

University Course and Programs Committee

January 26, 2007

MEMBERS PRESENT:

Voting: Chuck Adams, Bill Curington, Judy Ganson, Donna Graham, Patricia Koski, Stephen Langsner, John Norwood, Dale Thompson, Peggy Whan

Non-Voting: William Warnock, Kathryn Baker

MEMBERS ABSENT:

Voting: Rhonda Adams, Fran Beatty, Tom Costello, Larry Foley, Terry Martin Louise Montgomery, Amy Paris, Jeannie Whayne

Non-Voting: Gary McHenry

GUESTS: Mike Daugherty, Charles Riggs

John Norwood called the meeting to order at 2:30 P.M.

1. The minutes for December 15, 2006 were approved.
2. Course Change Proposals:
 1. A. The undergraduate course change proposals ([Table A](#)) were approved without opposition and forwarded for the February 14, 2007 Faculty Senate meeting.
 2. B. The graduate courses ([Table B](#)) were approved without opposition and forwarded to the Graduate Council.
3. Old Business: None
4. New Business:
 - A. A program change for the College of Education and Health Professions - Department of Rehabilitation, Human Resources and Communication Disorders ([Table 1](#), [Attachment 1A](#) and [Attachment 1B](#)) was presented by Michael Daugherty. The proposal would offer the Human Resource Development Concentration at the Mid-South Community College utilizing distance learning. The proposal was approved without opposition and forwarded for the February 14, 2007 Faculty Senate meeting.
5. Other Business:

Pat Koski announced that all program changes that involve deleting one program and renaming the program would need to have two program change forms. One program change form would be needed for the elimination of the old program and the other to initiate the new program. Also, ADHE letters of notification would need to accompany both program change forms.

Meeting was adjourned at 2:49 PM.

TABLE A**UCPC****Undergraduate Courses**

January 26, 2007

COLL	DEPARTMENT NAME	DEPT	CRSE ALPHA	CRSE NUM	CRSE TITLE	CREDIT LEVEL	ACTION	CREDIT HOURS	EFFECTIVE DATE
AFLS	Crop, Soil & Environmental Sciences	CSES	CSES	4093	Issues in Pest Management	U	ELC	3	Fall 2007
AFLS	Crop, Soil & Environmental Sciences	CSES	CSES	4263	Environmental Soil Science	U	ELC	3	Fall 2007
AFLS	Horticulture	HORT	HORT	100V	Special Topics	U	ELC	variable	Fall 2007

TABLE B**UCPC****Graduate Courses**

January 26, 2007

COLL	DEPARTMENT NAME	DEPT	CRSE ALPHA	CRSE NUM	CRSE TITLE	CREDIT LEVEL	ACTION	CREDIT HOURS	EFFECTIVE DATE
AFLS	Crop, Soil & Environmental Sciences	CSES	CSES	5204	Applied Math Methods in Life Sciences	G	ELC	4	Fall 2007
AFLS	Crop, Soil & Environmental Sciences	CSES	CSES	5353	Advanced Hay and Silage Production	G	ELC	3	Fall 2007
EDUC	Curriculum & Instruction	CIED	CIED	5973	Practicum in Secondary Education	G	ANC	3	Fall 2007
EDUC	Curriculum & Instruction	CIED	CIED	5983	Practicum In Curriculum & Instruction	G	ANC	3	Fall 2007
EDUC	Educational Leadership, Counseling & Foundations	ELCF	CNED	5193	Community Counseling	G	ANC	3	Fall 2007
EDUC	Educational Leadership, Counseling & Foundations	ELCF	CNED	5353	Psychopharmacology	G	ANC	3	Fall 2007

