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
November 28, 2018

Present: Inga Masselman, Mohammad Albar, Elizabeth Bell, Kurt Benson, Dinesh Bhatia, Andrew Blanchard, Judd Bradbury, Patrick Brandt, Thomas Brikowski, Mathew Brown, Monica Brussolo, Jonas Bunte, Adam Chandler, R. Chandrasekaran, Nadine Connell, Andrea Fumagalli, Lev Gelb, Michele Hanlon, William Hefley, Joe Izen, Murray Leaf, Paul Lester, John McCracken, BPS Murthi, Mehrdad Nourani, Simeon Ntafos, Catherine Parsonneault, Nicole Piquero, Ravi Prakash, Shalini Prasad, Suresh Radhakrishna, Viswanath Ramakrishna, Michael Rebello, Richard Scotch, Stephen Spiro, Tres Thompson,


Visitors: Melinda Colby, Naomi Emmet, Gene Fitch, Serenity King, Michelle Lockhart, Jennifer McDowell, Jessica Murphy, Terry Penkratz, Clint Peinhardt, Bill Pervin, Elizabeth Rugg, Darren Crewe, Allison Stiller, NeShaun Jones, Tim Shaw, Marco Mendoza

1. Call to Order for the Academic Senate Meeting and Announcements- Provost Musselman
   Provost Musselman called the meeting to order at 1:01 PM. President Benson was at a conference in Washington, D.C. The UT System Regents were on our campus on November 14 & 15, 2018. This was the first time that UT Dallas has hosted a Regents meeting. The meeting went well, and they enjoyed our campus. Provost Musselman publicly thanked Judy Barnes and Kim Goodfriend for all their work on the visit.
   The searches for the new deans are progressing. A new Dean of Graduate Education begins on December 1, 2018. The search for the new Dean of BBS is in the home stretch. The search for the new Dean of ECS is ongoing. The applications are being correlated, and reviews will begin soon. The Faculty Workload policy is now in review at UT System. UT System is expressing the high level of quality of the policy. The first draft of school work load policies are due the first week of December.
   In the past month two large gifts of $3 million have been announced. A new real estate institute will be created in JSOM. This is a great opportunity for students. The largest donation ever to our university is the Barrett collection of 400+ works of art by artists born in Switzerland. The collection will eventually be housed on campus.

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

3. Approval of the Minutes
Richard Scotch moved to approve the minutes as circulated. Kurt Beron seconded the motion. The motion carried.

4. Speaker’s Report – Ravi Prakash
   - Commencement is in a couple weeks. Speaker Prakash encouraged the senate members to attend their school’s commencements.
   - There was a good discussion and debate on the Faculty workload policy. The policy has been sent to the school for further development.
   - Murray Leaf, Ravi Prakash, and Bill Hefley met the new Chief Compliance Officer, Alicia Estey, when she interviewed on campus. She will be starting by the end of January 2019.
   - Joe Izen brought to Speaker Prakash’s attention that vendors that are approaching faculty and departments to use their digital course material. The service could be compared to a “Netflix” for text books. They are approaching faculty and department to use their service so that student can get all the text books in their service for no extra fee. Concerns were raised that these vendors’ products, supposedly inexpensive, could interfere with instructors’ ability to pick the proper materials for the courses.
   - All other items are on the agenda.

5. SACSCOC/ The Higher Education Coordinating Board (THECB) Updates – Serenity King
   The university will be receiving the results of our SACSCOC verdict at 5:30 PM on Monday December 10, 2018. The results will be announced the following morning. Depending on the verdict, the university will receive a letter in January 2019 describing the next step. At a recent meeting of the UT System Provosts, field of study was discussed.

   The quarterly THECB took place following the October Academic Senate meeting. The two days of the meeting did not go well for 4-year institution. The proposed Field of Study were not discussed at the meeting; this included the sociology field of student, which is a concern for our university. The response to SACSCOC by the THECB was due October 15, 2018, but to our knowledge they have not yet responded. Texas A&M has also been working THECB to bring up field of studies for revision. There has been unofficial confirmation that the THECB are going to a least review Mechanical Engineering, and Biology. The THECB did concede there had been issues in the past. It was noted that while our university has issues, other institutions are having greater issues especially those who do nursing.

