MEMORANDUM
October 4, 2007

TO: Academic Council*

COPY TO: David Daniel
        Hobson Wildenthal
        Robert Nelsen
        John Wiorowski
        Priscilla Beadle
        Brian Berry
        Michael Coleman
        Austin Cunningham
        George Fair
        Bob Helms
        Richard Huckaba
        Abby Kratz
        Dennis Kratz
        Bert Moore
        Sheila de Pineres
        Hasan Pirkul
        Myron Salamon

FROM: Office of Academic Governance

SUBJECT: Academic Council Meeting

The Academic Council will meet on Wednesday, October 10, 2007 at 2:00 p.m. in the
President’s Conference Room. Please bring the attached agenda packet with you to the meeting.
If you cannot attend, please notify me at x6741.

Attachments

*Distribution: 2007-2008 Academic Council
    Cy Cantrell
    R. Chandrasekaran
    Ben Dower
    Juan Gonzalez
    Jennifer Holmes
    Joe Izen
    Marilyn Kaplan
    Robert Kieschnick
    Murray Leaf
    Manfred Mecoy
    Tim Redman
    Liz Salter
AGENDA
ACADEMIC COUNCIL MEETING
October 10, 2007

1. CALL TO ORDER, ANNOUNCEMENTS, QUESTIONS  DR. DANIEL

2. APPROVAL OF MINUTES  DR. DANIEL
   September 5, 2007 (September meeting)

3. SPEAKER’S REPORT  DR. LEAF

4. FACULTY ORIENTATION  DR. LEAF
   (Should we write out a script for what should be included?)

5. APPROVAL of AMENDMENTS of BYLAWS of EPPS  DR. LEAF

6. APPROVAL of BYLAWS of NS&M  DR. LEAF

7. REPORT on PROGRAM EVALUATIONS  DR. LEAF

8. ANNUAL REPORT of CQ  DR. LEAF

9. DRAFT QUESTIONNAIRE on GOVERNANCE SATISFACTION  DR. LEAF

10. CEP RECOMMENDATIONS  DR. LEAF
    BSME – Bachelor of Science in Mechanical Engineering
    MSME – Master of Science in Mechanical Engineering
    PhDME – (Preliminary authority)
    Doctoral of Science in Mechanical Engineering

    Homeland Security Certificate
    Certificate for Public Information Officer

11. MARKETPLACE of COURSES  DR. LEAF

12. INVITATION of DR. MAGALAY SPECTOR to SENATE MTG  DR. LEAF

13. DISCUSS the DATE of the NOVEMBER MEETING  DR. LEAF

14. ADJOURNMENT  DR. DANIEL
Academic Council Minutes
September 5, 2007

UNAPPROVED AND UNCORRECTED MINUTES

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

Academic Council Meeting
September 5, 2007

PRESENT:      Cy Cantrell, R. Chandrasekaran, Juan Gonzalez, Joe Izen, Marilyn Kaplan, Robert Kieschnick, Murray Leaf, Tim Redman, Liz Salter

ABSENT:      Jennifer Holmes

VISITORS:     Robert Nelsen

1. CALL TO ORDER, ANNOUNCEMENTS, QUESTIONS

   Dr. Daniel called the meeting to order.

   A new Arts and Technology facility received Regents’ approval and a $45 million allocation from the Permanent University Fund. (Total project costs are estimated at $81 million.) The new facility will integrate state-of-the-art research and instruction for emerging media, the fine arts, computer science, and multimedia communications. Also included in this request is funding to demolish the outdated metal Visual Arts building. Look for more news soon on when construction will begin on this important new addition to campus.

   The Nanotech Institute will now be known as the Alan G. MacDiarmid Nanotech Institute in memory of our departed colleague. For those unfamiliar with Dr. MacDiarmid, he shared the 2000 Nobel Prize in chemistry with Drs. Alan Heeger and Hideki Shirakawa for their discovery that plastics can be made electrically conductive, thus creating the field of polymers. Dr. MacDiarmid died this year after teaching here for five years. It seems particularly fitting to have his name attached to an institute that has produced so many advances in such a short time in the field of nanotechnology.

   The Center for BrainHealth will receive three gifts of outdoor art valued at $550,000. These sculptures previously graced the grounds of the Lincoln Centre in Dallas. Dr. Sandra Chapman, director of the Center for BrainHealth, and the center’s advisory board chairman, Bob Wilbur, secured these artworks from an anonymous donor. Thanks also to the University’s Outdoor Art Committee, chaired by Dean Dennis Kratz, for its consideration and approval of the sculptures by artists Ken Ullberg, Robert Russin and David Lee Brown.

   The campus beautification is still in a limbo state due to modifications and funding.
Dr. Redman requested information regarding four out of six A&H searches that were approved by the Executive Committee in May and still have not been advertised. Dr. Nelsen is going to research and send out an update as soon as he has the information.

Dr. Kaplan asked about New Faculty Orientation. The concern is that it is held after the fact. It should be scheduled at least two weeks prior to the start of classes. Dr. Nelsen reported that it would be moved up one-two weeks. There should also be a revised module for part-time lecturers and adjunct professors. Graduate catalog supplements have not been updated with PDF files, Dr. Nelsen is going to research.

The Faculty/Staff dining hall will be between Engineering and Student Union. It will be a little more formal dining than the Comet Café and the Pub. Rick Dempsey will be asked to attend the Senate meeting on October 17th for information.

Dr. Kaplan distributed an informational article titled “Disruptive Students: A Liability, Policy, and Ethical Overview”.

2. APPROVAL OF THE MINUTES

There were minor spelling changes on page one, two and three.

A motion was made by Cy Cantrell and seconded by Juan Gonzalez to approve the minutes as amended. The motion carried.

3. SPEAKER’S REPORT

A. NS&M will vote on their bylaws on September 12. EPPS approved amendments to their bylaws on August 31. Both sets should therefore come to the Senate for approval at the October meeting.

B. The letter I circulated to the faculty regarding the conflict between the Council of Regional Accrediting Commissions (CRAC) and the US Department of Education has thus far received 23 responses, all strongly favorable. Adrienne McLean also noticed some editorial problems. These led to others when I started correcting. The edited version has gone to the FAC and will be discussed at the meeting of the Executive Committee on September 7.

C. Rick Dempsey has asked to see the CD that the facilities committee made up and endorsed to suggest a clear and unambiguous system of signage.

D. When filling in the evaluation of our governance system for the SACS re-accreditation, it occurred to me that it might be useful to design a short email survey asking for faculty satisfaction with the governance system. It would ask
basic questions like “Are you satisfied with the UTD governance system?” “Do you think it is efficacious in representing faculty interests and concerns?” “Do you approve the general tenor and quality of our academic policies?” “Do you think it is worthwhile serving on senate and university committees?” “Do you think the governance committees have the right functions?” “Is there any matter of academic policy that is not adequately covered or representatives by the Governance system and its committees?” and “Do you find the Academic Senate website helpful?” Each question will be followed by a space for comment or explanation.

The Council agreed that this would be useful, but the questionnaire should begin with an introduction for those who are new to campus, and should ask a few questions about the respondents, such as how long they have been here and whether they have served on committees. Dr. Kaplan will work with Dr. Leaf on the basic form and then they will circulate it to the full council for comment and revision before the next meeting.

E. Last week, I had a detailed email exchange with Sheila Pineres conveying what we have been saying in the Senate about the unhelpfulness of the admissions website with regard to incoming graduate students. Graduate education is given no prominence, and there is no contact information provide for admissions faculty in the several programs. It isn’t clear to me that she is the person to get it repaired, but she has said she will look into it. I have offered Council and Senate help if she wants it.

Dr. Nelsen and several others present noted that Dr. Pineres is now working with the Graduate Council on the problem, and they are making good progress. Dr. Daniel noted that nothing could actually be implemented until the new student information system is installed, which will be in about nine months. But it was agreed that we should have the new design ready to go by that time.

F. Everything else is on the agenda.

4. FACULTY ADVISORY COUNCIL REPORT

Although I sent forward our amendments to Chapter 49, as requested, this was not listed as a discussion item for the meeting on Friday. If it is not discussed, I will ask our administration to seek approval without further waiting. The agenda for the meeting so far is:

- Review of presentations to the BOR – Pate, Reinhartz and Dunnington
- Doctoral Postdoctoral Task Force Report – Dr. George Stancel
- Comments on Draft Practice Plan Bylaws - Dunnington
- Distribution of Accreditation Letter written by Murray Leaf
- Agenda and issues for FAC Meeting of October 11 and 12, 2007
5. COMMITTEE on COMMITTEES RECOMMENDATIONS

The Council made a few changes to the worksheets as circulated and then recommended that they be sent to the Senate for approval. See Appendix A

6. POLICY on PROCEDURES for COMPLETING A GRADUATE DEGREE & 2006-2007 GRADUATE CATALOG LISTING

SACS requires that credit for transfer credit in graduate programs must be less than 50% of the total credit hour requirement. Our wording at present is that it can be no more than 50%. These changes are to comply with the SACS requirement. We do not consider this to be a policy issue. It was recommended that the new wording be sent to the Senate to be in compliance with SACS. See Appendix B

Motion was made by Cy Cantrell and seconded by Robert Kieschnick to send to the Senate. The motion carried.

7. RECOMMENDATIONS for CHANGE to CHARGES See Appendix C

These changes reflected the recommendations of the Committee on Committee in relation to the present appointment cycle, or the recommendations of the concerned committees. The purpose of each change is as follows:

Effective Teaching - ex officio change
Parking and Transportation – ex officio change
Support of Diversity and Equity – RUO change to VP for Diversity
Student Life – remove from Senate committee lists motion and establish liaison with Student Government instead. The recommended motion is:

The Academic Senate hereby retires the Committee on Student Life, establishing instead the practice and expectation that the Speaker or Secretary of the Senate, or a designee, will regularly attend meetings of the Student Government of UTD and serve as Senate liaison thereto.

Campus Facilities Oversight – Add library staff representative ex officio

Academic Integrity

These were discussed individually and the Council agreed they should all be put on the agenda for the Senate.

8. COMMITTEE ANNUAL REPORTS

Effective Teaching, Core Curriculum, Student Scholarships, Faculty Mentoring Program and Faculty Standing & Conduct reports have been received.

This was added to the Senate agenda.
9. EVALUATIONS of DEANS

Dr. Wildenthal was not available to report on this issue. This was added to the Senate agenda.

10. CRAC and DEPARTMENT of EDUCATION

To be considered by the FAC Executive Committee. This was added to the Senate agenda.

11. ADJOURNMENT

There being no further business, the meeting was adjourned. Motion made by Cy Cantrell to adjourn and Timothy Redman seconded. The motion carried.

APPROVED: ______________________________ Date:_________________

Speaker of the Faculty
APPENDIX A

COMMITTEES - TABLE of CONTENTS

SENATE CONCURRENT COMMITTEES:

1. Advisory Committee on Research
2. Chancellor’s Council Outstanding Teaching Award
3. Committee on Academic Integrity
4. Committee on Core Curriculum
5. Committee on Distance Learning
6. Committee on Educational Policy
7. Committee on Effective Teaching
8. Committee on Faculty Mentoring
9. Committee on Faculty Standing & Conduct
10. Committee on Qualifications of Academic Personnel
11. Committee on Student Life
12. Committee on Student Scholarships
13. Library Committee
14. Academic Program Review

UNIVERSITY-WIDE COMMITTEES:

1. Academic Calendar Committee
2. Campus Facilities Committee
3. Campus Housing Advisory Committee
4. Commencement Committee
5. Committee on Parking & Transportation
6. Committee on Research Involving Human Subjects (IRB)
7. Committee for the Support of Diversity & Equity
8. Information Resources Security, Planning & Policy Committee
9. Institutional Animal Care & Use Committee
10. Institutional Biosafety Committee
11. Intellectual Property Advisory Committee
12. Radiation Safety Committee
14. Student Fee Advisory Committee
15. University Research Integrity Committee
16. Auxiliary Services Advisory Committee
**COMMITTEE NAME:** ADVISORY COMMITTEE ON RESEARCH  
**Charge:** Policy Memorandum 02-III.27-86  
**Senate Concurrent**

**EX-OFFICIO (with vote)**  
Dean of Natural Sciences & Mathematics  
Dean of Behavioral & Brain Sciences  
Dean of Engineering & Computer Science

**SPECIAL REQUIREMENTS:**  
At least 11 voting members of the general faculty, 7 of which shall be representatives from areas with the most involvement with and dependence on external funding  
2-year terms  
Deans of ECS, BBS & NSM  
1 Dean (with vote) of remaining school  
1 year term*

**RESPONSIBLE UNIVERSITY OFFICIAL**  
Vice President for Research & Economic Development

**MEMBERS WHOSE TERMS ARE CONTINUING**  
**FACULTY:**  
Kenneth Balkus (N) (8/31/2008)  
Harold Clarke (EP) (8/31/2008)  
Bruce Gnade (EC) (8/31/2008)

**MEMBERS WHOSE TERMS ARE EXPIRING**  
**FACULTY:**  
Alain Bensoussan (M) (8/31/2007)  
Gregg Dieckmann (N) (8/31/2007)  
Juan Gonzalez (N) (8/31/2007)  
Gopal Gupta (EC) (8/31/2007)  
Dean Terry (A) (8/31/2007)  
Bhavani Thuraisingham (E) (8/31/2007)  
Emily Tobey (B) (8/31/2007)

**REPLACEMENTS NEEDED**  
Alain Bensoussan (M) (8/31/2009)  
XinChou Lou (N) (8/31/2009)  
Juan Gonzalez (N) (8/31/2009)  
Gopal Gupta (EC) (8/31/2009)  
Mihai Nadin (A) (8/31/2009)  
Phillip Loizou (EC) (8/31/2009)

*DEAN: Hasan Pirkul (2009)*

**CHAIRPERSON:** Kenneth Balkus (N)

**VICE CHAIRPERSON:** Alain Bensoussan (M)
COMMITTEE NAME: CHANCELLOR’S COUNCIL/PRESIDENT’S OUTSTANDING TEACHING AWARDS COMMITTEE
Charge: Policy Memorandum 00-III.21-83 Senate Concurrent Committee

EX-OFFICIO (with vote)
Dean of Undergraduate Education
President of the Student Government

SPECIAL REQUIREMENTS:
Dean of Undergraduate Education
President of the Student Government
5 members
3 year terms
3 faculty (3 previous award winners)
Chair - longest standing faculty member on committee

RESPONSIBLE UNIVERSITY OFFICIAL
Executive Vice President & Provost

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Robert Nelsen (A) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Paul Tracy (EP) (8/31/2007)

REPLACEMENTS NEEDED
Gregory Thielemann (EP) (8/31/2009)

STUDENT: Ben Dower (UG)

CHAIRPERSON: Robert Nelsen (A)

VICE CHAIRPERSON: Gregory Thielemann (EP)
Academic Council Minutes
September 5, 2007

2007 - 2008

COMMITTEE NAME: COMMITTEE ON ACADEMIC INTEGRITY
Charge: Policy Memorandum 05-III.21-90 Senate Concurrent Committee

EX-OFFICIO

SPECIAL REQUIREMENTS:
9 faculty, at least one from each school
2 students
2 years, staggered

RESPONSIBLE UNIVERSITY OFFICIAL
Assistant Vice President for Student Affairs and Dean of Students

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Sean Cotter (A) (8/31/2008)
Marilyn Kaplan (M) (8/31/2008)
Elizabeth Salter (G) (8/31/2008)
Edwin Sha (EC) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Jackson Rushing (A) (8/31/2007) Jackson Rushing (A) (8/31/2009)

STUDENTS:

CHAIRPERSON: Cyrus Cantrell (EC)
VICE CHAIRPERSON: Jackson Rushing (A)
COMMITTEE NAME: COMMITTEE ON CORE CURRICULUM
Charge: Policy Memorandum 95-III.25-66
Senate Concurrent Committee

EX-OFFICIO (without vote)
Dean of Undergraduate Education
University Registrar & Director of Academic Records

EX-OFFICIO (with vote)
Chair, CEP:
Cyrus Cantrell

RESPONSIBLE UNIVERSITY OFFICIAL
Dean of Undergraduate Education

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Duane Buhrmester (B) (2008)
John Hoffman (N) (8/31/2008)
Michael Wilson (A) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Mary Chaffin (M) (8/31/2007)
Euel Elliott (S) (8/31/2007)
Simeon Ntafos (EC) (8/31/2007)
Liz Salter (G) (8/31/2007)

STUDENTS:
Basheer Benhalim (UG) (8/31/2007)
Scott Hooker (UG) (8/31/2007)
Iris Kwong (UG) (8/31/2007)
Felicity Lenes (UG) (8/31/2007)

REPLACEMENTS NEEDED
Mary Chaffin (M) (8/31/2009)
Kurti Dholakia (EP) (8/31/2009)
Simeon Ntafos (EC) (8/31/2009)
Liz Salter (G) (8/31/2009)

CHAIRPERSON: John Hoffman (N)
VICE CHAIRPERSON: Mary Chaffin (M)
COMMITTEE NAME: COMMITTEE ON DISTANCE LEARNING
Charge: Policy Memorandum 97-III.20-80 Senate Concurrent Committee

EX-OFFICIO (with vote)
Dean of Graduate Studies (George Fair)
Chief Information Officer
Dean, School of Engineering & Computer Science (Robert Helms)
Vice President for Student Affairs (Darlene Rachovang)
Dean, School of Management (Hasan Pirkul)
Distance Learning Coordinator (Rhonda Blackburn)

SPECIAL REQUIREMENTS:
6 faculty members
5 ex-officio, voting members
2 year terms

RESPONSIBLE UNIVERSITY OFFICIAL
Executive Vice President and Provost

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
John Gooch (A) (8/31/2008)
Marilyn Kaplan (M) (8/31/2008)
Kyeongjae Cho (N) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Don Hicks (EP) (8/31/2007)
Peter Lewin (M) (8/31/2007)
Murat Torlak (EC) (8/31/2007)

LIBRARY REPRESENTATIVE:
Carolyn Henebry (retired)

REPLACEMENTS NEEDED
Wendy Hassett (EP) (8/31/2009)
Peter Lewin (M) (8/31/2009)
John Fonseka (EC) (8/31/2009)
Loreen Phillips (8/31/2009)

CHAIRPERSON: Marilyn Kaplan (M)
VICE CHAIRPERSON: John Gooch (A)
COMMITTEE NAME: COMMITTEE ON EDUCATIONAL POLICY
Charge: Policy Memorandum 78-III.21-11 Senate Concurrent Committee

EX-OFFICIO
*With vote*
- Chair, Committee on Core Curriculum

*Without vote*
- Dean of Graduate Studies
- Dean of Undergraduate Education
- Assistant Provost
- University Registrar & Director of Academic Records

RESPONSIBLE UNIVERSITY OFFICIAL
- Dean of Graduate Studies
- Dean of Undergraduate Education

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
- Kurt Beron (EP) (8/31/2008)
- Lee Bulla (N) (8/31/2008)
- Cyrus Cantrell (EC) (8/31/2008)
- Jay Dowling (B) (8/31/2008)
- Karen Prager (G) (8/31/2008)
- Tim Redman (A) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
- Peter Assman (B) (8/31/2007)
- Greg Dess (M) (8/31/2007)
- Lynn Melton (N) (8/31/2007)
- William Pervin (EC) (8/31/2007)
- Venus Reese (A) (8/31/2007)

STUDENTS:
- Basheer Benhalim (UG) (8/31/2007)
- Chris Manes (G) (8/31/2007)

REPLACEMENTS NEEDED
- Cheilliah Sriskantharanajah (M) (8/31/2009)
- Dennis Miller (N) (8/31/2009)
- William Pervin (EC) (8/31/2009)
- David Edmunds (A) (8/31/2009)
- (UG) (8/31/2008)
- (G) (8/31/2008)

CHAIRPERSON: Cyrus Cantrell (EC)
VICE CHAIRPERSON: Dennis Miller (N)
2007 – 2008

**COMMITTEE NAME:** COMMITTEE ON EFFECTIVE TEACHING
Charge: Policy Memorandum 94-III.21-64 Senate Concurrent Committee

**EX-OFFICIO (without vote)**
Dean of Undergraduate Education

**SPECIAL REQUIREMENTS:**
9 voting members
6 faculty members
1 from each school except for General Studies
2 students
1 technical expert
2 year terms

**RESPONSIBLE UNIVERSITY OFFICIAL**
Executive Vice President & Provost

**TECHNICAL EXPERT**
Joylynn Reed

**MEMBERS WHOSE TERMS ARE CONTINUING**
FACULTY:
Pat Michaelson (A) (8/31/2008)
Emily Tobey (B) (8/31/2008)

**MEMBERS WHOSE TERMS ARE EXPIRING**
FACULTY:
Mark Anderson (M) (8/31/2007)
John Fonseka (EC) (8/31/2007)
John Sibert (N) (8/31/2007)

STUDENTS:
Snir Cohen (UG) (8/31/2007)
Mitra Salasel (UG) (8/31/2007)

**REPLACEMENTS NEEDED**
Mark Anderson (M) (8/31/2008)
Edwin Sha (EC) (8/31/2008)
Kruti Dholakia (EP) (8/31/2008)
Cynthia Ledbetter (N) (8/31/2008)
Farzan Ghodsianzadeh (UG) (8/31/2008)
Jessie Harpham (UG) (8/31/2008)

**CHAIRPERSON:** Emily Tobey (B)

**VICE CHAIRPERSON:** Mark Anderson (M)
 COMMITTEE NAME: COMMITTEE ON FACULTY MENTORING
Charge: Policy Memorandum 04-I.2-89 Senate Concurrent Committee

EX-OFFICIO

SPECIAL REQUIREMENTS:
14 Faculty Members
In consultation with the Core Committee for the Support of Women & Minorities

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Diversity, Community Engagement (Magaly Spector)

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
David Ford (M) (8/31/2008) Melanie Spence (B) (8/31/2008)
Inga Musselman (N) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Deborah Stott (A) (8/31/2007) Arienne McLean (A) (8/31/2009)
Tres Thompson (B) (8/31/2007) Anne van Kleeck (B) (8/31/2009)

CHAIRPERSON: Melanie Spence (B)

VICE CHAIRPERSON: Rachel Croson (EP)
Committee on Faculty Standing & Conduct

Charge: Policy Memorandum 78-III.21-13
Senate Concurrent Committee

Ex-Officio

Special Requirements:
5 faculty members
2 year terms

Responsible University Official
Executive Vice President & Provost

Members Whose Terms Are Continuing
Faculty:
Stan Liebowitz (M) (8/31/2008)
R. Chandrasekaran (EC) (8/31/2008)
Anne Van Kleeck (B) (8/31/2008)

Members Whose Terms Are Expiring
Faculty:
Michael Biewer (N) (8/31/2007)
Marilyn Waligore (A) (8/31/2007)

Replacements Needed
Roderick Heelis (N) (8/31/2009)

Chairperson: Stan Liebowitz (M)

Vice Chairperson: Richard Scotch (EP)
COMMITTEE NAME: COMMITTEE ON QUALIFICATIONS OF ACADEMIC PERSONNEL  
Charge: Policy Memorandum 78-III.21-16  
Senate Concurrent Committee

EX-OFFICIO

SPECIAL REQUIREMENTS:
12 tenure faculty two from each school (with the exception of General Studies) preferably at rank of Professor - no one holding an administrative appointment above the rank of Department Head shall be eligible to serve 
2 year terms

