

**MEETING OF THE BOARD OF TRUSTEES
UNIVERSITY OF CENTRAL ARKANSAS
DECEMBER 1, 2023
10:00 A.M.**

**Mr. Curtis Barnett – Chair
Ms. Amy Denton – Vice Chair
Dr. Michael Stanton – Secretary
Dr. Terry Fiddler
Ms. Kay Hinkle
Rev. E.C. Maltbia
Mr. Jim Rankin, Jr.**

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES

IV. INTRODUCTIONS

- **Miss UCA 2024 Kennedy Holland**

V. REPORTS

A. President's Report

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

B. 2024 Board Meeting Dates

- **February 16**
- **May 21**
- **August 9**
- **October 4**
- **December 6**

C. Audit and Finance Committee

D. UCA Commitment

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

- **Dr. Vaughn Scribner, Faculty Senate President**
- **Ms. Jenny Ruud, Staff Senate President**
- **Mr. Colby Wilson, Student Government Association President**

VII. ACTION AGENDA

A. Resolution of Appreciation – E.C. Maltbia

B. October Revised Base Operating Budget

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

D. Contract Review Procedures – Board Policy No. 416

- 1. IK Network Solutions**
- 2. Central Flying Service, LLC**

E. Board Elections

- 1. 2024 Officers**
- 2. Strategic Planning Committee – election of one board member for 2024**
- 3. Audit and Finance Committee – Board Policy No. 213 – election of one board member for 2024**
- 4. Foundation Board – election of one board member for 2024**
- 5. Diversity Advisory Committee – Board Policy No. 525 – election of one board member for 2024 and one administrator for the 2024 and 2025 calendar years**

VIII. NOTIFICATIONS/DELETIONS

A. Notification: Inactivation of the BA in African and African American Studies

B. Notification: New Undergraduate Minor in Mathematics Education

C. Notification: Conversion of the Technical Certificate in Accounting to Online Delivery

D. Notification: Curriculum Revision and Title Change to the Master of Science in Instructional Technology Multimedia Design and Development Concentration and Graduate Certificate

IX. NEW BUSINESS

X. EXECUTIVE SESSION

XI. OPEN SESSION

XII. ADJOURNMENT

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III. MINUTES

Minutes of the October 6, 2023, board meeting, which can be found on UCA's website, were distributed to board members for review prior to the December 1, 2023, board meeting.

VII. ACTION AGENDA

A. Resolution of Appreciation – E.C. Maltbia

RESOLUTION OF APPRECIATION

WHEREAS, E.C. Maltbia 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 2017 for a term of seven years; and

WHEREAS Reverend Maltbia served as chair of the Board of Trustees in 2020; and

WHEREAS, during his term as chair of the Board, the university made significant progress by (a) completing the construction of the Lewis Science Center Annex, (b) completing the renovation of State Hall, (c) completing construction on Greek Village Phase II, (d) beginning and completing the construction of the Bear Village Storm Shelter, (e) beginning and completing the renovation of Carmichael Hall, (f) beginning and completing the addition to Buffalo Alumni Hall, (g) beginning construction on the Windgate Center for Fine and Performing Arts, and (h) receiving positive Economic Impact Study results; and

WHEREAS Rev. Maltbia led the university during the onset of the worldwide novel coronavirus pandemic, and because of his leadership, the university had a very successful year during his term as chair; and

WHEREAS, during his time on the Board of Trustees, Rev. Maltbia served with honor and attended many university events and functions, and the university achieved important accomplishments, including: (a) completing construction of the Integrated Health Sciences Building, (b) completing construction of the Dave Ward Drive pedestrian bridge overpass, (c) completing construction on the Windgate Center for Fine and Performing Arts, (d) completing renovation of Hughes Hall, Conway Hall, Doyne Health Science Building, and the Student Success and Veterans Resource Center, (e) beginning renovation of McAlister Hall, Schichtl Building, and Snow Fine Arts Center, (f) approving renovation of Burdick Building, (g) dedicating the Ronnie Williams Student Center, (h) announcing UCA Commitment initiative, (i) announcing a move to the Atlantic Sun athletic conference, and (j) concluding the comprehensive capital campaign UCA Now: Impact Arkansas and Beyond one year early and above goal; 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 E.C. Maltbia 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.

