

The Board of Trustees of the University of Central Arkansas convened in regular meeting on Wednesday afternoon, December 21, 1977, at one o'clock at the Camelot Inn in Little Rock, Arkansas, with the following officers and members of the Board present, to-wit:

Chairman:	Bill Johnson
Chairman Elect:	Mrs. Charles E. Hammans
Secretary:	Mr. Charles R. Dixon
	Dr. John W. Sneed, Jr.
	Dr. J. Albert Johnson
	Mr. Henry L. Jones, Jr.
	Mr. James W. Ahlf

and with the following absent, to-wit:

None

constituting a quorum of said Board, at which meeting the following business was transacted, to-wit:

Minutes of the last meeting were approved as written and distributed.

Dr. Farris gave reports on the following items:

1. 1202 Commission Study on Postsecondary Education in Arkansas
2. Campus Planning Committee
3. Investment Committee

4. Renovations in Progress
 - a. Wingo Hall
 - b. Main
 - c. Student Center
 - d. Arkansas Hall
5. Proposed Solicitation Policy
6. Proposed Policy on the Use of University Facilities
7. Petition (Elevator for Student Center)
8. Amendment 33
9. New Greek Organizations.

Mrs. Hammans made a motion that the following Academic Freedom, Tenure and Promotion Policy be adopted. A second to this motion was made by Dr. Sneed and passed by the following vote: AYES: Mrs. Hammans, Mr. Dixon, Dr. Johnson, Dr. Sneed, Mr. Ahlf, and Mr. Johnson; NOES: Mr. Jones.

ACADEMIC FREEDOM, TENURE AND PROMOTION 12-21-77

The purpose of this statement is to promote public understanding and support of academic freedom and tenure. Additionally, the intent is to present procedures for assuring that these goals are met by the University of Central Arkansas. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. The teaching aspect of academic freedom is fundamental for freedom in learning. Academic freedom carries with it duties correlative with rights.

Tenure is a means to certain ends, specifically: (1) freedom of teaching and research, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

ACADEMIC FREEDOM

A faculty member is entitled to freedom in research and in the publication of the results, subject to the adequate performance of other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

A faculty member is entitled to freedom in the classroom in discussing his/her subject, but care should be taken in introducing controversial matters which have no relation to the subject.

The university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When speaking or writing as a citizen, the teacher should be free from institutional censorship or discipline, but the teacher's special position in the community imposes special obligations. As a person of learning and an educational officer, the faculty member should remember that the public may judge his/her profession and the institution by his/her utterances, and should make every effort to indicate that he/she is not an institutional spokesperson.

Issues arising regarding academic freedom should be subject to grievance procedures. Such issues shall be heard by a University Committee, selected when the need arises, consisting of eight members selected

at random from the tenured membership of the Tenure and Promotion Committees of each college. Two shall be selected from each college committee. The committee shall elect its own chairperson, who shall be non-voting. Grievances are to be presented to the Vice President for Academic Affairs, who shall establish the Committee.

The committee shall hold hearing(s) for the purpose of receiving the petition and hearing testimony of witnesses. The committee shall keep a record of its proceedings and materials submitted in evidence.

The committee shall deliberate in private and submit its findings in report form to the Vice President of Academic Affairs.

TENURE

A grant of tenure shall mean a commitment by the University to a sequence of annual appointments, such sequence being terminable only by resignation, retirement, removal for cause, or financial exigency. Although no contract for more than one year can be made between any member of the faculty and the University, the principle of tenure shall be observed as an act of good faith on the part of the University.

Tenure is granted by the Board of Trustees upon the recommendation of the President. Following action by the Board of Trustees, the faculty members who are awarded tenure shall receive timely written confirmation thereof. The procedure for consideration for tenure is described in the section which follows:

At the time of initial appointment, each faculty member beginning a period of probationary service shall be provided in writing as a part of the appointment letter a statement indicating the maximum length of the period of such service. A faculty member who does not receive a grant of tenure prior to or during the last year of the stated period of probationary service shall have his/her appointment terminated, unless a period of terminal appointment not to exceed one year is agreed upon by the President and the faculty member concerned. The maximum length of the probationary period is as follows: Professors - 3 years; Associate Professors - 3 years; Assistant Professors and Instructors - 6 years. Appointment rank is used to determine length of probationary period. Part-time appointments may not be counted toward fulfilling probationary requirements.

Only full-time faculty members at or above the level of Assistant Professor shall be eligible for tenure. An Assistant Professor or above will receive a grant of tenure at the time of reappointment for the year following the expiration of the stated period of probationary service unless notified that it constitutes a terminal year's appointment.

