MEMORANDUM  
August 8, 2019

TO: Academic Council*

COPY TO:  
Richard C. Benson                  Jessica Murphy  
Hobson Wildenthal                   Juan Gonzalez  
Inga Musselman                      Jennifer Holmes  
Calvin Jamison                       George Fair  
Abby Kratz                          Dennis Kratz  
John Wiorkowski                    Steve L. Small  

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

SUBJECT: Academic Council Meeting

The Academic Council will meet on WEDNESDAY, September 4, 2019 at 1:00 p.m. in ATEC 1.201. 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>
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<th>2019-2020 ACADEMIC COUNCIL</th>
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<td>Dinesh Bhatia</td>
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<td>Matt Brown</td>
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<td>Adam Chandler</td>
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<td>R. Chandrasekaran</td>
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<td>Jill Duquaine-Watson</td>
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<td>Bill Hefley **</td>
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<td>Joe Izen</td>
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<td>Murray Leaf***</td>
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<td>Syam Menon</td>
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<td>Ravi Prakash*</td>
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<td>Richard Scotch ***</td>
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<td>Tres Thompson</td>
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<td>Ayoub Jamal Mohammed- Student Government Pres.</td>
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<td>Naomi Emmett – Staff Council Pres.</td>
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*Speaker  
**Secretary  
*** Vice-Speaker
AGENDA
ACADEMIC COUNCIL MEETING
September 4, 2019
ATEC 1.201

1. Call To Order, Announcements & Questions
   Richard Benson
2. Approval of the Agenda
   Ravi Prakash
3. Approval of Minutes
   Ravi Prakash
4. Speaker’s Report
   Ravi Prakash
5. THECB/ Legislative Updates
   Serenity King
6. TXCFS/FAC REPORT
   Murray Leaf & Bill Hefley
7. Student Government Report
   Ayoub Mohammed
8. Committee on Committees Recommendations
   Ravi Prakash
9. Presentation: Annual Consensual Relationship Training
   Colleen Dutton
10. Informational: Employee Assistance Program (EAP)
    Colleen Dutton
11. Presentation: Pardon our Progress Presentation
    Calvin Jamison
12. Presentation: Updated Procurement Process
    Terry Pankratz
13. Revisions: University Accessibility Committee Charge
    Tres Thompson
14. Revisions to UTDPP1046- Emeritus Titles Perquisites and Privileges of Emeritus Title Holders
    Murray Leaf
15. Annual Committee Reports
    Bill Hefley
    A. University Accessibility Committee
    B. Institutional Animal Care and Use Committee
    C. Budget Committee
    D. Committee on Effective Teaching
    E. Student Fee Advisory Committee
    F. Sustainability Committee
    G. Committee on Qualifications of Academic Personnel
    H. Commencement Committee
    Tres Thompson
17. Adjournment
    Richard Benson
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
JUNE 5, 2019

PRESENT: Richard Benson, Inga Musselman, Adam Chandler, Jill Duquaine-Watson, William Hefley, Joe Izen, Murray Leaf, Syam Menon Ravi Prakash, Richard Scotch,

ABSENT: Dinesh Bhatia, Mathew Brown, Tres Thompson, None

VISITORS: Brice Brownley, Melinda Colby, Colleen Dutton, Frank Feagans, Gene Fitch, Calvin Jamison, Serenity King, Abby Kratz, Ayoub Mohammed, Jessica Murphy, Terry Pankratz, Chandrasekaran, Joe Pancratzio, Kimberly Burdine

1. Call to Order, Announcements & Questions
President Benson called the meeting to order at 1:05 PM. President Benson had the attendees introduce themselves as this was the first meeting of the 2019 Academic Council. President Benson gave the Council an update on five topics on the yearly UT System scope report. He opened the floor to questions. There were none.

2. Approval of the Agenda
Murray Leaf moved to approve the Academic Council agenda. Syam Menon seconded. The motion carried unanimously.

3. Approval of the Minutes
Richard Scotch moved to approve the Academic Council minutes. Murray Leaf seconded. The motion carried unanimously.

4. Speaker’s Report – Ravi Prakash
1. Four members of the Academic Senate met with the Chief of Staff candidates on May 29, 2019.
2. There has been a series of productive meetings with Terry Pankratz regarding procurement procedures. A presentation will be given at the September Academic Senate meeting.
3. All other items that I have been working on are on the agenda.

5. Legislative / THECB Updates – Serenity King
The Legislative session has ended and there are some bills that will have an impact on the campus. House Bill 3217 and its companion bill Senate Bill 1731, eliminated the state restriction on education programs. There had been a statewide restriction you could not have a degree program in Education so it had to be in the discipline, that restriction has been removed, and so has the 18 hour limit on curriculum. For example, the interdisciplinary studies degree in elementary education can now be a bachelors in education. The lifting of the restrictions should help the UTeach program.

Senate Bill 25, which was the transfer bill, has been passed and signed. THECB sent out an email the first week of June that they are meeting with the UT System Undergraduate Education Advisory Council in order to develop their role in the transfer bill. Our university will have an opportunity to provide comments on their role. On June 5, 2019 the UT System Graduate Education Advisory Council met in Austin. Serenity King noted she would provide the minutes of that meeting to the council. It was noted that the state-wide strategic plan for Graduate Education was discussed. The
plan is to be circulated for comment in August 2019. The first time the statewide strategic plan was
done was when the 18 characteristics of Doctoral Programs. The THECB will meet in July for their
quarterly meeting. Ms. King will provide minutes from that meeting soon as they are available.

6. FAC / TXCFS Report – Ravi Prakash, Murray Leaf, and Bill Hefley
   Nothing to report. The next meeting will be September 26, 2019.

7. Student Government – Ayoub Mohammed
   Nothing to report.

8. Staff Council -
   Staff Council President Naomi Emmet will give the report at the August Academic Senate meeting.

9. Informational : Revisions to UTDPP1007 : Bylaws of the Academic Senate- Ravi Prakash
   Policy was updated to reflect updated Regent Rules regarding new titles. The policy requires two
   votes from the Academic Senate. At the May Academic Council meeting the Council added
   UTDPP1007 to the August 2019 meeting in order to get the second vote.

10. Senate Agenda for August 21, 2019:
    1. Call to Order, Announcements, and Questions
    2. Approval of the Agenda
    3. Approval of the Minutes
    4. Speaker's Report
    5. SACSCOC/ THECB Updates
    6. TXCFS/ FAC Report
    7. Student Government Report
    8. Staff Council Report
    9. Revisions to UTDPP1077- Bylaws of the Academic Senate of the University of Texas at
       Dallas- 2nd vote

   Murray Leaf moved to approve the agenda. Dinesh Bhatia seconded. This agenda was approved
   unanimously.

11. Adjournment
    There being no further business President Benson adjourned the meeting at 1:34 PM.

APPROVED: ______________________________ DATE: _____________________________
            Ravi Prakash
            Speaker of the Faculty
2019 - 2020

Committee Name: Advisory Committee on Research

Charge: Policy Memorandum UTDPP1033

Ex-Officio (with vote)
Dean of Natural Sciences & Mathematics
Dean of Behavioral & Brain Sciences
Dean of Engineering & Computer Science
Dean of Arts & Humanities
Dean of Economics, Political & Policy Sciences

Special Requirements:
At least 11 voting members, 7 of which, including the Chair, shall be members of the general faculty from areas with the most involvement with and dependence on external funding

Deans of ECS, BBS, NS&M, A&H & EPPS
1 Dean (with vote) of remaining schools
2-year terms, staggered

Responsible University Official
Vice President for Research

Members Whose Terms are Continuing
Nina Baranchuk (SOM) (8/31/2020)
Nils Roemer (AH) (8/31/2020)
Monica Rankin (AH) (8/31/2020)
Michael Kilgard (BBS) (8/31/2020)
Baowei Fei (ECS) (8/31/2020)

Members Whose Terms Are Expiring
Sheryl Skaggs (EPPS) (8/31/2019)
Michael Kesden (NSM) (08/31/2019)
Midori Kitagawa (ATEC) (8/31/2019)
Rainer Schulte (AH) (08/31/2018)

Replacements Needed
Tomislav Kovandzic (EPPS) (8/31/2021)
Heng Du (NSM) (8/31/2021)
Monica Evans (ATEC) (8/31/2021)
Carie King (AH) (8/31/2021)

Chair: Sheryl Skaggs (EPPS) (8/31/2019)
Vice Chair: Michael Kilgard (BBS) (8/31/2020)

Michael Kilgard (BBS) (8/31/2020)
Baowei Fei (ECS) (8/31/2020)
### 2019-2020

**Committee Name:** Committee on Educational Policy

**Charge:** Policy UTDPP1023

**Senate Concurrent**

### Ex-Officio (with vote)
- Chair, Committee on Core Curriculum
  - Rashunda Henderson

### Ex-Officio (without vote)
- Dean of Graduate Education
- Dean of Undergraduate Education
- Assistant Provost
- University Registrar & Director of Academic Records

