

**AGENDA FOR MEETING OF BOARD OF TRUSTEES
OF
UNIVERSITY OF CENTRAL ARKANSAS
AT
10:00 A.M.
ON
FEBRUARY 21, 2020
BOARD OF TRUSTEES CONFERENCE ROOM – WINGO HALL**

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

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES

IV. INTRODUCTIONS

- **Mr. Curtis Barnett**

V. REPORTS

A. President's Report

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

B. Audit and Finance Committee

C. Financial Update

D. Academics Update

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

- **Dr. Candice Barnes, Faculty Senate**
- **Ms. Kim Klotz, Staff Senate**
- **Ms. Rose McGarrity, Student Government Association**

VII. ACTION AGENDA

- A. Resolution of Appreciation – Shelia Vaught**
- B. Resolution of Appreciation – Bunny Adcock**
- C. Reimbursement of Expenses for Official Board of Trustees Duties – Board Policy No. 211**
- D. Property Acquisition – 372 Donaghey Avenue, Conway, AR**
- E. Contract Review Procedures – Board Policy No. 416**
 - 1. OCLC, Inc.**
 - 2. Springer Nature Customer Service Center, LLC**
 - 3. Aramark Educational Services, LLC**
- F. Fees – Room and Board – Board Policy No. 632**
- G. Certification of Sufficient Appropriations and Fund Balances**
- H. Distinguished Professor Emeritus Award**

VIII. NOTIFICATIONS AND DELETIONS

- A. Notification: College of Arts, Humanities, and Social Sciences**
- B. Notification: Human Resources Management: New BBA Emphasis and Minor**
- C. Notification: Revision of the MS in School Leadership, Management, and Administration**
- D. Notification: Deletion of the PMC in Adult Education Program Administration**
- E. Notification: Deletion of the PhD in Communication Sciences and Disorders**

IX. NEW BUSINESS

X. EXECUTIVE SESSION

XI. OPEN SESSION

XII. ADJOURNMENT

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III. MINUTES

Minutes of the December 6, 2019, board meeting, which can be found on UCA's website, were distributed to board members for review prior to the February 21, 2020, board meeting.

VII. ACTION AGENDA

A. Resolution of Appreciation – Shelia Vaught

RESOLUTION OF APPRECIATION

WHEREAS, Shelia Vaught of Little Rock, Arkansas, was appointed to the Board of Trustees of the University of Central Arkansas by the Governor of the State of Arkansas, Mike Beebe, in January 2013 for a term of seven years; and

WHEREAS, Mrs. Vaught graduated from the University of Central Arkansas (then State College of Arkansas) in 1971 with a BSE in Social Studies and a minor in English; and

WHEREAS, Mrs. Vaught served as chair of the Board of Trustees in 2016; and

WHEREAS, during her term as chair of the Board, the University made significant progress by (a) completing the construction of the Conway Corporation Center for Sciences; (b) completing the construction of Donaghey Hall; (c) opening the Nabholz Center for Healthcare Simulation; (d) adopting a new strategic plan; (e) hosting an exceptional visit from the Higher Learning Commission; and (f) conducting a search for a new president in accordance with the policies of the Board that resulted in the appointment of Dr. Houston Davis as the 11th President of UCA; and

WHEREAS, during her time on the Board of Trustees, Mrs. Vaught served with honor and attended many university events and functions, and the University achieved important accomplishments, including (a) completing an expansion and renovation of the Health, Physical Education, and Recreation Center; (b) opening the UCA Downtown facility; (c) establishing the Arkansas Coding Academy; (d) completing construction on the Dave Ward Drive pedestrian bridge overpass, (e) breaking ground on the Integrated Health Sciences Building, (f) completing the construction of Greek Village Phase I and beginning the construction of Greek Village Phase II, and (g) planning the construction of the Windgate Center for Fine and Performing Arts; and

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the University of Central Arkansas does hereby extend its sincere appreciation and gratitude to Shelia Vaught for her service as a member of the Board of Trustees; and

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

Adopted this 21st day of February 2020, in Conway, Arkansas

Cornell Maltbia
Chair

Terry Fiddler
Secretary

VII. ACTION AGENDA

B. Resolution of Appreciation – Bunny Adcock

RESOLUTION OF APPRECIATION

WHEREAS, Bunny Adcock of Conway, Arkansas, was appointed to the Board of Trustees of the University of Central Arkansas by the Governor of the State of Arkansas, Asa Hutchinson, in January 2016 for a term of seven years; and

WHEREAS, Mr. Adcock served as chair of the Board of Trustees in 2019 and attended many university events and functions in his capacity as chair; and

WHEREAS, during his term as chair of the Board, the University made significant progress by (a) completing construction on the Dave Ward Drive pedestrian bridge overpass, (b) completing the renovation of Conway Hall, (c) authorizing the issuance of bonds for the Windgate Center for Fine and Performing Arts, (d) approving the construction of the Lewis Science Center Annex, (e) beginning the construction of the Integrated Health Sciences Building, (f) beginning construction on Greek Village Phase II, and (g) beginning the renovation of State Hall; and

WHEREAS, Mr. Adcock served with honor and distinction and because of his leadership the university had a very successful year in 2019; and

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the University of Central Arkansas does hereby extend its sincere appreciation and gratitude to Bunny Adcock for his service as chair of the Board of Trustees during 2019; and

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

Adopted this 21st day of February 2020 in Conway, Arkansas.

Cornell Maltbia
Chair

Terry Fiddler
Secretary

VII. ACTION AGENDA

C. Reimbursement of Expenses for Official Board of Trustees Duties – Board Policy No. 211

Arkansas Code Annotated 25-16-901 et seq. provides that boards and commissions may, during their first regularly scheduled meeting of each calendar year, authorize expense reimbursement for each board member for performing official board duties. The law states that the expense reimbursement must not exceed the rate established by state travel regulations for state employees. The law covers expense reimbursement for all board functions. This action is consistent with Board Policy No. 211, Reimbursement of Expenses for Official Board of Trustees Duties, and Arkansas Code Annotated 6-67-102.

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

BE IT RESOLVED: That the Board of Trustees approves the following statement concerning reimbursement of expenses for official board duties for 2020:

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

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 211

Subject: Reimbursement of Expenses for Official Board of Trustees Duties

Date Adopted: 10/92 Revised: 02/96

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

VII. ACTION AGENDA

D. Property Acquisition – 372 Donaghey Avenue, Conway, Arkansas

Mr. John Cryer owns the house located at 372 Donaghey Avenue (the southeast corner of the intersection of Simms Street and Donaghey Avenue). This property is in a prime location on Donaghey Avenue between College Avenue and Bruce Street. The house was built in the 1930s and is approximately 1,430 square feet. Initially, the house will be used for staff housing.