If a faculty member joining the University with the rank of Instructor or Assistant Professor has had three or more years of successful full-time teaching at another regionally accredited college or university, a maximum of three years may be counted toward probationary service at the University of Central Arkansas. Evidence of such successful professional performance will be submitted and evaluated at the time of employment. Years to be counted toward probationary service must be indicated in the initial letter of appointment.

Notice of nonreappointment of a probationary faculty shall be given in writing no later than March 1 of the first academic year's service, and not later than December 15 during the second academic year's service. During subsequent years of the probationary period, a full twelve months (prior to the expiration of the contract) notice will be given.

Although a leave of absence of two years or less shall not nullify the accumulation of consecutive service toward completion of the probationary period, no more than one year of leave time for any purpose shall be counted toward completion of the probationary period. The faculty member shall be notified in writing at the time a leave of absence is granted whether the period of his/her leave will or will not apply to the completion of the probationary period.

Any person coming to the University primarily to participate in a project supported by grants or contracts shall be notified in writing by the President at the time of employment if he/she is not to be eligible for tenure.

Tenure is not only a reward for those who have achieved and demonstrated a high level of professional competence, it is also an expression of institutional confidence in the faculty member to continue that level of performance and to grow in usefulness to the department, college and the University. Tenure is the vehicle by which the University determines its permanent faculty, those to whom it makes a long term commitment. The probationary period has as its purpose that of evaluating faculty in terms of their prospects for continued growth and contribution. It is a period during which the faculty member, with guidance and counsel, can develop skills, competencies, and usefulness to the academic community in general and the University in particular.

Each faculty member is entitled to a clear and specific statement of tenure policy and the administrative processes through which the policy is implemented. Probationary faculty shall be evaluated for tenure on the basis of criteria which will be discussed in detail under the section entitled "Promotion." These criteria are instructional effectiveness, professional growth and development, University service, and community service. While these criteria constitute minimum University requirements, departments may add more particular requirements which must be made known to the faculty in advance of their application.

PROMOTION

In order that promotion policies may be as equitable and fair as possible, they should be clearly defined and known to all. Promotions should be based on merit and not solely on seniority. Departments and colleges are expected to develop criteria and means by which merit can be determined.

Each year all faculty eligible for promotion on the basis of educational attainment and years in rank will be evaluated by the department for promotion.

The University recognizes the faculty ranks of professor, associate professor, assistant professor, and instructor. To be eligible for promotion consideration a faculty member must meet minimum qualifying standards in educational attainment, number of years in rank, and judgmental criteria.

EDUCATIONAL ATTAINMENT

Although the educational attainments required for promotion are University requirements, it is recognized that certain disciplines may

require alternative educational attainment requirements. Such alternative requirements should be no less rigorous and must be approved by the Council of Deans, the president, and the Board of Trustees.

- A. An instructor must hold at least the master's degree.
- B. An assistant professor shall hold at least a master's degree and have earned at least thirty (30) additional hours of graduate work creditable toward a doctoral degree. Hours may be earned in the teaching or a related field of study; however, priority will be given those with hours in an active doctoral degree program.
- C. An associate professor shall hold a doctor's degree or hold the master's degree in the teaching field and have earned a minimum of 60 hours of additional graduate credit since receiving the last degree. Hours may be earned in the teaching or a related field of study; however, priority will be given those with hours in an active doctoral degree program.
- D. A professor shall hold the doctor's degree.

YEARS IN RANK

Length of service in rank refers to the number of years that a faculty member has spent in his/her present rank. Faculty service at the same or higher rank at another educational institution may be included, except that service more than seven years previous to joining UCA cannot count toward eligibility to UCA. To be eligible for promotion to assistant professor, a faculty member shall have been an instructor for at least two years. To be eligible for promotion to associate professor, a faculty member shall have been an assistant professor for four years. To be eligible for promotion to professor, a faculty member shall have been an associate professor for six years.

JUDGEMENTAL CRITERIA

There are four general judgemental criteria: instructional effectiveness, professional growth and development, University service, and community service.

It may be unrealistic and impractical to expect every faculty member to excel in instructional effectiveness, professional growth and recognition, and University and community services simultaneously. However, it is not unrealistic to expect all faculty to have a reasonable degree of adequacy in all areas and to excel in some. This not only accommodates individual faculty differences, it provides the department with flexibility to meet its obligations to the University. It also provides for changing faculty interests.

As a part of the Faculty Annual Report, the faculty member and the chairperson confer to determine those areas of professional contribution most appropriate to the faculty member and to the departmental needs which will form the basis of the next year's commitment and evaluation process. These plans are approved by the college dean. The intent of this process is to provide the faculty with professional expectations and satisfactions and to assure the most effective use of human talent toward the end of academic excellence as well as to provide a realistic basis for evaluation.

