MEMORANDUM  
October 1, 2014

TO: Academic Council*

COPY TO: David Daniel Denis Dean
         Hobson Wildenthal George Fair
         Andrew Blanchard Dennis Kratz
         Calvin Jamison Bert Moore
         Abby Kratz Bruce Novak
         John Wiorkowski Hasan Pirkul
         Austin Cunningham Mark Spong

FROM: Office of Academic Governance  
Christina McGowan, Academic Governance Secretary

SUBJECT: Academic Council Meeting

The Academic Council will meet on WEDNESDAY, October 1, 2014 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 cgm130130@utdallas.edu or x4791.

Attachments

<table>
<thead>
<tr>
<th>2014-2015 ACADEMIC COUNCIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gail Breen</td>
</tr>
<tr>
<td>David Cordell**</td>
</tr>
<tr>
<td>Murray Leaf***</td>
</tr>
<tr>
<td>Jessica Murphy</td>
</tr>
<tr>
<td>Ravi Prakash</td>
</tr>
<tr>
<td>Viswanath Ramakrishna</td>
</tr>
<tr>
<td>Tim Redman *</td>
</tr>
<tr>
<td>Liz Salter</td>
</tr>
<tr>
<td>Richard Scotch</td>
</tr>
<tr>
<td>Tres Thompson</td>
</tr>
<tr>
<td>Brooke Knudtson, Student Government President</td>
</tr>
</tbody>
</table>

*Speaker
**Secretary
*** Vice-Speaker

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION UNIVERSITY
AGENDA

ACADEMIC COUNCIL MEETING
October 1, 2014
Osborne Conference Room, ECSS 3.503

1. CALL TO ORDER, ANNOUNCEMENTS & QUESTIONS  Dr. Daniel
2. APPROVAL OF THE AGENDA  Dr. Redman
3. APPROVAL OF MINUTES  Dr. Redman
   September 3, 2014 Meeting
4. SPEAKER’S REPORT  Dr. Redman
5. FAC REPORT  Dr. Leaf
6. CEP Recommendations:  Dr. Radhankrishnan
   Dr. Radhankrishnan
7. Recommendations for replacements on Committees  Dr. Leaf
8. Presentation by Nate Howe.  Dr. Redman
9. Amendments to Auxiliary Services Advisory Committee  Dr. Redman
10. Creation of 2013-2014 Senate Annual Report  Dr. Redman
11. Review Task Force recommendations for non-tenure track faculty  Dr. Redman
12. 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 the official minutes.

ACADEMIC COUNCIL MEETING
SEPTEMBER 3, 2014

PRESENT: Hobson Wildenthal, Gail Breen, David Cordell, Murray Leaf, Jennifer Murphy, Ravi Prakash, Viswanath Ramakrishna, Liz Salter, Richard Scotch, Tres Thompson

ABSENT: David Daniel, Tim Redman

VISITORS: Andrew Blanchard, Calvin Jamison

1. Call to Order, Announcements & Questions
   Provost Wildenthal called the meeting to order at 2:04PM. There was only one announcement. Per Student Government’s request, and after review of peer institutions, the library will be increasing its operating days and hours. He opened the floor to questions. There were no questions.

2. Approval of the Agenda
   Richard Scotch moved to approve the circulated agenda. Tres Thompson seconded. The motion carried.

3. Approval of Minutes
   Richard Scotch moved to approve minutes. Jessica Murphy seconded. The minutes were approved.

4. Speaker’s Report
   Vice Speaker Murray Leaf is filling in for Speaker Tim Redman as he is out due to illness. At the time of the meeting his date of return was not known. It was estimated it could be 7-14 days. In addition to those listed below, Robert Glosser has also declined his appointment to the Academic Integrity Committee as chair and member. Vice Speaker Leaf said he would follow up with Dr. Glosser to find out what help could be given to him. It was Vice Speaker Leaf’s thought that the Senate’s administrative assistant, Christina McGowan, could assist more committees.

5. Faculty Advisory Council Report
   The Faculty Advisory Council will be meeting on September 25-26. Both Murray Leaf and David Cordell will be attending.

6. CEP Recommendations
   A. Arts and Humanities EMAC Master’s degree program
      The degree program was presented at this time due to an accidentally missed deadline. There is one minor edit regarding the word “capstone” or “final project.” Richard Scotch moved to place the edited program on the Senate agenda. Jessica Murphy seconded. The motion passed unanimously.