RESPONSIBLE UNIVERSITY OFFICIAL
Executive Vice President & Provost

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Peter Assmann (B) (8/31/2008)  
William Cready (M) (8/31/2008)  
John Ferraris (N) (8/31/2008)  
Philip Loizou (EC) (8/31/2008)  
James Marquart (EP) (8/31/2008)  
Viswanath Ramakrishna (N) (2008)  
Theresa Towner (A) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING REPLACEMENTS NEEDED
FACULTY:
Richard Golden (B) (8/31/2007)    Susan Jerger (B) (8/31/2009)  

CHAIRPERSON: John Ferraris (N)  
VICE CHAIRPERSON: Theresa Towner (A)
2007 – 2008

REMOVE FROM SENATE COMMITTEE LIST

COMMITTEE NAME: COMMITTEE ON STUDENT LIFE
Charge: Policy Memorandum 78-III.21-19 Senate Concurrent Committee

EX-OFFICIO (with vote)
Assistant Vice President for Student Affairs & Dean of Students
Dean of Undergraduate Education

SPECIAL REQUIREMENTS:
11 voting members
5 from faculty
4 students - 2 graduate &
2 undergraduate
2 year terms

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Student Affairs

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Betty Edelman (B) (2007)
Carla Gerona (A) (2007)

STUDENTS: 4 NEEDED
Michelle Buggs (U) (2007)
(G)
(G)
(U)

REPLACEMENTS NEEDED
(2009)
(2009)
(2009)
(2009)

CHAIRPERSON:______________________________
VICE CHAIRPERSON:__________________________
COMMITTEE NAME: COMMITTEE ON STUDENT SCHOLARSHIPS
Charge: Policy Memorandum 78-III.21-18
Senate Concurrent Committee

EX-OFFICIO
(with vote)
Dean of Graduate Studies
Dean of Undergraduate Education

(without vote)
Director of Financial Aid
Director of Endowment Services and Compliance
Director of the Office of International Education

SPECIAL REQUIREMENTS:
2 year terms
7 members from among the
Associate Deans for Undergraduate
Education, or heads of graduate
programs in the 7 schools

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Student Affairs

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Liz Salter (G) (8/31/2008)
Michael Wilson (A) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Phillip Anderson (N) (8/31/2007)
Candice Mills (B) (8/31/2007)

REPLACEMENTS NEEDED
John Hoffman (N) (8/31/2009)
Simeon Ntafos (EC) (8/31/2009)
R. Natarajan (M) (8/31/2009)

CHAIRPERSON: Liz Salter (G)
VICE CHAIRPERSON: John Hoffman (N)
**COMMITTEE NAME:** LIBRARY COMMITTEE  
Charge: Policy Memorandum 78-III.21-14

**EX-OFFICIO (without vote)**  
Dean of Libraries  
General Administration (one member)

**SPECIAL REQUIREMENTS:**  
16 voting members  
2 students, including one undergraduate & one graduate student  
7 faculty - one from each school  
7 members, one from each School’s Library Acquisition Committee nominated by School Deans  
2 year terms

**RESPONSIBLE UNIVERSITY OFFICIAL**  
Dean of Libraries

**MEMBERS WHOSE TERMS ARE CONTINUING**  
**FACULTY:**  
John Fonseka (EC) (8/31/2008)  
David Parry (A) (8/31/2008)  
B.P.S. Murthi (M) (8/31/2008)  
Barry Seldon (EP) (8/31/2008)

Mary Urquhart (N) (8/31/2008)  
Daniel Wickberg (A) (8/31/2008)  
Yexiao Xu (M) (8/31/2008)

**MEMBERS WHOSE TERMS ARE EXPIRING**  
**FACULTY:**  
Ton Brikowski (N) (8/31/2007)  
Susan Chizeck (G) (8/31/2007)  
Richard Golden (B) (8/31/2007)  
Karen Huxtable-Jester (B) (8/31/2007)  
Steven Levene (N) (8/31/2007)  
Vacant (2007)

**REPLACEMENTS NEEDED**  
Steve Neilsen (N) (8/31/2009)  
Susan Chizeck (G) (8/31/2009)  
Richard Golden (B) (8/31/2009)  
Melanie Spence (B) (8/31/2009)  
Michael Tiefelsdorf (EP) (8/31/2009)  
Gail Breen (N) (8/31/2009)  
Ming Dong Gu (A) (8/31/2009)

**STUDENTS:**  
Nicholas Kyle Keller (UG) (8/31/2007)  
Vacant (UG) (8/31/2008)  
Uri Aaron Heler (G) (8/31/2007)  
___________________________ (G) (8/31/2008)

**CHAIRPERSON:** Daniel Wickberg (A)  
**VICE CHAIRPERSON:** Gail Breen (N)
COMMITTEE NAME: ACADEMIC PROGRAM REVIEW COMMITTEE
Charge: Policy Memorandum 94-III.24-63  University-Wide Committee

EX-OFFICIO

SPECIAL REQUIREMENTS:
3 Faculty members
3 Deans
3 Year terms

RESPONSIBLE UNIVERSITY OFFICIAL
Executive Vice President & Provost

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Brian Berry (EPPS & Dean) (8/31/2008)
Hasan Pirkul (M & Dean) (8/31/2009)
Duncan MacFarlane (EC) (8/31/2009)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Gail Breen (N) (8/31/2007)
Robert Stillman (B) (8/31/2007)
Dennis Kratz (A & Dean) (8/31/2007)

REPLACEMENTS NEEDED
Gregory Dieckman (N) (8/31/2010)
Robert Stillman (B) (8/31/2010)
Myron Salamon (N & Dean) (8/31/2010)

CHAIRPERSON: Duncan MacFarlane (EC)

VICE CHAIRPERSON:_____________________________
**COMMITTEE NAME:** ACADEMIC CALENDAR COMMITTEE

Charge: Policy Memorandum 02-I.2-85

EX-OFFICIO
University Registrar and Director of Academic Records

SPECIAL REQUIREMENTS:
- 10 Voting members
  - 1 University Registrar and Director of Academic Records (w/vote)
  - 2 Administration
  - 3 Faculty
  - 2 Student Government
  - 2 Staff

**RESPONSIBLE UNIVERSITY OFFICIAL**
Vice President for Student Affairs

**MEMBERS WHOSE TERMS ARE CONTINUING**

**FACULTY:**
- Austin Cunningham (N) (8/31/2007)
- Steve Perkins (M) (8/31/2007)
- B. Prabhakaran (EC) (8/31/2007)

**ADMINISTRATION:**
- John Wiorkowski (N) (8/31/2007)
- Douglas Eckel (M) (8/31/2008)

**STAFF:**
- David Maldonado (8/31/2007)
- Wanda Mizutowicz (8/31/2007)
- Cheryl Friesenhahn (8/31/2008)

**STUDENTS**
- Iris Kwong (UG) (8/31/2007)
- Amelia Potasznik (UG) (8/31/2007)
- Steven Rosson (UG) (8/31/2008)
- Yen Yoon (UG) (8/31/2008)

**REPLACEMENTS NEEDED**
- Austin Cunningham (N) (8/31/2008)
- Sheila Gutierrez-Pinieres (EP) (8/31/2008)
- B. Prabahakaran (EC) (8/31/2008)

**CHAIRPERSON:** John Wiorkowski (N)

**VICE CHAIRPERSON:** B. Prabahakaran (EC)
COMMITTEE NAME: CAMPUS FACILITIES COMMITTEE

Charge: Policy Memorandum 81-1.2-42 University-Wide Committee

EX-OFFICIO (without vote)
Dean of Graduate Studies
Chief Information Security Officer
Asst Vice President for Facilities Management
Exec. Director of Strategic Planning & Analysis
Exec. Vice President & Provost
Staff Council Member

SPECIAL REQUIREMENTS:
No fewer than 9 voting members
4 faculty
2 deans
1 student
1 representative from Student Affairs
1 Staff Council
3 year terms

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Business Affairs

MEMBERS WHOSE TERMS ARE CONTINUING

FACULTY:
Midori Kitagawa (A) (8/31/2009)
Xinchou Lou (N) (8/31/2009)
Hasan Pirkul (M & Dean) (8/31/2009)

NON-UTD:
Patti Henry-Pinch (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING

FACULTY:
Andrew Blanchard (ECS & Dean) (8/31/2007)
Murray Leaf (EP) (8/31/2007)
Tres Thompson (B) (8/31/2007)

STUDENT AFFAIRS STAFF (EX-OFFICIO):
Donna Rogers (2007)

REPLACEMENTS NEEDED

Andrew Blanchard (ECS & Dean) (8/31/2010)
Murray Leaf (EP) (8/31/2010)
Thomas Linehan (A) (8/31/2010)
Donna Rogers (8/31/2010)

STAFF COUNCIL:
Daniel Calhoun (8/31/2007)

Daniel Calhoun (8/31/2010)

STUDENT:
Steven Beau Trimble (UG) (8/31/2007)
Manfred Meccoy (UG) (8/31/2010)

CHAIRPERSON: Murray Leaf (EP)

VICE CHAIRPERSON: Thomas Linehan (A)

**COMMITTEE NAME:** CAMPUS HOUSING ADVISORY COMMITTEE  
Charge: Policy Memorandum 94-1.2-65  
University Wide Committee

**EX-OFFICIO (without vote)**
President or Vice President of
  Student Government
Associate Dean of Students
Dean of Undergraduate Education
Dean of Graduate Studies
Vice President for Business Affairs
Community Director of Waterview Park
Director of Housing Operations

**SPECIAL REQUIREMENTS:**
9 voting members to include:
2 Residential Senators
3 Residential Students
2 Peer Advisors
2 Hall Representatives
Up to 3 grad students and 3 undergrad students

**RESPONSIBLE UNIVERSITY OFFICIAL**
Vice President for Student Affairs

**TERM FOR THIS COMMITTEE IS OCTOBER 1 THROUGH SEPTEMBER 30**

**MEMBERS WHOSE TERMS ARE CONTINUING**

**FACULTY REPRESENTATIVE**
Ravi Prakash

**MEMBERS WHOSE TERMS ARE EXPIRING**

**STUDENTS:**
Jeff Armstrong (U) (2006)  
Erik Clark (U) (2006)  
Lelia Gowland (U) (2006)  
Julie Harbin (U) (2006)  
Molly Hutchins (U) (2006)  
Pam McKenzie (U) (2006)  
SeTara Ozan (U) (2006)  
Juliann Peterson (U) (2006)  
Kerri West (U) (2006)

**REPLACEMENTS NEEDED**

(2008)  
(2008)  
(2008)  
(2008)  
(2008)  
(2008)  
(2008)  
(2008)  
(2008)

CHAIRPERSON: (selected at first meeting)

VICE CHAIRPERSON: (selected at first meeting)
COMMITTEE NAME: COMMENCEMENT COMMITTEE
Charge: Policy Memorandum 83-1.2-44
EX-OFFICIO (without vote)
Assistant Vice President for Student Affairs
Director of University Events
Speaker of the Faculty, Vice Chair
Dean of Graduate Studies
Dean of Undergraduate Education
Chief of Police
Asst Vice President for Facilities Management
Bookstore Manager
Coordinator of Student Health Services
Representative from Media Services
Representative from Alumni Services
University Registrar & Director of Academic Records
Special Events Coordinator
SPECIAL REQUIREMENTS:
2 faculty
2 student representatives (including the president of the student body)
3 year terms
RESponsible University Official
Executive Vice President & Provost

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Kathryn Evans (A) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
STUDENTS:
Basheer Benhalim (UG) (8/31/2007)
Felicity Lenes (UG) (8/31/2007)

FACULTY:
Tom Brikowski (N) (8/31/2007)

REPLACEMENTS NEEDED
Ben Dower (UG) (8/31/2010)
Benedict Voit (UG) (8/31/2010)
Fang Qui (EP) (8/31/2010)

CHAIRPERSON: Judi Hensley
VICE CHAIRPERSON: ______________________________
COMMITTEE NAME: COMMITTEE ON PARKING & TRANSPORTATION
Charge: Policy Memorandum 78-III.21-15 University-Wide Committee

EX-OFFICIO (without vote)
Chief of Police
Assistant Vice President for Facilities
Management or a designee
Safety Officer
Director of Disability Services (Kerry Tate)

SPECIAL REQUIREMENTS:
10 voting members
Including: 5 faculty
2 staff
2 students
1 staff council
2 year terms

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Business Affairs

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Monica Evans (A) (8/31/2008)
Teresa Nezworski (B) (8/31/2008)
Paul Pantano (N) (8/31/2008)

STAFF:
Don Davis (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Mark Vargus (M) (8/31/2007)

STAFF:
Diane West (8/31/2007)

STAFF COUNCIL:
Kent Mecklenberg (8/31/2007)

STUDENTS:
Basheer Benhalim (UG) (8/31/2007)
Snir Cohen (UG) (8/31/2007)

REPLACEMENTS NEEDED
Bruce Jacobs (EP) (8/31/2009)
Matthew Polze (M) (8/31/2009)

Kent Mecklenberg (8/31/2009)

Brenda Mahar (8/31/2008)

Ben Dower (UG) (8/31/2008)
Snir Cohen (UG) (8/31/2008)

CHAIRPERSON: Calvin Jamison

VICE CHAIRPERSON: _________________
COMMITTEE NAME: COMMITTEE ON RESEARCH INVOLVING HUMAN SUBJECTS (IRB)
Charge: Policy Memorandum 79-I.21-31
University-Wide Committee

Ex-Officio (with vote)
Vice President for Research & Economic Development

Special Requirements:
No fewer than nine members
1 from off campus
2 year terms
Male & female members & variety of professions
1 member whose primary expertise is in a non-scientific area
(See charge for more requirements)

Members whose terms are continuing
FACULTY:
Jay Dowling (B) (8/31/2008)
Ernan Haruvy (M) (8/31/2008)
Fabrice Jotterand (A) (8/31/2008)
Aage Moller (B) (8/31/2008)

Members whose terms are expiring
FACULTY:
Thomas Bower (B) (8/31/2007)
Santosh D’Mello (N) (8/31/2007)
Steve Perkins (M) (8/31/2007)
Joseph Wood (UG) (8/31/2007)

NON-UTD:
Judge Daniel Curran (8/31/2007)
Kenneth L. Caspari (8/31/2007)

STAFF:
James Cannici (8/31/2007)
Susie Milligan (8/31/2007)
Kerry Tate (8/31/2007)
Sanaz Okhovat (8/31/2007)

STUDENT:
Lelia Gowland (UG) (8/31/2007)

Chairperson: Aage Moller (B)
Vice Chairperson: Jay Dowling (B)

Replacements needed
FACULTY:
John Burr (N) (8/31/2009)
Rachel Croson (EP) (8/31/2009)
Shayla Holub (B) (8/31/2009)

* Judge Daniel Curran (8/31/2008)
* Randal Boss (8/31/2008)
* these are not approved by Senate
COMMITTEE NAME: COMMITTEE FOR THE SUPPORT OF DIVERSITY AND EQUITY
Charge: Policy Memorandum 97-I.2-81
University-Wide Committee

EX-OFFICIO

SPECIAL REQUIREMENTS:
11 faculty members (from each of the seven Schools)
3 Academic Administrators
8 staff members
2 year terms

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President of Diversity, Community Engagement (Magely Spector)

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Susan Briante (A) (8/31/2008)
Arthur Gregg (8/31/2008)
Mandy Maguire (B) (8/31/2008)
Susan McElroy (EP) (8/31/2008)
Erin Smith (G) (8/31/2008)
Bhavani Thuraisingham (EC) (8/31/2008)

STAFF:
Vivian Rutledge (HRM) (8/31/2008)

ACADEMIC ADMINISTRATORS:

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Jorge Cobb (EC) (8/31/2007)
Llyod Dumas (EP) (8/31/2007)
Gloria (Xiaochui) Liu (M) (8/31/07)
Rym Mili (EC) (8/31/2007)
Margaret Owen (B) (8/31/2007)

ACADEMIC ADMINISTRATORS:
Yolande Porter (8/31/2007)
Abby Kratz (8/31/2007)
Diana Willis (8/31/2007)

STAFF: Staff Council will decide on staff appointees
Marilyn Bechtol
Barbara Gordon
Pat McEachern
Larry Wilson

REPLACEMENTS NEEDED
FACULTY:
Jorge Cobb (EC) (8/31/2009)
Orlando Richard (M) (8/31/2009)
Jin Liu (EC) (8/31/2009)
Peter Park (A) (8/31/2009)

ACADEMIC ADMINISTRATORS:
Sherry Marek (8/31/2009)
Abby Kratz (8/31/2009)
Diana Willis (8/31/2009)

STAFF:
Marilyn Bechtol (8/31/2009)
Barbara Gordon (8/31/2009)
Pat McEachern (8/31/2009)
Cathie Ranta (8/31/2009)

CHAIRPERSON: Abby Kratz

VICE CHAIRPERSON: Erin Smith (G)
COMMITTEE NAME: INFORMATION RESOURCES SECURITY, PLANNING, AND POLICY COMMITTEE

Charge: Policy Memorandum 03-I.2-88

EX-OFFICIO (with vote)
Chief Information Security Officer

SPECIAL REQUIREMENTS:
13 Voting Members
(7 tenure track faculty w/2 @ position of Dean or above)

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President, Chief Information Officer

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Latifur Kahn (EC) (8/31/2008)
Hasan Pirkul (M & Dean) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Herve Abdi (B) (8/31/2007)
Brian Berry (EP & Dean) (8/31/2007)
Joe Izen (N) (8/31/2007)
Tom Linehan (A) (8/31/2007)

STAFF COUNCIL:
Daniel Calhoun (8/31/2007)

STAFF:
Academic Affairs – Abby Kratz (8/31/2007)
Business Affairs – Wanda Mizutowicz (8/31/2007)
Audit and Compliance – Rene Herrera (8/31/2007)
Office of VP for Research – Sanaz Okhovat (8/31/2007)

REPLACEMENTS NEEDED
Young Ryu (M) (8/31/2009)
Dennis Kratz (A & Dean) (8/31/2009)
Joe Izen (N) (8/31/2009)
Dean Terry (A) (8/31/2009)
Irene Marroquin (8/31/2009)
Rhonda Blackburn (8/31/2008)
Wanda Mizutowicz (8/31/2008)
Rene Herrera (8/31/2008)
Sanaz Okhovat (8/31/2008)

CHAIRPERSON: Latifur Kahn (EC)

VICE CHAIRPERSON: Young Ryu (M)
COMMITTEE NAME: INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE  
Charge: Policy Memorandum 79-I.2-30

EX-OFFICIO
Vice President for Research & Economic Development (with vote)

SPECIAL REQUIREMENTS:
6 members
3 year terms
1 member Doctor of Veterinary Medicine
1 must be a community member
1 must be a practicing scientist experienced research involving animals
1 member must be a person whose primary concerns are in a non-scientific area

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Research & Economic Development

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Jeff DeJong (N) (8/31/2008)
Betty Pace (N) (8/31/2008)

NON-UTD:
* Lynn Gibson (8/31/2008)
* Tony Myers (8/31/2008)
* These are not approved by the Senate

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Marco Atzori (B) (8/31/2007)
Michael Kilgard (B) (8/31/2007)

REPLACEMENTS NEEDED
Michael Kilgard (B) (8/31/2009)
Ernest Hannig (N) (8/31/2009)

** The Director of Research Compliance has on behalf of the committee requested that the Senate also reappoint Marco Atzori for another term.

CHAIRPERSON: Michael Kilgard (B)

VICE CHAIRPERSON: Ernest Hannig (N)
COMMITTEE NAME: INSTITUTIONAL BIOSAFETY COMMITTEE
Charge: Policy Memorandum 79-I.2-27 University-Wide Committee

EX-OFFICIO
Vice President for Research & Economic Development
Safety Director
Biosafety Director

SPECIAL REQUIREMENTS:
No fewer than five members
2 (members at least not/not less than 20%) shall not be Affiliated with the University
3 year terms
Chair 2 year term & a member of the University Safety Council

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Business Affairs

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
John Burr (N) (8/31/2008)
Jeffrey Dumas (EP) (8/31/2009)
Santosh D’Mello (N) (8/31/2009)
Gregg Dieckmann (N) (8/31/2008)
Tres Thompson (B) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY
Dunavan Haines (N) (8/31/2007)

NON-UTD
Steve Dossett (8/31/2007)
Nancy Viamonte (8/31/2007)

REPLACEMENTS NEEDED
Stephen Spiro (N) (8/31/2010)
Dennis Miller (N) (8/31/2010)

CHAIRPERSON: Dennis Miller (N)
VICE CHAIRPERSON: Stephen Spiro (N)
**2007 – 2008**

**COMMITTEE NAME:** INTELLECTUAL PROPERTY ADVISORY COMMITTEE  
Charge: Policy Memorandum 79-I.2-36  
University-Wide Committee

**EX-OFFICIO**  
Dean of Graduate Studies (George Fair)  
Vice President for Business Affairs (Calvin Jamison)  
Associate Vice President for Research (Rafael Martin)

**RESPONSIBLE UNIVERSITY OFFICIAL**  
Vice President for Research & Economic Development

**MEMBERS WHOSE TERMS ARE CONTINUING**  
FACULTY:  
Ray Baughman (N) (8/31/2008)  
Nasser Kehtarnavaz (EC) (8/31/2008)  
Linda Thibodeau (B) (8/31/2008)

**MEMBERS WHOSE TERMS ARE EXPIRING**  
FACULTY:  
David Deeds (M) (8/31/2007)  
George McMechan (N) (8/31/2007)  
Mihai Nadin (A) (8/31/2007)  
Lakshman Tamil (EC) (8/31/2007)

**REPLACEMENTS NEEDED**  
David Deeds (M) (8/31/2009)  
Roderick Heelis (N) (8/31/2009)  
Kevin Siqueria (EP) (8/31/2009)  
Duncan MacFarlane (EC) (8/31/2009)

STAFF:  
Alex Nestor (8/31/2007)  
Rochelle Pena (8/31/2008)

**CHAIRPERSON:** Ray Baughman (N)  
**VICE CHAIRPERSON:** Duncan MacFarlane (EC)
2007 – 2008

COMMITTEE NAME: RADIATION SAFETY COMMITTEE

Charge: Policy Memorandum 92-I.3-55

EX-OFFICIO (without vote)
University Environmental Health and Safety Director
Vice President for Research & Economic Development

SPECIAL REQUIREMENTS:
At least three faculty members
Radiation Safety Officer (Chair)
3 year terms

STAFF
Radiation Safety Officer, Chairperson

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Business Affairs

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
John Burr (N) (8/31/2008)
Dennis Miller (N) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Carl Collins (N) (8/31/2007)

REPLACEMENTS NEEDED
Xin Chou Lou (N) (8/31/2010)

CHAIRPERSON: Radiation Safety Officer (Kathy White)

VICE CHAIRPERSON: John Burr (N)
COMMITTEE NAME: UNIVERSITY SAFETY AND SECURITY COUNCIL
Charge: Policy Memorandum 91-I.3-53 University-Wide Committee

EX-OFFICIO
Chief of Police
Assistant Vice President for Student Affairs
   and Dean of Students
Assistant Vice President for Facilities Management
University Environmental Health and Safety Director
Emergency Management Coordinator

SPECIAL REQUIREMENTS
4 members from faculty
6 members from staff
   1 Callier Physical Plant
   1 Workers Comp. Ins. Rep. from the Office of Environmental Health & Safety
   1 Science Laboratories
   1 Student Life (Disability Services)
   1 ADA Comp. Officer
   1 Staff Council

2-year terms
2 students-1 undergraduate, 1 graduate
Chair of these committees:
   Campus Facilities
   Institutional Biosafety
   Parking & Security
   Radiation Safety
Chair – Faculty member
Vice Chair – Staff member

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Business Affairs

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Robert Wallace (EC) (8/31/2008)