INSTRUCTIONAL EFFECTIVENESS

The University of Central Arkansas is, above all else, a teaching university. Central to this criterion are classroom teaching, student evaluation practices, academic advising, and course and program review, assessment and development.

A superior teacher is one who helps students develop into responsible citizens of a democratic society and mature to their maximum potentiality. In the learning process, the teacher's influence extends beyond the classroom. Part of that contribution to the students and the University lies in service as a guide and counselor. Finally, mastery of subject matter and discipline as well as the desire to communicate effectively should cause the faculty member to constantly review and revise his/her efforts to relate the material to the student.

Because of varying modes of teaching and unique departmental objectives, departments are required to develop instructional effectiveness evaluation techniques which will yield discriminating judgements, techniques which will indicate the "good" teacher from the "poor" one. Departments should utilize student rating forms, peer assessment, self-evaluation and chairperson evaluation as appropriate to the dimension of instructional effectiveness being evaluated. A rater should not be asked to assess something he has no opportunity to observe or experience. Faculty peers and department chairpersons may not be in a position to assess teaching skills; however, students are. Similarly, students cannot directly assess course and program development.

Departmentally-developed methods of assessing individual effectiveness should be approved by the dean of the college, and made known to all department faculty.

PROFESSIONAL GROWTH AND RECOGNITION

The University is dedicated to the belief that all faculty should engage in activities which contribute to their continuing professional development, and that such activities are critical ingredients in the consideration for promotion. Aspects of this criteria include research and performance activities, formal study, seminars, workshops, and publications.

Minimally, it is expected that faculty will support their respective professional societies at the state, regional, and national level. Active participation in those organizations as an officer or program contributor suggests a desirable professional vitality.

A mutually agreeable plan of professional growth should be developed annually by the faculty member in consultation with the departmental chairperson. Not only are such activities beneficial to the individual, they are also significant to the department in its efforts to maintain a professionally active faculty and a vital instructional program.

UNIVERSITY SERVICE

University service refers to all those services that contribute to the growth, development, and usefulness of a university. Such services would include departmental and institution-wide committee responsibilities of all types; for example, educational and curricular committees, social committees, and student and faculty welfare committees. It would also include active participation in student and faculty activities, alumni activities, student recruitment, and leadership within the campus community.

Involvement in these activities, valuable though they are, should never be allowed to become a substitute for instructional competency or

professional development. Overcommitment in this area can easily become detrimental to the department's central mission of providing quality instruction by an able faculty.

COMMUNITY SERVICE

If a university is to assume its proper role of leadership within the larger community of which it is a part, it needs to have many on its faculty who participate freely and voluntarily in the many organizations that make up that community. Faculty members can make real contributions as public speakers and as consultants on subjects about which they possess expert knowledge.

In addition, leadership and assistance in community enterprises, such as community fund drives, city and county government, youth activities, the religious life of the community, and service clubs may be appropriate areas of service.

As the area served by the University is not confined to one locality, service on state and national boards, commissions, and committees should also be noted.

CONCLUSION

Departments and colleges may want to take into consideration other criteria of professional activity that are not itemized above, but the four criteria that are listed should be given primary consideration in making recommendations for promotion. No exact weight can be assigned to any single criterion; numerous factors must be balanced against one another. Finally, it must be understood that promotions are contingent upon the availability of institutional resources and upon institutional priorities. Above all, there should be a commitment toward fairness and equity, understanding and agreement to the criteria and processes, and a dedication to the welfare of the University community.

PROCEDURES FOR TENURE AND PROMOTION

It is the responsibility of each faculty member to be aware of the University, college and departmental policies, and guidelines regarding tenure and promotion. Further, it is the responsibility of the faculty member to know his/her own status regarding tenure and promotion. Finally, it is the responsibility of the faculty member to initiate his/her request for tenure and/or promotion consideration and to meet the time deadlines as they are annually announced by the department chairperson. A faculty member who is eligible for promotion in a given year may request his/her name be removed from consideration during that year.

Each department will organize a personnel committee which meets the approval of the college dean. This committee is to be constituted in a manner to insure fairness and equity. Since there are variations in size of departmental faculty, it is not possible to suggest a uniform policy. The purpose of this committee is to receive and review applications for tenure and promotion and to make recommendations to the department chairperson. The department chairperson will serve as a non-voting member. The Committee will elect its own chairperson.