   B. Substantive Change Policy
      The University has always followed the SACS policy in notifying SACS regarding what SACS considers to be substantive changes in our programs. However given the rate the university has been growing a local policy is being created for dissemination to the academic administration and faculty. The only differences between the local policy and the SACS policy is the annual certification from the deans that
states that their schools are compliant with the policy. The policy contains a request that that each school’s bylaws say that the school should follow it.

CEP moved to place the policy on the Senate agenda. Murray Leaf seconded. The motion passed unanimously. See appendix A for policy.

C. Repeatable Course Policy
This policy is to codifies and clarifies previous practice in response to requirements from SACs. The policy will be listed in both the Undergraduate and Graduate catalogs. The policy has two sections. The first addresses courses with repeatable limits, and those without. Previously there was not a policy on the limits, but it has now been added. Graduate Council, with the exception of Arts & Humanities, Committee on Undergraduate Education, and CEP approved the policy.

The policy will be implemented by stating the maximum limit on retakes for each course in the course description. There will no longer be exceptions of any kind. It will no longer be possible for a dean or an advisor to overrule the system. A system will be put into place to prevent students from taking a course more times than the specified limit without signing a disclaimer stating that they understand that they will not receive credit.

It was recommended that a different syllabus be created and put on file for each repeatable class. It was also suggested that a different course number be used to reflect the Masters level and Doctoral levels of the course. Previously a student could take a course x number of time per degree level, but it was never stated in policy form. CEP moved to place the policy on the Senate agenda. Richard Scotch seconded. The motion was approved. See appendix B for policy.

D. Schedule for Catalog Changes
CEP presented a schedule for when new courses can be added to the catalog. The schedule will be independent of the catalog cycle. This will allow faculty to add courses one semester prior to when new programs are added. They do not have to wait until the next catalog. Thus, degree programs cannot be added during the year but courses for new programs can be added. The calendar for the 2015-2016 and the 2016-2017 academic years were distributed. If faculty need to make changes, the calendars will give them the proper deadline dates. Dr. Radhakrishnan reminded the committee that for the 2015-2016 catalog justification will need to be included. CEP moved to place the information item on the Senate agenda. Richard Scotch seconded. The motion was approved.

7. Recommendations for Replacements to Committees
   A. Bio Safety Committee: Marco Atzori is no longer with the University. The Committee on Committees recommended Jonathan Ploski. Tres Thompson seconded. The motion was approved.
   B. Committee on Effective Teaching: Brian Berry declined his appointment. The Committee on Committees recommended Denise Boots. Richard Scotch seconded. The motion was approved.

   Murray Leaf moved to place a discussion of Senate priorities for the year on the Senate agenda. Richard Scotch seconded. The motion carried.

9. Presentation by Nate Howe
Richard Scotch moved to postpone the presentation one month, if possible. Vice Speaker Leaf will contact Nate Howe, and advise if it is possible to postpone.

10. Review Task Force recommendations for non-tenure track faculty

Vice Speaker Leaf agreed to draft the necessary policies. Once those are created the Provost can proceed with the 3+3+3 committee. This will allow the committee to start with drafts in hand. David Cordell disagreed with this proposal. In 2000 a 3+3+3 committee was created. The report from this committee listed 6 recommendations that were approved by the Senate, including a specific schedule concerning when non-tenure system faculty can receive multi-year contracts. Dr. Cordell also circulated a copy of a multi-year UT Dallas employment letter and a copy of UT Austin’s multi-year contract. UT Austin’s policy states that “the commitment is for a rolling three year period. After completion of the first year of assignment one additional year will be added so that your assignment is a continuous three year period.” In comparison, the UT Dallas letter reads more like a letter of intent without a real commitment. Dr. Cordell commented that the Regents allow for three year contracts, and that the university should have three year contracts available. They should be based on length of service and satisfactory performance, but not necessarily on rank. Thus a Senior Lecturer 1 who has been at the University for several years and doing a good job per their performance evaluation should get more than a one year contract. The last page of the circulated document noted the count of non-tenured faculty by school and title. In most schools, other than BBS, there is a large number of Senior Lecturers 1, and few Senior Lecturers 2 and 3. Dr. Cordell noted that discussions with Senior Lecturers have revealed that none were aware of any benefit of promotion in rank, and its benefits, such as a multi-year contract. He noted that there are many Senior Lecturers 1 who could have been promoted to Senior Lecturer 2 but have not applied because they were not aware that it could be helpful in any way to their career. Following discussion, Dr. Cordell suggested that the Faculty Senate revert UTDPP1062 to the Senate approved proposal from 2000 that he presented to the council.

Vice Speaker Leaf circulated a document listing the concerns that have arisen since the 2000 Senate approved proposal.