STAFF:
Zeke Barrera (EH&S) (2008)
Ricky Robinson (FM) (2008)
Vivian Rutledge (HRM) (2008)
Kerry Tate (Student Life) (2008)
Steven Walters (NSM) (2008)

STAFF COUNCIL:
Dina Caplinger (RED) (8/31/2007)

Dina Caplinger (RED) (8/31/2009)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
J.B. Lee (EC) (8/31/2007)
Lynn Melton (N) (8/31/2007)
Thomas Riccio (A) (8/31/2007)

J.B. Lee (EC) (8/31/2009)
Phillip Anderson (N) (8/31/2009)
John Worrall (A) (8/31/2009)

STUDENTS:
Vacant (UG) (8/31/2007)
Vacant (G) (8/31/2007)

Liam Skoyles (UG) (8/31/2008)
Tiffany Ornelas (UG) (8/31/2008)

CHAIRPERSON: Robert Wallace (EC)
VICE CHAIRPERSON: Zeke Barrera (EH&S)
COMMITTEE NAME: STUDENT FEE ADVISORY COMMITTEE
Charge: Policy Memorandum 90-III.21-51
University-Wide Committee

EX-OFFICIO

SPECIAL REQUIREMENTS:
9 voting members
Including: 5 students
   (3-2 year/2-1 year)
   4 from faculty & staff
2 year terms
Committee elects chair

RESPONSIBLE UNIVERSITY OFFICIAL
Vice President for Student Affairs

MEMBERS WHOSE TERMS ARE CONTINUING:
FACULTY:
Ivor Page (EC) (8/31/2008)
Stephanie Newbold (EP) (8/31/2008)

STUDENTS:
Anthony Brodrick (UG) (8/31/2008)
Snir Cohen (UG) (8/31/2008)
Iris Kwong (UG) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING:
STAFF:
Lisa Garza (8/31/2007)
Beverly Ballard (8/31/2007)

STUDENTS:
Basheer Benhalim (UG) (8/31/2007)
Felicity Lenes (UG) (8/31/2007)

REPLACEMENTS NEEDED:
Lisa Garza (8/31/2008)
Amanda Ingram (8/31/2008)

Ben Dower (UG) (8/31/2008)
Ana Tavares (UG) (8/31/2008)

CHAIRPERSON: (selected at first meeting)

VICE CHAIRPERSON: (selected at first meeting)
COMMITTEE NAME: UNIVERSITY RESEARCH INTEGRITY COMMITTEE
Charge: Policy Memorandum 95-III.21-67

EX-OFFICIO (with vote)
Dean of Graduate Studies
Vice President for Research &
   Economic Development, Chair

SPECIAL REQUIREMENTS:
8 tenured faculty at rank of full professor
3 year terms
Each school, except for General Studies should be represented

RESPONSIBLE UNIVERSITY OFFICIAL
Executive Vice President & Provost

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:
Sandra Chapman (B) (8/31/2008)
Sam Efromovich (N) (8/31/2009)
Shun-Chen Niu (M) (8/31/2009)
Rainer Schulte (A) (8/31/2008)
Marianne Stewart (S) (8/31/2008)

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Farokh Bastani (EC) (8/31/2007)
Wolfgang Rindler (N) (8/31/2007)

REPLACEMENTS NEEDED
FACULTY:
Laksham Tamil (EC) (8/31/2010)
Robert Serfling (N) (8/31/2010)

CHAIRPERSON: Vice President for Research & Economic Development (Bruce Gnade)

VICE CHAIRPERSON: Anthony Champagne
COMMITTEE NAME: AUXILIARY SERVICES ADVISORY COMMITTEE
Charge: Policy Memorandum 96-I.2-71 University Wide Committee

EX-OFFICIO (without vote)
Assistant Vice President for Student Affairs & Dean of Students
Director of Food Services
Contract and Services Manager
UTD Bookstore Manager
Director of the Student Union

SPECIAL REQUIREMENTS:
7 voting members
3 from faculty and staff
4 students
1 year term

RESPONSIBLE UNIVERSITY OFFICIAL
Assistant Vice President for Procurement Management

MEMBERS WHOSE TERMS ARE CONTINUING
FACULTY:

MEMBERS WHOSE TERMS ARE EXPIRING
FACULTY:
Sheila Pineres (EP) (8/31/2007)

STAFF:
Kayety Stringer (8/31/2007)

STUDENTS:
Rabeea Khan (U) (8/31/2007)
Megan Poulson (U) (8/31/2007)
Elizabeth Bodt (U) (8/31/2007)
Manfield Mecoy (U) (8/31/2007)

REPLACEMENTS NEEDED
Sheila Pineres (EP) (8/31/2008)
Linda Keith (EP) (8/31/2008)
Patsy Aguilera (8/31/2008)
Dustin Bowen (UG) (8/31/2008)
Luis Torres (UG) (8/31/2008)
Steven Rosson (UG) (8/31/2008)
Fern Yoon (G) (8/31/2008)

CHAIRPERSON: Peter Bond
VICE CHAIRPERSON: _____________________________
POLICY ON PROCEDURES FOR COMPLETING A GRADUATE DEGREE

I. PROGRAM OF STUDIES

Each student admitted to a Graduate Program will have a specific program of studies agreed upon in consultation with and approved by the appropriate committee or administrator for that degree program.

A completed Program of Studies form will be filed in and approved by the Office of the Dean of Graduate Studies prior to the student's registration for his or her

1. 19th semester credit hour to be counted toward a master's degree, or
2. 50th semester credit hour taken beyond the bachelor's degree to be counted toward a doctoral degree.

The form will be completed and revised, if necessary, under the guidance of the student's graduate advisor.

A. Exception: Common Master's Program

In those Graduate Programs where a common program of studies is prescribed for all Master's students, differing only in elective courses comprising less than one-third of the total required degree semester credit hours, the Graduate Program can file a model "Program of Studies" with the Office of the Dean of Graduate Studies. Any student wishing to deviate from that approved model Program of Studies must file an Individual Program of Studies developed and approved by the appropriate committee.
2006-2008 graduate catalog:

Transfer of Credit

A degree seeking student may petition to have graduate coursework taken at another institution be counted towards satisfying the master’s or doctoral degree requirements. All petitions for transfer of credit are subject to the limitation that less than 50% of the total requirement of any graduate degree may be transfer credits. Some degree programs have more restrictive transfer of credit requirements.

An official transcript and an official explanation of the course numbering system at the school where the credit was earned should accompany the transfer request that must be prepared by the student’s Graduate Program and submitted to the Dean of Graduate Studies for approval. To qualify for transfer of credit, the grade earned in the course must be a B or better from an accredited college or university, and the course must not be a correspondence or extension course. Transfer of master’s level credit into a doctoral program is limited to a maximum of 36 hours. Also, the University does not award transfer credit for experiential learning, performance, or experience that occurs prior to enrollment. Courses delivered in a distance learning format will be considered by the Graduate Dean on a case-by-case basis.

All petitions for transfer of credit for coursework taken prior to enrolling at U.T. Dallas should be submitted to the student’s Program Graduate Advisor by the student prior to filing a Program of Studies; however, acceptance of transfer of credit hours will not occur until after the student has completed 9 semester credit hours at U.T. Dallas with a grade point average of at least 3.0. All petitions must be processed and approved no later than the semester prior to anticipated graduation. Accordingly, requests to take courses at another institution during the semester a student plans to graduate cannot be approved because the grades may not be received in time to certify the student for graduation. No more than 15 semester credit hours taken as a non-degree student at U.T. Dallas can be subsequently applied to a degree program at U.T. Dallas.

Exceptions to these transfer policies may be granted only on petition to the Dean of Graduate Studies.
APPENDIX C

RECOMMENDATIONS for CHANGES to CHARGES

Effective Teaching (ex officio change)

Parking and Transportation (add the Director of Disability Services)

Support of Diversity and Equity (RUO change)

Student Life (remove from Senate committees list)

Campus Facilities Oversight (library staff ex officio)

Academic Integrity
COMMITTEE ON EFFECTIVE TEACHING

The Committee on Effective Teaching is a Concurrent Committee of the Academic Senate of The University of Texas at Dallas. The Committee oversees and encourages the development of a wide range of tools and facilities to promote excellence in teaching across all disciplines and levels within the University. It will, on a continuing basis, refine the definition and measurement of excellence in teaching, and advise the University and Academic Senate of needs for and availability of new technology and training for teachers.

The competitions for all University level teaching awards will be managed by the Committee. It will forward its recommendations for award winners to the President.

The Committee will receive annual reports from each individual School Committee on Effective Teaching and will facilitate and evaluate the work of the School committees. The Committee will forward the individual School reports and its summary evaluation report annually to the Executive Vice President and Provost (Provost).

The Committee will create and refine procedures for the training of and monitoring of the teaching effectiveness of graduate teaching assistants.

The Committee will receive complaints about and requests for improvements in the teaching environments on campus and pass on recommendations for improvements to the University administration.

The Committee will encourage and review the funding of projects in the use of new technology and new teaching methods, both on campus and by transmission to remote sites. It will also advise the University administration and Academic Senate on ways to ease the transition to "the high tech classroom."
COMMITTEE ON PARKING AND TRANSPORTATION

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

The Committee is charged to review all established and proposed university procedures and regulations regarding traffic control, parking, and transportation, and to make recommendations pertaining thereto. Recommendations regarding traffic, parking, and transportation policies shall be referred directly to appropriate administrative officers.

The Committee shall have ten voting members and four non-voting members, ex officio. Five of the voting members shall be appointed from the membership of the General Faculty (as defined in Title III, Chapter 21, Section I.B.1. of The University of Texas at Dallas Handbook of Operating Procedures), two shall be appointed from the university staff, one from the Staff Council, and two shall be students. The ex officio members shall be the Chief of Police, the Assistant Vice President for Facilities Management or a designated representative, the Director of Disability Services, and the Safety Officer.

The Vice President for Business Affairs shall serve as the Chair for this Committee.

The term of office of the Committee members shall be for two years, effective 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.
COMMITTEE FOR THE SUPPORT OF DIVERSITY AND EQUITY

The Committee for the Support of Diversity and Equity is a University-wide Standing Committee reporting directly to the President of The University of Texas at Dallas.

The Committee meets regularly (at least six times each academic year) to review and discuss issues that affect the institutional status, professional effectiveness and personal morale of women, minorities, and members of other underrepresented groups in full and part-time faculty and staff positions. To support its role in understanding and recommending policy with respect to these and related issues the Committee is empowered to carry out studies, conduct interviews and prepare reports. It meets with the President at the beginning and end of each academic year to receive special charges and reports from the administration and to convey to the administration ideas, concerns and advice from the Committee that address the issues of eliminating institutional features which differentially and negatively affect women, minorities, and members of other underrepresented groups. It is also within the purview of this Committee to recommend the creation and initiation of actions and policies which would support the professional careers of these same individuals.

The Committee shall consist of eleven faculty members (including members on the faculty of each of the seven Schools), three academic administrators and eight staff members representing the entire university community. The Vice President for Diversity and Community Engagement shall serve as the Responsible University Official (RUO).

The term of office of the committee members shall be for two years, effective September 1 to August 31, staggered in time to make approximately equal numbers of appointments expire each academic year. The President may reappoint members 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 Chair and Vice Chair are appointed annually by the President.
A motion has been made that the Academic Senate hereby retires the Committee on Student Life, establishing instead the practice and expectation that the Speaker or Secretary of the Senate, or a designee, will regularly attend meetings of the Student Government of UTD and serve as a Senate liaison thereto.

POLICY MEMORANDUM 78-III.21-19

COMMITTEE ON STUDENT LIFE

The Committee on Student Life is a standing, concurrent committee of the Academic Senate of The University of Texas at Dallas.

The Committee is charged to review all campus policies and practices with a view toward developing and maintaining non-academic student programs and general student life of high quality.

Recommendations for general administrative policies bearing upon the quality and content of student life may be forwarded as advice to the appropriate administrative officer.

Recommendations bearing upon academic policies and procedures will be forwarded through the Academic Council to the Senate.

By November 1, the Chair of the Committee will provide the Speaker of the Faculty with a copy of the agenda established by the Committee for its work during the academic year.

Annually, but no later than August 31, the Chair of the Committee will provide the Speaker of the Faculty with a written report for the Academic Senate of the Committee’s activities for the prior academic year.
CAMPUS FACILITIES COMMITTEE

The Campus Facilities 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: utilization and condition of campus facilities, planning for new projects, and long-range campus planning.

1. Utilization of facilities. The Committee is charged to maintain a system for receiving suggestions and complaints from faculty regarding the condition and use of university facilities and to make suggestions to the administration regarding improving their condition utilization. For this purpose, the term “facilities” does not mean only buildings but includes all their fittings and equipment intended to support instruction and research, and the services associated therewith.

2. Project planning. The Committee may be designated by the Administration to serve as an Institutional Building Advisory Committee as defined in Series 80302, Section 1 of the Regents’ Rules and Regulations in order to review new construction projects and plans for remodeling and renovation of facilities proposed by the University. In this case, the Committee will have no further direct responsibilities after the contract is awarded although it may be available for consultation as requested by the administration or the project architect or engineer.

In addition, or, alternatively, in accordance with Series 80302, Section 2 of the Regents’
THE UNIVERSITY OF TEXAS AT DALLAS
NUMBERED POLICY MEMORANDA

POLICY MEMORANDUM 05-III.21-90  
Issued: April 25, 2005
Editorial Amendments: June 29, 2006

COMMITTEE ON ACADEMIC INTEGRITY

The Committee on Academic Integrity is a concurrent committee of the Academic Senate of The University of Texas at Dallas charged to provide analysis and guidance on policy and best practices in the area of academic integrity. The Committee shall provide policy recommendations to the Academic Senate and to the Assistant Vice President for Student Affairs and Dean of Students with regard to best practices for the prevention of, and disciplinary measures for, academic dishonesty.

The Committee shall consist initially of nine faculty members, including at least one member from each School, plus two students. The faculty committee members shall be nominated by the Committee on Committees. A representative of the Library staff shall serve as a non-voting member. The President of the Student Government Association shall nominate the student members. The Director of Libraries shall nominate the library representative. The Assistant Vice President for Student Affairs and Dean of Students, or designee, shall serve as the Responsible University Official (RUO).

The term of office of the faculty committee members shall be two years, effective September 1 to August 31, staggered in time to make approximately equal numbers of appointments expire each academic year. Members may be reappointed for additional terms. If for any reason a Committee member resigns, the President, upon nomination of the Academic Council, shall appoint another individual to serve the remainder of the unexpired term. The Chair and Vice Chair shall be appointed annually by the President from the faculty members of the Committee.

In collaboration with the Assistant Vice President for Student Affairs and Dean of Students, the Committee shall collect and analyze statistics on violations of academic integrity, and shall report these statistics annually, but no later than August 31, to the Academic Senate.
SCHOOL OF ECONOMIC, POLITICAL AND POLICY SCIENCES BY LAWS ON GOVERNANCE AND ORGANIZATION
(August 31, 2007)

1.0 THE SCHOOL OF SOCIAL SCIENCES.

The School of Economic, Political, and Policy Sciences (hereafter “The School”) is an academic and administrative unit of The University of Texas at Dallas (hereafter “The University”). The mission of the School is the development of innovative programs that shape it into a unit having widespread recognition for multidisciplinary approaches to research and to top-tier graduate education as well as for outstanding undergraduate instruction and public service.

The School offers undergraduate degree programs in Criminology (BA), Economics (BA, BS), Geography (BA), International Political Economy (BA, BS), Political Science (BA), Public Affairs (BS), and Sociology (BA). The School also offers Master’s degrees in Criminology (MS), Economics (MS), Geographic Information Science (MS), International Political Economy (MA, MS), Public Affairs (MPA), Public Policy (MPP), and Applied Sociology (MS). The School is further authorized to offer the Doctor of Philosophy in Criminology, Economics, Geospatial Information Science, Political Science, Public Affairs, and Public Policy/Political Economy. This set of degree programs may be amended or extended through proposals made by the School’s faculty in the manner described by these By-Laws and on approval by the University, the University of Texas System, and the State of Texas Higher Education Coordination Board.

2.0 THE FACULTY

The faculty of the School consists of tenured and tenure-track professors (the “voting faculty”), non-tenured clinical and research professors, senior lecturers, lecturers, adjunct professors, and fellows appointed to positions in the School.

The faculty are appointed to the School, with specific roles and rights as specified by the University’s Faculty Handbook and these By-Laws. Faculty are self-assigned to programs for a minimum period of three years except in those cases when specific recruitments were conducted to rectify program staffing needs or when program course delivery, professional accreditation or national ranking would be undermined. In the event that a member of the faculty wants to change a program assignment, s/he may do so with the approval of the Dean on the advice of the Executive Committee and the program faculty. Such requests for reassignment typically will not be considered before the three years of a current assignment have expired.

2.1 Responsibilities of The Faculty

The faculty collectively, and each individual member thereof, are responsible for the maintenance of high standards of scholarship and teaching and for the conscientious performance of their assigned duties and observance of the regulations and policies established by the Regents of the University of Texas System. Each member of the faculty accepts the obligation to treat students and colleagues with courtesy and dignity, and to accept a fair share of responsibility for the conduct of the affairs of the School and
the University by service to the institution, to the discipline or profession of which he/she is a member, and to the public.

Consistent with the policies of the University, the faculty shall establish and/or approve: 
(a) educational policy for the School, including approval of academic programs, curricula and requirements for degrees or certificates offered by the School; 
(b) standards and procedures for the appointment, promotion, and tenure of faculty; 
(c) the strategic plan of the School; and 
(d) other procedures and policies as may be necessary or desirable, from time to time, for School governance.

2.2 Meetings and Voting

All members of the faculty may participate in discussion at faculty meetings, but only members of the tenured/tenure-track faculty may vote on matters within the cognizance of the faculty of the School or the University.

The faculty shall meet in general session at least once each semester, at the request of the Dean. The Dean may request a meeting of the faculty at any time on 48 hours’ notice. The Dean also may call a special meeting of the faculty on petition by one third of the voting faculty. All faculty meetings shall be open except in cases involving personnel or other matters authorized by law to be discussed in executive session. The Dean may convene, in executive session, a sub-unit of the faculty consisting solely of tenured professors and associate professors or tenured professors, respectively, for the purpose of reviewing and voting on a recommendation for tenure and/or promotion of a member of the faculty.

The agenda for a faculty meeting shall be published at least 48 hours prior to the meeting, except in cases when notice and publication of an agenda are not feasible due to the urgency of the occasion or the purpose is solely to provide information as quickly as possible. Except as otherwise provided in these By-Laws, Robert’s Rules of Order shall be used in conducting the business of the faculty.

All meetings of the faculty shall be meetings of record. The Office of the Dean shall maintain an open record of these meetings, including the agenda and actions taken at each meeting. Minutes also will be maintained in the Office of the Dean.

3.0 THE DEAN AND THE ADMINISTRATION OF THE SCHOOL

The Dean of the School is appointed by and serves at the pleasure of the President of the University (Regents Rules Series 20102, Section 1). The Dean reports to the Provost/Vice President for Academic Affairs and is a tenured member of the faculty with rank of professor.

The Dean is responsible for enhancing the quality of the School’s programs of instruction and research, for enriching the School’s resources and reputation, and for establishing a stable environment of planning and decision making. The Dean is further responsible for the administration of the School, including preparation and execution of the budget; approval of all personnel actions; scheduling of courses and assignment of duties to members of the faculty; appointment, discipline, and removal of staff and administrators within the school; recommendation to the Vice-President/Provost of ad hoc committees
for review of tenure and promotion cases; annual review of the performance of faculty; and representation of the interests of the School both within the university and externally. Under provisions of Regents’ Rules Series 20102, Sec. 2 and University Policy Memorandum 96-III 30-68 rev. September 16, 1999 Section II A1, the Dean may delegate responsibilities to other officers of the school, including the Associate Deans and the Program Heads. The appointment of the Program Head, who will have the rank of professor or association professor, is made by the Dean after consultation with the program faculty. The Dean may appoint additional administrative officers as determined to be useful in the management of the School. These may include directors of centers and various members of the Administrative Services Staff.

4.0 THE PROGRAMS OF THE SCHOOL

The programs are academic and administrative units of the School of Economic, Political, and Policy Sciences at the University of Texas at Dallas. They are responsible for developing and implementing instructional and research plans capable of positioning the School at the frontiers of science, delivering coursework and related aspects of education associated with approved degree programs, and providing the primary administrative base and a source of intellectual community for faculty. More specifically, these responsibilities may include providing intellectual leadership for program faculty, assistance to the Office of the Dean in annual review and periodic performance evaluations of the faculty, administration and oversight of the program budget and accounts of program faculty, and the discharge of graduate and undergraduate program scheduling and, as appropriate, admissions, advising, and monitoring of student, especially graduate student, performance.

Under the leadership of the Program Head, the academic program faculty is responsible for: (a) maintenance of the academic quality of the program that is consistent with standards of the relevant accrediting body; (b) approval of lecturers employed to teach courses in the program; (c) development and maintenance of an appropriate schedule of courses; (d) recommendations to the Program Head and thereby to the Dean for improvements in the structure, operation, and development of the program; and as appropriate; (e) selection of students in the program for special awards.

5.0 STANDING COMMITTEES OF THE FACULTY

Standing committees of the School of Economic, Political, and Policy Sciences may be established pursuant to University rules, by action of the faculty, or by action of the Dean, as provided herein. The Standing committees are:

5.1 The School Executive Committee

The School Executive Committee is chaired by the Dean and consists of the Associate Deans and Program Heads. The duties of the Committee, which normally meets fort nightly throughout the academic year, include, but are not limited to: (a) providing advice to the Dean on matters of educational and faculty policy and practice; (b) providing assistance to the Dean in strategic planning for the School; (c) ensuring effective coordination of practices and maintenance of standards among the academic programs, including, but not limited to, those involving cross-program activities; (d)
approving committee membership other than those committees provided for in these
Bylaws; (e) providing assistance to the Dean on matters pertaining to day-to-day
management of the School.

The Executive Committee also may act as a subcommittee chaired by an Associate Dean
to provide (a) recommendations on conformity with regulations of the university; (b)
advice on the admission of students and the monitoring of their performance, as well as
appointment and assignment of graduate assistantships; (c) recommendations on
improvements in the structure, operation, courses, and development of the academic
programs; (d) coordination of course schedules; (e) selection of students to receive
School-wide awards or student nominees for University or national scholarship
competitions. Suggestions for such awards or such nominations may be forwarded to the
subcommittee by relevant program faculty.

5.2 The Program Committees

Each program shall have a Program Committee chaired by the Program Head. The
Committee shall consist of not less than three program faculty, the majority of whom
normally must hold tenure and one of whom may hold the rank of assistant professor.
Clinical faculty and Senior Lecturers may be invited to participate by majority vote of the
tenured tenure track faculty.

Program Committee members shall be nominated by election of the program faculty. The
term of office shall be two years, renewable. The election result shall be forwarded to the
Dean, who will appoint the Committee members. The Dean may decline to appoint a
faculty member who has been nominated by election, but may not appoint a faculty
member who has not been so nominated.

Eligibility for Committee membership and for voting for Committee members shall be
extended to faculty who have declared the program to be their administrative home and/or
have declared that at least 50% of their demonstrable intellectual and teaching interests
reside within it. These program faculty may choose, by majority vote, to extend voting
privileges to additional faculty members who have declared less than 50% of their
intellectual or teaching interests to reside within it.

Program Committees shall meet at least once per semester. Program faculty as a whole
shall meet at least once per semester with the Program Head and the Program Committee.

