UALR FACULTY SENATE

Faculty Senate Meeting Agenda
Friday, November 15, 2013
1:00 PM until Adjournment
Ledbetter A & B

Present: *CAHSS*—Amrhein, Anson, Corwyn, Drummond, Giammo, Hawkins, Jensen, Maguire, Matson, Minnick, Porter, Yoder. *CB*— Funk, Mitchell, Nickels, Watts. *CE*— Hayn. *CEIT*— Anderson, Jovanovic, Tramel, Tschumi, Wright. *LAW*— none . *LIBRARY*— Macheak. *CPS*— Collier-Tenison, Franklin, Giese, Rhodes, Golden. *COS*— Benton, Chen, Douglas, Davidson, LeGrand, He, B. McMillan, T. McMillan, Zheng . *EX OFFICIO*—Anderson, Toro Ramos, Ford, Wright.

Absent: *CAHSS*— Estes, Merrick. *CB*– none. *CE*— Barrett, Kuykendall, Vander Putten*.* *CEIT*— Chiang. *LAW* – Fitzhugh, Foster, Gallant *(alt. for Aiyetoro)*. *LIB* – none. *CPS* – Faust. *COS*—Prince. *EX OFFICIO*— Bishop, McNeaill.

I. Welcome and Roll Call

President Wright called meeting to order at 1:09 pm. Secretary B. McMillan called the roll.

II. Review of Minutes

The minutes of the October 18, 2013 meeting of the Senate were reviewed. No changes were made. Yoder made a motion to approve the minutes, and Douglas seconded the motion. The motion carried by voice vote.

III. Announcements

IV. Introduction of New Topics (2 min limit, no discussion)

Senator Watts brought to the Senate's attention that free publications (e.g. Arkansas Times, Sync) have been removed from locations on campus. He found that this was based on orders from the Office of Procurement Services under the rationale of campus beautification. They can be returned to campus, but will be available only in 4 places. Watts stated it is beautiful to see these publications on campus. They should not be removed from a college campus.

V. Reports

A. Chancellor: Joel Anderson

Chancellor Anderson began with news of recent events. He remarked that the Sequoyah National Research Center celebrated its 30th anniversary at the Governor's Mansion last week. He thanked Dan Littlefield, and James Parins for their years of work in supporting the center, and he thanked Bill Wiggins for his contributions.

He noted that we have experienced a run of bad news in that there were 5 funerals in a short period of time for former members of the UALR community.

He informed the Senate that there have been meetings on campus to inform employees and students about the Affordable Care Act. There will be additional meetings for folks who reside within the University District. He thanked those who have helped - from Human resources, the personnel office and University District.

Chancellor Anderson reiterated that we are in a changing environment in which state support is going down at the same time that expectations are going up, and there is greater competition for students. He thanked the Faculty Senate for doing the work of change – especially changes to the Curriculum, over the last few years.

On Restructuring:

He is pleased with the restructuring process and thanks all for cooperation on restructuring. There are 4 major searches underway – Dean of Arts, Letters, and Sciences, Dean of Education and Health Professions, Dean of Social Sciences and Communications, and the Vice Provost for Research, Innovation and Economic Development. All of these will need search committees, and he hopes he can acquire money to pay for a Search Firm. Search Firms flush out candidates who might not have known about or who might not otherwise consider these positions. They sell the institution. The process will continue: the search committees will receive applications from the Search Firm and those that apply on their own. Then the search committees will conduct Skype interviews to narrow the field to those they wish to bring onto campus for interviews.

The Chancellor emphasized that numbers are important. Sometimes we set up a false dichotomy between numbers and quality. This does not have to be so. If Political Science had 5 times as many majors, it would be a stronger program because it would have more faculty members with more specialties. The significance of enrollment should not be lost.

He thanked Dean Kahler, Enrollment Management Vice Chancellor for ongoing student recruitment activities. Discover UALR Day succeeded in getting many prospective students to campus. If we get them to campus, we are a long way down the road to recruiting them. We can all help in recruiting once they are on campus. In addition, recruiters have visited Rogers, Hot Springs, Texarkana, and Memphis. We are also working with military installations and two year colleges with respect to student recruitment. We need to understand that Legislators

value 2 year college and we need to cooperate with them to serve their interests and those of our students.

On the Tech Park:

A decision has been made to locate the Tech Park on Main Street. This is disappointing, but not surprising. As a result of that process, folks in leadership in the community recognize that a companion site to the Tech Park should be located near or on the UALR campus (e.g. tech transfer to move science-based technology).

Questions:

Jovanovic – will you make available your restructuring presentation to the UA Board of Trustees next Friday?

Chancellor Anderson -All are welcome to come to the meeting on campus. The presentation will be available online after the meeting. It is a report - not up for vote. There is no requirement for a vote.

Tar-pin Chen – The university is hesitant to recruit foreign students. Our enrollment is down. We can recruit ~100's of students like UCA and AR Tech do. Will the university seriously consider recruitment of foreign students?

Chancellor Anderson – This is going to happen. We have a new director of International Student Services. We need to be able to assist these students. We need to build the support resources for international students. Yes, we are moving in that direction.

Tschumi – announced that Bob Bradley's mother died (he was former faculty – she worked on campus at one time).