6. FAC / TXCFS Report – Murray Leaf and Bill Hefley
   The UT System Faculty Advisor has had no actions since the October meeting. The TXCFS met in late October, and had a major discussion regarding field of study. Field of study is a point of contention at many schools.

7. Student Government Report- Eric Chen
   The UT System Student Advisory Council met the weekend before Thanksgiving. The Council was visited by various system administration. It was noted that Dr. Greenburg noted that his group is looking forward to collaborating between the Academic and Medical campuses. The Academic Equity committee is investigating online exam proctoring. Mr. Chen noted that our university was considered a “shining star” in the UT System for the topic. The committee is developing degree audits and online advising. This is to supplement the face to face student advising. The Affordability committee is continuing to discuss the affordability of text books. The committee
agreed that there needs to be a balance between open sources for certain lectures and faculty but still have the best textbook for the course. The Legislative Committee bussed students to polling locations to give them an opportunity to vote in the recent election. The student government constitution changes were voted on during homecoming, and were approved. Starting in spring the next Student Government president could be anyone. There is no longer a requirement to have a prior service in student government. Preliminary presentations for the next student government elections have begun. Faculty should expect more information at the beginning of the spring semester.

8. Graduate Student Assembly Report- Allison Stiller
The graduate students created the Graduate Student Assembly (GSA) to address their issues. Hopefully, in the future GSA will be giving more reports to the Academic Senate. The GSA began in Spring 2018. It became an official student organization over the Summer of 2018. It will allow for a greater voice for the graduate students on campus. It is collaborating with the counseling center as mental health is an issue for graduate students. GSA has worked to have graduate students appointed to university-wide committees. In Spring 2019, GSA will be organizing events to get graduate student out of their labs and meeting other graduate student on campus.

9. Staff Council Report- Naomi Emmet
The Care Award winners have been selected and the ceremony will be on December 11, 2018. Staff Council is meeting with Communications to have their website updated. This will allow for better consistency on the information on the site. Staff Council President Naomi Emmet met with the Employee Advisory committee in Austin on October 29-30, 2018. The committee was advised that the Regents did not finance the Regents outstanding Employee award. Staff Council President Naomi Emmet will work with President Benson to recognize outstanding staff on our campus. The staff scholarships have been sent in, and are being reviewed by the committee. Once grades are in, Staff Council will announce the winners at the January Academic Senate meeting.

10. CEP Recommendations- Clint Peinhardt
A. Undergraduate Course Additions for the Spring 2019 catalog
Clint Peinhardt moved on the behalf of CEP to approve the five new undergraduate classes associated with the new Data Science degree. The motion carried.
B. Graduate Course Additions for the Spring 2019 catalog
Clint Peinhardt moved on the behalf of CEP to approve the updated Graduate Courses. The motion carried.
C. FY20 Undergraduate Course Changes and Additions
Clint Peinhardt moved on the behalf of CEP to approve the 35 new Undergraduate Courses. The motion carried.
D. FY20 Graduate Course Changes and Additions
Clint Peinhardt moved on the behalf of CEP to approve the updated Graduate Courses. The motion carried.
E. Catalog change- Bachelors of Science in Data Science
Clint Peinhardt moved on the behalf of CEP to approve the updated catalog language for the Bachelors in Data Science. The motion carried.
F. UTDPP 1075- University Policies Related to Graduate Assistants Teaching Assistants Teaching Associates and Student Research Assistants
Clint Peinhardt moved on the behalf of CEP to approve the updates to UTDPP1075. The motion carried.
G. Policy change- Change of Major
   Clint Peinhardt moved on the behalf of CEP to approve. The motion carried.

11. Presentation by the Testing Center- Darren Crone
   Darren Crone gave a presentation from the Testing Center. A copy of the PowerPoint presentation
   is in Appendix A.

12. Approval of Fall 2018 Graduates – Bill Hefley
   Bill Hefley moved that:

   These students have applied for graduation and have been reviewed by the Office of Records. The
   Office of Records has declared that all of these students will be eligible for graduation upon the
   completion of the current semester’s work at the necessary levels. I move, therefore, that the Faculty
   Senate certify these students to graduate upon receipt of final grades, and notification of completion
   of other requirements, provided that the grades are consistent with the standards for graduation
   prescribed by this University. I also request that the Faculty Senate certify those students designated
   as eligible to graduate with honors upon completion of coursework and requirements consistent
   with the standards for honors at the levels offered by this University. The motion carried.

