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
January 16, 2019


Absent:  Richard Benson, Mohammad Akbar, William Anderson, Judd Bradbury, Patrick Brandt, Pankaj Choudhary, Nadine Connell, Vladimir Dragovic, Syam Menon, Suress Radhakrishna

Visitors: Shannon Cepica, Melinda Colby, Colleen Dutton, Naomi Emmett, Frank Feagans, Calvin Jamison, Serenity King, Abby Kratz, Jennifer McDowell, Clint Peinhardt, Bill Pervin, Elizabeth Rugg

1. Call to Order for the Academic Senate Meeting and Announcements - Provost Musselman

Provost Musselman called the meeting to order at 1:02 PM. She welcomed everyone back for the spring semester. She gave an update on the ongoing Deans’ searches. An offer was made to a candidate for the Behavior and Brain Science Dean. There have been airport interviews for the Electrical and Computer Science Dean, and it has progressed to short period campus visits for semifinalists. Once the finalists are selected there will be open meetings for faculty to attend and meet them.

The Faculty Workload Policies have been turned into the Provost office, and they look good so far. Within a couple days they will be returned to the schools for final revisions.

President Benson moved the International Center from Student Affairs to Academic Affairs starting spring semester 2019. This change over had been in the works for many months. The International Center location, structure and staff are staying the same, but they will report to Graduate Dean Juan Gonzales, and then to Provost Musselman.

President Benson formed a committee on Facilities Planning that will meet twice a year to discuss campus issues. The floor was opened to questions, but there were none.
2. Approval of the Agenda
Speaker Prakash suggested adding to Item 12 the appointment of a new member of the eForms committee. Richard Scotch moved to approve the amended agenda. Murray Leaf seconded the motion. The motion carried.

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

4. Speaker's Report – Ravi Prakash
- January 31 - February 1, 2019 the UT System Faculty Advisory Committee will meet. Speaker Prakash and Vice-Speaker Murray Leaf will represent our university.
- The Texas Council of Faculty Senates meeting will meet February 15-16, 2019, and Speaker Prakash and Secretary Bill Hefley will represent our university.
- An email was sent out the FAC members noting that a task force was to be created to evaluate the costs of textbooks on campuses. There will be six meetings, three in person, and three online. Dan Cavanagh requested volunteers for the committee, and Speaker Prakash volunteered. Provost Musselman is also recommending Darren Crone and Joe Izen as additional members.
- All other items are on the agenda.

5. Presentation: Timesheet changes associated with PS 9.2 upgrade – Colleen Dutton
Colleen Dutton gave a presentation from Human Resources and Payroll in regards to the changes on the faculty time sheets due to the People Soft upgrade. There is no change to the Nothing to Report button. A copy of the PowerPoint presentation is in Appendix A.

Jennifer McDowell gave a presentation from an ad hoc committee charged with investigating the type of records that faculty deal with on a day to day basis, and how they need to be handled in regards to records retention. A copy of the PowerPoint presentation is in Appendix B.

7. SACSCOC/ The Higher Education Coordinating Board (THECB) Updates –
Serenity King distributed a hand out to the Academic Senate and gave a summary of its contents. A copy of the hand out is enclosed in Appendix C.

8. FAC / TXCFS Report – Murray Leaf and Bill Hefley
Nothing to report until February meetings.

9. Student Government Report- Eric Chen
The students are back on campus for the spring 2019 semester. Student Government (SG) released a statement regarding the Baylor transfer student that had graduated. The topic was brought to SG for further discussion on how to respond in the future for situations such as this. SG will be hosting a student safety town hall. All other committees are continuing their work from last fall. The SG elections will begin soon. Nominations must be submitted no later than February 4, 2019.
10. Staff Council Report- Naomi Emmet
Staff Council met on January 9, 2019. Staff Council had a Center for Brain Health staff appreciation event on January 15, 2019. The event was to help make the staff at the CBH feel a part of the main campus, and it was well attended. There will be a staff development event on March 18-20. Staff Council is working for a way to help staff develop their skills, and work their way up.