KEY

ACTION

ANC=	ADD NEW COURSE
ELC=	ELIMINATE COURSE
CT=	CHANGE TITLE
CD=	CHANGE DESCRIPTION
CHN=	CHANGE COURSE NUMBER FROM ___TO___
CCH=	CHANGE CREDIT HOURS FROM ___TO___
CL=	CROSS LISTED
CEUDC=	CHANGE EXISTING UNDERGRADUATE COURSE TO DUAL CREDIT
CEUGC=	CHANGE EXISTING UNDERGRADUATE COURSE TO GRADUATE CREDIT
CEGUC=	CHANGE EXISTING DUAL/GRADUATE COURSE TO UNDERGRADUATE CREDIT
OTH=	OTHER
RA=	REACTIVATE COURSE
IN=	INACTIVATE COURSE

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University Course and Programs Committee
26-Jan-07

TABLE ONE

College of Education and Health Professions

Department of Rehabilitation, Human Resources, and Communication Disorders
CTEDBS - Human Resource Development Concentration - Attachments 1A and 1B
Program change proposes to offer the concentration at Mid-South Community College through distance-learning as specified in Section V of Attachment 1A.

**ATTACHMENT 1A
ADD, CHANGE OR DELETE PROGRAM OR UNIT**

Complete this form consistent with the instructions in Academic Policy 1622.20. Use the form to add, change, or delete a program or unit. Proposed additions and changes must be consistent with Academic Policies 1100.40 and 1621.10 and any other policies which apply.

SECTION I: Approvals

Department / Program Chair _____	Date Submitted _____	Faculty Senate Chair _____	Date _____
College Dean _____	Date _____	Provost _____	Date _____
University Course and Programs Committee _____	Date _____	Board of Trustees Approval/Notification Date _____	
Graduate Council Chair _____	Date _____	Arkansas Higher Education Coordinating Board Approval/Notification Date _____	

SECTION II: Profile Data - Required Information and Name Change Information

Academic Unit: Major/Field of Study Minor Other Unit **Concentration**

Level: Undergraduate Graduate Law Effective Catalog Year **2007**

Current Name **Human Resource Development Concentration**

College, School, Division **EDUC** Department Code **RHRC**

Current Code (6 digit Alpha) **HRDV** Proposed Code (6 digit Alpha) _____
Prior approval from the Office of the Registrar is required.

Interdisciplinary Program CIP Code **13.1320**
Prior assignment from Office of Institutional Research is required.

Proposed Name _____
When a program name is changed, enrollment of current students reflects the new name.

SECTION III: Add a New Program/Unit

For new program proposals, complete Sections II and VII and use as a cover sheet for a full program proposal as described in 'Criteria and Procedures for Preparing Proposals for New Programs in Arkansas.' ADHE <<http://www.adhe.arknet.edu.aadept.html>>.

Program proposal uses courses offered by another academic college. The signature of the dean of that academic college is required here: _____

SECTION IV: Eliminate an Existing Program/Unit

Code/Name _____ Effective Catalog Year _____

No new students admitted to program after Term: ____ Year: _____

Allow students in program to complete under this program until Term: ____ Year: _____

SECTION V: Proposed Changes to an Existing Program

Insert here a statement of the exact changes to be made: **Addition of Mid-South Community College as distance-learning site to established Human Resource Development degree-completion program.**

Check if either of these boxes apply and provide the necessary signature:

- Program change proposal adds courses offered by another academic college. The signature of the dean of that academic college is required here: _____
- Program change proposal deletes courses offered by another academic college. The signature of the dean of that academic college is required here: _____

Check all the boxes that apply and complete the required sections of the form:

- Change of Name and Code (Complete only sections I, II, V and VII.)
- Change Course Requirements: (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change Delivery Site/Method (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change Total Hours (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)

SECTION VI: Justification

Justify this change and state its likely effect on any other degree program (including those outside the school or college). Identify any program or program components (other than courses) to be eliminated if this program is implemented. (Program and course change forms must also be submitted for such related changes.)

Refer to attached letter of request for program initiated by Mid-South Community College in West Memphis. This is the only distance-learning degree-completion program of its kind offered in Arkansas; the program is also run at other sites by RHRC.

