



FACULTY SENATE

Faculty Senate Meeting Minutes
Friday, February 22, 2019, 1:00 p.m.
Ledbetter Rooms B & C, Donaghey Student Center

I. Welcome and Roll Call

Faculty Senate President Nolen calls the meeting to order at 1:04 p.m.

Secretary Craw calls the roll

Present: **CALS** – Al-Shukri, Anson, Barrio-Vilar, Cheatham, Deiser, Douglas, Heil, LeGrand, Nguyen, Smith, Stone. **CB** --- Hendon, Leonard. **CEHP** --- Grover, Otters, Reeves, Riley, VanderPutten. **CSSC** --- Blevins-Knabe, Craw, Golden, Jensen, Matson. **CEIT** --- DeAngelis, Jovanovic, Milanova Tramel. **LIBRARY** --- Macheak. **LAW** ---Cain. **EX OFFICIO** --- Drale, Nolen, Rogerson.

Absent: **CALS** –Condran, Law. **CB** --- Vibhakar, Woolridge. **CEHP** --- Fletcher, Franklin, Robinson, Sedivy-Benton. **CSSC** --- Flinn, Giammo, Scranton **CEIT** -- McMillan. **LIBRARY** - -- none. **LAW** --- Boles, Foster. **EX OFFICIO** --- Faller, Dicus, Wright.

II. Review of Minutes (January 25, 2019)

Nolen welcomes two new Senators: Elizabeth Riley (CEHP, replacing Atcherson), and Fanny Milanova (CEIT, replacing Massey).

Matson makes a motion to accept the January 25 Faculty Senate minutes as presented. Motion is seconded by Tramel. Motion carries on voice vote.

III. Announcements

Nolen: March 7 will be Campus Night at the Jack Stephens Center. All faculty and staff may receive two free tickets and \$6 in Chancellor's Bucks

Smith: The Department of Theatre will be performing showings of "Detroit 67", with pre-show panel discussions to consider themes relevant to the movie. Shows will be Wednesday, February 27 through Sunday, March 3. Wednesday through Saturday shows will be at 7:30, with pre-show panels at 6:30. On Sunday, the show will be at 2:30, with a pre-show panel at 1:30.

IV. Introduction of New Topics (2 minute limit)

None heard

V. Airing of Grievances (2 minute limit)

Jensen: A photograph on university website bothers me. The photo relates to the lottery scholarships. In the photo, someone is raining money on students. I want to encourage people to look at the photo and see what they think about it.

VI. Reports

A. Executive Committee – Amanda Nolen

Nolen: The Executive Committee has a couple of things to report:

First, The Committee on Tenure submitted two additional changes to the annual review policy that they adopted. One of the proposed changes seemed redundant with the revised policy adopted in the Faculty Senate's January meeting, and so we referred that proposed change back to the Tenure Committee to consider if it is indeed redundant. The second change proposed by the Committee on Tenure concerns the appeals process for annual review. We referred this proposal to the Governance Committee to make a recommendation on when and how annual reviews can be appealed to the Faculty Appeals Council.

Second, the Executive Committee sent out a memo yesterday outlining the Faculty Senate's response to the Institutional Effectiveness Committee (IEC) report issued in December. We identified four IEC recommendations that the Faculty Senate support, including the enrollment plan, adoption of a revised faculty workload policy, academic planning, and the recommendation concerning comprehensive unit reviews. We also identified IEC recommendations that belong in the purview of the Senate rather than the Chancellor's Cabinet. These include the recommendations IEC made concerning whether and how minors can be converted into certificates; embedding and stacking credentials; and the issue of single person programs. We further call for campus wide input into revising the IEC evaluation process in the spirit of shared governance.

I ask that Secretary Crow note that the Faculty Senate has received the IEC's report.

Cheatham: How do we learn whether the Chancellor has signed off on Faculty Senate legislation?

Ross Bradley (Provost's Office): A notice goes out to the academic affairs listserv when the Chancellor has approved Faculty Senate legislation. If it needs to go out to a wider audience, I can coordinate that with Judy Williams.

Cheatham: Is there a way to work with Ross to make sure we find out about this when it happens?

Nolen: Yes, we can do that.

Anson: Could you do the same for administrative policy changes?

Nolen: We can do them together.

B. Chancellor's Report – Andrew Rogerson

Rogerson: There is not much to report this month. I will first mention that the Student Government Association petition concerning E-STEM has closed with 1200 signatures. Also, remember that bus passes are available free to our students. Last month, this service provided 4582 free passenger rides for UA Little Rock students. Please do what you can to make sure they are aware of this benefit.

With respect to enrollment, I can give you an update. We have 1389 applications for fall semester so far, down from 1703 last year at this time. We have had 320 transfer applications for fall so far, compared to 400 transfer applications last year at this time. We are still doing a lot to boost fall enrollments. Charles Donaldson and Preston Slayden continue to advise us on this, and he will be wrapping up their work at the end of February.

With respect to E-STEM, we are close to having a location where E-Stem students can have lunch and so on while a more permanent space is prepared. Eventually, E-STEM will add the 3rd floor or Ross Hall to their space. E-STEM is now more willing to consider solutions since they see this as a problem too. The plan for developing a lunchroom space in University Plaza fell through, but we may use part of the 2nd floor of Ross Hall, with a wall closing off access to the elevator and north side of Ross Hall as a temporary space for E-STEM students to have lunch. The plan has been drawn up and is waiting for approval by Donald Bobbitt. E-STEM could be in there within 4 weeks.

Otters: How will the E-STEM students get food?

Rogerson: E-STEM will be catering from Mom's Kitchen.

Cheatham: Will we be able to access the dining room in DSC after this?

Rogerson: Yes

Anson: Could we respond to UA Fayetteville's claim to be the states' economic engine?

Rogerson: Our economic development staff is looking at putting out an economic impact statement for the whole system and not just Fayetteville.

Leonard: The press statement just said University of Arkansas, it didn't specify Fayetteville. So it applies to us as well. In a similar vein, KARK recently reported that a University of Arkansas student was hurt in an accident, but didn't specify it wasn't at UA Little Rock.

Rogerson: The default is for people to assume University of Arkansas refers to Fayetteville.

C. Provost's Report – Christy Drale

Drale: Update on Higher Learning Commission (HLC) re-accreditation process: You may recall that in May 2018, the HLC heat map, our way of tracking how well we are meeting HLC's criteria, showed trouble spots on criterion 5 (particularly 5A, 5B, 5C) and criterion 3 (about resources and support in teaching). Criterion 5 is the one we are most concerned about since we did not have plans on institutional effectiveness and mission. Now we can demonstrate that we have started this effort. Some of the standards in criterion 5 are still in the red, but others have moved over towards the green. Next, we need to show that we can use the results from

Institutional Effectiveness Committee to inform strategic decision-making. We cannot point to actual ways we have used the results so we still need to work on this. Notice that we regressed a bit on criterion 5A because of all the budget uncertainty lately.

Leonard: What is criterion 5A again?

Drale: The institution's resource base supports its current educational programs and plans for strengthening their quality in the future.

