MEMORANDUM
March 2, 2009

TO: Academic Council*

COPY TO: David Daniel  
Hobson Wildenthal  
Andrew Blanchard  
Calvin Jamison  
John Wiorkowski  
Brian Berry  
Michael Coleman  
Austin Cunningham  
George Fair  
Bob Helms  
Serenity King  
Abby Kratz  
Dennis Kratz  
James Marquart  
Bert Moore  
Hasan Pirkul  
Myron Salamon

FROM: Office of Academic Governance

SUBJECT: Academic Council Meeting

The Academic Council will meet on Wednesday, March 4, 2009 at 2:00 p.m. in the Osborne Conference Room (ECSS 3.503). Please bring the agenda packet with you to the meeting. If you cannot attend, please notify me at tkbrown@utdallas.edu or x6741.

Attachments

*Distribution: 2008-2009 Academic Council  
Cy Cantrell  
Jay Dowling  
Jennifer Holmes  
Marilyn Kaplan**  
Robert Kieschnick  
Murray Leaf*  
Dennis Miller  
Simeon Ntafos  
Ravi Prakash  
Tim Redman  
Steven Rosson  
Liz Salter
AGENDA
ACADEMIC COUNCIL MEETING
March 4, 2009

1. CALL TO ORDER, ANNOUNCEMENTS & QUESTIONS DR. WILDENTHAL

2. APPROVAL OF THE AGENDA DR. LEAF

3. APPROVAL OF MINUTES DR. LEAF
   February 4, 2008 (February meeting)

4. SPEAKER’S REPORT DR. LEAF

5. FAC REPORT DR. LEAF

6. GUEST SPEAKER AT SENATE MEETING DR. KAPLAN
   (Rhonda Blackburn regarding classroom technology changes)

7. COST CONTAINMENT ISSUES (key topics of March 5th mtg.) DR. LEAF

8. SENATE BYLAWS CHANGES DR. LEAF

9. DRAFT SURVEY ON FACULTY TIME USE DR. LEAF

10. COPYRIGHT LICENSE DR. KAPLAN

11. REPEATED COURSE WORK DR. CANTRELL

12. MS IN MANAGEMENT & ADMINISTRATIVE SCIENCES DR. CANTRELL

13. INFORMATION ITEM ON CHANGE IN THE INSTRUCTIONS DR. CANTRELL
    FOR THESES AND DISSERTATIONS

14. AGENDA FOR SENATE DR. LEAF

15. ADJOURNMENT DR. DANIEL
Academic Council Minutes  
February 4, 2009

UNAPPROVED AND UNCORRECTED MINUTES

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

Academic Council Meeting  
February 4, 2009

PRESENT: Cy Cantrell, Jennifer Holmes, Marilyn Kaplan, Robert Kieschnick, Murray Leaf, Dennis Miller, Simeon Ntafos, Ravi Prakash, Tim Redman, Liz Salter

VISITORS: Andrew Blanchard, Calvin Jamison, Serenity King, Hobson Wildenthal

1. CALL TO ORDER, ANNOUNCEMENTS, QUESTIONS

Dr. Wildenthal called the meeting to order. Dr. Daniel is in Washington today and Austin on Friday, February 5th.

Dr. Wildenthal announced the big issues this legislative session are public education tuition, concealed handgun law and federal contributions.

Question regarding plans for re-routing traffic around campus. Drive A will become pedestrian only. There will be no through traffic on campus. There will be the circle drive coming in off of Campbell for drop off and pickup. Dr. Jamison recognized the inconvenience due to the construction and stated that it will be this way for awhile.

Dr Kaplan noted that the inclement weather text message notice went out at 4:00 a.m. Can this be set to go out at 6:00 a.m. when the news channels are notified? Dr. Wildenthal said he would follow up.

2. APPROVAL OF THE AGENDA

Dr. Redman moved to approve the eighteen item agenda for this meeting as circulated. The motion was seconded by Dr. Cantrell. The motion carried.

3. APPROVAL OF THE MINUTES

Dr. Redman moved to approve the minutes for the December meeting as circulated. Dr. Cantrell seconded the motion. The motion carried.

4. SPEAKERS REPORT
A. Judicial Affairs Procedures memo circulated from Michelle Nickerson. This is a widespread issue. OGC is currently researching the issue and the lack of accountability by Judicial Affairs. Dr. Redman moved to refer the memo to the Academic Integrity committee to address.

B. Graduate Education website issues Dr. Holmes addressed the issue of trying to get a Masters program up and running. The catalog doesn’t reference some programs but references programs that don’t exist. Murray will send out and email to ask faculty to respond to Drs. Blanchard and Cunningham to see how widespread as this issue is.

C. We are having continuing problems with the Senate website and with the Senate filing system that the website files are part of. This has needed attention for a long time. Marilyn is working on it. Evidently, we need more help—a student assistant was helping but has left and has not been replaced. Perhaps we could get a work-study person? If the person works only on the Senate, as opposed to other matters under the Provost, there should be no problem with confidentiality.

D. The staff is very concerned about safety as a result of the recent stabbing incident in ECS. I met with Chris Dickerson on Tuesday for over an hour. We agree that there is much more we can be doing, some at no cost, some at reasonable cost. The most conspicuous point is that there are many issues that intersect, and at the moment there is no one trying to pull them all together. The other conspicuous point is that this problem is almost exactly what the Security and Safety Council is designed to deal with. I therefore prose that we charge the Council with developing an overall safety and security plan. They have already taken upon themselves some of the elements of developing such a plan at their last meeting, which was focused on the same incident. Elements that the charge should include are on the handout.

Dr. Leaf asked if the Council and administration agreed. They did. He will go ahead with it.

Dr. Jamison noted that there is currently an Emergency Management Plan but that some modification needs to be done to it. He suggested that the Academic Senate, Staff Council and Student Government should be included in the processes.

E. Along the same lines, Dr. Leaf noted that he had received a strong request from Tony Champaign to develop a policy requiring that faculty who take students on trips be advised when such students have a record of referral for disciplinary action. We should consider that application for travel should include a waiver to release student’s personal information to faculty.

G. Dr. Leaf noted that he had circulated a proposed program for Senate leadership training to the former chairs but had received no responses. He will circulate it more widely.

H. The Mercury published an opinion by Alex Ransom, described as a “Mercury staff writer,” in favor of a law allowing concealed carrying of handguns on campus. The arguments were the usual pro-gun and anti-anti-gun rhetoric; stop crime, or at least slow it down. Dr. Leaf’s response was published in the issue of Jan 26. Responses to it in turn have been worrisome. Among other things they seem to indicate a complete lack of understanding of present procedures for responding to incidents of firearms or other weapons on campus. This may
indicate a need to put up something like a links page to web and other information on this and other political issues that have immediate bearing on the quality of campus life.

5. FACULTY ADVISORY COUNCIL REPORT

Dr. Leaf reported that there would be a FAC Executive Committee meeting February 13th and that he, Dr. Kaplan and Dr. Bartlett would be attending.

