### **Record Retention Schedule:**

The General Counsel's Office is responsible for maintaining a record retention schedule. The schedule is a guideline that sets forth the minimum length of time that an official document should be retained by the University. Record retention periods may be extended as a result of judicial or administrative orders, pending or threatened litigation, contracts, audits, or various other requirements. These extensions supersede the requirements listed in the record retention schedule. If the retention period is extended, the office of record (the office or department responsible for maintaining the official document ("office of record")) is responsible for ensuring that the records are not destroyed or altered until further instruction by the appropriate university official.

The University's archivist will provide advice as to what documents should be transferred to the University archives for permanent preservation.

### **Record Destruction:**

Records may be deleted or destroyed by the office of record at the conclusion of the applicable retention period (unless the retention period has been extended or there is another reason to retain the records). At the conclusion of an applicable retention period and upon consultation with the office of record, the director of the Physical Plant (or designee) will destroy (annually during the first week of March) university records that are kept in Physical Plant storage facilities ("cage"). Records containing confidential information should be destroyed or deleted in a manner that does not permit recovery, reconstruction or future use of the confidential information.

### **"Capital Projects" – Board Policy No. 407**

#### **Driveway repair at the President's Home**

At the September, 2012, Board Meeting, the President's Residence Advisory Committee presented a list of recommendations to enhance the functionality and safety of the president's home. One item of mention was the resurfacing of the driveway. The Board approved the administration to seek bids to resurface the driveway and repair and improve the ramp leading from the drive to the house. The bid specifications are currently being developed for a full replacement of the driveway.

A portion of the driveway is in more immediate need of repair. The location in question is near the accessible ramp and is approximately 1,850 sq. ft. in size (photo attached). The area consists of crumbling and severely pitted concrete. Numerous repairs have been attempted but were unsuccessful.

The estimated cost is \$7,500; however, since bids have been taken and the scope of the work is not fully known, the cost may range from \$7,500 to \$10,000.

Therefore, the President recommends to the Board of Trustees the following resolution:

**"BE IT RESOLVED: That the Board of Trustees hereby approves the necessary repairs of the driveway located at the President's Home, provided the cost shall not exceed the sum of \$10,000, unless such excess is approved by the Board of Trustees."**

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 407

Subject: Capital Projects

Page 1 of 2

Date Adopted: 8/03 Revised:

In accordance with Act 961 of 2001, the administration is seeking guidance from the Board of Trustees in development of capital project procedures and policies.

Capital Projects are defined as:

- A project as defined by Ark. Code Ann. §22-9-101, which requires the services of an architect and/or engineer.
- A project which requires substantial changes in the exterior facade of a structure.
- Any new construction, real estate purchase, renovation or remodeling project, not covered in (1) or (2) above that the President shall determine should be considered by the Board of Trustees.

All capital projects shall include a completed Capital Project Proposal Form that is submitted for consideration by the President, and if applicable, the Board of Trustees. The Board of Trustees review and approval is required on all capital projects where the total project cost exceeds \$150,000.

The International Building Code (1999, as amended) and the National Fire Protection Association (NFPA) codes, as applicable, shall be the construction standards for capital projects.

The approval process for capital projects are:

- Project concept description developed.
- Initial estimate of project costs and potential funding sources shall be developed.
- Request authority to begin process to select design professionals in accordance with Ark. Code Ann. §19-4-1701 and §19-4-1717
- Request authority to select appropriate delivery method: design-bid-build, or negotiated construction and design contract.

- President considers staff recommendations and submits his recommendation to the Board of Trustees.
- Board of Trustees considers the President=s recommendations for project concepts, project delivery method and funding sources and either approves, rejects or modifies the request to meet their requirements.
- The Board of Trustees will consider and approve the issuance of any bond debt or loans necessary to fund capital projects.

- For projects with a total cost of less than \$150,000, the Board of Trustees authorizes the President to hire design professionals, if necessary, to solicit bids and to make contract awards in accordance with law.



### **“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:

- Agreement between the University of Central Arkansas and Aramark Educational Services, LLC;
- Agreement between the University of Central Arkansas and \_\_\_\_\_ for construction of a student recreational field; and

- Agreement between the University of Central Arkansas and CORCO Construction for renovations to Old Main (restroom facilities).

The following resolution was unanimously adopted upon motion by Bunny Adcock with a second by Bobby Reynolds:

**“BE IT RESOLVED: That the Board of Trustees authorizes the administration to enter into the 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

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**SUMMARY**

1. **Parties:** University of Central Arkansas and Aramark Educational Services, LLC, a Delaware limited liability company (“Aramark”).
2. **Purpose:** Food Service Agreement.
3. **Term:** The University entered into a contract with Aramark, effective June 1, 2012, that is renewable for up to ten years (inclusive of the initial year of the contract), expiring on June 30, 2022
4. **University Funds to be paid:** Under the terms of the contract, Aramark and UCA shall mutually agree upon an appropriate increase to the board plan rates as set forth within the contract, using the most recent December Consumer Price Index for All Urban Consumers (CPI-U), Food Away from Home, as a guideline. In the event the CPI-U is equal to or greater than 3%, Aramark is entitled to a minimum board plan rate increase of 3.5%. If the CPI-U is less than 3%, the rate will be negotiated.

The December 2012 CPI-U was 2.5%, which allows for the negotiation of the board plan rate. The rate agreed upon by both parties is 2.75%.

5. **Funds Received:** No revisions.
6. **Public Bid/Purchasing Approval:** N/A.
7. **Special Provisions/Terms/Conditions:** None.

8. Approval/Notification to UCA Foundation: None.

NOTE: In addition, the Student Government Association passed a resolution requesting the reduction of the number of board plans. Those changes were considered in the negotiations with Aramark and are reflected in the attached schedule.

There are no additional revisions to the contract.

Form prepared by: Katie Henry, Interim General Counsel

Date: February 8, 2013

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

**Policy Number: 416**

Subject: Aramark Food Services contract rates

Date Adopted: 3/94 Revised: Passim (most recent 4/12)

TERM	2013-14	2012-13 (Current)	Change	%
<b>Fall &amp; Spring</b>				
<i>Semester Meal Rates</i>				
Total Access with \$50 DCB	\$7.61	(\$7.41)	\$0.20	2.70%
Any 15-meals per week with \$100 DCB	\$7.13	(\$6.94)	\$0.19	2.74%
Senior Plan 75 Block + \$500 DCB	\$4.40	(\$4.28)	\$0.12	2.80%
220 Block Plan with \$50 DCB	\$8.45	(\$8.22)	\$0.23	2.80%
140 Block + \$160 DCB	\$6.53	(\$6.36)	\$0.17	2.67%
<b>Overall Average Per Meal Rate Increase</b>				<b><u>2.74%</u></b>
GROUP	Meal	2013-14	2012-13 (Current)	Change
<b>Causal Meals</b>				
Causal Meals	Breakfast*	\$7.16	(\$6.97)	\$0.19
	Brunch*	\$8.86	(\$8.62)	\$0.24
	Lunch*	\$9.63	(\$9.37)	\$0.26
	Dinner*	\$10.26	(\$9.99)	\$0.27
<b>Overall Average Causal Meal Rate Increase</b>				<b><u>2.75%</u></b>
<b>Summer Camp Causal Meals</b>				
Summer Camp Causal Meals	Breakfast*	\$4.95	(\$4.82)	\$0.13
	Brunch*	\$6.03	(\$5.87)	\$0.16
	Lunch*	\$6.03	(\$5.87)	\$0.16
	Dinner*	\$6.03	(\$5.87)	\$0.16
<b>Overall Average Summer Camp Meal Rate Increase</b>				<b><u>2.72%</u></b>

## UNIVERSITY OF CENTRAL ARKANSAS

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

Contract involving more than \$250,000

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### **SUMMARY**

At the December 2012, Board of Trustees meeting, the Board approved the development and construction of a student recreational field. The project will allow for two (2) flag football games to be held side-by-side with a thirty (30) foot run-off area. The field will be lighted and utilize irrigated natural turf.

The construction project was advertised, and the bid-opening date was February 21, 2013. The apparent low bidder for the project was Shields & Associates, with a construction bid of \$128,000, and an additional \$1,200 for trenching and \$16.00 per cubic yard for undercut and fill work. A & B Dirt Movers submitted the next lowest bid, with a construction bid of \$146,562, and an additional \$1.00 for trenching and \$15.00 per cubic yard for undercut and fill work.

The bid submitted by Shields and Associates was more than 10% below A & B Dirt Movers. Therefore, on February 21, 2013, the purchasing director requested that Shields & Associates review its bid documents and determine if the bid price was correct for the terms, conditions, labor and materials required to complete a quality project as specified in the bid documents. If Shields & Associates determines that its bid prices were incorrect, UCA will allow Shields & Associates to rejects its bid, and the contract will be awarded to A & B Dirt Movers. Shields & Associates has five (5) calendar days to reply to UCA. The chart below summarizes the two bids:

Please note that for many years, the area where the recreational fields will be located was used to dump leaves and debris and to burn materials. The University anticipates that, as a result of this prior use, significant undercut and backfill will be necessary. The estimated cost of the undercut and backfill is \$100,000, but this amount could vary depending on the conditions of the construction area.

In addition, the University will utilize a multi-state purchasing agreement, known as Tips and Taps, for the lighting of the recreational fields. The lighting contractor will be Techline Sports Lighting Company, and the cost of the lighting will be \$155,309.98.

The chart below summarizes the two bids:

Contractor:	Construction Bid	Trenching	Undercut Backfill	Lighting	Total
Shields & Associates	\$128,000.00	\$1,200.00	\$16.00/cubic yard (Est. \$100,000)	\$155,309.98	\$384,509.98
A & B Dirt Movers	\$146,562.00	\$1.00	\$15.00/cubic yard (Est. \$100,000)	\$155,309.98	\$401,872.98

**“BE IT RESOLVED: That the Board of Trustees hereby authorizes the President and other officers of the University to enter into and execute any and all contracts, documents and agreements to construct the student recreational fields, as more particularly described above, but provided however, that the total project cost shall not exceed the sum of \$500,000.00, unless such excess is approved by the Board of Trustees.”**

## UNIVERSITY OF CENTRAL ARKANSAS

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

Contract involving more than \$250,000

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### SUMMARY

1. **Parties:** University of Central Arkansas and CORCO Construction, Little Rock, Arkansas.
2. **Purpose:** Currently, Old Main does not have restrooms on the first floor, and funds from the Arkansas Natural and Cultural Resources Council (“ANCRC”) grant (along with funds from the University) will be used to add two restrooms, as well as an accessible ramp for entry into Ida Waldran auditorium. The additional restrooms, together with the newly renovated auditorium, will create a space that is more appropriate for classes, small conferences and summer camps.

The restroom facilities will be located on each side of Ida Waldran auditorium. This space is currently used for storage and the Oxford American offices. The offices for Oxford American will be relocated to a university-owned house at 405 Western, a space comparable in size to the existing offices.

- Stocks Mann is providing the architectural and engineering designs as the on-call architect. Attached is a floor plan of the proposed project, which shows the location of the restrooms and the accessible ramp for entry into the auditorium.
3. Term: The estimated start date for the project is March 18, 2013, with a completion date of August 15, 2013.
  4. University Funds to be paid: The University received a grant in the amount of \$152,000 from the ANCRC for renovations to Old Main. The University has matched the grant with \$150,000, providing a total of \$302,000 for the project. This is the third grant the University has received from the ANCRC for Old Main renovations (\$64,000 was received as a planning grant for the renovation plan and \$300,000 was received for the renovation of Ida Waldron Auditorium).
  5. Funds Received: N/A
  6. Public Bid/Purchasing Approval: The construction project was advertised on January 29, 2013, and the bid-opening date was February 21, 2013. The low bidder for the project was CORCO Construction, with a construction bid of \$199,000.00 and \$100.00 for trenching.
  7. Special Provisions/Terms/Conditions: None.
  8. Approval/Notification to UCA Foundation: None.

Form prepared by: Katie Henry, Interim General Counsel

Date: February 21, 2013

**“Honorary Degrees” – Board Policy No. 363** - The Honorary Doctorate is the highest academic honor awarded by the University. It is bestowed in recognition of outstanding contributions to society through intellectual, professional, scientific, artistic, or public service efforts. In granting an honorary degree, the University of Central Arkansas acknowledges excellence and provides an example to members of the University community.

The Honorary Doctorate of Science to be awarded to Robert E. “Bob” Bailey, and the Honorary Doctorate of Public Service to be awarded to Lt. Col. William Leon Russell have been approved by all appropriate committees and administrators.

The following resolution was unanimously adopted upon motion by Kay Hinkle with a second by Bobby Reynolds:

**Resolution for Robert E. “Bob” Bailey**

WHEREAS, Robert E. Bailey graduated from UCLA in 1959 with a Bachelor of Science (BS) in Zoology; and

WHEREAS, Robert E. Bailey was the first Director of Animal Training for the United States Navy in 1962 and in that capacity directed studies on the hydrodynamics of dolphin movement, dolphin communication, and the development of behavioral, physiological, and nutritional norms for a variety of aquatic animals, including dolphins, seals, and sea lions; and

WHEREAS, Robert E. Bailey completed the first open-ocean dolphin release-and-recovery program in 1965 and published the methods used in this project (Bailey, 1965); and

WHEREAS, Robert E. Bailey, along with his wife, Marian Breland Bailey, trained over 140 species of animals during his over 50 year career in animal behavior and training; and

WHEREAS, Robert E. Bailey served as Director of Research, Vice President, and General Manager, and President of Animal Behavior Enterprises (ABE) of Hot Springs, Arkansas, that operated the IQ Zoo, Animal Wonderland, and other animal entertainment ventures in the United States and abroad; and

WHEREAS, Robert E. Bailey has over 50 presentations to professional organizations or scholarly publications; and

WHEREAS, Robert E. Bailey's work is featured in the popular DVD series, *The Fundamentals of Animal Training by Bob Bailey*; and

WHEREAS, Robert E. Bailey is recognized as one of the world's foremost experts in animal behavior and animal training;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the University of Central Arkansas does hereby confer the honorary Doctor of Science (Sc.D.) degree to Robert E. "Bob" Bailey; and be it further

RESOLVED, that these resolutions be made a part of the minutes of the University of Central Arkansas Board of Trustees meeting, February 22, 2013.

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Chairman of the Board of Trustees

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Secretary of the Board of Trustees

**Honorary Doctorate**  
**Resolution for Lt. Col. William Leon Russell**

WHEREAS, Lt. Col. William Leon Russell attended Arkansas State Teachers College (now UCA) and played varsity football from 1937 to 1940, while being enlisted in the Arkansas National Guard;

WHEREAS, Lt. Col. William Leon Russell's unit was activated in 1940, and he served in the 153<sup>rd</sup> Infantry, Company C, at Ft. Seward, Alaska, in anticipation of a Japanese invasion;

WHEREAS, Lt. Col. William Leon Russell served 18 months in the Aleutian Islands, where, in 1943, he received his first Purple Heart, and his company then proceeded to Normandy in time for D-Day, and he was wounded again during the Battle of the Bulge;

WHEREAS, Lt. Col. William Leon Russell was awarded a Silver Oak Leaf Cluster and two Bronze Oak Leaf Clusters for an equivalent of 8 Purple Hearts and was also awarded the Silver Star and the Bronze Star, among other awards, to become the most decorated soldier of the 83<sup>rd</sup> Division during World War II;

WHEREAS, Lt. Col. William Leon Russell, upon honorable discharge from the army in 1946, relocated with his wife, Gladys English Russell, to Ozark, where he was twice elected sheriff of Franklin County and served from 1947-1950, during which time he rejoined the Arkansas National Guard, which was again deployed;

WHEREAS, Lt. Col. William Leon Russell by his retirement from the military in 1965 had received additional citations and medals for the Korean War and National Defense;

WHEREAS, Lt. Col. William Leon Russell resided in Fayetteville, Arkansas, until his death in 1990 and was buried with Full Military Honors at the National Cemetery in Fayetteville;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the University of Central Arkansas does hereby confer posthumously the honorary Doctor of Public Service degree to Lt. Col. William Leon Russell; and be it further

RESOLVED, that these resolutions be made a part of the minutes of the University of Central Arkansas Board of Trustees meeting, February 22, 2013.

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Chairman of the Board of Trustees

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Secretary of the Board of Trustees

## **Board Policy Series 600 – Revisions**

Pursuant to Ark. Code Ann. §6-67-102, the Board of Trustees is charged with the management and control of the University, and has full power and authority to “...make, constitute, and establish such bylaws, rules and orders not inconsistent with law as to them seem necessary for the regulation, government and control of themselves as trustees and all officers, teachers and other persons...”

The Board of Trustees has adopted a series of policies governing certain matters and these policies are set forth in the following eight series:

Series 100 – Institutional Mission

Series 200 – Board of Trustees

Series 300 – Provost

Series 400 – Administrative Services

Series 500 – Personnel

Series 600 – Financial Services

Series 700 – Student Services

Series 800 – Athletics

Beginning in 2010, a working group (Tom Courtway, Jack Gillean, Dr. Jonathan Glenn, and Katie Henry) was appointed to undertake a review of all the Board policies. The working group reviewed the existing policies, met with members of various departments and divisions on campus, and has made recommendations to the President.

As part of this process, a new template was developed so that at the bottom of each page, the reader will see the Board policy number, the subject matter of the policy, and how many pages the policy includes.

The Board approved the revisions to Series 100 and 200 at its August 2011 meeting, Series 700 and 800 at its February 2012 meeting, and Series 300 and 500 at its December 2012 meeting.

Changes and revisions in Series 600 are presented for your consideration. Proposed revisions to Series 400 will be brought before the Board at a later date.

As with other material presented to the Board of Trustees, material to be deleted is stricken through, and material to be added is highlighted.

The following is a summary of the recommended changes:

### 1. Series 600 – Financial Services

Series 600 sets forth policies pertaining to Financial Services. The proposed changes are as follows:

- a. Policy No. 600, *Investments and Collateralizations*, has been revised to update titles; to remove references to the Federal Savings and Loan Insurance Corporation (no longer exists); to add language that includes short-term investment accounts as an investment

option for the University; to delete references to the “controller” and replace with “such other persons as authorized by the president; and to delete references to the common fund.

- b. Policy No. 600.1, Investments – The Common Fund, has been deleted. The University no longer conducts business with this investment firm.
- c. Policy No. 601, Expenditures – Official Functions, has been revised to add language that expenditures for official functions may include “student training development.”
- d. Policy No. 602, Minority Purchasing Program, has been revised to delete the “definitions” and “minority purchasing plan” sections.
- e. Policy No. 603, Collection Agencies, has been revised to add language stating that any collection costs may be added to debts owed to the university.
- f. Policy No. 604, Credit Cards, has been deleted, as this policy is no longer necessary (payment by credit card is a standard method of payment collection).
- g. Policy No. 605, Travel Reimbursement, has been revised to remove the title of “travel administrator” from approval authority (approval will be determined by the appropriate vice president).
- h. Policy No. 606, Acquisitions – Promotional Items, has been revised to state that the maximum annual expenditure for promotional items shall not exceed the amount listed in the University’s Appropriation Act.
- i. Policy No. 607, UCA Board of Trustees Fund, has no proposed revisions.
- j. Policy No. 608, Tax-Exempt Bond Issues – Post Issuance Compliance Policy, has no proposed revisions.
- k. Policy No. 609, reserved
- l. Policy No. 610, Student Aid Satisfactory Progress, has been revised to make minor wording modifications and to change the title of “Office of the Vice President for Financial Services” to “Office of Student Financial Aid.”
- m. Policy No. 611, Student Credit, has been revised to update the title of vice president for finance and administration and to add that a student who does not meet the terms of a credit agreement may be denied university services (including transcript services,

viewing of grades, suspension of meal plan, removal from university housing and other matters).

- n. Policy No. 612 Student Withdrawal and Refund, has been revised to change the title to “Financial Adjustments for Schedule Changes and Withdrawals”; to update the definition of “Regular Class Day”; to reorganize the policy for clarification purposes; to add a section for an appeals process; and to add a section for housing adjustments.
- o. Policy No. 613, Fee Payment Deadline for Pre-registered Students, has been deleted (this information is available on the University’s website).
- p. Policy Nos.614-619, reserved
- q. Policy No. 620, Guidelines for Awarding Academic and Performance Scholarships, has been revised to update the title of “dean of undergraduate studies” to “vice president for enrollment management”; to change the title of “director of admissions” to “director of financial aid”; and to update the title of “vice president for financial services” to “vice president for finance and administration.”
- r. Policy No. 621, Fee Waiver – Military Personnel, has been revised to cap the total benefit of the military personnel fee waiver at 100% of general registration and mandatory fees.
- s. Policy No. 622, Fee Waiver – Miscellaneous, has been revised to update the title of “cooperating teacher” to “mentor teacher”; to allow the Dean of the College of Education to allow exceptions to the requirement that the three hours of fee waiver be used within one calendar year following the end of the semester in which they are earned; to delete the requirement that the fee waiver must be used to enroll in a special graduate level course designed to assist the teacher in supervising student teachers; and to delete unnecessary language.
- t. Policy No. 623, Fee Waiver – Employees, has been revised to delete a reference to the “AAGE test fee,” as the university no longer charges this fee.
- u. Policy No. 624, Authorization to Open Bank Accounts and Execute Signature Cards Page, has been revised to update the title of “vice president for financial services” to “vice president for finance and administration.”
- v. Policy Nos. 625-629, reserved
- w. Policy No. 630, Fees – General Registration and Others, has been revised to change the title to “Fees—**Mandatory** General Registration and Others”; to remove the tuition and

fees amounts from the policy; to add language stating that the mandatory general registration and other fees must be presented to the Board of Trustees annually, no later than the May meeting of the Board, and if approved, will become effective the following semester; and to add language stating that the approved schedule will be included in the official Board minutes, on the University's website, and in the University's budget book.

- x. Policy No. 631, Fees, Continuing Education, has been revised to change "technology fee" to "online technology fee."
- y. Policy No. 632, Fees – Room and Board, has been revised to remove the room and board rates from the policy; to add language stating that room and board rates shall be presented to the Board annually, no later than the February meeting of the Board, and if approved, will become effective the following fall semester; and to add language stating that the approved schedule will be included in the official Board minutes, on the University's website, and in the University's budget book.
- z. Policy No. 633, Food Service Contract, has been deleted, as this contract will be approved pursuant to Board Policy No. 416, *Contract Review Procedures*.
- aa. Policy No. 634, Fees – General Administration, has been revised to remove the amounts of the fees from the policy; to add language that the University charges certain fees for instruction and services needed to support instruction; to add language that if any additions, deletions, or revisions to the list or amounts of the fees are necessary, those changes shall be presented to the Board for approval; to add that the approved schedule (setting forth the name of fee and amount of fee) shall be documented in the minutes of the Board meeting and set forth on the University's website.
- bb. Policy No. 635, Fees – International Programs, has been revised to update the title of "International Programs" and "International Affairs" to "International Programs."
- cc. Policy No. 636, Fees – Music Department, has been deleted, and the content has been moved to Policy No. 639.
- dd. Policy No. 637, Fees – Child Study Center, has no proposed revisions.
- ee. Policy No. 638, Fees – Student Teacher, has been deleted, and the content has been moved to Policy No. 639.
- ff. Policy No. 639, Fees – College Specific Fees, has been revised to change the title to "Fees – Other Instructional Fees"; to remove the amounts of the fees from the policy; to add language that if any additions, deletions, or revisions to the list or amounts of the fees are necessary, those changes shall be presented to the Board for approval; to add

language that the approved schedule (name of fee and amount of fee) shall be documented in the minutes of the Board meeting and set forth on the University's website; and to add fees for College of Education (Policy No. 638), College of Fine Arts and Communication (Policy No. 638), Honors College (Policy No. 651), and Natural Sciences and Mathematics laboratory fee (Policy No. 649).

- gg. Policy No. 640, Fees – Library Usage/Lost Book, has been deleted as library usage and lost book fees will be determined by the Director of the Library.
- hh. Policy No. 641, reserved
- ii. Policy No. 642, Fees – Small Business Advancement national Center Satellite Transmission, has been deleted as this information is covered by Policy No. 400, *University Facilities—Scheduling, Use and Rental*.
- jj. Policy Nos. 643-644, reserved
- kk. Policy No. 645, Fees – Baum Gallery Traveling Exhibits, has no proposed revisions.
- ll. Policy No. 646, Fees-Reynolds Performance Hall Box Office, has been revised to update the title of “manager of Reynolds Performance Hall” to “director of UCA public appearances”; to add a reference to Board Policy No. 416; and to clarify that the director may negotiate contracts (not enter into contracts).
- mm. Policy No. 647, Fees – Health, Physical Education, Recreation (HPER) Center and Farris Center Pool, has a minor clerical revision.
- nn. Policy No. 648, reserved
- oo. Policy No. 649, Fees – Natural Sciences and mathematics Laboratory Fee, has been deleted, and the content has been moved to Policy No. 639.
- pp. Policy No. 650, Fee – Disciplinary Sanctions, has minor clerical revisions.
- qq. Policy No. 651, Fees – Honors College Participation Fee, has been deleted, and the content has been moved to Policy No. 639.
- rr. Policy No. 652, Fees – Testing Services, has no proposed revisions.
- ss. Policy No. 653, Extracurricular Camps, has been revised to add that the Athletic Director may present a financial report (with regard to an athletic camp) to the Board of Trustees.

tt.      Policy Nos. 654 – end, reserved

The following resolution was unanimously adopted upon motion by Elizabeth Farris with a second by Bobby Reynolds:

**“BE IT RESOLVED: That the Board of Trustees approves the following revisions to Series 600 of the Policies of the Board of Trustees of the University of Central Arkansas as attached to this resolution, and the changes set forth in revised Series 600 shall be effective from and after this date.”**

## **Financial Services - 600.00**

- 600 Investments and Collateralization
- 600.1 Investments - The Common Fund
- 601 Expenditures - Official Functions
- 602 Minority Purchase Program
- 603 Collection Agencies
- 604 Credit Cards (Reserved)
- 605 Travel Reimbursement
- 606 Acquisitions - Promotional Items
- 607 Board of Trustees - University Improvement-Fund
- 608 Tax-Exempt Bond Issues—Post Issuance Compliance Policy
- 609 (Reserved)
- 610 Student Aid Satisfactory Progress
- 611 Student Credit
- 612 ~~Student Withdrawal & Refund~~ Financial Adjustments for Schedule Changes and Withdrawals
- 613 ~~Fee Payment Deadline for Pre-registered Students~~ (Reserved)
- 614-619 (Reserved)
- 620 Guidelines for Awarding Academic and Performance Scholarships
- 621 Fee Waiver - Military Personnel
- 622 Fee Waivers - Miscellaneous
- 623 Fee Waiver - Employees

624	Authorization to Open Bank Accounts and Execute Signature Cards
625-629	(Reserved)
630	Fees – <b>Mandatory General Registration and Others</b>
631	Fees – Division of Outreach and Community Engagement
632	Fees – Room and Board
633	<del>Food Service Contract</del> <b>(Reserved)</b>
634	Fees – General Administrative
635	Fees – <del>International Programs</del> <b>Engagement</b>
636	<del>Fees – Music Department</del> <b>(Reserved)</b>
637	Fees – Child Study Center
638	<del>Fees – Student Teacher</del> <b>(Reserved)</b>
639	Fees – <del>College Specific</del> <b>Other Instructional Fees</b>
640	<del>Fees – Library Usage Fee/Lost Book Fee</del> <b>(Reserved)</b>
641	(Reserved)
642	<del>Small Business Advancement National Center Satellite Transmission Fees</del> <b>(Reserved)</b>
643-644	(Reserved)
645	Fees – Baum Gallery Traveling Exhibits
646	Fees – Reynolds Performance Hall Box Office
647	Fees – Health, Physical Education, Recreation (HPER) Center and Farris Center Pool
648	<b>(Reserved)</b>
649	<del>Fee – College of Natural Science and Mathematics Laboratory Fee</del> <b>(Reserved)</b>

650 Fees – Disciplinary Sanctions

651 Fees—Honors College Participation Fee (Reserved)

652 Fees - Testing Services

653 Extracurricular Camps

654-end (Reserved)

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 600

Subject: Investments and Collateralizations

Date Adopted: 12/812/88 Revised: 02/00, 11/01, 02/13

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**1. INVESTMENTS**

Subject to the direction of the president, the vice president for ~~Financial and Administrative Services~~ finance and administration shall be responsible for the management of the cash assets of the University of Central Arkansas. The vice president ~~for finance and administration, or in his absence the Controller or such other persons as authorized by the president,~~ is authorized and directed to invest all funds not needed to meet current cash flow requirements.

