Call to Order at 3:25 by Chair Greg Borse

Approval of Minutes

Dr. Marsha Clayton made the motion to approve the minutes with a second from Dr. Ron Sitton.

Old Business

No old business.

New Business:

Presentation from Tau Kappa Epsilon

Jacob Coon presented a plaque to Dr. Lassiter in recognition of TKE receiving their charter and becoming the Upsilon Sigma Chapter at UAM. They have been trying to get their charter for 11 years. Their motto is “Gentlemen trying to make better men.” Dr. Lassiter thanked the young men present for their efforts and also gave a special thanks to Dr. Ron Sitton for his efforts with this organization and their success.

Assembly Committee Reports

Academic Appeals – no report

Academic Appeals – COTC – no report

Academic Appeals – COTM – no report

Athletic Committee – no report
Curriculum and Standards Report – Marsha Clayton

Curriculum and Standards has approved the following proposals since the October Assembly meeting.

Academic Affairs–3 proposals

A proposal to modify the University policy on withdrawing from courses to allow for exceptional circumstances. The policy will now read ‘After the 50th class day, no drops or withdrawals. Any student who experiences an unexpected extenuating circumstance after the 50th class day and finds it necessary to leave the University may appeal to the Provost . . . . for an exception.’ Students will be required to include supporting documentation and the Provost may also consider the student’s attendance in class.

A proposal to modify the catalog copy on Conditional Admission of First-Time Freshmen. The section is now Conditional Admission Status for First Time Freshmen, other modifications include changing admission status from being admitted ‘unconditionally’ or ‘with conditions’ to being admitted to ‘unconditionally’ or ‘conditionally’. The Office of the Registrar will determine whether students are admitted conditionally. Transcripts of students who graduated from out-of-state high schools will be evaluated for meeting the Arkansas high school core curriculum. Students who obtain the GED or graduate from home schooling or private schooling must make a minimum composite score of 19 on the ACT in order to be admitted unconditionally.

Conditional Admission Status for First Time Freshmen will be followed by a new section “Conditional Prep Status”. The Arkansas Higher Education Coordinating Board has indicated that beginning January 2013, a first-time associate or baccalaureate degree-seeking student with a high school diploma or GED and a score of 14 or less on the ACT . . . will be admitted to the institution under the conditional prep status. The section outlines requirements that students admitted under this status must meet (completion of an enrollment agreement, enrollment in a freshman seminar/orientation course, . . .). Students are restricted to a maximum enrollment of 14 credit hours per semester.

A proposal to add a new course DEV 101 First Year Seminar, the course that will be required of students admitted under Conditional Prep Status. The course is a developmental course that does not count towards general education or the major, minor, or elective requirements for any degree or certificate. The course must be completed with a grade of ‘C’ or better or the student will be required to re-enroll in the course.

Office of the Registrar-2 proposals

A proposal to delete the ‘Ability to Benefit’ section from the Undergraduate Admissions chapter of the catalog. The Ability to Benefit section refers to adult students aged 21 or older
who have not earned a high school diploma or passed the GED. To enroll in courses as a degree-seeking student and possibly be eligible for financial aid, the student must demonstrate an ‘ability to benefit’ by one of three measures. The federal financial aid policy that resulted in this section has changed; students can no longer receive financial aid unless they have graduated from high school or passed the GED. These students can still enroll as a special, non-degree seeking student, but are no longer eligible for financial aid.

A proposal outlining the University calendar for the 2013-2015 catalog.

**Arts and Humanities—3 proposals**

A proposal to **add an Art History emphasis** to the Art major and a proposal to **add a minor in Art History**.

A proposal to **modify four MODL Study Abroad courses** so that the courses can be repeated when the context varies for up to twelve hours of credit. The courses are MODL 3403 Conversational Language I–Study Abroad, MODL 3413 Conversational Language II–Study Abroad, MODL 3423 Syntax of the Language –Study Abroad and MODL 443V Seminar in Foreign Language Studies.

