The University of Texas at Arlington

Undergraduate Assembly

Minutes

The Undergraduate Assembly met in regular session on Tuesday, February 7, 2012, at 2:15 p.m. in the UC Rio Grande. Senior Vice Provost & Dean of Undergraduate Studies Michael Moore presided.

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| --- | --- | --- | --- | --- |
| **Member** | **Present** | **Excused** | **Absent** | **Alternate** |
| Ronald Elsenbaumer  |  |  |  |  |
| Michael Moore |  |  |  |  |
| Julie Alexander |  |  |  |  |
| Amy Austin  |  |  |  |  |
| Jean-Pierre Bardet  |  |  |  |  |
| Wendy Barr |  |  |  |  |
| Barbara Becker |  |  |  |  |
| Deborah Behan |  |  |  |  |
| David Bernard |  |  |  |  |
| Beverly Black |  |  |  |  |
| Andrew Brandt |  |  |  |  |
| Ann Cavallo |  |  |  |  |
| Mary Cazzell |  |  |  |  |
| C. Y. Choi  |  |  |  |  |
| Phil Cohen |  |  |  |  |
| Manfred Cuntz |  |  |  |  |
| William Dillon |  |  |  |  |
| Norma Figueroa |  |  |  |  |
| Jennifer Fox |  |  |  |  |
| Donald Gatzke |  |  |  | David Jones  |
| Jeanne Gerlach |  |  |  |  |
| Ruth Gornet |  |  |  |  |
| Tom Hamilton |  |  |  |  |
| Jeff Hazelrigs |  |  |  |  |
| Jongyun Heo |  |  |  |  |
| Dan Himarios |  |  |  |  |
| Laureano Hoyos |  |  |  |  |
| Tom Ingram |  |  |  |  |
| Pamela Jansma |  |  |  |  |
| Richard Jimmerson |  |  |  |  |
| Sonia Kania |  |  |  |  |
| Joo Hi Lee |  |  |  |  |
| Luis Lopez-Preciado |  |  |  |  |
| Peter Lung |  |  |  |  |
| Elissa Madden |  |  |  |  |
| Albert Marichal |  |  |  |  |
| Jeff McGee |  |  |  |  |
| Andrew Milson |  |  |  | John Smith  |
| Diane Mitschke |  |  |  |  |
| Ellen Murphy |  |  |  |  |
| Helen Myers |  |  |  |  |
| Karl Petruso |  |  |  |  |
| Elizabeth Poster |  |  |  | Gladys Maryol  |
| Jaime Rogers |  |  |  |  |
| Scott Ryan |  |  |  |  |
| Salil Sarkar |  |  |  |  |
| Brent Sasley |  |  |  |  |
| Chunke Su |  |  |  |  |
| Larry Watson |  |  |  |  |
| Sonja Watson |  |  |  |  |
| James Welch |  |  |  |  |
| Beth Wright |  |  |  |  |
| Gergely Zaruba |  |  |  |  |

**Approval of Minutes.** The minutes of the regular meeting on November 1, 2011 were approved as published.

**Undergraduate Curriculum Committee**

The following items were distributed to the Undergraduate Assembly as approved by the Undergraduate Curriculum Committee.

Agenda Items Approved by the Committee

on Undergraduate Curricula

Spring, 2012

February 7, 2012

***COLLEGE OF LIBERAL ARTS***

**Department of English**

**Course Change**

ENGL 3364 – Gay & Lesbian Literature - to correct course description

ENGL 3371, 3372, 3375 - to clarify prerequisites

ENGL 3385, 4334, 4336, 4337- to change course title

ENGL 4399 - Senior Seminar - to change primary component

**Delete Course**

ENGL 4386 - Dante - course no longer taught

ENGL 4388 - Majors Figures in Comparative Lit - course no longer taught

***COLLEGE OF SCIENCE***

**Department of Biology**

**Course Change**

BIOL 2350 - Mathematical Modeling in Ecology - remove BIOL 2343 as a prerequisite

BIOL 3322 - Brain & Behavior - Remove BIOL 2343 as a prerequisite

**Kimberly Van Noort presented the following items for consideration by the Undergraduate Assembly. Motion to approve proposed agenda items. All items were approved.**

