

University of North Texas at Dallas  
Academic Council Minutes  
January 2018

The Academic Council met Tuesday, January 23, 2018 in Founder's Hall Room 308.

**Voting Members in Attendance:**

Dr. Karen Shumway, *Dean, School of Business*  
Dr. John Gasko, *Dean, School of Education*  
Dr. Constance Lacy, *Dean, School of Human Services*  
Dr. Glenda Balas, *Dean, School of Liberal Arts & Sciences*  
Dr. Iftekhar Amin, *Faculty Alliance Vice-Chair*  
Berenice Zuniga, *SGA-Vice President*  
Rian Wilhite, *Director, Academic Advising*  
Brenda Robertson, *University Librarian*  
Ellen Pryor, on behalf of Judge (Ret.) Royal Furgeson, *Dean, College of Law*

**Non-Voting Members in Attendance**

Dr. Betty H. Stewart, *Provost and EVP for Academic Affairs*  
John Capocci, *University Registrar*  
Shaniece Miller, *Staff Council Representative*

**Other Attendees**

Dr. Theodore Larson, *Lecturer and MBA Coordinator for School of Business*  
Katrina Cornish, *Academic Scheduling Coordinator*  
Alounda Joseph, *Director of Graduate Recruitment & Admissions*

Dr. Betty H. Stewart, Provost and EVP for Academic Affairs, presided and the meeting began at 10:00am.

**Approval of Minutes:**

Dr. Stewart called for a motion to approve the December 2017 Minutes of the Academic Council. *Dr. Gasko made a motion that the minutes be adopted; Dr. Lacy seconded and the motion was unanimously adopted. (closed)*

All proposed changes are marked as such:  
New items are emboldened and underlined  
Deleted items are marked with a strikethrough line  
Justifications or clarifications are italicized.

## Old Business:

There being no Old Business to discuss, the Council moved on to New Business.

## New Business:

- A. Dr. Amin made a motion to adopt the following Faculty Alliance Office Hours Policy. *Dr. Shumway seconded and the motion was adopted. (closed)*

### Scope of Policy

**This recommendation below is to apply to all semesters to be held during the fall and spring (15-week, 8-week, 10-week, etc.).**

**It is the recommendation of the Faculty Alliance that the UNTD College of Law reserve the right to develop their own policy with regards to office hours.**

### Definitions

- **Office Hours: In-office, fixed-time hours of availability.**
- **Consultation Hours: By appointment only, synchronous and/or asynchronous electronic communication such as email.**

### Full-Time Faculty

**All full-time faculty members, regardless of teaching modality, shall maintain an average of at least eight office and consultation hours per week during which faculty members are available to either meet personally in their offices (office hours) or communicate electronically (consultation hours) with students.**

### Adjunct Faculty

**Currently, there is no requirement for adjunct faculty to maintain on-campus office hours. Adjunct faculty shall offer at least one consultation hour per week for each course taught until office space is made available; at that time, adjuncts will be required to hold one face-to-face office hour each week per class if the class meets face-to-face. Adjuncts who teach an online course may continue to hold consultation hours for that courses office hours.**

### Office Hours

**Fifty percent (e.g., 4 hours) of office and consultation hours shall be specifically posted to inform students when the faculty member is available for advising without an appointment. This portion of office hours shall be face-to-face. These office hours**

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cannot be met, entirely or in part, by stipulating “by appointment only.” In addition, the four face-to-face office hours must be held over at least two days per week; that is, all four hours may not be held on one day.

### Consultation Hours

Fifty percent (e.g., 4 hours) of office and consultation hours can be available for “by appointment only”, email or other electronic communication with students.

### Student Notification

Posted office hours shall be on file in the department office and shall be clearly communicated to students in the course syllabus and posting at the assigned office of each faculty member.

### Exceptions

Exceptions to this policy can be granted on a case-by-case basis by the Program Coordinator or Dean. For example, a faculty member who has considerable duties off campus (e.g., supervising student teachers) could request a reduction in required office hours.