Each of the four colleges shall establish college promotion and tenure committees, consisting of seven faculty members. In colleges having fewer than eight departments, the committee shall have at least one faculty member from each department. Using its own procedures, with the approval of the college faculty, each college will institute selection procedures which will insure equitable representation by rank,

tenure, highest degree, sex and race. The committee shall elect its own chairperson. Vacancies shall be filled following the same procedures that initial appointments are made. The members of the committee shall serve staggered three year terms to insure continuity and regular turnover. A faculty member appointed for a full term may not serve a succeeding term. Department chairpersons shall not be eligible for appointment. Any variance to these policy guidelines must be approved by the Vice President for Academic Affairs.

The function of the committees shall be to receive and evaluate the nominees presented to them by the department chairperson, and to make recommendations to the dean. The committee will hear and rule on requests for individual exceptions to departmental or college eligibility requirements.

The dean of each college shall evaluate the candidates and present his/her recommendations for tenure and promotion to the Vice President for Academic Affairs, who in turn will present them for consideration to the Council of Deans, which he/she chairs.

The Vice President for Academic Affairs shall determine from the nominations those to be recommended to the President.

The Vice President for Academic Affairs shall present a complete report on all candidates for tenure and promotion showing the action of each review group and administrator.

The President, as chief administrative officer of the University, makes recommendations for tenure and promotion to the Board of Trustees.

No faculty member who is to be considered for tenure or promotion is eligible to serve on either the departmental or college committee for that year.

Each committee (departmental or college) and each administrator (chairperson, dean and vice president for academic affairs) must forward every application for tenure and promotion to the next level, indicating the recommendation.

Each committee and administrator is required to place the approved candidates in a priority order.

APPEALS

After a department chairperson has determined his/her recommendations for tenure and promotion, the chairperson shall notify any nominee not receiving a positive recommendation. Such nominee may appeal the decision to the college committee.

When a dean has determined his/her recommendation for tenure and promotion, the dean shall notify the department chairperson of any nominees not being recommended. The chairperson shall notify the nominee, who in turn shall be given the opportunity to appeal the decision to the Council of Deans.

If the Vice President for Academic Affairs reverses an affirmative recommendation by the Council of Deans, the dean, chairperson, and the faculty member shall be notified. Should there be an appeal for such a decision, the Council of Deans will convene to hear the case and make a recommendation to the President. The appeal should be made in writing to the President.

If the faculty member feels that he/she has been discriminated

against because of race, color, or sex, he/she may appeal to the University's Affirmative Action Committee. He/she should contact the University Affirmative Action Officer.

Non-Affirmative Action grievances will be heard by a University Committee consisting of eight members selected at random from the membership of the Tenure and Promotion Committees of each college. Two shall be selected from each college committee. The committee shall elect its own chairperson, who shall be non-voting. The purpose of the committee is not to determine the merits of the candidate's qualifications for tenure or promotion, but to determine whether the departmental, college and institutional policies and procedures have been fairly and equitably applied to the aggrieved. The Committee will report its findings to the Vice President for Academic Affairs, who is required to respond appropriately to the Committee's findings.

TIME TABLE FOR RECOMMENDATIONS

The timetable for consideration of promotion and tenure candidates shall be as follows:

1. Departmental recommendations to the college committee--
Feb. 1
2. College recommendations to the Council of Deans--Feb. 15
3. V. P. for Academic Affairs recommendations to President--
March 1
4. Presidential recommendation to the Board of Trustees--
March meeting.

The following 1978-79 and 1979-80 University Calendars were approved upon motion made by Mrs. Hammans, seconded by Mr. Jones and passed by unanimous vote.

Calendar 1978-1979*

Fall Semester 1978

August 21, 22, Monday, Tuesday	Orientation & Payment of fees
August 23, Wednesday	Registration
August 24, Thursday	Instruction begins
September 4, Monday	Labor Day recess
September 7, Thursday	Last day to register & change of class
October 20, Friday, 4:00 p.m.	Mid-semester grades due in Registrar's Office
October 25, Wednesday	Final date to apply for degree for students completing work in December
October 27, Friday	Final date to drop courses without penalty
November 22, Wednesday Noon	Thanksgiving recess begins
November 27, Monday, 8:00 a.m.	Instruction resumes
**December 13-19, Wednesday through Tuesday	Semester examinations

*Students are urged to consult the Semester Schedule of Classes for additional critical dates and deadlines.

**Students enrolled in Directed Teaching and assigned to an elementary or high school for this activity will observe the holidays of the school to which they are assigned.

