TO: Academic Senate Members*
FROM: Office of Academic Governance
RE: Academic Senate Meetings

The Academic Senate will meet on Wednesday, September 19, 2007 at 2:00 p.m. in JO4.102.

Please bring the attached agenda packet to this meeting. If you cannot attend, please notify me at x6741.

Attachments

cn: David Daniel
Robert Nelsen
Priscilla Beadle
Chris Dickson
Hobson Wildenthal
John Wiorkowski
Larry Redlinger
Abby Kratz
Richard Huckaba
Deans
Darrelene Rachavong
Arie Litovsky

*2007-2008 Academic Senate Members
Mark Anderson
Titu Andreescu
James Bartlett
Gail Breen
Duane Buhrmester
Cyrus Cantrell
R. Chandrasekaran
Sean Cotter
Kevin Curtin
Gregg Dieckmann
Gregory Earle
Juan Gonzalez
John Gooch
Warren Goux
John Hoffman
Jennifer Holmes
Mustapha Ishak-Boushaki
Joseph Izen
Surya Janakiraman
Melinda Kane

Marilyn Kaplan
Robert Kieschnick
Murray Leaf
Xinchou Lou
Paul Macalevey
Dennis Miller
Homer Montgomery
Steven Nielsen
Simeon Ntafos
Ravi Prakash
Ashutosh Prasad
Timothy Redman
Lawrence Reitzer
Nils Roemer
Elizabeth Salter
Mary Urquhart
Nancy Van Ness
Wang Yunzeng
AGENDA
ACADEMIC SENATE MEETING
September 19, 2007

1. CALL TO ORDER, ANNOUNCEMENTS QUESTIONS
   DR. DANIEL

2. APPROVAL OF MINUTES
   August 15, 2007 meeting minutes
   DR. DANIEL

3. SPEAKER’S REPORT
   DR. LEAF

4. FACULTY ADVISORY COUNCIL
   DR. LEAF

5. COMMITTEE on COMMITTEE RECOMMENDATIONS
   DR. LEAF

6. POLICY on PROCEDURES for COMPLETING A GRADUATE DEGREE
   DR. NELSEN

7. RECOMMENDATIONS for CHANGES to CHARGES
   Effective Teaching (ex officio change)
   Parking and Transportation (add the Director of Disability Services)
   Support of Diversity and Equity (RUO change)
   Student Life (remove from Senate committees list)
   Campus Facilities Oversight (library staff ex officio)
   Academic Integrity
   DR. LEAF

8. COMMITTEE ANNUAL REPORTS
   Effective Teaching
   Core Curriculum
   Student Scholarship
   Faculty Mentoring Program
   Faculty Standing and Conduct
   DR. LEAF

9. EVALUATIONS of DEANS and DIRECTORS
   DR. WILDENTHAL

10. CRAC and DEPARTMENT of EDUCATION
    To be considered by the FAC Executive Committee
    DR. LEAF

11. ADJOURNMENT
    DR. DANIEL
### COMMITTEES - TABLE of CONTENTS

#### SENATE CONCURRENT COMMITTEES:

1. Advisory Committee on Research
2. Chancellor’s Council Outstanding Teaching Award
3. Committee on Academic Integrity
4. Committee on Core Curriculum
5. Committee on Distance Learning
6. Committee on Educational Policy
7. Committee on Effective Teaching
8. Committee on Faculty Mentoring
9. Committee on Faculty Standing & Conduct
10. Committee on Qualifications of Academic Personnel
11. Committee on Student Life
12. Committee on Student Scholarships
13. Library Committee
14. Academic Program Review

#### UNIVERSITY-WIDE COMMITTEES:

1. Academic Calendar Committee
2. Campus Facilities Committee
3. Campus Housing Advisory Committee
4. Commencement Committee
5. Committee on Parking & Transportation
6. Committee on Research Involving Human Subjects (IRB)
7. Committee for the Support of Diversity & Equity
8. Information Resources Security, Planning & Policy Committee
9. Institutional Animal Care & Use Committee
10. Institutional Biosafety Committee
11. Intellectual Property Advisory Committee
12. Radiation Safety Committee
14. Student Fee Advisory Committee
15. University Research Integrity Committee
16. Auxiliary Services Advisory Committee
COMMITTEE NAME: ADVISORY COMMITTEE ON RESEARCH
Charge: Policy Memorandum 02-III.27-86 Senate Concurrent

EX-OFFICIO (with vote)
Dean of Natural Sciences & Mathematics
Dean of Behavioral & Brain Sciences
Dean of Engineering & Computer Science

SPECIAL REQUIREMENTS:
At least 11 voting members of the general faculty, 7 of which shall be representatives from areas with the most involvement with and dependence on external funding
2-year terms
Deans of ECS, BBS & NSM
1 Dean (with vote) of remaining school
1 year term*

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Research & Economic Development

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Kenneth Balkus (N) (8/31/2008)
Harold Clarke (EP) (8/31/2008)
Bruce Gnade (EC) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Alain Bensoussan (M) (8/31/2007)
Gregg Dieckmann (N) (8/31/2007)
Juan Gonzalez (N) (8/31/2007)
Gopal Gupta (EC) (8/31/2007)
Dean Terry (A) (8/31/2007)
Bhavani Thuraisingham (E) (8/31/2007)
Emily Tobey (B) (8/31/2007)

REPLACEMENTS NEEDED
Alain Bensoussan (M) (8/31/2009)
XinChou Lou (N) (8/31/2009)
Juan Gonzalez (N) (8/31/2009)
Gopal Gupta (EC) (8/31/2009)
Mihai Nadin (A) (8/31/2009)
Phillip Loizou (EC) (8/31/2009)

*DEAN: Hasan Pirkul (2009)

CHAIRPERSON: Kenneth Balkus (N)
VICE CHAIRPERSON: Alain Bensoussan (M)
COMMITTEE NAME: CHANCELLOR’S COUNCIL/PRESIDENT’S OUTSTANDING TEACHING AWARDS COMMITTEE

Charge: Policy Memorandum 00-III.21-83 Senate Concurrent Committee

EX-OFFICIO (with vote)
Dean of Undergraduate Education
President of the Student Government

SPECIAL REQUIREMENTS:
Dean of Undergraduate Education
President of the Student Government
5 members
3 year terms
3 faculty (3 previous award winners)
Chair - longest standing faculty member on committee

RESPONSIBLE UNIVERSITY OFFICIAL
Executive Vice President & Provost

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Robert Nelsen (A) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Paul Tracy (EP) (8/31/2007)

REPLACEMENTS NEEDED
Gregory Thielemann (EP) (8/31/2009)

STUDENT: Ben Dower (UG)

CHAIRPERSON: Robert Nelsen (A)

VICE CHAIRPERSON: Gregory Thielemann (EP)
2007 - 2008

**COMMITTEE NAME:** COMMITTEE ON ACADEMIC INTEGRITY
Charge: Policy Memorandum 05-III.21-90 Senate Concurrent Committee

**EX-OFFICIO**

**SPECIAL REQUIREMENTS:**
9 faculty, at least one from each school
2 students
2 years, staggered

**RESPONSIBLE UNIVERSITY OFFICIAL**
Assistant Vice President for Student Affairs and Dean of Students

**MEMBERS WHOSE TERMS ARE CONTINUING**

**FACULTY:**
Sean Cotter (A) (8/31/2008)
Marilyn Kaplan (M) (8/31/2008)
Elizabeth Salter (G) (8/31/2008)
Edwin Sha (EC) (8/31/2008)

**MEMBERS WHOSE TERMS ARE EXPIRING**

**FACULTY:**
Cyrus Cantrell (EC) (8/31/2007)
Robert Glosser (N) (8/31/2007)
Jackson Rushing (A) (8/31/2007)
John Santrock (B) (8/31/2007)

**STUDENTS:**
Austin Edmiston (UG) (8/31/2007)
Felicity Lenes (UG) (8/31/2007)

**REPLACEMENTS NEEDED**

**FACULTY:**
Cyrus Cantrell (EC) (8/31/2009)
Brian Tensley (N) (8/31/2009)
Jackson Rushing (A) (8/31/2009)

**STUDENTS:**
Arie Litovsky (UG) (8/31/2009)
Molly Wurzer (UG) (8/31/2009)

**CHAIRPERSON:** Cyrus Cantrell (EC)

**VICE CHAIRPERSON:** Jackson Rushing (A)
COMMITTEE NAME: COMMITTEE ON CORE CURRICULUM  
Charge: Policy Memorandum 95-III.25-66  
Senate Concurrent Committee

EX-OFFICIO (without vote)  
Dean of Undergraduate Education  
University Registrar & Director of  
Academic Records

EX-OFFICIO (with vote)  
Chair, CEP:  
Cyrus Cantrell

RESPONSIBLE UNIVERSITY OFFICIAL  
Dean of Undergraduate Education

MEMBERS WHOSE TERMS ARE CONTINUING  
FACULTY:  
Duane Buhrmester (B) (2008)  
John Hoffman (N) (8/31/2008)  
Michael Wilson (A) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING  
FACULTY:  
Mary Chaffin (M) (8/31/2007)  
Euel Elliott (S) (8/31/2007)  
Simeon Ntafos (EC) (8/31/2007)  
Liz Salter (G) (8/31/2007)

STUDENTS:  
Basheer Benhalim (UG) (8/31/2007)  
Scott Hooker (UG) (8/31/2007)  
Iris Kwong (UG) (8/31/2007)  
Felicity Lenes (UG) (8/31/2007)

REPLACEMENTS NEEDED  
Mary Chaffin (M) (8/31/2009)  
Kurti Dholakia (EP) (8/31/2009)  
Simeon Ntafos (EC) (8/31/2009)  
Liz Salter (G) (8/31/2009)

CHAIRPERSON:  
John Hoffman (N)

VICE CHAIRPERSON:  
Mary Chaffin (M)
COMMITTEE NAME: COMMITTEE ON DISTANCE LEARNING
Charge: Policy Memorandum 97-III.20-80 Senate Concurrent Committee

EX-OFFICIO (with vote)
Dean of Graduate Studies (George Fair)
Chief Information Officer
Dean, School of Engineering &
  Computer Science (Robert Helms)
Vice President for Student Affairs (Darlene Rachovang)
Dean, School of Management (Hasan Pirkul)
Distance Learning Coordinator (Rhonda Blackburn)

SPECIAL REQUIREMENTS:
6 faculty members
5 ex-officio, voting members
2 year terms

RESPONSIBLE UNIVERSITY OFFICIAL
Executive Vice President and Provost

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
John Gooch (A) (8/31/2008)
Marilyn Kaplan (M) (8/31/2008)
Kyeongjae Cho (N) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Don Hicks (EP) (8/31/2007)
Peter Lewin (M) (8/31/2007)
Murat Torlak (EC) (8/31/2007)

LIBRARY REPRESENTATIVE:
Carolyn Henebry (retired)

REPLACEMENTS NEEDED
Wendy Hassett (EP) (8/31/2009)
Peter Lewin (M) (8/31/2009)
John Fonseka (EC) (8/31/2009)
Loreen Phillips (8/31/2009)

CHAIRPERSON: Marilyn Kaplan (M)

VICE CHAIRPERSON: John Gooch (A)
COMMITTEE NAME: COMMITTEE ON EDUCATIONAL POLICY
Charge: Policy Memorandum 78-III.21-11 Senate Concurrent Committee

EX-OFFICIO
With vote
Chair, Committee on Core Curriculum

Without vote
Dean of Graduate Studies
Dean of Undergraduate Education
Assistant Provost
University Registrar & Director of
Academic Records

SPECIAL REQUIREMENTS:
14 faculty members
2 from each school, except for
1 from General Studies
2 students (non-voting)
1 graduate
1 undergraduate
2 year terms

RESPONSIBLE UNIVERSITY OFFICIAL
Dean of Graduate Studies
Dean of Undergraduate Education

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Kurt Beron (EP) (8/31/2008)
Lee Bulla (N) (8/31/2008)
Cyrus Cantrell (EC) (8/31/2008)
Jay Dowling (B) (8/31/2008)
Karen Prager (G) (8/31/2008)
Tim Redman (A) (8/31/2008)

STUDENTS:
Basheer Benhalim (UG) (8/31/2007)
Chris Manes (G) (8/31/2007)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Peter Assman (B) (8/31/2007)
Greg Dess (M) (8/31/2007)
Lynn Melton (N) (8/31/2007)
William Pervin (EC) (8/31/2007)
Venus Reese (A) (8/31/2007)

REPLACEMENTS NEEDED
Cheilliah Sriskandarajah (M) (8/31/2009)
Dennis Miller (N) (8/31/2009)
William Pervin (EC) (8/31/2009)
David Edmunds (A) (8/31/2009)

STUDENTS:
________________________ (UG) (8/31/2008)
________________________ (G) (8/31/2008)

CHAIRPERSON: Cyrus Cantrell (EC)

VICE CHAIRPERSON: Dennis Miller (N)
COMMITTEE NAME: COMMITTEE ON EFFECTIVE TEACHING
Charge: Policy Memorandum 94-III.21-64
Senate Concurrent Committee

EX-OFFICIO (without vote)
Dean of Undergraduate Education

SPECIAL REQUIREMENTS:
9 voting members
6 faculty members
1 from each school except for General Studies
2 students
1 technical expert
2 year terms

RESPONSIBLE UNIVERSITY OFFICIAL
Executive Vice President & Provost

TECHNICAL EXPERT
Joylynn Reed

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Pat Michaelson (A) (8/31/2008)
Emily Tobey (B) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Mark Anderson (M) (8/31/2007)
John Fonseka (EC) (8/31/2007)
John Sibert (N) (8/31/2007)

STUDENTS:
Snir Cohen (UG) (8/31/2007)
Mitra Salasel (UG) (8/31/2007)

REPLACEMENTS NEEDED

FACULTY:
Mark Anderson (M) (8/31/2008)
Edwin Sha (EC) (8/31/2008)
Kruti Dholakia (EP) (8/31/2008)
Cynthia Ledbetter (N) (8/31/2008)

STUDENTS:
Farzan Ghodsianzadeh (UG) (8/31/2008)
Jessie Harpham (UG) (8/31/2008)

CHAIRPERSON: Emily Tobey (B)
VICE CHAIRPERSON: Mark Anderson (M)
COMMITTEE NAME: COMMITTEE ON FACULTY MENTORING
Charge: Policy Memorandum 04-I.2-89
Senate Concurrent Committee

EX-OFFICIO

SPECIAL REQUIREMENTS:
14 Faculty Members
In consultation with the Core Committee for the Support of Women & Minorities