 Agenda Items Approved by the

Committee on Undergraduate Curricula

For Consideration by the Undergraduate Assembly

February 7, 2012

***COLLEGE OF LIBERAL ARTS***

**Department of Modern Language**

**Add Course**

ARAB 3310 - Arabic Localization & Translation

ARAB 3311 - Arabic Localization & Translation II

CHIN 3310 - Chinese Localization & Translation

CHIN 3311 - Chinese Localization & Translation II

CHIN 4334 - Contemporary Chinese Culture

CHIN 4335 - Business Chinese

KORE 3310 - Korean Localization & Translation

KORE 3311 - Korean Localization & Translation II

PORT 3310 - Portuguese Localization & Translation

PORT 3311 - Portuguese Localization & Translation II

GLOBAL 2301 - Introduction to Global Issues

**Center for Mexican American Studies**

 **Catalog Text Change**

**Mexican American Studies** - Eliminate requirement of two separate elective streams

**Aerospace Studies (ROTC)**

**Add Minor**

**Minor in Aerospace Studies** - Establish a formal minor for Air Force ROTC cadets

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**Academic Calendar date modifications presented by Richard Jimmerson.** Two minor changes were presented.

1. Request made by University Academic Advising committee to move spring registration from Oct. 2nd to Nov 5th to give time to review students midterm grades as they begin to advise them. This will give them approximately 1 ½ weeks to consider grades.
2. Spring Break 2013 – minor change, moving from the week of March 18th to March 11th. We checked with AISD last year and they had decided on the 18th and when submitted had changed to the 11th.
3. Motion to approve.

All changes were approved.

**Academic Calendar 2012 – 2013 (Proposed Amendment)**

**Fall Term - Regular Session, 2012 (16 meeting weeks: 15 instructional weeks + 1 final exam week)**

Registration for Fall Term – Regular Session April 2 – August 22, 2012

First day of classes August 23, 2012

Late registration August 23 – August 29, 2012

Labor Day holiday September 3, 2012

Census date September 10, 2012

Last day to drop classes October 31, 2012

Registration begins for Spring 2013 Term November 5, 2012

Thanksgiving holidays November 22 – 25, 2012

Last day of classes December 5, 2012

Final exams December 6 – 7, 10 – 12, 2012

Commencement ceremonies December 13 – 17, 2012

**Spring Term - Winter Intersession, 2012-2013 (12 meeting days: 11 instructional days + 1 final day)**

Registration for Spring Term – Winter Intersession November 5 – December 16, 2012

First day of classes December 17, 2012

Late registration December 17, 2012

Census date December 18, 2012

Classes continue December 19 – 21, 2012

No classes scheduled December 22, 2012 - January 1, 2013

Classes continue January 2 – 4, 2013

Last day to drop classes January 3, 2013

Classes continue January 7 – 9, 2013

Final exams January 10, 2013

**Spring Term – Regular Session, 2013 (16 meeting weeks: 15 instructional weeks + 1 final exam week)**

Registration for Spring Term – Regular session November 5, 2012 – January 13, 2013

First day of classes January 14, 2013

Late registration January 14 – 18, 2013

Martin Luther King Jr. Day holiday January 21, 2013

Census date January 30, 2013

Spring Vacation March 11 – 15, 2013

Last day to drop classes March 29, 2013

Registration begins for Summer and Fall 2013 Terms April 1, 2013

Last day of classes May 3, 2013

Final exams May 4, 6 – 10, 2013

Commencement ceremonies May 9 – 13, 2013

**Summer Term – Summer Intersession, 2013 (12 meeting days: 11 instructional days + 1 final day)**

Registration for Summer Term – Summer Intersession April 1 – May 14, 2013

First day of classes May 15, 2013

Late registration May 15, 2013

Census date May 16, 2013

Classes continue May 17, 2013

Classes continue May 20 – 24, 2013

Last day to drop classes May 23, 2013

Classes continue May 28 – 30, 2013

Memorial Day holiday May 27, 2013

Last day of classes May 30, 2013

Final exams May 31, 2013

**Summer Term – 1st Five Weeks Session, 2013 (20 meeting days: 19 instructional days + 1 final day)**

Registration for Summer Term -1st Five Weeks Session April 1 – June 2, 2013

First day of classes June 3, 2013

Late registration June 3 – 4, 2013

Census date June 6, 2013

Last day to drop classes June 24, 2013

Last day of classes July 3, 2013

Final exams July 8, 2013

**Summer Term – 11 Weeks Session, 2013 (11 meeting weeks: 10 instructional weeks + 1 week comprising 2 final exam days)**