1. The creation of a Non-Tenure track equivalent to the Committee on Qualifications. To prevent confusion in the discussion this committee was temporarily designated “CQ2”. The committee would consist of 6 members. The two proposed ways of selecting members are:
   a. 1 member is a senior non-tenure track faculty member and the other is an Associate Dean, or
   b. 1 member is a senior non-tenure track faculty member and 1 tenure track faculty who have served on CQ.
   This would allow for mentoring, and people who understand what non-tenured faculty do for the university. The Council strongly favored the second option.

2. The creation of an institutional wide structure to encourage promotion through the ranks. Many non-tenured faculty are not aware that Senior Lecturer 1, 2 and 3 are equivalent in non-tenure track to Associate, Assistant, and Full Professor ranks. They have not been encouraged to seek promotion, and were not aware of the benefits of promotion. There may be Senior Lecture 1’s who are on the cusp of possibly being promoted to Senior Lecturer 2 but currently there is not a procedure to identify those Lecturer’s. Provost Wildenthal suggested that this procedure be put into place so that next year when contracts and letters are created the ranking concerns can be addressed formally. Ravi Prakash requested this be made a priority for this year.

3. The creation within each school a Personnel Review committee for Senior Lectures.

11. New Business:
Calvin Jamison gave a recap of all the new construction and projects on campus. 1000 new parking spaces were added, in which 750 are in the new parking garage. Einstein’s Bagel’s opened on the ground floor of the parking garage. The new 600 bed residential hall opened. Inside is a new dining facility as well as activity center. The new wing on the School of Management building has opened. On the ground floor of the SOM building will be a Jason’s Deli. There is a new program called Comet Dollars. When the money on your comet card is used to buy food on campus one receives a 10% discount. A new salad bar is opening in the Student Union as well as a Papa John’s in the new residential hall. In the spring an IHOP will open on the ground floor of the parking garage.

Workers began moving earth in the center mall area on the first of September, and completion of construction is expected in spring 2015. Also in spring of 2015 the University will be breaking ground for Comet Town. It will be located just north of Synergy. An architect has been selected to build a new Alumni Center.

12. Senate Agenda for September 17, 2014:
   1. CEP Recommendations
      a. Arts and Humanities EMAC Master’s degree program
      b. Substantive Change Policy
      c. Repeatable Course Policy
      d. Schedule for Catalog Changes
   2. Committee on Committees Recommendations
   3. Discussion on priorities for 2014-2015

There being no further business Provost Wildenthal adjourned the meeting at 3:22 PM..

APPROVED: ______________________________ DATE:_____________________________

Tim Redman
Speaker of the Senate
Appendix A

UT Dallas Substantive Change Policy

Policy Statement

A substantive change is a significant modification or expansion in the nature and scope of an accredited institution. The federal government requires regional accrediting agencies to have a substantive change policy and to monitor the compliance of its member colleges and universities with the substantive change policy. UT Dallas’ regional accrediting agency, the Southern Association Schools and Colleges Commission on Colleges (SACSCOC), Board of Trustees requires as a condition of accreditation member institutions to notify the SACSCOC of substantive changes, and, in some cases, seek SACSCOC approval prior to implementation of such changes.

Policy Rationale

The purpose of this policy is to establish the UT Dallas responsibilities and required procedures for timely notification of substantive changes to SACSCOC. The policy complies with the SACSCOC Principles of Accreditation: Foundation for Quality Enhancement and the SACSCOC Substantive Change for SACSCOC Accredited Institutions Policy in adherence with United States Department of Education Regulations 34 CFR 602.22 Substantive Change.

Scope

This policy applies to any university employee who can initiate, review, or approve changes that are considered substantive according to the current version of the SACSCOC Substantive Change for SACSCOC Accredited Institutions Policy. In academic affairs, this includes faculty, assistant and associate deans, deans, vice provosts, and the provost. Other university officials in the Office of Research, Procurement Management, or Office of International Education might be asked to review or approve a substantive change initiative. Further, a substantive change may come directly to the attention of the president, vice presidents, or the university attorney. These individuals are responsible for timely notification of substantive changes to the Assistant Provost for Policy and Program Coordination, who is responsible for notifying or seeking approval from SACSCOC as appropriate for the substantive change.

