APPROVED AND CORRECTED MINUTES

These minutes are disseminated to provide timely information to the Academic Senate. They have been approved by the body in question, and, therefore, they are the official minutes.

ACADEMIC SENATE MEETING
March 21, 2018


Absent: Richard Benson, Monica Brussolo, Chris Davis, Vladimir Dragovic, Eric Farrar, Todd Fechter, Gopal Gupta, Won Namgoong, Alejandro Zentner

Visitors: Pocus Balsara, Shannon Cepica, Naomi Emmet, Frank Fegas, Serenity King, Abby Kratz, Michele Lockhart, Robert Pearson, Clint Peinhardt, Elizabeth Rugg, Scott Simpson, J. W. Van Der Schans

1. Call to Order for the Academic Senate Meeting
   Provost Inga Musselman called the meeting to order at 1:06 PM. President Benson was at The University of Texas at San Antonio representing UT Dallas at the installation of President Taylor Edgany. The SACSCOC on-site committee was on the campus earlier in the month. Provost Musselman congratulated Serenity King on her hard work. On March 19, 2018, all tuition and fee proposals were approved by the Regents. This is good news for UT Dallas. The annual tuition plan was reinstated. Tuition and fees were increased by 4.5%. A change was instituted that will allow students to take twelve or more semester credit hours per semester at the same rate. This will encourage students to take a full load of 15 credit hours to speed their progress towards graduation.

   An offer was made to a candidate for the new Dean of ECS, but due to a death in the family the candidate could not accept the offer. The search committee is deciding on a path forward. The search for the Vice President for Research has been narrowed down to two candidates. The first candidate will be available on March 22nd at 9:30 AM for an open forum in the Texas Instruments Auditorium. The second candidate will be available for an open forum on March 29th at 8:30 AM in JSOM. The faculty were encouraged to attend. The search for a new Dean for Behavioral and Brain Sciences has begun, and the position will be posted in the next two weeks. Provost Musselman opened the floor to questions. There were none.

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

3. Approval of the Minutes
Joe Izen moved to approve the minutes. Andrew Blanchard seconded. The motion carried.

4. Speaker's Report – Murray Leaf
   1. Speaker Leaf noted that there have been delays in distributing documents to the UT Dallas Faculty email list. This impeded us from getting critical information to the university faculty in the last Senate election. Speaker Leaf is working with communications to resolve this.
   2. Speaker Leaf raised the question of when the Committee on Committees should be selected by the Academic Council. With the meeting occurring earlier in the summer to facilitate responses to appointment letters prior to the start of the fall semester, it has become necessary to select members earlier. The Senate agreed without a formal vote that the selection of the Committee on Committee members should be on the April Academic Council agenda.
   3. The Information Security Advisory Committee will recommend an update to its charge at the April 4, 2018, Academic Council meeting.
   4. Speaker Leaf introduced a member of the Wellness Committee who invited the Academic Senate members to a University Wellness Committee lunch and learn on April 20, 2018. He also advised the member that the committee would be offering free chair massages to faculty on April 25, 2018

5. SACSCOC Reaffirmation Updates – Serenity King
The onsite visit was successful. The university was found compliant with all core requirements. The review committee found the University to be non-compliant in two areas – 7.2 QEP plan, and 10.8 Awarding Academic Credit. The latter was due to an ongoing issue that was discovered by the university, was self-reported to SACSCOC, and is being addressed internally. The committee’s report will be sent to the university, and we will have five months to respond to any deficiencies. Final decisions will be made at the December 2018 SACSCOC meeting. Serenity King opened the floor to questions. There were none.

6. FAC Report – Murray Leaf and David Cordell
The report on faculty burnout has gone to the Regents. There were no other FAC updates since last meeting.

