

**AGENDA FOR MEETING OF BOARD OF TRUSTEES
OF
UNIVERSITY OF CENTRAL ARKANSAS
AT
10:30 A.M.
ON
MAY 10, 2019
BOARD OF TRUSTEES CONFERENCE ROOM – WINGO HALL**

**Mr. Bunny Adcock – Chair
Rev. Cornell Maltbia – Vice Chair
Ms. Kay Hinkle - Secretary
Ms. Elizabeth Farris
Dr. Terry Fiddler
Ms. Shelia Vaught
Mr. Joe Whisenhunt**

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES

IV. INTRODUCTIONS

V. END-OF-YEAR REPORTS FROM THE OUTGOING PRESIDENTS OF THE STAFF SENATE, STUDENT GOVERNMENT ASSOCIATION, AND FACULTY SENATE

- **Dr. Lesley Graybeal, Staff Senate President**
- **Mr. Josh Eddinger-Lucero, Outgoing Student Government Association President**
- **Dr. Rahul Mehta, Outgoing Faculty Senate President**

VI. REPORTS

A. President's Report

- **Bear C.L.A.W.S. (Celebrating the Lofty Achievements of our Wonderful Students)**

B. Academics Update

C. Financial Update

VII. COMMENTS ON ACTION AGENDA BY THE PRESIDENTS OF THE FACULTY SENATE, STAFF SENATE, AND STUDENT GOVERNMENT ASSOCIATION

- **Dr. Katherine Willis, Faculty Senate**
- **Dr. Leslie Graybeal, Staff Senate**
- **Ms. Rose McGarrity, Student Government Association**

VIII. ACTION AGENDA

A. Contract Review Procedures – Board Policy No. 416

- 1. Elite Floor Services, Inc.**
- 2. Eric, Rob & Isaac, Inc.**
- 3. Maxient LLC**
- 4. The Oxford American Literary Project, Inc.**
- 5. Startup Junkie Consulting**
- 6. 56 passenger Motor Coach Buses (vendor will be selected with bid process)**
- 7. Blackboard Inc.**
- 8. Ellucian Company L.P. (Banner)**

On-call Services and Amendments

- 9. Crafton Tull & Associates Inc.**
- 10. Entegrity**
- 11. Environmental Enterprise Group (EEG)**
- 12. Safety & Environmental Investigations, Inc.**
- 13. Garver LLC (mechanical engineering)**
- 14. Garver LLC (electrical engineering)**

B. Property Acquisition – 2210 Bruce Street, Conway, Arkansas

C. Property Acquisition – 2204 Bruce Street, Conway, Arkansas

D. Property Acquisition – 359 Watkins Street, Conway, Arkansas

E. Rights-of-way and Easements to City of Conway

F. Request for Provisional Positions

G. Request for Approval - Greek Village Phase II

H. Request for Capital Project Approval – Lewis Science Center Annex

I. Fees – Mandatory General Registration and Other - Board Policy No. 630 and Fees – Other Instructional Fees – Board Policy No. 639

- J. Fees – Room and Board – Board Policy No. 632**
- K. Operating Budget 2019-20**
- L. *Faculty Handbook* – Board Policy No. 300**
- M. Academic Calendar and Critical Dates—Fall 2021 through Summer 2022 and Fall 2022 through Summer 2023**
- N. Maximum Number of Credit Hours – Baccalaureate and Associate Degrees - Board Policy No. 321**

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- B. Notification: Reconfiguration of Engineering Physics Track—BS, Engineering Physics**
- C. Notification: Reconfiguration of Undergraduate Dietetics/Nutrition Program**
- D. Notification: New Concentration in the Bachelor of Music Program: Piano Pedagogy**
- E. Notification: Revision of the Master of Science in Instructional Technology**
- F. Notification: Title Change for the MS in College Student Personnel Services and Administration**

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III. MINUTES

Minutes of the February 15, 2019, board meeting, which can be found on UCA's website, were distributed to board members for review prior to the May 10, 2019, board meeting.

VIII. ACTION AGENDA

A. Contract Review Procedures – Board Policy No. 416

Pursuant to Board Policy No. 416, Contract Review Procedures, the administration must seek board approval for any contract that requires the university to expend funds, at any time, in excess of \$250,000 or any contract with a term exceeding one year, unless the Office of General Counsel certifies, in writing, that the contract (a) may be terminated by the university on the giving of written notice of 90 days or less or (b) will not require the university to expend funds in excess of \$99,999.

The administration is seeking board approval for the university to enter into contracts with the following companies/organizations:

1. Elite Floor Services, Inc.
2. Eric, Rob & Isaac, Inc.
3. Maxient LLC
4. The Oxford American Literary Project, Inc.
5. Startup Junkie Consulting
6. 56 passenger Motor Coach Buses (vendor will be selected with bid process)
7. Blackboard Inc.
8. Ellucian Company L.P. (Banner)

On-call Services and Amendments

9. Crafton Tull & Associates Inc.
10. Entegrity
11. Environmental Enterprise Group (EEG)
12. Safety & Environmental Investigations, Inc.
13. Garver LLC (mechanical engineering)
14. Garver LLC (electrical engineering)

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

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

UNIVERSITY OF CENTRAL ARKANSAS
REASON FOR REQUIRING BOARD REVIEW AND ACTION
(Board Policy No. 416)

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

1. Vendor/Party: Elite Floor Services, Inc., Conway, Arkansas.

Amount: Increases of \$424,000 and \$210,000 for the two-year period.

Summary of Contract Information: These are renewals of existing agreements to provide floor stripping and refinishing for residence halls and cleaning for apartments.

Term: July 1, 2019 to June 30, 2021. The contract provides for renewals through June 30, 2024.

2. Vendor/Party: Eric Rob & Isaac, Inc.

Amount: \$800,000 per year.

Summary of Contract Information: This is a renewal of an existing agreement to provide advertising and marketing services.

Term: July 1, 2019 to June 30, 2021. The contract provides for renewals through June 30, 2022. However, the university retains the right to cancel the contract at any time upon 30 days written notice.

3. Vendor/Party: Maxient LLC

Amount: \$16,000.

Summary of Contract Information: This is an agreement for software to provide a hosted service to assist in the tracking and management of student conduct concerns and judicial matters such as Clery and Title IX. The Office of Housing and Residence Life, the Division of Student Services, and the police department are sharing the cost and utilizing the service. The agreement requires board approval because Maxient did not agree to the limitation of damages provision of the UCA contract rider required pursuant to Board Policy No. 416.

Term: May 1, 2019 to April 30, 2020. The agreement may be renewed for subsequent years.

4. Vendor/Party: The Oxford American Literary Project, Inc.

Amount: This amendment increases the amount of university funds by a maximum of \$90,000 per year with part being contributed by the UCA Foundation.

Summary of Contract Information: This is an addendum to an existing memorandum of understanding. The university has been providing up to \$40,000 per year as a budget line-item designated to the Oxford American (OA), funding a series of jazz concerts and residencies up to \$10,000, funding an author series and residency programs up to \$14,000, and funding a graduate assistant in the creative writing program. The addendum authorizes the university to provide up to \$90,000 and specifies that the money is for the contributing author and artist series related to the existing author series and residency programs. The funds will be a mix of funds from the University and the UCA Foundation

Term: The agreement automatically renews each year until June 30, 2023, unless either party provides notice 90 days prior to the end of any fiscal year.

5. Vendor/Party: Startup Junkie Consulting.

Amount: \$1,306,250 (\$39,584 per month).

Summary of Contract Information: This is a renewal of an existing contract to operate Makerspace, provide evaluation of programming, and develop innovation and entrepreneurship programs. The original contract was from October 1, 2016 to September 30, 2019. The renewal is only for 33 months so that the next ending will coincide with the end of a fiscal year. The existing contract, and the renewal, allows either party to terminate for convenience by providing 90 days written notice.

Term: October 1, 2019 to June 30, 2022.

6. Vendor/Party: Vendor will be selected with bid process.

Amount: Approximately \$350,000 to \$500,000 per bus.

Summary of Contract Information: Purchase of two new or slightly used 56 passenger motor coach buses to replace existing coach buses. The two existing motor coach buses have high mileage and high engine hours. The prices will depend on mileage of buses available at time of bid process. The plan is to replace one bus this year and the second bus within three years.

Term: 2019-22.

7. Vendor/Party: Blackboard Inc.

Amount: \$2,000,000 (maximum amount that will be spent on projects).

Summary of Contract Information: The university has an existing agreement with Blackboard to provide and install a door access control system, but the university has the discretion on whether to initiate a particular project. The initial contract was to install the door access control system in various housing buildings. The administration is requesting approval to increase the authorized amount in order to replace the old system in current buildings and expand the project as new buildings are constructed. The funds are to be paid for each job as funds are available and work is performed. The university, however, is not obligated to pay any funds unless it initiates a project.

Term: The university has the option to renew the agreement in one year periods not to extend beyond June 30, 2021.

8. Vendor/Party: Ellucian Company L.P. (Banner)

Amount: \$2,855,504 for the five-year period.

Summary of Contract Information: This is a renewal with modifications of an existing agreement to provide Banner ERP (Employee, Finance, Financial Aid, Student, Self-Service, and Human Resources) and Perceptive Content. The University has requested (1) early termination of three Ellucian services no longer used and (2) early renewal of the Banner ERP modules and Perceptive Content for a five-year term. The early renewal will allow the University to save \$146,457 in the first year of the new contract.

Term: July 1, 2019 to June 30, 2024.

SUMMARY OF ON CALL CONTRACTS

9. Vendor: Crafton Tull & Associates Inc.

Amount: Increase of \$75,000

Summary of Contract Information: Amendment of existing contract to provide on-call civil engineering services for various campus projects.

Expiration Date: June 30, 2021, but date can be extended upon approval of General Assembly.

10. Vendor: Entegrity (formerly Viridian)

Amount: Increase of \$100,000

Summary of Contract Information: Amendment of existing contract to provide on-call LEEDS Commissioning services for various campus projects.

Expiration Date: June 30, 2021, but date can be extended upon approval of General Assembly.

11. Vendor: Environmental Enterprise Group (EEG)

Amount: Increase of \$150,000

Summary of Contract Information: Amendment of existing contract to provide on-call environmental services for various campus projects.

Expiration Date: June 30, 2021, but date can be extended upon approval of General Assembly.

12. Vendor: Safety & Environmental Investigations, Inc.

Amount: Increase of \$100,000

Summary of Contract Information: Amendment of existing contract to provide on-call environmental services for various campus projects.

Expiration Date: June 30, 2021, but date can be extended upon approval of General Assembly.

13. Vendor: Garver LLC

Amount: Increase of \$100,000

Summary of Contract Information: Amendment of existing contract to provide on-call mechanical engineering services for various campus projects.

Expiration Date: June 30, 2021, but date can be extended upon approval of General Assembly.

14. Vendor: Garver LLC

Amount: Increase of \$75,000

Summary of Contract Information: Amendment of existing contract to provide on-call electrical engineering services for various campus projects.

Expiration Date: June 30, 2021, but date can be extended upon approval of General Assembly.

VIII. ACTION AGENDA

B. Property Acquisition – 2210 Bruce Street, Conway, Arkansas

The Arkansas State Baptist Convention owns the property located at 2210 Bruce Street, Conway, Arkansas, which is commonly known as the Baptist Collegiate Ministry building. The property consists of approximately 21,345 square feet and includes a structure that is approximately 3,800 square feet. The property was appraised for \$450,000 as of November 26, 2018. Acquisition of this property and the adjacent property owned by the Catholic Diocese of Little Rock is needed for construction of the Integrated Health Sciences Building.

A copy of the signed offer and acceptance is attached. As part of the purchase agreement, the university is transferring to the Arkansas State Baptist Convention properties located at 212 Baridon Street and 1920 South Boulevard. The adjoining properties total approximately 28,000 square feet and include a 1,260 square-foot building. In addition, the university is paying \$137,400 to the Arkansas State Baptist Convention and providing temporary space to the organization during the transition. The closing of the proposed acquisition is conditioned upon the approval of the Board of Trustees.

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

“BE IT RESOLVED: That the Board of Trustees approves the transaction described above with the Arkansas State Baptist Convention for the sale and purchase of a building with a street address of 2210 Bruce Street, Conway, Arkansas, for the sum of \$137,400 as well as the transfer of properties located at 212 Baridon Street and 1920 South Boulevard, and the president and such other officials of the University of Central Arkansas, as the president may from time-to-time designate, are hereby authorized and directed to enter into and execute such other documents, agreements, and instruments as are necessary and required to consummate the foregoing purchase.”



March 7, 2019

Baptist Collegiate Ministry
Attn: Ryan Scantling
2210 Bruce Street
Conway, AR 72034

RE: OFFER & ACCEPTANCE – 2210 Bruce Street, Conway, AR 72034

Baptist Collegiate Ministry:

Subject to the satisfaction of all of the provisions and conditions set forth herein, the Board of Trustees of the University of Central Arkansas (“**Buyer**”) offers to purchase from the ~~Baptist Collegiate Ministry~~ ^{Executive Board of the Arkansas Baptist State Convention} (“**Seller**”) the property described below as Property A in exchange for the sum of One Hundred Thirty-Seven Thousand Four Hundred Dollars (\$137,400), the Buyer’s share of the closing costs, and the property described below as Property B.

The property subject to this offer and acceptance, known as Property A, is the building and land located at 2210 Bruce Street, Conway, Arkansas, 72034, and is more particularly described as follows:

Lots 11 and 12, Block 3, J E Little Subdivision of Section 11, T05N, R14W, City of Conway, Faulkner County, Arkansas.

The foregoing legal description shall be referred to as “Property A.” 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 parcel owned by the Seller is to be conveyed at closing.

The property being transferred to the ~~Baptist Collegiate Ministry~~ ^{Executive Board of the Arkansas Baptist State Convention}, known as Property B, is the building and land located at 212 Baridon Street and the land at 1920 South Boulevard, Conway, Arkansas, 72034, and is more particularly described as follows:

Lots 10, 11, and 12, Block 70, Boulevard Addition to the City of Conway, Faulkner County, Arkansas. Also, 10 feet of a closed 20 foot alley lying North of Lots 10, 11, and 12, and East of said Lot 12, being closed by Ordinance No. 0-07-69.

The foregoing legal description shall be referred to as “Property B.” 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 parcel owned by the Buyer 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 **May 1, 2019**;
2. Buyer shall be entitled to possession of Property A at closing; however, Buyer will permit Seller to remain in the facility until close of business on May 31, 2019. As part of such possession, Seller must sign a holdover agreement indemnifying and holding UCA harmless from and after the closing until the date Seller vacates Property A. Seller shall be entitled to possession of Property B on May 31, 2019;
3. A policy of title insurance satisfactory to Buyer, insuring unencumbered fee simple title to Property A in Buyer as of closing shall be procured and paid for by Seller;
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 Property A 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 either Property, the same shall be removed prior to vacating the property;
8. Seller represents and warrants to Buyer that Seller is the sole owner 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 are no unrecorded rights-of-way for roadway, utilities or other matters affecting the Property;
11. 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;
12. 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 that constitute a lien on the Property.
13. 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;
14. Each party shall be responsible for all risk of loss to their property and improvements thereon (if any) prior to closing;
15. 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;
16. 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
17. 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.
18. Buyer's obligations under this agreement are expressly conditioned upon the prior approval of the Board of Trustees of the University of Central Arkansas. 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.

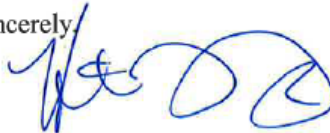
19. Buyer will provide Seller temporary space at an agreed upon location based upon the availability of vacant houses owned by the Buyer. The use of such temporary space is subject to the following conditions:

- (a) Rent of \$1 per year;
- (b) The time of the temporary space will be three years from the date of closing, although with both parties written consent an additional year could be added;
- (c) Seller will be responsible for payment of all utilities; and
- (d) Seller will be responsible for maintaining the interior, exterior, and all routine maintenance of the structure. Maintenance of the exterior will include mowing at least once per week during the spring and summer months. The university will be responsible for heating, air conditioning, plumbing, electrical, roof, structural walls, and other similar matters.

If the terms are agreeable to you, please sign and deliver the original to Warren Readnour, General Counsel, University of Central Arkansas, Wingo Hall 207, 201 Donaghey Avenue, Conway, AR 72035. If you have any questions, you may call Mr. Readnour at 501-450-5007.

This offer shall terminate and be of no effect unless it is signed by Seller, and delivered to Warren Readnour, General Counsel, by 1:00 P.M. Central Time on Friday, March 22, 2019.

Sincerely,



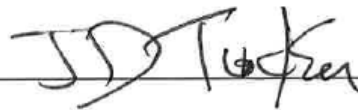
Houston D. Davis, Ph.D.
President

ACCEPTANCE BY SELLER

The offer set forth above and all terms and conditions are hereby accepted on this _____ day of _____, 2019, at _____ (A.M. or P.M.).

Executive Board of the Arkansas Baptist
Baptist Collegiate Ministry State Convention

By: _____



By: _____

VIII. ACTION AGENDA

C. Property Acquisition – 2204 Bruce Street, Conway, Arkansas

The Catholic Diocese of Little Rock owns the property located at 2204 Bruce Street, Conway, Arkansas, which is commonly known as the Catholic Campus Ministry building. The property consists of approximately 32,480 square feet and includes a structure that is approximately 1,152 square feet. The university transferred the property to the Catholic Diocese in 1996 in exchange for property on Donaghey Avenue. Acquisition of this property and the adjacent property owned by the Arkansas State Baptist Convention is needed for construction of the Integrated Health Sciences Building.

A copy of the signed offer and acceptance is attached. As part of the purchase agreement, the university is transferring to the Catholic Diocese of Little Rock property located at 1919 South Boulevard. The property is approximately 24,750 square feet of vacant land. In addition, the university is paying \$276,250 to the Catholic Diocese of Little Rock and providing temporary space to the organization during the transition. The closing of the proposed acquisition is conditioned upon the approval of the Board of Trustees.

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

“BE IT RESOLVED: That the Board of Trustees approves the transaction described above with the Catholic Diocese of Little Rock for the sale and purchase of a building with a street address of 2204 Bruce Street, Conway, Arkansas, for the sum of \$276,250 as well as the transfer of property located at 1919 South Boulevard, and the president and such other officials of the University of Central Arkansas, as the president may from time-to-time designate, are hereby authorized and directed to enter into and execute such other documents, agreements and instruments as are necessary and required to consummate the foregoing purchase.”



UNIVERSITY OF
**CENTRAL
ARKANSAS**

OFFICE OF THE
PRESIDENT

April 26, 2019

Most Rev. Anthony B. Taylor, Bishop
Catholic Diocese of Little Rock
Attn: L. Dickson Flake
P.O. Box 7239
Little Rock, AR 72217

RE: OFFER & ACCEPTANCE – 2204 Bruce Street, Conway, AR 72034

Most Rev. Anthony B. Taylor:

Subject to the satisfaction of all of the provisions and conditions set forth herein, the Board of Trustees of the University of Central Arkansas (“**Buyer**”) offers to purchase from the Catholic Diocese of Little Rock (“**Seller**”) the property described below as Property A in exchange for the sum of Two Hundred Seventy-Six Thousand Two Hundred Fifty Dollars (\$276,250), the Buyer’s share of the closing costs, and the property described below as Property B.