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Diversity, Community Engagement (Magaly Spector)

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Donald Arbuckle (EP) (8/31/2008)
David Ford (M) (8/31/2008)
Jason Jue (EC) (8/31/2008)
Inga Musselman (N) (8/31/2008)
Jackson Rushing (A) (8/31/2008)
Melanie Spence (B) (8/31/2008)
Kathryn Stecke (M) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Surya Janakiraman (M) (8/31/2007)
Cynthia Ledbetter (N) (8/31/2007)
Jin Liu (EC) (8/31/2007)
Susan McElroy (8/31/2007)
Deborah Stott (A) (8/31/2007)
Tres Thompson (B) (8/31/2007)
Vacancy (8/31/2007)

REPLACEMENTS NEEDED
Surya Janakiraman (M) (8/31/2009)
Robert Glosser (N) (8/31/2009)
Rym Mili (EC) (8/31/2009)
Rachel Croson (EP) (8/31/2009)
Arienne McLean (A) (8/31/2009)
Anne van Kleeck (B) (8/31/2009)
Karen Prager (G) (8/31/2009)

CHAIRPERSON: Melanie Spence (B)
VICE CHAIRPERSON: Rachel Croson (EP)
COMMITTEE NAME: COMMITTEE ON FACULTY STANDING & CONDUCT
Charge: Policy Memorandum 78-III.21-13 Senate Concurrent Committee

EX-OFFICIO

SPECIAL REQUIREMENTS:
5 faculty members
2 year terms

RESPONSIBLE UNIVERSITY OFFICIAL
Executive Vice President & Provost

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Stan Liebowitz (M) (8/31/2008)
R. Chandrasekaran (EC) (8/31/2008)
Anne Van Kleeck (B) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING REPLACEMENTS NEEDED
FACULTY:
Michael Biewer (N) (8/31/2007)
Marilyn Waligore (A) (8/31/2007)

Roderick Heelis (N) (8/31/2009)

CHAIRPERSON: Stan Liebowitz (M)

VICE CHAIRPERSON: Richard Scotch (EP)
COMMITTEE NAME: COMMITTEE ON QUALIFICATIONS OF ACADEMIC PERSONNEL
Charge: Policy Memorandum 78-III.21-16
Senate Concurrent Committee

EX-OFFICIO

SPECIAL REQUIREMENTS:
12 tenure faculty two from each school (with the exception of General Studies) preferably at rank of Professor - no one holding an administrative appointment above the rank of Department Head shall be eligible to serve
2 year terms

RESPONSIBLE UNIVERSITY OFFICIAL
Executive Vice President & Provost

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Peter Assmann (B) (8/31/2008)
William Cready (M) (8/31/2008)
John Ferraris (N) (8/31/2008)
Philip Loizou (EC) (8/31/2008)
James Marquart (EP) (8/31/2008)
Viswanath Ramakrishna (N) (2008)
Theresa Towner (A) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
REPLACEMENTS NEEDED
FACULTY:
Richard Golden (B) (8/31/2007) Susan Jerger (B) (8/31/2009)

CHAIRPERSON: John Ferraris (N)
VICE CHAIRPERSON: Theresa Towner (A)
REMOVE FROM SENATE COMMITTEE LIST

COMMITTEE NAME: COMMITTEE ON STUDENT LIFE
Charge: Policy Memorandum 78-III.21-19 Senate Concurrent Committee

EX-OFFICIO (with vote)
Assistant Vice President for Student Affairs & Dean of Students
Dean of Undergraduate Education

SPECIAL REQUIREMENTS:
11 voting members
5 from faculty
4 students - 2 graduate & 2 undergraduate
2 year terms

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Student Affairs

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Betty Edelman (B) (2007)
Carla Gerona (A) (2007)

STUDENTS: 4 NEEDED
Michelle Buggs (U) (2007)
(G)
(G)
(U)

REPLACEMENTS NEEDED
___________________________________________(2009)
___________________________________________(2009)
___________________________________________(2009)
___________________________________________(2009)
___________________________________________(2009)

CHAIRPERSON:______________________________
VICE CHAIRPERSON:________________________
COMMITTEE NAME: COMMITTEE ON STUDENT SCHOLARSHIPS
Charge: Policy Memorandum 78-III.21-18
Senate Concurrent Committee

EX-OFFICIO
(with vote)
Dean of Graduate Studies
Dean of Undergraduate Education

(without vote)
Director of Financial Aid
Director of Endowment Services and Compliance
Director of the Office of International Education

SPECIAL REQUIREMENTS:
2 year terms
7 members from among the Associate Deans for Undergraduate Education, or heads of graduate programs in the 7 schools

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Student Affairs

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Liz Salter (G) (8/31/2008)
Michael Wilson (A) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Phillip Anderson (N) (8/31/2007)
Candice Mills (B) (8/31/2007)

REPLACEMENTS NEEDED
John Hoffman (N) (8/31/2009)
Simeon Ntafos (EC) (8/31/2009)
R. Natarajan (M) (8/31/2009)

CHAIRPERSON: Liz Salter (G)
VICE CHAIRPERSON: John Hoffman (N)
COMMITTEE NAME: LIBRARY COMMITTEE
Charge: Policy Memorandum 78-III.21-14

EX-OFFICIO (without vote)
Dean of Libraries
General Administration (one member)

SPECIAL REQUIREMENTS:
Dean of Libraries      16 voting members
General Administration (one member)     2 students, including one undergraduate & one graduate student
7 faculty - one from each school
7 members, one from each School’s Library Acquisition Committee nominated by School Deans
2 year terms

RESPONSIBLE UNIVERSITY OFFICIAL
Dean of Libraries

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
John Fonseka (EC) (8/31/2008)
David Parry (A) (8/31/2008)
B.P.S. Murthi (M) (8/31/2008)
Barry Seldon (EP) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Ton Brikowski (N) (8/31/2007)
Susan Chizeck (G) (8/31/2007)
Richard Golden (B) (8/31/2007)
Karen Huxtable-Jester (B) (8/31/2007)
Steven Levene (N) (8/31/2007)
Vacant (2007)

STUDENTS:
Nicholas Kyle Keller (UG) (8/31/2007)
Uri Aaron Heler (G) (8/31/2007)

REPLACEMENTS NEEDED
Steve Neilsen (N) (8/31/2009)
Susan Chizeck (G) (8/31/2009)
Richard Golden (B) (8/31/2009)
Melanie Spence (B) (8/31/2009)
Michael Tiefelsdorf (EP) (8/31/2009)
Gail Breen (N) (8/31/2009)
Ming Dong Gu (A) (8/31/2009)

CHAIRPERSON: Daniel Wickberg (A)
VICE CHAIRPERSON: Gail Breen (N)
COMMITTEE NAME: ACADEMIC PROGRAM REVIEW COMMITTEE
Charge: Policy Memorandum 94-III.24-63 University-Wide Committee

EX-OFFICIO

SPECIAL REQUIREMENTS:
3 Faculty members
3 Deans
3 Year terms

RESPONSIBLE UNIVERSITY OFFICIAL
Executive Vice President & Provost

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Brian Berry (EPPS & Dean) (8/31/2008)
Hasan Pirkul (M & Dean) (8/31/2009)
Duncan MacFarlane (EC) (8/31/2009)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Gail Breen (N) (8/31/2007)
Robert Stillman (B) (8/31/2007)
Dennis Kratz (A & Dean) (8/31/2007)

REPLACEMENTS NEEDED
Gregory Dieckman (N) (8/31/2010)
Robert Stillman (B) (8/31/2010)
Myron Salamon (N & Dean) (8/31/2010)

CHAIRPERSON: Duncan MacFarlane (EC)

VICE CHAIRPERSON:_______________________________
COMMITTEE NAME: ACADEMIC CALENDAR COMMITTEE
Charge: Policy Memorandum 02-I.2-85 University-Wide Committee

EX-OFFICIO
University Registrar and Director of Academic Records

SPECIAL REQUIREMENTS:
10 Voting members
1 University Registrar and Director of Academic Records (w/vote)
2 Administration
3 Faculty
2 Student Government
2 Staff

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Student Affairs

MEMBERS WHOSE TERMS ARE CONTINUING

FACULTY:
Austin Cunningham (N) (8/31/2007)
Steve Perkins (M) (8/31/2007)
B. Prabhakaran (EC) (8/31/2007)

ADMINISTRATION:
John Wiorkowski (N) (8/31/2007)

STAFF:
David Maldonado (8/31/2007)
Wanda Mizutowicz (8/31/2007)

STUDENTS
Iris Kwong (UG) (8/31/2007)
Amelia Potaszni (UG) (8/31/2007)

REPLACEMENTS NEEDED

Austin Cunningham (N) (8/31/2008)
Sheila Gutierrez-Pineros (EP) (8/31/2008)
B. Prabhakaran (EC) (8/31/2008)

John Wiorkowski (N) (8/31/2008)
Douglas Eckel (M) (8/31/2008)

David Maldonado (8/31/2008)
Cheryl Friesenhahn (8/31/2008)

Steven Rosson (UG) (8/31/2008)
Yen Yoon (UG) (8/31/2008)

CHAIRPERSON: John Wiorkowski (N)
VICE CHAIRPERSON: B. Prabhakaran (EC)
COMMITTEE NAME: CAMPUS FACILITIES COMMITTEE
Charge: Policy Memorandum 81-I.2-42 University-Wide Committee

EX-OFFICIO (without vote)
Dean of Graduate Studies
Chief Information Security Officer
Asst Vice President for Facilities Management
Exec. Director of Strategic Planning & Analysis
Exec. Vice President & Provost
Staff Council Member

SPECIAL REQUIREMENTS:
No fewer than 9 voting members
4 faculty
2 deans
1 student
1 representative from Student Affairs
1 off campus
1 Staff Council
3 year terms

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Business Affairs

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Midori Kitagawa (A) (8/31/2009)
Xinchou Lou (N) (8/31/2009)
Hasan Pirkul (M & Dean) (8/31/2009)

NON-UTD:
Patti Henry-Pinch (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Andrew Blanchard (ECS & Dean) (8/31/2007)
Murray Leaf (EP) (8/31/2007)
Tres Thompson (B) (8/31/2007)

STUDENT AFFAIRS STAFF (EX-OFFICIO):
Donna Rogers (2007)

STAFF COUNCIL:
Daniel Calhoun (8/31/2007)

STUDENT:
Steven Beau Trimble (UG) (8/31/2007)

CHAIRPERSON: Murray Leaf (EP)

VICE CHAIRPERSON: Thomas Linehan (A)

REPLACEMENTS NEEDED
Andrew Blanchard (ECS & Dean) (8/31/2010)
Murray Leaf (EP) (8/31/2010)
Thomas Linehan (A) (8/31/2010)

Donna Rogers (8/31/2010)

Daniel Calhoun (8/31/2010)

Manfred Mecoy (UG) (8/31/2010)
COMMITTEE NAME: CAMPUS HOUSING ADVISORY COMMITTEE
Charge: Policy Memorandum 94-I.2-65
University Wide Committee

EX-OFFICIO (without vote)
President or Vice President of
Student Government
Associate Dean of Students
Dean of Undergraduate Education
Dean of Graduate Studies
Vice President for Business Affairs
Community Director of Waterview Park
Director of Housing Operations

SPECIAL REQUIREMENTS:
9 voting members to include:
2 Residential Senators
3 Residential Students
2 Peer Advisors
2 Hall Representatives
Up to 3 grad students and 3 undergrad students

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Student Affairs

**TERM FOR THIS COMMITTEE IS OCTOBER 1 THROUGH SEPTEMBER 30**

MEMBERS WHOSE TERMS ARE CONTINUING

FACULTY REPRESENTATIVE
Ravi Prakash

MEMBERS WHOSE TERMS ARE EXPIRING

STUDENTS:
Jeff Armstrong (U) (2006)
Erik Clark (U) (2006)
Lelia Gowland (U) (2006)
Julie Harbin (U) (2006)
Molly Hutchins (U) (2006)
Pam McKenzie (U) (2006)
SeTara Ozan (U) (2006)
Juliann Peterson (U) (2006)
Kerri West (U) (2006)

REPLACEMENTS NEEDED
________________________________________(2008)
________________________________________(2008)
________________________________________(2008)
________________________________________(2008)
________________________________________(2008)
________________________________________(2008)
________________________________________(2008)
________________________________________(2008)
________________________________________(2008)
________________________________________(2008)

CHAIRPERSON: (selected at first meeting)

VICE CHAIRPERSON: (selected at first meeting)
COMMITTEE NAME: COMMENCEMENT COMMITTEE
Charge: Policy Memorandum 83-I.2-44

EX-OFFICIO (without vote)
Assistant Vice President for Student Affairs and Dean of Students
Special Events Coordinator
Speaker of the Faculty, Vice Chair
Dean of Graduate Studies
Dean of Undergraduate Education
Chief of Police
Asst Vice President for Facilities Management
Bookstore Manager
Coordinator of Student Health Services
Representative from Media Services
Representative from Alumni Services
University Registrar & Director of Academic Records

SPECIAL REQUIREMENTS:
2 faculty
2 student representatives (including the president of the student body)
3 year terms

RESPONSIBLE UNIVERSITY OFFICIAL
Executive Vice President & Provost

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Kathryn Evans (A) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
STUDENTS:
Basheer Benhalim (UG) (8/31/2007)
Felicity Lenes (UG) (8/31/2007)

FACULTY:
Tom Brikowski (N) (8/31/2007)

REPLACEMENTS NEEDED
Ben Dower (UG) (8/31/2010)
Benedict Voit (UG) (8/31/2010)
Fang Qui (EP) (8/31/2010)

CHAIRPERSON: ________________________________
VICE CHAIRPERSON: ________________________________
COMMITTEE NAME: COMMITTEE ON PARKING & TRANSPORTATION
Charge: Policy Memorandum 78-III.21-15
University-Wide Committee

EX-OFFICIO (without vote)
Chief of Police
Assistant Vice President for Facilities
    Management or a designee
Safety Officer
Director of Disability Services (Kerry Tate)

SPECIAL REQUIREMENTS:
10 voting members
    Including:  5 faculty
    2 staff
    2 students

1 staff council
2 year terms

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Business Affairs

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Monica Evans (A) (8/31/2008)
Teresa Nezworski (B) (8/31/2008)
Paul Pantano (N) (8/31/2008)

STAFF:
Don Davis (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Mark Vargus (M) (8/31/2007)

STAFF:
Diane West (8/31/2007)

STAFF COUNCIL:
Kent Mecklenberg (8/31/2007)

