September 15, 2014

TO: Academic Senate Members

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

RE: Academic Senate Meeting

The Academic Senate will meet on Wednesday, September 17, 2014 at 2:00 p.m. in McDermott Library Room 2.410, following the President’s State of the University Address.

Please bring the agenda packet with you to this meeting. If you cannot attend, please notify me at x4791.

xc: David Daniel
Hobson Wildenthal
Andrew Blanchard
Serenity King

John Wiorkowski
Calvin Jamison
Inga Musselman
Larry Redlinger

Darlene Rachavong
Abby Kratz
Chief Larry Zacharias
Deans

Hobson Wildenthal
Andrew Blanchard
Serenity King

Paula Austell, SC President
Brooke Knudtson, SG President

<table>
<thead>
<tr>
<th>2014-2015 ACADEMIC SENATE</th>
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<tbody>
<tr>
<td>Ackerman, Robert</td>
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<tr>
<td>Al-Dhabib, Naofal</td>
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<td>Anderson, Frank</td>
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<td>Balanov, Zalman</td>
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<td>Balsara, Posas</td>
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<td>Baynham, Karen</td>
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<td>Beon, Kurt</td>
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<td>Brackin, Adam</td>
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<td>Bradbury, Judd</td>
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<td>Breen, Gail</td>
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<td>Brown, Matthew</td>
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<td>Burr, John</td>
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<td>Chandrasekaran, R.</td>
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<td>Cordell, David **</td>
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<td>Decourcy, George</td>
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<td>Deluque, Eugene</td>
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<td>Dieckmann, Greg</td>
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<td>Dragovic, Vladimir</td>
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*S*Speaker  
**Secretary
AGENDA
ACADEMIC SENATE MEETING
September 17, 2014

1. Call to Order, Announcements & Questions Dr. Daniel
2. Approval of the Agenda Dr. Redman
3. Approval of Minutes Dr. Redman
   August 20, 2014 Meeting
4. Speaker’s Report Dr. Redman
5. FAC Report Dr. Leaf
6. Student Government Liaison Report
7. CEP Proposals Dr. Radhakrishnan
   A. Arts and Humanities EMAC Master’s degree program
   B. Substantive Change Policy
   C. Repeatable Course Policy
   D. Schedule for Catalog Changes
8. Proposed International Oversight Committee charge Serenity King
   – (pending addition to agenda)
9. Recommendations for Committee Replacements Dr. Redman
10. Discussion of Priorities for 2014-2015 Dr. Redman
11. Adjournment Dr. Daniel
UNAPPROVED AND UNCORRECTED MINUTES

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

ACADEMIC SENATE MEETING
August 20, 2014

Present: Hobson Wildenthal, Robert Ackerman, Naofal Al-Dhair, Frank Anderson, Poras Balsara, Karen Baynham, Kurt Beron, Judd Bradbury, Matthew Brown, John Burr, R. Chandrasekaran, David Cordell, Eugene Deluke, John Ferguson, Yulia Gel, Jennifer Holmes, M. Ali Hooshyar, Joe Izen, Wieslaw Krawcewicz, Carie Lambert, Murray Leaf, Vance Lewis, Dongsheng Ma, Jessica Murphy, Emire Muslu, Jared Pickens, Matthew Polze, Ravi Prakash, Viswanath Ramakrishna, Christopher Ryan, Mark Salamasick, Liz Salter, Betsy Schlobohm, Richard Scotch, Michael Tiefelsdorf, Tres Thompson, Tonia Wissinger,

Absent: David Daniel, Zalman Balanov, Adam Brackin, Gail Breen, George Decourcy, Gregg Dieckmann, Vladimir Dragovic, Andrea Fumagalli, Nicholas Gans, Lev Gelb, Mustapha Ishak-Boushaki, Michele Lockhart, Dennis Miller, Jinkyong Na, Tim Redman, Scott Rippel, Murat Torlak, Alejandro Zentner

