University of Arkansas at Monticello

Assembly Minutes

September 25, 2014

Call to Order: The meeting was called to order at 3:30 p.m. by Chairman Donna Hunnicutt.

Approval of Minutes: A motion to accept the minutes from the previous meeting was made by Dr. Whitney Whitworth and seconded by Dr. Rick Clubb. Motion carried.

Old Business:

HLC Update: Dr. Marsha Clayton reminded the Assembly of the upcoming Higher Learning Commission (HLC) visit on October 20 – 22, 2014. Dr. Clayton reiterated that the completed Self-Study is available as a link from the website at www.uamont.edu/accreditation.htm. The committee is also assembling a hard copy resource room. Dr. Clayton encouraged the faculty to make their students aware of the upcoming visit.

New Business:

Chancellor Search Process Update:

The Chancellor Search Committee has begun its work, in accordance with the procedures set out by Dr. Bobbit at the previous faculty meeting on the subject. A website is being constructed to solicit input from faculty, staff, and other interested parties, and an e-mail will come out soon with information for accessing the site. Meetings will be conducted at appropriate times so that faculty and staff may give input in person. Information about the search will be included on the website at appropriate times.

Dr. John Hunt
Chancellor Search Committee Member

Assembly Committee Reports:

Academic Appeals:

The Academic Appeals Committee met twice over the summer.

On 27 May 2014 a total of thirteen appeals were considered: four concerned a one-semester suspension and nine concerned a one-year suspension. Of the total, five were approved, five were denied, and no action was taken on three.

On 30 June 2014 a total of five appeals were considered: one concerned a one-semester suspension and four concerned various uncategorized requests. Of the total, three were approved and no action was taken on the other two.
The committee has met three times so far this fall.

On 11 August 2014 a total of twenty-three appeals were presented to the committee for consideration: thirteen concerned a one-semester suspension, three concerned a one-year suspension, one concerned a grade, and seven concerned various uncategorized requests. Of the total, eleven were approved. Eight appeals were denied. One appeal was conditionally approved, allowing the student to register for a limited number of hours. No action was taken on three appeals.

On 18 August 2014 a total of four appeals were considered. All of them concerned a one-semester suspension. Three appeals were accepted and one was denied.

On 20 August 2014 a total of four appeals were heard. Two of them concerned a one-semester suspension, and the other two concerned a one-year suspension. Of the total, three were accepted and one was denied.

The committee was later presented with an appeal to consider and vote upon by email, but administrators eventually determined this to be an inappropriate request and the appeal was withdrawn as moot. The committee is scheduled to meet next on Tuesday, 30 September 2014.

Report compiled by
Dr. Kay Walter

Academic Appeals – COTC – no report

Academic Appeals – COTM : Vice Chancellor Bob Ware provided the report for the Academic Appeals Committee of the College of Technology at McGehee. The committee considered two appeals during the summer. One appeal was denied and no action was taken on the second appeal.

Athletic Committee – no report

Curriculum and Standards Report :

The following proposals have been approved by Curriculum and Standards since the April 21st meeting of Faculty Assembly

Academic Affairs

Three proposals approved. 1) Changes to the AP credit listing for Physics to align with those of the College Board. 2) Moving both the TC and CP in Correctional Law Enforcement to ‘inactive status’ with ADHE as there are no students and no current instructor. 3) Modification of the Teaching and Learning emphasis area in the Bachelor of General Studies to match the Teaching and Learning minor. Replacing EDUC 4613 Education Field Study with EDUC 3203 Educational Psychology: Developing Learners.
**School of Computer Information Systems**

One proposal approved. Modification of the major requirements to allow students to have the option of taking CIS 3453 - World Wide Web Programming OR CIS 3463 Programming Mobile Applications.

**School of Education**

One proposal approved. Modification of the Teaching and Learning minor, replacing EDUC 4613 Education Field Study with EDUC 3203 Educational Psychology: Developing Learners.