The property subject to this offer and acceptance, known as Property A, is the building and land located at 2204 Bruce Street, Conway, Arkansas, 72034, and is more particularly described as follows:

Lots 9, 10, and 10A, Block 3, J E Little Addition to the City of Conway, Faulkner County, Arkansas.

The foregoing legal description shall be referred to as “Property A.” 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 parcel owned by the Seller is to be conveyed at closing.

The property being transferred to the Catholic Diocese of Little Rock, known as Property B, is the land located at 1919 South Boulevard, Conway, Arkansas, 72034, and is more particularly described as follows:

Lots 1, 2, and 3, Block 75, Boulevard Addition to the City of Conway, Faulkner County, Arkansas.

The foregoing legal description shall be referred to as “Property B.” 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 parcel owned by the Buyer 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 **May 31, 2019**;
2. Buyer shall be entitled to possession of Property A at closing; however, Buyer will permit Seller to remain in the facility until close of business on May 31, 2019. As part of such possession, Seller must sign a holdover agreement indemnifying and holding UCA harmless from and after the closing until the date Seller vacates Property A. Seller shall be entitled to possession of Property B on May 31, 2019;
3. A policy of title insurance satisfactory to Buyer, insuring unencumbered fee simple title to Property A in Buyer as of closing shall be procured and paid for by Seller;
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 Property A 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 either Property, the same shall be removed prior to vacating the property;
8. Seller represents and warrants to Buyer that Seller is the sole owner 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 are no unrecorded rights-of-way for roadway, utilities or other matters affecting the Property;
 11. 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;
 12. 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 that constitute a lien on the Property.
 13. 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;
 14. Each party shall be responsible for all risk of loss to their property and improvements thereon (if any) prior to closing;
 15. 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;
 16. 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
 17. 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.
 18. Buyer's obligations under this agreement are expressly conditioned upon the prior approval of the Board of Trustees of the University of Central Arkansas. 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.
-

Most Rev. Anthony B. Taylor, Bishop
Catholic Diocese of Little Rock
April 26, 2019
Page 4

19. Buyer will provide Seller temporary space at an agreed upon location based upon the availability of vacant houses owned by the Buyer. The use of such temporary space is subject to the following conditions:

- (a) Rent of \$1 per year;
- (b) The time of the temporary space will be three years from the date of closing, although with both parties written consent an additional year could be added;
- (c) Seller will be responsible for payment of all utilities; and
- (d) Seller will be responsible for maintaining the interior, exterior, and all routine maintenance of the structure. Maintenance of the exterior will include mowing at least once per week during the spring and summer months. The university will be responsible for heating, air conditioning, plumbing, electrical, roof, structural walls, and other similar matters.

If the terms are agreeable to you, please sign and deliver the original to Warren Readnour, General Counsel, University of Central Arkansas, Wingo Hall 207, 201 Donaghey Avenue, Conway, AR 72035. If you have any questions, you may call Mr. Readnour at 501-450-5007.

This offer shall terminate and be of no effect unless it is signed by Seller, and delivered to Warren Readnour, General Counsel, by 3:00 P.M. Central Time on Friday, May 3, 2019.

Sincerely,



Houston D. Davis, Ph.D.
President

ACCEPTANCE BY SELLER

The offer set forth above and all terms and conditions are hereby accepted on this _____ day of _____, 2019, at _____ (A.M. or P.M.).

Most Rev. Anthony B. Taylor, Bishop
Catholic Diocese of Little Rock

By: _____

VIII. ACTION AGENDA

D. Property Acquisition – 359 Watkins Street, Conway, Arkansas

Phillip Lewis and Cara Jo Duren own the house located at 359 Watkins Street. The house was built in the 1920s and is approximately 1,320 square feet. The total area of the property is approximately 11,400 square feet. The property is located one block from Donaghey Avenue near the intersection of Martin Street and Watkins Street. The house has been recently renovated including new cabinets and flooring. The university plans to utilize the existing structure.

The university has signed an offer and acceptance with the owners for \$140,000. The agreement also grants the university a right of first refusal to purchase the adjacent property at 353 Watkins Street. A copy of the signed agreement is attached. The agreement requires that the closing occur by June 14, 2019. The closing of the proposed acquisition is conditioned upon the approval of the Board of Trustees.

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

“BE IT RESOLVED: That the Board of Trustees approves the transaction described above with Phillip Lewis and Cara Jo Duren for the sale and purchase of a house with a street address of 359 Watkins Street, Conway, Arkansas, for the sum of \$140,000, and the president and such other officials of the University of Central Arkansas, as the president may from time-to-time designate, are hereby authorized and directed to enter into and execute such other documents, agreements and instruments as are necessary and required to consummate the foregoing purchase.”



UNIVERSITY OF
CENTRAL
ARKANSAS™

OFFICE OF THE
PRESIDENT

April 25, 2019

Philip Lewis and Cara Jo Duren
1415 McKay Ave.
Conway, AR 72034

RE: OFFER & ACCEPTANCE – 359 Watkins Street, Conway, AR 72034

Dear Mr. Lewis and Ms. Duren:

Subject to the satisfaction of all of the provisions and conditions set forth herein, the Board of Trustees of the University of Central Arkansas (“**Buyer**”) offers to purchase from Philip Lewis and Cara Jo Duren (“**Sellers**”) the property described below for the sum of One Hundred Forty Thousand Dollars (\$140,000), plus the Buyer’s share of the closing costs.

The property subject to this offer and acceptance consists of a house and land located at 359 Watkins Street, Conway, Arkansas, 72034, and is more particularly described as follows:

The north half of Lots 11, 12 and 13, Block 61, Boulevard Addition to the City of Conway, Faulkner County, 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 parcel 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 **June 14, 2019**;
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 Sellers;
4. Sellers 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. Sellers shall be responsible for all real property taxes for previous years;
6. Buyer and Sellers 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. Sellers represent and warrant to Buyer that Sellers are the sole owner 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 Sellers are in sole and exclusive possession of the Property, except for leases, copies of which have been delivered to representatives of Buyer;
9. Sellers represent and warrant to Buyer that all liens against the Property and all money owed on the Property, if any, are the responsibility of Sellers, and if existing will be satisfied and paid in full at, or prior to, closing;
10. Sellers represent and warrant to Buyer that there are no unrecorded rights-of-way for roadway, utilities or other matters affecting the Property;
11. Sellers represent and warrant 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;
12. Sellers represent and warrant to Buyer that there are no proceedings, either pending or threatened, which, if decided adversely to Sellers, would constitute a lien on the Property; nor are there any money judgments entered by a court against Sellers that constitute a lien on the Property.
13. Sellers represent and warrant 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;
14. Sellers shall be responsible for all risk of loss to the Property and improvements thereon (if any) prior to closing;



Handwritten signature and initials, including "PLD" and "RUZ".

15. If Buyer desires to have a survey of the Property performed prior to closing, Sellers agree to cooperate in having the survey performed. Any survey shall be at the expense of Buyer;

16. Sellers represent and warrant that to the best of Sellers' knowledge, no hazardous wastes or materials of any kind have been generated, produced or stored upon the Property, and that to the best of Sellers' knowledge, no such hazardous wastes exist today on the Property; and

17. Sellers 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 contractor, 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.

18. Buyer's obligations under this agreement are expressly conditioned upon the prior approval of the Board of Trustees of the University of Central Arkansas. 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.

19. In the event that Sellers, collectively and/or individually, receive an acceptable offer for the sale of the adjacent property at 353 Watkins Street, Sellers shall prior to acceptance give Buyer written notice of such, including the name of the proposed purchaser and a copy of the offer; and Buyer shall have the option and right of first refusal for thirty days after receipt within which to elect to purchase the property.

If the terms are agreeable to you, please sign and deliver the original to Warren Readnour, General Counsel, University of Central Arkansas, Wingo Hall 207, 201 Donaghey Avenue, Conway, AR 72035. If you have any questions, you may call Mr. Readnour at 501-450-5007.

Philip Lewis and Cara Jo Duren
April 25, 2019
Page 4

This offer shall terminate and be of no effect unless it is signed by Sellers, and delivered to Warren Readnour, General Counsel, by 4:30 P.M. Central Time on Friday, May 3, 2019.

Sincerely,



Houston D. Davis, Ph.D.
President

ACCEPTANCE BY SELLERS

The offer set forth above and all terms and conditions are hereby accepted on this 25th day of April, 2019, at 5:10 (A.M. or P.M.).

Philip Lewis and Cara Jo Duren

By: 

By: PLD CJ

VIII. ACTION AGENDA

E. Rights-of-way and Easements to City of Conway

The City of Conway is planning for road construction on Donaghey Avenue. As part of the construction project, water lines are being replaced and moved. The City of Conway is now requesting that the university grant three 15-foot-wide rights-of-way and easements for purposes of utilities. Two of the easements are for the east side of Donaghey Avenue between Torreyson Street and Erbach Street. The third easement is for the west side of Donaghey Avenue between Erbach Street and Dave Ward Drive. A survey and drawings have been obtained, and the UCA Physical Plant has reviewed the easement and verified that the utilities will be located in the designated areas.

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

“BE IT RESOLVED: That the Board of Trustees authorizes the administration to grant to the City of Conway the rights-of-way and easements for utilities, and the president and other officials of the University of Central Arkansas, as the president may from time-to-time designate, are hereby authorized and directed to enter into and execute such documents, agreements and instruments as are necessary and required to grant the rights-of-way and easements.”

VIII. ACTION AGENDA

F. Request for Provisional Positions

The State of Arkansas, through the position appropriation process, permits the university to request provisional positions when there is an emergency or an unexpected need.

Provisional positions may be assigned when the university receives temporary and/or unanticipated funding through grants, contract agreements, or increased collections. Provisional positions exist only as long as the funding for those positions is available and do not automatically convert to regular, budgeted positions.

In submitting a request for the allocation of provisional positions, the state process first requires authorization for that request through the university's Board of Trustees.

At this time, the university has funding through federal, state, and private grants for 33 additional positions.

Name	Title	Funding Source
Jacob Walker	Workforce Project Director	Arkansas Department of Career Education
Matthew Jeffery	Lead Software Developer	Residual funds from Federal/State Grants
Sarah Argue	Pre-K Project Deputy Director	Arkansas Department of Human Services/DCCECE
Greg Holland	Director of Research	Arkansas Department of Workforce Services
Melanie Bradford	Technology Projects Coordinator	Arkansas Department of Education/EAST-TICAL
Kimberly Calhoon	Director of AALI	US Department of Education
Vacant	Software Developer	Arkansas Department of Career Education
Nathaniel Gray	Software Developer	AR Department of Education and ADHS

Michelle Hardin	Upward Bound Project Director	U.S. Department of Education
Jessie Beal	Upward Bound Project Specialist	U.S. Department of Education
Vacant	Administrative Specialist III	U.S. Department of Education
Emily Lane	Project Director	Tobacco Settlement
Vacant	Assistant Professor	UCA Foundation
Terra Votaw	Research and Program Assistant	UCA Foundation
Kathy Carroll	Executive Director	UCA Foundation
Sharon Kuhn	Project Specialist	UCA Foundation
Tracy Spence	Fiscal Support Analyst	UCA Foundation
Christy Horpedahl	Director of Programs	UCA Foundation
Caleb Taylor	Communications Outreach	UCA Foundation
Vacant	Scholar-In-Residence	UCA Foundation
Witcher, Marcus	Scholar-In-Residence	UCA Foundation
Alexander Kanode	Research Associate	UCA Foundation
Vacant	Research Associate	UCA Foundation

Matthew Martens	Software Developer	Arkansas Department of Human Services & ACE
		Residual funds from Federal/State Grants
Gregory Lindstrom	Software Developer	
		Residual Funds from Federal/State Grants
Binqi Sun	Software Developer	
Mavuto Kalulu	Research Associate	UCA Foundation
Vacant	Project Specialist	UCA Foundation
Vacant	Executive Director	UCA Foundation
Vacant	Educational Program Coordinator	UCA Foundation
Vacant	Educational Program Manager	UCA Foundation
Vacant	Scholarship Program Manager	UCA Foundation
Vacant	Research/Program Assistant	UCA Foundation

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

"BE IT RESOLVED: That the Board of Trustees authorizes the administration to proceed with requests to the State Department of Finance and Administration for allocation of 33 provisional positions, shown on the above list that will be funded by institutional funds, federal, state and private grants."

VIII. ACTION AGENDA

G. Request for Approval – Greek Village Phase II

Greek Village Phase II is a project consisting of three fraternity houses and one National Pan-Hellenic Council (NPHC) facility. The university and the University of Central Arkansas Foundation (Foundation) will sign a lease agreement for the Foundation to construct the facilities on property owned by the university. The university will operate the facilities and be responsible for all operating costs. The university will sign 25-year leases with each of the seven fraternities participating in the project.

The three fraternity houses will be located on the east side of Donaghey Avenue in the two blocks between College Avenue and Martin Street. The fraternity houses will be operated as university housing and have 20 beds per house. Sigma Tau Gamma, Pi Kappa Alpha, and Sigma Nu are the three fraternities participating in the project.

The NPHC facility will be located in the area between Western Avenue and Augusta Avenue, adjacent to the existing NPHC sorority facility. Four NPHC fraternities will have meeting spaces in the facility. Alpha Phi Alpha, Kappa Alpha Psi, Omega Psi Phi, and Phi Beta Sigma are the four fraternities participating in the project.

The total project cost is not to exceed \$7.9 million. The fraternities that will occupy the three houses each raised \$125,000 as an initial contribution to the project. Each fraternity is obligated to contribute an additional \$125,000 within five years. The fraternities that will utilize the NPHC each raised \$25,000 as an initial contribution to the project. Each fraternity is obligated to contribute an additional \$25,000 within five years. The funds contributed by the seven fraternities will reduce the obligation of the university to the project by \$950,000.

The lease payments from the university to the Foundation will be based on the cost of construction and amortized over a 30-year period, at an annual interest rate of 4.5%. The contributions of the seven fraternities will be considered as principal payments for purposes of reducing the obligation of the university. The estimated annual payment once the facilities are constructed is \$453,450 for the first five years and \$422,272 for the remaining 25 years. The university will have ownership of the buildings upon payoff of the construction debt.

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

“BE IT RESOLVED: That the Board of Trustees hereby authorizes the administration to proceed with the Greek Village Phase II project, enter into agreements with the UCA Foundation, enter into leases with the seven fraternities, and engage other entities and enter into any contracts necessary to facilitate the above specified project.”

VIII. ACTION AGENDA

H. Request for Capital Project Approval – Lewis Science Center Annex

In May 2014, the Board of Trustees authorized the administration to proceed with the planning, design, and construction of an addition to Lewis Science Center (LSC) and the renovation of the existing facility. As planning progressed it was determined a stand-alone building was the most cost effective way to proceed with the project.

The 110,000 square-foot Lewis Science Center will be renovated in phases as funding becomes available. Preliminary designs were developed and Phase I of several phases has been completed. The LSC renovation account has a balance of \$3,000,000. The balance is insufficient to complete the next phase, which includes the heating, air and ventilation systems. These renovations must be completed before subsequent phases can begin. The university believes an annex is the best use of the available funds at this time.

The Lewis Science Center Annex (Annex) will be a laboratory facility of approximately 9,000 square feet attached to the Lewis Science Center. The Annex will include five teaching laboratories and two smaller areas in which students can perform long-term projects. For maximum flexibility of use, these student project areas may be organized into an area that is approximately the same size as the teaching laboratories. The Annex will include centralized support rooms/stock rooms for the teaching and project laboratories.

This facility is needed as enrollments in the STEM disciplines and the health sciences have remained strong with these majors representing an increasing percentage of UCA's enrollments. Laboratory spaces in the sciences are already being used at, or close to capacity. In the next two years, the university will need additional spaces to offer the range of experiences and number of sections that will be required by students majoring in STEM and health related disciplines at UCA. This addition will enable the university to offer the number of sections needed to support on-time graduation of our students as we increase student retention, in and support growth of, majors that are important to the economy and workforce development in Arkansas.

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

“BE IT RESOLVED: That the Board of Trustees hereby authorizes the administration to proceed with the planning, design and construction of an addition to the Lewis Science Center for the purpose of providing specialized areas for instruction of programs.

BE IT FURTHER RESOLVED: That the Board of Trustees authorizes the administration to (1) contract with WD&D Architects for the purpose of the planning,

design, and construction of the Lewis Science Center Annex and (2) engage other entities and enter into any contracts necessary to facilitate the above specified project.”

VIII. ACTION AGENDA

I. Fees – Mandatory General Registration and Other – Board Policy No. 630 and Fees – Other Instructional Fees – Board Policy No. 639

The administration proposes the following changes in mandatory fees:

1. Mandatory Tuition and Fees

For undergraduate students, the current tuition rate (the general registration fee) is \$217.43 per credit hour. For graduate students, the current tuition rate is \$267.05 per credit hour.

Based upon a review of the needs of the university and in order to prepare the proposed operating budget for the next academic year, the administration proposes that tuition for undergraduate students be increased by \$9.57 per credit hour, which would make the hourly tuition rate \$227.00. For graduate students, the administration proposes an increase of \$11.75 per credit hour, which would make the hourly tuition rate \$278.80. The changes proposed in the chart below also include **increases for fees**. Those fees include Athletics, Technology, Facilities, and Student Success.

Student Status	Hours per sem	Current FY19 Cost Fall/Spring	Proposed FY20 Cost Fall/Spring	Change
Undergraduate	15	\$8,751	\$9,188	\$437 4.99%
Graduate	12	\$8,231	\$8,633	\$402 4.88%

Justification:

The proposed tuition and fee rate reflects an increase of **4.99%** for undergraduate students and **4.88%** for graduate students. Based on the current year enrollment of full-time equivalent students, the tuition increase will generate approximately \$2.5 million in additional revenue for E&G. The fee increases will generate approximately \$1 million in additional revenue for E&G and \$260,000 for auxiliary services. The additional tuition revenue will be applied towards a number of salary efforts including a cost of living adjustment for faculty and staff, and faculty promotions and advancement. The additional fee revenue will be applied toward the technology refresh, facility maintenance and debt, and student success initiatives.

2. Global Education Project

UCA enters into agreements with foreign universities to establish the Global Education Project (GEP). The general purpose of the agreements is to establish a specific educational program between participating institutions, which will promote academic linkages and enrich understanding of the cultures of the countries involved. The university establishes a flat rate

encompassing several estimated costs, including tuition and fees, housing, meals, insurance and other necessary costs.

Term	Hours	Current (per sem)	Proposed (per sem)	Change
Fall/Spring	12	\$8,450	\$8,850	\$400 4.73%
Summer 5-week	3	\$3,475	\$2,650	-\$825 -23.74%

Justification: The Office of International Engagement and the Office of Student Accounts work together to determine the best estimate for an all-in rate for students participating in the GEP program. The proposed increase for fall/spring takes into consideration room and board rate increases along with projected costs of insurance and other necessary costs. The proposed decrease for summer is due to decreasing from a 6-hour package price to a 3-hour package price since the summer session is only a 5-week term.

3. Scholars Participation Fee (Fees – Other Instructional Fees - Board Policy No. 639)

The University Scholars Program (USP) is poised to welcome the second class of scholars to UCA in August 2019, bringing the total number of students in the program to 58. Currently the program has no formal budget or mechanism to fund student needs such as academic and social programming, high impact pedagogies such as alternative break service-learning projects, student leadership development, guest speaker fees, and student recognition. Active University Scholars will be assessed a \$50/semester fee each semester they are enrolled at UCA.