STUDENTS:
Basheer Benhalim (UG) (8/31/2007)
Snir Cohen (UG) (8/31/2007)

REPLACEMENTS NEEDED
Bruce Jacobs (EP) (8/31/2009)
Matthew Polze (M) (8/31/2009)

Kent Mecklenberg (8/31/2009)

Brenda Mahar (8/31/2008)

Ben Dower (UG) (8/31/2008)
Snir Cohen (UG) (8/31/2008)

CHAIRPERSON: Calvin Jamison

VICE CHAIRPERSON:_________________
COMMITTEE NAME: COMMITTEE ON RESEARCH INVOLVING HUMAN SUBJECTS (IRB)
Charge: Policy Memorandum 79-I.21-31  University-Wide Committee

EX-OFFICIO (with vote)
Vice President for Research & Economic Development

SPECIAL REQUIREMENTS:
No fewer than nine members
1 from off campus
2 year terms
Male & female members & variety of professions
1 member whose primary expertise is in a non-scientific area
(See charge for more requirements)

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Research & Economic Development

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Jay Dowling (B) (8/31/2008)
Ernan Haruvy (M) (8/31/2008)
Fabrice Jotterand (A) (8/31/2008)
Aage Moller (B) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Thomas Bower (B) (8/31/2007)
Santosh D’Mello (N) (8/31/2007)
Steve Perkins (M) (8/31/2007)
Joseph Wood (UG) (8/31/2007)

REPLACEMENTS NEEDED
John Burr (N) (8/31/2009)
Rachel Croson (EP) (8/31/2009)
Shayla Holub (B) (8/31/2009)

NON-UTD:
Judge Daniel Curran (8/31/2007)
Kenneth L. Caspari (8/31/2007)

* Judge Daniel Curran (8/31/2008)
* Randal Boss (8/31/2008)
* these are not approved by Senate

STAFF:
James Cannici (8/31/2007)
Susie Milligan (8/31/2007)
Kerry Tate (8/31/2007)
Sanaz Okhovat (8/31/2007)

______________________________ (8/31/2008)
______________________________ (8/31/2008)
______________________________ (8/31/2008)
______________________________ (8/31/2008)

STUDENT:
Lelia Gowland (UG) (8/31/2007)

Belinda Smith (UG) (8/31/2008)

CHAIRPERSON: Aage Moller (B)

VICE CHAIRPERSON: Jay Dowling (B)
COMMITTEE NAME: COMMITTEE FOR THE SUPPORT OF DIVERSITY AND EQUITY

Charge: Policy Memorandum 97-1.2-81

EX-OFFICIO

SPECIAL REQUIREMENTS:

11 faculty members (from each of the seven Schools
3 Academic Administrators
8 staff members
2 year terms

RESPONSIBLE UNIVERSITY OFFICIAL

Vice President of Diversity, Community Engagement (Magely Spector)

MEMBERS WHOSE TERMS ARE CONTINUING

FACULTY:
Susan Briante (A) (8/31/2008)
Arthur Gregg (8/31/2008)
Mandy Maguire (B) (8/31/2008)
Susan McElroy (EP) (8/31/2008)
Erin Smith (G) (8/31/2008)
Bhavani Thuraisingham (EC) (8/31/2008)

STAFF:
Vivian Rutledge (HRM) (8/31/2008)

COORDINATING COMMITTEE: 4

ACADEMIC ADMINISTRATORS:

Susan McElroy (EP) (8/31/2008)
Erin Smith (G) (8/31/2008)
Bhavani Thuraisingham (EC) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING

FACULTY:
Jorge Cobb (EC) (8/31/2007)
Jeff Dumas (EP) (8/31/2007)
Gloria (Xiaochui) Liu (M) (8/31/07)
Rym Mili (EC) (8/31/2007)
Margaret Owen (B) (8/31/2007)

ACADEMIC ADMINISTRATORS:
Yolande Evans (8/31/2007)
Abby Kratz (8/31/2007)
Diana Willis (8/31/2007)

REPLACEMENTS NEEDED

FACULTY:
Jorge Cobb (EC) (8/31/2009)
Jeff Dumas (EP) (8/31/2009)
Gloria (Xiaochui) Liu (M) (8/31/07)
Rym Mili (EC) (8/31/2007)
Margaret Owen (B) (8/31/2007)

ACADEMIC ADMINISTRATORS:
Sherry Marek (8/31/2009)
Abby Kratz (8/31/2009)
Diana Willis (8/31/2009)

STAFF: Staff Council will decide on staff appointees

Marilyn Bechtol
Barbara Gordon
Pat McEachern
Larry Wilson

CHAIRPERSON: Abby Kratz

VICE CHAIRPERSON: Erin Smith (G)
COMMITTEE NAME: INFORMATION RESOURCES SECURITY, PLANNING, AND POLICY COMMITTEE
Charge: Policy Memorandum 03-1.2-88

EX-OFFICIO (with vote)
Chief Information Security Officer

SPECIAL REQUIREMENTS:
13 Voting Members
(7 tenure track faculty w/2 @ position of Dean or above)
1 staff - Audit and Compliance
1 staff - Academic Affairs
1 Staff Council
1 Staff - Office of VP for Research
1 Staff - Business Affairs

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President, Chief Information Officer

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Latifur Kahn (EC) (8/31/2008)
Hasan Pirkul (M & Dean) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
REPLACEMENTS NEEDED
FACULTY:
Herve Abdi (B) (8/31/2007)     Young Ryu (M) (8/31/2009)
Tom Linehan (A) (8/31/2007)     Dean Terry (A) (8/31/2009)

STAFF COUNCIL:

STAFF:
Academic Affairs – Abby Kratz (8/31/2007)   Rhonda Blackburn (8/31/2008)

CHAIRPERSON: Latifur Kahn (EC)
VICE CHAIRPERSON: Young Ryu (M)
COMMITTEE NAME: INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE
Charge: Policy Memorandum 79-I.2-30
University-Wide Committee

EX-OFFICIO
Vice President for Research & Economic Development (with vote)

SPECIAL REQUIREMENTS:
6 members
3 year terms
1 member Doctor of Veterinary Medicine
1 must be a community member
1 must be a practicing scientist experienced in research involving animals
1 member must be a person whose primary concerns are in a non-scientific area

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Research & Economic Development

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Jeff DeJong (N) (8/31/2008)
Betty Pace (N) (8/31/2008)

NON-UTD:
* Lynn Gibson (8/31/2008)
* Tony Myers (8/31/2008)
* These are not approved by the Senate

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Marco Atzori (B) (8/31/2007)
Michael Kilgard (B) (8/31/2007)

REPLACEMENTS NEEDED
Michael Kilgard (B) (8/31/2009)
Ernest Hannig (N) (8/31/2009)

** The Director of Research Compliance has on behalf of the committee requested that the Senate also reappoint Marco Atzori for another term.

CHAIRPERSON: Michael Kilgard (B)

VICE CHAIRPERSON: Ernest Hannig (N)
COMMITTEE NAME: INSTITUTIONAL BIOSAFETY COMMITTEE
Charge: Policy Memorandum 79-I.2-27

EX-OFFICIO
Vice President for Research &
   Economic Development
Safety Director
Biosafety Director

SPECIAL REQUIREMENTS:
No fewer than five members
2 (members at least not/not less than 20%)
shall not be Affiliated with the University
3 year terms
   Chair 2 year term & a member of the
   University Safety Council

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Business Affairs

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
John Burr (N) (8/31/2008)
Jeffrey Dumas (EP) (8/31/2009)
Santosh D’Mello (N) (8/31/2009)
Gregg Dieckmann (N) (8/31/2008)
Tres Thompson (B) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY
Dunavan Haines (N) (8/31/2007)

NON-UTD
Steve Dossett (8/31/2007)
Nancy Viamonte (8/31/2007)

REPLACEMENTS NEEDED
Stephen Spiro (N) (8/31/2010)
Dennis Miller (N) (8/31/2010)

CHAIRPERSON: Dennis Miller (N)

VICE CHAIRPERSON: Stephen Spiro (N)
COMMITTEE NAME: INTELLECTUAL PROPERTY ADVISORY COMMITTEE
Charge: Policy Memorandum 79-I.2-36
University-Wide Committee

EX-OFFICIO
Dean of Graduate Studies (George Fair)
Vice President for Business Affairs (Calvin Jamison)
Associate Vice President for Research (Rafael Martin)

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Research & Economic Development

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Ray Baughman (N) (8/31/2008)
Nasser Kehtarnavaz (EC) (8/31/2008)
Linda Thibodeau (B) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
David Deeds (M) (8/31/2007)
George McMechan (N) (8/31/2007)
Mihai Nadin (A) (8/31/2007)
Lakshman Tamil (EC) (8/31/2007)

STAFF:
Alex Nestor (8/31/2007)

REPLACEMENTS NEEDED
FACULTY:
David Deeds (M) (8/31/2009)
Roderick Heelis (N) (8/31/2009)
Kevin Siqueria (EP) (8/31/2009)
Duncan MacFarlane (EC) (8/31/2009)

CHAIRPERSON: Ray Baughman (N)
VICE CHAIRPERSON: Duncan MacFarlane (EC)
COMMITTEE NAME: RADIATION SAFETY COMMITTEE
Charge: Policy Memorandum 92-1.3-55
University-Wide Committee

EX-OFFICIO (without vote)
University Environmental Health and Safety Director
Vice President for Research & Economic Development

SPECIAL REQUIREMENTS:
At least three faculty members
Radiation Safety Officer (Chair)
3 year terms

STAFF
Radiation Safety Officer, Chairperson

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Business Affairs

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
John Burr (N) (8/31/2008)
Dennis Miller (N) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING  REPLACEMENTS NEEDED
FACULTY:

CHAIRPERSON:  Radiation Safety Officer (Kathy White)
VICE CHAIRPERSON:  John Burr (N)
COMMITTEE NAME: UNIVERSITY SAFETY AND SECURITY COUNCIL
Charge: Policy Memorandum 91-1.3-53

EX-OFFICIO
Chief of Police
Assistant Vice President for Student Affairs
and Dean of Students
Assistant Vice President for Facilities Management
University Environmental Health and Safety Director
Emergency Management Coordinator

SPECIAL REQUIREMENTS
4 members from faculty
6 members from staff
1 Callier Physical Plant
1 Workers Comp. Ins. Rep. from the Office of Environmental Health & Safety
1 Science Laboratories
1 Student Life (Disability Services)
1 ADA Comp. Officer
1 Staff Council

REPRESENTATIVE UNIVERSITY OFFICIAL
Vice President for Business Affairs

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Robert Wallace (EC) (8/31/2008)

STAFF COUNCIL:
Dina Caplinger (RED) (8/31/2007)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
J.B. Lee (EC) (8/31/2007)
Lynn Melton (N) (8/31/2007)
Thomas Riccio (A) (8/31/2007)

STUDENTS:
Vacant (UG) (8/31/2007)
Vacant (G) (8/31/2007)

CHAIRPERSON: Robert Wallace (EC)
VICE CHAIRPERSON: Zeke Barrera (EH&S)
COMMITTEE NAME: STUDENT FEE ADVISORY COMMITTEE
Charge: Policy Memorandum 90-III.21-51 University-Wide Committee

EX-OFFICIO

SPECIAL REQUIREMENTS:
9 voting members
Including: 5 students
(3-2 year/2-1 year)
4 from faculty & staff
2 year terms
Committee elects chair

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Student Affairs

MEMBERS WHOSE TERMS ARE CONTINUING:
FACULTY: STUDENTS:
Iris Kwong (UG) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING:
STAFF: REPLACEMENTS NEEDED:

STUDENTS:

CHAIRPERSON: (selected at first meeting)

VICE CHAIRPERSON: (selected at first meeting)
COMMITTEE NAME: UNIVERSITY RESEARCH INTEGRITY COMMITTEE
Charge: Policy Memorandum 95-III.21-67 University-Wide Committee

EX-OFFICIO (with vote)
Dean of Graduate Studies
Vice President for Research &
   Economic Development, Chair

SPECIAL REQUIREMENTS:
8 tenured faculty at rank of full professor
3 year terms
Each school, except for General Studies should be represented

RESPONSIBLE UNIVERSITY OFFICIAL
Executive Vice President & Provost

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Sandra Chapman (B) (8/31/2008)
Sam Efroymovich (N) (8/31/2009)
Shun-Chen Niu (M) (8/31/2009)
Rainer Schulte (A) (8/31/2008)
Marianne Stewart (S) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Farokh Bastani (EC) (8/31/2007)
Wolfgang Rindler (N) (8/31/2007)

REPLACEMENTS NEEDED
Laksham Tamil (EC) (8/31/2010)
Robert Serfling (N) (8/31/2010)

CHAIRPERSON: Vice President for Research & Economic Development (Bruce Gnade)

VICE CHAIRPERSON: Anthony Champange
COMMITTEE NAME: AUXILIARY SERVICES ADVISORY COMMITTEE
Charge: Policy Memorandum 96-I.2-71
University Wide Committee

EX-OFFICIO (without vote)
Assistant Vice President for Student Affairs & Dean of Students
Director of Food Services
Contract and Services Manager
UTD Bookstore Manager
Director of the Student Union

SPECIAL REQUIREMENTS:
7 voting members
3 from faculty and staff
4 students
1 year term

RESPONSIBLE UNIVERSITY OFFICIAL
Assistant Vice President for Procurement Management

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Sheila Pineres (EP) (8/31/2007)

STAFF:
Kayety Stringer (8/31/2007)

STUDENTS:
Rabeea Khan (U) (8/31/2007)
Megan Poulson (U) (8/31/2007)
Elizabeth Bodt (U) (8/31/2007)
Manfield Mecoy (U) (8/31/2007)

REPLACEMENTS NEEDED
Sheila Pineres (EP) (8/31/2008)
Linda Keith (EP) (8/31/2008)
Patsy Aguilera (8/31/2008)
Dustin Bowen (UG) (8/31/2008)
Luis Torres (UG) (8/31/2008)
Steven Rosson (UG) (8/31/2008)
Fern Yoon (G) (8/31/2008)

CHAIRPERSON: Peter Bond

VICE CHAIRPERSON: ____________________________
POLICY ON PROCEDURES FOR COMPLETING A GRADUATE DEGREE

I. PROGRAM OF STUDIES

Each student admitted to a Graduate Program will have a specific program of studies agreed upon in consultation with and approved by the appropriate committee or administrator for that degree program.

A completed Program of Studies form will be filed in and approved by the Office of the Dean of Graduate Studies prior to the student's registration for his or her

1. 19th semester credit hour to be counted toward a master's degree, or
2. 50th semester credit hour taken beyond the bachelor's degree to be counted toward a doctoral degree.

