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 18, 2019 at 1:00 p.m. in the TI Auditorium, ECS South 2.102.

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

xc:
Richard Benson
Hobson Wildenthal
Inga Musselman
Jessica Murphy

Juan Gonzalez
Calvin Jamison
Larry Redlinger
Gene Fitch

Serenity King
Abby Kratz
John Wiorkowski

Brooke Schafer, SC President
Ayoub Mohammed, SG President
Chief Larry Zacharias

<table>
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<tr>
<th>2019-2020 ACADEMIC SENATE</th>
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</thead>
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<tr>
<td>Ackerman, Robert</td>
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<td>Anjum, Zafar</td>
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<td>Beron, Kurt</td>
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<td>Bhatia, Dinesh</td>
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<td>Boots, Denise</td>
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<td>Boyd, Elizabeth</td>
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<td>Bradbury, Judd</td>
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<td>Brandt, Patrick</td>
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<td>Brown, Matthew</td>
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<td>Case, Allison</td>
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<td>Chandler, Adam</td>
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<td>Chandrasekaran, R.</td>
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<td>Daesic, Ovidin</td>
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<td>Dess, Greg</td>
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<td>Dowling, Walter</td>
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<td>Dragovic, Vladimir</td>
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<td>Duquaine-Watson, Jill</td>
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*Speaker
**Secretary
*** Vice-Speaker

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION UNIVERSITY
AGENDA
ACADEMIC SENATE MEETING
September 18, 2019

1. CALL TO ORDER, ANNOUNCEMENTS & QUESTIONS  Ravi Prakash
2. APPROVAL OF THE AGENDA  Ravi Prakash
3. APPROVAL OF MINUTES  Ravi Prakash
4. SPEAKER’S REPORT  Ravi Prakash
5. THECB/SACSCOC Legislative Updates  Serenity King
6. TXCFS/FAC REPORT  Murray Leaf and Bill Hefley
7. Student Government Report  Ayoub Mohammed
8. Staff Council Report  Brooke Schafer
9. Presentation: Annual Consensual Relationship Training  Colleen Dutton
10. Informational: Employee Assistance Program (EAP)  Colleen Dutton
11. Presentation: Updated Procurement Progress  Terry Pankratz
12. Committee on Committees Recommendation  Ravi Prakash
13. Revisions: University Accessibility Committee Charge  Tres Thompson
15. Annual Committee Reports  Bill Hefley
16. Adjournment  Richard Benson
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ACADEMIC SENATE MEETING

ITEM #3

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 21, 2019


Absent: Zafar Anjum, Allison Case, Walter Dowling, Vladimir Dragovic, D.T. Huynh, Shalini Prasad, Gil Sadka,

Visitors: Melinda Colby, Hope Cory, Darren Crone, Colleen Dutton, Naomi Emmett, Frank Feagans, Gene Fitch, Nate Howe, Calvin Jamison, Serenity King, Jennifer McDowell, Marco Mendoza, Jessica Murphy,

1. Call to Order for the Academic Senate Meeting and Announcements – President Benson

President Benson called the meeting to order at 1:01 PM. President Benson welcomed the faculty back for a new school year. We finished 2018-2019 quite strong. Our Federal research spending was over 30 million dollars, but for the 2019-2020 time period it is expected to be 50 million. That is over a 25% increase in a single year. President Benson thanked all the faculty and researchers who have worked so hard to reach this goal. The university had 228 Ph.D. students graduate. In 2017-2018 the number of graduates was 251. The 6-7 years before that the university barely surpassed 200 per year. Our Strategic Plan is to graduate 300 Ph.D. students annually.

For the Fall 2019 semester the university will have a record of over 29 thousand students. The freshmen class is expected to be close to four thousand students. At last count our university had 196 National Merit Scholars. In FY19 the number was 172. FY18 was 152. FY17 was 116. It has been growing quite rapidly in the past few years. The university is sitting at roughly the third highest number of NMS for public schools in the country. There are a lot of first generation students and those with limited means in the Fall 2019 class. 2/3 of students will get some form of aid, and half are considered to be “at risk” by the THECB. The university is creating opportunities for really bright students to get an education.

The graduate enrollment is expected to be down approximately 1.7% for reasons that have been previously discussed by this body. The number of Indian students is starting to rebound, the number of students from China is continuing to decline, but the interest from the rest of the world is going up. The interest from the United States is going down for a very different reason. When the
President Benson acknowledged that Serenity King recently received her PhD. She received a round of applause. Due to excellent reports to the Senate, she has now been added to the President’s Cabinet Meetings. Dean Stephanie Adams started in the School of Engineering and Computer Science. Rafael Martin is now Chief of Staff for the university. He received a round of applause. Michael Thomas is the new director of the Edith O’Donnell Institute of Art History. Hobson Wildenthal is now a distinguished scholar in residence in which capacity he will be guiding the university’s efforts in arts and performance. The university is pushing hard to put the “A” into STEM to make STEAM. There have been some very nice developments recently in that area. The university recently acquired various art collections, and is working hard to make a place to display those art collections, as well as create a place for the performing arts. This won’t be easy to achieve, but the university is striving to make this happen. Dennis Kratz, the long serving Dean of Arts and Humanities will now be the Associate Provost leading the Center for Asian Studies. With the acquisition of the Crow collection of Asian Art it fits hand in hand with the creation of the new center. The official transition is September 1, 2019. Nils Roemer is now the Interim Dean of Arts and Humanities, in addition to his duties at the Ackerman Holocaust Center.

The two tenured faculty from Criminology had a faculty tribunal review their case. The tribunal members were all chosen from the faculty. It was decided by the tribunal that whatever they did didn’t merit being fired. The president accepted their advice. No other action is being taken by the university, however there is a lawsuit that has been filed by these faculty members. The floor was then opened for questions. There were none.

2. Approval of the Agenda
Richard Scotch moved to approve the agenda. Murray Leaf seconded the motion. The motion carried.

3. Approval of the Minutes
Nicole Piquero moved to approve the minutes as circulated. Murray Leaf seconded the motion. The motion carried.

4. Speaker’s Report – Ravi Prakash
- The Committee on Committees met over the summer. Appointment letters have gone out to faculty, staff and students.
- As the Committee on Committees went through nominations, various committee charges were found to be in need of updating. The committee recommended revising these charges and bringing any updates back to the Academic Senate.
- Terry Pankratz has been working with an ad hoc committee of faculty members to streamline the procurement process. Significant progress has been made. He will be presenting the committee’s recommendations at the September Senate meeting.
- As Speaker of the Faculty, Dr. Prakash presented at the new faculty orientation. He explained what the various University and Senate committees do for the university.
• On Friday August 23, 2019, Dr. Prakash, Joe Izen and Darren Crone will represent the university at the UT System Affordable Learning Accelerator Taskforce meeting in Austin, Texas. The taskforce will be discussing how various open educational resources could be used to address the rising cost of textbooks and other course material.

• Dr. Prakash reminded the Senate members that Annual reports from committees are due by end of day August 31, 2019.

• A significant number of colleagues are retiring. They have made major contributions to the university. There is a policy to grant emeritus status, but the process to do this is not clear nor easy. Murray Leaf agreed to revise the policy and bring the revision to the September Academic Council.

• All other items that I have been working on are on the agenda.

5. SACSCOC/ The Higher Education Coordinating Board (THECB) Updates – Serenity King

Dr. King gave an overview of what happened since the last Academic Senate meeting in May. There was a quarterly THECB meeting in July. The most significant point to come from that meeting was that Dr. Juan Gonzalez was appointed to the Graduate Education Advisory Committee. That is particularly important because that committee is working on the next statewide strategic plan for graduate education. Dr. Gregg Dieckmann was appointed to the Chemistry Field of Study Advisory committee. Jan Lougeay was appointed to the Communication Disorders Field of Study Advisory committee. The Field of Study is continuing at a rapid pace. There were several that came out over the summer and none of them were ones that our university has majors in; therefore, we were not caught up in the summer comment period this year. Dr. King provided handouts to the senate members regarding the major policy work. She went on to address specific items. The THECB are trying to get their initiatives in place before the new commissioner is appointed; one of those is the Field of Work and Critical Fields. She went on to say how this would affect our university, and to give an overview of the presentation done at the quarterly meeting on the Futures of Work. This information is what the THECB is using to drive their Marketable Skills discussion. The university is required by fall 2020 to have marketable skills published for every single degree program.

Dr. King highlighted a few of the 300+ passed bills from the legislative session that would affect our university. Senate Bill (SB) 25 is the transfer bill that passed. This is the bill that requires the university to report on any ACGM course/ lower division course that the university does not accept for transfer, and a rationale of why it was not accepted. It also sets up the new committee for the Core Curriculum to investigate the possibility of having meta-majors within the Core Curriculum. A UT System Transfer group has been created and Dean Murphy and Dr. King are UT Dallas’s representatives on the committee. Jennifer McDowell has been put on a statewide system level transfer group that is looking at reporting requirements, rationales, and categories of why universities will not accept ACGM courses for degree program transfer credit. THECB has designated September 23-25, 2019 as the negotiated rulemaking for their processes of rules to put together. Specifically House Bill (HB) 449, which is discipline on transcripts. If a student has been expelled from an institution because of a discipline issue, this house bill requires that this be placed on the transcript. SB212 is a bill that will be discussed within the Academic Senate during the 2019-2020 school year; it is the new reporting requirements for Title IX. Marco Mendoza was nominated to be on the committee, but he was not selected. There are now state penalties if one does not report violations. It is a much stricter law than the federal law. There is a system task force that has also been set up to address that.
The core curriculum response we received in July, they denied several of our courses. The university recently appealed several of the decisions, specifically ECS2361. Over 500 students had already been enrolled in this course for fall 2019. Dr. King was able to get a reprieve for that course for the full academic year. The request will have to be resubmitted again in August for next year. There was also a course in JSOM that was denied last year and that course was approved during this submission. The final bit of legislation addressed was HB 3217, which lifted the restriction on education programs. Previously you could not have a degree in education, and could only have 18 semester credit hours in education in an interdisciplinary program. With the passing of the bill, those restrictions have been lifted.