Staff Council has given out 10 more staff council scholarships. Staff Council has received a development gift that will help the scholarships in the future. The UTD Retirees also has given Staff council an award to assist with staff scholarships. The floor was opened to questions, there were none.

11. CEP Recommendations- Clint Peinhardt
A. Undergraduate Course Additions for the Spring 2019 catalog
   Clint Peinhardt moved on the behalf of CEP to approve the new undergraduate classes. The motion carried.
B. FY20 Undergraduate Course Changes and Additions
   Clint Peinhardt moved on the behalf of CEP to approve the new Undergraduate Courses. The motion carried.
C. FY20 Graduate Course Changes and Additions
   Clint Peinhardt moved on the behalf of CEP to approve the updated Graduate Courses. The motion carried.
D. Secondary STEM Education Minor
   Clint Peinhardt moved on the behalf of CEP to approve the Secondary STEM Education Minor. The motion carried.
E. Graduate Catalog Disclaimer
   Clint Peinhardt moved on the behalf of CEP to approve the updated Graduate catalog language. The motion carried.
F. Revisions to UTDPP1052-Policy on Procedures for Completing a Graduate Degree
   Clint Peinhardt moved on the behalf of CEP to approve he revisions to UTDPP1052. The motion carried.

12. Replacement Appointment on the Committee on Educational Policy and e-Forms Committee- Ravi Prakash
The Committee on Committees recommends Yongwan Chun as the replacement EPPS representative on the Committee on Educational Policy. The Committee on Committees recommends Marylyn Kaplan as a Deans representative on the e-Forms Committee.

13. Resolution to Support Initiatives by the Office of Student Accessibility – Tres Thompson
Tres Thompson, as chair of University Accessibility Committee, moved to approve the resolution of support initiatives by the Office of Student Accessibility. Bill Hefley seconded the motion. The motion carried unanimously.

Murray Leaf moved to approve the resolution of support of the resolution on Methane Gas Emissions. Joe Izen seconded. The motion carried unanimously.
15. Adjournment

There being no further business, Provost Inga Musselman adjourned the meeting 2:38 PM.

APPROVED: ___________________________  DATE:  _____________

Ravi Prakash
Speaker of the Faculty

DATE:  6/7/2019
UTD PeopleSoft upgrade
Scheduled for mid-March 2019
PeopleSoft HCM and FMS
*Gemini HR and Gemini Financials*

Navigation to Timesheet

- Time and Absence
  - Time and absence entry and reporting.
  - Web Clock - Punch IN/OUT
  - Timesheet
  - No Leave to Report - NTR
  - Overtime/Comp Time Request
  - Payable Time Detail
  - Absence Request History
  - Approve Submitted Timesheets
  - UTD Timesheet - View & Approve
  - Approve Payable Comp Time
  - Manage Delegation
  - Manager Pages
  - Time Administrator Pages
  - Reports
CURRENT Exempt Timesheet

No Leave to Report NTR (aka “The Green Button”)

Christina Sharpling
HRIS Manager

Empl ID 2010201083
Empl Record 0

By clicking the green "Submit" button, you are certifying that no leave (Sick, Vacation, Jury Duty, Bereavement, etc) was taken during the month shown:

August 2018

SUBMIT

Future Exempt Timesheet

No Leave to Report NTR (aka “The Green Button”)

Christina Sharpling
HRIS Manager

Empl ID 2010201083
Empl Record 0

By clicking the green "Submit" button, you are certifying that no leave (Sick, Vacation, Jury Duty, Bereavement, etc) was taken during the month shown:

August 2018

SUBMIT
### CURRENT Exempt Timesheet

#### TimeSheet
- **Employee ID:** 00123456
- **Department:** HR
- **Time Period:** 06/01/2019 - 06/30/2019

#### Absence History

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Duration</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/01/2019</td>
<td>9:00 AM</td>
<td>5:00 PM</td>
<td>8 hours</td>
<td>Present</td>
</tr>
</tbody>
</table>

#### Absence Entitlements

<table>
<thead>
<tr>
<th>Type</th>
<th>Balance</th>
<th>Entitlement Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>10 days</td>
<td>06/01/2019 - 06/30/2019</td>
</tr>
</tbody>
</table>

---

### FUTURE Exempt Timesheet

#### TimeSheet
- **Employee ID:** 00123456
- **Department:** HR
- **Time Period:** 07/01/2019 - 07/31/2019

#### Absence History

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Duration</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/2019</td>
<td>9:00 AM</td>
<td>5:00 PM</td>
<td>8 hours</td>
<td>Present</td>
</tr>
</tbody>
</table>

**Disclaimer:** The current balance does not reflect absences that have not been processed.
The Records Retention Schedule: An Introduction

• A Records Retention Schedule identifies how long state records need to be retained by an agency.
• There are four types of state records-
  – Confidential
  – Vital
  – Archival
  – Transitory*

*Transitory records are the only records that can be disposed of without ever having been kept on file.
The Records Retention Schedule: An Introduction

- As a state agency, UT Dallas must adhere to the retention schedules identified in:
  - The State of Texas Records Retention Schedule
  - Any statutes/regulations relating to the retention of a record
  - The UT Dallas Records Retention Schedule
- Once a record reaches its retention period, the UT Dallas Records Management Office is contacted for disposal.
Length of time record needs to be retained

Identifies records that either need to be retained in archives or reviewed by the archivist

Further explanation of a retention code or references to legal citations

Key for retention period codes

Key for archival codes
Statement of Coherency Review

Registration form

- **Retention Period**
  - 1 Year

- **Example**
  - Registration form from 8/21/2018

- **Example Retention**
  - Keep form until 8/21/2019

- **Retention Period Justification**
  - UT Dallas Records Retention Schedule, Agency Item No. 756

---

Grade of Incomplete form

- **Retention Period**
  - The retention for this record is end of its **administrative value**. This means that the form needs to be retained until the student completes the coursework for the grade (NTE 8 weeks from the first day of the subsequent long semester)

- **Example**
  - Grade of Incomplete form turned into department by professor on 12/1/2018

- **Example Retention**
  - Retain form until incomplete grade has been resolved (NTE 3/11/2019)

- **Retention Period Justification**
  - UT Dallas Records Retention Schedule, Agency Item No. 741
Grade of Incomplete form

Retention Period
- Copies do not need to be retained

Example
- Advisor copy of change of major form

Example Retention
- Do not retain the copy

Retention Period Justification
- Texas Government Code Section 441.031 (refers to copies of records)

Copy of Change of Major

Retention Period
- Copies do not need to be retained

Example
- Advisor copy of change of major form

Example Retention
- Do not retain the copy

Retention Period Justification
- Texas Government Code Section 441.031 (refers to copies of records)

Correspondence - Change to academic record

Retention Period
- 5 years after the student leaves, or graduates from UT Dallas

Example
- Student emails professor about adding class. Professor approves request. Student emails Registrar to add course.

Example Retention
- Email was sent to Registrar for action, so Registrar is charged with keeping the original record. Professor does not need to keep a copy of the record.

Retention Period Justification
- UT Dallas Records Retention Schedule, Agency Item No. 700
- Texas Government Code Section 441.031
Shared Advising Record

Retention Period
• 5 years after the student leaves, or graduates from UT Dallas

Example
• Advisor logs student information in a shared database, file, or drive.

Example Retention
• The logs need to be kept 5 years after student leaves, or graduates UT Dallas.