The University has signed an offer and acceptance with the owner for \$145,000. A copy of the signed agreement is attached. The agreement requires that the closing occur by March 31, 2020; however, the closing is expected to occur this month. 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 John Cryer for the sale and purchase of a house with a street address of 372 Donaghey Avenue, Conway, Arkansas, for the sum of \$145,000, 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.”



December 11, 2019

Mr. John F. Cryer
372 Donaghey Avenue
Conway, AR 72034

RE: OFFER & ACCEPTANCE – 372 Donaghey Avenue, Conway, AR 72034

Dear Mr. Cryer:

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 John F. Cryer (“**Seller**”) the property described below for the sum of One Hundred Forty-Five Thousand Dollars (\$145,000), 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 372 Donaghey Avenue, Conway, Arkansas, 72034, and is more particularly described as follows:

The North Half of Lots 1 and 2, Hartley’s Subdivision of 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 Seller is to be conveyed at closing.

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

1. The closing date will occur at a mutually acceptable date to be agreed upon by both parties, but shall occur not later than **March 31, 2020**;
2. Buyer shall be entitled to possession of the Property at closing;
3. A policy of title insurance satisfactory to Buyer, insuring unencumbered fee simple title to the Property in Buyer as of closing shall be procured and paid for by Seller;
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;

Mr. John F. Cryer
December 11, 2019
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5. Any and all taxes or assessments on the Property for the current year will be prorated at closing. Seller shall be responsible for all real property taxes for previous years;
6. Buyer and Seller will share the cost of closing fees and document preparation. No revenue stamps shall be required due to an exemption under Arkansas law for conveyances by or to a state agency (Buyer);
7. If any personal property shall be stored or situated on the Property, the same shall be removed prior to closing;
8. Seller represents and warrants to Buyer that Seller is the sole 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. Seller shall be responsible for all risk of loss to the 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;

Mr. John F. Cryer
December 11, 2019
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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 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.

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 4:30 P.M. Central Time on Friday, January 10, 2020.

Sincerely,



Houston D. Davis, Ph.D.
President

Mr. John F. Cryer
December 11, 2019
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ACCEPTANCE BY SELLER

The offer set forth above and all terms and conditions are hereby accepted on this 20th day of December, 2019.

Mr. John F. Cryer

By: _____

A handwritten signature in blue ink, appearing to read "John F. Cryer", is written over a horizontal line.

VII. ACTION AGENDA

E. 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:

1. OCLC, Inc.
2. Springer Nature Customer Service Center, LLC
3. Aramark Educational Services, LLC

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 contracts with the companies/organizations listed above and on the following page.”

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: OCLC, Inc.

Amount: \$347,480 for the three-year period.

Summary of Contract Information: This is an agreement for an integrated library management system for the Torreyson Library. The system will improve library management efficiency and reduce costs. The vendor provides services for the Arkansas State Archives and Arkansas State Library. The contract has been reviewed by the Arkansas Legislative Council.

Term: Three years (ends June 30, 2023).

2. Vendor/Party: Springer Nature Customer Service Center, LLC.

Amount: \$13,451 for the first year.

Summary of Contract Information: This is a license agreement for academic journal subscriptions. The initial agreement is for Nature and three other scientific journals, but additional titles separately licensed from this entity may also require this same amendment of the UCA contract rider. The administration is seeking approval of this agreement as well as the subsequent agreements with this entity because Springer Nature did not agree to part of the limitation of damages provision of the UCA contract rider required pursuant to Board Policy No. 416.

Term: One year, but the agreement may be renewed for subsequent years.

3. Vendor/Party: Aramark Educational Services, LLC.

Amount: The average rate increase for meal plans is 4.77%.

Summary of Contract Information: The purpose of the agreement is to provide food services for the campus. Under the terms of the contract, Aramark and UCA mutually agree upon an appropriate increase to the meal plan rates, utilizing the most recent twelve-month increases in the October Consumer Price Index for All Urban Consumers (CPI-U). The October 2019 CPI-U was 3.3%. Factors that contributed to the rate increase this year include the increase in minimum wage, increases in food costs, and the addition of weekend morning service at Einstein Bagels in Donaghey Hall.

Term: The Board of Trustees approved the original contract in April 2012. The contract was effective June 1, 2012, and is renewable for up to ten years. The Board most recently approved a revision in February 2019.

VII. ACTION AGENDA

F. Fees – Room and Board – Board Policy No. 632

The **current** room and board rate is \$7,198 per year (based on a double-occupancy room and the total access meal plan with \$100 declining cash balance “DCB”).

The **recommended** increase in **board** plans is an average of **5%**. The increase in the board plans should generate an additional \$475,510 overall. These funds will be available to cover the 4.77% 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. The proposed 2020-21 board plan rates will still place UCA near the bottom of the price range for both the Arkansas universities and those within the Southland Conference.

A **4.86%** 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 2020-21 room rates place UCA at the mid-point of the other universities’ rates for 2019-20.

The proposed **room and board** rate for 2020-21 is \$7,554 per year, based on double-occupancy room and the total access meal plan with \$100 DCB, for an overall increase of **4.95%**. This increase will result in a student paying an additional **\$356** per year.

The proposed schedule of room and board rates was presented to the Student Government Association (SGA) at their February 3, 2020, meeting.

For the 2020-21 academic year housing anticipates a fall occupancy rate of approximately 93% after no-shows and withdrawals. This takes into consideration taking Carmichael Hall offline for renovation and leasing 48 beds from The Edge.

The nightly rate (single/double) used for camps, conferences and other nightly stays will increase from \$15/\$23 to \$17/\$25. This rate has not increased since 2016. The additional revenue will help cover the added maintenance, cleaning and staffing required.

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.”