6. PM-30 ANIMAL CARE & USE REVISIONS (HOP)

Dr. Redman moved to add the policy to the February 18th Senate agenda. Dr. Cantrell seconded the motion. The motion carried.

7. WELLNESS COMMITTEE CHARGE (HOP)

Dr. Redman moved to add the policy to the February 18th Senate agenda. Dr. Kieschnick seconded the motion. The motion carried.

8. DISCUSSION OF MARCH SENATE MEETING

Due to the March Senate meeting falling during Spring break it was recommended that the meeting be rescheduled.

Dr. Redman moved to reschedule the meeting to March 25th. Dr. Kieschnick seconded the motion. The motion carried.

9. CHANGES TO THE SENATE BYLAWS

Dr. Leaf outlined the changes to the bylaws. Vice Chair is changed to Past-Speaker; the Caucus is now past and new members. In response to an observation by Dr. Kieschnick, Dr. Leaf noted that the number of Senior Lecturer positions in the Senate is based on the number of Sentorial positions, not the number of Senators actually elected. The wording will be changed to make this clearer.

Dr. Cantrell moved to add the bylaw changes to the February 18th Senate agenda. Dr. Redman seconded the motion. The motion carried.

10. APPOINT ELECTION COMMITTEE

This item was removed from the agenda since the current committee members positions do not expire until August 31, 2009.
11. ELECTION NOMINATION PROCESS (information item only)

The Council agreed that given the present faculty size the election should be for 40 tenured and tenure-track faculty appointments and 4 senior lecturer appointments.

12. PURPOSED ELECTION CALENDAR

January 30, 2009  Appoint ad hoc Election Committee

February 5 and 6, 2009  Distribute nominating petitions to Voting Members of the General Faculty and to Full-Time Senior Lecturers

February 27, 2009  Deadline for Nominating Petitions for Academic Senate to Be returned to Academic Governance Office

March 6, 2009  Ballots for Academic Senate to be distributed to Voting Members of the General Faculty and to Full-Time Senior Lecturers

March 23, 2009  Deadline for Ballots for Academic Senate due in Academic Governance Office

March 30, 2009  Academic Senate election results announced

April 15, 2009  Senate – Elect Caucus
Election of Speaker of the Faculty, Secretary of the Faculty, and Academic Council

May 6, 2009  Joint Meeting – Council/Council-Elect

May 20, 2009  Joint Meeting – Senate/Senate-Elect

13. CEP – INTERDISCIPLINARY STUDIES BYLAW CHANGES

1.0 THE SCHOOL OF INTERDISCIPLINARY STUDIES.

The School of Interdisciplinary Studies (hereafter “The School”) is an academic and administrative unit of The University of Texas at Dallas (hereafter “The University”). The mission of the School of Interdisciplinary Studies is to create and sustain an interdisciplinary environment that advances the integration of knowledge from the liberal arts and sciences tradition with advanced skills in business, technology, and other professional fields. The School uses the curricular resources of the University to build interdisciplinary degree programs on an individualized basis. Advisors work with students to identify their intellectual interests, needs,
and professional goals and to design innovative degree programs that will satisfy them. To assist
students in putting their unique set of skills to work, the School’s Internship Program arranges
professional work experience in diverse career settings.

The School is the administrative home of the Teacher Development Center.

2.0 THE FACULTY
The faculty of the School consists of tenured and tenure-track professors and senior lecturers
who are employed full time. The faculty are appointed to the School of Interdisciplinary Studies,
with specific roles and rights as specified by the University’s Faculty Handbook and these By-
Laws.

2.1 Responsibilities of The Faculty
The faculty collectively, and each individual member thereof, are responsible for the
maintenance of high standards of scholarship and teaching and for the conscientious performance
of their assigned duties and observance of the regulations and policies established by the Regents
of the University of Texas System. Each member of the faculty accepts the obligation to treat
students and colleagues with courtesy and dignity, and to accept a fair share of responsibility for
the conduct of the affairs of the School and the University by service to the institution, to the
discipline or profession of which he/she is a member, and to the public.

Consistent with the policies of the University, the faculty shall establish and/or approve: (a)
educational policy for the School, including approval of academic units, curricula and
requirements for degrees or certificates offered by the School; (b) standards and procedures for
the appointment, promotion, and tenure of faculty; (c) the strategic plan of the School; and (d)
other procedures and policies as may be necessary or desirable, from time to time, for School
governance.

2.2. Meetings and Voting
All members of the faculty may participate in discussion at faculty meetings, and vote on matters
within the cognizance of the faculty of the School or the University.

The faculty shall meet in general session at least once each semester, at the request of the Dean.
The Dean may request a meeting of the faculty at any time on 48 hours’ notice. The Dean also
may call a special meeting of the Faculty on petition by one third of the voting faculty. All
faculty meetings shall be open except in cases involving personnel or other matters authorized by
law to be discussed in executive session.

The agenda for a faculty meeting shall be published at least 48 hours prior to the meeting, except
in cases when notice and publication of an agenda are not feasible due to the urgency of the
occasion or the purpose is solely to provide information as quickly as possible. Except as
otherwise provided in these By-Laws, Robert’s Rules of Order shall be used in conducting the
business of the faculty.
All meetings of the faculty shall be meetings of record. The Office of the Dean shall maintain an open record of these meetings, including the agenda and actions taken at each meeting. Minutes also will be maintained in the Office of the Dean.

3.0 THE DEAN AND THE ADMINISTRATION OF THE SCHOOL
The Dean of the School is appointed and serves at the pleasure of the President of the University (Regents Rules 20102, Section 1). The Dean reports to the Provost/Vice President for Academic Affairs and is a tenured member of the faculty with rank of professor.

The Dean is responsible for enhancing the quality of the School’s programs of instruction and research, for enriching the School’s resources and reputation, and for establishing a stable environment of planning and decision making. The Dean is further responsible for the administration of the School, including preparation and execution of the budget; approval of all personnel actions; scheduling of courses and assignment of duties to members of the faculty; appointment, discipline, and removal of staff and administrators within the school; recommendation to the Vice-PresidentProvost of ad hoc committees for review of tenure and promotion cases; annual review of the performance of faculty; and representation of the interests of the School both within the university and externally. Under provisions of Regents’ Rules Series 20102, Sec. 2 and University Policy Memorandum 96-III 30-68 rev. September 16, 1999 Section II A1, the Dean may delegate responsibilities to other officers of the school, including the Associate Deans and the Program Heads. The appointment of the Program Head is made by the Dean after consultation with the program faculty.

4.0 THE UNITS OF THE SCHOOL
The programs and the Teacher Development Center are the academic and administrative units of the School of Interdisciplinary Studies at The University of Texas at Dallas. They are responsible for developing and implementing instructional plans. These units provide the primary administrative base and a source of intellectual community for faculty. More specifically, these responsibilities may include assistance to the Office of the Dean in annual review and periodic performance evaluations of the faculty, and the discharge of graduate and undergraduate program scheduling and, as appropriate, admissions, advising, and monitoring of student, performance.

