



Academic Governance

The University of Texas at Dallas

800 West Campbell Road, AD 23, Richardson, TX 75080-3021
(972) 883-6715 FAX (972) 883-2276

November 16, 2009

TO: Academic Senate Members
FROM: Office of Academic Governance
RE: Academic Senate Meeting

The Academic Senate will meet on **Wednesday, November 18, 2009 at 2:00 p.m. in the T.I. Auditorium, ECS South 2.102.**

Please bring the agenda packet with you to this meeting. If you cannot attend, please notify me at x6715.

Attachments

xc: David Daniel	James Marquart	Larry Redlinger	Tricia Losavio
Hobson Wildenthal	John Wiorkowski	Darrelene Rachavong	Sgt. Rick Bauer
Andrew Blanchard	Calvin Jamison	Abby Kratz	Deans
Serenity King	Inga Musselman	Rhonda Blackburn	Diana Kao, SGA President

2009-2010 Academic Senate:

Amin Gutierrez de Piñeres, Sheila	Izen, Joseph
Anderson, Mark	Kaplan, Marilyn
Andreescu, Titu	Kieschnick, Robert
Beron, Kurt	Kumar, Nanda
Bhatia, Dinesh	Leaf, Murray *
Boots, Denise	Menon, Syam
Breen, Gail	Miller, Dennis
Burr, John	Murthi, B.P.S.
Cantrell, Cyrus	Nielsen, Steven
Chandrasekaran, R.	Ntafos, Simeon
Cordell, David **	Prakash, Ravi
Dieckmann, Greg	Redman, Timothy
Dowling, Jay	Rosen, Mark
Durbin, Kelly	Ryu, Young
Hoffman, John	Scotch, Richard
Holmes, Jennifer	Sriskandarajah, Chelliah
Holub, Shayla	Stern, Robert
Huxtable-Jester, Karen	Thompson, Lucien
Ishak-Boushaki, Mustapha	Wissinger, Tonja

*Speaker
**Secretary



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AGENDA ACADEMIC SENATE MEETING November 18, 2009

1. CALL TO ORDER, ANNOUNCEMENTS & QUESTIONS DR. DANIEL
2. APPROVAL OF THE AGENDA DR. LEAF
3. APPROVAL OF MINUTES DR. LEAF
October 21, 2009 Meeting
4. SPEAKER'S REPORT DR. LEAF
5. FAC REPORT DR. LEAF
6. PRESIDENT'S REPORT ON BUDGET DR. DANIEL
7. APPROVAL OF CANDIDATES FOR GRADUATION DR. LEAF
8. APPOINTMENT OF DANIEL BOCHSLER TO LEARNING
MANAGEMENT SYSTEMS COMMITTEE DR. LEAF
9. APPOINTMENT OF LEONIDAS BLERIS TO INSTITUTIONAL
ANIMAL CARE COMMITTEE DR. LEAF
10. APPOINTMENT OF TRACY ROCKETT TO SCHOLARSHIPS
COMMITTEE DR. LEAF
11. UNIVERSITY SAFETY AND SECURITY COUNCIL ADD CHAIR DR. LEAF
12. SENATE STRATEGIC PLANNING COMMITTEE
(Possible discussion item) DR. LEAF
13. CEP – GRADUATE CATALOG COPY DR. CANTRELL
14. NEW POLICY_CAMPS & CLINICS MS. KING
15. ALCOHOLIC BEVERAGES POLICY MS. KING
16. PM-15 COMMITTEE ON PARKING AND TRANSPORTATION MS. KING
17. ADJOURNMENT DR. DANIEL

UNAPPROVED AND UNCORRECTED MINUTES

These minutes are disseminated to provide timely information to the Academic Senate. They have not been approved by the body in question, and, therefore, they are not official minutes.

ACADEMIC SENATE MEETING
October 21, 2009

PRESENT: Dinesh Bhatia, Kurt Beron, Denise Boots, Gail Breen, Cyrus Cantrell, R. Chandrasekaran, David Cordell, Gregg Dieckmann, Kelly Durbin, John Hoffman, Shayla Holub, Karen Huxtable-Jester, Mustapha Ishak-Boushaki, Joe Izen, Marilyn Kaplan, Murray Leaf, Dennis Miller, Tim Redman, Richard Scotch, Tonja Wissinger

ABSENT: Titu Andreescu, John Burr, Jay Dowling, Jennifer Holmes, Nanda Kumar, Syam Menon, B.P.S. Murthi, Steven Nielsen, Simeon Ntafos, Ravi Prakash, Mark Rosen, Young Ryu, Chelliah Sriskandarajah, Robert Stern, Lucien Thompson,

VISITORS: David Daniel, Hobson Wildenthal, Diana Kao, Chris Parr, Mary Jane Hurst, Daniel Calhoun, Joseph Picken

1. CALL TO ORDER, ANNOUNCEMENTS AND QUESTIONS

Dr. Daniel called the meeting to order. He stated that the Board of Regents had approved a \$10 million matching fund for the four UT System universities that were identified as emerging research institutions. UT Dallas is eligible for \$2.5 million of the fund.