Retention Period Justification
• UT Dallas Records Retention Schedule, Agency Item Nos. 723, 756, 718, and Records Series Item No. 1.1.007.
Personal Notations regarding Students

Retention Period
• Personal notations are considered transitory records. This means that it only needs to be retained for the amount of time needed to complete a necessary action (if any).

Example
• Professor makes a personal note regarding a student’s absence

Example Retention
• Note is kept at instructor’s discretion

Retention Period Justification
• UT Dallas Records Retention Schedule, Records Series Item No. 1.1.057

Instruction & Course Organization Materials maintained by Faculty*

Retaining Period
• Course syllabi should be maintained for 2 years.
• Course records need to be retained for 2 years after the course was taught.
• Tests, exams, and term papers need to be retained for 1 year.
• Personal notations are considered transitory records. This means that it only needs to be retained for the amount of time needed to complete a necessary action (if any).
• *Please note: The Provost’s Office retains syllabi for the appropriate retention period.

Ex: Transitory Record

Example A
• Personal notes made by faculty member regarding the seating of the course

Example A Retention
• Note is kept at instructor’s discretion

Retention Period Justification
• UT Dallas Records Retention Schedule, Records Series Item No. 1.1.057

Ex: Course Record

Example B
• Professor has handout materials from a Fall 2018 class

Example B Retention
• Professor must keep the handout materials until the end of the Fall 2020 semester

Retention Period Justification
• Texas Education Code Section 51.974
• UT Dallas Records Retention Schedule, Agency Item No. 719.001
Environmental Health and Safety
Records Management Office

Instruction & Course Organization
Materials maintained by Faculty

Ex: Transitory Record

Personal Communications:
Between Faculty regarding students; Faculty & students

Retention Period

• Personal communications are considered transitory records. This means that it only needs to be retained for the amount of time needed to complete a necessary action (if any).
• If a student’s record is impacted, communication must be retained for 5 years after student leaves, or graduates from UT Dallas.

Ex: Course Record

Retention Period

• Professor emails TA about class work for course
• Email is kept at instructor’s discretion

Example A Retention

Retention Period Justification
• UT Dallas Records Retention Schedule, Records Series Item No. 1.1.057

Example B

Retention Period

• Student emails the professor and informs them that they would like to drop their class.

Example B Retention

Retention Period Justification
• Email must be retained for 5 years after the student leaves, or graduates from UT Dallas.

Example D

Retention Period

• UT Dallas Records Retention Schedule, Agency Item No. 718
### Personal Communications: Between Faculty regarding students; Faculty & students

Ex: Transitory Record

### Personal Communications: Between Faculty regarding students; Faculty & students

Ex: Correspondence relevant to student record

---

### Action Items

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include a faculty cheat sheet listing common faculty records on the Records Management webpage.</td>
<td>December 2018</td>
</tr>
<tr>
<td>Add guides to the Records Management webpage for:</td>
<td></td>
</tr>
<tr>
<td>- Definitions</td>
<td>January 2019</td>
</tr>
<tr>
<td>- Examples of retention periods</td>
<td></td>
</tr>
<tr>
<td>- FAQs</td>
<td></td>
</tr>
<tr>
<td>UT Austin RRS and State of Texas RRS would be used as references.</td>
<td></td>
</tr>
<tr>
<td>Arrange UTD Records Retention Schedule (RRS) into a user-friendly format on the Records Management webpage.</td>
<td>February 2019</td>
</tr>
<tr>
<td>UT Arlington would be used as reference.</td>
<td></td>
</tr>
<tr>
<td>Create video tutorials and include them on the Records Management webpage. Videos would cover topics such as:</td>
<td></td>
</tr>
<tr>
<td>- How to navigate and read the UTD RRS</td>
<td></td>
</tr>
<tr>
<td>- How to complete a records disposal request</td>
<td></td>
</tr>
<tr>
<td>- How to complete a records storage request</td>
<td></td>
</tr>
<tr>
<td>Work with Web Services to determine the possibility of creating an online search tool that allows users to identify retention periods for their records by using keywords. Iowa State University would be used as reference.</td>
<td>July 2019</td>
</tr>
</tbody>
</table>
Final Remarks & Questions