B. Provost: Zulma Toro-Ramos

On Restructuring:

Provost Toro expressed her appreciation to the transition team. Phase II is well underway. They have been in meetings almost every day since Nov 1. On Oct. 30, she met with the liaisons, on Oct 31, with the whole transition teams. She has been meeting with liaisons on a weekly basis. They are making good progress. She thanked the Faculty Senate for work in making the transition successful. By the end of the fall semester, every new college will have met at least once

The Office of Study Abroad is scheduled to move to Academic Affairs effective Dec 1 2013. We are going through a search process for a director. The former director resigned a few weeks ago, the office is not staffed. Dr. Rice is doing his best to keep operations going. Tugrul Polat (our new Director of International Student Services) is assisting.

The search process for new Deans (ALS, SSC, and EHP) and VP for Innovation and Economic Development is underway. The new leaders will be on campus

July 1, 2014. Dean Baldwin has accepted position as the Associate Provost for UALR Collections and Archives<mark>.</mark>

Provost Toro reported that 12 proposals were received by the Interdisciplinary Approaches in the Undergraduate Curriculum Request for Proposals. It was very difficult to decide which proposals to support. The committee recommended 5 proposals to fund. There will be another competition next year.

On efforts to enhance and expand UALR's uniqueness:

All 6 strategies have been worked on.

> Alignment of Academic Programs with City and Region
> Alignment of Research Programs with City and Region,
>> o   She is asking for a framework to help guide the alignment of programs. On Dec. 1 there will be an open forum for input.
> Implement a set of High Impact Programs taking advantage of our location
>> o   There is a Task Force focused on High Impact Programs working on the following: Undergraduate Research, Internships, Service Learning, Study Abroad, Cooperative education. There is a survey of these activities on campus being administered right now.
> Establish a Community Connection center,
> Develop and Implement a Communication Strategy
> Student Success: K-beyond 16 Endeavor.

Qualtiy Initiative (QI):

Three QI Task Force committees have been meeting weekly. The Systems Committee is finalizing a survey to determine current and future data access and process needs, data warehouse needs, and data warehouse provider information.

Other:

The Provost's Faculty Advisory board met for the first time on Nov 4. They discussed the charge of board, communication between faculty and the Provost, the Student Success Center and recommended strategies to make it a student success center. This provides another way for her to know what is keeping our faculty members awake at night (Restructuring is at the top of list). They will meet again on Dec. 2.

She will be forming an Honors College exploratory Task Force to examine establishing an Honors College to help with student success and retention.

She ended her report letting us know that there is a new strategy in the Graduate School regarding the graduate application process. The strategy is to help turn around the decrease in enrollment in graduate programs.

C. Undergraduate Council: Mike Tramel

Tramel thanked Jane Evans (Nursing) who will be the representative from UGC to the Meta Majors Task Force.

There were 30 action items addressed by the UGC: 5 in the College of Business, 19 in the College of Science, 4 in the College of Arts Humanities and Social Sciences, and 2 in the College of Engineering and Information Technology.

On Motion FS_20130_10: The UGC was asked to clarify what is meant by "must come from other departments" in baccalaureate degree requirements. The UGC looked at the new degree completion program and at other programs and voted to recommend removing the 12 hour upper level requirement as it would be a barrier to student success – mainly in adding hours that would push students beyond the requirements of 120 total hours.

They will discuss course repeats and registration period timing at the next meeting.

D. Graduate Council: Mark Seigar

The Graduate Council met on Oct. 23 and Nov. 26. They approved 3 faculty for full graduate faculty status and 4 for affiliate graduate faculty status.

There were 2 program suspensions - one in the College of Education and one in the College of Business, and 2 program changes and a new course in the College of Business.

E. Council on Core Curriculum and Policies: Belinda Blevins-Knabe

The Core Curriculum Council has been meeting every week. They are working very hard on criteria. There are 3 criteria areas before us today. They will be working on the forms for course submissions.

VI. Old Business

None

VII.   New Business

A. Motion FS_2013_11. Social Sciences Criteria (Legislation, majority vote at one meeting, from Council on Core Curriculum and Policies, no second required) See Attachment 1.

The motion was made by Sen. Yoder.

Discussion:

Jovanovic – I want to make sure everyone understands – these criteria are a change from the current core of 10 courses that focus on individuals, cultures and society to those that focus on social science - the new criteria are much more about the science

instead of the society aspect. Current courses may not fit into this scheme. For example, World Religions may not fit the new criteria.

Yoder – Not to flog a dead horse, but all courses will have to be vetted. Descriptions will have to be tweaked. We are trying to reach an understanding of what these courses are about. It is ok to change the course to fit the criteria.

Pres. Wright – The Senate did change those criteria

Motion carries on voice vote

B. Motion FS_2013_12. Fine Arts Criteria (Legislation, majority vote at one meeting, from Council on Core Curriculum and Policies, no second required). See Attachment 2.

The motion was made by Sen. Jovanovic.

Discussion:

Jovanovic –We have had a robust discussion on Core Council about whether fine arts should include performing arts. There is a distinction between studying art from the humanities perspective versus producing art or performing art. The current core is from the humanities perspective. Courses proposed to meet the criteria cannot be exclusively ones that produce art.

