

Assembly Meeting Minutes

Date: 2 December 2010

MCB Auditorium (3:15pm).

Assembly Chair: Scott Lykens
Vice-Chair: Donna Hunnicutt
Secretary: Gregory Borse
Parliamentarian: Rich Club

The Assembly Chair called the meeting to order at 3:15pm. A motion was made to approve the minutes from the last Assembly meeting. The motion was seconded and carried on a voice vote.

New Business: There was no new business to be added to the agenda.

The Assembly Chair asked for Assembly Committee Reports.

Assembly Committee Reports

The Academic Appeals Committee: no report.

Athletic Committee Report: The Chair announced on behalf of the committee that a search was currently underway for a new UAM Head Football coach.

Curriculum and Standards Report: Marsha Clayton reporting--Curriculum and Standards' modification to the C&S proposal form (circulated in advance of Assembly Meeting). Curriculum and Standards has met 5 times since the last Assembly Meeting (21 October 2010) and has approved the following proposals

School of Business—

A proposal to add a new course ACCT 4xx3 Forensic Accounting, with ACCT 4773 Auditing as a prerequisite. Forensic accounting is the action of identifying, recording, settling, extracting, sorting, reporting, and verifying past financial data or other accounting activities, in order to settle legal disputes. The course will serve as an elective for accounting majors.

A proposal to add a new course G B 4xx3 Fraud Examination, which will be cross-listed with ACCT 4333 Fraud Examination. Fraud Examination is an overview of the fraud problem. Cross-listing the course as a General Business course may encourage business and other majors to take the course as an elective. The course will be offered in Summer I.

(Curriculum and Standards Report continued)

A related proposal to add the statement (same as G B 4xx3) to the course description for ACCT 4333. The time offered is changed from Spring to Summer I.

A proposal to modify the course description for ACCT 4613 Advanced Accounting I by changing the period offered from Spring to Fall.

A proposal to modify the course description for FIN 4623 International Finance by correcting some typos and to clarify prerequisites as FIN 3473 and G B 3353.

School of Computer Information Systems

Two proposals from the School of Computer Information Systems

Proposals to modify CIS 4253 CIS Security and CIS 4263 Ethics in Information Technology by removing CIS 3523 Structured Analysis and Design as a prerequisite. Prerequisites for the two courses will now be 'junior standing or instructor's permission.' A number of non-majors take these courses, and junior standing is a more appropriate prerequisite than Structured Analysis and Design, which deals with the logical process of programming.

School of Forest Resources

Two proposals from the School of Forest Resources

A proposal to modify the Bachelor of Science in Forestry and Bachelor of Science in Wildlife Management by combining the programs into a Bachelor of Science in Forest and Wildlife Management with options in Forestry and Wildlife.

A proposal to modify the catalog copy for the School of Forest Resources to incorporate the modified degree program and other changes since the last catalog.

School of Mathematical and Natural Sciences

Five proposals from the School of Mathematical and Natural Sciences

Four proposals to modify the course numbers for the Principles of Biology course sequence by changing the numbers from the 1000 level to the 2000 level. The Principles of Biology course sequence is intended for biology majors and students in pre-professional programs. The course numbers assigned to the Principles of Biology sequence when it was established were lower than the general education introductory level BIOL 1063, leading to some confusion. Changing the course numbers to the 2000 level better reflects the intended audience and the level at which the course sequence is taught.

(Curriculum and Standards Report continued)

Four proposals to make the following modifications:

Modify BIOL 1053 Principles of Biology I to BIOL 2053

Modify BIOL 1041 Principles of Biology I Lab to BIOL 2041

Modify BIOL 1083 Principles of Biology II to BIOL 2083

Modify BIOL 1091 Principles of Biology II Lab to BIOL 2091

A proposal to modify the course description for CHEM 3424 Elements of Physical Chemistry by changing the period offered from Fall to Spring.

School of Nursing

Thirteen proposals from the School of Nursing

A proposal to delete the course NURS 4094 Community Health, a course for RN-BSN students, as it is a duplicate of another course NURS 4153 Community Health Nursing.

A proposal to modify the course NURS 4153 Community Health Nursing by expanding the course description and changing the pre- and corequisites to accommodate inclusion of RN-BSN students into the course.

A proposal to modify the course NURS 2211 Basic Skills Check Off by modify the pre- and co-requisites to indicate that the course is appropriate for LPN but not RN-BSN students.