A Program Committee, as chaired by the Program Head, is responsible for: (a) matters of
educational policy and practice that affect a program’s undergraduate and/or graduate
instructional responsibilities; (b) matters of graduate program and student career
development; (c) improvements in the research activities of the program faculty; (d) other
aspects of program development and administration and operations, including, but not
limited to, graduate admissions.

5.3 The Faculty Advisory Committee

The membership of the Faculty Advisory Committee shall consist of not fewer than six
members. Its size may increase, at the discretion of the Dean, to accommodate growing
needs and demands of the School. Two-thirds of its members shall be elected in an at-
large procedure involving all voting faculty, and one-third shall be appointed by the
Dean. Associate Deans and all chaired Professors of the School serve as ex-officio members.

The Committee is chaired by the Dean. It shall meet at least once each Fall and each Spring term to discuss: (a) ways by which the School and the University can construct and maintain a more effective instructional, research and service presence in the North Texas region; (b) activities that may increase the School’s instructional and research reputations both nationally and internationally; (c) methods for undertaking highly productive community outreach and resource development projects that enhance the excellence of the School and the University of which it is a part; (d) actions that provide an effective process for the review and equitable resolution of faculty contentions, including informal and formal procedures that shall involve the Program Head, this Committee, Associate Deans, the Dean, and the Provost in a manner consistent with University Policy Memorandum 92-111.21-54 rev. March 21, 2006; (e) such other functions that may be necessary for ensuring the peace, order, and good governance of the School.

5.4 The Faculty Personnel Review Committee

The Faculty Personnel Review Committee carries out the responsibilities outlined in the University Policy Memorandum 75-III.22-3 rev. April 6, 2006. The committee may be chaired by the Dean or an Associate Dean. It consists of four tenured faculty appointed by the Dean with approval by majority vote of the faculty. The term of office is two years, and two members rotate each year. The duties of the Committee include: (a) review of the files of all associate professors annually to determine whether to recommend that ad hoc committees be appointed to consider promotion of any associate professor to professor; (b) advice to the Dean concerning appointments to ad hoc committees for third-year review of assistant professors, promotion and tenure of assistant professors to associate professors, and promotion of associate professors to professors; (c) review the qualifications of opportunity hires nominated by members of the faculty; (d) review of the qualifications of non-tenure-track special appointments and research associate appointments as provided for in procedures adopted by the faculty; (e) advice to the Dean regarding selection of faculty for faculty development leaves; and (f) assistance to the Dean in providing advice to faculty on progress toward tenure and promotion. The Dean may undertake to consider such recommendations and advice in consultation with one or more Heads of affected programs.

5.5 The School Peer Review Committee

The School Peer Review Committee (SPRC) is established pursuant to University Policy Memorandum 97-III.22-79 amend March 21, 2006. It consists of 6 tenured faculty selected by the tenured faculty by secret ballot and plurality vote. The term of office is two years, with three members rotating each year. The Committee reviews and advises the Dean on the periodic performance evaluation (PPE) of tenured faculty. The SPRC is separate from the Faculty Personnel Review Committee that is required by Policy Memorandum 75-III.22-3, but members of one may serve as members of the other.

5.6 The Committee on Effective Teaching

The Committee on Effective Teaching is mandated by Policy Memorandum 96-III.21-70 amend. September 1, 2000. Its membership shall consist of no more than seven members
of the tenured/tenure track faculty appointed by the Dean in consultation with the School Executive Committee. The Associate Dean of Academic Programs serves as chair of the Committee.

The Policy Memorandum requires that the Committee develop and administer a teaching evaluation procedure; that it use written objective standards for evaluating teaching performance, including course evaluations, teaching load contributions, consideration of the diversity of courses taught along with course development, and consideration of thesis and dissertation supervision. The Committee shall also develop procedures for collection of reliable and verifiable information related to teaching performance that includes periodic classroom visits to gather direct information that supplements information taken from sources such as course syllabi and course evaluations. Finally, the Committee shall develop mechanisms for faculty to comment on their evaluations and to provide information they feel is pertinent to the teaching evaluation process.

5.7 Other Faculty and Functional Committees.

Such other committees as may be needed to carry out faculty or other functions not assigned to the committees established herein may be established or modified as needed by the Dean with the approval of the Executive Committee. The Dean will maintain and post a complete list of such committees, their charges, and their membership in the administrative offices. Such committees may include committees to administer graduate examinations, to advise on the renovation and construction of facilities, to manage institutes or centers, or to supervise computer or other infrastructural facilities.

6.0 AMENDMENTS.

These By-laws may be amended by two-thirds or more of those present and voting at any regular meeting of the faculty, provided that full notification of the proposed amendment has been circulated to the entire faculty of the school not less that two weeks in advance of the meeting. These By-Laws will take effect upon a favorable vote by two-thirds or more of those tenured/tenure-track faculty members present and voting at a regular faculty meeting.

Approved by the faculty of the School of EPPS, 31 August 2007
Preamble

1. **Purpose**: The purpose of this document is to provide the governance framework for the School of Natural Sciences and Mathematics and defining the organizational framework of the School. It provides a framework into which Bylaws of the departments within the School must fit.

Faculty

2. **Faculty**: The Faculty of the School is defined as persons having at least a 50% appointment for nine months at the rank of Professor, Associate Professor, Assistant Professor, and Senior Lecturer. All members of the Faculty are entitled to attend and participate in School and Departmental faculty meetings. Faculty members with joint appointments may vote only in the Department in which they have the largest fractional appointment or, in the case of equal splitting, in the Department in which they choose to be enfranchised. At the start of each Fall semester, the Senior Lecturers in each department shall meet to elect voting representatives equal to 10% of the Professors, Associate Professors, and Assistant Professors in the department, rounded to whole numbers. These elected representatives join all Professors, Associate Professors and Assistant Professors to form the Voting Faculty and may vote in matters that come before the Department and/or School.

3. **Meetings**: The Faculty of the School will meet in general session at least once each academic year, at the call of the Dean. Meetings must be announced at least one week in advance of the meeting and a written agenda must be distributed at least two days in advance. Items may be placed on the agenda upon petition by at least two members of the Voting Faculty. The Dean will chair faculty meetings.

The Dean may call a special meeting of the Faculty at any time on two–working–day notice and shall call a special meeting upon petition by one third of the Voting Faculty. The agenda of a meeting called by petition must specify at least one topic to be placed on the agenda.

For purposes of voting, a quorum is defined as 50% of the Voting Faculty. Except as specified elsewhere in these Bylaws, all business in the School will be conducted in accordance with Roberts Rules of Order. Minutes of the meetings shall be taken by the Secretary of the Faculty, as defined herein, and maintained by the Dean’s office, and are to be accepted by the Voting Faculty at the next meeting. The Secretary of the Faculty will act as parliamentarian. It will be in order to amend any matter brought before the Faculty to request a written electronic vote. Such amendments must be accepted by a supermajority (60%) of those attending the meeting. The result of the subsequent email ballot will be binding.
Officers of the School

4. **Dean**: The Dean of the School of Natural Sciences and Mathematics serves at the pleasure of the President of the University of Texas at Dallas and reports directly to the Provost. The Dean is a tenured member of the faculty of the School with the rank of Professor.

The Dean has responsibility for the administration of the School in accordance with these Bylaws, including responsibility for preparing and managing the School budget, approving all personnel actions and, in consultation with Department Chairs, assigning duties to the members of the faculty. The Dean will consider the recommendations of the faculty regarding curricular matters, appointments, promotions and tenure decisions.

The Dean may appoint faculty members to committees that he/she determines to be useful to the effective management of the School, and will recommend to the Provost the composition of ad hoc committees for faculty reviews and promotions. The appointment of an Associate Dean of Undergraduate Studies or an Associate Dean of Graduate Studies requires approval of the School Executive Committee as described in Section 9. All administrative officers serve at the pleasure of the Dean.

The Dean will represent the School, both within and outside the Campus. At the Fall semester faculty meeting, the Dean will report on the State of the School.

5. **Associate Dean of Undergraduate Education**: Appointed by the Dean with the approval of the Voting Faculty, the Associate Dean for Undergraduate Education has responsibility for training and supervising undergraduate advisors and ensuring that students receive timely, accurate academic advice. He/She has the final faculty authority on School and Departmental policies on undergraduate degree programs and works with the Dean of Undergraduate Education. The Associate Dean represents the School on the Council for Undergraduate Education and as a member of the School Committee for Effective Teaching. He/She has responsibility for the accuracy of catalog listing and assisting the departments with course scheduling. The Associate Dean manages the summer advising program and takes part in campus recruiting efforts.

6. **Associate Dean of Graduate Education**: The person appointed by the Dean to this position must be a tenured faculty member and must be approved by the Voting Faculty. The Associate Dean coordinates the advanced degree programs within the school including assisting with catalog entries and scheduling of courses, exams, and thesis defenses. The Associate Dean will assist in the development of proposals for graduate fellowship support, and will administer School-wide Graduate Fellowships. He/she will serve on the Graduate Council, and will provide close coordination with the Dean of Graduate Studies.

7. **Department Heads**: The Dean appoints Heads of the academic departments in the School in consultation with the faculty of that Department and with the approval of the Provost. The Head is the chief administrative officer of the unit and serves as the liaison between the faculty and the higher administration. The Head is expected to
provide leadership in the department while managing the day-to-day administration of the unit. In accordance with Departmental Bylaws, the Head will appoint faculty committees, oversee faculty recruiting, promotion and retention, perform annual evaluations of faculty and staff, provide teaching assignments to faculty and lecturers, manage the scheduling of courses, and manage course evaluation and accreditation. In accordance with University policy, the Dean will conduct an evaluation of the Head by the faculty every five years the results of which will be made available to the Head and used by the Dean in evaluating the overall performance of the Head.

8. **Other Officers**: With the approval of the Provost, the Dean may appoint other members of the faculty to administrative positions such as Center Director, Program Head, and Program Coordinator to administer research and interdisciplinary programs as opportunities arise. Such officers serve at the pleasure of the Dean and are subject to annual performance reviews by the Dean in consultation with the appropriate Department Head.

**STANDING COMMITTEES**

9. **Faculty Personnel Review Committee**: This (FPRC) Committee is mandated by UT Dallas Policy Memorandum 75–III.22–3. This Committee is chaired by the Dean, and is composed of one member, elected annually in the Spring by secret ballot, to represent each Department. The members must be tenured faculty members and are appointed for two year terms. Upon adoption of these Bylaws, three departments will be chosen at random to elect members for only a single year, the others to elect members for full terms. Members of the Committee may succeed themselves only if no other tenured faculty member in the department is available to serve. Each Department should select an alternate to serve in the event the elected member is unable to serve a full term. The Committee will select one of its members to serve as Secretary of the Faculty whose duties were described in Section 3.

The Committee will conduct Periodic Performance Evaluations of Tenured Faculty as described in Policy Memorandum 97–III.22–79 as revised and amended. Associate Professors on the Committee do not participate in the evaluation of Professors. The Provost’s Office will provide the Committee with the files of those faculty members selected for review. The Dean will consult with the FPRC on third–year reviews of untenured faculty members and will consider the comments of the Committee in the review process. The Dean will consult the FPRC on requests for Faculty Development Leave.

The FPRC will serve as the School’s elected Executive Committee and will advise the Dean on matters of curriculum, degree programs, and accreditation matters as needed. The approval of a majority the Executive Committee is required for the appointment of the Associate Dean of Undergraduate Education and the Associate Dean of Graduate Education.
10. **School Council**: The School Council consists of Department Heads, Directors, and Associate Deans in the School and serves as its administrative committee. The Council will meet regularly to discuss administrative matters and to bring issues affecting the departments to the attention of the Dean. The School Financial Officer will serve ex officio as the Council Secretary and will prepare an agenda in advance of each meeting and provide minutes of the previous meeting for approval.

11. **Committee on Effective Teaching**: This committee is mandated by Policy Memorandum 96–III.21–70. The Associate Dean for Undergraduate Education serves as chair. It has the responsibility for oversight of the teaching evaluation within each Department. It will ensure that uniform procedures are in place that include student course evaluation, peer evaluation through classroom visits, and take account of course load, course development, and dissertation supervision. Each Department will appoint a member of the Committee, typically the Associate Head for Undergraduate Studies. Non–voting student members will be appointed as described in Section 14. The Committee will provide input into nominations for teaching awards.

12. **Dean’s Student Advisory Committee (DSAC)**: Departments may name one undergraduate and one graduate student to serve on this Committee. This Committee will elect among its members a graduate student and undergraduate student to serve as non–voting members of the Committee on Effective Teaching. The Dean will convene this Committee at least once each semester to consult with students about policies and procedures in the School. DSAC members may request additional meetings with the Dean as the need arises.

**HIRING AND PROMOTION**

13. **New Hires**: Each Department will conduct open searches for faculty positions, whether at the junior or senior level, through the efforts of ad hoc search committees. Each search committee will be appointed by the Department Head and charged with advertising the position, collecting nominations and evaluating applications. In consultation with the Head, the search committee will invite prospective candidates to campus, arrange for public seminars, and ensure that the candidates meet with as many faculty members as possible. The Committee will recommend to the Department Head a ranked list of acceptable candidates. The Department Head will recommend candidates to be hired to the Dean, including salary, start–up costs, and space needs in the recommendation. In the case of hiring into a tenured position, an ad hoc committee, which may be the search committee, should prepare a report based on the candidate’s record and recommendations, voting for or against a tenured appointment. Before an offer can be made, it must be approved by the Dean and Provost. Non–tenure track hiring is the responsibility of the Department Head in consultation with the School’s Committee on Effective Teaching and with the approval of the Dean. Draft Policy Memorandum 07–III.22–96 will serve to guide the appointment of senior lecturers before and after its formal adoption.

14. **Promotions**: The Department Head will recommend to the Dean an ad hoc committee to examine the credentials of each faculty member being considered for promotion to tenure or promotion to the rank of professor. The ad hoc committee will prepare a
report on the merits of the case under consideration, weighing internal and external reference reports, research output, teaching evaluations, and service to the profession, the University, and the community. Policy Memo 75–III–22–3 will govern promotion procedures within the School. Promotions of senior lecturers to the second level will be guided by Draft Policy Memorandum 07–III.22–96 as adopted.

**Grievance Procedures**

15. Faculty grievances shall accord with the “Faculty Grievance Procedure” approved by UT Dallas and spelled out in the Faculty Handbook (Policy Memorandum 92–III.21–54). Student grievances shall be in accordance procedures specified in the UT Dallas Handbook of Operating Procedures Title V, Chapter 51.

**Adoption of these Bylaws and Amendments to them**

16. These Bylaws, after circulation to the faculty for comments and corrections, will be scheduled for a vote of the full faculty. This will be carried out by electronic balloting and must be adopted by a 2/3 vote of the current tenure/tenure track faculty members in the School. After adoption of the Bylaws, they may be amended by placing the amendment on the agenda of a meeting of the faculty for discussion and approval to be placed on a ballot for a vote. A 2/3 majority of the Voting Faculty (vote taken by electronic balloting) is required for amendment.
September 21, 2007

To: The Academic Senate

From: John P. Ferraris, Chair of the Committee on Qualifications

Subject: Annual Report (2006-2007) of the Committee on Qualifications

During the 2006-2007 academic year, the Committee on Qualifications consisted of: Peter Assmann ((BBS) Farokh Bastani (ECS), William Cready (SOM), Richard Golden (BBS), John Ferraris (NSM and Chair), Philipos Loizou (ECS), James Marquart (EPPS) Zsuzsanna Oszvath (A&H), Viswanath Ramakrishna (NSM), Chelliah Sriskandarajah (SOM), Theresa Towner (A&H and Vice Chair), and Wim Vijverberg (EPPS).

CQ met regularly from November (2006) through mid-May (2007), frequently on a weekly basis, to review the files of candidates undergoing 3rd year and promotion reviews and to review the files of new hires with tenure. During the summer, CQ availed itself of a new on-line review instrument that was developed by the Provost’s office. Two additional files were reviewed as late as August, 2007. In total, CQ conducted 27 internal reviews, including seven 3rd year reviews, ten tenure reviews, and ten full professor reviews. In 25 of the 27 cases the majority vote of CQ supported the recommendations of the Ad Hoc Committees and the Deans. In one case CQ voted to disagree with the recommendation of the Ad Hoc Committee and the Dean and in one case, CQ had a split decision and forwarded no recommendation. In these 25 cases the Provost agreed with the recommendations of CQ. In one case the Provost chose to promote a candidate to full professor (siding with the recommendations of the Ad Hoc Committee and Dean) that CQ had recommended waiting additional time; in a second, the Provost chose to promote the candidate that had received the split decision from CQ.

In accordance with the Procedures for Faculty Promotion, Reappointment and Tenure the Provost met with members of CQ to provide his rationale for the one promotion file for which he disagreed with the recommendation of CQ and, after hearing the Provost’s explanation for his actions, CQ decided not to object to the Provost’s decision. CQ noted that in this case the candidate already was a tenured member of the faculty and the both the Ad Hoc Committee and the Dean had recommended promotion.

CQ also reviewed the files of 12 new hires with tenure, including 8 full professors and 4 associate professors. In all cases CQ supported the recommendations of the Search Committees and the Deans.
CQ discussed the issue of the criteria that should be used in 3rd year reviews since evaluations are often based on estimates of future accomplishments. Since variation in these estimates across Schools is inevitable, the judgments of the Ad Hoc committees, above rank-faculty, and the respective Deans take on special importance.

The late arrival of files complicated the work of CQ. Many of the files for tenure, promotion, or reappointment arrived after April 1st, which, although not a strict deadline for the President to send out letters, has been the traditional one. The Provost’s insistence that the deadlines for internal reviews be strictly met for this upcoming year should go far to alleviate the extra burdens that late files have placed on CQ’s workload. In addition, many of the searches for new hires are not being completed until very late in the spring or into the summer, but perhaps this is unavoidable. The new on-line review instrument to evaluate these over the web was tested this past summer and appeared to work well, and CQ was able to deal with these files through e-mail.

As pointed out in the previous year’s report, the requirement that members of CQ physically sign each of the reports adds some extra burdens. This mainly becomes an issue for the new hire files that arrive over the summer, since many of the members of CQ are not on campus. We support the recommendation of the previous CQ committee that some alternative to physically signing reports be found.

Finally, CQ, and especially its chair, greatly appreciate the highly professional support we received from Dowla Hogan.

A more detailed breakdown by School follows.
Reappointment as Assistant Professor

Seven faculty members were reviewed for reappointment as Assistant Professors. Of those, all seven were reappointed. The Committee on Qualifications (C.Q.), Provost and President agreed on all seven.

Promotion to Associate Professor with tenure

Ten faculty members were reviewed for tenure and promotion to Associate Professor. Eight were promoted, two were terminated. One had a split vote by C.Q. (2 promotion, 2 termination, and 5 abstentions). The C.Q., Provost and President agreed on ten of those.

Promotion to Professor

Ten faculty members were reviewed for promotion to full Professor. Nine were promoted; one was reappointed. The C.Q., Provost and President agreed on seven of those. One was recommended for reappointment by C.Q., but for promotion by all others.

PROMOTIONS AND REAPPOINTMENT BY SCHOOL

<table>
<thead>
<tr>
<th>Arts and Humanities</th>
<th>Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 reappointed as Assistant Professor</td>
<td>5 reappointed as Assistant Professors</td>
</tr>
<tr>
<td>2 promoted to Associate Professor</td>
<td>1 promoted to Associate Professor</td>
</tr>
<tr>
<td>Behavioral and Brain Science</td>
<td>2 promoted to Full Professor</td>
</tr>
<tr>
<td>1 promoted to Associate Professor</td>
<td>1 was terminated</td>
</tr>
<tr>
<td>2 promoted to Full Professor</td>
<td>Natural Sciences and Mathematics</td>
</tr>
<tr>
<td>Engineering and Computer Science</td>
<td>2 promoted to Associate Professor</td>
</tr>
<tr>
<td>1 promoted to Associate Professor</td>
<td>1 reappointed as Associate Professor</td>
</tr>
<tr>
<td>2 promoted to Full Professor</td>
<td>1 promoted to Full Professor</td>
</tr>
<tr>
<td>Economic, Political and Policy Sciences</td>
<td>1 was terminated</td>
</tr>
<tr>
<td>1 promoted to Associate Professor</td>
<td></td>
</tr>
<tr>
<td>2 promoted to Full Professor</td>
<td></td>
</tr>
</tbody>
</table>

INITIAL APPOINTMENT DECISIONS

The C.Q. reviewed twelve files for initial appointments; eight at the rank of full professor with tenure, and four at the rank of associate professor with tenure. All twelve were approved by the C.Q.
GOVERNANCE SATISFACTION SURVEY

By “governance system” we mean the UTD Academic Senate and the Senate and University Committees. Of course all answers are voluntary, and forms will not be linked to people. For the following statements, indicate whether you agree or disagree that they represent your view:

1. I am familiar with the governance system at UTD.
   definitely agree somewhat disagree somewhat definitely not

2. I consider the governance system at UTD to be effective in representing the concerns of the faculty.
   definitely agree somewhat disagree somewhat definitely not no opinion

3. I consider the governance system at UTD to be effective in developing good academic policies.
   definitely agree somewhat disagree somewhat definitely not no opinion

4. I consider the governance system at UTD to be effective in assuring that its academic policies are actually followed.
   definitely agree somewhat disagree somewhat definitely not no opinion

5. There are areas of policy that the governance system should be concerned with that it is not presently concerned with.
   definitely agree somewhat disagree somewhat definitely not no opinion
   Please explain if you wish:

6. There areas of policy that the governance system is presently concerned with that would be best left to the administration.
   definitely agree somewhat disagree somewhat definitely not no opinion
   Please explain if you wish:

7. The faculty at UTD has the authority and autonomy it needs to design the curriculum effectively.
   definitely agree somewhat disagree somewhat definitely not no opinion

8. How would you characterize the relationship between the governance system at UTD and the faculties of the several schools?
   supportive adversarial not related yes no
   unclear or mixed other______________

9. Service on Senate and University Committees is important.
   definitely agree somewhat disagree somewhat definitely not no opinion

10. Policies and practices of the UT Dallas governance system exhibit a serious bias against femal members of the faculty.
    definitely agree somewhat disagree somewhat definitely not no opinion
11. Policies and practices of the UT Dallas governance system exhibit a serious bias against minority members of the faculty.

definitely agree somewhat disagree somewhat definitely not no opinion

WEBSITE

The Senate website is at http://www.UTDallas.edu/senate/

Have you every looked at it before now? yes no

Is the website helpful?
very moderately not very not at all not important to me

Is there any kind of governance-related information you would like to have that is not there, or is not adequate? yes no

Please describe this information:

PERSPECTIVE:

What is your rank?
part time sr. lecturer other non-tenure-track assist. prof, associate prof, prof

About how long have you been at UTDallas?

What is your gender? ________________

Have you ever run for the Senate? ________________

Have you ever served on a senate or university committee? ________________
New Program Request Form for Bachelor and Master's Degrees

Directions: An institution shall use this form to propose a new bachelor's or master's degree program. In completing the form, the institution should refer to the document Standards for Bachelor's and Master's Programs, which prescribes specific requirements for new degree programs. Note: This form requires signatures of (1) the Chief Executive Officer, certifying adequacy of funding for the new program; (2) a member of the Board of Regents (or designee), certifying Board approval, and (3) if applicable, a member of the Board of Regents or (designee), certifying that criteria have been met for staff-level approval. Note: An institution which does not have preliminary authority for the proposed program shall submit a separate request for preliminary authority. That request shall address criteria set in Coordinating Board rules Section 5.24 (a).

Information: Contact the Division of Academic Affairs and Research at 512/427-6200 for more information.