Pres. Wright– This approach maps to the state minimum core requirements which asks for survey courses.

 Yoder – We contacted the Arts programs. No one was interested in putting forward only performance/production arts courses

Motion carries by voice vote

C. Motion FS_2013_13. Communication - Speech Criteria (Legislation, majority vote at one meeting, from Council on Core Curriculum and Policies, no second required) See Attachment 3

The motion was made by Sen. Yoder.

Jovanovic –A reminder that this category is for college core. More generally there is no specification that these courses come from particular departments. Any department on campus can offer a course that must meet these criteria.

Motion carries by voice vote

D. Motion FS_2013_14. (Legislation, majority vote at one meeting, from Senator Pete Tschumi, second required)

That the implementation date for the new General Education Requirements (FS#2012-13_10) shall be January 2015 and shall first be included in the *Undergraduate Catalog*

in 2015-16. An erratum shall be issued removing the requirements from the 2013-2014. All other new degree requirements shall be delayed until the 2015-2016 Undergraduate Catalog

Commentary: The implementation of the new general education requirements is trapped between two competing concerns. The requirements need to be in place by January 2015 to meet state law. Specifically, some departments are dependent on the new 35 hour core to meet the 120 total credit hour mandated by state law. On the other hand, departments are currently building the Fall 2014 schedule of classes and must be finished by January 7, 2014. Because the criteria for the approval of core courses have not been approved, there is not time to approve courses for the new core. As a result, departments do not know what to offer or how many sections to place in the schedule. This motion provides time to prepare the new core and meets the state law. To see the effect of the motion, consider several stakeholders:

For students and advisors: The university only publishes one catalog a year and any student entering the university that year uses that catalog. Students in the Fall of 2014, Spring of 2015, and Summer of 2015 will use the 2014-15 catalog with the old core requirements. Also, the following policy remains in effect:

A student may elect to graduate under the provisions of the UALR Undergraduate Catalog in effect during any semester in residence at UALR before qualifying for a degree. Students who interrupt their enrollment at UALR for more than five consecutive calendar years must use the catalog current at the time of readmission or later.

As a result beginning in Fall of 2015, students may choose to use the new requirements.

For departments: Departments can continue to schedule classes in the 2014-15 academic year as they have in the past. They will need to schedule classes using the new requirements beginning with the Fall of 2015. To ensure that the transition is smooth, the departments need to get their core courses approved in the Spring of 2014.

For the Council on Core Curriculum and Policies: This change converts an impossible task into a merely difficult one. Most core courses should be approved in the Spring of 2014 with the Fall of 2014 being used for any last minute problems. The expectation is that the Fall of 2015 schedule will be built from October of 2014 through January of 2015.

For the Arkansas Department of Higher Education: The university meets the law because the degree requirements are in place in January of 2015.

The motion was made by Sen. Tschumi and seconded by Sen. T. McMillan

Discussion:
Tschumi – The Provost, Faculty Senate Executive Committee, Undergraduate Council and others have noticed several complications regarding the implementation date of new undergraduate requirements

Matson – The text that is currently in the catalog is incorrect, it will not be followed. The language in the catalog is not reflective of the legislation passed.

Tschumi – The Provost's office added the details that had no implementation dates. Caused problems.

Jovanovic – By legislation, the minor was removed and 12 hours of upper level electives outside of the major department were added. The current catalog includes parts of both of these requirements. It is incorrect.

Tschumi -Karen Wheeler assures us that this legislation establishing an implementation data for all of the undergraduate requirements will satisfy ADHE

Jovanovic – We must ensure that all programs are less than 120 hours.

Wheeler – There is a generic statement to accommodate our current situation for programs that are over 120 hours, but we need to submit our new core courses by Dec. 2014.

Douglas – Currently, what is the status for the 2nd language for the BA requirement?

Tschumi – This was finessed several years ago. That requirement put us in conflict with state law which does not have a 2nd language requirement. This meant all transfer students with AA, AS degrees could not be required to have a 2nd language. We finessed this by listing the 2nd language requirements as a requirement of all of the BA majors, not as a core curriculum requirement. We cannot put in a 2nd language requirement as a general education core curriculum requirement.

Douglas – If a dept wants it removed, can we go through curriculum change?

Tschumi – yes

Jensen – did departments ever vote on this?

Tschumi – No – technically this was unconstitutional. After the 2015 catalog, we will no longer have this language in the catalog

Jovanovic – The Core Council is still full speed ahead. We need to issue the forms. Departments need to fill them out. Then we need to approve them. We need everyone to propose courses. Need them by Oct 2014 (when chairs put courses in for the following fall).

Blevins-Knabe – We need forms to be submitted starting January 2014

B. McMillan – Is there any utility to using the old forms?

Blevins-Knabe – The best approach is to work on the learning outcomes

Yoder – There are two steps to the process: new courses must go through the UGC using CCF's; then they will go through the Core Curriculum Council process

Giese – are you saying courses already in the core?

Yoder – no – any course that is already approved only has to go through Core Curriculum Council

Matson – There are 5 criteria approved, the rest should be finished and approved by Dec. We will add a link on the Senate Website for Core Council where all approved

criteria can be found. All can look. Although there is no form yet – we will include guideline to help folks get started.

