APPROVED AND CORRECTED MINUTES

These minutes are disseminated to provide timely information to the Academic Senate. They have been approved by the body in question, and, therefore, they are the official minutes.

ACADEMIC SENATE MEETING
AUGUST 15, 2012

PRESENT:  David Daniel, Hobson Wildenthal, Robert Ackerman, Shawn Alborz, Peter Assmann, John Barden, Kurt Beron, Cy Cantrell, R. Chandrasekaran, David Cordell, Gregg Dieckmann, Simon Fass, John Ferguson, Lev Gelb, D.T. Huynh, Murray Leaf, Dennis Miller, Jessica Murphy, Ramachandran Natarajan, Simeon Ntafos, Nicole Leeper Piquero, Ravi Prakash, Monica Rankin, Michael Rebello, Tim Redman, Liz Salter, Richard Scotch, Tres Thompson, Zhenyu Xuan


VISITORS: Calvin Jamison, Serenity King, Chris Parr, Rochelle Peña, Sheila Pineres, Simon Kane, John McCaskill, Raj Dwivedi

1. CALL TO ORDER, ANNOUNCEMENTS AND QUESTIONS

President Daniel called the meeting to order. He announced that the enrollment projection for next fall is tracking about what was anticipated. We are approximately 8.5% higher this year than last. This is a bit more than expected. We just completed a very aggressive faculty recruiting season but do not yet have a final figure on the net increase in faculty. Dr. Daniel will present a request to the Board of Regents next week to expand the scope of the Bioengineering and Sciences Building that will add about 20% more additional space to this building. The additional space will help meet the demands for wet lab space needed in the life sciences and engineering support areas.

Dr. Daniel stated that what he is mostly hearing about now is the new computer encryption policy. He said that it is extremely important that we converse with one another on any issue that has significant impact on the faculty. He believes that the Faculty Advisory Council at the System level is becoming more and more important as time goes by.

Dr. Daniel was asked how large the new Bioengineering and Sciences Building would be. He replied that the original plan was 170,000 square feet and the proposed addition will make it 220,000 square feet. The building will be 3-4 floors to be built directly south of the NSERL building.

Dr. Daniel was asked about the breakdown in enrollment increases in undergraduate and graduate students. There is a slightly larger increase in graduate student enrollment than in undergraduates. The total number of transfer students is up a bit. The undergraduate enrollment is smaller by design since tougher admission requirements were put in place. The SAT scores for admitted freshmen students are up 30 points over the scores of admitted freshmen last year.
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The problem of adequate housing for graduate students was raised. Dr. Daniel stated that Dr. Jamison's office completed a detailed study of where students are living and we have significantly increased the shuttle bus service to serve these areas. This remains a challenge.

2. APPROVAL OF THE AGENDA
Speaker Leaf asked to move the discussion of laptop encryption immediately following the approval of the agenda. Tim Redman moved to make this change. Cy Cantrell seconded. The motion carried and the agenda was approved as amended.

3. DISCUSSION ON LAPTOP ENCRYPTION POLICY
Leah Teutsch, Chief Information Security Officer, was present to address the computer encryption directive received from UT System. She began by recounting what is causing this directive. All University-owned laptops must be encrypted by August 31, 2012. Requests for exemptions may be made on a computer by computer basis and must be thoroughly documented and submitted for review and approval to President David Daniel, the CISO, Leah Teutsch and UT System Information Security Compliance to assess the risk posed by granting an exemption. Exemptions will be rare, and allowed only under circumstances that pose extremely low risk.

Machines older than January 1, 2005 cannot be encrypted; these machines should be sent to Surplus and removed from the inventory.

We have to use managed full-disk encryption. We cannot use BitLocker or FileVault because we have to be able to say at any point in time that the computer is encrypted if it were to be lost or stolen. We can do that with MacAfee and WinMagic.

Ms. Teutsch reported that currently we are 55% encrypted for the machines that we know about on campus. Our inventory records are not accurate across campus so this makes it very difficult to know who owns a laptop.

There are currently ten outside contractors assisting with the encryption project. It will be very difficult to have all University-owned laptops encrypted by the end of August. Ms. Teutsch is hopeful that many of the outstanding machines are older models that will be sent to Surplus. She has been contacted by some faculty members who will not be back in town until the end of the month. She will encrypt those machines when those faculty members return.

