Chairman Greg Borse called the meeting to order at 3:25 p.m.

**Approval of Minutes** A motion was made by Dr. Clubb to approve the minutes from the previous meeting, seconded by Dr. Whitworth. Motion carried.

**Old Business** – none

**New Business** – none

**HLC Update** – Dr. Marsha Clayton reported that the first draft had been circulated through the Executive and Academic Councils for comments. The second draft is due February 7th and will be on the UAM web page for additional comments. The Steering Committee is meeting monthly and will continue in the spring semester.

**Assembly Committee Reports**

**Academic Appeals** - The Academic Appeals Committee met on Wednesday, October 31. At this meeting, the committee considered 3 appeals. The committee approved one of the appeals and denied two.

**Academic Appeals – COTC** - no report

**Academic Appeals – COTC** – no report

**Athletic Committee** – no report

**Curriculum and Standards Report** - The following proposals have been approved by Curriculum and Standards since the October 17 meeting of Faculty Assembly

**School of Business**
Five proposals approved. 1) Modification of the Marketing concentration to allow for students to take both MKT 3453 Marketing Communications and MKT 3483 Channels of Distribution as part of their program of study. 2) Removal of the prerequisite for MKT 4473 Special Topics in Marketing. 3) Change of the prerequisites for MGMT 4643 Production/Operations Management from GB 3233 Business Statistics II to GB 2113 Business Statistics I. 4) Modification of the BBA degree to include four hours of elective courses outside the major in order to facilitate an accreditation standard that 40 percent of degree requirements come from general education and non-business sources. 5) Modifies the Business Administration concentration under the Business Administration major by changing the name of the concentration to General Business, to reduce confusion from having the same name for the major and for a concentration. Also, the concentration requirements were changed from 18 hours consisting of six courses taken from six different business areas to 18 hours consisting of two courses taken from three different business areas to add more structure to the general business concentration.
School of Education
Four proposals approved. 1) Modification of the BS in Health and Physical Education (non-licensure) degree to reflect a minor in business rather than a business collateral. 2) Creation of the BA in K-6 Elementary Education Degree to meet state mandates. 3) Modification of the BA in Middle Level Education course requirements to allow for newly created classes and also for reduction of co-existing classes in the K-6 mandated program. 4) Modification of the BS in Teaching and Learning course requirements to allow for newly created classes and also for reduction of co-existing classes in the K-6 mandated program.

School of Nursing
Ten proposals approved. 1) Modification of NURS 3073 Role Transition from a traditional face to face class to a hybrid online/face to face class. 2) Creation of NURS 3XX3 RN-BSN Health Assessment for RN-BSN advanced placement students in a hybrid online/face to face format. 3) Modification of NURS 3333 Health Assessment to be offered to only to students who are in the BSN program. 4) Modification of NURS 4473 Nursing Research to be offered to only to students who are in the BSN program. 5) Creation of NURS 4XX3 RN-BSN Nursing Research for RN-BSN advanced placement students in a hybrid online/face to face format. 6) Creation of NURS 4XX2 Nursing Practicum I as a comprehensive practicum in an online/face to face/practicum format. 7) Modification of the RN to BSN to a 12 mo program. 8) Modification of NURS 4504 Leadership and Management in Professional Nursing to be offered to only students in the BSN program. 9) Creation of the NURS 4XX3 RN-BSN Leadership and Management in Professional Nursing for RN-BSN advanced placement students in a hybrid online/face to face format. 10) Modification of NURS 3404 Health Promotion to NURS 4XX3 Health Promotion to an eight-week fast track course in a hybrid/face to face format to expand the RN to BSN advanced placement track program.

W. Whitworth
Chair, Curriculum and Standards

Motion to accept the report by Dr. Whitworth and a second by Dr. Clubb. 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 reported that the Delta Bells have applied to become an organization and have met the criteria. A motion was made by Dr. Clayton and a seconded by Dr. Clubb. Motion carried.

Student Affairs – COTC - no report
**Student Affairs – COTM -**  no report

**Teacher Education -**  Dr. Peggy Doss reported that the committee met electronically on November 13, 2013 to discuss the C & S proposal for the modified Middle Childhood degree. The proposal included requiring grades not less than a B or C in the majority of the courses to ensure teacher candidates meet the new state and national accreditation expectations for GPA. Admission to teacher education will now become a 2.75 and admission to the internship a 3.00.

**Committee on Committees**  – no report

**Administrative Reports**

**Vice Chancellors**

**Advancement and Development -**  Mrs. Linda Yeiser reported that we currently have 91 donors in the Centennial Circle who have given or pledged $10,000. Our goal is 100 donors to raise $1 million, so only 9 donors remaining.

An email went out concerning proposals for spring 2014 distribution from the Centennial Opportunity Fund. These are the earnings from our Centennial Circle Endowment. We have $18,800 available to distribute in spring 2014. Please submit your requests. Restricts and guidelines for proposals and use of funds:

- Funds will be used for special and significant purposes, with preference given to proposals that move the University forward.
- No funds will be used for salaries (this restriction was established during the fundraising process).
- No funds will be used for normal, recurring expenses of the University.

All awards from the Centennial Opportunity fund are going to flow through the University. Awardees will receive an account number and will process POs and travel reimbursements as they normally would with University funds.

The Nursing Programs recently received a major gift for the Nursing Sim Lab. We will soon have a virtual shower registry online whereby anyone can make a donation to sponsor items and supplies for the Sim Lab – items range from biohazard trash cans, to erase boards, and even trauma makeup. We will be contacting nursing students, graduates, and others we believe will be interested in giving to this campaign.