2020-2021 Room & Board Rates

RESIDENCE HALLS	Double Rate Per Semester	Single Rate Per Semester	Single Room upgrade:
TIER 1: Arkansas and Bernard	\$2,070	N/A	\$1,000
TIER 2: Baridon, Bear, Conway, Hughes, Short/Denney, State Hall, and Fiji, Phi Sig, Bucks	\$2,205	N/A	\$1,000
TIER 3: Farris and New Hall	N/A	\$3,205	N/A
TIER 4: Donaghey Hall	\$2,475	\$3,720	N/A

RESIDENCE HALL MEAL PLAN OPTIONS	
Total Access in the cafeteria + \$100 Dining Dollars	\$1,707
200 Blocks + \$200 Dining Dollars	\$1,945
Seniors Only- 120 Block + \$550 Dining Dollars	\$1,691

GREEK VILLAGE		
10-month Lease	\$2,935	\$3,720

APARTMENTS	Two Bedroom						
	One Bath (Double Room)	Two Bath (Double Room)	1.5 bath (Double Room)	One Bath (Single Room)	1.5 bath (Single Room)	Two Bath (Single Room)	Single Room Upgrade
Bear Village	N/A	\$2,475	N/A	N/A	N/A	\$3,720	N/A
Erbach	N/A	\$2,475	N/A	N/A	N/A	N/A	\$1,080
Georgetown South	N/A	N/A	N/A	\$3,415	N/A	N/A	N/A
Oak Tree	N/A	N/A	\$2,335	N/A	\$3,415	N/A	N/A
Stadium Park	\$2,335	N/A	N/A	\$3,415	N/A	N/A	N/A
Torreyson	N/A	N/A	\$2,475	N/A	N/A	N/A	\$1,080
Western Heights	N/A	\$2,475	N/A	N/A	N/A	\$3,720	N/A

APARTMENT MEAL PLAN OPTIONS	
<i>ONLY Apartments, Greek Village, Donaghey Hall:</i>	
\$750 Dining Dollars (+ \$35 Bonus DD)	\$750
\$900 Dining Dollars (+ \$45 Bonus DD)	\$900
\$1050 Dining Dollars (+ \$60 Bonus DD)	\$1,050

	Double/Single		Double Room	Single Room
	Double	Single		
Winter Break	\$425/\$625	May Intercession	\$425	\$625
Spring Break	\$135/\$215	Su I & Su II per term	\$595	\$795
Nightly rate	\$17/\$25	August Intercession	\$135	\$215

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.

VI. ACTION AGENDA

G. Certification of Sufficient Appropriations and Fund Balances

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

Therefore, the president recommends to the Board of Trustees that this certification be approved and submitted to the chief financial officer of the State of Arkansas as required by Arkansas law.

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

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

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

I understand that appropriations authorized by the General Assembly and fund balances shall be monitored by the Board of Trustees and the president of this institution to ensure that resources are available, or will become available, to pay the obligations of this institution and that no obligations are incurred that exceed available appropriations and funds.

Therefore, I certify that as of December 31, 2019, I have verified that sufficient appropriations and funds are available, or will become available, to pay the obligations of this institution of higher education and all other current obligations to be paid from the appropriations and the funds.

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

Mr. Everette Cornell "E.C." Maltbia, Chair
University of Central Arkansas Board of Trustees

Date

Dr. Houston D. Davis, President
University of Central Arkansas

Date

VII. ACTION AGENDA

H. Distinguished Professor Emeritus Award

The Faculty Emeritus Committee has unanimously recommended that retired UCA professor, Dr. Don B. Bradley, III, receive the status of Distinguished Professor Emeritus. The professor was nominated for the honor by the faculty in his department and has the support of all appropriate academic councils and administrators.

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

“BE IT RESOLVED: That the Board of Trustees hereby approves the recommendation that Dr. Don Bradley receive the honor of Distinguished Professor Emeritus.”

RESOLUTION

WHEREAS, Dr. Don Bradley served as professor of business and marketing in the Department of Marketing and Management at the University of Central Arkansas from 1982 to 2015; and

WHEREAS, Dr. Don Bradley served as Executive Director of the Small Business Advancement National Center from 1990 to 2015 and also served in numerous leadership capacities within the local, national and international business communities; and

WHEREAS, Dr. Don Bradley was named a Wilford White fellow by the International Council for Small Business in 2014; and

WHEREAS, Dr. Don Bradley served as editor of the Small Business Institute Journal, Academy of Family Business Journal, and the Journal of Small Business Management, and was a reviewer and contributor for many other industry-respected journals and publications, with over 275 published articles; and

WHEREAS, Dr. Don Bradley served as Faculty Senate President from 2013-2014; and

WHEREAS, Dr. Don Bradley's excellence in the classroom was highly attributed to his student-centered focus as exemplified through activities such as out-of-state marketing field trips and student involvement in his research; and

WHEREAS, Dr. Don Bradley's nomination was strongly supported by the tenured faculty of the Department of Marketing and Management; and

WHEREAS, Dr. Don Bradley was unanimously recommended to receive the Distinguished Professor Emeritus Award by the Faculty Emeritus Committee;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the University of Central Arkansas does hereby bestow the honor and status of Distinguished Professor Emeritus on Dr. Don B. Bradley, III, in recognition of his leadership in and his service to the Department of Marketing and Management at the University of Central Arkansas; and

BE IT FURTHER RESOLVED that this resolution be made part of the minutes of the February 21, 2020, University of Central Arkansas Board of Trustees meeting.

Cornell Maltbia
Chair

Terry Fiddler
Secretary

VIII. NOTIFICATIONS AND DELETIONS

A. Notification: College of Arts, Humanities, and Social Sciences

Effective July 1, 2020, a new College of Arts, Humanities, and Social Sciences (CAHSS) will bring together administrative units and programs currently distributed between the College of Fine Arts and Communication (CFAC) and the College of Liberal Arts (CLA). Announced to the campus in October 2019, the decision to create the new college was considered and debated with all stakeholders in mind. The creation of the new college will result in opportunities for greater student and faculty success, increased administrative efficiencies, and long-term sustainability. Bringing together the departments and programs of these two highly compatible colleges (CFAC and CLA) will create a more unified approach to the arts, humanities, and social sciences at UCA, with increased opportunities for collaboration among programs, students, and faculty.

All appropriate administrators have recommended the creation of the new College of Arts, Humanities, and Social Sciences.

Supporting materials (following pages): ADHE LON-7

LETTER OF NOTIFICATION – 7

REORGANIZATION OF EXISTING ORGANIZATIONAL UNITS

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

July 1, 2020

5. Name of current organizational unit

College of Fine Arts and Communication (CFAC) (department code: 0960)
College of Liberal Arts (CLA) (department code: 3560)

These colleges will be replaced by the new college named in item 6.