Justification:

Due to the current and future need for funding, implementing a student participation fee of \$50/student/semester, modeled after that of the Schedler’s Honors College, would provide the USP with approximately \$5,800 for the 2019-2020 academic year and will be used to fund:

- First-year student Leadership Retreat
- Alternative spring break service-learning project for sophomores
- USP mentor-led academic and social programming
- Student research and travel

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

“BE IT RESOLVED: That the Board of Trustees approves the following schedule of fees as the general registration and fee charges, effective fall 2019.”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY 630 FEE SCHEDULE

UNDERGRADUATE FALL/SPRING	2019-2020	
	Per Hour	15 Hrs.
General Registration	227.00	3,405.00
Athletic	19.00	285.00
Student Center	4.25	63.75
Facilities Fee	16.25	243.75
HPER/Rec	9.12	136.80
Fine/Performing Arts	2.00	30.00
Cooperative Education	0.50	7.50
Technology	13.50	202.50
Library	3.00	45.00
Student Success	1.50	22.50
SAB	1.59	23.85
Activity Fee Sem		15.50
Publication Sem		6.00
Radio Station Sem		5.00
Access and Security Sem		27.00
Health Service Sem		75.00
 Total Per Hour and Per Sem	 297.71	 4,594.15
 Out-of-State (Note 1)	 227.00	 3,405.00
 Out-of-State Total	 524.71	 7,999.15

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY 630 FEE SCHEDULE

UNDERGRADUATE SUMMER	2020			
	Per Hour	15 Hrs.		
<u>Per Hour Fees</u>				
General Registration	227.00	3,405.00		
Athletic	19.00	285.00		
Student Ctr/Recreation	4.25	63.75		
Facilities Fee	16.25	243.75		
HPER	9.12	136.80		
Fine/Performing Arts	2.00	30.00		
Cooperative Education	0.50	7.50		
Technology	13.50	202.50		
Library	3.00	45.00		
Student Success	1.50	22.50		
SAB (Student Activity Board)	1.59	23.85		
 Total Per Hour	 297.71	 4,465.65		
 <u>Per Semester/Term Fees</u>				
	May	Full Term & 10-Week	Summer 1	Summer 2
Access & Security (Note 2)	15.00	15.00	15.00	15.00
Health Services (Note 3)	37.50	75.00	37.50	37.50
Student Activity	3.50	3.50	3.50	3.50
 Total Per Semester/Term Fees	 56.00	 93.50	 56.00	 56.00

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY 630 FEE SCHEDULE

		2019-2020	
ONLINE UG FALL/SPRING		Per Hour	15 Hrs.
Online Registration		227.00	3,405.00
Online Fee		95.71	1,435.65
Access and Security	Sem		27.00
Health Service	Sem		75.00
Total Per Hour and Per Sem		322.71	4,942.65

		2020	
ONLINE UG SUMMER		Per Hour	15 Hrs.
<u>Per Hour Fees</u>			
Online Registration		227.00	3,405.00
Online Fee		95.71	1,435.65
Total Per Hour		322.71	4,840.65

<u>Per Semester/Term Fees</u>	May	Full Term & 10-Week	Summer 1	Summer 2
Access & Security (Note 2)	15.00	15.00	15.00	15.00
Health Services (Note 3)	37.50	75.00	37.50	37.50
Total Per Semester/Term Fees	52.50	90.00	52.50	52.50

		2019-2020	
UNDERGRADUATE FULLY ONLINE PROGRAMS		Per Hour	12 Hrs.
Undergraduate Fully Online Program Registration		285.00	3,420.00

		2019-2020	
UNDERGRADUATE STUDY ABROAD		Per Hour	15 Hrs.
Undergraduate Study Abroad Registration		260.00	3,900.00

Statement of Fees

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY 630 FEE SCHEDULE

GRADUATE FALL/SPRING	2019-2020	
	Per Hour	12 Hrs.
General Registration	278.80	3,345.60
Athletic	19.00	228.00
Student Center	4.25	51.00
Facilities Fee	16.25	195.00
HPER/Rec	9.12	109.44
Fine/Performing Arts	2.00	24.00
Technology	13.50	162.00
Library	3.00	36.00
Student Success	1.50	18.00
SAB	1.59	19.08
Activity Fee Sem		15.50
Publication Sem		6.00
Radio Station Sem		5.00
Access and Security Sem		27.00
Health Service Sem		75.00
 Total Per Hour and Per Sem	 349.01	 4,316.62
 Out-of-State (Note 1)	 278.80	 3,345.60
 Out-of-State Total	 627.81	 7,662.22

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY 630 FEE SCHEDULE

GRADUATE SUMMER	2020			
	Per Hour	12 Hrs.		
<u>Per Hour Fees</u>				
General Registration	278.80	3,345.60		
Athletic	19.00	228.00		
Student Ctr/Recreation	4.25	51.00		
Facilities Fee	16.25	195.00		
HPER	9.12	109.44		
Fine/Performing Arts	2.00	24.00		
Technology	13.50	162.00		
Library	3.00	36.00		
Student Success	1.50	18.00		
SAB (Student Activity Board)	1.59	19.08		
 Total Per Hour	 349.01	 4,188.12		
 <u>Per Semester/Term Fees</u>				
	May	Full Term & 10-Week	Summer 1	Summer 2
Access & Security (Note 2)	15.00	15.00	15.00	15.00
Health Services (Note 3)	37.50	75.00	37.50	37.50
Student Activity	3.50	3.50	3.50	3.50
 Total Per Semester/Term Fees	 56.00	 93.50	 56.00	 56.00
 <u>ONLINE GRAD FALL/SPRING</u>				
	2019-2020			
	Per Hour	12 Hrs.		
Online Registration	278.80	3,345.60		
Online Fee	95.21	1,142.52		
Access and Security Sem	27.00	27.00		
Health Service Sem	75.00	75.00		
 Total Per Hour and Per Sem	 374.01	 4,590.12		

Statement of Fees
SF5

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY 630 FEE SCHEDULE

2020				
ONLINE GRAD SUMMER	Per Hour		12 Hrs.	
Per Hour Fees				
Online Registration	278.80	3,345.60		
Online Fee	95.21	1,142.52		
Total Per Hour	374.01	4,488.12		
Per Semester/Term Fees				
	May	Full Term & 10-Week	Summer 1	Summer 2
Access & Security (Note 2)	15.00	15.00	15.00	15.00
Health Services (Note 3)	37.50	75.00	37.50	37.50
Total Per Semester/Term Fees	52.50	90.00	52.50	52.50

2019-2020		
GRADUATE FULLY ONLINE PROGRAMS	Per Hour	12 Hrs.
Graduate Fully Online Program Registration	325.00	3,900.00

The eligible Program List can be found at the following link:
<https://uca.edu/go/dflat>

2019-2020		
GRADUATE STUDY ABROAD	Per Hour	12 Hrs.
Graduate Study Abroad Registration	300.00	3,600.00

2019-2020		
GEP Fall 2019/Spring 2020	Per Hour	12 Hrs.
GEP Flat Rate		8,850.00

2020		
GEP Summer 2020	Per Hour	3 Hrs.
GEP Flat Rate		2,650.00

Statement of Fees
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UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY 630 FEE SCHEDULE

Explanatory Notes:

Note 1 – Scholarships for Out-of-State Tuition are awarded for:

- a. Students residing in University housing may qualify for the out-of-state tuition scholarship by admission with the following minimum GPA:
 - i. Entering freshmen must have a minimum 2.5 high school GPA (on a 4.00 scale)
 - ii. Undergraduate transfer students must have a minimum 2.0 GPA (on a 4.00 scale) on prior undergraduate coursework
 - iii. Graduate students must have a minimum 2.7 undergraduate GPA (on a 4.00 scale), a 3.0 undergraduate GPA in the last 60 credit hours, or a 3.0 graduate GPA on any coursework taken at another institutionStudents not meeting the above may qualify based upon a successful admissions appeal or admission pursuant to other University requirements.
- b. Full-time students receiving a full tuition scholarship provided by unrestricted funds of the University (State Statute 6-82-103)
- c. UCA graduates who are dues paying members of the UCA Alumni Association
- d. Children or grandchildren (age 26 or under) of UCA graduates who are dues paying members of the UCA Alumni Association
- e. 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 or Section 702 of the Veterans Access, Choice and Accountability Act of 2014
- f. Students who are veterans or dependents of veterans where: 1) the veteran was discharged no more than 3 years prior to enrollment, after a period of service of at least 90 days, and 2) the veteran is using VA education benefits under the Montgomery GI Bill (Chapter 30) or the veteran or dependent is using benefits under the Post 9/11 GI Bill (Chapter 33), and 3) the veteran resides in the state in which the institution is located while the student is attending (pursuant to military orders as stated in the Veterans Access, Choice, and Accountability Act of 2014 (HR 3230))
- g. 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
- h. Graduate students whose permanent address is in one of the states contiguous to the state of Arkansas (Texas, Oklahoma, Missouri, Tennessee, Mississippi, and Louisiana)
 - i. Graduate students who have a full-time graduate assistantship
 - ii. Courses offered online
 - iii. Courses offered during the summer

Note 2 - The maximum Access & Security fee is \$15 for summer.

Note 3 - The maximum Health Services fee is \$75 for summer.

Additional Information:

1. Course, lab, and department fees are not included and vary per individual class schedule.
2. Undocumented students pay out-of-state tuition unless they live in university housing.

There may be exceptions/modifications for international students pursuant to a contract with another entity.

Statement of Fees
SF7

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 639

Subject: Fees –Other Instructional Fees

Date Adopted: _____ Revised: 05/08, 02/10, 08/10, 02/13, 08/14, 05/17

The university charges certain fees related to instruction that are course and/or college specific. A list of the names 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. Health Sciences fee - effective fall, 2008
 - b. Laboratory fees – Effective June 1, 2005
 - c. Nursing assessment fee
 - d. Master and Ph.D. testing fee
 - e. Doctorate of Nursing Practice Fee
2. College of Natural Sciences and Mathematics – effective fall, 2008
 - a. Natural sciences and mathematics courses fee
 - b. Laboratory fee
3. College of Business – effective fall, 2008

Business courses fee
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
- a. Honors Participation fee –effective fall, 2004
 - b. Scholars Participation fee –effective fall, 2019

VIII. ACTION AGENDA

J. Fees - Room and Board Rates - Board Policy No. 632

The **current** room and board rate is \$6,854 per year (based on a double-occupancy room and the total access meal plan with \$100 declining cash balance).

The **recommended** increase in **board** plans is an average of **5%**. The increase in the board plans should generate an additional \$480,314. These funds will be available to cover the 5.02% increase in the Aramark contract and allow for necessary service enhancements and upgrades. 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. The proposed 2019-20 board plan rates will continue to place UCA near the bottom of the price range for both the Arkansas universities and those within the Southland Conference.

A **5.0%** increase is recommended for **room** rates. This increase is primarily related to the continuing effort to maintain and upgrade housing facilities. Recommended repairs to the residence halls and university-owned apartments exceed \$10 million. The estimated annual revenue from the proposed increase for the housing room rates is \$821,910. The proposed 2019-20 room rates place UCA at the mid-point of the other universities' rates for 2018-19.

The proposed **room and board** rate for 2019-20 is \$7,198 per year, based on double-occupancy room and the total access meal plan with \$100 declining cash balance, for an overall increase of **5.00%**. This increase will result in a student paying an additional **\$344** per year.

The proposed room and board rates were presented to the Student Government Association at their April 1, 2019 meeting.

For the 2019-20 academic year housing anticipates a fall occupancy rate of approximately 99% after no-shows and withdrawals. This takes into consideration taking one residence hall offline for renovation.

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

“BE IT RESOLVED: That the Board of Trustees hereby approves the following revisions to Board Policy No. 632, Fees – Room and Board.

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



Housing & Residence Life 2019-2020 Room & Board Rates

RESIDENCE HALLS	Double Rate:	Single Rate:	Single Upgrade:
TIER 1: Arkansas, Bernard, Carmichael, and State	\$1,974	N/A	\$975
TIER 2: Baridon, Bear, Conway, Hughes, and Short/Denney	\$2,100	N/A	\$975
TIER 3: Farris and New Hall	N/A	\$3,075	N/A
TIER 4: Donaghey	\$2,360	\$3,545	N/A

RESIDENCE HALL MEAL PLAN OPTIONS	
15 meals per week + \$150 Dining Dollars	\$1,625
Total Access in the cafeteria + \$100 Dining Dollars	\$1,625
200 Blocks + \$200 Dining Dollars	\$1,817
Seniors Only- 120 Block + \$550 Dining Dollars	\$1,649

GREEK VILLAGE		
10-month Lease	\$2,795	\$4,000

UCA APARTMENTS	Two Bedroom One Bath (Double Room)	Two Bedroom Two Bath (Double Room)	Two Bedroom 1.5 bath (Double Room)	Two Bed, One Bath (Single Room)	Two Bedroom Two Bath (Single Room)	Two Bedroom 1.5 bath (Single Room)	Two Bedroom Two Bath (Deluxe Single Room)	Single Room Upgrade
Bear Village	N/A	\$2,360	N/A	N/A	\$3,385	N/A	\$3,545	N/A
Erbach	N/A	\$2,360	N/A	N/A	N/A	N/A	N/A	\$1,025
Georgetown South	N/A	N/A	N/A	\$3,255	N/A	N/A	N/A	N/A
Oak Tree	N/A	N/A	\$2,225	N/A	N/A	\$3,255	N/A	N/A
Stadium Park	\$2,225	N/A	N/A	\$3,255	N/A	N/A	N/A	N/A
Torreyson	N/A	N/A	\$2,360	N/A	N/A	N/A	N/A	\$1,025
Western Heights	N/A	\$2,360	N/A	N/A	N/A	N/A	\$3,545	N/A

APARTMENT MEAL PLAN OPTIONS	
<u>ONLY Apartments, Greek Village, Donaghey Hall:</u>	
\$725 Dining Dollars (+ \$30 Bonus DD)	\$725
\$875 Dining Dollars (+ \$40 Bonus DD)	\$875
\$1025 Dining Dollars (+ \$50 Bonus DD)	\$1,025

BREAK HOUSING				
	<u>Double/Single</u>	<u>Double Room</u>	<u>Single Room</u>	
Winter Break	\$345/\$638	May Intercession	\$15 per night	\$23 per night
Spring Break	\$115/215	Su I & Su II per term	\$490	\$677
Nightly rate	\$15/\$23	August Intercession	\$15 per night	\$23 per night

Freshmen are required to live on campus. Incoming Freshmen are not assigned to single rooms. Upperclass single rooms are limited and upgrades are available space permitting. Meal plans are mandatory for all residents and may only be changed before classes begin each term. Any resident can choose a Residence Hall meal plan. You must be in an Apartment, Donaghey, or Greek Village to choose from the All Dining Dollar plans. Unused Dining Dollars will expire at the end of the Summer II term. Unused Block meals do not carry over from fall to spring. The residence halls close for break periods. Apartments, Donaghey, and Greek Village are open during winter and spring breaks.

VIII. ACTION AGENDA

K. Operating Budget 2019-20

The following is a summary of the proposed operating budget for fiscal year 2020 (July 1, 2019-June 30, 2020).

This operating budget has been prepared based upon the following:

- (a) Approval of a 4.99% increase in FY2019-20 undergraduate and 4.88% in graduate mandatory student fees as set forth in the schedule of tuition and fees;
- (b) Enrollment (on a student semester credit hour basis) was reduced based on FY19 actual;
- (c) New State Appropriations increased by \$655,962 in base funding. This netted against the removal of the one-time incentive funding for 2018-19 and a decrease in Educational Excellence Trust Fund (EETF) generates a net increase of \$588,410;
- (d) Approval of the increase in room rates of 5% and board rates an average of 5%;
- (e) Adjustments within existing budgets; and
- (f) Commitment of prior year-end funding. The covered expenses are included in the FY20 operating budget, offset by a transfer-in from Plant Funds.

The budget totals \$199,294,476, an increase of \$6,473,489 or 3.36% over the October revised budget.

The departmental expense budgets are held to the same levels as the prior fiscal year (FY19) with a few strategic exceptions.

This budget is prepared with cautious optimism based on early indicators of fall 2019 enrollment. Primary objectives are to 1) focus on student success, 2) maintain stable reserves, and 3) minimize the financial impact to students and their families.

Major Components of Sources

- A. The Educational & General (E&G) Tuition and Fee budget at \$90,714,545 comprises 45.52% of the total budgeted revenue and is based on FY19 student semester credit hours. The annualized increase in tuition and fees is 4.99% or \$437 per year for an undergraduate student enrolled in 15 hours per semester.
- B. The State Appropriation budget at \$59,532,226 represents 29.87% of the total budgeted revenue. It is comprised of Revenue Stabilization Act (RSA) and Educational Excellence Trust Fund (EETF).

- C. Auxiliary revenues account for 23.36% of the budgeted revenue. Major sources of income changes include housing and food services. The proposed rate increase for room is 5%, and board has an average increase of 5%. The combined annual financial impact to the student for room and board is \$344.

Major Components of Uses

- A. Salaries and benefits together make up 57.75% of the operating budget for E&G and Auxiliary, which is consistent with industry standards. Salary items include \$1,956,174 representing a cost of living adjustment of 1% on July 1, 2019 and a potential 1% in January that will be determined by enrollment. Other salary adjustments include \$130,000 for increases related to faculty promotions and advancement, Arkansas Department of Higher Education classified salary grade increases of \$188,728, and increases for positions in Sponsored Programs, Occupational Therapy, Academic Advising, and the Counseling Center.
- B. Maintenance and Operation (M&O) makes up 17.51% of the budget and includes increases for technology contracts, food service and housing contracts, and other smaller adjustments.
- C. Scholarships and waivers account for 14.82% of the budget. The change reflects an increase in the entering academic award pool and an increase in athletic scholarships based on the change in tuition/fees/room/board.
- D. Debt service comprises 7.38% of the university's operating budget and reflects increases related to the 2019 bond issue that includes housing, technology infrastructure, and construction of Integrated Health Sciences building.

Pursuant to Board Policy 200, Organization and Duties of the Board of Trustees, this budget is presented for consideration by the Board of Trustees.

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

“BE IT RESOLVED: That the Board of Trustees approves the 2019-20 operating budget totaling \$199,294,476.”

