

**AGENDA FOR MEETING OF BOARD OF TRUSTEES  
OF  
UNIVERSITY OF CENTRAL ARKANSAS  
AT  
3:00 P.M.  
ON  
DECEMBER 3, 2021**

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**Ms. Kay Hinkle – Chair  
Dr. Terry Fiddler – Vice Chair  
Mr. Curtis Barnett – Secretary  
Mr. Bunny Adcock  
Ms. Amy Denton  
Rev. E.C. Maltbia  
Mr. Joe Whisenhunt**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. MINUTES**

**IV. INTRODUCTIONS**

- Miss UCA Nia Kelley

**V. REPORTS**

**A. President's Report**

- Bear C.L.A.W.S. (Celebrating the Lofty Achievements of our Wonderful Students)
- President's Update

**B. 2022 Board Meeting Dates**

- February 18
- May 26
- August 12
- October 7
- December 2

**C. Audit and Finance Committee**

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

- **Ms. Nadia Eslinger, Staff Senate President**
- **Ms. Mya Hall, Student Government Association President**
- **Professor Amber Wilson, Faculty Senate President**

**VII. ACTION AGENDA**

**A. Resolution of Appreciation – Joe Whisenhunt**

**B. Property Acquisition – 110 Baridon Street, Conway, Arkansas**

**C. Contract Review Procedures – Board Policy No. 416**

- 1. To be determined (Christian Cafeteria generator)**

**D. Revisions to Board Policies**

**E. October Revised Base Operating Budget**

**F. Certification of Sufficient Appropriations, Fund Balances, and Cash on Hand**

**G. Board Elections**

- 1. 2022 Officers**
- 2. Strategic Planning Committee – election of one board member for 2022**
- 3. Audit and Finance Committee – Board Policy No. 213 – election of one board member for 2022**
- 4. Foundation Board – election of one board member for 2022**

**VIII. NOTIFICATIONS/DELETIONS**

**A. Notification: Change Title and CIP Code of the BBA in Business Administration**

**B. Notification: Deletion of the BA in Interdisciplinary Liberal Studies**

**IX. NEW BUSINESS**

**X. EXECUTIVE SESSION**

**XI. OPEN SESSION**

**XII. ADJOURNMENT**

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### **III. MINUTES**

Minutes of the October 8, 2021, board meeting, which can be found on UCA's website, were distributed to board members for review prior to the December 3, 2021, board meeting.

## **VII. ACTION AGENDA**

### **A. Resolution of Appreciation – Joe Whisenhunt**

#### **RESOLUTION OF APPRECIATION**

WHEREAS, Joe Whisenhunt 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 February 2015 for a term of seven years; and

WHEREAS, Mr. Whisenhunt served as chair of the Board of Trustees in 2018; and

WHEREAS, during his term as chair of the Board, the university made significant progress by (a) advancing the Steinway Initiative, (b) completing the renovation of Hughes Hall, (c) beginning construction on the Dave Ward Drive pedestrian bridge overpass, (d) beginning the renovation of Conway Hall, (e) approving the construction of the Integrated Health Sciences Building, (f) approving the renovation of State and Carmichael Halls, and (g) beginning an information technology refresh; and

WHEREAS, during his time on the Board of Trustees, Mr. Whisenhunt 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) completing construction of the Conway Corporation Center for Sciences, (d) receiving notification that the Higher Learning Commission continued the accreditation of the university, (e) holding the investiture of Dr. Houston Davis as the 11<sup>th</sup> President of UCA, (f) completing construction of the Integrated Health Sciences Building, (g) completing construction of Greek Village Phase I and Phase II, (h) beginning 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 Joe Whisenhunt for his 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.

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Kay Hinkle  
Chair

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Curtis Barnett  
Secretary

## VII. ACTION AGENDA

### **B. Property Acquisition – 110 Baridon Street, Conway, Arkansas**

DT&D Rentals, LLC, owns the house located at 110 Baridon Street, which is on the east side of Baridon Street between South Boulevard and Robins Street. The house was built in the 1960s and is approximately 1,525 square feet.

This property is in a prime location on Baridon Street. The university owns two properties to the north (120 and 128 Baridon Street) and the five duplexes on the west side of Baridon Street. The university also owns the paved parking lot at the southwest corner of the South Boulevard and Baridon Street intersection. The house initially will be used for staff housing or office space.