Another issue to consider is the use of personal computers used for business purposes. UT System has defined what business data is for the purpose of this policy:

All data that is used to carry out the missions of the University or System (university data) is owned by UT System. This includes any data created or maintained by any University faculty or staff for any purpose, such as teaching, research, healthcare, or for providing University services of any kind to the public, students, patients or employees of System (collectively University business.) System has the authority and legal responsibility to regulate the integrity and security of the data and to ensure that all data can be promptly located and produced as required by applicable law and System policy. The best way to accomplish this is to keep all University data on University-owned, or in the case of third-party contractors, University-controlled data systems. Neither System nor the University requires staff or faculty to use personal devices to conduct University business and faculty and staff are encouraged not to do so. However, if faculty or staff choose to use a personal computer to conduct University business they are responsible for ensuring the security and integrity of the data are maintained.
in accordance with System security requirements. This includes the requirement to ensure that the device is encrypted pursuant to the University requirements. These requirements apply to all University data regardless of whether the data is confidential by law or information that would be available under the Texas Public Information Act.

Tim Redman mentioned that members of the Committee on Qualifications of Academic Personnel (CQ) often use their personal computers to conduct CQ business at home and fears that this will cause members of the committee to resign. President Daniel said that the University could furnish encrypted University-owned laptops for CQ members.

Ms. Teutsch pointed out that another option would be to VPN into your office computer and do not store any data on your home computer. As long as all data is stored on the office computer or a University shared drive then there would be no need to encrypt the personal computer.

Speaker Leaf said that this issue will be discussed at the Faculty Advisory Council meeting.

It was noted that this policy also applies to email. It has been suggested that using Web Mail would be one way to get around the requirement of encryption for personal machines, but anytime an email attachment is downloaded it is stored on the computer, which means it would need to be encrypted.

Peter Assmann asked what the University policy is on external drives. Ms. Teutsch confirmed that any external drives must be encrypted as well and that UT System will be furnishing faculty with small encrypted thumb drives.

Jessica Murphy asked about the lecturers and instructors for whom the University does not furnish laptops. These people routinely have to use their personal computers to conduct University business and she expressed concern that encrypting a personal computer would effectively give the Information Security office access to personal passwords, bank records, etc. that are on the computer.

Ms. Teutsch said that this is the beginning of many changes to come. The next step will be a directive to encrypt laptops, IPads, and other mobile devices.

Ravi Prakash suggested that the Information Security department discuss this issue with the faculty in Computer Science to come up with other workable options.

Dr. Chandrasekaran suggested that all members of the Academic Council and Senate be given University-owned encrypted laptops for their use in Senate and Council business.

There was further broad discussion on copyright issues.

Speaker Leaf asked the Senate if it would be helpful to create a Senate committee to work with the Information Security office. This committee would link in some ways with the current Information Resources Security and Planning Committee but would be different as well. The membership of the committee could include experts from Engineering & Computer Science as well. Tim Redman moved to establish a Senate committee on cyber-security. Richard Scotch seconded. The motion carried.

The proposed membership of the committee is:
4. Approval of Minutes
Jessica Murphy moved to approve the minutes as circulated. Cy Cantrell seconded. The motion carried.

5. Speaker's Report – Murray Leaf

Annual Review Policy: The policy draft has been reviewed by the Committee on Faculty Standing and Conduct, and they have suggested some changes. The Academic Council considered their recommendations sufficiently complete and comprehensive that there was no need to think of referring the document further to a 3+3 committee. However, there were a few further changes that the Council thought should be considered and it is important to also get authoritative administrative input. Accordingly, the Council has referred the draft, with the further suggestions, back to the Committee on Faculty Standing and Conduct together with the Speaker of the Faculty and the Provost. The expanded group will meet tomorrow. We expect to have the policy on the Senate agenda for September.

Guidelines for School Bylaws. The Council has discussed the bylaws further, but does not yet have recommendations to bring back to the Senate. There are still many details we have not yet discussed, and have set up a smaller working group to go through them. In the meantime, however, there seems to be a clear agreement on one major change that will have far-reaching implications. This is that every school and department should have an elected Executive Committee to consult with and advise the dean and/or chair. This will be elected by the faculty and from the faculty. That is, associate deans will not be eligible, nor will departmental chairs in schools that have departments. The other point that is very clear is that there will be a lot more emphasis on transparency and on specifying the interface between school administrations and school faculty bodies.