A proposal to delete NURS 4054 Professional Nursing Leadership, which was designed for RN-BSN student, as it duplicates another course NURS 4504 Leadership and Management in Professional Nursing

A proposal to modify NURS 4504 Leadership and Management in Professional Nursing by modifying the pre- and corequisites to accommodate inclusion of RN-BSN students into the course.

A proposal to modify the listing of Major requirements for the Bachelor of Science in Nursing (BSN) (RN to BSN Advanced Placement Track) to incorporate the changes in the proposals listed above and other changes since the last catalog. Major requirements are now 24 hours rather than 33 hours. Students in this program may receive upper division credit of 33 hours, which is held in escrow and awarded upon successful completion of the program. The listing of degree requirements includes a statement referring to the School of Nursing/Advanced Placement section of the unit catalog copy, which includes the statement that candidates for this degree must complete 30 hours of course work at UAM.

(Curriculum and Standards Report continued)

A proposal to modify the Admission section of the unit catalog by reformatting for purposes of clarity. Deadlines for applying for admission are stated. The number of hours held in escrow for advanced placement credit is reduced from 44 to 33 hours. The reduction in the number of hours awarded for Advanced Placement Upper Division Credit will enable students in this program to complete their 30 hours in residence at UAM by taking 6 hours of elective credit at UAM in addition to the 24 hours of core nursing courses. Decreasing excrow hours from 44 to 33 allows the student to complete the same number of hours required by generic BSN students, which was recommended by NLNAC site visitors.

A proposal to add a section on Drug Testing (Drug testing will occur upon admission into the program and may occur at random, for cause, or as mandated by clinical agencies.....) to the unit catalog copy. The section on Drug Testing will follow the information on Criminal Background Checks and Conviction of a Crime.

A proposal to modify the Other Information section of the unit catalog copy by including information on the scores required on the TOEFL exam and adding the requirement of proof of immunization for MMR, DT, TB, and Tetanus, and a recommendation of immunization for Varicella.

A proposal to modify the unit catalog copy information on the Exit Examination Requirement by shortening the statement and including information on the name of the standardized exam and the minimum score required for successful completion.

A proposal to modify the Degree and Admission requirements for the Associate of Applied Science in Nursing (AASN) by adding the requirement of documentation of a minimum of 2000 hours of work experience from an acute care setting. This requirement was added for retention purposes. Work experience in an acute care setting creates a more successful students, and means that applicants are better match with the pace and complexity of the AASN program.

A proposal to modify the Readmission section of the unit catalog copy by adding deadlines for the submission of letters for readmission. The proposal includes a request that the section be moved from its present position before the Admission section to a new position after the Admission section.

A proposal to modify the catalog copy on Criminal Background Check and Conviction of a Crime to clarify the background checks the state requires in order to take the RN licensure exam. Both a Federal and a State criminal background check are required, and one cannot be substituted for the other.

(Curriculum and Standards Report continued)

School of Social and Behavioral Sciences

Eight proposals from the School of Social and Behavioral Sciences

A proposal to add a new course SWK 3xx3 Cultural Diversity, which focuses on the commonalities and diversities existing among groups in American society, and the nature of transactions within and between these groups. The course is recommended by the Council on Social Work Education.

A proposal to delete SWK 3223 Social Welfare Policy II. A single course in Social Welfare Policy is more in line with other social work programs in the state.

A proposal to modify SWK 3143 Social Welfare Policy I by changing the title to Social Welfare Policy. Basically, Social Welfare Policy I and II are combined into a single course. The course description is modified to reflect the broadened content of the single course.

A proposal to modify SWK 4633 Generalist Social Work in Rural Environments by adding the corequisite of SWK 4681 Generalist Social Work Field Practicum Seminar. SWK 4633 is designed for senior social science majors who will enter the 9 credit hour Field Practicum the following semester. The corequisite will ensure that only students appropriate for the course may enroll.