The university has signed an offer and acceptance with the owner for \$130,000. The agreement requires that the closing occur by December 15, 2021. 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 DT&D Rentals, LLC, for the sale and purchase of a house with a street address of 110 Baridon Street, Conway, Arkansas, for the sum of \$130,000, 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.”**

## VII. ACTION AGENDA

### C. 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 contract with the following company/organization:

1. To be determined

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 contract with the company/organization 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

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**1. Vendor/Party:** To be determined.

**Amount:** \$750,000.

**Summary of Contract Information:** The university plans to purchase and install an emergency standby generator for the Christian Cafeteria. The university has issued an invitation for bids, and the bids will be opened on December 2, 2021. The emergency standby generator will allow the cafeteria to continue operations in the event of a general interruption in electrical service to campus.

**Term:** Approximately one year.

## VII. ACTION AGENDA

### **D. Revisions to Board Policies**

The administration has reviewed various board policies and identified changes that are primarily intended to clarify and update each policy. The language to be deleted is stricken through, and language to be added is highlighted.

The proposed changes to each policy are summarized as follows:

Policy 425, Record Retention, has been revised to remove the requirement that record destruction must occur in March of each year. The change allows the director of the physical plant to schedule the destruction multiple times during the year.

Policy 635, Fees – International Engagement, has been revised to reflect the name change to Center for Global Learning and Engagement. The phrase “study abroad” has been changed to “education abroad”, and the student exchange course fee adopted in May 2021 has been incorporated into the policy.

Various Board Policies, the administration is seeking approval to administratively change titles used in various board policies. Numerous policies use inconsistent terminology to refer to the Provost and Executive Vice President, Vice President for Finance and Administration, and the Vice President for Student Affairs. For example, the Vice President for Student Services was recently renamed the Vice President for Student Affairs. In order to avoid frequently changing numerous policies, the administration proposes using more general terminology used by the Higher Learning Commission and the Arkansas Department of Higher Education. The titles Chief Academic Officer, Chief Financial Officer, and Chief Student Affairs Officer will replace the various titles used in board policies.

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

**“BE IT RESOLVED: That the Board of Trustees approves the following revisions to the board policies set forth above and as attached to this resolution, and the changes set forth shall be effective from and after this date.”**

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

Policy Number: 425

Subject: Record Retention

Date Adopted: 02/13 Revised: 08/13, 12/21

**Purpose:**

This policy sets forth the procedures for the retention and destruction of university records. Records must be retained in order to comply with state and federal laws and protect the history of the university. Records must be destroyed so that the university may optimize space, minimize costs, and eliminate outdated and unnecessary information.

**Application:**

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

**Record Retention Schedule:**

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

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

**Record Destruction:**

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

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 635

Subject: Fees – ~~International~~ Center for Global Learning and Engagement

Date Adopted: See Below Revised: See Below, 02/13, 5/20, 5/21

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**Student Activity/Administration Fee - Adopted 5/91; Revised 3/94, 8/98, 5/99, 5/06, 07/08**

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

This provision will be effective with the spring 2009 semester.

**Student Health Insurance Fee – Adopted 12/92; Revised 03/94, 08/98**

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

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

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

This provision will be effective July 1, 2006.

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

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

**~~Study~~ Education Abroad Administration Fee - Adopted 12/95; Revised 5/20**

All students participating in ~~Study~~ Education Abroad Programs sponsored by UCA will be charged an ~~study-education~~ abroad administration fee of (1) \$75.00 for faculty-led short term or immersion programs and (2) \$200 for semester exchange or direct enroll programs.

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

~~International~~ The Center for Global Learning and Engagement may establish appropriate fees to be assessed on a cost-recovery basis for services provided to participants in programs sponsored by the ~~International~~ Center for Global Learning and Engagement office-based on estimated or

anticipated costs for the services including administrative costs. The charges may be assessed in addition to the normal registration and fees assessed for participation in such programs. The fees will be approved by the appropriate vice president based on a budget submitted by the International Center for Global Learning and Engagement office.

### **National Student Exchange Course Fee – Adopted 5/21**

The National Student Exchange Course Fee supports programming for incoming exchange students from other institutions and for UCA students who participate in exchanges at other institutions.