6. Name of proposed unit

College of Arts, Humanities, and Social Sciences (CAHSS) (department code: to be assigned)

7. Reason for proposed change

The creation of the College of Arts, Humanities, and Social Sciences will result in new opportunities for greater student and faculty success, increased administrative efficiencies, and long-term sustainability. Bringing together the departments and programs of CFAC and CLA—two highly compatible colleges—will create a more unified approach to the arts, humanities, and social sciences at UCA, with increased opportunities for collaboration among programs, students, and faculty.

8. Provide current and proposed organizational chart.

8.1. Current Organizational Charts

College of Fine Arts and Communication
Office of the Dean (dean, associate dean)

Department of Art (chair)

School of Communication (director)

Department of Film, Theatre, and Creative Writing (chair)

Department of Music (chair)

College of Liberal Arts

Office of the Dean (dean, associate dean)

Department of English (chair)

Department of History (chair)

Department of Languages, Linguistics, Literatures, and Cultures (chair)

Department of Philosophy and Religion (chair)

Department of Political Science (chair)

Department of Sociology, Criminology, and Anthropology (chair)

8.2 Proposed Organizational Chart

College of Arts, Humanities, and Social Sciences

Office of the Dean (dean, associate dean)

Department of Art (chair)

School of Communication (director)

Department of English (chair)

Department of Film, Theatre, and Creative Writing (chair)

Department of History (chair)

Department of Languages, Literatures, Linguistics, and Cultures (chair)

Department of Music (chair)

Department of Philosophy and Religion (chair)

Department of Political Science (chair)

Department of Sociology, Criminology, and Anthropology (chair)

9. If proposed changes result in a reallocation of funds, which departments or programs will receive the reallocated funds?

Any available funds will be reallocated as part of the university's on-going Resource Optimization Initiative.

10. Provide additional information if requested by ADHE staff.

If requested.

President/Chancellor Approval Date: Houston Davis/AW 1/22/2020

Board of Trustees Notification Date: 2020-02-21

Chief Academic Officer: Patricia A. Fowler 01/21/2020
SIGNATURE DATE

[UCA form updated 2016-01-06]

VIII. NOTIFICATIONS AND DELETIONS

B. Notification: Human Resources Management: New BBA Emphasis and Minor

The Department of Marketing and Management in the College of Business has developed a new emphasis within the existing BBA in Management and a new minor program to meet the needs of students who wish to focus on Human Resources (HR) Management—either as an emphasis within their major or in addition to another major. Heretofore, students interested in HR management have had to major or minor in Management and choose HR-related electives. The new emphasis and minor provide structured curricula and formal acknowledgement of these students' HR studies. The new emphasis and minor program do not require any new courses or other new resources.

All appropriate councils and administrators have recommended approval of the new emphasis and new minor in Human Resources Management.

Supporting materials (following pages): (1) UCA Curriculum Form U-3 and (2) curriculum outlines for both the emphasis and the minor

New Undergraduate Program Transmittal Form

Department: Marketing & Management Date: 9/9/2019

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: Management Major with concentration in Human Resource Management
Minor in Human Resource Management

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

- New degree program** (Attach ADHE Form P-1 and Curriculum Attachment D.*)
- New degree program by "reconfiguration" of an existing degree program** (Attach ADHE Form LON-11 and Curriculum Attachment D.*)
- New certificate program** (Attach ADHE Form LON-8 or LON-9, Curriculum Attachment D,* 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 and Curriculum Attachment D.)
- New minor program** (Attach ADHE Form LON-3.)

*Consult the Director of Assessment before completing Curriculum Attachment D. This attachment, signed by the Director of Assessment, must accompany the curriculum proposal throughout the internal curriculum process.

**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. Attachment C must accompany the proposal throughout the internal curriculum process.

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.

202110

Recommended by Department and College			
1. <u>Jaci Lyons</u>	<u>9-9-2019</u>	2. <u>Michael A Rubick</u>	<u>9-9-19</u>
Department Curriculum Committee	Date	Department Chair	Date
3. <u>SM</u>	<u>9/23/19</u>	4. <u>[Signature]</u>	<u>10/4/19</u>
College Curriculum & Assessment Committee	Date	College Dean	Date
Recommended by University Councils			
Submit proposals to the appropriate university Council(s) at least one month before the meeting in which action is desired.			
Is this a new teacher education program or option? <u>No</u>			
If YES, it must be reviewed by the Professional Education Council.			
5. _____	Date	6. <u>[Signature]</u>	<u>11-19-19</u>
Professional Education Council	Date	Undergraduate Council	Date
7. <u>Kimray Carr</u>	<u>12/11/2019</u>		
Council of Deans	Date		
Approved by			
8. <u>[Signature]</u>	<u>12/17/2019</u>	9. <u>[Signature]</u>	<u>12/18/19</u>
Provost	Date	President	Date
The Office of the Provost sends all required documentation to the UCA Board of Trustees and the AHECB.			
10. Letter of Intent to AHECB (if required)	Date	11. Notification to or Approval by Board of Trustees (as required)	Date
12. Notification to or Approval by AHECB (as required)	Date	Recorded in Bulletin by	
		13. _____	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	
14. _____	Date	15. _____	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			

BBA in Management, Emphasis in Human Resources Management (24 credit hours)

Major Requirements (9 credit hours)

MGMT 3346 Strategic Human Resource Management
MGMT 4341 Quantitative Methods in Management
MGMT 4348 Advanced Organizational Behavior

Human Resources Requirements (6 credit hours)

MGMT 3350 Compensation Administration
MGMT 3355 Management Skills

Human Resources Directed Electives (9 credit hours)

ACCT 4395 Special Topics in Business Law^
INSU 4315 Employee Benefits
MGMT 3300 Labor/Management Relations
MGMT 3305 Business Ethics
MGMT 3315 International Business Communications
MGMT 3349 Small Business Management
MGMT 3351 Contemporary Issues in HR Management
MGMT 3382 Internship in Management^
MGMT 4320 Selected Topics in Management^
MGMT 4345 Governance of the Sustainable Organization
MGMT 4382 Internship in Management^
MGMT 4390 Special Problems in Management^

^May be selected if the content area is sufficiently HR-related, as determined in consultation with an HR faculty advisor.