Drale: I want to make a few comments on the policy on policy management and about the policy management board and its role. We developed these in response to an HLC concern that we were not keeping up our policy library. We have lots of examples of policies in the policy library that are not the current policies and are years out of date. So we need some infrastructure to help us keep up the policy library. The purpose of the policy board is to provide this. Academic policy is still the purview of the faculty through the Faculty Senate. Note that there is a difference between Faculty Senate legislation and policy. The Chancellor receives Faculty Senate legislation, and may consult with others over a 10-day window to consider whether to approve it as policy. The policy management board simply assures that policies have a properly identified custodian and fit the policy template. The policy management board cannot veto legislation.

Interim positions: We are starting to get going on filling interim administrative positions. We have had 25 interim positions since fall of 2017 for deans and department chairs. We have made permanent appointments for six of these positions, and so we are down to 19. We hope to complete an additional 8-10 searches this semester. Our priority is to fill the dean's positions.

Nolen: I am curious about the feasibility to invite and attract deans to apply for positions when we have an interim provost. Could you speak to that?

Drale: That should be a question for the chancellor.

Rogerson: I do not think it will put off most dean candidates. If I were a candidate for a dean's position I would want to know the reasons for why we have an interim provost. My sense is we can explain this in a reasonable way.

Cheatham: What is the status of these searches?

Drale: We will do an external dean's search for one college and an internal search for another college. We haven't made a decision about search process for the graduate dean's position. Also, some of you know that Dean Wayland (Business) is planning to retire in December and so we will need to plan a search for that position as well.

DeAngelis: Who is responsible for translating legislation into policy language?

Nolen: For Senate legislation, the responsibility lies with the Senate.

DeAngelis: How do we do that now?

Nolen: Everything that comes before the Senate is in policy language, so the only thing we do after legislation passes is to eliminate the mark-up.

Drale: The vice chancellor of finance and administration's office does the actual uploading of new and revised policies to the policy website. It gets to them in uploadable format. Any editing happens before then.

Nolen: Faculty Senate Executive Committee does any editing needed to make it Senate legislation into policy.

DeAngelis: So who is responsible for indicating the custodian?

Nolen: For our legislation, that would be me, on behalf of the Senate.

Deiser: So the 8-10 interim positions we are searching, what are the levels?

Drale: Academic administration: deans, associate deans, and chairs

D. Undergraduate Council – Mike Tramel

Nolen: The Senate has received the Undergraduate Council's report. Anything to add Mike [Tramel]?

Tramel: Yes. Erin Finzer has asked the Undergraduate Council to begin considering the UA System's plan to achieve uniformity across the system in how we number courses to make it easier for students to transfer courses across campuses. I wanted to make the Senate aware that this is in the pipeline.

Cheatham: Why?

Tramel: Ultimately this is coming from the state legislature.

Drale: What we are talking about is a common numbering system that is coming down the pike. Rather than wait for the legislature to act, the UA System office wants to be proactive in setting up a course numbering system that will cause the least amount of disruption. Those meetings are starting to happen at the System level. Erin Finzer is our representative at those meetings.

Finzer: Feel free to contact me if you have any questions. The goal is to make the process of transferring easier for students. If we do this well it will be helpful to transfer students. But it will be a lot of work. We plan for this to be integrated into the new student information system (which will go live in fall 2022).

Rogerson: ADHE has indicated it will go along with whatever system we agree to.

Cheatham: Will Arkansas State University and other state institutions participate in this?

Finzer: The UA System has volunteered to pilot this project so we can integrate it into our Enterprise Resource Planning (ERP) system. We will start with the Axe database. It will need to be finished by 2021 to integrate it into the new student information system. We plan to start with lower-level courses and courses in math, engineering and other disciplines where courses tend to be similar across campuses. Florida and Texas have both adopted the sort of common numbering system we are planning if you are interested in examples. We will keep you posted.

Smith: Do you expect a streamlined procedure for this, or will everything need to go through curriculum change forms, committees, and so on?

Finzer: Course titles and descriptions won't change, just course codes. Fayetteville won't necessarily drive the bus. The planning committee for this process wants to integrate the concerns of all the campuses and to bring in considerations from multiple stakeholders.

Jovanovic: I'm still not sure what this is going to lead to. Our numbering system is different from everyone else's system, so we will face the most disruption.

Finzer: Everyone will be at least somewhat disrupted. We won't be modeling it on Fayetteville's system.

Jovanovic: But the way UA Little Rock does business is different from everyone else. We won't be the model.

Finzer: For some aspects of the system, we might be the model.

Drale: We will have to change course numbers that specify course credit hours

Finzer: The implications of a change go on and on. Send me questions if you have them.

Nolen: Could you send a link to the Florida handbook that you mentioned?

Finzer: Yes, and also the Lumina Foundation has useful materials.

Jensen: So are we doing a curriculum change form for every change?

Nolen: We still need to figure this out, but ultimately this will be up to the councils.

E. Graduate Council – Karen Kuralt

Nolen: The Graduate Council report has been made available on the Senate website. Does anyone from the Graduate Council want to add anything?

No additions heard.

F. Council on Core Curriculum and Policies – Belinda Blevins-Knabe

Nolen: The Core Curriculum Council report is available on the Senate website. Belinda [Blevins-Knabe], do you have anything to add to that report?

Blevins-Knabe: No

G. Planning and Finance Committee - Rosalie Cheatham

Cheatham: The Planning and Finance Committee is looking at how to respond to the Institutional Effectiveness Committee (IEC) report. The Executive Committee has done a good job on this, and the Planning and Finance Committee agrees that the four main recommendations identified by the Executive Committee are the most important ones to address. Our concern going forward is that little progress has been made in adopting the revised faculty workload policy. It is recommended in the IEC report and in 2016 the Planning and Finance Committee recommended it, but we

haven't figured out yet three years later best way to move forward. We want to get this addressed as soon as possible. The workload policy also connects to summer school and summer course offerings. We need to figure out how to cancel classes so we don't lose students in the process.

We are also concerned about promoting shared governance and policy management. In some cases it is difficult to pinpoint who has responsibility for what. It is easy to track the origins and history of Senate-adopted policies, but other policies simply seem to appear from nowhere. In these cases it is difficult to figure out in what ways a policy was revised compared to its previous version. We need greater consistency in how policies are modified to assure everyone affected has a chance to provide input.

A new responsibility for the committee is fringe benefits. I invite anyone with these issues to speak to a college representative on the Planning and Finance committee. Going forward, we plan to avoid replicating policies that are system policies on our webpage. If a system fringe benefit policy changes but we don't learn about it, our information may be out of date. So we will instead link to system policies.

H. Governance Committee – Rosalie Cheatham

Cheatham: We have a couple of motions coming up onto the Faculty Senate's agenda. We spent a lot of time this year looking at policies. A section of the faculty handbook is about administrative committees. The handbook lists committees, but is out of date. For instance, the Committee on the Status of Women has not met since 1994. We plan to investigate which of these committees exist and which are no longer functioning.

Anson: In discussing summer courses, just to clarify, our policy is not applied equally across colleges on our campus.

Cheatham: We are developing a new policy

DeAngelis: The handbook has a lot of old and outdated information. Can that be removed?

Cheatham: Yes. One issue is a technical glitch that deleted a more recent version so we went to an earlier version and are updating it.

