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 CAUCUS & SENATE MEETING
September 20, 2017

Present: Richard Beron, Hobson Wildenthal, Inga Musselman, Robert Ackerman, Elizabeth Bell, Kurt Beron, Dinesh Bhatia, Andrew Blanchard, Patrick Brandt, Thomas Brikowski, Mathew Brown, Monica Brussolo, Jonas Bunne, R. Chandrasekaran, Nadine Connell, David Cordell, Chris Davis, Greg Dess, Vladimir Dragovic, Eric Farrar, Todd Fechter, Andrea Fumagalli, Lev Gelb, Gopal Gupta, Michele Hanlon, Julie Haworth, William Heffley, Jennifer Holmes, Joe Izen, Dohyeong Kim, Murray Leaf, Mehrdad Nourani, Simeon Ntafos, Catherine Parsonenault, Alexis Piquero, Ravi Prakash, Suresh Radhakrishna, Viswanath Ramakrishna, Christopher Ryan, Richard Scotch, Tres Thompson, Murat Torlak, Andrea Warner-Czyz, Tonja Wissinger, Alejandro Zentner


Visitors: Colleen Dutton, Kim Hill, Serenity King, Jennifer McDowell, J. W. Van Der Schans, May Jo Venetis

1. Call to Order for September Academic Senate Caucus Meeting
Vice Speaker Murray Leaf called the meeting to order at 1:01 PM. He explained the reasons for the Caucus. Speaker Redman has submitted his resignation.

2. Consideration of the Resignation of Speaker Tim Redman
Richard Scotch moved to accept the resignation of Speaker Tim Redman. Andrew Blanchard seconded. The motion carried.

3. Vote on the Interim Speaker of the Faculty
David Cordell nominated Murray Leaf as Interim Speaker of the Faculty, to complete the term of Speaker Redman. Greg Dess seconded. Murray Leaf accepted the nomination. There were no further nominations. David Cordell moved to approve Murray Leaf by acclamation. Joe Izen seconded. The motion carried.

4. Objectives for 2017- Murray Leaf
Speaker Leaf stated that he would assure that the Academic Senate will become more involved in the strategic plan process. Speaker Leaf would also like the Academic Senate to address issues relating to intellectual property and institutional conflict of interest.

5. Adjournment of the September Academic Senate Caucus Meeting
There being no further business, Speaker Leaf adjourned the meeting at 1:08 PM.
6. Call to Order for September 2017 Academic Senate Meeting
President Benson called the meeting to order at 1:20 PM. He opened the floor to questions. A question was raised regarding when the final offer letters would be available. President Benson responded that finances continue to be a concern on campus. As stated previously, there is a significant shortfall in both tuition and formula funding from the state, but a 2% raise pool was created. He turned the floor over to Colleen Dutton.

Colleen Dutton provided an update on the provost search, which has attracted 100 applicants. The search committee reviewed 40 applications, from which 14 were selected for airport interviews. Next month four finalists will be brought in for final interviews. The search committee for the Vice President of Research has not met yet, but will meet within the next week. The committee has received 70 applications, among which 26 were deemed to represent reasonable candidates. So far there are 82 applicants for the ECS Dean position, and 30 are deemed to represent reasonable candidates.

7. Approval of the Agenda
Richard Scotch moved to approve the agenda with the following amendments: 1) move 'Item 15-Senate Nominees to Interview Provost Candidates' to follow the Student Government report, 2) add a short presentation on Green Zone training following the presentation on the Hoax Bomb Threat, 3) add authorization of an email vote to approve the resolution commending former Speaker Tim Redman's work with the Academic Senate. R. Chandrasekaran seconded the motion. The motion carried.

8. Approval of the August 16, 2017, Minutes
Richard Scotch moved to approve the minutes with the following amendments: 1) in Item 13 the statement “Bill Hefley approved the charge with a minor editorial amendments,” was corrected to “Bill Hefley moved to approve the charge with a minor editorial amendments,” and 2) the attendance record was corrected to indicate that Murray Leaf was in attendance. Bill Hefley seconded. The motion carried.