### Availability During Office Hours

Office hours should be posted on or near each faculty member’s office door. Faculty members should be generally (usually) available during their office hours. If a faculty member will be away from the office during office hours for more than 20 minutes, he or she should post a note with the anticipated return time. Time that is missed for meetings, meal breaks, illness, etc. do not need to be made up.

- B. Dr. Shumway made the motion to adopt the following Graduate Program changes in the Graduate Catalog. *Dr. Lacy seconded and the motion was adopted. (closed)*

Change in MBA Program Admission Requirements, effective Spring 2018

School: Business

*Additional information: The MBA program’s growth comes primarily from our synergy with the university focus on Experiential Learning. As a result, we emphasize past experience in the field over static metrics. The Graduate Faculty for the MBA feels that it*

*would be beneficial to adjust the program's admissions requirements (and reflect it on the appropriate Catalog page) as follows:*

### Admission Standards

The School of Business determines admission and assesses background courses that may be required. In the determination of an applicant's eligibility for admission to the MBA degree, the following measures are of critical importance in determining the ability to succeed in the program.

- A GPA of 3.0 or better (4.0 scale) in the final 60 hours of undergraduate coursework leading to an undergraduate degree that was completed at a regionally accredited college or university or the foreign equivalent
- ~~A GMAT score of 400 or better or a comparable GRE score (scores more than five years old at the time of application for admission will not be considered)~~
- **Prior to admission, completion of 60% or more of the background courses or their transferable equivalent at a regionally accredited college or university or the foreign equivalent with a grade of 'B' or better**
- Four (4) or more years of relevant professional, managerial, or military experience
- A cumulative GPA of 3.4 (4.0 scale) or better on minimum of 12 graduate level courses completed at a regionally accredited college or university or the foreign equivalent
- An earned master's, doctoral or professional degree in any discipline earned at a regionally accredited college or university or the foreign equivalent

### Unconditional Admission

Applicants who have earned a graduate/professional degree in any discipline from a regionally accredited college or university or the foreign equivalent and are in good academic standing with that institution are granted automatic Unconditional Admission. Applicants who do not already hold an earned graduate/professional degree must satisfy at least ~~2~~ **3** of the measures of ability to succeed. With Unconditional Admission, students who are in good academic standing with the University are allowed to take courses in any order, assuming all prerequisites have been met.

## Conditional Admission

Applicants who meet at least ~~one~~ **two** of the measures of ability to succeed can be granted under the Conditional Admission status. Conditionally admitted students must take a minimum of 9 credit hours of core and/or elective coursework earning a cumulative GPA of 3.0 or better. Students meeting the terms of the conditional admission are then granted a Full Admission status.

## Denied Admission

Applicants ~~not~~ who do not meet any of the measures of ability to succeed and whose complete file shows that certain criteria needs improvement will likely be denied admission. All applicant data will be considered before an admission denial is made.

## Graduate Non-degree Status

Students admitted under the graduate non-degree (GNDE) classification may take up to twelve hours of 5000-level business courses prior to admission in the MBA program. The 12 hours chosen may consist of the background courses or the 36 hours required of the MBA degree. Students admitted in this status must have met university minimum admission criteria.

UNT Dallas requires a minimum of 2.8 overall GPA or a 3.0 for the last 60 hours GPA from the student's undergraduate degree. Applicants who have already completed a master's degree must have at least at 3.4 GPA on the master's or meet the undergraduate GPA standards.

## Admission to Non-Degree Status

The university recognizes that some students may wish to be admitted to graduate studies at UNT Dallas for the purpose of taking courses not necessarily leading to an advanced degree (i.e., prerequisites for admission to a degree program). Admission to UNT Dallas will be granted subject to the following provisions.