Registration for Summer Term – Eleven Weeks Session April 1 – June 2, 2013

First day of classes June 3, 2013

Late registration June 3 – 4, 2013

Census date June 20, 2013

Last day to drop classes July 18, 2013

Last day of classes August 8, 2013

Final exams August 12 – 13, 2013

**Summer Term – 2nd Five Weeks Session, 2013 (20 meeting days: 19 instructional days + 1 final day)**

Registration for Summer Term – 2nd Five Weeks Session April 1 – July 8, 2013

First day of classes July 9, 2013

Late registration July 9 – 10, 2013

Census date July 15, 2013

Last day to drop classes July 30, 2013

Last day of classes August 8, 2013

Final exams August 12, 2013

**Committee members:**

Richard Jimmerson, (chair), Eunice Currie, Kelly Davis, David Gray, Karen Krause, Conroy Kydd, Eric Leidlein, Michael Moore, Lisa Nagy, Roshan Perera, Barbara Raudonis, Rita Thompson, Carter Tiernan, Mary Vaccaro, Dale Wasson, Alaina Cardwell (undergraduate student) and Adrian Rodriguez (graduate student)

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**Academic Standards Report.** Presented by Michael K. Moore. With discussion the memorandum was approved.

* **Honor Roll for University College –** This would recognize freshman at an Outstanding level with a GPA of 3.5 and would be put on their transcript after first semester and remain there until graduation. This will be reviewed each time grades are posted.



**MEMORANDUM**

DATE: January 2, 2012

TO: Dolores Aguilar

 Clinical Instructor, College of Nursing

 Chair of the Undergraduate Academic Standards Committee

FROM: Dawn Remmers

 Executive Director, University College

 Joan Reinhardt

 Director, McNair Scholars Program

CC: Michael Moore

 Senior Vice Provost and Dean of Undergraduate Studies

Last Spring, I charged Joan Reinhardt with the development of the First Year Excellence workgroup, including University College staff and other campus stakeholders, to investigate the engagement of outstanding first-time, first-year students, as well as the proper recognition of those students, in an effort to connect them with the opportunities at UT Arlington rather than considering transfer. After considerable discussion, the workgroup has developed recommendations to support the recognition of freshman students which have been vetted by Michael Moore and the University College Executive Council.

Based on the recommendations of the workgroup, we would like to request consideration for the first-time, first-year freshman students to receive formal University recognition of excellence similar to the Honor Roll students with over 30 hours in residence at UT Arlington. For full-time freshman students earning between a 3.5 – 4.0 cumulative GPA, we request an official academic transcript designation of “Freshman Distinction” or “Freshman Honor Roll,” depending on the Committee members’ thoughts about calling the freshman level recognition an “honor roll.”

**Proposed Undergraduate Catalog Language:**

*[current language]*

Honor Roll

Students with excellent grades will be recognized by being listed on the Honor Roll. The Honor Roll will include those students who have both:

* 30 semester credit hours earned in residence with a GPA of not less than 3.5

and

* 12 semester credit hours earned in the current semester, not including pass/fail work, with a GPA for the semester of not less than 3.5

*[additional language proposed for this section]*

First-time, first-year freshman students with less than 30 credit hours with excellent grades will be recognized by being listed on the Freshman Distinction roll. The Freshman Distinction roll will include those students who have both:

* Less than 30 semester credit hours earned in residence at UT Arlington with a GPA of not less than 3.5

and

* 12 semester credit hours earned in the current semester, not including pass/fail work, with a GPA for the semester of not less than 3.5

In addition to this official recognition, University College will be recognizing new students with a 3.0 and 3.49 grade point average, as well as those in the Freshman Distinction roll and All A’s (4.0 gpa), with special letters from the Dean of Undergraduate Studies and possibly a special reception held in the Spring.

Please feel free to contact Joan Reinhardt (joan.reinhardt@uta.edu; 2-3715) or me (dremmers@uta.edu; 2-7162) for further information regarding this proposal. Thank you for your consideration.

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* **Grade Forgiveness Policy (Grade Exclusion)**

**Summary. Grade forgiveness policy put forth for discussion**. After presentation and discussion Jill Fox**,** student congress president requested that the Grade Forgiveness Policy be tabled. Fox noted that there would be a student congress meeting on January 30th, and she would get student feed- back. Fox claimed the policy is not student friendly and students should have the option to correct a mistake. The motion to table was seconded, and approved.