Tschumi - we need a motion to state implementation date Jan 2015 (Wording won't show up for students in the catalog until fall 2015). Departments need to get these courses in early in the spring.

Pres. Wright called for a vote.

Motion carries

E. Discussion: Generic College Governance Document. From Faculty Governance Committee. See Attachment 4.

Tschumi – This document is meant as a generic governance document for when a new college is formed so there are some rules for a place to start. It gives a way to put in place officers until a new college document is put in place, the mechanisms are in place for faculty governance. Right now, new colleges don't have a way to elect officers. With this document, they can get to the business of starting up a college.

Jensen – I am very glad you are doing this. Can the first sentence be 'faculty governance' instead of 'governance' in first sentence below?

> The governance of the college shall be through the Assembly. For purposes of governance and representation, the College shall be divided into academic units, where an academic unit is a department or other academic program within the College.

Tschumi - yes

Macheak – where does the library come under this governance?

Tschumi – that probably does not come under this document. We will likely need a special university assembly meeting to take care of constitutional issues. We need to amend the University Constitution

Under section V. A.

Watts - suggestion to look at definition of 'business days' in the following: 'The dates for meetings shall be set and communicated to Assembly members by the Executive Committee, normally using the official college list serve, at least ten business days (Monday through Friday except for University holidays'

Under section X. C

Remove reference to Runoff elections [did not catch the Senator who made the suggestion]

All elections shall be held by secret ballot. The person receiving more than fifty percent of the votes of the members voting shall be declared elected. ~~Runoff elections may be held~~.

Under section IX. A. 2

Giammo – Should there be a change to the wording about 'more than fifty percent'?

Tschumi , Jovanovic, Wright - Roberts Rules suggest no run-offs. This tries to go for more consensus governance based on Roberts Rules default. No one should be removed from a ballot based on procedure.

Drummond – does that mean nominations are reopened?

Jovanovic – yes - reopen nominations. A new nomination might get majority

Under section XIII. Coda

Jenson – remover 'get' from following get approved a document of its own'.

Matson – change to ' until its own document can be approved'

F. Discussion: how to elect senators in the new colleges - possible constitutional amendment

Pres. Wright – we discovered constitutional issue with respect to the Faculty Senate. We will form the new colleges, but a census of new colleges will not take place until next year. We will have a full academic year before new senators are elected. We will need an amendment to the constitution. We will need to address this formally. It will require two senate meetings and a faculty assembly meeting. The approval chain is lengthy. Another option is to call a lot of meetings. We will attempt to bring a motion in January to deal with a census.

Tschumi – all elected councils have more than one year terms. Who has ongoing terms, where would those end up in new college structure? One new college would have 3 ongoing Graduate Council members. One of the new divisions in the new college would totally dominate. We need to terminate the current senators then elect new ones, maybe draw lots on how the staggered terms will follow.

Jensen – is Faculty Senate going to make this decision?

Pres. Wright – We expect things like this will continue to arise. What do we think it ought to be? We need to deal with these issues until we get the new colleges.

Matson – we need to decide what we want to do. We also need to change the constitution.

Pres. Wright - If the Constitution is silent (which it is on selecting Senators for a new college), it brings up the potential for problems.

Provost Toro – A list serve for colleges will be created for the new college to facilitate communication.

VIII.   Open Forum

Jovanovic - We created new names ages ago for programs in EIT. The old names are still showing up various places.

Provost Toro – The Administration Restructuring Task Force and an operational transition team are looking at some of these details - Christy Drale is serving on both, she is a contact person.

Douglas – When one searches for the Drop Date for this semester - get two different dates. This relates to a problem with documents being searchable that should not be searchable.

Matson – The Policy Advisory Council may be a place to report issues to. It includes representatives from the old-defined VC units, UGC, GC, the Assembly, Faculty Senenate Executive Committee. It meets the first Thursday of each month. These are the things that could be brought to the attention of the advisory council.

IX.   Adjourn

Watts made a motion to adjourn, Douglas seconded the motion. Motion passed by unanimous voting with feet.

Attachment 1. Social Science Criteria

Motion FS_2013_11. Social Sciences Criteria (Legislation, majority vote at one meeting, from Council on Core Curriculum and Policies, no second required)

Moved that the Faculty Senate adopt the following criteria in completion of the General Education Core for the Social Sciences Curricular Area and that the name of the Curricular Area be changed from "Other Social Science" to "Social Sciences."

Courses in this area address broad areas of individual, group, or societal behavior.

They also focus on the application of theoretical perspectives and emphasize
how scientific methods are applied to
understanding behavior of individuals, groups, or societies.

In addition to the knowledge domain of the social sciences, these courses address communication, critical thinking,
information technology, ethical and personal responsibility, civic responsibility, and global and cultural understanding.