**School of Nursing**

Six proposals approved. 1) Modification of the following courses in the RN-BSN program—NURS 3073: Role Transition, NURS 3333: Health Assessment, NURS 4153: Community Health Nursing, NURS 4473: Nursing Research, and NURS 4504: Leadership and Management in Professional Nursing. 2) Deletion of the following courses in the same program: NURS 3023: RN-BSN Health Assessment, NURS 4013: RN-BSN Nursing Research, NURS 4023: RN-BSN Leadership and Management in Professional Nursing, NURS 4042: Nursing Practicum I, NURS 4063: Healthy Aging, NURS 4072: Nursing Practicum II, NURS 4203: Community Health Nursing, NURS 4403: Health Promotion. 3) Addition of two courses—NURS 3064: Healthy Aging and NURS 3404: Health Promotion. 4) Modification of the assessment fees as follows: LPN to RN—$120/semester; BSN—$120/year; RN to BSN—$20/year. 5) Outlines the BSN (RN to BSN Advanced Placement Track) to reflect the abovementioned changes in proposals 1-3. 6) Modification of the following clinical fees: Nursing Clinical—$30/nursing course credit hour. Proposals 1-4 are necessary because the accrediting body for nursing would not accept hybrid courses in the RN-BSN program. Fees changes reflect consistencies within programs.

**School of Forest Resources**

Forty-five proposals approved. To summarize, the School of Forest Resources will become the School of Forestry and Natural Resources. The school will offer two baccalaureate (BS) degree programs: Natural Resources Management (with options in Forestry, Wildlife Management and Conservation, Geospatial Science, Communications in Natural Resources, and Environmental Science), and Land Surveying. In the Natural Resource Management major, general coursework includes a 35-hour General Education sequence. Courses in the professional sequence for all options consist of a common 51-hour core curriculum and 34 hours of coursework supporting the option. The current AS in Land Surveying Technology will remain. All FOR, WLF and SIS prefixes are being replaced with NRM (Natural Resource Management), except for courses unique to the Surveying option of the current BS in SIS (which is becoming a BS in Surveying). Those unique courses will have the SURV prefix. Proposals detailing new courses, eight semester plans and course deletions were approved.
W. Whitworth  
Chair, Curriculum and Standards

Dr. Whitney Whitworth made a motion to accept the report. Second by Dr. Dennis Patterson. Motion carried.

**General Education Committee** – no report

**Technical Program Curriculum and Standards** – no report

**Faculty Research** – no report

**Library Committee** – no report

**Student Affairs**: Scott Kuttenkuler asked that the name of the recently established student organization “My Brother’s Keeper” be changed to “Bound by Brotherhood,” at the request of the students. Dr. Roy Cabaniss made a motion to approve. Second by Dr. Whitney Whitworth. The motion carried. Kuttenkuler also commended the Student Government Association for its successful efforts to appoint student members to the Assembly. Kuttenkuler introduced the group of student members in attendance.

**Student Affairs – COTC** – no report

**Student Affairs – COTM** – no report

**Teacher Education** - no report

**Committee on Committees** – no report

**Administrative Reports**

**Vice Chancellor for Advancement/Development**:

Assembly Meeting Report 9/25/14  
Vice Chancellor for Advancement and University Relations

**Reminder of Upcoming Events**

**Homecoming** – I hope you will join us for this special homecoming that is dedicated to Judy and Jack Lassiter. The festivities begin on Thursday, Oct 9. I have brought pocket schedules. Please feel free to take one. There are several changes this year. On Friday evening we will have a Lawn Party at the Chancellor’s Home with food, drinks, music...and it’s FREE. The parade has been moved to Saturday and will come through the tailgate area in conjunction with the Walk of Champions. I encourage everyone to participate.