Minor in Human Resources Management (18 credit hours)

Required Foundation Course (3 credit hours)

MGMT 2341 Basic Management **OR**
MGMT 3340 Managing People and Work

Minor Requirements (12 credit hours)

MGMT 3346 Strategic Human Resource Management
MGMT 3350 Compensation Administration
MGMT 3355 Management Skills

MGMT 4348 Advanced Organizational Behavior

Human Resource Management Directed Elective (3 credit hours)

ACCT 4395 Special Topics in Business Law^

INSU 4315 Employee Benefits

MGMT 3300 Labor/Management Relations

MGMT 3305 Business Ethics

MGMT 3315 International Business Communications

MGMT 3349 Small Business Management

MGMT 3351 Contemporary Issues in HR Management

MGMT 3382 Internship in Management^

MGMT 4320 Selected Topics in Management^

MGMT 4345 Governance of the Sustainable Organization

MGMT 4382 Internship in Management^

MGMT 4390 Special Problems in Management^

^May be selected if the content area is sufficiently HR-related, as determined in consultation with an HR faculty advisor.

VIII. NOTIFICATIONS AND DELETIONS

C. Notification: Revision of the MS in School Leadership, Management, and Administration

The Department of Leadership Studies in the College of Education has used the occasion of Arkansas Department of Education-mandated changes to building-level licensure to make significant revisions to the Master of Science (MS) in School Leadership, Management, and Administration. These revisions include reducing the required credit hours from 34 to 30 and significant updates to the program's courses.

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

Supporting materials (following pages): (1) UCA Curriculum Form G2-A, (2) ADHE LON-11C

REC'D UCA
GRADUATE SCHOOL
OCT 30 2019

Graduate Curriculum Change: Action Item

Department/program/concentration: Leadership Studies: Master's Degree School Leadership, Management, and Administration Date: 9/20/19

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: 34 Proposed requirement: 30
- 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.)
SLMA 6311, 6313, 6315, Add: 6317, 6319, 6321, 6323, 6325, 6V27 Remove: SLMA 6112, 6120, 6130, 6140, +6150, 6310, 6210, 6312, 6320, 6330, 6340, 6350, 6360, ITEC course of choice 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 Catalog Inventory at <http://uca.edu/go/reg-info> to verify that the requested number is available.
- 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-I. After five years, the course(s) will be permanently inactivated and can be reinstated only through the new course proposal process.)
Course(s) (list prefix and number):
- Other (specify):

*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.

Recommended by Department and College			
1. <i>Shelly Albert</i>	10-7-19	<i>P. J. H.</i>	10/7/19
Department Curriculum Committee	Date	Department Chair	Date
3. <i>[Signature]</i>	10-15-19	4. <i>Victoria Groves-Scott</i>	11-29-19
College Curriculum & Assessment Committee	Date	College Dean	Date

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.

Recommended by University Councils	
Does this change affect a teacher education program? Yes	5. <i>Victoria Groves-Scott</i> 10-29-19
If YES, must be reviewed by the Professional Education Council.	Professional Education Council Date
6. <i>[Signature]</i> 12/13/19	7. <i>Kensley Carr</i> 12/19/19
Graduate Council Date	Council of Deans Date

Approved by	Recorded in the Bulletin by
8. <i>[Signature]</i> 11/20/2019	9. _____ Date
Provost Date	Office of the Provost Date
Recorded in Banner by	Recorded in Degree Works by
10. <i>NA</i> 1/16/2020	11. _____
_____ Date	_____

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

Master of Science (MS), School Leadership, Management, and Administration

4. CIP code

13.0499

5. Degree code

6920

6. Effective date

August 2020

7. Reason for proposed change

The changes to the program are required by the Arkansas Department of Education. Specifically, building-level leaders are required to add the Building-Level Administrator endorsement for individuals who aspire to or who are serving as principals, assistant principals, and/or vice principals in Arkansas' public school systems. The state has adopted the new National Educational Leadership Preparation (NELP) standards for Arkansas' leadership preparation programs. With this adoption, all educational leadership preparation programs in the state are required to redesign building-level leadership programs to reflect the NELP standards.

8. Current and proposed curriculum outline

8.1. Current curriculum

Total credit hours required: **34** (previously 36)

MS in School Leadership Management and Administration - 34 semester CH

SLMA 6310 Foundations of School Leadership (3 CH)

LEAD 6321 Research Methods (3 CH)

SLMA 6312 School-Based Organizational Leadership (3 CH)

SI.MA 6320 School Law (3 CH)

SI.MA 6330 Curriculum and Program Leadership for Schools (3 CH)

SLMA 6112 Leadership for Social Justice (1 credit)

SLMA 6340 Instructional Leadership in Schools (3 CH)
SLMA 6210 Assessment and Data Analysis for School Improvement (2 CH)
SLMA 6360 Collaborative School Leadership (3 CH)
Appropriate Internship (3 credit hours) – multiple options (SLMA 6V62, 6V64, 6V65, 6V66, 6120, 6130, 6140, 6150)
Portfolio Course (1 credit) – multiple options (SLMA 6170, 6172/6173, 6174, 6175, 6176)
SLMA 6350 Principal as Manager (3 CH)
ITEC course of choice (3 CH)

8.2. Proposed curriculum

Total credit hours required: 30

MS in School Leadership Management and Administration - 30 semester CH

LEAD 6321 Research Methods (3 CH)
SLMA 6311 Leadership and the Community (3 CH)
SLMA 6313 Ethics, Law, and Leadership (3 CH)
SLMA 6315 Leadership for Education Equity (3 CH)
SLMA 6317 Leadership of Operation and Management Systems (3 CH)
SLMA 6319 Instructional Leadership I: Cultivating Teacher Leaders (3 CH)
SLMA 6321 Instructional Leadership II: Teacher Leaders & Evidence-based Practices (3 CH)
SLMA 6323 Instructional Leadership III: Evidence-based Student-Centered Learning (3 CH)
SLMA 6325 Visionary Leadership: Building a Culture of Trust and High Expectations (3 CH)
SLMA 6V27 Building-Level Internship (variable credit course: 3 total CH required)

8.3. New Course Descriptions

SLMA 6311 LEADERSHIP AND THE COMMUNITY This course develops emerging leaders' knowledge, dispositions, and skills to collaboratively build positive relationships with families and community members/partners to engage in and support the school's vision and school improvement goals and collectively provide support structures that strengthen students' academic, social/emotional, and physical development and well-being.

SLMA 6313 ETHICS, LAW, AND LEADERSHIP This course provides an in-depth study of K-12 school law including federal and state statutes and judicial decisions, with an emphasis on Arkansas K-12 education. The emerging leader will also study ethics of school leadership and gain the knowledge, skills, and dispositions to model professional norms (fairness, integrity, transparency, trust, digital citizenship, collaboration, perseverance, reflection, lifelong learning) and advocate for ethical decisions and behaviors in all aspects of schooling.