DeAngelis: Stuff is there that is really out of date and it is a public website.

I. Ad hoc Cmte – Retention Committee - Mike Crow

Nolen: An interim report from the Ad Hoc Committee on Student Retention is on the Faculty Senate website.

Crow: In October, the Faculty Senate appointed an *ad hoc* committee on student retention at UA Little Rock. Our members include both faculty and staff in academic and student affairs, and we have had active participation and support from Daryl Rice on behalf of academic advising, Richard Harper in Student Affairs, and Cody Decker and Blane Stroud in the Office of Institutional Research. Our charge has been to analyze data on student retention at UA Little Rock, review current practices on our campus in both academic and student affairs that pertain to retention and make recommendations on legislation to Faculty Senate to improve student

retention.

We are aiming to provide a final report in April, but given urgency the committee wants to offer some preliminary recommendations to the Senate today so it can begin to consider action this academic year.

These recommendations are in part motivated by a consideration of which students are most vulnerable to leaving UA Little Rock and why. OIR provided descriptive data on retention and attrition since 2013 across a number of relevant categories. The data suggest some students are more vulnerable to attrition than others, particularly freshmen, fully online students, black and American Indian students, and part-time students. The general picture suggests that our problems in retention are primarily with freshmen, online, and part-time students. Conversely, some students seem less vulnerable to attrition than others, particularly seniors and graduate students, international students, and first-time-in-college students.

The committee is continuing its statistical analysis, but so far the results suggest we might improve retention by supporting more vulnerable students to help improve resilience to barriers to success, and by recruiting and admitting more students who are less vulnerable to attrition to begin with (full-time, face-to-face, first-time-in-college, international students).

Rather than re-invent the wheel, the Retention Committee has reviewed a number of previous reports that address student retention and student success at UA Little Rock to identify recommendations that have not been fully implemented yet. These reports are:

- 1) A 2007 Student Retention Summit led by Chancellor Anderson
- 2) A 2010 report by an ad hoc retention committee chaired by Sandra Robertson and titled “Proposed Organizational Structure to Facilitate Student Success” (with an accompanying 2012 update by Daryl Rice).
- 3) “Distinguishing UALR”: Recommendations generated to promote student success at the 2016 Provost Unit Head’s Retreat
- 4) The “Opportunity Analysis” generated last year by Rob Baird with Ruffalo-Noel-Levitz.

Give us four preliminary recommendations for Faculty Senate to consider:

- 1) Develop a standing university-level committee on student success and retention
- 2) Clarify responsibility for student retention at UA Little Rock.
- 3) Consider a requirement that core courses participate in Early Academic Alert reporting
- 4) Consider a requirement that faculty record mid-term grades in BOSS for 1000-2000 level courses.

Douglas: What happens when we enter an early academic alert for a student right now?

Daryl Rice: OIR pulls together the alerts, and I get a spreadsheet with the student name, major, and alert information. I send that information to the student’s academic advisor so s/he can reach out to the student. The advisor tries to find out more about the situation from the student and what

campus services might help. We are finding it easier to work with the students who are lower-level and in core courses since they are advised through our centralized advising system. For the other students, the names go to the College's dean's office.

Matson: How quickly do you follow up with the student once a faculty member posts an early alert?

DeAngelis: So as I understand it, the advisor does the outreach to the student. The instructor is not involved in that first conversation?

Rice: Yes

DeAngelis: Sometimes the issue is something like the student does not have the book, which the instructor knows about but the advisor may not. It might be a good idea for the advisor and instructor to communicate.

Rice: The new customer relations management (CRM) software we are implementing for academic advising will help to make this sort of communication much easier. Right now we have pretty crude tools to work with.

Craw: Maybe you could talk a bit more about the CRM system that will roll out?

Rice: The CRM will integrate data on a student's realtime academic performance for his/her academic advisor. The system de-silos data, bringing data from instructors, residence halls, student services, and other units. It is an incredibly powerful tool. Advisors will have dashboards to track progress for each student.

Jensen: So the data suggest better retention for online classes than face to face?

Craw: No, to clarify the data suggest fully online students are more vulnerable to attrition than face-to-face students.

Jensen: Rebecca Glazier and Heidi Harris have done a lot of research on this and found simple solutions to improve retention in online classes.

Craw: Heidi Harris was asked to serve on the committee, but has had to step off.

Jensen: We have had lots of stories, too, of students who have encountered problems in enrolling and other matters with student services. We need to take a closer look at student services.

Anson: Do you have any data from fall semester early alert?

Rice: I sent out a preliminary report, including participation rates, as well as outcome data. Our advisors have kept track in a spreadsheet of what happened after they contacted students receiving an early alert.

Matson: I urge you to look at retention not just for fully online students but also for online students. Almost all our students take at least one online course before they graduate. I think it is important to separate out the online classes from the fully online students. Also, you mentioned that we should think about ways to retain students by improving resilience and by recruiting students who are less vulnerable to attrition. We are a campus that will always have more students who are vulnerable to attrition, so I encourage more research on how to help improve student resilience.

Craw: Speaking to the first part of your comment first, there is a distinction between analyzing student attrition at the university, and attrition in particular courses. The committee's focus is on student attrition at the university level rather than particular courses. The issues are related of course, but our focus is on university-level attrition.

VII. Old Business

None

VIII. New Business

- A. **Motion FS_2019_4.** Admissions and Transfer of Credit Committee (Legislation. Requires majority vote at one Faculty Senate meeting, no second required.) Revision to Admissions for International Students (as amended 1/2019, 3/1994, and 4/1990).

Be it resolved to amend International Student Requirements per the mark-up in Appendix A (underline indicates addition, strikethrough indicates deletion); and

Be it further resolved that upon approval, implementation of changes will be effective as of July 2019.

Commentary: The proposed revision updates the language to reflect changes to requirements for international students based on their classification. Changes include application submission requirements for entering international freshmen, transfer, and post-baccalaureate students, proof of English language proficiency, and maintenance of immigration status. Changes also update language related to on-campus employment and health insurance.

President Nolen recognizes Mark Funk, chair of the Admissions and Transfer of Credit Committee, to introduce the motion.

Funk: Our goal in this motion is to better comply with rules and regulations.

Anson moves the motion to the floor.

No second required.

Discussion begins on the first section concerning international freshman student admissions:

International Student Requirements

UA Little Rock is authorized by U.S. Citizenship and Immigration Services (USCIS) and the Department of State to enroll non-immigrant international students.

International students applying for admission to the University of Arkansas at Little Rock must apply online and submit complete credentials and detailed information before being considered for admission. This includes any student classified by ~~the U.S. Citizenship and Immigration Services~~ (USCIS, formerly INS) as A-1, A-2, F-1, F-2, H-1, H-2, H-3, H-4, J-1, J-2, K-1, ~~or~~ K-2, L-1, or L-2. ~~UA Little Rock is authorized under federal law to enroll non-immigrant alien students. All required~~

~~items must be received at UA Little Rock by June 1 for the fall semester and October 1 for the spring semester. However, applications will be considered on a case-by-case basis after this date if at least partial documentation has been received. International students transferring from other institutions within the United States must have all credentials on file at least one month before registration.~~

~~Requirements~~

~~International applicants must:~~

~~1. Apply online on BOSS~~

~~• Submit a nonrefundable application fee~~

~~• Official or certified copies of originals of the applicant's entire academic record in secondary school, college, or university must be forwarded to the Office of International Services with an English translation of these documents. Any high school or transfer student must have a C average or greater to be considered for admission.~~

The application and credential deadlines are as follows: Fall semester – July 15, Spring semester – November 15, and Summer semester – May 15.