**Business—1 proposal**

A proposal to delete seven courses that have not been offered for several years. The courses were part of a discontinued major in business education and concentration in administrative support systems in the business major. The deleted courses are G B 2103 Administrative Support Procedures, G B 1033 Elementary Computer Keyboarding, G B 2153 Intermediate Computer Keyboarding, G B 2553 Advanced Computer Keyboarding, G B 2273 Word Processing, G B 3203 Desktop Publishing, and G B 3301 Teaching of Business Subjects.

**Education—2 proposals**

A proposal to **modify the Bachelor of Arts - Middle Childhood Education Language Arts and Social Studies Emphasis** to reflect changes in the Middle Childhood licensure requirements by the Arkansas Department of Education. The degree will now be the Bachelor of Arts - Middle Childhood Education. Students will be required to choose two of four content areas of emphasis (Mathematics 15-20 hours, Science 16 hours, Language Arts 15 hours, or Social Studies 15 hours). Degree requirements were also modified for content area coverage required for success on the Praxis II exam.

A proposal to **modify the requirements for the Coaching Minor.** PE 2262 Officiating is no longer required, hours in the minor are reduced from 22 hours to 20. Officiating is embedded in the other courses required in the PE major and the coaching minor; the officiating course is no longer required in the majors.
Math and Sciences–6 proposals

A proposal to add a new course BIOL 4xx4 Waterfowl Ecology. The course will be a spring offering in odd numbered years.

A proposal to modify the supportive requirements for the chemistry major by reducing the supportive requirements from 26-27 hours to 21 hours by removing certain math courses from the supportive requirements. The current mathematics supportive requirements far exceed the minimum requirements for an American Chemical Society recognized degree. The reduction in hours will also allow students to minor in an area other than math and more easily complete degree requirements within 120 hours.

Two proposal to add new courses PHYS 3xx3 Computational Physics and PHYS 3xx4 Introduction to Electronics. Both courses have been taught as special topics courses, and are important courses for students minoring in physics and/or students conducting undergraduate research projects in physics.

A proposal to add a new course PHYS 3xx3 University Physics III and PHYS 3xx1 University Physics III Laboratory. A third physics course in the calculus based physics sequence is needed for complete coverage of the topics.

A proposal to modify the course names of two courses and the associated labs to reflect common practice. Many universities use the name College Physics for the algebra/trigonometry based physics sequence for math and science majors. Changing the names of the UAM courses will reflect common practice and facilitate transfer of courses and admission to graduate studies. PHYS 2203 General Physics I, PHYS 2213 General Physics II, PHYS 2231 General and University Physics I Laboratory, and PHYS 2241 General and University Physics II Laboratory will now be College Physics I, College Physics II, College and University Physics I Laboratory, and College and University Physics II Laboratory.

Nursing–Several proposals

A proposal to modify NURS 1034 to include LPN-BSN students who graduated from a practical nursing program more than 24 months before admission.

A proposal to add a new course NURS 1xx2 First Aid and CPR.

A proposal to add a new course NURS 3xx3 Pathophysiology for Nursing.

A proposal to clarify application deadline/time frames and AASN admission requirements.

A proposal to modify the credit to clinical hours contact ratio for several nursing courses. UAM has been using a 1 credit hour to 4 contact hour ratio. The National League for Nurses Accrediting Commission uses a 1 credit hour to 3 contact hour ratio. Clinical hours and/or lecture hours are adjusted to reflect the 3:1 ratio for ten NURS courses.

A proposal to clarify application deadlines/time frames for the BSN program.
Proposals to **modify the names of two courses**: NURS 3121 Introduction to the HESI E2 will become NCLEX-RN Test Prep I. NURS 4131 HESI E2 Exam Review will become NCLEX-RN Test Prep II.

A proposal to **modify the name** of a program: The Fast Track LPN-RN Transition Program under the AASN will become the Fast Track LPN-RN Program.

A proposal to clarify accepted communication courses and which courses are general education and nursing supportive requirements for the BSN.

A proposal to **modify AASN admission requirements** for graduates of practical nursing programs at the COTs. Deadlines/time frames for application for admission are clarified. Applicants must present documentation of a minimum of 2000 hours of work experience from an acute care setting *unless they graduated from COT-C or COT-M within the last 12 months*.

A proposal to clarify application deadlines/time frames for the LPN-BSN program.

A proposal to clarify applicant ranking for admission consideration.