Curtis Barnett
Chair

Michael Stanton
Secretary

VII. ACTION AGENDA

B. October Revised Base Operating Budget

This agenda item revises the FY 2023-24 original base operating budget approved at the May 25, 2023, meeting of the Board of Trustees. The October revised budget includes all permanent adjustments made through October 31, 2023. The total budget increased \$570,391.

Revenue budget increased by \$570,391

The increase of \$570,391 is from the Education Excellence Trust Fund (EETF).

Expense budget increased by \$570,391

The additional funding combined with cost savings due to the removal of Short-Denney Hall is sufficient to allow for the necessary increases in Salaries and Benefits. The changes support necessary position upgrades in critical areas and the increase in hourly wages.

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

“BE IT RESOLVED: That the Board of Trustees approves the FY 2023-24 October Revised Base Operating Budget in the amount of \$195,175,050.”

University of Central Arkansas
October Revised FY24
October Revised FY24 Compared to Original

		FY24 July Original	FY24 October Revised	Dollar Change	% Change	% of Budget
1	Tuition & Fees	81,713,330	81,713,330	-	0.00%	41.87%
2	State Appropriations	63,731,236	64,301,627	570,391	0.89%	32.95%
3	Sales & Services	372,340	372,340	-	0.00%	0.19%
4	Organized Activities	163,313	163,313	-	0.00%	0.08%
5	Grants & Contracts	156,173	156,173	-	0.00%	0.08%
6	Other Sources	2,160,660	2,160,660	-	0.00%	1.11%
7	Total E&G Revenue	148,297,052	148,867,443	570,391	0.38%	76.27%
8	Auxiliary Income	46,307,607	46,307,607	0	0.00%	23.73%
9	Total Income	194,604,659	195,175,050	570,391	0.29%	100.00%
10	Salaries & Wages	83,021,930	83,648,370	626,440	0.75%	42.86%
11	Benefits	25,616,208	25,810,949	194,741	0.76%	13.22%
12	M&O	31,535,813	31,442,951	(92,862)	-0.29%	16.11%
13	Scholarships & Waivers	29,375,192	29,375,192	-	0.00%	15.05%
14	Purchased Utilities	6,177,100	6,052,100	(125,000)	-2.02%	3.10%
15	Debt Service	16,234,528	16,234,528	-	0.00%	8.32%
16	Transfers	2,643,888	2,610,960	(32,928)	-1.25%	1.34%
17	Total Expenditures	194,604,659	195,175,050	570,391	0.29%	100.00%

VII. ACTION AGENDA

C. 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, 2023, 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, 2023, is 148.8.

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.

**Curtis Barnett, Chair
University of Central Arkansas Board of Trustees**

Date

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

Date

VII. ACTION AGENDA

D. 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 \$500,000.

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

1. IK Network Solutions
2. Central Flying Service, 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 contract 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 \$500,000

1. Vendor/Party: IK Network Solutions

Amount: Estimated at \$900,000 for the three-year period.

Summary of Contract Information: This is a renewal of an existing contract for maintenance of information technology infrastructure that was purchased as part of the IT refresh approved in December 2018.

Term: January 2024 to December 2026.

2. Vendor/Party: Central Flying Service, LLC

Amount: Estimated at \$900,000 per year when all licenses and ratings are being offered. The actual amount paid to Central Flying Service will be determined by the number of students and hours required for each student to obtain licensure. The costs of the ground school, flight time, and equipment will be paid with funds received from students enrolled in the flight school.

Summary of Contract Information: This is a contract to operate a flight school through the Division of Outreach and Community Engagement. Central Flying Service will operate the school at the Conway Municipal Airport at Cantrell Field.

Term: January 1, 2024, to December 31, 2026, unless either party provides 90 days written notice of cancellation to the other party. The contract may be extended for up to four additional years.

VII. ACTION AGENDA

E. Board Elections

1. 2024 Officers

2. Strategic Planning Committee – (election of one board member for 2024)

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 2024.”

3. Audit and Finance Committee - Board Policy No. 213 (election of one board member for 2024)

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, Jim Rankin, Jr. is serving because of his January 2023 appointment to the board and will continue through 2024; Michael Stanton is the chair of the Audit and Finance Committee and is serving his second year; and Amy Denton was elected as the board’s appointee for 2023.