## **VII. ACTION AGENDA**

### **E. October Revised Base Operating Budget**

This agenda item revises the FY 2021-22 original base operating budget approved at the May 2021 meeting of the Board of Trustees. The October revised budget includes all permanent adjustments made through October 31, 2021. The total budget increased \$164,251.

#### **Revenue budget increased by \$164,251**

The increase of \$1,667,636 is from the Education Excellence Trust Fund (EETF) and the previously unbudgeted category C funding from State Appropriations. An additional increase includes private funding in auxiliaries of \$54,120. The tuition revenue budget was lowered to match actual tuition realized, which was a decrease of \$1,557,505.

#### **Expense budget increased by \$164,251**

The auxiliary units utilized private funds and reallocated budgeted sources to provide for a new position, position adjustments, and extra help. The remaining \$110,131 is the net increase of adjusting the E&G reserve account for the increase of State Appropriations and the decrease in budgeted tuition.

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

**“BE IT RESOLVED: That the Board of Trustees approves the 2021-22 October Revised Base Operating Budget in the amount of \$193,295,072.”**

**University of Central Arkansas**  
**October Revised FY22**  
**October Revised FY22 Compared to Original**

		<b>FY22 July Original</b>	<b>FY22 October Revised</b>	<b>Dollar Change</b>	<b>% Change</b>	<b>% of Budget</b>
1	Tuition & Fees	85,642,456	84,084,951	(1,557,505)	-1.82%	43.50%
2	State Appropriations	60,756,666	62,424,302	1,667,636	2.74%	32.30%
3	Sales & Services	361,500	361,500	-	0.00%	0.19%
4	Organized Activities	158,397	158,397	-	0.00%	0.08%
5	Grants & Contracts	193,470	193,470	-	0.00%	0.10%
6	Other Sources	1,206,015	1,206,015	-	0.00%	0.62%
7	<b>Total E&amp;G Revenue</b>	148,318,504	148,428,635	110,131	0.07%	76.79%
8	<b>Auxiliary Income</b>	44,812,317	44,866,437	54,120	0.12%	23.21%
9	<b>Total Income</b>	<b>193,130,821</b>	<b>193,295,072</b>	<b>164,251</b>	<b>0.09%</b>	<b>100.00%</b>
10	Salaries & Wages	82,882,958	83,045,028	162,070	0.20%	42.96%
11	Benefits	25,521,040	25,571,462	50,422	0.20%	13.23%
12	M&O	31,977,129	32,087,260	110,131	0.34%	16.60%
13	Scholarships & Waivers	29,879,047	29,826,247	(52,800)	-0.18%	15.42%
14	Purchased Utilities	5,729,051	5,729,051	-	0.00%	2.96%
15	Debt Service	16,063,425	16,063,425	-	0.00%	8.31%
16	Transfers	1,078,171	972,599	(105,572)	-9.79%	0.50%
17	<b>Total Expenditures</b>	<b>193,130,821</b>	<b>193,295,072</b>	<b>164,251</b>	<b>0.09%</b>	<b>100.00%</b>

## **VII. ACTION AGENDA**

### **F. Certification of Sufficient Appropriations, Fund Balances, and Cash on Hand**

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, fund balances, and cash on hand 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 ensure that sufficient appropriations, fund balances, and cash on hand are available to pay all future obligations of the institution when obligations become due.”**



**CERTIFICATION OF SUFFICIENT  
APPROPRIATIONS, FUND BALANCES, AND CASH ON HAND  
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, 2021, 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. The number of days of cash on hand as of June 30, 2021, is 150.3.

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.

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**Kay Hinkle, Chair**  
**University of Central Arkansas Board of Trustees**

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**Date**

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

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**Date**

## **VII. ACTION AGENDA**

### **G. Board Elections**

#### **1. 2022 Officers**

#### **2. Strategic Planning Committee – (election of one board member for 2022)**

The Strategic Planning Committee’s membership requires one trustee be elected by the board to serve a one-year term on the committee.

**“BE IT RESOLVED: That \_\_\_\_\_ is hereby appointed to serve on the Strategic Planning Committee through December 2022.”**

#### **3. Audit and Finance Committee - Board Policy No. 213 (election of one board member for 2022)**

Board Policy No. 213 established an Audit and Finance Committee of the Board of Trustees.

