

College of Education and Health Professions

Faculty within the College of Education and Health Professions (COEHP) serve two important governance functions, as defined by Board of Trustees Policy 810.0. as summarized below:

College faculty act as a consultative and advisory body to the Dean on matters of faculty concern, which shall include, but are not limited to: (1) policies affecting the general welfare, working conditions and services performed by and for the faculty; and (2) policies related to academic and professional research and other scholarly and creative activities.

Faculty also have the responsibility for developing policy regarding academic programs. Its actions shall have authority on all matters of academic concern, which shall include, but are not limited to: (1) admission requirements and transfer of credits; (2) curriculum and courses; (3) degrees and requirements for degrees, including program-specific substitutions; and (4) award of academic honors.

Faculty of the College of Education and Health Professions are represented on governance bodies both in the University as a whole and specifically within COEHP.

I. College Representation within the University

The College of Education and Health Professions has faculty representatives on key legislative bodies within the University as follows:

A. Faculty Senate

The Faculty Senate shall have sole jurisdiction over:

1. admission requirements; transfer of credits; withdrawals; academic honesty;
2. scholastic probation, suspension, and dismissal;
3. curriculum and courses;
4. degrees and requirements for degrees;
5. award of academic honors;
6. recommendations to the Board of Trustees of the names of individuals to receive honorary degrees. (Board Policy 810.0)

Membership on the Faculty Senate is defined in Board Policy 810.0 as follows: "The members of each separate faculty (identified in Article III, Section A.I) who are eligible to vote shall elect for staggered two-year terms one Faculty Senate representative for each 25 such members of that separate faculty, except that each separate faculty shall be entitled to at least one representative. Each separate faculty shall establish its own procedures for the election of these representatives."

The College of Education and Health Professions has four representatives to the Faculty Senate. Election of Faculty Senate representatives shall take place at the end of each spring semester.

B. Graduate Council

The Graduate Council is “. . . a legislative body, with legislative responsibility delegated to it by the graduate faculty, which retains authority to review and approve or disapprove any legislative action of the Council, in cooperation with the Dean of the Graduate School, the Graduate Council shall be responsible for implementing guidelines for graduate education and for developing and implementing policies and procedures concerning matters such as the following: criteria for admission and retention of graduate students, courses for graduate credit, proposals relating to new and existing graduate programs, membership in the graduate faculty, evaluation of the quality of graduate education, and verification that students have met requirements for graduate degrees.” (taken from <http://www.uark.edu/depts/gradinfo/dean/gradcouncil/index.html>)

The College of Education and Health Professions has two members on the Graduate Council. Graduate Council representatives must be members of the graduate faculty. They shall serve a staggered term of four years, with one designated as the senior member. Election of the COEHP representative(s) by the graduate faculty shall take place at the end of each spring semester.

C. University Course and Program Committee

The University Course and Program Committee (UCPC) reviews and makes recommendations to the Graduate Council and Faculty Senate for actions on proposals approved by a college or school for the following: 1) new courses; 2) changes in title, description, number, prerequisites, etc. of courses; 3) new undergraduate and graduate degree programs; and 4) modifications to degree programs. The committee is responsible for resolving questions concerning course numbering, course or program duplication, completeness of course or program revision forms, and other questions pertaining to course and program changes, including compliance with administrative guidelines implementing Board Policy. The University Course and Program Committee reviews and makes recommendations to the Graduate Council and Faculty Senate for actions on proposals approved by a college or school for the following: 1) new courses; 2) changes in title, description, number, prerequisites, etc. of courses; 3) new undergraduate and graduate degree programs; and 4) modifications to degree programs. The committee is responsible for resolving questions concerning course numbering, course or program duplication, completeness of course or program revision forms, and other questions pertaining to course and program changes, including compliance with administrative guidelines implementing Board Policy. **Membership requirements are found at the Graduate School website. (taken from <http://www.uark.edu/depts/gradinfo/dean/courseprog/index.html>)**

II. College Faculty Representation within the COEHP

The following COEHP governance structure is designed to address the consultative and advisory responsibility of the faculty as well as the faculty's responsibility for developing policy regarding academic programs:

A. COEHP College Council

The elected College Council shall constitute the representative body for the College faculty, acting as a consultative and advisory body to the Dean on matters of faculty concern including general welfare, working conditions and services performed by and for the faculty, policies related to academic and professional research, other scholarly and creative activities, and faculty awards and development. The College Council also serves as a forum for the exchange of ideas among members of the faculty. Rights and responsibilities of the faculty reside in the body as a whole, which may overrule Council action by a two-thirds vote of the faculty.