International Freshman Students

Applicants must submit the following:

- An online application for admission.
- Non-refundable application fee.
- Proof of two MMR (measles, mumps, and rubella) immunizations. (required of all applicants born after January 1, 1957). This document must be in English, signed by a physician, and list the dates of the two MMR immunizations.
- Proof of English language proficiency (see the following section).
- Official or certified copies of originals of the applicant's entire academic record in secondary school, college, or university must be forwarded completion credential granting access to the Office of International Services with an English translation of these documents. Any high school or transfer student must have a c average or great to be considered for admission post-secondary education in their home country.
- Submit online Immigration Verification Form at ualr.edu/international/ivinstructions and attach:
 - Copy of passport
 - Bank reference letter Submit a financial statement (F and J visas only) students must provide certified proof certifying that they have the financial resources to live and study in the United States apart from on-campus employment are financially capable of pursuing an education in this country. The estimated cost for books, fees, and living expenses will be approximately \$19,000 in U.S. currency each year of study at UA Little Rock. Tuition and fees are due at the beginning of each semester. The proof of financial guarantee must be issued within the past 6 months and funds must be liquid. Additional funds for any dependents must also be included.

DeAngelis: I recommend that we not point to a specific website in the policy.

DeAngelis moves to strike the web address for the Immigration Verification Form.

Matson seconds

Motion to strike the web address passes on voice vote.

Barrio-Vilar: I don't see anything here about a TB test. Is that no longer required?

Nolen: That is not required for application, but required once the student gets to campus and attends classes.

DeAngelis: Question about the bank reference letter. Does that have to be a U.S. bank or can it be any bank?

Tuqul Polat [Director of International Student Services]: It can be any bank.

Discussion moves on to the section on international transfer and post-baccalaureate students:

International Transfer and Post-Baccalaureate Students

Applicants must submit the following:

- An online application for admission.
- Non-refundable application fee.
- Proof of two MMR (measles, mumps, and rubella) immunizations. (required of all applicants born after January 1, 1957). This document must be in English, signed by a physician, and list the dates of the two MMR immunizations.
- Proof of English language proficiency (see the following section).
- Official course-by-course transcript evaluation from all post-secondary institutions from IEE (International Education Evaluators) or other evaluation service approved by Director of Admissions. A cumulative GPA of at least 2.00 from all previous post-secondary work is required for transfers, and the equivalent of a 4-year American bachelor's degree is required for post-baccalaureate.
- Submit online Immigration Verification Form at ualr.edu/international/ivinstructions and attach:
 - Copy of passport
 - Bank reference letter ~~Submit a financial statement (F and J visas only) students must provide certified proof certifying that they have the financial resources to live and study in the United States apart from on-campus employment are financially capable of pursuing an education in this country. The estimated cost for books, fees, and living expenses will be approximately \$19,000 in U.S. currency each year of study at UA Little Rock. Tuition and fees are due at the beginning of each semester. The proof of financial guarantee must be issued within the past 6 months and funds must be liquid. Additional funds for any dependents must also be included.~~
- ~~Transfer students must fulfill the English proficiency requirement stated in Requirement 4 of the previous section.~~
- ~~Students transferring 12 or fewer credit hours will be required upon arrival on campus to take the Compass Test for academic placement purposes.~~
- ~~Students transferring fewer than 12 hours must provide secondary school academic records in addition to their previous college or university transcript. Those transferring 12 hours or more need only submit a college transcript.~~
- ~~Transfer students must have a cumulative GPA of at least 2.00 from their previous college~~

~~or university to be considered.~~

Nolen: I also see the same web address in this section. Without objection, I will strike that web address.

No objection is heard.

Cheatham: It doesn't seem as if there is anything specific here about graduate students. Are graduate students treated in the same way as post-baccalaureate students?

Funk: There is a separate policy dealing with international graduate student admissions.

Cheatham: So graduate students are not included here?

Funk: That is correct, graduate student admissions are dealt with in a separate policy.

Cheatham: Has that policy been formed? Do you have custody of that policy?

Tuqul Polat: It is a graduate school policy and so does not fall under our committee.

Nolen: So graduate student admissions are not before us today.

Cheatham: We should ask the graduate school to make similar changes in their policy so it is consistent with these changes.

Nolen: I will direct that matter to the Graduate Council.

Discussion moves on to the section on proof of English language proficiency:

Proof of English Language Proficiency for Undergraduate/Post-Baccalaureate International Students

Applicants whose native language is not English must submit proof of English language and academic skill proficiency before admission to UA Little Rock. All other admission criteria must be met. Students may satisfy the English language requirement in one of the following ways:

- A score of at least 61 (iBT) earned within the last two years on the Test of English as a Foreign Language Internet Based-Test (TOEFL Ibt) (UA Little Rock Code is 6368); or
- A score of at least 6 on the IELTS earned within the last two years; or
- Completion of Composition I and II at a regionally accredited post-secondary U.S. institution with a grade of C or better; or
- Attendance at a U.S. school for the past six years ~~If the student has attend school in the U.S. for the last six years, he or she must meet all of the specified regular freshman requirements for admission to meet the English proficiency requirement.;~~ or
- Successful completion of the UA Little Rock Intensive English Language Program through the final level (see IELP Policies); or
- An official ACT score of at least 19 on both the English and Reading sections of ACT earned with the last five years; or
- An official SAT score of at least 330 SAT ERW; or
- Citizenship of an exempt country: Canada (except Quebec), Ireland, United Kingdom, Australia, New Zealand, or the Commonwealth Caribbean.

- ~~Take the Michigan Test (formerly known as the Institutional English Language Test), administered on campus. Please contact the Intensive English Language Program for specific~~

No discussion

Discussion moves on to the section on requirements for international students upon arrival:

Requirements upon Arrival at UA Little Rock for International Students

1. Attend the mandatory International Student Orientation.
2. Newly admitted international students with an I-20 or DS-2019 must physically check in at the Office of International Students ~~in Stabler Hall room 105~~ to provide copies of all current immigration documents along with other appropriate information required by SEVIS.
- 3 Students transferring from another institution within the United States must have an active immigration record and must submit a SEVIS Transfer and VISA Form request completed by the applicant and by the foreign student advisor of the institution the applicant is currently attending. ~~The form is included in the application packet.~~ The student's SEVIS file must also be transferred electronically by the previous institution to UA Little Rock.
- 4 Assessment of new freshmen for academic placement. All first-time entering freshman students who have not taken the ACT or SAT~~1~~ will be required (upon arrival on campus) to be further assessed for academic placement purposes ~~by taking the Compass Test prior to registration.~~
- 5 Complete the TB screening, unless exempt. Obtain an Arkansas Certificate of Immunization for Institutions of Higher Education (required of all applicants born after 1/1/1957). The certificate can be obtained at UA~~LR~~ Little Rock's Health Services Center; the test must be taken before class registration.