In investing university funds, the University shall seek to obtain the highest possible rate of return, with due consideration given to the dollar yield after taking into account the date of maturity, date the funds will be needed, the interest rate quoted, and the default risk factor of the investment.

- a. The University may invest in certificates of deposit with a depository institution that is a member of the Federal Deposit Insurance Corporation ("FDIC") ~~or the Federal Savings and Loan Insurance Corporation~~, provided that all invested monies in excess of the FDIC/FSLIC limit be collateralized according to the requirements of the University's collateralization policy.

Before investing in certificates of deposit, a formal bid shall be required from depository institutions. The institution submitting the highest stated rate of interest and complying with the collateralization and other investment requirements will be awarded the bid. In the event the highest rate offered results in a tie, the bid will be awarded at the discretion of the vice president of ~~Financial and Administrative Services~~ finance and administration based on which institution currently holds the investment and/or other objective methods, which are in the best interest of the University.

- b. The University may invest in Treasury Bills or other direct and fully guaranteed obligations of the United States and its agencies. However, funds may also be invested to enhance the investment productivity of endowment, donated, and other funds as follows:
  - i. The University may invest endowment and other funds with an investment management service ~~such as the Common Fund~~, that provides asset allocation assistance for colleges and universities. Under this service the funds chosen for

investment will be limited to obligations of the United States; Federal agency obligations; domestic and foreign bank certificates of deposit; commercial paper; high quality stocks and bonds; Euro-dollar obligations of U.S. banks; and repurchase agreements.

- ii. The University may invest cash or other gifts donated to the University directly in fully guaranteed obligations of the United States or its agencies; in high quality stocks and bonds; or in other equities and interests.

In order to facilitate in the management of university investments, the president is authorized to enter into the appropriate agreements with investment management services or brokers. In all investment transactions, the University's priority will be in the safety, liquidity, and control of its invested cash.

- c. The University may also invest in a short-term investment service with a depository institution that is a member of the FDIC, provided that all invested monies in excess of the FDIC limit are collateralized according to the requirements of the University's collateralization policy.

Before investing in said service, a formal bid must occur. The institution that submits the highest stated rate of interest, complies with the above-stated collateralization policy, and provides liquidity within 24-hours will be awarded the bid.

## 2. COLLATERALIZATIONS

In order to assure the security of the University's of Central Arkansas' demand deposit accounts and its investments, the University's monies shall be fully, and continuously, collateralized whenever such investments/deposits exceed the limits of FDIC Federal Deposit Insurance Corporation/Federal Savings and Loan Insurance Corporation or other insurance. Pledged collateral for the University's deposits/investments must meet the following minimum requirements:

- a. The vice president for Financial and Administrative Services finance and administration will have authority to enter into a collateral agreement with depository institutions and custodian banks which conforms to the collateral requirements stated in this resolution.
- b. Pledged security shall be placed in a custodian bank's trust department and a safekeeping receipt shall be issued to the University, or if an irrevocable standby letter of credit is chosen, then the letter shall be sent to the University's vice president for Financial and Administrative Services finance and administration. The receipts or letter shall be imprinted with the notice that the security is pledged to the University of Central Arkansas.
- c. The custodian shall deliver the pledged security to the University upon the sole order of the University's vice president for Financial and Administrative Services

**finance and administration** when supported by a verified certificate of the FDIC/FS LIC certifying under seal that the depository institution has failed or refused to pay all or a portion of the deposit due the University by the depository institution and that under the terms of the pledge agreement executed by the depository institution the University is entitled to delivery of the security described in the receipt(s) or the proceeds thereof. Otherwise, the security shall be delivered only upon the written order and instructions of the University's vice president for ~~Financial and Administrative Services~~ **finance and administration** and depository institution.

- d. Eligible security for deposits must consist of the following: direct obligations of the United States Government; obligations of agencies and instrumentalities created by act of the United States Congress and authorized thereby to issue securities or evidences of indebtedness; bonds of the University of Central Arkansas and; general obligations of the State of Arkansas and Arkansas municipalities and political subdivisions with a Standard & Poor's and/or Moody's rating of at least "A"; an irrevocable standby letter of credit issued by a Federal Home Loan Bank.
- e. All pledged security shall be valued at market (not par) value, and the aggregate must be equal to at least 110% of the deposits/investments. However, in instances where the president deems it to be in the best interest of the University, he **or she** is authorized to require the security be not less than 100% of the deposits/investments. The collateral is to be adjusted immediately by the depository institution when its market value falls below the minimum percentage requirements.
- f. Failure to maintain the minimum collateral requirements may jeopardize the future banking relationship between the University and the depository institution.
- g. The vice president for ~~Financial and Administrative Services~~ **finance and administration**, ~~or in his absence the Controller~~ or such other persons as authorized by the president, has the right to accept or disallow specific security offered by the depository institution as pledged collateral. In no event shall the acceptance conflict with the University's minimum collateral standards as stated herein.
- h. The depository institution shall provide a monthly pledge report detailing the pledged security, their respective market value, and ratings (Standard & Poor's and/or Moody's). This report shall be furnished by the 10th working day of the following month.
- i. Responsibility for the University's adherence to this policy rests with the vice president for ~~Financial and Administrative Services~~ **finance and administration** with the assistance of ~~the Controller~~ **such other persons as authorized by the president**. The Internal Auditor has the responsibility to monitor compliance.

The collateral requirements as stated above shall not apply to: (a) investments with investment management services such as the Common Fund; or (b) equity investments representing funds donated to the University from private sources.

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

Policy

Number: 600.1

Subject: Investments – The Common Fund

04/95

Date Adopted: \_\_\_\_\_ Revised: \_\_\_\_\_

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1. ~~The University of Central Arkansas shall become a member of the Common Fund for nonprofit organizations ("The Common Fund"), a New York membership corporation, pursuant to the constitution, by laws and rules of the Common Fund, thereby becoming entitled to invest in the various investment funds established and maintained or sponsored by the Common Fund.~~
2. ~~To authorize the person holding the office of Vice President for Financial Services, referred to herein as an authorized person, to act on behalf of and in the name of the institution in matters relating to the Common Fund and, in particular, to specify to the Common Fund the investment fund(s) of the Common Fund in which assets of the institution should be invested or to which they should be transferred, to specify the distribution option or options applicable to such investments, to withdraw all or any portion of the assets from any one or more of the investment funds, to make representations and warranties and to extend covenants binding upon the institution, and generally to conduct affairs with the Common Fund on behalf of the institution, subject, however, to the understanding that any withdrawal shall be limited to a remittance by the Common Fund to a bank or other depository institution for credit to an account of the institution.~~
3. ~~To authorize the Vice President for Financial Services, (a) to designate one or more additional persons, who may or may not be officers of the institution, to act for and on behalf of the institution as if directly authorized pursuant to paragraph 2 hereof, and (b) to certify to the Common Fund, and, in the case of the short term fund, to Corestates Bank, N.A., as trustee (The "Trustee") the identity and the authenticity of the signatures of the persons so designated. Persons so designated are each intended to be included in references in later paragraphs of this resolution to authorized persons.~~
4. ~~This resolution shall supersede prior resolutions concerning the subject matter hereof to the extent inconsistent herewith and shall continue in full force and effect until written notice of any amendment or rescission hereof has been received by the Common Fund, and, in the case of the short term fund, The Trustee.~~

5. The secretary of the Board of Trustees or any one of the authorized persons designated herein or pursuant hereto may certify to the Common Fund and to The Trustee and to any affiliate of either, as to the adoption of this resolution and the text hereof and as to the identity and authenticity of the signatures of each person authorized in paragraph 2 and pursuant to paragraph 3 to exercise one or more of the powers conferred herein. Such certification as to identity and authenticity may be made on fund transfer agreements or money transfer agreements or otherwise. The Common Fund and The Trustee shall be entitled as against the institution to presume conclusively that the persons so certified shall continue to be authorized to act on behalf of the institution until otherwise notified in writing by an authorized person.

Each authorized person listed in paragraph 2 is authorized to enter into a trust agreement (The "Trust Agreement") with The Trustee for the purpose of arranging for the management of that portion of the institution's funds that are normally invested in short to intermediate term fixed dollar securities. Each authorized person may from time to time transfer such funds to The Trustee with the understanding that the Trustees will invest the funds, in accordance with the terms of the trust agreement, in the Common Fund for short term investments (The "Short Term Fund"), under the terms set forth in the plan dated September 9, 1974, as amended, such funds, as so deposited, being referred to herein as the "Trust Fund." Each authorized person is authorized, in respect of the institution's investments under the trust agreement, to make contributions to, and withdrawals from, the Trust Fund, and to give instruction to, and otherwise to effect transactions with the Trustee, subject, however, to the understanding that any withdrawal of funds shall be limited to a remittance by the Trustee to a bank or other depository institution for credit to an account of the institution.

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

Policy  
Number: 601

Subject: Expenditures – Official Functions

Date Adopted: 10/810/85 Revised: 02/13

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1. No expenditure charged under the heading of Official Functions can be incurred without the prior approval of the president of the University.
2. Those activities for which expenditures under the heading of Official Functions are incurred would be expected to involve at least one of the following objectives:
  - a. Staff development;
  - b. University advancement;
  - c. Activities of the Board of Trustees in fulfilling its responsibilities;
  - d. Faculty and/or student recruitment;
  - e. Faculty and/or student orientation; or
  - f. **Student training development.**

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 602

Subject: Minority Purchasing Program

Date Adopted: 12/912/91 Revised: 02/13

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**Policies and Goals:**

The University of Central Arkansas, ~~hereafter called the "University" or "UCA"~~, acknowledges and supports the policy of the State of Arkansas to support equal opportunity, as well as economic development in every sector. The University of Central Arkansas recognizes that it is the purpose of Act ~~698 of 1991~~ 1222 of 2009, to support to the fullest, all possible participation of firms owned and controlled by minority persons in all state-funded programs and in the purchase of goods and services for the University. The University hereby commits to use minority businesses, as defined by the State of Arkansas, in contracting to the maximum extent feasible. An annual procurement goal of ten percent (10%) of business with minority businesses each year is hereby established. The University shall, within the limits of state statutes and regulations, pursue the award of a fair share of all contracts with minority businesses and shall encourage and assist minority businesses in the methods of doing business with the University.

**Definitions:**

1. ~~"Advisory Council" or "council" means the Advisory Council to the Division of Minority Enterprise created under Arkansas Code 15-4-303;~~
2. ~~"Division" means Minority Business Development Division of the Arkansas Industrial Development Commission;~~
3. ~~"Director" means Director of the Minority Business Development Division of the Arkansas Industrial Development Commission;~~
4. ~~"Exempt" and "non-exempt" means goods and services classified as either exempt or non-exempt for the purpose of administering this program as shall be determined by the Office of State Purchasing and the Division of Minority Business Development submitted to the Advisory Council for their review and consideration for the purpose of Act 698 of 1991;~~
5. ~~"Minority" means a black citizen or black lawful permanent resident of the state of Arkansas;~~
6. ~~"Procurement" means buying, purchasing, renting, leasing, otherwise acquiring any goods or services;~~

- ~~7. "State Agency" means all departments, offices, boards, commissions and institutions of the State, including the state supported institutions of higher education;~~
- ~~8. "State Contract" means all types of state agreements, regardless of what they may be called, for the purchase of commodities and services not otherwise exempt;~~
- ~~9. "Agency Contract" means all types of agency agreements, regardless of what they may be called, for the purchase of commodities and services and for the disposal of surplus commodities and services not otherwise exempt.~~

~~The following is the plan the University of Central Arkansas will be using to implement the above policies and goals. This plan will be subject to change as regulations are promulgated by the various regulatory state agencies.~~

**Minority Purchasing Plan:**

- ~~1. A Minority Purchasing Program shall be established within the UCA Purchasing Department to administer the provisions of Act 698 of 1991.~~
- ~~2. A buyer within the UCA Purchasing Department will be designated to be the Minority Business Officer.~~
- ~~3. The UCA Purchasing Official will advise UCA departments of the minority purchasing program and encourage their participation to the fullest in assisting with meeting our goals.~~
- ~~4. The University has named Mr. Paul Totten as the coordinator for developing and administering the compliance plan and Ms. Cassandra McCuien as the Minority Business Officer for UCA.~~
- ~~5. The UCA Minority Business Office shall encourage and assist minority businesses to enroll on the minority vendor listing with the University.~~
- ~~6. UCA will maintain accurate and complete records regarding minority business procurement activity.~~
- ~~7. The Purchase Request/Order form currently being used by UCA will be revised to reflect, on the file copy, minority business data.~~
- ~~8. All requests for "small orders" will be reviewed by the Minority Business Officer to identify any goods or services that can be procured from a minority business prior to the processing of a Purchase Order.~~
- ~~9. When UCA obtains goods or services by utilizing the competitive bidding procedure, at least one of the three or more bids considered shall be solicited from a minority business if a minority business is identified which sells the type of commodity or service being procured.~~

- ~~10. The Minority Vendor List, provided by the Office of State Purchasing, will be converted to a listing by commodity and service to further assist UCA in identifying the vendor in each area.~~
- ~~11. The University will submit to the Division, the council and the Office of State Purchasing, within fifteen (15) days of the close of each six (6) month period, beginning with the period of July 1991, and ending with December 31, 1991, a report summing up total procurement for all contracts, except exempt contracts of the University awarded to minority businesses.~~

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 603

Subject: Collection Agencies

Date Adopted: 06/706/75 Revised: 02/13

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Collection agencies used by the University are authorized to utilize legal counsel when necessary for the collection of delinquent loans, student accounts, and ~~bad~~ returned checks.

In addition, any fees associated with the use of the collection agency will be added to the debt and collected in the same manner.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 604

Subject: Credit Cards

Date Adopted: 03/803/89 Revised: #####

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~~The Board authorizes the president to approve the use of credit cards as a method of paying the University for various fees and purchases of goods and services from the University.~~

~~The Division of Continuing Education is also authorized to charge a processing fee when using a credit card to for all persons enrolling in correspondence courses.~~

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 605

Subject: Travel Reimbursement

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Date Adopted: 06/806/81 Revised: 01/94\*, 12/94, 11/01, 02/13

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Individuals who travel as official representatives of the University may be reimbursed for actual lodging expenses if they exceed the authorized daily maximum. A request for actual expense reimbursement must be completed in advance of the trip and be approved by the **applicable appropriate vice president and the travel administrator**. Requests made after the trip will not be approved unless an exceptional situation has occurred and the exception is approved by the **applicable appropriate vice president and the travel administrator**.

Individuals who travel out of country as official representatives of the University may be reimbursed for actual food and lodging expenses if they exceed the authorized daily maximum. This request must be completed in advance of the trip and be approved by the **applicable appropriate vice president and the travel administrator**. Requests made after the trip will not be approved unless an exceptional situation has occurred and the exception is approved by the **applicable appropriate vice president and the travel administrator**.

\*DFA regulations.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 606

Subject: Acquisitions – Promotional Items

Date Adopted: 05/905/96 Revised: 02/13

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The maximum annual expenditure for promotional items shall not exceed the amount listed in the University's Appropriation Act for the fiscal year currently in effect.

~~The Board of Trustees approves a maximum expenditure of \$25,000 per fiscal year for promotional items. This authorization shall continue in effect in future fiscal years, until modified by the Board of Trustees.~~

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 607

Subject: Board of Trustees - University Improvement Fund

Date Adopted: 08/95 Revised: 01/12

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**Establishment of the Fund:** There is hereby established on the books of the University of Central Arkansas a fund to be known as the "Board of Trustees - University Improvement Fund."

**Purpose of the Fund:** The purpose of the fund is to provide support for university projects and educational programs as the Board of Trustees, from time-to-time, may direct consistent with the mission of the University of Central Arkansas and all provisions of Arkansas law.

**Amount of the Fund/Use of Auxiliary Revenues:** From and after July 1, 2012, it shall consist of not more than Two Hundred Thousand Dollars (\$200,000). This amount shall be budgeted for each fiscal year, and to the extent that on the last day of a fiscal year, the balance is less than \$200,000, the administration is directed to use revenues from auxiliary operations of the University to ensure that the fund balance for the next fiscal year is \$200,000. At no time shall the balance of the Fund be more than \$200,000.

**Withdrawals from the Fund:** It is the express intent of the Board of Trustees that monies in this fund shall only be used for (a) capital projects as approved by the Board of Trustees, or (b) such other projects, undertakings or expenses which the Board of Trustees deems to be in the best interests of the University of Central Arkansas and consistent with the overall educational mission of the institution. Such withdrawals under (a) and (b) shall require the affirmative vote of a majority of the members of the Board of Trustees.

In addition to the foregoing withdrawals from the fund, each calendar year the Chair of the Board shall have the authority, without the necessity of Board approval, to direct the withdrawal of not more than Twenty-five Thousand Dollars (\$25,000). Such withdrawal may be in increments or at one time, and shall be in writing, be placed in the permanent records of the University and shall be provided to the other members of the Board of Trustees. Any such withdrawals under this authority shall be consistent with the provisions of (a) and (b) above.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 608

Subject: Tax Exempt Bond Issues—Post Issuance Compliance Policy

Date Adopted: 06/106/12 Revised: \_\_\_\_\_

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**1. Statement of Purpose**

This Post-Issuance Compliance Policy (this “Policy”) sets forth specific policies of the University of Central Arkansas (the “University”) designed to monitor post-issuance compliance of tax-exempt obligations (“Obligations”) issued by the University, with applicable provisions of the Internal Revenue Code of 1986, as amended (the “Code”), and regulations promulgated thereunder (“Treasury Regulations”).

This Policy documents practices and describes various procedures and systems designed to identify, on a timely basis, facts relevant to demonstrating compliance with the requirements that must be satisfied subsequent to the issuance of Obligations in order that the interest on such Obligations continue to be eligible to be excluded from gross income for federal income tax purposes. The federal tax law requirements applicable to each particular issue of Obligations will be detailed in the arbitrage or tax certificate prepared by bond counsel and signed by officials of the University with respect to that issue. This Policy establishes a permanent, ongoing structure of practices and procedures that will facilitate compliance with the requirements for individual borrowings.

**2. General Policies and Procedures**

The following policies relate to procedures and systems for monitoring post-issuance compliance generally.

- a. The vice president of finance and administration or his or her designee (the “Compliance Officer”) shall be responsible for monitoring post-issuance compliance issues.
- b. The Compliance Officer will coordinate procedures for record retention and review of such records.
- c. All documents and other records relating to Obligations issued on behalf of the University shall be maintained by or at the direction of the Compliance Officer.
- d. The Compliance Officer will review post-issuance compliance procedures and systems on a periodic basis, but not less than annually.

### **3. Issuance of Obligations - Documents and Records**

With respect to each issue of Obligations, the Compliance Officer will:

- a. Obtain and store a closing binder and/or CD or other electronic copy of the relevant and customary transaction documents (the “Transcript”).
- b. Confirm that bond counsel has filed the applicable information report (e.g., Form 8038, Form 8038-G, Form 8038-CP) for such issue with the IRS on a timely basis.
- c. The Compliance Officer shall be aware of options for voluntary corrections for failure to comply with post-issuance compliance requirements (such as remedial actions under Section 1.141-12 of the Treasury Regulations and the Treasury’s Tax-Exempt Bonds Voluntary Closing Agreement Program) and take such corrective action when necessary and appropriate.
- d. Coordinate receipt and retention of relevant books and records with respect to the investment and expenditure of the proceeds of such Obligations with other applicable staff members of the University.

### **4. Arbitrage**

The following policies relate to the monitoring and calculating of arbitrage and compliance with specific arbitrage rules and regulations.

The Compliance Officer will:

- a. Confirm that a certification of the initial offering prices of the Obligations with such supporting data, if any, required by bond counsel, is included in the Transcript.
- b. Confirm that a computation of the yield on such issue from the University’s financial advisor or bond counsel (or an outside arbitrage rebate specialist) is contained in the Transcript.
- c. Maintain a system for tracking investment earnings on the proceeds of the Obligations.
- d. Coordinate the tracking of expenditures, including the expenditure of any investment earnings. If the project(s) to be financed with the proceeds of the Obligations will be funded with multiple sources of funds, confirm that the University has adopted an accounting methodology that maintains each source of financing separately and monitors the actual expenditure of proceeds of the Obligations.

- e. Maintain a procedure for the allocation of proceeds of the issue and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures. This procedure shall include an examination of the expenditures made with proceeds of the Obligations within 18 months after each project financed by the Obligations is placed in service and, if necessary, a reallocation of expenditures in accordance with Section 1.148-6(d) of the Treasury Regulations.
- f. Monitor compliance with the applicable “temporary period” (as defined in the Code and Treasury Regulations) exceptions for the expenditure of proceeds of the issue, and provide for yield restriction on the investment of such proceeds if such exceptions are not satisfied.
- g. Ensure that investments acquired with proceeds of such issue are purchased at fair market value.
- h. Avoid formal or informal creation of funds reasonably expected to be used to pay debt service on such issue without determining in advance whether such funds must be invested at a restricted yield.
- i. Consult with bond counsel prior to engaging in any post-issuance credit enhancement transactions or investments in guaranteed investment contracts.
- j. Identify situations in which compliance with applicable yield restrictions depends upon later investments and monitor implementation of any such restrictions.
- k. Monitor compliance with six-month, 18-month or 2-year spending exceptions to the rebate requirement, as applicable.
- l. Procure a timely computation of any rebate liability and, if rebate is due, to file a Form 8038-T and to arrange for payment of such rebate liability.
- m. Arrange for timely computation and payment of “yield reduction payments” (as such term is defined in the Code and Treasury Regulations), if applicable.

## **5. Private Activity Concerns**

The following policies relate to the monitoring and tracking of private uses and private payments with respect to facilities financed with the Obligations.

The Compliance Officer will:

- a. Maintain records determining and tracking facilities financed with specific Obligations and the amount of proceeds spent on each facility.

- b. Maintain records, which should be consistent with those used for arbitrage purposes, to allocate the proceeds of an issue and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures.
- c. Maintain records allocating to a project financed with Obligations any funds from other sources that will be used for otherwise non-qualifying costs.
- d. Monitor the expenditure of proceeds of an issue and investment earnings for qualifying costs.
- e. Monitor private use of financed facilities to ensure compliance with applicable limitations on such use. Examples of potential private use include:
  - i. Sale of the facilities, including sale of capacity rights;
  - ii. Lease or sub-lease of the facilities (including leases, easements or use arrangements for areas outside the four walls, e.g., hosting of cell phone towers) or leasehold improvement contracts;
  - iii. Management contracts (in which the University authorizes a third party to operate a facility, e.g., cafeteria) and research contracts;
  - iv. Preference arrangements (in which the University permits a third party preference, such as parking in a public parking lot);
  - v. Joint-ventures, limited liability companies or partnership arrangements;
  - vi. Output contracts or other contracts for use of utility facilities (including contracts with large utility users);
  - vii. Development agreements which provide for guaranteed payments or property values from a developer;
  - viii. Grants or loans made to private entities, including special assessment agreements; and
  - ix. Naming rights arrangements.

Monitoring of private use should include the following:

- i. Procedures to review the amount of existing private use on a periodic basis; and
- ii. Procedures for identifying, in advance, any new sale, lease or license, management contract, sponsored research arrangement, output or utility contract, development agreement or other arrangement involving private use

of financed facilities and for obtaining copies of any sale agreement, lease, license, management contract, research arrangement or other arrangement for review by bond counsel.

If the Compliance Officer identifies private use of facilities financed with tax-exempt debt, the Compliance Officer will consult with the University's bond counsel to determine whether private use will adversely affect the tax status of the issue and if so, what remedial action is appropriate. The Compliance Officer should retain all documents related to any of the above potential private uses.

## **6. Qualified Tax-Exempt Obligations**

If "qualified tax-exempt obligations" are issued on behalf of the University in any year, the Compliance Officer shall monitor all tax-exempt financings (including lease purchase arrangements and other similar financing arrangements) to assure that the \$10,000,000 "small issuer" limit is not exceeded.

## **7. Reissuance**

The following policies relate to compliance with rules and regulations regarding the reissuance of Obligations for federal law purposes.

The Compliance Officer will identify and consult with bond counsel regarding any post-issuance change to any terms of an issue of Obligations which could potentially be treated as a reissuance for federal tax purposes.

## **8. Record Retention**

The following policies relate to retention of records relating to the Obligations issued.