SLMA 6315 LEADERSHIP FOR EDUCATION EQUITY This course engages emerging leaders in a critical analysis of the philosophical, political, and practical matters reflective of the local, regional, national, and global contexts in regards to equity in education. Emerging leaders will examine a broad range of topics that pertain to theory, history, race and ethnicity, social power, language, gender, sexuality, and physicality for the purpose of influencing organizational policies and practices that contribute to an equitable school and for the well-being of all students.

SLMA 6317 LEADERSHIP OF OPERATION AND MANAGEMENT SYSTEMS This course prepares emerging leaders to apply their knowledge, skills, and dispositions to manage school communications, technology, governance, and operations systems to develop and improve data-informed

and equitable distribution of school resources and to adhere to the laws, policies, and regulations in efforts to support the school's mission in meeting the learning needs of all students.

SLMA 6319 INSTRUCTIONAL LEADERSHIP I: CULTIVATING TEACHER LEADERS This course prepares emerging leaders to cultivate the school's professional capacity through distributive leadership by recruiting, selecting, hiring, supporting, and retaining high-quality educational personnel and creating leadership pathways for faculty. The emerging building-level leader will develop a professional culture by implementing the school's system of supervision, support, evaluation, and actionable feedback that promotes professional learning and teacher leadership within the classrooms.

SLMA 6321 INSTRUCTIONAL LEADERSHIP II: TEACHER LEADERS & EVIDENCE-BASED PRACTICES This course prepares emerging leaders to develop and support the school's professional community of learners by collaboratively conducting a process-based approach to evaluate the equity and quality of the school's instructional program for both academic/non-academic practices. Using evidenced-based practices, the results of the evaluations will inform decision-making processes leading to continuous school improvements that sustain a coherent curriculum, instruction, and assessment system that supports the well-being for adult and student learning.

SLMA 6323 INSTRUCTIONAL LEADERSHIP III: EVIDENCE-BASED STUDENT-CENTERED LEARNING This course prepares emerging leaders to develop the capacity to work collaboratively with the professional learning community to employ an outcomes-based approach using a variety of appropriate data, both academic and perceptual/attitudinal, to measure student growth and to inform continuous improvements for students' learning and well-being.

SLMA 6325 VISIONARY LEADERSHIP: BUILDING A CULTURE OF TRUST AND HIGH EXPECTATIONS This course prepares emerging leaders to develop their knowledge, skills, and dispositions to establish a school culture where trust is paramount in order to collaboratively develop a school vision and mission based on shared values for continuous improvements, to advocate for a supportive and inclusive school culture, to create and sustain a culture of professional learning that results in higher teacher retention and student learning, to provide educational resources for inclusive and culturally responsive instructional and behavior support practices for students, and to engage families and community to strengthen learning in and out of school.

SLMA 6V27 BUILDING-LEVEL INTERNSHIP (variable credit: 1-2 credit hours, 3 total credit hours required) Building-level administrator interns will engage in coherent, authentic, and sustained opportunities in multiple and diverse school settings to apply leadership knowledge and skills identified in NELP standards 1-7. The internship will be conducted in P-8 and 5-12 school settings. Internships are conducted over a minimum of six months (10-15 hours per week) of concentrated building-level experiences. Candidates and Internship Supervisor will select and work with the intern's mentor. The selected mentor will have demonstrated effectiveness as an educational leader. UCA's internship supervisor will provide training and support to both the mentor and intern.

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

Undergraduate/Graduate Council: 2019-12-13

Council of Deans: 2019-12-19

11. Additional program information requested by ADHE staff

If requested.

President/Chancellor Approval Date: 2020-01-15

Board of Trustees Notification Date: 2020-02-21

Chief Academic Officer:  2019-12-20
SIGNATURE DATE

[UCA form updated 2018-03-07]

VIII. NOTIFICATIONS AND DELETIONS

D. Notification: Deletion of the PMC in Adult Education Program Administration

The Department of Leadership Studies in the College of Education has proposed to delete the existing Post-Master's Certificate (PMC) in School-Based Leadership: Adult Education Program Administration. The PMC in Adult Education Program Administration—created nearly a decade ago at the behest of ADE—has never enrolled (or graduated) a student.

All appropriate councils and administrators have recommended approval of the proposed deletion of this PMC.

Supporting materials (following pages): (1) UCA Curriculum Form G3-D and (2) ADHE Form LON-5

Graduate Program Deletion Form

Department: Leadership Studies

Date: 10/02/2019

Check the type of program to be deleted.

- Degree program
- Certificate program
- Concentration, emphasis, option, or track in a program

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DEC 05 2019

Bulletin title of program (brief): Post Master's Certificate, School-Based Leadership: Adult Education

Complete and attach ADHE form LON-5.

Are any of the prerequisites or requirements of the program to be deleted offered by another department? No

If YES, attach a signed letter from each department's chair describing the impact of the deletion on the department.

Recommended by Department and College (action required)	
1. <u>Shelly Abbott</u> <u>10-7-19</u> Department Curriculum Committee Date	2. <u>[Signature]</u> <u>10/4/19</u> Department Chair Date
3. <u>[Signature]</u> <u>10-15-19</u> College Curriculum & Assessment Committee Date	4. <u>Victoria Brown</u> <u>12-5-19</u> College Dean Date
Recognized by University Councils (information only)	
Is this a teacher education program or option? <u>Yes</u>	
If YES, must be reviewed by the Professional Education Council.	
6. <u>[Signature]</u> <u>12/13/19</u> Graduate Council Date	5. <u>Victoria Brown</u> <u>12-5-19</u> Professional Education Council Date
	7. <u>Kimmy Carr</u> <u>12/19/19</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	
8. <u>[Signature]</u> <u>12/20/2019</u> Provost Date	9. <u>[Signature]</u> <u>1/8/2020</u> President Date
The Office of the Provost sends all required documentation to the Board of Trustees and the AHECB.	
10. Notification to Board of Trustees _____ Date	11. Notification to AHECB _____ Date
Removed from the Bulletin by	
12. _____ Office of the Provost Date	Ended in Banner by
	13. _____ Office of the Provost Date
Ended in Degree Works by	
14. _____ 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
OCT 30 2019

LETTER OF NOTIFICATION – 5

DELETION

(Certificate, Degree, Option/Emphasis/Concentration, Minor, Organizational Unit)

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

August 2020

5. Title of certificate, degree program, option, minor, or organizational unit

PMC, School-Based Leadership: Adult Education Program Administration

6. CIP code

13.0499

7. Degree code

6942

8. Reason for deletion

The PMC in Adult Education Program Administration created nearly a decade ago at the behest of ADE—has never enrolled (or graduated) a student.

