The University of Arkansas at Monticello
Constitution

ARTICLE I

SCOPE AND PURPOSE

We, of the University of Arkansas at Monticello, share with all universities the commitment to search for truth and understanding through scholastic endeavor. We recognize that the method of governance of any institution is of singular importance in determining the character of that institution. We further recognize that our commitment to scholastic endeavor is best governed by the corporate wisdom, participatory decision-making, and collective efforts of the students, faculty, staff, and administrators of the University of Arkansas at Monticello.

Therefore, we hereby ordain and establish this constitution for governance of the University of Arkansas at Monticello pursuant to the policies established by the Board of Trustees of the University of Arkansas, under the authority of the University of Arkansas Board of Trustees Board Policy 100.4, "Rules and Regulations of the Board of Trustees of the University of Arkansas for the Governance of the U. of A., 1975," and as specifically granted in Board Policy 1410.1, Campus Governance (dated September 4, 2009), and any subsequent revisions thereof.

We expect this constitution to promote the recognition of problems, to enable the use of human and capital resources for solutions to those problems, to facilitate communication within the University community, and to promote standards of tolerance, fairness, and respect toward all members of the University community. We further trust that this constitution promotes a participatory collegium toward the enlightened furtherance of the academic charge and ideals upon which the University of Arkansas at Monticello is founded.

ARTICLE II

THE ASSEMBLY

Section 1. Name. The name of the governing body of the University of Arkansas at Monticello (UAM) shall be the UAM Assembly, hereinafter called the Assembly.

Section 2. Authority and Responsibility. The UAM Assembly is, under the Board of Trustees, the ruling legislative body for the development and revision
of educational policies and programs of UAM. The UAM Assembly shall have legislative powers on local educational policies including:

1. Admission requirements
2. Curriculum and courses
3. Degrees and requirements for degrees
4. Calendar and schedule
5. Awards of honors and honorary degrees
6. Student Affairs
7. Interpretation of its own legislation

In addition, the Assembly shall have the authority to make recommendations to the Chancellor, President, and Board of Trustees on any matter of general faculty or University concern. Through the Chancellor, actions on any matter the Assembly may recommend are reported to the President and, when requested by the University government or considered necessary and desirable by the President, to the Board of Trustees.

The Assembly retains the powers of initiative and referendum in all its actions and deliberations.

ARTICLE III

Section 1. Membership in the Assembly shall be granted to all whose professional responsibilities fall within the following categories:

A. Faculty. Faculty on appointments of half-time or more at the rank of instructor or above, or faculty equivalents with corresponding appointments according to University of Arkansas Board Policy 405.1 shall be members of the Assembly.

B. Administration, staff, and students. Administration, staff, and students as defined in Article I of the Bylaws shall be members of the Assembly.

C. Other membership. It is desirable to confer Assembly membership upon other positions within the administration, faculty, professional staff, non-professional staff, and student body, insofar as the duties of those positions contribute to the academic responsibility for which the campus exists. All such positions that qualify for Assembly membership shall be listed in Article I of the Bylaws.
Function:

These committees are responsible for hearing student appeals of academic probation, suspension, and other academic matters. They shall also hear appeals of grades if mediation by the school dean/division chair or Vice Chancellor for Academic Affairs cannot resolve a dispute. Decisions of the Academic Appeals Committees are final and cannot be appealed to the Assembly, any administrator, or Board.

ATHLETIC COMMITTEE

Composition:

Director of Athletics, Senior Woman Administrator (SWA), Faculty Athletic Representative (FAR), five faculty members, and two students from the Student Athletic Advisory Committee (SAAC).

Function:

This committee is responsible for enforcement of the athletic rules and regulations of the Gulf Coast Conference and the National Collegiate Athletic Association. The committee shall also provide input regarding the addition or replacement of coaching personnel. This committee shall review and provide guidance to the University on the overall athletic program.

CURRICULUM AND STANDARDS COMMITTEE

Composition:

One faculty member (excluding academic unit heads) from each academic unit, two students, and a non-voting academic unit head representative elected by the Academic Council. Student members may not be from the same academic unit.

Function:

This is an institution-wide committee whose primary responsibility is the supervision of University academic standards and academic unit curriculum development at the undergraduate level. The committee makes recommendations to the Assembly on new major and minor programs, changes in existing programs, general changes in academic policy, matters pertaining to the General Education program, general and specific degree requirements, and course modifications, additions, and deletions. The Committee also makes recommendations to the Assembly on admissions standards for satisfactory progress and granting of honors, and academic thresholds for probation and dismissal. This
committee is also charged with planning and implementing UAM's schedule, and with editorial responsibility for the academic sections of the UAM catalog.

In general, academic unit heads are responsible for representing proposed program changes to this committee. However, others may make recommendations for program changes or general changes in academic policy provided the academic unit head involved receives advance notice and has the opportunity to be present whenever matters concerning his or her academic unit are to be discussed.