2012-2013 Academic Calendar and the Senate meetings. David Cordell has pointed out that our November Senate meeting falls into our new “Fall Break,” from November 19 to 21. This immediately precedes the Thanksgiving closing on November 22 and 23. This raises the question of whether we should hold the meeting on the set date or move it. The 14th, the week before, is a Regents’ meeting, which President Daniel will have to attend and which I should attend. The 28th, the week after, is also possible, but crowds December. This in turn raises the question of whether we would need a meeting in December, which would be on the 19th, which is the last day of final examination week.

The consensus of Senate was to move the November meeting to Wednesday, November 28. The decision on whether to have a December Senate meeting will be made at the December meeting of the Academic Council.

Conflict of Interest Policy. The System administration has rejected our proposed Conflict of Interest policy, and insists that we follow their template. Rafael Martin is working on an alternative version that will do so, but the demands of the template virtually guarantee massive non-compliance. They are far too sweeping, intrusive, and or vague both in what
they deem to be covered “research” and in the kinds of interests they want reported. I have suggested that we take the question up in the Faculty Advisory Council; I am confident other campuses are having the same reactions and will want to do so.

Tim Redman and the CQ are working on how to amend our standards for promotion and tenure to express the notion that being a chaired full professor does not relieve one of the obligation to service of tenured full professors in general.

Other matters are on the agenda.

6. **STUDENT GOVERNMENT LIAISON REPORT**
Raj Dwivedi reported that Student Government has been busy planning move-in week activities.

Student Government will be attending the UT System Student Advisory Council meeting September 7-8 in Austin.

All student appointments have been made for the University committees.

There is a new shuttle bus route going to Preston and Frankford.

Bike repair stations have been set up at various locations around campus.

We will have a food truck on campus this semester to provide additional dining options.

The first fall meeting of the Student Government will be on September 4.

7. **REPORT FROM THE COMMITTEE ON QUALIFICATIONS**
A full report from the Committee on Qualifications will be added to the official minutes at a later date.

Given the difficulty in getting outside letters of reference for review cases, Kurt Beron asked if it was possible to change the procedure to allow the chairs of the review committees to contact potential outside reviewers earlier in the process so that the reviewer would be more likely to have adequate time to write the letter.

Dr. Chandrasekaran expressed the opinion that the recommendations of CQ are not taken as seriously for new faculty hires as for the internal review process.

8. **RECOMMENDATIONS FROM THE COMMITTEE ON COMMITTEES**
Tim Redman noted a change on the CEP Committee composition: David Channell will not continue on CEP and will be replaced by Susan Briante.

Another correction was noted to correct Matthew Bondurant’s school on the appointment for the Academic Calendar Committee to read Arts & Humanities instead of Economic, Political & Policy Sciences. He also asked that the school be listed after each name.

Liz Salter pointed out that she should no longer be a member of the Committee on the Core Curriculum since she is no longer serving as Associate Dean. Dachang Cong has taken over that responsibility and should be appointed to the committee in her place.

Richard Scotch moved that the Senate accept the recommendation of the Committee on Committees with the noted corrections. Cy Cantrell seconded. The motion carried.

9 **APPROVAL OF CANDIDATES FOR GRADUATION**
David Cordell made the following motion for the graduate candidates for graduation:
These candidates have applied for graduate degrees and have been reviewed by the Graduate Dean. The Graduate Dean certifies that all of these students will be eligible for the degrees indicated upon satisfactory completion of the current semester's work. I move, therefore, that the Academic Senate certify these students to receive the degrees as indicated upon receipt of final grades and notification of completion of other requirements, provided that the grades received are consistent with the standards for credit prescribed by this University.

Kurt Beron seconded the motion. The motion carries.

David Cordell made the following motion for the undergraduate candidates for graduation:

These students have applied for graduation and have been reviewed by the Office of Records. The Office of Records declared that all of these students will be eligible for graduation upon the completion of the current semester's work at the necessary levels. I move, therefore, that the Academic Senate certify the students to graduate upon receipt of final grades, and notification of completion of other requirements, provided that the grades are consistent with the standards for graduation prescribed by this University. I also request that the Academic Senate certify those students designated as eligible to graduate with honors upon completion of coursework and requirements consistent with the standards at the levels offered by this University.

Peter Assmann seconded the motion. The motion carries.

Before adjourning Speaker Leaf asked the members of the Senate to email him with any irregularities or "absurdities" regarding the new encryption policy. He will take these items to the Faculty Advisory Council meeting for further discussion.

There being no further business, President Daniel adjourned the meeting.

APPROVED: [Signature]
Murray J. Leaf
Speaker of the Academic Senate

DATE: 27 Jan 2013