No discussion.

Discussion moves on maintaining immigration status:

Maintaining ~~Student~~ Immigration Status

Ultimately, it is international students' responsibility to understand and comply with the terms of their immigration status while they are studying in the US.

To maintain ~~your student~~ legal status you international students (F and J only) need to:

1. **Have a valid I-20/DS-2019.**
 - I-20's and DS-2019's have expiration dates, which can be found in ~~Item 5~~ the Program of Study section on the Form I-20 and Item 3 on the DS-2019.
 - If your I-20 or DS-2019 is going to expire before you finish your program, consult the Office of International Services at least 30 days before the expiration date to discuss your options.
2. **Enroll full-time student.**
 - In order to maintain status, F-1 and J-1 students must be enrolled full-time for each fall and spring semester.
 - Enrollment in summer sessions is not required, unless a student begins study at UA~~LR~~ Little Rock in the summer.
 - Failure to enroll in the school by the program start date will result in the loss of your immigration status.
 - Undergraduates – Full-time enrollment is a least 12 credit hours per semester. (Only 3 of

these hours can be web-based online courses.)

- Graduates – Full-time enrollment is 9 credit hours per semester. (Only 3 of these hours can be web-based online courses.)

3. Keep US Physical Address Up-to-date

- International students are required to report their US physical address to their schools.
- Any change of address must be reported within 10 days.
- US address must be the student's physical address and cannot be a PO Box.

4. Be in good academic standing

- Academic suspension, dismissal, expulsion, unauthorized drop below full course of study, or any other similar action that prevents enrollment may negatively impact the student's immigration status.

5. Inform the Office of International Student Services if you are planning to do any of the following:

- Change of your major, program, or degree level.
- Change of your education level.
- Transfer to a new school or take a leave of absence.
- Request permission for Authorized Early Withdrawal (AEW).
- Travel outside of the U.S.
- Request a program extension.
- Request to add F2/J2 dependents.

Cheatham: I notice some inconsistencies in the style with which this language is written. In some places it uses third person and in other places it uses second person. Someone should clean that up.

Nolen: We will make those edits.

Discussion moves on to the section on on-campus employment:

Online and Distance Learning Programs

Students in H1-B and H-4 visa status are exempt from the one course or three credit online or distance education restriction but may experience difficulties if they convert to a F-1 visa during the duration of an online or distance education program.

Enrolling in an online or distance education program, even with a residency requirement, does NOT authorize entry into the U.S. It is the student's responsibility to obtain all documents required for entry into the U.S. prior to travel or, when required by the program, prior to admission to UA Little Rock.

On-Campus Employment Information

U.S. immigration laws permit international students to work a ~~maximum of up to 20 hours, on-campus~~ per week while school is in session and full-time during university breaks, including summer, winter, and spring break. Official breaks begin on the day after the last day of final exam according to the UA Little Rock Academic Calendar. Prior permission must be obtained from the Office of International Student Services. Any unlawful off-campus employment will result in termination of the student's immigration status in the US.

Nolen: Title implies that students are only allowed to work on-campus. Does this mean off-campus employment is forbidden?

Tuqul Polat: There are separate regulations with respect to visas.

Nolen: So does the 20 hours a week apply only to on-campus employment?

Tuqul Polat: It would not apply to things such as practical training or off-campus internships, which are regulated under other policies.

Jovanovic: Most of our programs have an 800-hour work requirement. I don't want to endanger that for international students.

Tuqul Polat: It does not

Anson: We might want to add a statement to clarify that off-campus experience for academic program is appropriate.

Nolen: Can you provide us with language about this so we can incorporate it?

Tramel: The same thing applies to our graduate assistants. We have an internship course that allows them to work off-campus.

Nolen: This would be something that would go before Graduate Council.

Discussion moves on to the section on health insurance:

Health Insurance

All F-1 and J-1 international students are required to purchase health and accident insurance provided through UA Little Rock and maintain coverage year-round, as per this policy.

Premiums for insurance coverage are assessed twice a year on a six-month basis: Half is assessed at the beginning of fall semester and half is assessed at the beginning of spring semester. Each international student's account on BOSS is automatically charged for health and accident insurance. Students entering in the spring semester will be billed at a slightly higher rate, while students entering in at the beginning of the summer semester will be billed at a lesser rate.

Insurance enrollment is finalized on the 11th day of the class. Any change in registration, personal situation or immigration status will not result in removal from the insurance plan for that semester. Students with a pending change of status to F-1 will be enrolled in the insurance plan in the first semester they are classified as F-1.

All J exchange visitors including their dependents are required to maintain health insurance coverage meeting the Department of State regulations for the duration of their program.

DeAngelis: Would it make any difference if we removed the words "on BOSS", since it is a specific software package?

DeAngelis moves striking "on BOSS"

Motion is seconded.

Motion to amend is approved on voice vote.

Motion FS_2019_4 is approved on unanimous voice vote

B. Motion FS_2019_5. Faculty Governance Committee (Legislation. Requires majority vote at one Faculty Senate meeting, no second required.) That the Faculty Senate endorse the UA Little Rock vision statement.

Be it resolved that the Faculty Senate endorse the UA Little Rock vision statement “The University of Arkansas at Little Rock is dedicated to improving students’ lives and enhancing our communities. We will be a leading metropolitan university that engages the city, the region and beyond through excellent teaching, research and partnerships.”

Commentary: The Faculty Senate has endorsed the UA Little Rock mission statement, role and scope statement and mission objectives. HLC Criterion I.B.1 also specifies the importance of a vision statement.

Nolen introduces Sen. Cheatham to introduce this motion

Cheatham: The campus need a vision statement for the HLC reaccreditation process, and are asking Senate to endorse it so it can be included.

Nolen reads proposed vision statement.

Motion passes unanimously

C. Motion FS_2019_6. Faculty Governance Committee (Legislation. Requires majority vote at one Faculty Senate meeting, no second required.) Guidelines for appointment for University and Distinguished Professor.

Be it resolved to approve the guidelines for the appointment of University and Distinguished Professor as shown in Appendix B.

Commentary: UA Board of Trustees policy 405.1 provides for the establishment of campus-based guidelines for appointment of University Professors and Distinguished Professors.

Nolen: Appendix B was mostly correct, but there was an error. A revised version has been distributed to Senate members.

Sen. Cheatham moves the motion as revised and introduces the motion.

Cheatham: Board policy for some time has allowed campuses to designate qualified faculty as Distinguished Professors. This motion would implement this at UA Little Rock.

Anson: With no objection, I’d like to change “University of Arkansas at Little Rock” throughout this policy to “UA Little Rock.”

No objection is heard.

Tramel: What about chairs? Are chairs considered faculty within this policy?

Cheatham: This is the language and the policy.

Tramel: When I was a department chair, I taught a full 12 contact hours.

Cheatham: Then you would have been eligible.

Tramel: It doesn't say that.

Cheatham: It doesn't NOT say it either. It's really up to how your department would interpret the criteria.

Nolen: I think it was clarified in 2017 when the Senate asked the Chancellor if chairs are considered to be faculty and he replied that they are.