A proposal to clarify application deadlines/time frames for the RN-BSN program.

A proposal to clarify acceptable communication courses and electives for RN-BSN program.

**A proposal to modify requirements for readmission into the nursing program.** BSN students who have been out of the program for more than one year must restart the nursing sequence with NURS 3333 Health Assessment. BSN students who are accepted into any Concepts course (Concepts in Nursing Care I-IV) within one year of failure or withdrawal from the course must retake the course/audit the prerequisite Concepts course, and pass a Skills check-off. Equivalent readmission requirements are established for AASN students, and for the Principles of Nursing Care I-III course sequence.

**Social and Behavioral Sciences**—1 proposal

A proposal to **modify the History Minor** to reflect changes in general education made last year. Students were previously required to take HIST 1013 Survey of Civilization I or HIST 1023 Survey of Civilization II, whichever course was not taken to fulfill general education requirements. Students minoring in history are now required to take HIST 1013 and 1023. Hours in the minor increase from 18 to 21 hours.
Curriculum and Standards Operating Procedures Modifications – Marsha Clayton

The Curriculum and Standards Committee is requesting Assembly approval for a revision to committee operating procedures regarding deadlines for proposal submission. The current operating procedures establish only one deadline: October 30 of the year prior to printing the new catalog.

At one time most proposals were submitted with a desired effectiveness date of the next catalog. For several years, more and more proposals are submitted with effectiveness dates of the next semester or term: January/Spring, Summer I, Summer II, or Fall/August. There is little difference in the flow of proposals in a catalog or non-catalog year. In particular, the committee receives proposals after the midpoint of the spring semester with desired effectiveness dates of that summer or fall.

The full text of the current and proposed section of Curriculum and Standards Operating Procedures is shown on the next page. A summary is shown below.

<table>
<thead>
<tr>
<th>Desired Effectiveness Date</th>
<th>Deadline</th>
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<tr>
<td>January/Spring semester</td>
<td>October 30 of the preceding fall semester</td>
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<tr>
<td>Summer/Fall</td>
<td>March 8 of the preceding spring semester</td>
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The committee may consider proposals received after these deadlines if the proposals are editorial in nature or driven by proposals previously approved by the Assembly. The committee will not consider any proposals received after March 31.

Requests to consider proposals after these deadlines must be based on regulatory changes by governmental or accrediting agencies. Requests must be approved by a two-thirds vote of the committee.

OPERATING PROCEDURES

II. D.

Current:

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.

Proposed
II. 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.

**All proposals and program changes with a desired effectiveness date of the following January/Spring semester must be submitted to the Curriculum and Standards committee by October 30 of the preceding fall semester.**

**All proposals and program changes with a desired effectiveness date of the following Summer/Fall must be submitted to the Curriculum and Standards committee by March 8 of the preceding spring semester.**

Proposers are responsible for circulating proposals in time to meet these deadlines. The Committee may consider proposals received after these deadlines if the proposals are editorial in nature or driven by proposals previously approved by the Assembly. The Committee will not consider any proposals, editorial or otherwise, received after March 31.

Requests to consider proposals after these deadlines must be based on regulatory changes by governmental or accrediting agencies. Requests must be approved by a two-thirds vote of the committee.

**Technical Program Curriculum and Standards – Sherry Harris**

The Technical Programs’ Curriculum and Standards Committee approved one (1) proposal with an effective date of January 1, 2012, since the last Assembly meeting.

The committee approved a proposal to include DEVT 101 Technical Orientation. This course meets the Higher Education Coordinating Board Policy amendment for any first time technical or associate degree-seeking student with a high school diploma or GED and/or a score of 0-14 composite on the ACT, 0-690 on the SAT, 0-62 on the COMPASS Reading Skills Test, or 0-35 on the ASSET Reading Skills Test. Students with these scores will be admitted to a higher education institution under the status of “conditional prep” and will be required to enroll in this course.
All technical programs are encouraged to submit proposals at the beginning of the spring semester in keeping with the timetable set in the UAM Assembly Operations Procedures.