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 2024. The other two members of the Audit and Finance Committee for 2024 will be (a) Jim Rankin, Jr., who will serve a second year and (b)

the trustee appointed by the Governor of Arkansas in January 2024 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 2024.”

4. Foundation Board – (election of one board member for 2024)

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 2024.”

5. Diversity Advisory Committee – Board Policy No. 525 – (election of one board member for 2024 and one administrator for the 2024 and 2025 calendar years)

Board Policy No. 525 establishes the Diversity Advisory Committee in order to carry out the diversity language in the university mission statement.

Pursuant to the board policy, the Board of Trustees must make three appointments to the committee. They are as follows:

- One member of the university’s Board of Trustees; and
- Two persons, at least one of whom shall be a person holding an administrative position at the university.

Amy Denton and Robin Williamson are the members whose appointments have expired, so the board must make two appointments at this time. Amy Denton was appointed in 2022 to a one-year term as the member of the board but served in fall 2023 to allow for a calendar year adjustment to the appointment schedule, and Robin Williamson was appointed in 2021 to serve a two-year term. Shawanna Rodgers was appointed in 2022 to serve a two-year term that does not expire until 2024.

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

“BE IT RESOLVED: That _____, a member of the Board of Trustees, is hereby appointed to serve for a one-year term and that _____ is hereby

appointed to serve for a two-year term (2024 and 2025 calendar years) on the Diversity Advisory Committee.”

VIII. NOTIFICATIONS/DELETIONS

A. Notification: Inactivation of the BA in African and African American Studies

Due to a lack of viable enrollment, the Bachelor of Arts in African and African American Studies (AAAS) is being inactivated. Over the past five years, a total of eight students have earned a Bachelor of Arts degree with the AAAS as their first or second major. As a result, the program has been unable to meet viability standards (an average of six graduates over a three-year period) set by the Arkansas Higher Education Coordinating Board in accordance with Arkansas Code §6-61-214. The Department of History at UCA intends to reactivate the major within five years following a full review and revision of the purpose, goals, and curriculum of the program. If not reactivated prior to January 2029, the AAAS major will be deleted. The major is not accepting new students and there are currently no declared AAAS majors.

A memorandum from the Department of History to the Provost requesting the inactivation of the AAAS degree is attached. The Dean of the College of Arts, Humanities, and Social Sciences has recommended approval, and the Provost and President approve of the inactivation.

VIII. NOTIFICATIONS/DELETIONS

B. Notification: New Undergraduate Minor in Mathematics Education

The new minor in Mathematics Education replaces the STEMteach minor for students majoring in Mathematics. The STEMteach minor, which served as the vehicle for students seeking a STEM degree that leads to teacher licensure, was deleted, partly because the program resulted in less-than-desirable enrollment. Arkansas has a critical need for highly qualified certified math educators, so this new minor will create a pathway for those students to continue toward mathematics teacher licensure in absence of the STEMteach program. All the courses currently exist within the teacher education program, so no new courses need to be added.

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

Supporting materials (following pages): (1) UCA Curriculum Form U-3, (2) Curriculum Outline

New Undergraduate Program Transmittal Form

Department: College of Education/Teaching & LearningDate: September 13, 2023

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: Math Education

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 Attachment K and Curriculum Attachment D.*)
- ☐ New certificate program (Attach ADHE Attachment G1 or G2, 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 Attachment I1 and Curriculum Attachment D.)
- ☒ New minor program (Attach ADHE Attachment I2.)

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

Recommended by Department and College			
1. <u>Rachelle Miller</u>	<u>09/26/23</u>	2. <u>Deborah Dailey</u>	<u>09/26/23</u>
Department Curriculum Committee	Date	Department Chair	Date
3. <u>Michael Mills</u>	<u>09/27/23</u>	4. <u>Victoria Groves-Scott</u>	<u>09/27/23</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>Yes</u>			
If YES, it must be reviewed by the Professional Education Council.			
5. <u>Victoria Groves-Scott</u>	<u>09/27/23</u>	6. <u>[Signature]</u>	<u>11-2-23</u>
Professional Education Council	Date	Undergraduate Council	Date
7. <u>April Shure</u>	<u>11-8-23</u>		
Council of Deans	Date		
Approved by			
8. <u>[Signature]</u>	<u>11/08/23</u>	9. <u>[Signature]</u>	<u>11/9/23</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)	<u>NA</u>	11. Notification to or Approval by Board of Trustees (as required)	<u>12-1-23</u>
	Date		Date
12. Notification to or Approval by AHECB (as required)	<u>1-26-24</u>	Recorded in Bulletin by	
	Date		
		13. <u>A. Maney</u>	<u>11.9.23</u>
		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		Office of the Registrar	
The Registrar returns the signed copy to the Office of the Provost. The Office of the Provost sends a copy to the originating department.			