9. Number of students still enrolled in program

None

10. Expected graduation date of last student

N/A

11. Provide curriculum for deleted program/unit

ASTL 5395 Introduction to Adult Education (already deleted)

ASTL 5396 Methods and Techniques of Adult Education (already deleted)

ASTL Six hours of electives chosen with the consent of the advisor and department chair

SLMA 6V66 Internship Adult Education Administrator (to total three hours)

SLMA 6176 Portfolio Development and Defense

Candidates seeking endorsements in the state of Arkansas must have equivalent courses in the following areas: School-Based Organizational Leadership, School Law, Instructional Leadership, and Collaborative Community Leadership. Candidates who do not have equivalent courses in these areas will be required to complete up to an additional twelve hours of coursework.

12. Courses (prefix, number, title) to be deleted as a result of this action

SLMA 6312 School-Based Organizational Leadership
SLMA 6320 School Law
SLMA 6340 Instructional Leadership in Schools
SLMA 6360 Collaborative School Leadership
SLMA 6V66 Internship Adult Education Administrator (to total three hours)
SLMA 6176 Portfolio Development and Defense

13. How will students in the deleted program be accommodated? Provide documentation of written notification to students currently enrolled in the program.

N/A

14. Indicate the amount of funds available for reallocation.

N/A

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

If requested.

President/Chancellor Approval date: 2020-01-08

Board of Trustees Notification Date: 2020-02-21

Chief Academic Officer:  Date: 2019-12-20

[UCA form updated 2017-10-18]

VIII. NOTIFICATIONS AND DELETIONS

E. Notification: Deletion of the PhD Program in Communication Sciences and Disorders

The Department of Communication Sciences and Disorders in the College of Health and Behavioral Sciences has recommended that the University of Central Arkansas withdraw from the Arkansas Consortium for the PhD in Communication Sciences and Disorders and that the university delete the PhD in Communication Sciences and Disorders.

Since 2009, UCA has received credit for only six graduates from the program. In the past two years, just one of the consortium's doctoral students has taken just one CSD doctoral seminar at UCA, and no UCA faculty are currently scheduled to teach doctoral seminars or serve on doctoral student committees. At this time, four students are enrolled in the program, and all four students have mentors on the UAMS/UA, Little Rock campus. The small number of applicants and enrollment—and the lack of UCA CSD department involvement in the enrolled doctoral students' programs of studies—has led the department to make its recommendation for deletion.

All appropriate councils and administrators have recommended approval of the recommendation.

Supporting materials (following pages): (1) UCA Curriculum Form G3-D and (2) ADHE Form LON-5. Attachments mentioned in these documents are not included here.

Graduate Program Deletion Form

Department: Communication Sciences and Disorders

Date: 08/23/2019

Check the type of program to be deleted.

- Degree program
- Certificate program
- Concentration, emphasis, option, or track in a program

REC
GRADUA
NOV 1

Bulletin title of program (brief): PhD in Communication Sciences and Disorders (consortium with UA Little Rock and UAMS)

Complete and attach ADHE form LQN-5.

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

Recommended by Department and College (action required)			
1. <u>[Signature]</u> Department Curriculum Committee	Date <u>10-28-2019</u>	2. <u>[Signature]</u> Department Chair	Date <u>10-28-2019</u>
3. <u>[Signature]</u> College Curriculum & Assessment Committee	Date <u>10/7/19</u>	4. <u>[Signature]</u> College Dean	Date <u>11/11/19</u>
Recognized by University Councils (information only)			
Is this a teacher education program or option? <u>Yes</u> <input checked="" type="checkbox"/> <u>No</u> <input type="checkbox"/>		5. Professional Education Council	
If YES, must be reviewed by the Professional Education Council.		Date	
6. <u>[Signature]</u> Graduate Council	Date <u>11/21/19</u>	7. <u>[Signature]</u> Council of Deans	Date <u>12/12/19</u>
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			
8. <u>[Signature]</u> Provost	Date <u>12/19/2019</u>	9. <u>[Signature]</u> President	Date <u>12/19/19</u>
The Office of the Provost sends all required documentation to the Board of Trustees and the AHECB.			
10. Notification to Board of Trustees		11. Notification to AHECB	
Date		Date	
Removed from the Bulletin by		Ended in Banner by	
12. Office of the Provost	Date	13. Office of the Provost	Date
Ended in Degree Works by			
14. 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.			



LETTER OF NOTIFICATION – 5

DELETION

(Certificate, Degree, Option/Emphasis/Concentration, Minor, Organizational Unit)

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

May 1, 2020

5. Title of certificate, degree program, option, minor, or organizational unit

PhD in Communication Sciences and Disorders

6. CIP code

51.0204

7. Degree code

7510

8. Reason for deletion

In the last ten years, UCA has graduated only six students from the program. In the past two years, just one of the PhD Consortium's doctoral students has taken just one CSD doctoral seminar at UCA, and no UCA faculty are currently scheduled to teach doctoral seminars or serve on doctoral student committees. At this time, there are four students enrolled in the program, and all four doctoral students have mentors on the UAMS/UA, Little Rock campus. Given the small number of applicants and enrollment—and the lack of UCA CSD Department involvement in the enrolled doctoral students' programs of studies—the UCA PhD Consortium faculty have recommended that UCA (1) dissolve its relationship with the Arkansas Consortium for the PhD in Communication Sciences and Disorders and (2) delete the PhD in Communication Sciences and Disorders from the UCA's approved programs.

9. Number of students still enrolled in program

Currently, there are four students enrolled in the program, and all four doctoral students have mentors on the UAMS/UA, Little Rock campus. Consequently, there are *no UCA students* enrolled in the program.

10. Expected graduation date of last student

N/A

11. Provide curriculum for deleted program

The Ph.D. requires a minimum of 70 semester credit hours for completion. Included in the degree requirements are the successful completion of the Candidacy Examination and Dissertation.