A proposal to modify the supportive requirements for the Bachelor of Social Work as follows:

removing SOC 3453 Race and Ethnic Relations and ANTH 2203 Cultural Anthropology from the supportive requirements

adding SOC 2223 Social Problems and SOC 3413 The Family to the requirements

adding six hours of consecutive Foreign Language, which may include American Sign Language, to the requirements

modifying the requirement of 6 hours of Psychology and/or Sociology electives to 3 hours of Psychology, Sociology, or Criminal Justice electives

(The total number of supportive requirements remains at 33 hours)

A proposal to modify SWK 4681 Generalist Social Work Field Practicum Seminar by removing the designation of Spring Only and modifying the credit hours to two hours, the course is now SWK 4682 Generalist Social Work Field Practicum Seminar

A proposal to modify SWK 4692 Social Work Seminar by removing the designation of Fall Only and modifying the credit hours to one hour, the course is now SWK 4691 Social Work Seminar

(Curriculum and Standards Report continued)

A proposal to modify SWK 4679 Generalist Social Work Field Practicum by removing the designation of Spring Only; the modified course number for the corequisite of SWK 4682 is also reflected.

A motion was offered to retroactively approve a change in the “Approval Sheet for Curriculum Change” to the effect that any request and approval of a curricular addition, deletion, or modification automatically included and implied a request and approval for any other modifications to the catalog or prerequisites or program descriptions necessitated by the approved change.

The motion was seconded and approved by a voice vote.

Technical Programs' Curriculum and Standards Committee Report: Sherry Harris reported that The Technical Programs' Curriculum and Standards Committee met twice since the last Assembly meeting. Members of the committee are

- Sherry Harris, chair
- Rhonda Williams, recording secretary
- Lora Medina
- Kirk Kemp
- Sharon Cantrell, Associate Vice Chancellor of Technical Programs at CTM
- Janie Carter, Director of Instruction at CTC

The committee approved a new Technical Programs' Curriculum and Standards Approval Sheet which is attached. The changes included the ones submitted by the Curriculum and Standards Committee.

During this period the 33 proposals were reviewed and 31 proposals were approved:

- I. Four proposals to change the communication course code from COMM to COM for COMM 1102 Employability Skills/Ethics and COMM 1103 Tech Communication and to change the technical certificate requirements for Heavy Equipment Operators and Welding.
- II. Proposal to change options for the Associate of Applied Science in General Technology degree by adding COMM 1XX3 Public Speaking and COMM 2XX3 Interpersonal Communication.
- III. Ten proposals to detail the options for composition, communication, math, and/or computer courses for the following programs:
 - a. Administrative Office Technology
 - b. Automotive Technology
 - c. Early Childhood Development
 - d. Hospitality
 - e. Practical Nursing
 - f. Welding
- IV. **Administrative Office Technology**
 - a. Proposal to change the corequisite to a prerequisite for BUS 1203 Tech Keyboarding.

(Technical Programs' Curriculum and Standards Committee Report continued)

- b. Proposal to delete the prerequisite of BUSI 1003 which no longer exists for Tech Business Communication.
- V. **Computer Maintenance/Networking**—proposal to add the statement *Keyboarding ability is recommended* to CFA 1103 Tech Computer Fundamentals.
- VI. **Correctional Law Enforcement**—Proposal adds a choice between PSY 1013 Introduction to Psychology or SOC 2213 Introduction to Sociology and details the options for computer, composition, and math for the Correctional Law Enforcement Technical Certificate.
- VII. **Health Information Technology (8 proposals)**
 - a. Proposal changes Tech Medical Terminology from a business course code to a health care course code.
 - b. Change the course description for HIT 1022 Tech Law Ethics in Healthcare to align with certification requirements from the American Health Information Management Association.
 - c. Proposal to change the corequisites for HIT 1033 Medical Coding I from keyboarding and ethics to medical terminology or administrative approval. The course description includes the statement *Keyboarding ability is recommended* and changes the course description to align with certification requirements from the American Health Information Management Association.
 - d. Proposal changes the prerequisite from BUS 1113 to HIT 1XX3 (Tech Medical Terminology) for HIT 2013 Tech Medical Transcription.
 - e. Name change from HIT 2083 Tech Electronic Medical Records to Tech Electronic Health Records; also changes the prerequisite from BUS 1113 to HIT 1XX3 (Tech Medical Terminology), and revises the course description to align with certification requirements from the American Health Information Management Association.
 - f. Adds a new course, HIT 2XX3 Tech Advanced Medical Terminology, as an elective for the HIT program.
 - g. Modify the Healthcare Office Skills Certificate of Proficiency to detail the options for medical terminology and composition.
 - h. Proposal for the HIT Technical Certificate to detail options for medical terminology, composition, and math and adds Tech Advanced Medical Terminology and Tech Electronic Health Records as electives.
- VIII. **Health Professions**
 - i. Proposal to change the course code for PHL 1XX3 Orientation to Clinical Experiences to align with ADHE recommendations.
 - j. Add PHL 1XX8 Tech Phlebotomy.