### Responsible University Official
- Dean of Graduate Education
- Dean of Undergraduate Education

### Members Whose Terms are Continuing

#### Faculty:
- Yong Chung (EPPS) (8/31/2020)
- Candice Mills (BBS) (8/31/2020)
- Robert Glosser (NSM) (8/31/2020)
- Karen Prager (IS) (8/31/2020)
- Syam Menon (SOM) (8/31/20)
- Simeon Ntafos (ECS) (8/31/2020)
- Natalie Ring (AH) (8/31/2020)
- SFDA David Patterson (AH) (8/31/2020)

### Members Whose Terms are Expiring

#### Faculty:
- Clint Peinhardt (EPPS) (8/31/2019)
- Lisa Bell (ATEC) (8/31/2019)
- Charles Hatfield Jr. (AH) (8/31/2019)
- Lawrence Overzet (ECS) (8/31/2021)
- Phillip Hall (ATEC) (8/31/2019)
- Shayla Holub (BBS) (8/31/2019)
- Marilyn Kaplan (JSOM) (8/31/2019)
- Li Zhang (NSM) (8/31/2019)
- Victor Valcarcel (EPPS) (8/31/2021)
- Lisa Bell (ATEC) (8/31/2021)
- Charles Hatfield Jr. (AH) (8/31/2021)
- Lev Gelb (ECS) (8/21/2021)
- Laura Imaoka (ATEC) (8/31/2021)
- Jay Dowling (BBS) (8/31/2021)
- Shawn Alborz (BBS) (8/31/2021)
- Gabriele Meloni (NSM) (8/31/2021)

#### Students:
- Chair: Clint Peinhardt (EPPS) (8/31/2019)
- Vice Chair: Lawrence Overzet (ECS) (8/31/2021)
- Syam Menon (SOM) (8/31/20)
- Lev Gelb (ECS) (8/21/2021)
2018-2019

Committee Name: Committee on Effective Teaching

Charge: Policy Memorandum UTDPP1024

Senate Concurrent

Ex-Officio (with vote)
Dean of Undergraduate Education
Dean of Graduate Education

Ex-Officio (without vote)
A&H Associate Dean of Undergraduate Education – Mark Rosen
BBS Associate Dean of Undergraduate Education- Melanie Spence
ECS Associate Dean of Undergraduate Education- Simeon Ntafos
EPPS Associate Dean of Undergraduate Education- Euel Elliot
IS Associate Dean of Undergraduate Education- Tonja Wissinger
JSOM Associate Dean of Undergraduate Education- Marilyn Kaplan
NSM Associate Dean of Undergraduate Education- Mike Biewer
ATEC Associate Dean of Undergraduate Education- Eric Farrar

Special Requirements:

11 voting members
7 faculty members
2 students
1 technical expert
2-year terms, staggered

Responsible University Official
Chief Academic Officer

Technical Expert
Simon Kane (Provost’s Technology Group)

Members Whose Terms are Continuing
Angela McNulty (IS) (8/31/2020)
Jay Ingrao (AH) (8/31/2020)
Jonas Bunte (EPPS) (8/31/2020)
Karen Huxtable-Jester (BBS) (8/31/2020)

Members Whose Terms are Expiring

Faculty:
Mohammad Akbar (NSM) (8/31/2019)
Abhijit Biswas (JSOM) (8/31/2019)
Randall Lehmann (ECS) (8/31/2019)
Kristin Drogos (ATEC) (8/31/2019)

Students:

Replacements Needed

Amandeep Sra (NSM) (8/31/2021)
Rebecca Files (JSOM) (8/31/2021)
Mohammad Saquib (ECS) (8/31/2021)
Kara Ortopallo (ATEC) (8/31/2021)

Chair: Karen Huxtable-Jester (BBS) (8/31/2020)
Vice Chair: Angela McNulty (IS) (8/31/2020)

Karen Huxtable-Jester (BBS) (8/31/2020)

Angela McNulty (IS) (8/31/2020)
2019 - 2020

Committee Name: Committee on Faculty Mentoring

Charge: Policy Memorandum UTDPP1026

Special Requirements:
12 Faculty members
2 Representatives of the Office of the Provost
In consultation with the Committee for the Support of Diversity and Equity
2-year terms, staggered

Responsible University Official
Chief Academic Officer

Members Whose Terms are Continuing

Catherine Coleman (ECS) (8/31/2020)
David Patterson (AH) (8/31/2020)
Ron Smaldone (NSM) (8/31/2020)
Kathryn Stecke (SOM) (8/31/2020)
Bhavani Thuraisingham (ECS) (8/31/2020)
Michael Wilson (AH) (8/31/2020)

Hlaing Minn (ECS) (8/31/2020)

Members Whose Terms are Expiring

Julie Haworth (JSOM) (8/31/2019)
Jackie Nelson (BBS) (8/31/2019)
Todd Fechter (ATEC) (8/31/2019)
Karen Prager (IS) (8/31/2019)
Nadine Connell (EPPS) (8/31/2019)
Vladimir Dragovic (NSM) (8/31/2019)

Replacements Needed

Yuan Zhang (JSOM) (8/31/2021)
Jackie Nelson (BBS) (8/31/2021)
Heidi Cooley (ATEC) (8/31/2021)
Erin Smith (IS) (8/31/2021)
Meghna Sabharwal (EPPS) (8/31/2021)

Alonso Morcos Gonzalez (NSM) (8/31/2021)

Chair: Nadine Connell (EPPS) (8/31/2019)
Vice Chair: Julie Haworth (JSOM) (8/31/2019)

Meghna Sabharwal (EPPS) (8/31/2021)
Ron Smaldone (NSM) (8/31/2020)
2019 - 2020

Committee Name: Committee on Qualifications of Academic Personnel
Charge: Policy Memorandum UTDPP1031
Special Requirements:
Two from each school (with the exception of Interdisciplinary Studies) preferably at the rank of Professor – no one holding an administrative appointment above the rank of Department Head shall be eligible to serve
2-year terms, staggered

Responsible University Official
Chief Academic Officer

Members Whose Terms are Continuing
Robert Lowry (EPPS) (8/31/2020)
Bart Rypma (BBS) (8/31/2020)
Julia Evans (BBS) (8/31/2020)
Theresa Towner (AH) (8/21/2020)
Zygmunt Haas (ECS) (8/31/2020)
Ashiq Ali (SOM) (8/31/2020)
Lee Bulla (NSM) (8/31/2020)

Members Whose Terms Are Expiring
Mohammad Ali Hooshyar (NSM) (8/31/2019)
Zsuzsanna Ozsvath (AH) (8/31/2019)
Paul Fishwick (ATEC) (8/31/2019)
Andrew Blanchard (ECS) (8/31/2019)
Sheryl Skaggs (EPPS) (8/31/2019)
Roger Malina (ATEC) (8/31/2019)
Elena Katok (JSOM) (8/31/2019)

Chair: Robert Lowry (EPPS) (8/31/2020)
Vice Chair: Robert Lowry (EPPS) (8/31/2020)

Vincent Ng (ECS) (8/31/2020)
TBD

Replacements Needed
Xinchou Lou (NSM) (8/31/2021)
Manuel Luis Martinez (AH) (8/31/2021)
Paul Fishwick (ATEC) (8/31/2021)
Babak Fahimi (ECS) (8/31/2021)
May Yuan (EPPS) (8/31/2021)
Roger Malina (ATEC) (8/31/2021)
Riki Takeuchi (JSOM) (8/31/2021)
Karen Prager (IS) (8/31/2021)

TBD

Ashiq Ali (SOM) (8/31/2020)
Committee Name: Campus Facilities Committee

Charge: Policy Memorandum UTDPP1025

Ex-Officio (without vote)

Executive Vice President and Provost
Vice President of Research
Assistant Vice President of Environmental Health and Safety
Director of Media Services
Assistant Vice President of Auxiliary Services
Assoc. VP for Facilities Management

Special Requirements:
No fewer than 10 voting members
4 Faculty
2 Deans
1 Student
1 Representative from Student Affairs
1 Dean of Library (with vote)
2-year terms, staggered

Responsible University Official
Vice President for Facilities and Economic Development

Members Whose Terms are Continuing

Faculty:
James Harrington (EPPS) (8/31/2020)
Joe Izen (NSM) (8/31/2020)
Lucien Thompson (BBS) (8/31/2020)
Poras Balsara (ECS & Interim Dean) (8/31/2020)
Anne Balsamo (ATEC & Dean) (8/31/2020)

Library Representative (Ex-Officio):
Ellen Safley (8/31/2020)

Staff Council (Ex-Officio):
Janice Gebhard (8/31/2020)

Student Affairs Staff (Ex-Officio):
Matt Grief (8/31/2020)

Student:
- UG (8/31/2020)

Members Whose Terms are Expiring

Angela McNulty (IS) (8/31/2019)
Julia Chan (NSM) (8/31/2019)
Dennis Kratz (AH) (8/31/2021)
Michele Hanlon (AH) (8/31/2019)

Chair: James Harrington (EPPS) (8/31/2020)
Vice Chair: Michele Hanlon (AH) (8/31/2019)