   Bill Hefley moved that:

   These students have applied for graduate degrees and have been reviewed by the Graduate Dean.
   The Graduate Dean certifies that all of these students will be eligible for the degrees indicated upon
   satisfactory completion of the current semester’s work. I move, therefore, that the Academic Senate
   certify these students to receive the degrees as indicated upon receipt of final grades and notification
   of completion of other requirements, provided that the grades received are consistent with the
   standards for credit prescribed by this University. The motion carried unanimously.

13. Updates to UTDPP1083-Intellectual Property Advisory Committee- Murray Leaf
   Murray Leaf as chair of the Intellectual Property Advisory Committee, moved to approve revisions
   to UTDPP1083. The motion carried unanimously.

14. Approval of 2020 Academic Calendar – Ravi Prakash
   The Academic Calendar committee moved to approve the calendar. The motion carried
   unanimously.

15. Approval of Annual Report from the Committee on Learning Management Systems- Bill
    Hefley
   The committee had previously submitted a report, but corrections were made. Bill moved to
   approve the revised report. Murray Leaf seconded. The motion carried unanimously.

16. Updates to UTD Title IX Documents – Marco Mendoza
   The revision to the UTD Title IX documents are per recent changes at the state and federal level, as
   well as the suggested changes made by the Academic Senate. All were included in the revisions.
   The Committee for the Support of Diversity and Equity moved to approve the revised Title IX
   documents. The motion carried with 34 yes votes, and 1 no vote.

17. Adjournment
There being no further business, Provost Inga Musselman adjourned the meeting 2:54 PM.

APPROVED: ____________________________

Ravi Prakash
Speaker of the Faculty

DATE: 1/16/2019
Overview

- 300-seat computer lab, providing UT Dallas students access to a comfortable and secure testing environment for exams, quizzes, instructional testing, and assessments.

- Administered 91,000 online, hybrid, and paper exams last year.

- No charge to students.

- Only UTD Exams are offered currently.
**Hours**

Open 54 hours/week (extended hours during finals week – 84.5 hours)

- Monday – Tuesday 8:30 am – 9:00 pm
- Wednesday Closed (open during midterm and finals week)
- Thursday – Friday 8:30 am – 9:00 pm
- Saturday 9:00 am – 1:00 pm
- Sunday Closed

**Procedures**

- Faculty must create a Registerblast account.
- Faculty submits on-line exam request form.
- Testing Center reviews and approves exam request.
- Once exam request is approved, students can sign up and take their exam within the testing window provided by faculty.
- Students must make reservations 72 hours prior to their exam date to ensure the Testing Center has adequate staffing in place. Drop-ins and students arriving late (30 min.) from the appointment time, may be turned away due to seat availability, staffing and closing time.
- Paper based/hybrid exams must be dropped off at the Testing Center at least **10 business days** prior to the first day of exam window.
Procedures
DISTANCE LEARNING

- Paper/hybrid exam must be submitted to Testing Center at least 10 business days prior to the exam window.

- Students must submit on-line exam application at least 15 business days prior to exam date (to align with remote Testing Center policies). If the student does not meet the deadline, they will be referred back to the professor to reschedule the exam.

- Strongly encourage faculty to put Testing Center guidelines and deadlines in the course syllabus.

Testing Security

- No phones/laptops

- Student must present Comet Card upon check-in

- Proctor escorts students to their seat

- NetID/Password required to sign on to eLearning

- Keystroke logger

- Video Cameras

- Screen capture

- Lockdown Browser (prevents other browsers/apps from being opened)

- Proctors monitor exams via Lanschool and walking

- Student materials submitted upon exiting
Pinch Points

- Registration tool is substandard.
  - Provost's Technology Group is building a new registration system.

- Faculty would like the Testing Center to be open longer hours.
  - Fiscal/staffing constraints.
  - Options being discussed to potentially extend hours in the future.

Pinch Points (cont.)

- Faculty would like to have all of their students take their exam at the same time during the regular scheduled class time.
  - Testing Center is not built to accommodate this (staffing, peak periods, number of work stations, etc.).

- Faculty are unaware they can have students test outside of the scheduled class time.

- Faculty are concerned that it will inconvenience students (students actually like the flexibility of a testing window).

- Faculty are concerned about academic dishonesty (safeguards exist to address this).
Questions/Discussion