The Audit and Finance Committee is composed of three members of the board. Under the board policy, the UCA Office of Internal Audit reports directly to the Audit and Finance Committee, and then to the UCA Board of Trustees.

Pursuant to Board Policy No. 213, the Board of Trustees is to select one board member to serve a one-year term on the Audit and Finance Committee.

The other appointments to the Audit and Finance Committee are (a) the board appointment made in January of the applicable year by the Governor of the State of Arkansas to a seven-year term on the Board of Trustees and such person shall serve a two-year term on the Audit and Finance Committee and (b) the continuing member from the prior year.

Currently, Amy Denton is serving because of her February 2021 appointment to the board and will continue through 2022; Curtis Barnett is the chair of the Audit and Finance Committee and is serving his second year; and Terry Fiddler was elected as the board’s appointee for 2021.

The policy also provides that any elections by the Board of Trustees shall occur at the last board meeting of each calendar year with such persons taking office on the first day of the following calendar year.

It is necessary for the board to select one of its members to serve on the Audit and Finance Committee for 2022. The other two members of the Audit and Finance Committee for 2022 will be (a) Amy Denton, who will serve a second year and (b)

the trustee appointed by the Governor of Arkansas in January 2022 for a seven-year term.

**“BE IT RESOLVED: That \_\_\_\_\_ is hereby elected to serve as a member of the Audit and Finance Committee for calendar year 2022.”**

**4. Foundation Board – (election of one board member for 2022)**

The University of Central Arkansas Foundation, Inc. bylaws require one trustee be designated by the board to serve a one-year term on the Foundation’s Board of Directors.

**“BE IT RESOLVED: That the Board of Trustees hereby appoints \_\_\_\_\_ to serve on the UCA Foundation Board of Directors through December 2022.”**

## **VIII. NOTIFICATIONS/DELETIONS**

### **A. Notification: Change Title and CIP Code of the BBA in Business Administration**

The College of Business and its Department of Computer Information Systems and Analytics have requested two closely related changes to the BBA in Business Administration: a change in the title of the program and in the program's Classification of Instructional Programs (CIP) code. The new title of this BBA program will be General Business, aligning the program's title with long-time practice within the College of Business and with the purposes and curriculum of the program, an alignment reinforced by the new CIP code. These changes do not entail changes to the program's current curriculum or delivery.

All appropriate university councils and administrators have recommended adoption of this change.

Supporting materials (following pages): (1) UCA Curriculum Form U2-A and (2) ADHE Attachments A and B

**Undergraduate Curriculum Change: Action Item**

Department/program/concentration: MIS / General Business

Date: 2-23-2021

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: \_\_\_\_\_ Remove: \_\_\_\_\_ 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 Catalog Inventory at <http://uca.edu/go/reg-finfo> 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 U2-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): Change name of undergraduate major and minor to General Business (formerly BBA-Business Administration)

\*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. [Signature] 3/17/21 2. [Signature] 3/17/21  
Department Curriculum Committee Date Department Chair Date
3. [Signature] 4/16/21 4. [Signature] 4/29/2021  
College Curriculum & Assessment Committee Date College Dean 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.

**Recommended by University Councils**Does the change affect a teacher education program? No

If YES, must be reviewed by the Professional Education Council:

Does the change affect the UCA Core? No

If YES, must be reviewed by the UCA Core Council:

5. [Signature] 10-7-21 6. [Signature] 11-3-21  
Professional Education Council Date UCA Core Council Date
7. [Signature] 10-7-21 8. [Signature] 11-3-21  
Undergraduate Council Date Council of Deans Date

**Approved by**

9. [Signature] 11/4/2021  
Provost Date

**Recorded in the Bulletin by**

10. \_\_\_\_\_  
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**

11. \_\_\_\_\_  
Office of the Provost Date

**Recorded in Degree Works by**

12. \_\_\_\_\_  
Office of the Registrar Date

The Office of the Provost retains the signed original and sends a copy to the originating department.