Spring Semester 1979

January 8, 9, Monday, Tuesday	Orientation of Payment of fees
January 10, Wednesday	Registration
January 11, Thursday	Instruction begins
January 22, Monday	Last day for registration & change of class
February 2, Friday	Final date to apply for degree for students completing work in May
March 9, Friday, 4:00 p.m.	Mid-semester grades due in Registrar's Office
March 17, Saturday	Spring recess begins
March 26, Monday, 8:00 a.m.	Classes resume
March 26, Monday	Final date to drop courses without penalty
May 7-11, Monday through Friday	Semester examinations
May 12, Saturday	Commencement

Summer 1979

June 4, Monday	Registration for first term
June 5, Tuesday	Instruction begins
June 12, Tuesday	Final date to apply for August graduation
July 4, Wednesday	Independence Day recess
July 6, Friday	First term examinations
July 9, Monday	Registration for second term
July 10, Tuesday	Instruction begins
August 10, Friday	Commencement

Calendar 1979-80*

Fall Semester 1979

August 20, 21, Monday, Tuesday	Orientation of Payment of fees
August 22, Wednesday	Registration
August 23, Thursday	Instruction begins
September 3, Monday	Labor Day recess
September 6, Thursday	Last day to register and change of class
October 19, Friday, 4:00 p.m.	Mid-semester grades due in Registrar's Office
October 24, Wednesday	Final date to apply for degree for students completing work in December
October 26, Friday	Final date to drop courses without penalty
November 21, Wednesday Noon	Thanksgiving recess begins
November 26, Monday, 8:00 a.m.	Instruction resumes
** December 12-18, Wednesday through Tuesday	Semester examinations

Spring Semester 1980

January 7, 8, Monday, Tuesday	Orientation & Payment of fees
January 9, Wednesday	Registration
January 10, Thursday	Instruction begins
January 21, Monday	Last day for registration & change of class

*Students are urged to consult the Semester Schedule of Classes for additional critical dates and deadlines.

**Students enrolled in Directed Teaching and assigned to an elementary or high school for this activity will observe the holidays of the school to which they are assigned.

February 1, Friday	Final date to apply for degree for students completing work in May
March 7, Friday, 4:00 p. m.	Mid-semester grades due in Registrar's Office
March 15, Saturday	Spring recess begins
March 24, Monday, 8:00 a. m.	Classes resume
March 24, Monday	Final date to drop courses without penalty
May 5-9, Monday through Friday	Semester examinations
May 10, Saturday	Commencement
Summer 1980	
June 2, Monday	Registration for first term
June 3, Tuesday	Instruction begins
June 10, Tuesday	Final date to apply for August graduation
July 3, Thursday	First term examinations
July 4, Friday	Independence Day recess
July 7, Monday	Registration for second term
July 8, Tuesday	Instruction begins
August 8, Friday	Commencement

Mr. Dixon made a motion that the following name changes be made in two departments in the College of Business:

1. Change the Department of General Business Administration to Department of Administrative Sciences, and

2. Change the Department of Business Education and Office Administration to Department of Administrative Services and Business Education.

A second to this motion was made by Mr. Ahlf and passed by unanimous vote.

A motion was made by Mr. Dixon, seconded by Mrs. Hammans and passed by unanimous vote that the Department of Higher Education be requested to approve a Bachelor of Business Administration Degree in Finance and a Bachelor of Science in Education in Distributive Education.

Dr. Johnson made a motion that the following Admissions Policy be adopted. A second to this motion was made by Dr. Sneed and passed by the following vote: AYES: Mr. Dixon, Dr. Johnson, Dr. Sneed, Mr. Ahlf, Mr. Jones, and Mr. Johnson; NOES: Mrs. Hammans.

ADMISSION TO UNDERGRADUATE STUDY

Inquiries about admission to the University should be addressed to the Admissions Office. This office receives and processes all applications, evaluates credentials, and issues letters of admission to qualified applicants. Students may enter at the beginning of either of the regular semesters or at the beginning of either of the two terms of the summer session.

All natives of other countries and whose language is not English making application for admission to the University of Central Arkansas must present a score of 500 or better on TOEFL (Test of English as a Foreign Language). Each applicant is asked to write TOEFL, Educational Testing Service, Princeton, New Jersey 08549, U.S.A., requesting a Bulletin of Information and registration form. A final consideration cannot be granted a student's application for admission until

approximately six months after all application materials have been received by the Director of Admissions. All transcripts from other countries will be evaluated by the Southern Evaluation Project, administered by NAFSA, Washington, D. C.

A prospective freshman submitting an application for admission to the University of Central Arkansas must include test scores on the American College Testing Program (ACT). The ACT includes tests in English Usage, Mathematics Usage, Social Studies Reading, and Natural Science Reading. The entire battery may be completed in one morning. Although no minimum scores to qualify for admission have been set, scores on the ACT will be used for advising purposes.