Dr. Daniel indicated that the final fall enrollment numbers had not yet been determined, but it appeared that the enrollment had increased by about 1,000 students. However, he stated that the university must exercise caution with finances, and that administrative costs were being scrutinized. However, he had told the Provost not to reduce faculty hiring.

Dr. Daniel stated that he was not prepared to report on the budget, but that he would report at the next meeting and the picture is good. Dr. Redman stated that he could provide a copy of an older budget in the format that had been requested at the last Academic Council meeting. He also noted that the President's State of the University report would be given on November 4 to both the faculty and the staff.

2. APPROVAL OF THE AGENDA

Dr. Leaf asked for approval of the agenda for the October 21, 2009 Senate meeting.

Dr. Redman made the motion to approve the agenda. Dr. Cantrell seconded the motion. The agenda for the October 21, 2009 meeting was approved.

3. APPROVAL OF MINUTES

Dr. Leaf asked if there were any corrections to the minutes of the September 16, 2009, meeting. Dr. Bhatia indicated that he had not been absent as indicated on the minutes. Dr. Redman made the motion to approve the minutes of the September 16, 2009 meeting as amended. Dr. Holmes seconded the motion. The minutes were approved.

4. SPEAKER'S REPORT

Dr. Leaf stated that the Provost's office is seeking to hire a full-time staff person for support of the Academic Senate and Staff Senate and to help with governance issues. He also indicated that help with the website was a priority.

Dr. Leaf indicated that UT Austin's faculty governance has decided to have their colleges create bylaws. They requested a copy of UT ~~Dallas's bylaws~~Dallas's bylaws as a template.

Dr. Leaf also noted that it would be necessary to replace a member of the Committee on Qualifications who resigned due to time constraints.

Dr. Leaf mentioned that several Academic Council members had had a productive meeting with Regent Stillwell. He expressed his belief that Regent Stillwell was receptive and would be an excellent advocate for faculty. Dr. Leaf urged Senate members to attend other such meetings in the future.

5. FACULTY ADVISORY COUNCIL REPORT

Dr. Leaf stated that the Faculty Advisory Council met on October 1-2 and was addressed by State Representative Dan Branch, Regents Chair James Huffines, Chancellor Cigarroa, Vice Chancellor Pryor, legislative liaison Larry McBee, and the assistant vice chancellor for intellectual property matters. Discussions were open, cooperative, and constructive. There was an emphasis on strategic planning, including sequencing within the plan.

It was noted in the discussions at the FAC meeting that criteria for Tier 1 status are somewhat subject to interpretation, allowing the individual universities to make their own case. For example, research output can be based on a total number, or on output-per-tenure-track-faculty. Dr. Leaf indicated that UT Dallas is in good shape comparatively.

HB 2504 was discussed at the FAC meeting. It requires universities to post syllabi and faculty curriculum vitae online, as well as the cost of instruction, presumably including faculty compensation, associated with a given course. It was noted that details of final implementation of these rules haven't yet been determined.

Dr. Leaf also explained that the Chancellor's Task Force on Exigency Policy had held its first meeting. Task Force members were in agreement concerning events at UTMB, and Dr. Leaf was named to the subcommittee named to draft a report. The Committee will focus on Regents' Rules, probably defining exigency in financial terms and probably addressing faculty in two different ways. First, it will make sure that the faculty committees are made up with the involvement of the governance system. Second, for medical campuses in particular, it will find a way to define crucial faculty in addition to the idea of tenure/tenure track. It was noted that the differences between academic and medical campuses makes it difficult to create a policy that is applicable to both.

Dr. Leaf also noted that some FAC members had indicated an interest in designating all campuses as smoke-free. After some discussion, Dr. Daniel noted that he would not address this issue unless the impetus came from the Academic Senate, Staff Council, or Student Senate. There was concern expressed that any effort to go smoke-free should be accompanied by some sort of program to help smokers to kick their habit.