Under the leadership of the Associate Dean or Program Head, the academic unit faculty is responsible for: (a) maintenance of the academic quality of the unit that is consistent with standards of the relevant accrediting body; (b) approval of lecturers employed to teach courses in the unit; (c) development and maintenance of an appropriate schedule of courses; (d) recommendations to the Associate Dean or Program Head and thereby to the Dean for improvements in the structure, operation, and development of the unit; and as appropriate; (e) selection of students in the unit for special awards.

5.0 STANDING COMMITTEES OF THE FACULTY
Standing committees of the School of Interdisciplinary Studies may be established pursuant to University rules, by action of the faculty, or by action of the Dean, as provided herein. The Standing committees are:
5.1 The School Executive Committee
The School Executive Committee is chaired by the Dean and consists of the Associate Dean of Undergraduate Programs, and the Associate Dean for Teacher Development. The duties of the committee, but are not limited to: (a) providing advice to the Dean on matters of educational and faculty policy and practice; (b) providing assistance to the Dean in strategic planning for the School; (c) ensuring effective coordination of practices and maintenance of standards among the academic units; (d) approving committee membership other than those committees provided for in these Bylaws; (e) providing assistance to the Dean on matters pertaining to day-to-day management of the School.

5.2 The Unit or Program Committees
Each unit shall have a Unit or Program Committee chaired by the Associate Dean or Program Head. The Committee shall consist of unit faculty. Part time Senior lecturers may be invited to participate ex officio.

Unit Committees shall meet at least once per semester. Unit faculty as a whole shall meet at least once per semester with the Unit Head and the Unit Committee.

A Unit Committee, as chaired by the Associate Dean or Program Head, is responsible for: (a) matters of educational policy and practice that affect a unit’s undergraduate and/or graduate instructional responsibilities; (b) matters of student career development (c) other aspects of unit development and administration and operations.

5.3 The Faculty Personnel Review Committee
The Faculty Personnel Review Committee carries out the responsibilities outlined in the University Policy Memorandum 75-III.22-3. The committee is chaired by the Dean. It consists of tenured faculty appointed by the Dean with approval by majority vote of the faculty. The duties of the Committee include: (a) review of the files of all associate professors annually to determine whether to recommend that ad hoc committees be appointed to consider promotion of any associate professor to professor; (b) advice to the Dean concerning appointment to ad hoc committees for third-year review of assistant professors, promotion and tenure of assistant professors; (c) review of the qualifications of non-tenure-track special appointments and research associate appointments as provided for in procedures adopted by the faculty; (d) advice to the Dean regarding selection of faculty for faculty development leaves; and (e) assistance to the Dean in providing advice to faculty on progress toward tenure and promotion. The Dean may undertake to consider such recommendations and advice in consultation with one or more Heads of affected programs.

5.4 The Committee on Effective Teaching
The Committee on Effective Teaching is mandated by Policy Memorandum 96-III.21-70. Its membership shall consist of the faculty by the Dean in consultation with the Associate Deans.

The Policy Memorandum requires that the Committee develop and administer a teacher evaluation procedure; that it use written objective standards for evaluating teaching performance, including course evaluations, teaching load contributions, consideration of the diversity of courses taught along with course development, and consideration of thesis and dissertation
supervision. The Committee shall also develop procedures for collection of reliable and verifiable information related to teaching performance that includes periodic classroom visits to gather direct information that supplements information taken from sources such as course syllabi and course evaluations. Finally, the Committee shall develop mechanisms for faculty to comment on their evaluations and to provide information they feel is pertinent to teaching evaluation process.

5.5 Other Faculty and Functional Committees.
Such other committees as may be needed to carry out faculty or other functions not assigned to the committees established herein may be established or modified as needed by the Dean with the approval of the Executive Committee. The Dean will maintain and post a complete list of such committees, their charges, and their membership in the administrative offices.

6.0 Standards and Procedures for Review of Non-tenure-System Faculty
a. Non-tenure-System faculty will be reviewed for promotion after 3 years by request of the faculty member only.

b. An independent faculty committee, appointed by the Dean for each faculty member requesting review, will review the credentials of the non-tenure-system faculty.
   • The faculty committee will consist of three faculty members.
   • The faculty committee will consist of either tenured faculty in The School of Interdisciplinary Studies (SIS), higher ranked Senior Lecturers in the SIS or other schools, or tenured faculty members in other schools.
   • The Senior Lecturer being reviewed will submit five names of possible committee members to the Dean.
   • The Dean will appoint at least two committee members from the list submitted by the Senior Lecturer being reviewed.
   • The Dean will appoint at least one committee member from the tenure track faculty in SIS.
   • The Dean will appoint at least one committee member who is a Senior Lecturer of higher rank.

c. The teaching evaluation procedure administrated by the independent faculty committee appointed by the Dean and will consist of:
   1. Teaching Portfolio
      • Course syllabi for the last three years
      • Examples of teaching materials
      • Statements by students or faculty
      • Other materials selected by faculty member
   2. Teaching narrative statement.
   3. Three years of student evaluations.
4. Committee reports of classroom observation.
   • Two of the three committee members will each conduct a classroom observation using procedures that are recommended by the committee after consultation with the Senior Lecturer and the attached classroom observation form dated 1/16/09.

5. Internal letters from faculty members and students are optional.

d. Administration, research, or professional service may be areas that are considered by the independent faculty committee as the duties of the Senior Lecturer require.

e. The independent faculty committee will make a written recommendation to the Dean.

f. Non-tenure system faculty recommendations for promotions will be approved by a vote of the tenured faculty of the SIS and those non-tenure system faculty of higher rank if they do not serve on the independent review committee.

g. The Dean will review the materials submitted by the committee and any other relevant information and make a written recommendation to the Provost.

7.0 AMENDMENTS.
These By-laws may be amended by two-thirds or more of those present and voting at any regular meeting of the faculty, provided that full notification of the proposed amendment has been circulated to the entire faculty of the school not less than two weeks in advance of the meeting. These By-Laws will take effect upon a favorable vote by two-thirds or more of the faculty members present and voting at a regular faculty meeting.

Dr. Salter moved to put this on the February 18th Senate agenda. Dr. Redman seconded the motion. The motion carried.

14. CEP - NEW PROGRAM REQUEST FORM FOR BACHELOR IN GIS

Dr. Cantrell provided a brief description of the program and the educational objectives:

In recent years, powerful new technologies and techniques have emerged that greatly improve our ability to acquire, archive, analyze and communicate information regarding the Earth’s surface. These same technologies and techniques (which are typically termed the Geospatial Information Sciences or GISciences) allow us to combine physical data regarding the Earth’s surface with social, economic, ecologic, or other types of data that can be mapped to the Earth’s surface. Once a multi-tiered database of physical, social and other data layers is produced, it can be analyzed in novel ways that take the data’s spatial nature into account. The insights produced by these sorts of databases and analyses are revolutionizing many fields of science, government
and business, and through now-commonplace consumer products such as web-based mapping systems and GPS units, are directly impacting the everyday lives of ordinary individuals. Graduates of the Bachelors Program in Geospatial Information Science will understand the logical, mathematical and technological underpinnings of GIScience, and be skilled in solving geospatial problems to the point where they will be able to move into professional roles handling the geospatial needs facing typical corporate, government, and nonprofit organizations. Their level of understanding will transcend simple familiarity with common GIScience software packages; while these graduates will be skilled in the use of such systems, they will also understand the underlying principles upon which software systems are based. This will allow our graduates to transfer their knowledge from one software system to another, and more importantly, to view geospatial problems as issues that can be solved by applying basic theories, techniques and methodologies, and not be limited to solutions encapsulated in particular software systems.