The form will be completed and revised, if necessary, under the guidance of the student's graduate advisor.

A. Exception: Common Master's Program

In those Graduate Programs where a common program of studies is prescribed for all Master's students, differing only in elective courses comprising less than one-third of the total required degree semester credit hours, the Graduate Program can file a model "Program of Studies" with the Office of the Dean of Graduate Studies. Any student wishing to deviate from that approved model Program of Studies must file an Individual Program of Studies developed and approved by the appropriate committee or administrator for that program prior to the student's registration for his or her 19th
degree semester hour taken at U. T. Dallas.

B. Exception: Common Doctoral Core

In those Graduate Programs where a common doctoral core is prescribed for all students, differing only by the area of specialization chosen, the Graduate Program can file a model "Program of Studies" with the Office of the Dean of Graduate Studies. Any student wishing to deviate from that approved model Program of Studies must file an Individual Program of Studies developed and approved by the appropriate committee or administrator for that program prior to the student's registration for his or her 50th degree semester hour taken at U. T. Dallas.

C. Additional Master's Degrees

Students wishing to earn additional Master's degrees at U. T. Dallas must develop an approved Program of Studies through the Program offering that degree prior to enrolling in additional courses. The program can allow up to 15 semester credit hours earned in a previous degree program toward the additional degree. Additional credits may be accepted from the previous degree upon the approval of the Dean of Graduate Studies. In no case will credits counted for a previous degree be allowed to exceed one-half the total hours required for the additional master's degree program.

D. Graduation Under a Particular Catalog

Provided the requisite courses continue to be offered, the student is bound by the course work requirements of the catalog in force at the time of admission, within a six-year limit for the completion of the master's degree and ten years for the doctoral degree. With the approval of the Dean of Graduate Studies the student may elect to be bound by the catalog in force at the time the student applies for graduation. This regulation applies to specific course work and the number of semester credit hours for the academic degrees set forth in the catalog. All other requirements will change or be continued with the issuance of new graduate catalogs.

II. TRANSFER CREDIT

To qualify for transfer credit, the grade earned in the course must be a B or better and the course must not be a correspondence, extension or pass/fail course. Courses delivered in a distance learning format will be considered on a case-by-case basis. Petitions for transfer of credit must be prepared by the Graduate Program and submitted for approval by the Dean of Graduate Studies. Petitions may be approved at the time of the student's first enrollment; however, no actual acceptance of transfer credit will occur until after the student has completed 9 semester credit hours of courses at U. T. Dallas with a grade point average of at least 3.0. Petitions for transferring courses taken before enrolling as a graduate student at U. T. Dallas must be submitted prior to filing the Program of Studies.
Petitions for transfer credit must be accompanied by a copy of the student's transcript showing the course(s) in question.

A. Master's Degree

Credit for up to 14 semester credit hours of graduate courses taken elsewhere may be transferred to the program to which the student is applying.

B. Doctoral Degree

A master's degree or its equivalent may be transferred from another university for up to 36 semester hours of credit towards a doctoral degree.

C. Non-Degree Students

No more than 15 semester credit hours taken as a Non-Degree Student may be subsequently transferred to a degree program at U. T. Dallas. No petition is necessary for any of this coursework to be included in a student's Program of Studies.

D. Exceptions

Exceptions to these transfer policies may be granted only on petition to the Dean of Graduate Studies. Such a petition could be for the program of an individual student or for the model Program of Studies (See "Exceptions" on page 1 of this policy).

III. DEGREE REQUIREMENTS

The student will complete the course work degree requirements when he or she completes the previously filed program of studies with acceptable grades.

A. Required Semester Credit Hours

The minimum required semester credit hours in a Program of Studies required for the degree will be those shown in the catalog applicable to the student at the time of his or her admission or readmission to the program. In no case will a student be allowed to graduate with less than 30 approved graduate semester credit hours (including approval of transfer credit hours) for the master's degree.
B. Required Grade Point Average

The minimum acceptable university grade point average for graduation is 3.0 for all graduate courses taken in that degree program at U. T. Dallas; however, individual programs may have more stringent grade point requirements in selected courses, which must be satisfied for graduation.

C. Research Involving Animal or Human Subjects

1. Research Involving the Use of Animals (Policy Memorandum 79-I.2-30)

Any student who intends to conduct research, (whether funded or not funded) which would involve animals must obtain permission from the Institutional Animal Care and Use Committee (IACUC). Permission to use an animal in research must be obtained prior to ordering, bringing to campus or housing on campus an animal. The required form to request approval may be obtained from the Office of Research Compliance.

2. Research Involving Human Subjects (Policy Memorandum 79-I.2-31)

Any student who intends to conduct research, on or off campus, in partial or complete fulfillment of a course requirement, thesis or dissertation, which would involve human beings as subjects must obtain permission, prior to undertaking the research, from the University's Institutional Review Board for the Protection of Human Subjects (IRB). Any research activity, including but not limited to surveys, questionnaires, interviews, standardized and non-standardized tests, and/or simple research experiments, which include the participation of human beings, regardless of age of participant, must have approval from the IRB. The required forms to request approval may be obtained from the Office of Research Compliance.

D. Admission to Doctoral Candidacy

The research potential and ability of each doctoral student to both understand and integrate previous coursework will be evaluated before a student can be admitted formally to doctoral candidacy. The format of this evaluation, hereafter referred to as a qualifying examination, varies amongst the degree programs, and can be obtained from the student's Graduate Program Office. A student failing the Qualifying Examination is terminated as a doctoral student in that program unless a two-thirds majority of the examining committee vote that a second examination be permitted. All committee members should have all the evidence of the student's academic record and Qualifying Examination performance prior to this vote. The second examination typically would be taken no sooner than six months after the first examination, and no later than one year. Students failing the second examination will not be allowed to pursue a doctoral degree in that program. Under no circumstances will a third
examination be allowed.

The student will have advanced to candidacy when the student has

1. passed the qualifying examination,
2. been assigned an approved Supervising Committee, and
3. satisfied any other Program or School candidacy requirements.

Candidacy must be achieved before a student is eligible to enroll in dissertation courses.

IV. THESIS AND DISSERTATION REQUIREMENT

A. Dissertation Proposal: Content

The Dissertation Proposal should be prepared by the student in consultation with the student's Supervising Committee. The proposal should include:

1. A tentative title of the dissertation describing the topic as accurately and briefly as possible.
2. The background of the research, the hypotheses to be tested or concepts to be explored, and the methodology to be employed. It should also address the relationship of the proposed work to existing work in the field, at U. T. Dallas or elsewhere, its intended outcome, and its contribution to the field.
3. A schedule of the remaining research activities, including major completion milestones.
4. A set of up to five "key words" to assist in establishing the Data Base on Theses and Dissertations.

B. Dissertation Proposal: Approval

After its approval at the Department, Program, School, or Interdisciplinary Degree Committee level, the proposal will then be forwarded to the Dean of Graduate Studies, together with the Department’s or Program's nominations for Supervising Professor and members of the Supervising Committee and the anticipated time of completion. The proposal should be prepared by the student in consultation with the student's Supervising Professor, who will approve the document before its submission to the appropriate committee or administrator for that Department or Program.

C. Supervising Committee: General
The recommended Supervising Committee for the student is submitted by the appropriate committee or administrator for that Department or Program to the Dean of Graduate Studies for approval. Subsequent changes in membership must also be subject to approval by the appropriate committee or administrator for that Department or Program, and in, turn the Dean of Graduate Studies. Individuals qualified for service on the Supervising Committee will be voting members of the General Faculty (as defined by The University of Texas at Dallas Handbook of Operating Procedures), Adjunct Faculty, Clinical Faculty, Distinguished Scholars in Residence, Emeritus Faculty, Research Professors, Research Scientists, Senior Lecturers, or Visiting Faculty who hold the highest earned degree in the field or fields concerned or exhibit an equivalent record of accomplishment. In addition to the master’s and doctoral degree membership composition as defined in sections D and E below, additional members outside the General Faculty may serve with the special approval of the Dean of Graduate Studies. Members of the Supervising Committee will also be members of the Examining Committee. (*In the case of Adjunct Faculty, a General Faculty member will be appointed to co-chair the Supervising Committee).

D. Supervising Committee: Master's Degree with Thesis

Appointment of a Master’s thesis Supervising Committee consisting of at least three members is a function of the degree program expected to confer the student’s degree. Additional members may be appointed. All appointments must be approved by the Dean of Graduate Studies. The appropriate committee or administrator of the program in consultation with the student, will nominate:

1. the Chair, who serves as the supervisor of the research, will ordinarily be a voting member of the General Faculty holding the rank of Professor, Associate Professor, or Assistant Professor. Adjunct Faculty, Clinical Faculty, Distinguished Scholars in Residence, Emeritus Faculty, Research Professors, Research Scientists, Senior Lecturers, or Visiting Faculty who hold the highest earned degree or exhibit an equivalent record of accomplishment in the field or fields of the research or aesthetics may be appointed as Chair if he/she receives a 2/3 majority recommendation of the Professors of the degree program and approval of the Academic Dean of the School offering the degree.

2. not less than two voting members of the General Faculty from the graduate degree program expected to confer the student's degree; and

3. if necessary, a third representative appointed by the appropriate committee or administrator for that program.

Any school varying from the above procedures in constituting Supervising Committees must have had prior approval from the Dean of Graduate Studies.

E. Supervising Committee: Doctoral Degree
Appointment of a Doctoral dissertation Supervising Committee consisting of at least four members is a function of the degree program expected to confer the student’s degree. Additional members may be appointed. All appointments must be approved by the Dean of Graduate Studies. The appropriate committee or administrator of the program, in consultation with the student, will nominate:

1. the Chair, who serves as the supervisor of the research, will ordinarily be a voting member of the General Faculty holding the rank of Professor, Associate Professor, or Assistant Professor. Adjunct Faculty, Clinical Faculty, Distinguished Scholars in Residence, Emeritus Faculty, Research Professors, Research Scientists, Senior Lecturers, or Visiting Faculty who hold the highest earned degree or exhibit an equivalent record of accomplishment in the field or fields of the research or aesthetics may be appointed as Chair if he/she receives a 2/3 majority recommendation of the Professors of the degree program and approval of the Academic Dean of the School offering the degree.

2. not less than three voting members of the General Faculty, from the graduate degree program expected to confer the student's degree; and

3. if necessary, a fourth representative appointed by the appropriate committee or administrator for that program.

Schools varying from the above procedures in constituting Supervising Committees must have had prior approval from the Dean of Graduate Studies.

V. SUPERVISION

The Supervising Committee will meet with the candidate soon after the Dean of Graduate Studies has approved membership of the Committee. The intention of this initial meeting should be to discuss potential problem areas in the proposal and to establish a procedure that the Committee wishes to adopt to follow the research to a successful conclusion, e.g., the frequency and format of contact between candidate and Committee.

The Supervising Committee must meet at least once annually, assess the student's progress, and send a report on that progress to the appropriate committee or administrator for that program and to the Dean of Graduate Studies. This report should describe any problems which have the potential to delay the research beyond its anticipated completion date. A copy of this report must also be sent to the student.

The student can request a meeting of the Supervising Committee through a written request to the appropriate committee or administrator for that program. The appropriate committee or administrator for that program will be responsible for convening such a meeting, generally within two weeks of the student's request, unless this timing is impossible owing
to the absence of the Supervising Professor. No more than one student-initiated meeting can be called within an academic year.

Provision for coverage of leaves of absence of either students or committee members will have been discussed at the initial meeting of the Supervising Committee. Any arrangements for surrogate supervision or changes in the student's plans will be communicated to the appropriate committee or administrator for that program, in writing, with a copy to the Dean of Graduate Studies. Because of the relationship between the student and the Supervising Committee, committee members on leave of absence or who have left their positions with the university may be given permission to remain on the committee by the Dean of Graduate Studies. However, they must agree to be active participants in supervisory activities and to be present for the final examination. If this is not possible, the committee member must be replaced and a new member of the General Faculty must be submitted for approval.

A. Manuscript Preparation

Style and format requirements have been established for theses and dissertations prepared at U. T. Dallas. Prior to submitting manuscripts, candidates should consult the Guide for the Preparation of Master's Theses and Doctoral Dissertations which can be obtained from www.utdallas.edu/dept/graddean/dgIndex.htm.

B. Committee Approval of the Manuscript

Approval of the thesis or dissertation to go forward for examination can only be given after the members have considered the entire manuscript. Members of the committee who do NOT agree that the manuscript is examinable, whether in the majority or not, should inform the Department Head or program administrator immediately, and in writing, so that such objections may be discussed with the Supervising Professor and the candidate.

C. Independent Research Competence

The dissertation must demonstrate an independent research competence on the part of the candidate that substantially adds to knowledge in the candidate's field with respect either to its intellectual substance or professional practice. The dissertation should be of such standard as to warrant publication in peer reviewed journals or scholarly books or monographs or equivalent.
D. Submission of the Final Draft of the Thesis or Dissertation

Once the candidate has, in the judgment of the Supervising Professor, prepared an examinable thesis/dissertation manuscript, it should be distributed to the other members of the Supervising Committee, allowing them a minimum of two weeks to review the document. After reading the document, a majority of the Supervising Committee members must agree that the document is ready to be defended before a request for a Final Oral Examination may be submitted and an examination date scheduled. Committee members should ensure that the manuscript is complete, has been rigorously proofread (preferably by a professional proofreader), and meets scholarship standards for theses or dissertations. The Supervising Professor then submits a copy of the dissertation and the Request for Final Oral Examination form, signed with no more than one dissenting vote by the Supervising Committee members to the Office of the Dean of Graduate Studies, which shall approve the scheduling of the Final Oral Examination.

Members of the committee who do NOT agree that the manuscript is examinable should inform the appropriate committee or administrator for that program immediately, and in writing, so that such objections may be discussed with the Supervising Professor and the candidate. The Final Oral Examination cannot be scheduled until a resolution has been reached with, at most, one dissenting vote.

E. Required Copies

1. Thesis Copies

Three official hard copies of thesis are required. After final approved copies have been bound, one hard copy shall be available to the public in the university library; one copy will be sent to the supervising professor and one copy will be sent to the department/program office. One disk with the thesis in a PDF file is required. This electronic copy will be sent to UMI who will make it available in hard copy and on the web.