Visitors: Serenity King, Abby Kratz, Inga Musselman, Vicki Carsile, Suresh Radhankrishnan

1. Call to Order, Announcements and Questions

Provost Wildenthal called the meeting to order at 2:02 PM. The President could not attend that day due to a Regents meeting. Speaker Tim Redman was in the hospital, therefore Vice Speaker Murray Leaf filled in. This was the first day that students were moving into the dorms, including the newly opened one. The Provost encouraged the faculty to check out the new dorm. Enrollment is up 10+. The freshman class is up 16%, with the graduate students up 7%. This is good for the university in that we are growing, but it is a struggle to keep up with the growth. It is a hope that at the Regents meeting that money will be allocated for buildings. Optimistically this could be a possibility for our university. The university is hopeful to hire 20-25 tenure track, and 30-35 non tenure track faculty. By the end of the year there will be a serious space crunch for office and lab space. The Provost opened the floor to questions.

The in response to a question concerning whether the new dorm was delineated into different learning communities, the Provost responded that it was not. Joe Izen asked about the feasibility of a bike path from Synergy and Renner. The Provost stated that there were no such plans. Professor Izen noted that, as there are plans for additional apartment complexes in the surrounding area, having additional bicycle paths between them and the university would be helpful.

2. Approval of the Agenda
The agenda was amended to change the presenter from Nate Howe to Serenity King. Richard Scotch made the motion to approve the amended agenda. Joe Izen seconded. The motion carried.

3. SACS Presentation – Serenity King
Serenity King presented on the results of two spring SACS reviews. Follow-up reports are due to SACS by April 1, 2015, to cover three areas:
1. Documentation of program improvement in the academic assessment reports;
2. Clarification of repeatable courses policy and procedures;
3. Clarification of fast track policy and procedures.

4. Approval of Minutes
Richard Scotch moved to approve the minutes as circulated. Jennifer Holmes seconded. The motion carried.

5. Speaker’s Report – Murray Leaf
1. Tim Redman is unable to attend due to hospitalization. He should be returning to his duties within a week or two. Dr. Redman considers it very important to push ahead on the Non-tenure track policy for contracts. A 3+3 has been appointed, if no Deans have been appointed, they will be appointed.
2. The Summer Candidates for Graduates were approved via email vote.
3. Everything else is on the agenda.

6. FAC Report
FAC is making revision to the Regent’s rules on Intellectual Property. They are also attempting to meet with the new Chancellor to discuss their concerns.

7. Texas Council of Faculty Senates
The Texas Council of faculty Senate will meet October 24 and 25th. The program will include panels on intellectual property and post-tenure review.

8. Student Government Liaison Report
No report was given.

9. CEP Proposals
   A. Honors College
   The rationale made for creating an Honors College is that the university has outgrown the current program. A few years ago the honors program only had 60 students, and for fall 2014 the program had 250 students. For fall 2015 the honors program has 102 national merit scholars enrolled in the university, and they are continuing to attract more. The functionality for the students both in terms of offerings and procedures will not change. There are guidelines which define what an honors program and Honors College are, and currently our honors program is functioning in all but name as an honors college. This organization change simply makes the program a permanent fixture of the university. This will allow for better coordination between each of the different honors programs, specifically the Terry program. All of the university’s honors programs are 4 years; however the Terry
group is working on a 3 year program for transfer students. CEP moved to create the Honors College. The motion was approved unanimously.

B. BS in Healthcare Management 
The proposal received approval from both Committee on Undergraduate Education (CUE), the Provost, and CEP. Healthcare Management had previously been a concentration, and there is a Masters degree that is offered in Healthcare Management. The classes will be taught by current faculty. Our university will be the only school in north Texas to offer this degree. There is currently a Healthcare Studies degree in interdisciplinary studies for pre-medical degree. The proposed Healthcare Management program is distinct from that program because of its focus on management. CEP moved to accept the Bachelor of Science in Healthcare Management. The motion carried.