Types of Substantive Changes

The most common UT Dallas reported substantive changes include:

- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program
- Closing a degree or academic certificate program, off-campus site, or branch campus
• Entering into a collaborative academic arrangement that includes the initiation of a dual or joint academic program with another institution
• Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of at least one our degree or academic certificate programs
• Initiating certificate programs at an off-site location
• Initiating distance learning programs

Several additional types of substantive changes, such as initiating dual credit or initiating degree completion programs, are included in the SACSCOC policy. Some types of substantive change require only prior notification to SACSCOC whereas others required prior SACSCOC approval prior to implementation. A matrix for each type of substantive change, its permission requirements, and its timeline to obtain permission is available via a matrix on the Provost Office’s webpage at http://provost.utdallas.edu/home/academic-program-proposals/reporting-substantive-change.

Responsibilities

Each individual, position, or entity designated as within the scope of this policy is required to be familiar with and comply with this policy.

Each school, program, or department is recommended to incorporate this policy into its bylaws.

Each dean is required to produce an annual report that confirms his school is in compliance with this policy.

The Assistant Provost for Policy and Program Coordination is responsible for ensuring the university policy is in compliance with the current version of the SACSCOC policy. The Assistant Provost for Policy and Program Coordination is also responsible for communicating policy updates to university stakeholders. The Assistant Provost for Policy and Program Coordination will remind university stakeholders about the policy each long semester.

Procedures for Notification

At the earliest stage of consideration, any potential substantive change must be submitted in writing via the appropriate dean or vice president to the Assistant Provost for Policy and Program Coordination, who will coordinate any additional paperwork, such as a prospectus, and internal and external approvals. Once all appropriate documentation and internal approvals have been completed, the Assistant Provost for Policy and Program Coordination will submit to the President’s Office a cover letter addressed to SACSCOC. Upon president’s review, approval, and signature, the Assistant Provost for Policy and Program Coordination will submit the request to SACSCOC. The Assistant Provost for Policy and Program Coordination will update the appropriate dean or vice president about the status of the request.
Appendix A

Responsible University Official
Executive Vice President and Provost (policy@utdallas.edu)

Effective Date: TBD, 2014
Repeating Coursework

There are certain courses in which students may repeat the course(s) for credit and may satisfy degree requirements. In other instances, students may repeat the course to improve their grades.

Courses transferred for credit to UT Dallas from another institution of higher education may not be repeated for additional credit.

Before repeating any course, students should contact their academic advisor to determine the application of such course credit toward graduation. Students are also advised to check with the Office of Financial Aid to determine how and if grades earned in repeated coursework impact their financial aid eligibility status.

The University of Texas at Dallas’s policy for repeating coursework is stated below.

Taking Repeatable Courses

Unlimited Repeatable Courses

There are certain courses in which students may repeat the course(s) for credit. These courses in the catalog will have the statement of “may be repeated for credit” and considered non-duplicated courses. All semester credit hours and grade points earned from each of these courses taken count towards degree completion and cumulative GPA. Students should review their degree program for application towards degree requirements.

Limited Repeatable Courses

There are certain courses in which students may repeat the course(s) for credit with a limit of repeatability. For example, courses with the course description that states, “May be repeated for credit (9 semester credit hours maximum).” For limited repeatable courses, a student is limited to repeating the course to the maximum hours stated in the course description. Registrations are not allowed beyond the repeatable limit of the class. The limited semester credit hours and grade points earned from each of these courses taken count in a student’s earned hours and cumulative GPA. Students should review their degree program for application towards degree requirements. NOTE: Registrations beyond the repeatable limit of the class will not count in a student’s earned hours, cumulative GPA, and degree requirements.
Each course designated as repeatable for credit requires departmental approval and registration. Prior to registration, a student and the student's departmental advisor complete the appropriate repeatable course approval and registration form. The form requires approval from the instructor of the class and the appropriate program head. A copy of the form is submitted to both the Undergraduate or Graduate Dean and the Office of the Registrar for review, transcription, approval, and filing. The form must be completed and approved before the registration of the course and submitted to the Undergraduate or Graduate Dean and the Office of the Registrar no later than the first day of class of the current term. Students without appropriate forms on record may be administratively dropped from the course.

Repeating Courses to Improve Grades

Regardless of the number of times a course is repeated, any single course can contribute only once to the number of semester credit hours required for graduation. A limited number of courses, such as independent study courses, may be repeated for credit – see “Taking Repeatable Courses – General Policy for All Students.”

Students may repeat the course to improve their grades, however, if the course is not designated as a repeatable course, then any single course can contribute only once to the number of semester credit hours required for graduation.

Undergraduate Students

An undergraduate student may repeat the same course to improve his/her grades based on following:

- An undergraduate student is limited to three grade-bearing enrollment attempts for any specific class. The student cannot repeat the same course for a fourth time regardless of the grade earned.
- According to Texas Education Code 54.014, a student attempting the same class, excluding designated repeatable courses, for the third time will 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 for repeat counting.
- All withdrawals (academic and non-academic withdrawals) are counted as grade-bearing enrollment attempts.
- Undergraduate 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 Excessive Undergraduate Hours.