The College Council Chair represents the faculty on official business and on the Dean's Director Meetings, conducts faculty meetings as needed, may call faculty meetings, chairs Council meetings, and signs documents on the faculty's behalf. The Chair-elect serves in the absence of the Chair as needed and keeps minutes of Council meetings, maintains a file of meetings and actions, receives reports from governance committees, posts committee business to the College website, and distributes information as requested by the Chair.

Elections

The College Council shall consist of one representative elected from each department of the College and four at-large members elected by the College faculty. Two at-large representatives shall be elected each fall and serve a staggered two-year term. The Council members shall elect the chair-elect from within the Council. If the chair-elect is a departmental representative, the alternate representative from that department will become the departmental representative. All members of the Council shall be voting members. The Associate Dean for Academic Affairs shall serve as an ex-officio, non-voting member of the Council. Nominations and elections for departmental representatives shall take place at the first departmental faculty meeting each fall and shall be reported to the Council Chair no later than September 15. Each department shall designate alternates to represent the department when the departmental representative is unable to attend Council meetings.

The sitting Chair of the College Council shall manage the annual elections to the Council. The Chair shall solicit nominations for all open at-large College Council positions during a nomination period lasting at least one week prior to the fall College faculty meeting. Potential candidates shall be permitted to nominate themselves and also to decline a nomination. All nominees to serve in at-large positions on the Council shall run in a single election. Eligible faculty will be permitted to cast votes equal to the number of open at-large positions (normally 2).

Policies and Procedures

1. The College Council shall meet at the call of the Chair at least three times each semester of the academic year.
2. The Chair-elect shall distribute meeting notices, call for agenda items, and post agenda via e-mail to Council members and on the website for review at least five days in advance of each meeting.
3. The Council shall annually select College faculty to receive College honors and awards and to encourage nominations for University honors and awards.
4. The Council shall provide oversight of college standing committees by:
 - a) Receiving reports from college standing committees;
 - b) Referring issues to college standing committees; and
 - c) Hearing appeals with respect to decisions made by college standing committees.
5. The Chair-elect shall distribute minutes electronically to Council members and on the web within a week of Council meetings.
6. The Council may create ad hoc committees as necessary.
7. A quorum consists of a majority of the members; and
8. Actions of the Council shall be decided by majority vote of those present.

B. Governance Committees

Academic program faculty have the responsibility for developing policy regarding academic programs. The following standing committees are designed to facilitate implementation of that responsibility: COEHP Course and Program Committee, Honors Council, and Student Scholarship Committee. Chairs of the standing governance committees shall be elected by the membership of those committees. Chairs of standing committees are required to submit committee reports to the College Council following each committee meeting and are required to attend College Council meetings upon request.

1. COEHP Course and Program Committee (CCPC)

Purpose:

This committee reviews and makes recommendations to the University Course and Program Committee regarding the following: 1) new courses; 2) changes in title, description, number, prerequisites, etc. of courses; 3) new undergraduate and graduate degree programs; and 4) modifications to degree programs. The committee is responsible for resolving questions concerning course numbering, course or program duplication, completeness of course or program revision forms, and other questions pertaining to course and program changes, including compliance with administrative guidelines implementing Board Policy.

Functions:

- a) Reviewing and approving new courses.
- b) Reviewing and approving major course changes. (Minor course changes require only program and department head approval prior to submission and do not require action by the COEHP Course and Program Committee.)
- c) Reviewing and approving new programs.
- d) Reviewing and approving major program changes.
- e) Reporting major course and program changes to the College Council.

Membership on College Course and Program Committee:

- a) One faculty representative with graduate faculty status from each department
- b) One undergraduate faculty representative from each department.
- c) One faculty representative from the Honor's Council.
- d) The Assistant Dean for Academic Affairs shall serve as an ex-officio, non-voting member.
- e) Departments shall designate a substitute for the graduate or undergraduate representative.
- f) Members shall serve three-year terms. Initial terms shall be staggered among the committee members (one, two and three-year terms).
- g) One non-voting undergraduate and one non-voting graduate student shall be appointed to serve one year terms.
- h) Departments shall elect their representative at the final spring department faculty meeting.