Administrative Information

1. Institution: The University of Texas at Dallas

2. Program Name – Show how the program would appear on the Coordinating Board’s program inventory (e.g., Bachelor of Business Administration degree with a major in Accounting): Bachelor of Science in Mechanical Engineering (BSME)

3. Proposed CIP Code: 14.1901.00, Mechanical Engineering

4. Brief Program Description – Describe the program and the educational objectives:
The objective of the Bachelor of Science degree program in Mechanical Engineering will be to produce Mechanical Engineering graduates who will be capable of undertaking challenging projects that will require knowledge of the fundamentals of the design of mechanical and thermal systems. The proposed program fits well in the long-range academic plan for The University of Texas at Dallas. The Erik Jonsson School of Engineering and Computer Science was created in 1986 in response to the high demand of local industry for engineering professionals. In a May 2004 report to the Board of Regents of The University of Texas System, the Washington Advisory Group (WAG) recommended Mechanical Engineering as one of the areas in which U. T. Dallas should create new departments and degree programs.

Also in 2004, the American Society of Mechanical Engineers, the leading professional society for mechanical engineering, issued a document titled “A Vision of the Future of Mechanical Engineering Education”. The document makes the following observation: “...mechanical engineering is changing from
• ‘The branch of engineering that encompasses the generation and application of heat and mechanical power and the production, design and use of machines and tools’ (Webster’s II New College Dictionary, 2001) to
• ‘One that addresses societal concerns through analysis, design, and manufacture of systems, at all size scales...’ (‘The Case for Renaissance Engineers and Renaissance in Mechanical Engineering Education,’ Adnan Akay, in The Innovative University, Carnegie Mellon University Press, 2003)”
Education in mechanical and thermal design on all size scales fits well with the core U. T. Dallas competencies in microelectromechanical systems (MEMS) and nanostructured materials, and with the needs of local industry.

The primary educational objective of the program is to train Mechanical Engineers to meet the design and development needs of local and state industry as well as to educate them to be innovators and policy makers. The proposed B.S.M.E. degree program will provide the necessary training and education for future engineers who can effectively identify new problems and develop innovative solutions, including new manufacturing and fabrication technologies.

5. Administrative Unit – Identify where the program would fit within the organizational structure of the university (e.g., The Department of Electrical Engineering within the College of Engineering): A Department of Mechanical Engineering within the Erik Jonsson School of Engineering and Computer Science is proposed in conjunction with the degree program requests in Mechanical Engineering. A copy of the Administrative Change Request is forwarded with the related baccalaureate and master’s degree proposals.

6. Proposed Implementation Date – Report the first semester and year that students would enter the program: It is proposed that freshmen enter the program in Fall 2008. Transfer students will be admitted into the program only at, or below, the level reached by the original freshman cohort, in order to provide for the orderly incorporation of new faculty members and staging of new courses. Only one new course will be required in the first year of the program, MECH 1308, Introduction to Mechanical Engineering. In the second year of the program, two more new courses and one new laboratory will be rolled out. All of the courses required in the first two years of the program can be taught by existing tenured/tenure-track faculty and 5 FTE of newly hired senior lecturers. The introduction of seven new upper-level courses and five new laboratories is planned for the program’s third year, after seven new tenured/tenure-track faculty members will have been hired. Eight additional courses, including senior design, will be introduced in year 4, when the program will have ten tenured/tenure-track faculty and a new Department Chair.

7. Contact Person – Provide contact information for the person who can answer specific questions about the program:

   Name:
   Title:
   E-mail:
   Phone:
Program Information

I. Need

Note: Complete I.A and I.B only if preliminary authority for the program was granted more than four years ago. This includes programs for which the institution was granted broad preliminary authority for the discipline.

A. Job Market Need – Provide short- and long-term evidence of the need for graduates in the job market.

Broad preliminary authority for Engineering at the baccalaureate and master's levels was granted by the Coordinating Board at its April 20, 2006 meeting.

B. Student Demand – Provide short- and long-term evidence of demand for the program.

C. Enrollment Projections – Use this table to show the estimated cumulative headcount and full-time student equivalent (FTSE) enrollment for the first five years of the program. (Include majors only and consider attrition and graduation.)

The following enrollment estimates are based on:

a) The enrollment in the U. T. Dallas BSEE program (623 in Fall 2007) and the fact that undergraduate Mechanical Engineering programs generally have an enrollment that is approximately equal to the undergraduate enrollment in Electrical Engineering. For example, in Fall 2006, the undergraduate enrollment in Mechanical Engineering in the U. S. was 80,288, while the enrollment in Electrical and Computer Engineering was 75,302.¹

b) Interest among our current students who are majoring in engineering disciplines. For example, student interest in design projects related to robotics is very high, as evidenced by an active student Robotics Society, which participates in the annual IEEE Region 5 student robotics competition, and an active team that participates in the Autonomous Underwater Vehicle competition held annually in San Diego, CA under the sponsorship of the Office of Naval Research.

c) Strong indications of interest from representatives of local industry, including members of the Erik Jonsson School’s Industrial Advisory Board such as Raytheon, Lennox, and Texas Instruments.

d) Projections of student interest and likely applications provided by Engineering and Computer Science faculty/programs at area community colleges, from which the BSEE program draws approximately two-thirds of its graduates.

¹ Profiles of Engineering Colleges, American Society for Engineering Education, 2007
e) The annual number of inquiries we receive from students at area high schools and community colleges concerning the availability of a Mechanical Engineering major at U. T. Dallas.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headcount</td>
<td>85</td>
<td>125</td>
<td>250</td>
<td>400</td>
<td>600</td>
</tr>
<tr>
<td>FTSE</td>
<td>68</td>
<td>100</td>
<td>200</td>
<td>320</td>
<td>480</td>
</tr>
</tbody>
</table>

II. Quality

A. **Degree Requirements** – Use this table to show the degree requirements of the program. *(Modify the table as needed; if necessary, replicate the table for more than one option.)*

<table>
<thead>
<tr>
<th>Category</th>
<th>Semester Credit Hours</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Core Curriculum <em>(bachelor’s degree only)</em></td>
<td>42(^2)</td>
<td></td>
</tr>
<tr>
<td>Required Courses</td>
<td>67</td>
<td></td>
</tr>
<tr>
<td>Prescribed Electives</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Free Electives</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Other <em>(Specify, e.g., internships, clinical work)</em> <em>(if not included above)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>127</strong></td>
<td></td>
</tr>
</tbody>
</table>

A baccalaureate Mechanical Engineering degree requirement of 127 semester credit hours is consistent with the requirements of highly ranked baccalaureate Mechanical Engineering programs in the U. S. For example, Texas A&M University requires 128 SCH for graduation with a baccalaureate degree in Mechanical Engineering, the University of Illinois at Urbana-Champaign requires 132 SCH, and Purdue requires 128 SCH.

\(^2\) 21 SCH of the General Education Core Curriculum are in courses required for the Mechanical Engineering major.
B. **Curriculum** – Use these tables to identify the required courses and prescribed electives of the program. Note with an asterisk (*) courses that would be added if the program is approved. *(Add and delete rows as needed. If applicable, replicate the tables for different tracks/options.)*

<table>
<thead>
<tr>
<th>Prefix and Number</th>
<th>General Education Core Curriculum</th>
<th>SCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>RHET 1302</td>
<td>Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>ECS 3390</td>
<td>Professional and Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 2301</td>
<td>Constitutional Foundations and Political Behavior in the U.S. and Texas</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 2302</td>
<td>Political Institutions in the U.S. and Texas</td>
<td>3</td>
</tr>
<tr>
<td>HIST (various)</td>
<td>American History</td>
<td>6</td>
</tr>
<tr>
<td>ECS 3361</td>
<td>Social Issues and Ethics in Computer Science and Engineering</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 1301</td>
<td>Exploration of the Arts</td>
<td>3</td>
</tr>
<tr>
<td>HUMA 1301</td>
<td>Exploration of the Humanities</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2417</td>
<td>Calculus 1</td>
<td>4</td>
</tr>
<tr>
<td>MATH 2419</td>
<td>Calculus 2 (2 SCH are counted in Required Courses; see table below)</td>
<td>2</td>
</tr>
<tr>
<td>PHYS 2325</td>
<td>Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 2125</td>
<td>Physics Laboratory 1</td>
<td>1</td>
</tr>
<tr>
<td>PHYS 2326</td>
<td>Electromagnetism and Waves</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 2126</td>
<td>Physics Laboratory 2</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 1311</td>
<td>General Chemistry 1 (3 SCH are counted in Required Courses; see table below)</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total General Education Core Curriculum</strong></td>
<td></td>
<td><strong>42</strong></td>
</tr>
</tbody>
</table>

Note: Courses with prefixes other than MECH and CS are taught by faculty outside the Erik Jonsson School of Engineering and Computer Science.

<table>
<thead>
<tr>
<th>Prefix and Number</th>
<th>Required Courses</th>
<th>SCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 2419</td>
<td>Calculus 2 (2 SCH are counted in the General Education Core Curriculum; see table above)</td>
<td>2</td>
</tr>
<tr>
<td>MATH 2420</td>
<td>Differential Equations with Applications</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1311</td>
<td>General Chemistry 1 (1 SCH are counted in the General Education Core Curriculum; see table above)</td>
<td>2</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>CHEM 1111</td>
<td>General Chemistry Laboratory 1</td>
<td>1</td>
</tr>
<tr>
<td>CS 1337</td>
<td>Computer Science 1</td>
<td>3</td>
</tr>
<tr>
<td>MECH 1308</td>
<td>*Introduction to Mechanical Engineering</td>
<td>3</td>
</tr>
<tr>
<td>MECH 2300</td>
<td>Applied Linear Algebra for Engineers (same as EE 2300)</td>
<td>3</td>
</tr>
<tr>
<td>MECH 2310</td>
<td>*Static Equilibrium and Rigid-Body Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>MECH 2320</td>
<td>*Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>MECH 2120</td>
<td>*Mechanical Measurements Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MECH 3300</td>
<td>Advanced Engineering Mathematics (same as EE 3300)</td>
<td>3</td>
</tr>
<tr>
<td>MECH 3301</td>
<td>*Mechanics of Materials</td>
<td>3</td>
</tr>
<tr>
<td>MECH 3101</td>
<td>*Materials Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MECH 3302</td>
<td>*Intermediate Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>MECH 3305</td>
<td>*Computer-Aided Design</td>
<td>3</td>
</tr>
<tr>
<td>MECH 3105</td>
<td>*CAD Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MECH 3310</td>
<td>*Fluid Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>MECH 3110</td>
<td>*Fluid Mechanics Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MECH 3315</td>
<td>*Thermodynamics</td>
<td>3</td>
</tr>
<tr>
<td>MECH 3320</td>
<td>*Heat Transfer</td>
<td>3</td>
</tr>
<tr>
<td>MECH 3120</td>
<td>*Heat Transfer Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MECH 3341</td>
<td>Probability Theory and Statistics (same as EE 3341)</td>
<td>3</td>
</tr>
<tr>
<td>MECH 3350</td>
<td>*Mechanical Component and System Design</td>
<td>3</td>
</tr>
<tr>
<td>MECH 3150</td>
<td>*Mechanical Engineering Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MECH 4310</td>
<td>Systems and Controls (same as EE 4310)</td>
<td>3</td>
</tr>
<tr>
<td>MECH 4110</td>
<td>*Systems Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MECH 4381</td>
<td>*Senior Design Project 1</td>
<td>3</td>
</tr>
<tr>
<td>MECH 4382</td>
<td>*Senior Design Project 2</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Required Courses Outside the Core</strong></td>
<td><strong>67</strong></td>
<td></td>
</tr>
</tbody>
</table>
### Prescribed Elective Courses

<table>
<thead>
<tr>
<th>Prefix and Number</th>
<th>Prescribed Elective Courses</th>
<th>SCH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Advanced Electives outside the major</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Students must take three of the following five courses:</td>
<td>9</td>
</tr>
<tr>
<td>MECH 4330</td>
<td>*Intermediate Fluid Mechanics</td>
<td></td>
</tr>
<tr>
<td>MECH 4340</td>
<td>*Mechanical Vibrations</td>
<td></td>
</tr>
<tr>
<td>MECH 4350</td>
<td>*Applied Heat Transfer</td>
<td></td>
</tr>
<tr>
<td>MECH 4360</td>
<td>*Introduction to Nanostructured Materials</td>
<td></td>
</tr>
<tr>
<td>MECH 4370</td>
<td>*Introduction to MEMS</td>
<td></td>
</tr>
</tbody>
</table>

**Total Prescribed Elective Courses:** 15

### Free Elective Course

<table>
<thead>
<tr>
<th>Prefix and Number</th>
<th>Free Elective Course</th>
<th>SCH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Free Elective (subject to advisor’s approval)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Free Elective Courses:** 3

**Total semester credit hours:** 42+67+15+3=127
C. Faculty – Use these tables to provide information about Core and Support faculty. Add an asterisk (*) before the name of the individual who will have direct administrative responsibilities for the program. *(Add and delete rows as needed.)*

<table>
<thead>
<tr>
<th>Name of Core Faculty and Faculty Rank</th>
<th>Highest Degree and Awarding Institution</th>
<th>Courses Assigned in Program</th>
<th>% Time Assigned To Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blanchard, Andrew 4 Professor</td>
<td>Ph.D. in Electrical Engineering</td>
<td>MECH 2320</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>Texas A&amp;M University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burnham, Gerald Professor</td>
<td>Ph.D. in Electrical Engineering</td>
<td>MECH/EE 4310</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>University of Southern California</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cantrell, Cyrus Professor</td>
<td>Ph.D. in Physics</td>
<td>MECH 2310, MECH 3302</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>Princeton University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kim, Moon Professor</td>
<td>Ph.D. in Materials Sciences</td>
<td>MECH 3315</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>Arizona State University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lee, Jeong-Bong Associate Professor</td>
<td>Ph.D. in Electrical Engineering/MEMS</td>
<td>MECH 4370</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>Georgia Institute of Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Faculty in Year <em>2</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH 2320, MECH 2120</td>
<td>50%</td>
</tr>
<tr>
<td>New Faculty in Year <em>2</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Faculty in Year <em>2</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH 1308, MECH 3301, MECH 3101</td>
<td>50%</td>
</tr>
<tr>
<td>New Faculty in Year <em>2</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Faculty in Year <em>2</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH 1308, MECH 3302</td>
<td>50%</td>
</tr>
<tr>
<td>New Faculty in Year <em>3</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH 3305, MECH 3105</td>
<td>50%</td>
</tr>
<tr>
<td>New Faculty in Year <em>3</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Faculty in Year <em>3</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH 3310, MECH 3110, MECH 4330</td>
<td>50%</td>
</tr>
<tr>
<td>New Faculty in Year <em>3</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Faculty in Year <em>3</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH 3315, MECH 3320, MECH 3120, MECH 4350</td>
<td>50%</td>
</tr>
<tr>
<td>New Faculty in Year <em>3</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Faculty in Year <em>3</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH 3350, MECH 3150, MECH 4340</td>
<td>50%</td>
</tr>
<tr>
<td>New Faculty in Year <em>4</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH 4110, MECH 4310, MECH 4381, MECH 4340</td>
<td>50%</td>
</tr>
<tr>
<td>New Faculty in Year <em>4</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Faculty in Year <em>4</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH 4360, MECH 4381, MECH 4382</td>
<td>50%</td>
</tr>
<tr>
<td>New Faculty in Year <em>4</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Faculty in Year <em>4</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH 4370, MECH 4381, MECH 4382</td>
<td>50%</td>
</tr>
<tr>
<td>New Faculty in Year <em>5</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH 3305, MECH 3105</td>
<td>50%</td>
</tr>
<tr>
<td>New Faculty in Year <em>5</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Faculty in Year <em>5</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH 3315, MECH 3320, MECH 3120, MECH 4350</td>
<td>50%</td>
</tr>
</tbody>
</table>

3 Courses listed may not all be taught by a faculty member in the same academic year.
4 Founding Department Chair, Years 1–3
<table>
<thead>
<tr>
<th>Name of Support Faculty and Faculty Rank</th>
<th>Highest Degree and Awarding Institution</th>
<th>Courses Assigned in Program</th>
<th>% Time Assigned To Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cho, Kyeongjae Associate Professor</td>
<td>Ph.D. in Physics MIT</td>
<td>MECH 3315 MECH 4340</td>
<td>25%</td>
</tr>
<tr>
<td>Gupta, Gopal Professor</td>
<td>Ph.D. in Computer Science University of North Carolina</td>
<td>CS 1337</td>
<td>25%</td>
</tr>
<tr>
<td>Hunt, Louis R. Professor</td>
<td>Ph.D. in Mathematics Rice University</td>
<td>MECH/EE 4310</td>
<td>25%</td>
</tr>
<tr>
<td>Hu, Walter Assistant Professor</td>
<td>Ph.D. in Electrical Engineering University of Notre Dame</td>
<td>MECH 4360</td>
<td>25%</td>
</tr>
<tr>
<td>Kim, Jiyoung Associate Professor</td>
<td>Ph.D. in Materials Science and Engineering, University of Texas at Austin</td>
<td>MECH 3301</td>
<td>25%</td>
</tr>
<tr>
<td>Wallace, Robert M. Professor</td>
<td>Ph.D. in Physics University of Pittsburgh</td>
<td>MECH 3301 MECH 3315</td>
<td>25%</td>
</tr>
</tbody>
</table>
D. **Library** – Provide the library director’s assessment of library resources necessary for the program. Describe plans to build the library holdings to support the program.

1. List any library holdings added in the past three years in anticipation of the program

At present, the University of Texas at Dallas subscribes to 67 (81%) of the 83 academic/scholarly journals in mechanical engineering. The journal collection is respectable because of the University of Texas System Digital Library, which enables component schools to purchase journals consortially. This arrangement provides UT Dallas access to periodicals owned by the System’s components.

2. Describe library holdings specifically relevant to the proposed program, noting strengths and weaknesses. If there are guidelines for the discipline, do current holdings meet or exceed standards? Describe planned actions that would maintain strengths and/or remedy weaknesses.

**JOURNALS.** The Library used a number of resources to analyze the collection in Mechanical Engineering including Ulrich’s Web and the Journal Citation Reports from ISI. Each title was analyzed with respect to need, availability in the Dallas-Ft. Worth region, and the degree plan.

To support the proposed BSME and MSME programs, the Library will need to subscribe to 20 journal titles not currently in the collection (including the publications of the American Society of Mechanical Engineering), at an annual cost of $20,200.

**ARTICLE DATABASES.** The librarians researched access to periodical literature in the field of Mechanical Engineering. The Library retains subscriptions to the Web of Science (Science Citation Index), INSPEC, SCOPUS, ProceedingsFirst, and PhysicsNetBase, a collection of electronic books in physics. U. T. Dallas Libraries have superior database coverage for reviewing the scholarly literature in Mechanical Engineering and no additional purchases are suggested.

**BOOKS.** An analysis using OCLC’s WorldCat Collection Analysis software shows that in the general category of Mechanical Engineering and Machinery, the Library collection includes 1,840 books.

The librarians reviewed the book collections in the field of Mechanical Engineering for two institutions with undergraduate and graduate programs (University of Texas at Arlington and Texas A&M University). U. T. Arlington purchases an average of 67 titles per year, and Texas A&M purchases an average of 153 titles. The U. T. Dallas Library expects to purchase 100 titles per year in Mechanical Engineering at an average cost of $125 per volume.
3. Describe cooperative library arrangements that would be available to students in this program.

The Libraries of the University of Texas at Dallas are active participants in Interlibrary Loan Services as administered by Amigos-OCLC. As a participant, the Library can borrow materials from other libraries willing to loan their items. In general, the Library can borrow most items for a user for a period of 3 weeks. In addition, the Library provides articles from journals not owned. The article is delivered electronically to an email address.

Secondly, the Library subscribes to thousands of electronic resources through cooperative agreements including the UT System, TexShare (Texas State Library and Archives), Amigos (the OCLC component for Texas libraries), and the local Phoenix library consortium.

4. Provide the Library Director’s assessment of library resources necessary for the proposed program.

A significant number of scholarly journals in Mechanical Engineering are already accessible in the McDermott Library; however the monograph collection will need significant enlargement. The following cost estimate applies to the proposed BSME and MSME programs together:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 additional journals ($20,200 per year)</td>
<td>$101,600</td>
</tr>
<tr>
<td>80 retrospective books (2002-2007)</td>
<td>$10,000</td>
</tr>
<tr>
<td>100 additional books per year ($12,500)</td>
<td>$62,500</td>
</tr>
<tr>
<td>Total</td>
<td>$173,100</td>
</tr>
</tbody>
</table>

E. Facilities and Equipment – Describe the availability and adequacy of facilities and equipment to support the program. Describe plans for facility and equipment improvements/additions.

Existing classroom, teaching laboratory, and research laboratory space will accommodate the faculty growth and student enrollments projected for the first two years of the program. In years 1 and 2, the need for additional space will be assessed on the basis of actual enrollments and new, possibly revised, projections.

The proposed program will require significant acquisitions of teaching and research laboratory equipment in the new areas of planned faculty hiring. $10M has been budgeted for these purposes.

In 2007, The University of Texas at Dallas opened the 192,000-square-foot, $85M Natural Sciences and Engineering Research Laboratory (NSERL). The NSERL was designed for interdisciplinary research. Currently research groups from electrical engineering, materials science and engineering,
chemistry, biology and physics have space in the building. Approximately one-third of the space is being held in reserve for future faculty.

The NSERL has leading-edge capabilities for materials characterization and synthesis and MEMS fabrication. These capabilities provide faculty and graduate students with tools uniquely suited to engage in research areas of modern mechanical engineering, especially in the area of materials and MEMS.

F. Accreditation – If the discipline has a national accrediting body, describe plans to obtain accreditation or provide a rationale for not pursuing accreditation.

The Accreditation Board of Engineering and Technology (ABET) is responsible for accreditation of undergraduate engineering programs in the United States.

ABET requires that “The program must demonstrate that graduates have: knowledge of chemistry and calculus-based physics with depth in at least one; the ability to apply advanced mathematics through multivariate calculus and differential equations; familiarity with statistics and linear algebra; the ability to work professionally in both thermal and mechanical systems areas including the design and realization of such systems.”

U. T. Dallas will request that ABET evaluate the undergraduate Mechanical Engineering Program at the end of its fourth academic year, at the same time as the regular accreditation cycle of the other engineering programs at U. T. Dallas.

---

5 Criteria for Accrediting Engineering Programs, ABET, Inc., 2005
III. Costs and Funding

Five-Year Costs and Funding Sources - Use this table to show five-year costs and sources of funding for the program.

<table>
<thead>
<tr>
<th>Five-Year Costs</th>
<th>Five-Year Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel¹</td>
<td>$7.87M Reallocated Funds</td>
</tr>
<tr>
<td>Facilities and Equipment</td>
<td>$10M Anticipated New Formula Funding⁴</td>
</tr>
<tr>
<td>Library, Supplies, and Materials²</td>
<td>$0.3M Special Item Funding</td>
</tr>
<tr>
<td>Other³</td>
<td>$0.35M Other⁵</td>
</tr>
<tr>
<td><strong>Total Costs</strong></td>
<td>$18.52M Total Funding</td>
</tr>
</tbody>
</table>

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
<td><strong>$7.87M</strong></td>
<td><strong>Reallocated Funds</strong></td>
<td><strong>$1M</strong></td>
<td><strong>Anticipated New Formula Funding</strong></td>
<td><strong>$2.45M</strong></td>
</tr>
<tr>
<td><strong>Facilities and Equipment</strong></td>
<td><strong>$10M</strong></td>
<td><strong>Special Item Funding</strong></td>
<td><strong>$0</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Library, Supplies, and Materials</strong></td>
<td><strong>$0.3M</strong></td>
<td></td>
<td><strong>$0</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td><strong>$0.35M</strong></td>
<td><strong>Other</strong></td>
<td><strong>$18.18M</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Costs</strong></td>
<td><strong>$18.52M</strong></td>
<td><strong>Total Funding</strong></td>
<td><strong>$21.63M</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. 13 new T/T faculty members, plus a new department chair in years 4 and 5, will be added to support the BSME and MSME programs, at an average annual cost of $125,000 each ($140,000 for the department chair in years 4 and 5). A total of 20 FTE-years of senior lecturer/part-time lecturer personnel will be added at an average annual cost of $65,000, beginning with 5 FTEs in year 1 and declining to 2 FTEs in year 5. Four graduate assistants will be added each year, at a cost of $25,000 each, reaching a total of 20 in year 5.
2. Library: $173,000; consumable supplies and materials: $127,000.
3. Administrative staff costs ($0.14M); travel ($0.06M); accreditation ($0.15M).
4. Indicate formula funding for students new to the institution because of the program; formula funding should be included only for years three through five of the program and should reflect enrollment projections for years three through five.
5. Designated tuition and fees, $8.56M; PUF, $10M.