Dr. Cantrell moved to put this on the February 18th Senate agenda. Dr. Holmes seconded the motion. The motion carried.

15. CEP - 2008-2010 GRADUATE LIST CHANGES

Dr. Cantrell stated that the Graduate Council has approved the proposed graduate catalog supplement. The proposed changes are appended. As a result of prior GC approval, CEP’s action on the proposed changes will be all that is required prior to Senate approval.

Dr. Cantrell moved to put this on the February 18th Senate agenda. Dr. Salter seconded the motion. The motion carried.

16. ECS CATALOG COPY CHANGES (Undergraduate)

Dr. Cantrell outlined the urgent changes that were needed. The discussion revealed that the new courses that are required, and that have not already been approved, are MECH 1108, MECH 1208, MECH 3151, MECH 3351, CS/SE 3376, CS 4395, EE 3343, ECS 3301, ECS 3310 and ECS 4378, most of which are necessary for new degree programs or to meet new degree requirements in existing programs.

Dr. Cantrell moved to put this on the February 18th Senate agenda. Dr. Salter seconded the motion. The motion carried.

17. AGENDA FOR SENATE

PM-30 Animal Care & Use Revision (HOP)
Wellness Committee Charge (HOP)
Changes to Senate Bylaws
Interdisciplinary Studies Bylaws
CEP-New Program Request For Bachelors Degree in GIS
Academic Council Minutes
February 4, 2009
CEP-2008-2010 Graduate List Changes
CEP-ECS Catalog Copy Changes

Dr. Cantrell moved to approve the proposed Senate agenda. Dr. Holmes seconded the motion. The motion carried.

18. ADJOURNMENT

Dr. Kieschnick moved to adjourn the meeting. Dr. Holmes seconded the motion. Dr. Daniel adjourned the meeting.

APPROVED: ______________________________                     DATE: _____________

Speaker of the Faculty
BYLAWS OF THE ACADEMIC SENATE
OF THE UNIVERSITY OF TEXAS AT DALLAS

I. Preamble

The Academic Senate is a representative body, formed from the General Faculty of The University of Texas at Dallas, in which faculty develop their concerns and proposals in exercising their major roles in faculty governance. The Academic Senate is aided in its work by the Academic Council, a smaller body formed from the Academic Senate which meets regularly with the President and Executive Vice President and Provost (Provost) and by the Faculty Committees. As the regular primary faculty governance body, the Academic Senate is expected to coordinate faculty exercise of faculty governance responsibilities in the interests of academic excellence at The University of Texas at Dallas.

II. Authority

These Bylaws supplement Chapter 21 "Faculty Governance" in Title III, "Academic Affairs" of the Handbook of Operating Procedures of The University of Texas at Dallas. Nothing in these Bylaws shall be construed to conflict with the Handbook of Operating Procedures, the Rules and Regulations of the Board of Regents of The University of Texas System, or state law.
III. Organization

A. Election, Vacancies, and Appointment of Academic Senate

1. **Members of the Academic Senate shall be elected for terms of two years. Terms shall be staggered so that one half of the Senate seats are to be filled every year. If the full complement of Senators is not elected in any one year, seats not filled will be added to those coming vacant at the end of the next year.**

2. The election procedures, including an election calendar, shall be distributed no later than February 1. The election procedures, beginning with the nomination of members of the Senate and ending with election of a Speaker of the Faculty-Elect and/or Vice-Speaker Elect, and Secretary of the Faculty-Elect, shall begin no later than March 15 and end no later than the last day of final examinations in the Spring semester. At least two weeks will be allowed for return of Academic Senate nominating petitions, and one week for ballots in the Academic Senate election.

3. The Secretary of the Faculty shall be in charge of the election, although he or she may designate other faculty and staff members to assist.

4. Any two voting members of the General Faculty, as defined in Title III, Chapter 21, Section I.B.1, may nominate by petition to membership in the Senate any one voting member of the General Faculty, except that no one may sign more than two petitions.

5. Nominating petitions are collected by the Office of Academic Governance. The Secretary of the Faculty will ascertain the willingness of each nominee to serve if elected. The names of those who do not wish to serve will not be placed on the ballot.

6. Ballots, including all those nominated who are willing to serve, are to be distributed to the voting members of the General Faculty by the Secretary of the Faculty by the date designated in the election calendar. Ballots cast by voting members of different Schools will be colored differently or otherwise kept separate.

7. Each eligible voter will indicate with a "1" his or her first choice for a representative, with a "2" as second choice, with a "3" as third choice, and so on for as many choices as desired. Ballots are to be returned in accordance with the election procedures. Ballots shall be secret.

8. Ballots from each of the Schools in the University shall first be counted
separately by the Plurality System (as defined in III.A.17 below), ignoring all choices for any candidates from other Schools, to determine the candidate from the School, if any, most favored by the voting members of the General Faculty of that School.

89. All ballots will be combined and counted by the Plurality System ignoring choices for the candidate already elected from each School, to select the remaining candidates to be elected.

109. The Secretary of the Faculty and an ad hoc election committee appointed by the Academic Senate shall implement procedures that will ensure the identity of the voter casting a specific ballot is secret and the counting of the ballots is accurate.

101. The Secretary of the Faculty shall notify successful candidates of their election and of the date of the Senate Elect Caucus of the continuing and newly elected members of the Academic Senate.

121. If, by the date designated for the closing of nominations, the number of valid nominations does not exceed the minimum membership of the Academic Senate, as computed per Sec. II.B.1 of Chapter 21 of the Handbook of Operating Procedures, all candidates shall be declared to be elected.

132. If a member of the Academic Senate resigns his or her seat or leaves The University of Texas at Dallas for a period expected to exceed four months, that seat shall be filled by the most favored unelected candidate in the last election.

143. Once the original nomination list is exhausted, the Academic Senate shall fill vacancies by majority vote of all members of the Academic Senate.

154. In the event a sitting member of the Academic Senate is appointed to the position of Dean, the member shall offer to resign from the Senate. If the resignation is accepted, the Academic Senate shall fill the vacancy in accordance with Sections 12 and 13 above.

165. If a member of the Academic Senate misses two consecutive Senate meetings, the Senator will be contacted by the Secretary of the Faculty to ascertain whether he or she still wishes to serve. If not, the Senator will be immediately replaced by the procedures of Sections 12 and 13 above. If a member of the Academic Senate misses three meetings during September-May, at the third meeting the Academic Senate may, by a majority vote of those present, declare the seat vacant. The seat will then be filled by the procedures of Section 12 and 13 above.
176. All members elected or appointed to the Academic Senate under Section III.A.1.-18. of these Bylaws, and only those members, shall be voting members of the Academic Senate.