Required Courses (16-17 hours) from the following or approved by department chair:

EDUC 1300 Education as a Profession

EDUC 3322 Diverse Learners in Inclusive Settings

MSIT 3310 Learning and Development

MSIT 4305 Classroom Management

EDUC 4210 Integration of Technology in Teaching and Learning

MATH 4200 Introduction to Ed Testing and Assessment in Math OR MSIT 4321 Classroom Assessment

VIII. NOTIFICATIONS/DELETIONS

C. Notification: Conversion of the Technical Certificate in Accounting to Online Delivery

UCA will offer the Technical Certificate in Accounting (TCA) fully online. The majority of learners interested in the TCA are post-baccalaureate students who are seeking a career change (i.e., currently working adults) and will either use the TCA as progress toward employment, CPA eligibility, or prerequisites for the Master of Accountancy program. These learners often do not have the ability to leave their daily jobs to attend classes in person and are only able to pursue accounting online.

All of the TCA courses are part of the Bachelor of Business Administration with a major in Accounting, a program which is already available fully online. Therefore, the TCA can be completed fully online if learners select all online sections of the courses. The TCA program (and BBA-Accounting) also remain available as a traditional (on-site) program, or learners can select a combination of traditional and online courses to complete the TCA.

Supporting materials (following pages): UCA Curriculum Form U3-O

Undergraduate Curriculum Change: Conversion of an Existing Program to Online or Hybrid DeliveryDepartment/program/concentration: Accounting Date: 8/23/2023Program name: Technical Certificate in Accounting

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

Will the program be fully online or a hybrid? (Check one.)

☒ **Online:** Any program that is completely online and requires no in-person meetings with the instructor or class. In-person attendance may still be required for certain off-campus activities such as proctored exams, clinical experience, and internship hours.☐ **Hybrid:** Any program in which some portion of traditional "seat time" has been replaced by online academic activities. A hybrid program would require at least one scheduled in-person session with the instructor or class, with the remaining activities occurring online. In-person attendance may also be required for certain off-campus activities such as proctored exams, clinical experience, and internship hours.

If HYBRID, approximately what percentage of the program requirements will be delivered online? _____ %

Proposed effective date of change (term and year): Spring 2024**Complete and include ADHE Attachment L (Online Program Justification) and include ADHE Attachment M (Online Program Support).**

Note that ADHE/AHECB policy requires that "Institutions proposing to offer 50 percent [or more] of an existing certificate or degree program through distance technology must submit a Letter of Notification with supporting documentation to ADHE by the established deadlines." The approval process is not complete until the notification has appeared in an AHECB meeting agenda.

Recommended by the Department			
1. <u>Bonnie Galt</u>	<u>8-23-23</u>	2. <u>Stephanie P. White</u>	<u>8/30/2023</u>
Department Curriculum Committee	Date	Department Chair	Date
Recommended by the College			
3. <u>Scott S. Galt</u>	<u>9/18/23</u>	4. <u>Michael B. Hargis</u>	<u>9/18/23</u>
College Curriculum & Assessment Committee	Date	College Dean	Date
Recommended by University Councils			
Does the change affect a teacher education program? <u>No</u>		5. _____	
If YES, must be reviewed by the Professional Education Council.		Professional Education Council Date	
6. <u>[Signature]</u>	<u>11-2-23</u>	7. <u>April Blum</u>	<u>11-8-23</u>
Undergraduate Council	Date	Council of Deans	Date
Submit proposals to the appropriate university Council at least one month before the meeting in which action is desired. Summer submissions may not be considered until the fall term.			
Approved by			
8. <u>Patricia Powell</u>	<u>11/08/2023</u>		
Provost	Date		
The Office of the Provost retains the signed original and sends a copy to the originating department.			