Faculty Research – no report

Library Committee – no report

Student Affairs – no report

Student Affairs – COTC – no report

Student Affairs – COTM – no report

Teacher Education – Donna Rash

Present: Dr. Doss, Mary Donaldson- MIS Principal, Tracie Jones-ERZ, Dr. Jones, Dr. Longing, Pam Beard, Dr. King, Dr. Zimmerly, Mrs. Givhan, Joy Graham- Drew Central Middle School Principal, Sara Bloom-Arts and Humanities Faculty, Melissa Vincent-Drew Central High School Principal, Tracy Streeter- Noble/Albritton Elementary Principal, Marilyn Johnson-Warren School District Assistant Superintendent, Dr. Francois-Arts and Humanities Faculty and Kimberly Johnson, reporter

The Teacher Education Committee met for the first time during the fall 2012 semester. The meeting is reported as followed:

1. Welcome and Introductions
   - Dr. Doss welcomed the group and explained to them the importance of meeting with our stakeholders as it is a duty and responsibility to interact with our partner schools and faculty across campus regarding teacher preparation. This is also a requirement for accreditation (NCATE, which will be called CAEP in the future).

2. Licensure changes and related program/degree development
   - New K-6 degree (ACEI Standards)
     - This degree will be replacing the P-4
     - Will be developing program changes for K-6 which will have to go through the university approval process before being presented to the state
     - Current P-4 majors will have until summer 2018 to finish and a cut-off for P-4 admission will be determined
     - Expect to begin this degree program by Fall 2014
   - Revised Middle Childhood degree
     - Majors will have to choose from 2 areas instead of the current 4 areas of licensure
     - Will include an emphasis in each area for the program of study
     - Test will stay the same
• Revised Special Education graduate level endorsement (K-12)
  o This program will now be offered as an undergraduate degree in which an initial license will be issued; licensure will move from P-4/4-12 to K-12
  o UAM will continue to offer this as an endorsement
• Early Childhood Endorsement
  o This will be offered for those seeking to teach 3-4 year olds
• Standard Licenses for all areas
  o Beginning 2013 all licensure will be issued as standard licensure

3. Programs/License to be "phased out"
• 5-6 endorsement
• P-4 Early Childhood degree (no future license in this area)
  o Special Education P-4/4-12

4. Timeline for program changes
• Final dates will be provided to universities by ADE once finalized
• K-6 should expect to begin fall 2014, no later than fall 2015

5. State-wide impact of Middle Childhood Praxis II test revisions/Admission to internship waivers
• The Middle School Praxis exam took a dramatic change in its testing and score requirements; scores were compared between the old test and the new test which showed significant differences in scores on the new test. Many test takers are not passing the test now. The test requires you to pass all four subtest areas of Math, Science, English and Social Studies. Other universities are seeing this as a problem area and are working to find a solution as well. School of Education faculty took a look at the areas of the test that were not being passed in order to come up with a solution to help our students prepare and pass this test. The Middle School Praxis Study Guide has been ordered and is has been made available to our students for preparation. Sections from this study guide have been passed to other departments across campus for their prospective subject area (Math and Science, English/Language Arts and History/Social Studies). This conversation brought about a motion to waive admission to internship for Middle School majors.
• The motion was brought by Marilyn Johnson to allow an Admission to Internship Waiver for Middle School majors due to the change in the new Middle School Praxis; the motion was seconded by Joy Graham, no further discussion was made and the motion carried; Dr. Doss said she would speak with Mrs. Level, Teacher Education Coordinator regarding this motion.

6. Other- No other business discussed and the meeting was adjourned.
Committee on Committees – no report

Ad Hoc Committee on Faculty Awards – no report

Administrative Reports

Vice-Chancellors and Directors


Dr. Brown introduced Ms. Julie Barnes, Director of Alumni Affairs to the Assembly.

Dr. Brown reported that enrollment was up in the fall semester reporting 3,945 students. Enrollment in fall of 2008 was 3,308 students. Since 2006, the Cooperative area has lost over 1,000 high school students in our area.

Dr. Brown reported that the Community Development Program began in October, 2011. We have had 687 participants with an average enrollment of 15 students per class. The spring schedule of course offerings has been mailed.