6. RECOMMENDATION FOR ACADEMIC SENATE VOLUNTEER TO SERVE ON CAMPUS HOUSING ADVISORY COMMITTEE

Dr. Leaf noted that an Academic Senate member was needed to volunteer to serve on the Campus Housing Authority. Ravi Prakash, who served in the role last year, volunteered and was reappointed.

7. POLICY ON EXIGENCY

The discussion focused on 2.A. Declaration of Financial Exigency. The consensus of the Senate was that the statement should leave out the part of the definition of exigency that from "threatens" to "and." It should include a definition that is more financial, more practical, and more objective. The policy should apply to full time faculty, understood to include Senior Lecturers and clinical titles as well as tenure-system faculty. There was discussion about different definitions of faculty, including general faculty and voting faculty.

Dr. Leaf expressed that the definition of exigency should drop "changes in educational needs" as a reason for financial exigency. Dr. Leaf noted that the policy is campus-wide only, meaning that it was not intended to apply to departments and colleges. He also noted that the goal is reducing the pain of cuts as much as possible in addition to making rebuilding as efficient as possible.

8. CEP – APPROVAL OF MASTER OF SCIENCE IN INNOVATION AND ENTREPRENEURSHIP

A proposed new degree of Master of Science in Innovation and Entrepreneurship was discussed, and program director Joe Picken answered questions. Concern was expressed that the proposal was given on rather short notice. It was explained that no additional funding or courses were required. Dr. Cantrell moved for approval of the program. Dr. Kaplan seconded, and the motion passed.

9. REQUEST TO CREATE A NEW POLICY: FITNESS FOR DUTY

Several Senators expressed the concern that the policy as stated involved serious undermining of the checks and balances that presently secure faculty against arbitrary removal from duty and dismissal. Dr. Cantrell moved to refer to the policy as proposed to the Committee on Faculty Standing and Conduct. Dr. Holmes seconded. Dr. Scotch, as chair of the Committee on Faculty Standing and Conduct, noted in discussion that the committee would take it up and try to meet before the next Senate meeting. The motion to refer passed.

10. PROVOST'S REPORT ON PROGRAM REVIEWS AND DEANS' REVIEWS

Dr. Wildenthal discussed a program review of electrical engineering and related programs. It was indicated that the departmental structure would likely change over time. There was some concern about tuition and fee costs, but this was taken on as a central expense by the president. Budgetary independence was viewed as a worthy goal.

Dr. Wildenthal also reported on a review of Dennis Kratz, Dean of Arts and Humanities. The review was very positive, but there was some concern about the size of the unit and dividing into smaller units was discussed.

11. COMMITTEE REPORTS

Speaker Leaf proposed to take up committee reports for approval one by one, particularly since the report of the CQ included several innovations that the Senate should be aware of. CQ intends to try out these innovations this year and then consider including them in their bylaws. Several Senators expressed disagreement with reviewing the reports one-by-one. Dr. Cantrell moved to accept all the reports. Dr. Scotch seconded the motion.

In discussion, Dr. Chandrasekaran stated that the description of the procedures adopted by CQ departed from past practice of reporting only the votes and not how individuals voted. He noted that this is important since a representative of the Provost's office now sits with the Committee and can provide a personal report in addition to the written report on the vote by the CQ chair. Dr. Leaf noted that under current rules the CQ can take its votes during meetings by secret ballot, and for email votes it should not be a difficult programming problem to set up a site that allows one-time access for voting but records

the votes apart from those who cast them. Dr. Wildenthal concurred and agreed to set up such a voting procedure for the electronic voting. With this agreed to, Dr. Leaf called for a vote on accepting all the reports. The motion passed.

12. APPOINT DINESH BHATIA TO CHAIR LEARNING MANAGEMENT COMMITTEE

Dr. Cantrell moved to appoint Dinesh Bhatia as chair of the Learning Management Committee. Dr. Kaplan seconded, and the motion passed.

13. APPOINT LARRY REITZER TO COMMITTEE ON QUALIFICATIONS TO REPLACE GREGORY EARLE

Dr. Leaf asked for a motion to designate Larry Reitzer to a two-year term on the Committee on Qualifications, which would restore staggered terms for the two natural science representatives on CQ.

Dr. Cantrell moved to appoint Dr. Reitzer to a two-year term. Dr. Scotch seconded, and the motion passed.