The curriculum is divided into the following categories and minimum requirements:

Research and Statistics–36 semester credit hours (SCH)

3 SCH Advanced Research Methods
6 SCH Research Project (variable credit)
9 SCII Statistics Sequence (3 courses)
18 SCII Dissertation

Major Area of Study–12 SCH

12 SCII Doctoral Seminars in Speech, Language, or Hearing

Minor Area of Study–6 SCH

6 SCII Doctoral Seminars in Speech, Language, or Hearing

Collateral Area of Study–6 semester credit hours

6 SCII Courses from departments outside the program

Professional Development–10 SCH

2 SCH Teaching Pedagogy
1–3 SCH Teaching Internship
2 SCH Grant Writing Pedagogy
1 SCH Grant Writing Internship
1–3 SCH Supervision Internship

The following is a listing of the UCA courses and their UCA Graduate Bulletin descriptions:

7V01 TEACHING INTERNSHIP (Variable credit: 1-6 credit hours.) This course provides doctoral students with supervised experience in academic instruction. (UAMS-ASP 61 OV; UALR-AUSP 8123-8223)

7V02 SUPERVISION INTERNSHIP (Variable credit: 1-6 credit hours.) This course provides doctoral students with supervised experience in clinical supervision/instruction. (UAMS-ASP 611V; UALR-AUSP 8111-8211)

7V03 RESEARCH PROJECT (Variable credit: 1-6 credit hours.) This course covers skills necessary to complete a proposal for research consisting of a research question, review of the literature, proposed methodology, successful IRB review, data collection, analysis of data and written report. (UAMS-ASP 604V; UALR-AUSP 8131-8631)

7110 GRANT WRITING INTERNSHIP This course involves the development, completion and submission of a grant proposal to a private or public funding agency. (UAMS-ASP 6091; UALR-AUSP 8109)

7210 GRANT WRITING PEDAGOGY This course covers strategies for identifying funding agencies appropriate for research and special programs. Techniques for writing grant proposals for both private and public funding will be emphasized. (UAMS-ASP 6052; UALR-AUSP 8205)

7220 SUPERVISION PEDAGOGY Exploration of the art and science of clinical teaching, supervision of clinical services, management of clinical programs, and instruction in communication disorders. Specific emphases will target clinical problem solving, maximizing student and client feedback, supervisory conferencing, evaluating student and client performance, clinical scheduling/record keeping, and clinical and program efficacy. (UAMS-ASP 6062; UALR-AUSP 8206)

7230 TEACHING PEDAGOGY Principles and practices of course development and teaching skills in communication sciences and disorders. Emphases on understanding and integrating course content, targeted levels of learning, specific objectives, instructional strategies, and assessment. Additional topics include: motivating students, attributes of good teaching, professional development in teaching, distance education, and team/interdisciplinary teaching. (UAMS-ASP 6072; UALR-AUSP 8207)

7300 ADVANCED RESEARCH METHODS Theory, principals and practices of research design in communication sciences and disorders. Emphases on methodology of collecting, organizing, analyzing and presenting qualitative and quantitative data. Topics will include: research questions and problems, literature and background review, research design, data organization and manipulation, scientific writing, and the publication and presentation process. (UAMS-ASP 6003; UALR-AUSP 8304)

7310 DOCTORAL SEMINAR IN HEARING The exploration of research and practice related to hearing science and hearing disorders. Course reflects recent developments in the literature and interests of participants. Topics may include: the anatomical basis of hearing science, acoustics and instrumentation, psychoacoustics, physiological acoustics, evaluation of hearing, hearing conservation, amplification, and aural habilitation and rehabilitation. May be repeated for 15 hours. (UAMS-ASP 6013; UALR-AUSP 8301)

7320 DOCTORAL SEMINAR IN LANGUAGE The exploration and evaluation of current research, practice and technology related to language development and disorders. Course reflects recent developments in the literature and specific interest of participants. Topics may include: developmental disorders, neurophysiological bases of language and communication, neurogenic cognitive-linguistic disorders, phonology, AAC, multicultural issues, gerontology. (UAMS-ASP 6033; UALR-AUSP 8303)

7321 DOCTORAL SEMINAR: COMMUNICATION DISORDERS IN

MULTICULTURAL POPULATIONS This course will engage students in discussion of multicultural and linguistics variables that must be recognized and applied in teaching, research, and clinical supervision in the field of speech-language pathology and audiology. (UAMS-ASP 6083; UALR-AUSP 8343)

7330 DOCTORAL SEMINAR IN SPEECH The exploration and evaluation of research, practice, and technology related to speech development and disorders. Course reflects recent developments in literature and interests of participants. Topics may include: motor speech disorders, speech science, physiological and neurophysiological bases of speech production, voice, dysphagia, fluency, articulation, craniofacial anomalies, gerontology, AAC, multicultural issues. May be repeated for 15 hours. (UAMS-ASP 6023; UALR-AUSP 8302)

8V50 DISSERTATION (Variable credit: 1-9 credit hours.) An original research project is completed by the student in collaboration with the dissertation advisor and committee. The student must be able to successfully complete an oral defense to the dissertation committee. Students must continue to enroll in this course until all related requirements are completed. (UAMS-ASP 700V; UALR-AUSP 9199-9999)

12. Courses (prefix, number, title) to be deleted as a result of this action

CSD 7V01 Teaching Internship
CSD 7V02 Supervision Internship
CSD 7V03 Research Project
CSD 7110 Grant Writing Internship
CSD 7210 Grant Writing Pedagogy
CSD 7220 Supervision Pedagogy
CSD 7230 Teaching Pedagogy
CSD 7300 Advanced Research Methods
CSD 7310 Doctoral Seminar in Hearing
CSD 7320 Doctoral Seminar in Language
CSD 7321 Doctoral Seminar: Communication Disorders in Multicultural Populations
CSD 7330 Doctoral Seminar in Speech
CSD 8V50 Dissertation

13. How will students in the deleted program be accommodated? Provide documentation of written notification to students currently enrolled in the program.

Since the four students enrolled in the Arkansas Consortium for the PhD in Communication Sciences and Disorders are currently enrolled solely on the UAMS campus and only the UAMS faculty are involved in teaching course work and directing the research of these students—who will complete their program of study—there is no need for UCA to accommodate the students completion of their degrees. The email in Attachment 2 was sent to the four students currently enrolled in the program; the email in Attachment 3 was sent to program faculty at UAMS.

14. Indicate the amount of funds available for reallocation.

No funds are available for reallocation.

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

If requested.

President/Chancellor Approval date: 2019-12-19

Board of Trustees Notification Date: 2020-02-21

Chief Academic Officer:  Date: 2019-12-19

[UCA form updated 2017-10-18]