10. Amendment to UTDPP 1020-Commencement Committee.
The updates were made at the request of the chair. Jessica Murphy moves to approve. Betsy Schlobohm seconded. The motion carried.

11. Amendment to UTDPP1003- Information Resources, Planning, and Policy Committee
The only change was the wording from “Tenure track” to “Full Time”. Kurt Beron moved to approve. Jessica Murphy seconded. The motion carried.

12. Amendment to Information Security Advisory Committee
The only change was the wording from “Tenure track” to “Full Time”. Richard Scotch moved to approve. Joe Izen seconded. The motion carried.

13. Approval of April Caucus Meeting Minutes
Jennifer Holmes moved to approve the minutes. Betsy Schlobohm seconded. The motion carried.

14. Annual Report for Committee on Effective Teaching
Liz Salter moved to approve. Betsy Schlobohm seconded. The motion carried.

15. Committee on Committee Recommendations
Two spelling corrections were made to reflect ‘Niles’, not ‘Miles’ Roemer, and Carie with one ‘r’ not two. Kurt Beron moved to approve amended recommendations. Richard Scotch seconded. The motion carried.

16. Adjournment
There being no further business, Richard Scotch moved to adjourn. Joe Izen seconded. The meeting was adjourned at 3:15 pm.

APPROVED: ___________________________ DATE: ____________
Tim Redman
Speaker of the Academic Senate
Master of Arts in Emerging Media and Communication
33 semester credit hours minimum

The program leading to the MA in Emerging Media and Communication focuses on ways in which network technologies are transforming the creation and dissemination of information and content. Providing an interdisciplinary education that connects theory with practice, the program combines the creation of digital content for multiple communication platforms with examination of cultural issues created by emerging technology. The program is intended for (a) professionals in fields such as journalism, design, public relations, and advertising that are powerfully affected by emerging communicative technologies, (b) graduates with degrees in computer science or related fields who wish to expand their occupational potential by gaining expertise in communication, (c) graduates of programs in the humanities, communication, and journalism who wish to expand their occupational potential by gaining expertise in emerging media, and (d) teachers in the humanities and other fields that will be profoundly affected by new modes of communication and information transfer. Students must complete 33 semester credit hours of course work and a Capstone Project (EMAC 6V91) of at least 3 semester credit hours.

Core Course (3 hours)
EMAC 6300 Interdisciplinary Studies in Emerging Media and Communication

Required Courses (15 hours)
EMAC 6342 Digital Culture
EMAC 6372 Approaches to Emerging Media and Communication
EMAC 6373 Emerging Media Studio I
EMAC 6374 Digital Textuality
EMAC 6375 Research Methodologies in Emerging Media and Communication
HUHI 6323 Space, Time, and Culture
or
HUHI 6351 History & Philosophy of Science & Technology
or
HUAS 6310 Introduction to Film Studies
HUAS 6355 Literature, Science, and Culture

Prescribed Electives (9 hours)
Nine hours chosen from the following courses:
ATEC 6331 Aesthetics of Interactive Media
ATEC 6332 Design Principles
ATEC 6356 Interactive Narrative
EMAC-ATEC 6361 Writing for Creating Interactive Media
EMAC 6365 Journalism and the Digital Network
EMAC 6372 Approaches to Emerging Media and Communication
EMAC 6375 Research Methodologies in Emerging Media and Communication
EMAC 6383 Emerging Media Studio II
EMAC 6381 Special Topics in Emerging Media and Communication
HUAS 6312 Art and Society
HUAS 6330 Studies in the Visual Arts
HUAS 6339 Painting/Digital Imaging/Video
HUAS 6354 Creating Short Fictions
HUAS 6355 Creating Nonfictions
HUAS 6373 Studies in Film, television, and Digital Media
HUAS 6391 Creativity: Visual Arts Workshop

Comment [JMM1]: The “and” may indicate that there is an additional requirement beyond 33SCH? Question from CEP.
Comment [JMM2]: A capstone project is not listed in the degree requirement breakout (degree plan) in the description. Observation at CEP.
Free Elective (3 hours)

Final CAPSTONE Project (3 hours)
EMAC 6V91 191 Advanced Capstone Project Workshop
In their final semester, students must elect at least 3 semester credit hours to complete and present a Capstone Project.