SACSCOC sent an email that there will now be different levels of review through SACSCOC. Which means that institutions that haven't had any problems with SACSCOC will no longer have to go through the full comprehensive 10-year review with on-site visit. The annual SACSCOC meeting will be in Houston, Texas. Any faculty that are interested in attending the meeting please let Dr. King know.

The Provost Office is launching the Lead UTD initiative. It is an administrative training and leadership development program. There will be 27 participants including Provost Musselman. A website will be up soon that will have the roster and curriculum. A copy of the handouts is included in Appendix A.

6. FAC/TXCFS Report – Ravi Prakash and Bill Hefley
Nothing to Report

7. Student Government Report – Hope Cory
The first meeting of FY20 Student Government was August 20, 2019. The Student Government Constitution now requires Student Government membership to restructure from 50 members to 70+ members. The executive committee of Student Government has been meeting with different departments across campus to understand what each department does for the university.

8. Staff Council Report – Naomi Emmet
This was the final Academic Senate meeting for Naomi Emmet, as the election for a new Staff Council President will take place on September 11, 2019. The new president will begin attending meetings then. The Staff Council elections concluded with 44 senators. The Staff Council spent the past year working on updating the Staff Council Bylaws, and they will be on the Handbook of Operating Procedures agenda in the next couple months.

9. Results of Summer voting- Bill Hefley
There were two votes over the summer when there were not regular meetings. The first to approve the summer graduates. There were 27 yes votes with one abstention for graduate students, and 28 yes votes and 1 no vote for undergraduate students. Bill Hefley followed up on the no vote, and there wasn't any rationale for it and may have been an error. The quorum was met and the summer graduates were approved.

The Committee on Committee appointment approval vote was 35 votes yes with zero nay or abstain votes. The quorum was met and the appointments were approved.
10. Second Vote on the Revisions to UTDPP 1077- Bylaws of the Academic Senate of the University of Texas at Dallas - Ravi Prakash
The bylaws had already been approved once at the May 2019 Academic Senate meeting. Per the bylaws, any changes must be voted upon twice. Richard Scotch moved to approve the bylaws for a second time. Murray Leaf seconded. The motion carried unanimously.

11. Informational: Resolution from the University Assessment Committee – Serenity King
There is a statewide concern over whether or not the THECB was going to require assessment of the marketable skills. Our university said we would not be addressing this issue locally, however the resolution states that in writing. Murray Leaf moved to have the Academic Senate support the resolution. Richard Scotch seconded. The motion carried unanimously.

12. Adjournment
There being no further business, President Benson adjourned the meeting 2:11 PM.

APPROVED: ___________________________  DATE: ______________

Ravi Prakash
Speaker of the Faculty
THECB/SACSCOC/Legislative Update  
August 2019  
Serenity Rose King

1. THECB
   A. Board Meeting on July 25, 2019 (embedded URL)
      1. Advisory Committee Appointments
         a. Graduate Education Advisory Committee (GEAC) – Dr. Juan González
         b. Chemistry Field of Advisory Committee (FOSAC) – Dr. Gregg Dieckmann
         c. Communication Disorders FOSAC – Janice Lougeay
   2. Selected Handouts (enclosed PDF)
      a. Agenda Item IV-A: Major Policy Discussion (Identifying Critical Fields)
      c. Agenda Item IX-F: Overview of Outcomes of the 86th Texas Legislative Session
      d. Agenda Item XI-C: Consideration of adopting the Committee’s recommendation to
         the Board relating to the certification of gifts that are fundable through the Texas
         Research Incentive Program (TRIP) for the Emerging Research Universities
   3. Other Items of Interest
      a. Agenda Item V-A: Recognition of Excellence (Dr. Jim Allison)
      b. Agenda Item IX-C: Consideration of adopting the Committee’s recommendation to
         the Board relating to approval of the 60x30TX progress report
      c. Agenda Item IX-G: Texas Grant Program
      d. Agenda Item X-H: Autism Grant Program: Annual Progress

B. SB 25 Transfer Bill Implementation Updates
   2. TCCAO and TACRAO July 2019 meetings
   3. UT System Transfer Advisory Group

C. Negotiated Rulemaking – September 23-25, 2019
   1. HB 449 Discipline on transcripts
   2. SB 212 Sexual assault reporting
   3. SB 25 portion for advising/degree plan audits for dual credit

D. Core Curriculum Response (enclosed PDF)

E. Recently approved & posted Computer Science & Information Technology Field of Study
   Curricula (effective Sept. 2020)

F. Learning Technology Advisory Committee (LTAC) – August 9, 2019

2. UT System’s Office of Academic Affairs
   A. Created a new webpage for Blended and Online Education with web links to the system-wide
      Online Education Task Force (Drs. Paul Diehl and Darren Crone are members) and THECB’s
      Distance Education Program Search

3. SACSCOC
   A. Annual Meeting, Houston, Texas, December 7-10, 2019
   B. Update and Information Email from President Belle Wheelan (enclosed PDF)

C. Fifth-Year Interim Reports Dates
   1. Receive Notification Letter: April 25, 2023
   2. Fifth-Year Interim Report Submission Date: March 15, 2024 with decision made in June 2024

4. Lead UTD Updates
The Ongoing Challenge of Identifying Critical Fields

Major Policy Discussion
July 25, 2019

The 60x30TX plan preamble emphasizes the importance of higher education for society

Higher education improves the lives of Texans.
Our colleges and universities...

• educate our teachers, nurses, and technicians
• find cures for life-threatening diseases and develop technologies that make our lives easier
• inspire, educate, and equip our students to be their best, encouraging them to be more civic-minded, helping them interact in diverse communities, and giving them a passion for lifelong learning
• retrain our adult population, including veterans, helping them find meaningful careers.
• enrich us through the arts and new ideas

The impact of higher education is immeasurable.
Higher education adds value to society in many ways; workforce preparation is a critical one

- One important higher education function is to prepare students for the workforce and provide employers and the state with workers who are prepared for the jobs of today and tomorrow
- Identifying critical fields can help ensure higher education efforts are aligned with state and regional needs
- Ensuring that a state and regional workforce needs are met and that higher education supports those efforts is a complex subject

Major Policy Discussion Panelists will present a Regional, State, and National Perspective

Introduction of Panelists:
- Mr. Peter Beard
  Senior Vice President, Regional Workforce Development
  Greater Houston Partnership
- Ms. Mariana Vega,
  Director, Labor Market and Career Information,
  Texas Workforce Commission (TWC)
- Dr. Charles Goldman,
  Senior Economist and Professor of Economics
  Rand Corporation
Question 1

How do we identify what occupational fields, both established and emerging, are critical to the state or regional economy today and what may become a critical field in the future? (What indicators should be considered such as supply, demand, wages, state needs, and linkages to regional planning goals)

Question 2

What strategies and policies could support alignment between the programs of higher education institutions and these critical field needs?
Most TX computer systems analysts have a BS or higher

Computer systems analysts by education, 2009–2011

- Less than high school: 1%
- High school or GED: 5%
- Some college, no degree: 18%
- AA: 8%
- BA: 45%
- Graduate degree beyond BA: 22%

Source: RAND analysis of American Community Survey
But many degree types contribute to this labor force

Computer systems analysts by field of BS, 2009–2011

<table>
<thead>
<tr>
<th>Field of Degree</th>
<th>Percentage of BS</th>
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<tbody>
<tr>
<td>Computer Science</td>
<td>12.1</td>
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<tr>
<td>Business Management and Administration</td>
<td>7.4</td>
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<tr>
<td>Computer and Information Systems—General</td>
<td>6.3</td>
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<tr>
<td>Finance</td>
<td>5.7</td>
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<tr>
<td>Electrical Engineering</td>
<td>5.5</td>
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<tr>
<td>General Business</td>
<td>5.1</td>
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<tr>
<td>Mathematics</td>
<td>4.4</td>
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<tr>
<td>Computer Engineering</td>
<td>4.0</td>
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<tr>
<td>General Engineering</td>
<td>3.8</td>
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<td>Management Information Systems and Statistics</td>
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<td>Accounting</td>
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<td>Biology</td>
<td>2.8</td>
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<td>Mechanical Engineering</td>
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<tr>
<td>Information Sciences</td>
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<tr>
<td>Economics</td>
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<td>Psychology</td>
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<tr>
<td>Other</td>
<td>26.6</td>
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<td>TOTAL</td>
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Source: RAND analysis of American Community Survey
The Future of Work
An Overview of National Policy Discussions

Ginger Gossman, Ph.D.
Senior Director
Innovation and Policy Development

July 25, 2019

The five W’s and H of the Future of Work

Who will be impacted by the Future of Work? Everyone
What is the Future of Work?
When will it be here?
Where are these discussions happening?
Why is there a focus on policy?
How can we support stakeholders in these discussions?
What is “the Future of Work” (FOW)?


