



Academic Governance

## The University of Texas at Dallas

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

### MEMORANDUM

November 3, 2009

TO: Academic Council\*

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

FROM: Office of Academic Governance  
Julie Allen, Academic Governance Secretary

SUBJECT: Academic Council Meeting

The Academic Council will meet on Wednesday, November 4, 2009 at 3:00 p.m. in the Osborne Conference Room (**ECS South 3.503**). Please bring the agenda packet with you to the meeting. If you cannot attend, please notify me at [tkbrown@utdallas.edu](mailto:tkbrown@utdallas.edu) or x6715. **This meeting is following The State of Our University Address which will start at 2:00 p.m. in the Conference Center Auditorium.**

#### Attachments

#### 2009-2010 Academic Council

Beron, Kurt

Cantrell, Cyrus

Cordell, David \*\*

Huxtable-Jester, Karen

Kieschnick, Robert

Leaf, Murray \*

Kao, Diana – Student Government President

Miller, Dennis

Redman, Timothy

\*Speaker

\*\*Secretary



Academic Governance

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### AGENDA

#### ACADEMIC COUNCIL MEETING

November 4, 2009

1. CALL TO ORDER, ANNOUNCEMENTS & QUESTIONS DR. DANIEL
2. APPROVAL OF THE AGENDA DR. LEAF
3. APPROVAL OF MINUTES DR. LEAF  
October 7, 2009 Meeting
4. SPEAKER'S REPORT DR. LEAF
5. FAC REPORT DR. LEAF
6. DECEMBER COUNCIL AND SENATE MEETINGS DR. LEAF
7. FITNESS FOR DUTY POLICY DR. LEAF
8. APPROVAL OF CANDIDATES FOR GRADUATION DR. LEAF
9. APPOINTMENT OF DANIEL BOCHSLER TO LEARNING  
MANAGEMENT SYSTEMS COMMITTEE DR. LEAF
10. APPOINTMENT OF LEONIDAS BLERIS TO INSTITUTIONAL  
ANIMAL CARE COMMITTEE DR. LEAF
11. SCHOLARSHIPS COMMITTEE RESIGNATION OF LIZ SALTER DR. LEAF
12. INVITE JIM GARY BACK TO THE SENATE DR. LEAF
13. UNIVERSITY SAFETY AND SECURITY COUNCIL ADD CHAIR DR. LEAF
14. SENATE STRATEGIC PLANNING COMMITTEE  
(Possible discussion item)
15. CEP – GRADUATE CATALOG COPY DR. CANTRELL
16. NEW POLICY\_CAMPS & CLINICS MS. KING

17. ALCOHOLIC BEVERAGES POLICY MS. KING
18. PM-15 COMMITTEE ON PARKING AND TRANSPORTATION MS. KING
19. SENATE AGENDA DR. LEAF
- 1 President's report on budget.
  2. Fitness for Duty Policy.
  3. Approval for Candidates for Graduation.
  4. Appointment of Daniel Bochsler to LMS
  5. Approve recommended appointment of Leonidas Bleris to Institutional Animal Care Committee.
  6. Appoint Tracy Rockett to Scholarship Committee.
  7. Invite Jim Gary to discuss Orion problems and solutions.
  8. Add chair of Compliance Committee to University Safety and Security Council ex officio.
  9. Discuss draft of charge to Senate Strategic Planning Committee
  10. Graduate catalog copy if ready.
  11. New Policy\_Camps & Clinics
  12. Alcoholic Beverages Policy
  13. PM-15 Committee on Parking and Transportation
20. ADJOURNMENT DR. DANIEL

**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  
October 7, 2009

**PRESENT:** Kurt Beron, Dinesh Bhatia, Cy Cantrell, David Cordell, Karen Huxtable-Jester, Murray Leaf, Dennis Miller, Tim Redman,

**VISITORS:** Hobson Wildenthal, Serenity King, Diana Kao

**1. CALL TO ORDER, ANNOUNCEMENTS, QUESTIONS**

Dr. Wildenthal called the meeting to order, noting that Dr. Daniel was in Austin.