Replacements Needed:
Angela McNulty (IS) (8/31/2021)
Andrea Fumagalli (ECS) (8/31/2021)
Nils Roemer (Interim Dean AH) (8/31/2021)
Michele Hanlon (AH) (8/31/2021)
Sheena D'Arcy (NSM) (8/31/2021)
Julie Haworth (JSOM) (8/31/2021)
James Harrington (EPPS) (8/31/2020)
Michele Hanlon (AH) (8/31/2021)
## 2019 - 2020
### Committee Name: Committee on Research Involving Human Subjects

**Charge:** Policy Memorandum UTDPP1035  
University-Wide Committee

### Ex-Officio (with vote)
- Vice President for Research

### Responsible University Official
- Vice President for Research

### Members Whose Terms are Continuing

#### Faculty:
- Elena Katok (SOM) (8/31/2020)
- Ryan McMahen (ECS) (8/31/2020)
- Jon Maskaly (EPPS) (8/31/2020)
- Dan Krawczyk (BBS) (8/31/2020)
- Leo Bleris (ECS) (8/31/2020)
- Olivia Banner (ATEC) (8/31/2020)
- Raul Rojas-Villareal (BBS) (8/31/2020)
- Murat Kantarcioğlu (ECS) (8/31/2020)
- Shalini Prasad (ECS) (8/31/2020)
- Orlando Richard (JSOM) (8/31/2020)
- Stuart Cogan (NSM) (8/31/2020)
- Jon Maskaly (EPPS) (8/31/2021)

#### Alternate Voting Members:
- Amanda Boone (8/31/2020)
- Sanaz Okhovat (8/31/2020)
- Kerry Tate (8/31/2020)
- Kimberly Burdine (8/31/2020)

### Student:
- TBD

### Non-UTD Representatives:
- Randal Boss (8/31/2020)
- Judge Daniel Curran (8/31/2020)
- TBD (8/31/2020)
- Sabrina Starnaman (AH) (8/31/2020)

### Non-Science Representative:
- Matt Brown (AH) 2020

### Members Whose Terms are Expiring

#### Faculty:
- Bobby Alexander (EPPS) (8/31/2019)
- Andrea Warner-Czyz (BBS) (8/31/2019)
- Li Zhang (NSM) (8/31/2019)
- Bart P. Rypma (BBS) (8/31/2019)
- Bobby Alexander (EPPS) (8/31/2021)
- Noah Sasson (BBS) (8/31/2021)
- Nikki Delk (NSM) (8/31/2021)
- Bart P. Rypma (BBS) (8/31/2021)

### Replacements Needed
Chair: Bart P. Rypma (BBS) (8/31/2019)
Vice Chair: Li Zhang (NSM) (8/31/2019)

Bart P. Rypma (BBS) (8/31/2021)
Shalini Prasad (ECS) (8/31/2020)
2019 - 2020

Committee Name: Committee for the Support of Diversity and Equity

Ex Officio

Responsible University Official
Vice President for Diversity and Community Engagement- George Fair

Members Whose Terms are Continuing
Administration (Recommended by Provost):
Abby Kratz (8/31/2020)
Sherry Marek (8/31/2020)
Eloise Square (8/31/2020)

Faculty:
Meghna Sabharwal (EPPS) (8/31/2020)
Toyah Miller (SOM) (8/31/2020)
Ted Benavides (EPPS) (8/31/2020)
Danieli Rodreguiez (ECS) (8/31/2020)
Amadeep Sra (NSM) (8/31/2020)
Anne Wu (ATEC) (8/31/2020)
Jill Duquane- Watson (IS) (8/31/2020)
Sabrina Starnaman (AH) (8/31/2020)

Members Whose Terms are Expiring
Faculty:
Rashaunda Henerson (ECS) (8/31/2019)
Christi Nielsen (ATEC) (8/31/2019)
Lindsay King (NSM) (8/31/2019)
Orlando Richard (SOM) (8/31/2019)

Staff:
Melissa Palmer (8/31/2019)
Carrilaine Schneckner (8/31/2019)
Daniel Hernandez (8/31/2019)
Alice Presti (8/31/2019)
Daniel Cordova (8/31/2019)
Lynn Butler (8/31/2019)
Jazzmyn Wilson (8/31/2019)
Laura Payne (8/31/2019)

Chair: Rashaunda Henderson (ECS) (8/31/2019)
Vice Chair: Anne Wu (ATEC)

Special Requirements
12 Faculty members (from each of the eight Schools)
3 Academic Administrators
8 Staff members
2-year terms, staggered

Jaqueline Price (8/31/2020)
2019-2020

Committee Name: University Committee on Electronic Forms and Administrative Efficiency

Charge: UTDPP1106

Responsible University Official w/ vote

- Vice President for Information Technology
- Chief Information Officer

15 Voting Members:

- 3 Faculty approved by the Academic Senate
- 2 School Deans recommended by Academic Senate
- 4 Academic Staff selected by the Staff Council from a pool nominated by academic program and department heads
- 4 PeopleSoft functional stakeholders recommended by the office of sponsored projects
- 1 from the distributed IT community recommended by the CIO
- 1 from the OIT recommended by the CIO

2 year terms
(Individuals may be reappointed)

Members Whose Terms are Continuing

Faculty:

Peoplesoft Admin.:
Terry Pankratz (8/31/2019)
Tina Sharpling (8/31/2019)
Franklin Foxworthy (8/31/2019)
Adam Cantwell (8/31/2019)

Office of Research:
Kelly McKinney (8/31/2019)

Office of Information Technology:
Scott Simpson (8/31/2019)

Members Whose Terms are Expiring

Faculty:
Julia Hsu (ECS) (8/31/2021)
Bill Hefley (JSOM) (8/31/2019)
Ravi Prakash (ECS) (8/31/2019)

Deans/Assoc. Deans:
James Bartlett (BBS) (8/31/2019)
Matt Goeckney (NSM) (8/31/2019)

Academic & Admin. Staff:
1) Michele Brown (Aca Staff) (8/31/2020)
2) Deborah Bickner (Aca Staff) (8/31/2020)

Replacements Needed

Banks Miller (EPPS) (8/31/2021)
Robert Wallace (ECS) (8/31/2021)
Judd Bradbury (JSOM) (8/31/2021)

Marilynn Kaplan (JSOM) (8/31/2021)
Matthew Goeckner (NSM) (8/31/2021)
3) Harriett DeAnn Hegi (Admin Staff) (8/31/2020)
4) Kellie Hanford (Admin Staff) (8/31/2020)

RUO/Chair: Frank Fegans (8/31/2019)
Vice Chair: Joe Izen (NSM) (8/31/2019)

Frank Fegans (8/31/2021)
Robert Wallace (ECS) (8/31/2021)
Committee Name: Institutional Biosafety & Chemical Safety Committee

Charge: Policy Memorandum UTDPP1016

University-Wide Committee

Ex-Officio

Vice President for Research
Environmental Health & Safety Director
Biosafety Officer

Special Requirements

No fewer than seven members
2 (at least, and not less than 20% of membership) shall not be affiliated with the University
3-year terms
Chair – 2-year term and a member of the University Safety Council

Responsible University Official

Vice President for Administration

Members Whose Terms are Continuing

Faculty:
Lloyd Lumata (NSM) (8/31/2021)
Robert Rennaker (ECS) (8/31/2020)
Kelly Palmer (NSM) (8/31/2021)
Duane Winkler (NSM) (8/31/2021)
Jeremiah Gassensmith (NSM) (8/31/2021)
Jon Ploski (BBS) (8/31/2021)
Faruck Morcos (NSM) (8/31/2021)

Non-UTD Representatives:
Steve Dossett (8/31/2020)
Nancy Viamonte (8/31/2020)

Members Whose Terms are Expiring

Chair:
Lloyd Lumata (NSM) (8/31/2021)

Vice Chair:
Manuel Quevedo-Lopez (ECS) (8/31/2019)

Replacements Needed

Manuel Quevedo-Lopez (ECS) (8/31/2022)
Lloyd Lumata (NSM) (8/31/2021)
Manuel Quevedo-Lopez (ECS) (8/31/2022)
Committee Name: University Research Integrity Committee

Charge: Policy Memorandum UTDPP1034

Ex-Officio (with vote)
Dean of Graduate Education
Vice President for Research

Special Requirements
8 tenured faculty at rank of full professor
Each school, except for Interdisciplinary Studies, should be represented
3-year terms

Responsible University Official
Executive Vice President and Provost

Members Whose Terms are Continuing
Lisa Goffman (BBS) (8/31/2020)
Thomas Riccio (AH) (8/31/2020)
Paul Fishwick (ATEC) (8/31/2021)
Mihaela Staffan (NSM) (8/31/2021)
Vijay Mookerjee (SOM) (8/31/2021)
Alex Piquero (EPPS) (8/31/2021)

Members Whose Terms are Expiring
William Anderson (ECS) (8/31/2022)
Jason Slinker (NSM) (8/31/2022)

Replacements Needed
Reza Moheimani (ECS) (8/31/2022)
Sam Efromovich (NSM) (8/31/2022)

Chair: Joseph Pancrazio, VP for Research
Vice Chair: Paul Fishwick (ATEC) (8/31/2021)

Joseph Pancrazio, VP for Research
Paul Fishwick (ATEC) (8/31/2021)
2019 - 2020

Committee Name: Institutional Conflicts of Interest Committee

Charge: Policy Memorandum UTDPP1069

University-Wide Committee

Special Requirements:

- RUO – President
- EX-Officio with vote
  - Speaker of Faculty Senate
  - Vice President for Research
  - Vice President for Budget and Finance
  - Vice President for Facilities and Economic Development
  - Vice President for Development and Alumni Relations
  - Chief Compliance Officer

  Members Whose Terms are Expiring

  Faculty:
  - New

  Non-UTD Affiliation Member:
  - New

  (Optional) Non-voting ex-officio members-
  (1 year Term)

  Chair: New

  Replacements Needed
  - New John Gooch (AH) (8/31/2022)
  - New Murray Leaf (EPPS) (8/31/2020)
  - New BPS Murthi (JSOM) (8/31/2021)

  The term of appointment for members who are not ex-officio shall be three years.