178. Except as specified in III.A.18, for the purpose of elections held under these Bylaws, a Plurality System as described below will be used:

The results are tallied for each candidate by indicating the number of first-place votes received by the candidate, the number of second-place votes received by the candidate, etc. The candidates are then ranked by first-place votes with the most preferred candidate having the most first-place votes, etc. In the case of two or more candidates receiving the same number of first-place votes, the second-place votes of these candidates will determine their rank order. If necessary, third-, fourth-, etc. place votes will be used to determine the rank order of candidates having the same number of first-place votes. In the unlikely event that the rank order of two or more candidates with the same number of first-place votes cannot be determined by the use of second-, and subsequent-place votes, the rank order will be determined by the use of a randomization device which gives each of the tied candidates the same chances of having any rank as any other of the tied candidates (i.e., a random permutation).

If $M$ is the number of offices to be filled, the first $M$-ranked candidates shall be declared elected. Vacancies that may occur during the course of the year will be filled as provided in Sections 12 and 13 above.

198. A number of Senior Lecturers (full-time faculty who are not tenured or tenured-track) not to exceed 10% of the total number of Senators, may be elected to serve two one-year terms as voting members of the Academic Senate. Terms shall be staggered so that one half of the total number of positions will come up for election each year. Each spring, concurrently with the election of the Academic Senate members, the Senior Lecturers shall elect representatives to serve on the Academic Senate. If a Senior Lecturer resigns his or her seat on the Academic Senate or a Senior Lecturer seat becomes vacant for other reasons, a replacement shall be appointed from a ranked list of those Senior Lecturers who were nominated and who received votes. In the case that there is an insufficient number of candidates who received votes, the Speaker shall convene a Senior Lecturer caucus to elect the necessary number of representatives to serve on the Academic Senate.

Ballots for Senior Lecturers will be distributed to all Senior Lecturers without differentiation by school, and will be tallied without differentiation by school.

For purposes of election to the Senate the term “Senior Lecturer” here means all those with the title of Senior Lecturer or Clinical Professor who are employed full-time and are subject to PM 08-III.22-96 GENERAL STANDARDS AND
PROCEDURES FOR REVIEW OF NONTENURE-SYSTEM FACULTY. It does not include Research Professor, Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor or other positions in which there is understood to be a fixed and limited term of employment without the possibility of renewal.

19. From a list of five students submitted to the President by the President of the Student Government Association, the President and the Academic Senate annually shall agree on two non-voting participants who may attend meetings of the Academic Senate, except when the Academic Senate is in executive session.

20. The Chair of the Staff Council shall be invited to attend the Academic Senate meetings as a non-voting participant.

B. Officers

1. Roster and Duties

   a. Speaker of the Faculty

      The Speaker of the Faculty is the principal elected officer of the General Faculty, of the Academic Senate, and the Academic Council. The term of office is two years. The Speaker shall:

      (1) preside as described in the Handbook of Operating Procedures, Title III, Chapter 21;

      (2) chair the Executive Committee, if any, of the Academic Senate in its coordination of the work of the General Faculty, Academic Senate, Academic Council, and Concurrent Committees in order to improve the academic welfare and standing of The University of Texas at Dallas;

      (3) assist in formulating faculty views as motions to be placed before the Academic Council or Senate for discussion and resolution; and

      (4) together with the Secretary of the Faculty, review drafts of the minutes and authorize their circulation for formal approval.

      (5) serve as one of the two UTD representatives on the U T System Faculty Advisory Council.

   b. Past Speaker of the Faculty

      The Past Speaker of the Faculty supports the Speaker of the Faculty.
term of office is two years. The Past Speaker shall:

(1) in the absence of the Speaker, preside as described in the Handbook of Operating Procedures, Title III, Chapter 21;

(2) in the absence of the Speaker, chair the Executive Committee, if any, of the Academic Senate in its coordination of the work of the General Faculty, Academic Senate, Academic Council, and Concurrent Committees in order to improve the academic welfare and standing of The University of Texas at Dallas;

(3) assist the Speaker of the Faculty in formulating faculty views as motions to be placed before the Academic Council or Senate for discussion and resolution; and

(4) arrange with the Secretary of the Faculty to assure that either the Past Speaker or Secretary is present at meetings of Student Government to serve as the Senate Liaison.

(5) serve as the second representative of the faculty on the U T System Faculty Advisory Council.

b. Secretary of the Faculty

The Secretary of the Faculty shall:

(1) serve as Secretary for meetings of the General Faculty, the Academic Senate, and the Academic Council, supervising the recording secretary;

(2) see that minutes are kept, made available to any faculty member, and filed in the Office of the President and, through that office, with the Executive Vice Chancellor for Academic Affairs of The University of Texas System, and with the Library of The University of Texas at Dallas;

(3) together with the Speaker of the Faculty, review drafts of the minutes and authorize their circulation for formal approval;

(4) provide a report on Academic Senate and Academic Council activities to the General Faculty each semester of the long term;

(5) sign the official copy of the approved minutes of the Academic Council and Academic Senate for transmittal to the Executive Vice
Chancellor for Academic Affairs of The University of Texas System; and

(6) maintain a list of all recommendations that the Academic Senate and/or Academic Council has made to the administration so that the President may be requested to comment on these items at the beginning of each meeting.

(7) arrange with the Past Speaker of the Faculty to assure that either the Past Speaker or Secretary is present at meetings of Student Government to serve as the Senate Liaison.

(8) serve as alternate representative on the UT System Faculty Advisory Council.

(9) If the Speaker is reelected for further two-year terms, the Past Speaker will continue as Past Speaker.

c. Other Offices

The Academic Senate may, through its Resolution of Operating Procedures, create, provide for election or appointment, and provide duties for other offices of the Academic Senate and the Academic Council.

2. Election of Officers

a. In years when the term of the Speaker expires, the continuing and newly elected members of the Academic Senate-Elect shall, in a caucus announced to and open to the voting members of the General Faculty and presided over by the Speaker of the Faculty, and under Robert's Rules of Order (current edition) elect its Speaker by a majority vote. The individual elected shall be known as the Speaker-Elect of the Faculty until June 1.

b. In the alternate years, when the term of the Secretary expires, the continuing members and the newly elected members of the Academic Senate-Elect shall, in a caucus announced to and open to the voting members of the General Faculty and presided over by the Speaker of the Faculty, and under Robert's Rules of Order (current edition) elect the Secretary of the Faculty by a majority vote. The individual elected shall be known as the Secretary-Elect of the Faculty until June 1.
pol

presided over by the Speaker-Elect of the Faculty, and under Robert's Rules of Order (current edition) elect its Secretary of the Faculty, who shall be known as the Secretary-Elect of the Faculty until June 1.

c. Until the election of the Secretary-Elect of the Faculty, the Secretary of the Faculty shall perform the routine functions of Secretary for the Academic Senate-Elect.