VIII. NOTIFICATIONS/DELETIONS

D. Notification: Curriculum Revision and Title Change to the Master of Science in Instructional Technology Multimedia Design and Development Concentration and Graduate Certificate

The Master of Science in Instructional Technology (ITEC) Multimedia Design and Development Concentration and Graduate Certificate (GC) are being revised to keep the courses and assignments up to date with the instructional technology field. The courses, assignments, and readings in the concentration and certificate are informed by the International Society for Technology in Education (ISTE) teacher and educational standards. The changes are also aligned to support in-service K-16 teachers and instructional designers in developing engaging environments using technology for in-person, hybrid, and fully online learning. The title of the concentration and GC are also being changed to “Leadership and Technology in Instructional Design” to better reflect the new curriculum.

All appropriate university councils and administrators have recommended approval of these program changes.

Supporting materials (following pages): (1) UCA Curriculum Form G2-A, (2) Curriculum Outline

Graduate Curriculum Change: Action ItemLeadership Studies/Instructional Technology/Multimedia Design
Department/program/concentration: & DevelopmentDate: 9/8/2023NOTE: CHANGES APPROVED BY THE PROVOST BEFORE JANUARY 31 WILL BE PUBLISHED IN THE BULLETIN FOR THE NEXT ACADEMIC YEAR.
If you wish to request an effective date earlier or later than this deadline stipulates, provide details in section III below.**Check all that apply and supply requested information. Attach required documentation.**

- ☐ Change in total semester credit hour requirements for a degree or certificate program
Current requirement: _____ Proposed requirement: _____
- ☒ Add/remove required course(s) or change course(s) from an elective to a requirement in a degree or certificate program. (List prefix and number; list multiple course on following pages.)
Add: see attached Remove: see attached 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): Change title of concentration and graduate certificate

*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		Louis Nadelson		09/27/23
1. <u>Thomas Brinck</u>	<u>09/26/23</u>	2. <u>Victoria Groves-Scott</u>	<u>09/27/23</u>	
Department Curriculum Committee	Date	Department Chair	Date	
3. <u>Michael Mills</u>	<u>09/27/23</u>	4. <u>Victoria Groves-Scott</u>	<u>09/27/23</u>	
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? <u>Yes</u>				
If YES, must be reviewed by the Professional Education Council.				
6. <u>Victoria Groves-Scott</u>	<u>09/27/23</u>	7. <u>April Green</u>	<u>11-8-23</u>	
Graduate Council	Date	Council of Deans	Date	
Approved by		Recorded in the Bulletin by		
8. <u>Patricia A. Foulter</u>	<u>11/08/2023</u>	9. _____	Date	
Provost	Date	Office of the Provost	Date	
Recorded in Banner by		Recorded in Degree Works by		
10. _____	Date	11. _____	Date	
Office of the Provost	Date	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.				

Masters in Instructional Technology

The Instructional Technology degree comprises 30 semester hours of graduate credit. The program consists of a 15-hour core (five 3-hour courses) and 15 hours (five 3-hour courses) of advanced study in a selected area of concentration (i.e., online teaching and learning, computer science teaching and learning, or multimedia design and development). In order to exit the program, the candidate will be required to successfully complete all coursework.

Core Curriculum (15 credit hours)

ITEC 6301 Instructional Design using Technology

LEAD 6321 Research Methods

EDDL 7300 Foundations of Digital Age Teaching and Learning

LIBM 6325 Intellectual Property, Copyright and Digital Citizenship

Choose one (1) of the following leadership courses:

ASTL 6303 Teacher Leadership

ITEC 6370 Teacher Leadership in Online Education

ITEC 6368 Technology Planning and Leadership or ITEC 7368 Technology Planning and Leadership

Area of Concentration

Leadership and Technology in Instructional Design (15 credit hours)

EDDL 7312 Professional Learning in the Digital Age

ITEC 6344 International Perspectives on Instructional Technology

ITEC 6345 Applied Research and Assessment for Instructional Technology and Design

ITEC 6371 Universal Design for Learning

ITEC 6399 Capstone in Leadership and Technology in Instructional Design

Graduate Certificate

Leadership and Technology in Instructional Design (15 credit hours)

EDDL 7312 Professional Learning in the Digital Age

ITEC 6344 International Perspectives on Instructional Technology

ITEC 6345 Applied Research and Assessment for Instructional Technology and Design

ITEC 6371 Universal Design for Learning

ITEC 6399 Capstone in Leadership and Technology in Instructional Design