14. APPROVE AMENDMENT TO CHARGE OF DISTANCE LEARNING COMMITTEE TO INCLUDE A REPRESENTATIVE OF THE LIBRARY

Dr. Leaf offered that it would make sense to have a representative of the library appointed to the Distance Learning Committee, which would require amending the committee's charge. Dr. Izen moved to amend the charge. Dr. Kaplan seconded, and the motion passed.

15. ADJOURNMENT

Prior to adjournment there was discussion of problems issuing grades with the new software. Some senators expressed a desire to be addressed by Jim Gary again. It was determined that the November meeting would be too soon to be productive because more experience with the system was necessary to allow appropriate feedback.

Dr. Leaf asked for a motion to adjourn the October 21, 2009 Senate meeting. Dr. Cantrell made the motion to adjourn. Dr. Redman seconded the motion. The motion passed and the October 21, 2009 Senate meeting was adjourned.

APPROVED: _____
Murray J. Leaf
Speaker of the Academic Senate

DATE: _____

Item #8

LEARNING MANAGEMENT SYSTEMS COMMITTEE

Rhonda Blackburn has asked that the Senate appoint Daniel Bochsler to the Learning Management Systems Committee. Dinesh Bhatia, as chair, concurs with the recommendation. Mr. Bochsler is a Senior Lecturer in SOM. His vita describes him as “teaching undergraduate and graduate courses in Entrepreneurship, Technology, Strategic Management, and Organizational Behavior. He also supports the activities of the Institute for Innovation & Entrepreneurship at UTD promoting cross-disciplinary academic and outreach programs across the university, community, and region to enhance business and economic growth and performance.” He has a BSc in Computer Science from Oregon State as well his MBA, and has already been meeting with the committee.

Item #9

INSTITUTIONAL ANIMAL CARE COMMITTEE

Stephen Spiro is unable to serve on the Institutional Animal Care Committee. Sanaz Okhovat and Juan Gonzalez recommend Leonidas Bleris (Assist Prof in EE) as a replacement. His field is "synthetic systems and biological research laboratory"--the animal care facility is what he does. All in favor of the replacement please vote aye. The Committee on Committees recommends the appointment, and further recommends that President Daniel make the appointment without waiting for Senate approval. This is within the bylaws since this is an University Committee not a Senate Committee, and the committee must be formed before it can issue approvals.

Item #10

SCHOLARSHIP COMMITTEE

Liz Salter has submitted her resignation from the Scholarships Committee, objecting to their failure to follow the protocols the committee had developed over the previous two years. We will need a new member. In 2008 Marilyn Kaplan recommended Tracy Rockett, and Liz said she would work with her. A few months ago (before the C of C met in August) Liz recommended Tracy for Chair, but we did not make the appointment because Tracy had not yet served as a member. Perhaps we can appoint her now.

Item #12

CHARGE: COMMITTEE ON LONG TERM STRATEGIC PLANNING PRIORITIES.

The Committee on Strategic Planning is a standing, concurrent committee of the Academic Senate of The University of Texas at Dallas.

The purpose of the Committee is to advise the President and the Academic Senate on the best ways to coordinate and adjust the strategic plans of the University and the several schools so as to achieve the most effective and productive path of development into a major national research university while retaining the distinctive features of our intellectual and scientific program and organization that have served us well up to now. This includes an explicit and strong commitment to work cooperatively across disciplinary lines in the interest of the creating the most effective possible educational environment for our students, and supporting the most important and productive research possible among our faculty. We have thus far actively sought to avoid destructive internal competition over resources and will continue to do so. The Committee should, therefore, carefully consider what order in which we should focus on each of the priorities of the several school plans so as to provide the best overall benefit not only to the school itself but to the university as a whole.

The Committee shall have two members selected from each of schools and three members representing important shared facilities in the university. Such important shared facilities include but are not limited to the library, the clean room, and the Bruton Center. Ex officio members shall be the Vice President for Research, the Provost or his/her designee, the Chair of the IR Security and Planning Committee, and the Director of Development. The chair shall be chosen from among the faculty members. Faculty members shall serve staggered two year terms.

The committee develop and maintain a rolling two year set of priorities for implementing the university strategic plan in the way that will provide the greatest possible long term growth and strengthening in faculty size, effectiveness, and research productivity, and present this plan for discussion in Senate and in the administration, in the Spring term of each year as preparation for administrative and faculty action in the following year.

The ultimate goal is that within the next thirty years, or less, U T Dallas will become a university of national stature, among the ranks of the nation's best public and private graduate research universities. Insofar as the state of Texas supports this aim with matching funding and other incentives for more research and other relevant activities, the Committee's recommendations should include considerations of how to make the best use of such opportunities.