  University Attorney shall attend meetings and serve as legal advisor to the Committee.

  The Committee may appoint non-voting ex-officio members for renewable one-year terms.
July 31, 2019

TO: The Academic Senate
FROM: L.T. Thompson, Chair, Campus Accessibility Committee
SUBJECT: First Annual Report of the Campus Accessibility Committee (CAC), 2018–2019

I. Membership and Scope:
Voting faculty members of the CAC consisted of L.T. Thompson, Ph.D. (Chair, BBS), Peter Assman, Ph.D. (Vice Chair, BBS), Bill Hefley (SOM), Richard Scotch, Ph.D. (EPPS), Olivia Banner, Ph.D. (ATEC), Scott Rippel, Ph.D. (NS&M), and Yonas Tadesse, Ph.D. (ECS). Voting student members were Asleigh Horton and Neha Khan. Voting staff members or administrators who attended were Pax Abrams (Staff Council), Ellen Safley (Library), Kerry Tate (OSA), Heather Dragoo (ADA Coordinator), Annette Rogers and Joan Wickersheim (EH&S), Melinda Colby (OIT), Darren Crone, N’Shaun Wilson and Sou Meaney (Testing Center), Amanda Smith (Dean of Students), Janette Bell (HR), Terry Pankratz (Procurement), Kelly Kinnard and Calvin Jameson (Facilities), Cris Aquino (Parking), Larry Zacharias (University Police), Shaun Wilson (Diversity), and Courtney Breechen (Living Learning Centers). Tracy Jordan (UTD alumnus, Bank of America) serves as our invaluable Community Representative. Voting member Christy Glaze (Communications) attended meetings and volunteered to maintain meeting minutes and email communications. Sanaz Okhovat (Acting Director of Compliance) provided oversight while appointment of a new compliance officer was pending.

This report covers the period from October 2018 through Aug 2019.

II. Meeting summaries:
The CAC met eight times this past year, with our inaugural meeting on October 1, 2018, with subsequent meetings the last Monday of each month in BSB 14.102J through November, resuming in January, taking a break for May and June, and then resuming again in July in our new location in FM 1.502. Our next meeting is planned for 26 August, 2019. The only personnel change in committee membership expected for this next calendar year is the replacement of Scott Rippel (NS&M) by Sabrina Starnaman (A&H). An amended charter of the committee has been proposed to the Faculty Senate to include faculty members from each School and the stakeholders listed above, and to list the new Director of Compliance, Marco Mendoza.

- 1 Oct 2018. The inaugural meeting was attended by 20 members, and laid out a vision for user-friendliness for the UTD Campus, decided frequency and duration of future meetings, began to set priorities and goals (including extensive data collection, analysis, and use) for the coming year, and polled for suggestions of additional stakeholders to add to the committee.
• **29 Oct 2018.** The 2nd meeting of the CAC was attended by 24 members. A survey of student user needs was proposed and planned by Student Government representatives. Ideas for a committee website and reporting system were discussed, and future reviews of UTD websites and resources planned.

• **26 Nov 2018.** The 3rd committee meeting was attended by 20 members. The committee unanimously passed a resolution to be presented to the Faculty Senate asking for larger and more accessible space for the OSA, and a 50-100% increase in OSA staffing. An overview of handicap accessible parking on campus was presented by Dr. Jamison and staff. A survey of current accessible permit holders was proposed and planned.

• **29 Jan 2019.** The 4th CAC meeting was attended by 19 members. The Senate’s unanimous passage of the committee’s resolution to meet OSA needs given their large increase in caseload OSA was discussed, as was the rather aberrant response in the form of a memo from the Dean of Students office suggesting accommodations were the responsibility of individual faculty. A proposal to find more optimal solutions was recommended to the Faculty Senate. The results of the CAC’s parking survey were briefly presented. A subcommittee was appointed to address identified parking issues.

• **25 Feb 2019.** The 5th CAC meeting was attended by 25 members. Results from the Parking Survey, and plans by the Parking Office to improve problems identified, were discussed. Updates re. the withdrawal of the January memo re. accommodated testing, and temporary solutions (including the offer by the Testing Center to provide some degree of service for students needing only extended time and a non-distracting environment) were discussed. A rough overview of a university Accessibility website was presented.

• **25 Mar 2019.** The 6th CAC meeting was attended by 28 members. Continued discussion of accommodated testing for students needing only extended time and a non-distracting environment, and plans by the Testing Center to meet those needs which would not require significant changes in procedures for students or faculty were described. A subcommittee was appointed to discuss details and testing of these procedures. Regulations regarding service and emotional support animals were discussed, and opinions offered by OSA and the University Police.

• **29 Apr 2019.** The final CAC meeting for the spring was attended by 21 members. Testing Center efforts regarding accommodated testing were discussed, and plans for summer beta-testing were also discussed. The Parking Office presented additional plans to meet needs identified in the Parking survey, including new spots, improved website resources and information, etc. Cielo software was discussed and problems with its use and implementation described. The University’s new Accessibility website design was presented and discussed in detail. Plans, details, and locations for future meetings were discussed.
• 29 July 2019. The 8th Accessibility meeting was attended by 23 members. Issues identified in beta-testing of accommodated testing at the Testing Center were discussed, and further subcommittee meetings planned to find a timely resolution prior to the start of the Fall semester. The Parking Office identified new parking spaces designated, and DART representatives detailed two new stops for accessible transportation drop-off and pickup as well as a full description of the process required to use accessible DART services. OIT presented information on Blackboard Ally, designed to facilitate conversion of eLearning materials to meet full accessibility standards. UTD’s mobile app links for accessibility-related services was also demoed. Continuing and new Student Government representatives discussed plans for an early fall implementation of the Student survey of accessibility issues and needs on campus.

The Campus Accessibility Committee is chartered and charged as an advisory group, although it includes stakeholders from many decision-making positions throughout the University. The need for the Committee’s inclusion in all discussions related to accessibility issues, procedures, planning and policy were fully demonstrated in its inaugural year, as were problems that occurred when the Committee was not privy to discussions or policy formulations. The committee can only recommend policy to the University’s administration and/or via the Faculty Senate, but it continues to request that more adequate resources be allocated in the coming year to address issues already identified as well as those likely to be discovered in the future.
July 31, 2019

TO: The Academic Senate
FROM: L.T. Thompson, Chair, Institutional Animal Care & Use Committee

I. Membership and Scope:
Voting scientific members of the IACUC consisted of L.T. Thompson, Ph.D. (Chair, BBS), Ted Price, Ph.D. (Vice Chair, BBS). Additional scientific members: Zach Campbell, Ph.D. (NSM), Kenneth Hoyt, Ph.D. (ECS), Seth Hays, Ph.D. (ECS), and Jie Zheng (NSM). Voting attending veterinarians were Dr. Egeene Daniels, D.V.M., assisted by Dr. Tony Meyers, D.V.M. Voting non-scientific members were Matthew Brown, Ph.D. (NS&M), Kathan McCallister (Assistant Director, Laboratory Animal Research Center [LARC]), Kevin Masten (UTD Physical Plant), Larry Zacharias (UTD Chief of Police), and Bill Alsup (City of Richardson Director of Animal Services; Community member). Non-voting member Cynthia Tralmer (IACUC Coordinator, Office of Research Compliance) also attended all meetings and maintained official federal records and meeting minutes. Sanaz Okhovat (Assistant Vice President for Research Compliance, Office of Research Integrity) and Rafael Martin (Office of Research) provide oversight for the office of the Vice President for Research.

A complete record of all Animal Use Protocols submitted/revised/renewed and approved is available from the IACUC Coordinator, Cynthia Tralmer as required.

This report covers the period from July 2018 through Aug 2019.

II. IACUC training:
As of this report, all but 1 current IACUC members (Dr. Hays, Dr. Campbell, Dr. Brown, Kevin Masten) have completed full AALAC approved IACUC training programs. A training series has been offered by our veterinarians at all IACUC meetings held the past two years, and a full training course was held at UTSW in the fall for members who had not previously attended one.

III. Meeting summaries:
The IACUC met three times this past year, in fall, spring, and summer. Our upcoming fall meeting is planned for November 8, 2019. The only personnel change in committee membership expected for this next calendar year is the replacement of Matthew Brown (A&H) by Luba Ketsler (EPPS).