The Compliance Officer will:

- a. Coordinate with staff regarding the records to be maintained by the University to establish and ensure that an issue remains in compliance with applicable federal tax requirements for the life of such issue.
- b. Coordinate with staff to comply with provisions imposing specific recordkeeping requirements and cause compliance with such provisions, where applicable.
- c. Coordinate with staff to generally maintain the following:
  - i. The Transcript relating to the transaction (including any arbitrage or other tax certificate and the bond counsel opinion);
  - ii. Documentation evidencing expenditure of proceeds of the issue;

- iii. Documentation regarding the types of facilities financed with the proceeds of an issue, including, but not limited to, whether such facilities are land, buildings or equipment, economic life calculations and information regarding depreciation.
  - iv. Documentation evidencing use of financed property by public and private entities (e.g., copies of leases, management contracts, utility user agreements, developer agreements and research agreements);
  - v. Documentation evidencing all sources of payment or security for the issue; and
  - vi. Documentation pertaining to any investment of proceeds of the issue (including the purchase and sale of securities, SLGs subscriptions, yield calculations for each class of investments, actual investment income received by the investment of proceeds, guaranteed investment contracts, and rebate calculations).
- d. Coordinate the retention of all records in a manner that ensures their complete access to the IRS.
  - e. Keep all material records for so long as the issue is outstanding (including any refunding), plus seven years.

## **9. Continuing Disclosure**

Under the provisions of SEC Rule 15c2-12 (the “Rule”), underwriters are required to obtain an agreement for ongoing disclosure in connection with the public offering of securities in a principal amount in excess of \$1,000,000. Unless the University is exempt from compliance with the Rule as a result of certain permitted exemptions, the Transcript for each issue of Obligations will include an undertaking by the University to comply with the Rule. The Compliance Officer of the University will monitor compliance by the University with its undertakings, which may include the requirement for an annual filing of operating and financial information and will include a requirement to file notices of listed “material events.”

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 610

Subject: Student Aid Satisfactory Progress

Date Adopted: 06/806/81 Revised: 12/84, 05/93, 06/96, 02/97, 02/13

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The Board of Trustees hereby establishes that the Student Aid Satisfactory Progress Policy of the University of Central Arkansas will ensure fairness to all students and will be in compliance with all applicable federal guidelines adopted by the U.S. Department of Education. Otherwise, the Board of Trustees delegates the authority to establish specific procedures to ensure that students are making satisfactory progress toward the completion of their degrees to the president and/or appropriate university offices ~~his designees~~.

A copy of the procedures may be obtained from the ~~Division of Enrollment Management Office of the Vice President for Financial Services.~~

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 611

Subject: Student Credit

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Date Adopted: 09/709/76 Revised: 12/91, 05/97, 08/99, 02/13

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Upon authorization by the vice president for financial and administrative services or his vice president for finance and administration (or his/her designee), credit for registration and other fees, room, board and books beyond the established four installments per semester, will be approved only when a student's short-term financial circumstances and credit history may warrant such action. The University expects students to discharge financial responsibilities promptly and cooperatively.

Failure on the part of the student to meet the terms of the credit agreement may result in denial of university services such as registration of classes, official transcript services, viewing of grades, suspension of meal plan, removal from university housing and other matters. This may also result in etc. and may conclude in the student being administratively withdrawn from the University and possibly while remaining liable for all or part of the fees.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 612

Student Withdrawal and Refund Financial Adjustments for Schedule Changes and  
Subject: Withdrawals

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Date Adopted: 12/8/12/84 Revised: 10/92, 05/99, 08/03, 05/07, 02/08, 02/13

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**1. Definition of “Regular Class Day” Withdrawals and Refunds**

For purposes of this policy, the term “Regular Class Day” refers to each weekday that the University is open for business within a term or part of the term, whether or not the class meets on that day. Monday through Friday classes are considered regular class days. The refund period starts on the first regular class day for each semester, term, or parts of a term less than 11 weeks in duration.

**2. All Terms or Parts of a Term Greater Than 11 Weeks in Duration Fall and Spring Semesters**

Students who officially withdraw from the University or make schedule adjustments before the sixth (6<sup>th</sup>) Regular Class Day ~~for the fall and spring semesters~~ will receive a 100% reduction in the charges for registration and mandatory fees, if applicable.

Students who officially withdraw from the University or make schedule adjustments after the fifth (5<sup>th</sup>) regular class day but before 4:00 p.m. ~~on the fifteenth day of classes~~ ~~the sixteenth~~ (16<sup>th</sup>) regular class day will receive a 75% reduction in their charges for registration and mandatory fees, if applicable, based on the difference between the hours of the original class enrollment and the modified class enrollment, as follows:

~~Withdrawals: Registration and mandatory fees, if applicable, will be reduced by 75% based on the difference between the hours of the original class enrollment and the modified class enrollment.~~

~~Schedule adjustments: Students may be entitled to a 75% reduction in registration and mandatory fees, if applicable, based on the difference in the hours of the original class enrollment and their modified class enrollment.~~

~~The Post Office box rent is not refundable.~~

### **3. All Terms or Parts of a Term Less Than 11 Weeks in Duration**

Students who officially withdraw from the University or make schedule adjustments before the third (3<sup>rd</sup>) regular class day ~~for all terms or parts of a term less than 11 weeks in duration,~~ will receive a 100% reduction in the charges for registration and mandatory fees, if applicable.

Students who officially withdraw from the University or make schedule adjustments after the second (2<sup>nd</sup>) Regular Class Day but before 4:00 p.m. ~~on the fifth day of classes the sixth (6<sup>th</sup>) Regular Class Day~~ will receive a 75% reduction in their charges for registration and mandatory fees, if applicable, based on the difference between the hours of the original class enrollment and the modified class enrollment. ~~refund as follows:~~

~~Withdrawals: Registration and mandatory fees, if applicable, will be reduced by 75% based on the difference between the hours of the original class enrollment and the modified class enrollment.~~

~~Schedule Adjustment: Students may be entitled to a 75% reduction in registration and mandatory fees, if applicable, of the difference in the hours of the original class enrollment and their modified class enrollment.~~

~~The Post Office box rent is not refundable.~~

~~To meet the requirements of the Higher Education Amendments of 1998, any student who is either attending or withdrawing from the university, and is in receipt of Title IV funds: i.e., Federal William D. Ford Direct loans, Federal Perkins loans, Federal Stafford loans, Federal PLUS loans, Federal Pell grants, Federal Supplemental Educational Opportunity grants, and Federal College Work Study will, when eligible, be entitled to refunds as prescribed under the federal regulations governing these funds.~~

~~All other students who withdraw from the university, or who drop classes during a semester, intersession, or a summer term, may receive a reduction in charges, if eligible, according to the current refund policy.~~

~~Room and board may be adjusted/refunded for all students on a weekly basis according to the provisions of the housing contract.~~

~~A student may appeal the refund reduction of charges made by the Student Accounts department to the Student Refund committee. The Student Refund committee will make a recommendation based on their review of the case to the vice president for financial services, who will consider the committee's recommendation and provide a written decision to the student.~~

#### **4. Appeals**

A student may appeal the reduction of charges for registration and mandatory fees to the Administrative Withdrawal and Financial Adjustments Appeals Committee.

#### **5. Housing**

Room and board may be adjusted on a weekly basis according to the provisions of the housing contract.

The Post Office box rent is not refundable.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number:

613

Subject: Fee Payment Deadline for Pre-registered Students

Date Adopted: 08/808/89 Revised: \_\_\_\_\_

~~The earliest date which may be designated as the deadline for payment of fees by pre-registered students will be "not more than fifteen working days prior to arena registration."~~

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 620

Subject: Guidelines for Awarding Academic and Performance Scholarships

Date Adopted: 09/709/76 Revised: 12/94, 08/96, 02/13

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The Board of Trustees delegates to the president the authority to establish academic and performance scholarship levels. The following guidelines should be taken into account as scholarship levels are established.

(Athletic scholarships are governed by NCAA regulations and are not covered by this policy.)

**Philosophical Basis for Scholarships:**

The purpose of the scholarship program is to identify and support superior ability and achievement. The program is likewise a testimony to the University's dedication to education and the honoring of scholarly effort.

Students who come to the University with highly developed competencies, talents, and skills deserve to be recognized for those achievements and promise, and be provided with the opportunities to further develop their potential.

**Guidelines for Scholarship Selection:**

1. University Scholarship Committee:

- a. The committee formulates and recommends policy covering academic and performance scholarships. The committee consults with departments concerning the development and award of departmental scholarships, and with the undergraduate and graduate deans concerning the award of general university scholarships and fellowships.
- b. The membership of this committee will include three administrators appointed by the provost and five faculty members appointed by the Faculty Senate, serving rotating four-year terms. The Dean of Undergraduate Studies vice president for enrollment management serves as an ex officio voting member. The director of Admissions financial aid serves as chair and non-voting member.

2. Funding:

- a. A budget will be developed each year by the director of Admissions financial aid, working with the provost, the vice president for enrollment management Academic Services, and the vice president for finance and administration Financial Services and

~~the Dean of Undergraduate Studies.~~

- b. The amount of money allocated to all scholarships will be included in the annual University budget.
  - c. Scholarships will be grouped into two areas: academic and performance.
3. Awarding of Scholarships:
    - a. The individual directly responsible for the activity involved will have the primary responsibility for awarding scholarships in that activity. The awarding of scholarships will be the responsibility of the following:
      - i. Academic: Director of Admissions financial aid and the ~~Dean of Undergraduate Studies~~ vice president for enrollment management.
      - ii. Performance: Department chairman in which the activity falls.
    - b. The director of Admissions financial aid, the ~~Dean of Undergraduate Studies~~ vice president for enrollment management and the department chair for the performance scholarships will be responsible for preparing appropriate student application forms and developing appropriate criteria for selection and renewal ~~for of~~ of the performance scholarships. Student application forms and criteria for selection and renewal will be reviewed by the University Scholarship Committee.

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

Policy

Number: 621

Subject: Fee Waiver – Military Personnel

Date Adopted: 08/008/04 Revised: 02/13

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The University waives 25% of general registration and fees, not to exceed \$1,300 per academic year, for members of the following Arkansas military units: Army National Guard, Air National Guard, Army Reserve, Navy Reserve, Marine Reserve, Coast Guard Reserve and Air Force Reserve. The total aid provided by ~~the applicable unit~~ this waiver when combined with the ~~waiver~~ total general registration and mandatory fee aid provided by the military unit and other military benefits, and any other scholarship or waiver provided by UCA will not exceed 100% of general registration and mandatory fees.

Eligibility for this fee waiver will be determined based upon certification by the administrators of the various guard and reserve units. Eligible military personnel must also meet all university requirements.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 622

Subject: Fee Waiver – Miscellaneous

Date Adopted: \_\_\_\_\_ Revised: \_\_\_\_\_

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**Members of Student Government Association**

(Adopted 12/75, Revised 6/96, 8/00, 8/01, 12/05, 11/08)

The Board of Trustees authorizes a scholarship equal to one-half of tuition and fees and full room (double-occupancy rate if residing in university housing) and board (19-meal plan) charges each fall, spring, summer I and summer II semester for the Student Government Association positions of Executive Vice President, Vice President of Finance, and Vice President of Operations; and the Student Activities Board President during their term of office.

The Board of Trustees also authorizes a scholarship equal to full tuition and fees and full room (double-occupancy rate if residing in university housing) and board (19-meal plan) charges each fall, spring, summer I and summer II semester for the Student Government Association president during his/her term of office.

The fee waiver is available to the summer executives serving by appointment in the place of the elected executive officers.

If in any fall or spring semester the Student Government Association executives have reached scholarship stacking as defined by Ark. Code Ann. § 6-80-105, the Board of Trustees authorizes a stipend equal to \$1,500 for the positions of executive vice president, vice president of finance, and vice president of operations; and the Student Activities Board president during their term of office and a stipend equal to \$2,000 for the position of executive president during his/her term of office.

**Governors of Boys and Girls State**

(Adopted 02/65)

A four-year fee remission scholarship is established for the governors of Boys State and Girls State.

**Cooperating Mentor Teachers**

(Adopted 03/86, 08/00, 02/13)

The University of Central Arkansas will provide three hours of fee waiver (registration and mandatory fees) to a teacher who serves as a ~~cooperating~~ mentor teacher in any semester. These hours must be used within one calendar year following the end of the semester in which they are

earned, unless the Dean of the College of Education allows an exception. The hours are not transferable. A cooperating teacher must use the first three hours of tuition waiver earned to enroll in a special graduate level course designed to assist the teacher in supervising student teachers. There is no requirement that the course be taken as a part of a degree program. Following completion of that course, the cooperating teacher would be eligible to use any additional hours earned as he or she desires.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 623

Subject: Fee Waiver – Employees

06/67, 06/68, 11/68, 11/72, 03/73, 09/75, 01/77,  
08/77, 06/83, 06/84, 12/85, 04/87, 08/91, 08/91,  
04/95, 06/96, 02/97, 08/97, 05/98, 10/98, 05/00,

Date Adopted: 04/604/67 Revised: 10/02, 08/03, 12/05, 05/08, 07/08, 03/09, 02/13

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**Undergraduate and Graduate Registration Discount Program**

As referenced in IRC Sections 117(d) and 127, UCA has established a tuition remission program for eligible employees and their spouses and dependents. The purpose of this policy is to provide guidelines for use of the fee discount program. Registration discounts are designed to support the professional educational development of UCA employees and to provide an additional opportunity for the spouses and dependents of UCA employees to attain their individual educational goals.

Costs and eligibility will be based upon the registration fee schedule in place for the semester in which the initial enrollment occurs, subject to any overall registration guides or changes adopted by the Board of Trustees. The discount on required fees applies only to the facility fee, co-op fee, ~~AAGE Test fee~~, Student Center fee, HPER fee, athletic fee, technology fee and Fine and Performing Arts fee. The discount will not apply to any future student-initiated fees. The discount may not be used in conjunction with other University fee reductions or discounts or with other University-sponsored tuition scholarships. The discount will not apply to study-abroad programs. However, the fee-waiver discount may be used in conjunction with state-funded scholarships (ADHE-administered scholarships) and/or with private scholarships and assistance

**Eligibility and Restrictions**

Only courses taken for college credit qualify for the discount.

Eligibility is restricted to full-time, benefits-eligible employees and the spouses and dependent children of those employees. Members of the Board of Trustees, their spouses and dependent children are not eligible for the fee waiver.

The fee remission for employees, spouses, and dependent children will commence with the beginning of the next semester or term after the date of employment. For example, if an employee's hire date is October 1, their fee-remission privileges will begin at the start of the spring semester.

## **Employees**

During normally-assigned work hours, employees may take no more than six (6) credit hours in the fall and/or spring semesters and no more than three (3) credit hours during each summer term.

The first three (3) credit hours taken during assigned work hours will not require any leave time. If the employee so chooses, the employee may, during the fall and spring semesters, take an additional class of up to three (3) credit hours during his/her lunch period. Time-off for courses taken during normal work hours, including the lunch period, must be approved by the employee's supervisor and department manager. Efforts should be made to schedule courses at times that will least interfere with heavy seasonal work-loads or exceptionally busy periods of the work day.

## **Children**

Children are defined as the unmarried children of benefits-eligible employees or the unmarried dependents for whom the employee is the legal guardian, who are under age 25 and who may be claimed as dependents for federal tax purposes by that employee. An employee may receive a fee waiver for a child meeting the aforementioned definition of children through and including the semester in which the child turns age 25.

## **Costs**

Employees, the spouses of employees, and/or the children of employees will pay an amount equal to twenty (20) percent of regular in-state registration and applicable eligible fees for undergraduate courses.

Employees will pay an amount equal to twenty (20) percent of the regular in-state registration and applicable eligible fees for graduate courses.

Graduate degree fee discounts are not available for spouses or children.

If an employee resigns or otherwise moves from benefits-eligible employment during a semester in which the employee, spouse and/or dependent discount is used, the employee must pay a prorated portion of the regular registration and fees represented by the period of time remaining in that semester.

## **Exceptions**

If an employee dies or becomes disabled (as determined by the University's disability insurer) during a semester in which the employee, a spouse or dependent is receiving the discount, the disabled employee and/or the surviving spouse and/or dependent will continue their eligibility as if that employee was still eligible and with all other guidelines and restrictions remaining. Spouses and dependents who are not receiving the discount at the time of the employee's death or disability will be eligible for the discount for five (5) years from the date of death or disability.

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

Policy

Number: 624

Subject: Authorization to Open Bank Accounts and Execute Signature Cards

Date Adopted: 08/908/96 Revised: 02/13

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The vice president for ~~Financial Services~~ finance and administration (or his or her ~~or his~~ designee) is authorized to enter into agreements with financial institutions for the purpose of opening accounts and ~~to execute~~ executing signature cards on behalf of the University of Central Arkansas for accounts to be established at the various financial institutions.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 630

Subject: Fees – **Mandatory General Registration and Others**

Date Adopted: 03/903/94 Revised: Passim (most recent 05/11 02/13)

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For purposes of this policy, “Mandatory General Registration and Other Fees” is defined as payment required for instruction and related services. The Mandatory General Registration and Other Fees are charged to all students; shall be presented annually to the Board of Trustees, no later than the May Board meeting; and if approved, will become effective the following fall semester. Exceptions to this requirement may be granted upon recommendation of the president and approval by the Board of Trustees.

The approved schedule shall be documented in the minutes of the Board meeting at which such approval is granted, shall be set forth on the University’s website and in the University’s budget book.

~~The current general registration and other required fees for fall 2011/spring 2012/summer 2012 15-credit hours per semester are as follows:~~

**2011-2012**

<b>UNDERGRADUATE FALL/SPRING</b>	<b>Per Hour</b>	<b>15 Hrs.</b>
General Registration	179.55	2,693.25
Athletic	47.00	255.00
Student Ctr/Recreation	4.25	63.75
Facilities Fee	9.00	135.00
HPER	7.50	112.50
Fine/Performing Arts	2.00	30.00
Cooperative Education	0.50	7.50
Technology	7.50	112.50
Library	3.00	45.00
Writing/Retention	0.35	5.25
Activity Fee	Sem.	15.50
SAB	Sem.	8.00
AAGE Testing &	Sem.	5.00
Assessment		
Publication	Sem.	6.00
Radio Station	Sem.	5.00

<del>Access and Security Health Service</del>	Sem. Sem.		<del>27.00 65.00</del>
<del>Total Per Hour and Per Sem.</del>		<del>230.65</del>	<del>3,591.25</del>
<del>Out of State (Note 1)</del>		<del>179.55</del>	<del>2,693.25</del>
<del>Out of State Total</del>		<del>410.20</del>	<del>6,284.50</del>

## 2012

<b>UNDERGRADUATE SUMMER</b>	<b>Per Hour</b>	<b>15 Hrs.</b>		
<b><u>Per Hour Fees</u></b>				
General Registration	<del>179.55</del>	<del>2,693.25</del>		
Athletic	<del>47.00</del>	<del>255.00</del>		
Student Ctr/Recreation	<del>4.25</del>	<del>63.75</del>		
Facilities Fee	<del>9.00</del>	<del>135.00</del>		
HPER	<del>7.50</del>	<del>112.50</del>		
Fine/Performing Arts	<del>2.00</del>	<del>30.00</del>		
Cooperative Education	<del>0.50</del>	<del>7.50</del>		
Technology	<del>7.50</del>	<del>112.50</del>		
Library	<del>3.00</del>	<del>45.00</del>		
Writing/Retention	<del>0.35</del>	<del>5.25</del>		
 Total Per Hour	 <del>230.65</del>	 <del>3,459.75</del>		
<b>Full Term</b>				
<b><u>Per Semester/Term Fees</u></b>				
	<b>May</b>	<b>&amp; 10 Week</b>	<b>Summer 1</b>	<b>Summer 2</b>
Access & Security (Note 2)	<del>15.00</del>	<del>15.00</del>	<del>15.00</del>	<del>15.00</del>
Health Services (Note 3)	<del>32.50</del>	<del>65.00</del>	<del>32.50</del>	<del>32.50</del>
AAGE Testing & Assessment	<del>5.00</del>	<del>5.00</del>	<del>5.00</del>	<del>5.00</del>
SAB (Student Activity Board)	-	<del>3.00</del>	<del>1.50</del>	<del>1.50</del>
Student Activity	<del>3.50</del>	<del>3.50</del>	<del>3.50</del>	<del>3.50</del>
 Total Per Semester/Term Fees	 <del>56.00</del>	 <del>91.50</del>	 <del>57.50</del>	 <del>57.50</del>

**2011-2012****ONLINE UG  
FALL/SPRING****Per Hour****15 Hrs.**

Online Registration	179.55	2,693.25
Online Fee	76.10	1,141.50
Access & Security Sem.		27.00
Health Service Sem.		65.00

Total Per Hour and Per Sem.

255.65

3,926.75

**2012****ONLINE UG SUMMER****Per Hour****15 Hrs.****Per Hour Fees**

Online Registration	179.55	2,693.25
Online Fee	76.10	1,141.50

Total Per Hour

255.65

3,834.75

**Full Term****Per Semester/Term Fees****May & 10 Week Summer 1 Summer 2**

Access & Security (Note 2)	15.00	15.00	15.00	15.00
Health Services (Note 3)	32.50	65.00	32.50	32.50

Total Per Semester/Term Fees

47.50 80.00 47.50 47.50

**2011-2012**

**GRADUATE  
FALL/SPRING**

	<b>Per Hour</b>	<b>15 Hrs.</b>
General Registration	221.25	3,318.75
Athletic	17.00	255.00
Student Ctr/Recreation	4.25	63.75
Facilities Fee	9.00	135.00
HPER	7.50	112.50
Fine/Performing Arts	2.00	30.00
Technology	7.50	112.50
Library	3.00	45.00
Writing/Retention	0.35	5.25
Activity Fee Sem.		15.50
SAB Sem.		8.00
Publication Sem.		6.00
Radio Station Sem.		5.00
Access & Security Sem.		27.00
Health Service Sem.		65.00
Total Per Hour and Per Sem.	271.25	4,204.25
Out-of-State (Note 1)	221.25	3,318.75
Out-of-State Total	493.10	7,523.00

**2012**

**GRADUATE SUMMER**

	<b>Per Hour</b>	<b>15 Hrs.</b>
<b>Per Hour Fees</b>		
General Registration	221.25	3,318.75
Athletic	17.00	255.00
Student Ctr/Recreation	4.25	63.75
Facilities Fee	9.00	135.00
HPER	7.50	112.50
Fine/Performing Arts	2.00	30.00
Technology	7.50	112.50
Library	3.00	45.00
Writing/Retention	0.35	5.25

<u>Total Per Hour</u>	271.85	4,077.75		
<b>Full Term</b>				
<u>Per Semester/Term Fees</u>	<b>May</b>	<b>&amp; 10 Week</b>	<b>Summer 1</b>	<b>Summer 2</b>
Access & Security (Note 2)	15.00	15.00	15.00	15.00
Health Services (Note 3)	32.50	65.00	32.50	32.50
SAB (Student Activity Board)	-	3.00	1.50	1.50
Student Activity	3.50	3.50	3.50	3.50
<u>Total Per Semester/Term Fees</u>	51.00	86.50	52.50	52.50

### **2011-2012**

<b>ONLINE GRAD</b>		<b>Per Hour</b>	<b>15 Hrs.</b>
<b>FALL/SPRING</b>			
Online Registration		221.25	3,318.75
Online Fee		75.60	1,134.00
Access & Security	Sem.		27.00
Health Service	Sem.		65.00
<u>Total Per Hour and Per Sem.</u>		296.85	4,544.75

### **2012**

<b>ONLINE GRAD SUMMER</b>		<b>Per Hour</b>	<b>15 Hrs.</b>
<b>Per Hour Fees</b>			
Online Registration		221.25	3,318.75
Online Fee		75.60	1,134.00
<u>Total Per Hour</u>		296.85	4,452.75

### **Full Term**

<u>Per Semester/Term Fees</u>	<b>May</b>	<b>&amp; 10 Week</b>	<b>Summer 1</b>	<b>Summer 2</b>
<b>Full Term</b>				

<del>Access &amp; Security (Note 2)</del>	<del>15.00</del>	<del>15.00</del>	<del>15.00</del>	<del>15.00</del>
<del>Health Services (Note 3)</del>	<del>32.50</del>	<del>65.00</del>	<del>32.50</del>	<del>32.50</del>
<hr/>				
<del>Total Per Semester/Term Fees</del>	<del>47.50</del>	<del>80.00</del>	<del>47.50</del>	<del>47.50</del>

Explanatory notes:

~~Note 1: Out of state fees are waived for undergraduate students residing in University Housing beginning with the fall 2007 semester.~~

~~Note 2: The maximum Access and Security Fee is \$15 for summer.~~

~~Note 3: The maximum Health Services Fee is \$65 for summer.~~

### Tuition (per credit hour)

General Registration Fee (Tuition) by Level and Residency		
Undergraduate Arkansas Resident	\$ 183.25	
Undergraduate Non-Resident	\$ 366.50	
Graduate Arkansas Resident	\$ 225.80	
Graduate Non-Resident	\$ 451.60	Tuition is assessed to the student account to support the function of the university. Please see the residency notes at the end of this document.