**Title Change: Existing Certificate / Degree / Organizational Unit**

(No change in curriculum or organizational structure)

**1. Proposed effective term/date**

May 2022

**2. Current title of degree/certificate/unit**

BBA, Business Administration

**3. Proposed title of degree/certificate/unit**

BBA, General Business

**4. Codes**

Degree/certificate CIP code: 52.0101 (currently 51.0201; see CIP code change attachment)

Degree/certificate Degree code: 1920

Unit Department code: N/A

**5. Reason/justification for proposed action**

The proposed title, General Business, better represents the intent of the curriculum and deployment of the program than does its current title, Business Administration. (See also the CIP code change attachment.) This rationale is supported by the *Undergraduate Bulletin's* introduction to the program, its curriculum, and its intent:

The General Business major is designed for students who are interested in the varied aspects of business and organizations and wish to sample three or more different areas of study. The program is designed for students who wish a broader business perspective than that provided by a single business department. This is an interdisciplinary business major that requires students take upper-division courses from at least three of the seven business disciplines in the College of Business. Students who major in General Business have a broad knowledge base of the entire business organization, without specializing in one area. Majors are frequently interested in smaller organizations or managing their own business. (See <https://uca.edu/ubulletin/colleges-departments/cb/cisa/>.)

## **CIP Code Change Request: Existing Certificate / Degree**

Link to CIP system web site: <http://nces.ed.gov/ipeds/cipcode/Default.aspx?v=56> Consult with the Office of the Provost before initiating a request for a CIP code change.

### **1. Proposed effective term**

May 2022

### **2. Program title and degree code to which the proposed CIP code will be assigned**

(Program title includes the degree/certificate abbreviation: e.g., BS, History.)

Program title: BBA, General Business (currently Business Administration; see title change attachment)

Degree code: 1920

### **3. Current CIP code and definition (from CIP system)**

CIP code: 52.0201 (CIP system title: Business Administration and Management, General)

Definition: A program that generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization. Includes instruction in management theory, human resources management and behavior, accounting and other quantitative methods, purchasing and logistics, organization and production, marketing, and business decision-making.

### **5. Proposed CIP code and definition (from CIP system)**

CIP code: 52.0101 (CIP system title: Business/Commerce, General)

Definition: A program that focuses on the general study of business, including the processes of interchanging goods and services (buying, selling and producing), business organization, and accounting as used in profit-making and nonprofit public and private institutions and agencies. The programs may prepare individuals to apply business principles and techniques in various occupational settings.

### **6. Reason/justification for CIP code change**

The program name General Business and the CIP code 52.0101 accurately reflect the curriculum and deployment of this program. This point is specified in the *Undergraduate Bulletin's* introduction to the program, its curriculum, and its intent:

The General Business major is designed for students who are interested in the varied aspects of business and organizations and wish to sample three or more different areas of study. The program is designed for students who wish a broader business perspective than that provided by a single business department. This is an interdisciplinary business major that requires students take upper-division courses from at least three of the seven business disciplines in the College of Business. Students who major in General Business have a broad knowledge base of the entire business organization, without specializing in one area. Majors are frequently interested in smaller organizations or managing their own business. (See <https://uca.edu/ubulletin/colleges-departments/cb/cisa/>.)

## **VIII. NOTIFICATIONS/DELETIONS**

### **B. Notification: Deletion of the BA in Interdisciplinary Liberal Studies**

Citing low enrollment and low rates of completion in the program, the Department of English in the College of Arts, Humanities, and Social Sciences has proposed the deletion of the Bachelor of Arts (BA) in Interdisciplinary Liberal Studies. Approved in 2008 and effective in 2009, the program has had no students complete the program in the last five years, and no students are enrolled in the program at this time.

All appropriate university councils and administrators have recommended adoption of this change.

Supporting materials (following pages): (1) UCA Curriculum Form U3-D and (2) ADHE Attachment E1



**Undergraduate Program Deletion Form**Department: Department of EnglishDate: 3/17/21**Check the type of program to be deleted.**

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

Bulletin title of program (brief): BA, Interdisciplinary Liberal Studies

Complete and attach ADHE form LON-5.