Agenda and minutes shall be sent to the Chancellor, Vice Chancellors, and all academic unit heads.

TECHNICAL PROGRAMS’ CURRICULUM AND STANDARDS COMMITTEE

Composition:

Two full time faculty members from each UAM College of Technology and one faculty member from the Monticello campus. The Associate Vice Chancellor for Technical Education will serve as a non-voting member.

Function:

The primary responsibility of this committee is the supervision of University technical program standards and technical curriculum development. The committee makes recommendations to the Assembly on new Certificates of Proficiency, Technical Certificates, and Associate of Applied Science programs to be offered by the Colleges of Technology as well as changes to existing programs, general changes in technical academic policy, general and specific credential requirements, course modifications, additions, and deletions.

In general, the Vice Chancellor for each technical campus is responsible for presenting proposed program changes to this committee; however, others may make recommendations for program changes or general changes in technical program policy provided the Vice Chancellors for technical programs receive advance notice and have the opportunity to be present whenever matters concerning his or her technical programs are to be discussed.

The agenda and minutes of all meetings of the Curriculum and Standards Committee for Technical Programs shall be sent to the Chancellor, Provost, the Chairperson of the Assembly, the Vice Chancellors of each UAM College of Technology, and the Associate Vice Chancellor for Technical Education.
nomination to the committee chairperson and campus mail balloting of the committee. Upon notification, the Committee on Committees will replace individuals who miss three consecutive meetings on their committees.

**CURRICULUM AND STANDARDS COMMITTEE**

(Text in bold approved Fall 2003)

**COMPOSITION:**

One faculty member (excluding academic unit heads) from each academic unit, two students, and a non-voting academic unit head representative elected by the Academic Council. Student members may not be from the same academic unit.

**FUNCTION:**

This is an institution-wide committee whose primary responsibility is the supervision of University academic standards and Departmental curriculum development at the undergraduate level. The committee makes recommendations to the Assembly on new major and minor programs, changes in existing programs, general changes in academic policy, matters pertaining to the General Education program, general and specific degree requirements, and course modifications, additions and deletions. The committee also makes recommendations to the Assembly on admissions standards for satisfactory progress and granting of honors, and academic thresholds for probation and dismissal. This committee is also charged with planning and implementing UAM’s schedule, and with editorial responsibility for the academic sections of the UAM catalog.

In general, Academic Unit heads are responsible for presenting proposed program changes to this committee. However, others may make recommendations for program changes or general changes in academic policy provided the head of the unit involved receives advance notice and has the opportunity to be present whenever matters concerning his or her department are to be discussed. All matters appearing before this committee that have a potentially significant impact on the Teacher Education program shall be accompanied by a recommendation as to the feasibility of the proposed changes by the Chairperson of the Teacher Education Committee.
Agenda and minutes shall be sent to the Chancellor, Vice Chancellor for Academic Affairs, and to all Academic Unit heads.

**OPERATING PROCEDURES:**

I. **Jurisdiction:**

The Curriculum and Standards Committee has jurisdiction over all undergraduate academic matters in the college catalog. Academic matters include things such as: course changes (additions, deletions, modifications or course descriptions); major, minor and general education requirements; overall requirements for all undergraduate students; approval of new programs; and reinstatement of former programs.

In general Academic Unit heads are responsible for presenting proposed program changes to this committee. However, others may make recommendations for program changes or general changes in academic policy provided the head of the department involved receives advance notice and has the opportunity to be present whenever matters concerning his or her Academic Unit are to be discussed.

(Note: in the operating procedures that follow, the terms academic unit head and proposer are both used to refer to the party originating the proposal.)

II. **Procedures:**

A. Copies of all proposals must be sent to the Vice Chancellor for Academic Affairs and to all Academic Unit heads at least ten working days before they are submitted to the Curriculum and Standards Committee. Academic units and the Vice Chancellor for Academic Affairs should send their written comments by campus mail or e-mail to the proposer and to the Chair of the Curriculum and Standards Committee. The Chair will share with the committee any comments received. At the end of the circulation period, the proposer will submit a sufficient number of hard copies (as designed by the committee chair) of the formal proposal and the proper Approval Sheet to the Curriculum and Standards Committee.
B. After proposals have been properly submitted to the Curriculum and Standards Committee, and distributed to members, a date shall be set for a preliminary review of the proposal by the committee. The purpose of this preliminary review will be to determine if any additional information will be required from the academic unit. The proposer will have at least one week to obtain the requested information and may request an extension if necessary. During this meeting another date shall be set for formal consideration of the proposal (second reading). On the second reading date, the Curriculum and Standards representative from the academic unit submitting the proposal will be available to explain the proposal, defend it, and answer any questions. If deemed necessary by a majority of the Committee, other individuals (e.g., academic unit heads/the proposer) may be asked to provide additional insights and information. During the second reading the committee may reject the proposal, approve the proposal, or revise the proposal in consultation with the designated representative to the Committee and then approve it. The committee always reserves the right to seek additional information from the proposer.