Having completed at least 30 hours of coursework, students will complete and present an advanced multi-media project for evaluation by a master's committee.

Comment [JMM3]: Is this the Capstone Project? If it is, we need to change this language to "Capstone Project" or change the language in the last paragraph in the description to "Final Project" per CEP and Academic Council.

Comment [JMM4]: Is this related to the "final project?" If so, CEP did have some confusion on the wording of the required SCH for the degree and the placement of this information.
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.
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 count towards degree completion and in a student’s earned hours 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 “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.
Deadlines for Adding New Courses during the Same Academic Year

Faculty members and associate deans in each school will have the opportunity to create new courses three times outside of the catalog cycle during the same academic year. For example, faculty members request new courses be added in the fall 2014 semester. When approval is secured through the governance process, these new courses then can be offered in spring 2015. A similar process will be used for requesting new courses in spring 2015 and have them offered in summer 2015.

These new courses will be reported to the state through the course inventory CBM003 report by specific dates.

- **October 1 – November 30 to offer new courses for the spring semester**
  - Deadline in late October to secure Senate approval by third Wednesday in November
  - Deadline to submit to Director of Academic Catalogs/Registrar’s Office (DAC/RO): October 10, 2014
  - CUE / Graduate Council approval: October 28, 2014
  - CEP approval: November 4, 2014
  - Senate approval: November 18, 2014
  - RO report to state: before November 30, 2014

- **February 15 – April 15 to offer new courses for the summer and/or fall semester(s)**
  - Deadline in March to secure Senate approval by third Wednesday in April.
  - Note in some years, i.e. 2016, April 15 is earlier than the third Wednesday in April, therefore deadlines will be moved up to March.
  - Deadline to submit to DAC/RO: February 20, 2015
  - CUE / Graduate Council approval: February 24, 2015
  - CEP approval: March 3, 2015
  - Senate approval: March 18, 2015
  - RO report to state: before April 15, 2015

- **July 15 – September 15 to offer new courses for the fall semester**
  - Deadline in August to secure Senate approval by third Wednesday in August
  - Deadline to submit to DAC/RO: July 23, 2015
  - CUE / Graduate Council approval: by July 28, 2015
  - CEP approval: August 4, 2015
  - Senate approval: August 19, 2015
  - RO report to state: before September 15, 2015
# Proposed 2015-16 Catalog Timeline