7. Student Government Report- J. W. Van Der Schans
The acrylic mosaic design by one of the university’s students is now in place. Mr. Van Der Schans artistic representation of the piece to the senate members. The Academic Affairs group has been working on a ‘take one, leave one’ bookshelf in the student union. They are accepting donations from anyone who has a book or textbook that feels it would benefit students. SG has worked with dining services to have ‘sick plates’ delivered to students who are ill in their dorm rooms. This is to prevent other students in the dining hall from becoming infected by ill students. SG has been working to have Amazon lockers installed on campus. This will allow students to have a safe and secure location for package delivery rather than on their off-campus apartment doorsteps. An issue is that Amazon would require a yearly occupation fee for the lockers. A resolution is being discussed. Legislative Affairs is sponsoring a voter education event so that students will learn who
their representatives are, even though this is a non-election year. The focus is on students who live in Texas. Joseph Campain is working a Green Initiative for the campus. Currently there are general projects in place but SG is working on increasing food storage, transferring food to food banks, and developing a composting/recycling initiative. SG is advocating for sustainability on campus. The SG elections for 2018-2017 are March 28-30, 2018. Mr. Van Der Schans requested that faculty encourage their students to vote in the election. Mr. Van Der Schans will bring the new SG President and Vice-President to the April Academic Council and Senate meetings to introduce them to the process.

8. **CEP Recommendations – Clint Peinhardt**
   A. Faculty Titles Recommendation
      This item was discussed as part of Item 9 on the agenda.

   B. Undergraduate Course Inventory
      Four items were presented edits of existing courses. Of the four courses, three are repeatable. The edits were to change the prefix from Literary Studies to Literature. Clint Peinhardt moved on the behalf of CEP to approve the new courses. The motion carried.

   C. Graduate Course Inventory
      Thirty-four graduate courses were presented — 4 new, 9 removals, and 21 edits. Twelve of the courses are repeatable. Two of the repeatable courses are new Art History courses the balance of repeatable courses are from JSOM. The nine removals are due to removal of prefixes. Clint Peinhardt moved on the behalf of CEP to approve the new courses. The motion carried.

   D. New Program- Major in Latin American Studies
      Clint Peinhardt indicated that CEP wanted to withhold this item to make a few more edits. The item was withdrawn.

   E. Undergraduate Certificate in Nanoscience and Nanotechnology
      While no major exists in nanotechnology, the University does offer an eighteen-credit-hour minor. To allow engineering students an opportunity to demonstrate a focus on this area, an undergraduate certificate was recommended. The certificate would be comparable to the other nine credit hour undergraduate certificates on our campus. Clint Peinhardt moved on the behalf of CEP to approve the undergraduate certificate in Nanoscience and Nanotechnology. The motion carried.

9. **Consider 6+6+3 Committee for writing guidelines for Work Load Policy**
   UT System Regent Rules require that each campus develop a campus workload policy and forward it to UT System by November 1, 2018. It was noted that a University-wide workload policy must allow schools to create specialized workload policies depending on the program. It was suggested that an ad hoc committee be created, made up of three Deans, three non-Dean administrators, three tenure system faculty, and three non-tenure track faculty. Ramaswamy Chandrasekaran was deeply concerned that the powerful administrators would over power the faculty members. Tonya Wissinger suggested that all eight schools be represented in the membership of the committee. After a lengthy discussion, the Senate agreed that the committee would be made up of three Deans, three non-Dean administrators, three tenure system faculty, and three non-tenure system faculty. Richard
ACADEMIC SENATE MEETING

ITEM #3

Scotch moved to approve the makeup of the workload policy 3+3+3+3 committee. Bill Heffley seconded. The motion carried.

Richard Scotch moved to refer the new titles resolution to the new 3+3+3+3 committee. Joe Izen seconded. The motioned carried with three nay votes. At the April Academic Council meeting the committee membership will be selected.

10. Resolution on DACA- Dr. Leaf
Richard Scotch moved to table the resolution until the April 18, 2018 Academic Senate meeting to allow for the inclusion of the TXCFS DACA resolution. Joe Izen seconded. The motion carried.