### On-Campus Fees Per Credit Hour

Mandatory Per Credit Hour Fees		
Athletic	\$ 17.00	Supports the UCA Athletic Department by funding travel, athletic scholarships, employee salaries, and general operations
Student Center/Recreation	\$ 4.25	Funds upkeep and repair of the Student Center, as well as custodial and student support salaries
Facilities Fee	\$ 9.00	Helps pay off bonds used to build or renovate buildings around campus
HPER	\$ 9.12	\$8.62 of this fee funds HPER Center operations. \$0.50 of this fee funds the operation and maintenance of the Farris Intramural fields.
Fine/Performing Arts	\$ 2.00	Funds Baum Gallery, Reynolds Performance Hall, performances in Snow Fine Arts, the Artist in Residence series, and Black Box Student Gallery
Cooperative Education	\$ 0.50	Funds special programs for students to develop skills and career goals
Technology	\$ 7.50	Funds IT Department salaries and computer programs, development, and maintenance
Library	\$ 3.00	Funds library improvements, remodeling, online databases, and various projects
Writing/Retention	\$ 0.35	Funds the Academic Success center, the Writing Center, and wages for tutors

### Online Fees Per Credit Hour

Online Fees per credit hour	Undergraduate	Graduate	Description
Online Fee	\$ 77.72	\$ 77.22	Funds information technology and on-campus support services

### Per Semester Fees

Mandatory Per Semester Fees			
Student Activity Fee <sup>1,3</sup>	\$ 15.50	\$ 2.00 of the fee funds the campus readership program, providing students with free copies of <i>USA Today</i> and the <i>Arkansas Democrat-Gazette</i> . \$13.50 funds SGA programs and SAFA.	
Student Activities Board <sup>1,3</sup>	\$ 8.00	Funds Student Entertainment such as on-campus concerts, comedians, the Spring Fling carnival, and various other activities throughout the year	
Publication <sup>1,2</sup>	\$ 6.00	Funds the UCA yearbook, <i>The Scroll</i> , and the campus newspaper, <i>The Echo</i>	
Radio Station <sup>1,2</sup>	\$ 5.00	Funds Student Worker positions and updating equipment and the studio	
Access and Security <sup>4</sup>	\$ 27.00	Funds student parking passes, campus surveillance system, emergency call posts, outdoor siren maintenance, and the mass notification system	
Health Service <sup>4</sup>	\$ 65.00	Funds one physician and three advanced nurses, as well as an X-ray lab, salaries, supplies, maintenance, and repair	
<sup>1</sup> Not charged to online students			
<sup>2</sup> Not charged during the summer			
<sup>3</sup> The student activity fee is \$3.50 per part of term during the summer. The student activities board fee is: \$0.00 for May intersession, \$1.50 for summer 1, \$1.50 for summer 2, and \$3.00 for 10-week or the full summer term.			
<sup>4</sup> The access and security fee is \$15.00 for summer. The health services fee is: \$32.50 for May intersession, \$32.50 for summer 1, \$32.50 for summer 2, and \$65.00 for 10-week or the full summer term. The maximum charge during the summer for the health services fee is \$65.			

### **International Administrative and Health Insurance Fees**

Fee	Fall 2012	Spring 2013	Summer 2013
Health Insurance Fee	\$ 445.00	\$ 623.00	\$ 267.00
International Program Administrative Fee	\$ 250.00	\$ 250.00	\$ 100.00 per Summer term

### **Residency Notes**

Out-of-State Waivers
Students residing in University housing (housing owned or leased by the University); For questions, please contact Student Accounts.
Full-time students receiving a full tuition scholarship provided by unrestricted funds of the University (State Statute 6-82-103); For questions, please contact the department awarding the scholarship.
Children or grandchildren (age 26 or under) of UCA graduates who are dues paying members of the UCA Alumni Association; For questions, please contact the Alumni Association.
Students who are members or dependents of members of the armed forces stationed in the State of Arkansas pursuant to military orders as stated in State Statute 6-60-205; For questions, please contact the Undergraduate Admissions Office.
Undergraduate students whose permanent address is in one of the counties contiguous to the State of Arkansas identified in relation to ACA 6-60-303 and 19-5-1076 which established the Higher Education Tuition Adjustment Fund; For questions, please contact the Undergraduate Admissions Office.
Graduate students whose permanent address is in one of the states contiguous to the State of Arkansas (Texas, Oklahoma, Missouri, Tennessee, Mississippi, and Louisiana); For questions, please contact the Graduate Admissions Office.
Graduate students who have a full-time graduate assistantship; For questions, please contact the Graduate Admissions Office.
Courses offered through the Division of Outreach and Community Engagement; For questions, please contact Student Accounts.
Courses offered online; For questions, please contact Student Accounts.
Courses offered during the summer; For questions, please contact Student Accounts.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 631

Subject: Fees – Division of Outreach and Community Engagement

08/89, 04/90, 04/92, 03/93, 03/94, 05/95, 08/96,

08/97, 02/00, 08/00, 05/01, 08/01, 03/02, 11/02,

02/04, 05/05, 05/06, 08/06, 05/08, 11/09, 05/10,

Date Adopted: 12/7/12/75 Revised: 05/11, 05/12, 02/13

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**1. Credit Classes**

Except as provided in section 5 of this policy, students enrolling in credit classes offered through the Division of Outreach and Community Engagement will pay the general registration fee, access and security fee, and health services fee based on the current Board-approved rates for regularly enrolled students ~~as provided for in Board Policy No. 630~~; and, as applicable, college-specific fees as provided for in Board Policy No. 639. In addition to the fees listed above, students enrolling in credit classes offered through the Division of Outreach and Community Engagement will pay a special fee per hour, called an OCE Program fee. The fee will be equal to the total per hour rate for traditional undergraduate classes, excluding general registration.

**2. Instruction Delivered at Remote Locations**

The Division of Outreach and Community Engagement is authorized to assess a support services fee necessary to recover the costs associated with delivering instruction to remote locations.

Because the fees charged at remote locations vary based on the costs of providing instruction at each remote location, a specific fee cannot be established. However, fees will be assessed only as necessary to recover costs associated with serving these remote locations.

**3. On-Line Instruction Technology Fee**

Students enrolling in on-line courses will pay an online technology fee of \$25.00 per semester credit hour. This on-line instruction technology fee is in addition to any general registration or other mandatory course fees.

**4. Grant-Funded and Institute Classes**

Students enrolled in grant-funded classes and classes connected with institutes offered through the Division of Outreach and Community Engagement will pay only the general registration fee or other fee(s) required to meet funding criteria.

## **5. Contract Training and Not-For-Credit Service Fees**

The administration is authorized to establish fees and charges for contract training and not-for-credit events and services that the Division of Outreach and Community Engagement originates and sponsors.

## **6. Late Payment on External Contracts**

The Division of Outreach and Community Engagement may impose a ten percent (10%) late payment fee on contracts with external agencies, groups, or individuals that fail to pay their bills within thirty (30) days of the date of billing.

## **7. Alumni Association Discount**

UCA Alumni Association members enrolling in non-credit courses originated by the Division of Outreach and Community Engagement will receive a 40% discount.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 632

Subject: Fees – Room and Board

Date Adopted: 03/903/94 Revised: Passim (most recent 04/12 02/13)

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Room and board shall be charged to all students living in university housing and/or utilizing university-provided meal plans. Room and board rates shall be presented to the Board of Trustees annually no later than the February Board meeting, and, if approved, will become effective the following fall semester. Exceptions to this requirement may be granted upon recommendation of the president and approval by the Board of Trustees.

The approved schedule of all room and board rates shall be documented in the minutes of the Board meeting at which such approval is granted, shall be set forth on the University's website and in the University's budget book.

**ROOM RATE SCHEDULE**

**Fall & Spring**

*Semester Rates*

**2012-13**

**(Current)**

Double Occupancy Room Rate	\$1,515.00 per semester	(\$1,470.00)
Private Room Rate	\$2,260.00 per semester	(\$2,195.00)
RA Room	\$1,515.00 per semester	(\$1,470.00)
Greek Room Rate Per Member	\$25.00 per semester	(\$25.00)
Bear Hall		
— Double Occupancy Room Rate	\$1,615.00 per semester	—
— Private Room Rate	\$2,360.00 per semester	—
Apartment Academic Year Double Room Rate:		
— Bear Village, Torreyson, Erbach	\$1,810.00 per semester	(\$1,775.00)
— All other complexes	\$1,710.00 per semester	(\$1,675.00)
Apartment Academic Year Private Room Rate:		
— Bear Village, Torreyson, Erbach	\$2,600.00 per semester	(\$2,525.00)
All other complexes	\$2,495.00 per semester	(\$2,420.00)
Nightly Room Charge (outside of semester)	\$12.50 per night	—

**Summer Terms 2012**

Any Double Room Rate	\$395.00 per summer term	(\$385.00)
Any Private Room Rate	\$545.00 per summer term	(\$530.00)

**Camp and Conferences**  
**(nightly rate for 2012-13)**

Residence Hall—Double Occupancy	\$12.50 per person/night	—
Residence Hall—Private Room Rate	\$23.00 per night	—
Apartment—Double Occupancy	\$17.50 per person/night	—
Apartment—Private	\$28.00 per night	—

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**Rent for Family Housing**

<b>Apartment</b>	<b>2012-13</b>	<b>(Current)</b>
2005 Bruce	\$520.00	(\$510.00)
229 Elizabeth	\$520.00	(\$510.00)
College View	\$525.00	(\$515.00)

**BOARD RATE SCHEDULE**

<b>Fall &amp; Spring</b>	<b>2012-13</b>	<b>(Current)</b>
Total Access	\$1,120.00 per semester	\$1,120.00 per semester
Total Access with \$50 DCB NEW	\$1,170.00 per semester	\$1,170.00 per semester
Any 15 meals per week + \$80 DCB	\$1,160.00 per semester	\$1,160.00 per semester
Any 10 meals per week + \$100 DCB	\$1,160.00 per semester	\$1,160.00 per semester
Senior Plan 75 Block + \$500 DCB*	\$1,170.00 per semester	\$1,170.00 per semester
220 Block Plan	\$1,210.00 per semester	\$1,210.00 per semester
220 Block Plan with \$50 DCB NEW	\$1,260.00 per semester	\$1,260.00 per semester
140 Block Plan + \$160.00 DCB	\$1,260.00 per semester	\$1,260.00 per semester
\$900.00 DCB**	\$900.00 per semester	\$900.00 per semester
\$750.00 DCB NEW	\$750.00 per semester	\$750.00 per semester
\$600.00 DCB	\$600.00 per semester	\$600.00 per semester

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

\*\*Students in the apartments purchasing the \$900.00 DCB will receive a \$50.00 bonus.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 633

Subject: Fees Food Service Contract

Date Adopted: 03/903/94 Revised: Passim (most recent 02/11)

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The following rates under the food service contract with ARAMARK, Inc. are approved for the 2011-12 contract year.

TERM	MEAL PLAN	2010-11	2011-12	% INCREASE
		RATES PER DAY	RATES PER DAY	
Fall & Spring	Total Access	\$7.07	\$7.34	3.8%
	15 Meal Plan	\$6.62	\$6.87	3.8%
	10 Meal Plan	\$6.37	\$6.61	3.8%
	220 Block Plan	\$7.87	\$8.14	3.4%
	140 Block Plan	-----	\$6.30	-----
	Senior Plan	-----	\$4.24	-----
	75 Block	-----	-----	-----

GROUP	MEAL	2010-11	2011-12	% INCREASE
		RATES PER MEAL	RATES PER MEAL	
Casual Meals	Breakfast*	\$6.53	\$6.73	3.0%
	Brunch*	\$8.09	\$8.33	3.0%
	Lunch*	\$8.79	\$9.05	3.0%
	Dinner*	\$9.37	\$9.65	3.0%

\*Faculty/Staff card user discount applies to each of the above amounts.

Special Groups & Summer Camps	Breakfast	\$4.50	\$4.66	3.5%
	Brunch	\$5.48	\$5.67	3.5%
	Lunch	\$5.48	\$5.67	3.5%
	Dinner	\$5.48	\$5.67	3.5%

UCA will receive the commission listed below on the sales.

## ROYALTY CHART

Type of Sales	Commission Percentage
Off Campus Special Groups Camps	15%
Cafeteria Non-Cash	12%
Cafeteria Cash	18%
Chick-fil-A	10%
Pizza Hut	10%
Quizno's	7%
Java City	12%
Starbucks	7%
Commuter Meal Plans	12%
Inclining Balance	12%
Declining Balance	12%
Athletic Concessions Football	15%
Athletic Concessions Non-Football	12%
Catering	12%
C Store Cash and DCB	14%
Sushie	10%

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 634

Subject: Fees – General Administrative

Date Adopted: See Below Revised: See Below,

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The University charges certain fees for instruction and services needed to support instruction. A list of current fees is set forth below. If any additions, deletions, or revisions to the name of the fee and/or amount of the fee are necessary, those changes shall be presented to the Board of Trustees for approval.

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

**Graduation Fees - Adopted 4/92; Revised 8/10, Revised 2/13**

Undergraduate and Graduate Degree: \$30.00

Graduate Degree: \$40.00

**Late Registration Fee - Adopted 1/67 Revised 4/85, 3/94, Revised 2/13**

The late registration fee is \$25.00.

**Late Payment Fee - Adopted 3/02, REVISED 5/08, 8/10, Revised 2/13**

The Late payment fee is \$25.00 for balances of \$500.00 or more.

The Late payment fee is \$10.00 for balances less than \$500.00.

**Undergraduate Application Fee – Adopted 05/10, Revised 2/13**

An Application fee of \$25.00 will be charged for domestic undergraduate students, to be effective for students entering UCA for the first time, effective in fall 2011.

**Graduate School Application Fee - Adopted 5/91 Revised 2/98, Revised 2/13**

An Application fee of \$25.00 will be charged for domestic graduate students (masters, specialist and doctoral) and \$40.00 for international graduate students (masters, specialist and doctoral), effective with the fall semester, 1998.

**Academic Transcript Fee – Adopted 5/91 Revised 11/08**

Academic Transcript Fee was eliminated on 11/07/08

**Returned Check Fee - Adopted 5/91, Revised 2/13**

A fee of \$15.00 will be charged for each returned check.

**Post Office Box Fee - Adopted 5/91, Revised 2/13**

~~4 x 5 box \$ 5.00 per semester~~

~~5 1/2 x 6 box \$20.00 per year~~

~~6 1/2 x 11 box \$20.00 per year~~

~~4 x 5 box \$ 3.00 per summer term~~

**Payment Plan Fee – Adopted 8/10, Revised 2/13**

The Fee to set up a payment plan with the Student Accounts office is \$30.00.

**Board Policy 634 - Administrative Fees**

Administrative Fees	Undergraduate	Graduate	Description
Application Fee	\$ 25.00	\$ 25.00	Fee for applying for admission to the University
International Graduate Application Fee	\$ 50.00	\$ 50.00	Fee for international students applying for admission to the University
Graduation Fee	\$ 30.00	\$ 40.00	Funds activities related to graduation
Late Registration Fee	\$ 25.00	\$ 25.00	Assessed when students register for the first time for the semester after the semester has started
Late Payment Fee	\$ 25.00	\$ 25.00	Assessed monthly on a student's account when the past due balance is greater than or equal to \$500
Late Payment Fee	\$ 10.00	\$ 10.00	Assessed monthly on a student's account when the past due balance is less than to \$500
Payment Plan Fee	\$ 30.00	\$ 30.00	Non-refundable fee to set up a payment plan
Returned Check Fee	\$ 15.00	\$ 15.00	Fee assessed on payments returned for insufficient funds or incorrect processing information
P.O. Box Fee (4x5) per semester	\$ 5.00	\$ 5.00	Rents P.O. Box at UCA Post Office or UCA Apartments
P.O. Box Fee (5 1/2x6) per semester	\$ 20.00	\$ 20.00	
P.O. Box Fee (6 1/2x11) per semester	\$ 20.00	\$ 20.00	
P.O. Box Fee (4x5)/ summer term	\$ 3.00	\$ 3.00	

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 635

Subject: Fees – International Programs **Engagement**

Date Adopted: See Below Revised: See Below, 02/13

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**Student Activity/Administration Fee - Adopted 5/91, Revised 3/94, Revised 8/98, Revised 5/99, Revised 5/06, Revised 07/08, Programmatic Fees assessed for services provided on a cost-recovery basis – Adopted 5/10**

International students (non-resident aliens) will be charged an activity/administration fee of \$250.00 per semester for spring and fall semesters and \$100.00 per summer semester.

This provision will be effective with the spring, 2009, semester.

**Student Health Insurance Fee**

International students (non-resident aliens) will be charged an amount sufficient to cover mandatory health insurance coverage during their status as students at the University, inclusive of holiday and vacation periods.

**Student Application Fee - Adopted 5/91, Revised 5/99, Revised 5/06**

International students (non-resident aliens) will be charged a \$50.00 application fee to cover the costs of additional materials and processing necessary for the admission of international students.

This provision will be effective July 1, 2006.

**Sponsored Student Administrative Fee - Adopted 8/92**

International students on sponsored student scholarships will be charged an administrative fee of \$250.00 per semester to cover the additional costs of administering the scholarships.

**Study Abroad Administration Fee - Adopted 12/95**

All students participating in Study Abroad Programs sponsored by UCA will be charged a study abroad administration fee of \$40.00 per program.

**Programmatic Fees assessed for services provided on a cost-recovery basis – Adopted 5/10**

International Affairs Engagement may establish appropriate fees to be assessed on a cost-recovery basis for services provided to participants in programs sponsored by the International Affairs Engagement Office based on estimated or anticipated costs for the services including administrative costs. The charges may be assessed in addition to the normal registration and fees assessed for participation in such programs. The fees will be approved by the appropriate vice president based on a budget submitted by the International Affairs Engagement Office.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 636

Subject: Fees Music Department

Date Adopted: \_\_\_\_\_ Revised: 05/09

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**Key Deposits**

~~In order for students to access practice and instrument storage facilities, the Music Department may collect a \$25.00 deposit to cover the replacement costs if keys are lost, stolen, or otherwise not returned. When keys are returned, as required by the department, deposits will be refunded to students.~~

**Music Lesson Fees for UCA Students Adopted 1940's\***

~~A fee of \$29.00 will be charged for a one hour lesson, and a fee of \$46.00 for two hours.~~

~~Additional practice facilities fees are listed in the current undergraduate bulletin.~~

~~\*On information and belief, the fee was approved by the Board during the late 1940's and has been levied by UCA since that time.~~

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 637

Subject: Fees – Child Study Center

Date Adopted: 04/804/80 Revised: 04/90, 05/94, 08/97, 08/00, 03/02, 05/05, 02/10

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The administration is authorized to establish appropriate fees (“tuition”) for services provided by the University of Central Arkansas Child Study Center. Any change in tuition requires approval by the provost and the vice president for finance and administration.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 638

Subject: Fees - Student Teacher

Date Adopted: 04/804/80 Revised: \_\_\_\_\_

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~~Student teachers and other education practicum students who request and receive assignments more than 60 miles from Conway are charged a supervision fee as follows:~~

<del>60 to 80 miles</del>	<del>\$15.00</del>
<del>81 to 100 miles</del>	<del>\$30.00</del>
<del>Over 100 miles</del>	<del>\$45.00</del>

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 639

Subject: Fees – College Specific Other Instructional Fees

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

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

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

1. College of Health and Behavioral Sciences

a. Application Fee

~~In addition to other applicable fees, the following non-refundable application fees will be collected from students applying to the programs identified. UCA students enrolled as full-time students at the time of application or who were enrolled as full-time students in the immediately preceding semester will be exempt from the application fee listed below.~~

<b>Program</b>	<b>Application Fee</b>
Speech-Language Pathology (MS)	\$25.00
Occupational Therapy (BS)	\$50.00
Physical Therapy (DPT)	\$50.00
Nursing (BSN-\$50)(MS-\$25)	*\$50.00/\$25.00

~~\*Graduate Program (MS) already assesses a \$25.00 application fee.~~

b. Health Sciences Fee - effective fall, ef 2008

~~Students enrolled in Health and Behavioral Science courses will be assessed a special course fee, called a Health Sciences Fee, of \$14.00 per credit hour for courses as designated by this college.~~

c. Laboratory Fees – Effective June 1, 2005

~~A laboratory fee of \$5.00 per credit hour will also be assessed in designated courses.~~

~~These funds will be deposited in an account for the department which generated the fee.~~

- d. Nursing Assessment Fee

~~In addition to other applicable fees, baccalaureate nursing students will be charged a clinical competence assessment fee of \$10.00 per credit hour for each required course in nursing. Charges are based on existing costs of examinations. If costs increase, the per credit cost may be adjusted accordingly.~~

- e. Master and Ph.D. Testing Fee of \$50 for the following sections:

~~P6313 Psychological Educational Assessment I~~

~~P6376 Psychological Educational Assessment II~~

~~P6379 Personality Assessment~~

~~P7310 Behavioral & Emotional Assessment of Children~~

~~Additional background information:~~

~~The Department of Psychology and Counseling has been collecting testing fees for the following courses since the mid 1970's:~~

~~During a recent internal audit documents could not be located demonstrating prior Board approval. This fee has been collected by the department to cover some of the cost of the testing material used by the students.~~

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

- a. **Natural Sciences and Mathematics Courses Fee** Students enrolled in Natural Science and Mathematics courses will be assessed a special course fee, called a Natural Science and Mathematics Fee, of \$7.50 per credit hour for courses as designated by this college.

- b. **Laboratory Fee**

~~A laboratory fee of \$20.00 per course, not to exceed \$45.00 per semester, will also be assessed in designated courses.~~

## 3. College of Business Administration – effective fall, of 2008

**Business Courses Fee** Students enrolled in Business Administration courses will be assessed a special course fee, called a Business Administration Fee, of \$12.00 per credit hour for courses as designated by this college.

## 4. College of Education

**Student Teacher Fee—effective fall, 1980**

**5. College of Fine Arts and Communication**

- a. Key Deposit (for student access to practice and instrument storage facilities)
- b. Music Lesson Fees –adopted 1940s (upon information and belief, a fee was approved by the Board during the late 1940s and has been levied by UCA since that time)

**6. Honors College**

Participation fee –effective fall, 2004

### College-Specific Application Fees

Fee	Amount	Description
Speech-Lang Pathology (MS)	\$ 25.00	Fee for program application processing
Occupational Therapy (BS)	\$ 50.00	
Physical Therapy (DPT)	\$ 50.00	
Nursing (BSN)	\$ 50.00	
Nursing (MS)	\$ 25.00	
Honors College Participation Fee	\$ 100.00	Assessed to students studying as part of the Honors College

### Course & Lab Fees

Fee	Amount	Description
Health Sciences Fee (per credit hour)	\$ 14.00	Assessed to specific classes in the Health Science program
Health Sciences Lab Fee (per credit hour)	\$ 5.00	Assessed to specific lab classes in the Health Science program
Clinical Comp Assess (per credit hour)	\$ 10.00	Baccalaureate nursing students will be charged a clinical competence assessment fee of \$10.00 per credit hour for each required course in nursing
Natural Science & Math (per credit hour)	7.50	Assessed to specific classes in the Natural Science and Math program
Natural Science & Math Lab Fee (per course)	\$ 20.00 - 45.00	Assessed to specific classes in the Natural Science and Math program, not to exceed \$45.00
Business Admin Fee (per credit hour)	\$ 12.00	Assessed to all courses in the Business program
College of Ed Student Teacher Fee	\$ 250.00	Assessed to student teachers on the Internship course

<b>Music Department Fees</b>				
Fee	Per Semester	First Credit Hour	Each Additional Hour	
Applied Music Fee for 1 Credit Hour Classes (Orchestra and Band Instruments)	\$ 25.00	\$ 3.00		N/A
Applied Music Fee for 1 Credit Hour Classes (Piano, Voice, and Guitar)	\$ 25.00	\$ 4.00		N/A
Applied Music Fee for 2+ Credit Hour Classes (Orchestra and Band Instruments)	\$ 40.00	\$ 3.00	\$	1.00
Applied Music Fee for 2+ Credit Hour Classes (Piano, Voice, and Guitar)	\$ 40.00	\$ 4.00	\$	2.00
Description: The applied music fee covers the cost of the practice room and practice room instruments.				

<b>Masters &amp; Ph.D Testing Fees</b>			
Fee	Course	Amount	Description
Psych Educ Assess I	PSYC 6313	\$ 50.00	Assessed to fund testing material used by students in the course of these classes
Pysch Educ Assess II	PSYC 6376	\$ 50.00	
Personality Assessment	PSYC 6379	\$ 50.00	
Behavioral & Emotional Assessment of Children	PSYC 7310	\$ 50.00	

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy Number: 640

Subject: Fees Library Usage/Lost Book

Date Adopted: 03/903/94 Revised: 12/04

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A library usage fee of \$50.00 per fiscal year will be charged to all persons who are not members of the university community (students, staff, faculty) for the receipt of library services, such as checking out materials or requesting bibliographic services. Individuals may enter the library and browse without paying the fee as long as they do not request any library services.

Dues paying members of the Friends of the Library and the UCA Alumni Association are exempt from the library usage fee.

The charge for a lost library book is the cost of the book plus a twenty dollar processing fee. The charge for lost reserve articles is the cost of replacing the article plus a five dollar processing charge. A book may not be replaced with a book brought in by the patron. If a lost book is returned the university will refund the cost of the book but not the processing charge.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 642

Subject: Fees Small Business Advancement National Center Satellite Transmission

Date Adopted: 12/912/94 Revised: \_\_\_\_\_

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Usage for Monday through Friday from 8:00 a.m. to 4:45 p.m.

1. ~~UCA Classroom or academic use with attendees consisting of 100 percent UCA students, staff, or faculty~~ - \$50 setup fee (per room and event) plus \$30/hour.
2. ~~Government, not for profit, and UCA mixed groups from outside the campus~~ - \$50 setup fee (per room and event) plus \$60/hour.
3. ~~Private for profit outside entities~~ - \$50 setup fee (per room and event) plus \$75/hour.  
  
\* ~~an additional \$50 setup fee will be charged if equipment or room adjustments are necessary.~~

Taping Fee

~~One original copy for a flat fee of \$75 for 3 hours or less and \$12/hour for each additional hour.~~

Additional Charges

~~Transmissions on Monday through Friday before 8:00 a.m. or after 4:45 p.m.~~ - \$50/day.

~~Transmissions on Saturday or Sunday~~ - \$150/day.

\* ~~If any abnormal arrangements are required, related fees will be charged on a cost recovery basis.~~

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 645

Subject: Fees-Baum Gallery Traveling Exhibits

Date Adopted: 08/008/00 Revised: \_\_\_\_\_

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The Baum Gallery of the University of Central Arkansas is authorized to establish a traveling exhibit service. The administration is further authorized to establish a reasonable fee for this service.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 646

Subject: Fees—UCA Ticket Central

Date Adopted: 05/005/01 Revised: 09/07, 05/10, 02/13

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**NOTE:** Ticketing services and fees are addressed in this policy. Facility rental fees are addressed in Board Policy No. 400.

Charges for UCA Ticket Central services are as follows:

1. Box office setup fee: \$500 per event.
2. Per-ticket printing fee. Printing fees are set and may be adjusted from time to time with the approval of the vice president for finance and administration.

The Manager of Reynolds Performance Hall director of UCA public appearances shall have the discretion, subject to prior approval of the administration, to require external organizations/individuals to use UCA Ticket Central services when tickets are required for an event.

