



Arkansas Department of Higher Education

423 Main Street, STE 400 • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001

Mike Beebe
Governor

Shane Broadway
Director

May 29, 2014

The Honorable Uvalde Lindsey, Chair
The Honorable Andrea Lea, Chair
Personnel Committee of the Arkansas Legislative Council
State Capitol Building
Little Rock, AR 72201

Dear Senator Lindsey and Representative Lea:

The University of Central Arkansas (UCA) requests the establishment of ten (10) full-time positions from the Higher Education Central Pool authorized by Act 1397 of 2013. In accordance with the provisions of the Act, we are forwarding our recommendation to you for consideration.

We recommend that the following be established from the Higher Education Central Pool:

Requested

Title: Academic Counselor
LIM – FY14: \$72,390
Number of Positions: 10

Recommendation

Title: Academic Counselor
LIM – FY14: \$66,043
Number of Positions: 10

The additional positions are requested to provide needed academic advising opportunities for their students and to help improve retention rates. This position title is currently used at other institutions.

The Academic Counselor will provide one-on-one academic advising sessions with students to determine placement. This individual will be responsible for organizing recruitment events. In addition, the Academic Counselor will implement programs for students that the Academic Advising Center has established. He/she will maintain confidential information regarding all students advised and monitor programs progress via the university student database system.

Thank you for your consideration.

Sincerely,

Shane Broadway
Director



University of
Central Arkansas
OFFICE OF THE
PRESIDENT

May 27, 2014

The Honorable Shane Broadway
Director
Arkansas Department of Higher Education
423 Main, Ste 400
Little Rock, AR 72201

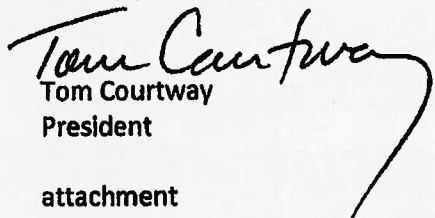
Dear Mr. Broadway:

Attached to this letter is a Pool Position Request Form and supporting documentation for 10 Academic Counselors. We are asking for a July 1 effective date.

As part of the budget discussions for next fiscal year, and based on discussions with the UCA Board of Trustees, we will provide funds to hire ten (10) new academic counselors. One of the major reasons for this initiative is to provide needed academic advising opportunities for our students to help improve retention rates. Academic advising has been shown to have a very positive correlation in the retention of college students. Therefore, UCA believes this type of investment designed to improve our retention efforts correlates significantly with providing the best opportunity for students to remain in college and receive a degree.

Thank you for your assistance in reviewing our request. If you have questions, please contact me your convenience.

Sincerely,


Tom Courtway
President

attachment

cc: Graham Gillis

Non-Classified Central Pool Justification Form



Duties

One-to-one academic advising sessions with students to determine placement. Provide information on university resource and policies.

Maintain confidential information regarding all students advised and monitor programs progress via the university student database system

Knowledge of degree programs offered in the colleges and educate others through presentations and workshops. Establish a rapport with advisors and faculty within colleges. Assist faculty in obtaining and compiling student follow-up information.

Responsible for organizing recruitment events, prepare and maintain records related to marketing and recruitment of students. Establish and maintain relationships with high school community college counselors and faculty in disciplinary areas represented by the colleges.

Implement programs for students that the Academic Advising Center has established. Attend seminars, workshops, and conferences for professional development and networking opportunities. Perform other duties as assigned.

Additional Information

The academic counselors will be assigned to the colleges but will report to the Academic Advising Center.

Decision (for official use only)

Approved

Rejected

Approved with modifications

Deferred

Justifications

Signatures (for official use only)

Institutional Finance

Date:

Non-Classified Central Pool Justification Form



Institution:	University of Central Arkansas	Date:	05/27/2014
Requested Authorized Title:	Academic Counselor	LIM:	\$72,390
Working Title:	Academic Counselor	Estimated Salary Range:	\$40,000 – 70,000

Board Approval Date	May 30, 2014
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Justification

UCA has recently implemented new masters and doctoral level curriculums without the addition of academic counselors. Additionally, the UCA Board of Trustees has recommended that UCA develop a program aimed at improving our retention rate. UCA has followed that recommendation by re-structuring our academic advising center and initiating a program requiring all Colleges have a permanent academic counselor to provide specific advising to majors.

Educational Requirements

Master's degree in appropriate field, other job related experience and education may be substituted.