Curriculum Area	EducationalGoals	Learning Outcomes
	Knowledge 1 – Concepts,Methodologies, Findings, and Applications of Social Sciences	--develop foundational knowledge of the theoretical perspectives used in one or more social science disciplines. --develop foundational knowledge of how to use scientific methods and various analytic techniques to answer questions about societal issues --develop foundational knowledge of real world applications of the social sciences
	Skills 1 –Communication	--develop oral and/or written skills while communicating about social science theories, methods, and applications
Other Social Sciences	Skills 2 – Critical Thinking,Quantitative Reasoning, and Solving ProblemsIndividually and Collaboratively	--develop an understanding of how evidence from different methods of inquiry supports or weakens various theoretical perspectives --develop an awareness of contextual impacts and personal assumptions on inquiry, methods, and analysis within a social science discipline

Change title to: Social Sciences	Skills 3 –Information Technology	--Develop abilities to use current technologies for inquiry, exploration, and communication
	Values 1 – PersonalResponsibility and Ethical Behavior	--develop commitment to academic integrity and take responsibility for completing assignments in an ethical manner, working on one's own when required and acknowledging resources when used --develop an understanding of the ethical obligation to be precise and accurate with data; and understand how this obligation applies to communication of information --understand the ethics of research with humans
	Values 2 –Civic Responsibility	--develop understanding of ethical implications of social science research, methods, knowledge in addressing social issues
	Values 3 – Global and Cultural Understanding	--develop awareness of multiple cultures and respect for alternate world views

Attachment 2. Fine Arts Criteria

Motion FS_2013_12. Fine Arts Criteria (Legislation, majority vote at one meeting, from Council on Core Curriculum and Policies, no second required).

Moved that the Faculty Senate adopt the following criteria in completion of the General Education Core for the Fine Arts Curricular Area.

Courses in this area use a broad overview of one or more art forms to teach concepts and methodologies involved in the study of the arts, including formal and stylistic analysis, and the use of a technical, discipline-specific vocabulary in their own analyses of art works.

Courses should enable students to expand their knowledge of the global diversity of cultures, both contemporary and historical, and their awareness of their own culture/s and private values

Courses should require students to experience arts performances and institutions within the larger community.

In addition to the knowledge domain of the arts, these courses address oral and written communication, critical thinking, information technology, ethical and personal responsibility, civic responsibility, and global and cultural understanding.

Curriculum Area	Educational Goals	Learning Outcomes
Fine Arts	Knowledge 2 – Concepts, Methodologies, and the Global Heritage of the Arts	--understand and identify exemplary works of art from a variety of cultures and historical periods --understand the methods and vocabulary used in a particular arts discipline
	Skills 1 – Communication	--explain, orally and in writing, reactions to works of art, using appropriate arts terminology --present basic critical analyses of works of art
	Skills 2 – Critical Thinking	--develop one's own basic analyses and informed judgments of works of art that consider the uniqueness, underlying assumptions, history, culture, and process of art-making within a particular art discipline.
	Skills 3 – Information Technology	--develop current technological literacies for inquiry, exploration, and communication --assess the reliability and relevance of information resources
	Values 1 – Ethical and Personal Responsibility	--take responsibility for completing assignments in an honest and ethical manner, working on their own when required and acknowledging resources when used
	Values 2 – Civic Responsibility	--understand and experience the roles played by the arts in developing a sense of civic community through

| | | community arts performances and institutions |
| | Value 3-Global and cultural Understanding | [In addition to the study of diverse cultural art production as mentioned in the first block]:
--develop an understanding of how the arts reflect the experiences of diverse cultures and values
--develop respect for diverse viewpoints about the meanings and values of works of art |

Attachment 3. Speech Criteria

Motion FS_2013_13. Communication - Speech Criteria (Legislation, majority vote at one meeting, from Council on Core Curriculum and Policies, no second required)

Moved that the Faculty Senate adopt the following criteria in completion of the General Education Core for the Communication – Speech Curricular Area and that the name of the Curricular Area be changed to "Communication - Speech."

Courses in this area focus on developing student knowledge and skills in a variety of spoken communication contexts.

Curriculum Area	Educational Goals	Learning Outcomes
English Language/Communication Change to Communication-speech	Skills 1- Communication (oral, written, visual, second language; professional self-presentation)	Apply a structured approach to presenting ideas effectively Apply foundational concepts of interpersonal communication in multiple contexts
	Skills 2- Critical thinking, quantitative reasoning and solving problems individually and collaboratively	Analyze rhetorical situations and adapt messages appropriately Demonstrate an understanding of communication principles and dynamics by making recommendations for improving a given example
	Skills 3- Information Technology (locating, retrieving, evaluating, synthesizing)	--Use current technology for drafting, reviewing, revising, editing, and sharing presentations. --Locate, evaluate, organize, and use research materials from electronic sources.
	Values 1- Ethical behavior and personal responsibility	Assess the ethical implications of communication in a variety of contexts
	Values 2- Civic Responsibility	Understand the power of communication to influence a community positively or negatively

Attachment 4. Draft Generic College Constitution

Motion. Faculty Governance Committee (Legislation. Requires majority vote at one meeting.) That the Faculty Senate approves the following generic college constitution to be used by new colleges until they can get approval for their own document.

Generic Constitution For a College Assembly
(The following document shall be used by colleges until they have produced their own document and it has been approved.)

I.   Governance of the College

The governance of the college shall be through the Assembly.   For purposes of governance and representation, the College shall be divided into academic units, where an academic unit is a department or other academic program within the College.