Jovanovic: Just a comment. When I hear the title "University Professor", it makes me think beyond the department or college. But the process for designating someone as a University Professor is primarily at the department level. Is there a role for the faculty as a whole in designating these honorifics?

Nolen: Should it be the role of the Honors and Awards committee to do this?

Jovanovic: Not necessarily, it just seems odd that there is no role at the university level in approving these honorifics.

Discussion moves to section 1 on "Background":

1. Background

The University of Arkansas at Little Rock acknowledges outstanding faculty through conferring the honorific titles of "University Professor" and "Distinguished Professor." Appointment as University Professor or Distinguished Professor is a high honor reserved for only the very best faculty in recognition of sustained excellence in the performance of their duties, as outlined below. The appointments described in this document are strictly honorific and are not intended to be construed as academic or financial promotions.

A. Substantive Criteria – University Professorship

Appointment as University Professor is a special honor conferred only upon active faculty in recognition of an extended period of exemplary service in a spirit of collegiality to the University of Arkansas at Little Rock, and a combination of service in their profession and to the public through their professional activities. In order to achieve this distinction, faculty members must, in addition to having an extended period of documented exemplary service to the University of Arkansas at Little Rock, have gained wide recognition at the national or international level for their sustained excellence in service, teaching, research or creative activity germane to their respective disciplines and academic roles while serving as a member of the faculty of the University of Arkansas at Little Rock.

Eligibility for designation as University Professor is limited to active tenured faculty who hold the rank of Professor. Generally, a candidate is expected to have served in the rank of professor at

the University of Arkansas at Little Rock for 10 years before nomination. Sitting administrators are not eligible to be nominated for appointment to University Professor. For the purpose of this policy, individuals who have held, or are holding, positions that carry an administrative appointment that is greater than fifty percent (50%) are considered to be administrators and should be three years removed from that position before nomination.

B. Substantive Criteria – Distinguished Professorship

Appointment as Distinguished Professor at the University of Arkansas at Little Rock is a special distinction that is reserved for those individuals who are recognized nationally and/or internationally as intellectual leaders in their academic disciplines as a result of extraordinary accomplishments in research, teaching, published works, creative activities in the arts or endeavors of similar merit in other venues. Individuals may have gained such distinction at this university, another university or other venues.

Appointment as Distinguished Professor shall only occur when clear indication exists that an individual so appointed will continue to provide exemplary academic and intellectual leadership and

continue his or her professional activities in such a way as to maintain national and international recognition and a commensurate level of accomplishment.

Eligibility for designation as Distinguished Professor is limited to active tenured faculty who hold the rank of Professor, the title University Professor, or incoming faculty who will be awarded tenure and who hold credentials of similar merit from another university or other venues.

No discussion.

Discussion moves on to the section on policies and timing:

2. Policies and Timing

Nominations for appointment to University and Distinguished Professor will follow the applicable policies in Board Policy 405.1 and as well as the established timeline for promotion identified in UA Little Rock Policy on Promotion and Tenure. (403.15).

The tenured and tenure-track faculty of each school or college and each unit shall establish and include in the approved governance documents, substantive criteria and procedures for use in considering nominees for University or Distinguished Professor within that college or school and unit. Unit criteria shall not be in conflict with, nor less rigorous than, the criteria for appointment as University or Distinguished Professor noted in this document. Unit criteria are subject to approval consistent with all revisions to college or school and unit personnel documents under University policy.

Drale: Would those policies adopted in departments go through the Governance Committee to be sure a clear difference existed between this rank and previous ranks.

Cheatham: That is the intent, yes.

Discussion moves on to the section on documentation:

3. Documentation/Dossier

The candidate must complete the supporting materials required by the University of Arkansas at Little Rock, and any additional materials that may be required by the unit.

The information supplied should be sufficiently detailed so that a candidate can be evaluated in terms of both sustained superior performance as outlined in the background section and the potential for continued superior performance.

Nolen: This section clarifies the argument the candidate must make

Jensen: Are forms similar to promotion and tenure to be used?

Nolen: Yes

Cheatham: This is addressed on the handout.

Discussion moves on to the section on process:

4. Process

- a. Any University of Arkansas at Little Rock faculty member holding the rank of Professor may nominate himself or herself for appointment as University or Distinguished Professor. Alternatively, any tenured or tenure-track member of the faculty or the department chair of the unit may nominate a Professor for appointment as University or Distinguished Professor. A letter of nomination must set forth the achievements of distinction that warrant the appointment and must be submitted to the appropriate departmental authority.
- b. For faculty members with affiliations with multiple colleges, such nominations shall be considered in the department and college or school where the nominee has the greatest percentage of, or principal appointment. Faculty with appointments equally divided among two or more colleges or schools shall be considered by the college or school within which they hold tenure, but in the course of such review the views of the other appointing schools or colleges shall be sought and considered.
- c. The campus form for tenure and promotion must be completed.
- d. All tenured faculty in a unit are eligible to vote for individuals being considered for University or Distinguished Professor,
- e. All nominations of university and distinguished professors will be reviewed by the Executive Vice Chancellor and Provost.
- f. At any point prior to the Chancellor's recommendation, the nominee may withdraw his/her name from further consideration.
- g. Continuing appointment as a University or Distinguished Professor follows the right of continuous appointment as outlined in Board of Trustees Policy 405.1.

No discussion is heard.

Motion FS_2019_6 as amended is approved.

IX. Open Forum

Otters: Are we still members of the Coalition of Urban and Metropolitan Universities (CUMU)?

Rogerson: We are still members

Cheatham: General question for Christy and the Chancellor. Does ADHE still require program reviews every 7 years

Finzer: If a program has disciplinary accreditation, it works on a different cycle. For non-accredited programs, it is every 7-10 years.

DeAngelis: I heard the academic calendars for upcoming years are being reviewed. Will we discuss this next month? Will that include a recommendation on a fall break?

Nolen: Yes

Douglas: Has the calendar committee met?

Nolen: I believe it has. I reached out to the chair in February.

Finzer: The chair has met with Malissa [Mathis], but the calendar committee hasn't met

Cheatham: The calendar committee should be driving the process.

Nolen: I will reach out to Renee (the calendar committee chair).

Jovanovic: When we approved the calendar, did the administrative dates like graduation get filled in? Did we approve the commencement date?

Nolen: We don't get a say on the commencement date.

DeAngelis: So the calendars we approved last year are being re-reviewed.

Nolen: The calendar committee is considering legislation on standardizing fall break that it will bring to us.

Cheatham: Date of commencement doesn't really have to deal with whether they graduate.

Jovanovic: But students should be studying rather than going to commencement. Whoever made that decision made a mistake.

Deiser: Just want to reiterate what George [Jensen] said earlier about the importance of student services. We should put more money and resources into student services.

Rogerson: Charles Donaldson and Preston Slayden are recommending this and looking at action.

X. Adjourn

Meeting is adjourned at 3:03 p.m.

Appendix A: International Student Requirements

UA Little Rock is authorized by U.S. Citizenship and Immigration Services (USCIS) and the Department of State to enroll non-immigrant international students.

