

Assembly Meeting  
April 29, 2008  
MCB Auditorium, 3:30 P.M.

The meeting was called to order by Dr. Steve Trana at 3:30 p.m.

Dr. Clubb made a motion to approve the assembly minutes for March 13, 2007, and Scott Lykens seconded the motion. All voted in favor and the minutes were approved.

Old Business: none

New Business:

Assembly Committee Reports

Academic Appeals – no report

Athletic – no report

Curriculum & Standards – Jean Hendrix reported the following:

Curriculum and Standards has met formally five times since the last Assembly meeting this spring.

The following is a synopsis of the Committee's actions.

I. From the School of Mathematical and Natural Sciences:

Approval of a set of proposals to split BIOL 3314, Ichthyology & Herpetology (and the cross listed WLF 3314) into two classes which will allow for a more thorough study of each topic.

DELETE BIOL 3314 and WLF 3314

ADD BIOL 3xx4 and WLF 3xx4 Ichthyology

ADD BIOL 3xx4 and WLF 3xx4 Herpetology

II. From the School of Social and Behavioral Sciences:

Approval of a set of proposals regarding the Social Work major.

DELETE SWK 4274 Social Work Internship I

DELETE SWK 4294 Social Work Internship II

The two listed above will be consolidated into a one semester course.

ADD SWK 4xx9 Generalist Social Work Field Practicum

Allows for better monitoring of interns.

DELETE SWK 4282 Social Work Field Seminar I

DELETE SWK 4302 Social Work Field Seminar II

The two listed above will be consolidated into a one semester course.

ADD SWK 4xx1 Generalist Social Work Field Practicum Seminar

ADD SWK 4xx2 Social Work Senior Seminar

MODIFY major program requirements to reflect the deletions and additions noted above.

### III. From the School of Education:

Approval of a set of proposals regarding the BA/BS in Health & Physical Education (non-licensure) and the Coaching Minor.

MODIFY BA/BS in Health & Physical Education (non-licensure) into separate BA and BS programs which will now include:

- 1) EXSC 3323 Strength & Conditioning and EXSC 4533 Sport Psychology
- 2) coaching course requirements reduced from 10 to 6 hours
- 3) better explanations of the BA and BS identify requirements (as appropriate to each program) in the program descriptions.

MODIFY Coaching Minor to eliminate BIOL 2233 Anatomy & Physiology as a requirement since it is not longer a pre-requisite for PE 4643 (Anatomical Kinesiology) and is not needed to meet the standards for coaching licensure and therefore can be removed from the program of study.

### IV. From the School of Arts and Humanities:

Approval of a set of proposals from the Division of Music to create a Jazz Studies Concentration.

ADD Catalog listing for Jazz Studies Concentration requirements ( see new courses below).

ADD MUS 2xx1 Jazz Improvisation I

ADD MUS 3xx1 Jazz Improvisation II

ADD MUS 3xx3 History of Jazz

ADD MUS 3xx2 Jazz Theory and Arranging

ADD MUS 3xx4 Jazz Combo

ADD MUS 3xx1 Jazz Combo II

ADD MUS 3xx2 Jazz Techniques for the Music Educator

MODIFY Professional Education requirements to reflect that EDUC 2233 Instructional Technology is no longer required because these students take MUS 1072 Music Technology as part of their major requirements.

V. From the Colleges of Technology: (some of the proposals below affect only one campus but others affect both the Crossett and McGehee campuses, and in the case of the CDA proposals all three campuses are affected. These distinctions were not made within this report expect to show which campus initiated the actions).

1. Approval of a set of proposals initiated by the McGehee campus:

DELETE Child Development Associate – Certificate of Proficiency  
ADD Child Development Associate – Certificate of Proficiency program and five (5) accompanying courses

MODIFY the following programs to reflect the correct internship hours (3:1 ratio):

- Agriculture Technology
- Automotive Services Technology
- Early Childhood Education
- Emergency Medical Technology Paramedic Program

MODIFY the following to reflect ADHE requirements in English (COMM 1203) and

- mathematics (MAT 1203):
- Agriculture Technology– Technical Certificate
- Automotive Services Technology – Technical Certificate
- Early Childhood Education– Technical Certificate
- Emergency Medical Technology Paramedic Program– Technical Certificate