The ACT is given at testing centers at high schools and colleges across the nation five times during each year. The first test period is usually in early October and the last test period in early June. Students who wish to apply for scholarships or loans should take the ACT at one of the earlier test dates. Information and application blanks may be obtained from high school counselors or principals or directly from the American College Testing Program, P. O. Box 168, Iowa City, Iowa 52240, (319) 356-3711.

Upon acceptance for admission, the student will be sent an official notice of admission. Once submitted, admission materials will be retained by the University.

Admission from Secondary Schools

A prospective student should submit an application for admission at least thirty days before the time the student plans to enter. An application form may be obtained from the Office of Director of Admissions. The completed form is to be returned to the Director of Admissions. The application is to be filled out entirely by the candidate. Parents must endorse the application if the applicant is under eighteen years of age. Falsification of any record, including the Application for Admission, is cause for immediate dismissal. Each candidate must be eligible for a diploma from an accredited secondary school. The school record is required at the end of the school year and must be sent directly to the Director of Admissions by the school at the request of the candidate. Officials of the high schools will send an official transcript of credits to the Director of Admissions on request.

It is expected that the student's high school studies show promise of successful college work.

Early Admission

Capable students who desire to accelerate their formal education may enter this university at the end of their junior year in high school.

To be eligible for early admission to the University of Central Arkansas, a student who has completed a minimum of six semesters (12 units) of secondary school work must: 1) have earned a "B" or better average, have an ACT Composite Score of at least 23, and be recommended by the high school principal; or 2) have earned 15 units, ACT of at least 21, "B" or better average, and the recommendation of the high school principal.

Summer Study for High School Students

Students between their junior and senior years in high school are invited to attend summer school at the University of Central Arkansas.

This special program is an opportunity for all able students to find

rewarding learning experiences and at the same time benefit from an early start in their college career.

Students are admitted to regular college courses, attend classes with other students in the University, and earn college credit applicable to a degree.

Upon the successful completion of the special summer program, students may elect to return to their high school for their senior year, or apply for the early admissions plan that substitutes the freshman year in college for the fourth year in secondary school. It is understood that all of the requirements of the early admissions program must be satisfied before the student is admitted under its provisions.

Admission to the summer program depends upon the satisfaction of the following requirements: completion of twelve (12) college preparatory units in high school, a grade average of "B", recommendation of the high school principal or counselor, and approval by the University of Central Arkansas admissions committee.

Admission by Examination

Admission to the University of Central Arkansas may be by presenting a passing score on the General Education Development (GED) test in lieu of a high school diploma. Persons 17 or 18 years of age must have been out of high school for a minimum period of six months and have approval of the high school principal to take the GED. There is no time restriction or approval necessary for persons 19 years of age or older. In Arkansas, information and applications concerning the GED may be obtained from the office of the County Supervisor of Education, usually located in the county court house. Non-resident students should check with the State Department of Education in their respective state.

Admission to the University of Central Arkansas may be achieved by scoring at the 50th percentile or better on the Otis Mental Ability Test in lieu of high school diploma. Persons must be 21 years of age or older to be eligible to take this test. Information concerning the Otis test can be obtained from the Office of Admissions at UCA.

Admission on an Adult-Special Basis

The Adult-Special classification is for a person twenty-one years of age or older who desires to take undergraduate courses for no credit and who gives satisfactory evidence of preparedness to take these subjects. The special classification must have the consent of the instructor before the student is admitted. Satisfactory completion of the course is recognized by the award of a certificate and a permanent record maintained by the University. The student pays full registration fees.

Admission from Other Colleges

An application for admission form may be obtained from the Office of the Director of Admissions and returned to that office with all required information completed. A student who has attended another college or university will not be permitted to enroll as a beginning freshman, even though credits were not earned. Falsification of any record, including Application for Admission, is cause for immediate dismissal.

An official transcript of record, with a statement of honorable dismissal, from each institution of college rank attended, must be sent directly to the Director of Admissions at the request of the candidate.

Transfer students must meet the minimum cumulative grade point standards listed in the selective retention policies (page 31).

Students entering this University who have attended a college or university fully accredited by such agencies as the North Central Association of Colleges and Secondary Schools will receive credit on the basis of an official transcript of their records submitted. Work taken in such colleges, not comparable to that offered in this institution, will be evaluated for possible general elective credit. Credit earned by correspondence or extension from such schools will be accepted subject to the quantitative restrictions described in the Correspondence Study section of the catalog.

Acceptance of credits and subsequent establishment of a student's standing are provisional until that student has completed one semester of satisfactory work in residence in the University; moreover, the provisional statement of standing is subject to revision in case of unsatisfactory work in this University.

No transfer student will be admitted who is ineligible to return to the institution from which the student transfers, or who submits a record below minimum requirements of this University.