• Fall meeting: 11 Jan 2019. The IACUC reviewed the status of animal use protocols (a total of 38 amendments, continuing reviews, and/or new protocols were approved since July 2018. Dr. Marcel Perret-Gentil, D.V.M., attending
veterinarian at UTSA Health Sciences Center, conducted additional research training seminar coursework this fall for upgrading skills for both undergraduate and graduate assistants in labs with approved IACUC protocols, including several sessions of his Rodent Surgery & Biomethodology Workshops, with more scheduled during the spring. The IACUC also completed its FDA mandated program review. The IACUC meeting concluded by conducting a walk through inspection of the animal facilities, surgeries and vivariums in NSERL and in BSB as required, generating a list of minor discrepancies noted (LARC action to correct these discrepancies was also implemented, and documented by Cynthia Tralmer).

• **Spring meeting: 3 May 2019.** The committee reviewed and discussed the status of animal use protocols (a total of 25 amendments, continuing reviews, and/or new protocols were approved since January). The IACUC deliberated two full-board reviews of new protocols by one PI, approving one and disapproving one. IACUC also completed its FDA mandated program review. The IACUC meeting concluded by conducting a walk through inspection of the animal facilities, surgeries and vivariums in NSERL and in BSB as required, generating a list of minor discrepancies noted (LARC action to correct these discrepancies was also implemented, and documented by Cynthia Tralmer). Scheduling for the summer IACUC meeting was also discussed.

• **Summer meeting: 16 Aug 2019.** The committee reviewed and discussed the current status of animal use protocols on campus (a total of 36 amendments, continuing reviews, and/or new protocols were approved since May meeting). The IACUC discussed a proposal by one lab PI regarding maximum number accounting procedures, and after comparison with best-use practices at other institutions, minor modifications to current procedures to simplify paperwork were implemented (Cynthia Tralmer notified all PIs with approved IACUC protocols of the amendment). IACUC also completed its required program review. The IACUC meeting concluded by conducting a walk through inspection of the animal facilities, surgeries and vivariums in NSERL and in BSB as required, with no discrepancies noted (documented by Cynthia Tralmer). Scheduling for the fall 2019 meeting was discussed and approved.

A total of 99 animal use protocol reviews [all assessed by the full IACUC, then reviewed in depth by DMR panels] were carried out and approved by the IACUC for active research work by UTD scientists; one full-board review generated one additional approved protocol, with one protocol rejected with the consent of the PI, for a total of 102 protocol reviews accomplished. Given the steady growth in extramurally funded biomedical and basic science research activity at UT Dallas, the appointment of an additional IACUC member for 2018-2019 was welcomed to more equitably distribute the workload. The Chair and Committee thank the Academic Council and the Faculty Senate for their consideration in agreeing to this addition of one new scientific member to the IACUC, to continue in future.
TO: Faculty Senate  
FROM: Ramachandran Natarajan, Chair  
RE: Annual Report for Advisory Committee on the University Budget  
DATE: August 22, 2019

Members of the Advisory Committee on the University Budget for 2018-2019: Ramachandran Natarajan (Chair), Nicole Piquero (Vice-Chair), Lisa Bell, Kurt Beron, Thomas Campbell, William Cready, Robert Glosser, D.T. Huynh, Larry Overzet and Erin Smith.

Invited Participant at the meetings: Dr. Robert Serfling (Past Vice Chair and Retired UTD Professor of Statistics)

Activities

The Budget Advisory Committee held an initial meeting on February 4 where Terry Pankratz, Vice President for Budget and Finance, provided an update on the budgeting process and briefed the committee members about salient aspects of the budget. Professor Erin Smith proposed that the committee carry out an analysis of faculty salaries with a gender and diversity focus. Dr. Serfling, who had extensively analyzed faculty salaries in the past, offered to provide an initial analysis along the lines of the analyses he had carried out earlier. The committee agreed to this proposal. The committee also had a preliminary discussion on an updated proposal from Professor Midori Kitagawa about a tuition scholarship program for dependents of UTD faculty and staff.

In February and March, representatives of the committee participated in the School and Division annual budget hearings with President Benson and his cabinet. At least two and as many as four representatives of the budget committee attended all the hearings.

On May 16, the Committee met to discuss the takeaways from the budget hearings and any-related budget issues. The Committee decided that it may-would benefit the members to get early-earlier briefings from both the Vice President of Budget and Finance and the Vice President for Public Affairs in the Fall semester of 2019 itself to better assimilate the content of future budget hearings. Dr. Serfling presented an initial analysis of faulty salary data stratified based on gender and ethnicity. Dr. Beron and Dr. Serfling offered to continue to work on this project during the rest of the year. The committee also wrapped up the discussion on Professor Kitagawa’s proposal. The consensus was that the committee, in principle, agreed with the spirit of the recommendation about the motivational benefits of the scholarships for dependents on employees. However, the committee felt that it was beyond its scope to perform an exhaustive cost-benefit analysis of this issue. Therefore, it was, therefore, proposed by the committee that the Senate might want to refer the consideration and evaluation of this proposal to the President.
August 25, 2019

TO: The Academic Senate
FROM: Karen Huxtable-Jester
Chair, Committee on Effective Teaching

SUBJECT: Annual Report of the Committee on Effective Teaching 2018-2019

I. Membership
The membership of the Committee on Effective Teaching consists of:

Karen Huxtable, Chair (BBS)  
Angela McNulty, Vice Chair (IS)  
Jay Ingrao (A&H)  
Kristin Drogos (ATEC)  
Randy Lehmann (ECS)  
Jonas Bunte (EPPS)  
Abhijit Biswas (JSOM)  
Mohammad Akbar (NSM)  
Simon Kane, Technical Expert  
Darren Crone, Technical Expert  
Jonathan Schueler, Student Appointee  
Ashleigh Horton, Student Appointee  
Paul Diehl, RUO-Associate Provost  
Jessica Murphy, Dean of Undergraduate Education  
Juan Gonzalez, Dean of Graduate Education

Associate Deans of Undergraduate Education:
Mark Rosen (A&H)  
Eric Farrar (ATEC)  
Melanie Spence (BBS)  
Simeon Ntafos (ECS)  
Euel Elliot (EPPS)  
Tonja Wissinger (IS)  
Marilyn Kaplan (JSOM)  
Mike Biewer (NSM)

II. Meetings
September 27, 2018  
October 25, 2018  
November 29, 2018  
January 24, 2019  
February 28, 2019  
March 28, 2019  
April 18, 2019
III. Actions Taken
Priorities for the 2018-2019 academic year were as follows:

1. A CET subcommittee assisted in the review and selection of nominees for the ROTA and President’s awards.

2. CET continued to encourage the creation of additional awards to be developed and managed at the school level. Such awards should reflect each school’s values with regard to types of excellent teaching from full-time and part-time faculty members and TAs who exemplify excellent teaching in that school.

3. CET is charged with recommending procedures and guidelines for school Teaching Effectiveness Committees. A key aspect of this is to recommend that evaluations for promotion and tenure review (tenure-system), or evaluation and promotion (non-tenure-system) be conducted on a proactive rather than ad hoc basis. The committee decided to postpone making specific recommendations until new deans have been hired in several schools.

4. CET coordinated with the Provost’s Technology Group to send reminders about best practices for mid-semester and end-of-semester student evaluations of their learning experiences.

5. CET collected a variety of resources from other institutions and input from several faculty members about guidelines for faculty regarding supervision of TAs. CET will defer to 2019-2020 the development of a handbook, e.g., guidelines for guidance, to serve as a resource for faculty members who supervise graduate TAs. Multiple campus stakeholders will be consulted for feedback. See Appendix A for a draft of initial ideas.

6. CET has continued to receive complaints about health and safety of students and faculty who use the Classroom Building. We have advised faculty who teach or have offices there to relay their concerns to Facilities every time they encounter problems with bad smells, rodents, and the like.

7. CET discussed concerns about student use and misuse of technology, such as studysoup, studyblue, and groupme. The Student Code of Conduct does not adequately address the appropriate and inappropriate uses of these tools. CET looked into the need to
update the Student Code of Conduct. We found that Dean Amanda Smith was already taking charge of doing so.

8. CET considered creating a survey to assess faculty concerns regarding textbook costs and awareness of alternatives, such as open educational resources. We will revisit concerns about affordability next year.

9. CET communicated with SGA via our student representative to investigate OSA needs for support and/or resources. We were advised that actions were already underway to move that office to a more accessible location and streamline coordination of services with the Testing Center.

10. CET consulted with the Speaker of the Senate to investigate the online grade-change process. Committee members shared concerns from several schools that the process needs to be more streamlined, as it is currently too easy for faculty to submit errors. It was decided that the procedure will be more effectively addressed at the school and program level. In addition, Associate Deans and program heads should advise faculty that for every Incomplete grade, a paper form must be completed, signed by the faculty member, and submitted for approval.

11. CET worked with CTL to update and advertise the eLearning Faculty Resources organization.

IV. **Recommendations for Following Year**
The committee recommends that the composition of the committee be modified to include the Director of Educational Technology Services as a Technical Expert.