VIII. ACTION AGENDA

L. *Faculty Handbook- Board Policy No. 300*

The UCA *Faculty Handbook* Committee recommends revisions to the opening pages and chapters one through seven of the current *Faculty Handbook*. This year, the *Faculty Handbook* Committee hired an outside company, Scribendi, to edit the *Faculty Handbook*. Most of the edits are grammatical and typographical changes. The following is a summary of the recommended substantive revisions:

Edits made throughout the document for uniformity:

- Italicize *Faculty Handbook* throughout the text
- Change “Faculty Senate” to “the senate” throughout the text after the third instance and where it notes that it will now be referred to as “the senate”
- Change “web page” to “website” throughout the text
- Remove all links and URLs throughout the text with the exception of the <http://uca.edu> link on page 59

Opening Pages:

- Cover Page: add and remove text for update of date of the document
- Title Page (pg. i): add and remove text for update of date of Board approval

Chapter 3:

- I.D.2. – add (DPAC) after Department Personnel Advisory Committee (pg. 11, 1/23/19)
- II.D.2. – remove mid-tenure review from the list of DPAC responsibilities (pg. 12, 3/26/19)
- III.B.1. – add language to indicate that the schedule for mid-tenure review and for tenure and promotion will be included in the initial letter of appointment (pg. 14, 11/28/18)
- IV. – add “academic” to colleges for clarification and a description of the Honors College for inclusion in the Academic Organization list (pg. 5, 2/11/19)
- IV.A. – add responsibilities statement for Academic Administration (pg. 5, 2/11/19)
- IV.A.1. – update title to Academic Deans for clarification (pg. 5, 2/11/19)
- IV.A.1.a. – add “academic” to title for clarification (pg. 5, 2/11/19)
- IV.A.1.c. – add Dean of the Honors College section to the Academic Deans section (pg. 5, 2/11/19)

- IV.A.3. – add “School Directors” to title for clarification and statement that department chairs references include school directors for clarification (pg. 5, 2/11/19)
- IV.B.2. – update reference location for education and experiential requirements (pg. 21, 10/3/18)
- IV.B.3. – update reference location for education and experiential requirements (pg. 22, 10/3/18)
- IV.D.3. – add language for timeline requirement in offer letter for faculty not hired at the beginning of the academic year (pg. 24, 2/13/19)
- VI.A.2. – add language to indicate the timeline for mid-tenure review (pg. 24, 12/5/18)
- X.B.2.a. – add “institutional” to clarify the type of program indicated (pg. 35, 1/23/19)
- X.B.2.b. – add “institutional” to clarify the type of program indicated (pg. 35, 1/23/19)
- X.C.5.c. – add “termination” to clarify the type of proceedings indicated (pg. 40, 1/23/19)
- X.C.5.d. – add “termination” to clarify the type of proceedings indicated (pg. 40, 1/23/19)

Chapter 5:

- V.F. – remove statement about Torreyson Library bar code for accuracy (pg. 55, 01/23/19)
- VI. – add “Martin Luther King Jr. Day” and change “July 4” reference to “Independence Day” for uniformity with the university’s holiday calendar (pg. 55, 1/23/19)
- IX.C. – add “matching” to clarify the type of contributions that the university makes (pg. 57, 1/23/19)
- IX.D. – add “to cover any additional costs” and “salary of the” employee for clarification (pg. 57, 1/23/19)

Chapter 6:

- Remove all links to Board Policies and added statement that “Board Policies may be found on the Board of Trustees website” (pg. 59, 1/23/19)
- III.D. – remove specific locations for announcements regarding weather and add statement “Weather announcements will be made on the university website, and on local and regional television and radio stations.” (pg. 61, 1/23/19)
- IV. – remove section titled “Additional Resources and Sources of Information” including the campus directory (pgs. 62-65, 1/23/19)

Chapter 7:

- Update title and opening paragraph to include reference to committees not included in the *Faculty Handbook* (pg. 65, 10/24/18)
- II.C.1. – update Membership for clarification (pg. 72, 2/6/19)
- II.C.2. – update Responsibilities for clarification (pg. 72, 2/6/19)
- II.R.2.d. – add “education and” to title for associate vice president for international education and engagement for clarification (pg. 80, 1/30/19)

Appendix:

- Create appendix to list abbreviations used within the text (pg. 84, 1/23/19)

The recommendations of the *Faculty Handbook* Committee have been considered and endorsed by the Faculty Senate, and other appropriate administrators.

Therefore, the president recommends the following resolution to the Board of Trustees.

“BE IT RESOLVED: That the Board of Trustees hereby approves the above revisions to the UCA *Faculty Handbook*.”

VIII. ACTION AGENDA

M. Academic Calendar and Critical Dates—Fall 2021 through Summer 2022 and Fall 2022 through Summer 2023

The academic calendars covering the periods from fall 2021 through summer 2022 and from fall 2022 through summer 2023 have been reviewed by the University Calendar Committee and have been recommended by all appropriate academic administrators.

The administration requests the authority to make minor adjustments in the calendar as necessary.

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

“BE IT RESOLVED: That the Board of Trustees hereby approves the attached schedule, which includes the academic calendar and critical dates, and authorizes the administration to make minor adjustments as necessary.”

Academic Calendar 2021–2022

FALL SEMESTER 2021

- August 14–18, Saturday–WednesdayWelcome Week**
- August 16, MondayOpening Freshman Convocation**
- August 19, ThursdayInstruction begins for day and evening classes**
- September 6, MondayLabor Day Holiday
- October 14–17, Thursday–Sunday.....Fall Break
- November 24, WednesdayThanksgiving Break (no classes, university offices open)
- November 25–28, Thursday–Sunday.....Thanksgiving Holiday (university closed)
- December 3, Friday.....Study Day
- December 4, SaturdayFinal Exams: Saturday classes
- December 6–10, Monday–FridayFinal Examinations: day and night classes
- December 10, FridayGraduate Winter Commencement**
- December 11, SaturdayUndergraduate Winter Commencement**

WINTER INTERSESSION

- December 13, MondayInstruction begins for Winter Intercession**
- December 31, Friday.....Final exams for Winter Intercession

SPRING SEMESTER 2022

- January 13, ThursdayInstruction begins - day and evening classes**
- January 17, Monday.....Martin Luther King, Jr. Holiday
- March 20-27, Sun-SunSpring Break
- April 29, Friday.....Study Day
- April 30, SaturdayFinal exams: Saturday classes
- May 2-6, Mon-FriFinal exams: day and night classes
- May 6, FridayGraduate Spring Commencement**
- May 7, SaturdayUndergraduate Spring Commencement**

SUMMER 2022

- May 16, Monday.....Instruction begins for May Intercession and 13-Week Summer-Session classes**
- May 30, MondayMemorial Day Holiday

June 3, Friday.....	Final examinations: May Intersession classes
June 6, Monday	Instruction begins for 1st Five-Week Summer-Session and 10-Week Summer-Session classes
July 4, Monday.....	Independence Day Holiday (university closed)
July 8, Friday	Final examinations: 1st Five-Week Summer-Session
July 11, Monday	Instruction begins for 2nd Five-Week Summer-Session classes
August 12, Friday.....	Final examinations: 13-Week Summer-Session classes, 10-Week Summer-Session classes, and 2nd Five-Week Summer-Session classes
August 13, Saturday.....	Graduate and Undergraduate Summer Commencements

Academic Calendar 2022–2023

FALL SEMESTER 2022

August 20–24, Saturday–Wednesday	Welcome Week
August 22, Monday	Opening Freshman Convocation
August 25, Thursday.....	Instruction begins for day and evening classes
September 5, Monday	Labor Day Holiday
October 20–23, Thursday–Sunday.....	Fall Break
November 23, Wednesday	Thanksgiving Break (no classes, university offices open)
November 24–27, Thursday–Sunday.....	Thanksgiving Holiday (university closed)
December 9, Friday.....	Study Day
December 10, Saturday.....	Final Exams: Saturday classes
December 12-16, Mon – Fri.....	Final Examinations: day and night classes
December 16, Friday.....	Graduate Winter Commencement
December 17, Saturday.....	Undergraduate Winter Commencement

WINTER INTERSESSION

December 19, Monday	Instruction begins for Winter Intersession
January 6, Friday.....	Final exams for Winter Intersession

SPRING SEMESTER 2023

January 12, Thursday.....	Instruction begins for day and evening classes
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January 16, Monday.....Martin Luther King, Jr. Holiday
 March 19–26, Sunday–SundaySpring Break
 April 28, Friday.....Study Day
 April 29, Saturday.....Final exams: Saturday classes
 May 1–5, Monday–FridayFinal exams: day and night classes
May 5, FridayGraduate Spring Commencement
May 6, SaturdayUndergraduate Spring Commencement

SUMMER 2023

May 15, Monday.....Instruction begins for May Intersession and 13-Week Summer-Session classes
 May 29, Monday.....Memorial Day Holiday
 June 2, Friday.....Final exams: May Intersession classes
June 5, MondayInstruction begins for 1st Five-Week Summer-Session and 10-Week Summer-Session classes
 July 4, Tuesday.....Independence Day Holiday (university closed)
 July 7, FridayFinal exams: 1st Five-Week Summer-Session classes
July 10, MondayInstruction begins for 2nd Five-Week Summer-Session classes
 August 11, Friday.....Final exams: 13-Week Summer-Session classes, 10-Week Summer-Session classes, and 2nd Five-Week Summer-Session classes
 August 12, Saturday.....Graduate and Undergraduate Summer Commencements

VIII. ACTION AGENDA

N. Maximum Number of Credit Hours – Baccalaureate and Associate Degrees – Board Policy No. 321

Board Policy No. 321, Maximum Number of Credit Hours – Baccalaureate and Associate Degrees, specifies that “the maximum number of credit hours required by the University of Central Arkansas for the baccalaureate degree shall be 120. Any course of study requiring more than 120 credit hours for the completion of the baccalaureate degree must be specifically approved by the Board of Trustees.”

In 2017, the Board of Trustees approved such an exception for the Engineering Physics emphasis within the Bachelor of Science (BS) in Physics degree, allowing 126 hours for this emphasis based on accreditation requirements. This emphasis is being removed from the BS in Physics degree to form a standalone BS in Engineering Physics degree, as detailed in a notification item in this agenda. This reconfiguration entails no change in curriculum for this course of study.

The administration requests approval of the same exception for the newly formed BS in Engineering Physics degree, to allow a 126 credit-hour limit for this program. Approval by the Board of Trustees will result in the modification of the listing of the program in Board Policy No. 321 as indicated on the following page.

All appropriate university councils and administrators have recommended approval of this reconfiguration of the Physics program.

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

“BE IT RESOLVED: That the Board of Trustees hereby approves waiver of the 120-hour rule for the Bachelor of Science in Engineering Physics, allowing it to require 126 credit hours.”

IX. NOTIFICATIONS/DELETIONS

A. Notification: Update and Retitle the Telecommunications and Computer Networks Concentration in the Management Information Systems Program

The Department of Management Information Systems in the College of Business is updating and retitling the Telecommunications and Computer Networks concentration in the BBA program in Management Information Systems. The marketplace for this concentration's graduates has changed over time and employers now seek graduates with specific networking and security skills in lieu of graduates with a general mix of computing skills such as programming, and the curriculum has been adjusted accordingly (see supporting materials for the revised curriculum).

The new title of the concentration will be Network and Systems Administration. The term telecommunications is generally misunderstood, being generally perceived to be associated with transmissions over phone lines. The new title for the concentration will better communicate its actual purpose to students and employers.

Supporting materials (following pages): (1) UCA Curriculum Form U2-A, (2) Revised Curriculum Outline

Undergraduate Curriculum Change: Action Item

Department/program/concentration: Management Information Systems

Date: 12/02/2018

NOTE: CHANGES APPROVED BY THE PROVOST BEFORE JANUARY 31 WILL BE PUBLISHED IN THE BULLETIN FOR THE NEXT ACADEMIC YEAR.
If you wish to request an effective date earlier or later than this deadline stipulates, provide details in section III below.

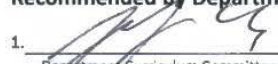

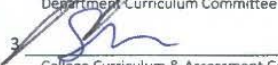


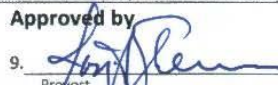
Check all that apply and supply requested information. Attach required documentation.

- Change in total semester credit hour requirements for a major/minor Current requirement: _____ Proposed: _____
- Add/remove required course(s) or change course(s) from an elective to a requirement in a major or minor. (List prefix and number; list multiple courses on the following page.)
Add: MIS 4364 Remove: MIS 3301, 3335, 3339, 3362 Change: _____
- Add/remove elective course(s) or 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.* (List prefix and number; list multiple courses on following pages.)
Add: _____ Remove: _____ Change: _____
- Add existing course(s) to the UCA Core. Attach Curriculum Attachment A for each course.
Course(s) (list prefix and number): _____
- Designate existing UCA Core course(s) as Freshmen Year Seminar (FYS). Attach Curriculum Attachment B for each course.
Course(s) (list prefix and number): _____
- Remove course(s) from the lower-division UCA Core (list prefix and number): _____
- Add/remove course prerequisite(s) when the change affects total hours for a major/minor and/or affects another department.*
Course prefix and number: _____ Remove: _____
Add: _____
- Change level and/or credit value of course. Do the course expectations warrant the change in level or credit value? Justify on page 2 and attach relevant documentation (e.g., syllabus).
Course prefix: _____ Current course number: _____ Proposed course number: _____ (Consult the registrar for available course number.)
- Remove course(s) from the Bulletin when the change affects total hours and/or affects another department.*
(Note: The course(s) will be inactive for a period of five years, and can be reinstated by submitting Curriculum Form U2-1. After five years, the course(s) will be deleted, and can be reinstated only through the new course proposal process.)
Course(s) (list prefix and number): _____
- Other (specify): Rename the concentration

*If the change affects another department, attach correspondence from the department's chair describing the impact on the department.

Does the change affect student financial aid? No Consult Curriculum Attachment C for qualifying changes. If YES, attach Curriculum Attachment C signed by the Director of Financial Aid.

202610

Recommended by Department and College			
1. 	Date <u>12/3/18</u>	2. 	Date <u>12/3/18</u>
Department Curriculum Committee	Date	Department Chair	Date
3. 	Date <u>12/17/18</u>	4. 	Date <u>12/18/18</u>
College Curriculum & Assessment Committee	Date	College Dean	Date
Recommended by University Councils			
Does the change affect a teacher education program? <u>No</u>		Does the change affect the UCA Core? <u>No</u>	
If YES, must be reviewed by the Professional Education Council:		If YES, must be reviewed by the UCA Core Council:	
5. _____	Date _____	6. _____	Date _____
Professional Education Council	Date	UCA Core Council	Date
7. 	Date <u>1-22-19</u>	8. <u>Alicia Crow</u>	Date <u>2/16/19</u>
Undergraduate Council	Date	Council of Deans	Date
Submit proposals to the appropriate university Council at least one month before the meeting in which action is desired. Summer submissions may not be considered until the fall term.			
Approved by		Recorded in the Bulletin by	
9. 	Date <u>2/14/2019</u>	10. _____	Date _____
Provost	Date	Office of the Provost	Date
The Office of the Provost sends a copy to the Office of the Registrar for changes in Degree Works.			
Recorded in Banner by		Recorded in Degree Works by	
11. _____	Date _____	12. _____	Date _____
Office of the Provost	Date	Office of the Registrar	Date
The Office of the Provost retains the signed original and sends a copy to the originating department.			

Outline of Revised Curriculum

The Network and Systems Administration Concentration is designed for MIS majors who wish to prepare for jobs in the telecommunications industry or as networking specialists. The focus of this concentration is computer networking, hardware, systems administration, and server management. Graduates will have studied traditional wireline technologies, wireless technologies, and computer networks of various types. Requirements for the concentration include the following:

Core MIS Requirements (15 hours)

MIS 3300 Introduction to Computer Architecture and Programming

MIS 3328 Systems Analysis and Design

MIS 3363 Telecommunications and Computer Networks I

MIS 3365 Database Applications

MIS 4355 Introduction to Project Management

Concentration Requirements (6 hours):

MIS 4363 Telecommunications and Computer Networks II

MIS 4364 Computer and Network Security

Elective (3 hours)

Select one course from advanced (3000-level or higher) MIS or QMTH courses or ACCT 3320 Accounting Information Systems.

IX. NOTIFICATIONS/DELETIONS

B. Notification: Reconfiguration of Engineering Physics Track—BS, Engineering Physics

The Department of Physics and Astronomy in the College of Natural Sciences and Mathematics proposes to reconfigure the existing Bachelor of Science (BS) degree in Physics to create a standalone BS in Engineering Physics from the existing program's track in engineering physics. No changes in curriculum are proposed at this time.

This reconfiguration is undertaken primarily to accommodate the need to track the Credits at Completion metric in the Productivity Funding model, something that cannot be done for an individual emphasis or concentration under a larger degree umbrella. UCA's Engineering Physics curriculum requires 126 credit hours; creating the standalone program will allow us to request for this program to the 120-hour cap for baccalaureate programs.

Making this change will require minor modification to the list, in Board Policy 321, Maximum Number of Credit Hours – Baccalaureate and Associate Degrees, of baccalaureate degrees requiring more than 120 semester credit hours. An action item to make that change is included in the agenda.

All appropriate university councils and administrators have recommended approval of this reconfiguration of the physics curriculum.

Supporting materials (following pages): (1) UCA Curriculum Form U3 and (2) ADHE Form LON-11. Attachments referenced in the latter are not included in this notification.

New Undergraduate Program Transmittal Form

Department: Physics and Astronomy Date: _____

NOTE: UPON COMPLETION OF ALL REQUIRED APPROVALS, NEW PROGRAMS WILL BE PUBLISHED IN THE BULLETIN FOR THE NEXT ACADEMIC YEAR. If you wish to request a particular effective date, provide details on the following page.

Title of program/concentration/minor: Engineering Physics (to be a stand-alone degree program)

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

- New degree program** (Attach ADHE Form P-1 and an Academic Assessment Plan.*)
- New degree program by "reconfiguration" of an existing degree program** (Attach ADHE Form LON-11 and an Academic Assessment Plan.*)
- New certificate program** (Attach ADHE Form LON-8 or LON-9, an Academic Assessment Plan* and Curriculum Attachment C signed by the Director of Financial Aid.**)
- New concentration, emphasis, option, or track in an existing program.** (Attach ADHE Form LON-3.)
- New minor program** (Attach ADHE Form LON-3.)

*Consult the Director of Assessment early in the development of the Academic Assessment Plan.

**Consult the Director of Financial Aid early in the development of the new certificate program to determine whether students enrolled in the program will be eligible for financial aid.

Are any of the prerequisites or requirements of the proposed program offered by another department? Yes
If YES, attach a signed letter from each department's chair describing the impact on the department.

Recommended by Department and College			
1. <u>Scott Austin</u>	Date <u>12/20/18</u>	2. <u>Carl K. Fisher</u>	Date <u>12/18/18</u>
Department Curriculum Committee	Date	Department Chair	Date
3. <u>Scott Austin</u>	Date <u>1/31/19</u>	4. <u>Stephen R. Adam</u>	Date <u>2/12/19</u>
College Curriculum & Assessment Committee	Date	College Dean	Date
Recommended by University Councils/Committees			
Is this a new degree or certificate program? <u>No</u>		Is this a new teacher education program or option? <u>No</u>	
If YES, then must be reviewed by the Academic Assessment Committee.		If YES, must be reviewed by the Professional Education Council.	
5. _____	Date _____	6. _____	Date _____
Academic Assessment Committee	Date	Professional Education Council	Date
7. <u>[Signature]</u>	Date <u>3-26-19</u>	8. <u>Alivia Crow</u>	Date <u>4/10/19</u>
Undergraduate Council	Date	Council of Deans	Date
Submit proposals to the appropriate university Council at least one month before the meeting in which action is desired. Summer submissions may not be considered until the fall term.			
Approved by			
9. <u>[Signature]</u>	Date <u>4/12/2019</u>	10. <u>[Signature]</u>	Date <u>4/12/19</u>
Provost	Date	President	Date
The Office of the Provost sends all required documentation to the AHECB and the Board of Trustees.			
11. Letter of Intent to AHECB (if required)	Date <u>N/A</u>	12. Notification to or Approval by Board of Trustees (as required)	Date _____
13. Notification to or Approval by AHECB (as required)	Date _____	Recorded in Bulletin by	
		14. _____	Date _____
		Office of the Provost	Date
The Office of the Provost retains the original and sends a copy to the Office of the Registrar for changes in Degree Works.			
Recorded in Banner by		Recorded in Degree Works by	
15. _____	Date _____	16. _____	Date _____
Office of the Provost	Date	Office of the Registrar	Date
The Registrar returns the signed copy to the Office of the Provost. The Office of the Provost sends a copy to the originating department.			