International students applying for admission to the University of Arkansas at Little Rock must apply online and submit complete credentials and detailed information before being considered for admission. This includes any student classified by the U.S. Citizenship and Immigration Services (USCIS, formerly INS) as A-1, A-2, F-1, F-2, H-1, H-2, H-3, H-4, J-1, J-2, K-1, or K-2, L-1, or L-2. UA Little Rock is authorized under federal law to enroll non-immigrant alien students. All required items must be received at UA Little Rock by June 1 for the fall semester and October 1 for the spring semester. However, applications will be considered on a case-by-case basis after this date if at least partial documentation has been received. International students transferring from other institutions within the United States must have all credentials on file at least one month before registration.

Requirements

International applicants must:

- 1. Apply online on BOSS
- Submit a nonrefundable application fee
- Official or certified copies of originals of the applicant's entire academic record in secondary school, college, or university must be forwarded to the Office of International Services with an English translation of these documents. Any high school or transfer student must have a C average or greater to be considered for admission.

The application and credential deadlines are as follows: Fall semester – July 15, Spring semester – November 15, and Summer semester – May 15.

International Freshman Students

Applicants must submit the following:

- An online application for admission.
- Non-refundable application fee.
- Proof of two MMR (measles, mumps, and rubella) immunizations. (required of all applicants born after January 1, 1957). This document must be in English, signed by a physician, and list the dates of the two MMR immunizations.
- Proof of English language proficiency (see the following section).
- Official or certified copies of originals of the applicant's entire academic record in secondary school, college, or university must be forwarded completion credential granting access to the Office of International Services with an English translation of these documents. Any high school or transfer student must have a C average or great to be considered for admission post-secondary education in their home country.
- Submit online Immigration Verification Form at ualr.edu/international/ivinstructions and attach:
 - Copy of passport
 - Bank reference letter Submit a financial statement (F and J visas only) students must provide certified proof certifying that they have the financial resources to live and study in the United States apart from on-campus employment are financially capable of pursuing an education in this country. The estimated cost for books, fees, and living

expenses will be approximately \$19,000 in U.S. currency each year of study at UA Little Rock. Tuition and fees are due at the beginning of each semester. The proof of financial guarantee must be issued within the past 6 months and funds must be liquid. Additional funds for any dependents must also be included.

International Transfer and Post-Baccalaureate Students

Applicants must submit the following:

- An online application for admission.
- Non-refundable application fee.
- Proof of two MMR (measles, mumps, and rubella) immunizations. (required of all applicants born after January 1, 1957). This document must be in English, signed by a physician, and list the dates of the two MMR immunizations.
- Proof of English language proficiency (see the following section).
- Official course-by-course transcript evaluation from all post-secondary institutions from IEE (International Education Evaluators) or other evaluation service approved by Director of Admissions. A cumulative GPA of at least 2.00 from all previous post-secondary work is required for transfers, and the equivalent of a 4-year American bachelor's degree is required for post-baccalaureate.
- Submit online Immigration Verification Form at ualr.edu/international/ivinstructions and attach:
 - Copy of passport
 - Bank reference letter ~~Submit a financial statement (F and J visas only) students must provide certified proof certifying that they have the financial resources to live and study in the United States apart from on-campus employment are financially capable of pursuing an education in this country. The estimated cost for books, fees, and living expenses will be approximately \$19,000 in U.S. currency each year of study at UA Little Rock. Tuition and fees are due at the beginning of each semester. The proof of financial guarantee must be issued within the past 6 months and funds must be liquid. Additional funds for any dependents must also be included.~~
- ~~Transfer students must fulfill the English proficiency requirement stated in Requirement 4 of the previous section.~~
- ~~Students transferring 12 or fewer credit hours will be required upon arrival on campus to take the Compass Test for academic placement purposes.~~
- ~~Students transferring fewer than 12 hours must provide secondary school academic records in addition to their previous college or university transcript. Those transferring 12 hours or more need only submit a college transcript.~~
- ~~Transfer students must have a cumulative GPA of at least 2.00 from their previous college or university to be considered.~~

Proof of English Language Proficiency for Undergraduate/Post-Baccalaureate International Students

Applicants whose native language is not English must submit proof of English language and academic skill proficiency before admission to UA Little Rock. All other admission criteria must be met. Students may satisfy the English language requirement in one of the following ways:

- A score of at least 61 (iBT) earned within the last two years on the Test of English as a Foreign Language Internet Based-Test (TOEFL Ibt) (UA Little Rock Code is 6368); or
- A score of at least 6 on the IELTS earned within the last two years; or
- Completion of Composition I and II at a regionally accredited post-secondary U.S. institution with a grade of C or better; or
- Attendance at a U.S. school for the past six years. ~~If the student has attend school in the U.S. for the last six years, he or she must meet all of the specified regular freshman requirements for admission to meet the English proficiency requirement.; or~~
- Successful completion of the UA Little Rock Intensive English Language Program through the final level (see IELP Policies); or
- An official ACT score of at least 19 on both the English and Reading sections of ACT earned with the last five years; or
- An official SAT score of at least 330 SAT ERW; or
- Citizenship of an exempt country: Canada (except Quebec), Ireland, United Kingdom, Australia, New Zealand, or the Commonwealth Caribbean.
- ~~Take the Michigan Test (formerly known as the Institutional English Language Test), administered on campus. Please contact the Intensive English Language Program for specific~~

Requirements upon Arrival at UA Little Rock for International Students

1. Attend the mandatory International Student Orientation.
2. Newly admitted international students with an I-20 or DS-2019 must physically check in at the Office of International Students in ~~Stabler Hall room 105~~ to provide copies of all current immigration documents along with other appropriate information required by SEVIS.
6. Students transferring from another institution within the United States must have an active immigration record and must submit a SEVIS Transfer ~~and VISA Form~~ request completed by the applicant and by the foreign student advisor of the institution the applicant is currently attending. ~~The form is included in the application packet.~~ The student's SEVIS file must also be transferred electronically by the previous institution to UA Little Rock.
7. Assessment of new freshmen for academic placement. All first-time entering freshman students who have not taken the ACT or SATI will be required (upon arrival on campus) to be further assessed for academic placement purposes ~~by taking the Compass Test prior to registration.~~
8. Complete the TB screening, unless exempt. Obtain an Arkansas Certificate of Immunization for Institutions of Higher Education (required of all applicants born after 1/1/1957). The certificate can be obtained at UA ~~LR~~ Little Rock's Health Services Center; the test must be taken before class registration.

Maintaining Student Immigration Status

Ultimately, it is international students' responsibility to understand and comply with the terms of their immigration status while they are studying in the US.

To maintain ~~your student~~ legal status ~~you~~ international students (F and J only) need to:

6. Have a valid I-20/DS-2019.

- I-20's and DS-2019's have expiration dates, which can be found in ~~Item 5~~ the Program of Study section on the Form I-20 and Item 3 on the DS-2019.
- If your I-20 or DS-2019 is going to expire before you finish your program, consult the Office of International Services at least 30 days before the expiration date to discuss your options.