From the Institute of Electrical and Electronics Engineers, https://innovate.ieee.org/innovation-spotlight-ieee-fueling-fourth-industrial-revolution/.
Focus on the **future** by revisiting the past

<table>
<thead>
<tr>
<th>Will machines devour man?</th>
<th>1921</th>
<th>Automation might end most unskilled jobs in 10 years</th>
<th>1961</th>
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<tr>
<td>World ills laid to machines</td>
<td>1930</td>
<td>PM to counter “chips” that kill jobs</td>
<td>1978</td>
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<td>Does machine displace men in the long run?</td>
<td>1940</td>
<td>A robot is after your job</td>
<td>1980</td>
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<td>Workers see “Robot Revolution” depriving them of jobs</td>
<td>1957</td>
<td>Technology is heightening job worries</td>
<td>2000</td>
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From "Robots have been about to take all the jobs for more than 200 years" (Anskow 2016)
When will FOW be here?

“The future is already here – it’s just not very evenly distributed.”

~ William Gibson,
Science Fiction author and essayist

“[This technology] will create forgetfulness in the learners’ souls…”

~ Socrates
Founder of Western philosophy and ethics
Describing the written word

Where are FOW conversations?

Source: Google Chrome Search for “State Future of Work,” first page of results.
National and international discussions of FOW

<table>
<thead>
<tr>
<th>Organization</th>
<th>Initiative</th>
<th>Established</th>
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<tr>
<td>National</td>
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<tr>
<td>Aspen Institute</td>
<td>Future of Work Initiative</td>
<td>2015</td>
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<td>National League of Cities</td>
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<td>U.S. House Coalition</td>
<td>Future of Work Task Force</td>
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<td>World Economic Forum</td>
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<td>The Future of Work</td>
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<td>World Bank</td>
<td>The Changing Nature of Work</td>
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Why a focus on policy?
Design bias is a **major topic** in FOW


IDE is a **priority** in FOW discussions

How can we support stakeholders?

**Marketable Skills Goal**

By 2030, all graduates from Texas public institutions of higher education will have completed programs with identified marketable skills.

![T-Shaped vs. Comb-Shaped](image)

What **skills** will be needed?

- **T-Shaped**
  - Specialty + wide breadth of experience with other skills
- **Comb-Shaped**
  - Multiple areas of expertise + broad interest base
Activities that **support** the FOW in Texas

- Study by Organization for Economic Cooperation and Development
- Leadership Conference Theme
- Marketable Skills Task Force
- Marketable Skills Conference 2020
- Critical Fields
- Tri-Agency
- Career Readiness Handbook (for students)
- Internship Toolkit (for employers)
- Texas WORKS

**Take-a-ways** for this presentation

1. THECB is **engaged** in conversations about FOW
2. FOW ↔ **Fourth Industrial Revolution** (cyber-physical systems)
3. **Design** matters
4. **Policy** matters
5. **Marketable skills goal** puts Texas ahead of the curve
Questions

Ginger Gossman, Ph.D.
Senior Director
Innovation and Policy Development

Contact: Ginger.Gossman@thecb.state.tx.us
Outcomes of the 86th Texas Legislature

John Wyatt
Director of External Relations
Status of the 86th Legislature

• 86th Texas Legislature ended its Regular Session on May 27

• A total of 101 bills (out of 522 bills analyzed by the agency) were passed and signed by the Governor

• No special session is expected
Budgetary Outcomes: Summary

- Higher education overall received a $904 million (or 7.3%) increase in General Revenue over FY2018-19 funding levels

- The THECB received a $237 million (or 17%) increase over FY18-19 levels

- The Legislature funded seven of the agency’s 15 Exceptional Item Requests at a total of $141.4 million
Budget Outcomes – Exceptional Item Requests

• $60 million increase for Graduate Medical Education Expansion Grants (total of $157 million)
  • Maintains the 1.1 to 1 ratio of first-year residency positions for each Texas medical school graduate

• $80 million increase for TEXAS Grants (total of $866 million)
  • Continues to serve 70% of all initially-eligible students at the current $5,000 target award amount
Budget Outcomes – Exceptional Item Requests

• **$230,000 for National Student Clearinghouse Data**
  • Allows the agency to track educational outcomes of students who move out-of-state

• **$520,000 and 1 FTE for IT Application Portfolio Modernization**
  • Implements a modern architecture and consolidate the agency’s 150 applications, lowering support costs and improving efficiency and security

• **$150,000 for Facilities Contract Lease Extension**
  • Covers the additional cost of a shorter-term building lease due to the agency’s potential move to the Capitol Complex

• **$250,000 for an Open Educational Resource Repository**
  • Provides access to high-quality OER materials that reduce the cost of educational materials for students

• **$300,000 for Texas Success Initiative Assessment Enhancement**
  • Supports a new online system for students to retrieve and send test results
Budget Outcomes – Other Increases

Commissioner’s Salary

• Legislature increased the Commissioner’s salary to be more competitive with comparable positions and help attract high-quality applicants for the position.
• Increases the Commissioner's salary from $212,135 to $299,813, the maximum allowable in the position’s salary group
• $175,000 in general revenue appropriated to support the Commissioner’s salary

Texas Armed Services Scholarship

• Increases funding to $6.8 million, allowing the program to restore award amounts to the historical maximum of $10,000 (TASSP awards are currently a maximum of $4,000).
Professional Nursing Shortage Reduction (PNSRP)

• Requires the THECB, in consultation with nursing programs, to set individual targets for enrollment increases in the “Over 70” program

• Requires the THECB to study the effectiveness of PNSRP in addressing the nursing shortage in coordinating with a work group composed of stakeholders
Budget Outcomes – Contingency Riders

Contingency for SB 11
  • Sets terms for allocating $99 million appropriated for the Texas Child Mental Health Care Consortium
  • THECB to serve as a “pass through” agent for funds as directed by the Consortium

Contingency for SB 16
  • Appropriates $4.2 million and 2 FTE positions for making awards and administration of the newly created Peace Officers Loan Repayment Program

Contingency for HB 2261
  • Appropriates an additional $4.9 million to the Physician Education Loan Repayment Program to increase maximum annual loan repayments by $5,000
Budget Outcomes – TEA Riders

Interstate Educational Compacts

• Includes $320,000 per year for interstate educational compact fees, including SREB
• Allows Texas to continue to participate in NC-SARA, Academic Common Market and other programs

Open Education Resource Materials

• Requires TEA to prioritize courses commonly offered for dual credit in making grants to develop OER materials
• Requires Commissioner of Education to collaborate with Commissioner of Higher Education to ensure materials meet college standards of rigor
Budget Outcomes – Formula Funding

• Formula funding across all sectors increased by $915 million of GR over FY18-19 levels

• Legislature met or exceeded Board recommendations for most formula categories, including increases in:
  • University I&O formula rate from $55.82 to $56.97 (Board recommended $56.79)
  • Community college Student Success Points from $172 to $214.7 per point (Board recommended $215)
  • TSTC Returned Value percentage from 27 to 36 percent (Board recommended 35 percent)
  • HRI GME formula funding from $5,824 to $5,992 per resident (Board recommended $5,925)
Facilitate efficient student transfer

- SB 25 by West/Turner includes several changes intended to ensure students’ courses transfer and count toward their major
- New requirement that institutions identify transferred courses that do not apply toward the major, and to explain why they did not
- Requires earlier filing of a degree plan and advisement, and for institutions to develop recommended course sequences for their programs
- Allows dual credit courses in Fields of Study or Programs of Study to be formula funded
- Charges the THECB to convene an advisory committee of 2-year and 4-year institutions to examine the feasibility of splitting the core curriculum between a general core and “meta major” curricula as vehicle for more efficient transfer
Policy Outcomes – CB Recommendations

Texas WORKS Paid Internship Program

• HB 3808 by Walle/Powell includes the agency’s recommendation to create a centralized paid internship program at the Coordinating Board using existing Texas College Work-Study (TCWS) funding

• Builds on Governor’s Tri-Agency Workforce Initiative proposal to increase the availability of paid internships in the state

• Removes current off-campus requirements under TCWS that institutions found difficult to administer

• THECB will work with employers statewide to offer meaningful, paid internships to students in higher education

• By leveraging private sector funding to help students earn while they learn, will directly impact 60x30TX goals for marketable skills and student debt
Policy Outcomes – CB Recommendations

Graduation Supplement

• Legislature did not enact the Board’s recommendation to allocate a portion of university formula funding on the basis of undergraduate completions

• Based on legislative feedback, the agency pursued an alternate approach of using unused funds in the B-on-Time (BOT) Account to increase institutions’ graduation success with academically and financially at-risk students

• SB 1504 requires institutions to spend any proceeds from BOT on initiatives such as intrusive advising, academic support and other methods that increase the number of at-risk students completing an undergraduate degree at the institution
Policy Outcomes – CB Recommendations

Student Loan Program

• The Legislature adopted critical legislation impacting the operations of the agency’s $1.3 billion Hinson-Hazlewood Student Loan Program

• SB 1474 amends existing statutes regarding the allocation, project limitations and timing of the state’s Private Activity Bonds that fund the loan program

• Under SB 1474, the agency secured the necessary capacity to fund demand in the loan programs for the foreseeable future

• The greater efficiency created by the bill will save the loan program $4 million per year in unnecessary interest payments, allowing the agency to keep interest rates on student loans low

• The Legislature also passed HB 4465 which cleans up outdated statutes impacting the loan program and brings them in line with current practice
Policy Outcomes – CB Recommendations

Filing a Degree Plan

• The Legislature passed bills that require dual credit students file a degree plan to ensure that they are adequately advised and are taking coursework relevant to their intended major

• This was a key recommendation aligning with the findings of the AIR study on dual credit education in Texas

• SB 25 and SB 1324 require that all dual credit students file a degree plan no later than the second semester after they complete 15 semester credit hours

• Additionally, university students are required to file a degree plan after completing 30 SCH (down from 45 SCH)

Unnecessary Reports

• SB 241 repealed two reports identified by the Coordinating Board through a negotiated rulemaking process with the institutions of higher education
Policy Outcomes – CB Recommendations

Recommendations Not Finally Passed

• Coordinating Board authority to review and approve new off campus sites

• Requirement to report allegations of waste, fraud and abuse

• Incorporating undergraduate success into doctoral program review

• Modifications to the TEXAS Grant and TEOG programs

• Requiring a common electronic format for the Texas Records Exchange (TREx)
Agency Operations During Session

• External Relations monitored and coordinated the analysis of 522 bills. Of those, 101 were signed into law.