Course and Program Approval Processes:

Appendix A (Figure 1) illustrates the Course and Program Approval Chain. All curricular change proposals must be approved by program and department faculty. Faculty and administrators from other departments and/or colleges shall be consulted regarding proposed curricular changes, as needed. Documentation for proposed curricular changes (both electronic and hard copies) must be approved by the department head and submitted through the Assistant Dean's Office for review prior to submitted for the COEHP Course and Program Committee review. (Minor course changes do not require approval by this committee, but must be approved by the program faculty and department head and submitted electronically by the department head.) The Assistant Dean, who shall serve as an ex-officio member of the COEHP Course and Program Committee, shall schedule committee meetings, call for agenda items, facilitate the meetings, and distribute meeting minutes. Decisions by the COEHP Course and Program Committee shall be reported to the College Council, who shall provide an oversight role. Following approval by the COEHP Course and Program Committee, curricular changes shall be forwarded by the Assistant Dean through the University approval chain.

If new courses are required to support a new degree program that is being proposed through the program change process, proposals for course and program changes must be sent forward concurrently.

2. Honors Council

Mission:

The Mission of the College of Education and Health Professions Honors Program is to:

1. Establish and maintain an honors community of learning that is intellectually rigorous, personally and culturally enriching, and that fosters learning and discovery through independent and collaborative inquiry;
2. Facilitate student creativity, inquisitiveness and divergent thinking through research mentoring;
3. Support student research and analysis of ideas;
4. Challenge students to connect the classroom with the larger world by expanding social and cultural experiences and promoting leadership; and

5. Prepare students for admission to and success within graduate and professional schools in the United States and abroad.

Purpose:

The Honors Council shall provide academic and legislative oversight to all matters involving the COEHP Honors Program.

Functions:

The Honors Council shall meet monthly during the fall/spring semesters. Responsibilities of the Honors Council shall include but not be limited to the following functions:

1. Establishing and communicating operational policies, procedures, and timelines related to the College Honors Program;
2. Providing oversight of the College Honors Program including recruitment, admission and progression of honors students;
3. Providing oversight and evaluation of the honors student thesis process;
4. Establishing criteria for awarding levels of honors graduation: Summa, Magna, or Cum Laude;
5. Evaluating the academic record of graduating honors seniors to determine their level of honors graduation: Summa, Magna, or Cum Laude; and
6. Serving as a resource body for faculty members and honors students in the College regarding rules, policies, and procedures related to the Honors Program.

Membership:

1. The COEHP Honors Council Director shall be appointed by the Dean and serve a renewable four-year term. The director shall be responsible for:
 - a) Serving as the Chair of the Honors Council;
 - b) Representing the COEHP on the University Honors Board of Directors;
 - c) Recruiting honors students;
 - d) Providing regular reports to the College Council;
 - e) Maintaining accurate records of academic progress of honors students; and
 - f) Reporting academic progress of honors students to the Assistant Dean for Academic Affairs and the Council Members.
2. The Assistant Dean for Academic Affairs shall serve as an ex-officio member and shall be responsible for:
 - a) Acting as liaison between the Honors Council and the Boyer Center for Student Services by communicating accurate records for all honors students to the Boyer Center;
 - b) Providing oversight of administrative functions required by the Honors Council including letters of acceptance, probation monitoring and graduation requirements;
 - c) Coordinating communication regarding proposal meetings and final defense dates;

- d) Overseeing the recognition of academic awards; and
 - e) Maintaining and updating policies and procedures as necessary.
3. The Honors Council shall consist of a representative elected from each academic program in the COEHP. Members shall hold graduate level status II/III and Honors Faculty designation awarded by the University Honors College. Representatives shall serve staggered three-year terms.
 4. The Honors Council shall be responsible for:
 - a) Approving all honors candidates for admission to the COEHP Honors Program;
 - b) Conferring with the honors student and faculty mentor regarding the Thesis/Project and approving the student's Thesis/Project proposal, upon recommendation from the faculty mentor and committee;
 - c) Serving on the honors students' committees to assure that the quality of the final Thesis/Projects is in alignment with the COEHP Honors Council requirements and that all student Thesis/Projects are graded according to the thesis/project scoring sheet;
 - d) Approving final Thesis/Projects, upon recommendation of the faculty mentor and committee; and
 - e) Approving all honors student academic designations and awarding an Outstanding Honors Thesis Award to students who have met specified criteria.