The following table provides a detailed summary of personnel expenses and revenues from formula funding and designated tuition and fees:

<table>
<thead>
<tr>
<th>Year</th>
<th>1 2008-09</th>
<th>2 2009-10</th>
<th>3 2010-11</th>
<th>4 2011-12</th>
<th>5 2012-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headcount</td>
<td>85</td>
<td>125</td>
<td>250</td>
<td>400</td>
<td>600</td>
</tr>
<tr>
<td>FTE</td>
<td>68</td>
<td>100</td>
<td>200</td>
<td>320</td>
<td>480</td>
</tr>
</tbody>
</table>

**Revenues**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formula</td>
<td>$0</td>
<td>$0</td>
<td>$435,568</td>
<td>$435,568</td>
<td>$1,579,729</td>
</tr>
<tr>
<td>Designated T+F</td>
<td>$498,440</td>
<td>$733,000</td>
<td>$1,466,000</td>
<td>$2,345,600</td>
<td>$3,518,400</td>
</tr>
<tr>
<td><strong>Yearly total</strong></td>
<td>$498,440</td>
<td>$733,000</td>
<td>$1,901,568</td>
<td>$2,781,168</td>
<td>$5,098,129</td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td><strong>$11,012,305</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Expenditures**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>T/T faculty FTE</td>
<td>1</td>
<td>4</td>
<td>7⁶</td>
<td>11</td>
<td>14</td>
</tr>
<tr>
<td>SL/PTL FTE</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>RA/TA</td>
<td>4</td>
<td>8</td>
<td>12</td>
<td>16</td>
<td>20</td>
</tr>
<tr>
<td>Technical staff</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td><strong>Yearly total</strong></td>
<td>$550,000</td>
<td>$1,025,000</td>
<td>$1,565,000</td>
<td>$2,125,000</td>
<td>$2,600,000</td>
</tr>
<tr>
<td><strong>Total personnel</strong></td>
<td><strong>$7,865,000</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

⁶ One new T/T faculty FTE is allocated to the MSME program in years 3 through 5. All T/T Mechanical Engineering faculty will be expected to dedicate some of their effort to the MSME program.
1. **Adequacy of Funding** – The chief executive officer shall sign the following statement:

   *I certify that the institution has adequate funds to cover the costs of the new program. Furthermore, the new program will not reduce the effectiveness or quality of existing programs at the institution.*

   ____________________________________________  _______________________
   Chief Executive Officer                      Date

2. **Board of Regents or Designee Approval** – A member of the Board of Regents or designee shall sign the following statement:

   *On behalf of the Board of Regents, I approve the program.*

   ____________________________________________  _______________________
   Board of Regents (Designee)                   Date of Approval

3. **Board of Regents Certification of Criteria for Commissioner of Assistant Commissioner Approval** – For a program to be approved by the Commissioner or the Assistant Commissioner for Academic Affairs and Research, the Board of Regents or designee must certify that the new program meets the eight criteria under TAC Section 5.50 (b): The criteria stipulate that the program shall:

   (1) be within the institution’s current Table of Programs;
   (2) have a curriculum, faculty, resources, support services, and other components of a degree program that are comparable to those of high quality programs in the same or similar disciplines at other institutions;
   (3) have sufficient clinical or in-service sites, if applicable, to support the program;
   (4) be consistent with the standards of the Commission of Colleges of the Southern Association of Colleges and Schools and, if applicable, with the standards or discipline-specific accrediting agencies and licensing agencies;
   (5) attract students on a long-term basis and produce graduates who would have opportunities for employment; or the program is appropriate for the development of a well-rounded array of basic baccalaureate degree programs at the institution;
   (6) not unnecessarily duplicate existing programs at other institutions;
   (7) not be dependent on future Special Item funding
   (8) have new five-year costs that would not exceed $2 million.

   *On behalf of the Board of Regents, I certify that the new program meets the criteria specified under TAC Section 5.50 (b).*

   ____________________________________________  _______________________
   Board of Regents (Designee)                   Date
New Program Request Form for Bachelor and Master's Degrees

Directions: An institution shall use this form to propose a new bachelor’s or master’s degree program. In completing the form, the institution should refer to the document Standards for Bachelor’s and Master’s Programs, which prescribes specific requirements for new degree programs. Note: This form requires signatures of (1) the Chief Executive Officer, certifying adequacy of funding for the new program; (2) a member of the Board of Regents (or designee), certifying Board approval, and (3) if applicable, a member of the Board of Regents or (designee), certifying that criteria have been met for staff-level approval. Note: An institution which does not have preliminary authority for the proposed program shall submit a separate request for preliminary authority. That request shall address criteria set in Coordinating Board rules Section 5.24 (a).

Information: Contact the Division of Academic Affairs and Research at 512/427-6200 for more information.

Administrative Information

1. **Institution**: The University of Texas at Dallas

2. **Program Name** – Show how the program would appear on the Coordinating Board’s program inventory (e.g., Bachelor of Business Administration degree with a major in Accounting): Master of Science in Mechanical Engineering (MSME)

3. **Proposed CIP Code**: 14.1901.00, Mechanical Engineering

4. **Brief Program Description** – Describe the program and the educational objectives:

   The objective of the Master of Science degree program in Mechanical Engineering will be to produce Mechanical Engineering graduates who will be capable of undertaking challenging projects that will require advanced knowledge of the design of mechanical and thermal systems, especially micro-scale and nano-scale systems. The proposed program fits well in the long-range academic plan for The University of Texas at Dallas. The Erik Jonsson School of Engineering and Computer Science was created in 1986 in response to the high demand of local industry for engineering professionals. In a May 2004 report to the Chancellor and Board of Regents of The University of Texas System, the Washington Advisory Group (WAG) recommended Mechanical Engineering as one of the areas in which U. T. Dallas should create new departments and degree programs.

   Also in 2004, the American Society of Mechanical Engineers (ASME), the leading professional society for mechanical engineering, issued a document titled “A Vision of the Future of Mechanical Engineering Education”. The document makes the following observation:

   “...mechanical engineering is changing from
   • ‘The branch of engineering that encompasses the generation and application of heat and mechanical power and the production, design and use of machines and tools’ (Webster’s II New College Dictionary, 2001) to
   • ‘One that addresses societal concerns through analysis, design, and manufacture of

---

Education in micro-scale and nano-scale mechanical and thermal design fits well with the core UT-Dallas competencies in microelectromechanical systems (MEMS) and nanostructured materials, and with the needs of local industry.

The necessary education and training for immediate competency on the job cannot be imparted in a Bachelor’s-level engineering program, for reasons articulated by the ASME:

“The typical scope of a baccalaureate program (and the increasing emphasis on limiting the baccalaureate degree to four years, particularly in state-supported colleges and universities) cannot accommodate in-depth technical specialization, but can accommodate technical breadth and flexibility and the intellectual skills necessary for life-long learning.”

The primary educational objective of the proposed Master’s program is to train Mechanical Engineers to meet advanced design and development needs of local and state industry in collaboration with engineers and scientists from other disciplines, as described by the ASME:

“Classical mechanical engineering principles will remain essential for the development of new technologies in, e.g., the life sciences and micro-scale applications. Mechanical engineers must have the intellectual agility to contribute not only their specialized expertise in interdisciplinary collaborations for technology development, but to understand and appreciate the contributions of specialists in other fields as well.”

The proposed MSME degree program will provide the necessary education and immediately applicable skills that will enable both recent baccalaureate graduates and experienced mechanical engineers to develop new manufacturing and fabrication technologies.

5. Administrative Unit – Identify where the program would fit within the organizational structure of the university (e.g., The Department of Electrical Engineering within the College of Engineering): A Department of Mechanical Engineering within the Erik Jonsson School of Engineering and Computer Science is proposed in conjunction with the degree program requests in Mechanical Engineering. A copy of the Administrative Change Request is forwarded with the related baccalaureate and master’s degree proposals.

6. Proposed Implementation Date – Report the first semester and year that students would enter the program: It is proposed that the first Master’s students enter the program in Fall 2008. As is discussed in I.C below, most of the initial students will be drawn from the ranks of full-time engineers in local industry. Eight new organized, required or prescribed elective courses are required for full implementation of the proposed program. It is expected that a combination of new faculty hires, part-time lecturers (with doctoral degrees in mechanical engineering) and senior lecturers (also with doctoral degrees in mechanical engineering) totaling an estimated 8 FTE will be able to staff the proposed courses.
7. **Contact Person** – Provide contact information for the person who can answer specific questions about the program:

| Name: | 
| Title: | 
| E-mail: | 
| Phone: |
Program Information

I. Need

Note: Complete I.A and I.B only if preliminary authority for the program was granted more than four years ago. This includes programs for which the institution was granted broad preliminary authority for the discipline.

A. Job Market Need – Provide short- and long-term evidence of the need for graduates in the job market.

Broad preliminary authority for Engineering at the baccalaureate and master's levels was granted by the Coordinating Board at its April 20, 2006 meeting.

B. Student Demand – Provide short- and long-term evidence of demand for the program.

Broad preliminary authority for Engineering at the baccalaureate and master's levels was granted by the Coordinating Board at its April 20, 2006 meeting.

C. Enrollment Projections – Use this table to show the estimated cumulative headcount and full-time student equivalent (FTSE) enrollment for the first five years of the program. (Include majors only and consider attrition and graduation.)

The following enrollment estimates are based on:

a) Strong indications of interest from representatives of local industry, including the members of the Erik Jonsson School’s Industrial Advisory Board such as Raytheon, Lennox, and Texas Instruments.

b) Projections of student interest among graduates of the proposed BSME program.

c) Interest expressed by mechanical engineers working in industry. In the current MSEE and MSCS programs, professional Master’s students who work full-time in industry provide much of the enrollment. This trend is expected to continue for the proposed MSME program. Accordingly, the FTE estimates for the early years of the program include both a substantial number of half-time students and a number of full-time students equal to the number of graduate assistants proposed for the BSME program.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headcount</td>
<td>19</td>
<td>28</td>
<td>37</td>
<td>51</td>
<td>70</td>
</tr>
<tr>
<td>FTSE</td>
<td>11</td>
<td>18</td>
<td>24</td>
<td>33</td>
<td>45</td>
</tr>
</tbody>
</table>

AAR/1061.doc/No PDF
II. Quality

A. **Degree Requirements** – Use this table to show the degree requirements of the program. *(Modify the table as needed; if necessary, replicate the table for more than one option.)*

<table>
<thead>
<tr>
<th>Category</th>
<th>Semester Credit Hours</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Core Curriculum (bachelor's degree only)</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Required Courses</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Prescribed Electives</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Free Electives</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Other (Specify, e.g., internships, clinical work)</td>
<td>(if not included above)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>33</strong></td>
<td></td>
</tr>
</tbody>
</table>

B. **Curriculum** – Use these tables to identify the required courses and prescribed electives of the program. Note with an asterisk (*) courses that would be added if the program is approved. *(Add and delete rows as needed. If applicable, replicate the tables for different tracks/options.)*

<table>
<thead>
<tr>
<th>Prefix and Number</th>
<th>Required Core Courses (15 SCH)</th>
<th>SCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>MECH 6305</td>
<td>*CAD Technology</td>
<td>3</td>
</tr>
<tr>
<td>MECH 6340</td>
<td>*Intermediate Mechanical Vibrations</td>
<td>3</td>
</tr>
<tr>
<td>MECH 6301/MSEN 6310</td>
<td>Mechanical Properties of Materials</td>
<td>3</td>
</tr>
<tr>
<td>MECH 6310</td>
<td>*Intermediate Fluid Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>MECH/EE 6331</td>
<td>Systems and Control Theory</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Required Core Courses</strong></td>
<td><strong>15</strong></td>
<td></td>
</tr>
</tbody>
</table>

The proposed MSME program has both thesis and non-thesis options. All full-time, supported students are required to complete a Master’s thesis. Other students may elect the thesis option, but are not required to do so. The thesis option requires six SCH of research, a written thesis submitted to the graduate school, and a formal public defense of the thesis. A supervising committee, which must be chosen in consultation with the student’s supervising professor, administers the final public defense. Research or thesis hours cannot be counted toward completion of a MSME degree plan unless a thesis has been written and successfully defended.
The proposed MSME program will offer two tracks initially: A Microelectromechanical Systems (MEMS) track and a Mechanical Systems Engineering Track. In each track, students must complete 15 SCH of core courses listed above, plus 12 SCH of prescribed electives from one of the two tracks, plus 6 SCH of free electives. Students who complete either track successfully will earn the MSME degree. The proposed tracks may be modified, and additional tracks may be offered, as faculty and student interest warrant.

Track 1: Microelectromechanical Systems

<table>
<thead>
<tr>
<th>Prefix and Number</th>
<th>Prescribed Elective Courses for the Microelectromechanical Systems (MEMS) Track (12 SCH)</th>
<th>SCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>MECH/EE 6382</td>
<td>Introduction to MEMS</td>
<td></td>
</tr>
<tr>
<td>MECH 6302</td>
<td>*Dynamics of Complex Structures</td>
<td></td>
</tr>
<tr>
<td>MECH 6315</td>
<td>*Advanced Fluid Mechanics</td>
<td></td>
</tr>
<tr>
<td>MECH 6320</td>
<td>*Conductive Heat Transfer</td>
<td></td>
</tr>
<tr>
<td>MECH 6321</td>
<td>*Convective Heat Transfer</td>
<td></td>
</tr>
<tr>
<td>MECH/EE/MSENG 6322</td>
<td>Semiconductor Processing Technology</td>
<td></td>
</tr>
<tr>
<td>MECH/EE 6381</td>
<td>Numerical Methods in Engineering</td>
<td></td>
</tr>
<tr>
<td>MECH 6385</td>
<td>*Computational Modeling of Mechanical Systems Prerequisite: MECH/EE 6381</td>
<td></td>
</tr>
<tr>
<td>MSEN 5300</td>
<td>Introduction to Materials Science</td>
<td></td>
</tr>
<tr>
<td>MECH/MSENG 5310</td>
<td>Thermodynamics of Materials</td>
<td></td>
</tr>
<tr>
<td>MSEN 5340</td>
<td>†Advanced Polymer Science and Engineering</td>
<td></td>
</tr>
<tr>
<td>MSEN 5353</td>
<td>Integrated Circuit Packaging</td>
<td></td>
</tr>
<tr>
<td>MSEN 6310</td>
<td>Phase Transformations</td>
<td></td>
</tr>
<tr>
<td>MSEN 6381</td>
<td>Deformation Mechanisms in Solid Materials</td>
<td></td>
</tr>
<tr>
<td>PHYS 6377</td>
<td>Computational Physics of Nanomaterials</td>
<td></td>
</tr>
<tr>
<td>MECH 7V80</td>
<td>*Special Topics in Mechanical Engineering</td>
<td></td>
</tr>
<tr>
<td>MECH 8V70</td>
<td>*Research in Mechanical Engineering</td>
<td></td>
</tr>
<tr>
<td>MECH 8V98</td>
<td>*Thesis</td>
<td></td>
</tr>
<tr>
<td>Total Prescribed Elective Courses</td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

† Some courses with prefixes other than MECH may be taught by faculty not affiliated with the proposed Department of Mechanical Engineering.
Track 2: Mechanical Systems Engineering

<table>
<thead>
<tr>
<th>Prefix and Number</th>
<th>Prescribed Elective Courses for the Mechanical Systems Engineering Track (12 SCH)</th>
<th>SCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>MECH 6302</td>
<td>*Dynamics of Complex Structures</td>
<td></td>
</tr>
<tr>
<td>MECH 6315</td>
<td>*Advanced Fluid Mechanics</td>
<td></td>
</tr>
<tr>
<td>MECH 6320</td>
<td>*Conductive Heat Transfer</td>
<td></td>
</tr>
<tr>
<td>MECH 6321</td>
<td>*Convective Heat Transfer</td>
<td></td>
</tr>
<tr>
<td>MECH/EE 6332</td>
<td>Advanced Control Prerequisite: MECH/EE 6331</td>
<td></td>
</tr>
<tr>
<td>MECH/EE 6336</td>
<td>Nonlinear Control Systems Prerequisite: MECH/EE 6331</td>
<td></td>
</tr>
<tr>
<td>MECH/EE 6381</td>
<td>Numerical Methods in Engineering</td>
<td></td>
</tr>
<tr>
<td>MECH 6385</td>
<td>*Computational Modeling of Mechanical Systems Prerequisite: MECH/EE 6381</td>
<td></td>
</tr>
<tr>
<td>MSEN 6310</td>
<td>Phase Transformations</td>
<td></td>
</tr>
<tr>
<td>MSEN 6361</td>
<td>Deformation Mechanisms in Solid Materials</td>
<td></td>
</tr>
<tr>
<td>PHYS 6377</td>
<td>Computational Physics of Nanomaterials</td>
<td></td>
</tr>
<tr>
<td>MECH 7V80</td>
<td>*Special Topics in Mechanical Engineering</td>
<td></td>
</tr>
<tr>
<td>MECH 8V70</td>
<td>*Research in Mechanical Engineering</td>
<td></td>
</tr>
<tr>
<td>MECH 8V98</td>
<td>*Thesis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Prescribed Elective Courses</td>
<td>12</td>
</tr>
</tbody>
</table>

Free Electives

<table>
<thead>
<tr>
<th>Prefix and Number</th>
<th>Free Elective Courses</th>
<th>SCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>(various)</td>
<td>Free Electives (subject to advisor's approval)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Total Free Elective Courses</td>
<td>6</td>
</tr>
</tbody>
</table>

Total semester credit hours: 15+12+6=33
C. Faculty – Use these tables to provide information about Core and Support faculty. Add an asterisk (*) before the name of the individual who will have direct administrative responsibilities for the program. (*Add and delete rows as needed.*)

<table>
<thead>
<tr>
<th>Name of Core Faculty and Faculty Rank</th>
<th>Highest Degree and Awarding Institution</th>
<th>Courses Assigned in Program[^2]</th>
<th>% Time Assigned To Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blanchard, Andrew[^3] Professor</td>
<td>Ph.D. in Electrical Engineering</td>
<td>MSEN 6301</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>Texas A&amp;M University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cantrell, Cyrus Professor</td>
<td>Ph.D. in Physics</td>
<td>MECH/EE 6381</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>Princeton University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kim, Moon</td>
<td>Ph.D. in Materials Sciences</td>
<td>MSEN 5310</td>
<td>25%</td>
</tr>
<tr>
<td>Professor</td>
<td>Arizona State University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lee, Jeong-Bong Associate Professor</td>
<td>Ph.D. in Electrical Engineering/MEMS</td>
<td>MECH/EE 6382</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>Georgia Institute of Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Faculty in Year <em>2</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH 6310</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>MSEN 6361</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Faculty in Year <em>2</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH 6301</td>
<td>50%</td>
</tr>
<tr>
<td>New Faculty in Year <em>2</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH 6302</td>
<td>50%</td>
</tr>
<tr>
<td>New Faculty in Year <em>3</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH 6305</td>
<td>50%</td>
</tr>
<tr>
<td>New Faculty in Year <em>3</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH 6310</td>
<td>50%</td>
</tr>
<tr>
<td>New Faculty in Year <em>3</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH 6315</td>
<td>50%</td>
</tr>
<tr>
<td>New Faculty in Year <em>3</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH 6320</td>
<td>50%</td>
</tr>
<tr>
<td>New Faculty in Year <em>3</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH 6321</td>
<td>50%</td>
</tr>
<tr>
<td>New Faculty in Year <em>4</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH 6340</td>
<td>50%</td>
</tr>
<tr>
<td>New Faculty in Year <em>4</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH 6385</td>
<td>50%</td>
</tr>
<tr>
<td>New Faculty in Year <em>4</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH 6332</td>
<td>50%</td>
</tr>
<tr>
<td>New Faculty in Year <em>4</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>PHYS 6377</td>
<td>50%</td>
</tr>
<tr>
<td>New Faculty in Year <em>5</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH/EE 6382</td>
<td>50%</td>
</tr>
<tr>
<td>New Faculty in Year <em>5</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH 6305</td>
<td>50%</td>
</tr>
<tr>
<td>New Faculty in Year <em>5</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH/MSEN 5310</td>
<td>50%</td>
</tr>
<tr>
<td>New Faculty in Year <em>5</em></td>
<td>Ph.D. in Mechanical Engineering</td>
<td>MECH 6310</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>MECH 6315</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[^2] A faculty member may teach not all courses listed in the same academic year.
[^3] Founding Department Chair, Years 1–3
<table>
<thead>
<tr>
<th>Name of Support Faculty and Faculty Rank</th>
<th>Highest Degree and Awarding Institution</th>
<th>Courses Assigned in Program&lt;sup&gt;4&lt;/sup&gt;</th>
<th>% Time Assigned To Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cho, Kyeongjae Associate Professor</td>
<td>Ph.D. in Physics MIT</td>
<td>PHYS 6377</td>
<td>25%</td>
</tr>
<tr>
<td>Gnade, Bruce Professor</td>
<td>Ph.D. in Nuclear Chemistry Georgia Institute of Technology</td>
<td>MSEN 5353</td>
<td>25%</td>
</tr>
<tr>
<td>Hunt, Louis R. Professor</td>
<td>Ph.D. in Mathematics Rice University</td>
<td>MECH/EE 6331 MECH/EE 6332 MECH/EE 6336</td>
<td>25%</td>
</tr>
<tr>
<td>Hu, Walter Assistant Professor</td>
<td>Ph.D. in Electrical Engineering University of Notre Dame</td>
<td>EE 6322</td>
<td>25%</td>
</tr>
<tr>
<td>Kim, Jiyoung Associate Professor</td>
<td>Ph.D. in Materials Science and Engineering, University of Texas at Austin</td>
<td>MSEN 5300 MSEN 6310</td>
<td>25%</td>
</tr>
<tr>
<td>Wallace, Robert M. Professor</td>
<td>Ph. D. in Physics University of Pittsburgh</td>
<td>MSEN 6361</td>
<td>25%</td>
</tr>
</tbody>
</table>

<sup>4</sup> A faculty member may teach not all courses listed in the same academic year.
D. Library – Provide the library director’s assessment of library resources necessary for the program. Describe plans to build the library holdings to support the program.

1. List any library holdings added in the past three years in anticipation of the program

At present, the University of Texas at Dallas subscribes to 67 (81%) of the 83 academic/scholarly journals in mechanical engineering. The journal collection is respectable because of the University of Texas System Digital Library, which enables component schools to purchase journals consortially. This arrangement provides UT Dallas access to periodicals owned by the System’s components.