The Manager of Reynolds Performance Hall director of UCA public appearances shall have the discretion, subject to the prior approval of the administration and pursuant to Board Policy No. 416, to enter into negotiate contracts with commercial ventures renting the performance hall that involve the sale of tickets. The Manager director is authorized to negotiate a contract that will allow the University to participate in any and all revenues associated with the commercial venture, including a percentage of ticket revenue. No university funds shall be invested or placed at risk as a result of these contracts.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy  
Number: 647

Subject: Fees – Health, Physical Education, Recreation (HPER) Center and Farris Center Pool  
05/03, 10/03, 02/05, 09/07, 02/10, 05/12, 06/11,  
Date Adopted: 08/01 Revised: 02/13

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For purposes of this policy, membership periods are defined as follows:

- Fall membership - Fall academic term
- Spring membership - Spring academic term
- Summer terms - end of spring term to beginning of fall term

HPER Center and Farris Center Pool Fee Structure:      Per Semester

Student:

Student only\*

Student \*

See note below

Spouse (fall and spring)	\$ 110.00
Spouse (summer terms)	\$ 76.00
Family** (fall and spring)	\$165.00
Family (summer terms)	\$115.00
Single Parent Family*** (fall and spring)	\$ 55.00
Single Parent Family (summer terms)	\$ 38.00

Board Policy No. 630 establishes the fee per credit hour for students, and sets the maximum hours charged each semester. \*Students attending UCA in the spring semester, but not attending summer school, will be assessed a one-time summer HPER fee of \$76.00 (\$76.00 per spouse) to access the HPER Center for May, June, July, and August (until fall classes begin).

\*\*For a student's family, the fee is calculated as follows: \$110.00 (spouse) and \$55.00 (children), for a total of \$165.00, in addition to the fee assessed for a student pursuant to Board Policy No. 630.

\*\*\*For a single parent family, the fee is calculated as follows: \$55.00 (children), in addition to the fee assessed for a student pursuant to Board Policy No. 630.

Faculty and Staff:

Employee/Retiree only*	Fringe benefit paid
Spouse(fall and spring)	\$110.00
Spouse (summer terms)	\$ 76.00
Family(fall and spring)	\$165.00
Family (summer terms)	\$115.00
Single Parent Family (fall and spring)	\$ 55.00
Single Parent Family (summer terms)	\$ 38.00
HPER locker rental	\$20.00 (annual fee per locker)

\*For purposes of this policy, employees enrolled in courses offered by the University will be assessed the fee as per Board Policy Nos. 623 and 630.

University Affiliates:

Fees assessed for current full-time students will be the same for employees and/or residents of the following UCA affiliates:

- ARAMARK, Inc.;
- Barnes and Noble;
- *Oxford American*;
- UCA's Recognized Student Organizations (RSO) - employment of half-time or more; and
- College Square.

**ALUMNI MEMBERSHIP AT HPER CENTER:**

**Guidelines**

1. Must be a member of the UCA Alumni Association.
2. HPER Alumni members will have access to the HPER Center and the Farris Center pool.
3. Available HPER Center hours for Alumni members: Farris Center Pool Hours:

a. Monday – Friday	6:00am to 2:00pm	All hours the pool is open
b. Saturday	10:00am to 3:00pm	
4. Alumni Membership Fees:

	<u>Individual</u>	<u>Individual + Spouse</u>	<u>Individual + Family</u>
a. Fall semester	\$165.00	\$275.00	\$335.00
b. Spring semester	\$165.00	\$275.00	\$335.00
c. Summer	\$ 80.00	\$120.00	\$150.00

d.	Annual	\$410.00	\$670.00	\$820.00
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5. Alumni memberships will be payable for the entire membership period. No monthly billing.
6. Membership defined:
  - a. Individual – Alumnus
  - b. Spouse –Alumnus’ spouse
  - c. Family –Alumnus, spouse, and children (must be 18 years old to use the HPER Center)
7. Alumni HPER Membership card.
  - a. The UCA Alumni Association will issue ID cards.
  - b. Each ID card will have a unique member number and expiration date for the Alumni Association.
8. Alumni must visit the HPER Center main office to join.
9. Parking is available (parking meters or parking tag issued through UCAPD).
10. If an Alumni Association membership expires during HPER membership period, the HPER Center will honor HPER membership up to the next HPER membership period.
11. The University administration may waive these fees in appropriate circumstances upon the recommendation of the vice president for student services and the approval of the president.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 649

Subject: Fees-Natural Sciences and Mathematics

Date Adopted: 05/005/04 Revised: \_\_\_\_\_

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A Natural Sciences lab fee of \$20.00 per lab course is established, not to exceed \$45 per student per semester.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 650

Subject: Fees-Disciplinary Sanctions

Date Adopted: 05/905/99 Revised: 02/13

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The UCA student conduct system makes significant use of educational sanctions to help change or redirect behavior of students who violate university policies. The most commonly used sanctions are (1) alcohol and drug education programs for students involved in alcohol and drug offenses and (2) referrals to the Academic Advising Center to complete a study skills/learning inventory for students involved in noise, visitation, and other related offenses.

Students will be informed in writing that if they fail to complete their assigned educational sanction, they will automatically be assessed a monetary fee that must be paid within thirty (30) days from the time they are notified. Failure to pay the fee will result in university records being flagged, which will prevent re-enrollment at the University until the fee is fully paid in full.

Educational Sanction Fee Structure

Failure to complete Alcohol Education Program	\$50.00
Failure to complete Drug Education Program	\$50.00
Failure to complete Violence Prevention Program	\$50.00
Failure to complete Counseling Program	\$50.00
Failure to complete Study Strategies Homepage	\$25.00
Failure to organize assigned Educational Program	\$25.00
Failure to complete research paper	\$25.00
Failure to perform assigned work detail	\$25.00
Failure to complete poster campaign	\$15.00
Failure to <del>do</del> write letter of apology	\$15.00
Failure to complete community/work service hours	\$3/hour assigned (max. \$75)

~~This policy will become effective with the fall 1999 term.~~

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

Policy

Number: 654

Subject: Fees Honors College Participation Fee

Date Adopted: 05/005/04 Revised: 08/10, 05/11

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The Honors College Participation fee is set at \$110 per semester. This fee will not be covered by scholarship.

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

Policy

Number: 652

Subject: Fees-Testing Services

Date Adopted: 05/005/07 Revised: \_\_\_\_\_

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University Testing Services provides a variety of testing and assessment services to UCA students, the University's academic and other departments, and members of the community. Therefore, the testing services department is authorized to charge reasonable fees for such services and to adjust them from time to time as necessary to cover direct and administrative costs. New fees and adjustment of existing fees will require written approval by the provost or appropriate vice president.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 653

Subject: Extracurricular Camps

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Date Adopted: 02/24/12      Revised: 02/13

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Act 707 of 1981 authorizes the Board of Trustees of the University of Central Arkansas to grant permission to employees to conduct, on and in campus facilities, certain outside work for private compensation, which is to be engaged in only after their employment responsibilities to the institution have been fully discharged. The Board of Trustees will determine that:

- (i) The activity in question involves no conflict of interest with the mission and purpose of the institution itself;
- (ii) The proposed activity would bring to campus a significant number of persons who are potential future students who might tend to enroll here as a result of their exposure to the facilities and its personnel while engaged in the activity; and,
- (iii) The activity will generate funds to be paid to the institution for housing, meals, and for the use of other institutional resources, which will produce revenues in support of the function.

When such a camp receives the Board of Trustees' approval, the customary and usual rental and other charges will be paid by the employee as the direct and indirect cost associated with operating and maintaining such facilities which will be used for the camp. Such charges shall be paid promptly by the employee, or by the participants at the direction of the employee, to the University.

In conducting a camp which has been approved by the Board of Trustees, the employee shall make known in all advertising and other publicity involving the activity that participants are contracting with that employee and not with the institution, and the State of Arkansas does not assume any contractual obligation for the conduct of the employee's activity. Each camp director will furnish liability insurance for all participants in an amount and with provisions recommended by the athletic director and the vice president for finance and administration. After the camp is completed, the employee shall, within a reasonable period of time, submit a complete financial report relating to such employment to the athletic director and the vice president for finance and administration in a format and content acceptable to the vice president for finance and administration.

The vice president for finance and administration or athletic director shall submit to the Board of Trustees a summary of all such financial reports received on an annual basis

## **“Room and Board Rates” 2013-14 – Board Policy No. 632**

The current room and board rate is \$2,685.00 per semester (based on a double-occupancy room and total access meal plan with \$50.00 DCB).

A 3.2% increase is recommended for the board plan in order to cover the proposed 2.75% increase in the Aramark contract and to further supplement food service revenue. The estimated net food service revenue generated from this increase is approximately \$80,000 per year. The Department of Housing and Residence Life completed a review of board plan rates from public institutions within the State, as well as those within the Southland Conference. In the proposed 2014 board plan rates, UCA was near the bottom of the price range for both Arkansas universities and those within the Southland Conference.

A 2.96% increase is recommended for room rates. These increases are primarily related to the continuing effort to maintain and upgrade housing facilities. Recommended repairs to the residence halls and university-owned apartments exceed \$18.1 million. Estimated annual revenue generated from the proposed increase for the room rates is \$333,000. Housing’s review of room rates placed the proposed 2014 room rates at the mid-point price range of the other universities’ rates for 2013.

The proposed room and board rate for 2013-14 is \$2,765.00 (based on a double-occupancy room and total access meal plan with \$50.00 DCB), or an overall increase of 2.98%. This increase will result in the student paying an additional \$80.00 per semester.

The proposed room and board rates were presented to the Student Government Association (“SGA”) Student Life Committee on January 23, 2013, and to the full SGA on January 28, 2013. The SGA unanimously passed a resolution of support for the stated increases (resolution attached).

For the 2012-13 academic year, housing anticipates an annualized occupancy rate of approximately 88%. The number of housing applications submitted, to date, for fall 2013 is slightly higher as compared to the number of applications received this time last year. In response to requests from students for more single room options, Bear Village and Stadium Park capacity is being reduced to enable more of those units to be one student per bedroom.

Currently the student athletes are awarded an athletic scholarship based on the University’s “Double” room price. The NCAA will allow scholarships to apply toward “Single” rooms, but not “Private” rooms. On UCA’s campus, the terms have been used interchangeably when referring to rooms with one person per bedroom. The students receiving these scholarship dollars are currently taking those funds off campus to secure housing. This wording and policy is consistent with other universities within the state and the Southland conference. It has been discussed with the Southland NCAA Compliance officer and deemed appropriate.

This action will bring about 40 students back to campus where those scholarship dollars will benefit the University’s housing and food service areas, having a positive impact financially for FY14 of approximately \$186,400 for housing and \$96,400 for food service. The potential added

cost to the Athletic budget will be a maximum of \$61,600, providing an estimated net benefit to the auxiliary funds of \$221,200.

The following resolution was unanimously adopted upon motion by Bunny Adcock with a second by Bobby Reynolds:

**“BE IT FURTHER RESOLVED: That the Board of Trustees hereby approves the schedule of room and board rates presented below:**

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

**Policy Number: 632**

Subject: Fees - Room and Board

Date Adopted: 3/94 Revised: Passim (most recent 5/12)

**PROPOSED ROOM RATE SCHEDULE**

<b>Fall &amp; Spring Semester Rates</b>	<b>2013-14</b>	<b>(Current)</b>	<b>Change</b>	<b>%</b>
<b>Other Residence Halls:</b>				
Double Occupancy Room Rate	\$1,560.00 per semester	(\$1,515.00)	\$45	3.0%
Single Room Rate	\$2,330.00 per semester	(\$2,260.00)	\$70	3.1%
RA Room	\$1,560.00 per semester	(\$1,515.00)	\$45	3.0%
Greek Room Rate Per Member	\$25.00 per semester	(\$25.00)	\$0	0.0%
<b>Bear Hall:</b>				
Double Occupancy Room Rate	\$1,660.00 per semester	(\$1,615.00)	\$45	2.8%
Single Room Rate	\$2,430.00 per semester	(\$2,360.00)	\$70	3.0%
<b>Residence Halls single room upgrade charge</b>	\$770.00 per semester	New rate for Fall 2013		
<b>Apartment – Academic Year Double Room Rate:</b>				
Stadium Park, Oak Tree or other apartments	\$1,760.00 per semester	(\$1,710.00)	\$50	2.9%
Bear Village, Torreyson, Erbach, 321 Western	\$1,865.00 per semester	(\$1,810.00)	\$55	3.0%
<b>Apartment – Academic Year Single Room Rate:</b>				
Stadium Park, Oak Tree or other apartments	\$2,570.00 per semester	(\$2,495.00)	\$75	3.0%
Bear Village, Torreyson, Erbach	\$2,675.00 per semester	(\$2,600.00)	\$75	2.9%
Bear Village Deluxe Single Room Rate	\$2,800.00 per semester	New rate for Fall 2013		
321 Western Deluxe Single Room Rate	\$2,800.00 per semester	New rate for Fall 2013		
<b>Apartments single room upgrade charge</b>	\$810.00 per semester	New rate for Fall 2013		
<b>Average Overall Room Rate Increase</b>				<b><u>2.96%</u></b>
<b>Summer Terms 2014</b>				
Any Double Room Rate	\$405.00 per summer term	(\$395.00)	\$10	2.5%
Any Single Room Rate	\$560.00 per summer term	(\$545.00)	\$15	2.8%
<b>Summer Camp &amp; Conferences, Winter Break, May and August Intersessions nightly rate 2014</b>				
Residence Hall Double Occupancy room rate	\$12.50	(\$12.50)	\$0	0.0%
Residence Hall Single room rate	\$23.00	(\$23.00)	\$0	0.0%
Apartment Double Occupancy room rate	\$17.50	(\$17.50)	\$0	0.0%
Apartment Single room rate	\$28.00	(\$28.00)	\$0	0.0%
<b>RENT FOR FAMILY HOUSING</b>				
<b>Apartment</b>	<b>2013-14</b>	<b>(Current)</b>	<b>Change</b>	<b>%</b>
Baldridge Apartments	\$535.00	(\$520.00)	\$15	2.9%
Stadium Park*	\$535.00	New Rate for Fall 2013		

\* Temporary Family Housing for Fall 2013/Spring 2014

**Board Rate Schedule**

Fall & Spring	2013-14	(Current)	Change	%
*Total Access with \$50 DCB	\$1,205.00	(\$1,170.00)	\$35	3.0%
*Any 15-meals per week with \$100 DCB	\$1,195.00	(\$1,160.00)	\$35	3.0%
*Senior Plan 75 Block + \$500 DCB**	\$1,205.00	(\$1,170.00)	\$35	3.0%
220 Block Plan with \$50 DCB	\$1,300.00	(\$1,260.00)	\$40	3.2%
140 Block + \$160 DCB	\$1,300.00	(\$1,260.00)	\$40	3.2%
*\$925.00 DCB ***	\$925.00	(\$900.00)	\$25	2.8%
*\$775.00 DCB ***	\$775.00	(\$750.00)	\$25	3.3%
*\$625.00 DCB ***	\$625.00	(\$600.00)	\$25	4.2%

Average Overall Board Rate Increase 3.20%

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

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

\*\*\* Students in the apartments purchasing the \$925.00 DCB will receive a \$50.00 bonus, \$775.00 DCB will receive a \$40.00 bonus, and the \$625 DCB will receive a \$30 bonus.

**A RESOLUTION PRESENTED TO THE STUDENT GOVERNMENT ASSOCIATION  
OF THE UNIVERSITY OF CENTRAL ARKANSAS**

**TITLE OF RESOLUTION:** Resolution in acceptance of Room and Board Rate Increases

**SPONSOR:** SGA Student Life Committee; Jovana Ilic, SGA Executive Vice-President

**DATE PRESENTED TO SENATE:** January 28, 2013

**STUDENT LIFE COMMITTEE:** Adopted Unanimously

**SENATE:** Adopted Unanimously

Whereas, the SGA Student Life Committee held a hearing with Housing representatives and the UCA Vice-President of Finance and Administration as is required by the Student Fee Proposal Process; and,

Whereas, Housing and University Finance representatives showed a great need for many crucial repairs and renovations to housing facilities, including apartment complexes, to ensure the University of Central Arkansas remains competitive and appealing to incoming and existing students; and,

Whereas, the room percentage increase is 3%; and

Whereas, UCA's room rates are very competitive to most other competing institutions in the state and athletic conference; and

Whereas, Housing and University Finance representatives showed evidence of listening to concerns of the students, implementing the suggested meal plan option changes proposed by the SGA, as well as adding bonuses to the new \$625/\$775/\$925 declining balance plan; and

Whereas, the board percentage increase is 3.25%; and

Whereas, the Student Life Committee is confident that UCA will continue to have one of the lowest meal plan rates of our competitors; and,

Whereas, Aramark and SGA have created a monthly report process with Aramark for student concerns; therefore,

**Be It Resolved, that the Student Government Association of the University of Central Arkansas accepts and supports the proposed increases in room and board rates as defined in the Student Fee Proposal Submission submitted to the Student Life Committee on January 23, 2013 and as attached; and**

**Be It Further Resolved, that the Student Government Association of the University of Central Arkansas requires that future fee proposals for housing rates continue to include a listing of all applicable schools in the state and athletic conference with yearly room rates,**

**Be It Further Resolved, that the Student Government Association of the University of Central Arkansas requires Housing or the Vice-President of Finance and Administration to present yearly on the progress of required renovation and repairs for all housing facilities.**

**Be It Further Resolved, that the Student Government Association of the University of Central Arkansas continues to require Aramark to present monthly on the progress of currently planned concepts and any new concepts being considered, as well as submitting a report each semester of all donations afforded by the Contract with UCA by date, amount, and reason.**

**Academic Calendar and Critical Dates: Fall, 2014 through Summer, 2015**

The University of Central Arkansas Academic Calendar was created for the purpose of planning and is used by all divisions of the university. The proposed academic calendar for Fall 2014 through Summer 2015 has been approved by all appropriate university committees and councils.

In order to be consistent with the spring break for Arkansas public schools the dates of the 2014, spring break should be changed from March 15-23 to the week of March 23-29.

The following resolution was unanimously adopted upon motion by Bobby Reynolds with a second by Brad Lacy:

**“BE IT RESOLVED: That the Academic Calendar and Critical Dates for Fall 2014 through Summer 2015 be approved as attached and that the spring break for 2014 be changed to the week of March 23-29, 2014.”**

**Academic Calendar and Critical Dates**  
**Fall 2014 — Summer 2015**

**FALL SEMESTER 2014**

<b>August 17-20, Sun – Wed</b>	Welcome Week
<b>August 18, Monday</b>	Opening Convocation
<b>August 21, Thursday</b>	Instruction begins - day and evening classes
<b>August 22, Friday</b>	Final date to drop Aug. 21 - Oct. 10 or Aug. 21 - Sept. 26 classes and receive a 100% refund  Change-of-course period ends for Aug. 21 – Oct. 10 classes Final date to register Final date to add classes Final date to change from credit to audit or audit to credit
<b>August 23, Saturday</b>	Instruction begins - Saturday classes
<b>August 27, Wednesday</b>	Change-of-course period ends for Aug. 21 - Dec. 12 classes Final date to register Final date to add classes Final date to change from credit to audit or audit to credit Final date to drop Aug. 21 - Oct. 10 or Aug. 21 - Sept. 26 classes and receive a 75% refund. 0% refund at this date Final date to drop Aug. 21 – Dec. 12 classes with a 100% refund
<b>September 1, Monday</b>	Labor Day Holiday
<b>September 11, Thursday</b>	Final date to drop Aug. 21 - Dec. 12 classes with a 75% refund. 0% refund after this date.
<b>September 19, Friday</b>	Final date to make degree application for December graduation and be included in commencement program
<b>September 26, Friday</b>	Final date to officially withdraw from Aug. 21 – Oct. 10 classes with a W grade unless already dropped for non-attendance
<b>September 30, Tuesday</b>	Final date to drop Sept. 29 - Oct. 31 classes and receive a 100% refund

<b>October 3, Friday</b>	Final date to drop Sept. 29 - Oct. 31 classes and receive a 75% refund. 0% refund after this date.
	Final date to officially withdraw from Aug. 21 - Oct. 10 classes with a WP or WF grade unless already dropped for non-attendance
<b>October 14, Tuesday</b>	Final date to drop Oct. 13 - Dec. 12 classes and receive a 100% refund
	Change-of-course period ends for Oct. 13 – Dec. 12 classes
	Last date to register
	Last date to add classes
	Last date to change from credit to audit or audit to credit
<b>October 15, Wednesday - Noon</b>	Mid-term grade report due
<b>October 16-19, Thurs - Sun</b>	Fall Break
<b>October 21, Tuesday</b>	Final date to drop Oct. 13 - Dec. 12 classes and receive a 75% refund. No refund after this date.
<b>October 27-November 17</b>	Advance Registration for Spring 2015
<b>October 31, Friday</b>	Final date to officially withdraw from Aug. 21 – Dec. 12 classes or the university with a W grade unless already dropped for non-attendance
<b>November 4, Tuesday</b>	Final date to drop Nov. 3 - Dec. 12 classes with a 100% refund
<b>November 7, Friday</b>	Final date to drop Nov. 3 - Dec. 12 classes and receive a 75% refund. 0% refund after this date.
<b>November 14, Friday</b>	Final date to officially withdraw from Oct. 13 – Dec. 12 classes with a W grade unless already dropped for non-attendance
<b>November 26-30, Wed. – Sun.</b>	Thanksgiving Break
<b>December 1, Monday</b>	Final date to officially withdraw from Oct. 13 – Dec. 12 classes with a WP or WF grade unless already dropped for non-attendance

	Final date to officially withdraw from Aug. 21 – Dec. 12 classes or the university with a WP or WF grade unless already dropped for non-attendance
<b>December 5, Friday</b>	Study Day
<b>December 6, Saturday</b>	Final Exams - Saturday classes
<b>December 8-12, Mon - Fri</b>	Final Examinations - day and night classes
<b>December 13, Saturday</b>	Winter Commencement
<b>December 15, Monday - Noon</b>	Final grade report due

## **SPRING SEMESTER 2015**

<b>December 15, Monday</b>	<b>Instruction begins for the Winter Intersession</b>
<b>December 16, Tuesday</b>	<b>Final date to drop Winter Intersession classes and receive a 100% refund.</b>  <b>Change-of-course period ends</b> <b>Final date to register</b> <b>Final date to add classes</b> <b>Final date to change from credit to audit or audit to credit</b>
<b>December 19, Friday</b>	<b>Final date to drop Winter Intersession classes and receive a 75% refund. 0% refund after this date.</b>
<b>December 31, Wednesday</b>	<b>Final date to officially withdraw from a Winter Intersession class or the university with a W grade unless already dropped for non-attendance</b>
<b>January 1, Thursday</b>	<b>Final date to officially withdraw from a Winter Intersession class or the university with a WP or WF grade unless already dropped for non-attendance</b>
<b>January 2, Friday</b>	<b>Final examinations for Winter Intersession</b>
<b>January 6, Tuesday - Noon</b>	<b>Winter Intersession final grades report due</b>
<b>January 8, Thursday</b>	<b>Instruction begins - day and evening classes</b>

<b>January 9, Friday</b>	<b>Final date to drop Jan. 8 - Feb. 27 or Jan. 8 – Feb. 13 classes and receive a 100% refund.</b>  <b>Change of course period ends for Jan. 8 - Feb. 27 classes</b> <b>Final date to register</b> <b>Final date to add classes</b> <b>Final date to change from credit to audit or audit to credit</b>
<b>January 10, Saturday</b>	<b>Instruction begins – Saturday classes</b>
<b>January 14, Wednesday</b>	<b>Change of course period ends for Jan. 8 - May 1 classes</b>  <b>Final date to register</b> <b>Final date to add classes</b> <b>Final date to change from credit to audit or audit to credit</b>
	Final date to drop a Jan. 8 - May 1 classes and receive a 100% refund.
	<b>Final date to drop Jan. 8 - Mar. 1 or Jan. 8 - Feb. 13 classes and receive a 75% refund. 0% refund after this date</b>
<b>January 19, Monday</b>	<b>Dr. Martin Luther King Jr. Holiday</b>
<b>January 29, Thursday</b>	<b>Final date to drop Jan. 8 - May 1 classes and receive a 75% refund. No refund after this date.</b>
<b>February 6, Friday</b>	<b>Final date to make degree application for May graduation and be included in the commencement program</b>
<b>February 13, Friday</b>	<b>Final date to officially withdraw from Jan. 8 - Feb. 27 classes with a W grade unless already dropped for non-attendance</b>
<b>February 17, Tuesday</b>	<b>Final date to drop Feb. 16 - Mar. 27 classes and receive a 100% refund</b>
<b>February 20, Friday</b>	<b>Final date to drop Feb. 16 - Mar. 27 classes and receive a 75% refund. No refund after this date.</b>
<b>February 20, Friday</b>	<b>Final date to officially withdraw from Jan. 8 - Feb. 27 classes with a WP or WF grade unless already dropped for non-attendance</b>

<b>March 3, Tuesday</b>	<b>Final date to drop Mar. 2 – May 1 classes and receive a 100% refund.</b>
	<b>Change of course period ends for Mar. 2 – May 1 classes</b>
	<b>Final date to register</b>
	<b>Final date to add classes</b>
	<b>Final date to change from credit to audit or audit to credit</b>
<b>March 4, Wednesday - Noon</b>	<b>Mid-term grade report due</b>
<b>March 6, Friday</b>	Final date to drop Mar. 2 – May 1 classes and receive a 75% refund. 0% refund after this date.
<b>March 22 – 28, Sun to Sat</b>	<b>Spring Break</b>
<b>March 27, Friday</b>	<b>Final date to officially withdraw from Jan. 8 – May 1 classes or the university with a W grade unless already dropped for non-attendance</b>
<b>March 30- April 20</b>	Advance Registration for summer and fall, 2015
<b>March 31, Tuesday</b>	<b>Final date to a drop Mar. 30 – May 1 classes and receive a 100% refund.</b>
<b>April 3, Friday</b>	<b>Final date to a drop Mar. 2 – May 1 classes and receive a 75% refund. 0% refund after this date.</b>
<b>April 10, Friday</b>	<b>Final date to officially withdraw from Mar. 2 – May 1 classes with a W grade unless already dropped for non-attendance.</b>
<b>April 17, Friday</b>	<b>Final date to officially withdraw from Mar. 2 – May 1 classes with a WP or WF grade unless already dropped for non-attendance</b>
	<b>Final date to officially withdraw from Jan. 8 – May 1 classes or the university with a WP or WF grade unless already dropped for non-attendance</b>
<b>April 24, Friday</b>	<b>Study Day</b>
<b>April 25, Saturday</b>	<b>Final exams – Saturday classes</b>