Contact Us

Records Management Office
972-883-4111
RecordsManagement@utdallas.edu
The THECB sent the enclosed letter to SACSCOC in December; we have been told by the THECB that SACSCOC accepted the letter and said there are no accreditation issues with the FOSC process. Given the generality of the THECB letter, the response from SACSCOC is not surprising, but I would like to see the language of the SACSCOC letter and hope to receive that soon.

The History FOS Committee met last week, and even though UT Dallas had a faculty representative on the committee, we still have objections that we will make to the proposed curriculum, which has been shared with our History Area Coordinator and the A&H Associate Dean for Undergraduate Education. The 30-day comment period ends February 10.

The THECB’s quarterly board meeting is next Thursday (Jan 24), and I will attend. The agenda includes the adoption of the FOS for Mathematics and the adoption of the FOS for Economics (BA and BS). I have enclosed the excerpts of both agenda items. In summary, our comment about Math was incorporated, but our comments about ECON were not. **This means that we cannot require Calculus II or intermediate statistics for our BS in ECON transfer students if they are FOS/Core complete.**

Tuesday and Wednesday of next week, I am attending the Texas Council of Chief Academic Officers retreat, where Texas Tech Vice Provost Rob Stewart and I will facilitate a discussion on FOS; the THECB staff will also be there.

Last Friday, the Undergraduate Education Advisory Committee met at the THECB to discuss reducing the core from 42 to 36 hours. UT Dallas has two reps on the committee: Marilyn Kaplan and Hope Cory, a transfer student in EPPS and a student worker in my office. The group, which includes community college reps, was unable to reach (anything close to a) consensus.

I am part of a small statewide working group, which includes institutional faculty and administrators from four of the systems across the state, that is developing an alternate proposal to address transfer issues. Conversations/drafts are preliminary, and we are following the work of other groups, such as UEAC, closely.

The full agenda and materials for the THECB’s meeting next week is available here: [http://www.thecb.state.tx.us/index.cfm?objectid=0B9584B1-055C-CB3B-B5DE12799C062EC1](http://www.thecb.state.tx.us/index.cfm?objectid=0B9584B1-055C-CB3B-B5DE12799C062EC1)
November 20, 2018

Belle S. Wheelan, Ph.D.
President
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097

Dear Dr. Wheelan,

I am writing in response to your letter dated August 24, 2018, regarding the current use of Field of Study Curriculum (FOSC) under the auspices of the Texas Higher Education Coordinating Board (THECB).

The THECB recognizes the concerns of faculty with the process regarding the development of FOSC. The concerns raised by faculty revolve around the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) principles 10.4, 10.7, and 10.8, having to do with faculty control of the curriculum and institutional control of transfer, respectively. To address the first concern please note that faculty do retain control over the curriculum, just not in the manner to which they have become accustomed. The FOSC process asks faculty to function in a different way – decisions regarding courses to be included in the lower-division curriculum are made by statewide committees of faculty and direct administrators of disciplines, rather than by faculty and administrators representing individual institutional departments. Further, Field of Study Curricula only address lower-division courses, not upper-division courses. Thus, departmental faculty and administrators continue to exercise wise discretion in the degree program's applicable curriculum at the upper-division level.

The second concern has to do with the institution's control over the transfer of courses process. While it is true that state law compels institutions to accept in transfer and apply to the appropriate major completed FOSC and completed courses within a FOSC, the THECB fully expects institutions to maintain quality control over courses that students present for transfer. Evidence to date strongly suggests that transfer students do as well, if not better, than native students in subsequent courses. Nonetheless, the THECB expects and encourages institutions to report to both the sending institution and to the THECB any instance in which they feel students are being inadequately prepared for upper-division coursework.