2. Dissertation Copies

Three final approved copies are to be bound; one hard copy shall be available to the public in the university library; one copy will be sent to the supervising professor and one copy will be sent to the department/program. One disk with the dissertation in a PDF file is required. This electronic copy will be sent to UMI who will make it available in hard copy and on the web.
VI. FINAL ORAL EXAMINATION

A. Examining Committee

Upon the submission of the dissertation to the office of the Dean of Graduate Studies, the Dean will appoint the Examining Committee. The membership of the Examining Committee will include all members of the Supervisory Committee plus a non-voting representative appointed by the Dean of Graduate Studies. The representative serves as the Chair of the Examining Committee. An examiner external to the University may also be appointed by the Dean of Graduate Studies on the recommendation of a member of the Supervising Committee or the candidate.

B. Conducting the Examination

Formal arrangements, such as time and place for the Final Oral Examination, are made by the appropriate committee or administrator for that program, in consultation with the candidate and the Examining Committee, and with the approval of the Dean of Graduate Studies. All members of the Examining Committee must be present for the examination to be valid, unless a prior written exemption has been granted by the Dean of Graduate Studies. If a member of the Examining Committee is absent without the approval of the Dean, then the Chair of the Examining Committee shall not hold the defense. The defense shall be rescheduled by the Dean of Graduate Studies. In any case, only one member may be absent without requiring a substitute.

The examination will be conducted by the Chair in a manner appropriate to the material presented, and in accordance with current University regulations. The discussion will primarily focus on the candidate’s research, although aspects of the general field in which it was conducted may also be covered.

1. The final oral examination shall be conducted in three phases.

   a. Phase I. The candidate will make a formal public presentation of the research. That presentation is open to the public, and members of the audience may ask questions. The Supervising Professor will chair this phase and supervise the questioning.

   b. Phase II. Following the public presentation, the candidate will be examined by the members of the Examining Committee. This part of the examination is not open to the public. Depending upon the school’s policy, other members of the faculty may also attend that part of the examination. This portion of the examination will be chaired by the representative of the Dean of Graduate Studies.

   c. Phase III. After the completion of the oral examination, the Examining
Committee will vote on the results of the Final Oral Examination. The committee will reach agreement on one of the five possible outcomes listed below with no more than one dissenting vote. If the committee cannot reach agreement on one of the options, then the candidate will have failed the oral examination and the manuscript will not be accepted.

1. Passed the oral examination and manuscript accepted,
2. Passed the oral examination and manuscript accepted pending specified revisions,
3. Second oral examination required, but manuscript accepted or accepted with specified revisions,
4. Major revisions of the manuscript and a second final oral examination required,
5. Oral examination failed, manuscript not accepted and the committee recommends dismissal from the program.

Following the vote of the Examining Committee, the Dean's representative shall complete the Examination Report, to be forwarded to the Dean of Graduate Studies.

2. Procedures concerning Acceptance, Specified and Major revisions, and Failure are as follows:

a. Accepted - The committee agrees that the dissertation is acceptable either without any revisions, or with minor revisions such as corrections of typographical errors or changes of a minor editorial nature. It is the Supervising Professor’s responsibility to ensure that such corrections are made. The final corrected and approved copies of the dissertation must be submitted to the Office of the Dean of Graduate Studies within the same semester. If the final approved copy is not submitted within the semester, the results of the examination will be changed to Accepted Pending Specified Revisions and will be dealt with as specified under that result.

b. Accepted Pending Specified Revisions - The Committee agrees that the dissertation is acceptable pending changes, which may include insertions or deletions. Such changes would be of the kind which do not radically modify the development/argument of the dissertation but which go beyond minor revisions. The practical criterion will be that the committee is able to specify such changes with precision. It is the responsibility of the Supervising committee to certify that all such changes have been made. If the final approved copy is not submitted by the end of the semester following the examination, the results of the examination will be changed to Referred Pending Major Revisions and will be dealt with as specified under that result.
c. Referred Pending Major Revisions - The Committee agrees that the dissertation requires substantive changes in order for the dissertation to be acceptable. Detailed reasons for this decision must be supplied by the Chair of the Examining Committee to the Dean of Graduate Studies, the appropriate committee or administrator for that program, and the candidate concerned. These recommendations on required changes must be approved by all members of the Committee. The committee reconvenes within a period not to exceed twelve months to conduct a second Final Oral Examination. This second attempt on the Final Oral Examination will be the final attempt by the student. If the Final Oral Examination and the written manuscript are not \textit{graded within the Accepted category}, the student is dismissed from the program.

d. Failure - If the majority of the Examining Committee votes for failure of the oral and the non-acceptance of the manuscript, the student will be dismissed from the program. In no case will a third oral be given.

3. Registration During Manuscript Revision

Regardless of the revisions to be made, the student will be required to register for three credit hours and pay fees until the revisions are accepted by the Office of the Dean of Graduate Studies.

4. Impact of revisions upon time limit for degree completion

The ten-year time limit for completion of the degree is still in effect while these revisions are being completed.

5. Intellectual property right protection

In order to protect patent or other intellectual property rights, the Dean of Graduate Studies may, upon request, delay for a period of one year the binding, distribution, and/or publication in microfilm of the dissertation.

VII. REGISTRATION REQUIREMENTS

A. Examinations or Proposal Presentation

A student must be registered for at least three semester credit hours of graduate course work during the semester in which any major degree examination, such as the Qualifying Examination, Final Written Examination, or Final Oral Examination, is taken, or during the semester in which the proposal is submitted for approval. Procedures are outlined in the Graduate Catalog.
B. Continuous Enrollment for Thesis or Dissertation

Once a student has enrolled in thesis or dissertation unless a leave of absence has been granted, that student must maintain continuous enrollment (not necessarily for thesis or dissertation) of at least three semester hours during consecutive long semesters until the final approved copy of the manuscript has been deposited in the Office of the Dean of Graduate Studies. If the approved copy of the manuscript has been deposited in the Office of the Dean of Graduate Studies too late to permit graduation during that semester, but before the Census day of the Full-Term session (as defined in the academic calendar) of the subsequent semester, the student may register in absentia for his/her final semester of graduation.

C. Enrollment During the Semester of Graduation

A student must be enrolled for at least three semester credit hours of graduate course work during the semester of graduation. The only exception would be for the student qualifying for in absentia registration.

VIII. TIME LIMITS

All requirements for a graduate degree, including transfer of credit must be completed within the specified time period. Students exceeding the specified time limit will not be eligible for their degree and will be dismissed from that graduate program. An approved leave of absence will not alter the time limits placed on graduate degrees.

A. Master's Degree

All requirements for the Master's degree must be completed within one six-year period. Work over six years old, whether done at this University or elsewhere, will not count towards the Master's degree except through the petition process described in the "Time Limit: Exceptions" section.

B. Doctoral Degree

All requirements for the Doctoral degree must be completed within one ten-year period. Work over ten years old, whether done at this University or elsewhere, will not count towards the Doctoral degree except through the petition process described in the "Time Limit: Exceptions" section.
C. Exceptions — Course Work

The time limits affecting course work taken early in a graduate program can be waived only when a student can demonstrate to the appropriate committee or administrator for that program that:

1. the substantive material in the course is still relevant to the curriculum and,
2. the student still retains a substantial grasp of the material taught in the course.

In such case, the acceptability of the course work in the student's Program of Studies must be approved by the Dean of Graduate Studies upon the recommendation of the appropriate committee or administrator for that program.

D. Exceptions — Research

The time limits can be waived only for research extending beyond the prescribed limits and only in exceptional cases where the student, Supervising Professor, and the appropriate committee or administrator for that program can demonstrate that:

1. substantial progress has been made in the research effort and the student can successfully complete the thesis or dissertation within a two term extension, including the summer term, and
2. a schedule to complete the research has been developed including major milestones of accomplishments.

In such a case, the acceptability of the plan to finish the research must be approved by the Dean of Graduate Studies upon the recommendation of the appropriate committee or administrator for that program.

E. Procedures Prior to Graduation

An Application for Graduation must be filed during the semester of graduation on or before the date stipulated in the Academic Calendar.
Transfer of Credit

A degree seeking student may petition to have graduate coursework taken at another institution be counted towards satisfying the master’s or doctoral degree requirements. All petitions for transfer of credit are subject to the limitation that less than 50% of the total requirement of any graduate degree may be transfer credits. Some degree programs have more restrictive transfer of credit requirements.

An official transcript and an official explanation of the course numbering system at the school where the credit was earned should accompany the transfer request that must be prepared by the student’s Graduate Program and submitted to the Dean of Graduate Studies for approval. To qualify for transfer of credit, the grade earned in the course must be a B or better from an accredited college or university, and the course must not be a correspondence or extension course. Transfer of master’s level credit into a doctoral program is limited to a maximum of 36 hours. Also, the University does not award transfer credit for experiential learning, performance, or experience that occurs prior to enrollment. Courses delivered in a distance learning format will be considered by the Graduate Dean on a case-by-case basis.

All petitions for transfer of credit for coursework taken prior to enrolling at U.T. Dallas should be submitted to the student’s Program Graduate Advisor by the student prior to filing a Program of Studies; however, acceptance of transfer of credit hours will not occur until after the student has completed 9 semester credit hours at U.T. Dallas with a grade point average of at least 3.0. All petitions must be processed and approved no later than the semester prior to anticipated graduation. Accordingly, requests to take courses at another institution during the semester a student plans to graduate cannot be approved because the grades may not be received in time to certify the student for graduation. No more than 15 semester credit hours taken as a non-degree student at U.T. Dallas can be subsequently applied to a degree program at U.T. Dallas.

Exceptions to these transfer policies may be granted only on petition to the Dean of Graduate Studies.

Deleted: The request must be accompanied by an official transcript and an official explanation of the course numbering system at the school where the credit was earned.

Deleted: Up to 15 semester credit hours of graduate courses taken elsewhere can be transferred towards a master’s degree. Up to one-half of the required hours for a doctoral degree can be transferred from another university.

Deleted: A degree-seeking student may petition to have graduate coursework taken at another institution counted toward satisfying the master’s or doctoral degree requirements as follows. Up to 15 semester credit hours of graduate coursework taken elsewhere may be transferred toward a master’s degree; up to 36 hours of master’s degree coursework taken elsewhere in the subject area or its equivalent may be transferred toward a doctoral degree; up to nine hours of doctoral (post master’s) coursework taken elsewhere may also be transferred toward a doctoral degree. No more than one half of the required credit hours of any degree may be transferred in to UTD. Some programs may have more restrictive transfer requirements. No more than 15 semester credit hours taken as a non-degree student at U.T. Dallas can be subsequently transferred to a degree program at U.T. Dallas. Some degree programs may have more restrictive transfer requirements.
COMMITTEE ON EFFECTIVE TEACHING

The Committee on Effective Teaching is a Concurrent Committee of the Academic Senate of The University of Texas at Dallas. The Committee oversees and encourages the development of a wide range of tools and facilities to promote excellence in teaching across all disciplines and levels within the University. It will, on a continuing basis, refine the definition and measurement of excellence in teaching, and advise the University and Academic Senate of needs for and availability of new technology and training for teachers.

The competitions for all University level teaching awards will be managed by the Committee. It will forward its recommendations for award winners to the President.

The Committee will receive annual reports from each individual School Committee on Effective Teaching and will facilitate and evaluate the work of the School committees. The Committee will forward the individual School reports and its summary evaluation report annually to the Executive Vice President and Provost (Provost).

The Committee will create and refine procedures for the training of and monitoring of the teaching effectiveness of graduate teaching assistants.

The Committee will receive complaints about and requests for improvements in the teaching environments on campus and pass on recommendations for improvements to the University administration.

The Committee will encourage and review the funding of projects in the use of new technology and new teaching methods, both on campus and by transmission to remote sites. It will also advise the University administration and Academic Senate on ways to ease the transition to "the high tech classroom."
As part of the general requirement to improve awareness of new ideas and new technologies, the Committee will occasionally invite renowned speakers to give seminars on campus.

By November 1, the Chair of the Committee will provide the Speaker of the Faculty with a copy of the agenda established by the Committee for its work during the academic year.

Annually, but no later than August 31, the Chair of the Committee will provide the Speaker of the Faculty with a written report for the Academic Senate of the Committee’s activities for the prior academic year.

The Committee is composed of nine voting members and shall include six faculty members (one from each school) appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section 21.09, I.B.1. of The University of Texas at Dallas Handbook of Operating Procedures), two students, and one technical expert or librarian. The Dean of Undergraduate Education and such Associate Deans for Undergraduate Education of the seven schools, as may not have been appointed as voting members, serve as non-voting members, ex officio. The Provost serves as the Responsible University Official.

Unless specified otherwise in this charge, Committee members are appointed to two-year terms, and the Chair and Vice Chair are appointed annually. The terms for appointed members shall be staggered so that no more than one-half of the terms expire in any one year. Members may be reappointed by the President for additional terms upon nomination of the Academic Council. If for any reason a Committee member resigns, the President, upon nomination of the Academic Council, shall appoint another individual to serve the remainder of the unexpired term.
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 ten voting members and four non-voting members, ex officio. Five 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), two shall be appointed from the university staff, one from the Staff Council, and two shall be students. The ex officio members shall be the Chief of Police, the Assistant Vice President for Facilities Management or a designated representative, the Director of Disability Services, and the Safety Officer.

The Vice President for Business Affairs shall serve as the Chair 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.
COMMITTEE FOR THE SUPPORT OF DIVERSITY AND EQUITY

The Committee for the Support of Diversity and Equity is a University-wide Standing Committee reporting directly to the President of The University of Texas at Dallas.

The Committee meets regularly (at least six times each academic year) to review and discuss issues that affect the institutional status, professional effectiveness and personal morale of women, minorities, and members of other underrepresented groups in full and part-time faculty and staff positions. To support its role in understanding and recommending policy with respect to these and related issues the Committee is empowered to carry out studies, conduct interviews and prepare reports. It meets with the President at the beginning and end of each academic year to receive special charges and reports from the administration and to convey to the administration ideas, concerns and advice from the Committee that address the issues of eliminating institutional features which differentially and negatively affect women, minorities, and members of other underrepresented groups. It is also within the purview of this Committee to recommend the creation and initiation of actions and policies which would support the professional careers of these same individuals.

The Committee shall consist of eleven faculty members (including members on the faculty of each of the seven Schools), three academic administrators and eight staff members representing the entire university community. The Vice President for Diversity and Community Engagement shall serve as the Responsible University Official (RUO).

The term of office of the committee members shall be for two years, effective September 1 to August 31, staggered in time to make approximately equal numbers of appointments expire each academic year. The President may reappoint members 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. The Chair and Vice Chair are appointed annually by the President.
A motion has been made that the Academic Senate hereby retires the Committee on Student Life, establishing instead the practice and expectation that the Speaker or Secretary of the Senate, or a designee, will regularly attend meetings of the Student Government of UTD and serve as a Senate liaison thereto.