9. Speaker's Report – Murray Leaf
   1. Murray Leaf was voted as the Interim Speaker of the Faculty during the Senate Caucus.
   2. Murray Leaf appointed Ravi Prakash as Vice Speaker.
   3. All other item are on the agenda.

10. Presentation: Hoax Bomb Threat – Chief Larry Zacharias
    Chief Larry Zacharias gave a presentation on the details and follow up on the Hoax Bomb Threat that occurred on the campus this summer. A copy of his PowerPoint presentation is in Appendix A.

11. Presentation: Green Zone Training – Archie Nettles
    Archie Nettles, the Student Program Coordinator for the Military and Veteran Center, gave a presentation to the Academic Senate on upcoming Green Zone Training. Flyers were distributed to those in attendance.
12. Presentation: How are Classrooms Assigned--Jennifer Holmes
Registrar Jennifer McDowell gave a presentation on the process and procedures that the Registrar's office goes through to assign rooms for each semester's classes. A copy of her PowerPoint presentation is in Appendix B.

13. SACSCOC Reaffirmation Updates – Serenity King
Serenity King gave a presentation on where the university was in the recertification process, and the submitted recertification report. She congratulated the faculty for having all the documentation they requested readily available to her office.

14. Texas Council of Faculty Senates and UT System Faculty Advisory Council Reports- David Cordell
There have been no TXCFS or FAC meetings since the last Senate meeting. TXCFS and FAC will meet separately in October.

15. Student Government Report
No representative was in attendance and no report was forwarded.

16. Senate Nominees to Interview Provost Candidates- Murray Leaf
Murray Leaf, Alex Piquero, Richard Scotch, Ramaswamy Chandrasekaran, and Viswanath Ramakrishna were recommended as faculty representatives to interview Provost candidates.

17. CEP Recommendations
A. Undergraduates taking Graduate Courses
There are three options for undergraduate students taking graduate courses, including the following maximum numbers of hours: 1) 12 hours that can be taken for undergraduate credit only, 2) 12 hours that undergraduate students can reserve toward a graduate degree, and 3) 15 hours that may be taken in a fast track program that can be applied to both graduate and undergraduate programs. Fifteen semester graduate level credit hours has been a hard limit for undergraduate students, but the previous policy's language did not clearly state that the options could not be stacked. The language has been updated to prevent undergraduate students from taking more than fifteen credit hours at the graduate level. Clint Peinhardt moved on the behalf of CEP to approve the amendments. The motion carried.

B. Revisions to UTDPP1001- Academic Certificates
The revisions only affect Academic Certificates. The revisions change the reporting requirements to the Registrar’s Office for undergraduate students, and to the Office of Graduate Studies for graduate students. The revisions remove the schools from certifying that students have completed the courses. This will also assist the university in accurately reporting to the Department of Education and SACSCOC. Clint Peinhardt moved on the behalf of CEP to approve the revisions to UTDPP1001. The motion carried.

C. Informational: Spring FY 18 Pilot Program for Tuberculosis Testing for International Students
The university expects 350 new international students for the spring 2018 semester, and there is a timing issue for required tuberculosis testing. The university will reopen from winter break on January 3, 2018, and classes will begin on January 8, 2018. This is a problem because reporting of test results takes four business days, and there are not four business days from
the school opening to the first day of classes. CEP recommended that a pilot program be instituted in which students will be allowed to register, but if they test positive, they will not be allowed to attend class. Student Affairs will intervene if there are any positive results. Following this pilot program, the procedure will be reviewed for fall 2018. The Senate concurred without a formal motion.

18. Resolution on the revised Regent’s Rule 31006: Academic Workload – Murray Leaf
Richard Scotch moved to approve the resolution commending the Regents’ initiative, see appendix C. Joe Izen seconded. The motion carried.