<b>April 27 – May 1, Mon-Fri</b>	<b>Final exams – day and night classes</b>
<b>May 2, Saturday</b>	Commencement
<b>May 5, Tuesday - Noon</b>	Final grade report due
<b>SUMMER 2015</b>	
<b>May 11, Monday</b>	<b>Instruction begins for May Intersession and 13-Week Summer Session classes</b>
<b>May 12, Tuesday</b>	<p><b>Final date to drop May Intersession classes and receive a 100% refund.</b></p> <p><b>Change of course period ends for May Intersession classes</b></p> <p><b>Final date to register</b></p> <p><b>Final date to add classes</b></p> <p><b>Final date to change from credit to audit or audit to credit</b></p>
<b>May 13, Wednesday</b>	<p><b>Change of course period ends for 13-Week Summer Session classes</b></p> <p><b>Final date to register</b></p> <p><b>Final date to add classes</b></p> <p><b>Final date to change from credit to audit or audit to credit</b></p>
<b>May 15, Friday</b>	<p><b>Final date to drop May Intersession classes and receive a 75% refund. 0% refund after this date.</b></p> <p>Final date to drop 13-Week Summer Session classes and receive a 100% refund.</p>
<b>May 20, Wednesday</b>	Final date to officially withdraw from a May Intersession course or the university with a W grade unless already dropped for non-attendance
<b>May 25, Monday</b>	Memorial Day Holiday
<b>May 27, Wednesday</b>	Final date to officially withdraw from a May Intersession course or the university with a WP or WF grade unless already dropped for non-attendance

<b>May 29, Friday</b>	Final examinations for May Intersession classes
<b>June 1, Monday</b>	<b>Final date to drop 13-Week Summer Session classes and receive a 75% refund. 0% refund after this date.</b>
	<b>Instruction begins for 1<sup>st</sup> Five Week Summer Session and 10-Week Summer Session classes</b>
<b>June 2, Tuesday - Noon</b>	<b>May Intersession final grade report due</b>
<b>June 2, Tuesday</b>	<b>Final date to drop 1<sup>st</sup> Five Week Summer Session or 10-Week Summer Session classes and receive a 100% refund.</b>
	<b>Change-of-course period ends for 1<sup>st</sup> Five Week Session classes</b>
	<b>Final date to register</b>
	<b>Final date to add classes</b>
	<b>Final date to change from credit to audit or audit to credit</b>
<b>June 3, Wednesday</b>	Change-of-course period ends for 10-Week Summer Session classes
	Final date to register
	Final date to add classes
	Final date to change from credit to audit or audit to credit
<b>June 5, Friday</b>	<b>Final date to drop 1<sup>st</sup> Five Week Summer Session or 10-Week Summer Session classes and receive a 75% refund. 0% refund after this date.</b>
	<b>Final date to make degree application for August graduation and be included in the commencement program</b>
<b>June 19, Friday</b>	<b>Final date to officially withdraw from 1<sup>st</sup> Five Week Summer Session classes or the university with a W grade unless already dropped for non-attendance</b>
<b>June 26, Friday</b>	<b>Final date to withdraw from 1<sup>st</sup> Five Week Summer Session classes or the university with a WP or WF grade unless already dropped for non-attendance</b>
<b>July 2, Thursday</b>	<b>Final examinations for 1<sup>st</sup> Five Week Summer Session classes</b>

<b>July 3, Friday</b>	<b>Independence Day Holiday</b>
<b>July 6, Monday</b>	<b>Final date to withdraw from 13-Week Summer Session classes with a W grade unless already dropped for non-attendance</b>
<b>July 6, Monday</b>	<b>Instruction begins for 2<sup>nd</sup> Five Week Summer Session classes</b>
<b>July 7, Tuesday - Noon</b>	<b>1<sup>st</sup> Five Week Summer Session final grade report due</b>
<b>July 7, Tuesday</b>	<b>Final date to drop 2<sup>nd</sup> Five Week Summer Session classes and receive a 100% refund</b>
	<b>Change-of-course period ends for 2<sup>nd</sup> Five Week Summer Session classes</b>
	<b>Final date to register</b>
	<b>Final date to add classes</b>
	<b>Final date to change from credit to audit or audit to credit</b>
<b>July 10, Friday</b>	<b>Final date to drop a 2<sup>nd</sup> Five Week Summer Session classes and receive a 75% refund. 0% refund after this date.</b>
<b>July 17, Friday</b>	<b>Final date to officially withdraw from 10-Week Summer Session classes with a W grade unless already dropped for non-attendance</b>
<b>July 24, Friday</b>	<b>Final date to officially withdraw from 2<sup>nd</sup> Five Week Summer Session classes with a W grade unless already dropped for non-attendance</b>
<b>July 31, Friday</b>	<b>Final date to withdraw from 13-Week Summer Session classes, 10-Week Summer Session classes, or 2<sup>nd</sup> Five Week Summer Session classes with a WP or WF grade unless already dropped for non-attendance</b>
<b>August 7, Friday</b>	<b>Final examinations for 13-Week Summer Session classes, 10-Week Summer Session classes, and 2<sup>nd</sup> Five Week Summer Session classes</b>
<b>August 7, Friday</b>	<b>Summer Commencement</b>
<b>August 11, Tuesday – Noon</b>	<b>13-Week Summer Session, 10-Week Summer Session, and 2<sup>nd</sup> Five-Week Summer Session final grade report due</b>

**Notification: New Minor in Public Scholarship and Community Engagement**

The provost and president have approved a proposal to create a new minor program in Public Scholarship and Community Engagement.

The minor in Public Scholarship and Community Engagement is a 21-hour interdisciplinary minor designed to prepare students for community-based research and scholarly activities.

Combining course work from the College of Business, the College of Fine Arts and Communication, and the College of Natural Science and Mathematics, this minor will provide students with the opportunity to apply their knowledge and skills to directly impact communities and enhance public scholarship. Furthermore, this minor offers students the opportunity to participate in service-learning projects that complement the knowledge they are gaining from their major areas of study.

Students must successfully complete PHIL 2305, SPCH 2311, MGMT 2341, and WRTG 3310. The remaining credit hours are fulfilled using any 3000- or 4000-level courses approved by the minor advisor.

The new minor program in Public Scholarship and Community Engagement has been recommended for approval by all appropriate councils and administrators.

Supporting materials (following pages): (1) UCA Curriculum Form 3, with signature blocks from all three colleges; (2) ADHE LON-03

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

Department College of Business, College of Fine Arts and Communication, and College of Natural Science and Mathematics Date 8/1/2012

The program is:  **UNDERGRADUATE**

**GRADUATE**

Bulletin title of program (brief):

**Minor in Public Scholarship and Community Engagement**

Brief description of program:

The minor in Public Scholarship and Community Engagement is a 21 hour interdisciplinary minor designed to prepare students for community-based research and scholarly activities.

Combining course work from the College of Business, the College of Fine Arts and Communication, and the College of Natural Science and Mathematics, this minor will provide students with the opportunity to apply their knowledge and skills to directly impact communities and enhance public scholarship. Furthermore, this minor offers students the opportunity to participate in service-learning projects that complement the knowledge they are gaining from their major areas of study.

Students must take PHIL 2305, SPCH 2311, MGMT 2341, and WRTG 3310. The remaining credit hours can be any 3000 or 4000 level course approved by their minor advisor.

Proposed effective date for new program (term and year): Spring 2013

Program recommended by

Michael Roberts 8-3-12  
 Department Curriculum Committee Date

Michael B. Hargrave 8-3-2012  
 Department Chair Date

Stephanie C. Wilson 10/31/12  
 College Curriculum & Assessment Committee Date

Professional Education Council

Date

General Education Council

Date

Undergraduate Council

Date

Academic Planning & Assessment Committee

Date

Mike Casay 10/31/12  
 College Dean Date

Graduate Council

Date

Council of Deans

Date

Program approved by

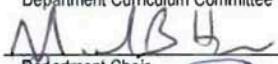
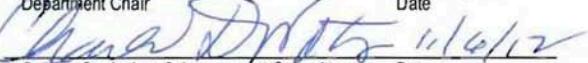
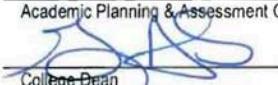
Joy Pennington 12/13/2012  
 Provost Date

Program recorded by

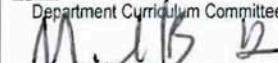
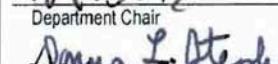
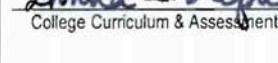
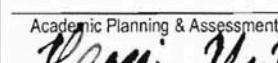
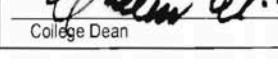
Undergraduate/Graduate Studies, Registrar Date

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.

Signature block, College of Natural Sciences and Mathematics

Program recommended by	
Department Curriculum Committee 	Date 10/31/2012
Department Chair 	Date 10/4/12
College Curriculum & Assessment Committee 	Date 6/20/12
Academic Planning & Assessment Committee 	Date 6/20/12
College Dean 	Date 6/20/12
Professional Education Council	Date
General Education Council	Date
Undergraduate Council	Date
Graduate Council	Date
Council of Deans	Date

Signature block, College of Fine Arts and Communication

Program recommended by	
Department Curriculum Committee 	Date 8-3-2012
Department Chair 	Date 10/31/12
College Curriculum & Assessment Committee 	Date 10/31/12
Academic Planning & Assessment Committee 	Date 10/31/12
College Dean 	Date 10/31/12
Professional Education Council	Date
General Education Council	Date
Undergraduate Council	Date
Graduate Council	Date
Council of Deans	Date

## LETTER OF NOTIFICATION – 3

### **NEW OPTION, CONCENTRATION, EMPHASIS, MINOR**

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

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn  
Associate Provost and CIO

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

(501) 450-3126  
jona@uca.edu

**4. Proposed effective date**

Upon notification

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

N/A

**6. CIP code**

30.9999 (Multi-/Interdisciplinary Studies, Other)

**7. Degree code**

N/A

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

Minor in Public Scholarship and Community Engagement

**9. Reason for proposed action**

In the Fall of 2012, UCA started EPIC (Entrepreneurship, Public Scholarship, Innovation, and Community Engagement) Residential College. This Residential College was created to bring students together from multiple Colleges at UCA with the intent to (1) improve the knowledge transfer across academic areas; (2) enhance job skills in communication, teaming, analytic thought, and problem solving; and (3) provide students with the opportunities to impact their communities through public scholarship and/or community engagement activities. Internal and external stakeholders (including UCA Faculty, UCA alumni, undergraduate students, and the hiring community) were considered during the development process. Additionally, UCA faculty studied leading community engagement and public scholarship programs, such as those in place at the College of William and Mary, Auburn University, the Clinton School for Public Service, and other institutions.

To succeed individually and to improve their communities (both local and global), UCA students will need to think and act as innovators within their major fields of study. The Public Scholarship and Community Engagement minor will (1) teach students critical thinking skills, (2) prepare students to write effective and persuasive plans and reports, (3) teach students to collaborate and work effectively in project teams to maximize performance, and (4) create hands-on learning opportunities through real-

world projects, as students help businesses and community entities develop innovative solutions to problems.

The minor is being proposed by three colleges – the College of Business, the College of Fine Arts and Communication, and the College of Natural Sciences and Mathematics.

#### **10. Provide the following**

##### **a. Curriculum Outline – indicate which courses are required by underlining them**

Foundation Courses in Minor (12 hours)

PHIL 2305 CRITICAL THINKING

SPCH 2311 BUSINESS AND PROFESSIONAL SPEAKING

MGMT 2341 PRINCIPLES OF MANAGEMENT

WRTG 3310 TECHNICAL WRITING

Elective Courses in Minor (9 hours)

Three elective courses (9 hours) at the 3000- or 4000- level. These may be any 3000- or 4000-level courses, selected in consultation with the minor advisor. Examples of appropriate courses are provided for each college in the attached documentation.

Students will be encouraged to present their work at public or scholarly venues at the completion of the minor.

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

21 semester credit hours

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

None

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

The minor in Public Scholarship and Community Engagement is an interdisciplinary minor designed to prepare students for community-based research and scholarly activities. The overarching goal of the program is to provide students with an opportunity to apply their knowledge to address issues facing our local communities through the implementation of the following program elements:

- Combining course work from the College of Business, the College of Fine Arts and Communication, and the College of Natural Science and Mathematics
- Creating and building partnerships with local businesses and community service organizations
- Efficient and flexible degree plans (including the open elective courses)
- Active student recruitment and support
- Dedicated advising (through the EPIC Resident Master, EPIC Rector, and the Associate Deans from three Colleges)
- Improve student learning outcomes by providing students hands-on learning opportunities through internships, lab service courses, independent studies, and community engagement activities.

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

The minor is designed to prepare students for community-based research and scholarly activities and to provide students with the unique opportunity to learn how to apply their knowledge and major courses of

study to directly impact local communities and/or research disciplines through enhanced scholarship. These specific learning outcomes include the following:

- To improve critical thinking skills including understanding dimensions of implication, deductive, inductive, and scientific reasoning.
- To apply the rules, standards, principles and techniques for evaluating beliefs.
- To develop excellence in speech communication skills (listening, negotiation, influencing others, instructional communication, etc.) in business and professional settings.
- To improve team and business management skills including decision-making, motivation, and leadership.
- To study a wide range of community issues and identify mechanisms (either through science, technology, business, etc.) to help solve problems.
- To understand how their major areas of study can lead to important solutions to pressing issues impacting our communities.

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

The program will meet the needs of local employers because of the emphasis on improving the following skills: critical thinking, business management and analytics, teaming and leadership, and communication (both written and oral). These skills were identified as critically necessary from important external stakeholder groups including the Arkansas Legislature and the hiring community (including Acxiom, PrivacyStar, and HP).

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

86 students are currently living in EPIC Residential College. Additionally, this minor will be open to any other student on the UCA Campus interested in Public Scholarship and Community Engagement.

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

This program is modeled after community engagement and/or public scholarship minors at the College of William and Mary, Auburn University, University of California – Irvine, and Penn State.

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

Department: August 3 and October 31, 2012

College: October 31 and November 6, 2012

Undergraduate/Graduate Council: November 30, 2012

Council of Deans: December 5, 2012

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

No

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

N/A

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

None

### **Notification: New Minor in Teaching and Learning**

The provost and president have approved a proposal to create a new minor program in Teaching and Learning to provide a formal, transcripted recognition of a student's completion of professional education courses required for secondary teacher licensure in Arkansas.

The Teaching and Learning minor includes the 20 credit hours of Professional Education coursework listed below. Additionally, students seeking a 7–12 or K–12 teaching license must complete a content methods course, an intense internship experience, required content major coursework, and any other departmental requirements. Course substitutions are allowable ONLY as approved by the minor advisor. The following courses are required for the minor:

EDUC 1300 Education as a Profession;

EDUC 3322 Diverse Learners in Inclusive Settings;

MSIT 3310 Learning and Development;

MSIT 4305 Classroom Management;

EDUC 4210 Educational Technology;

MSIT 4321 Classroom Assessment; and

MSIT 4325 Strategies for Content Literacy Development and Curriculum Integration

At this time, the minor will apply to students seeking secondary teaching licensure in Social Studies, English, Family and Consumer Sciences, French, and Spanish.

All appropriate university councils and administrators have recommended approval of the minor in Teaching and Learning.

Supporting materials (following pages): (1) UCA Curriculum Form 3, (2) ADHE Form LON-03

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

Department Teaching and Learning Date 9/18/12

The program is:  UNDERGRADUATE

GRADUATE

Bulletin title of program (brief):

**Teaching and Learning minor**

Brief description of program:

The Teaching and Learning minor includes the 20 credit hours of Professional Education coursework listed below. Additionally, students seeking a 7-12 or K-12 teaching license must complete a content methods course, an intense internship experience, required content major coursework, and any other departmental requirements. Course substitutions are allowable ONLY as approved by the minor advisor. The following courses are required for the minor:

- EDUC 1300 Education as a Profession
- EDUC 33XX Diverse Learners in Inclusive Settings (combined EDUC 3309 Cultural Perspectives and EDUC 3321 Strategies for Diverse Learners)
- MSIT 3310 Learning and Development
- MSIT 4305 Classroom Management
- EDUC 4210 Educational Technology
- MSIT 4321 Classroom Assessment (revised Curriculum, Planning, and Assessment course to focus on Assessment)
- MSIT 4325 Strategies for Content Literacy Development and Curriculum Integration (revised Literacy course to include integrated curriculum)

(At this time the minor will apply to Social Studies, English, Family and Consumer Sciences, French and Spanish teacher education majors.)

Proposed effective date for new program (term and year): January 1, 2013

Program recommended by

Jeff Whittingham 10/3/12  
 Department Curriculum Committee Date

Jammy Binsm 10/3/12  
 Department Chair Date

Shelly Abritton 10/3/12  
 College Curriculum & Assessment Committee Date

NA  
 Academic Planning & Assessment Committee Date  
Diana Bruder DS 10/23/12  
 College Dean Date

Diana Bruder DS 10/23/12  
 Professional Education Council Date

General Education Council 11-20-12  
Kim Bender Undergraduate Council Date

Graduate Council 12-5-12  
Carol S. Council of Deans Date

Program approved by

Provost 12/13/2012  
Jay Pennington 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.

## LETTER OF NOTIFICATION – 3

### **NEW OPTION, CONCENTRATION, EMPHASIS, MINOR**

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

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn

Associate Provost and CIO

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

(501) 450-3126

jona@uca.edu

**4. Proposed effective date**

Upon notification

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

N/A

**6. CIP code**

13.1205 (Secondary Education and Teaching)

**7. Degree code**

N/A

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

Minor, Teaching and Learning

**9. Reason for proposed action**

Students seeking an educator license in Secondary Education (7-12 or K-12) content areas take 20 credit hours of pedagogy coursework, not to mention their intense internship experience. This amount of coursework should be formally recognized as a minor (on a transcript). The education courses content area majors are currently taking are being packaged together to form a minor.

**10. Provide the following**

**a. Curriculum Outline – all courses are required**

EDUC 1300 Education as a Profession

EDUC 3322 Diverse Learners in Inclusive Settings

MSIT 3310 Learning and Development

MSIT 4305 Classroom Management

EDUC 4210 Educational Technology

MSIT 4321 Classroom Assessment

MSIT 4325 Strategies for Content Literacy Development and Curriculum Integration

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

20 semester credit hours

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

EDUC 3322 combines two existing courses so is not, strictly speaking, new; it has a new number and title, however, and so is listed here.

**EDUC 3322 DIVERSE LEARNERS IN INCLUSIVE SETTINGS** This course examines the theory, research, and practice of working with diverse populations in an educational setting. Course content will focus on knowledge and strategies: affecting instructional effectiveness with diverse learners such as exploring learner make-up, culturally responsive teaching, legal aspects of civil rights and special education, and addressing the needs of students with disabilities in the classroom setting. Characteristics of exceptionalities and current educational trends will also be addressed. Candidates will have the opportunity to learn how to employ effective practices including Universal Design for Learning, Response to Intervention and differentiated instruction. Although a lecture format will primarily be used, candidates are expected to participate in small and large group discussions. Some instruction may be facilitated through web-based online sessions. Admissions to Teacher Education Required.

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

N/A

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

The student learning outcomes are the same as required for our Professional Education Unit and individual programs. This minor simply packages required licensure courses as a minor instead of students taking the same classes without the minor designation.

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

N/A

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

N/A

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

N/A

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

Department: October 3, 2012

College: October 23, 2012

Undergraduate/Graduate Council: November 20, 2012

Council of Deans: December 5, 2012

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

No.

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

N/A

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

No new costs.

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

If requested.

President/Chancellor Approval Date: \_\_\_\_\_

Board of Trustees Notification Date: \_\_\_\_\_

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

SIGNATURE

DATE

[UCA form updated 2012-09-10]

## **Notification: Deadline for Declaration of an Undergraduate Major – 27 Credit Hours**

This notification was previously distributed to the Board of Trustees.

The president and provost have approved a proposal to require undergraduate students to declare a major upon completion of 27 semester credit hours. This requirement includes transfer credits, so that students who transfer to UCA with 27 or more credit hours will be required to declare a major upon matriculation.

Currently, UCA undergraduate students are required to select a major, but there is no deadline for doing so except graduation. Data reported by the Office of Institutional Research show that, from 2007–2010, UCA students who had not declared a major were more likely to withdraw from the university within the next year than were students who had declared a major (a 15.7% difference). This difference in retention is first apparent for students who had earned 27–44 credit hours (3.6%) but dramatically increases for students who had earned 45 or more credit hours (14.5%). Although correlational, the data suggest that second-year retention may increase if students are required to declare a major – and thus to make a connection with an academic department and program – early.

All appropriate councils and administrators have recommended adoption of the 27-hour requirement.

The *Undergraduate Bulletin*'s General Degree Requirements will be updated as follows to reflect the new requirement (see <http://uca.edu/ubulletin/general-policies-information/degree-requirements/>, section 2.1.2); strikethrough indicates deletion, and highlighting indicates addition:

A student All degree-seeking students must select declare a major and at least one minor field, subject to modifications noted for specific programs. After completing 27 credit hours, students must have declared a major prior to future semester course registration. A course that is used to meet the requirements of a major may not also be used to meet minor requirements. Departmental faculty of the student's declared minor and major are advisors. Changes made to adjust the student's program within the scope of the departmental major or minor requirements need only the approval of the department chair. Adjustments in the student's program beyond the scope of departmental requirements require the approval of the Academic Adjustments and Credentials Appeals Committee. Major and minor requirements are set forth in the departmental sections of this bulletin.

Many students, especially entering freshmen, may not have selected major and minor fields at the time of registration. Under these circumstances, Prior to declaring a major, students are assigned to general advisors. Such students will follow a general program of liberal studies until the major is determined.

### **Notification: Changes in Transfer Policies**

The president and provost have approved two changes in University of Central Arkansas transfer policies.

#### **(1) Transfer of Credits Earned While on Suspension from UCA**

The University of Central Arkansas's policy regarding transfer of credits earned at another institution while a student is on academic suspension from UCA has been found to violate the provisions of Act 747 of 2011. The Arkansas Department of Higher Education's legal counsel has indicated the following: "Based on the language found in Act 747, now codified as A.C.A. section 6-6-231 (c)(2), UCA cannot deny transfer of earned credits/hours that are part of a transfer degree or the state minimum core curriculum" (communication to President Tom Courtway, 12/18/2012).

For this reason, the university has made the following change, effective immediately.

Current *Undergraduate Bulletin* provision (Academic Records, section 8):

A student on suspension from the University may apply for readmission under the Schedule of Readmission following academic suspension. Credit earned at another institution while on academic suspension will not transfer back to the university and will not count toward a degree at the university.

(URL: <http://uca.edu/ubulletin/general-policies-information/academic-records/>)

Modified *Undergraduate Bulletin* provision:

A student on suspension from the University may apply for readmission under the Schedule of Readmission following academic suspension. ~~Credit earned at another institution while on academic suspension will not transfer back to the university and will not count toward a degree at the university.~~ A student suspended from UCA who earns academic credit from another accredited college or university during the period of suspension may, if the course is transferable, receive credit for the course at UCA when readmitted. A course is transferable if it is identified as transferable to UCA in the Arkansas Course Transfer System (ACTS) and meets a requirement for a degree at UCA. Courses not part of ACTS may be evaluated by the appropriate academic department chairperson for transferability.

#### **(2) Transfer of Hours from an Arkansas Two-Year Public College**

A change to the existing 60-hour senior college requirement to accommodate slight differences in credit hours has been occasioned by (1) the 120-hour default baccalaureate degree cap and (2) the increasing numbers of negotiated associate-to-baccalaureate program articulation-transfer agreements with two-year colleges in Arkansas. The exception will allow students who participate in an articulation-transfer agreement to which UCA is a party to complete a 120-hour degree with 120 hours, even if this results in only, for example, 58 hours being completed at the senior college level.

Current policy language (*Undergraduate Bulletin*, “Admission to the University,” section 8):

There is no limit on the number of credit hours that may be transferred to the university; however, a maximum of sixty semester hours (exclusive of four activity hours in physical education) transferred from a two-year institution may be applicable toward a baccalaureate degree. The equivalent of two full years' work (sixty semester hours) at the senior college level will be required for a baccalaureate degree.

(URL: <http://uca.edu/ubulletin/general-policies-information/admission-to-the-university/>)

Proposed policy language:

There is no limit on the number of credit hours that may be transferred to the university; however, a maximum of sixty semester hours (~~exclusive of four activity hours in physical education~~) transferred from a two-year institution may be applicable toward a baccalaureate degree. The equivalent of two full years' work (sixty semester hours) at the senior college level will be required for a baccalaureate degree, with one exception: students transferring to UCA under the terms of a negotiated associate-to-baccalaureate articulation-transfer agreement will fulfill this requirement by completing all requirements beyond the associate degree requirements at the senior college level.

## **Notification: Graduate Programs by Distance Learning**

Upon the recommendation of all appropriate university councils and administrators, the president and provost have approved four proposals to offer existing graduate programs by distance learning.

### **(1) MSE in Reading by Distance Learning**

The Department of Early Childhood and Special Education and the College of Education propose to offer the existing MSE degree program in Reading by distance learning.

Doing so will benefit UCA and its student in at least three ways: (a) UCA will be able to stay competitive with other reading programs in Arkansas (at least one Arkansas university already offers MSE in Reading completely online and several others offer reading programs partially online); (b) the distance-learning program will be better able to meet the needs of its graduate students, who usually hold full-time teaching jobs in schools and prefer less travel; and (c) the distance-learning program will be able to reach more students from remote areas of Arkansas.

No additional resources are needed to offer this program by distance learning.

### **(2) MSE in Advanced Studies in Teacher Leadership**

The Department of Teaching and Learning and the College of Education propose to offer the existing MSE degree program in Advanced Studies in Teacher Leadership by distance learning.

This program enrolls full-time teachers who are in the classroom every day and have difficulty commuting to Conway for classes. Other universities have been most successful with recruiting and retaining graduate students for online programs. The university's goal is to provide a program that will be more competitive with other programs in Arkansas that are currently offered online, as well as reach a more diverse group of students from a more global area.

No additional resources are needed to offer this program by distance learning.

### **(3) Master of Arts in Teaching (MAT)**

The Department of Teaching and Learning and the College of Education propose to offer the existing Master of Arts in Teaching (MAT) by distance learning.