POLICY MEMORANDUM 78-III.21-19

COMMITTEE ON STUDENT LIFE

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

The Committee is charged to review all campus policies and practices with a view toward developing and maintaining non-academic student programs and general student life of high quality.

Recommendations for general administrative policies bearing upon the quality and content of student life may be forwarded as advice to the appropriate administrative officer.

Recommendations bearing upon academic policies and procedures will be forwarded through the Academic Council to the Senate.

By November 1, the Chair of the Committee will provide the Speaker of the Faculty with a copy of the agenda established by the Committee for its work during the academic year.

Annually, but no later than August 31, the Chair of the Committee will provide the Speaker of the Faculty with a written report for the Academic Senate of the Committee’s activities for the prior academic year.
The Committee membership is composed of eleven voting members with five members 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), and four student members, including two graduate and two undergraduate students. The Assistant Vice President for Student Affairs and Dean of Students and the Dean of Undergraduate Education serve as voting, ex officio members. To ensure representation for each of the seven Schools among faculty and student members, seven student names and seven faculty names shall be recommended to the President for membership. The Vice President for Student Affairs serves as the Responsible University Official.

Unless specified otherwise in this charge, Committee members are appointed to two-year terms, and the Chair and Vice Chair are appointed annually. The terms for appointed members shall be staggered so that no more than one-half of the terms expire in any one year. Members may be reappointed by the President for additional terms upon nomination of the Academic Council. If for any reason a Committee member resigns, the President, upon nomination of the Academic Council, shall appoint another individual to serve the remainder of the unexpired term.
CAMPUS FACILITIES COMMITTEE

The Campus Facilities Committee is a University-wide Standing Committee appointed by the President not reporting to the Academic Senate of The University of Texas at Dallas.

The Committee has three interrelated concerns: utilization and condition of campus facilities, planning for new projects, and long-range campus planning.

1. Utilization of facilities. The Committee is charged to maintain a system for receiving suggestions and complaints from faculty regarding the condition and use of university facilities and to make suggestions to the administration regarding improving their condition utilization. For this purpose, the term “facilities” does not mean only buildings but includes all their fittings and equipment intended to support instruction and research, and the services associated therewith.

2. Project planning. The Committee may be designated by the Administration to serve as an Institutional Building Advisory Committee as defined in Series 80302, Section 1 of the Regents’ Rules and Regulations in order to review new construction projects and plans for remodeling and renovation of facilities proposed by the University. In this case, the Committee will have no further direct responsibilities after the contract is awarded although it may be available for consultation as requested by the administration or the project architect or engineer.

In addition, or, alternatively, in accordance with Series 80302, Section 2 of the Regents’ Rules and Regulations, the President may appoint an Ad Hoc Project Building Committee.
composed of, but not limited to, representatives of the departments, programs, or divisions that will occupy the building. In this latter case, the Chair of the Campus Facilities Committee, or his or her delegate, shall be an ex officio member of each such Ad Hoc Project Building Committee. An Ad Hoc committee works with the U. T. System Office of Facilities Planning and Construction (OFPC) to prepare a facility program in accordance with the Facilities Programming Guidelines maintained by OFPC.

3. Long-range campus planning. On the basis of its knowledge of utilization of current facilities and involvement in project planning, the Committee is charged to suggest and/or review long-range plans for the development of the campus.

The Committee shall be composed of no fewer than ten voting members appointed by the President; and shall include at least four faculty members, two deans, one student, one representative of the Student Affairs staff, one representative of the library staff, and one representative from off-campus. The Executive Vice President and Provost, the Dean of Graduate Studies, the Assistant Vice President for Facilities Management, the Executive Director of Strategic Planning and Analysis, the Vice President, Chief Information Officer, and one representative from the Staff Council serve as ex officio members. The term of office for Committee members shall be for three 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. The Vice President for Business Affairs shall serve as the Responsible University Official for this committee.

To ensure continuity, appointments of Committee members will be for staggered terms so that one-third of the appointments expire August 31 of each academic year. The Chair of the Committee shall be appointed by the President annually.
COMMITTEE ON ACADEMIC INTEGRITY

The Committee on Academic Integrity is a concurrent committee of the Academic Senate of The University of Texas at Dallas charged to provide analysis and guidance on policy and best practices in the area of academic integrity. The Committee shall provide policy recommendations to the Academic Senate and to the Assistant Vice President for Student Affairs and Dean of Students with regard to best practices for the prevention of, and disciplinary measures for, academic dishonesty.

The Committee shall consist initially of nine faculty members, including at least one member from each School, plus two students. The faculty committee members shall be nominated by the Committee on Committees. A representative of the Library staff shall serve as a non-voting member. The President of the Student Government Association shall nominate the student members. The Director of Libraries shall nominate the library representative. The Assistant Vice President for Student Affairs and Dean of Students, or designee, shall serve as the Responsible University Official (RUO).

The term of office of the faculty committee members shall be two years, effective September 1 to August 31, staggered in time to make approximately equal numbers of appointments expire each academic year. Members may be reappointed for additional terms. If for any reason a Committee member resigns, the President, upon nomination of the Academic Council, shall appoint another individual to serve the remainder of the unexpired term. The Chair and Vice Chair shall be appointed annually by the President from the faculty members of the Committee.

In collaboration with the Assistant Vice President for Student Affairs and Dean of Students, the Committee shall collect and analyze statistics on violations of academic integrity, and shall report these statistics annually, but no later than August 31, to the Academic Senate.
Committee on Effective Teaching - Annual Report to the Faculty Senate 2007

Committee Members 2007:

Mark Anderson (Chair) – School of Management
Emily Tobey (Vice-Chair) – School of Behavioral and Brain Sciences
Charles Bambach – School of Arts and Humanities
John Fonseka – Erik Jonsson School of Engineering and Computer Science
James Marquart – School of Economic, Political and Policy Sciences
John Sibert – School of Natural Science and Mathematics

The Committee met twice during the 2006-07 academic year, on November 14 and on May 8. Chairs of the School Committees on Effective Teaching were invited to the second meeting. The Committee asked for reports from the various school committees on effective teaching and received written reports from two schools and verbal reports from other schools. Most school committees were surprised to receive the request from the university committee because this reporting has not happened in recent years.

Activities of School Committees

Most school committees perform classroom visits to evaluate teaching of faculty members who are coming up for review. The scope and depth of these reviews varies considerably across schools. The School of Behavioral and Brain Sciences performs comprehensive teaching evaluations that go beyond classroom visits. At least one department in the School of Natural Science and Mathematics has faculty members visit classes and stay after the instructor has left the classroom to interview students about the class.

In addition to faculty evaluations, some committees make recommendations for school teaching awards. The School of Management, for instance, provides teaching awards for graduate and undergraduate teaching by full-time faculty and additional awards for teaching by adjunct faculty, Ph.D. students and online teaching.

Center for Excellence in Learning and Teaching

The Committee is interested in the development of the Center for Excellence in Learning and Teaching (CELT) and has invited the Center’s director, Dr. JoyLynn Reed, to meet with us and provide information about the center and its activities. We think that the Committee can play an important role in facilitating discussion and work between CELT and the faculty.

Quality Enhancement Plan

The Committee is also interested in the implementation of the Quality Enhancement Plan. The Committee was asked to provide input to the plan which is focused on enhancing learning in science and mathematics.
Teaching Scholarship at UTD

Members of the Committee observed that teaching scholarship may not be as prominent as it could be in faculty reviews. An important concern is that faculty member files may not include sufficient information to enable individuals and committees performing reviews to effectively assess teaching scholarship. The Committee discussed two ways that this information may be improved. First, faculty members may prepare teaching portfolios that provide evidence of teaching quality. Dr. Reed indicated that CELT would assist faculty members to prepare these portfolios. Second, teaching evaluations done by school committees could be enhanced to provide more rigorous evidence of teaching success. The Committee was impressed with the comprehensive reporting system used by the School of Behavioral and Brain Sciences.

The Committee offers the following recommendations for consideration by the Faculty Senate.

Recommendations

1. To promote development of teaching portfolios to be used in faculty review, we recommend that faculty members coming up for review be advised that CELT will assist them to develop teaching portfolios.

2. To facilitate more comprehensive teaching reviews of faculty members and to enhance reporting by the school committees, we recommend that the University Committee send the Chairs of the School Committees a letter at the beginning of each academic year with information similar to that included in the appendix.

3. To enhance the functioning of the University Committee, to facilitate correspondence between the school committees and to provide an effective forum for faculty input to CELT, we recommend that the University Committee on Effective Teaching include as members the Chairs of all School Committees on Effective Teaching.

4. To facilitate a partnership between the faculty and CELT, we recommend that the Director of CELT be a non-voting member of the University Committee on Effective Teaching.
Appendix: Information to be distributed to School Committees on Effective Teaching at the beginning of the academic year.

From Academic Senate Documents—Department By-Laws

12. Relation to school Committee on Effective Teaching. A school Committee on Effective Teaching is mandated by POLICY MEMORANDUM 96-III.21-70, which requires in part:

A. A teaching evaluation procedure developed and administered by an independent faculty committee.

B. Written objective standards for evaluating teaching performance. These standards must include student course evaluations, teaching load contributions, diversity of courses covered, course development and administration, and factors such as thesis and dissertation supervision.

C. Procedures for periodic collection of reliable and verifiable information related to teaching performance including periodic classroom visits by designated faculty to gather direct observation information that supplements information taken from sources such as course syllabi and student course evaluations.

D. Some mechanism for faculty to comment on their evaluations and provide information they feel is pertinent to the teaching evaluation process. Although the policy memorandum does not specifically say that such committees should be elected, “independent” was clearly meant to mean independent of the Dean, so election is at least strongly suggested. In any case, the school bylaws should specify how the membership is constituted, the terms, how they report their results and to whom, and how their procedures are established, whether by the committee, the school, or both in some combined process. The department bylaws should be consistent with the school bylaws.
Teaching Effectiveness Committee Report, School of _______________
Submitted by: ____________________, Committee Chair
DATE_______________________

School’s Statement of Teaching Effectiveness:
What makes teaching effective in your school? What are the qualities and characteristics of faculty and environments in which students’ learning is most effective?

Teaching Evaluation Procedure and Standards:
Describe the procedure, criteria, and standards your committee has determined to use to gauge teaching effectiveness in your school. Include which faculty members will be observed/interviewed as well as how those faculty members were chosen (e.g. volunteered, all new faculty members, all graduate student instructors, etc.).

Activities During _____(Year)
List all class visits, faculty meetings, and committee meetings along with dates. Also, list the additional information collected from faculty members who were observed/interviewed. Such information could include (not an exhaustive or prescriptive list):

1. The Class Visit Notes Reports
2. The Course Syllabus
3. Other Course Materials (exams, project/paper/presentation guidelines, handouts, etc.)
4. Student Course Evaluation Written Comments
5. Student Course Evaluation Statistical Information
6. Grade Distributions Data
7. Faculty Member’s Statement of Teaching Goals/Philosophy
8. Faculty Member’s Explanation of Student Course Evaluations

Recommendations Made by This Committee and/or Further Committee Actions:

Members of the Committee:
Instructions to Class Visitors for Teaching Evaluation

1. **Contact the instructor** and arrange a time for class visitation OR a video recording of the class if the instructor doesn’t want you in the room (it's the instructor's responsibility to arrange for the video recording).

   Ask her/him to provide you with materials that are needed for you to understand the class session(s) you will observe; i.e., the reading assignments, handouts and/or a course syllabus.

2. **Observe at least one class session.** Ask the instructor if this was a representative class session. If not, you should arrange to observe another class session.

   On the basis of what you observed, if you think it would be best to have a second opinion, you should arrange for one or more committee members to also observe a class session.

3. **Use the next pages to take notes relevant to the points listed.** Don't feel that all items must have an entry. If needed, include other relevant observations. Look over the other documents in this series before your visit -- they list numerous points to keep in mind during your class visit.

4. **Make two copies of your visitation notes.** Keep the original in your files, and send a copy to Kent Mecklenberg (Associate Dean Duane Buhrmester’s Administrative Assistant) to file and send a copy to the TEC chair, Anne van Kleeck. These notes need not be typed but please try to write legibly.

5. **Call or email the TEC chair if you have questions.**

Information To Be Obtained by Visitor

(The following are suggestions – feel free to add or delete as per your judgment)

Name of Visitor ______________________
Date of Class Visit ____________________

A. Class Information.

Instructor

Title of course
Type of course (e.g., core vs. elective, ugrad vs. grad)

Days and times of class

Number of students in class

Format of class (e.g., lecture, seminar, student presentation, discussion)

Room configuration

**B. Organization.** (other points in addition to those below may be relevant)

Instructor well prepared?

Students informed about where the lecture/session is going and why?

Presentation structured and cohesive?

Main points clearly explained and illustrated?

Main points related to each other?

Good use of instructional aids?

**C. Pacing the Presentation and Speech.**

Presentation speed appropriate speed?

Good speech (projection, enunciation, vocabulary)?

Distractions (accents, speaking style, gestures)?

**D. Scope, Level, and Relevance of Material.**

Too much or too little covered?

Material relevant?

Degree of difficulty appropriate?

How does material relate with assigned readings?

**E. Cultivation of Interest and Motivation.**

Instructor’s enthusiasm?
Students actively involved in the lecture and discussion?

Instructor conveys openness and respect?

**F. Cultivation of Skills in Critical Thinking and Commutation.**

Class session challenge students to engage in critical thinking?

Students provided opportunity to debate and question vs. passively taking notes?

**Appendix B**

**Guidelines for the Course Review Report**

The report should be organized in the following six sections. An extensive listing is given since it is easier to reject a topic than to think one up! Parenthetically, some comments relating to the "Possible Student Concerns" items, or even some of the subtopics themselves, you may think inappropriate for the Course Review Report, but these may be put on the separate sheet that is not kept on file.

**A. Adequacy of course curriculum.**

1. **Syllabus:** Complete and clear vs. vague or incomplete.
2. **Scope of Course:** Too broad, too narrow, too idiosyncratic, etc., relative to Program objective for the course.
   a. Substantive informational content.
   b. Skill development: e.g., writing, scientific thinking, creativity, group functioning, computers.
3. **Difficulty:** Complexity, amount of material, and workload.
4. **Currentness:** Dated versus timely

   **Possible Student Concerns:**
   - Content redundant with another course (possibly offered by same instructor).
   - Too much material or material is too difficult.
   - Textbook is boring, too difficult, or not appropriate for focus for expectations.
   - Textbook and lecture have little to do with each other.