Scholastic Probation

All students who show an overall cumulative grade point deficiency, defined as a cumulative UT Dallas grade point average (GPA) below a 'C' or 2.00 on a 4.00 scale, are placed on scholastic probation automatically by notation of such status on their academic record. Associate Deans of Undergraduate Education may also place students within their academic units on academic probation for failing to maintain at least a 2.00 GPA in the major and related courses, independent of the overall GPA.

Grade point deficiencies incurred at UT Dallas must be removed by completing additional course work at UT Dallas. Grade points earned at other institutions are not used in computing the GPA and may not be used to remove a grade point deficiency.

Students on scholastic probation must meet with an academic advisor prior to registration while on probation. Such students may register for a maximum of 14 semester credit hours, must earn a semester 2.20 GPA and may ~~not drop or~~ withdraw from classes. Violation of these requirements will result in further academic penalties.

Students whose performance results in scholastic probation who have already pre-registered for more than 14 hours in the upcoming probationary semester will have their schedule reduced to 14 hours; students should immediately consult with their academic advisor about the courses to be dropped.

An Associate Dean of Undergraduate Education may impose additional probationary restrictions on students within their academic unit. Removal from probation is reflected on the student transcript.

Academic Warning

Failure to meet the terms of scholastic probation will result in the issuance of an academic warning. During a warning semester, students must meet the same academic requirements as a probationary semester. Failure to meet these requirements results in automatic suspension from UT Dallas for a period of at least one long academic semester. Meeting the probationary requirements, during a warning semester, entitles the student to a one-semester continuance of the warning status.

Students on academic warning status who elevate their cumulative GPA to a 2.00 or higher on a 4.00 scale shall regain their 'good academic standing' status. However, should their cumulative GPA drop below a 2.00 again, they will immediately be placed on academic warning and must meet the probationary requirements imposed or receive suspension.

Students who leave the University on scholastic probation or academic warning will be readmitted with the same status, even if they have attended another institution in the interim. If a student withdraws from the University while on scholastic probation or academic warning, and if this action results in an additional grade point deficiency, the student has failed to meet the minimum requirements for removal of scholastic restrictions and further penalties will be imposed. A probationary student would receive an academic warning and a student on academic warning status would receive suspension.

Scholastic Suspension

Students are automatically placed on scholastic suspension by the University for failure to meet the terms of an academic warning semester. Students who are under scholastic suspension may not enroll in, audit, or visit a class unless readmitted as described below. Students who have already pre-registered for classes will automatically be dropped from all classes. Notice of scholastic suspension will show on the student's transcript.

Item #13

Students in a major who are placed on an initial one-semester scholastic suspension by the University may be readmitted only by submitting a readmission petition to the Associate Dean of Undergraduate Education for their academic unit. Non-degree-seeking students and students with undeclared majors who are placed on suspension for the first time may be readmitted only by the permission of the Dean of Undergraduate Education. Students thus readmitted may be subject to additional probationary conditions placed upon them by the Associate Dean or Dean of Undergraduate Education.

Students placed on scholastic suspension for a second or subsequent time may apply for reinstatement to the University after having not attended UT Dallas for a minimum of 12 months. Such students may be readmitted only by petition of the Associate Dean of Undergraduate Education of their academic unit to the Dean of Undergraduate Education. Non-degree-seeking students and students with undeclared majors who are placed on suspension for a second or subsequent time may be readmitted only by the permission of the Dean of Undergraduate Education.

A student who reenters the University after scholastic suspension will reenter on academic warning.

NOTE: If, following academic suspension, a student petitioning for re-admission also wishes to change majors, the student must complete the "Change of Major Form" prior to petitioning for re-admission to the University (See "Major Change," for details.) If the Change of Major is approved the receiving Associate Dean will determine the validity of the re-admission petition.

Repeating Course Work

An undergraduate student is limited to three grade-bearing enrollment attempts for any specific class. An enrollment is considered grade bearing if a student receives a distributed grade (i.e., A through F) or a mark of 'W', 'WP', 'WF', 'NC' or 'CR'. Non-academic withdrawals are not considered enrollment attempts. A student attempting the same class for the third time ~~will~~ **may** be charged a penalty fee equivalent to the out-of-state tuition for the same number of semester credit hours. Courses cross-listed under more than one course prefix are considered the same course.