<table>
<thead>
<tr>
<th>Department</th>
<th>Action</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>DAC / RO</td>
<td>Send <em>2015-16 catalog documents</em> (courses* &amp; existing degree programs**) to Associate Deans.</td>
<td>September 5, 2014</td>
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<tr>
<td>Associate Deans / Schools</td>
<td>Initiate changes and start internal process review and approval in each school for non-repeatable courses, repeatable courses, and degree programs.</td>
<td>September 5, 2014 to December 4, 2014</td>
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<tr>
<td>Associate Deans / Schools</td>
<td>Enter <strong>non-repeatable course revisions</strong> into CatBook from September 5, 2014 to October 31, 2014.</td>
<td>September 5, 2014 to October 31, 2014</td>
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<tr>
<td>Associate Deans / Schools</td>
<td>Last day to submit <strong>non-repeatable course revisions</strong> in CatBook.</td>
<td>October 31, 2014</td>
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<tr>
<td>DAC / RO</td>
<td>Complete review of <strong>non-repeatable course revisions</strong> in CatBook.</td>
<td>November 21, 2014</td>
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<tr>
<td>CCC</td>
<td>Approve changes made to <strong>non-repeatable/core course revisions</strong> on undergraduate level.</td>
<td>December 2, 2014</td>
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<tr>
<td>Associate Deans / Schools</td>
<td>Last day to enter <strong>repeatable course revisions</strong> into CatBook AND degree programs via Word documents.</td>
<td>December 4, 2015</td>
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<tr>
<td>Associate Deans / Schools</td>
<td>NOTE: <strong>repeatable course revisions</strong> can be entered into CatBook from September 5, 2014 to December 4, 2015. Degree programs can be submitted by email anytime during the same time period.</td>
<td>December 4, 2015</td>
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<tr>
<td>CUE / GC</td>
<td>Review and approve <strong>non-repeatable course revisions</strong> between December 2, 2014 and December 9, 2014.</td>
<td>December 9, 2014</td>
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<tr>
<td>DAC / RO</td>
<td>Complete review of <strong>repeatable course revisions</strong> in CatBook.</td>
<td>December 18, 2014</td>
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<tr>
<td>DAC / RO</td>
<td>Submit <strong>non-repeatable course revisions</strong> report to CEP.</td>
<td>December 18, 2014</td>
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<td>CEP</td>
<td>Review and approve <strong>non-repeatable course revisions</strong> only.</td>
<td>January 6, 2015</td>
</tr>
<tr>
<td>CUE/GC/CEP</td>
<td>Receive first round of <strong>repeatable course revisions</strong> report as an informational item only.</td>
<td>January 6, 2015</td>
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<tr>
<td>RO / Schools</td>
<td>Fall 2015 first schedule draft.</td>
<td>January 9, 2015</td>
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Prepared by Venetis, revised August 28, 2014
| **Proposed 2015-16 Catalog Timeline** |
|-----------------|-----------------|-----------------|
| **CUE/GC/DAC**  | **MLK Day January 19, 2015** | **January 27, 2015** |
|                 | Receive consolidated 1st 40 policies for review and provide DAC revisions between January 27, 2015 and February 20, 2015. |                 |
| **Associate Deans / Schools / DAC** | **CUE/GC/CEP to review and to provide any necessary revisions to faculty members and/or ADUs, to update repeatable courses in CatBook. DAC cc’d on any revisions and to generate reports.** | **January 28, 2015** |
| **DAC / RO**    | **Generate second round of repeatable course revisions and send to CUE/GC/CEP for additional review and revisions, and possible approval.** | **January 30, 2015** |
| **RO / Schools** | Fall 2015 final schedule draft. | **January 30, 2015** |
| **CUE/GC/CEP**  | Receive second round of repeatable course revisions report for additional review and revisions. If no revisions are needed, CEP can approve the repeatable courses on this date. | **February 3, 2015** |
| **DAC / RO**    | Review degree programs and send any revisions back to appropriate schools as needed. Incorporate any changes from CUE/GC/CEP re: repeatable courses if they are notated in degree programs from January 6, 2015 to February 18, 2015. The last day to submit corrected revisions is February 18, 2015. | **February 18, 2015** |
| **Associate Deans / Schools / DAC** | CUE/GC/CEP to provide any necessary revisions to faculty members and/or ADUs, to update repeatable courses in CatBook. DAC cc’d on any revisions and to generate third round of reports. | **February 24, 2015** |
| **CUE / GC**    | Approve consolidated 1st 40 policies; repeatable courses, and degree programs. | **February 24, 2015** |
| **CEP**         | Approve consolidated 1st 40 policies; repeatable courses, and degree programs. | **March 3, 2015** |
| **Senate**      | Approve consolidated 1st 40 policies; repeatable courses, and degree programs. | **March 18, 2015** |
| **PTG / RO**    | CourseBook must go live at end of March. | **March 30, 2015** |
| **DAC *****     | Prepare, review, and submit OGC files at end of March. | **March 31, 2015** |