We have now received the anticipated gift of art from a San Diego donor. We received 11 works in November. You will see those displayed soon.

A policy will be forthcoming soon concerning acceptance of gifts-in-kind. Basically, only the Chancellor and the Vice Chancellor for Advancement and Development have the authority to accept a gift-in-kind on behalf of UAM. Please let Mrs. Yeiser know of a potential gift and she will contact the donor. You will need to provide the donor’s name, address, phone number and a written description of the proposed gift.
As a result of a recent internal audit, a policy has been drafted for expenditures of the UAM Foundation Fund in a written document. This document titled “Accounting Procedures for Expenditures” will be posted on the Advancement website. One change that you may notice is that we will try to process some purchases from the Foundation through the University’s purchasing office. This way equipment items automatically get put on inventory in UAM’s normal procedure. Also, it assures that we will get competitive pricing, thus using the funds in a prudent and responsible manner. UAM will make the purchase on behalf of the Foundation, and UAM will bill the Foundation for these purchases.

We will still have flexibility to accept something other than the low bid if it is in the best interest of the University, just as we have in the past. Quality, compatibility, ease of use, and maintenance costs are among factors that may be considered in accepting a bid other than the low bid. Justification for such a choice must be presented by the requestor to the UAM Purchasing Office in writing. The UAM Purchasing Office will document the reason(s) for accepting a bid other than the low bid. So, the bottom line is, we will not have to strictly follow the state purchasing rules when making purchases with foundation funds, but we do want to make sure that we get a competitive price.

All expenditures from UAM Foundation Fund are expected to be reasonable, to have a direct University business purpose, and to be compatible with and enhance its educational mission. As always, donor intent guides our use of UAM Foundation Funds.

**College of Technology at Crossett** – no report

**College of Technology at McGehee** – Mr. Bob Ware reported that the McGehee campus had received a GM vehicle to assist with their automotive program.

Chris Massengale had reported at a local event that Dumas was receiving $175,000 to promote and sustain healthcare jobs in the area. Mr. Ware is hopeful that COTM will get to play a vital role in educating these potential employees.

**Student Affairs** - Mr. Jay Hughes reported that the end of semester activities are going well: window painting, Christmas tree lighting and the jazz ensemble, Keep it Simple Santa, Laser tag, Canned Christmas Tree and blood drive, and the late night breakfast are the activities that have taken place.

**Finance and Administration** - Mr. Jay Jones reported that the HVAC units for the Administration Building and the Fine Arts Center are being installed. The Music Building will be installed between now and Christmas break.

Two promotions were announced: Annissa Ross has been named UAM’s Chief Information officer. She has been employed at UAM for 12 years and is a UAM graduate. Chester Ashcraft has been named UAM’s Physical Plant Director. He has been employed since 1980 and is also a UAM graduated.
**Provost and Vice-Chancellor for Academic Affairs** - Dr. Jimmie Yeiser reported that we had 2,540 students that completed pre-registration during the fall semester. We anticipate 400-600 pre-freshmen and we still have open and late registration. Our final head count for spring 2013 was 3,591. Our numbers are comparable to last year.

CourseEval participation for fall 2013 was 31%, down from 35% in spring 2013.

We are airing three new 30-sec UAM recruiting videos during Friday Night Touchdown on Channel 7 KATV. The slogan for these videos is YES YOU CAN and each has a unique theme emphasizing tradition, affordability, and college experience.

Retention is an important issue for us all. Dr. Yeiser will be establishing a retention committee to help prepare a retention plan. We have a strong recruiting initiative and we need to match that initiative with a more visible, structured, recognizable initiative in retention.

Jay Hughes and his student services team have kicked off a 1st year experience in the residence halls and this will contribute to improved academic success, retention, and graduation. Academics will likewise further develop a curricular component to the 1st year experience, bringing a curricular and co-curricular approach to enhanced retention. The academic portion of the 1st year experience may include the teaching in our intro courses, 3-6 basic questions fundamental to student success. What should every freshman know to be successful at UAM? For example: 1) What is the difference in high school and college? 2) What is critical thinking? 3) What are my career options? 4) How to I manage my time effectively? 5) How do I take good notes? 6) Why is diversity important? To present these same questions in multiple intro courses will involve duplication. Duplication can be good because we learn from repetition and different perspectives of the same topic.

**Chancellor** - Dr. Jack Lassiter reported that recruitment and retention are still critical to UAM. We want to continue to reach out to more students and to continue to work to keep those students that we have.

There is $129 million increase in the State Budget for FY 15. A 1.7% increase would be $192,000 for UAM. We have saved $400,000 by the salary freeze, but this is a one-time only savings.

The $300,000 money from the state legislature thanks to Eddie Cheatham is being used in Music Building. Sheila Lampkin helped UAM get $50,000 and Sen McElroy $25,000.

We are also trying to replenish our reserve fund which was depleted some last year due to the phone system and other unexpected expenses.

Preregistration numbers are on target for spring.

Campus heating systems are being installed.
Announcements –

There is a choir concert tonight.

Dr. Kate Stewart announced that the Advanced Composition Colloquium would make their final presentations on Thursday, December 5\textsuperscript{th} at 12:40 in MCB 120. Everyone is invited to attend.

Carol Dolberry reminded everyone that grades are due December 16\textsuperscript{th} at 10:00 a.m.

Dr. Poniewaz made a motion to adjourn, Dr. Clubb seconded it. The meeting adjourned at 4:10.