19. FY17 Annual Committee Reports – David Cordell
David Cordell moved to accept the submitted annual reports in appendix D. Matt Brown seconded. The motion carried.

20. Updates to Committee on Committee Recommendations – Murray Leaf
Bill Hefley was recommended to replace Sean Cotter on the Student Fee Advisory as a member. Julie Haworth was recommended to replace Jessica Murphy as a member of the Committee on Faculty Mentoring. Li Zhang was recommend to replace Robert Wallace as a member of the Program Review Committee. Dohyong Kim was recommended to replace Robert Wallace as Vice-Chair of the Program Review Committee. Michael Burton was recommended to replace Lee Bulla on the Institutional Biosafety & Chemical Safety Committee as a member. Pia Jakobsson was recommended to replace Josef Nguyen as chair of the Library Committee. Richard Scotch was recommended to replace Kenneth Brewer as a member of the Academic Calendar Committee. Robert Ackerman moved to approved all the Committee on Committees’ recommendations. Matt Brown seconded. The motion carried.

21. Student Disciplinary Pool – Murray Leaf
Joe Izen moved to approve the addition of Bill Hefley, Carie King, and Michele Lockhart to the Student Disciplinary Committee Pool. David Cordell seconded. The motion carried.

22. Email Vote on a Resolution of Appreciation for Former Speaker Tim Redman
Richard Scotch offered to draft a resolution of thanks and appreciation for Speaker Redman’s service. Robert Ackerman moved to approve an email vote on the resolution. Joe Izen seconded. The motion carried.

23. Adjournment
There being no further business, Richard Scotch moved to adjourn the meeting at 3:00 PM. David Cordell seconded. The motion carried.

APPROVED: Murray Leaf, Speaker of the Faculty
DATE: 21 Feb 2018
UT Dallas Police Department

Hoax Bomb Threat – June 27, 2017

- Call received by police dispatch nonemergency number at 2:01 p.m.
  - Caller advised there were bombs placed around campus
  - Spoke with an accent and identified himself as Akmed
  - Demanded $10,000
  - Stated the bombs would explode in 30 minutes
  - When pressed for more details by the police dispatcher, the caller hung up

- Dispatcher immediately notified her supervisor who in turn contacted Lt. Karl Zuber and Lt. Ken MacKenzie

- Lt. MacKenzie listened to the recording of the call and began efforts to contact VP Dr. Jamison
Hoax Bomb Threat – June 27, 2017

- 2:12 p.m. All officers and public safety officers were instructed to conduct building checks
- Dr. Jamison contacted Lt. MacKenzie by phone and was briefed on the situation.
- Dr. Jamison contacted Dr. Benson and established a three way conference call.
- Dr. Benson made the decision to err on the side of caution and ordered an evacuation.
- 2:35 p.m. UTDALENT was sent
- 3:16 p.m. The “All Clear” text was sent.

Additional Activity

- Richardson Police Department was notified
- Richardson Fire Department was notified
- The DART Police Chief dispatched two bomb dogs to UT Dallas
  - Chief Zach disregarded the dogs prior to their arrival
- Representatives from Administration and the Office of Communications reported to the police department to better coordinate decisions and actions.
- Dallas FBI contacted and initiated a trace on the phone number
  - Were able to trace it to California, but all indications were that a spoofing application was used
- Chief received an email from the North Texas Fusion Center offering assistance
"Emergency on UTD campus. Avoid area, evacuate campus OR GO TO UTD PARKING LOTS AWAY FROM BUILDINGS DO NOT GO TO PARKING GARAGES. When safely away, check utdallas.edu for details. 2:33pm 6/27/17"

This is what we heard

• The text message was unclear and confusing
  • Do I leave my building or do I leave campus
  • Don’t go to the parking garages, but my car is there and I need to evacuate
• We thought it was a test
• We thought it was weather related and went to the basement
• It didn’t tell us what was going on, why evacuate?
• Traffic was horrible and no one was helping.
• An officer told me it was ok to go back into JSOM, but we did not get an “all clear”
This is what we heard

- Why didn’t you state it was a bomb threat?
- We were told that ROC and WSTC are not part of the main campus.
- The fire alarms were not activated.