Grades of "D" will be accepted for transfer credit from accredited institutions of all students as long as other admissions and transfer criteria are met.

If a student is readmitted to the University following a period of disqualification, the credit earned during the period of disqualification will be used as evidence that the student has made proper use of time during the period. The credit so earned will not count toward a degree at the University.

Upon acceptance for admission, the student will be sent an official notice of admission. Admission materials will not be released after receipt.

Anyone transferring to the University to pursue courses leading to graduation will be required to earn at least fifteen hours credit in the major and nine hours credit in the minor. In both instances the work must be taken in residence. This regulation is followed even though the student has sufficient hours of credit to meet the requirements of the major and minor. All standards with respect to transfer credit are binding and are not, therefore, subject to appeal.

Admission from A Community College

No more than sixty hours may be transferred to the University from a community college (exclusive of four activity hours in physical education). No more than twelve hours of such work may be transferred after the student has 60 hours of college credit. The student will be required to complete the equivalent of two full years' work of sixty hours in an approved senior college after enrolling as a senior college student.

Approval for the following renovation and repairs was authorized upon motion made by Dr. Sneed, seconded by Mr. Ahlf and passed by unanimous vote.

1. Torreyson Library:
Remove, repair and clean 47 air handler cooling and heating coils (94 total coils), and reassemble some; replace cutoff valves and install 50 new drain line cutoff valves. Estimated cost--\$26,000.

2. Student Center:
Five air handlers installed on north wall, first floor. Total cost--\$2,945.
3. North Minton:
Remove cast iron heating hot water boiler and install a new copper tube heating hot water boiler (Raypak Model 1353-T), complete with new piping, controls, and insulation. Estimated cost--\$14,000.
4. South Minton:
Same as North Minton but with less piping and insulation. Estimated cost--\$11,000.
5. Irby:
Replace two 25 ton roof mount air conditioners (completely worn out) with one Westinghouse 50 ton a/c unit. Estimated cost, installed--\$33,000.
6. Automatic chemical water treatment systems, campus wide: Convert 19 of 24 water treatment systems from manual to automatic feed and bleed system. To be installed by maintenance personnel. Total cost--\$6,707.
7. Rose Room, McAlister Hall. Estimated cost \$21,595 for following items of work:
 - A. Remove hardwood floors and wood flooring strips and pour 2" concrete cap over existing concrete slab.
 - B. Termite treat the area.
 - C. Remove existing walls which are used to partition offices in the area.
 - D. Remove existing lay-in ceiling tile and grid system and install new lay-in ceiling tile and grid system at approximately 10' high in entire room.
 - E. Remove existing cabinets on south wall and patch wall back to match existing walls.
 - F. Install carpet.
 - G. Build and install across front of room, a counter with 36" door, 40' long x 42" high and 24" deep with consoweld top, panel front and open back.

Total renovated space is 2,532 square feet.

Motion was made by Mr. Dixon, seconded by Dr. Sneed and passed by unanimous vote that the Board go into executive session to consider personnel.

Upon the recommendation of Dr. Farris, the following appointments, resignations, adjustments, and sabbatical leave were approved upon motion made by Mr. Ahlf, seconded by Mrs. Hammans and passed by unanimous vote.

Appointments:

1. Mary Ellen James, Assistant Professor of Early Childhood Education, effective September 19, 1977 @ \$1577.78 per month. This is a non-tenure earning appointment ending May 31, 1978.
2. Glenda Brown, Instructor of Nursing, effective January 1, 1978 through May 15, 1978 @ \$1442.22 per month.

3. Chester E. Daniels, Accounting Supervisor, effective October 20, 1977 through June 30, 1978 @ \$1440.83 per month.
4. Alice L. Severe, Instructor of Early Childhood Education, effective November 1, 1977 @ \$1135.00 per month. This is a non-tenure earning appointment ending June 30, 1978.
5. Janet A. Greenwell, Instructor of Early Childhood Education, effective November 1, 1977 @ \$1166.67 per month. This is a non-tenure earning appointment ending June 30, 1978.
6. Marion Sievers, Visiting Instructor of Percussion Instruments, effective November 1, 1977 through May 15, 1978 @ \$325.00 per month.
7. James K. Good, Assistant Professor of Geography, effective January 1, 1978 through May 15, 1978 @ \$1444.44 per month.
8. Jennifer Pearce, Instructor of Nursing, effective January 1, 1978 through May 15, 1978 @ \$1442.22 per month.
9. Michael Watts, Instructor of Accounting, effective January 1, 1978 through May 15, 1978 @ \$1611.11 per month.
10. Jimmy Taylor, Part-time Instructor of Business, spring semester, total salary of \$1,000.
11. John Tuohy, Part-time Instructor of Business, spring semester, total salary of \$1,000.
12. Steve Earney, Part-time Instructor of Business, spring semester, total salary of \$825.
13. Ken Stephens, Head Football Coach, effective January 1, 1978 through December 31, 1978 @ \$1666.66 per month.
14. Eldon Hawley, Assistant Football Coach, effective January 1, 1978 through December 31, 1978 @ \$1450.
15. David Easley, Assistant Football Coach, effective January 1, 1978 through December 31, 1978 @ \$1333.33 per month.
16. John Outlaw, Assistant Football Coach, effective January 1, 1978 through December 31, 1978 @ \$1166.66 per month.
17. Judy Johnson, Part-time Instructor of Counseling, spring semester, total salary of \$1000.
18. Nanette Rollins, Part-time Instructor of Counseling, spring semester, total salary of \$1000.
19. Teresa Smith, Assistant Professor of Psychology, effective January 1, 1978 through May 15, 1978 @ \$1444.44 per month.