C. Academic Council

1. Relation to Academic Senate

The Academic Senate should, through its Resolution of Operating Procedures, specify at least the following:

a. the powers delegated to the Academic Council;

b. the extent to which the Academic Council is to function as an executive committee for the Academic Senate;

c. the extent to which the Academic Council is to function as an agenda committee for the Academic Senate; and

d. the communications required between the Academic Council and the Academic Senate, and between the Academic Council, Academic Senate and the Voting Faculty, including the appropriate form for the Minutes of the Academic Council and the Academic Senate.

2. Election, Removal, and Vacancies

a. After the election of the Speaker-Elect or the Secretary-Elect, and Secretary-Elect of the Faculty, the Academic Senate-Elect shall, in a caucus announced to and open to the voting members of the General Faculty and presided over by the Speaker-Elect of the Faculty, and under Robert's Rules of Order (current edition), elect the remaining members of the Academic Council using the plurality system as described in III.A.17. Members in addition to six may be appointed by the Speaker with approval of the Council. Election shall be by simple plurality vote, with each member of the Senate voting for a number of candidates up to the number of positions to be filled.

b. These members, along with the Speaker-Elect, Secretary-Elect and the Past Speaker of the Faculty, and the Secretary-Elect of the Faculty, shall be known as the Academic Council-Elect until June 1.
c. The Academic Senate, in a caucus session, may accept resignations of members of the Academic Council, remove any members of the Academic Council except the Speaker of the Faculty or the Secretary of the Faculty, and vote on replacements to the Academic Council.

d. When a member of the Academic Council must be absent from a meeting, the member may designate, through the Secretary of the Faculty, a Senator to represent him or her at that meeting as a member of the Academic Council.

e. The President of the Student Government Association shall be a non-voting participant in the Academic Council during the Council's non-executive sessions.

IV. Procedures

A. The Academic Senate shall be governed by Robert's Rules of Order (current edition) unless procedures described in the Handbook of Operating Procedures, Title III, Chapter 21 "Faculty Governance" or these Bylaws make exception to Robert's Rules of Order.

B. Actions of the Academic Senate

1. Actions During the Summer

   a. At the first meeting of the Academic Senate, which shall be called by the Speaker-Elect of the Faculty to take place as soon after June 1 as practical, the Academic Senate shall prepare a calendar of regular meetings for the Academic Council and for the Academic Senate and shall set the date of the annual General Faculty meeting. The calendar shall be published as early in the academic year as possible.

   b. As soon as possible after June 1, the Academic Senate shall appoint the Committee on Committees so that it may begin composing slates of nominees for the Senate, University, and Concurrent, and Academic Senate committees for which it is charged. The membership of the Committee on Committees shall be approved by a majority vote.

2. Submissions of Items for Debate

   a. The Agenda Packet for the Academic Senate will normally be sent to the Senate one week prior to a meeting of the Academic Senate.
b. The Agenda Committee for the Academic Senate will normally meet five days prior to the submission of the Agenda Packet to the Academic Senate.

c. Items for debate that are not on the Academic Senate Agenda will normally be deferred to a later Academic Senate meeting, unless two-thirds of the members present vote to consider the items.

d. The Agenda Committee for the Academic Senate will attempt to bring all items submitted to it to the Academic Senate, although it may recommend that particular items be sent to committee and/or to the Academic Council prior to Academic Senate debate. Any memorandum submitted by any General Faculty member of the University to the Academic Senate or to the Speaker of the Faculty that requests action by the Academic Senate or Academic Council must be reported to the Academic Senate by the Agenda Committee of the Academic Senate.

3. Debate and Passage

a. If the President and Provost are not available to chair meetings of the Senate at which legislation is enacted, the Speaker shall chair. In the absence of the Speaker, the Secretary shall chair. In the absence of the Secretary, the meeting may be chaired by any member of the Senate designated by the Speaker.

b. The chair of a meeting of the Academic Senate may participate in the debate but shall exercise particular care to preside in a manner which is fair to all points of view in the debate.

c. The President and/or the Speaker of the Faculty may invite to meetings of the Academic Senate those persons believed to be necessary to assist the Academic Senate in the conduct of its business.

d. Except when the Academic Senate is in executive session, meetings of the Academic Senate are open to the General Faculty, who may request the privilege of participation in the debate.

e. A simple majority of the voting membership of the Senate constitutes a quorum. If a quorum is not present, business that would otherwise have been conducted may be discussed, but votes shall not be taken.

f. Members of the Academic Senate who anticipate making lengthy or complicated amendments to legislation should bring sufficient written copies to distribute to the entire Academic Senate.

g. Passage of legislation or resolutions shall require a simple majority of those voting members present. Votes shall be recorded by hand count: ayes, nays, abstain. Role call votes shall be taken if three or more members request.
h. The Secretary of the Faculty is responsible for sending copies of motions passed to the parties addressed.

C. Actions of the Academic Council

1. Submission of Items for Debate

   a. The Agenda Committee for the Academic Council meets at least five days before each Academic Council meeting. Items to be included on an agenda must be submitted prior to that time.

   b. Items for the Agenda of the Academic Council will normally originate with the President and with the Academic Senate, its Executive Committee, or the Speaker of the Faculty.

2. Transmissions from Academic Council to Academic Senate

   The Academic Council shall formulate its recommendations to the Academic Senate and transmit them to the Agenda Committee of the Academic Senate. It shall generally transmit all items submitted to it to the Agenda Committee of the Academic Senate.

D. Records and Communications

1. Actions required by motions of the Academic Senate or Academic Council, as described in the minutes, will be conveyed to those concerned, or will be taken by the Academic Governance Secretary only after approval of the minutes for circulation, but without waiting for the formal approval of the minutes at the subsequent meeting of the Academic Senate or Academic Council.

2. The general policy on composition and contents of records including minutes is the same for both the Academic Council and Academic Senate, and is as follows:

   a. Consistent with Robert's Rules of Order, the approved minutes constitute the only official record of the actions of the Academic Council and Academic Senate;

   b. The minutes are intended to allow members of the General Faculty to follow the debates and actions within their representative bodies, the Academic Senate, and within the Academic Council;

   c. The Secretary of the Faculty or the Academic Governance Secretary may make recordings of the Academic Council and Academic Senate meetings. Tapes of meetings shall not, however, be considered official documents, and will be kept only until the minutes of the meeting recorded are officially approved;

   d. Unapproved minutes of Academic Council and Academic Senate meetings
shall be distributed to the Academic Senate expeditiously, if possible within one week after the meeting;

e. Minutes are numbered serially each year, including special meetings;

f. Attendance for minutes includes both those present and absent of the voting membership, ex officio members, and student observers. Invited guests are also listed;

g. Minutes of the Academic Council and Academic Senate are distributed to all members of the Academic Senate, and made available at the authorized locations for Regents' Rules and Regulations, and are also sent to the Executive Vice Chancellor for Academic Affairs of The University of Texas System; and

h. The minutes of the last meetings of the Academic Senate and Academic Council will be approved by the incoming Academic Senate or Academic Council, respectively.