The faculty of each academic unit shall develop its own policies and procedures for conducting business. Such policies and procedures shall be submitted for review to the academic unit chairperson or program director or program coordinator, the dean, the vice chancellor and provost, and Faculty Governance Committee and for approval to the chancellor. Such policies shall not be in conflict with provisions outlined in the UALR Faculty Handbook.

Any program that is administered by faculty members from multiple departments, multiple colleges, or multiple institutions shall be governed by a separate program committee.   The faculty involved in the program shall develop its own policies and procedures for conducting business. Such policies and procedures shall follow the same review and approval process as indicated above for academic units with the addition of a review by the appropriate college curriculum committee before going to the dean. Any curriculum recommendations shall be made to the appropriate college curriculum committee.

II.   General Purposes of the College Assembly

The College Assembly shall be the ruling legislative body on educational policies and programs of the college and be a mechanism for information flow to all members of the college community.   It shall act within the framework of principles and procedures officially established under the authority of the Board of Trustees of the University of Arkansas and within the framework of faculty and organization provided by the University Assembly of the University of Arkansas at Little Rock.   The areas of its authority shall include, but not be limited to, the following:

1.   Curriculum
2.   Degrees and requirements for degrees
3.   Schedule policies

4. Interpretation of its own legislation

5. Choice of representatives to the University Assembly's Councils and Committees, Faculty Senate

III.   Membership of the College Assembly

The Assembly shall consist of all full-time faculty members with primary responsibility in (50% or more duties) the college holding academic rank of Distinguished Professor, University Professor, Professor, Associate Professor, Assistant Professor, and Instructor. All members have voice and vote. Professor emeriti, persons with adjunct, visiting, or research academic rank, lecturers, part-time faculty members, teaching assistants, and staff within the college have attendance and voice privileges but no vote in the Assembly. Questions concerning Assembly membership shall be resolved by the Assembly itself.

IV.   Officers of the College Assembly

The Assembly shall elect its officers from the members of the College Assembly. The officers shall be elected for a one-year term. The Assembly shall have the following officers:

1.   President

2.   Vice President

3.   Secretary

4.   Parliamentarian

5.   Immediate Past-President

The Officers of the Assembly shall constitute the Executive Committee of the Assembly. In the interim between Assembly meetings, this committee shall act as the representative of the Assembly and shall stand available for consultation on matters deemed important by the Dean or other academic administrator.

V.   Meetings of the College Assembly

A.   There shall be a minimum of one meeting of the Assembly each semester during the nine-month academic year. The dates for meetings shall be set and communicated to Assembly members by the Executive Committee, normally using the official college list serve, at least ten business days (Monday through Friday except for University holidays prior to the meeting. Special meetings may be convened on the initiative of the President of the College Assembly, at the request of the Dean, or by a formal written request by at least five members of the Assembly to a member of the Executive Committee. Such special

meetings shall be held within twelve business days after a request is made. In an emergency, meetings may be scheduled with two business days written notice to all Assembly members.

B. The Executive Committee shall solicit items for the agenda no later than ten business days prior to a regularly scheduled meeting, shall prepare an agenda for each meeting, and shall distribute it to all the members of the Assembly at least five business days prior to the date of the meeting with the exception of emergency meetings. For an emergency meeting, an agenda shall be distributed at the time of the call for the meeting, at least two business days prior to the date of the meeting.

C. A request to the Executive Committee for the inclusion of any item of business made by at least five members of the Assembly or by the Dean at least three business days before the deadline for distributions of the agenda shall be honored.

D. A minimum of fifty percent of the Assembly membership shall constitute a quorum. Except when otherwise specified, matters placed before the Assembly shall be decided by a simple majority of those present and voting, providing a quorum is present.

E. Meetings shall be conducted in accordance with Robert's Rules of Order except as otherwise specified by this Constitution.

F. Voting by proxy shall not be allowed.

G. Vote shall be by secret ballot if any member so requests.

H. At each meeting of the Assembly, the Executive Committee shall make a report on all the actions taken and all the decisions and recommendations made by the Committee in the interim between this and the previous meeting of the Assembly.

I. An action approved by the Assembly shall become effective after ten business days unless specifically vetoed by the Dean. On matters requiring the approval of the Dean, an action of the Assembly may be vetoed by the Dean by notifying in writing the Executive Committee within ten business days from the presentation of the action of the Assembly.

J.   The Assembly may override the Dean's veto at its next meeting providing a quorum is present. An override requires a vote by at least two-thirds of the members present and voting. If the Dean does not elect to withdraw his/her veto within ten business days after the record of the overriding action of the Assembly has been presented, in writing, to the Dean, the Assembly may refer the matter to the Vice Chancellor and Provost. If a settlement is not reached at the dean's or any other higher administrative level, at intervals not to exceed twenty days, the matter may be appealed for resolution to the next higher authority and ultimately to the Board of Trustees of the University of Arkansas.

VI.   Committees of the Assembly

A.   The Standing committees of the Assembly shall be:

1. Undergraduate Curriculum

2. Graduate Curriculum

3. Policy Advisory

4. Awards

B.   Each committee, except as specified elsewhere in the constitution, shall have one voting representative from each academic unit of the college. The academic units shall select their representatives no later than April 1. Except as specified in the Constitution, service on any committee shall be limited to those faculty who are (a) a member of the Assembly and (b) elected by the faculty of his/her academic unit. Representatives shall assume their duties at the first meeting described in IX. A.1.