3. Grade Forgiveness Policy

The Grade Forgiveness Policy is effective with the First Day of Classes of the Fall 2012

Semester. The Grade Forgiveness Policy supersedes the previous Grade Replacement and

Grade Exclusion Policies, and all students must follow the Grade Forgiveness Policy based

On the criteria below. The final date for students to submit grade exclusion or grade

Replacement requests based on the Grade Replacement and Grade Exclusion Policies in

Prior Undergraduate Catalogs is the Last Day to Drop for Fall 2012. The following conditions apply:

1. Students who have already used and exhausted their options under previous Grade

Replacement or Grade Exclusion P will have no further options under the Grade

Forgiveness Policy.

1. Students who have already used the previous Grade Replacement or Grade Exclusion Policies for one course will have two options for grade forgiveness under the Grade Forgiveness Policy.
2. Students who have already used the previous Grade Replacement or Grade Exclusion Policies for two courses will have one option for grade forgiveness under the Grade Forgiveness Policy.

Grade Forgiveness Policy: Upon receiving a grade of D or F in a 1000 or 2000 level course, a student may, after filing the intent to do so, elect to have the grade forgiven. A student is limited to a total of three grade forgiveness opportunities under the following conditions:

1. A student may elect “grade exclusion” for one of the three grade forgiveness opportunities. “Grade” may be applied to one course at most if electing to use “grade exclusion,” the student is not required to retake the course.
2. A student may elect “grade replacement” for one, two, or all of the grade forgiveness opportunities. In this case, must be retaken at UT Arlington, even if it is not required for the student’s current major. The second grade earned, whether higher or lower, will be used in calculating the grade point average unless the second attempt results in a grade of W. This policy applies only the second time a course is attempted.
3. Students must file their intention to replace or exclude the grade earned in a course with the Office of Records (Registrar). Students must be enrolled at UT Arlington on Census Day of the semester that the grade forgiveness, if approved, is processed.
4. All grade forgiveness requests must be made prior to the Last Day to Drop of the final semester. Following graduation, requests will not be approved.
5. For courses in which the topic may change from semester to semester, the “grade replacement” option may only be used if the course topic for the repeated course is the same as the course topic when the original grade of D or F was earned.
6. Grade forgiveness does not apply to courses taken at another college or university.
7. This policy does not apply to courses taken on a pass/fail basis.
8. Individual colleges and schools may limit this policy.
9. Students may not apply this policy to grades of D or F which result from disciplinary action.
10. Students seeking grade forgiveness must receive counseling from the following as appropriate: Academic Advisor to determine the effect on completion of degree requirements and probation requirements, Financial Aid Office if receiving a scholarship or financial aid administered by that office, Athletic Department if a student athlete, International Office if and international student.
11. The grade(s) for the forgiven course(s) will be removed from the grade point average, but the grade(s) received will remain on the student’s transcript.
12. A course that has been “grade excluded” or “grade replaced” may not be used to satisfy degree requirements.
13. Once “grade forgiveness” has been applied to a course, the student may not have the action reversed.
14. Students who are dismissed from the University for academic reasons cannot use “grade forgiveness” until the dismissal period is satisfied.
15. Forgiven grades will be included in the calculation of the grade point average for determining graduation with Latin Honors.
16. The credit hours earned in courses where the grade is forgiven will count toward the 30 hour/45 hour policy for Tuition for Excessive Undergraduate Hours.
17. Tuition and fee refunds, rebates or other financial consideration will not be given for courses for which grade forgiveness is granted.

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* **Academic Integrity -** Presented by David Silva and Heather Snow
* David and Heather were assigned to co-chair a task force by President Spaniolo on Academic Integrity.
* This presentation was an action item up for discussion only regarding “New Resources for Cultivating Academic Integrity”. The ultimate goal is to establish a more prominent role for academic integrity as an integral facet of the UT Arlington educational experience. A draft of the new changes being put forth was given out at the meeting with the projected date of issuance being February 14, 2012. There were (5) new action items noted in the draft document presented.
1. New Honor Code - (During Fall 2012)
2. Review of current efforts to educate students – (During Spring 2012)
3. Enhanced faculty compliance training – (During Spring 2012 )
4. Reporting mechanism to be moved online – (During Fall 2012)
5. New associate director for student conduct – (Hiring process currently underway)
* Question’s were asked about the new honor code – we are not dictating how the honor code is to be used, it will be up to each professor in their class to decide how they would like to use the honor code. The syllabus templates will be revised to include the honor code, and the new online process will make it easier for both professor(s) and students to use. It was also noted that it can be incorporated into Blackboard.