Dr. Leaf requested that Dr. Wildenthal obtain budgetary numbers from Dr. Daniel that would include percentages so that better comparisons to previous years would be possible. Dr. Leaf and Dr. Redman agreed to try to find versions from previous year that provided this type of presentation.

Dr. Wildenthal indicated that the conservative projections of revenues and enrollment had been exceeded.

Dr. Wildenthal referred to the October 3, 2009 article in the Dallas Morning News that addressed the relative positions of the Texas universities that are competing for Tier 1 status. He noted that two of the judgment criteria are not yet known. There was discussion of factors that would improve UTD's relative position, including having a Phi Beta Kappa chapter, increasing the number of faculty and PhD students, increasing the dollar amount of competitive grants, and other factors. Dr. Wildenthal noted that, while the university is actively competing to gain state support to become a Tier 1 university, that effort should not deter us from the other activities that will continue to move UTD forward.

**2. APPROVAL OF THE AGENDA**

Dr. Cantrell made the motion to approve the agenda, with addition of an item concerning the proposed Master of Science in Innovation and Entrepreneurship. Dr. Redman seconded the motion to approve the amended agenda. The motion carried, the agenda was approved.

**3. APPROVAL OF THE MINUTES**

Dr. Redman made the motion to approve the minutes of the September 2, 2009 meeting. Dr. Cantrell seconded the motion. The motion passed, the minutes of the September 2<sup>nd</sup> meeting were approved.

#### **4. SPEAKERS REPORT**

Dr. Leaf announced that Julie Allen had retired from the university and that left the Academic Council, Faculty Senate, and Staff Senate without any administrative help. He indicated that

Dr. Wildenthal was trying to fill the vacated position and that he was proposing one full time staff person to cover the Faculty Senate, Staff Senate, and governance issues.

Dr. Leaf noted that the chair of the Committee on Qualifications of Academic Personnel had requested that a member of that committee be replaced.

Dr. Leaf also noted that faculty representatives from UT Austin had requested a copy of the UTD Academic Senate By-laws as a model.

#### **5. FACULTY ADVISORY COUNCIL REPORT**

Dr. Leaf reported that he and Dr. Cordell had attended the UT System's Faculty Advisory Council meeting in Austin on October 1-2, 2009. He noted that presentations were made by State Representative Dan Branch, Board of Regents Chair James Huffines, UT System Chancellor Francisco Cigarroa, and several members of the System staff. He mentioned that each speaker discussed the competition for Tier 1 status and that the importance of strategic planning was stressed. He noted that the Academic Senate should also engage in more strategic planning. Dr. Leaf also mentioned that Texas Commissioner on Higher Education Raymond Paredes had discussed the value of making a case for why the doctoral students graduated from our respective universities were important.

It was noted that there was concern about HB 2504, concerning posting of syllabi, curriculum vitae, budgets, salaries per course, and other information. This has gone to the Coordinating Board for interpretation, but UTD is already in better compliance than most schools.

The definition of financial exigency was discussed at length. Although representatives from the academic campuses were in agreement, it doesn't fit well with the health care campuses. The M.D. Anderson campus has identified a model that the other health care campuses are evaluating. Chancellor Cigarroa has called a task force to evaluate the UTMB situation and to make recommendations for changes in Regents' Rules.

Within Dr. Leaf's report, Dr. King noted that there is pressure to evaluate low-producing academic programs, and that thresholds for determining what is a low-producing program are being lowered.

Dr. Leaf noted that there was interest in the FAC in asking the System to direct that all

campuses be declared smoke-free.

**6. RECOMMENDATION FOR FACULTY SENATE VOLUNTEER TO SERVE ON THE CAMPUS HOUSING ADVISORY COMMITTEE**

Dr. Beron moved and Dr. Redman seconded that an item be added to the Academic Senate agenda to appoint a member to the Campus Housing Advisory Committee. The motion passed.