2. Describe library holdings specifically relevant to the proposed program, noting strengths and weaknesses. If there are guidelines for the discipline, do current holdings meet or exceed standards? Describe planned actions that would maintain strengths and/or remedy weaknesses.

JOURNALS. The Library used a number of resources to analyze the collection in Mechanical Engineering including Ulrich’s Web and the Journal Citation Reports from ISI. Each title was analyzed with respect to need, availability in the Dallas-Ft. Worth region, and the degree plan.

To support the proposed BSME and MSME programs, the Library will need to subscribe to 20 journal titles not currently in the collection (including the publications of the American Society of Mechanical Engineering), at an annual cost of $20,200.

ARTICLE DATABASES. The librarians researched access to periodical literature in the field of Mechanical Engineering. The Library retains subscriptions to the Web of Science (Science Citation Index), INSPEC, SCOPUS, ProceedingsFirst, and PhysicsNetBase, a collection of electronic books in physics. U. T. Dallas Libraries have superior database coverage for reviewing the scholarly literature in Mechanical Engineering and no additional purchases are suggested.

BOOKS. An analysis using OCLC’s WorldCat Collection Analysis software shows that in the general category of Mechanical Engineering and Machinery, the Library collection includes 1,840 books.

The librarians reviewed the book collections in the field of Mechanical Engineering for two institutions with undergraduate and graduate programs (University of Texas at Arlington and Texas A&M University). U. T. Arlington purchases an average of 67 titles per year, and Texas A&M purchases an average of 153 titles. The U. T. Dallas Library expects to purchase 100 titles per year in Mechanical Engineering at an average cost of $125 per volume.
3. Describe cooperative library arrangements that would be available to students in this program.

The Libraries of the University of Texas at Dallas are active participants in Interlibrary Loan Services as administered by Amigos-OCLC. As a participant, the Library can borrow materials from other libraries willing to loan their items. In general, the Library can borrow most items for a user for a period of 3 weeks. In addition, the Library provides articles from journals not owned. The article is delivered electronically to an email address.

Secondly, the Library subscribes to thousands of electronic resources through cooperative agreements including the UT System, TexShare (Texas State Library and Archives), Amigos (the OCLC component for Texas libraries), and the local Phoenix library consortium.

4. Provide the Library Director’s assessment of library resources necessary for the proposed program.

A significant number of scholarly journals in Mechanical Engineering are already accessible in the McDermott Library. However, the monograph collection will need significant enlargement. The following cost estimate applies to the proposed BSME and MSME programs together:

- 20 additional journals ($20,200 per year) $101,600
- 80 retrospective books (2002-2007) $10,000
- 100 additional books per year ($12,500) $62,500

Total $173,100

E. Facilities and Equipment – Describe the availability and adequacy of facilities and equipment to support the program. Describe plans for facility and equipment improvements/additions.

Existing classroom, teaching laboratory, and research laboratory space will accommodate the faculty growth and student enrollments projected for the first two years of the program. In years 1 and 2, the need for additional space will be assessed on the basis of actual enrollments and new, possibly revised, projections.

The proposed program will require significant research startup packages for new faculty. $7M has been budgeted for these purposes.

In 2007, The University of Texas at Dallas opened the 192,000-square-foot, $85M Natural Sciences and Engineering Research Laboratory (NSERL). The NSERL was designed for interdisciplinary research. Currently research groups from electrical engineering, materials science and engineering, chemistry, biology and physics have space in the building. Approximately one-third of the space is being held in reserve for future faculty.
The NSERL has leading-edge capabilities for materials characterization and synthesis and MEMS fabrication. These capabilities provide faculty and graduate students with tools uniquely suited to engage in research areas of modern mechanical engineering, especially in the area of materials and MEMS.

F. Accreditation – If the discipline has a national accrediting body, describe plans to obtain accreditation or provide a rationale for not pursuing accreditation.

Accreditation in engineering disciplines is not performed at the Master’s level if an undergraduate program exists in the same area of engineering at the same institution. The accompanying BSME proposal provides for accreditation review of the baccalaureate program in mechanical engineering on the regular accreditation cycle for other engineering disciplines at U. T. Dallas.
III. Costs and Funding

Five-Year Costs and Funding Sources - Use this table to show five-year costs and sources of funding for the program.

<table>
<thead>
<tr>
<th>Five-Year Costs</th>
<th>Five-Year Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel²</td>
<td>$1.33M</td>
</tr>
<tr>
<td>Facilities and Equipment</td>
<td>$7M</td>
</tr>
<tr>
<td>Library, Supplies, and Materials</td>
<td>$0.1M</td>
</tr>
<tr>
<td>Other²</td>
<td>$0.15M</td>
</tr>
<tr>
<td>Total Costs</td>
<td>$8.94M</td>
</tr>
</tbody>
</table>

1. 13 new T/T faculty members, plus a new department chair in years 4 and 5, will be added to support the BSME and MSME programs, at an average annual cost of $125,000 each ($140,000 for the department chair in years 4 and 5). A total of 20 FTE-years of senior lecturer/part-time lecturer personnel will be added at an average annual cost of $65,000, beginning with 5 FTEs in year 1 and declining to 2 FTEs in year 5. Four graduate assistants will be added each year, at a cost of $25,000 each, reaching a total of 20 in year 5. Startup costs for the new T/T faculty are included in this proposal; other laboratory and equipment costs are included in the accompanying BSME proposal.

2. Current staffing for Mechanical Engineering for graduate studies is adequate. However, as the undergraduate program grows, a new position will be created for handling UG affairs, as requested in the accompanying BSME proposal. The requested funds provide for travel and additional staff costs associated with graduate admissions in years 3 through 5.

3. Indicate formula funding for students new to the institution because of the program; formula funding should be included only for years three through five of the program and should reflect enrollment projections for years three through five.

4. Sources of other funding include PUF allocations, designated tuition and fees, the Jonsson School Enrichment Fund and a combination of interest income and general, non-state institutional funds on hand.

The following table provides a detailed summary of revenues from formula funding and designated tuition and fees, as well as expenditures for academic personnel:

<table>
<thead>
<tr>
<th>Year</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>AY</td>
<td>2008-09</td>
<td>2009-10</td>
<td>2010-11</td>
<td>2011-12</td>
<td>2012-13</td>
</tr>
<tr>
<td>Headcount</td>
<td>19</td>
<td>28</td>
<td>37</td>
<td>51</td>
<td>70</td>
</tr>
<tr>
<td>FTE</td>
<td>11</td>
<td>18</td>
<td>24</td>
<td>33</td>
<td>45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revenues</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Formula</td>
<td>$0</td>
<td>$0</td>
<td>$141,315</td>
<td>$141,315</td>
<td>$259,078</td>
</tr>
<tr>
<td>Tuition</td>
<td>$66,000</td>
<td>$108,000</td>
<td>$144,000</td>
<td>$198,000</td>
<td>$270,000</td>
</tr>
<tr>
<td>Yearly total</td>
<td>$66,000</td>
<td>$108,000</td>
<td>$285,315</td>
<td>$339,315</td>
<td>$529,078</td>
</tr>
<tr>
<td>Total revenues</td>
<td>$1,327,708</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>T/T faculty FTE</td>
<td>0.5</td>
<td>0.5</td>
<td>1.5⁵</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>SL/PTL FTE</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>1.5</td>
<td>1.5</td>
</tr>
<tr>
<td>Yearly total</td>
<td>$192,500</td>
<td>$192,500</td>
<td>$252,500</td>
<td>$347,500</td>
<td>$347,500</td>
</tr>
<tr>
<td>Total personnel</td>
<td>$1,332,500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

⁵ One new T/T faculty FTE is allocated to the MSME program in years 3 through 5. All T/T Mechanical Engineering faculty will be expected to dedicate some of their effort to the MSME program.

Deleted: Faculty salary costs have been apportioned between the two proposals based on expected generation of semester credit hours.
Signature Page

1. **Adequacy of Funding** – The chief executive officer shall sign the following statement:

   I certify that the institution has adequate funds to cover the costs of the new program. Furthermore, the new program will not reduce the effectiveness or quality of existing programs at the institution.

   ____________________________________________
   ____________________
   Chief Executive Officer        Date

2. **Board of Regents or Designee Approval** – A member of the Board of Regents or designee shall sign the following statement:

   On behalf of the Board of Regents, I approve the program.

   ____________________________________________
   ____________________
   Board of Regents (Designee)                   Date of Approval

3. **Board of Regents Certification of Criteria for Commissioner of Assistant Commissioner Approval** – For a program to be approved by the Commissioner or the Assistant Commissioner for Academic Affairs and Research, the Board of Regents or designee must certify that the new program meets the eight criteria under TAC Section 5.50 (b): The criteria stipulate that the program shall:

   (1) be within the institution’s current Table of Programs;
   (2) have a curriculum, faculty, resources, support services, and other components of a degree program that are comparable to those of high quality programs in the same or similar disciplines at other institutions;
   (3) have sufficient clinical or in-service sites, if applicable, to support the program;
   (4) be consistent with the standards of the Commission of Colleges of the Southern Association of Colleges and Schools and, if applicable, with the standards or discipline-specific accrediting agencies and licensing agencies;
   (5) attract students on a long-term basis and produce graduates who would have opportunities for employment; or the program is appropriate for the development of a well-rounded array of basic baccalaureate degree programs at the institution;
   (6) not unnecessarily duplicate existing programs at other institutions;
   (7) not be dependent on future Special Item funding
   (8) have new five-year costs that would not exceed $2 million.

   On behalf of the Board of Regents, I certify that the new program meets the criteria specified under TAC Section 5.50 (b).

   ____________________________________________
   ____________________
   Board of Regents (Designee) Date
The Erik Jonsson School of Engineering and Computer Science seeks preliminary authority to submit a proposal for a Ph.D. degree program in Mechanical Engineering (CIP Code 14.1901.00). This degree is required to meet the needs of the community served by The University of Texas at Dallas. It will support a research program for the faculty to be hired for the initial baccalaureate and Master’s degree programs proposed in an accompanying document. A new Department of Mechanical Engineering is also proposed. These proposals are fully aligned with the recommendations made by the Washington Advisory Group in 2004: “The School of Engineering should expand the number of departments over the next 10 years. Because of the requirements of the surrounding industry, and the UTD designated foci, the following areas should be considered: Industrial Engineering and Manufacturing Systems, Mechanical and Materials Engineering, Chemical and Bioengineering. This expansion of the engineering mission would give the College a modern and comprehensive look and a more realistic base from which to achieve its stated goals.” The rationale for this expansion follows.

(a) Criteria. In reviewing an institution's request for additions to its Table of Programs for preliminary authority, the Board shall consider:

(1) The demonstrated need for a future program in terms of present and future vocational needs of the state and the nation:

Data from the Bureau of Labor Statistics of the U. S. Department of Labor, presented in Chart 1, shows that 16% of all employed engineers are mechanical engineers. If the BSME and MSME degree program proposals are approved, and if this request for preliminary authority for a doctoral program in Mechanical Engineering is approved, U. T. Dallas can participate in addressing the educational needs of 43% of the engineering workforce.

U. S. Engineering Employment, 2004

Source: U. S. Bureau of Labor Statistics
Areas that will be addressed by the doctoral programs of the Erik Jonsson School if preliminary authority for the Ph.D. in Mechanical Engineering is granted are outlined in black.
The fraction of engineers who practice Mechanical Engineering in the Metroplex is larger than in the U.S. as a whole because of the presence of some of the Nation’s largest defense manufacturing and systems integration companies. A significant fraction of these companies are in close proximity to The University of Texas at Dallas. Most engineering jobs in these companies require U.S. citizenship or permanent residence. In several of these companies, more than 50% of the engineering workforce is over 50 years of age. Success in supplying new engineering graduates to replace those who will retire between 2007 and 2020 will profoundly affect the continued vitality of some of the largest employers of engineers in the State of Texas.

The leadership for sustaining and refreshing engineering jobs comes in part from Ph.D. level personnel. The interplay between a high-technology cluster and a local, research-oriented university is an essential element of long-term economic health. Because of the dominance of Mechanical Engineering in defense-related industries in the Metroplex, it is strategically imperative to increase the production of Ph.D. graduates in areas of Mechanical Engineering that will help maintain and improve the competitive position of local defense-related companies.

Both engineering Ph.D. production and, commensurately, Federal research funding levels, must be raised in the Dallas/Fort Worth region. Statistics from the American Society for Engineering Education, as well as Federal economic data, describe an important need for engineering Ph.D. production in the DFW area. The state of Texas accounts for 7.6% of the U.S. population and contributes 7.6% to the U.S. GDP. However, despite excellence in the defense and medical sectors of the economy, Texas garners only 6.2% of Federal engineering research funding. The shortfall in the DFW area is even worse. The DFW area has 2% of the U.S. population and contributes 2.4% of the U.S. GDP. However, the DFW area produces only 1% of engineering Ph.D.s and only 0.4% of Federal engineering research funding. The region could see a factor of 2 increase in the production of Ph.D.s and a factor of 5 increase in Federal engineering research funding. U.T. Dallas is in an excellent position to contribute to a significant reduction in this shortfall.

(2) Whether the proposed addition would complement and strengthen existing programs at the institution:

The Ph.D. level authority requested here will significantly enrich the educational opportunities for Jonsson School students at all levels in part by providing a broader, multidisciplinary experience. The envisioned emphasis on a modern micro-mechanical and nano-materials foundation in the proposed Mechanical Engineering Ph.D. program will complement and build on strength in these areas in the existing graduate programs in electrical engineering, chemistry and physics. New Mechanical Engineering faculty with expertise in heat transfer will significantly strengthen the existing academic and research programs in Electrical and Computer Engineering, because thermal issues are key system-
level problems in modern microelectronics and digital systems. The addition of Mechanical Engineering faculty with expertise in computational modeling will create synergy with the Computer Science Department, in accordance with the recommendations made by a distinguished review panel in a 2007 study of the graduate programs in Computer Science and Software Engineering at U. T. Dallas. Finally, Mechanical Engineering faculty with expertise in novel materials and MEMS will substantially strengthen the doctoral and Master’s programs in biomedical engineering, for which U. T. Dallas has received preliminary authority.

(3) Whether a future program would unnecessarily duplicate other programs within the region, state, or nation:

The Ph.D. program in Mechanical Engineering envisioned in this request will add to and complement existing programs in the region and the state. The U. T. Dallas emphasis and research thrusts in Mechanical Engineering will include MEMS and nanostructured materials and will ideally complement the program at U. T. Arlington. This will allow teams of researchers from both campuses to collaborate on proposals for Federal engineering research. Thus, duplication will be avoided and DFW students will have a broader base of expertise and opportunities from which to draw.

(4) Whether a critical mass of students and faculty is likely to be available to allow the program to be offered at a high level of quality and to become self-sufficient on the basis of state funding:

Ph.D. enrollment and graduation in the Erik Jonsson School has increased dramatically over the past 10 years. In 2006, the Erik Jonsson School of Engineering and Computer Science conferred 55 Ph.D.s, an all-time maximum for the School. This is due to improved quality, size and research activity of the academic program, as well as whole-hearted support from the region’s high-technology companies. All of these Ph.D. graduates are in demand from industry, and several of them are becoming junior faculty at other universities across the nation. In addition, the Erik Jonsson School is successfully recruiting exceptional faculty researchers and graduate students of the highest quality, and this activity will increase in scale and scope.
(b) Additional information required for requests for doctoral programs:

(1) A demonstrated regional, state, or national unmet need for doctoral graduates in the field, or an unmet need for a doctoral program with a unique approach to the field:

Because of its high technology economic sector, there is a dramatic shortfall of doctoral engineering graduates in the Dallas/Fort Worth area, and, to a lesser degree, across Texas. As indicated above, the Dallas/Fort Worth region should see a factor of 2 increase in the production of Ph.D.s and a factor of 5 increase in Federal engineering research funding. Correcting this shortfall is an important reason for this request. The combination of globally recognized university researchers, doctoral education, federal funding and industry in close proximity is a productive economic engine.

The proposed doctoral program in Mechanical Engineering is unique in Texas in terms of its focus on microelectromechanical systems (MEMS), nanostructured materials, and mechanical engineering systems. This focus will support future defense technologies. For example, future tactical aircraft may make use of nanostructured materials such as carbon nanotubes, and will employ MEMS in sensor and other applications.

(2) Evidence that existing doctoral programs in the state cannot accommodate additional students (or accessibility to these programs is restricted), or that expanding existing programs is not feasible or would not best serve the state;

As discussed above, there will be substantial needs for mechanical engineers at all levels to replace engineers who will retire from Metroplex defense industries between 2007 and 2020. Also as discussed above, most full-time engineering employees of defense companies must be U.S. citizens or permanent residents. The Erik Jonsson School has hired an assistant dean for recruiting, who is building a concerted effort to attract top domestic students to enter doctoral programs at U.T. Dallas. In support of this effort, the Jonsson School has developed a suite of highly competitive graduate fellowships. This effort will be enlarged and refined as we gain experience.

The following table, prepared from data published by the American Society for Engineering Education (ASEE), shows that both the Metroplex and the entire State of Texas are underserved in terms of Ph.D. graduates in Mechanical Engineering. The number of U.S. citizen Mechanical Engineering Ph.D. graduates produced in the Metroplex is very far below the number needed to replace expected retirements in local defense industries between 2007 and 2020.
Institution | 2005–2006 PhDs in Mechanical Engineering | U. S. Citizens
--- | --- | ---
Rice University | 3 | 1
Southern Methodist University | 5 | 0
Texas A&M University | 27 | 3
Texas Tech University | 3 | 0
The University of Texas at Arlington | 4 | 1
The University of Texas at Austin | 12 | 3

(3) If appropriate to its mission, the institution has self-sustaining baccalaureate- and master's-level programs in the field and/or programs in related and supporting areas;

The Erik Jonsson School of Engineering and Computer Science has successfully and rapidly grown over the past 20 years by carefully focusing on selected areas that coordinate well with the needs of the local community and the State of Texas. Current B. S. and M. S. enrollment in the School is 2,429.

Enrollment projected in the Erik Jonsson School baccalaureate and Master’s programs in Mechanical Engineering, proposed in accordance with the broad preliminary authority for engineering at the baccalaureate and Master’s levels granted on April 20, 2006, is expected to grow to over 600 by 2012.

(4) The program has the potential to obtain state or national prominence and the institution has the demonstrable capacity, or is uniquely suited, to offer the program and achieve that targeted prominence;

National prominence in the envisioned Mechanical Engineering doctoral program will be driven by the following important factors:

- Existing faculty excellence in microelectromechanical systems (MEMS) and Materials Science and Engineering;
- The Erik Jonsson School Enrichment Program (Project Emmitt), which will provide the resources to recruit additional eminent faculty in Mechanical Engineering;
- The proposed baccalaureate and Master's programs in Mechanical Engineering;
- Synergy with existing, highly ranked engineering programs at U. T. Dallas, as discussed in (5); and

---

Close proximity to a vibrant industrial base that needs our Ph.D. graduates and can provide the expertise to translate research gains into product development.

(5) Demonstrated current excellence of the institution’s existing undergraduate and graduate degree programs and how this excellence shall be maintained with the development and addition of a high quality doctoral program; measures of excellence include the number of graduates and graduation rates that match or exceed those at peer institutions;

The Erik Jonsson School of Engineering and Computer Science has seen continued growth in size and prominence over the past two decades by emphasizing high-quality, relevant research focused in carefully chosen areas, excellence in teaching, and developing close partnerships with some of the world’s best companies.

In a 2004 report to the U. T. System Board of Regents, the Washington Advisory Group assessed the Jonsson School’s academic programs as follows:

“The concentrated strength of the College of Engineering in two disciplines makes the academic performance in each one of these departments competitive with top ten engineering schools. Specifically, UTD is fifth in the country in BS degrees awarded in ECE/CSE and third in the number of MSEE degrees awarded. Among Texas' graduate engineering schools, UTD is third in the number of total awarded Ph.D. degrees after TAMU and UT Austin. The School is fifth in the state in research expenditures per faculty member (after TAMU, UT Austin, Rice, and U of Houston) and last in terms of the mix of engineering disciplines, with only two areas of specialization. …”

“UTD currently has a high quality faculty cohort in the School of Engineering and it has been able to attract active research groups in materials, nanotechnology, and electronic communications. Their research is narrowly focused on electronic-related applications and on some specialized but significant biomedical-related projects performed in collaboration with the UTSWMC. The School’s research base is respectable and its faculty members are involved in high quality research and are publishing in top scientific journals. But the School must broaden its scope to achieve its objectives and serve the region's economic development needs. Because of the requirements of surrounding industries' and UTD’s designated research foci, the following examples should be considered: Industrial Engineering and Manufacturing Systems, Mechanical and Materials Engineering, Chemical and Bioengineering. This expansion of the engineering mission would give the School a modern and comprehensive look and a more realistic base from which to achieve its stated goals.”

In the 2008 edition of the online edition of “America’s Best Graduate Schools”, USNews.com ranked the Erik Jonsson School, and its degree programs in
Electrical Engineering and Computer Engineering, fourth in Texas, behind U. T. Austin, Texas A&M University, and Rice. The following table demonstrates that the Jonsson School and its EE and CE degree programs are ranked among the top 50 graduate engineering programs in public universities in the U. S.:²

<table>
<thead>
<tr>
<th>Entity</th>
<th>Public ranking</th>
<th>Private and public ranking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erik Jonsson School</td>
<td>47</td>
<td>77</td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td>44</td>
<td>73</td>
</tr>
<tr>
<td>Computer Engineering</td>
<td>39</td>
<td>63</td>
</tr>
</tbody>
</table>

The average annual production of Ph.D. graduates by Jonsson School faculty members is approximately 0.5, which is consistent with the national average for top-tier engineering schools.

The number of Ph.D. graduates supervised by faculty in the Erik Jonsson School has grown dramatically in the past decade. Chart 2 shows that the Jonsson School has achieved top-tier performance by producing approximately 50 Ph.D. graduates each year, roughly equally divided between Computer Science and Electrical Engineering supervising professors. The rapid growth in Ph.D. production since 1996 is the result of increasing the number of tenured/tenure-track faculty from 31 in 1996 to 78 in 2003 and 94 in 2007, as well as high research activity on the part of all faculty.

Since the residence time of a doctoral student is normally four to five years, we expect that the Ph.D. production of the proposed Mechanical Engineering doctoral program by the first faculty hired will gradually increase to approximately .5 to 1 per faculty, per year during the first five to ten years of the program.

Importantly, all of the undergraduate degree programs in the Jonsson School that existed in 2005 were reviewed successfully for ABET accreditation. The baccalaureate program in Computer Engineering, which was approved in 2006, will be reviewed in 2011, at the same time at which the engineering programs that are already accredited will be reviewed for re-accreditation. There is continued enrollment growth in the School, and graduates are in demand by companies in every high technology area in the U.S., and globally. The presence of a new Ph.D. degree program in Mechanical Engineering will further strengthen the existing Ph.D. programs. Through research opportunities, all engineering Ph.D. programs provide a richer experience for the undergraduate students in the Erik Jonsson School.

The results of the 2007 Association for Computing Machinery (ACM) International Programming Contest illustrate the excellence of the U. T. Dallas programs in Computer Science and Software Engineering. In the final round of the contest, which was held in Tokyo, the U. T. Dallas team of three students tied

for 14\textsuperscript{th} in the world. The only U. S. universities whose teams placed higher than the U. T. Dallas team were MIT and Cal Tech.\textsuperscript{3}

Chart 2. Recent PhD production by Jonsson School faculty.