Are any of the prerequisites or requirements of the program to be deleted offered by another department? Yes

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

<b>Recommended by Department and College (action required)</b>			
1. <u>Lori Lenz</u> <u>3/18/21</u> Department Curriculum Committee Date	2. <u>[Signature]</u> <u>3/17/21</u> Department Chair Date		
3. <u>Mark Mullenbach</u> <u>4/2/2021</u> College Curriculum & Assessment Committee Date	4. <u>[Signature]</u> <u>3/17/21</u> College Dean Date		
<b>Recognized by University Councils (information only)</b>			
Is this a teacher education program or option? <u>No</u>		5. _____ Professional Education Council Date	
If YES, must be reviewed by the Professional Education Council.			
6. <u>[Signature]</u> <u>10-7-21</u> Undergraduate Council Date	7. <u>[Signature]</u> <u>11-3-21</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.			
<b>Approved by</b>			
8. <u>[Signature]</u> <u>11/4/2021</u> Provost Date	9. <u>[Signature]</u> <u>11/4/21</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	
The Office of the Provost retains the original and sends a copy to the Office of the Registrar for changes in Degree Works.		<b>Removed from Bulletin by</b>	
		12. _____ Office of the Provost Date	
<b>Ended in Banner by</b>		<b>Ended in Degree Works by</b>	
13. _____ Office of the Provost Date		14. _____ Office of the Registrar Date	
The Registrar returns the copy, signed, to the Office of the Provost. The Office of the Provost sends a copy to the originating department.			

## **Deletion: Degree/Certificate Program**

### **1. Proposed effective term/date**

May 15, 2022

### **2. Title of degree/certificate program**

BA, Interdisciplinary Liberal Studies

### **3. Codes**

Degree/certificate CIP code: 24.0101

Degree/certificate Degree code: 5240

### **4. Reason for deletion**

Low program enrollment and completion

### **5. Number of students still enrolled in program**

None

### **6. Expected graduation date of last student**

N/A

### **7. Provide curriculum for deleted program**

The following is from the UCA Undergraduate Bulletin (<https://uca.edu/ubulletin2020/programs-by-program/interdisciplinary/ils/>):

[4] Major in Interdisciplinary Liberal Studies (48-51 hours)

[4.1] Interdisciplinary Liberal Studies Foundation (21 hours)

Choose three hours from:

GEOG 3380 Geography of Arkansas

GEOG 4390 Historical Geography of the U.S.

GEOG 3315 Geography of Latin America

GEOG 3345 Geography of China and East Asia

Plus:

HIST 2320 Introduction to Historical Research

ILS 3380 History and Principles of the Liberal Arts [UD UCA Core: I, R]

PHIL 2310 Introduction to Logic

PSCI 2300 Introduction to International Relations or

PSCI 2320 Introduction to Comparative Politics

Choose 3 hours from the following:

(Note: If a WLAN course is taken as a UCA Core course, then ENGL should be taken in this category.)

ENGL 2312 American Literature I  
ENGL 2313 American Literature II  
ENGL 2316 English Literature I  
ENGL 2317 English Literature II  
ENGL 2318 English Literature III  
WLAN 2315 Cultural Studies  
WLAN 2325 Issues of Cultural Identity  
WLAN 2350 World Languages or a 2320 or higher foreign language course

Choose 3 hours from the following:

SOC 2325 Social Problems  
SOC 2360 Self and Society  
ANTH 2300 Peoples and Cultures  
RELG 2300 Religion in the United States

**[4.2] Interdisciplinary Liberal Studies Concentrations (27-30 hours)**

Students will work with their faculty advisor to fulfill one of two focuses or concentrations. In the first option a student pursues one of the college's interdisciplinary minors with additional courses as determined by a faculty advisor; these areas currently include Anthropology, Asian Studies, Chinese, Gender Studies, German, Latin American and Latino Studies, or Southern & Arkansas Studies. In the second option a student pursues an interdisciplinary course of study designed in consultation with a faculty advisor. In this case, the course of study must involve at least three disciplines of study and at least two must be in the College of Liberal Arts.

All students must complete the capstone course ILS 4380 [UD UCA Core: Z] with their faculty advisor in which they produce a final paper or project that synthesizes their course of study. This course will serve as the required UCA Core Capstone course.

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

ILS 3380 History and Principles of the Liberal Arts  
ILS 4380 Senior Interdisciplinary Liberal Studies Capstone Project

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

N/A (no students enrolled)

**10. Indicate the amount of funds available for reallocation.**

None.