• Dozens of individuals from across the agency contributed to bill analysis and recommendations, fiscal impact estimates, expert testimony, and other efforts in support of the legislative session.

• With their support, the External Relations team worked with bill authors and committee members to improve bills and advance legislation that will positively impact 60x30TX.
Consideration of adopting the Committee’s recommendation to the Board relating to the certification of gifts that are fundable through the Texas Research Incentive Program (TRIP) for the Emerging Research Universities

RECOMMENDATION: Approval

Background Information:

The 81st Texas Legislature in 2009 created the Texas Research Incentive Program (TRIP), establishing a research matching fund for the emerging research universities.

The legislation requires the Texas Higher Education Coordinating Board to certify that the gifts or endowments received by each emerging research university were donated for the purpose of enhancing research activities at the institution, such as endowed chairs, professorships, research facilities, research equipment, program costs, or graduate research stipends or fellowships. Once the gifts are certified, the percentage matched is statutorily mandated, leaving no discretion in the amount of matching funds that the institutions receive, subject to the amount appropriated.

The amounts are being certified so the Legislature will have a basis for determining the amounts to appropriate for the 2022-23 biennium. Due to the timing of the certification process, this agenda item was not ready in time for the Committee on Affordability, Accountability and Planning. Therefore, it is being brought to the Agency Operations Committee for consideration prior to the full Board meeting.

Dr. Julie Eklund, Assistant Commissioner for Strategic Planning and Funding, will provide a brief presentation and be available to answer questions.
Below are certified TRIP gifts and the amount of the state match by institution. State matches are subject to the availability of funds appropriated for this purpose.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Gifts Recommended for Certification - Cycles 19-2</th>
<th>Gifts Waiting for State Funding That Were Previously Certified by the Board</th>
<th>Total Gifts Waiting for State Funding</th>
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</thead>
<tbody>
<tr>
<td>The University of Texas at Arlington</td>
<td>$ 900,000.00</td>
<td>$ 8,899,604.59</td>
<td>$ 9,799,604.59</td>
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<tr>
<td>The University of Texas at Dallas</td>
<td>1,482,670.00</td>
<td>67,970,299.93</td>
<td>69,452,969.93</td>
</tr>
<tr>
<td>The University of Texas at El Paso</td>
<td>175,000.00</td>
<td>3,912,271.50</td>
<td>4,087,271.50</td>
</tr>
<tr>
<td>The University of Texas at San Antonio</td>
<td>1,612,197.00</td>
<td>12,394,408.80</td>
<td>14,006,605.80</td>
</tr>
<tr>
<td>University of Houston</td>
<td>2,460,532.00</td>
<td>49,297,375.83</td>
<td>51,757,907.83</td>
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<tr>
<td>University of North Texas</td>
<td>654,563.00</td>
<td>14,464,356.16</td>
<td>15,118,919.16</td>
</tr>
<tr>
<td>Texas Tech University</td>
<td>6,047,230.14</td>
<td>34,479,046.40</td>
<td>40,526,276.54</td>
</tr>
<tr>
<td>Texas State University</td>
<td>4,255,000.00</td>
<td>10,462,758.62</td>
<td>14,717,758.62</td>
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<tr>
<td><strong>Total Certified Gifts</strong></td>
<td><strong>$ 17,587,192.14</strong></td>
<td><strong>$ 201,880,121.83</strong></td>
<td><strong>$ 219,467,313.97</strong></td>
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<tr>
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<tr>
<td>The University of Texas at Arlington</td>
<td>$ 450,000.00</td>
<td>$ 6,170,439.42</td>
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<tr>
<td>The University of Texas at Dallas</td>
<td>991,335.00</td>
<td>41,880,464.06</td>
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<td>The University of Texas at El Paso</td>
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<td>2,293,635.75</td>
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<tr>
<td>The University of Texas at San Antonio</td>
<td>806,098.50</td>
<td>8,175,640.40</td>
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<tr>
<td>University of Houston</td>
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<tr>
<td>University of North Texas</td>
<td>327,281.50</td>
<td>9,882,852.02</td>
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<tr>
<td>Texas Tech University</td>
<td>5,523,615.07</td>
<td>33,368,055.02</td>
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<tr>
<td>Texas State University</td>
<td>3,652,500.00</td>
<td>11,451,379.32</td>
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<tr>
<td><strong>Totals</strong></td>
<td><strong>$ 13,318,596.07</strong></td>
<td><strong>$ 157,184,518.08</strong></td>
</tr>
</tbody>
</table>

**Report Data as of:**
07/23/19

**Total Counts**
43 327 370
Component III. Denied Courses:

The following courses were evaluated and did not align with the description of the Foundational Component Area and/or did not incorporate the appropriate Core Objectives. These courses are not approved and may not be included in your 2019 Core Curriculum:

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<th>SCH</th>
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<td>010 ATCM 2340</td>
<td>VISUAL COMMUNICATION</td>
<td>3.00 New</td>
<td></td>
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<td><strong>030 Life and Physical Sciences</strong></td>
<td>030 PHIL 2304</td>
<td>UNDERSTAND SCIENTIFIC INQUIRY</td>
<td>3.00 New</td>
<td></td>
</tr>
<tr>
<td><strong>040 Language, Philosophy and Culture</strong></td>
<td>040 ATCM 2300</td>
<td>INTRODUCTION TO TECHNOCULTURE</td>
<td>3.00 New</td>
<td></td>
</tr>
<tr>
<td><strong>080 Social and Behavioral Sciences</strong></td>
<td>080 BA 1310</td>
<td>MAKING CHOICES IN FREE MKT SYS</td>
<td>3.00 New</td>
<td></td>
</tr>
<tr>
<td></td>
<td>080 ECS 2361</td>
<td>SOC ISSUES &amp; ETHICS SCI &amp; TECH</td>
<td>3.00 New</td>
<td></td>
</tr>
<tr>
<td><strong>090 Component Area Option</strong></td>
<td>094 ATCM 2300</td>
<td>INTRODUCTION TO TECHNOCULTURE</td>
<td>3.00 New</td>
<td></td>
</tr>
<tr>
<td></td>
<td>091 ATCM 2340</td>
<td>VISUAL COMMUNICATION</td>
<td>3.00 New</td>
<td></td>
</tr>
<tr>
<td></td>
<td>098 BA 1310</td>
<td>MAKING CHOICES IN FREE MKT SYS</td>
<td>3.00 New</td>
<td></td>
</tr>
</tbody>
</table>

Additional Comments:

The course ATCM 2340, Visual Communication, was not approved. The core objective Personal Responsibility is said to be incorporated through “Attendance and Participation” and “Lab Assignments.” Attendance and participation is part of any college course requirement and not part of the core objective. There is no information about the lab assignments and how they would incorporated the core objective. Similarly, the teaching of oral communication and aural skills are not explicitly stated and can only indirectly be deduced through the very short description of the Collaborative Project. -- The course PHIL 2304, Understanding Scientific Inquiry, was not approved. The focus of the course is the history and theory of science inquiry. While this is an important topic, it is not suitable for a general education course that should lay a foundation for the describing, explaining, and predicting of natural phenomena. This foundation would be required at a minimum for any critical theory of science discussion. -- The course ATCM 2300, Introduction to TechnoCulture, was not approved. The course topic is too narrow and the course is not suitable for a general education course. The course is predominantly a major course for Art, Technology and Communication degree programs. -- The course BA 1310, Making Choices in Free Market Systems, was not approved because there is no documentation how the required Core Curriculum core objectives would be incorporated into the course. -- The course ECS 2361, Social Issues & Ethics in Science & Technology, was not approved. The course has a focus on professional standards of ethics rather than on ethics as analysis of human character and moral concepts and values. -- The following courses in the CAO, Option A, are not new but had been previously approved in their respective FCAs: RHET 1302, HUMA 1301, LIT 2331, PHIL 1301, PHIL 2316, PHIL 2317, AHST 1303, AHST 1304, AHST 2331, ARTS 1301, DANC 1310, FILM 2332, MUSI 1306, THEA 1310, HIST 1301, HIST 1302, HIST 2301, and HIST 2330. -- The intermediate language courses are approved for the Option B of the Component Area Option. The courses do not address a rigorous alignment with the Language, Philosophy
& Culture FCA that would require a focus on aesthetic and intellectual creations (literature, film, music, drama, philosophy) but they focus on culture-relevant topics and life situations.
Greetings, Colleagues. I hope this note finds you well and having had or planning to have a slow and restful summer. Here is a summary of actions taken by the SACSCOC Board of Trustees at its June meeting. Let me know if you have any questions.

I. **Differentiated Review Process**—The Board approved an alternate reaffirmation review process for institutions that are determined to be eligible to participate. You will receive details about the process in early fall and be asked to approve it in December at the SACSCOC Annual Meeting of the Membership. If approved by the Membership, the new Differentiated Review Process will be implemented with the Class of 2023.