LETTER OF NOTIFICATION – 11

RECONFIGURATION OF EXISTING DEGREE PROGRAMS

(Consolidation or Separation of Degrees to Create New Degree)

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn
Associate Provost

(501) 450-3126
jona@uca.edu

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

BS, Physics

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

CIPC: 40.0801
Degree code: 3030

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

BS, Physics (This program remains the same except for the removal of the Engineering Physics track.)
BS, Engineering Physics

6. Proposed CIP code for new program

14.1201 (CIP system title: Engineering Physics/Applied Physics)

7. Proposed effective date

Fall 2018

8. Reason for proposed consolidation or separation

The proposed separation will make it possible for the Engineering Physics program to be appropriately tracked in relation to the productivity funding model's Credits at Completion Metric. The Engineering Physics curriculum requires 126 semester credit hours in order to meet ABET accreditation standards. For this reason an exception to the 120-hour rule was requested for this curriculum. Without separating it from the Physics program, it cannot be separately tracked.

For the reasons leading to the creation of the program, see the LON-3 submitted when created the Engineering Track (approved in July 2017), accompanying this LON-11 as Attachment 1. (Reference: Attachment 1, §9.)

9. Provide current and proposed curriculum outline.

There is no change in the curriculum, since the new degree program's curriculum is identical to the recently created Engineering Physics track. The curriculum is reiterated here (from Attachment 1, §10[a]), and an eight-semester program plan accompanies this LON-11 as Attachment 2.

The BS in Engineering Physics requires 126 semester credit hours: (1) major and related requirements (92 credit hours, listed below) and (2) UCA Core requirements not met by major requirements (34 credit hours). Because of the number of hours required, UCA requests an exception to the 120-hour cap for baccalaureate programs.

Note: All listed courses are required.

Physics Courses (21 Hours):

- PHYS 1441 University Physics 1
- PHYS 1442 University Physics 2
- PHYS 2443 University Physics 3
- PHYS 3360 (or ENGR 3360) Electromagnetism 1
- PHYS 3361 (or ENGR 3361) Electromagnetism 2
- Three hours of upper-division physics electives approved by the department.

Mathematics Courses (15 Hours):

- MATH 1496 Calculus I
- MATH 1497 Calculus II
- MATH 2471 Calculus III
- MATH 3331 Differential Equations

Computer Science Courses (8 Hours):

- CSCI 1470 Computer Science I
- CSCI 1471 Computer Science II

Writing Course (3 Hours):

- WRTG 3310 Technical Writing

Engineering Courses (45 Hours):

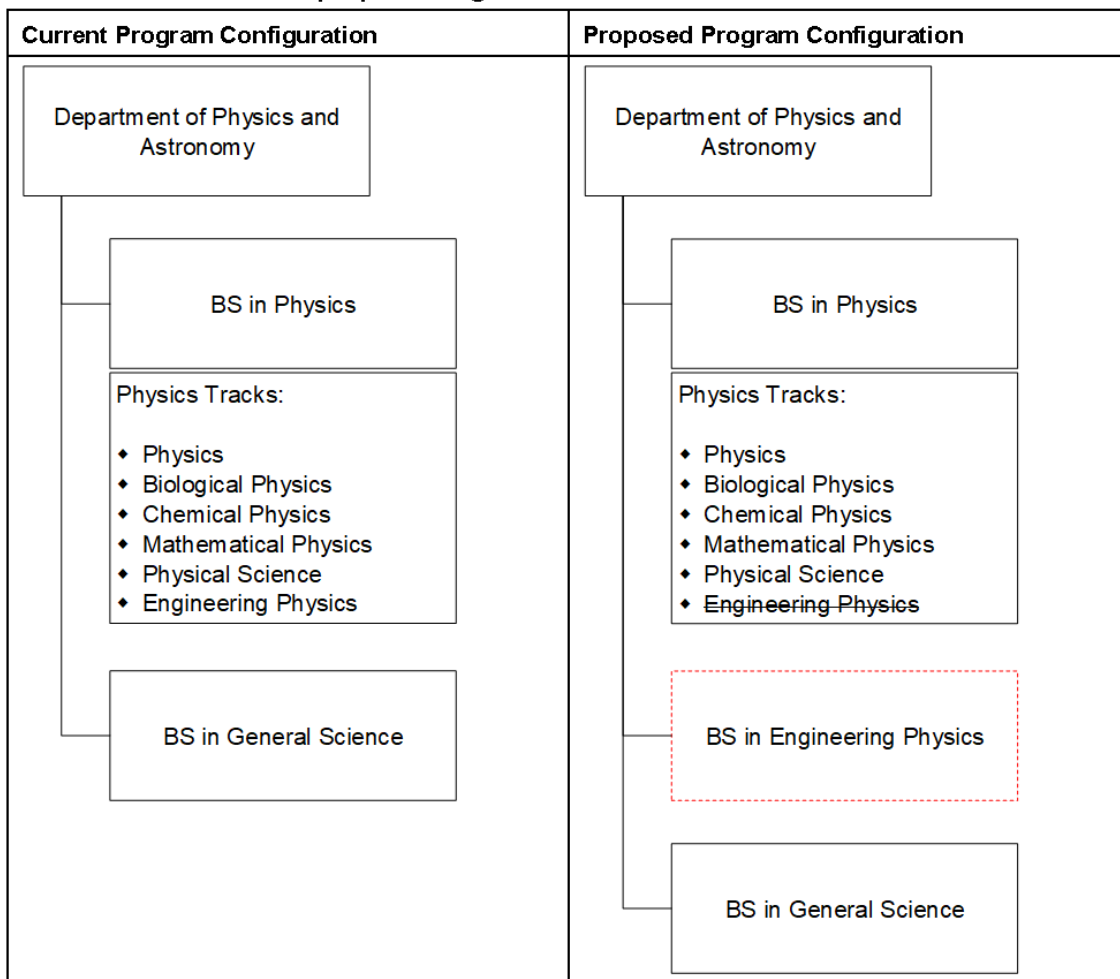
- ENGR 1301 Introduction to Engineering
- ENGR 2311 Statics
- ENGR 2447 Electronics
- ENGR 3311 Dynamics
- ENGR 3410 Microcontrollers
- ENGR 3447 Microelectronics
- ENGR 3421 Robotics 1

ENGR 4421 Robotics 2
 ENGR 4311 Senior Design 1
 ENGR 4312 Senior Design 2
 Ten Hours of Engineering Electives approved by the department

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

This reconfiguration will not change the budget requirements detailed in the recent creation of the Engineering track within the BS in Physics. See Attachment 1, §14.

11. Provide current and proposed organizational chart.



12. Institutional curriculum committee review/approval date

Undergraduate/Graduate Council: 2019-03-26
 Council of Deans: 2019-04-10

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

No

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

No. N/A.

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

The Bachelor of Science in Engineering Physics program will seek accreditation through the Engineering Accreditation Commission (EAC) of the Accreditation Board for Engineering and Technology (ABET). The program must have a graduate prior to the initial accreditation review.

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

The following message was sent to Arkansas CAOs by the UCA provost in April 2019. Any substantive responses will be shared with ADHE staff.

The University of Central Arkansas is creating, by reconfiguration of its existing Bachelor of Science (BS) in Physics degree program, a BS in Engineering Physics. That is, we are pulling the Engineering Physics emphasis from the existing program and creating a standalone Engineering Physics degree program. This reconfiguration is undertaken primarily to accommodate the need to track the Credits at Completion metric in the Productivity Funding model, something that cannot be done for individual emphases or concentrations under a larger degree umbrella. Our Engineering Physics curriculum requires 126 credit hours: creating the standalone program will allow us to request for this program an exception to the 120-hour cap for baccalaureate programs.

We welcome your questions or concerns. If you do choose to reply, please do not Reply All; rather, respond individually to us with a copy to ADHE staff.

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

These are, of course, the same as those submitted in the creation of the Engineering Physics track. See Attachment 1, §10(h).

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

This will be determined by the ABET accreditation schedule. The BS in Engineering Physics program anticipates its first graduate in May 2020. UCA does not currently have a program accredited under the EAC of ABET. The program will require an ABET Readiness Review in the 2020/2021 academic year prior to an application for accreditation. The program will prepare for an initial ABET accreditation visit during the 2021/2022 academic year. This timetable is dictated by the ABET accreditation procedures.

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

Will be provided upon request.

President/Chancellor Approval Date: 2019-04-12

Board of Trustees Notification Date: 2019-05-10 (expected: next scheduled Board meeting)

Chief Academic Officer:  2019-04-12
SIGNATURE DATE

[UCA form updated 2016-01-06]

IX. NOTIFICATIONS/DELETIONS

C. Notification: Reconfiguration of Undergraduate Dietetics/Nutrition Program

The Department of Family and Consumer Sciences in the College of Health and Behavioral Sciences has proposed a reconfiguration of the existing Bachelor of Science (BS) in Nutrition to serve three student populations with significantly different needs. Three related but distinct programs emerge from this reconfiguration:

- (1) **BS, Dietetics** (existing program; change program name and CIP code; minor curricular change). This program is designed to prepare its graduates for the Registered Dietitian Nutritionist (RDN) credential. Students who elect to complete the BS in Dietetics will be issued a verification statement and can apply for Dietetic Internships or apply for the Dietetic Technician Registered exam. Students will also have a ServSafe Certification and will be well prepared for graduate school.
- (2) **BS, Community Nutrition** (new program by reconfiguration). The Community Nutrition program is designed to meet the needs of students who do not wish to or cannot complete the requirements to achieve the RDN credential. The program will afford its graduates the skills needed to work in various employment positions including Department of Health and Human Services (Women, Infants and Children's program), Child Nutrition programs in public schools, Cooperative Extension, corporate wellness programs, entrepreneurship, nonprofit feeding programs such as The Hunger Relief Alliance, as well as others. Students will be able to take the exam for the ServSafe Certification and will be prepared to go to graduate school.
- (3) **BS, Nutrition Science** (new program by reconfiguration). The Nutrition Science program is designed to meet the needs of students who wish to use preparation in nutrition sciences as a prelude to graduate work in another medical profession (most frequently Occupational Therapy and Physical Therapy). The existing Nutrition program graduates an average of six students a semester who fit this profile, yet the existing program does not include the prerequisites for the desired graduate programs. The new BS in Nutrition Science will include all of the requirements for graduate OT and PT programs in only 120 hours. Students earning the BS in Nutrition Science will build a strong foundation in nutrition and meet science requirements for professional programs and will be eligible for application into professional degree programs such as OT and PT. They also will be eligible for lab technician and research jobs at various institutions (e.g., Arkansas Children's Hospital Research Institute).

Should significant enrollment growth occur as a result of the new options, additional faculty resources may be needed in future years.

All appropriate councils and administrators have recommended approval of this reconfiguration of UCA's undergraduate Nutrition program.

Supporting materials (following pages): (1) UCA Curriculum Form -3, (2) ADHE Form LON-11 (attachments referenced in this form are not included here).

New Undergraduate Program Transmittal Form

Department: Family & Consumer Sciences Date: 1/2/18

NOTE: UPON COMPLETION OF ALL REQUIRED APPROVALS, NEW PROGRAMS WILL BE PUBLISHED IN THE BULLETIN FOR THE NEXT ACADEMIC YEAR. If you wish to request a particular effective date, provide details on the following page.

Title of program/concentration/minor: Bachelor of Science in Nutrition to BS in Dietetics/BS in Community Nutrition/BS in Nutrition Sciences

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

- New degree program (Attach ADHE Form P-1 and a Continuous Improvement Process plan.*)
- New degree program by "reconfiguration" of an existing degree program (Attach ADHE Form LON-11 and a Continuous Improvement Process plan.*)
- New certificate program (Attach ADHE Form LON-8 or LON-9, a Continuous Improvement Process plan* and Curriculum Attachment C signed by the Director of Financial Aid.**)
- New concentration, emphasis, option, or track in an existing program. (Attach ADHE Form LON-3.)
- New minor program (Attach ADHE Form LON-3.)

*Consult the Director of Assessment early in the development of the Continuous Improvement Process plan.

**Consult the Director of Financial Aid early in the development of the new certificate program to determine whether students enrolled in the program will be eligible for financial aid.

Are any of the prerequisites or requirements of the proposed program offered by another department? Yes
If YES, attach a signed letter from each department's chair describing the impact on the department.

Recommended by Department and College			
1. <u>Alicia Landry</u>	<u>12/7/18</u>	2. <u>Nina Roope</u>	<u>12/7/18</u>
Department Curriculum Committee	Date	Department Chair	Date
3. <u>Alicia Landry</u>	<u>12/7/18</u>	4. <u>[Signature]</u>	<u>12/7/18</u>
College Curriculum & Assessment Committee	Date	College Dean	Date
Recommended by University Councils/Committees			
Is this a new degree or certificate program? <u>No</u>		Is this a new teacher education program or option? <u>No</u>	
If YES, then must be reviewed by the Academic Assessment Committee.		If YES, must be reviewed by the Professional Education Council.	
5. <u>[Signature]</u>	<u>1/13/2019</u>	6. _____	_____
Academic Assessment Committee	Date	Professional Education Council	Date
7. <u>[Signature]</u>	<u>2-19-19</u>	8. <u>Alicia Crow</u>	<u>3/16/19</u>
Undergraduate Council	Date	Council of Deans	Date
Submit proposals to the appropriate university Council at least one month before the meeting in which action is desired. Summer submissions may not be considered until the fall term.			
Approved by			
9. <u>[Signature]</u>	<u>3/7/2019</u>	10. <u>[Signature]</u>	<u>3/7/19</u>
Provost	Date	President	Date
The Office of the Provost sends all required documentation to the AHECB and the Board of Trustees.			
11. Letter of Intent to AHECB (if required)	<u>N/A</u>	12. Notification to or Approval by Board of Trustees (as required)	_____
Date	Date	Date	Date
13. Notification to or Approval by AHECB (as required)	_____	Recorded in Bulletin by	
Date	Date	14. _____	
		Office of the Provost Date	
The Office of the Provost retains the original and sends a copy to the Office of the Registrar for changes in Degree Works.			
Recorded in Banner by		Recorded in Degree Works by	
15. _____	_____	16. _____	_____
Office of the Provost	Date	Office of the Registrar	Date
The Registrar returns the signed copy to the Office of the Provost. The Office of the Provost sends a copy to the originating department.			

LETTER OF NOTIFICATION – 11

RECONFIGURATION OF EXISTING DEGREE PROGRAMS

(Consolidation or Separation of Degrees)

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn
Associate Provost

(501) 450-3126
jona@uca.edu

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

Bachelor of Science in Nutrition

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

CIPC: 190501
Degree code: 5192

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

Bachelor of Science in Dietetics
Bachelor of Science in Community Nutrition
Bachelor of Science in Nutrition Sciences

6. Proposed CIP code(s) for new program

Bachelor of Science in Dietetics CIP code: 51.3101 [existing program: title and CIPC change]
Bachelor of Science in Community Nutrition CIP code: 19.0501 [new program by reconfiguration]
Bachelor of Science in Nutrition Sciences CIP code: 30.1901 [new program by reconfiguration]

7. Proposed effective date

Fall 2019

8. Reason for proposed consolidation or separation

In order to better serve all students, as well as to align with the Accreditation Council of Education in Nutrition and Dietetics (ACEND), there is a need to restructure our current BS in Nutrition in the department of Family and Consumer Sciences (FACS). The reconfiguration proposes two new degree plans—stemming from our existing BS in Nutrition—and one revised BS in Nutrition that will meet the unique needs of the population of students we serve. The three programs will be closely related but will serve distinct student populations.

A one-hour Introduction to the Dietetics Profession course has been approved and will be required for each of the three degrees. This class will be taught by a full time Nutrition faculty member, and the purpose of the class is to introduce the three degrees in detail, providing information about study skills, professionalism, and employment outlook upon graduation.

8.1 Bachelor of Science in Dietetics (rename current BS in Nutrition degree)

Based on current accreditation standards from the Accreditation Council of Education in Nutrition and Dietetics (ACEND), undergraduate programs must be accountable for the number of students produced that could potentially apply for a dietetic internship. The dietetic internship is a capstone experience that must be successfully completed prior to obtaining the Registered Dietitian Nutritionist (RDN) credential. Currently, nationwide, there is about a 50% acceptance rate for students who complete an undergraduate degree program, earn a verification statement, and then apply to an internship. The concern is that universities are producing far too many students who are eligible to complete an internship and that without the completion of the internship, employment options are quite limited. Therefore, programs are being asked to provide verification statements only to students who have the potential to succeed in their pursuit of an internship placement.

In reports to ACEND, program directors are expected to identify that at least 80% of students that receive a verification statement from an ACEND accredited program apply for a dietetic internship and that at least 80% of those students get matched with an internship. As of now, there is no way to monitor which students complete the degree, other than advising those with a lackluster GPA into another degree. This is not always in the best interest of the student, although there are specific jobs for someone with a Nutrition background that do not meet eligibility requirements of a dietetic internship.

Another concern is that the scope of practice for an RDN includes Medical Nutrition Therapy. Only students that are applying for the dietetic internship need such classes; by providing this in depth treatment based information to a group of students that cannot legally practice those skills, we could potentially harm the public. The BS in Dietetics will remain similar to the current BS in Nutrition, with the following exceptions:

- a. Addition of a Lifecycle Nutrition II course
- b. Addition of a Nutrition Counseling course
- c. Addition of the Introduction to the Dietetics Profession course mentioned earlier
- d. Addition of a formal application process before the junior year. Program requirements will mirror those of dietetic internships including a “B” or better in all Sciences and an overall GPA of 3.0 or above.

Faculty in the department of Family and Consumer Sciences, specifically those teaching in Nutrition, have encouraged this change. Separating these degrees will help provide the best learning environment for a greater variety of students and has been a common practice in other Didactic Programs in Dietetics (DPD) across the country. From our last accreditation review and our mid-point assessment by ACEND, feedback has consistently been that our program needs to be more accountable for the number of students for whom verification statements are granted.

Impact on Faculty: None foreseen. The admission process for the BS in Dietetics is expected to decrease the number of students that will need to take senior-level dietetic classes such as Medical Nutrition Therapy I and Medical Nutrition Therapy II. These classes, as well as others, are offered each semester and have been for the past decade. With limited enrollment, we will be able to offer these classes as a sequence and only one time per year. Reducing the number of times the classes are offered will allow faculty to teach the Lifecycle Nutrition II and Nutrition Counseling classes, as well as others. There is current faculty expertise in the two added classes (Lifecycle Nutrition II and Nutrition Counseling). Adding these classes as well as adding the admissions criteria will help our program better align with the current expectations of ACEND and will continue to allow us to offer high quality preparation to students.

Post-Graduation options: Students who elect to complete the BS in Dietetics will be issued a verification statement and can apply for Dietetic Internships or apply for the Dietetic Technician Registered exam. Students will also have a ServSafe Certification and will be well prepared for graduate school.