MODIFY Business Technology– Technical Certificate to meet ADHE requirements (BUS 2xx3 Tech Business mathematics and BUS 2003 Tech Business English)

MODIFY HOEC 2033 Tech Child Care Practicum II  
to reflect correct hours (3 credits: 9 hours practicum)

ADD Heavy Equipment Operation courses (15 new courses)

MODIFY Heavy Equipment Operation (HEO) –Technical Certificate  
to set MAT 1203 and COMM 1203 as the English and mathematics core classes for both the Construction Option and Timber Production Option

MODIFY NA 1017 Nursing Assistant to reflect correct hours  
(7 credits: 5 hours lecture, 2 hours lab, 3 hours clinical)

ADD WELD 1XX3 Internship to reflect correct hours (3 credits: 9 hours internship)

2. Approval of a set of proposals initiated by the Crossett campus:  
(since the list is quite extensive, please see me or any member of the Committee for details)

ADD Office Skills Certificate of Proficiency

ADD Healthcare Information Technology Technical Certificate  
ADD Healthcare Information Technology courses  
ADD Healthcare Office Skills Certificate of Proficiency  
Modify Course descriptions for Upper-Level Technical Math  
ADD General Education Requirements for All Technical Certificates  
Modify Technical Communication Course (COMM 1203)  
Modify Technical Mathematics Course (MAT 1203)  
Modify Employability/Work Ethics and Tech Language Skills Course Numbers  
ADD New Courses for Hospitality Services Program  
Modify Course Descriptions for Hospitality Services Program  
ADD Hospitality Services CP and Modify Technical Requirements  
Welding Course Modifications  
Welding Program Modifications  
Practical Nursing Program Modifications  
Practical Nursing Course Modifications  
Modify Electromechanical Course Description  
Modify Electrical Instrumentation Course Descriptions  
Modify Electromechanical Tech Program Requirements  
ADD Industrial Equipment Repair Skills Certificate of Proficiency  
Delete Computer Maintenance/Networking Course Descriptions  
ADD New Computer Maintenance/Networking Course Descriptions  
ADD Computer Repair/Networking Skills Certificate of Proficiency

VI. From Academic Affairs:

1. A proposal to create a Bachelor of Liberal Arts was disapproved in its current form.
2. A set of proposals to re-instate the Honors Program was postponed until Fall 2008 for lack of sufficient time to consider them properly.

**Motion to accept C&S report and proposals was accepted by assembly.**

Faculty Research – no report

Library – Sandra Campbell - Committee met on Thursday, April 24, 2008 – the committee discussed the Strategic Plan, and they reviewed the current periodical subscriptions. Committee members also reviewed the Library Assessment Plan available off the Library's website. The following topics were also discussed:

- Many of the electronic database vendors have licensing agreement
- One suggestion for obtaining full text articles was to request a copy directly from the author who in most cases will send a copy. Blackwell and Springer may have the author's email address listed with the abstract.
- Units are encouraged to send over request for new books at any time.
- Library hours will be extended for finals. Students have been requesting longer hours especially for finals. Extended hours will begin on Sunday before finals begin on Wednesday.
- The new wireless access in the library has been receiving good reviews from students.
- The interlibrary loan feature has been successfully used by several faculty members. Requests can be made by filling out a form manually or using the online form.
- As part of the Strategic Plan, a suggestion box will be added at the library. An idea was voiced to find a way to show all library patrons the suggestions that have been made by others.

Student Affairs – Dr. Brown - no report

Teacher Education – Marla Ramirez – reported that the committee met on April 17, 2008 at 12:30 p.m. Dr. Doss emphasized the importance of the upcoming NCATE visit. This visit will consist of a 6-member team who will come in and review our programs with a fine tooth comb. Dr. Doss also emphasized the fact that the team will be looking at how the School of Education is collaborating with other units on the campus. Suggestions and/or recommendations we receive from faculty from other units will help the SOE better determine areas in need of improvement. The team will interview many people and ask them detailed questions on how they are involved in things that are going on in the School of Education, such as the completion of the Conceptual Framework. The faculty may also be asked how they are incorporating the Conceptual Framework into the teaching of candidates. The Arts and Math/Science faculty play a huge role, especially when dealing with candidates who are in the Middle Level program. These candidates may choose to go into English, Math, Science, History, or Social Studies as their content knowledge area. The professors who teach these classes will need to ensure they are teaching the candidates and preparing them according to the NCATE language which has been set forth.