Students who live in rural parts of the state and have difficulty commuting to Conway for classes are requesting increasing numbers of classes online. Other universities have been most successful with recruiting and retaining graduate students for online programs. The university's goal is to provide a program that will be more competitive with other programs in Arkansas that are currently offered online, as well as reach a more diverse group of students from a more global area. UCA has also recently offered a tuition fee reduction for all online programs. This will allow more prospective students to have an opportunity to complete graduate work and become a licensed teacher.

No additional resources are needed to offer this program by distance learning.

#### **(4) MS in Family and Consumer Sciences**

The Department of Family and Consumer Sciences (“FACS”) and the College of Education propose to offer the existing MS degree program in Family and Consumer Sciences by distance learning.

Most students in this program are full-time FACS teachers or nutrition graduates working in hospitals or other health-care facilities in Arkansas or surrounding states. Online delivery will provide more flexibility and convenience for many students.

No additional resources are needed to offer this program by distance learning.

#### **Supporting materials (following pages):**

For each program, the following documents are included: (a) UCA Curriculum Form 2-I, and (b) ADHE Form LON-13.

The provost and president have approved a proposal to create a new minor program in Teaching and Learning to provide a formal, transcribed recognition of a student’s completion of professional education courses required for secondary teacher licensure in Arkansas.

The Teaching and Learning minor includes the 20 credit hours of Professional Education coursework listed below. Additionally, students seeking a 7–12 or K–12 teaching license must complete a content methods course, an intense internship experience, required content major coursework, and any other departmental requirements. Course substitutions are allowable ONLY as approved by the minor advisor. The following courses are required for the minor:

EDUC 1300 Education as a Profession;  
EDUC 3322 Diverse Learners in Inclusive Settings;  
MSIT 3310 Learning and Development;  
MSIT 4305 Classroom Management;  
EDUC 4210 Educational Technology;  
MSIT 4321 Classroom Assessment; and  
MSIT 4325 Strategies for Content Literacy Development and Curriculum Integration

At this time, the minor will apply to students seeking secondary teaching licensure in Social Studies, English, Family and Consumer Sciences, French, and Spanish.

All appropriate university councils and administrators have recommended approval of the minor in Teaching and Learning.

Supporting materials (following pages): (1) UCA Curriculum Form 3, and (2) ADHE Form LON-03

**(1) MSE, Reading, Supporting Documents**

**LETTER OF NOTIFICATION – 13**

**EXISTING CERTIFICATE OR DEGREE OFFERED VIA  
DISTANCE TECHNOLOGY**

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

**DEFINITIONS**

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

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn

Associate Provost and CIO

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

(501) 450-3126

jona@uca.edu

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

MSE, Reading

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

Spring 2013 or upon notification

**6. CIP code and degree code**

CIP code: 13.1315

Degree code: 6910

## **PROGRAM INFORMATION**

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

Most of the graduate students in the program are full-time teachers from areas surrounding Conway who have difficulty commuting to campus after work. Online delivery will offer them more flexibility and convenience. It may also reach more teachers from other remote areas.

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

- ECSE 6314 Diagnosis and Correction of Reading Difficulties  
ECSE 6341 Language Arts  
ECSE 6342 Review of Research in Reading  
ECSE 6345 Organizing and Coaching of Reading Programs  
ECSE 6346 Children's Reading and Book Selection  
ECSE 6379 Reading Content Areas  
LEAD 6321 Research Methods  
ECSE 6343 Reading Practicum I  
ECSE 6344 Reading Practicum II

None of these courses is taught by adjunct faculty.

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

None

### **10. Provide the course syllabus for each distance technology course for the program listed above and indicate the maximum class size for each distance course. Indicate the course delivery mode(s) and class interaction mode(s) for each distance technology course.**

#### **a. Course delivery modes**

Type “x” as appropriate and provide any necessary explanation

<b>x</b>	<b>Mode</b>	<b>Explanation</b>
X	Online	
	Compressed-video (CIV)	
X	Audio Conference	
	Video Conference	
X	Web Conference	
X	Blended delivery (identify components)	Blackboard, Centra

**b. Class interaction modes**

Type “x” as appropriate and provide any necessary explanation

x	Mode	Explanation
	Electronic bulletin boards	
	Email	
	Telephone	
	Fax	
X	Chat	Through Centra, a VoIP application
X	Blog/discussion	Through Blackboard
	Other (specify)	

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

There will be synchronous interactions between instructor and students and amongst students themselves through Centra and asynchronous interactions through Blackboard.

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

Fall	Spring	Summer I	Summer II
ECSE 6314	ECSE 6314	ECSE 6343	ECSE 6341
ECSE 6342	ECSE 6345	ECSE 6344	LEAD 6321
ECSE 6346	ECSE 6379	LEAD 6321	Elective
Elective	Elective		

**13. Provide a list of services that will be supplied by consortia partners or outsourced to another organization.**

No services will be supplied by consortial partners or outsourced to another organization.

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

No new costs will be incurred by the conversion of the existing traditional program to distance technology. Current faculty will be responsible for the distance education delivery of the courses already in existence, and the distance delivery will use UCA's existing technologies.

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

Department: 9/28/2012

College: 10/8/2012

Professional Education Council: 10/23/2012  
Graduate Council: 11/15/2012  
Council of Deans: 11/28/2012

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

ADE notification form is submitted with this notification (filenames: <uca-reading-ade-notification.docx> and <uca-reading-ade-secs-c-d-attachment-1.pdf>). There are no other requirements for review and approval by any licensure/certification board/agency. UCA's distance learning stipulation in its HLC Statement of Affiliation Status reads, "The institution has been approved under Commission policy to offer up to 20% of its total degree programs through distance education." At this time, approximately 9% of UCA's degree programs are offered by distance learning.

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

If requested.

## (2) MSE, Advanced Studies in Teacher Leadership

Curriculum Form 2-I

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

GENERAL EDUCATION COUNCIL

UNDERGRADUATE COUNCIL

GRADUATE COUNCIL

Department/program area: Teaching and Learning Date 12/4/12

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(s) 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(s) \_\_\_\_\_

Deletion of course(s) 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(s) \_\_\_\_\_

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.)

Subject prefix \_\_\_\_\_ Course number(s) \_\_\_\_\_

Nonsubstantive editorial change of course description(s) for *Bulletin* (Provide full details, including current and new course description[s], in attached documentation.)

Subject prefix \_\_\_\_\_ Course number(s) \_\_\_\_\_

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): ASTL. The following courses have already been approved for online: ASTL 6305, ASTL 6380, ASTL 6385, ASTL 5302, ASTL 5340. The following courses are being submitted as online delivery: ASTL 6302, ASTL 6303, ASTL 6315, ASTL as core courses; ASTL 6310, ASTL 6325, ASTL 6330 as track electives.

Other (specify): \_\_\_\_\_

Required documentation: attach additional sheet(s) detailing and justifying the curricular change.

Proposed effective date of change (term and year): Summer 2013

Change recognized by <u>Jahmy Benom</u> <u>12-6-12</u> Department Curriculum Committee <u>Diana Ponter</u> <u>12/6/12</u> Date Chair <u>Shelly Albritton</u> <u>DB 12/7/12</u> College Curriculum & Assessment Committee <u>Diana Ponter</u> <u>DB 12/14/12</u> College Dean Date	<u>Diana Ponter</u> <u>DB 12/14/12</u> Professional Education Council Date General Education Council Undergraduate Council Graduate Council Council of Deans <u>Elaine McNamee</u> <u>1-17-13</u> <u>Carol S.</u> <u>1-23-13</u> Date
Change approved by <u>Jahmy Benom</u> <u>1/30/2013</u>	Change recorded by

Rev. 08/2006; corr., updated 10/2007; extended 11/2012

A ORIGINAL

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## **LETTER OF NOTIFICATION – 13**

### **EXISTING CERTIFICATE OR DEGREE OFFERED VIA DISTANCE TECHNOLOGY**

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

#### **DEFINITIONS**

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

#### **1. Institution submitting request**

University of Central Arkansas

#### **2. Contact person/title**

Jonathan A. Glenn

Associate Provost and CIO

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

(501) 450-3126

jona@uca.edu

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

MSE, Advanced Studies in Teacher Leadership (ASTL)

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

Summer 2013

#### **6. CIP code and degree code**

CIP code: 13.0101

Degree code: 6750

#### **PROGRAM INFORMATION**

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

Our graduate program caters to full time teachers who are in the classroom every day and have difficulty commuting to Conway for classes. Other universities have been most successful with recruiting and retaining graduate students for online programs. We are hoping to allow our

program to be more competitive with other programs in the state that are currently offered online as well as reach a more diverse group of students from a more global area.

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

An “\*” identifies courses taught by adjunct faculty members.

Existing ASTL classes offered by distance:

ASTL 5302	Teaching in the Middle School
ASTL 5311	Career Orientation*
ASTL 5325	Applications of Computers in Education and Work*
ASTL 5340	Cultural Diversity: Applications
ASTL 5395	Introduction to Adult Education
ASTL 5396	Methods and Techniques of Adult Education
ASTL 6101	Issues in Teaching
ASTL 6201	Issues in Teaching
ASTL 6301	Issues in Teaching
ASTL 6305	Classroom Assessment
ASTL 6321	Foundations of Education
ASTL 6380	Research Methods
ASTL 6382	Educational Statistics
ASTL 6385	Curriculum Development

The following existing courses are being converted for distance learning:

ASTL 6302	Models of Teaching
ASTL 6303	Teacher Leadership
ASTL 6315	Investigation of Learning and Development
ASTL 6325	National Board: Processes, Procedures, and Products*
ASTL 6330	Methods of Action Research and Collaboration*
ASTL 6310	Integrating Media and Technology

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

No new courses have been proposed for this program.

**10. Provide the course syllabus for each distance technology course for the program listed above and indicate the maximum class size for each distance course. Indicate the course delivery mode(s) and class interaction mode(s) for each distance technology course.**

Syllabi are presented as an attachment to this document (filename: <uca-astl-ade-secs-c-d-attachment-2.pdf>).

ASTL classes have an average class size of 10; the maximum enrollment for each course is 20 students.

**a. Course delivery modes**

Type “x” as appropriate and provide any necessary explanation

	<b>Mode</b>	<b>Explanation</b>
x	Online	
	Compressed-video (CIV)	
x	Audio Conference	
x	Video Conference	
x	Web Conference	
x	Blended delivery (identify components)	Blackboard, Centra

**b. Class interaction modes**

Type “x” as appropriate and provide any necessary explanation

	<b>Mode</b>	<b>Explanation</b>
x	Electronic bulletin boards	
x	Email	
x	Telephone	
x	Fax	
x	Chat	
x	Blog	
x	Other (specify)	Wikis; Google apps, video streaming, document sharing, social media

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

There will be synchronous interaction between instructor and students as well as student to student through Centra and other video streaming applications. Asynchronous interaction through Blackboard will also take place.

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

<b>ASTL Course Schedule</b>		
<b>Fall</b>	ASTL 6302 Models of Teaching	SMLA 6310 Foundations for School Lead.
<b>Spring</b>	ASTL 6303 Teacher Leadership	ASTL 6325 National Board ECSE 6366 Ed. Prog. for Mild Disabilities
<b>Summer I</b>	ASTL 6305 Classroom Assessment	ASTL 6310 Integrating Media into Tech.

ASTL Course Schedule		
		ECSE 6366 Ed. Prog. for Mild Disabilities
<b>Summer II</b>	ASTL 6315 Inv. of Learning and Dev.	ASTL 6385 Curriculum Development
<b>Offered Each Semester</b>	ASTL 6380 Research Methods	

**13. Provide a list of services that will be supplied by consortia partners or outsourced to another organization.**

There are no services required by consortial partners or outsourcing. UCA's Department of Information Technology and Instructional Development Center and the Teaching Learning Center in the College of Education will provide support.

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

No additional costs will be needed to convert the degree to online delivery. ASTL is an existing degree program where faculty already take advantage of multiple opportunities to include technology instruction. The online delivery will use the current technology through UCA's Department of Instructional Technology.

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

Department: 12/6/2012

College: 12/7/2012

Professional Education Council: 12/14/2012

Graduate Council: 1/17/2013

Council of Deans: 1/23/2013

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

ADE notification form is submitted with this notification (filenames: < uca-astl-ade-notification.docx> and <uca-astl-ade-secs-c-d-attachment-1.pdf>). There are no other requirements for review and approval by any licensure/certification board/agency. UCA's distance learning stipulation in its HLC Statement of Affiliation Status reads, "The institution has been approved under Commission policy to offer up to 20% of its total degree programs through distance education." At this time, approximately 9% of UCA's degree programs are offered by distance learning.

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

If requested.

[UCA form updated 2012-06-01]

### (3) Master of Arts in Teaching (MAT)

Curriculum Form 2-I

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

GENERAL EDUCATION COUNCIL       UNDERGRADUATE COUNCIL       GRADUATE COUNCIL

Department/program area: Teaching and Learning - Master of Arts in Teaching (MAT) Date 12/4/12

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(s) 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(s) \_\_\_\_\_

Deletion of course(s) 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(s) \_\_\_\_\_

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(s) for *Bulletin* (Provide full details, including current and new course description[s], in attached documentation.)

Subject prefix \_\_\_\_\_ Course number(s) \_\_\_\_\_

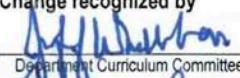
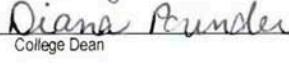
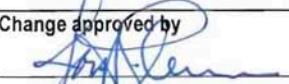
Conversion of existing traditional program to allow electronic delivery (Justify change, verify that the converted program will meet standards in UCA Principles for Electronically Offered Instruction, and include completed ADHE Form LON-13.)

Identify program (and attach documentation):  
The following courses have already been approved for online: ASTL 6380, MAT 6311, MAT 6312, MAT 6374, and MAT 5303; Courses being proposal for conversion to online delivery are MAT 5310, MAT 5320, MAT 6310, MAT 6320, MAT 6314, MAT 6302 and MAT 6338. MAT 5390 and 6699 are field based courses that will be supplemented by online instruction.

Other (specify): \_\_\_\_\_

Required documentation: attach additional sheet(s) detailing and justifying the curricular change.

Proposed effective date of change (term and year): Summer 2013

Change recognized by	
	12-6-12
Department Curriculum Committee	Date
	12/6/12
Department Chair	Date
	03
College Curriculum & Assessment Committee	Date
	12/14/12
College Dean	Date
Diana Pounds 03	
Change approved by	
	1/30/2013
Change recorded by	

Rev. 08/2006, corr., updated 10/2007; extended 11/2012

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## **LETTER OF NOTIFICATION – 13**

### **EXISTING CERTIFICATE OR DEGREE OFFERED VIA DISTANCE TECHNOLOGY**

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

#### **DEFINITIONS**

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

#### **1. Institution submitting request**

University of Central Arkansas

#### **2. Contact person/title**

Jonathan A. Glenn

Associate Provost and CIO

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

(501) 450-3126

jona@uca.edu

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

Master of Arts in Teaching (MAT)

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

Summer 2013

#### **6. CIP code and degree code**

CIP code: 13.1299

Degree code: 5543

#### **PROGRAM INFORMATION**

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

Our faculty are highly trained in technology and online delivery methods. Increasing numbers of classes are being requested online by students who live in rural parts of our state and have difficulty commuting to Conway for classes. Other universities have been most successful with

recruiting and retaining graduate students for online programs. We are hoping to allow our program to be more competitive with other programs in the state that are currently offered online as well as reach a more diverse group of students from a more global area. UCA has also recently offered a tuition fee reduction for all online programs. This will allow prospective students who are financially challenged to have an opportunity to complete graduate work and become a licensed teacher.

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

An “\*” indicates a course taught by adjunct faculty.

Courses currently delivered by distance learning:

ASTL 6380	Research Methods
MAT 5303	Middle School Psychology, Philosophy, and Organization
MAT 6311	Classroom Assessment
MAT 6312	Principles of Child and Adolescent Development and Learning
MAT 6374	Curriculum Rationale for Early Childhood Education *

Existing courses being converted to distance learning delivery:

MAT 5310	Analysis and Practice of Teaching
MAT 5320	Classroom Management
MAT 6302	Models of Teaching
MAT 6310	Pedagogy for Diverse Student Populations
MAT 6314	Diagnosis and Correction of Reading Difficulties
MAT 6320	Literacy Seminar for Teachers
MAT 6338	Advanced Instructional and Assessment Strategies for Young Children

The following courses are field based but are supplemented by online instruction and communication:

MAT 5390 Practicum (involves field experiences in schools)
MAT 6699 Internship(all coursework must be completed to enroll)

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

No new courses are proposed at this time.

**10. Provide the course syllabus for each distance technology course for the program listed above and indicate the maximum class size for each distance course. Indicate the course delivery mode(s) and class interaction mode(s) for each distance technology course.**

Syllabi are presented as an attachment to this document (filename: <uca-mat-ade-secs-c-d-attachment-2.pdf>).

The maximum number for each MAT course is 20 students.

**a. Course delivery modes**

Type “x” as appropriate and provide any necessary explanation

<b>x</b>	<b>Mode</b>	<b>Explanation</b>
x	Online	
	Compressed-video (CIV)	
x	Audio Conference	
x	Video Conference	
x	Web Conference	
x	Blended delivery (identify components)	

**b. Class interaction modes**

Type “x” as appropriate and provide any necessary explanation

<b>x</b>	<b>Mode</b>	<b>Explanation</b>
x	Electronic bulletin boards	
x	Email	
x	Telephone	
x	Fax	
x	Chat	
x	Blog	
x	Other (specify)	Wikis; Google apps, video streaming, document sharing, social media

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

There will be synchronous interaction between instructor and students as well as student to student through Centra and other video streaming applications. Asynchronous interaction through Blackboard will also take place.

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

Because of the large size of the current MAT program, each MAT course is offered each semester, including summer. This allows for student flexibility in scheduling. The following courses are offered spring, summer and fall. However, a sample semester by semester degree plan follows:

P-4 Early Childhood	4-8 Middle Level	7-12/P-12 Secondary
<b>FALL Semester (6 hours)</b>		
MAT 5310: A&P of Teaching	MAT 5310: A&P of Teaching	MAT 5310: A&P of Teaching
MAT 5320: Classroom Mgmt	MAT 5320: Classroom Mgmt	MAT 5320: Classroom Mgmt
<b>SPRING Semester (6 hours)</b>		
ASTL 6380: Research Methods	ASTL 6380: Research Methods	ASTL 6380: Research Methods
MAT 6374: Curriculum	MAT 5303: Middle School	Content Methods Course
<b>SUMMER Session (12 hours)</b>		
MAT 6311: Assessment	MAT 6311: Assessment	MAT 6311: Assessment
MAT 6338: Strategies	MAT 6302: Models	MAT 6302: Models
MAT 6314: Reading	MAT 6320: Literacy	MAT 6320: Literacy
MAT 6312: Development	MAT 6312: Development	MAT 6312: Development
<b>FALL Semester (6 hours)</b>		
MAT 5390: Practicum	MAT 5390: Practicum	MAT 5390: Practicum
MAT 6310: Diversity	MAT 6310: Diversity	MAT 6310: Diversity
<b>SPRING Semester (6 hours)</b>		
MAT 6699: Internship	MAT 6699: Internship	MAT 6699: Internship

**13. Provide a list of services that will be supplied by consortia partners or outsourced to another organization.**

There are no services required by consortial partners or outsourcing. UCA's Department of Information Technology and the Teaching Learning Center in the College of Education will provide support.

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

No additional costs will be needed to convert the degree to online delivery. MAT is an existing degree program where faculty already take advantage of multiple opportunities to include technology instruction. The online delivery will use the current technology through UCA's Department of Instructional Technology.

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

Department: 12/6/2012

College: 12/7/2012

Professional Education Council: 12/14/2012

Graduate Council: 1/17/2013

Council of Deans: 1/23/2013

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

ADE notification form is submitted with this notification (filenames: < uca-mat-ade-notification.docx> and <uca-mat-ade-secs-c-d-attachment-1.pdf>). There are no other requirements for review and approval by any licensure/certification board/agency. UCA's

distance learning stipulation in its HLC Statement of Affiliation Status reads, “The institution has been approved under Commission policy to offer up to 20% of its total degree programs through distance education.” At this time, approximately 9% of UCA’s degree programs are offered by distance learning.

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

If requested.

[UCA form updated 2012-06-01]

**(4) MS, Family and Consumer Sciences, Supporting Documents**

**LETTER OF NOTIFICATION – 13**

**EXISTING CERTIFICATE OR DEGREE OFFERED VIA  
DISTANCE TECHNOLOGY**

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

**DEFINITIONS**

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

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn

Associate Provost and CIO

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

(501) 450-3126

jona@uca.edu

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

Master of Science (MS), Family and Consumer Sciences (FACS)

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

Summer 2013

**6. CIP code and degree code**

CIP code: 19.0101

Degree code: 6220

## **PROGRAM INFORMATION**

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

Most of the graduate students in this program are full-time FACS teachers or nutrition graduates working in hospitals or other health-care facilities in Arkansas or surrounding states. Online delivery will provide more flexibility and convenience for many students.

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

An “\*” indicates a course taught by an adjunct faculty member.

FACS 6309	Consumer Economics
NUTR 5340	Geriatric Nutrition
FACS 5375	Nutrition in Exercise and Sports*
FACS 6300	Current Issues in Family and Consumer Sciences
FACS 6311	Readings in Child Development*
ASTL 6380	Research Methods
ASTL 6382	Educational Statistics
FACS 6308	Trends in Nutrition*
FACS 6332	Readings in Adult Development and Aging*
FACS 6335	Evidence Based Research in Nutrition

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

NUTR 5330 Metabolic Nutrition

A course for graduate students in Family and Consumer Sciences. The primary focus of this course is on the pathways of human metabolism by which cells synthesize and degrade carbohydrates, lipids (fats), and proteins. Included in this course is the chemistry of the reactions that constitute these pathways; how energy is derived from the breakdown of nutrients; how metabolic pathways are regulated by coenzymes, regulators, and hormones.

NUTR 5335 Nutrition Counseling

A course for graduate students in Family and Consumer Sciences. The focus of this course is on learning theories, motivational interviewing strategies, nutrition counseling skills, and the development of client educational programs.

NUTR 5345 Pediatric Nutrition

A course for graduate students in Family and Consumer Sciences. This course covers nutrition issues from preconceptions throughout late adolescence, with a particular emphasis on nutritional correlates of normal growth and development and on the consequences of under and over nutrition.

**10. Provide the course syllabus for each distance technology course for the program listed above and indicate the maximum class size for each distance course. Indicate the course delivery mode(s) and class interaction mode(s) for each distance technology course.**

Syllabi are presented in an attachment to this document (filename: <uca-LON13-msfacs-attachment-1.pdf>)

**a. Course delivery modes**

Type “x” as appropriate and provide any necessary explanation

x	Mode	Explanation
X	Online	
	Compressed-video (CIV)	
X	Audio Conference	
	Video Conference	
X	Web Conference	
	Blended delivery (identify components)	

**b. Class interaction modes**

Type “x” as appropriate and provide any necessary explanation

x	Mode	Explanation
	Electronic bulletin boards	
X	Email	
	Telephone	
	Fax	
X	Chat	
X	Blog	
	Other (specify)	

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

There will be synchronous interaction between instructor and students as well as student to student through Centra. Asynchronous interaction is accomplished through Blackboard.

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

**Fall**

ASTL 6380 Research Methods  
FACS 6309 Consumer Economics

NUTR 5340 Geriatric Nutrition  
Elective

**Spring**

ASTL 6382 Educational Statistics  
FACS 6300 Current Issues in Family and Consumer Sciences  
FACS 6311 Readings in Child Development  
Elective

**Summer I**

FACS 6308 Trends in Nutrition  
FACS 6335 Evidence-Based Research in Nutrition

**Summer II**

FACS 6332 Readings in Adult Development and Aging  
FACS 5375 Nutrition in Exercise and Sports

**13. Provide a list of services that will be supplied by consortia partners or outsourced to another organization.**

No services will be supplied by consortia or outsourced to another organization.

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

No additional costs will be needed to convert the degree to online delivery. The MS in Family and Consumer Sciences is an existing degree program, and online delivery will use current technology supported by UCA's Department of Information Technology.

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

Department: 11/27/2012  
College: 11/27/2012  
Graduate Council: 1/17/2013  
Council of Deans: 1/23/2013

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

There are no requirements for review/approval by a licensure/certification board/agency. UCA's distance learning stipulation in its HLC Statement of Affiliation Status reads, "The institution has been approved under Commission policy to offer up to 20% of its total degree programs through distance education." At this time, approximately 9% of UCA's degree programs are offered by distance learning.

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

If requested.

[UCA form updated 2012-06-01]

**Notification: Revision and Renaming of the General Education Program**

Notification of these changes was previously distributed to the Board of Trustees.

The President and the Provost have approved a revised and renamed General Education Program. The new UCA Core program is outcomes-based and incorporates significant “high-impact practices” identified by the American Association of Colleges and Universities among others.

The UCA Core’s curriculum is organized in four primary areas – Diversity, Critical Inquiry, Effective Communication, and Responsible Living. Requirements include a 38-hour lower-division Core, with upper-division requirements in each of the four areas being fulfilled in courses in a student’s major, minor, or electives.

All appropriate councils and administrators have recommended adoption of the newly configured and newly named UCA Core.

Supporting materials (following pages): (1) Curriculum Form 2-A and (2) documentation of the new program: (a) summarized proposal document; (b) outline of mission, values, goals, and outcomes; (c) lower-division core requirements.

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

 GENERAL EDUCATION COUNCIL UNDERGRADUATE COUNCIL GRADUATE COUNCILDepartment/program area General Education Program Date January 7, 2013**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(s) from an elective to a requirement in a major or minor

Subject prefix \_\_\_\_\_ Course number(s) \_\_\_\_\_

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

Subject prefix \_\_\_\_\_ Course number(s) \_\_\_\_\_

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

Subject prefix \_\_\_\_\_ Course number(s) \_\_\_\_\_

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

Program prefix \_\_\_\_\_ Current course number(s) \_\_\_\_\_ Proposed number(s) \_\_\_\_\_

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

Current course number \_\_\_\_\_ Proposed course number(s) \_\_\_\_\_

- 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): Revise and rename the General Education Program, creating an outcomes-based UCA Core.