8.2 Create Bachelor of Science in Community Nutrition

While many students wish to be involved in the nutrition field, not all students wish to (or can) complete a dietetic internship. The BS in Community Nutrition, for these reasons, is closely related to the Nutrition (Dietetics) program but differs from it in these ways:

- a. Remove ACEND-specific requirements (Medical Nutrition Therapy I, Medical Nutrition Therapy II, Nutrition Senior Seminar, and Introduction to Organic and Biochemistry)
- b. Add course requirements from existing FACS classes including FACS 2351 Family Relations and FACS 3318 Parenting Issues
- c. Add a Community Nutrition Internship placement to fulfill 120 hours of supervised practice

We already have community partners on board with organizations at the Faulkner County Cooperative Extension, Faulkner County Urban Farm, Bear Essentials Food Pantry, and others that will allow for internship placement. We expect the increased focus on community service to entice those students desiring to work in a community nutrition setting.

Impact on Faculty: There is an expectation of an increased enrollment in the FACS classes that will now be required for this degree (FACS 2351 and FACS 3318), and faculty supervision will be required for Community Nutrition Internship placements.

Post-Graduation options: The BS in Community Nutrition program will afford its graduates the skills needed to work in various employment positions including Department of Health and Human Services (Women, Infants and Children's program), Child Nutrition programs in public schools, Cooperative Extension, corporate wellness programs, entrepreneurship, nonprofit feeding programs such as The Hunger Relief Alliance, as well as others. Students will be able to take the exam for the ServSafe Certification and will be prepared to go to graduate school. Students who elect a BS in Community Nutrition will not be awarded a verification statement to make them eligible to apply for a dietetic internship. If the student decides at a later date to apply for an internship, classes like Organic Chemistry and Biochemistry, Anatomy and Physiology, and the DPD requirements of Medical Nutrition Therapy 1 and 2, as well as others will be needed.

8.3 Create Bachelor of Science in Nutrition Sciences

There is an increased need to train all medical professions in nutrition. The BS in Nutrition graduates an average of six students per semester that go on to apply to Occupational Therapy (OT), Physical Therapy (PT), and, more recently, physician assistant, dental, and medical schools. The requirements for science in the nutrition degree make it an ideal major for students who do not want to major in a natural science. Thus, "pre-professional" students choose a BS in Nutrition. Currently, a student desiring entry into the PT program at UCA who chooses to major in Nutrition will take the 120 hours required for Nutrition plus a minimum of 16 hours in extra requirements for application purposes. The new BS in Nutrition Sciences will include all of the requirements for graduate OT and PT programs in only 120 hours. Students earning the BS in Nutrition Science will get a strong foundation in nutrition, science requirements for professional programs, and other requirements. Therefore, the BS in Nutrition Sciences will differ from the BS in Nutrition (Dietetics) in the following ways:

- a. No requirement for Medical Nutrition Therapy I or II
- b. Addition of sciences required for specific professional programs
- c. Addition of PSYC 4320 Abnormal Psychology and H SC 3123 Medical Terminology

Faculty Impact: There are no new additional courses needed for this degree (other than the classes already mentioned for the BS in Dietetics). There is an expectation that this degree will attract students wanting to apply to PT and OT school, so the enrollment in sophomore and junior Nutrition classes are expected to increase.

Post-Graduation options: Students who elect the BS in Nutrition Science will be eligible for application into professional degree programs such as OT, PT, and others. They also will be eligible for lab technician and research jobs at various institutions (e.g., Arkansas Children's Hospital Research Institute). This gives students who may not be admitted to their professional program of choice an opportunity for a viable career that uses their degree.

9. Provide current and proposed curriculum outline.

Academic bulletin changes, checksheets for departmental advising, and Academic Maps are attached to this LON.

9.1 BS, Dietetics: admission requirements and application process

Students who complete the BS in Dietetics will earn a Verification statement and will be eligible to apply for Dietetic Internships and/or take the Dietetic Technician Registered exam. In order to be admitted to the BS in Dietetics students must:

- a. Have at least a B in the following courses: CHEM 1402 (ACTS: CHEM1214), CHEM 2450 (ACTS: CHEM 1224), BIOL 1400 or equivalent (ACTS: BIOL1004/BIOL1014), BIOL 2406.
- b. Students must also have at least a 3.0 overall GPA
- c. No course may be repeated more than once.
- d. Have a grade of "C" or better in all courses in the major area of study in order to graduate and receive a verification statement.
- e. Have a grade of "C" or better in all prerequisite courses in order to enroll in all subsequent courses.

Students interested in applying for the BS in Dietetics will complete a short form posted on the department website and distributed through academic advisors and faculty and schedule an appointment with the Director of the Didactic Program in Dietetics (DPD), Ms. Rachel Schichtl.

9.2 Comparative curriculum table

The current and proposed curricula are outlined in Table 1, page 5. UCA Core courses (general education courses) are not included in this comparison, but the Academic Maps indicate UCA Core course requirements. New courses are underlined.

Table 1: Current and Proposed Curricula

Current BS in Nutrition	Proposed BS in Dietetics	New BS in Community Nutrition	New BS in Nutrition Sciences
<p>Total semester credit hours: 120</p> <p>Major requirements:</p> <p>NUTR 1300 Foundations of Nutrition NUTR 2311 Meal Management NUTR 3310 Food Science NUTR 3350 Community Nutrition NUTR 3370 Lifecycle Nutrition I NUTR 3380 Food Economics NUTR 3390 Nutrition and Metabolism NUTR 4301 Research in FACS NUTR 4315 Sports Nutrition NUTR 4321 Nutritional Services Administration NUTR 4325 Medical Nutrition Therapy I NUTR 4335 Nutrition Senior Seminar NUTR 4351 Experimental Food Science NUTR 4374 Medical Nutrition Therapy II NUTR 4395 Nutrition Contemporary Issues FACS 2341 Lifespan Development FACS 3311 Resource Management FACS 3372 Personal and Family Finance</p> <p>Supporting requirements:</p> <p>PSYC 2330 Psychological Statistics FACS 3456 Methods in Family and Consumer Sciences Education CHEM 1402 General Chemistry for Health Sciences CHEM 2450 Introduction to Organic and Biochemistry BIOL 2405 Human Anatomy and Physiology BIOL 2411 Microbiology or substitute courses approved by department chair.</p>	<p>Total semester credit hours: 120</p> <p>Major requirements:</p> <p>NUTR 1100 Intro to the Profession NUTR 1300 Foundations of Nutrition NUTR 2311 Meal Management NUTR 3310 Food Science NUTR 3350 Community Nutrition NUTR 3370 Lifecycle Nutrition I NUTR 3375 Lifecycle Nutrition II NUTR 3371 Nutrition Counseling NUTR 3380 Food Economics NUTR 3390 Nutrition and Metabolism NUTR 4301 Research in FACS NUTR 4315 Sports Nutrition NUTR 4321 Nutritional Services Administration NUTR 4325 Medical Nutrition Therapy I NUTR 4335 Nutrition Senior Seminar NUTR 4351 Experimental Food Science NUTR 4374 Medical Nutrition Therapy II NUTR 4395 Nutrition Contemporary Issues FACS 2341 Lifespan Development FACS 3311 Resource Management FACS 3372 Personal and Family Finance</p> <p>Supporting requirements:</p> <p>PSYC 2330 Psychological Statistics FACS 3456 Methods in Family and Consumer Sciences Education CHEM 1402 General Chemistry for Health Sciences CHEM 2450 Introduction to Organic and Biochemistry BIOL 2405 Human Anatomy and Physiology BIOL 2411 Microbiology or substitute courses approved by department chair.</p>	<p>Total semester credit hours: 120</p> <p>Major requirements:</p> <p>FACS 2341 Lifespan Development FACS 2351 Family Relations FACS 3311 Resource Management FACS 3318 Parenting Issues FACS 3372 Personal & Family Finance FACS 3456 Methods NUTR 1100 Intro to the Profession NUTR 1300 Foundations of Nutrition NUTR 2311 Meal Management NUTR 3310 Food Science NUTR 3350 Community Nutrition NUTR 3370 Lifecycle Nutrition I NUTR 3380 Food Economics NUTR 3375 Lifecycle Nutrition II NUTR 3351 Community Nutrition Practicum NUTR 3371 Nutrition Counseling NUTR 4301 Research in FACS NUTR 4321 Nutrition Services Administration NUTR 4395 Nutrition: Contemporary Issues</p> <p>Other Degree Requirements:</p> <p>BIOL 2405 Human Anatomy & Physiology BIOL 2411 Microbiology BIOL Elective above BIOL 1440 (not Botany) (OT may choose elective) PHYS 1410 (OT may choose Elective) PHYS 1420 (OT may choose Elective) CHEM 2450 Intro Organic & Biochemistry</p> <p>Supporting Requirements:</p> <p>H SC 3123 Medical Terminology PSYC 4320 Abnormal Psychology Statistics: PSYC 2330 OR SOC 2321 OR MATH 2311 OR other approved introductory statistics course</p>	<p>Total semester credit hours: 120</p> <p>Major requirements:</p> <p>FACS 2341 Lifespan Development FACS 3311 Resource Management FACS 3372 Personal & Family Finance FACS 3456 Methods FACS 3173 Special Problems NUTR 1100 Intro to the Profession NUTR 1300 Foundations of Nutrition NUTR 2311 Meal Management NUTR 3310 Food Science NUTR 3350 Community Nutrition NUTR 3370 Lifecycle Nutrition I NUTR 3375 Lifecycle Nutrition II NUTR 3390 Nutrition/Metabolism NUTR 4301 Research in FACS NUTR 4315 Sports Nutrition NUTR 4395 Nutrition: Contemporary Issues</p> <p>Other Degree Requirements:</p> <p>BIOL 2406 Human Anatomy & Physiology BIOL 2407 Human Anatomy & Physiology BIOL 2411 Microbiology BIOL Elective above BIOL 1440 (not Botany) (OT may choose elective) PHYS 1410 (OT may choose Elective) PHYS 1420 (OT may choose Elective) CHEM 2450 Intro Organic & Biochemistry</p> <p>Supporting Requirements:</p> <p>H SC 3123 Medical Terminology PSYC 4320 Abnormal Psychology Statistics: PSYC 2330 OR SOC 2321 OR MATH 2311 OR other approved introductory statistics course</p>

9.3 New course descriptions

NUTR 1100 INTRODUCTION TO THE NUTRITION PROFESSION A required course for the dietetic, community nutrition, and nutrition sciences majors. The course includes an introduction to the profession, a review of course requirements for each degree offered, and information related to career and academic planning.

NUTR 3351 COMMUNITY NUTRITION PRACTICUM A required course for those in the Community Nutrition degree, this course teaches professional development and career options and allows students to explore a career in community nutrition. The course will include both course work and field hours.

3371 NUTRITION COUNSELING A required course for the dietetics, community nutrition, and nutrition science majors. This course will study the theories related to behavior change including motivational interviewing, stages of change and other health models. Students will gain a basic understanding of nutrition counseling techniques to utilize in clinical and community settings. Prerequisite: C or better in NUTR 1300.

NUTR 3375 LIFECYCLE NUTRITION II A required course for the dietetics and the community nutrition major. This course follows the clinical aspects of caring for the nutritional needs of adulthood into geriatric care including end-of-life care. Prerequisite: Declared major in Dietetics, Nutrition Sciences, or Community Nutrition; and NUTR 3370 with a grade of C or higher.

10. Program budget

Additional faculty resources may be needed in future years if implementation of the new programs results in significant enrollment growth, but initial implementation does not require additional budget. (See Faculty Impact estimates in §§8.2 and 8.3.)

11. Provide current and proposed organizational chart.

Figure 1: Current Program Organization

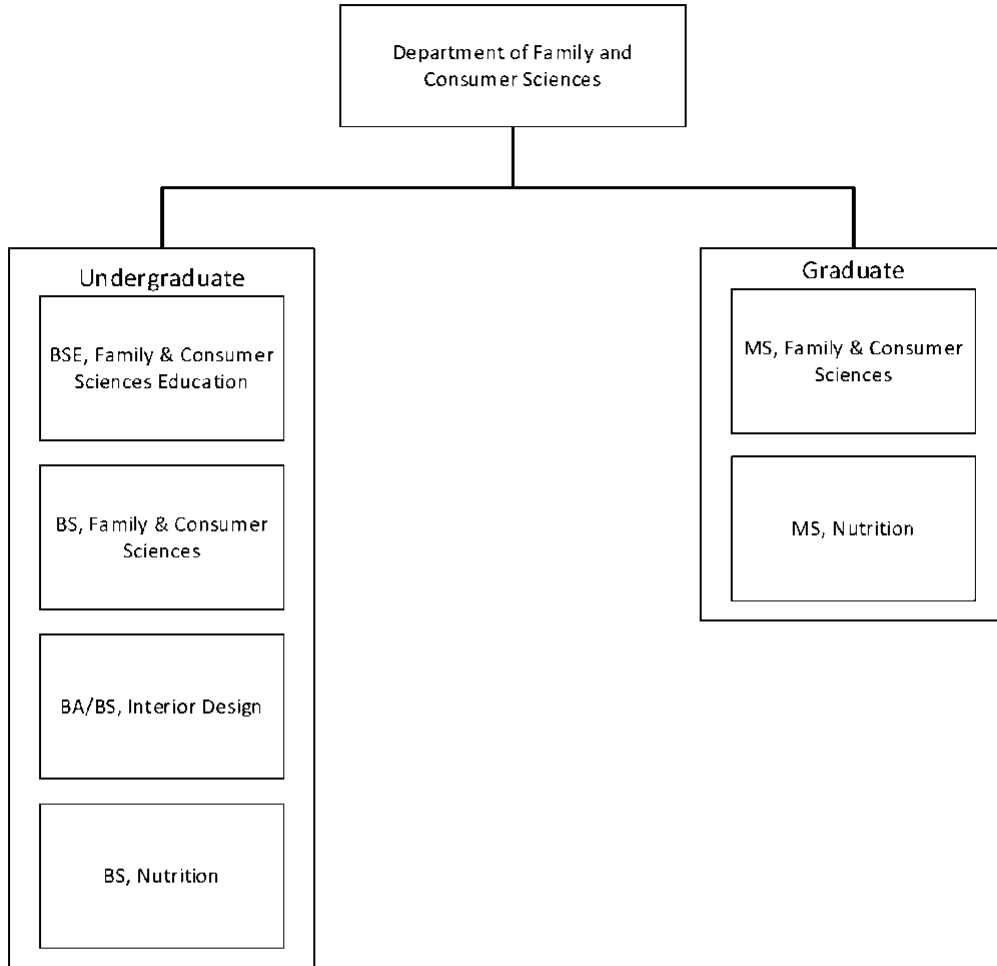
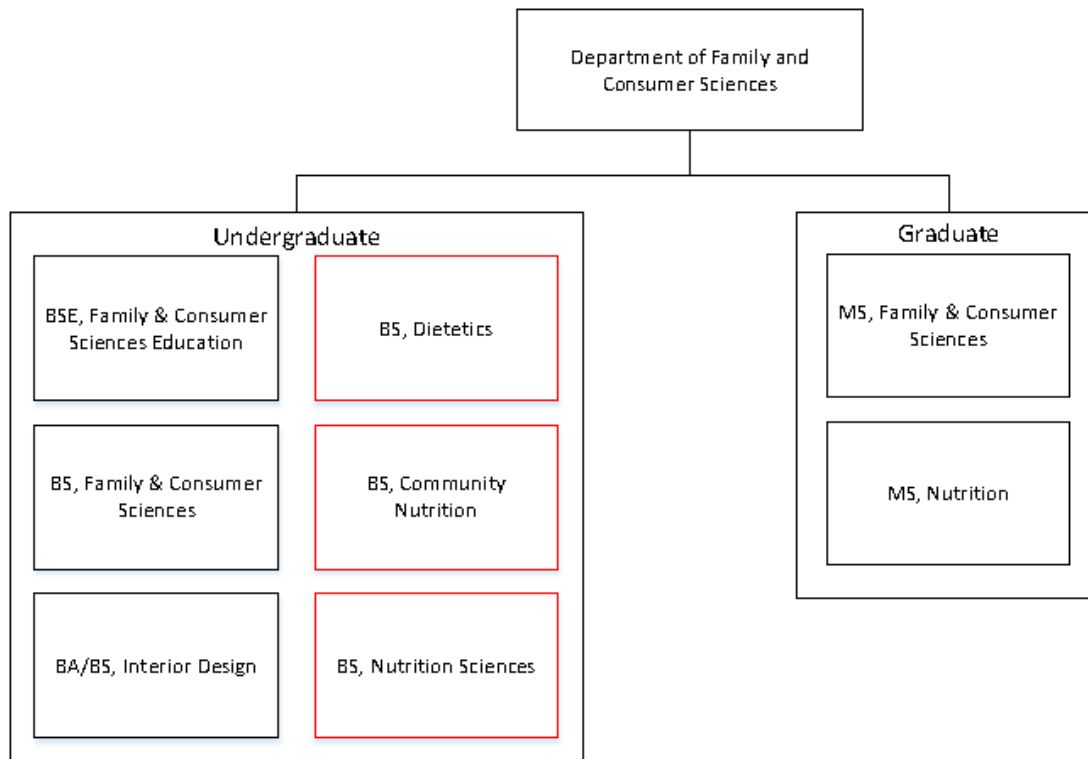


Figure 2: Proposed Program Organization**12. Institutional curriculum committee review/approval date**

Undergraduate/Graduate Council: 2019-02-19

Council of Deans: 2019-03-06

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

Existing courses already approved for distance delivery include:

FACS 2341 Lifespan Development
 FACS 3311 Resource Management
 FACS 3372 Personal & Family Finance
 NUTR 1300 Foundations of Nutrition
 NUTR 3350 Community Nutrition
 NUTR 3370 Lifecycle Nutrition
 NUTR 4315 Sports Nutrition

New courses will all be developed for distance delivery:

NUTR 1100 Introduction to the Profession
 NUTR 3351 Community Nutrition Practicum
 NUTR 3371 Nutrition Counseling
 NUTR 3375 Lifecycle Nutrition II

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

The proposed degree will be offered on-campus with 11 courses (see item 13) available by distance delivery as well as on-campus.

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

Blackboard (or another learning management system used by UCA) will be the mode of delivery.

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

The BS in Dietetics will submit a name change application to ACEND but will remain with full accreditation status. The BS in Community Nutrition and the BS in Nutrition Science will not be accredited.

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

Please see attached letters of support.

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

The new degrees we are proposing are a reconfiguration of an existing degree program. In the state, the University of Arkansas, Harding University, Ouachita Baptist University, and Henderson State University have undergraduate didactic programs in dietetics. Our proposed BS in Dietetics is most similar to our existing BS in Nutrition with the same purpose for graduates. The BS in Community Nutrition and the BS in Nutrition Sciences will be unique in the state with no other institution offering similar degrees.

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

The BS in Dietetics will be accredited through the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND will be notified of the program change once approved and the current accreditation cycle will remain in place with the next site visit scheduled for 2021.

The first program reviews for the BS in Community Nutrition and the BS in Nutrition Science will be scheduled for AY 2024-2025.

20. Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date: 2019-03-07

Board of Trustees Notification Date: 2019-05-10 (expected; next scheduled BOT meeting)

Chief Academic Officer:  2019-03-07
SIGNATURE DATE

[UCA form updated 2016-01-06]

IX. NOTIFICATIONS/DELETIONS

D. Notification: New Concentration in the Bachelor of Music Program: Piano Pedagogy

The Department of Music in the College of Fine Arts and Communication has developed a new concentration in Piano Pedagogy within the Bachelor of Music program. Based on exemplary programs such as University of Oklahoma's nationally recognized Piano Pedagogy program, the new concentration will share the basic curriculum of the existing concentration in Piano Performance. However, additional classes will focus on pedagogy and guided student teaching. The new classes specifically designed for the new concentration will be Piano Pedagogy II and III, and Piano Internship I and II.