SECTION VII: Catalog Text and Format

Insert the current catalog text, with proposed changes identified in Section V inserted and tracked in Microsoft Word. Be sure that all proposed changes are inserted and tracked. Only changes explicitly stated in Section V will be considered for approval by the University Course and Programs Committee, the Graduate Council and the Faculty Senate.

Include the following elements, in order, in the catalog text for proposed undergraduate program(s) or program changes:

- State complete major/program name
- Briefly define or describe the major/program or discipline.
- Identify typical career goals or paths for graduates. (Optional)
- State admission requirements (if any) for entry or entry into upper/advanced level of major/program.
- Identify location in catalog of university, college/school, and department/program requirements which the student must meet in addition to hours in the major, but do not restate these requirements.
- State course requirements in the major and any allied areas, giving number of hours and specific courses; specify electives or elective areas and give numbers of hours and courses in elective pools or categories; identify any other course requirements.
- State any other requirements (required GPA, internship, exit exam, project, thesis, etc.).
- Identify name and requirements for each concentration (if any).
- Specify whether a minor or other program component is allowed or required and provide details.

For minors, state requirements in terms of hours, required courses, electives, etc.

For graduate program/units, include elements (as needed) parallel to those listed for undergraduate programs above.

For Law School program/units, prepare text consistent with current catalog style.

For centers, prepare text consistent with current catalog style.

There will be no changes to the catalogue descriptions, admission requirements, course requirements, nor any other program requirements or prerequisites.

SECTION VIII: Action Recorded by Registrar's Office

PROGRAM INVENTORY/DARS

PGRM _____ SUBJ _____ CIP _____ CRTS _____

DGRE _____ PGCT _____ OFFC&CRTY VALID _____

REPORTING CODES

PROG. DEF. _____

REQ. DEF. _____

Initials _____

Date _____

Distribution

Notification to:

(1) College
(7) Treasurer

(2) Department
(8) Undergraduate Program Committee

(3) Admissions

(4) Institutional Research

(5) Continuing Education
Initials _____ Date _____

(6) Graduate School

**ATTACHMENT 1B
LETTER OF NOTIFICATION – 12**

**EXISTING CERTIFICATE or DEGREE PROGRAM
OFFERED AT OFF-CAMPUS LOCATION**

1. Institution submitting request: University of Arkansas
2. Contact person/title: Dr. Nancy E. Talburt
Vice-Provost Academic Affairs
ADMIN 422
University of Arkansas
Fayetteville, AR 72701
3. Phone number/e-mail address: netal@uark.edu, (479) 575-2151
4. Name of existing program: B.S.E. in Career and Technical Education, Human Resource Development
5. Proposed effective date: Fall, 2007
6. Proposed location of off-campus site: Mid-South Community College, West Memphis
7. Distance of proposed site from main campus: 312 miles
8. Reason for offering proposed program at off-campus site. Request initiated by Mid-South Community College; the closest HRD distance learning program to West Memphis is the same U of A HRD program offered at Black River Community College in Paragould, 82 miles distant. Cohort site assignments are on a site-rotation schedule, and may not occur in the same year at these two locations. (See Attachment A)
9. Identify courses to be offered at the proposed site:

HRDV 4213	Strategies in Professional Development
HRDV 4233	Leadership in HRD
HRDV 3133	Communication in HRD
HRDV 3113	Skills and Strategies in HRD
HRDV 3123	Theory and Principles of Needs Assessment/Evaluation in HRD
HRDV 4133	Applied Theory/Principles of Group Dynamics
HRDV 4113	Theory and Principles of Adult Education
HRDV 3213	Introduction to HRD
HRDV 3403	Employment Law in HRD
HRDV 3503	Workforce Behavior
HRDV 4603	HRD Practicum: Introduction to HRD I
HRDV 4613	HRD Practicum: Theories and Principles of Adult Education
HRDV 4623	HRD Practicum: Communication
HRDV 4633	HRD Practicum: Skills and Strategies
HRDV 4643	HRD Practicum: Needs Assessment and Evaluation
HRDV 4653	HRD Practicum: Group Dynamics
HRDV 4663	HRD Practicum: Leadership
HRDV 4673	HRD Practicum: Professional Development
HRDV 4683	HRD Practicum: Introduction to HRD II
HRDV 4693	HRD Practicum: Advanced Skills and Strategies