Solving the problem of the transfer and applicability of credits to a degree in a state with a highly decentralized higher education regime has become a priority of the Texas legislature. To have any real impact on the transferability and applicability of courses to majors, statewide solutions are a necessity. To reduce inefficiencies and costs associated with the applicability of courses to majors, in 1999 the 76th Texas Legislature mandated that the THECB, with the assistance of advisory committees representing two- and four-year institutions of higher education, develop Field of Study
Curricula (see Texas Education Code, Chapter 61, Sec. 61.823, attached. FOSC determine the courses that students take at the lower division level to be successful in upper division courses. They determine, at a minimal level, the learning outcomes for the courses in the FOSC. They do not dictate the pedagogy used, nor the manner in which subject matter content is presented.

In conclusion, the FOSC process is faculty driven and in no way detracts from an institution's ability to address genuine concerns related to the preparation of transfer students. Further, the THECB is committed to reviewing approved FOSC at least every five years, but also will review a THECB-approved FOSC at any time deemed necessary as a result of field request(s) or issues of concern. In addition, the THECB is always reviewing its processes. In response to the concerns raised by faculty we are committed to ensuring that all committees have adequate time to respond to concerns raised by faculty not on the committee. An implementation guide codifying processes is in development. A survey of previous committees and their experience with development of FOSC is being undertaken.

Should you have any further questions or concerns, I would be happy to discuss them with you.

Sincerely,

Raymund A. Paredes

Attachments:
Texas Education Code, Chapter 61, Sec. 61.823
Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter B, Rule 4.27
Consideration of adopting the Committee’s recommendation to the Board relating to courses required for the Board-approved Mathematics Field of Study

RECOMMENDATION: Approval

Background Information:

The Mathematics Field of Study (FOS) Advisory Committee was charged to identify the block of courses which must be substituted in transfer to a general academic teaching institution for that institution’s lower-division requirements for the Mathematics degree program into which a student transfers. Students completing a Mathematics FOS receive full academic credit toward the degree program for the block of courses transferred.

The committee is tasked to advise the Board of its recommendations related to the courses that should be contained in the Mathematics FOS Curriculum.

Recommendations of the 2018 Mathematics FOS Advisory Committee

The committee recommends adoption of the 2018 FOS curriculum. The FOS for Mathematics shall consist of 25 lower-division semester credit hours (SCH) that are fully transferable. Academic credit shall be granted on a course-for-course basis at the semester credit hour level of the receiving institution. Full academic credit shall be granted on the basis of comparable courses completed, not on specific numbers of credit hours accrued. Table 1 shows the curriculum the committee proposes for Coordinating Board approval.
Table 1. Proposed 2018 Mathematics Field of Study Curriculum

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>SCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculus I</td>
<td>MATH 2413</td>
<td>4</td>
</tr>
<tr>
<td>Calculus II</td>
<td>MATH 2414</td>
<td>4</td>
</tr>
<tr>
<td>Calculus III</td>
<td>MATH 2415</td>
<td>4</td>
</tr>
<tr>
<td>Linear Algebra*</td>
<td>MATH 2318</td>
<td>3</td>
</tr>
<tr>
<td>Differential Equations</td>
<td>MATH 2320</td>
<td>3</td>
</tr>
<tr>
<td>University Physics I plus lab</td>
<td>PHYS 2425 or</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>PHYS 2325 and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PHYS 2125</td>
<td></td>
</tr>
<tr>
<td>Choose Programming for Engineers,</td>
<td>ENGR 2304</td>
<td></td>
</tr>
<tr>
<td>Programming Fundamentals I, or a course that</td>
<td></td>
<td></td>
</tr>
<tr>
<td>includes Programming Fundamentals I as a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>prerequisite.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Programming for Engineers</td>
<td>COSC 1336</td>
<td></td>
</tr>
<tr>
<td>• Programming Fundamentals I</td>
<td>COSC 1436</td>
<td></td>
</tr>
<tr>
<td>• Programming Fundamentals II</td>
<td>COSC 1337</td>
<td></td>
</tr>
<tr>
<td>• Programming Fundamentals III</td>
<td>COSC 2325</td>
<td></td>
</tr>
<tr>
<td>• Computer Organization</td>
<td>COSC 2425</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 25