Students who complete the Piano Pedagogy curriculum will have mastered the craft of teaching piano at all levels and to all ages. The curriculum will prepare them for a career in either private business (studio teaching) or employment by an educational institution. Graduates of this program will assist in raising the quality of keyboard instruction and the importance of piano education throughout Arkansas. By providing an alternative to the performance track, UCA will provide an opportunity for a wider range of pianists to further their education and contribute to music education. Options for employment for those completing the curriculum include a private business in the form of a teaching studio, employment by an arts academy, or employment by a church or school as a teacher. (The Piano Pedagogy program is not a teacher licensure program.)

All appropriate university councils and administrators have recommended approval of the new concentration in Piano Pedagogy.

Supporting materials (following pages): (1) UCA Curriculum Form U3 and (2) ADHE Form LON-3. Attachments mentioned in the latter document are not included here.

New Undergraduate Program Transmittal Form

Department: Music Date: 1-31-19

NOTE: UPON COMPLETION OF ALL REQUIRED APPROVALS, NEW PROGRAMS WILL BE PUBLISHED IN THE BULLETIN FOR THE NEXT ACADEMIC YEAR. If you wish to request a particular effective date, provide details on the following page.

Title of program/concentration/minor: Bachelor of Music in Piano Pedagogy

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

- New degree program (Attach ADHE Form P-1 and an Academic Assessment Plan.*)
- New degree program by "reconfiguration" of an existing degree program (Attach ADHE Form LON-11 and an Academic Assessment Plan.*)
- New certificate program (Attach ADHE Form LON-8 or LON-9, an Academic Assessment Plan* and Curriculum Attachment C signed by the Director of Financial Aid.**)
- New concentration, emphasis, option, or track in an existing program. (Attach ADHE Form LON-3.)
- New minor program (Attach ADHE Form LON-3.)

*Consult the Director of Assessment early in the development of the Academic Assessment Plan.

**Consult the Director of Financial Aid early in the development of the new certificate program to determine whether students enrolled in the program will be eligible for financial aid.

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

Recommended by Department and College			
1. <u>[Signature]</u> <u>1-31-19</u> Department Curriculum Committee Date	2. <u>[Signature]</u> <u>1/31/19</u> Department Chair Date		
3. <u>[Signature]</u> <u>1-31-19</u> College Curriculum & Assessment Committee Date	4. <u>[Signature]</u> <u>2.6.19</u> College Dean Date		
Recommended by University Councils/Committees			
Is this a new degree or certificate program? <u>No</u> If YES, then must be reviewed by the Academic Assessment Committee.		Is this a new teacher education program or option? <u>No</u> If YES, must be reviewed by the Professional Education Council.	
5. _____ Academic Assessment Committee Date	6. _____ Professional Education Council Date		
7. <u>[Signature]</u> <u>2-19-19</u> Undergraduate Council Date	8. <u>[Signature]</u> <u>2/1/19</u> Council of Deans Date		
Submit proposals to the appropriate university Council at least one month before the meeting in which action is desired. Summer submissions may not be considered until the fall term.			
Approved by			
9. <u>[Signature]</u> <u>3/2/2019</u> Provost Date	10. <u>[Signature]</u> <u>3/2/19</u> President Date		
The Office of the Provost sends all required documentation to the AHECB and the Board of Trustees.			
11. Letter of Intent to AHECB (if required) <u>N/A</u> Date	12. Notification to or Approval by Board of Trustees (as required) _____ Date		
13. Notification to or Approval by AHECB (as required) _____ Date	Recorded in Bulletin by 14. _____ Office of the Provost Date		
The Office of the Provost retains the original and sends a copy to the Office of the Registrar for changes in Degree Works.			
Recorded in Banner by		Recorded in Degree Works by	
15. _____ Office of the Provost Date	16. _____ Office of the Registrar Date		
The Registrar returns the signed copy to the Office of the Provost. The Office of the Provost sends a copy to the originating department.			

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

3. Phone number/e-mail address

(501) 450-3126
jona@uca.edu

4. Proposed effective date

Fall 2019

5. Title of existing degree program

BM, Music

6. CIP code

50.0903

7. Degree code

2120

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

Piano Pedagogy

9. Reason for proposed action

The Bachelor of Music in Piano Pedagogy will provide the opportunity for Arkansas and regional piano majors to pursue professional study in Piano Pedagogy at UCA. Currently, no other university or college in Arkansas offers this undergraduate degree option. The degree will be tailored for those who wish to pursue private piano teaching or teaching piano in an institution such as a music academy or school. (Note that this concentration will *not* lead to teacher licensure.) The new concentration in Piano Pedagogy will share the basic curriculum of the existing concentration in Piano Performance. However, additional classes will focus on pedagogy and guided student teaching. The new classes specifically designed for piano pedagogy will be Piano Pedagogy II and III, and Piano Internship I and II.

10. Provide the following

10.1 Curriculum Outline (list of courses in the new option/concentration/emphasis/minor) – indicate which courses are required by underlining them

MUS 2202 Piano Pedagogy – 2 credits

MUS 2320 Piano Pedagogy II – 3 credits

MUS 3320 Piano Pedagogy III – 3 credits

MUS 3206 Piano Internship I – 2 credits

MUS 3207 Piano Internship II – 2 credits

MUS 4203 Piano Literature – 2 credits

10.2 Total semester credit hours required for option/concentration/emphasis/minor (option range: 9–24 semester credit hours; typical minor range: 18–25 semester credit hours)

14 semester credit hours

10.3 Provide a degree plan that includes new option/emphasis/concentration/minor

See Attachment A: Academic Map

10.4 New courses and new course descriptions

MUS 2202 PIANO PEDAGOGY Introduction to piano teaching, curriculum, and methods, and an overview of issues relating to teaching beginning through advanced piano students. The class will include lecture, demonstration, projects, and various practice teaching situations during class. Prerequisite: Acceptance to the program.

MUS 2320 PIANO PEDAGOGY II Study of concepts and piano literature and publications necessary for successful private and group piano teaching with an emphasis on intermediate level students. Application of teaching concepts will be implemented through required observation and guided student interaction. Prerequisite: MUS 2202.

MUS 3320 PIANO PEDAGOGY III Study of concepts and piano literature necessary for successful private and class piano teaching at the intermediate and early advanced level. Study of successful business practices necessary to run an independent piano studio. Application of teaching concepts will be implemented through required observation and guided student interaction. Prerequisite: MUS 2320.

MUS 3206 PIANO INTERNSHIP I Weekly video-recorded independent piano teaching of two or more children at the beginning level of piano. The teaching emphasis will be primarily in private piano instruction but may involve teaching small groups. Student teaching will be supervised and graded. MUS 2320.

MUS 3207 PIANO INTERNSHIP II A continuation of MUS 3206 Piano Internship I requiring weekly video-recorded teaching of beginning or intermediate students. The students will also experience teaching group and partner piano lessons. Student teaching will be supervised and graded. Prerequisites: MUS 2320 and 3206.

10.5 Goals and objectives of program option/minor

The goal of the Piano Pedagogy concentration is to prepare piano students to master the craft of teaching piano at all levels and to all ages. It will prepare them for a career in either private business (studio teaching) or employment by an educational institution. Graduates of this program will assist in raising the quality of keyboard instruction and the importance of piano education throughout Arkansas. By providing an alternative to the performance track, UCA will provide an opportunity for a wider range of pianists to further their education and contribute to music education.

10.6 Expected student learning outcomes

Disciplinary Expertise

- ◆ Piano Pedagogy students will gain a comprehensive knowledge of current teaching materials and methods.
- ◆ They will evaluate various learning approaches and learn to apply the most appropriate materials and styles to an individual student or to groups of students.
- ◆ Students will be able to craft a sequential curriculum appropriate for students of any age.
- ◆ Students will demonstrate personal skill at the piano by performing a senior solo recital that is technically proficient and musically convincing.
- ◆ They will gain knowledge of various instructional technology.

Creative Thinking

- ◆ Piano Pedagogy students will observe and experience a wide variety of learning situations involving piano students from a variety of backgrounds and age groups. Using their knowledge of music making at the piano, students will be required to solve problems, communicate effectively, inspire others to learn, plan a course of study, and work with others to achieve goals.

Communication

- ◆ Students will develop clear communication skills for private teaching or public presentations.
- ◆ Students will acquire a working knowledge of communication media including websites, computer software for presentations, and entrepreneurial use of social media.

Diversity

- ◆ Piano pedagogy students will explore a variety of learning styles and learning issues as well as some cultural and social issues that may affect their students.

10.7 Documentation that program option meets employer needs

Options for employment include a private business in the form of a teaching studio, employment by an arts academy, or employment by church or school as a teacher. The criteria for such employment is adequately met in the Bachelor of Music with the proposed concentration in Piano Pedagogy, as it is modeled after several reputable and accredited degrees and programs already in existence at other universities.

There are at least ten musical academics in the Little Rock area and several in Conway who hire piano instructors. Piano instruction is offered in churches, academies, store fronts, private homes, and schools. This provides many employment opportunities for UCA graduates with the Piano Pedagogy concentration in the Bachelor of Music. Central Arkansas also has an organized group of piano teachers in MTACA (Music Teachers Association of Central Arkansas), an organization that provides the community with student performances and guest artist performances, piano competitions and festivals, pedagogy clinics and other artistic activities. There are many opportunities for a new UCA graduate to get involved and begin to contribute to the piano community in Arkansas.

There is a pressing need for better piano teaching in Arkansas. Many teachers have very little formal training and pass on a low level of skill and musical knowledge to their students. Music instruction continues to be a popular and valuable asset to any community. Effective piano teachers who develop skills of communication, diagnosis, organization, and personal interaction are well prepared for a variety of career options in music. The proposed concentration will provide the skill set invaluable to setting up a

competent and competitive private piano studio after graduation, as well as preparing students for graduate degrees in piano or piano pedagogy.

10.8 Student demand (projected enrollment) for program option/minor

We estimate that three to four new freshmen per year that will be interested in this degree.

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

The University of Oklahoma's nationally recognized Piano Pedagogy program was used as an initial model, with the assistance of program director, Dr. Jane Magrath.

Texas Christian University's program, under the direction of Dr. Anne Gipson.

We also consulted piano pedagogy faculty at the Cincinnati Conservatory and Bob Jones University and surveyed course offerings in piano pedagogy at several universities in Arkansas, including UA Little Rock and Arkansas State University.

11. Institutional curriculum committee review/approval date

Undergraduate/Graduate Council: 2019-02-19

Council of Deans: 2019-03-06

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.

Existing resources will be sufficient to implement the concentration in Piano Pedagogy.

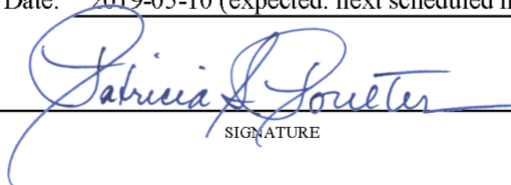
15. Provide additional information if requested by ADHE staff.

If requested.

President/Chancellor Approval Date: 2019-03-07

Board of Trustees Notification Date: 2019-05-10 (expected: next scheduled meeting of the Board)

Chief Academic Officer:


SIGNATURE

2019-03-07

DATE

[UCA form updated 2018-04-15]

IX. NOTIFICATIONS/DELETIONS

E. Notification: Revision of the Master of Science in Instructional Technology

The Department of Leadership Studies in the College of Education has extensively revised the existing master's degree program in Instructional Technology (ITEC). Enrollment in the ITEC and its embedded certificate programs has been declining slowly for several years as the focus on technology in K–12 education has shifted away from needing technology directors or coordinators to needing teachers who are competent with using the technology in ways that are consistent with current educational and societal developments.

The revisions embodied in this notification update program core courses to make them consistent with trends in technology use in K–12 education, delete two outdated concentrations/graduate certificates, and rebuild the options within the ITEC program to focus particularly on two more contemporary areas:

- (1) Computer science teaching and learning to prepare K–12 teachers for the test required by Arkansas Department of Education (Praxis II 5652) for the endorsement in computer science. The focus on computer science is aligned with the Arkansas Computer Science Competencies.
- (2) Online teaching and learning to prepare teachers for the Arkansas endorsement in online teaching and learning. The focus on online teaching and learning is aligned with the Arkansas Online Teaching Competencies.

This revision retains an option to focus on multimedia but updates the content. The revisions as a whole bring the program into alignment with the online and computer science learning initiatives being promoted by Arkansas's governor.

All appropriate university councils and administrators have recommended approval of this revision of the graduate program in Instructional Technology.

Supporting materials (following pages): (1) UCA Curriculum Form G-3 and (2) ADHE Form LON-11C. Various subsidiary forms are omitted from this notification.

New Graduate Program Transmittal Form

Department: Leadership Studies Date: 12/07/2018

NOTE: UPON COMPLETION OF ALL REQUIRED APPROVALS, NEW PROGRAMS WILL BE PUBLISHED IN THE BULLETIN FOR THE NEXT ACADEMIC YEAR.
If you wish to request a particular effective date, provide details on the following page.

Title of program/concentration: Instructional Technology

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

- New degree program** (Attach ADHE Form P-1 and a Continuous Improvement Process plan. *)
- New degree program by "reconfiguration" of an existing degree program** (Attach ADHE Form LON-~~4~~^{11C} and a Continuous Improvement Process plan. *)
- New certificate program** (Attach ADHE Form LON-10, a Continuous Improvement Process plan, * AND Curriculum Attachment C signed by the Director of Financial Aid. **)
- New concentration in an existing program** (Attach ADHE Form LON-3.)

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

Are any of the prerequisites or requirements of the proposed program offered by another department? _____
If YES, attach a signed letter from each department's chair describing the impact on the department.

Recommended by Department and College			
<p>1. <u>[Signature]</u> <u>1-9-19</u> Department Curriculum Committee Date</p>	<p>2. <u>[Signature]</u> <u>1/9/19</u> Department Chair Date</p>		
<p>3. <u>[Signature]</u> <u>1-30-19</u> College Curriculum & Assessment Committee Date</p>	<p>4. <u>[Signature]</u> <u>1-30-19</u> College Dean Date</p>		

Recommended by University Councils/Committees			
<p>Is this a new degree or certificate program? <u>yes</u> If YES, must be reviewed by the Academic Assessment Committee.</p>		<p>Is this a new teacher education program or option? <u>no</u> If YES, must be reviewed by the Professional Education Council.</p>	
<p>5. _____ Academic Assessment Committee Date</p>	<p>6. _____ Professional Education Council Date</p>		
<p>7. <u>[Signature]</u> <u>3/14/19</u> Graduate Council Date</p>	<p>8. <u>[Signature]</u> <u>4/10/19</u> Council of Deans Date</p>		

Submit proposals to the appropriate university Council at least one month before the meeting in which action is desired. Summer submissions may not be considered until the fall term.

Approved by			
<p>9. <u>[Signature]</u> <u>4/12/2019</u> Provost Date</p>	<p>10. <u>[Signature]</u> <u>4/12/19</u> President Date</p>		

The Office of the Provost sends all required documentation to the AHECB and the Board of Trustees.

<p>11. Letter of Intent to AHECB (if required) <u>N/A</u> Date</p>	<p>12. Notification to or Approval by Board of Trustees (as required) _____ Date</p>
<p>13. Notification to or Approval by AHECB (as required) _____ Date</p>	<p>Recorded in Bulletin by _____ Date</p>
<p>14. _____ Office of the Provost Date</p>	

<p>15. _____ Office of the Provost Date</p>	<p>16. _____ Graduate School Date</p>
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The Office of the Provost sends the signed original to the Graduate School. The Graduate School retains the original and sends a copy to the originating department.

REC'D UCA
GRADUATE SCHOOL

ORIGINAL
JAN 30 2019

LETTER OF NOTIFICATION – 11C

CURRICULUM REVISION OF EXISTING CERTIFICATE OR DEGREE PROGRAM

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn
Associate Provost

(501) 450-3126
jona@uca.edu

3. Title of certificate/degree program

MS, Instructional Technology

4. CIP code

13.0501

5. Degree code

5760

6. Effective term

Fall 2019

7. Reason for proposed change

Enrollment in the MS program in Instructional Technology (ITEC) and its embedded certificate programs has been declining slowly for several years as the focus on technology in K–12 education has shifted from needing technology directors or coordinators to be more focused on needing teachers who are competent with using the technology in ways that are consistent with current educational and societal developments. The revisions embodied in this notification update program core courses to make them consistent with trends in technology use in K–12 education, delete two outdated concentrations/graduate certificates, and are rebuild the options within the ITEC program to focus on two more contemporary areas:

1. Computer science teaching and learning to prepare K–12 teachers for the test required by Arkansas Department of Education (Praxis II 5652) for the endorsement in computer science. The focus on computer science is aligned with the Arkansas Computer Science Competencies.
2. Online teaching and learning to prepare teachers for the anticipated Arkansas endorsement in online teaching and learning. The focus on online teaching and learning is aligned with the Arkansas Online Teaching Competencies.

This revision maintains an option to focus on multimedia, but updates the content. These revisions will bring our program into alignment with the online and computer science learning initiatives being promoted by Arkansas's governor.

8. **Current and proposed curriculum outline**

8.1 **Current curriculum**

Total credit hour required: 36

List of required courses (include subject prefix, course number, course title). (Note the following, including the numbering of sections, is taken from the UCA Graduate Bulletin.)

[4] Program Requirements

The Instructional Technology degree is comprised of 36 semester hours of graduate credit. The program consists of an 18 hour core (six 3-hour courses), 12 hours (four 3-hour courses) of advanced study in a selected area of concentration (i.e., distance education, media design and development, or technical support of instructional technologies), and 6 hours (two 3-hour courses) of electives allowing for further individualization of the candidate's program. ITEC candidates will complete either the Apprenticeship in Instructional Technologies course or the Seminar: Trends/Issues in Instructional Technologies course as the capstone practicum experience. In order to exit the program, the candidate will be required to successfully complete all coursework and create a professional product (e.g., a research study, a professional portfolio, an organizational specific technology plan) illustrating his or her technology skills in leadership and administration and reflecting the candidate's philosophy.

[4.1] **Core Curriculum (18 Hours)**

ITEC 6350 Instructional Design
ITEC 6360 Intellectual Property and Copyright
ITEC 6368 Technology Planning and Leadership
LEAD 6321 Research Methods

Choose one of the following leadership courses:

CSPA 6311 Leadership and Decision-Making
SLMA 6310 Foundations of School Leadership
SLMA 6312 School-Based Organizational Leadership

Choose one of the following (to be completed the last semester):

ITEC 6391 Apprenticeship in Instructional Technologies
ITEC 6392 Seminar: Trends/Issues in Instructional Technologies

[4.2] **Areas of Concentration**

The candidate selects one of the following areas.

[4.2.1] Distance Education (12 Hours)

[Note: This concentration is replaced in the revised curriculum. See §8.2.]

Choose four of the following:

ITEC 6305 Foundations of Distance Education
ITEC 6315 Dist Ed Course Design, Delivery, Implementation, and Evaluation
ITEC 6325 Distance Education Technology
ITEC 6370 Leadership in Distance Education
ITEC 6330 Web-based Teaching and Learning

[4.2.2] Media Design and Development (12 Hours)

Choose four of the following:

ITEC 6340 Design and Production of Media Resources I
ITEC 6341 Design and Production of Media Resources II
ITEC 6354 Multimedia
ITEC 6337 Computer Graphics and Animation
ITEC 6351 Instructional Product Development

[4.2.3] Technical Support in Instructional Technologies (12 Hours)

[Note: This concentration is replaced in the revised curriculum. See §8.2.]