V. **Appendices**
A. Some thoughts on creating *Faculty Guidelines for Guiding Graduate Teaching Assistants*
Some thoughts on creating Faculty Guidelines for Guiding Graduate Teaching Assistants

1. To what extent do all of these guidelines need to be tailored to different schools? What is general, and what is unique?
   a. Should the guidelines be organized by schools or by TA roles and responsibilities?

2. When working with TAs or RAs, it is necessary to manage expectations. If your TA is disappointing you, it is likely that you have not been clear about what you expect.
   a. Expectations must be explicit and thorough
      i. What is the TA role?
      ii. What level of autonomy is expected?
      iii. What are the specific job responsibilities and timeline for completing those responsibilities?
         1. Note that TAs sometimes may need assistance in learning how to manage their time effectively, and balance teaching with research

3. Serving as a TA means the graduate student is in a training position, not a worker position.
   a. TAs should be learning about teaching.

4. Guidelines for faculty in providing feedback to the TA and evaluation of performance to schools
   a. The evaluation forms become part of the student’s permanent record, but faculty may not know how to complete the forms accurately

5. Mental health is an area of concern for graduate students

6. Should issues of harassment or inappropriate/exploitative expectations be included in this handbook?

7. Relevant policy is UTDPP1075.

8. Specific sections for teaching TAs how to
   a. Grade consistently
   b. Provide guidance regarding nonacademic concerns
   c. Provide feedback regarding academic concerns
   d. Manage limits of the TA role, e.g., when to refer students elsewhere
   e. Maintain appropriate professional conduct, boundaries
   f. Know when to ask for help

*note: this is for faculty teaching TAs, not for the TAs themselves – is this document teaching the faculty, or teaching the faculty how to teach the TAs, or both?
Office of the Vice President for Student Affairs

TO: Dr. Richard C. Benson
President

FROM: Dr. Gene Fitch
Vice President for Student Affairs

DATE: April 12, 2019

SUBJECT: Student Fee Advisory Committee

Due to the state of our student fees, the decision was made not to present any new FY20 requests to the Student Fee Advisory Committee. The Committee was notified of the decision via email on January 28, 2019 and during a special meeting that was held on February 19, 2019. However, the Committee was asked to review an additional one-time request from the Speech Team, which was approved for $10,000. This funding will allow the Speech Team to attend the National Forensics Association competition later this month.

GF/er
TO: The Academic Senate
FROM: Carolyn Reichert
Chair, University Sustainability Committee
SUBJECT: Annual Report of the University Sustainability Committee, 2018 – 2019

I. Membership
Voting: Carolyn Reichert (Chair), Marilyn Walgore (Vice Chair), Sy Han Chiou, Craig Lewis, Deborah Reynolds, Joey Campain, Jennifer Good

Ex-Officio: Calvin Jamison, Rick Dempsey (through 12/18), Doug Tomlinson (from 1/19), Gary Cocke, Robin Russell

Regularly attending and participating in the meetings: John McCaskill, Evan Paret, Kim Rahebi, Aaron Koehler, Donovan Bays, Aleks Adamopoulos, Zach Greenberg, Erica Black

The following individuals participated in the meetings as reflected in the minutes: Rick Dempsey, Morganne Blaylock, Meghna Tare, Bernine Khan, Mario Mozano, Richard Shen, Sami Manuel, Alice Presti

II. Meetings
September 5, 2018
October 3, 2018
November 7, 2018
December 5, 2018
February 6, 2019
March 6, 2019
April 10, 2019
May 1, 2019
June 7, 2019

III. Actions Taken
The committee’s primary action is to encourage and support sustainable responsibility throughout the UT Dallas community. The committee supports the UTD community’s sustainable and environmental efforts via education, research, operations and community service.

The committee met regularly to discuss existing and potential sustainability initiatives on campus. The discussions included promotion ideas, development of new policies on sustainability, feasibility of new initiatives, collaboration on activities across different programs on campus, and certifications for UTD’s sustainability efforts.

Several action items from the last year:
• Actions by the Sustainability Committee include
  o Developed committee goals and procedures
  o Approved the No Vehicle Idling and Sustainable Procurement Guidelines. Both guidelines are available on the Sustainability website. A sticker design was developed for No Vehicle Idling.
• Guest speakers included
  o Richard Shen, who presented on the “Triple Bottom Line” for sustainability projects.
  o Zach Greenberg, who presented on the Fair Labor Association and Workers Rights Consortium.
  o Meghna Tare, UT Arlington Sustainability Officer, who presented on the North Texas Regional Center for Expertise and the global RCE network

• Support Office of Sustainability, Facilities Management, Eco-Reps and Student Government with their sustainability activities, including
  o Certification programs for students, faculty and staff. The Green Office Certification Program, Global Citizens Sustainability Service Honors Award for students and Sustainable Lab programs launched in August 2018.
  o Eco-Rep projects for Bee Campus USA, AASHE Stars, the new certification programs, the Sustainability Newsletter, and other activities.
  o Recycling initiatives, including Move-In Day, Texas Recycles Day and RecycleMania.
    ▪ The Office of Sustainability expanded the compost program. The Comet Compost Program encourages student participation in diverting food waste from landfills. UT Dallas has a wide range of recycling initiatives that will continue and expand as appropriate.
    ▪ Recycle Mania: Over 207,000 pounds of material were recycled. UTD placed 12th in waste minimization.
  o Sustainable practices at UT Dallas. This includes Butterfly Flutterby to support the Monarch butterflies and the Tree Advisory Committee to support tree management at UT Dallas. A Bio Blitz was added to the event, allowing volunteers to identify biodiversity at the Monarch Waystation.
  o Artistic collaboration with the Art UTD Student Organization for the water catchment system.
  o Community Garden, Texas Arbor Day, Alternative Spring Break, Sustainability Ambassador Workshop
  o Student Government Green initiative, including support for proposals for green projects, student surveys on sustainability in the strategic plan and other sustainability topics.

• Encourage interaction between the Sustainability Committee, Office of Sustainability, and other organizations on campus, including the Office of Student Volunteerism, Housing and the Office of Research. This includes outreach and cross-organizational activities. A sample includes
  o Activities in conjunction with the Office of Student Volunteerism, including Texas Arbor Day, Adopt-a-Highway, Earth Week and Viva Volunteer
  o Activities in conjunction with Housing include Move-In Day, a pop up farmer’s market and composting initiatives.
  o Activities with the Office of Research include Sustainable Lab Certification and the Earth Week Research Panel.

• Support Earth Week Activities, including Earth Fair, Butterfly Flutterby, garden workshops, LEED tours, beehive installations, upcycling, pop-up farmer’s market, faculty research panel, Earth X movies (Detroit Hives and Youth Unstoppable), e-waste recycling and other activities. Earth Week was April 22 – 26, 2019. The Sustainability Committee had a booth at the Earth Fair highlighting
mission, vision, guidelines and goals. Many different organizations across campus were involved, including UTD Tech Store, Office of Research, Office of Student Volunteerism, Eco-Reps, faculty, students, staff and the community.

- Promote sustainability initiatives and activities across campus and the community. Regular news features and social media campaigns on sustainability provide the UTD community information on activities and opportunities across campus. This includes the Sustainability Newsletter, highlighting events and activities. The Committee encourages attendance and participation in Texas Energy Summit, AASHE Stars Conference, TRACS Summit and other sustainability conferences.

- Support certifications, re-certifications and recognition across various organizations.
  - Tree Campus USA (awarded for 2018). Evan Paret reviewed tree management practices.
  - AASHE STARS (Association for the Advancement of Sustainability in Higher Education). UT Dallas is currently bronze.
  - Pursue the Bike Friendly USA designation and additional resources for biking
  - Certified as Bee Campus USA
  - Recognition from Texan by Nature
  - APPA Award

- Support participation and membership in regional and national sustainability efforts, including Air North Texas, USGBA (US Green Building Council), AASHE, RCE, Air North Texas and other organizations.

- Support class development and faculty research on sustainability
  - Undergraduate and graduate level course in sustainable communities.
  - Other courses and research as related to sustainability
  - Toured Mountain View College’s Outdoor Classroom to discuss their operations and courses

- A new apiary was installed near Facilities Management. The McDermott Scholars Cohort made this possible with a generous donation in support of the honeybees. The Scholarship Committee is grateful to the McDermott Scholars Cohort for making their support.

IV. Recommendations for the Following Year

The Committee will continue with the activities outlined above. We will support the Office of Sustainability, Facilities Management, Eco-Reps and Student Government with their sustainability activities and encourage interaction between organizations across campus. The Committee will encourage development of sustainability related courses and faculty research. We will support sustainability certifications and inclusion of sustainability as part of UTD’s strategic plan. We will develop and promote guidelines to improve sustainability on campus. Specific goals include:

- Investigate Zero Waste and targeted waste programs used by aspirational schools
- Support certification for AASHE Stars, Tree Campus USA, Bike Friendly USA and Bee Campus USA
- Support the Green Office Certification Program, Global Citizens Sustainability Service Honors Award for students and Sustainable Lab programs launched by the Office of Sustainability.
- Develop a green purchasing guide or informational that the surrounding community can use (potential Eco-Rep project).
• Develop a speaker series for Sustainability Committee Meetings to learn about practices and policies at UT Dallas and to develop partners in the community.
• Investigate educational opportunities at the John Bunker Sands Wetland Center.
• Discuss alumni involvement in sustainability initiatives.
• Promote the No Vehicle Idling guideline and stickers.
• Continue to examine affiliating with the Fair Labor Association and Worker’s Rights Consortium
• Improve identification and promotion of speakers covering sustainability topics on campus.
• Develop an annual sustainability report for the Sustainability Committee that highlights programs and initiatives across campus.
• Continue to review the Committee’s goals and strategic initiatives to make sure they align with the goals in the Committee’s charge from the Faculty Senate and the UN Sustainable Development Goals. The Committee will work with the Office of Sustainability to raise awareness about the scope of the goals and efforts to achieve these goals.