(Technical Programs' Curriculum and Standards Committee Report continued)

- k. Three proposals to delete Tech Phlebotomy Practicum, Tech Basic Phlebotomy, and Tech Elements of Community Health.
- l. Aligns the Health Sciences Technology Technical Certificate with recommendations from ADHE.
- m. Proposal to change the course code for Tech Communication in the Emergency Medical Technology Paramedic Program.

All technical programs are encouraged to submit any further proposals as soon as possible in keeping with the timetable set in the UAM Assembly Operations Procedures.

A duplicate motion was offered, modeled on the motion regarding the change to the "Approval Sheet for Curriculum Change" for Curriculum and Standards to the effect that similar approval of modification be granted to the Technical Programs' Curriculum and Standards to the effect that any request and approval of a curricular addition, deletion, or modification for Technical Programs automatically included and implied a request and approval for any other modifications to the catalog or prerequisites or program descriptions necessitated by the approved change.

The motion was seconded and approved by a voice vote.

A motion was offered for the approval of the 31 modifications to the Technical Programs as described in the Committee's report above.

The motion was seconded and approved by a voice vote.

Faculty Research Committee: no report.

Library Committee: no report.

Teacher Education Committee: no report.

Administrative Reports—

Vice Chancellors and Directors:

Office of Advancement and University Relations: Clay Brown reported that 2 new scholarships were being implemented. In addition, he announced a UAM Alumni Association Reception at 5:30 to 7pm at the Clinton School of Public Service in Little Rock to be followed by a performance of Handel's Messiah at the 1st Pentecostal Church at 7:30pm. UAM's Choir will be performing with the Arkansas Chorale Society. The Office of Advancement would provide

(Office of Advancement and University Relations report continued)

directions for anyone wishing to go and tickets are available for \$12 for adults. Children under 12 years old to be admitted for free.

Student Affairs: Jay Hughes reported that the Christmas Tree Lighting Ceremony would take place at the Gibson Center at 5:30pm on 12/2/10 within the context of a Christmas Dinner for students, faculty, and staff from 5pm to 7pm. The lighting ceremony was scheduled to last about 30 minutes and would include a student-led program. Mr. Hughes also reported that the “Emergency Contact Information Database” had been successfully tested.

Finance and Administration: Jay Jones reported that 2 of 3 modules in the WeevilNet Project were in place. While there have been ongoing struggles in implementation, the work proceeds. Dr. Jones asked that everyone continue to be patient with any slow-downs that implementation might cause. Payroll is set to go “live” with its module on January 1st, 2011. Dr. Jones reported that ARRA funded projects—including upgrades to lights, new wire, and other mechanical upgrades were 90% complete. The new air-conditioning chiller for the Science Building had arrived and will be ready for the Spring Semester, 2011. Thermostat control upgrades are 60% complete. Revenues for the university are strong and enrollment for Spring is strong.

Dr. Jones reported that the Governor of Arkansas had approved the release of funds set aside for 2% faculty and staff raises. These are to be implemented during the 12/15/2010 payroll run and will be retroactive to July 1, 2010. A separate check for the “catch up” amount generated by the retroactive nature of the increase will be made as a separate lump sum payment. The Salary Study increases were also approved and will be added to the 2010 base for those faculty affected *before* the calculation of the retroactive 2% increase.

UAM Crosssett: no report.

UAM McGehee: no report.

Provost and Vice-Chancellor for Academic Affairs:

Provost Ray opened his remarks by noting that the current semester was successfully coming to an end and that UAM continues to excel at aiding students in their academic pursuits. He announced that UAM would host Advanced Placement students from around the state for a daylong workshop to help prepare them for their final examinations. He thanked Dr. Bramlett for arranging this event.

Provost Ray announced that pre-registration numbers for Spring 2011 are excellent. Over 2500 students are already signed up. He encouraged advisors to remind students to finalize their bills before they leave campus for Christmas break—and for sure before the January 4, 2011 deadline.