Choose four of the following:

ITEC 6357 Diagnostic Techniques for Computer Maintenance and Repair
ITEC 6318 Microcomputer Networking
ITEC 6365 Networking Technologies
ITEC 6310 Special Projects
ITEC 6355 Instructional Software Design and Programming

[4.3] Electives (6 Hours)

Choose two of the following:

CSPA 6311 Leadership and Decision-Making
SLMA 6310 Foundations of School Leadership
SLMA 6312 School-Based Organizational Leadership
ITEC 5345 Fundamentals of Web Design
ITEC 6335 Computer Application Software
ITEC 6375 Global Information Resources
ITEC 6391 Apprenticeship in Instructional Technologies
ITEC 6392 Seminar: Trends/Issues in Instructional Technologies
ASTL 6303 Teacher Leadership (Spring Only)
ASTL 6310 Integrating Media and Technology into Teaching and Learning

Candidates may select electives from any of the Areas of Concentration in the MS in Instructional Technology program: ITEC 6305, ITEC 6315, ITEC 6325, ITEC 6370, ITEC 6330, ITEC 6340, ITEC 6341, ITEC 6354, ITEC 6337, ITEC 6351, ITEC 6357, ITEC 6318, ITEC 6310, ITEC 6355, and ITEC 6365.

Candidates may select courses from the MS in Library Media and Information Technology program: LIBM 6V91, LIBM 6320, LIBM 6330, LIBM 6332, LIBM 6353, LIBM 6370, LIBM 6371, and LIBM 6380.

[...]

[5] Graduate Certificates

[5.1] Instructional Technology – Distance Education

[NOTE: This graduate certificate is replaced in the revised curriculum. See §8.2.]

[5.1.1] Core Curriculum (3 hours)

ITEC 6375 Global Information Resources

Courses may be substituted with consent of the program coordinator.

[5.1.2] Distance Education (12 hours)

Choose four of the following:

ITEC 6305 Foundations of Distance Education
ITEC 6315 Distance Education Course Design, Delivery, Implementation, and Evaluation
ITEC 6325 Distance Education Technology
ITEC 6370 Leadership in Distance Education
ITEC 6330 Web-based Teaching and Learning

[5.2] Instructional Technology – Media Design and Development

[5.2.1] Core Curriculum (3 Hours)

ITEC 6335 Computer Application Software

Courses may be substituted with consent of the program coordinator.

[5.2.2] Media Design and Development (12 Hours)

Choose four of the following:

ITEC 6340 Design and Production of Media Resources I
ITEC 6341 Design and Production of Media Resources II
ITEC 6354 Multimedia
ITEC 6337 Computer Graphics and Animation
ITEC 5345 Fundamentals of Web Design

[5.3] Instructional Technology – Technical Support

[NOTE: This graduate certificate is replaced in the revised curriculum. See §8.2.]

[5.3.1] Core Curriculum (3 Hours)

ITEC 6375 Global Information Resources

Courses may be substituted with consent of the program coordinator.

[5.3.2] Technical Support (12 Hours)

Choose four of the following:

ITEC 6357 Diagnostic Techniques for Computer Maintenance and Repair
ITEC 6318 Microcomputer Networking
ITEC 6365 Networking Technologies
ITEC 6310 Special Projects
ITEC 6355 Instructional Software Design and Programming

8.2 Proposed curriculum

Total credit hours required: 30 (note that this reduces the required hours by six)

List of required courses (include subject prefix, course number, course title). New courses are underlined.

8.2.1 Curriculum Summary

<p>ITEC Core Courses (15 credits)</p> <ul style="list-style-type: none"> • <u>ITEC 6301 Instructional Design using Technology (3 credits)</u> • LEAD 6321 Research Methods (3 credits) • <u>EDDL 7328 Digital Age Learning Environments (3 credits) OR EDDL 7399 Emerging and Disruptive Technology in Learning (3 credits)</u> • <u>ASTL 6303 Teacher Leadership (3 credits) OR ITEC 6370 Leadership in Online Education (3 credits) OR ITEC 6368 Technology Planning and Leadership (3 credits)</u> • LIBM 6325 Intellectual Property, Copyright and Digital Citizenship (3 credits)
<p>MS Concentration/Graduate Certificate: Computer Science Teaching and Learning (15 credits)</p> <ul style="list-style-type: none"> • <u>ITEC 6320 Teaching and Learning Coding and Programming 1 (3 credits)</u> • <u>ITEC 6321 Teaching and Learning Coding and Programming 2 (3 credits)</u> • <u>ITEC 6322 Computing Systems and Networking (3 credits)</u> • <u>ITEC 6327 Data and Analysis (3 credits)</u> • <u>ITEC 6328 Teaching and Learning in Computer Science (3 credits)</u>
<p>MS Concentration/Graduate Certificate:</p> <ul style="list-style-type: none"> • <u>ITEC 6371 Universal Design for Learning (3 credits)</u> • <u>ITEC 6372 Online Education Course Design, Delivery, Implementation and Evaluation (3 credits)</u> • <u>ITEC 6373 Online Teaching and Instructional Strategies (3 credits)</u> • <u>ITEC 6380 Supporting Student Success in Online Teaching (3 credits)</u> • <u>ITEC 6341 Design and Production of Media Resources for Online Courses (3 credits)</u>
<p>Concentration/Graduate Certificate (existing): Multimedia Development and Design (15 credits)</p> <ul style="list-style-type: none"> • ITEC 6354 Multimedia (3 credits) • Either <u>EDDL [ITEC] 7328 Digital Age Learning Environments (3 credits) OR EDDL [ITEC] 7399 Emerging and Disruptive Technology in Learning (3 credits)</u> – whichever class was NOT taken as part of the core • ITEC 6341 Design & Production of Media Resources for Online Courses (3 credits) (existing course, updated) • <u>ITEC 6371 Universal Design for Learning (3 credits)</u> • ITEC 6337 Computer Graphics and Animation (3 credits)

8.2.2 New Course Descriptions

EDDL 7328 DIGITAL AGE LEARNING ENVIRONMENTS

(Arkansas Computer Science Competencies: 5.7, 6.2, 6.7) – 3 credits

This course empowers students to evaluate, design, and facilitate a variety of digital learning environments to support teaching and learning. Examines theories of social interaction, multimodal learning, and digital literacy as they support the development of digital learning environments to address specific instructional goals. Digital learning environments, such as MOOCs, learning management systems, makerspaces, flipped learning, and social networks, will be evaluated and designed to meet teaching and learning goals that are socially and culturally appropriate to all learners.

EDDL 7399 TEACHING & LEARNING WITH EMERGING & DISRUPTIVE TECHNOLOGY

(Arkansas Computer Science Competencies: 1.1, 1.2, 1.4, 1.5, 6.2, 6.7) – 3 credits

This course delves into the capacity and potential of teaching and learning relative to emerging and

disruptive technology. The emphasis of this course is on meeting the needs of all learners through a critical evaluation of mobile technology apps and hardware to better differentiate fads from cutting edge pedagogical approaches and tools.

ITEC 6301 INSTRUCTIONAL DESIGN USING TECHNOLOGY

(Arkansas Online Teaching Competencies: 8.1–8.3) – 3 credits

This course will provide an overview of education definitions, concepts, history, characteristics, philosophy, issues, learning theories, and instructional procedures. Candidates are required to investigate current issues in using instructional technology for education and application of technology in alignment with learning theories. Candidates will analyze the characteristics of distance education and apply their findings pedagogically through course projects. Annually.

ITEC 6320 TEACHING AND LEARNING CODING AND PROGRAMMING 1

(Arkansas Computer Science Competencies: 4.1–4.3) – 3 credits

No prior knowledge of computing is needed. In this course students will be introduced to computational thinking, computer programming, algorithms, syntax, and programming structures. Students will explore computer science and a way of problem solving and develop deeper understanding of (1) what defines computer science, (2) designing algorithms to solve problems, and (3) how to translate algorithms into computer programs. Students will learn to code using freely available computer programming languages such as Scratch, Snap!, Blockly, and Alice. Specific topics covered include variables, functions, conditionals, loops, arrays, recursion, and object-oriented programming.

ITEC 6321 TEACHING AND LEARNING CODING AND PROGRAMMING 2

(Arkansas Computer Science Competencies 4.4–4.5) – 3 credits

Prerequisite is demonstration of knowledge and understanding of a modern programming language. This course will building on the content if Coding and Programming 1, and will focus on programming using Python. The course will include topics of planning, engineering, and implementation of a software system. The final product will demonstrate the student's expertise in high-level programming.

ITEC 6322 COMPUTING SYSTEMS AND NETWORKING

(Arkansas Computer Science Competencies: 1.1–1.6, 2.1–2.9) – 3 credits

No prior knowledge of computing is needed. In this course students will explore the fundamentals of computer structure, operation, and communication. Topics will include: networking, clouds, device communication, the fundamentals of the internet structure and protocols, digital security, cybersecurity including encryption, the components of the web and emerging networking technologies.

ITEC 6327 DATA AND ANALYSIS IN COMPUTER SCIENCE

(Arkansas Computer Science Competencies 3.1–3.7) – 3 credits

No prior knowledge of computing is needed. In this course students will learn about how data is created and handled in computers from the perspective of the machine. Topics will include: the bit as a fundamental element for data construction, day encryption, use and application of computer tools, data storage and manipulation, data collection methods using technology, and uses of data along with data analysis.

ITEC 6328 TEACHING AND LEARNING IN COMPUTER SCIENCE

(Arkansas Computer Science Competencies 5.1–5.7, 6.1–6.7) – 3 credits

No prior knowledge of computing is needed. In this course students will explore a range of topics

associated with teaching about computing, computational thinking, and programming. Topics to be covered include how to effectively teach students: identification of computer artifacts, development of computational artifacts, modifying existing artifacts, testing computational artifacts, fixing errors in artifacts, enhancing usability of computational artifacts, and using leading edge technologies for developing computational artifacts.

ITEC 6341 DESIGN AND PRODUCTION OF MEDIA RESOURCES FOR ONLINE COURSES

(Arkansas Online Teaching Competencies: 2.1–2.5, 11.1–11.9) – 3 credits

(NOTE: existing course, updated)

In this course students will learn about how to design, create, and/or modify media resources for online courses. Topics covered in the course include understanding the array of online tools available for course development, the use of emerging technologies for developing engaging online learning environments, the tools available to make online learning more engaging, the potential technical issues associated with online learning media development, and exploration of ideas for assuring knowledge of the rapidly evolving media available for online learning. The course will place strong consideration on the principles of Universal Design for Learning.

ITEC 6371 UNIVERSAL DESIGN FOR LEARNING

(Arkansas Online Teaching Competencies: 6.1–6.7) – 3 credits

This course delves into designing online courses to be in alignment with a wide diversity of student learning needs. The emphasis of this course is on designing courses in alignment with ADA and IDEA guidelines/requirements for accessibility, to meet each learner’s set of skills, needs, and capacity. Students will learn how to structure online courses in ways that take into consideration elements such as the welcome statement, consistent navigation, effective tools, promotion of etiquette, meaningful use of color, readability, document format, meaningful graphics and visual communications, captioning, and the design of slide presentations.

ITEC 6372 ONLINE EDUCATION COURSE DESIGN, DELIVERY, IMPLEMENTATION, AND EVALUATION

(Arkansas Online Teaching Competencies: 1.1–1.6, 4.1–4.10, 9.1–9.13) – 3 credits

This course requires candidates to examine the process of Instructional Systems Design (ISD) as it relates to online education course development. Various instructional design models to develop online education courses will be investigated. The Analysis, Design, Development, Implementation and Evaluation Model (ADDIE) will be introduced and used. Candidates will concentrate on web-based courses in the areas of design and delivery. Course implementation and evaluation will also be investigated.

ITEC 6373 ONLINE TEACHING AND INSTRUCTIONAL STRATEGIES

(Arkansas Online Teaching Competencies: 3.1–3.9, 4.1–4.10, 11.1–11.9) – 3 credits

In this course students will learn about teaching and instructional strategies to engage students in online learning environments. Topics covered include evidence-based practices, fostering interactions among students, creating a community of learners, promoting project based learning, adjusting to multiple perspectives, understanding students’ perspectives of learning online, and how to maintain frequent student-teacher interactions. The course will place strong consideration on the principles of Universal Design for Learning.

ITEC 6380 SUPPORTING STUDENT SUCCESS IN ONLINE TEACHING

(Arkansas Online Teaching Competencies: 4.1–4.10, 11.1 – 11.9) - 3 credits

In this course students will learn about how to promote student success in online learning environments. Topics covered include engaging students through a variety of methods, providing

feedback to students, setting and maintaining expectations, setting and communicating learning objectives, defining interaction and assessment criteria, explaining learning expectations, appropriate learning expectations, and engaging students who are struggling. The course will place strong consideration on the principles of Universal Design for Learning.

9. Institutional curriculum committee review/approval date for revised certificate/degree

Undergraduate/Graduate Council: 2019-03-19
Council of Deans: 2019-04-10

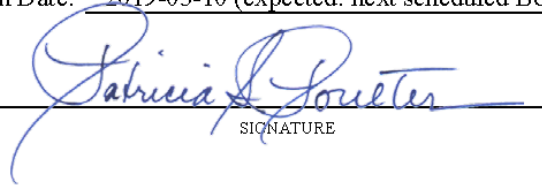
11. Additional program information requested by ADHE staff

If requested.

President/Chancellor Approval Date: 2019-04-12

Board of Trustees Notification Date: 2019-05-10 (expected: next scheduled Board of Trustees meeting)

Chief Academic Officer:


SIGNATURE

2019-04-12

DATE

[UCA form updated 2018-03-07]

IX. NOTIFICATIONS/DELETIONS

F. **Notification: Title Change for the MS in College Student Personnel Services and Administration**

The Department of Leadership Studies in the College of Education proposes to rename the MS program in College Student Personnel Services and Administration program to College Student Personnel Administration. Two substantive reasons lead to this proposal:

1. The proposed change aligns better with the philosophical underpinnings of the program. Though some view student personnel work as a field focused solely on student services, the services model neglects the instrumental role of student personnel educators in fostering student development. Understanding of student development theory and the ability to support student development plays a central role within the program. Therefore, the inclusion of “Services” fails to reflect key aspects of the program accurately.
2. The title “College Student Personnel Administration” aligns with the standard of similar programs across the country.

All appropriate councils and administrators have recommended approval of this program title change.

Supporting materials (following pages): (1) Curriculum Form G2-A, (2) ADHE Form LON-1

Graduate Curriculum Change: Action Item

Department/program/concentration: Leadership Studies/College Student Personnel Services and Administration

Date: 12/6/2018

NOTE: CHANGES APPROVED BY THE PROVOST BEFORE JANUARY 31 WILL BE PUBLISHED IN THE BULLETIN FOR THE NEXT ACADEMIC YEAR. If you wish to request an effective date earlier or later than this deadline stipulates, provide details in section III below.

Check all that apply and supply requested information. Attach required documentation.

- Change in total semester credit hour requirements for a degree or certificate program
Current requirement: _____ Proposed requirement: _____
- Add/remove required course(s) or change course(s) from an elective to a requirement in a degree or certificate program. (List prefix and number; list multiple course on following pages.)
Add: _____ Remove: _____ Change: _____
- Add/remove elective course(s) or change course(s) from a requirement to an elective in a degree or certificate program when the change affects total hours and/or affects another department.* (List prefix and number; list multiple courses on the following page.)
Add: _____ Remove: _____ Change: _____
- Add or remove course prerequisite(s) when the change affects total hours for a degree/certificate program and/or affects another department.*
Course prefix and number: _____ Remove: _____
Add: _____
- Change level and/or credit value of course. Do the course expectations warrant the change in level or credit value? Justify on page 2 and attach relevant documentation (e.g., syllabus).
Course prefix: _____ Current course number: _____ Proposed course number: _____ (Consult the registrar for available course number.)
- Remove course(s) from the Bulletin when the change affects total hours and/or affects another department.* (Note: The course(s) will be inactive for a period of five years, and can be reinstated by submitting Curriculum Form G2-1. After five years, the course(s) will be deleted, and can be reinstated only through the new course proposal process.)
Course(s) (list prefix and number): _____
- Other (specify): Change Program Name

*If the change affects another department, attach correspondence from the department's chair describing the impact on the department.

Does the change affect student financial aid? No Consult Curriculum Attachment C for qualifying changes. If YES, attach Curriculum Attachment C signed by the Director of Financial Aid.

202010			
Recommended by Department and College			
1. <u>Shelly Abbott</u> Department Curriculum Committee Date: <u>12-6-18</u>	2. <u>[Signature]</u> Department Chair Date: <u>12/6/18</u>		
3. <u>[Signature]</u> College Curriculum & Assessment Committee Date: <u>12-12-18</u>	4. <u>Victoria Brown</u> College Dean Date: <u>12-17-18</u>		
Recommended by University Councils			
Does this change affect a teacher education program? <u>No</u> If YES, must be reviewed by the Professional Education Council.		5. <u>Victoria Brown</u> Professional Education Council Date: <u>12-17-18</u>	
6. <u>[Signature]</u> Graduate Council Date: <u>2/21/19</u>		7. <u>Alina Crow</u> Council of Deans Date: <u>3/6/19</u>	
Submit proposals to 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 term.			
Approved by		Recorded in the Bulletin by	
8. <u>[Signature]</u> Provost Date: <u>3/14/2019</u>		9. _____ Office of the Provost Date: _____	
Recorded in Banner by		Recorded in Degree Works by	
10. _____ Office of the Provost Date: _____		11. _____ Graduate School Date: _____	
The Office of the Provost sends the signed original to the Graduate School. The Graduate School retains the original and sends a copy to the originating department.			

REC'D UCA GRADUATE SCHOOL



ORIGINAL

DEC 20 2018

LETTER OF NOTIFICATION – 1

NAME CHANGE OF EXISTING CERTIFICATE, DEGREE, MAJOR, OPTION, MINOR, OR ORGANIZATIONAL UNIT

(No change in curriculum, emphasis, or organizational structure)

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn
Associate Provost

3. Phone number/e-mail address

(501) 450-3126
jona@uca.edu

4. Proposed effective date

Fall 2019

5. Current title of degree/certificate program

MS, College Student Personnel Services and Administration

6–7. N/A

8. Proposed title of degree/certificate program

MS, College Student Personnel Administration

9–10. N/A

11. CIP code

13.1102

12. Degree/department code

5615

13. Reason for proposed action

The program in question was originally proposed and approved as College Student Personnel Services and Administration, but has been represented in the Approved Program List as College Student Personnel Services. The program's faculty and leadership in the department and college have requested that the title be changed to College Student Personnel Administration.

The proposal adduces two substantive reasons for this request:

1. The proposed change aligns better with the philosophical underpinnings of the program. Though some view student personnel work as a field focused solely on student services, the services model neglects the instrumental role of student personnel educators in fostering student development. Understanding of student development theory and the ability to support student development plays a central role within the program. Therefore, the inclusion of “Services” fails to reflect key aspects of the program accurately.
2. The title “College Student Personnel Administration” aligns with the standard of similar programs across the country.

President/Chancellor Approval Date: 2019-03-15

Board of Trustees Notification Date: 2019-05-10 (expected: next scheduled Board meeting)

Chief Academic Officer: _____



SIGNATURE

2019-03-14

DATE

[UCA form updated 2017-10-04]