*Note: Some receiving institutions may prefer the 4 SCH version of Linear Algebra (MATH 2418) and Differential Equations (MATH 2320); however, the 3 SCH is fully transferable and must apply to the degree program. Students are encouraged to check the curriculum of the institution to which they plan to transfer.

The proposed FOS was distributed for public comment to chancellors, presidents, chief academic officers, chief instructional officers, and Coordinating Board liaisons on August 15, 2018. The 30-day comment period ended on September 14, 2018. The following comments were received and reviewed by the committee.

Institutional representatives had no issues with the proposed FOS or said that the FOS courses will have satisfactory course equivalents in their existing curriculum.

COMMENTS: Northeast Texas Community College, Central Texas College, Midland College, The University of Texas at Tyler, and Houston Community College stated that the proposed FOS will work well with their existing programs and will prepare students for upper-division coursework.

COMMITTEE RESPONSE: No response needed.
Institutional representatives recommended additional courses.

**COMMENTS:** The University of Texas at Arlington and The University of Texas at Austin recommended a menu of science options instead of the proposed single semester of Physics. University of Houston-Clear Lake and University of North Texas recommended using the 3 semester credit hour (SCH) version of Calculus III rather than the 4 SCH version because of higher enrollments. The University of Texas at Dallas recommended adding a note that some institutions may prefer the 4 SCH version of Differential Equations. San Jacinto College recommended Programming for Engineers as an option.

**COMMITTEE RESPONSE:** The committee discussed various science options and felt that a single semester of Physics is the best course for applied mathematics and will work best with most existing university requirements. The committee felt that the 4 SCH version of Calculus III is the appropriate version, and it causes fewer transfer problems for receiving institutions. The committee agreed to add a footnote about the 4 SCH version of Differential Equations. The committee agreed that Programming for Engineers (ENGR 2304) offers greater flexibility to students and institutions. The committee added a footnote stating that some institutions may prefer the 4 SCH version of Differential Equations, and the committee added Programming for Engineers to the list of Programming course options.

Institutional representatives recommended removing or revising courses.

**COMMENTS:** Alvin Community College stated that some universities will not take certain courses in transfer, particularly Linear Algebra. Texas State University and The University of Texas at Arlington stated that certain courses such as Linear Algebra and Differential Equations may not have the content necessary for students to succeed at the upper-division level.

**COMMITTEE RESPONSE:** Institutions are required by law to accept and apply FOS courses to degree programs. Linear Algebra is taught as a lower-division course at many universities. The committee suggested that universities communicate with their transfer partner institutions to ensure that the appropriate course content is included. The committee made no changes to the FOS.

Institutional representatives recommended structural changes to the FOS.

**COMMENTS:** Texas State University noted that the proposed FOS would make it possible for transfer students to have a Math minor without having taken any Math courses in residence. The University of Texas at Arlington recommended that there be a separate FOS for the Bachelor of Arts (BA) and the Bachelor of Science (BS) degrees in Mathematics.

**COMMITTEE RESPONSE:** FOS curricula are designed for academic majors. The committee considered separate tracks for the BA and BS degrees, but it felt that the proposed FOS could serve for both. The committee made no changes to the FOS.