(Provost and Vice-Chancellor for Academic Affairs remarks continued)

Provost Ray reported that two schools—the School of Business and the School of Computer Information Systems—have submitted their respective 10 year program reviews to the Program Review Committee. The Program Review Committee is currently reviewing those schools and would turn in its report before the Christmas break. The School of Music is preparing for an accreditation visit, which will take place March 6 through 9, 2011. This accreditation process will substitute for the School of Music’s 10 year program review. The accreditation visit is required by ADHE. Forest Resources is also preparing for an accreditation visit in the Spring of 2011.

Since this is a “Catalog Year,” Curriculum and Standards has been very busy (as today’s report indicates) and curricular changes will be reflected in the UAM Catalog for 2011-13. Provost Ray thanked the C&S Committee for its diligent work.

Provost Ray announced that changes were being made to UAM’s remediation programs in Math, English, and Reading. “End of Course” testing will in those programs at the end of the current semester, as required by ADHE and the Arkansas Legislature. Provost Ray will report to the Assembly the results of these end of course examinations in the Spring.

Provost Ray announced that Academic Affairs will not be sending letters to students who fails math and/or English and who, as a result, will not be able to progress in their degree programs. Instead, e-mails will become the medium of formal notification. Letters will continue to be sent to students who are placed on or removed from “conditional” standing, who are suspended, or who made the Dean’s List. Provost Ray is asking faculty to aid in the dissemination of this information to students and to continue to encourage them to check their UAM e-mail accounts frequently to stay abreast of such important changes.

Provost Ray reported that he and Chancellor Lassiter met on the previous Monday with the Forest Resources faculty to announce that Dr. Phil Tappe had been named Interim Dean of the School of Forest Resources and the Director of the Forest Resource Center. Provost Ray said they looked forward to working with Dr. Tappe in this new capacity beginning January 1, 2011. A national search for a new Dean and Director will be conducted. Provost Ray also wished the former Dean and Director, Dr. Kluender all the best as he begins his retirement on December 31, 2010.

Chancellor’s Remarks:

Dr. Lassiter opened his remarks by congratulating Dr. Kluender on his retirement and thanking him for his service to UAM. Dr. Lassiter continued by remarking that he wished the raises—indeed salaries in general—were higher, but that tough economic times restricted what UAM and the State of Arkansas is able to do at present.

(Chancellor's Remarks continued)

Dr. Lassiter noted that copies of the last University Council Minutes (of the meeting held November 4, 2010) were available and encouraged faculty and staff to pick up a copy and to let him know if there were any questions.

Dr. Lassiter described the formation of a "Cost-Containment Committee" and disseminated a list of the 15 members of the committee, which includes graduate assistants, faculty members, members of the Executive Council, and university staff members. In addition, he directed attention to a draft report from the Cost-Containment Committee for 2011 which listed "Suggestions for Budget Reductions in FY 2012" in the areas of Athletics, Classes/Curriculum, Grounds Maintenance/Utilities, Personnel/Faculty Funding, Purchasing, Travel, Tuition/Fees, and other miscellaneous areas. He asked faculty and staff to forward any ideas for cost-containment to the committee and said that any savings would benefit directly those programs in which the savings were realized.

Dr. Lassiter announced that the ARRA Projects were estimated to save the University between \$250 and \$300K a year from current energy outlays and that CenterPoint Energy has already reimbursed the University \$9,996.47 for savings already realized because improvements to the University's physical plant.

Dr. Lassiter praised all University personnel involved in the WeevilNet implementation and migration, noting that the project was extremely difficult but excellently managed. He noted that UAM had spent \$3.2 million and had implemented the improvements over the course of only 18 months. Other Universities of similar size had implemented similar CIS improvements at a cost of \$7 million over a period of 3 years. UAM was able to do the same in half the time and at less than half the cost, saving the University approximately \$4 million.

Dr. Lassiter ended his remarks by inviting everyone to the University's Christmas Dinner for Faculty and Staff on Friday 12/17/2011 from 11:30am until 2pm and thanked everyone for their continued dedication to excellence at UAM.

Announcements: Dr. Gregory Borse announced that Dr. J. Freer, of the School of Social and Behavioral Sciences had accepted a position in the private sector and that this would be her last Assembly Meeting and asked that faculty and staff join him in thanking Dr. Freer for her service to the University and to wish her well in her future pursuits. Dr. Ron Sitton reminded everyone the upcoming "Mocha Madness" and encouraged everyone to attend and even to perform.

A motion to adjourn was offered. The motion was seconded and approved by voice vote. The Assembly meeting adjourned at 4:27pm.