HRDV 450V Experiential Learning in HRD

10. Will students be able to complete all program requirements at this location? Yes.
This degree completion program does not include the General Studies requirements, but allows students to complete those requirements at Mid-South Community College. (See Attachment C.)
11. Provide copy of Memorandum of Understanding: See Attachment B.
12. Copy of notification to other institutions in the area of proposed program, and their responses.
Does not apply (see response to #8, above).

Attachments: A: Mid-South letter of request
 B: Memorandum of Understanding
 C: Program Summary

Board of Trustees Approval Date:

Chief Academic Officer:

Date:

Attachment A: Mid-South Community College Request

MID-SOUTH
COMMUNITY
COLLEGE

2000 West Broadway • West Memphis, AR 72301-3829 • (870) 733-6722 • Fax (870) 733-6719

www.midsouthcc.edu

June 26, 2006

Michael K. Daugherty, Interim Head
Department of Rehabilitation
Human Resources and Communication Disorders
GRAD 100
University of Arkansas
Fayetteville, AR 72701

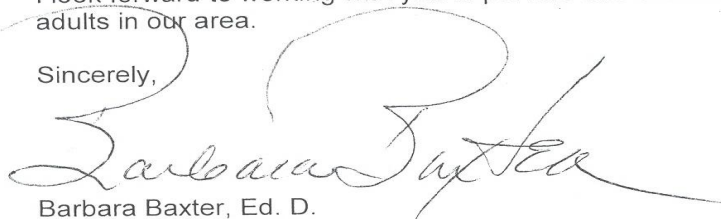
Dear Dr. Daugherty:

This letter is to indicate our commitment to serving as a host site for the University of Arkansas Human Resource Development undergraduate degree completion concentration, starting in Fall 2007. It is my understanding that you will offer courses via distance learning technology for eight weekends each fall and spring semester over a two-year period. Students in these classes will meet the ninth weekend at a central location. These courses will allow working adults in our area to complete their baccalaureate degree.

We at Mid-South Community College will welcome your bringing this opportunity to people in our area. We assure you that our distance learning facilities will be available to students over the two years, starting in Fall 2007 and culminating in Spring 2009 and that these students would have access to our library facilities as well.

I look forward to working with you to provide this excellent opportunity for working adults in our area.

Sincerely,



Barbara Baxter, Ed. D.
Executive Vice President

c: Dr. Glen Fenter, President

Note: This document will be signed upon approval for the off-campus site.

Attachment B: Memorandum of Understanding

For a Bachelor of Science in Career and Technical Education Degree
with a Concentration in Human Resource Development

To be offered by the University of Arkansas, Fayetteville
Department of Rehabilitation, Human Resources and Communication
Disorders

at Mid-South Community College

Fall, 2007

Memorandum of Understanding

Mid-South Community College and University of Arkansas, acting for and on the behalf of the Board of Trustees, University of Arkansas, Fayetteville agree to provide the junior and senior level courses needed to complete a Bachelor of Science degree in Career and Technical Education with a concentration in Human Resource Development (HRD) on the Mid-South Community College campus. Assuming that there are sufficient students enrolled to commence the two-year cycle, the specifics of this agreement are outlined below:

- I. The University of Arkansas will:
 - A. Offer two undergraduate Human Resource Development courses each fall and spring for a period of two years, starting fall 2007 and completing spring 2009. The courses will be delivered to Mid-South Community College via compressed video (distance education). The schedule for those classes will be Fridays, 4:30 p.m.-9:30 p.m. and Saturdays, 8:00 a.m.-1:00 p.m. for the first nine weeks of each semester. (Upon completion of the first two-year rotation, the possibility of continuing the agreement will be evaluated by both institutions.)
 - B. Mail registration materials/course materials to Mid-South Community College prior to the beginning of the classes. Registration will be handled through the Division of Continuing Education, University of Arkansas.
 - C. Offer arranged internships and experiential learning courses to support the program option to Mid-South Community College-based students as required.
 - D. Provide student advisement concerning program of study issues to students enrolled in the program.
 - E. Arrange to meet at least one class each semester at a common location in the state.
- II. Mid-South Community College will:
 - A. Host the HRD program option for a minimum of two years.
 - B. Designate a person to serve as point-of-contact for persons wishing to enroll in the HRD program option and to facilitate the delivery of the option on the Mid-South Community College campus including assistance with technical management of the compressed video equipment.
 - C. Assist in marketing the HRD program option by arranging a kick-off event on the Mid-South Community College campus and by making information concerning the program available to interested persons through their Director of Continuing Education.
- III. Assumptions:
 - A. Students accepted into this program must meet all the requirements for admission to the program option and to the University of Arkansas.
 - B. Students will be accepted into the program only at the beginning of the two-year rotation.
 - C. Students who are not near completion of freshman/sophomore level course requirements will be encouraged to complete those requirements prior to beginning the upper level HRD courses.

- D. Students seeking financial aid will follow procedures for application for financial aid through the University of Arkansas, Office of Financial Aid.
- E. Communication between the two institutions will be consistently maintained throughout the period of this agreement.
- F. Points of contact between the two institutions concerning programmatic issues will be Dr. Barbara Baxter, Executive Vice President, Mid-South Community College and Dr. Michael Daugherty, Department of Rehabilitation, Human Resources and Communication Disorders, University of Arkansas. Communication concerning registration/enrollment issues will be handled by Ms. Julie Goldman, Division of Continuing Education, University of Arkansas and Dr. Barbara Baxter, Mid-South Community College. Advisement issues should be addressed to Mr. Phil Gerke, University of Arkansas.
- G. Both institutions will re-evaluate the program after the first two-year rotation to determine the feasibility of the UA continuing to offer the program option at Mid-South Community College.

Official Signatures

We agree to the above statements and indicate by our signatures our commitment to a University Center program of excellence and service to students in the Mid-South Community College service area.

M. Reed Greenwood
Dean, College of Education
and Health Professions

Glen Fenter
President
Mid-South Community College

Donnie Dutton
Dean, Division of Continuing Education
and Academic Outreach
University of Arkansas

Barbara Baxter
Executive Vice-President
Mid-South Community College

John A. White
Chancellor, University of Arkansas

Date

Date

Attachment C: Program Summary

Program Title: B.S.E. in Career and Technical Education, Human Resource Development

This two-year undergraduate degree-completion program with a concentration in Human Resource Development serves working adults and has previously been offered via distance learning technology at eleven community colleges and at a historically Black university in Arkansas. This proposal would add a site at Mid-South Community College serving the West Memphis area. The site will join six other off-campus sites in the 12th cohort of students, Fall 2007 through Spring, 2009.

The program allows students to complete the General Studies requirements at a community college. Persons with at least five years of work experience may complete the last two years of the baccalaureate degree by taking courses offered via distance learning that includes interactive compressed video (CIV) and web-based instruction. Students will also complete internships at their place of work or within an appropriate local organization. No additional faculty is required. The off-campus site has access to a distance-learning laboratory and has agreed to host the program.

This program has been extremely successful in the past and is entirely self-supporting. Program delivery is coordinated through the College of Education and Health Professions, the Division of Continuing Education and Academic Outreach, University of Arkansas, and the host site, Mid-South Community College. Library resources, facilities and equipment at the host site will be made available to students in this program. In addition, resources will be available through the University of Arkansas library via electronic technology and through web-page support by program faculty.

The Board of Trustees approved the program on November 15, 1995. This is a request to add an additional off-campus site.