Dr. Doss discussed the symbolic representation of the diamond shape in which the Conceptual Framework is designed.

Announced the Stakeholder's Meeting on April 23, 2008. The following NCATE update was also reported to committee:

- Conceptual Framework (CF) alignment with assessments, goals, objectives, activities in syllabi
  - The NCATE team will look to see if all of our programs are aligned with the CF, which should coincide with the assessments
  - Course syllabi should include references to key assessments
  - NCATE team will address candidates in all assessment areas to ensure they are in compliance with the standards
  - The team will also look to see how faculty are impacting student learning in their instruction
  - Common syllabi format
  
- Technology in instruction
  - Faculty need to ensure that they incorporate the use of technology into their instruction; this is more than just PowerPoint
  - Make sure candidates are aware of the types of technology available and ensure them that these technologies can be useful in their teaching; it should be integrated into their teaching
  
- Evidence of how the candidates knowledge of diverse needs, students knowledge in lesson planning and dispositions come together
  
- Candidate awareness of disposition ratings
  - Very necessary to perform dispositions on candidates which are done at different levels based upon the transition points within our program
  - When candidates are scored, we must score them honestly and keep notes on them
  - Candidates must be provided with a copy of their ratings in order to see which area is in need of improvement
  - This evidence must be included in the portfolios
  - Same applies to diversity rubrics
  
- Common syllabi format
  - Each course should follow the same template when creating its syllabus
  
- TaskStream in EDUC 2233
  - Instructor must request TaskStream on book adoption form
  - Ensure that candidates are provided information on course syllabi of the requirement to purchase subscription in order to create and access their electronic portfolio; the NCATE team will review this information closely to see if we are in compliance
  - Team will look to see if portfolios are consistent all the way through
  
- Student advising

- NCATE team will ask candidates how they feel about their advisors and the advising they are receiving
- Candidates will also be asked where can they go to receive other types of counseling across campus and in other areas
- Advising forms should be used when advising; should provide candidates with a copy and we keep a copy in their file
- Areas of Concern from Teacher Education/Internship Interviews
  - Candidates did not know the four domains of Pathwise
  - Candidates did not have well prepared portfolios
    - Missing signature assessments
    - Missing reflection caption form
    - Missing disposition rubrics
    - Missing field experience log sheets and reflections
  - Candidates did not know what the signature assessments were for their courses
  - Candidates had not seen the disposition rubric

#### Administrative Reports Vice Chancellors

Dr. Lassiter introduced Dr. Katherine Berry to the Assembly. Dr. Berry is working with Linda Yeiser in the advancement office.

Advancement – no report

College of Technology at Crossett – Linda Rushing – no report – she did thank the Academic Council and C&S Committee for working with them and their programs this year.

College of Technology at McGehee – Bod Ware – no report

Student Affairs – Dr. Clay Brown - introduced the new SGA President Mike Thomas and Vice-President Mike Reynolds. He also named the new Who's Who inductees. He reminded us of FERPA guidelines, and announced that the Summer Housing Initiative numbers are almost double from last year Summer I – 83 students and Summer II 60 students.

Finance and Administration – Jay Jones reported - update on budget process which began in February, March were the budget hearings, April 7<sup>th</sup> received notice of changes. The budget is due May 12 and the presentation will be June 6<sup>th</sup>. A lot of activity at Sorrels and Wells which is at about 76 % completion. Expect completion in October / November with a projected move in at the end of the Fall to begin the Spring semester in the renovated buildings. The indoor facility is coming along, press box will be ready in June, and IT fiber optics is about 35% completed.

Provost and Vice Chancellor for Academic Affairs – Mr. David Ray –  
Congratulations on an excellent academic year. Figures for commencement are 610 students are candidates for an award in May 2008. 588 students are eligible to participate in Monticello's commencement. Of the 588 given above, 374 have said they are planning to participate.