Dr. Brown reported on several recent endowments:
Full Endowment  
Earl Phillips Math and Science Endowed Scholarship

Active Endowments
Dr. Kathy Brown King Graduate Education Endowed Scholarship  
Terrell Baker Forest Resources Endowed Scholarship  
Jo Hutchinson Jackson and Charles E. Jackson Education Endowed Scholarship

College of Technology at Crossett – no report

College of Technology at McGehee – no report

Student Affairs – Mr. Jay Hughes

Mr. Hughes reported on the Bankston and Horsfall Renovations. Those projects will begin in the spring of 2013 and will be ready for students in the fall. This is approximately a $9 million project.

Mr. Hughes reported that renovations on the Wellness Center will continue and it will open in fall of 2013. The new center will open up some space in the University Center which will house a game room and dance room for students.

Mr. Hughes announced that Mindy Holcomb is leaving and a search has begun for her replacement. Cheerleading responsibilities will be moved to Athletics.
Finance and Administration – Mr. Jay Jones

Mr. Jones reported on some email policy improvements that will be forthcoming in the near future. Assignments will be created for “netlist” capabilities. A policy will be issued in the near future. We will also have the ability to better manage emails. Currently student email accounts are purged and faculty and staff will be added soon. This will prevent buying excess space and make the space we currently have more efficient.

Provost and Vice-Chancellor for Academic Affairs – Dr. Jimmy Yeiser

Dr. Yeiser reminded faculty that the semester is ending quickly and that there are many things going on between now and the end of the semester. Exams should be given during the time and date on the schedule. In rare circumstances where a conflict arises because of an online class, he said that the student should be accommodated.

Dr. Yeiser reminded faculty that annual evaluations, promotion and tenure applications are due. Information can be found in the faculty handbook.

Dr. Yeiser announced that he wants to have a discussion with each Dean in the near future. Dr. Lassiter and Dr. Yeiser will be meeting with faculty by school after the first of the year.

Dr. Yeiser asked for input regarding catalogue printing. It currently costs $21,000 for catalogue printing and for those on thumb drives. Please consider other alternatives and give these suggestions to your Dean. One possibility is to put the catalogue in PDF format on the University website.

Dr. Yeiser asked for input regarding summer school offerings and enrollment numbers. He would like suggestions on how to maximize our offerings and avoid the fluctuations in enrollments. Please forward suggestions to your Dean on this as well.

Dr. Yeiser reported that he recently received a complaint from a parent about some housekeeping issues in Harris Hall. He investigated the matter the next day and all of the issues had been resolved. He wanted to remind us that people are sensitive and that we should all work to keep our areas tidy and make our campus one to be proud of.

Chancellor – Dr. Jack Lassiter

Dr. Lassiter announced that a Cost Containment Committee has been formed for 2013 and will be working to identify more areas where money can be saved campus-wide.

Dr. Lassiter reported that five academic buildings will be Wi-Fi capable by summer 2013.

Dr. Lassiter reported that the University of Arkansas Distance Education Initiative is looking at vendors to administer online courses by campus. There will be a cost associated with this service and each campus will decide whether or not they wish to utilize their services.
Dr. Lassiter reported McGehee and Crossett are working in conjunction with the Delta Regional Authority to increase broadband for online courses. At this time neither campus can offer online courses.

The Legislative Session will begin January 14, 2013. Dr. Lassiter is hopeful that UAM’s budget will remain the same for next year. He reported that our budget is sound and that we have been able to have a constant number of employees campus wide through reallocation of faculty.

Dr. Lassiter reported that they are waiting to verify spring enrollment numbers, but that it appears that a 2% raise will be possible for faculty early in 2013. If this occurs, the raise will be retroactive to July 1, 2012. Pre-registration for spring is at 2,568 students.

Dr. Lassiter commented on the Bankston and Horsfall renovation projects. These projects will be paid for by student fees. Other renovation/building needs include:

- A new science center
- Babin Business Center, the Music Building and Performing Arts are not ADA compliant.

Dr. Lassiter also reported that the School of Forest Resources was completed with no debt.

**Announcement**

Dr. Borse announced that the annual Christmas Luncheon will be Thursday, December 13th from 11:30 until 1:00. Please come at a time that is convenient to you.

**Adjournment**

Motion by Ron Harris and second by Donna Hunnicutt at 4:28 p.m.