Prepared by Venetis, revised August 28, 2014
### Proposed 2015-16 Catalog Timeline

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<thead>
<tr>
<th>Department</th>
<th>Task Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>Provost’s Office</td>
<td>Prepares and submits SACS report.</td>
<td>April 1, 2015</td>
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<tr>
<td>Schools / Advisors</td>
<td>Registration begins.</td>
<td>April 6, 2015</td>
</tr>
<tr>
<td>RO</td>
<td>Prepare, review, and submit THECB course inventory CBM003 report before end of May.</td>
<td>May 29, 2015</td>
</tr>
<tr>
<td>DAC ***</td>
<td>Receive OGC revisions; review them and notify appropriate departments for any additional updates. Resubmit them until approval is received.</td>
<td>June - July 2015</td>
</tr>
<tr>
<td>PTG / RO</td>
<td><strong>Tentative</strong> -- Course / degree program component in catalogs to go live.</td>
<td>TBD – before 1st freshman orientation</td>
</tr>
<tr>
<td>PTG / RO</td>
<td>Policy component / catalog to go live.</td>
<td>July 2015 – August 2015</td>
</tr>
</tbody>
</table>

**Legend:**

DAC = Director of Academic Catalogs in conjunction with RO team  
RO = Registrar’s Office  
CCC = Core Curriculum Committee  
CUE = Council of Undergraduate Council  
GC = Graduate Council  
CEP = Committee of Educational Policy  
PTG = Provost’s Technology Group  
OGC = Office of General Counsel

**NOTE:** Repeatable courses should be reviewed and assessed starting September 2014. Revisions should be entered into CatBook anytime between September 2014 and December 4, 2014 for the 2015-16 course catalog.

CUE/GC/CEP receives the first round of repeatable course reports on January 6, 2015 as informational item. The repeatable course rationale will be reviewed for approval only by CUE or Graduate Council as appropriate, CEP, and Senate. The revisions should be sent back to faculty members and/or Associate Deans appropriate, with the DAC copied on revisions between January 6, 2015 and January 28, 2015.

CUE/GC/CEP receives the second round of repeatable reports on February 3, 2015. Additional revisions should be made between February 3 and February 24, 2015.

CUE/GC/CEP receives the final round of repeatable course reports along with degree programs, and 1st 40 policies prior to the CEP meeting on March 3, 2015.
 Proposed 2015-16 Catalog Timeline

CEP approval: March 3, 2015

Senate approval: March 18, 2015

SACS report: April 1, 2015 through Provost's office through Serenity King, Assistant Provost of Policy and Program Coordination.

** NOTE: new degree programs go directly to Provost’s Office through Assistant Provost of Policy and Program Coordination. Upon approval, catalog copy needs to be sent to RO/DAC.

*** NOTE: OGC preparation is in consultation with Assistant Provost of Policy and Program Coordination in Provost’s Office and University Registrar.
## PROPOSED 2016-17 Catalog Timeline