11. Adjournment
There being no further business, Provost Musselman adjourned the meeting at 2:00 PM.

APPROVED: [Signature] DATE: 1 Aug 2018
Murray Leaf, Speaker of the Faculty
UTDPP xxxx  Teaching Relief Program for Faculty

Eligibility

Full-time faculty who have been employed for at least two semesters at UTD and who are primary caregivers for a newborn infant, a newly adopted child, or a newly placed foster child under the age of three are eligible.

Terms

One semester of teaching relief or the remainder of a semester after conditions of FMLA or Parental Leave are met, as applicable, per birth, adoption, or foster placement of a child under three. If the faculty member was on FMLA for personal medical reasons, a release to return to work from their treating physician is necessary before the teaching relief begins. During this time, other duties are to be assigned instead of teaching duties. Teaching Relief should not be used for circumstances where use of sick leave is appropriate. The application must be approved by department chair, dean, and Chief Academic Officer, based on the criteria set out below. Under the terms of this program, the teaching load of the faculty member in the semester before or any time after the leave will not be affected by the terms of the leave. The teaching relief must be 50% or less of the faculty member’s annual teaching load. A faculty member may take up to 2 teaching relief semesters in the course of their total employment at UTD.

Procedure

Application—Faculty member must submit an application at the earliest possible date, preferably 6 months in advance of the semester in which teaching relief is requested.

Application must include:

1. A request establishing the eligibility for the teaching relief;
2. A sufficiently detailed description of the work to be done in place of the applicant’s normal teaching responsibilities;
3. A defined work product to be advanced;
4. An adequate method for evaluation of the work by the department chair or dean during the semester; and
5. The faculty member teaching load in the semester before and after the leave must be specified.

In the case that both parents are employed by UTD, each may take the teaching relief, either in consecutive semesters or simultaneously, as best fits their needs and those of their department(s).

Approval. Approval is contingent on the following findings:

1. The instructional responsibilities of the department or program can be met.
2. The department or program will continue to be in compliance with applicable statutes and policies, including:
   a. Texas Government Code 658.002 Working Hours Required for Salaried Employees
   b. Texas Government Code 658.007 Working Hours for Employees of Institutions of Higher Education
   d. Texas Higher Education Coordinating Board Faculty Workload Guidelines
e. Board of Regents Policy 21.05 Faculty Workload
f. UTD Academic Workload Policy, UTDPP1060: Minimum Faculty Academic Workload Requirement

Approval by the Chief Academic Officer - The chair or dean should submit the application to the Chief Academic Officer, along with his or her written review regarding eligibility and approval. Upon final review, the Chief Academic Officer will issue a written decision to the faculty member and appropriate dean and/or department chair. The decision of the Chief Academic Officer is final.
THE GRADUATION HELP DESK INFORMATION SHEET

Graduation Help Desk is a centralized support center within the Office of Undergraduate Education. Our goal is to help UT Dallas undergraduates overcome obstacles to timely graduation.

I: ORGANIZATION

Dr. Jessica C. Murphy, Dean of Undergraduate Education
Angela Scoggins, Academic Project Manager

II: CONTACT INFORMATION

Graduationhelpdesk@utdallas.edu
Bit.ly/GradHelpDesk_UTD
972-883-3999

III: SERVICES

A. FACILITATING CAMPUS-WIDE COLLABORATION

- Dean of Students Office
- Military and Veterans Office
- Counseling Center
- Advising Offices
- Registrar's Office
- Residential Life
- Bursar's Office

B. HOW IT WORKS

- Students, faculty, or staff contact the Graduation Help Desk, and we open a ticket for the student.
- Working with different offices around campus, we identify a possible creative solution to assist in the student’s need.
- The student is notified of potential solution and the action steps to resolve the student's obstacle.
- We follow up every single referral and contact, and share the resolution in Student Book.