**B. Grades and feedback given to students.**

1. **Final Grade Distribution:** Too soft, too hard. Be specific (e.g., too many A’s, not enough F’s)
2. **Does grading foster student hostility?**
3. **Amount and Timing of Graded Material:** Too much/little, too frequent/infrequent.
4. **Representativeness of Course Content:** Too much book/lecture/neither.
5. **Grading:** Fair and objective vs. haphazard or subjective.
5. **Feedback Quality:** Extent and usefulness of feedback provided on/by Exams, Papers, Homework, Labs, Presentations, Projects, etc.

   Possible Student Concerns:
   - Exams don’t test material covered in book or lecture.
   - Exams are spaced too far apart; too much material on each exam.
   - Not enough graded material before withdraw deadline.
   - Unclear about what is going to be on exam.
   - Exam too difficult; students feel liked they did poorly even after grades adjusted.
   - Perception of grading as unfair or too harsh.
   - No published policy on missed exams, attendance, late assignments.
   - Exam questions are picky or tricky or poorly written.
   - Essay answers are graded unfairly or subjectively.
   - Unfair weighting of components of course to determine final grade.

C. **Adequacy of instructional methods/process.**

1. This was covered once in the Class Visit Report and that report should be appended to the end of this Course Review Report. The discussion in the Class Visit Report need not be repeated here.

2. The committee should review carefully student ratings and comments concerning the adequacy of the instructional methods and processes. The report *should discuss all consistencies and discrepancies* between students’ perceptions and the perceptions of the committee member that visited the class.

3. The following dimensions of instructional methods/processes should be considered.
   a. Class Information.
   b. Organization.
   c. Pacing and Speech.
   d. Scope, Level, and Relevance of Material.
   e. Cultivation of Interest and Motivation.
   f. Cultivation of Skills in Critical Thinking and Commutation

   Possible Student Concerns:
   - Confusing, rambling, and tangents.
   - Boring, dry, or hard to stay awake.
   - Too fast or too much material.
   - Too little opportunity for discussion.
   - Trouble managing students in class.
   - Not adequate use of visual aids (including chalkboard).
   - Lack depth of knowledge; reads notes.
   - Rehashing of text or readings.
   - Too many overheads or too much material to take notes on.

D. **Objective extent of student gain in knowledge and skills.**

1. Substantive knowledge: Level of knowledge demanded by exams and assignments.
2. **Skill Improvement**: Extent of gain in targeted skills.
   
   *Possible Student Concerns:*
   
   - Didn’t learn anything new.
   - Didn’t learn anything useful; too academic or too applied.

**E. Professionalism**

1. **Conscientiousness**: attend classes, on time, TA doesn’t do all (most) of the teaching, timely grading of exams and papers, office hours.
2. **Ethics**: treating students with respect, no favoritism, etc.
3. **Self-improvement**: Efforts to improve teaching.
   
   *Possible Student Concerns:*
   
   - Late for class; not at office hours.
   - Cancels classes; has TA do all teaching.
   - Doesn’t get papers and exams back in a timely fashion.
   - Hard to reach; doesn’t return calls.
   - Seems disinterested in teaching.
   - Doesn’t respect students; treats students with contempt.
   - Flirts or otherwise expresses favoritism.

**F. Summary of Strengths and Weaknesses/Recommendations**

1. List in bullet format the main strengths of the course and instructor.
2. List in bullet format the committee’s main recommendations for improving specific aspects of instruction.

**G. Signatures** -- See Sample Course Review Report. All three subcommittee members must sign the report.
Core Curriculum Committee  
Annual Report 2006-2007

The Committee on Core Curriculum met in conjunction with the SACs Core Curriculum Committee numerous times during the year. A main issue for the committee was to clean up the core:

- Remove all courses with “v” hours from the core.
- Reduce the number of upper-level classes in the core
- Reduce the total number of courses in the core

In conjunction with this project a Course Inventory Tracking Form was developed to help the Registrar’s Office keep track of changes.

The SACs Core Curriculum Committee was mainly concerned with how to assess the core. This report will not address those issues.

**ADDITIONS:**

Twenty seven courses were added to the core. MGT added AIM 3311/BA 3311 to eventually replace BA 4305 as the advanced writing requirement. Other additions were courses to replace the “v” courses that were removed. Some courses were added because they were cross-listed with core courses.

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Forty eight courses were removed from the core. This includes all “v” courses and many upper-level courses.
CHANGES:

Seven courses were moved from 4000 to 3000. GEOS 3332/GEOS 3132 was moved to NATS 2332/2132. BIOL 4v99 was change to BA 4399.

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Respectfully submitted,

Mary Chaffin
Chair, Core Curriculum Committee

August 14, 2007
Scholarship Committee 2006-2007
Final Report

by

Elizabeth Salter, Ph.D.
Chair of Scholarship Committee

The 2006-2007 Scholarship Committee:
Members: Phillip Anderson (NS&M), Michael Coleman (Undergraduate Dean), Austin Cunningham (Graduate Dean), Euel Elliott (EPPS), Rodolfo Hernandez Guerrero (OIE), Candice Mills(BBS), Simeon Ntafos (ECS), Steve Perkins (Management), Maria Ramos/Richard Cummings (Financial Aid), Liz Salter (GS), Barbara Seale (Endowment Compliance) Sue Sherbet (Student Affairs) and Michael Wilson (A&H).

This committee planned to meet once a month beginning on October 6, 2006 and ending in July 2006. We met in person on October 6th and November 17th. In the October meeting we discussed the scholarships to be awarded in the fall- the Aagae and Margareta Moller Scholarship for veterans of the war in Iraq and Afghanistan, the Jay and Ruth Pack Foundation Holocaust Studies Scholarship, the Women’s Center Scholarship and the International Education Fund Scholarship (IEFS/OIE). In the November meeting we awarded one Holocaust Studies Scholarship, 6 Moller Scholarships, and 15 IEFS Scholarships. There was no December 2006 meeting, nor one in January 2007. Beginning in January we began discussing all scholarships via email, with votes tallied by the Chairperson. Members of the committee were given access to the EDE Financial Aid drive, where all the applicants for each scholarship were listed along with an excel spread sheet. To help with the decision making, the chair of the committee created a spread sheet which listed the qualifications required for the award (as posted on the scholarship application), along with GPA, school and class level as collected by the Financial Aid Office. The chair screened applicants to make certain that they qualified for the awards for which they had applied. Often students apply for every scholarship without checking the eligibility requirements. Applicants who applied for need based awards had to have filed a FAFSA; late applications were not considered, etc. The spread sheet was then sent around to the committee with all the applicants on it, and notations made beside the names, such as ineligible- late application, or has received other scholarships totaling X amount. After the list was created, then the chair made suggestions as to the “best fit” among the applicants based on either scholarship/need/ or both, and the suggestions were sent to the committee with the reasoning behind the choices. The committee members replied to the emails with attached spread sheets, with questions, comments, and either acceptance or rejection of the suggestions. The chair kept a tally of the return votes in an electronic file, and also a tally sheet for the email responses. We began with the email deliberations in January with the Minnie K Patton Scholarship (10 recipients) and one Women’s Center Scholarships. Since everything went so well, we decided to continue the email process. In March we approved the proposed candidate rankings made by the Northwood Women’s Club, and made a decision to award two of their
three ranked candidates with the scholarship. We also named a “runner-up” in case one of the two initial candidates for Northwood was unable to accept the award. In April, 2007 we awarded 40 OIE/IEFF scholarships for travel abroad. In May we recommended 3/5 applicants ranked by the Alumni Association for scholarships. At the end of May we awarded/re-awarded 4 Anson Clark Presidential Scholarships to an entering junior, a graduating senior who plans to attend graduate school at UTD and two to last year’s junior admits. Late in May we were informed that the Betty and Clifford Johnson Graduate Scholarship was moved from the purview of the Scholarship Committee to Dean Cunningham’s Office. Also in May we awarded 11 Wells Fargo Scholarships. In June we awarded 6 Seldon Leavell Scholarships, 2 Amelia Lundell Textbook Scholarships, one Richardson Women’s Club Scholarship, 14 Moller Veteran Scholarships, 6 OIE/IEFF Scholarships, and 4 Caddell Scholarships. Also in June the new additions to the bylaws were also approved by the Academic Senate. Finally in early July we awarded the final three scholarships -3 Pinch Scholarships, 2 Greater Texas Scholarships and one Henry Scholarship. The final meeting was August 3, 2007 to discuss the final report, a new recipient for a transfer scholarship (since the original awardee decided not to come to UT-D, and to have a final look at the bylaws. Present at the final meeting were Rich Cummings, Candice Mills, Simeon Ntafos, Maria Ramos, Liz Salter and Barbara Seale. The meeting ended with some suggestions as to how to improve scholarship application viewing by the committee, and we decided to remove scholarships that had been awarded from the on line viewing fields and to make the excel spreadsheets “workable” rather than copied images.

The majority of the scholarships were awarded in May, June, and July. This is why it is so important for members of the Scholarship Committee to be available during the summer so that their input can be sought.

The 2006-2007 Scholarship Committee was successful in awarding scholarships before the end of the summer, so that students could be notified of their awards before fall classes began. This in turn reduced the amount of financial aid and/or student loans needed. This also helped to avoid confusion that we had in the past where sometimes awards made by the scholarship committee related to the current year, and sometimes for the next year. It was difficult for the Scholarship Committee to track the awards by student and by year. Now with most of the awards going to students in the following year, it is easier to track awards and to provide a more equitable distribution of funds.

In total, the current Scholarship Committee awarded almost $261,000 in scholarships, with $137,000 of that total awarded to 62 UTD students to study abroad. The Scholarship Committee was successful in its goal of reaching many students because 119 students were awarded scholarships with an average award of @$2,195. During the past year, the generosity of our donors and the increase in the number of scholarships has had a dramatic impact upon the number of students receiving awards.

Several questions and procedures came up during the tenure of this committee, which after discussion and resolution, were added to the bylaws of the committee. The
bylaws will assure consistency in the evaluation of applications from one year to the
next even as the membership of the committee changes.

If at some point later in time, there are sufficient guidelines and rules established,
then the awarding of scholarships could be passed from the Faculty Scholarship
Committee to a more centralized Scholarship Office housed within the Office of
Financial Aid.

Respectfully submitted by:

Elizabeth Salter, Ph.D.    August 18, 2007
Scholarship Committee By-laws

Guide to by-laws

Students should be aware of all the Scholarship Committee by-laws as they will affect the awarding of scholarships. They have been accepted by the University Senate. There are some which specifically pertain to the Study Abroad/International Travel Scholarships (11, 12, 13, 14, 19, 20).

1. Letters of recommendation will only be accepted from UTD faculty and advisors, except in the case of transfer scholarships where letters will be accepted from external faculty.

2. Late applications will not be considered.

3. Students applying for all but the “entrance” scholarships must be degree-seeking and have successfully completed 12 hours at UTD at the undergraduate level, or 9 hours at UTD at the graduate level, except in cases where the conditions of the scholarship require exceptions.

4. The Committee will award as many scholarships as possible before the beginning of the fall semester to help with retention and to reduce financial need. This means that the Scholarship Committee appointed in the fall has to meet during the fall, spring and most importantly during the summer.

5. The Committee will start awarding scholarship monies for the upcoming fall beginning in April of the same year. This means that the bulk of the work of the Scholarship Committee will be conducted over the summer, and so members of the committee should be selected who are available to serve over this time frame.

6. When there is any mention of financial need as a criterion in the scholarship, the Committee requires that a “FAFSA” form be submitted.

7. The Committee will award scholarship monies as equitably as possible since there are a large number of applicants who apply for all the advertised scholarships. The Committee will try to award the largest scholarships first. Students who receive these large scholarships will then be eliminated from eligibility for the lesser scholarships. Sometimes, when several eligible students received smaller scholarships, the committee may decide to make different levels of awards within a single scholarship so that one student might receive a single scholarship worth “X,” and someone else of similar caliber, might receive two scholarships which combined, totaled up to “X.”
8. Decisions of the scholarship committee are final. They are not subject to appeal. Members of the committee should not be contacted by students who want to know why they did not get an award. The Committee will notify students whose applications were not accepted to tell them the reason why when it is appropriate to do so (such as their application was received late, they did not have appropriate references, or sufficient references etc.).

9. For prestigious awards, “runners up” will be chosen in case the initial awardees decline or cannot accept the award.

10. If students are awarded a scholarship to be disbursed over two semesters, the award will be divided over the two semesters. Students receiving a two-semester award who will be attending only one semester will receive one half of the total award.

11. International Education Fund Scholarships (IEFS) awarded to go to a stated location cannot be transferred to a different location. If the student does not go to the stated location the award will be forfeited.

12. A student who has received a small IEFS award for a specific trip to may reapply in subsequent semesters of the same academic year for increased funding for the same trip. IEFS scholarships are dependent upon the number of applicants and the availability of funds.

13. If a student receives money for one IEFS trip, the Scholarship committee will not consider them a high priority if they apply for a second trip. In effect this means that the Scholarship Committee would not normally disburse money to someone for a second trip. Also students who have been awarded other scholarships which provide money for travel will not be considered high priority.

14. Student’s who apply for the IEFS should use the Committee’s UTD IEFS form. This includes a financial statement of resources needed to travel abroad and a statement listing specific educational objectives and how the courses taken abroad will transfer back to UTD for use in the applicant’s degree program. The form makes it clear that the purpose of the IEF Scholarship is to supplement student expenses, **NOT to cover the cost of most or all of the trip.**

15. All members of the Scholarship Committee will have computer accounts set up that will enable them to view Scholarship Applications on line. This will involve encryption software, and any other measure to ensure the security of student information (FERPA)

16. For Scholarships which are reviewed by outside parties (donors), the scholarship review process will be undertaken on campus to ensure confidentiality of student records.
17. Applications of “Consortium students” will only be considered if the majority of the courses are being taken at UTD.

18. To facilitate students who wish to apply for departmental scholarships, the Committee will name a departmental contact for each department. This contact information is provided to the Financial Aid Office.

19. The Scholarship Committee will not award IEFS (International Education Fund/Study Abroad) Scholarships to students who have not gone through the International Education Office to complete and have accepted the institutional Protocol, including the “Pre Approval Course Form” or “Out of State, Foreign and Field Trip Course Approval Form.” These forms are to help ensure that students have a safe and worthwhile travel experience.