<table>
<thead>
<tr>
<th>Department</th>
<th>Action</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAC / RO</td>
<td>Send <strong>2016-17 catalog documents</strong> (courses and existing degree programs*) to Associate Deans.</td>
<td>March 2, 2015</td>
</tr>
<tr>
<td>Associate Deans / Schools</td>
<td>Initiate changes and start internal process review and approval in each school for courses and degree programs.</td>
<td>Review period: March 2, 2015 to September 14, 2015</td>
</tr>
<tr>
<td>Associate Deans / Schools</td>
<td>Last day of first round to enter course revisions into CatBook for 2016-17 and degree programs via Word documents.</td>
<td>May 1, 2015</td>
</tr>
<tr>
<td>DAC / RO</td>
<td>Prepare corrections for Associate Deans / schools and send reports after summer semester ends on August 8, 2015.</td>
<td>August 10, 2015-August 24, 2015</td>
</tr>
<tr>
<td>Associate Deans / Schools</td>
<td>Last day to enter corrected course revisions into CatBook for 2016-17 and submit corrected degree programs via Word documents.</td>
<td>September 21, 2015</td>
</tr>
<tr>
<td>CCC</td>
<td>Approve changes to core courses on undergraduate level.</td>
<td>October 13-27, 2015</td>
</tr>
<tr>
<td>CUE / GC</td>
<td>CUE / GC approve courses and degree programs.</td>
<td>October 13-27, 2015</td>
</tr>
<tr>
<td>CEP</td>
<td>Approve courses and degree programs.</td>
<td>November 3, 2015</td>
</tr>
<tr>
<td>Senate</td>
<td>Approve courses and degree programs.</td>
<td>November 18, 2015</td>
</tr>
<tr>
<td>CUE / GC</td>
<td>Complete review of 1st 40 policies from March 2015 to November 2015.</td>
<td>November 18, 2015</td>
</tr>
<tr>
<td>CUE / GC</td>
<td>Approve 1st 40 policies.</td>
<td>December 8, 2015</td>
</tr>
<tr>
<td>CEP</td>
<td>Approve 1st 40 policies.</td>
<td>January 5, 2016</td>
</tr>
<tr>
<td>RO / Schools</td>
<td>Fall 2016 first schedule draft.</td>
<td>January 8, 2016</td>
</tr>
<tr>
<td>Senate</td>
<td>Approve process of 1st 40 policies.</td>
<td>January 20, 2016</td>
</tr>
</tbody>
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## PROPOSED 2016-17 Catalog Timeline

<table>
<thead>
<tr>
<th>RO / Schools</th>
<th>Fall 2016 final schedule draft.</th>
<th>January 29, 2016</th>
</tr>
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<tbody>
<tr>
<td>DAC **</td>
<td>Prepare, review, and submit OGC files at end of March.</td>
<td>March 28, 2016</td>
</tr>
<tr>
<td>PTG / RO</td>
<td>CourseBook and 2016-17 web catalogs, specifically undergraduate and graduate courses and degree plans, must go live at end of March. 1st 40 policies should be a separate entity and will be done after receiving OGC approval.</td>
<td>March 28, 2016</td>
</tr>
<tr>
<td>Schools / Advisors</td>
<td>Registration begins.</td>
<td>April 2, 2016</td>
</tr>
<tr>
<td>RO</td>
<td>Prepare, review, and submit THECB course inventory CBM003 report before end of May.</td>
<td>May 31, 2016</td>
</tr>
<tr>
<td>DAC **</td>
<td>Receive OGC revisions; review them and notify appropriate departments for any additional updates. Resubmit them until approval is received.</td>
<td>June - July 2016</td>
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<tr>
<td>PTG / RO</td>
<td>2016-17 1st 40 policies and faculty rosters to go live.</td>
<td>July 2016 - August 2016</td>
</tr>
<tr>
<td>Associate Deans / Schools</td>
<td><strong>NOTE: 2017-18 catalog cycle starts in January 2016 and ends in late April 2016.</strong></td>
<td>April 2016</td>
</tr>
<tr>
<td>DAC / RO</td>
<td>Final review of courses and degree programs.</td>
<td>August 2016</td>
</tr>
<tr>
<td>Associate Deans / Schools</td>
<td>Last day to submit corrected course revisions through CatBook and corrected degree programs via Word documents.</td>
<td>September 2016</td>
</tr>
<tr>
<td>CUE/GC/CEP and Senate</td>
<td>Approve courses and degree programs.</td>
<td>October 2016</td>
</tr>
<tr>
<td>CUE/GC/CEP and Senate</td>
<td>Approve process for 1st 40 policies.</td>
<td>November 2016</td>
</tr>
<tr>
<td>RO / Schools</td>
<td>Fall 2017 schedule draft.</td>
<td>December 2016</td>
</tr>
<tr>
<td>RO / Schools</td>
<td>Fall 2017 final schedule draft.</td>
<td>January 2017</td>
</tr>
<tr>
<td>PTG / RO</td>
<td>CourseBook must go live at end of March. Web catalogs containing components for courses and degree programs go live at the same time.</td>
<td>March 2018</td>
</tr>
<tr>
<td>Schools / Registration begins.</td>
<td></td>
<td>April 2018</td>
</tr>
</tbody>
</table>
### PROPOSED 2016-17 Catalog Timeline