The grade from the first attempt will not be used in computing a student's grade point average. All further repeats will be used in computing the student's cumulative grade point average. (See also "Grade Point Average," and "Transfer Credit," for more detail). ~~The grade from the last attempt will determine credit earned to satisfy degree requirements.~~ **In cases where students fail a repeated class they had passed previously, a content exception for the previous attempt will be applied to their degree plan but the last graded attempt will be used for their grade point average.**

Regardless of the number of times a course is repeated, any single course can contribute only once to the number of hours required for graduation. A limited number of courses, such as independent study courses, may be repeated for credit. Students should contact their academic advisor to determine the application of such course credit toward graduation. When a student repeats a course at UT Dallas, the student is responsible for submitting a completed "Repeated Course Adjustment Form" to The Office of the Registrar in order to initiate the grade change on the student's permanent record. With the permission of the instructor, a student may audit a course which has previously been taken for credit. A

All grades will appear on the student's transcript. A notation beside the first grade will indicate that the course has been repeated. Courses that were originally taken for a letter grade may not be repeated for Credit/No Credit in lieu of a letter grade.

NOTE: Students who are Texas residents should be aware that state law limits the number of semester credit hours an undergraduate Texas resident may attempt while paying tuition at the rate provided for Texas residents. See the section on "Tuition for Excessive Undergraduate Hours".

Courses transferred for credit to UT Dallas from another accredited college or university may not be repeated for additional credit.

Students who fail a course in residence at UT Dallas may repeat the course at another accredited college or university. A student may not transfer an equivalent course if that course was taken at UT Dallas with a passing grade (D's included). Upon completion of the class with a grade of at least 'C' (2.00 on a 4.00 scale), the class may be transferred to UT Dallas where it will meet the content requirements of the course failed in residence and contribute hours toward graduation. However, the grade of 'F' earned at UT Dallas will remain a part of the student's academic record and will be computed as a part of the cumulative grade point average (GPA).

RISK INSURANCE FOR CAMPS AND CLINICS INVOLVING MINORS POLICY

The University of Texas System Board of Regents' Rule 80601 states that “...*the terms of any insurance policies and surety bonds, other than life, disability and health insurance policies, for any UT System institution shall be negotiated by The University of Texas System Director of Risk Management.*”

The University of Texas at Dallas considers all camps and clinics that involve minors, no matter the activity, to be high risk activities and **require** that the event coordinator to purchase of special risk accident and liability insurance via the UT System Camp Insurance Program. The insurance rates are very affordable and can be included in the participants' registration fees, if applicable.

The Tenants and Users' Liability Insurance Policy (TULIP) will be used for approved third parties to use UT Dallas facilities for camps/clinics if the third party is unable to provide its own liability policy naming UT System and UT Dallas as additional insured. The TULIP protects the third party facility user, UT System and UT Dallas against claims by additional third parties who may be injured or suffer property loss as a result of participating in a covered event. A UT Dallas employee must serve as event coordinator for any third party.

When planning a camp or clinic, the **event coordinator** must complete the following steps:

1. Complete the *Special Events Risk Assessment* form.
2. Obtain the required signature approvals.
3. Submit the *Special Events Risk Assessment* form to the UTD Office of Risk Management. If the event involves a third party, the appropriate certificate of insurance must accompany the *Special Events Risk Assessment* form.
4. Complete and submit the *Camp Insurance Application* (sports or education) to the UT System contact. *See Camp Insurance Enrollment Instructions.* The application should include a best estimate of the anticipated number of participants.
5. Ensure that the appropriate procedures are followed to complete the payment process.
6. The UT System contact will inform the UT Dallas Office of Risk Management that the required insurance purchase has been made. Subsequently, the *Special Events Risk Assessment* form will be approved by the UT Dallas Office of Risk Management and returned to the event coordinator. *Note: The Special Events Risk Assessment form will not be approved if the insurance requirement is not met.*
7. Conduct a criminal background check for each camp/clinic staff member who is not employed by UT Dallas through the University Police Department. This requirement includes all volunteers. *Note: Persons whose background checks present questionable findings are not permitted to be associated with the camp.*
8. Prior to the camp/clinic, obtain a completed copy of the applicable *Release and Indemnification Agreement, for Minors or Adults and the Medical Information and Release* form from all camp participants and staff members, including volunteers, who are not employed by UT Dallas. Copies of these forms are to be maintained by the camp/clinic event coordinator for two years subsequent to the final day of the camp.

Item #14

9. If security and/or special parking are/is desired, then the event coordinator should contact the University Police Department and/or the Parking & Traffic Office.