Commencement is just more than a week away on Friday, May 9 at 9:30 a.m. We will have practice on Thursday, May 8 at 3:00 p.m. This is always an exciting, but busy time.

We just completed Scholar's Day and preregistered a record number this year. This speaks well for our quality programs offered by various units.

Pre-registration will be held this summer on June 24-26 and July 15-17.

Summer is always an exciting time at UAM. Enrollment currently looks good and there are larger numbers staying on campus. The summer offers a number of trips for our students: Social and Behavioral students to Scotland; Science and History students to Costa Rica; Fulbright Hays Grant for teachers led by Dr. Corby to South Africa; and our Spanish program students will also go to Costa Rica for language immersion opportunity.

Just a reminder to everyone that August 11<sup>th</sup> is the first day of professional Development for all faculty. It will be here before you know it.

And yes, the Education and Music faculty want to remind everyone that their accreditation visits are less than a year away; Music on March 1-4, 2009 and Education, March 7-11, 2009.

Thanks to all that you do for your students have a great summer.

Chancellor – Dr. Jack Lassiter – reported - we have had a wonderful year. So many students are leaving us after being with us for 4-7 years. We had a reception for retiring faculty and other faculty and staff are moving on and will be missed. Graduation will be held at the East side of the stadium.

Budget News: National trends caused Arkansas government to make revisions in revenue so UAM had to adjust the budget by \$600,000 and this is a significant reduction. This leaves UAM with \$1354.00 of new money for the next year. He complimented the good budget hearings and stated that as money becomes available the needs and concerns within the units will be met. In January 2009, it is time to go before the legislature to discuss finances again. UAM has been asked to prepare 3 budget scenarios which could include 1) no increases, 2) modest increase and 3) 7% decrease for each year of the biennium. He commented that due to our conservative governor we shouldn't expect 7

reductions. It is good to know that money that is promised will be received. He is hoping for good news with regards to budgets are early as November. Funding formula is planned to change to 90% on current students and 10% on class completers funding. More discussion on this topic to come.

We must be conscious of student completers instead of class enrollment. Discussions of current policies and procedures that could impact this funding formula will be addressed. Tuition has been significant increased by 6.99% but we are still the lowest in the state. It is important to keep tuition and fees low to meet the needs of our students. With increased tuition and fees we expect increased revenue, but we must also increase awards and scholarships so revenue really doesn't increase much.

Another increase is minimum wage to \$6.55 an hour and UAM doesn't have to adopt this increase but they have. 60% of UAM graduates had work study on campus, so it is important that we keep our students on campus in various facets.

UAM will absorb health care cost increase. On average, Arkansas health care cost has increased by 14.4%, and the average salary increase has been 4.94%. Since 2004, UAM has absorbed the health care cost increase of the employees.

UAM is funding one new position in Social Work because of the growing enrollment. Several openings are posted and will be filled. 3 faculty positions were eliminated which include one in Education, Forest Resources and Physics. These positions will be used to staff one new employee in maintenance and one in Social Work.

Salary increases have been determined at 2% increase for all classified employees, and UAM will implement the 2<sup>nd</sup> step of the salary study to reach a 75% line. The increase for faculty and non-classified employees will be delayed until the revised revenue projection is announced by the state. If the projection reaches 76% then the faculty and non-classified employees will retroactively receive a 2% increase, and if the projection reaches 80% then the administration employees will also receive a 2% raise.

Dr. Lassiter is cautiously optimistic that the projections will come in high and salary increases will be given. It is a time to live within our means. The challenge is to be more efficient. The energy study group is still working on a plan. We must operate under leaner and meaner conditions.

UAM is still funding 8 new Smart Rooms and will keep upgrading the computer labs. UAM has built another 3% contingency and is confident in the budget.

Announcements

Officers for 2008-2009

Chair – Dr. Marsha Clayton

Vice-Chair – Scott Lykens

Secretary – Donna Hunnicutt

Parliamentarian – Dr. Richard Clubb

Motion to adjourn the meeting by Scott Lykens and seconded by Dr. Clubb.

All voted in favor and meeting was adjourned at 4:30 p.m.