OFFICE OF TH E PROVOST

TO: Members of the UT Arlington Faculty

Deans and Directors, Office of Academic Affairs

Directors, Office of Student Affairs

FROM: David J. Silva, Vice Provost for Academic Affairs

Heather Snow, Director, Office of Student Conduct

rDATE: February 14, 2012 **(** **projected date issue)**

RE: New Resources for Cultivating Academic Integrity

XC: James D. Spaniolo, President

Ronald L. Elsenbaumer, Provost and Vice President for Academic Affairs

Frank Lamas, Vice President for Student Affairs

As part of UT Arlington’s commitment to upholding the principles of academic integrity, we are pleased to announce new resources that should foster a better understanding of our shared roles in promoting the highest standards of scholastic conduct. These resources do not establish new policy regarding the definition of “scholastic dishonesty” (*per* the *Handbook* *of* *Operating* *Procedures*) or the means by which suspected violations are managed by the Office of Student Conduct. Rather, they raise awareness of existing policies not only for students but also for faculty, who are the front lines of ensuring that alleged lapses are handled appropriately and consistently. The ultimate goal is to establish a more prominent role for academic integrity as an integral facet of the UT Arlington educational experience.

1. **New Honor Code.** Beginning in fall 2012, UT Arlington will adopt the following Honor Code:

**UT Arlington Honor Code**

I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

**UT Arlington Honor Code**

The Honor Code will become part of relevant university publications, *e.g.,* course syllabus template, course catalogs. Faculty will be encouraged to implement the Honor Code however they deem appropriate. For more information, visit the new Honor Code website: TO\_BE\_ESTABLISHED.

**2) Review of current efforts to educate students.** During spring 2012, the President’s Task Force on Academic Integrity will be reconvened and charged with reviewing existing avenues for educating students about academic integrity and recommending any changes.

**3) Enhanced faculty compliance training.** During spring 2012, we will work with the Provost, Deans, Chairs, and Faculty Senate to develop content for a new compliance training module for faculty, which will include information on academic integrity policies and procedures.

**4) Reporting mechanism to be moved online.** Beginning fall 2012, the process whereby faculty report suspected integrity violations will be moved online, thereby streamlining the process.

**5) New assistant director for student conduct.** To support the changes described in this memo, the Office of the Provost and the Office of Student Affairs have collaborated to establish a new staff position in the Office of Student Conduct. The hiring process is currently underway.

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| Presidential Task Forceon Academic Integrity | Academy of Distinguished Teachers(Leadership Committee 2008-09, 2009-10, 2010-11)  |
| Anthony Carrillo, Student CongressBenjamin Howison, Student CongressJoe Jackson, Office of Graduate StudiesLorie Jacobs, Graduate Student SenateMike Knox, Office of Student AffairsCarl Lovely, Academy of Distinguished TeachersDavid Silva, Office of the Provost (co-chair)Pete Smith, Center for Distance EducationHeather Snow, Office of Student Conduct (co-chair)Stephanie Stylianou, Graduate Student SenateKimberly van Noort, College of Liberal Arts | Norman H. Cobb, *Past Chair (2010-11)*Jennifer R. Gray, *Past Chair (2009-10)*Mary Lynn Crow, *Past Chair (2008-09)***Mary Lou Bond****James Campbell Quick****Elizabeth Morrow****Rebecca E. Deen****Robert L. Woods****Donald K. McConnell, Jr.****Barbara A. Shipman****David J. Silva****Edith J. Barrett****Minerva Cordero-Epperson****Farhad Kamangar** | **Abdul A. Rasheed****James V. Robinson****Mark E. Eakin****Doreen Elliott****Merlynd Nestell****Allan A. Saxe****Carolyn Cason****Anand Puppala****Lauri Jensen-Campbell****Harry Reeder****Stacy Alaimo****Charles C. Chiasson****Bill Corley****Donald K. Granvold****Carl J. Lovely** |

**Other Business.**

* Ron Elsenbaumer addressed the assembly noting the increase in enrollment and would like to thank everyone for their hard work for the enrollment numbers and retention of the students. Noting that we had a drop of 800 students in the online dual enrollment courses but still managed an increase in our enrollment.
* Kim Van Noort reminded the Assembly that we will have a very full schedule at our next meeting on March 27thdue to changes in the Core Curriculum.

**Adjournment.** The meeting adjourned at 3:05 p.m.

**Michael K. Moore**

**Secretary**

**MKM:dr**