1. The applicant must meet all of the *general* admission requirements described previously.
2. The student in this status is required to receive *graduate* credit in all graduate (5000-level) courses taken, and must maintain an average of B on all such

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courses attempted. Non-degree students are entitled to enroll in any graduate-level class that is not restricted.

3. A student admitted to non-degree or certification-only status has no assurance that work completed under this status will be applicable toward degree requirements should he or she subsequently be admitted to a degree program at UNT Dallas. *A maximum of 12 semester hours earned prior to admission to a degree program may be counted toward degree requirements. Successful completion of graduate courses by non-degree or certification-only students does not obligate the university to grant admission to a degree program at a later date.* When all general and specific requirements for admission to a degree program have been met, a student may request that a change of major application be forwarded to the degree program area for evaluation.
4. A student who wishes to change from non-degree or certification-only status to degree-seeking status should review the admission requirements for students who change majors in the UNT Dallas Undergraduate and Graduate Catalog.
5. Enrollment for graduate credit ~~in courses in the School of Business, the School of Education, and the School of Human Services~~ must be approved in advance of registration by the respective Program Coordinator and is limited to 12 hours.

C. Dr. Balas made a motion to adopt the following Core Curriculum Additions. *Dr. Shumway seconded and the motion was adopted. (closed)*

New Course Addition to the Core, effective Fall 2018

School: Liberal Arts & Sciences

Department: Mathematics

**MATH 1353. Geometry and Measurement for Teachers**

**Prerequisite(s): TSI-Math complete or MATH 1010 with a grade of C or better**

**Description: Basic geometry; the coordinate plane; Pythagorean Theorem; distance formula; polygons; circles; regular polyhedra; congruence and similarity, constructions; transformations; symmetry; tessellations; Perimeter; area; surface area; volume, history of math as it relates to geometry, discussion on the geometry curriculum in elementary grades.**

**Lecture: 3 hours**

**Course Objectives:**

**1. To prepare teacher candidates for the mathematics portion of the TExES EC-6 Core**

**Subjects test.**

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**2. To equip teacher candidates with the mathematics content knowledge needed to teach elementary school.**

*Additional Information: The class for teachers in the old Core (MATH 1350) is no longer taught on the UNT Dallas campus.*

New Course Addition to the Core, effective Spring 2018

School: Liberal Arts & Sciences

Department: Mathematics

**MATH 1354. Numbers and Operations for Teachers**

**Prerequisite(s): TSI-Math complete or MATH 1010 with a grade of C or better**

**Description: An in-depth investigation of the number and operations concepts taught in elementary and middle school including addition, subtraction, multiplication, division of positive and negative integers; number theory; rational numbers; proportional reasoning.**

**Lecture: 3 hours**

**Course Objectives:**

**1. To prepare teacher candidates for the mathematics portion of the TExES EC-6 Core Subjects test**

**2. To equip teacher candidates with the mathematics content knowledge needed to teach elementary school.**

*Additional Information: The class for teachers in the old Core (MATH 1350) is no longer taught on the UNT Dallas campus.*

**Additional Discussion:**

- Dr. Lacy brought to the Council's attention that there were a number of courses that missed last year's THECB deadline for addition to the core curriculum. Dr. Lacy made a motion to add those courses to this year's submission:

HSML 1300

MUSI 1310

UGST 1100

CDFS 2033

SPAN 2040

SPAN 2050

*Rian Wilhite seconded and the motion was approved. (closed)*

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- Dr. Balas announced that seven members of the School of Liberal Arts & Sciences faculty were invited to present at the 2018 American Association of State Colleges and Universities Winter Meeting.
- John Capocci announced that the Registrar's Office is fully staffed as of January 17, 2018.
- Brenda Robertson requested that a list of appropriate materials be submitted to the library for all new courses.
- Berenice Zuniga announced that the Student Government Association general meetings have resumed and are held every Wednesday in Building 1, Room 248 at Noon. All are welcome to attend.

## **Adjournment**

Respectfully Submitted.

Essence Cleveland  
Executive Assistant to the Provost