3. Student Scholarship Committee

The **Student Scholarship Committee** consists of elected members from each department for a renewable one-year term. Sub-committees are formed to select recipients for college scholarships and fellowships.

- a) College-wide Scholarship Committee shall consist of one elected member from each department for a renewable one-year term. This committee selects student recipients for college-wide scholarships.
- b) Teacher Education Scholarship Committee shall consist of elected teacher education faculty from CIED and HKRD for a renewable one-year term. This committee shall make decisions on scholarships specifically for students studying to become teachers.
- c) Phi Delta Kappa Scholarship Committee shall consist of faculty members associated with Phi Delta Kappa for a renewable one-year term. This committee makes selections for the Donald R. Miller Memorial Endowment.

- d) Departmental Scholarship Committees shall consist of elected members from each department for a renewable one-year term. Members shall represent the various programs within their department. Committees shall make decisions on department-specific scholarships.

All members of the scholarship committees must be full-time faculty members. Each committee shall convene once during the first two weeks in March to make the selections for their designated scholarships. All necessary materials shall be provided to the committees by the Development Office. Members of the committees must adhere to the scholarship criteria in selecting recipients and remain objective throughout the selection process. Members shall also maintain the confidentiality of scholarship applicants and recipients until everything is processed and funds are awarded. Names of all members of scholarship committees shall be requested during the fall semester. An orientation meeting to review the scholarship process and gather suggestions shall be held in the fall prior to scholarship season in the spring semester.

Ad Hoc Committees

The College Council as well as the Dean may appoint ad hoc committees for specific purposes.

Appendix A

Course changes should follow the Course Change Approval Process, Academy Policy Series 1622.10 found at

<http://www.uark.edu/admin/vcacsey/AcaPolicySeries/162210.doc>.

The following is taken from Academic Policy 1622.10:

A proposal to change the curriculum by adding, changing, or eliminating a course must be made by means of the electronic form on the Registrar's website, <http://www.uark.edu/admin/regrinfo/facultystaff/>. Instructions for completing the form can also be found at that website. The change takes effect when approved by the Faculty Senate and the provost on behalf of the Chancellor, recorded in the Course Inventory File maintained by the Registrar's Office, and, normally, inserted into catalog copy.

Note: The approval process described above is not required for certain actions. An electronic curriculum change short form from the dean to the provost can be used to report minor (editorial) changes as follows: 1) changes in prerequisite or co-requisite; 2) cross listing of two or more courses; 3) creation of non-credit labs, drills or honors course for an existing course; 4) changes in frequency of course offering; 5) minor stylistic or editorial changes to the title or course description of a course; 6) changes in minimum/maximum variable credit hours.

Program changes should follow Academic Policy Series 1622.20 Program/Unit

Program Change Instructions and Approval Process can be found at <http://www.uark.edu/admin/vcacsey/AcaPolicySeries/162220.pdf>,

The Program Change form can be found at <http://www.uark.edu/admin/vcacsey/AcaPolicySeries/162220A.doc>.

The following is taken from Academic Policy Series 1622.20:

Use the form alone to propose changes as follows:

name and alpha code changes for a program, area, department, college/school or center changes to a program or concentration (including requirements, admission requirements, procedures) changes to a center, changes to the University core (state minimum core) or a college core deletion of a program, program component, center, office, department.

Use the form as a cover sheet, with a proposal, for changes as follows:

a new program
a new major
a new area of concentration
a new site for delivery
a new program minor
or to make major (15 hours or more net) changes to a program.

For all such proposals, use the format design in the current Arkansas Department of Higher Education (ADHE) document on criteria and procedures for program approval. The program proposal should be submitted in Microsoft Word format.

Arkansas Higher Education Coordinating Board (AHECB) Criteria and Procedures for making major program changes or establishing new certificate and degree programs and organizational units along with ADHE proposal forms including Letters of Notification can be found at <http://www.arkansashighered.com/AcademicAffairs/academic.html>

Arkansas Department of Education (ADE) Approval - All teacher and administrator new program or major change proposals must be reviewed by the Arkansas Department of Education prior to ADE notifying AHECB that they will accept the programs of study for licensure. ADE will accept proposals for review after they are signed by the Dean of the College of Education and Health Professions. ADE protocol information differs from AHECB format and is available in the Office of Academic Affairs, GRAD 317.

After the department head receives notification of final approval of a program/program change, the department head shall notify faculty of the approval and shall make the appropriate catalog change when catalog copy is called for each year.

Figure 1