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 (GPA). See Grade Point Average and Transfer Credit. 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 or pass/fail in lieu of a letter grade.

Undergraduate Coursework from Other Institutions of Higher Education
Undergraduate students who fail a course in residence at UT Dallas may repeat the course at another institution of higher education. An undergraduate student may not transfer an equivalent course if that course was taken at UT Dallas with a passing grade (D's included). Upon successful completion of the repeated course with a grade of at least C (2.000 on a 4.000 scale), the course may be transferred to UT Dallas where it will meet the content requirements of the course failed in residence and contribute semester credit 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 GPA.

**Graduate Students**

A graduate student who wishes to repeat a course must submit a Repeated Course Adjustment form to the Graduate Dean.

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 graduate student's record and will be included in the graduate student's transcript. The higher grade will be used in computing the GPA for purposes of graduation.

From the University Resources list:


**3-peat Fee: Three Course Repeat Fee:** As outlined in section 54.014 of the Texas Education Code, an institution may charge a resident undergraduate student a higher rate when enrolling in a course, excluding designated repeatable courses, that the student has previously completed. An undergraduate student who registers for a course three or more times will be charged the non-resident tuition rate.
Recommendations for Committee Replacements

• Committee on Academic Integrity:
  o Replace Robert Glosser with ________________________________.
  o Replace Robert Glosser as chair with ____________________________.
  o Replace Judd Bradbury with ________________________________.

• Committee on Learning Management Systems:
  o Replace Matt Brown with John McCaskill (EPPS).

• Committee on Qualifications of Academic Personnel:
  o Replace Ivan Sudbourough with ________________________________.

• Library Committee:
  o Replace Pankaj Choudhary with ________________________________.

• Committee for the Support of Diversity and Equity:
  o Replace Peter Park with ____________________________.
  o Replace Peter Park as chair with ________________________________.

• Committee on Institutional Animal Care and Use:
  o Replace Christa McIntyre Rodriguez with ____________________________.

• Institutional Biosafety & Chemical Safety Committee:
  o Replace Marco Atzori, who is no longer with the University, with ________________.
Auxiliary Services Advisory Committee - UTDPP1015
Policy Charge

Auxiliary Services
Policy Statement

The Auxiliary Services Advisory Committee is a University-wide Standing Committee not reporting to the Academic Senate of The University of Texas at Dallas.

The Committee is charged to advise the Assistant Vice President for Procurement Management on policies, procedures, and rules, which will optimize the overall operation of Food Services, the UTD Bookstore, and Vending Operations. The scope of the Committee's purview shall include such areas as physical operations, facilities, and all other matters relating to these services that the Committee shall deem it appropriate to consider, including matters referred to it by the Assistant Vice President for Student Affairs and Dean of Students and/or the Student Government Association. In addition, the Committee shall make recommendations to the Vice President for Administration, the Vice President for Student Affairs, and the Executive Vice President and Provost regarding the interests and concerns of all auxiliary services customers.

The Committee membership shall consist of seven (7) voting members. They shall include 4 students and 3 members to be appointed by the President or the President's designee from faculty and staff. The student members shall be appointed in accordance with procedures established in Article II, Subarticle A, of the Constitution of the Student Association of The University of Texas at Dallas. The student members shall be representative of all students enrolled at the university. Faculty members are appointed from the membership of the General Faculty as defined in Title III, Chapter 21, Section I.B.1.UTDPP 1088 of The University of Texas at Dallas Handbook of Operating Procedures. The Dean of Students, the Director of Food Services, the Auxiliary Services Manager, the Assistant Director of Food and Retail Services, the UTD Bookstore Manager, and the Director of the Student Union shall serve as non-voting ex officio members.

The Assistant Vice President for Procurement Management, Auxiliary Services serves as the Responsible University Official and shall convene the first meeting of the Committee each year for the purpose of selecting the Chair and Vice Chair. Each member will serve for a one-year term starting September 1 and continuing to August 31. If for any reason a committee member cannot serve, the President or designee shall appoint a replacement to serve the remainder of the unexpired term.

Policy History

Issued: June 20, 1996
Editorial Amendments: February 2, 1998
Editorial Amendments: September 1, 2000
Editorial Amendments: November 22, 2002
Revised: April 10, 2006
Editorial Amendments: September 28, 2009
Editorial Amendments: March 7, 2012

Policy Links