\textsuperscript{3} \url{http://icpc.baylor.edu/icpc/Finals/Results-2007/standings-2007.htm}
(6) Satisfactory placement rates for graduates of the institution’s current doctoral programs, with comparison to peer group placement rates when available;

Graduates of the Ph.D. programs in the Erik Jonsson School of Engineering and Computer Science are highly sought after by local, and national companies. Placement rates of nearly 100% for domestic students are typical for the School’s Ph.D.s. Importantly, an increasing number of doctoral graduates are earning faculty positions at other universities, where they successfully compete for federal funding.

(7) How the program will address Closing The Gaps by 2015; and

The Mechanical Engineering doctoral program envisioned in this request for preliminary authority will address “Closing the Gaps by 2015” in a number of ways, including:

By supporting the goal to “Increase the number of students completing doctoral degrees to 3,350 by 2010, and to 3,900 by 2015”;

By submitting research proposals to support the goal to “increase the level of federal science and engineering research and development obligations to Texas institutions to 6.5 percent of obligations to higher education institutions across the nation”;

By designing and developing research programs to support the goal to “increase research expenditures by Texas public universities and health-related institutions from $1.45 billion to $3 billion by 2015 (approximate 5 percent increase per year”; and

By demonstrating how an urban environment allows graduate education and research to build close ties to industry and a working population. UTD is successfully executing on this synergistic approach today.

(8) Institutional resources to develop and sustain a high-quality program.

The Erik Jonsson School of Engineering and Computer Science is currently expanding its set of degree offerings in accordance with the recommendations of a 2004 report by Washington Advisory Group to the U. T. System. The expansion of the Jonsson School since 2004 has been funded by a $300M program known as Project Emmitt. This carefully designed and executed plan is providing the resources to create, improve and sustain doctoral engineering programs of national prominence. Specific examples of investing these funds towards excellence in engineering include:

- A new, 192,000-square-foot Natural Science and Engineering Research Laboratory building (completed in December 2006);
- Start-up laboratory facilities to recruit top faculty researchers and provide additional competitive advantages to researchers in MEMS, nanostructured materials, and other areas of modern Mechanical Engineering;
An innovative program of providing seed funding to faculty based on panel reviews of proposals submitted to the National Science Foundation; and Graduate student support at nationally competitive levels to provide excellent human resources for the Texas economy.
Proposed Academic Certificate Program
Certificate in Homeland Security – 15 Graduate Hours
School of Economic, Political and Policy Sciences
Pursuant with University of Texas at Dallas Policy Memorandum 07-III.21-94
Submitted August 28, 2007

Contacts:
Professor Euel Elliott, Associate Dean for Academic Programs, School of Economic, Political and Policy Sciences. 972-883-2066.
Professor L. Douglas Kiel, Programs in Public Affairs, School of Economic, Political and Policy Sciences. 972-883-2019

Contents:
A. Proposal Narrative pp. 1-4
B. List of Local Professionals Writing in Support of the Proposal p. 5
C. Required Assessment Plan for Certificate p. 6
D. Appendix A – Six Letters of Support from Local Professionals p. 7

A. Proposal Narrative

Introduction

“On December 17, 2003, the President issued Homeland Security Presidential Directive 8 "National Preparedness" (HSPD-8). The purpose of HSPD-8 is to ‘establish policies to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a national domestic all-hazards preparedness goal, establishing mechanisms for improved delivery of Federal preparedness assistance to State and local governments, and outlining actions to strengthen preparedness capabilities of Federal, State, and local entities.’ 1

Strengthening the preparedness of the U.S requires a body of trained professionals in homeland security. The relative novelty of homeland security as a field of practice and study further strengthens the need for expanding the training and educational needs of both current homeland security professionals and other professionals with an interest in moving in to a career in homeland security.

Proposed Certificate:

The proposed certificate is a 15 credit hour Master’s level certificate. The title of the certificate is “Certificate in Homeland Security.”
Academic Focus of the Certificate:

The academic focus of the proposed certificate emphasizes the strategic dynamics of prevention and response with a special emphasis on intelligence-led policing. This approach requires “…increased collaboration and information gathering and intelligence sharing” across law enforcement agencies and with other public and private entities. Intelligence-led policing also requires the creation of, “…fluid structures that can collect information and move intelligence to end users more quickly.” Finally, intelligence-led policing “…must be incorporated into the planning process to reflect community problems and issues. Information sharing must become a policy, not an informal practice. Most important, intelligence must be contingent on quality analysis of data. The development of analytical techniques, training and technical assistance training needs to be supported.”

The certificate program will also acquaint students with the gamut of political, economic and sociological factors that affect homeland security issues on both a national and international level. Thus, students will take from the certificate a broad knowledge of the causes and consequences of the need for homeland security.

Market for Certificate:

Other Universities provide training in emergency management and preparedness. These approaches, however, neglect the essential element of intelligence led policing that is critical to effective homeland security. In short, the existing programs focus on after event emergency response rather than on pre-emptive and policing strategies for mitigating both terrorism and local crime.

The potential student market for such a certificate is large. Homeland security professionals are not limited to just the law enforcement and public safety realms of the public sector. Most large businesses now employ individuals whose responsibilities include numerous homeland security functions. This public/private relationship required for effective homeland security should also foster student enrollments.

The vast majority of law enforcement officers in the U.S. are employed at the local level. The size of the Dallas/Ft. Worth metroplex and the vast number of law enforcement jurisdictions and personnel further reinforces the need for such training and the potential for the proposed certificate.

Conversations with two highly experienced local law enforcement officers, both with 30 plus years of professional experience reinforced both the need and the market for the proposed certificate. We also solicited letters of support for the program from local law enforcement professionals (see, Section D - Appendix A).

Admission Policy:

Pursuant with University of Texas at Dallas POLICY MEMORANDUM 07-III.21-94, students admitted to the program are expected to meet the same standards as students admitted to the School’s regular degree programs.
Organizational Arrangement:

The School of Economic, Political and Policy Sciences will house the proposed certificate. The certificate will be jointly managed by the directors of programs in Public Affairs (Dr. Douglas Watson) and programs in Criminal Justice (Dr. James Marquart).

Students Pursuing Academic Degrees Beyond the Certificate:

We expect that many students will, upon completion of the certificate, pursue the Master of Public Affairs, the M.S. in Criminology or the M.S. in International Political Economy.

Course Offerings and Site Locations:

The proposed 15 hours of course offerings noted below incorporate the essential elements of intelligence led policing, while providing knowledge of larger homeland security issues. These are new courses and would begin with the initial course number of 5319 – graduate topics. Eventual success of the certificate will lead to permanent course numbers. Courses will be cross-listed with the prefix of PA (Public Affairs), CJS (Criminology), or POEC (International Political Economy).

- 5319 - Introduction to Homeland Security
- 5319 - Pre-Emptive Strategies and Tactics
- 5319 - Information Sharing and Communication
- 5319 - Social Networks and Intelligence Led Policing
- 5319 – Protecting Critical Resources and Infrastructure

The pedagogy for this certificate will be supported by the many homeland security resources available in the metroplex. For example, Collin County is home to the Fusion Center, a state of the art facility for Homeland security and disaster management. Such resources will be used to enhance the student experience.

We also intend to make the courses available at various off-campus sites in order to accommodate the needs of the students.

Additional Benefits of the Certificate to the Student:

Students receiving the certificate may choose to sit for the International Association of Emergency Managers (IAEM) Certificate in Emergency Management

Faculty/Staffing:

We intend to staff the certificate courses with both tenure track faculty and qualified professionals who meet all University requirements for teaching at the Master’s
level. Given the human resources pool of qualified and experienced law enforcement and homeland security professionals in the metroplex we do not expect staffing problems.

Potential Faculty include:

Jennifer Holmes, PhD, Associate Professor of Political Economy and Political Science, School of Economic, Political and Policy Sciences.

James Marquart, PhD, Professor and Director of Crime and Justice Studies, School of Economic, Political and Policy Sciences.

Charles Williams, MPA, and PhD, University of Texas at Dallas, August 2007. 30 years experience U.S Immigration and Customs Enforcement.

Kelley Stone, MBA, PhD student, University of Texas at Dallas. Currently, Director of Homeland Security, Collin County, TX. 30 plus years law enforcement experience.

Possible Start Date:

A start date of the spring semester of 2008 is feasible assuming approval of this proposal.

Notes:


B. List of Local Professionals Writing in Support of the Proposal


Todd Renshaw, MA, Criminal Justice Management. Chief of Police, City of Frisco, TX.

Kenny Shaw, Emergency Management Director, City of Dallas, TX.

Kelley Stone, MBA, Director of Homeland Security, Collin County, TX.

Charles Williams, PhD, 30 years experience U.S Immigration and Customs Enforcement.

Michael K. Winograd, Private Security and Intelligence Consultant, Flower Mound, TX.
C. Required Assessment Plan for Certificate

<table>
<thead>
<tr>
<th>Assessment Measures and Descriptions</th>
<th>Assessment Time frame and Success Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate Graduates working in Homeland Security who were not previously employed in the field</td>
<td><em>Success Criteria</em> – 90% of certificate grads. working in Homeland Security or related function. <em>Time Frame</em> - 1 year after certificate or degree completion</td>
</tr>
<tr>
<td>Actively incorporate pre-emptive strategies and act upon such plans</td>
<td><em>Success Criteria</em> – comprehensive ranking of students by supervisors of at least 8 of 10 on Likert scale. <em>Time Frame</em> - one year after completion of certificate or degree.</td>
</tr>
<tr>
<td>Certificate Students engaged in Homeland Security internships</td>
<td><em>Success Criteria</em> – 100% placement of Homeland Security interns employed as Homeland Security or related function – <em>Time Frame</em> - one year after certificate or degree completion.</td>
</tr>
<tr>
<td>Ability to create comprehensive Homeland Security plans for organizations and government jurisdictions</td>
<td><em>Success Criteria</em> – comprehensive ranking of students by supervisors of at least 8 of 10 on Likert scale. <em>Time Frame</em> - one year after completion of certificate or degree.</td>
</tr>
<tr>
<td>Ability to negotiate with stakeholders and develop solutions</td>
<td><em>Success Criteria</em> – comprehensive ranking of students by supervisors of at least 8 of 10 on Likert scale. <em>Time Frame</em> - one year after completion of certificate or degree.</td>
</tr>
<tr>
<td>Ability to create and produce social networks for information sharing</td>
<td><em>Success Criteria</em> – comprehensive ranking of students by supervisors of at least 8 of 10 on Likert scale. <em>Time Frame</em> - one year after completion of certificate or degree.</td>
</tr>
<tr>
<td>Ability to develop plans and act on plans for protecting critical infrastructure and resources</td>
<td><em>Success Criteria</em> – comprehensive ranking of students by supervisors of at least 8 of 10 on Likert scale. <em>Time Frame</em> - one year after completion of certificate or degree.</td>
</tr>
</tbody>
</table>
Appendix A

D. Letters of Support from Local Professionals

Letters of support were forwarded in hard copy via University mail.
Purpose and Rationale
The Public Information Officer Certificate Program will offer continuing education focusing exclusively and pragmatically on communicative challenges that Public Information Officers (PIOs) face. PIOs may work for organizations such as municipal governments, police and fire departments, non-profit agencies, and school districts. Although they are most visible when they communicate with the media and the general public during crisis situations, PIOs manage all aspects of communication, sharing and disseminating information to help market and “brand” their organizations or municipalities.

Despite this job’s publicity, many individuals act as public information specialists with no formal training in the communication skills necessary to execute this job effectively. Stressful situations and charged politics challenge PIOs to maintain their credibility by balancing their organization’s messages with the audience’s needs. However, after completing this certificate program, PIOs will have the skills to strategically analyze their audiences’ information needs; assess what information most accurately and reliably responds to those needs; and present that information in a manageable form for the audience. The program teaches PIOs how to balance these strategic considerations with ethical obligations, reflecting an understanding of how information shapes public perceptions of institutions, policies, and individuals.

Target Student Populations
Although leaders in local government have expressed interest in training and education opportunities for PIOs, universities in the DFW metroplex and surrounding area currently offer no such certificate programs. Therefore, the Public Information Officer Certificate Program provides UTD an opportunity to meet a demand for academic training while providing community outreach with surrounding communities to shape how policy makers present and the public understands important, often controversial issues. Furthermore, once the program is established it can expand its presence nationally, offering a compressed schedule to accommodate students’ work schedules.

This certificate will complement but not supplant existing Public Affairs graduate programs, creating an executive education program seen throughout the nation’s top ranked Public Affairs programs. Initially, the program will primarily enroll working professionals in the DFW metroplex and surrounding area. According to Leigh Hornsby, Public Information Officer for Collin County, approximately 275 counties in the United States, including five Texas counties, employ PIOs. PIOs also represent a rapidly growing field. In 2004, the Bureau of Labor Statistics estimated that approximately 188,000 PIOs were employed in the United States and projected a need for an additional 70,000 PIOs nationwide by 2014.

Courses
The PIO Certificate Program will require students to complete five courses in media relations, impression management, advocacy, risk communication, and message management. These courses will prepare students to communicate accurately, effectively, and ethically to different audiences using different media. These non-credit courses do not apply toward a graduate degree.
Media Relations for Public Information Officers  (Instructor: Kathy Lingo)
Media Relations for Public Information Officers will integrate a survey of public communication strategies with practical skill building to help PIOs develop more confident and authoritative personas when dealing with the mass media. Students will practice framing positive and empathic messages adapted to diverse audience and media outlets. Video recorded practice presentations will allow students to see their public image and focus on specific areas of vocabulary choice, delivery, and nonverbal messages that need improvement.

Impression Management and Perspective Taking  (Instructor: Kathy Lingo)
Impression Management and Perspective Taking will emphasize rapport building to prepare PIOs to interact effectively and ethically in interpersonal and group settings, particularly during stressful situations. The course will stress the effective verbal and nonverbal communication that serves as a foundation for how the public forms perceptions of and attitudes about the PIO, the message, and the organization. Through discussions of theory, demonstrations, skill practices, and critique, students will develop skills in reflective listening, problem solving, and assertiveness.

Informative and Persuasive Strategies  (Instructor: Lisa Bell)
Informative and Persuasive Strategies will prepare PIOs to analyze and design campaigns to inform and influence the public policy making process. Readings, discussions, case studies, and workshops will integrate theories with current events to provide insight and practical knowledge of information campaigns. Students will gain familiarity with message construction strategies from rhetorical, interpersonal, and ethical perspectives, including credibility, language choices, emotional appeals, message sequencing, and psychological theories about consistency, conformity, and reciprocity.

Risk and Crisis Communication  (Instructor: Lisa Bell)
Risk and Crisis Communication will prepare PIOs to convey credible, accurate, and timely information about public controversies and crises and their associated risks. The course will introduce the core principles of risk perception, emergency management, cultural competency, and public trust to prepare PIOs to anticipate and manage controversies that may arise during a crisis situation. Students will develop an emergency communications plan that incorporates proven techniques of emergency and risk communication to work effectively and efficiently with public officials, media figures, emergency personnel, and the public. In-class exercises simulating deadline pressure will provide students opportunities to prepare documents for public release, such as press releases, statements, media correspondence, fact sheets, and talking points.

Managing Messages and Resources  (Instructor: Lisa Bell)
Managing Messages and Resources will provide PIOs with advanced strategies to disseminate information and control their messages, particularly in hostile or dynamic environments. The course will pay special attention to content management techniques PIOs can use when their reputation or message content can be challenged, such as question and answer sessions or media interviews. This course also will examine how PIOs need to adapt their messages and communication styles to digital media, including citizen journalism and social networking sites, by crafting multiple versions of the same information for different venues.
**Personnel/Faculty Needs**
Current UTD faculty can teach courses required for the Public Information Officer Certificate Program. An additional pool of qualified and interested persons exists in both the private and public sectors, and these persons can teach courses on an adjunct/part-time basis.

**Student Enrollment**
Program administrators will project student enrollment at a later date.

**Participating Faculty**
Douglas Watson, Director of Graduate Programs, Public Affairs
School of Economic, Political and Policy Studies

Ted Benavides, Executive in Residence, Public Affairs
School of Economic, Political and Policy Studies

Lisa Bell, Director of Communication
School of Arts and Humanities

Kathy Lingo
School of Arts and Humanities
Program Assessment Plan

Program: Public Information Officer  Sem. Covered: Fall 07, Spring 08, Summer 08  Date: 01/09/07
Program Head: Kathy Lingo  Phone: 972.883.4152  Email: klingo@utdallas.edu

Mission Statement: To educate professionals who are responsible for sharing and disseminating information with various constituencies and who are called upon in crisis situations to communicate effectively in public and governmental environments, which may include the media and general public. PIOs may work for many different public and private organizations, such as municipal governments, police and fire departments, emergency assistant programs, non-profit agencies, and independent school districts. It is imperative that the job of the PIO is to communicate effectively and appropriately, and many time spontaneously in any given situation, be it in written form, oral communication or media relations. The PIO certificate program will provide these professionals with the communication skills necessary to effectively execute the demands of this job.

<table>
<thead>
<tr>
<th>Program Learning Goals</th>
<th>Assessment Procedures/Methods</th>
<th>Criterion of Success</th>
<th>Data Collection Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Students understand how public information shapes public perceptions of institutions, policies, and individuals, as well as how to respond to negative press and public opposition.</td>
<td>1.1 Embedded assignments assessed via rubrics 1.2 Examinations through tests, papers, or presentations 1.3 Role playing in simulated conditions and/or research and analysis of case studies and/or current events</td>
<td>1.1 75% of students score P (acceptable) 1.2 90% of students earn a B or better 1.3 75% of students score P (acceptable)</td>
<td>1.1 Every semester 1.2 Every semester 1.3 Every semester</td>
</tr>
<tr>
<td>2. Students will understand how to adapt public communication to address effectively the constraints imposed by different audiences, contexts, and media.</td>
<td>2.1 Embedded assignments assessed via rubrics requiring analysis and evaluation of course topics 2.2 Examinations through tests, papers, or presentations</td>
<td>2.1 75% of students score P (acceptable) 2.2 90% of students earn a B or better</td>
<td>2.1 Every semester 2.2 Every semester 2.3 Every semester</td>
</tr>
<tr>
<td>3. Students will learn the dynamics of communication between individuals and groups, especially during times of crisis and situations of risk.</td>
<td>3.1 Embedded assignments assessed via rubrics 3.2 Examinations through tests, papers, or presentations 3.3 Role playing and/or participation in field work assignments</td>
<td>3.1 75% of students score P (acceptable) 3.2 90% of students earn a B or better 3.3 75% of students score P (acceptable)</td>
<td>3.1 Every semester 3.2 Every semester 3.3 Every semester</td>
</tr>
</tbody>
</table>
| 4. Students will learn how to maximize information dissemination by engaging all appropriate media. | 4.1 Embedded assignments assessed via rubrics  
4.2 Examinations through test, papers and/or presentations.  
4.3 Embedded written projects to include, but not limited to the World Wide Web. | 4.1 75% of students score P (acceptable)  
4.2 90% of students earn a B or better  
4.3 75% of students score P (acceptable) | 4.1 Every semester  
4.2 Every semester  
4.3 Every semester |
|---|---|---|---|
| 5. Students will understand how to analyze problems, make sound decisions, and communicate them to the public in time-sensitive contexts. | 5.1 Embedded assignments assessed via rubrics  
5.2 Examinations through tests, papers, or presentations  
5.3 Role playing and/or research and analysis of case studies and/or current events | 5.1 75% of students score P (acceptable)  
5.2 90% of students earn a B or better  
5.3 75% of students score P (acceptable) | 5.1 Every semester  
5.2 Every semester  
5.3 Every semester |

Other Outcomes:
<table>
<thead>
<tr>
<th>Program Assessment Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program:</strong></td>
</tr>
<tr>
<td><strong>Program Head:</strong></td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What Are the Program Learning Goals?</th>
<th>How Well Was This Goal Met?</th>
<th>What were Factors that Contributed to the Result / Reasons for Success Rate</th>
<th>How Will You Change the Program Based on Findings? (Closing the Loop)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. (Repeat your Program Goals here)</td>
<td>_Exceeds Expectation _Meets Expectation _Fails To Meet Expectation</td>
<td>1.1 1.2 1.3</td>
<td>1.1 1.2 1.3</td>
</tr>
<tr>
<td>2.</td>
<td>_Exceeds Expectation _Meets Expectation _Fails To Meet Expectation</td>
<td>2.1 2.2 2.3</td>
<td>2.1 2.2 2.3</td>
</tr>
<tr>
<td>3.</td>
<td>_Exceeds Expectation _Meets Expectation _Fails To Meet Expectation</td>
<td>3.1 3.2 3.3</td>
<td>3.1 3.2 3.3</td>
</tr>
<tr>
<td>4.</td>
<td>_Exceeds Expectation _Meets Expectation _Fails To Meet Expectation</td>
<td>4.1 4.2 4.3</td>
<td>4.1 4.2 4.3</td>
</tr>
</tbody>
</table>

**Other Goals/Outcomes**
PROPOSAL FOR A UTD MARKETPLACE OF COURSES

There are always courses that faculty would like to teach but are not sure students are interested in, just as there are always courses some students would like to take but cannot find anyone teaching. Some of these courses are on topics of the moment, so that one or two repetitions is all that would be needed, others may be on topics and issues that deserve a permanent place in the curriculum. This is a proposal for a website on which faculty can list courses they would like to teach if students were interested, and students can either sign up or list courses that they would like to take.

Such courses could initially be offered as special topics under the special topics number of an appropriate school. If it seemed advisable to make them regular offerings with their own number, this would be readily accommodated in our present catalog process. Present practice with regard to special topics allows them to be listed on student transcripts with their content title, not just as “special topics,” and our rules generally allow students to take multiple special topics courses as long as they are not the same actual course—as long as they have different content titles.

There should also be a way for students to indicate whether they are speaking as single individuals or as groups. It should be possible for a group of students to form around interest in a topic and then go “shopping” for an instructor, just as it should be possible for an instructor to go shopping for interested students.

To work, such a website would need to be more than just a place to have two lists. It would also have to provide for faculty and students to communicate with one another. This communication would be about two main things: course time and place, and course content.

Time and place would need to be indicated in a way that could be negotiated between faculty and prospective students, which means that at least the minimal allowable number of students would have to sign up in advance. They could find a time, and others could then also register in the usual way. The main problem would be for night classes. Since there are usually no spare rooms, we would probably have to set aside a block of rooms for such courses. This could not be many. For day and especially afternoon courses, there is no such problem.

For content, it is possible that the instructor would know exactly what he or she wanted to do, but it is more likely that they would have a range of possibilities in mind and would like to have student reactions before making the final decisions. Again, this would argue for a process in which students can sign up a semester or so in advance, and communicate with the instructor directly—probably initially through the website and then in meetings.

If students would be interested in a program of this sort, I am confident that the faculty also would. Comments and suggestions on the proposal will be welcome, and we could work out the design of the website and the process it reflects together.

Murray J Leaf
Speaker of the Faculty.
Dear Council members:

Dr. Spector, our new VP for Diversity and Community Engagement, has accepted the Senate's invitation to attend our October 17th meeting.

Since I extended the invitation at the request of the Senate, I took the liberty of thanking for her acceptance and assuring her a place on the agenda without waiting for our Council meeting. The program will be as we discussed in the Senate: basically a chat and exchange of views, recognizing that she could not at this point have a definite plan or program but would rather be trying to develop a sense of what a plan for UTD might be. As she put it:

> I will be in Dallas on October 17. I will be more than glad to meet with
> the Academic Senate and to share with you some of the initial goals I have for my office.
> I will be looking forward to the input and the support from the senate
> to the Diversity goals/strategy/plans to enhance and incorporate diversity as a key differentiator in achieving higher levels of excellence at UTD.

--

Murray J Leaf,
Speaker of the Faculty
Professor of Anthropology and Political Economy
U T Dallas GR 3.128
Tel: 972 883 2732