C. DATA TRACKING

- Students, faculty or staff contact the Graduation Help Desk
- The information is entered in an excel spreadsheet when the “ticket” is opened
  - A brief description of the problem
D. TYPES OF STUDENT CHALLENGES

- Registering for closed classes where the room is able to accommodate more students
- Connecting with the Counseling Center and the Office of Student AccessAbility
- Student graduation eligibility
- Financial need that could affect registration for next semester

E. WHAT IS BEING SAID...

- Students
  - "...I wanted to thank you so much for everything you have done for me! After working through the chain of command, I didn’t seem to be getting anywhere and it felt like no one cared enough to help. You are the first person I have talked to that took immediate action. For that I am very appreciative and I don’t think I will ever be able to thank you enough...."
  - "thanks for keeping up with me"

- Faculty
  - "Thanks for all you do. I really appreciate it."
  - "I appreciate your efforts to help these students. Sometimes, I feel like they just do not know what to do, that they have no options. Thanks for giving them the help they need “
Takeaways from Today’s Discussion

- Quality Enhancement Plan (QEP): Orbit
- On-Site Visit
- Specific On-Site and Non-Compliant Principles
- Self-Disclosure Issue
Quality Enhancement Plan (QEP)

Orbit: Keeping New Comets on Course
What is Orbit?

Orbit is a comprehensive plan to improve student learning by increasing levels of students’ engagement, sense of belonging, and persistence through first year programming for specific target populations:

- New undergraduate first-time-in-college (FTIC) students
- New undergraduate transfer students
- New international students
- New graduate students

https://orbit.utdallas.edu/
On-Site Visit
and
Other Relevant
Information
On-Site Visit

- Site visit: March 5-8, 2018 Itinerary
Day Zero: Monday, March 5, 2018
- Two UT Dallas Off-Site Visits
  - Callier Center for Communication Disorders: Led by Dr. Robert Stillman
  - Collin Higher Education Center: Led by Serenity Rose King

Day One: Tuesday, March 6, 2018
- Opening Ceremony (including Dr. Jamison’s presentation)
- Quality Enhancement Plan (QEP) Orbit Presentation
- One-on-one interviews: Based on findings within Compliance Certification Report (CCR), Focused Response Report (FRR), and Addendum Reports

Day Two: Wednesday, March 7, 2018
- QEP (Orbit) and/or other meetings as needed
- Board of Regents, Financials, and Governance Meetings
- Two Luncheons
  - # 1 Students and On-Site Reviewers
  - # 2 Faculty and On-Site Reviewers
  - President Benson’s Meeting with [ ] and Dr. Baird