#### Advisors

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* NOTE: new degree programs go directly to Provost’s Office through Assistant Provost of Policy and Program Coordination. Upon approval, catalog copy needs to be sent to DAC/RO.

** NOTE: OGC preparation is in consultation with Assistant Provost of Policy and Program Coordination in Provost’s Office and University Registrar.
International Oversight Committee- Proposed charge.

The International Oversight Committee (IOC) is a university-wide standing committee appointed by the President. The IOC does not report to the Academic Senate of The University of Texas at Dallas (UT Dallas).

The IOC is dedicated to preserving academic freedom and the University's robust research agenda, while remaining committed to the safety and security of UT Dallas students, faculty, and staff during international travel as well as to the safety and security of UT Dallas international students in the United States. Committee members include representatives from across campus, including faculty members, administrative leaders, and international travel and risk specialists. The committee meets each semester as required to review and discuss policies.

The Committee is charged with evaluating any UT Dallas activity or travel to high risk regions; coordinating University emergency responses to assist both UT Dallas travelers abroad and UT Dallas international students in the United States; and developing guidelines and formulating policies to maintain the well-being and safety of UT Dallas travelers to international regions.

1. Evaluation of UT Dallas programs and travel in high risk countries or regions: High risk countries or regions are those in which warnings or alerts have been issued by the U.S. Department of State, or where significant health or safety concerns are present. The Committee will evaluate proposed programs and travel requests to high-risk regions according to well-defined criteria, to determine adequate safeguards are in place before an approval to travel is granted. Such criteria may include, but will not be limited to, the following: the nature and scope of the travel alert / warning and/or health or safety concern; the experience of the faculty program leaders and in-country staff; the strength of the in-country infrastructure; the specific steps taken to inform all travelers about known risks; the specific steps taken to mitigate known risks and their likely effectiveness; the academic or university related purpose for which the authorization is being sought; whether the opportunity is for undergraduate, graduate or professional training; the education, research, or professional training importance of the opportunity in relation to the student's academic program; the political and physical conditions in-country; travel conditions and the ability to evacuate all travelers, if necessary; and the manageability of legal risk to the institution.

2. Coordination of the University’s emergency response: The Committee will develop and initiate a coordinated UT Dallas emergency response strategy by taking into account specific issues, including but not limited to: identifying the context of emergency or crisis; assessing potential risk to the faculty, staff, or students involved including the nature, duration and severity of any risk; and identifying appropriate resources and activation of appropriate emergency response plans to assist in addressing a situation.

3. Development of guidelines and formulation of policies: The IOC will develop guidelines and formulate policies on international travel pertaining to: oversight, prevention-mitigation, preparedness, response, and recovery.

The Committee will be composed of the following eight voting members appointed by the President: three faculty members, the Dean of Students, an Associate Provost, the Assistant Vice President for Procurement, the Vice President for Communications, and the Vice President for Research or their designees. The Committee will be chaired by a representative from the International Center Risk and Safety Office. The term of office for Committee members will be for two years, and the President can reappoint members for additional terms. The Assistant Vice President for International Programs will serve as the Responsible University Official for this committee.
Recommendations for Committee Replacements

Institutional Biosafety & Chemical Safety Committee: Marco Atzori is no longer with the University. Jonathan Ploski was nominated by the Committee on Committees.

Committee on Effective Teaching: Brian Berry had declined his appointment to the Effective teaching committee. The Committee on Committees recommends Denise Boots.