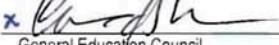
**Required documentation: attach documents detailing and justifying the proposed curricular change.**Proposed effective date of change (term and year): Fall 2013**Change recommended by**

Department Curriculum Committee Date

Professional Education Council Date

Department Chair Date

General Education Council Date

  
1/7/2013

College Curriculum &amp; Assessment Committee Date

Undergraduate Council Date

College Dean Date

Graduate Council Date

  
1/10/2013**Change approved by**  
Provost Date 1/18/13**Change recorded by**

Undergraduate/Graduate Studies, Registrar Date

NOTE: During the academic year, curriculum change proposals must be received by the appropriate university Council at least one month before the meeting at which action is desired. Summer submissions may not be considered until the fall semester.

## **UCA Core: Recommendation to the Faculty Senate and the Council of Deans**

### **Preface – An Outcomes-Based UCA Core**

In academic year 2011-2012, the Mission and Outcomes Subcommittee of the General Education Council (GEC) developed a new mission statement and basic outcomes for the General Education Program. The proposed recommendation also included the renaming of the program as the UCA Core. After making the mission statement and outcomes available to the faculty for comment, the GEC revised the document based on the faculty response and approved it. The new mission and outcomes statement was then unanimously endorsed by the faculty senate and approved by the Council of Deans.

Once the new mission and outcomes were in place, the provost, in consultation with the GEC and the Director of General Education, appointed a General Education Task Force (GETF) to work through the summer of 2012 and recommend to the GEC a restructuring of General Education based on the new mission and outcomes. (The charge to the Task Force and the GETF recommendation may be read at [http://uca.edu/gened/files/2012/09/GETF-Report-Final-Draft\\_RedesigningGeneralEducation-UCA.pdf](http://uca.edu/gened/files/2012/09/GETF-Report-Final-Draft_RedesigningGeneralEducation-UCA.pdf).) As one basis for the GEC recommendation below, the following criteria for an effective UCA Core were agreed on by both the GETF and the GEC and are reflected in the recommended restructuring of the program:

1. A tiered structure where skills are developed and demonstrated at higher levels throughout a four-year program
2. General Education areas of emphasis (skills and/or values) embedded across the curriculum and fully integrated within the majors
3. Integrative knowledge emphasized throughout the program
4. Enhanced assessment. In addition both the GETF and the GEC agreed that the Core should incorporate as many of the “High Impact Practices” recommended by the American Association of Colleges and Universities (AAC&U) as possible. (The list of such practices may be seen at <http://aacu.org/leap/hip.cfm>.) The recommendation below incorporates the following high impact practices as defined by the AAC&U:
  - a. First-Year Seminar
  - b. Writing Intensive Courses
  - c. Collaborative Assignments and Projects
  - d. Diversity/Global Learning
  - e. Capstone Courses and Projects

In the process of developing their recommendations, both the GETF and the GEC assumed that the mission statement and basic outcomes, having been approved through a shared-governance process, were not to be modified. At the same time, the GETF developed more specific outcomes to guide it in its development of a curricular structure that would serve the basic outcomes established by the GEC. The GEC accepted these more specific outcomes except in the case of Responsible Living, where the GEC has recommended revised specific outcomes. For the purpose of clarity, the GETF recommendation and the GEC recommendation below both refer to the basic outcomes approved in Spring 2012 as “Goals” and the more specific outcomes as “Outcomes.”

The GEC also found that there was confusion about where Diversity fit in the UCA Core Goals as presented by the original GEC document; therefore it voted to modify the way in which the Goals and Outcomes were represented without changing the Goals themselves. Specifically, Critical Inquiry Goals 3 and 4 were designated as Diversity Goals 1 and 2. In order to reflect this designation and show the importance of diversity in the Core, the GEC voted to replace the

original graphic representation of the Core with one that better reflects the importance of Diversity. The representation of the UCA Core as approved by the GEC can be seen in the attachment entitled “The UCA Core.”

In addition, the GEC approved the assessment plan recommended by the GETF and described below. In fulfilling its charge “to review the current general education program and make appropriate recommendations to the Council of Deans,” the GEC is fully prepared to recommend modifications to the program as implemented, based on assessment, faculty input, and other sources of information about the effectiveness of the program. In other words, with its emphasis on effective assessment, the UCA Core is to be seen, not as a program we will have to live with until some indefinite future time when we once again revise it, but as a program that includes the possibility for ongoing change and evolution based on data about its effectiveness.

Finally, the GEC recommendation includes an implementation plan designed to help provide a smooth transition from the current program to the new Core. Details of timing have been left to the Provost’s Office, based on the assurance of the provost that UCA has the resources and capability to implement the Core in a timely fashion; the GEC recommendation, therefore, focuses on issues of curriculum and faculty development and is designed to ensure that both existing and new courses will be approved without unnecessary delay and staffed by appropriately prepared faculty.

## **GEC Recommendation**

The General Education Council recommends establishing the UCA Core with the following structure, requirements, assessment plan, and implementation plan.

### **I. Overall structure**

#### A. A lower-division (General Education) Core of 38 hours, including

1. A first-year foundation consisting of Written Communication (6 hours), one Laboratory Science (4 hours), Mathematics (3 hours), and a First-Year Seminar, which will count for one Core requirement other than Written or Oral Communication (0-4 hours, depending on which requirement is satisfied by the FYS)
2. Twenty-two hours of remaining lower-division (General Education) Core requirements, to be taken in the student’s second year (*see section II below for the distribution of lower division Core requirements*)

#### B. An upper division Core including

1. Upper division courses, to be taken as major, minor, or elective requirements, which address outcomes in the following areas:

- a. Diversity (D)
- b. Critical Inquiry (I)
- c. Communication (C)
- d. Responsible Living (R)

(6-12 hours, since one course may count for up to two requirements)

2. A capstone course/experience (Z), which will address outcomes in Critical Inquiry and Communication.

## **II. Distribution of Lower-Division Core (General Education) Requirements**

Goals and Outcomes addressed by the requirements are in square brackets in bold typeface. See the UCA Core Mission and Outcomes document for the list of Goals and Outcomes.

### **Critical Inquiry (20 hours)**

Quantitative (3 hours)

Mathematics **[I, 2b]**

Natural Sciences (8 hours)

Choose 1: Physical Science **[I, 2a]**

Choose 1: Life Science (Biology 1400 or equivalent to be developed) **[I, 2a]**

Inquiry and Analysis (9 hours) **[I, 1]**

Choose 1: HIST 2301 or 2302 or PSCI 1330 (3 hours)

Choose 1: Social Science (3 hours)

Choose 1: Fine Arts/Humanities (3 hours)

### **Communication (9 hours)**

Writing Foundation (3 hours)

WRTG 1310 or HONC 1310 **[C, 1b]**

Research and Writing (3 hours)

Courses from English, Honors, and Writing may be options to meet the second writing course requirement. The courses must be the equivalent of Academic Writing and Research as defined by the outcomes listed in the Task Force recommendation, pp. 39-40, and faculty teaching these courses must participate in the professional development and assessment activities of the First Year Writing program. **[C, 1b]**

Oral Communication (3 hours)

SPCH 1300 or alternatives to be approved by the General Education Council. Courses must address the outcomes listed in the Task Force recommendation, p. 40. **[C, 1a]**

### **Diversity (6 hours)**

Diversity in Creative Works

Courses in this category will include an appropriate focus on relevant aspects of diversity as defined in the UCA mission statement: “the diversity of individuals and ideas, including race, ethnicity, religion, spiritual beliefs, national origin, age, gender, marital status, socioeconomic background, sexual orientation, physical ability, political affiliation, and intellectual perspective.”

Fine Arts/Humanities **[D, 2]**

\*Diversity in World Cultures

Global Diversity: Courses must address both Western and non-Western cultures.

Any department may propose courses in this area [D, 1]

**\*Responsible Living (3 hours)**

Any department may propose courses in this area [R, 1-3]

**First-Year Seminar**

May be taken to fulfill any lower division Core requirement except for Written or Oral Communication [C, 1b, 1c]. (See section III below for a description of the First-Year Seminar.)

Notes:

\* Students must take a social science course either in the *Diversity in World Cultures* category or the *Responsible Living* category

Students must take at least one course in the Fine Arts and one course in the Humanities as part of their lower-division core requirements.

**III. Description of the First-Year Seminar**

The GETF and GEC members agreed that a first-year seminar (FYS) course will provide an intimate educational experience, integrating knowledge and skills within an academic discipline and connecting students to UCA. Further, students would be introduced to the intended outcomes of the UCA Core, the way those outcomes will be assessed, and the expectations of their performance as they progress through the university. A variety of courses could be used for the first year seminar. *However, no department is required to put forth a course as a first-year seminar. Any course proposed as a first-year seminar must address the goals and outcomes of the appropriate academic area in the lower-division core (e.g. Sciences, Social Sciences, Humanities, Responsible Living, etc.) The intent of the first-year seminar is to emphasize academic knowledge and skills, not to teach study skills as content.*

The FYS courses would be specially designed and would address Communications outcomes, including written communication and collaboration, and either the Critical Inquiry, Diversity, or Responsible Living outcomes. Faculty members would be chosen by their department chairs on the basis of teaching effectiveness and willingness to adapt their course and approach to fit the FYS guidelines (listed below). Since allowing a FYS to count in place of a lower-division communication course would run counter to the GETF's recommendation that we increase student requirements in communication, a FYS could be offered in any area used to fulfill one of the lower-division Core requirements except communication requirements.

Required content of the FYS should include the following:

1. Written discourse, which will be assessed using the writing rubric;
2. Collaboration, which will be assessed using the teamwork rubric;
3. An orientation to the UCA Core mission, purpose, and general learning outcomes, which will be integrated into the course and assessed;
4. A focus on the basic principles of the discipline, which will allow the course to fulfill one of the lower-division Core requirements other than communications.

Assessments in these areas will be required for a course section to receive the FYS designation. Obviously, not all sections of a particular course will be offered as a FYS. Only sections which meet the specific requirements would be included in this category. As a 3-credit academic course, the FYS would not use class time to address the aspects of the university typically associated with orientation (e.g. health services, the counseling center, etc.); however, instructors would be informed about these resources so they could recommend them as needed to students.

A list of all university services would be given to FYS instructors (with appropriate training regarding what to look for, etc.). The expectation is that FYS instructors would be aware of and able to refer students to special services (e.g., the Academic Success Center, the Writing Center, the Counseling Center, etc.) and have an understanding of how to weave basic academic success skills into the course without diluting academic content. The list of resources could also be made available via Blackboard or some other venue for the students in the class.

Additional considerations for first-year seminars include the following:

1. Class size must be small (25 students or fewer);
2. Faculty must be selected by the department chair and have demonstrated an aptitude for high impact teaching;
3. FYS faculty will agree to participate in more thorough assessment and additional training as needed (e.g. in teaching writing skills, developing collaborative assignments, etc.)

While the recommendation would be that FYS be taken in a student's first semester, it is expected that some students will need to take it the second semester. Transfer students with more than 30 hours of transfer credit would not be required to take a FYS.

#### **IV. Upper Division Core Requirements**

As noted above, students would be required to take upper division courses that address outcomes in each of the four Core areas: Diversity (D), Critical Inquiry (I), Communication (C), and Responsible Living (R). These courses may also count as major, minor, or elective requirements, and one course may satisfy up to two Core requirements, as long as the outcomes for both areas are assessed.

The following guidelines apply to courses that satisfy the upper division Core requirements:

*Diversity* courses must address either Diversity Goal 1 or Goal 2;

*Critical Inquiry* courses must address either Critical Inquiry Goal 1 or Goal 2;

*Communication* courses must address Written Communication [C, 1b] and one of the other Communication Outcomes (Oral Communication [C, 1a] or Collaboration [C, 1c])

*Responsible Living* courses must address two of the three Responsible Living Goals.

#### **V. Capstone Course/Experience**

In order for an upper division course to receive a general education Capstone designation "Z," it must meet the guidelines to receive both an I and a C designation at the upper division (i.e., it must address either Critical Inquiry Goal 1 **or** Goal 2 **and** the Written Communication Outcome **[C, 1b]** **and** either the Oral Communication **[C, 1a]** **or** the Collaboration Outcome **[C, 1c]**).

#### **VI. Assessment Plan**

The GEC approved the assessment plan recommended by the GETF (p. 51), with revisions that have been incorporated into the following description, based on the Task Force proposal. The plan includes multiple assessment points throughout a student's progression through the program. The initial assessment point will take place in the first year seminar or Freshman Orientation where a sample of students will be given the ETS Proficiency Profile. This assessment will provide an entry level benchmark for students. FYS will also assess written communication (Effective Communication Outcome 1b), teamwork (Communication Outcome 1c), and students' understanding of the mission and goals of the UCA Core.

Then every class in the Lower Division core will have required assessment activities. Writing and Speech courses will assess written and oral communication skills as appropriate for Effective Communication Learning Goal 1. Math, Natural Science, and Social Science courses will assess Critical Inquiry Learning Goals 1 and 2. Humanities/Fine Arts courses in the Critical Inquiry category will assess Critical Inquiry Learning Goal 1. Courses meeting the Diversity requirements will assess Diversity Goals 1 or 2. Responsible Living courses will assess the three Responsible Living Learning Goals. All of these lower level assessments will be conducted using common assessment rubrics, to be developed by the GEC using the GETF models (pp. 60-71), which will be adapted and modified with faculty input. Instructors can adapt existing assignments to generate data for the rubrics. Departments that want their courses to remain part of the Core must routinely provide the appropriate assessment data to the Director of University Assessment.

The I, D, C, R designated upper division courses would assess the learning goals specified in order to gain the designation. For example, an I course would have to assess either Critical Inquiry Learning Goal 1 or Critical Inquiry Learning Goal 2. The assessment results would be reported using the same rubric as is used for the lower division course. The expectation would be that there would be a higher acceptable benchmark specified for the upper division course. Since every student will have to take at least one course with each designation there would be a variety of assessment points for the UCA Core Learning Outcomes occurring in the upper division courses where students will be expected to demonstrate mastery of the UCA Core Learning Outcomes at a higher level and in an integrative fashion with study within the major or minor. A final assessment will take place in the capstone courses. First, the courses would have to provide assessments from Critical Inquiry (I) and Communication (C); in addition, an end point assessment could again be performed for a sample of students using the ETS Proficiency Profile which would be directly comparable to the incoming freshman exam given in the first year seminar.

The assessment data collected will be compiled by the Director of University Assessment and sent to the General Education Council. Assessment results will be evaluated against the targeted benchmarks set for each assessment point. The General Education Council will review results and make recommendations for closing the loop to improve overall student learning.

## **VII. Implementation**

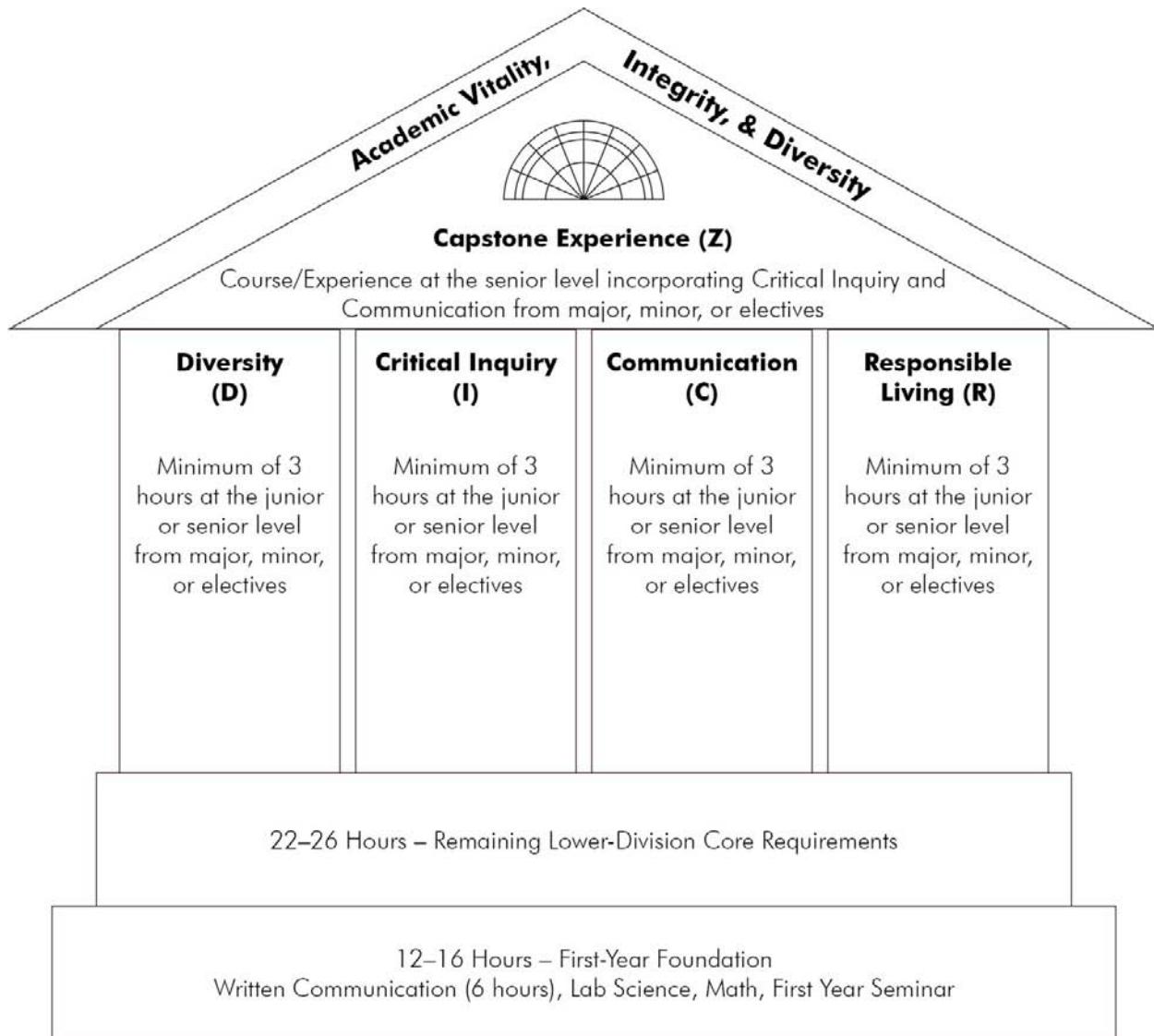
The GEC recommends the following steps be taken in the process of implementing the new Core:

1. All courses currently in the General Education program will be grandfathered in to the proposed Lower Division UCA Core as long as the department offering the course agrees to (a) collect and report required assessment data, (b) incorporate any necessary changes in the course required by the General Education Council to make the course fit the appropriate category in the UCA Core Curriculum, and (c) report those changes to the GEC. It is understood that some of the course changes might not be processed until after the beginning of the implementation period due to the initial work required of the GEC as the new program is implemented. In that case, the courses would be taught during this period with the understanding that further changes may need to be incorporated as recommended by the GEC.
2. Once a department begins to collect assessment data for the UCA Upper Level Core, all students in a designated assessment course will participate in data collection regardless of which general education program they are completing.
3. An expedited procedure will be adopted for the review of UCA Core courses from Spring 2013 through Spring 2015. In the expedited review process, departments would have the option of

proposing up to three new or existing courses in each subject area prefix to be included in the Lower Division (General Education) UCA Core. At the upper division, departments may propose two new or existing courses in each of the four areas (I, D, C, R) for each major/concentration. In the expedited review, new courses will be reviewed by first the department and then the college curriculum committee relative to the guidelines for receiving a specific course designation. The department will provide a narrative with examples of learning experiences and a sample assignment which will use the appropriate UCA Core Learning Goal Rubric. The General Education Council can then adopt these expedited proposals after a minimal review. Courses that go through the expedited review will be reviewed for assessment results one year and two years after assessment data is available. These courses may lose their designation as a UCA Core course if appropriate assessment activities and results are not being reported as required by the GEC.

4. After review/revision by the GEC, the assessment rubrics adopted will be implemented for at least 2 years prior to revision in order to provide some consistency and establish a benchmark.
5. Programs that have specific requirements in the lower division that would make it difficult or impossible for majors to complete the lower-division Core requirements on the schedule prescribed by the GEC recommendation may request a waiver for such students, allowing them to complete some lower division requirements after the first two years. This waiver shall be approved by the chair of the department and presented as an information item to the GEC. However, the requirement to take the First Year Seminar and the basic Writing courses in the student's first year shall not be waived.

## The UCA Core: Mission, Values, and Outcomes



**UCA BRIEF MISSION STATEMENT:** The University of Central Arkansas dedicates itself to academic vitality, integrity, and diversity.

**UCA CORE MISSION:** The UCA Core is designed to help students develop the knowledge and skills necessary for critical inquiry, effective communication, and responsible living in a diverse and changing world.

**CORE VALUES:** The overarching goal of the program is to develop curious, knowledgeable, articulate, and ethical people who are prepared for greater success in future learning and who are willing and able to make effective contributions to their communities.

## **GOALS AND OUTCOMES**

Students completing the UCA Core Program will

### **Diversity**

**Goal #1:** Analyze their own cultural assumptions in the context of the world's diverse values, traditions, and belief systems

- a. Articulate one's own cultural values and assumptions
- b. Compare cultural values across a range of cultures
- c. Respond to complex questions with answers that reflect multiple cultural perspectives

**Goal #2:** Analyze the major ideas, techniques, and processes that inform creative works within different cultural and historical contexts

- a. Identify creative techniques and processes and their relationship to ideas and themes in creative works
- b. Evaluate the relationship between creative works and the cultural and historical context in which they are created

### **Critical Inquiry**

**Goal #1:** Demonstrate a knowledge base that helps them ask more informed questions and learn more complex concepts

- a. Demonstrate an understanding of the basic concepts and principles in the discipline
- b. Find and evaluate appropriate information based on knowledge of subject and technology
- c. Apply appropriate modes of academic inquiry and analysis to develop and evaluate a position on significant questions in the discipline

**Goal #2:** Use scientific, quantitative, and computational processes in order to solve real-world problems

- a. Apply scientific processes to solve problems
- b. Apply quantitative and computational processes to solve problems

### **Effective Communication**

**Goal #1:** Develop and present ideas logically and effectively in order to enhance communication and collaboration with diverse individuals and groups

- a. Use appropriate conventions and strategies in oral communication for various audiences and purposes
- b. Use appropriate conventions and strategies in written communication for various audiences and purposes
- c. Individually apply appropriate verbal and nonverbal strategies to promote collaboration

### **Responsible Living**

**Goal #1:** Describe ways in which ethical principles affect human choices.

- a. Explain ethical dimensions of human choices.

**Goal #2:** Analyze the effect that decisions have on self, others, and the environment.

- a. Recognize the consequences of decision making.

**Goal #3:** Evaluate and practice strategies leading to individual and social well-being.

- a. Evaluate practices that lead to personal and social well-being.



## UCA CORE LOWER-DIVISION REQUIREMENTS

Courses in each category will assess the Goals and Outcomes listed in brackets.

### Critical Inquiry<sup>3</sup> (20 hours)

*Quantitative (3 hours) [I, 2b]*

Math

*Empirical (8 hours) [I, 2a]*

Physical Science (4 hours)

Life Science (4 hours)

*Inquiry and Analysis (9 hours) [I, 1a – c]*

Choose 1: HIST 2301 or 2302 or PSCI 1330 (3 hours)

Choose 1: Social Science (3 hours)

Choose 1: Fine Arts or Humanities<sup>2</sup> (3 hours)

### Communication (9 hours)

*Writing Foundation (3 hours) [C, 1b]*

State required English Composition in WRTG or HONC

*Research and Writing (3 hours) [C, 1b]*

State required English Composition in WRTG, HONC, or ENGL

*Oral Communication (3 hours) [C, 1a]*

Open

### Diversity<sup>3</sup> (6 hours)

*Diversity in Creative Works (3 hours) [D, 2a – b]*

Fine Arts or Humanities<sup>2</sup>

*Diversity in World Cultures<sup>1</sup> (3 hours) [D, 1a – c]*

Open

### Responsible Living<sup>1,3</sup> (3 hours) [R, 1-3]

Open

<sup>1</sup>Students must take a social science course either in the *Diversity in World Cultures* category or the *Responsible Living* category

<sup>2</sup>Students must take at least one course in the Fine Arts and one course in the Humanities as part of their lower division core requirements.

<sup>3</sup>Students must take a course in Critical Inquiry, Diversity, or Responsible Living designated as a First Year Seminar (FYS). FYS courses will additionally assess [C, 1b – c] and students' understanding of the mission and goals of the UCA Core.

## UCA CORE GOALS AND OUTCOMES

### Critical Inquiry (I)

**Goal 1:** Demonstrate a knowledge base that helps them ask more informed questions and learn more complex concepts

- a. Demonstrate an understanding of the basic concepts and principles in the discipline
- b. Find and evaluate appropriate information based on knowledge of subject and technology
- c. Apply appropriate modes of academic inquiry and analysis to develop and evaluate a position on significant questions in the discipline

**Goal 2:** Use scientific, quantitative, and computational processes in order to solve real-world problems

- a. Apply scientific processes to solve problems
- b. Apply quantitative and computational processes to solve problems

### Effective Communication (C)

**Goal 1:** Develop and present ideas logically and effectively in order to enhance communication and collaboration with diverse individuals and groups

- a. Use appropriate conventions and strategies in oral communication for various audiences and purposes
- b. Use appropriate conventions and strategies in written communication for various audiences and purposes
- c. Individually apply appropriate verbal and nonverbal strategies to promote collaboration

### Diversity (D)

**Goal 1:** Analyze their own cultural assumptions in the context of the world's diverse values, traditions, and belief systems

- a. Articulate one's own cultural values and assumptions
- b. Compare cultural values across a range of cultures
- c. Respond to complex questions with answers that reflect multiple cultural perspectives

**Goal 2:** Analyze the major ideas, techniques, and processes that inform creative works within different cultural and historical contexts

- a. Identify creative techniques and processes and their relationship to ideas and themes in creative works
- b. Evaluate the relationship between creative works and the cultural and historical context in which they are created

### Responsible Living (R)

**Goal 1:** Describe ways in which ethical principles affect human choices

- a. Explain ethical dimensions of human choices.

**Goal 2:** Analyze the effect that decisions have on self, others, and the environment

- a. Recognize the consequences of decision making.

**Goal 3:** Evaluate and practice strategies leading to individual and social well-being

- a. Evaluate practices that lead to personal and social well-being.

## **EXECUTIVE SESSION**

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

## **OPEN SESSION**

The following resolution was unanimously adopted upon motion by Brad Lacy with a second by Bobby Reynolds:

**“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 Kay Hinkle with a second by Bobby Reynolds.

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

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**Victor Green  
Chair**

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**Brad Lacy  
Secretary**