Dr. Rex C. Peebles, Assistant Commissioner for Academic Quality and Workforce, will be available to answer questions.
Consideration of adopting the Committee’s recommendation to the Board relating to courses required for the Board-approved Economics Field of Study

RECOMMENDATION: Approval

Background Information:

The Economics Field of Study (FOS) Advisory Committee was charged to identify the block of courses which must be substituted in transfer to a general academic teaching institution for that institution’s lower-division requirements for the Economics degree program into which a student transfers. Students completing an Economics FOS receive full academic credit toward the degree program for the block of courses transferred.

The committee is tasked to advise the Board of its recommendations related to the courses that should be contained in the Economics FOS Curriculum.

Recommendations of the 2018 Economics FOS Advisory Committee

The committee recommends adoption of the 2018 FOS curriculum. The FOS for Economics shall consist of 12 lower-division semester credit hours that are fully transferable. Academic credit shall be granted on a course-for-course basis at the credit-hour level of the receiving institution. Full academic credit shall be granted on the basis of comparable courses completed, not on specific numbers of credit hours accrued. Table 1 shows the curriculum for the Bachelor of Science (BS) in Economics, and Table 2 shows the curriculum for the Bachelor of Arts (BS) which the committee proposes for Coordinating Board approval.
### Table 1. Proposed 2018 Field of Study Curriculum for Economics: BS Track

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>SCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Macroeconomics</td>
<td>ECON 2301</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>ECON 2302</td>
<td>3</td>
</tr>
<tr>
<td>Calculus I</td>
<td>MATH 2313</td>
<td>3</td>
</tr>
<tr>
<td>Choose one of the following courses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- BUSI 23XX: Business Statistics*</td>
<td>BUSI 23XX OR</td>
<td>3</td>
</tr>
<tr>
<td>- MATH 1342: Elementary Statistical Methods</td>
<td>MATH 1342</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

*Business Statistics (BUSI 23XX) would be a new course added to the Lower-Division Academic Course Guide Manual.

### Table 2. Proposed 2018 Field of Study Curriculum for Economics: BA Track

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>SCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Macroeconomics</td>
<td>ECON 2301</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>ECON 2302</td>
<td>3</td>
</tr>
<tr>
<td>Choose one of the following courses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- MATH 1325: Calculus for Business &amp; Social Sciences</td>
<td>MATH 1325 OR MATH 2313</td>
<td>3</td>
</tr>
<tr>
<td>- MATH 2313: Calculus I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choose one of the following courses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- BUSI 23XX: Business Statistics*</td>
<td>BUSI 23XX OR</td>
<td>3</td>
</tr>
<tr>
<td>- MATH 1342: Elementary Statistical Methods</td>
<td>MATH 1342</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

The proposed FOS was distributed for public comment to chancellors, presidents, chief academic officers, chief instructional officers, and Coordinating Board liaisons on September 12, 2018. The 30-day comment period ended on October 12, 2018. The following comments were received and reviewed by the committee.
Institutional representatives had no issues with the proposed FOS or said that the FOS courses will have satisfactory course equivalents in their existing curriculum.

**COMMENTS:** Texas A&M University stated that they will accept the FOS courses as equivalents or electives. Houston Community College, The University of Texas at El Paso, Trinity Valley Community College, and Tarrant County College stated that the FOS was appropriate and will prepare students for upper-division coursework.

**COMMITTEE RESPONSE:** No response needed.

Institutional representatives felt that the Math and Statistics requirements in the proposed FOS are insufficient.

**COMMENTS:** The University of Texas at Dallas stated that the proposed FOS will leave students unprepared for advanced Econometrics courses. The University of Texas-Rio Grande Valley recommended an additional course in Mathematics for Business & Social Sciences.

**COMMITTEE RESPONSE:** The committee noted that Calculus II or III are not regularly required in Economics BS or BA programs, and they felt that the proposed Mathematics courses are appropriately rigorous and will serve as prerequisites or preparation for upper-division coursework. The committee made no changes to the proposed FOS.

Dr. Rex C. Peebles, Assistant Commissioner for Academic Quality and Workforce, will be available to answer questions.