7. Enroll full-time student.

- In order to maintain status, F-1 and J-1 students must be enrolled full-time for each fall and spring semester.
- Enrollment in summer sessions is not required, unless a student begins study at UALR Little Rock in the summer.
- Failure to enroll in the school by the program start date will result in the loss of your immigration status.
- Undergraduates – Full-time enrollment is at least 12 credit hours per semester. (Only 3 of these hours can be web-based online courses.)
- Graduates – Full-time enrollment is 9 credit hours per semester. (Only 3 of these hours can be web-based online courses.)

8. Keep US Physical Address Up-to-date

- International students are required to report their US physical address to their schools.
- Any change of address must be reported within 10 days.
- US address must be the student's physical address and cannot be a PO Box.

9. Be in good academic standing

- Academic suspension, dismissal, expulsion, unauthorized drop below full course of study, or any other similar action that prevents enrollment may negatively impact the student's immigration status.

10. Inform the Office of International Student Services if you are planning to do any of the following:

- Change of your major, program, or degree level.
- Change of your education level.
- Transfer to a new school or take a leave of absence.
- Request permission for Authorized Early Withdrawal (AEW).
- Travel outside of the U.S.
- Request a program extension.
- Request to add F2/J2 dependents.

Online and Distance Learning Programs

Students in H1-B and H-4 visa status are exempt from the one course or three credit online or distance education restriction but may experience difficulties if they convert to a F-1 visa during the duration of an online or distance education program.

Enrolling in an online or distance education program, even with a residency requirement, does NOT authorize entry into the U.S. It is the student's responsibility to obtain all documents required for entry into the U.S. prior to travel or, when required by the program, prior to admission to UA Little Rock.

On-Campus Employment Information

U.S. immigration laws permit international students to work a maximum of up to 20 hours, on campus per week while school is in session and full-time during university breaks, including summer, winter, and spring break. Official breaks begin on the day after the last day of final exam according to the UA Little Rock Academic Calendar. Prior permission must be obtained from the Office of International Student Services. Any unlawful off-campus employment will result in termination of the student's immigration status in the US.

Health Insurance

All F-1 and J-1 international students are required to purchase health and accident insurance provided through UA Little Rock and maintain coverage year-round, as per this policy.

Premiums for insurance coverage are assessed twice a year on a six-month basis: Half is assessed at the beginning of fall semester and half is assessed at the beginning of spring semester. Each international student's account on BOSS is automatically charged for health and accident insurance. Students entering in the spring semester will be billed at a slightly higher rate, while students entering in at the beginning of the summer semester will be billed at a lesser rate.

Insurance enrollment is finalized on the 11th day of the class. Any change in registration, personal situation or immigration status will not result in removal from the insurance plan for that semester. Students with a pending change of status to F-1 will be enrolled in the insurance plan in the first semester they are classified as F-1.

All J exchange visitors including their dependents are required to maintain health insurance coverage meeting the Department of State regulations for the duration of their program.

Appendix B. Guidelines for University and Distinguished Professor Appointments

1. Background

The University of Arkansas at Little Rock acknowledges outstanding faculty through conferring the honorific titles of "University Professor" and "Distinguished Professor." Appointment as University Professor or Distinguished Professor is a high honor reserved for only the very best faculty in recognition of sustained excellence in the performance of their duties, as outlined below. The appointments described in this document are strictly honorific and are not intended to be construed as academic or financial promotions.

A. Substantive Criteria – University Professorship

Appointment as University Professor is a special honor conferred only upon active faculty in recognition of an extended period of exemplary service in a spirit of collegiality to the University of Arkansas at Little Rock, and a combination of service in their profession and to the public through their professional activities. In order to achieve this distinction, faculty members must, in addition to having an extended period of documented exemplary service to the University of Arkansas at Little Rock, have gained wide recognition at the national or international level for their sustained excellence in service, teaching, research or creative activity germane to their respective disciplines and academic roles while serving as a member of the faculty of the University of Arkansas at Little Rock.

Eligibility for designation as University Professor is limited to active tenured faculty who hold the rank of Professor. Generally, a candidate is expected to have served in the rank of professor at the University of Arkansas at Little Rock for 10 years before nomination. Sitting administrators are not eligible to be nominated for appointment to University Professor. For the purpose of this policy, individuals who have held, or are holding, positions that carry an administrative appointment that is greater than fifty percent (50%) are considered to be administrators and should be three years removed from that position before nomination.

B. Substantive Criteria – Distinguished Professorship

Appointment as Distinguished Professor at the University of Arkansas at Little Rock is a special distinction that is reserved for those individuals who are recognized nationally and/or internationally as intellectual leaders in their academic disciplines as a result of extraordinary accomplishments in research, teaching, published works, creative activities in the arts or endeavors of similar merit in other venues. Individuals may have gained such distinction at this university, another university or other venues.

Appointment as Distinguished Professor shall only occur when clear indication exists that an individual so appointed will continue to provide exemplary academic and intellectual leadership and

continue his or her professional activities in such a way as to maintain national and international recognition and a commensurate level of accomplishment.

Eligibility for designation as Distinguished Professor is limited to active tenured faculty who hold the rank of Professor, the title University Professor, or incoming faculty who will be awarded tenure and who hold credentials of similar merit from another university or other venues.

2. Policies and Timing

Nominations for appointment to University and Distinguished Professor will follow the applicable policies in Board Policy 405.1 and as well as the established timeline for promotion identified in UA Little Rock Policy on Promotion and Tenure. (403.15).

The tenured and tenure-track faculty of each school or college and each unit shall establish and include in the approved governance documents, substantive criteria and procedures for use in considering nominees for University or Distinguished Professor within that college or school and unit. Unit criteria shall not be in conflict with, nor less rigorous than, the criteria for appointment as University or Distinguished Professor noted in this document. Unit criteria are subject to approval consistent with all revisions to college or school and unit personnel documents under University policy.

3. Documentation/Dossier

The candidate must complete the supporting materials required by the University of Arkansas at Little Rock, and any additional materials that may be required by the unit.

The information supplied should be sufficiently detailed so that a candidate can be evaluated in terms of both sustained superior performance as outlined in the background section and the potential for continued superior performance.

4. Process

- a.** Any University of Arkansas at Little Rock faculty member holding the rank of Professor may nominate himself or herself for appointment as University or Distinguished Professor. Alternatively, any tenured or tenure-track member of the faculty or the department chair of the unit may nominate a Professor for appointment as University or Distinguished Professor. A letter of nomination must set forth the achievements of distinction that warrant the appointment and must be submitted to the appropriate departmental authority.
- b.** For faculty members with affiliations with multiple colleges, such nominations shall be considered in the department and college or school where the nominee has the greatest percentage of, or principal appointment. Faculty with appointments equally divided among two or more colleges or schools shall be considered by the college or school within which they hold tenure, but in the course of such review the views of the other appointing schools or colleges shall be sought and considered.
- c.** The campus form for tenure and promotion must be completed.
- d.** All tenured faculty in a unit are eligible to vote for individuals being considered for University or Distinguished Professor,
- e.** All nominations of university and distinguished professors will be reviewed by the Executive Vice Chancellor and Provost.
- f.** At any point prior to the Chancellor's recommendation, the nominee may withdraw his/her name from further consideration.
- g.** Continuing appointment as a University or Distinguished Professor follows the right of continuous appointment as outlined in Board of Trustees Policy 405.1.