II. **The FY 2020 Budget** was approved and included a 3% raise for SACSCOC staff. An increase in the registration fee for the SACSCOC Annual Meeting for attendees who are not at member institutions (e.g., System’s Office personnel, consultants, etc.) was also approved.

III. **The SACSCOC Stamp of Approval** is being considered by the U.S. Patent and Trademark Office. We had to secure approval from the SACS Board of Trustees to submit it. Once it is approved, the SACS Board will approve our use of it.

IV. **Several policies were revised:**

A. "**Interpretation of Core Requirement 9.3 (General education requirements),**”

   Revised wording to this requirement was provided to the Executive Council and approved by the Board. It now reads, “Courses in basic composition that do not contain a **significant** literature component, courses in oral communication, and introductory foreign language courses are skill courses and not pure humanities courses. Therefore, for purposes of meeting this standard, none of the above may be the one course designated to fulfill the humanities/fine arts requirement in CR 9.3. The institution is responsible for making a persuasive case that at least one of the courses it requires to meet the humanities/fine arts area does not “narrowly focus” on skills.”

B. “**Full-Time Faculty (Core Requirement 6.1 and Standard 6.2.b) Guideline**”
Proposed changes to this policy included changing the name of the document from “Guideline on Core Requirement 2.8 (Faculty)” to “Full-Time Faculty (Core Requirement 6.1 and Standard 6.2.b) Guideline.” The changes were made to bring the document into compliance with the 2018 Principles of Accreditation. The changes were reviewed by the Executive Council in March and approved by the Board in June.

C. **Reports Submitted for SACSCOC Review** Policy Statement

A revision to this policy was presented to the Executive Council that included adding “Documentation for an Interim Off-Campus Instructional Sites Committee Review” and related language to the document, and modifying the title of the Fifth-Year Follow-Up Report to Follow-Up Report with related language throughout the document. The Council reviewed and the Board approved the proposed changes.

V. **Update on Technology Issues**

A. **New Data Management System** – The Commission has now migrated its data to Salesforce (the Commission’s new Database).

1. **Meetings Portal** – The Commission has been developing the Meetings portion of our new Data Management System which will allow automated tracking of actions taken by the Committees on Compliance and Reports, the Executive Council, and the SACSCOC Board of Trustees.
   Implementation date: June 2019 SACSCOC Board of Trustees Meeting

2. **Volunteer Portal** – The Volunteer Portal will allow evaluators and SACSCOC Board of Trustees members to access their information directly in Salesforce to update their contact information, note conflicts of interest, etc. A limited group of volunteers will be asked to test the portal before it is made available to the membership.
   Implementation date: fall 2019

3. **Substantive Change Screening Form** – Staff have begun processing substantive change submissions in Salesforce. Implementation of the Substantive Change Screening Form will walk Institutional Accreditation Liaisons through the process of submitting a Substantive Change and determining if it is actually a Substantive Change. The Screening Form is designed to reduce the amount of
Substantive Change submissions that are not truly Substantive Changes.
Implementation date of when institutions will be able to submit documents directly into Salesforce: summer/fall 2019

4. **Collection of Annual Financial Profiles** – The annual Financial Profiles were developed in Salesforce and the information was successfully input by institutions directly into Salesforce. Implementation date: summer 2019

5. **Institutional Portal - Phase 1** – Phase 1 of the Institutional Portal will allow institutions to input and review institutional information, and upload select institutional documents into Box/Salesforce. Implementation date: fall 2019/winter 2020

6. **Institutional Portal - Phase 2** – Phase 2 of the Institutional Portal will allow institutions to submit their Compliance Certification and other documents directly into Box/Salesforce. Implementation date: fall 2020

B. **Technology Updates**

1. **Webpage** – The SACSCOC webpage is being redesigned and will be integrated with Salesforce data. Implementation date: summer/fall 2019

2. **Microsoft Office 365** – The Commission will be migrating to Office 365 which will better integrate with the Salesforce system, reduce server requirements and costs, and consolidate functionalities/Vendors. Implementation date: summer 2019

3. **Back-up Capabilities** – The Commission has moved to a backup system which includes a Cloud Based Disaster Recovery system.

4. **Box** – The Commission will be transitioning current Network Shares to Box which will reduce Server requirements/costs and provide greater accessibility of information for staff. Institutions will be able to submit selected documents to staff through Salesforce via Box. Partial Implementation date: summer 2019
VI. Legislative Update—There is still no proposed Higher Education Bill from Congress. We continue to monitor hearsay that comes to us. I will keep you posted as developments occur.

I hope each of you has the opportunity for a little down time this summer and I look forward to seeing you all in Houston in December at the SACSCOC Annual Meeting. THANKS!

Belle Wheelan

Belle S. Wheelan, Ph.D.
President
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, GA 30033
(404) 679-4512
(404) 994-6592 (FAX)
bwheelan@sacscoc.org
1. UT System
   A. UT System Task Force regarding SB25 Transfer Bill implementation

2. THECB
   A. New Commissioner of Higher Education (enclosed PDF)
   B. Committee on Academic and Workforce Success (CAWS), September 18, 2019
   C. Undergraduate Education Advisory Committee (UEAC) meeting, September 20, 2019
   D. General Academic Institutions Formula Advisory Committee (GAIFAC) meeting, September 19, 2019
   E. Financial Aid Advisory Committee Meeting (embedded URL), September 5, 2019
      1. Appointed a new slate of members; there is no UT Dallas representative.
      2. THECB and UT Austin developed a new Virtual Advising System, a chatbot called “ask ADVi” which was launched as a pilot in South Texas / Rio Grande Valley in May 2019; available now through Facebook’s Messenger for all Texans to use.
      3. Legislature initiated the phase out of B-on-Time (BOT) grant in 2015; last loans issued in 2020 with loan servicing to continue for about 15 years.
      4. Provided FAFSA and TASFA 86th Legislature overview
         a. **HB 3**: Requires completion and submission of FAFSA or TASFA prior to high school graduation; implementation with 2021-2022 school year
         b. **HB 2140**: Advisory committee will be established to develop recommendations and protocols in embedding TASFA within the electronic system, ApplyTexas
         c. Proposed amendments to Texas Administrative Code (TAC), Chapter 22, Rules 22.253 through 22.265, Student Financial Aid Programs, for clarity and consistency in reference to other subsections in chapter.
         d. Potential topics for the 87th Legislature: change the timing for priority financial aid deadline in relation to Texas Education Code, Section 56.008, and TAC Rule 22.6 in order to align with federal regulations and serve underrepresented populations.
   F. Health Services Field of Study Advisory Committee meeting, September 16, 2019
      1. Will impact two UT Dallas degree programs
         a. Interdisciplinary Studies: BS in Healthcare Studies BS
         b. Jindal School of Management: BS in Healthcare Management
   G. Core Curriculum Final Response (enclosed PDF)
   H. Liaisons Institutional Sector and Joint Fall Meetings, October 29-30, 2019

3. Federal Level: CIP 2020

4. Lead UTD: [https://provost.utdallas.edu/lead](https://provost.utdallas.edu/lead)
Coordinating Board Announces New Commissioner of Higher Education

Sept. 11, 2019, Austin, Texas – The Texas Higher Education Coordinating Board (Coordinating Board) today voted unanimously to appoint Dr. Harrison Keller to serve as the next commissioner of higher education. Dr. Keller will assume his new post on Oct. 1.

“The Search Committee recommended him to the board after a national search, because he stood out from a competitive field of candidates for his extensive knowledge of and experience in strengthening higher education and broadening opportunity for all Texans,” said Board Chair Stuart W. Stedman. “We believe that Harrison Keller will be able to assist the Coordinating Board in making great strides toward the fulfillment of our mission and our continued work toward achieving the goals of 60x30TX.”

“I am pleased that the Coordinating Board has selected Harrison Keller,” commented Gov. Greg Abbott. “With his strong higher education background, we look forward to his leadership and his support in developing and working toward important initiatives to advance postsecondary education and workforce readiness for our citizens.”

Dr. Keller comes to the Coordinating Board from The University of Texas at Austin, where he has been serving President Gregory Fenves as deputy to the president for strategy and policy. Previously he served as vice provost for higher education policy and research and founded the OnRamps and Texas OnCourse initiatives. Earlier in his career he served as senior education policy advisor and director of research for Rep. Tom Craddick during his tenure as Speaker of the Texas House, and as a project director at UT Austin’s Charles A. Dana Center.

Dr. Keller received his B.A. with honors from the University of Notre Dame, and went on to receive master’s and doctoral degrees in philosophy from Georgetown University. He also served in the U.S. Navy Reserve as an intelligence officer.

He will be the sixth individual to hold the leadership position for the agency since its founding under Gov. John Connally in 1965, succeeding Dr. Raymund Paredes, who is stepping down after serving as commissioner for 15 years.

“As a sixth-generation Texan, a son of public school educators, and someone who has spent my career working at the intersections of educational policy, practice and innovation, I believe that this is a once-in-a-lifetime opportunity to serve our state. I look forward to working with the Coordinating Board, the Governor’s office, and legislative, business, community, and education leaders across the state to expand educational and economic opportunities for Texas,” said Dr. Keller.

A native of the Texas Panhandle, Keller resides in Austin with his wife Gena and their three children.