C. The Curriculum and Standards Committee will forward to the Assembly a recommendation for approval or disapproval of a new proposal. Recommendations for approval will include a copy of the approved or revised proposal. From the Assembly, the approved document will be sent to the Chancellor for final action. Copies of the final approved document will be sent to the following: Chancellor, Vice Chancellor for Academic Affairs, Assembly Chairperson, Curriculum and Standard Committee Chairperson, Head of Academic Unit proposing changes, and Registrar.

D. All proposals and program changes which are to appear in the next two-year academic catalog must be submitted to the Curriculum and Standards committee by October 30 of the year prior to printing the new catalog. Proposers are responsible for circulating proposals in time to meet this deadline. The Committee may consider proposals received after this date for inclusion in the forthcoming catalog if the proposals are editorial in nature or driven by proposals previously approved by the Assembly.

E. The Committee strongly recommends the following:

1. Proposals involving significant changes in campus-wide policies (for
example, revisions to the Admissions, Academic Regulations, and Graduation Requirements sections of the catalog) should be submitted to the Committee in a non-catalog year. The academic units will then be able to incorporate significant changes in these procedures into their proposed catalog revisions.

2. Proposals involving significant changes to the major and minor curriculum programs should be submitted to the Committee in a non-catalog year.

III. Format Instructions:

A completed version of the current Curriculum and Standards proposal form must be attached to all proposals. The proposer may attach additional sheets to the proposal form.

The format for the catalog description of courses is as follows:

Catalog description: Course symbol and number, title, hours of credit; prerequisites, if any; hours of lecture and/or laboratory; and exact catalog description using standard catalog prose (omission of articles and unnecessary words) in approximately 25 words.

In addition to the completed proposal form, the following information should be included as part of the proposal, and/or the proposer should be prepared to address the following issues:
A. Course Addition.

1. A syllabus for the proposed course MUST be included with the proposal.

2. The proposer should be prepared to answer questions during the
   Curriculum and Standards Committee meetings regarding the following:
   a. Support: a statement of the appropriate faculty, library support, and
      any laboratories or equipment required; and availability of funds (if
      required) for setting up and continuing the course.
   b. Planned frequency of the course, and the term in which the course will
      be first offered.
   c. Explanation of any duplication of courses currently listed in the
      catalog.

B. Course Deletion.

If the course is part of the requirements for majors or minors in other academic
units, the proposer should be prepared to address this issue if requested by the
Committee.

C. Course Modification.

Any of the pertinent items listed un II, A and B above.

If the exiting course is being modified to the extent that the proposer feels a
syllabus should be part of the proposal, the appropriate action is to submit
proposals to delete the current course and add a new course.
D. Curriculum Proposals. This applies to both existing and new curricula. The proposal must include the following:

1. Detailed statement of curriculum requirements.

2. Any of the pertinent items listed under II, A and B above.

III. Changes Required by External Agencies

A. Introduction

1. When curriculum changes are required by agencies external to UA-Monticello (i.e., accrediting agencies, learned societies, national professional organizations, etc.) the changes must be accompanied by the external agency’s pertinent guidelines.

2. The committee recognizes that professional guidelines and requirements may not be specified precisely by the external agency. Consequently the outline below is intended only as a guide to the kinds of questions that may be asked. The extent to which the proposal refers to the mandate of an external agency as its justification will determine the amount and kind of documentation required.

B. The committee may review professional guidelines and requirements in regard to the following:

1. COURSE ADDITIONS
   a) Do the professional guidelines mandate the exact course or courses requested?
   b) Is it possible that other already existing courses will satisfy the
requirements?

c) Does the addition of the course or courses increase the number of credit hours required in the discipline involved to the extent that the University of Arkansas at Monticello is no longer competitive with other institutions of higher learning in the discipline?

d) Does the expertise already exist on campus to offer the course or courses?

2. **COURSE DELETIONS**

   See item II B above.

3. **COURSE SUBSTITUTIONS**

   See item II B above.
APPROVAL SHEET

CURRICULUM CHANGE

NOTE: One copy of this approval sheet must accompany the original of each proposal during the entire approval process. Proposals should be prepared according to the Guide and Format for submitting Course/Curriculum Proposals.

Date:

Department:

Signature of Initiating Academic Unit Head:

Desired Effective Date of Change:

Nature of Change (Circle One):

ADD  DELETE  MODIFY

Current Listing in Catalog:

New Listing in Catalog:

Justification:

Approved:

Date:

Chair, Curriculum and Standards Committee:

Chair Assembly:

Chancellor: