TO: Academic Council*

COPY TO: Richard C. Benson  
Hobson Wildenthal  
Inga Musselman  
Calvin Jamison  
Abby Kratz  
John Wiorkowski  
Marion Underwood  
Denis Dean  
George Fair  
Dennis Kratz  
James Bartlet  
Hasan Pirkul

FROM: Office of Academic Governance  
Christina McGowan, Academic Governance Secretary

SUBJECT: Academic Council Meeting

The Academic Council will meet on WEDNESDAY, AUGUST 1, 2018 at 1:00 p.m. in ATEC 1.201. Please bring the agenda packet with you to the meeting. If you cannot attend, please notify me at cgm130130@utdallas.edu or x4791.

Attachments

<table>
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<td>Andrew Blanchard</td>
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<td>Lisa Bell</td>
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<td>Dinesh Bhatia</td>
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<td>Matt Brown</td>
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<td>Bill Hefley **</td>
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<td>Jennifer Holmes</td>
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<td>Joe Izen</td>
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<td>Murray Leaf***</td>
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<td>Syam Menon</td>
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<td>Ravi Prakash*</td>
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<td>Richard Scotch ***</td>
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<td>Tres Thompson</td>
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<td>Tonja Wissinger</td>
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<td>Eric Chen - Student Govern</td>
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*Speaker  
**Secretary  
*** Vice-Speaker
# AGENDA

**ACADEMIC COUNCIL MEETING**  
August 1, 2018  
ATEC 1.201

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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 the official minutes.

ACADEMIC COUNCIL MEETING
JUNE 6, 2018

PRESENT: Richard Benson, Inga Musselman, Lisa Bell, Dinesh Bhatia, William Hefley, Joe Izen, Murray Leaf, Syam Menon, Ravi Prakash, Richard Scotch,

ABSENT: Hobson Wildenthal, Andrew Blanchard, Tres Thompson, Tonja Wissinger

VISITORS: Frank Feagans, Calvin Jamison, Serenity King, Jessica Murphy, Clint Peinhardt

1. Call to Order, Announcements & Questions
   President Benson called the meeting to order at 1:00 PM. The finalized strategic plan is going to the printers and will be ready by June 30, 2018. President Benson gave a brief summary of the strategic plan. Challenging goals were set for the university. President Benson advised the Council that there would not be any merit increases for FY19; however, he encouraged supervisors to look at the last two years for FY20. President Benson noted he did not wish to have no merit increases but the budget simply was not there to fund them.

   The university did get an increase in tuition and fees starting in FY19. Unfortunately, the full impact of the increase will not be felt until four years down the road. The university is expecting another drop in Masters Students due to the current political climate in the country. President Benson noted that the freshman admission has returned to its previous high level yearly increase. President Benson opened the floor to questions. There were none.

2. Approval of the Agenda
   Murray Leaf moved to approve the Academic Council agenda. Richard Scotch seconded. The motion carried unanimously.

3. Approval of Minutes
   Richard Scotch moved to approve the minutes. Murray Leaf seconded. The motion carried unanimously.

4. Speaker’s Report – Ravi Prakash
   1. Jennifer Holmes is the new interim Dean for EPPS; and, therefore, has resigned from her position on the Academic Senate and Council. Because there are already two Council members who are from EPPS, there is no need to find a replacement for her on the Academic Council.

   2. The Committee on Committees meeting will be June 19, 2018. The books have been distributed. Speaker Prakash met with Staff Council President Naomi Emmet to facilitate Staff Council reports at the Academic Senate meetings.

   3. A letter was distributed in previous months regarding methane emissions on UT System lands. UT System owns a great deal of land in west Texas and receives royalties from the natural gas collected there. A group of former UT Students and donors, including the former CEO of Shell
Oil Company, sent a letter to Chancellor McRaven noting that methane emissions contribute to greenhouse gases and they must be addressed at least on UT System lands. They requested that a task force be formed to look into the methane emissions on UT System lands. Chancellor McRaven did not agree to appoint such a task force and leave his successor to deal with it. If a task force were to be appointed, it would need to be done by his successor. He has asked the CEO of UT Lands, which manages UT lands, to do an internal assessment.

4. All other items that I have been working with are on the agenda.

5. SACSCOC Reaffirmation Updates – Serenity King
The university’s response to the SACSCOC recommendation for a new policy on non-credit courses must be in by July 2018. Ms. King requested that the Academic Senate vote to approve the May Academic Senate minutes so that they may be included in the response to SACSCOC.

6. FAC Report – Murray Leaf
A new freedom of speech statement has been submitted. It was recommended to circulate to the members of the Academic Senate.

7. Student Government Report – Eric Chen
There was not a Student Government representative in attendance.

8. CEP Recommendations – Clint Peinhardt
There were two items that came up that have been approved by the CEP, but did receive approval until after the May Senate meeting: Art History has a new graduate degree for ARHM, and updates to ATEC’s admissions language. Without a summer vote by the Senate, they will not be approved in time to be in the fall 2018 course catalog. Lisa Bell moved to authorize an email vote of the Senate on these two CEP items. Murray Leaf seconded. The motion carried.

9. Ad Hoc Committee to look into retention of Academic Records – Ravi Prakash
At the May Handbook of Operating Procedures (HOP) meeting a policy on Records Retention was brought to them for approval. At that time, a question on Academic Records was raised. A request was made that the Academic Senate look into the retention of academic records, and when they can be discarded. To address the issues, an ad hoc committee should be created to look into the maintenance of Academic Records. Jennifer McDowell, Registrar, was in complete support of the initiative. Serenity King noted that SACSCOC requires certain items to be kept for the ten-year review. This topic could affect a students’ complaints. Richard Scotch moved to authorize the creation of an Ad Hoc committee on Records Retention, in which the council will recommend membership. Murray Leaf seconded. The motion carried.

10. New Business – Calvin Jamison
On June 7, 2018, there will be a community night at Northside, and everyone is invited. DART is voting on the Cotton Belt line on June 27, 2018. The Cotton Belt line will include a stop at Northside. The line should be completed by 2022, pending financing.

11. Senate Agenda for August 15, 2018:
   1. Call to Order, Announcements, and Questions
   2. Approval of the Agenda
3. Approval of the Minutes
4. Speaker’s Report
5. SACSCOC Reaffirmation Updates
6. TXCFS/ FAC Report
7. Student Government Report
8. CEP Recommendations

This agenda was approved, but may be updated in the Academic Council meeting in August.

12. Adjournment
   There being no further business President Benson adjourned the meeting at 1:58 PM.

APPROVED: ______________________________ DATE: _____________________________
Ravi Prakash
Speaker of the Faculty
UNAPPROVED AND UNCORRECTED MINUTES

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

ACADEMIC SENATE CAUCUS MEETING
April 18, 2018

Present: Mohammad Akbar, Lisa Bell, Kurt Beron, Dinesh Bhatia, Andre Blanchard, Denise Boots, Patrick Brandt, Mathew Brown, Monica Brussolo, Jonas Bunte, Adam Chandler, R. Chandrasekaran, Nadine Connell, Vladimir, Dragovic, Andrea Fumagalli, Gopal Gupta, Michele Hanlon, Bill Hefley, Jennifer Holmes, Ali Hooshyar, Dung T. Huynhm, Joe Izen, Midori Kitagawa, Murray Leaf, Meenakshi Maitra, John Mccracken, Syam Menon, Mehrdad Nourani, Simeon Ntafos, Catherine Parasoneault, Nicole Piquero, Ravi Prakash, Su L laugh Ramakrishnan, Viswanath Ramakrishna, Michael Rebello, Richard Scotch, Stephen Spiro,

Absent: Robert Ackerman, William Anderson, Gary Bolton, Judd Bradbury, Thomas Brikowski, Pankaj Choudhary, Galia Cohen, David Cordell, Chris Davis, Greg Hessr, Eric Farrar, Todd Fechter, Lev Gelb, Julie Haworth, Dohyeong Kim, Paul Lester, B.P.S. Murthi, Alexis Piquero, Christopher Ryan, Tres Thompson, Murat Torlak, Andrea Warner-Czyz, Tonja Wissinger, Alejandro Zentner

Visitors: Elizabeth Boyd

1. Call to Order, Introduction of Senate Members
Speaker Leaf called the meeting to order at 12:03 PM. The Senators-elect introduced themselves. Speaker Leaf noted that David Cordell is the Elected Secretary of the Senate and Christina McGowan is the Staff Secretary for the Senate.

2. Description of Agenda: Election and Setting Priorities
Speaker Leaf described the purpose of the meeting. It is to elect the Speaker, the Secretary, and the Academic Council, and to set the priorities for the 2018-2019 year.

3. Description of Officers duties, and Academic Council
Speaker Leaf gave a summary of Former Speaker Murray Leaf’s report from the April 2017 Caucus.

There are two dominant types of Faculty Senate models in the United States. The first is that the faculty is advisory. The Senate is advisory to the administration; the senate committees are advisory to the Senate and so forth. The other is the Shared Governance model. In the shared governance model, faculty and administration share responsibility for policy development. The Faculty Senate handles the academic side, while administration handles the administrative side—although each in consultation with the other. The UTD Senate is based on the idea of shared governance. The Senate itself is the policy making body for the faculty, subject to being overruled by the entire faculty if they hold a meeting. The committees of the Senate are executive committees. The Senate makes the policy, the committees interpret the policies of the senate for their respective concerned administrators. The administrators carry out the policies. We seem quite clearly to be widely recognized as the best example of shared governance in Texas, although at UT Austin there is also very substantial faculty autonomy and responsibility at the departmental level.

The ‘Speaker’ is not the chair of the Senate. The actual chair of the senate is the President of the University. In the absence of the president and provost, the speaker will chair the meeting, but otherwise, what you will generally see is that
the President chairs but the speaker or other faculty lead discussion on specific items. The Speaker is also the ex officio chair of the Committee on Committees. The Committee on Committees is appointed each year by the Academic Council. The Speaker is also an ex officio member of five other committees. The Speaker and Secretary are members of the UT system Faculty Advisory Council. The Speaker, Secretary, or designate are representatives of UTD in the Texas Council of Faculty Senates. The Senate has a Faculty Liaison with Student Government. The Speaker is responsible for the liaison. The Speaker serves on the Safety and Security Council and the Handbook of Operating Procedures Committee. Members of this committee cannot out-vote the Speaker on matters of academic policy. The Senate bylaws have been amended to add two new positions to the Senate, two Vice-Speakers to assist the Speaker in his duties. The Vice Speakers are appointed by the Speaker.

The Secretary is responsible for communication within the Senate organization. This includes responsibility for the minutes. The Secretary is the chair of the Senate Election committee. The Secretary supervises the corresponding staff secretary. Like the Speaker, the Secretary acts as the Faculty’s representative at the Faculty Advisory Council and the Texas Council of Faculty Senates.

The Academic Council is the Agenda Committee for the Senate; it is NOT an executive committee. The Council does not make decisions in place of the Senate. The Senate is the policy making body. The Council is representative of the Senate members. The members serve as back up for the Speakers and/or Secretary if needed at UT System Faculty Advisory Council or on some committees. They appoint the Committee on Committees. They will vote on some replacements for Committee appointments when Senate approval is not required.

4. Votes on officers:
According to the Senate Bylaws, the Speaker and Secretary are elected separately from the Council members. Speaker Leaf called for nominations for Speaker of Faculty Senate. Ravi Prakash was nominated and accepted. Richard Scotch was nominated but declined. There were no other nominations. Nominations were closed. Richard moved to elect Ravi Prakash by acclamation. Ravi Prakash was elected by acclamation. Speaker Elect Prakash reappointed Murray Leaf and Richard Scotch as Vice Speakers.

Speaker Leaf called for nomination for Secretary of Faculty Senate. Bill Hefley was nominated, and accepted. Speaker Leaf requested further nominations. There were no other nominations. Nominations were closed. Richard Scotch moved to elect Bill Hefley by acclamation. Bill Hefley was elected by acclamation.

Speaker Leaf opened the floor to nominations for Academic Council. Tres Thompson was nominated as the BBS representative. Joe Izen was nominated as the representative for NSM. Jennifer Holmes was nominated as the representative for EPPS. Viswanath Ramakrishna was nominated as the representative for NSM. Dinesh Bhatia was nominated as the ECS representative. Syam Menon was nominated as the JSOM representative. Elizabeth Boyd was nominated as the ATEC representative. Andrew Blanchard was nominated as the representative for ECS. Lisa Bell was nominated as the ATEC representative. Matt Brown was nominated as the AH representative. Tonja Wissinger was nominated as the representative for JSOM.

Speaker Leaf requested further nominations. There were no other nominations. Nominations were closed. The caucus was instructed to vote for six members.

5. Priorities for 2018-19:
The agenda packet included a review of priorities that were set by Caucus in 2017. After discussion within the Caucus, additional items for 2018-19 include the following:
• Address student food insecurity on campus
• Continue the study of the child care/ family issues on campus
• Increase the number of teaching assistance on campus via online application of graduate students
• Address concerns of overzealous auditing of compliance for research accounts. The issue was referred to research committee but nothing has done.
• Continue Addressing space and scheduling issues on campus
• Address fellowships, stipends, and salaries for teaching assistants.
• Continued study of Non-Tenure Track Faculty Salary Compression and Inversion
• Review placement of service contracts by researchers and departments.

6. **Summer meeting Schedule:**
The new Academic Council members were invited to the May 2, 2018 Council meeting. The new Council will begin at the June 6, 2018 at 1 PM meeting. Richard Scotch moved that there will not be a June or July Senate meeting, nor a July Council meeting. Nicki Piquero seconded. The regular meeting schedule will resume on August 1, 2018 at 1 PM.

7. **Announcement of New Academic Council:**
Andrew Blanchard (ECS), Tres Thompson (BBS), Joe Izen (NSM), Tonya Wissinger (ID), Dinesh Bhatia (ECS), Lisa Bell (ATEC), Matt Brown (AH), Jennifer Holmes (EPPS), and Syam Menon (JSOM) were elected to the 2018-2019 Academic Council. The order of the other votes will be kept in case a replacement is needed.

There being no further business, Speaker Leaf adjourned the meeting at 12:54 pm.

APPROVED: _____________________________ DATE: ________________
Murray Leaf
Speaker of the Faculty
Draft charge for ad hoc committee to propose a policy on record retention for academic records for UT Dallas.

The name of the committee shall be: Ad Hoc University Committee on Academic Record Retention Policy.

This is an ad hoc University committee established by the Academic Senate and the academic administration to draft a coherent policy that specifies which types of records should be regarded as academic records maintained by the University and recommends their retention or destruction.

The committee should assume that the core academic record is the student transcript, which should be maintained permanently. The committee is asked to identify: (a) additional academic records that should be maintained permanently; (b) records that may be considered relevant to the transcript, but not require permanent retention; and (c) records that should be included in the academic retention policy to meet requirements such as those pertaining to accreditation and licensing of university’s programs.

The following records are not academic records maintained by the university and will not be subject to this policy: (a) records maintained by faculty members for their personal use in instruction and in organizing their courses; and (b) personal communications among faculty and teaching assistants regarding students, or between faculty, teaching assistants, and students.

The chair of the committee shall be the University Registrar. Members of the committee shall be:

- Undergraduate Dean representative
- Graduate Dean representative
- Assistant Provost for Policy and Program Coordination (Serenity King)
- Chair of the HOP Committee (Abby Kratz)
- Committee on Educational Policy representative
- Records Management Officer (Courtney Spooner)
- Financial Aid Office representative
- University attorney (ex officio)
- Director of Compliance

The term of appointment is indefinite and will end when a policy is approved by the Academic Senate and the Provost. An initial recommendation is expected by October 1, 2018.
Procedures of the Committee on Qualifications of Academic Personnel

With respect to the appointment, retention, and promotion of academic personnel, the charge of the CQ is comprehensive:

“The Committee is charged with reviewing all recommendations from faculty ad hoc committees and School deans regarding the initial hiring, promotion, and promotion to tenure of members of the faculty, assuring that high academic standards are maintained, that appropriate and uniform procedures were followed in the review process, and that the evidence supports the recommendations. The Committee is further charged with reviewing and assessing the standards of excellence for the various academic ranks and for tenure, making due allowance for the different traditions and requirements of the different disciplines.” UTDPP1031.

These bylaws do not modify or abrogate this responsibility or the standards to which the charge refers. Rather, they address the way the charge is carried out.

General operating rules:

CQ deliberations are confidential. CQ meetings are not open, and members are not to describe them to others outside the meetings.

Members of CQ should not normally chair ad hoc committees. CQ members who are on ad hoc committees or who otherwise have been involved in preparing the cases that come before the CQ do not normally recuse themselves from the proceedings. More usually, they describe their involvement and position and try to provide what information they can with that involvement in view. They may, however, refrain from voting.

If there are significant deficiencies in the preparation of the case, the CQ will return the file to the dean, ad hoc committee, or search committee with appropriate queries. (Reviews of files are expedited if references who were chosen by the committee are clearly identified and if outside letters of reference are accompanied by biographical sketches that specify rank or title.) The CQ will not let such deficiencies work to the detriment of the person under review, but will judge the case solely on substance. If deficiencies or lapses in the file are due to the action or inaction of the faculty member under consideration rather than due to the ad hoc committee or dean, the CQ expects this to be clearly documented.

Although all the members are expected to familiarize themselves with all cases, one member is usually charged with introducing the case and summarizing the issues to start the discussion. This is normally not a member from the school of the person under consideration. The members from the school then commonly respond, and the discussion proceeds from there. CQ members do not act as advocates for their schools and indeed do not act as advocates or opponents generally, but try to weigh all sides of all cases as best they can.

Each case is given as much time as is necessary to reach a sense that no major issue has been left unexplored. Although the committee takes and records formal votes, the votes are not generally taken as decisive until those in the minority are satisfied that their position has been fully presented, discussed, and understood, and by and large the weight in the vote is recognized as fairly reflecting the balance of pro and con positions or issues in the discussion.

The record of the vote is sent forward to the Provost in a memo signed by all members of the CQ who voted. The memo should contain a succinct but informative statement of the rationale for CQ’s conclusion, with the considerations reflected in the votes both for and against the final recommendation.
In the case of third year internal reviews, the CQ attempts to judge whether the candidate's career trajectory appears to provide a good prospect of tenure or, if it does not, to summarize why. The aim of CQ deliberations is to put past accomplishments and evidence of present potential together to provide a sense of the overall likely career trajectory of the person under review and to compare this with what is normal and desirable, given the general state of the field as well as the situation in other fields that may be relevant.

The CQ does not view cases in isolation. Since it is charged with being concerned with maintaining general university standards as well as with assuring fairness in the process for individual cases, it must try within reasonable limits to view them in the context of the entire university and across time.

All internal reviews will be discussed and voted on at a regular meeting of the CQ.

If files for new hires are received that are incomplete and not prepared according to the search procedures in UTDPP1057, it is expected that information in the file will justify the exception(s). If the information is insufficient for CQ to judge the suitability of the appointment, the file will be returned to the Provost for the deficiencies to be remedied, without prejudice as to the qualifications of the candidate. The Provost and CQ will meet in late April to review decisions made during the faculty internal review cycle.

A quorum is two-thirds of the members of the CQ, rounded to the nearest integer.

These bylaws may be changed at any time by a two-thirds vote of the full CQ.

**Expedited procedures for new hires with tenure.**

In order to facilitate consideration of new hires at the rank of Associate or Full Professor with tenure, the file will be distributed to all CQ members by email. Members should circulate comments to the entire committee using the “reply all” function or its equivalent. After members have had an opportunity to circulate comments, votes will be cast in the same manner. Normally, 96 hours will be allowed for this process. Should the Provost and the Chair of CQ agree that time is of the essence (for example, in the case of competing offers), the time allowed may be shortened to 48 hours.

The general rules to be followed for new hires with tenure are as follows:

1. If the candidate has tenure in a comparable university and is being hired at the same rank, then approval is usually routine provided that: (i) The file contains at least five letters from arms-length references; (ii) research, publications, grants, teaching, etc. are commensurate with the requested rank.
2. Same as (1) BUT it is also a promotion. Then more review of the record (research, teaching and service) is usually warranted and more attention is paid to reference letters making sure that we have at least 5 arms-length letters which are very supportive of the candidate.
3. If the candidate is being promoted AND tenured, the review process is similar to our own faculty being reviewed for tenure and promotion (UTD policy statements: UTDPP1057, UTDPP1077).

The CQ membership, with emails, will be posted in the Senate section of the university web site, along with the charge, the description of the general policies covering hiring and promotion, and these bylaws.
Proposed Schedule of Senate Meetings, Academic Year 2018-2019

All meetings at 1 pm in the TI Auditorium, ECS South
Meetings are normally the third Wednesday of the month

NOTE: There are four proposed exceptions listed below.

- August 15
- September 19
- October 17
- November 28 - Rescheduled from November 21 (Fall Break)
- December 19
- January 16
- February 20
- March 27 - Rescheduled from March 20 (Spring Break)
- April 17
- May 15
- June 19 – cancelled (Senate approves holding electronic votes on any matters requiring its attention in lieu of this meeting)
- July 17 – cancelled (Senate approves holding electronic votes on any matters requiring its attention in lieu of this meeting)