Day Three: Thursday, March 8, 2018
- Exit Conference
  - Official recommendations read by [ ] Chair of On-site Team
  - Remarks by Dr. Baird, SACSOC Vice President
An Extracted List of On-Site and Non-Compliant Principles which may be of interest to Faculty
<table>
<thead>
<tr>
<th>2012 Principles</th>
<th>2018 Principles</th>
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<tbody>
<tr>
<td>2.7.3 General Education</td>
<td>9.3 General Education Requirements</td>
</tr>
<tr>
<td>2.8 Faculty</td>
<td>6.1 Full-time Faculty</td>
</tr>
<tr>
<td>3.2.8 Qualified Administrative/Academic Officers</td>
<td>6.2.b Program Faculty</td>
</tr>
<tr>
<td>3.3.1.1 Institutional Effectiveness - Educational Programs</td>
<td>5.4 Qualified Administrative/Academic officers [in part]</td>
</tr>
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<td>3.4.3 Admission Policies</td>
<td>8.2.a Student Outcomes: Educational Programs [in part]</td>
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<td>3.4.11: Academic Program Coordination</td>
<td>10.2 Public Information</td>
</tr>
<tr>
<td>3.5.1 General Education Competencies*</td>
<td>6.2.c Program Coordination</td>
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<td>3.5.4 Terminal Degrees of Faculty*</td>
<td>9.1 Program Content</td>
</tr>
<tr>
<td>3.7.1 Faculty Competence*</td>
<td>No corresponding requirement</td>
</tr>
<tr>
<td>3.7.4 Academic Freedom*</td>
<td>6.2.a Faculty Qualifications</td>
</tr>
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<td>6.4 Academic Freedom</td>
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*Found Non-Compliant by Off-Site Review Team
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<td>3.13.1 Policy Compliance</td>
<td>14.5 Policy Compliance</td>
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<tr>
<td>4.1 Student Achievement</td>
<td>8.1 Student Achievement [modified]</td>
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<tr>
<td>4.2 Program: Curriculum</td>
<td>9.1 Program Content</td>
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<tr>
<td>4.3 Publication of Policies</td>
<td>10.2 Public Information</td>
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<td>4.4 Program: Length</td>
<td>9.2 Program Length</td>
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<tr>
<td>4.5 Student Complaints</td>
<td>12.4 Student Complaints</td>
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<td>4.6 Recruitment Materials</td>
<td>10.5 Admissions Policies and Practices [in part]</td>
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<tr>
<td>4.8.1 Distance and Correspondence</td>
<td>10.6.a Distance and Correspondence</td>
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<td>Education- Student Identity Verification</td>
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<td>10.6.c Distance and Correspondence</td>
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<td>4.8.1 Distance and Correspondence</td>
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<td>Education- Verification Charges</td>
<td>10.7 Policies for Awarding Credit [in part]</td>
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<tr>
<td>4.9 Definition of Credit Hours</td>
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* Found Non-Compliant by Off-Site Review Team
UT Dallas SACSCOC Reaffirmation Website

- 2018 Review Reports: https://sacscoc.utdallas.edu/

- QEP website for Orbit: Keeping New Comets on Course: https://qep.utdallas.edu/
Self-Disclosure Issue Update
Questions? Comments?

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Orbit (orbit.utdallas.edu) helps all new Comets engage, explore, and discover pathways to success during their first year at UT Dallas.

**Target Populations:** All new first-time-in-college (FTIC) students, transfer students, graduate students, and international students

**Student Success Goals:** Orbit will help students to find success through *engagement and sense of belonging* with the understanding that engagement and belonging are critical pathways to *persistence*.

**Orbit consists of the following Components:**

### Program Supports
- New Student Engagement Board – comprised of representatives from Academic and Student Affairs who will coordinate all campus-wide efforts that target students in their first year at UT Dallas.
  - New Student (electronic) Resource Guide – will serve as a roadmap to assist new students in successfully navigating the critical first year at UT Dallas.
- Global Engagement Committee – this committee will maintain open channels of communication among international students, international student groups, and UT Dallas faculty, staff, and administrators.
- New Graduate Student Pre-Orientation Module – will serve as an online orientation allowing for distribution of information to a greater number of new graduate students.

### High Impact Practices
- **Seminar Courses**
  - Mandatory for new FTIC students – Students will be introduced to valuable support services as well as engagement opportunities on campus.
  - Mandatory for new Transfer students – will be mandatory for all new transfer students and will introduce students to valuable support services as well as engagement opportunities on campus.
  - Optional for new International students – will assist students with acclimation to the United States and transition to UT Dallas and provide a connection to resources and engagement opportunities.
- **Peer Mentoring**
  - Transfer Student Peer Mentor Program – will cultivate a stronger connection to UT Dallas for incoming transfer students by providing concentrated support that addresses the specific needs and challenges of today’s transfer student.
  - International Student Peer Mentor Program – will expand the [iFriend](https://tinyurl.com/ycenfwex) program to allow for more international student participation and encourage additional domestic students to become involved in the program.
  - Graduate Student Mentoring – will include the conception of a digital Unofficial Guide to Graduate School at UT Dallas and also a student-to-student orientation day to be held each semester lead by current graduate students.
  - Freshman Peer Mentor Program (already exists and will serve as a model for the Transfer Mentor Program)