V. Supporting Documents

Meeting minutes are available on the sustainability website.
http://www.utdallas.edu/sustainability/committee/
Committee on Qualifications Annual Report to the Senate, 2018-2019 Academic Year

Members of the Committee:

Ali, Ashiq (SOM) Andrew Blanchard (ECS) Lee Bulla (NS&M)
Julia Evans (BBS) Paul Fishwick (ATEC/ECS) Haas, Zygmunt (ECS)
Hooshyar, Ali (NSM), Chair Elena Katok (SOM) Lowry, Robert (EPPS), Vice-Chair
Malina, Roger (ATEC/NSM) Zsuzsanna Oszvath (A&H) Sheryl Skaggs (EPPS)
Bart Rypma (BBS) Theresa Towner (A&H)

Review Activity for 2017-2018 and 2018-2019

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<th>Type of review</th>
<th>2017-2018</th>
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<td>Third-year, mid-probationary</td>
<td>26</td>
<td>18</td>
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<td>Tenure review &amp; promotion to Assoc Prof</td>
<td>18</td>
<td>16</td>
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<td>Assoc to Full Prof</td>
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<td>Totals</td>
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The overall workload decreased by about 23%, mainly due to the decrease in number of third-year and promotion to Full Professor reviews.

Meeting schedule, operating procedures, and workload:

Mid-probationary, tenure, and promotion reviews. Prior to CQ’s evaluation, a candidate for promotion is reviewed by an ad hoc committee, a faculty vote with recorded minutes, and a Dean’s report. The components analyzed were research/creative activity, teaching effectiveness, and service. UTD policy requires excellence in either teaching or research/creative activity and if teaching is excellent, then the candidate should have performed well in research/creative activity.

CQ met as a committee on five Fridays mornings: January 11, 18, and 25, and February 15 and 22. The expectation was that all CQ members read all the cases. Each CQ member was assigned one case to summarize per session, and one case to take notes on the CQ discussion. It takes several days to prepare for each weekly meeting. The chair merged the summary and discussion for a final report, which were usually one to two pages long. CQ considered the following
factors for cases with tenure: (1) sufficient documentation to support the recommendation for or against promotion; (2) independent letters from at least five external evaluators (independence was defined as not having a self-interested association with the candidate for promotion); (3) clear articulation of the strengths and weaknesses of each case; (4) school-specific guidelines; and (5) consistency within individual schools. On March 29 Provost Musselman met with CQ to provide feedback and inform members of the President and Provost’s decisions regarding promotion and tenure cases reviewed during 2018-19 review cycle.

**External hires with tenure.** CQ evaluates all external hires with tenure. These evaluations are conducted mostly via email because they are often time-sensitive. The CQ has imposed a 48-hour turnover to complete evaluations for urgent cases. For external hires whose need for deliberation is less urgent (as determined by the Provost), CQ has imposed a 96-hour turnover. For hires at the same rank (e.g., an Associate Professor from another institution hired as an Associate Professor at UTD), our operating procedures allow the CQ Chair to determine how many CQ member responses are sufficient; after expiration of the turnover time. This process accommodates unusual times for the hires (e.g., summer). For hires that involve a promotion (e.g., an Associate Professor hire as a Full Professor), eight affirmative votes (a majority) are required. However, thanks to our dedicated CQ members and availability of Internet, almost all cases have been reviewed with 92%-100% of CQ members participating. The types of external hires are listed in the table below.

<table>
<thead>
<tr>
<th>Previous rank</th>
<th>Proposed rank</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Prof w/o tenure</td>
<td>Associate Prof with tenure</td>
<td>one</td>
</tr>
<tr>
<td>Associate Prof with tenure</td>
<td>Full Prof with tenure</td>
<td>one</td>
</tr>
<tr>
<td>Full Prof with tenure</td>
<td>Full Prof with tenure</td>
<td>seven</td>
</tr>
</tbody>
</table>

**Observations and suggestions for improvements:**

It is estimated that each case requires about one hour. Up to 12 cases per week may be considered, which can require at least two full days per week. The chair probably spends double the time in preparation for meetings. As the university expands, so will the number of cases reviewed. In the not-distant future, assigning academic workload credit to CQ members may need to be taken into consideration.

Thanks to the extensive and continuous efforts of the Provost Musselman over the years (i.e., holding annual meetings with the candidates for promotion and ad hoc committee chairs to discuss the review process and procedures), the usual issues of concern in the review process: publication authorship (listing of all authors, determining contribution of candidate for evaluation); number of PhD students supervised; indication of UTD student authorship; independent research done at UTD (as opposed to research done as a PhD or post-doctoral
associate); inclusion of the mid-probationary report during tenure review; and teaching evaluations, seem to have been effectively dealt with. The reports provided by the ad hoc committees were generally of high quality; reasons for their recommendations in general were well-justified with supportive documents and details of their reasoning.

The most frequent concern raised for several cases involved the outside hires with tenure. In general for such cases, the external letters were not always independent/arms-length (e.g., PhD mentors or co-PIs on grants). The written policy for outside letters is stated in UTDPP1057:

> For tenured appointments, the Search Committee should solicit at least five independent judgments of the candidate's qualifications (these may include, but must not be limited to, individuals recommended by the candidate).

Even so, the rules were not always met. CQ is mandated to not seek additional information beyond what is provided. We have the option of not voting, but standing on such a principle has not been considered productive, especially since many of these hires were time-sensitive. This lack of deference to the arms-length rule seems to have started to propagate to some ad hoc committees, too. In such cases, CQ may find it necessary to return the file to the ad hoc committee for its completion. Such unnecessary delays are not fair to CQ and the candidates, since it may cause considerable delays in their tenure/promotions.

The following are the issues that CQ finds in need of improvement and recommends implementation:

1. A checklist page be included in any tenure/promotion file for indicating presence of all the needed documents, including at least five arms-length external letters. This should assist the respective Dean to quickly check a file for completion before it is sent to the Provost Office and CQ for further processing, or to return it to the ad hoc/search committee to obtain and include the needed documents before the announced deadlines.

2. Presently tenure review files contain the third year ad-hoc committee reports, but not the Committee on Qualification (CQ) reports. It is recommended that third year CQ review reports also to be included in the tenure review files. CQ believes this will make it easier not only for CQ but also the ad hoc committees to better evaluate the tenure review case.

3. CQ recommends its membership’s demographic mirror that of UTD’s Full Professor population in terms of gender and race/ethnicity.

A final comment concerns the participation of Dr. Francesca Filbey, who represents the Provost’s office at CQ meetings. She is not a voting member of the committee, and she does not participate in discussions, except to search and clarify matters of policy. Her efforts to assist CQ review process are acknowledged and greatly appreciated.
MEMORANDUM

TO: The Academic Senate

FROM: Judy L. Barnes, Sr. Director of University Events

SUBJECT: Annual Report of the Commencement Committee, 2018-2019

I. Membership

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

The voting members of the Commencement Committee included two members of the faculty, Kathryn Evans (School of Arts and Humanities) and Tim Bray (School of Economic, Political and Policy Sciences); and two student representatives including the President of Student Government Eric Chen, and Undergraduate Student, Anuhye Emmandi (appointment delayed and name provided 1/22/19).

Non-voting members included: Director of University Events, Judy Barnes (Chair); Speaker of the Faculty, Ravi Prakash (Vice Chair); University Registrar and Director of Academic Records, Jennifer McDowell; Associate Vice President for Business Affairs, Rick Dempsey [subsequently appointment changed to Kelly Kinnard upon Mr. Dempsey’s retirement in 1/2019]; Dean of Undergraduate Education, Jessica Murphy; Dean of Graduate Studies, Juan Gonzalez [changed from Interim Dean Varghese Jacob in 12/2018]; Chief of Police, Larry Zacharias; Director of Auxiliary Services, Carrie Chutes; Dean of Students, Amanda Smith; Media Services Representative, Darren Crone; Development and Alumni Relations Representative, Kyle Edgington; Office of Communications, Marc Johnson; and, Rena Piper, Assistant Director from University Events. [Attendance report attached.]

II. Meetings

Two meetings of the Commencement Committee were conducted during the 2018-2019 academic year. A meeting was held on September 4, 2018 where we discussed the Spring, 2018 ceremonies results and upcoming Fall, 2018 ceremonies. [Meeting agenda and minutes are attached.]

The second meeting of the Committee was held on February 5, 2019 to discuss Fall, 2018 results and in preparation for the Spring, 2019 commencement ceremonies. [Meeting agenda and minutes are attached.]
III. Actions Taken

Meeting Agenda and Minutes taken for both the 9/4/18 and 2/5/19 Committee meetings are attached.