C.   Each committee shall elect its own Chairperson and Secretary except as noted below. The term of any member or officer of a committee shall be one year except that curriculum committee members shall serve two-year staggered terms. There is no restriction as to re-election.

D.   Each committee shall report its decisions to the faculty and the Dean within 10 business days after such decisions are made except as noted below.

E.   Specification of Committees

1. The College Undergraduate Curriculum Committee

   a. The College Undergraduate Curriculum Committee shall review, interpret, and recommend changes in all undergraduate policies, including undergraduate intercollegiate programs. It shall recommend approval or disapproval of curriculum proposals, off-campus programs, and new degree programs.

   b. In reviewing the policies and procedures of programs involving faculty members from multiple departments, multiple colleges, or multiple institutions, the College Undergraduate Curriculum Committee shall insure that all faculty members participating in the program have an appropriate role in governing the program.

   c. Any program including intercollegiate programs in the college with curriculum issues before the College Undergraduate Curriculum Committee shall have voice privileges before the Undergraduate Curriculum Committee on its curriculum issues.

   d. Decisions of this committee shall be distributed to the college faculty. If none of the Assembly challenges any action made by the committee within five business days after notification, the committee's action shall be considered ratified. However, if five or more members of the Assembly register written objections with the Chairperson of the College Undergraduate Curriculum Committee within five business days after ratification, a College Assembly meeting shall be called to resolve the issue in question if the matter is not otherwise resolved to the satisfaction of the disputants.

   e. In the event that a representative to the University Undergraduate Council is not a current academic unit representative to the College Undergraduate Curriculum Committee, he or she shall serve as an ex-officio member without vote of the Undergraduate Curriculum Committee and may participate in all committee meetings.

2. The Graduate Curriculum Committee

   a. The College Graduate Curriculum Committee shall review, interpret, and recommend changes in all graduate policies including intercollegiate programs. It shall recommend approval or disapproval of curriculum proposals, off-campus programs, and new degree programs.

b. In reviewing the policies and procedures of programs involving faculty members from multiple departments, multiple colleges, or multiple institutions, the College Graduate Curriculum Committee shall insure that all faculty members participating in the program have an appropriate role in governing the program.

c. Any college programs, including intercollegiate programs, with curriculum issues before the College Graduate Curriculum Committee shall have voice privileges before the Graduate Curriculum Committee on its curriculum issues.

d. Decisions of this committee shall be distributed to the college faculty. If none of the Assembly challenges any action made by the committee within five business days after notification, the committee's action shall be considered ratified. However, if five or more members of the College Assembly register written objections with the Chairperson of the Graduate Curriculum Committee within five business days after ratification, a College Assembly meeting shall be called to resolve the issue in question if the matter is not otherwise resolved to the satisfaction of the disputants.

e. In the event that a representative to the University Graduate Council is not a current academic unit representative to the College Graduate Curriculum Committee, he or she shall serve as an ex-officio member without vote of the Graduate Curriculum Committee and may participate in all committee meetings.

3. Policy Advisory Committee

a. The College Policy Advisory Committee (PAC) shall advise the Dean on academic and administrative policies of the college. Any formal recommendation made by the committee to the Dean shall be reported to the College Assembly.

b. At its initial meeting each year, the College PAC shall establish a schedule of meetings agreeable to the Dean and to the committee.

4. Awards Committee

The Awards Committee shall have the following functions:

a. To identify and select recipients of any college-level awards to students.

b. To select the college recipients of the Faculty Excellence Awards. For this function only, to meet University requirements, the College Assembly President shall appoint one student and one alumnus of the college to serve on this committee. The two shall be from separate academic units.

c. To identify and award a College Distinguished Alumnus Award to an outstanding graduate of the college.

d. To work with the Dean's office to arrange for awards and an awards' ceremony near the end of the Spring semester.

e. To coordinate with academic units in the college in the recognition of additional outstanding students as selected by each academic unit.

H. Special Purpose Committees

Special Purpose Committees may be created in the college to consider matters outside the purview of standing committees. These committees shall operate under the same general guidelines as described for the Standing Committees of the College Assembly.

1. General Ad-hoc Committees

The College Assembly and/or its President may create ad-hoc committees, which shall report to the Assembly.

2. Dean's Ad-hoc Committees

The Dean may also appoint ad-hoc committees, which, at the Dean's discretion, shall report either to the Dean or to the Assembly.

VII. Officers of the Assembly – Duties

A.   The President shall preside at the College Assembly and Executive Committee meetings and shall be the chief executive officer for all functions and responsibilities of the Assembly.

B.   The Vice President shall preside at the College Assembly and the Executive Committee meetings during the absence of the President. As the agent of the Executive Committee, the Vice President shall also:

1. Collect items for the agenda.

2. Prepare the agenda.

3. Distribute the agenda and the minutes of the Assembly meetings.

4. Be in charge of any activities related to the agenda and the minutes of the Assembly meetings.

C.   The Secretary shall:

1. Prepare the minutes of the meetings.

2. Submit minutes to the Vice President.

3. Obtain information from various committee and academic units for dissemination to the Assembly members.

4. Take care of correspondence work.

5. Act as Secretary of the Executive Committee.

D.   The Parliamentarian shall advise the Assembly and the Executive Committee on questions of procedures and propriety for impartial and efficient transaction of business of these bodies and on qualified voting members of the body for the purposes of determining a quorum. .