3. The Academic Senate shall establish procedures, in its Resolution of Operating Procedures, to disseminate information about its debates and actions to the General Faculty effectively and expeditiously.

E. Resolution of Operating Procedures

The Academic Senate may, by adoption or revision of its Resolution of Operating Procedures, modify the following portions of its procedures without having to amend these Bylaws:

1. delegation of duties and powers to the Academic Council;

2. designation and powers of the Agenda Committee;

3. designation and powers of the Executive Committee, if any; and

4. instructions to the Secretary of the Faculty regarding the character of action or discussion minutes to be taken.

F. Amendment of Bylaws

1. These Bylaws may be amended by a majority vote of the Senate members, provided that the proposed amendment passes, without an intervening negative vote, at two meetings of the Academic Senate separated by at least two weeks.

2. The Secretary of the Faculty shall transmit a copy of the amended Bylaws to the President for review and approval and submission to the Executive Vice Chancellor for Academic Affairs and approval for inclusion in the U. T. Dallas Handbook of Operating Procedures.

3. The amended Bylaws shall become effective immediately on approval for
inclusion in the Handbook of Operating Procedures.
Faculty time-use survey.

Surveys of the way faculty use their time commonly make at least three major assumptions that distort the results, in such way as to present an unrealistic sense of what the faculty is trying to do and how they try to do it. First, they are usually cast as “work-load” studies, and thus assume there is a sharp line to be drawn between work and non-work. Second, they usually assume that time spent on kind of “work” or activity is not also spent on another. And third, they impose some notion of a “work-week,” such as a forty-hour week, as a standard and require answers to be based on accounting for just this amount.

The purpose of this survey is above all to convey a sense of the way faculty view their time, and only this basis to convey further a sense of how they allocate it. Accordingly the questions are intended to recognize that most faculty cannot get done most of what they want to do if their activities are broken into discrete, unrelated, segments, with no overlap or feedback between them. Rather, it is precisely this feedback and overlap that we want to capture. Accordingly, we have left “comment” spaces after each group of questions for additional information if in your view the terms of the questions impose unrealistic assumptions that need to be corrected.

The questions are generally divided among the traditional three headings of faculty peer evaluation: research (scholarly creativity), teaching, and service. We also ask some additional questions to capture the different demands of different types of scholarship.

Research.

1. About how many hours per week do you spend on research or other forms of scholarly creativity? (Include efforts to seek funding.) ______

2. Does your scholarly work require that you spend at least some time in a fixed physical location, such as in a laboratory, in an office, at a computer, or in the field? yes__ no___

3. If the answer to question #2 is “yes”, about what portion of your research time must be spent at this location? ______

4. About how many hours a week do you spend writing or otherwise making the results of your research available to others? ______

5. Do you consider this writing or publishing activity separate from the research or do they overlap? separate___ overlap_______

6. If the answer to #5 is that they overlap, about what would you estimate as the percentage of overlap? ______

Teaching

1. About how many hours a week do you spend in formally recorded teaching activities? ______
Item #9

2. How many hours a week do you spend in teaching activities that are not recorded? ______

3. How many hours a week do you spend on preparing teaching materials or preparing to teach apart from your research or scholarly creativity? ______

4. Insofar as you can estimate it, what percentage of your research activity is reflected in your teaching activity? ______

Service

1. How many hours a week do you spend on community service (outside the university)? ______

2. How much of this community service is reflected in your research or teaching? ______

3. How many hours a week do you spend on university service at any level? ______

4. How much of this service is reflected in your research or teaching? ______

5. How many hours a week do you spend in consulting? ______

6. What portion of this consulting do you think overlaps with your community service? ______

7. What portion of this consulting is either pro-bono or for a fee that is substantially less than what would be regarded as the “market” rate? ______

“Vacation”

1. Are you on salary for nine months of the year or twelve?

2. When you are not on salary, do you engage in research and writing?

3. If the answer to #3 is yes, is the engagement about the same as during the paid period, substantially less, or substantially more? ______

4. When you take a vacation, what portion is likely to be reflected in your research or teaching? ______

Is there anything else that a legislator or regent should know in order to get an accurate sense of what faculty do with their time? ________________________________
Repeated Course Work

A student who wishes to repeat a course must complete a Repeated Course Adjustment form in the Office of the Registrar.

Up to three graduate courses may be repeated. However, no graduate course may be repeated more than once. When a course is repeated, both grades will remain in the student's record and will be included in any transcript. The higher grade will be used in computing the grade point average or credit hours for purposes of graduation or determination of probationary status. A notation beside the lower grade will indicate that the course has been repeated. Up to three courses may be repeated. However, no course may be repeated more than once. When a course is repeated, the earlier higher grade will remain in the student's record and will be included in any transcript. The second higher grade will be used in computing the grade point average or credit hours for purposes of graduation or determination of probationary status. A notation beside the first lower grade will indicate that the course has been repeated.
Degree: Master of Science in Management and Administrative Sciences

Concentration: Organizational Behavior and Coaching

- **Description:** This concentration focuses on the description and explanation of how people behave in organizations. The courses are designed to close the gap between what is known about why individuals and groups behave as they do and how they can be influenced for performance and developmental purposes. Students will:

  - Deepen their knowledge of individual and organizational behavior through the integration of theory and practice.
  - Learn how to use themselves as instruments of individual and group change and growth.
  - Develop an understanding of how individual differences affect the way in which people relate to others in the workplace.
  - Learn to diagnose and fix problems that occur in groups and teams.
  - Understand the politics of individual and organizational influence.
  - Learn concepts and methods for analyzing and predicting individual, group, and organizational behavior.

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<tr>
<td>AIM 6201 Financial Accounting</td>
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</tr>
<tr>
<td>MECO 6303 Business Economics</td>
<td>3</td>
</tr>
<tr>
<td>MIS 6204 Information Technology and Management Information Systems</td>
<td>2</td>
</tr>
<tr>
<td>OPRE 6301 Quantitative Introduction to Risk and Uncertainty in Business</td>
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<td>OB 6350 Introduction to Executive and Professional Coaching</td>
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<tr>
<td>OB 6351 Coaching in the Business or Organizational Setting</td>
<td>3</td>
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<tr>
<td>OB6301 Organizational Behavior</td>
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Choose at least 17 hours from the following courses

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<td>OB 6351</td>
<td>Advanced Coaching Models and Methods *</td>
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<td>OB 6353</td>
<td>Coaching Practicum *</td>
<td>3</td>
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<tr>
<td>OB 6231</td>
<td>Power and Politics in Organizations</td>
<td>3</td>
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<td>OB 6332</td>
<td>Conflict and Negotiation</td>
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<td>OB 6326</td>
<td>Organizations and Organizing</td>
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<td>(Special Topics) Organizational Behavior</td>
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<td>Organizational Development Practice</td>
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*Required for the Graduate Certificate in Executive and Professional Coaching
Information item on change in the instructions for theses and dissertations, from Dean Cunningham:

In response to the request by Professor Mclean I have instructed that the following change be included in the guideline mentions in more than one place in Turabian "Most departments or universities have specific models for abstracts that you should follow exactly for content, length, format, and placement."