###

**THECB Mission Statement**

The mission of the Texas Higher Education Coordinating Board is to provide leadership and coordination for Texas higher education and to promote access, affordability, quality, success, and cost efficiency through 60x30TX, resulting in a globally competitive workforce that positions Texas as an international leader.
Component III. Denied Courses:
The following courses were evaluated and did not align with the description of the Foundational Component Area and/or did not incorporate the appropriate Core Objectives. These courses are not approved and may not be included in your 2019 Core Curriculum:

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<tr>
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<td>ATCM 2340</td>
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<td>VISUAL COMMUNICATION</td>
<td>3.00 New</td>
</tr>
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<td>030 Life and Physical Sciences</td>
<td>PHIL 2304</td>
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<td>UNDERSTAND SCIENTIFIC INQUIRY</td>
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<td>040 Language, Philosophy and Culture</td>
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creations (literature, film, music, drama, philosophy) but they focus on culture-relevant
topics and life situations. — The course ECS 2361, Social Issues & Ethics in Science &
Technology, was not approved in the Language, Philosophy & Culture (LP&C) Foundational
Component Area (FCA) and the Component Area Option, Option A, with designation of LP&C.
A course cannot be listed under two FCAs at the same time. The course was requested to
remain in the Social and Behavioral Sciences (SBS) FCA for Academic Year (AY) 2020, to hold
harmless students who use this course as engineering program requirement. -- The
institution may request the course ECS 2361 in the LP&C FAC for Academic Year 2021, during
the AY 2020 Core Curriculum review period. -- The course ECS 2361, Social Issues & Ethics in
Science & Technology, was approved in the SBS FCA for AY 2020. The course will be
removed for AY 2021. --
Consensual Relationships
UTDBP3103

The University of Texas at Dallas is committed to maintaining learning and work environments as free as possible from conflicts of interest and favoritism. The University recognizes that two consenting adults should be free to conduct a personal relationship if they so wish when the relationship does not interfere with the goals and policies of the University; some romantic, dating and/or sexual relationships, although consensual, do create conflicts of interests. This policy addresses those consensual relationships.

- http://policy.utdallas.edu/utdbp3103

Persons Affected

- This policy applies to all University administrators, faculty, staff, and students.
- This policy is applicable regardless of the gender of the University employee with supervisory teaching, evaluation or advisory authority and/or the gender of the employee, student or student employee who is directly or indirectly supervised, taught, evaluated, or advised by the supervisory employee.

Prohibited Consensual Relationships. The following consensual relationships, even if a single event, are prohibited:

(a) A consensual relationship between a supervisor (as defined below and is defined as including faculty members) and supervisee regardless of whether the supervisory relationship is direct or indirect, unless the supervisor discloses the relationship in advance and a management plan is in effect;

(b) A consensual relationship between a coach or athletic staff and any student athlete or student assigned to or associated with the athletics department, such as interns and student employees, including any coach or student associated with an intellectual competition team, unless waived by the President or his or her designee for good cause. This prohibition does not apply to a student assistant coach who serves on a voluntary basis unless the student assistant coach has direct or indirect authority, including the appearance of such authority, over a student or student athlete assigned to or associated with the athletics department.

*If the prohibition is waived, a management plan must be completed.

Reporting Requirements

(a) The supervisor must report a consensual relationship as described in 3.1. to the Dean/Vice President/Executive-level administrator and the Chief Human Resources Officer (CHRO). The supervisor must make the report prior to entering into the relationship or if the relationship exists, with as much advance notice as possible prior to the supervisor accepting supervisory authority.

(b) The individuals receiving the report must immediately collaborate to attempt to manage the conflict of interest. If management of the conflict is not possible, the relationship is prohibited.

A management plan will:

1. provide an alternative means for the supervision, teaching, advising, evaluation of the supervisee or otherwise mitigate the conflict;
2. give priority to the interest of the subordinate individual;
3. be written;
4. be acknowledged and signed by the parties to the relationship; and
5. be maintained by the Office of Human Resources and reviewed by the CHRO on an annual or as needed basis.
Enabling the Success of Others
Office of Human Resources

Reporting Alleged Violations:

(a) Violations of this policy should be reported to:
Colleen Dutton, Chief Human Resources Officer:
phone: 972-883-2130
e-mail: colleen.dutton@utdallas.edu

(b) An individual in a supervisory role over a supervisor who is notified of or
becomes aware of an alleged violation of this policy must immediately report the
information to the CHRO.

Investigation and Discipline

a) The matter will be investigated and if a policy violation occurred, the University may take
disciplinary action, which may include termination. If there is a complaint of sexual harassment
about a relationship covered by Sec. 3.1, above, and the relationship has not been disclosed
and a management plan implemented, the burden shall be on the supervisor to explain the
failure to comply with this policy and such failure will be a factor in determining whether the
relationship was consensual and free of sexual harassment. Allegations of sexual harassment
or sexual misconduct (and any associated retaliation) may also be subject to investigation in
accordance with applicable University policy.

b) Disciplinary action will be handled under the University’s policies for discipline and dismissal of
faculty or employees depending on the supervisor’s status.

Retaliation is Prohibited!

Retaliation of any kind against anyone for reporting a consensual relationship or for
participating in any proceeding pursuant to this Policy is prohibited.

Office of Institutional Equity and Compliance https://www.utdallas.edu/oiec/equity/

Counseling Resources for Employees and Students

Employees: Confidential counseling services are available to employees through the Employee
Assistance Program provided by UT Southwestern and may be reached by calling 903-386-3106 or
214-648-5330 or by email at eap@utsouthwestern.edu.

Students: Counseling services are available to students through the Student Counseling Center
located in the Student Services Building, suite 4.600. The 24 hour phone line is 972-883-2575 and
the website is http://www.utdallas.edu/counseling/

Galerstein Gender Center located in the Student Services Building, suite 4.300. The phone line is
972-883-6555 and the website is http://www.utdallas.edu/gendercenter/

Additional Resources and Policies:

- University of Texas System Systemwide Policy, UTS 184 Consensual Relationships
- University of Texas System Regents’ Rules and Regulations, Rule 30105
- UTDBP3103 – Consensual Relationships http://policy.utdallas.edu/utdbp3103
- UTDBP 3090 - Nondiscrimination Policy http://policy.utdallas.edu/utdbp3090
- UTDBP3102 - Prohibited Discrimination and Sexual Harassment Sexual Harassment
Policy http://policy.utdallas.edu/utdbp3102

For questions or additional information contact:

Colleen Dutton, SPHR, SHRM-SCP
Chief Human Resources Officer
AD 2.208
colleen.dutton@utdallas.edu
972-883-2130
OFFICE OF HUMAN RESOURCES
EMPLOYEE ASSISTANCE PROGRAM
(EAP) VENDOR CHANGE

September 11, 2019

EAP Vendor Change

- Current EAP (UTSW) unable to meet growing needs of the University
- Moving to Deer Oaks EAP as of October 1, 2019
  - Evaluated other EAP providers
  - Expanded EAP services will better serve faculty & Staff
  - Deer Oaks already servicing UT El Paso and UT San Antonio
    - Both institutions provided positive recommendations

EAP Benefits Comparison

<table>
<thead>
<tr>
<th>Service/Service</th>
<th>Deer Oaks</th>
<th>UTSW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling Visits</td>
<td>7 – Free Visits</td>
<td>4 - Free Visits</td>
</tr>
<tr>
<td>On-Site Crisis Management</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Referrals to Community Services</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Legal Assistance</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Child/ Elder Care Resources</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Daily Living Services</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Safe Ride Program</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Training</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Change in EAP will expand benefits currently being offered to eligible employees and their household members:
- Increase number of free counseling visits
- Work-life services

Services Provided by New Vendor

- 7 free counseling visits
  - This is an increase from the current 4 free visits offered through UTSW
- On-Site Crisis Management
- Work-Life Services
  - Legal Assist
  - Financial Assist
  - Child / Elder Care
  - Daily Living Services (Concierge)
  - Safe Ride Program
  - Training

Work-Life Services Included

- Legal Assist
  - Unlimited free telephone advice
  - First 1/2 hour in person consultation is free
  - 20% discount off attorney hourly rates
- Financial Assist
  - Unlimited free telephone consultations
  - Financial articles
  - Online resources
- Child / Elder Care Resources
  - Provide information and referrals for selecting a day care, locating before/after school programs, and evaluating nursing homes and assisted living facilities
- Daily Living Services (Concierge)
  - Consultants assist with finding pet care, personal care, travel, home improvement resources, education, and managing multiple facets of life.
- Safe Ride program
  - Reimbursement for cab fares in the event eligible member is incapacitated due to impairment by substance or extreme emotional conditions.
    - Service is available once per year per participant with a maximum reimbursement of $45.00 (excludes tip).
- Training
  - On-site and online training available to meet the needs of the University.
Employee Assistance Program
✓ Services
✓ Frequently Asked Questions

Information provided by
The Office of Human Resources

ABOUT DEER OAKS

Deer Oaks is a premier, national Employee Assistance and Work/Life Company dedicated to helping its members improve their health and well-being through quality, cost-effective services. Deer Oaks has over two decades of experience in the mental health/EAP industry and currently covers 1 million members throughout the United States and Canada. With a nationwide network of 54,000+ mental health providers and an additional 8,000 providers globally, Deer Oaks supports local, national, and international employers, delivering proactive programs and unparalleled customer service.

Their diverse programs promote and help employees and their family/household members to achieve a balance of emotional, social, environmental, and cultural well-being, which in turn positively impacts workplace productivity, performance and engagement.