Resignations:

1. Kay Faulk, Director of Personnel, effective October 14, 1977.
2. Taylor Hughes, Assistant Professor of Physical Therapy, effective January 1, 1978.
3. Carl Quaintance, Internal Auditor and Accountant, effective December 6, 1977.

4. May Jackson, Assistant Professor of Occupational Therapy, effective May 15, 1978.
5. Peter A. Schwartz, Instructor of Accounting, effective December 31, 1977.

Adjustments:

1. Linda Couch, Head Resident, change nine months salary from \$5311 plus apartment and utilities to \$4540 plus apartment and utilities.
2. Marilyn Armstrong, Head Resident, change nine months salary from \$5311 plus apartment and utilities to \$4540 plus apartment and utilities.
3. Bethel Thomas, effective May 16, 1977 change rank from Associate Professor of Counseling and Psychology to Director of Counseling Center and Professor of Counseling and Psychology and change the monthly salary from \$1837.77 (9 months) to \$1750 (12 months).
4. Carolyn L. Riviere, change appointment from part-time Instructor of Nursing the spring semester, 1978 @ \$687.00 per month to full-time Instructor of Nursing @ \$1375.33 per month.
5. Bonnie Grant, change rank from Professor and Chairman, Department of Nursing, to Professor and Chairman, Department of Nursing and Adjunct Professor of Speech. This carries with it no option to gain tenure or promotion in the Speech Department. There is no additional salary.

Sabbatical Leave:

1. Austin Glenn, Professor of Education, spring semester with pay.

Request was made by Mr. Johnson that a report be furnished to the Board showing the progress made toward the goals established for athletics in April, 1976.

Dr. Johnson requested that a report on athletic recruiting be furnished to the Board.

Open meeting was declared upon motion made by Dr. Johnson, seconded by Dr. Sneed and passed by unanimous vote.

Appointments, resignations, adjustments, and sabbatical leave as approved in executive session were approved upon motion made by Mr. Ahlf, seconded by Mrs. Hammans and passed by unanimous vote.

Mr. Johnson requested that a report on attendance at the football games the last season be furnished to the Board.

A financial report as of November 30, 1977 was given by Mr. B. W. Horton, Vice President for Business Affairs.

Mr. Jones requested that copies of the book on higher education in Arkansas that was funded by the Rockefeller Foundation be made available to the Board.

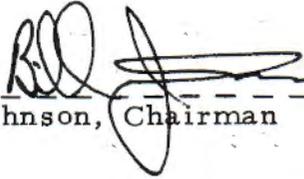
Motion was made by Dr. Johnson, seconded by Dr. Sneed and passed by unanimous vote that the following Emeritus or Emerita recommendation be approved.

* Upon retirement from active service with the University at or after age 62; tenured instructional personnel holding the academic rank of Associate or full Professor, Department Chairpersons, Academic Deans, Vice Presidents and the Presidents who have served the University full time for ten or more years may be recommended to the Board of Trustees as "Emeritus" or "Emerita". At the time of retirement, instructional personnel will be recommended as Professor Emeritus or Emerita in their appropriate disciplines; others will be so recommended according to their staff positions as well as Professor Emeritus or Emerita if they hold the appropriate academic rank.

Such emeritus or emerita designation will carry with it the continued privileges of using the University library, attendance at all University functions as are provided active faculty/staff members and any other privileges the University may deem appropriate.

In the event the University deems it appropriate to recognize personnel of the University who do not meet the requisites outlined above, such persons may be recommended as Honorary Emeritus or Emerita in the active position or title held at the time the employee leaves the University.

There being no further business to come before the Board, the meeting was adjourned.



Bill Johnson, Chairman



Charles R. Dixon, Secretary