IV. Recommendations for Following Year

We will once again hold two Committee meetings in the 2019-2010 school year. We are always striving to make the Commencement experience for our students, families and faculty a positive experience.
<table>
<thead>
<tr>
<th>Category</th>
<th>First</th>
<th>Last</th>
<th>Title</th>
<th>9/4/2018</th>
<th>2/5/2019</th>
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<td>Ex-Officio</td>
<td>Judy</td>
<td>Barnes</td>
<td>Director of University Events (Chair)</td>
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<td>Carrie</td>
<td>Chutes</td>
<td>Bookstore/Auxiliary Services</td>
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<td>Ex-Officio</td>
<td>Darren</td>
<td>Crone</td>
<td>Media Services</td>
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<td>Dempsey</td>
<td>Associate VP for Facilities Management</td>
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<td>Kinnard</td>
<td>Facilities Management</td>
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<td>Development and Alumni Relations</td>
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<td>Johnson</td>
<td>Office of Communications</td>
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<td>Jessica</td>
<td>Murphy</td>
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<td>Rena</td>
<td>Piper</td>
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<td>Ex-Officio</td>
<td>Prakash</td>
<td>Ravi</td>
<td>Speaker of the Faculty (Vice Chair)</td>
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<tr>
<td>Ex-Officio</td>
<td>Amanda</td>
<td>Smith</td>
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<td>Zacharias</td>
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<td>Emmandi</td>
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<td>Eric</td>
<td>Chen</td>
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<tr>
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<td>Kelly</td>
<td>Kinnard</td>
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<tr>
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<td>Laura</td>
<td>Smith</td>
<td>Student Affairs</td>
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<td>Tyler</td>
<td>Toledo</td>
<td>Auxiliary Services (for Carrie Chutes)</td>
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</tbody>
</table>

Retired 1/31/19
appt. to replace Rick

appt. December 2018

Provided name 1/22/19

substitute absent
Commencement Committee
September 4, 2018

AGENDA

I. Welcome
   a. New Committee Members
      • Ravi Prakash, Vice Chair
      • Tim Bray, Faculty
      • Eric Chen, Student Government
      • Carrie Chutes, Bookstore/Auxiliary Services
      • Marc Johnson, Communications

II. Review of Spring 2018 Commencement
   a. 10 ceremonies—record number of ceremonies and record graduates
   b. New: TEMOC graduation tradition, 2nd semester of name recognition all, 2nd
      semester of new staging with minor revisions

III. Fall 2018 Commencement
   a. Initial application and RSVP numbers
   b. Hooding on Monday, December 17 (finals)
   c. 7 Ceremonies – 4 Tuesday and 3 Wednesday
      • ticket allocation
   d. Dates—December 18-19 (exams through 12/17)
   e. Right on top of winter break
   f. Countdown to Commencement—September 11

IV. Discussion
   a. Student speakers—deadline October 26 (U/G Dean involvement)
   b. Capping of faculty participation (stage limitations)
   c. Veteran recognition
   d. 50th Anniversary ideas (logo usage on program, stoles, etc.)
   e. Recommendations to HOP Committee
      • Bookstore Manager to Auxiliary Services
      • Alumni Services to Development and Alumni Relations
   f. New alumni event—Comets Take Flight
   g. Miscellaneous
AGENDA

MINUTES

I. In attendance: Judy Barnes, Darren Crone, Rick Dempsey, Varghese Jacob, Marc Johnson, Jennifer McDowell, Jessica Murphy, Rena Piper, Ravi Prakash, Larry Zacharias, Kathryn Evans, Tim Bray, Eric Chen, Tyler Toledo (in lieu of Carrie Chutes), and Kelly Kinnard (guest of Rick Dempsey)

II. Welcome
   a. New Committee Members
      • Ravi Prakash, Vice Chair
      • Tim Bray, Faculty
      • Eric Chen, Student Government
      • Carrie Chutes, Bookstore/Auxiliary Services
      • Marc Johnson, Communications

III. Review of Spring 2018 Commencement
   a. 10 ceremonies—record number of ceremonies and record graduates
      • Barnes reviewed attendance rates for Sp18 totaling:
        o 4178 RSVP
        o 3824 Attended/92%
   b. New: TEMOC graduation tradition, 2nd semester of name recognition all, 2nd semester of new staging with minor revisions

IV. Fall 2018 Commencement
   a. Initial application and RSVP numbers
   b. Hooding on Monday, December 17 (finals)
   c. 7 Ceremonies – 4 Tuesday and 3 Wednesday with standard ticket allocation of 5
      • Bray moved to approve; Evans 2nd; All in favor
   d. Dates—December 18-19 (exams through 12/17)
   e. Right on top of winter break
   f. Countdown to Commencement—September 11
      • Barnes proposed requesting this event occur slightly later in the semester to accommodate application deadline and proposal process
V. Discussion

a. Student speakers—deadline October 26 (U/G Dean involvement)

b. Capping of faculty participation (stage limitations)
   • *Murphy proposed creating an order of precedence putting academic participants ahead of cabinet if implementing a stage cap for participation*

c. Veteran recognition
   • *Veteran members of the committee (Crone, Dempsey, and Piper) all agree the University is already paying sufficient tribute and recognition to veterans graduating via recognition cord and cording ceremony, and do not feel any additional recognition is needed.*

d. 50th Anniversary ideas (logo usage on program, stoles, etc.)
   • *Ideas contributed from committee members included: tassel emblem, zipper charm, slide show, diploma covers, tokens*

e. Recommendations to HOP Committee
   • Bookstore Manager to Auxiliary Services
   • Alumni Services to Development and Alumni Relations
     o *Chen motioned to approve; Evans 2nd; all in favor*

f. New alumni event—Comets Take Flight
   • *No oppositions towards the implementation of the new event*

g. Miscellaneous
   • *Barnes revisited action item from spring committee meeting: Student survey regarding commencement*
     o *Murphy is in the process of editing the current exit survey and will work with Smith and Chen on a way to incorporate commencement into the survey*
Commencement Committee
February 5, 2019

AGENDA

I. Welcome
   a. New Committee Members
      • Anuhya Emmandi, Student
      • Kelly Kinnard, Facilities Management

II. Review of Fall 2018 Commencement
   a. 7 ceremonies—RSVP 4178/Attended 3824/8% RSVP not attend
   b. New: changed processional (lined up in room, photography after), waitlist
ticket applicability, student volunteers
   c. Ticket usage trends—5 ticket allocation still in line

III. Spring 2019 Commencement
   a. Initial application and RSVP numbers—Apply 4329/RSVP 3953
      (down slightly from S18)
   b. Hooding and Honors on Monday, May 13
   c. 10 Ceremonies – 4 Tuesday, 3 Wednesday, 3 Thursday
   d. Dates—May 14-16 (exams end Saturday, May 11)
   e. Countdown to Commencement—February 19

IV. Discussion
   a. Student speakers—deadline March 29 (U/G Dean involvement)
   b. Electronic program
   c. 50th Anniversary ideas (logo usage on program, tassels, stoles, etc.)
   d. Establish robing policy
   e. Miscellaneous
AGENDA

I. In attendance: Judy Barnes, Darren Crone, Kyle Edgington, Kelly Kinnard, Juan Gonzalez, Marc Johnson, Jennifer McDowell, Jessica Murphy, Rena Piper, Ravi Prakash, Kathryn Evans, Tim Bray, Anuhy Emmandi, Eric Chen, Tyler Toledo (in lieu of Carrie Chutes), and Laura Smith (in lieu of Amanda Smith)

II. Welcome
   a. New Committee Members
      • Anuhy Emmandi, Student
      • Kelly Kinnard, Facilities Management

III. Review of Fall 2018 Commencement
   a. 7 ceremonies—RSVP 2788/Attended 2388/8% RSVP not attend
   b. New: changed processional (lined up in room, photography after), waitlist ticket applicability, student volunteers
   c. Ticket usage trends—5 ticket allocation still in line
      • Met all ticket requests for 3 of 7 ceremonies

IV. Spring 2019 Commencement
   a. Initial application and RSVP numbers—Apply 4329/RSVP 3953
      (down slightly from S18)
   b. Hooding and Honors on Monday, May 13
      • Prakash proposed moving Hooding and Honors after JSOM to allow break and ease for families
      o Gonzalez and Piper pointed out that this would result in doctoral students not having their hoods for JSOM ceremonies
   c. 10 Ceremonies – 4 Tuesday, 3 Wednesday, 3 Thursday
      • Bray motioned
      • Murphy seconded
      • All in favor
   d. Dates—May 14-16 (exams end Saturday, May 11)
   e. Countdown to Commencement—February 19

V. Discussion
   a. Student speakers—deadline March 29 (U/G Dean involvement)
b. Electronic program
   • *All in favor of electronic program*
   • *Committee recommendations for implementation: Running parallel and seeing how many programs are taken; creating a 1-pager order of ceremony with instructions for accessing online program*

c. 50th Anniversary ideas (logo usage on program, tassels, stoles, etc.)

d. Establish robing policy

e. Miscellaneous