20. When a student is awarded an IEFS Scholarship and then does not go, the university will keep the designated funds in the IEFS/Study Abroad general account to award to other applicants in subsequent semesters. Concurrently, the Scholarship Committee will also designate that this student has received an award and is therefore the lowest priority for future Study Abroad awards. (There are always exceptions of course such as if the class does not make or if an institution cancels a class.) If the reason is personal, however, such as not having enough money saved, the student is not behaving responsibly. The second reason is that the size of the awards is decided partially by the number of applicants. If students who are not serious about their educational travel experience get awards, then the students who actually travel end up with smaller awards.

21. Scholarship applications require new documentation including letters of recommendation with each application. It is not sufficient to refer to dated material of the previous years or materials not submitted with the application that may be on file somewhere in the university.

22. Students who wish to graduate in December, and to use a scholarship over the summer and fall which is actually designated for use in the fall and spring must meet the following conditions:
   a. There must be sufficient funds in the scholarship account to accommodate this request;
   b. The student must not have problems of “scholarship overload” with the financial aid office;
   c. The student must be taking a full course load (as defined in the catalog) in both summer and fall semesters; and
   d. The student must intend to graduate in December and be successful in that endeavor. In other words, if a student did not graduate in December as planned, he/she would not be eligible to request additional funds from that scholarship.
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$ 260,979.76
Faculty Mentoring Program  
University of Texas at Dallas

As a result of our meetings in 2006-2007, the Mentoring Committee would like to establish a university wide Faculty Mentoring Program to assist new faculty transitioning to UTD and support the professional advancement of faculty at all ranks. This would be accomplished by increasing institutional capacity for maintaining a highly qualified faculty initiating a portfolio of mentoring and development activities. The program would be designed to meet three goals: 1) orient faculty to the culture and organization of the institution, 2) increase faculty’s effectiveness through improved access to information and development opportunities, 3) facilitate the attainment of individual career goals from assistant through full professorships.

Structure

New faculty:

We recommend that Faculty Mentoring Program (FMP) for new faculty adopt a “team mentoring” model. This involves assigning two or more mentors to each new faculty member, with different mentors focusing on different skills. Team mentoring also provides Mentors with a forum to help troubleshoot and answer questions. The FMP will assist department chairs in finding and assigning appropriate mentors. In addition, the program will provide semi-monthly events (luncheons, seminars, ‘brown bags’) on topics of interest to new faculty and mentors, and semi-annual luncheon sessions for department heads. The sessions for new faculty will focus on topics such as “tenure strategies”, “getting the mentoring you need”, publishing, grantsmanship, balancing work/life issues, etc. For mentors, a workshop on how to be a good mentor would be useful.

The sessions for department heads will include a national level speaker to delineate the qualities of good mentors, methods for selecting mentors, mentoring needs of women and minority faculty, and other topics of interest. The FMP will also maintain a website with information that parallels faculty orientation. This site will provide strategies for getting needed mentoring, finding faculty with similar personal interests, and ideas for how to be a good mentor.

Existing faculty:

We also recommend programs for tenured faculty. These programs would include topics such as promotion to full professor, moving into leadership roles (department head, dean), directing a center, etc. In addition, a website providing information and links relevant to faculty at different stages in their careers will also be developed.

Benefits

Benefits of the program to the institution include increased hiring, retention, and promotion of women and minority faculty; increased productivity and job satisfaction; a climate of collegiality and cooperation; and the opportunity to nurture future institutional leaders. Benefits to the Mentees include assistance in defining career goals that may improve chances for tenure and promotion (from assistant professor through full professor and could include mentoring in university leadership), improved access to UTD information and resources, a better understanding of the UTD organizational structure and culture, and practical advice on balancing the faculty workload with the sometimes conflicting demands of family. Benefits to the Mentors include the satisfaction of having helped a colleague, having contributed to the overall success of the university, joint research potential, and improved mentoring skills.
Challenges to Success

There are two challenges: 1) a shortage of faculty trained and willing to be mentors, and 2) lack of infrastructure for managing such a program. Good mentors are scarce. The best mentors must be good teachers, have an active research program and possess the personal qualities required for good mentorship. Faculty members who are recognized for these attributes have little time because they are regularly asked to participate in so many other projects. Team mentoring helps reduce the workload associated with mentoring, and group activities often make the best use of scarce faculty expertise.

While such a program may fall under the new Center for Teaching and Learning Excellence, it will need a staff person to organize programs and to interact with both Mentees and Mentors. In addition, programmer time to develop and maintain the relevant websites is needed.

### Annual Proposed Budget

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| Total                                                               | $ 43,500       |
The Faculty Standing and Conduct committee met several times over the course of the 2006-2007 academic year to review faculty files at the request of the Executive Vice President and Provost, and the Associate Provost.

The committee advised that more information be submitted to allow for adequate review of the first faculty file, a Periodic Performance Evaluation. After receiving additional material, and continuing deliberations, the committee concurred with the Provost in the assessment of the faculty member.

In regards to the Periodic Performance Evaluation of a second faculty member, the committee endorsed the remediation plan designed to enable this faculty member to improve in the area of teaching.
Dear Colleagues:

There is a conflict presently underway between representatives of the Council of Regional Higher Accrediting Associations and the U. S. Department of Education, representing the Bush administration, of potentially great importance for the quality and character of American higher education. The U T System Faculty Advisory Council believes that UT faculty should be made aware of it.

Over the last few months, representatives of the Department of Education have been negotiating with representatives of the Council of Regional Accrediting Associations, regarding the recommendations the Department would make regarding accreditation in the reauthorization of the Higher Education Act, which governs the administration of federal higher education programs. References to “Title IV funding,” which one often encounters, are to Title IV of this act, which governs the administration of federal student financial support programs. The act was originally passed on October 1, 1998, and was due for reauthorization in 2006, but this has been delayed.

A crucial feature of the Act that allows the regional accrediting agencies to be recognized by the federal government such that failure to be accredited also means that institutions are not eligible for Title IV funding, and apparently also for other federal funding. As federal funding has become increasingly important, so has the potential for the abuse of this power. It allows federal administrators to demand quid pro quo’s from accrediting agencies, in the form of “We enhance your authority, so this is what you have to do for us.” And it gives agencies like SACS the power, in turn, to impose criteria for accreditation that the SACS members themselves do not originate and would not accept. This is what has been happening, and what we have been facing.

It is not publicly clear when the Department of Education’s pressure on the accrediting agencies began, but judging by the apparent results it was probably very soon after the Bush administration took office. Their rationale was stated publicly in the report of the special commission Secretary Spellings convened the Commission on the Future of Higher Education to make recommendations. Charles Miller played a prominent role. The report is titled A Test of Leadership: Charting the Future of U. S. Higher Education, but is more usually known as the Spellings report. A “pre-publication copy” dated September 2006 is on the web at http://www.ed.gov/about/bdscomm/list/hiedfuture/reports/pre-pub-report.pdf. It is not long. It is essentially a series of sweeping statements to the effect that American higher education has been so superior for so long that we have lost our edge and are no longer competitive, and ends with a series of recommendations suggesting that the remedy lies in greater transparency and accountability.

The issues in the negotiations were described from the academic side in a letter dated May 1, 2007, from Barbara Beno, Chair of the Council of Regional
Accrediting Agencies, to the Presidents of the constituent institutions regarding
the negations that have been going on between CRAC representatives and the
representatives of the Department of Education. The letter gives five principles
that the CRAC negotiation position was based on. Essentially, these embody the
ideas of self-assessment and peer review. The letter is available on the web at

The main individuals at the Department of Education are Secretary Spellings;
Cheryl Oldham, Chair of the Commission on the Future of Higher Education;
Charles Miller, member of Spelling’s Commission on the Future of Higher
Education; and Vickie Schray, Deputy Director for Management and Planning
and ex officio member of the Commission.

None of these are experienced in university or even four-year college education.
None are scholars or scientists. Spellings has a BA in Political Science from U of
Houston and worked on No Child Left Behind. Before that, she worked as
political director for Bush’s first gubernatorial campaign in Texas and then served
as a senior advisor to him as governor. Her husband is a strong proponent of
school vouchers. Miller has a bachelor’s degree in mathematics. He is an
innovative and very successful investment portfolio manager. He has served on
five different boards of regents and trustees, including the U T System. He has
never held a teaching position of any kind. Cheryl Oldham has a JD from Saint
Mary’s and a BA from Texas Christian. She was appointed to the Dept of
Education after serving as White House Liaison. Vickie Schray once worked for
the Mount Hood Community College, in Oregon, in vocational training. From
there she headed a state task group on the topic. She has subsequently mainly
been in government at the Department of Education, still concerned with
vocational programs in various ways. She has a BS from Oregon State and an MS
from Portland State. The Dept of Education website does not indicate the
subjects.

Barbara Beno’s letter suggests that the reason that the accrediting bodies have
now stopped giving in to the Department’s pressure is that it finally came down to
defending or failing to defend the basic idea of peer review per se. It has become
inescapably clear that the White House aim is control from above in pursuit of an
agenda that reflects the interests of at least three different groups. First, they are
evidently beholden to for-profit educational corporations, on whose behalf they
have been trying to force accrediting agencies to force public institutions to accept
credits from other institutions without regard to their accreditation status. What
this would mean, for example, is that Texas could not require for-profit
educational companies to be accredited in Texas before their degrees can be
recognized. According to Charles Miller’s own website on the Bush education
advisors, they also have a strong interest in vouchers. Second, they have been
pushing for TAKS type testing, described by them as the application of "external"
standards as opposed to assessment only in terms of the missions of the
institutions. And third, they are trying to insist that "the proposed regulations add
a provision requiring an accrediting agency to demonstrate that it applies its standards in a manner that does not undermine the stated religious mission of any institution of higher education” (from the May 1 letter). This would, presumably, mean that the schools controlled by religious bodies could not be denied accreditation for firing faculty—even tenured faculty—who refused to doctrinal lines, as had happened in a couple of schools controlled by the Southern Baptist Convention since it has been taken over by a right wing group that is an important component of the “Christian right.”

The Department’s negotiating position described in the CRAC letter is that if the representatives of CRAC do not agree with all of their demands, the administration will consider that no agreement has been reached at all and will be free to recommend whatever rules it wishes.

A letter from Barbara Beno to the CEO’s of SACS’s constituent organizations dated June 4 said that CRAC had held to its five principles and that the negotiations had ended without agreement.

The Department’s position obviously represents an application of right-wing or libertarian free-market ideas to higher education. The rhetoric is that they seek only to provide "accountability" and "transparency" so parents and prospective students can make better choices. The assumption behind this is that higher education is a commodity. The problem, they suggest, is only to make this more clear. This has the neat rhetorical implication of letting them portray themselves as consumer advocates demanding truth in packaging, while painting higher education itself into the position of evil corporations resisting disclosure. The problem with it, of course, is that higher education is not a commodity and there is no evidence whatever that the kind of measures they are attempting to impose have any direct relation to its value, or that imposing them would improve its performance.

If the imposition would be successful, the logical effect would be that of a self fulfilling prophecy—it could indeed turn American higher education into a commodity, a relatively uniform product in which the "consumer" was mainly concerned with finding the cheapest producer. And the deepest aim, which could only be imposed by applying more and more governmental force against the predictable resistance, is to orchestrate a victory for those who equate social order and societal strength with subordination to control from above, and who are the in fact the natural and historic enemies of the kind of creative liberation and service to others that higher education really stands for.

These and other actions by the Department have been of increasing concern to a bi-partisan congressional oversight group. According to a story in Inside Higher Ed, twelve of the 20 members of the U.S. Senate’s education committee wrote to Secretary Spellings on September 6, 2006, questioning her plan to use an upcoming “negotiated rule making” process to consider implementing some of the
recommendations of the Commission on the Future of Higher Education. The bipartisan letter was signed by Senators Michael B. Enzi (R-Wyo.) and Edward M. Kennedy (D-Mass.) as the committees ranking members, and Lamar Alexander (Tennessee), Christopher Dodd (Connecticut), Richard Burr (North Carolina), Johnny Isakson (Georgia), Mike DeWine (Ohio), John Ensign (Nevada), James M Jeffords (Vermont), Parry Murray (Washington State), Jack Reed (Rhode Island), and Hillary Rodham Clinton (New York).

The letter is reproduced on the web at:

The Department’s plan is at http://insidehighered.com/news/2006/08/21/regs

The FAC agreed that this was an appropriate concern for a body representing faculty. It has authorizing circulating this information for two main reasons. The first is simply to inform faculty and allow them the opportunity to exercise their rights and powers as citizens, writing to legislators or others as they might see fit. It should not remain simply between university presidents and the accreditation commissions. Secondly, however, we believe that we should consider what kind of joint action might be appropriate, not so much by way of lobbying but rather by way of contacting concerned members of Congress in the capacity of expert witnesses.

Murray J Leaf,
Speaker of the Faculty, U T Dallas, for the UT SysFAC

The following weblinks provide additional background. The last is to a remarkably well drafted resolution of the Faculty Senate of the Hawai’i Community College, supporting CRAC.

This is the May 1 letter from Barbara Beno.

Charles Miller’s website on Bush education advisors.
http://www.charlesmiller.org/charles_miller_Houston_articles/bush_education_advisors.html

Testimony by representative of the University of Phoenix before the House Subcommittee on 21st Century Competitiveness in opposition to the regional accrediting body’s insistence that universities be accredited by the bodies in the regions that they operate.

A little background on Bush’s effort to provide federal support to religious organizations to engage in training and other activities without complying
with non-discrimination requirements of Civil Rights Act.
Information on the Web on the conflict with the Bush Department of Education.

Inside Higher Ed story on D of Ed policies and first reactions to them, focusing on Miller.

Spellings report:
http://www.ed.gov/about/bdscomm/list/hiedfuture/reports/pre-pub-report.pdf

Schools Matter: education blog with lots of links:

Key GOP Senator Warns Spellings
Good background story in Inside Higher Ed.

Council on Higher Education government relations page—lists a number of bulletins that are relevant,
including these:

- **Number 34, January 24, 2007**
  Offers information about the House of Representatives and Senate committees that will address reauthorization of the Higher Education Act in the new Congress. Summarizes recent activity related to the recommendations of the U.S. Secretary of Education's Commission on the Future of Higher Education including the appointments to the Accreditation Committee in Negotiated Rulemaking.

- **Number 33, November 14, 2006**
  Describes the effect of the November election and its impact on Department efforts to implement recommendations of the Secretary of Education's Commission on the Future of Higher Education.

Hawai‘i Community College resolution in support of CRAC’s position (draft was subsequently passed).
http://www.hawcc.hawaii.edu senate/ASRes_NegRulemakgRes_May_07.htm