The Employee Assistance Program includes:

- Confidential access
- 24/7 access
- 7 free counseling visits per issue, per person
- Access to services via face-to-face, video, or telephonic
- Bilingual call center (English and Spanish)
- Tele-language Services
  - Ability to provide therapy in a language other than English if requested. Services are available for telephonic interpretation in over 190 of the most commonly spoken languages and dialects.
- Work/Life Services
  - Legal
  - Financial
  - Child / Elder Care Resources
  - Daily Living Services (Concierge)
  - Safe Ride
  - Training
SERVICES PROVIDED

Employee Support Services (Counseling)

Using their solution-focused counseling model (7 visits at no cost to member), counselors support employees and their family/household members on a wide range of mental health, personal and work-related issues for which short-term counseling is appropriate, including but not limited to:

- Anxiety/ Depression
- Stress / Tension
- Coping with Grief and Loss
- Anger and Stress Management
- Couples and Relationship Issues
- Childcare and Eldercare Issues
- Family and Parenting Concerns
- Caring for persons with disabilities
- Workplace Conflicts
- Dealing with Major Life Transitions
- Alcohol and Substance Abuse Problems
- Other Health and Wellness Issues

Work / Life Services

Today’s workforce manages many obligations in addition to work such as parenting, personal commitments, household responsibilities, and other tasks that make life demanding. To help ease daily living stresses, Deer Oaks offers a multitude of work/life services including: Legal and Financial guidance, Child and Elder Care information, Concierge Services, Safe Ride Program, and various Training Options.

- **Legal**
  
  Through Legal Assist, members receive: 1) unlimited free telephone advice, 2) free first half-hour in person consultation with an attorney. Thereafter, eligible individuals will receive 25% discount off attorney hourly rates. Online support is also available with legal forms, a library of legal articles, and interactive basic will preparation.

- **Financial**
  
  Through Financial Assist, members receive unlimited free telephonic consultations with Accredited Financial Counselors. This service may assist with a variety of financial options for addressing debt, to purchasing a home, paying for college or saving for retirement. A full selection of financial articles, tip sheets, financial calculators, and other online tools are also available.

- **Child/ Elder Care**
  
  Child and Elder Care Consultants provide practical assistance, information and referrals to members around a wide range of dependent care issues such as selecting a day care center, locating before/ after school programs, sick child care, and evaluating nursing homes and assisted living facilities. Referrals are provided to members within 12 business hours for standard cases and within six business hours for urgent cases.
Daily Living Service (Concierge)

Daily Living Consultants assist individuals with nearly endless resources such as finding care for their pets, personal care resources, travel, home improvement contractors, education, and managing multiple facets of life.

Taking the High Road Program (Safe Ride)

Deer Oaks will reimburse EAP participants for their cab fares in the event that they are incapacitated due to impairment by a substance or extreme emotional condition. This service is available once per year per participant with a maximum reimbursement of $45.00 (excludes tip).

Training

Deer Oaks offers a multitude of training options which can be tailored to meet the needs of the University. The program offers both on-site and web-Based Training.

FREQUENTLY ASKED QUESTIONS

Why are we changing our EAP provider?

Although our current program offers counseling services and some training resources, services are limited and unable to meet the growing needs of our employee population. A change in provider allows us to offer a greater amount of services.

Utilization with our current program remains extremely low, averaging about 1% over the last 3 years.

Benefits offered in the new program will also replace the Workplace Options EAP offered through the Gender Center. Combining services and eliminating the need for two separate programs, will not only reduce costs but members will have easier access to benefits and information with a one stop all-inclusive EAP vendor.

*** Workplace Options EAP services will be available until the current contract ends on January 31, 2020.

Who can access EAP services?

All benefits eligible employees and their household members may access services. This includes all benefits eligible graduate student employees (RA’s, TA’s and GA’s).

Retirees and separated employees may access services within 6-months of their date of retirement or separation from the University.

How can I access EAP services?

EAP services may be accessed by contacting the provider or by accessing the EAP website. Contact information will be made available by October 1, 2019.
How much does the EAP cost?

There is **no cost to eligible individuals** who access EAP services (7 free counseling visits and other work/life services).

In the event you need to continue counseling services beyond the 7 free sessions, you will need to coordinate services with your medical provider.

Employees covered under a UT Select or UT Connect may access the BCBS website or call the Benefits Value Advisor number on the back of their insurance card to inquire whether or not their counselor is in network. If you have outside medical coverage, please contact your provider to inquire whether or not your counselor is in network.

Legal services provided to eligible members will include unlimited telephone advice and the first half-hour of an in person consultation with an attorney.

**What if I'm already accessing services with our current EAP?**

As part of the transition process, the Office of Human Resources will work closely with our current and future EAP vendors to ensure employees can transition as seamlessly as possible to the new EAP provider.

The current EAP will finish with cases they currently have open. In the event the current EAP is unable to finish your case, the new provider will cover the remaining visits.

Your current provider may also be in multiple networks which will also help in the ease of transition.

Employees who have already used their four visits with the current EAP will receive 7 free visits when they transition to the new EAP. If your provider is not part of the Deer Oaks network, they may request to join.

**When will this change be effective?**

Efforts to transition to the new provider will begin immediately and services will be available to eligible individuals **effective October 1, 2019.**
Academic Senate
Procurement Working Group

Academic Senate Update
September 18, 2019
Presented by Terry Pankratz and Gopal Gupta

Background
• February 2019 – The Academic Senate Speaker requested the formation of a working group to look at inefficiencies and business processes that created unnecessary bureaucracy
• April 2019 – First meeting

Overview
• Venue to discuss procurement practices & faculty members’ day-to-day challenges & frustrations
• Focus on discussing issues, identifying shared understanding of opportunities & constraints, and developing actionable solutions
• Collaborative spirit of the group led to open (sometimes humorous) discussions & pragmatic solutions

Working Group Members

Faculty
• Ravi Prakash, Professor, Computer Science, Speaker of the Academic Senate
• Julia Hsu, Professor, Materials Science & Engineering
• Joe Izen, Professor, Physics
• Joe Pancrazio, Professor, Bioengineering and Vice President for Research
• Mark Lee, Professor and Program Head, Physics
• Gopal Gupta, Professor and Department Head, Computer Science
• Bill Hefley, Clinical Professor, Information Systems
• Bob Wallace, Professor, Materials Science & Engineering
• Abby Kratz, Associate Provost, Institutional Scholarship Administration

Administrators
• Terry Pankratz, Vice President for Budget and Finance
• Brian Bernoussi, Assistant Vice President for Budget and Finance

What have we accomplished so far?

Updated Policies and Documentation
1. Improved written documentation to reduce inconsistent, case-by-case guidance
2. Developed Quick-Reference Guides for:
   • Purchasing Delegation Matrix
   • OneCard & Amazon Recommended Uses
   • OneCard & Amazon Restricted Uses
   • OneCard Guidelines
   • Travel Guidelines
   • Other Reimbursements Guidelines
3. Collapsed five procurement-related policies into one comprehensive policy (submission to HOP in October)
Clarified Guidelines for Small Dollar Purchases

1. Increased departmental small purchase limit to $5,000 without purchasing intervention
2. Removed several restrictions on Amazon purchases and improved Amazon services
   • Amazon Business Prime for small purchases
   • Free shipping
   • Fast delivery
   • Shorter list of restricted purchases
3. Clarified expectations on usage of University procurement contracts
   (Eliminated requirement to purchase books through a contract vendor)
4. Box.com to simplify One Card documentation review process
   (Summer/Fall pilot)
5. Electronic One Card transaction verification process
   (Fall pilot)

Other Enhancements

1. Enhanced internal controls around vendor creation & management
2. Provided more flexibility on international purchases
   (WR Zane Customs Broker)
3. Clarified UTD policy on travel meal reimbursements
   (no receipts required)
4. Consolidated the Request for Check and Independent Contractor forms

Next Month’s Agenda

1. Review of prior recommendations from faculty members
2. Review process for ordering external catering
3. Utilization of business class airfare and personal miles within Concur booking application
4. Discuss potential for multi-vendor purchase requisitions
5. Review student travel guidelines
6. Streamlining chemical purchases

Our discussions Are On-going

Next meeting:
Early October
## 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)**  
Michael Kilgard (BBS) (8/31/2020)  
Baowei Fei (ECS) (8/31/2020)  
**Monica Rankin (AH) (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)

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

**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)**
2019-2020

**Committee Name:** Committee on Educational Policy

*Charge: Policy UTDPP1023*

**Ex-Officio (with vote)**
- Chair, Committee on Core Curriculum
- Rashaunda Henderson

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

**Special Requirements:**
- 2 faculty from each school
- 1 from Interdisciplinary Studies
- 2 students (non-voting)
  - 1 graduate
  - 1 undergraduate
- 2-year terms, staggered

**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)
- Marilyn Kaplan (JSOM) (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)

**Replacements Needed**

- Lev Gelb (ECS) (8/21/2021)
2018-2019

Committee Name: Committee on Effective Teaching
Charge: Policy Memorandum UTDPP1024

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:

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

Replacements Needed

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

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

Senate Concurrent

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

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)

Nadine Connell (EPPS) (8/31/2021)
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)
Vincent Ng (ECS) (8/31/2020)

Li Zhang (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)

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)

Chair: Robert Lowry (EPPS) (8/31/2020)
Vice Chair: Robert Lowry (EPPS) (8/31/2020)
2019 - 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

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)
- Sheena D'Arcy (NSM) (8/31/2021)
- Julie Haworth (JSOM) (8/31/2021)
- Michele Hanlon (AH) (8/31/2021)

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)
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 McMahan (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)

Professional Staff (Appointed by VP Research): *
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)

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)

Replacements Needed

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)

Special Requirements

No fewer than nine (9) members
1 off-campus representative
variety of professions
1 member whose primary expertise is in a non-scientific area
(See charge for more requirements)
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)
Committee Name: Committee for the Support of Diversity and Equity

Charge: Policy Memorandum UTDPP1022

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)
Daniela Rodriguez (ECS) (8/31/2020)
Amadeep Sra (NSM) (8/31/2020)
Anne Wu (ATEC) (8/31/2020)
Jill Duquaine-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)
New Member

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)
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 stake holders 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

**Office of Information Technology:**

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

**Office of Research:**

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

Ex-Officio
Vice President for Research
Environmental Health & Safety Director
Biosafety Officer

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

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

Chair: Lloyd Lumata (NSM) (8/31/2021)
Vice Chair: Manuel Quevedo-Lopez (ECS) (8/31/2019)

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

Replacements Needed
Manuel Quevedo-Lopez (ECS) (8/31/2022)
Lloyd Lumata (NSM) (8/31/2021)
Manuel Quevedo-Lopez (ECS) (8/31/2022)

No replacement needed as there are 7 faculty on the committee already.
Committee Name: University Research Integrity Committee

Charge: Policy Memorandum UTDPP1034

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

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)

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

Joseph Pancrazio, VP for Research
Paul Fishwick (ATEC) (8/31/2021)
Committee Name: Institutional Conflicts of Interest Committee

Charge: Policy Memorandum UTDPP1069

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

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.