"If the paper has both a main title and a subtitle, put the main title on a single line, followed by a colon, and begin the subtitle on the next line." (as shown in the Kate Turabian book - page 386). If the subtitle is more than one line it should be formatted in an inverted pyramid as shown in the Kate Turabian guide - (italicized) A Manuel for Writers of Research Papers, Theses, and Dissertations, page 378.
Date: February 26, 2009
To: Dr. Lawrence Overzet, Chair Safety and Security Council
From: Murray J. Leaf, Speaker of the Faculty
Re: Charge to Safety and Security Council:

Dear Dr. Overzet:

Please ask the Council to review and coordinate existing safety and response plans to develop a comprehensive campus-wide safety and security program. I think this is a fairly comprehensive list of the issues that have come up and that need somehow to be related to each other, but it is not in any way intended to be limiting.

It seems to me to be agreed, although not uniformly, that the plan should address the following issues or questions:

1. What are the existing plans? What do they cover and what are the gaps? Can we add an overview to the safety manual if it is not already there?
2. Size of the campus police force.
3. Relation between police response and other emergency responses
4. Provision for reserves, deputies, or other backup.
5. Campus equipment other than police and emergency equipment:
   - Lights
   - Surveillance cameras
     - Where?
     - How are they or should they be interconnected?
     - How monitored?
     - Who approves locations and capabilities?
     - Who pays for them?
   - Outdoor sirens and warnings
     - Using tornado warning equipment for human emergency warnings
     - Where and with what capabilities?
     - Who pays for them?
   - Building interior warnings
     - What should be available
     - How should it be used
   - Shelter areas inside buildings and outside
     - Where should they be?
     - How should they be designated. If they are designated, there should be appropriate signage. This should probably include signage to the effect that in a tornado there are certain buildings or places that people should not stay in (such as temporary classrooms, I presume).
   - Telephones
     - Campus hard-wired phones
       - In buildings—where? How marked?
       - Outdoors—where?
What signage should be on public phones?  
Who should answer public phones?  
Should they be for on-campus use only, or can they include general 911?

Cell phones  
How can reverse 911 be used?

Should there be an on-campus emergency number to call?  
Are there any characteristics of present commercial cell phone service that either enhance or reduce our ability to rely on it for emergency notifications or calls?

911 calls  
911 calls are answered off campus. Most people on campus evidently do not realize this, and their descriptions of where they are make no sense to the operators. What kind of public information campaign do we need on campus to assure that those making 911 calls know what to say to direct assistance to the right place? Can we put little notes on land line phones with this information, along with the 911 number itself? (“Dial 911 and say...”).

5. Signage  
We need to resolve the problem with the budgets for signage being under the deans. The budgeting should be central, although much of the knowledge needed for efficient design and location of signage is localized. An obvious solution would be for the deans to propose signage locations and the Safety Council to approve, with the budget under the Safety Council. Can this be done?

How should signage and these different media be best used in a comprehensive program of emergency warning and instruction?

6. Communications with the campus public

Communications in response to referrals and complaints  
It is not clear that the new policies in Chapt 49 of the HOP are being followed.

Information on campus from the administration (mainly Vice President for Student affairs) is still describing HIPAA and FERPA as prohibiting faculty from communicating with each other about student discipline and disciplinary referrals, without regard to whether faculty need to have this information in order to carry out their duties. We need to design policies and materials that put safety first.

Communications in response to affirmative duty to advise individuals of risk or danger.

We need policies to lay out affirmative duties of the Dean of Students, Counciling Center, Police, and academic programs to advise one another regarding students or non-students who appear to pose a risk to themselves or others, whether the risk is a risk of injury or of disruptive or inappropriate and disturbing behavior. The
relevant standards should be whether the individual has discomfitted others, or is likely to discomfit others.

Requests for authorization for travel lists students who will be in the group. There needs to be a clear policy to advise faculty making such requests if such students have a history of disciplinary referral. It should be up the faculty member whether any student is included or excluded in the traveling group.

7. BAIT. At present BAIT does not maintain information on individuals, only incidents, and the present policy seems to be that information is destroyed when an incident is past or resolved. This seems to lose much of the potential value that such a centralized group can have in picking up clues of possible trouble from incidents that are scattered in such a way that each one is unknown to the victims of the others. Is there a way to give BAIT a memory? If not, is there some other place we can put such a memory?

Also, BAIT is not well known and contact information is not widely available. How can this be improved? How can the extent of knowledge be monitored? Should the BAIT brochure be circulated to students as well as faculty and staff?

8. Expunging records. Present policy is that records of disciplinary and other actions are expunged from student records when a student graduates, or from transcripts that are sent to other institutions. By the same token, we are not told of records of improper or dangerous behavior by institutions from which we receive transcripts. What can and should be done about this?

9. Housing rules. At present, the two different management organizations for campus housing have different attitudes toward cooperating with campus police and administration in matters relating to student discipline and to the notification of such matters as fights or weapons on campus. What can be done to make their reports and responses uniform and predictable? By the same token, how can we assure that those living in campus housing are actually students in good standing?

10. Counselling Center. At present, the Counselling Center recognizes an obligation to notify the police or other concerned authorities if a student appears to present an “imminent danger” to themselves or others. But there are no guidelines on what this means, and the interpretation is left the Counselling Center staff. Also, without such a finding by the Counselling Center, all records are kept strictly confidential, and do not appear on the transcript or any other student records. This includes records of the bare fact of a referral or appointment.

It seems clear from information informally available that the Center does not consistently guess right. How often they misjudge is unknown, protected by the same confidentiality they claim for their clients. Even if their standards for judging what danger is “imminent” and how much danger counts as danger were correct, there would still be a problem for the rest of the community in not knowing what these standards are. Should we have policies to interpret these concepts, and what can they be? Should there be provision for some kind of reporting of cases by the Counselling Center that indicates what they do and what risk they are managing without breaching confidentiality? If so, who should they report to? Other campuses have the same kinds of centers that follow the same general rules. Do any of them have guidelines more clearly focused on general safety, and that we could adopt?
How does the legal liability to the campus for the failure of the counselling center to provide possible warning compare to the liabilities for inappropriate breach of confidentiality?

How does the moral liability to the campus for the failure of the counselling center to provide possible warning compare to the liabilities for inappropriate breach of confidentiality?

Does the counselling center’s willingness to hear violent imagining and planning and do nothing by way of warning or being “judgmental” serve to legitimize and encourage such imagining and planning, and eventually contribute to violent action itself? Is there any evidence one way or another? (And also, what is the actual extent of such willingness?)

11. “Active shooter” film. What can be done to increase its exposure?

12. In the event that the Texas legislature passes a law allowing concealed carry on campus, I presume we can still post buildings and other spaces as barring people with such weapons. Do we have plans for posting such signage?

13. Do we have a policy on lockdowns? If so, what is and how and to what extent should it be publicized?

14. Hazardous materials: should a system for calling in about hazardous materials be included in the system for calling in about campus assaults and the like?