VIII.   Election of the Officers of the Assembly

A.   Elections shall be held during an Assembly meeting no later than during the first week of May on a date set by the Executive Committee.

B.   The Executive Committee shall solicit nominations for officers and publish a slate of nominees with the meeting agenda.

C.   Nominations for a particular office may also be made from the floor.

D.   All elections shall be held by secret ballot unless there is only one nominee standing for a position. The person receiving more than fifty percent of the votes of the members voting shall be declared elected.

E. The officers shall assume their duties on July 1ˢᵗ following their election.

IX. Officers of Committees

A. Election of the Officers of Committees

1. Election shall be held each academic year during the first meeting of the committee with a member of the Executive Committee presiding. The first meeting shall be held prior to the end of the second week of classes for the Fall semester.

2. Nominations shall be accepted from the floor. The person receiving more than fifty percent of the votes of the members voting shall be declared elected.

B. The Chairperson shall preside at the committee meetings and shall be the chief executive officer and spokesperson for all the functions and responsibilities of the Committee.

C. The Secretary shall be responsible for collection of agenda items and preparation and distribution of the agenda and the minutes of meetings.

X. Elections for UALR Elected Committees and Faculty Senate

A. Elections shall be held during a College Assembly meeting no later than during the first week of May of the final year of the term of service for the respective representatives. The meeting date shall be set by the Executive Committee.

B. Nominations may be made from the floor.

C. All elections shall be held by secret ballot. The person receiving more than fifty percent of the votes of the members voting shall be declared elected. Runoff elections may be held.

D. To insure broad representation, senators to the UALR Faculty Senate shall be elected according to the following procedure:

1. Nominations come from the floor. College faculty are encouraged to consider broad representation of academic units when nominating and electing Senators.

2. Nominees with the most votes, up to the number of senators allowed, shall be elected as senators representing the college. The number of votes each voting faculty member is allowed equals the number of available positions. Only one vote may be cast per nominee.

3. Nominees with the next most votes, up to the number of alternates allowed, shall be elected as alternate senators.

4. In the event of a permanent vacancy, the alternate who received the most vote total will fill the vacancy.

XI.   Filling Office Vacancies

A.   The Vice President shall assume the office of President of the College Assembly in the event of such a vacancy.

B.   For any other vacancy at any other position occurring among College Assembly officers, University committees, and the Senate, the Executive Committee shall appoint an individual from the college to serve the remaining term. Such appointments shall follow all guidelines for academic unit representation.

XII.   Academic Units

The faculty of each academic unit shall develop its own policies and procedures for conducting business and shall hold meetings at least once each semester of the nine-month academic year for the purpose of discussing and acting upon departmental affairs. In addition to the methods of calling meetings specified in an approved governance document, faculty meetings may be convened by a written call of the department chairperson or by a written call of one-fourth or more of the full-time faculty.

Each academic unit needs to ensure that its written policies and procedures for conducting business include, but are not limited to, the following areas of faculty decision making:

1. Attendance, discussion, and voting rights
2. Calling and holding meetings
3. Curriculum

4. Academic policies

5. Faculty recruiting and appointments

6. Promotion

7. Tenure

8. Annual review of faculty and chair

9. Term and selection of the chair

In specifying the term and selection of the chair, the rules of governance for each academic unit shall specify the procedure by which the academic unit faculty makes its recommendation for chair to the dean. This procedure may specify an election process. The rules of governance for each academic unit shall also specify the term length of the chair.

The governance document shall follow the review and approval process as specified in the Constitution of the University Assembly.

XIII. Coda

As a generic college constitution, this document is to be used by a new college until it can write and get approved a document of its until its own document can be approved. The expectation is that each college will replace this document with a document of its own designed to meet the specific needs of the college. To approve a replacement for this document requires a favorable vote from a majority of the members present and voting at two consecutive meetings. The proposed document must then go through the normal review process of the university with approval being at the discretion of the Chancellor.

When the college engages in the process of writing its own constitution, it needs to add language to specify how to amend the constitution for example, by a statement such as shown below:

Amendments may be proposed by any member of the Assembly through motions submitted at a meeting of the Assembly. Amendments must receive a favorable vote from two-thirds of the members present and voting at two consecutive meetings to become effective. All amendments to this document are subject to review and approval in accordance with the Constitution of the University Assembly before they come into effect.

Commentary: The UALR Constitution requires the Faculty Governance Committee to create and submit to the Faculty Senate a generic governance document for new colleges. This document serves that purpose. It is the Committee's hope that established colleges may also find useful ideas that they wish to incorporate into their documents. However, a generic document must be specific whereas a document that could be used as a template for writing general documents would contain lists of possible variations that colleges might want to use. So colleges are cautioned not to see this document as requiring them to do things as specified here. Colleges are free to address governance issues in their own way within the relevant campus and University system authorization.