Members Whose Terms are Expiring

Faculty:

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

Non-UTD Affiliation Member:

- New

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

- New

Chair: New

Murray Leaf (EPPS) (8/31/2020)
Campus Accessibility Committee - UTDBP3109

Policy Charge

Campus Accessibility Committee

Policy Statement

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

The Committee has three interrelated concerns: accessibility of campus facilities, accessibility of university programs and services, and long-range planning to incorporate universal design principles into university programs and operations.

1. Accessibility of university facilities. The Committee is charged to maintain a system for receiving suggestions and complaints from faculty, students, staff, and visitors regarding the accessibility of university facilities and to make suggestions to the administration regarding enhancing the participation of individuals with disabilities. For this purpose, the term 'facilities' does not mean only buildings but includes all their fittings and equipment intended to support instruction and research, sidewalks, ramps, roads and parking and the services associated therewith.

2. Accessibility of university programs, services, and instruction. The Committee is charged to maintain a system for receiving suggestions and complaints from faculty, students, staff, and visitors regarding the accessibility of all university programs and services (including information technology), and to make suggestions to the administration regarding improving the participation of individuals with disabilities.

3. Long-range campus planning. On the basis of its knowledge of utilization of current facilities and involvement in program planning, the Committee is charged to suggest and/or review long-range plans to promote universal design and the full participation of individuals with disabilities.

The Committee shall be composed of no fewer than 20-30 voting members appointed by the President; and shall include seven-eight members of the faculty representing each of various its schools that will always include Engineering and Computer Sciences and Natural Sciences and Mathematics to be nominated by the Academic Senate; one representative from Student Government; at least one student, one faculty member, and one staff member who are users of disability accommodations; one representative of the general community who is a user of
disability accommodations or has specific relevant expertise; and representatives from the following university offices, ex officio: the ADA coordinator, the Dean of Students, the Office of Student AccessAbility, the McDermott Library, the Director of Student Laboratories/Research Facilities, the Office of Information Technology, the Department of Facilities Management, the Office of Environmental Health and Safety, the Office of Human Resources, the Procurement Management office, the University Police, the University Parking Office, and the Assistant Provost responsible for eLearning and/or the Student Success Center, the Office of Communications, the Office of Diversity and Community Engagement, the Living Learning Communities, and the Student Counseling Center.

The term of office for Committee members shall be for two years (except for the student government representative whose term will be one year. Service will be effective from September 1 to August 31, and members may be reappointed by the President for additional terms. If for any reason a Committee member resigns, the President shall appoint another individual to serve the remainder of the unexpired term. The Director of Compliance shall serve as the Responsible University Official for this committee.

To ensure continuity, appointments of Committee members will be for staggered terms so that one-third of the appointments expire August 31 of each academic year. The Chair of the Committee shall be appointed by the President annually.
Campus Accessibility Committee -
UTDBP3109

Policy Charge

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Policy Statement

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disability accommodations or has specific relevant expertise; and representatives from the following university offices, ex officio: the ADA coordinator, the Dean of Students, the Office of Student AccessAbility, the McDermott Library, the Director of Student Laboratories/Research Facilities, the Office of Information Technology, the Department of Facilities Management, the Office of Environmental Health and Safety, the Office of Human Resources, the Procurement Management office, the University Police, the University Parking Office, and the Assistant Provost responsible for eLearning and/or the Student Success Center, the Office of Communications, the Office of Diversity and Community Engagement, the Living Learning Communities, and the Student Counseling Center.

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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. Egeenee 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 for 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 Ingroa (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
APPENDIX A

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?
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
     - Developed committee goals and procedures
     - 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
- Richard Shen, who presented on the “Triple Bottom Line” for sustainability projects.
- 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
- 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.
- Eco-Rep projects for Bee Campus USA, AASHE Stars, the new certification programs, the Sustainability Newsletter, and other activities.
- 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.
- 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.
- Artistic collaboration with the Art UTD Student Organization for the water catchment system.
- Community Garden, Texas Arbor Day, Alternative Spring Break, Sustainability Ambassador Workshop
- 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
- Activities in conjunction with the Office of Student Volunteerism, including Texas Arbor Day, Adopt-a-Highway, Earth Week and Viva Volunteer
- Activities in conjunction with Housing include Move-In Day, a pop up farmer’s market and composting initiatives.
- 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.
  o Tree Campus USA (awarded for 2018). Evan Paret reviewed tree management practices.
  o AASHE STARS (Association for the Advancement of Sustainability in Higher Education). UT Dallas is currently bronze.
  o Pursue the Bike Friendly USA designation and additional resources for biking
  o Certified as Bee Campus USA
  o Recognition from Texan by Nature
  o 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
  o Undergraduate and graduate level course in sustainable communities.
  o Other courses and research as related to sustainability
  o 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

<table>
<thead>
<tr>
<th>Type of review</th>
<th>2017-2018</th>
<th>2018-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third-year, mid-probationary</td>
<td>26</td>
<td>18</td>
</tr>
<tr>
<td>Tenure review &amp;</td>
<td>18</td>
<td>16</td>
</tr>
<tr>
<td>Promotion to Assoc Prof</td>
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<td></td>
</tr>
<tr>
<td>Assoc to Full Prof</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>Outside hires with tenure</td>
<td>7</td>
<td>9</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>61</strong></td>
<td><strong>47</strong></td>
</tr>
</tbody>
</table>

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>
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<tr>
<th>Previous rank</th>
<th>Proposed rank</th>
<th>Number</th>
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<td>Assistant Prof w/o tenure</td>
<td>Associate Prof with tenure</td>
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</tr>
<tr>
<td>Associate Prof with tenure</td>
<td>Full Prof with tenure</td>
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<tr>
<td>Full Prof with tenure</td>
<td>Full Prof with tenure</td>
<td>seven</td>
</tr>
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</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, Anuhy 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.]
Commencement Committee
2018-2019 Annual Report
Page 2 of 2

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>
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<tr>
<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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<tr>
<td>Ex-Officio</td>
<td>Rick</td>
<td>Dempsey</td>
<td>Associate VP for Facilities Management</td>
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<tr>
<td>Ex-Officio</td>
<td>Kelly</td>
<td>Kinnard</td>
<td>Facilities Management</td>
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<tr>
<td>Ex-Officio</td>
<td>Kyle</td>
<td>Edginton</td>
<td>Development and Alumni Relations</td>
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<tr>
<td>Ex-Officio</td>
<td>Varghese</td>
<td>Jacob</td>
<td>Interim Dean of Graduate Studies</td>
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<tr>
<td>Ex-Officio</td>
<td>Gonzalez</td>
<td>Juan</td>
<td>Dean of Graduate Studies</td>
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<tr>
<td>Ex-Officio</td>
<td>Marc</td>
<td>Johnson</td>
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<td>Ex-Officio</td>
<td>Jennifer</td>
<td>McDowell</td>
<td>University Registrar and Director of Academic Records</td>
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<td>Ex-Officio</td>
<td>Rena</td>
<td>Piper</td>
<td>Event Manager - University Events</td>
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<td>Ex-Officio</td>
<td>Prakash</td>
<td>Ravi</td>
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<td>Ex-Officio</td>
<td>Amanda</td>
<td>Smith</td>
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<td>Ex-Officio</td>
<td>Larry</td>
<td>Zacharias</td>
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<tr>
<td>Faculty</td>
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<td>Evans</td>
<td>Faculty Appointment (A&amp;H)</td>
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<td>Bray</td>
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<td>Emmandi</td>
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<td>---</td>
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<td>Eric</td>
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<tr>
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<td>Kelly</td>
<td>Kinnard</td>
<td>Facilities Management (with Rick Dempsey)</td>
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<td>Laura</td>
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<td>Toledo</td>
<td>Auxiliary Services (for Carrie Chutes)</td>
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<td>x</td>
</tr>
</tbody>
</table>

Retired 1/31/19
appt. to replace Rick
appt. December 2018
Provided name 1/22/19

* substitute
* absent
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
Commencement Committee
September 4, 2018

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*
AGENDA

I. Welcome
   a. New Committee Members
      • Anuhye 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, Anuhya Emmandi, Eric Chen, Tyler Toledo (in lieu of Carrie Chutes), and Laura Smith (in lieu of Amanda Smith)

II. Welcome
   a. New Committee Members
      • Anuhya 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/RSPV 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