**Lassiter Farewell Reception** – Thursday, November 20, in the University Center Green Room. 2:30-5:30 p.m. come and go, with remarks at 3:00 p.m. You will each receive an invitation.
Centennial Opportunity Fund

I am the non-voting chair of the Centennial Opportunity Fund Committee. As you may recall, the committee is charged with allocating the spendable earnings from the $1 million Centennial Circle Endowment. (The current balance of the endowment is $1,090,000, and that will increase as we get more pledges in.) The Committee received 26 proposals during the Fall 2014 funding cycle totaling $247,213. The Committee had up to $50,000 to allocate during 2014/15. They could allocate it all now, or seek additional proposals in Spring 2015, or carry over some of the funds to future funding cycles. The main emphasis was to fund projects that have a significant, long-lasting benefit. The rule of thumb I asked the Committee to use:

10 years later, can we say that the project made a substantial difference to the University and/or to many students?

Evaluating the proposals gets more difficult each time. Not only is the number of proposals growing, but the thoughtful ideas are getting better. Thank you for participating in the process.

The following two proposals were funded for 2014/15:

- $30,000 for microscopes for one Biology lab. Also, a donor will match this amount. Therefore, there will be enough funding to replace the 40-year-old microscopes in two labs.
- $20,000 for a new piano lab for the Division of Music.

The next funding cycle will be September 2015 the 2015/2016 academic year.

Ten of the 26 proposals were for student travel. It is important that students have an opportunity to present papers and actually participate in other academic endeavors. I am actively working on other sources of funding for these activities and hope to have an update for you soon.

College of Technology – Crossett – no report

College of Technology – McGehee – no report

Vice Chancellor for Student Affairs: Jay Hughes discussed the beginning of the Fall 2014 semester. During Welcome Week, 959 students attended the “Communiversity Fest”, 400+ students participated in tailgating at the Green and White Game, and 197 students participated in the “Take Over Wal-mart” activity. As of the 11th class day, there are 731 students living in residence halls with a capacity of 800. Last fall, the number of students living in the residence halls was 634. The change is a 15% increase for this year. Last year, Aramark served 4,000+ meals per week. This year, Aramark reports serving 5,500 meals per week, representing a 37.5% increase. Hughes announced that campus security authority information is forthcoming and the move of student e-mail to the Office 365 program is complete. The Student Government Association has filled 30 of the 35 student positions in the Assembly.

Vice Chancellor for Finance and Administration:

Jay Jones reported that the Fiscal Year ‘14 closeout was successfully completed. During the Fiscal Year ‘14, the University’s reserve funds were replenished and the financial ratios improved. For example, the
student loan default rate decreased from 28% in 2009 to 22.6% in 2014. Jones commended Susan Brewer and her staff for their efforts.

**Provost and Vice-Chancellor for Academic Affairs:**

*Academic Affairs Report*

**Jimmie Yeiser**

**Provost and Vice Chancellor for Academic Affairs**

**FALL 2014 ENROLLMENT NUMBERS**

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Are we concerned?
No. But you never take enrollment for granted.

Prior to 2013, 10 of 12 previous fall enrollments were institutional records. This cannot be sustained forever. With the decline in 2013 and 2014 together, we remain only 66 students below the 2011 record and 216 above the 2010 record.

In contrast, we have a level enrollment at a time when other institutions in the state are having a major decline.

Thanks to everyone for all that you do to recruit students. Keep up the great work.

**UAM RETENTION**

UAM can improve the retention of its students.

**E-Mentoring:** A program designed to teach students the fundamental computer-related skills needed to succeed at UAM.

E-Mentoring was offered the first Thursday (August 21) and Tuesday (August 26) of this semester at 12:30-1:30pm.

We had 74 students participate in our highly-encouraged, but not required, E-Mentoring sessions. Attendees learned how to use UAM’s BlackBoard, WeevilNet, e-mail, and how to connect student devices to the campus network. I am pleased with this participation and hope you will realize the benefits in your classrooms.

A special thank you is extended to volunteers Bryan Fendley, Crystal Halley, Karen Donham, Lynn Harris, Brian Hairston, and at McGehee, Rebecca Newton and at Crossett, Jake Talley for teaching these sessions. I also extend a thank you to all faculty advisors that encouraged students to participate.