Visit <http://www.utdallas.edu/businessaffairs/risk/> to access the following information:

- *Special Events Risk Assessment Form* that includes the *Request for Permission to Serve Alcohol*
- *Special Events Risk Assessment Guidelines* that includes the *Release and Indemnification Agreements (Minor and Adults)*
- *Medical Information and Release form*
- *Sports Camp Insurance Application*
- *Education Camp Insurance Application*
- *Camp Insurance Enrollment Instructions*
- *Frequently Asked Questions for Camps*

Item #14A

Request to: Create a new Camps and Clinics Policy to **require** sponsors to purchase liability insurance for camps/clinics that involve minors as participants. In addition to the insurance requirement, camp sponsors should also require all participants to complete the *Medical Information and Release* and the appropriate *Release and Indemnification Agreement*. Further, the responsible University sponsor/event coordinator is required to conduct a criminal background check on all persons who are not official UT Dallas employees who will be working with minors in a volunteer or paid status during the camp/clinic.

Person/group making request: Keshia Campbell, Director of Special Projects, Lean Initiatives and Risk Management

Responsible University Official: Dr. Calvin D. Jamison, Sr., Vice President for Business Affairs

Suggested Stakeholder Review Plan: *Academic Affairs, Student Affairs and Business Affairs*

Background Information/Rationale for request: UT Dallas is very vulnerable when certain camps and clinics involving minors take place on campus. UT System does an exceptional job vetting affordable liability coverage for camps and clinics. The University representative who makes decisions pertaining to risk issues associated with these events finds it very challenging to enforce sponsors of high risk events to purchase the additional liability insurance without having a policy in place to support the recommendation. Implementing a policy would assist the University with protecting its assets through the avoidance of potentially expensive legal issues that could arise in the event of an unfortunate incident.

With the growth of the University, there will be an increased amount of activities involving minors held on the campus. There is a need to screen the individuals who do not serve the University in an official capacity in an effort to protect the youth from possible harm.

Relevant documents:

- *Special Events Risk Assessment Form* including the *Request for Permission to Serve Alcohol Form*
- *Special Events Risk Assessment Guidelines* that includes the *Release and Indemnification Agreements (Minor and Adults)*
- *Medical Information and Release form*
- *Sports Camp Insurance Application*
- *Education Camp Insurance Application*
- *Camp Insurance Enrollment Instructions*
- *Frequently Asked Questions for Camps*

Item #15

ALCOHOLIC BEVERAGES POLICY

The Regents' *Rules and Regulations* provide that, with respect to the possession and consumption of alcoholic beverages, State law will be strictly enforced at all times on property controlled by The University of Texas System. Further, the rules prohibit the possession or consumption of alcoholic beverages in classroom buildings, laboratories, auditoriums, libraries, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities and all other University property or buildings. However, the Regents' *Rules and Regulations* provide that regental rules (but not State law) may be waived at an event sponsored by the University with the prior consent of the institutional head for special occasions. See Regents' *Rules and Regulations*, Series 80102, Alcoholic Beverages.

The guidelines for the type of events for which an exception may be approved are defined as activities having a broad developmental focus; some examples are: an advisory council dinner or a reception for a donor, an opening of a building or an art/museum exhibit, an alumni gathering, a community outreach function, or other developmental outreach-related event. Receptions held in conjunction with invited regional/national conferences and symposia hosted by the University, as well as events hosted in private homes with alcoholic beverages provided by the University, fall under these guidelines. The homeowner should possess liability insurance that will cover injuries that may be suffered by guests attending approved events.

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A written request for waiver of the Regents' *Rules and Regulations* concerning consumption of alcoholic beverages must be forwarded to the President's Designee, using the "Special Events Risk Assessment" form at <http://www.utdallas.edu/forms/documents/SpecialEventsRiskAssessment.doc>. All requests must be initiated by a Dean, Director or above. The written request must be delivered to the President's Designee no later than 10 business days prior to the scheduled event, the Associate Vice President for Business Affairs. The requests should be started with sufficient lead time so they reach the Designee's office at least one week prior to the requested event.

A Responsible University Official ("RUO") must sponsor or co-sponsor the event and must agree to attend the entire function in order to receive approval for permission to serve alcohol at a special occasion. The RUO must be an employee who serves in a leadership capacity (i.e.g., Vice President, Director, Dean, Program Head, Faculty, etc.). State law, the Regents' *Rules and Regulations* (See Regents' *Rules and Regulations*, Series 80105, Joint Sponsorships), and this policy will be enforced with regard to the possession and/or consumption of alcoholic beverages on campus. The alcohol must be served by a server/bartender, caterer holding a valid TABC license to serve alcohol. No exceptions to these criteria will be made.