Self Assessment of the Event – Lessons Learned

- The UTDALERT was confusing and not succinct and clear
- Officers were in buildings with little evidence of what to look for
- Officers should have assisted with pedestrian and vehicular traffic
- Additional information should have been sent via UTDALERT as well as utilization of the building speakers.
- Need additional information at several levels in the organization on bomb threat assessment
- Campus-wide evacuations cause major disruptions which require further action assessments to be more effective in any future event.
Articulated Changes for Future Events

- Better threat assessment utilizing known protocols
  - Handout
- Clarity in message
  - "This is an emergency. Evacuate all buildings. Evacuate immediately."
- Repeat this message using the Fire Alarm speakers.
- Issue additional text messages with additional or updated information
  - "The university has received a bomb threat by telephone, continue evacuations from buildings."
- Officers and PSO's will assist with crowd and traffic control. (Traffic could be less of a problem if the message is more direct)
- Fire Alarms?
How Classrooms are Assigned

Jennifer McDowell
University Registrar

Classroom Facts

- # Lecture Classrooms (110)
  - 127
- # Labs (210,220)
  - 67
- # Buildings on Campus with Classrooms
  - 29
Numbers

- 9.5% increase in number of 110 rooms since 2016
- Fun exercise
  - If we ran 127 classrooms for the hours of 8am-10pm M-F, we would have approximately 8,900 hours of available classroom space.
  - This fall we had approximately 2,300 lecture sections with rooms assigned.
  - Assume all at 3 credit hours, UTD would need approximately 6,900 hours of classroom space.
  - Leaving approximately 2,000 hours of available classroom time
- Not that simple!
  - Seating capacity
  - Room layout
  - Instructor preference
  - Meeting patterns
  - Pedagogy
  - Degree requirement conflicts

Classroom Utilization Software

- Ad Astra
- 21 Years in Business
- Leading software for classroom utilization
  - Algorithm considering many factors
  - Ability to assign priorities
    - Appropriate instructor preferences
    - Appropriate classroom preferences
    - Seat fill
- Other Texas schools
  - UTA, UTT, UofH, Texas Tech, UTEP
- The more preference information that we can input into the software regarding rooms the better the utilization will be.
- Access given to key departmental faculty and personnel. Access available on request.
Classroom Utilization

- THECB Reporting
  - 75% Seat Utilization of enrollment total for fall term
  - 38 hours of instruction per week
- Labs
  - Assigned by departments
  - 25 hours of instruction per week

Classroom Scheduling Process

- All class scheduling dates are shared with departmental scheduling contacts and available publicly on registrar intranet.
- Schedule of Classes is rolled from like term
  - Lab rooms are rolled
  - Some lecture rooms are rolled by request
    - Must meet 75% utilization
- Draft schedules are sent to departments for review
  - Departments can request for “early optimization” to assign rooms designated departmental priority
- Once final drafts are complete, classroom optimization occurs.
UT Dallas Classroom Optimization

- Lecture classrooms
  - 96 priority assignment to departments
  - 31 general use
- Optimization process
  - Optimize into school's region with projected 75% seat fill for enrollment
  - Optimize into open lecture rooms with projected 75% seat fill for enrollment
  - Optimize into open lecture rooms while lowering percentage of seat fill
  - Manual review and placement by Office of Registrar
- At the end of optimization, approximately 100 classes that do not have rooms. Request departments move class day or time.

Fall 2017 Review

- Includes both Lecture and Lab scheduled hours
- Wednesday highest scheduled day, Friday least scheduled
- 52.75 hours scheduled on Saturday
- TR meeting pattern most popular

Average Weekly Class Section Hours by Time of Day

[Bar chart showing average weekly hours by time of day]