**7. POLICY ON EXIGENCY**

There was continued discussion of the policy on financial exigency, especially concerning specific wording. Dr. Leaf noted that much of the wording came straight from the AAUP, and it was noted that adopting a definition that was consistent with prior case law would be prudent. Dr. Leaf indicated that he would check the current proposal to see how much of it is consistent with versions that the AAUP has endorsed. He noted also that the Regents should have a System-wide policy.

**8. CEP**

Dr. Cantrell presented a proposal from the School of Management for a Master of Science in Innovation and Entrepreneurship and moved that it be added to the Academic Senate agenda. Dr. Redman seconded, and the motion was approved.

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

Dr. King stated that there should be a policy regarding fitness for duty in the case of an employee who may be temporarily incapable of performing his/her job. She noted that a policy was being proposed that is based on the UT Austin version. Dr. Cantrell moved that the proposed policy be added to the Academic Senate agenda for consideration. Dr. Beron seconded, and the motion was approved.

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

**I DON'T HAVE ANYTHING ON THIS**

**11. COMMITTEE REPORTS**

Dr. Cantrell moved that committee reports be grouped and placed on the Academic Senate agenda for evaluation/acceptance. Dr. Beron seconded the motion and it passed.

Dr. Redman moved to add an Academic Senate agenda item that would include a vote regarding appointment of Dr. Dinesh Bhatia as chair of Learning Management Committee. Dr. Cantrell seconded, and the motion was approved.

Dr. Redman moved **THIS HAD SOMETHING TO DO WITH ADDING A LIBRARIAN TO**

**A COMMITTEE OR ADDING FACULTY TO A LIBRARY COMMITTEE.** Dr. Cantrell seconded, and the motion was approved.

**12. AGENDA FOR SENATE**

**DID WE DO THIS? MY RECORDS SHOW THAT WE VOTED ON THE AGENDA ITEMS AS WE WENT THROUGH THE MEETING, BUT I DON'T SHOW A VOTE ON THE ENTIRE AGENDA.**

**13. ADJOURNMENT**

Dr. Cantrell moved for adjournment. Dr. Bhatia seconded and the motion was approved. The meeting was adjourned.

APPROVED: \_\_\_\_\_  
Murray J. Leaf  
Speaker of the Faculty

DATE: \_\_\_\_\_

## Item #7

### FITNESS FOR DUTY POLICY

For the coming Senate meeting, I would like to recommend that the Senate consider a motion to delete references to faculty from the current policy. I will explain (or you can explain) that a faculty policy is being developed. This will let the present policy, for staff, go back to the HOP committee for inclusion in the HOP.

# Item #9

## LEARNING MANAGEMENT SYSTEMS COMMITTEE

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

# Item #10

## INSTITUTIONAL ANIMAL CARE COMMITTEE

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

# Item #11

## SCHOLARSHIP COMMITTEE

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

## CHARGE: COMMITTEE ON LONG TERM STRATEGIC PLANNING PRIORITIES.

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

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

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

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

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

## Scholastic Probation

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

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

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

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

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

## Academic Warning

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

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

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

## Scholastic Suspension

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

## Item #15

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

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

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

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

## Repeating Course Work

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

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

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

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

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

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

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

## **RISK INSURANCE FOR CAMPS AND CLINICS INVOLVING MINORS POLICY**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Relevant documents:**

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

## ALCOHOLIC BEVERAGES POLICY

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

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

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

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

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## ALCOHOLIC BEVERAGES GUIDELINES AND LIMITATIONS

### GUIDELINES AND LIMITATIONS

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

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

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

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

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

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

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

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

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

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

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

POLICY MEMORANDUM 80-VI.57-39

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

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

COMMITTEE ON PARKING AND TRANSPORTATION

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

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

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

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

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