From our questionnaire, we learned that students mostly need assistance in BlackBoard and e-mail. October 30, 2014 will be another session during the free
period and in the BBC computer labs. It will mimic the previous sessions. We will focus on existing students that plan to take their 1st BlackBoard course in spring.

In November, the electronic diagnostic for testing computer related competency will be online. Students may elect to satisfy this requirement by opting to demonstrate their BlackBoard and e-mail competency electronically.

On January 8, (first Thursday of the semester), 2015 E-Mentoring will be setup in the Green Room from 11-2:00 to catch students as they go to lunch. We will focus on new students/transfers/re-admits taking their 1st BlackBoard course. Students can review the online tutorials and complete the electronic diagnostic and get assistance at that time. Students who wish to take a BlackBoard class will be required to demonstrate mastery of the information before receiving access to BlackBoard courses.

**UAM 1st- Four Weeks**

Research has demonstrated that the first-four-weeks of the academic semester are most critical for our students. If they connect with a student, faculty member or organization during this time, they are much more likely to stay and succeed. Presently, UAM does a lot in this area but it is largely individual faculty member dependent. This initiative organizes what we are doing, gives it a name, and expands our efforts to improve student engagement, interest and success during the first-four-weeks of each semester. The thrust will be faculty-student interactions inside the classroom.

**First-Year Experience:** A curricular and co-curricular joint initiative to name, coalesce and expand efforts during the first-academic year to improve student success. Jay Hughes has determined that students in residence halls, athletics, and work-study graduate at higher rates than the rest of campus. The thrust of this initiative will be faculty-staff-student interactions that contribute to what every student should know to be successful at UAM.

**UAM RETENTION PLAN**

Thus, a campus-wide committee will clearly define the goals and activities of UAM in regard to the retention, persistence, and completion of students. This campus-wide committee will be composed of faculty and staff from Student Affairs and Academic Affairs. The goal of this committee will be to define and describe expected strategies, activities, and timelines for units, hopefully leading to a coordinated and united effort which will help UAM meet its retention goals.

**CONCURRENT ENROLLMENT**

<table>
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<td>Students</td>
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<td>734</td>
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Dr. Ranelle Eubanks is a very capable steward of this initiative.

--UAM follows and is in compliance with all ADHE guidelines
--UAM does not recruit. All High Schools have contacted us.
--UAM has a MOU that allows all High Schools to discontinue our relationship upon their request.
RE-ACCREDTIATIONS/ADHE REVIEWS

HLC visit Oct 20-22

2013-14
History, Political Science, Social Work (CSWE), BS in Nursing (state board of nursing)

2014-15
Psychology

2015-16 Biology, Chemistry, Natural Sciences, Education (NCATE)

For all of the completed reviews by re-accreditation teams and ADHE reviewers, we receive praise for what we are doing.

Chancellor:

Chancellor Jack Lassiter discussed SSCH (student semester credit hours) and that UAM has a significant number of students who are attending on a part-time basis. Lassiter encouraged faculty and staff to vote in the upcoming election. The Assembly officers meet with Dr. Lassiter and Dr. Jimmie Yeiser every two weeks. Faculty are encouraged to bring questions to one of the Assembly officers for discussion at one of those meetings. Lassiter discussed that the First Year Experience program creates a positive spirit outside of the classroom. He reiterated the importance of the upcoming HLC visit. Lassiter announced that a committee is being established to plan for a new science center. Lassiter encouraged faculty, staff, and students to take advantage of the Weevil Discount Program with local businesses. He also encouraged faculty to say thank you to the local businesses and organizations that made the Weevil Welcome event possible.

With no further business, Dr. Rick Clubb moved to adjourn. Dr. Roy Cabaniss seconded. The motion carried. The meeting adjourned at 4:30 p.m.

Respectfully submitted by,

Mary Heady, Secretary