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Item #15

ALCOHOLIC BEVERAGES GUIDELINES AND LIMITATIONS

GUIDELINES AND LIMITATIONS

1. Food must be available at all functions where alcoholic beverages are served. If donated alcoholic beverages are to be served, the request must be accompanied by documentation from the donor, ~~and food must be available.~~
2. An event is University-sponsored if a budgeted office, department, or division of the University is responsible for organizing the event, inviting attendees, and paying expenses related to the event. ~~Even if an outside entity pays for the food and beverages at the event, the event is considered University-sponsored when an office, department or division of the University plans or organizes the function.~~
3. ~~The "Request for Permission to Serve Alcoholic Beverages" form must be signed off by the individual who schedules the room reservation for the event. An approved copy of the~~ The "Special Events Risk Assessment" form (Parts 1 and 2) must be completed, and approved) must also be ~~The approved form must accompany attached to the Purchase Voucher form for reimbursement of alcohol purchases.~~
4. ~~Monitoring of compliance with this policy and initial approval of alcoholic beverage requests is the responsibility of the~~ RUO requesting official and the President's Designee.

Comment [KEM1]: This signature line is rarely completed when we receive it anyway. Has no bearing on the approval to serve alcohol, so it was decided to delete it as a "value add" point.

Item #15A

Request to: Revise the Alcoholic Beverages Policy in the Administrative Policies and Procedures Manual to conform to best practices.

Person/group making request: Keshia Campbell, Director of Special Projects, Lean Initiatives and Risk Management

Responsible University Official: Dr. Calvin D. Jamison, Vice President for Business Affairs

Suggested Stakeholders Review Plan: Faculty Senate, Staff Council and Business Affairs

Background Information/Rationale for request: To establish best practices in regards to Special Events wherein alcohol is being served.

Supporting Documents – The *Special Events Risk Assessment* and *Request for Permission to Serve Alcoholic Beverages* forms have been merged.

Rationale: There appears to be confusion regarding the necessity of completing the *Special Events Risk Assessment* form for events during which alcoholic beverages are being served. Currently, the approval process for hosting/sponsoring a Special Event and the approval to serve alcohol exists in two separate forms:

1. *Special Events Risk Assessment*
2. *Request for Permission to Serve Alcoholic Beverages*

The separation causes a disconnect in the completion, approval, and submission processes, i.e. it is suffice to submit the *Request for Permission to Serve Alcoholic Beverages* form ONLY, which is not the case.

POLICY MEMORANDUM 80-VI.57-39

THE UNIVERSITY OF TEXAS AT DALLAS POLICY MEMORANDUM 78-I.2-15

Issued: September 4, 1978
Revised: November 12, 1979
Revised: September 1, 1984
Revised: May 13, 1985
Revised: September 1, 1988
Revised: October 15, 1993
Editorial Amendments: October 29, 1998
Revised: December 3, 1999
Editorial Amendments: September 1, 2000
Editorial Amendments: April 10, 2006
Editorial Amendments: October 2, 2006
Revised: February 12, 2009
Editorial Amendments: September 28, 2009
Editorial Amendments: November xx, 2009

COMMITTEE ON PARKING AND TRANSPORTATION

The Committee on Parking and Transportation is a University-wide Standing Committee appointed by the President not reporting to the Academic Senate, The University of Texas at Dallas.

The Committee is charged to review all established and proposed university procedures and regulations regarding traffic control, parking, and transportation, and to make recommendations pertaining thereto. Recommendations regarding traffic, parking, and transportation policies shall be referred directly to appropriate administrative officers.

The Committee shall have six voting members and ~~five~~four non-voting members, ex officio. Two of the voting members shall be appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1. of The University of Texas at Dallas Handbook of Operating Procedures), one shall be appointed from the university staff, one from the Staff Council, and two shall be students. The ex officio members shall be the Parking and Transportation Manager~~Chief of Police~~, the Associate Vice President for Budget and Resource Planning, the Associate Vice President for Facilities Management or a designated representative, the Director of Disability Services, and the Safety Officer.

~~The Parking and Transportation Manager shall serve as the Chair (without vote) for this Committee.~~ The Vice President for Business Affairs shall serve as the Chair and the Responsible University Official for this Committee.

The term of office of the Committee members shall be for two years, effective September 1 to August 31, and members may be reappointed by the President for additional terms. If for any reason a Committee member resigns, the President shall appoint another individual to serve the remainder of the unexpired term.