

# University of North Texas at Dallas

## Academic Council Minutes

March 24, 2020

<https://unt.zoom.us/j/887997285>

### **Voting Members in Attendance:**

Dr. Karen Shumway, *Dean, School of Business*  
Dr. Lisa Hobson, *Interim Dean, School of Education*  
Dr. Constance Lacy, *Dean, School of Human Services*  
Dr. Orlando Perez, *Dean, School of Liberal Arts & Sciences*  
Dr. Ali Shaqlaih, *Dean, Graduate School*  
Felecia Epps, *Dean, College of Law*  
Dr. Gary Holmes, *Faculty Alliance Vice- President*  
Rian Wilhite, *Director, Academic Advising*  
Brenda Robertson, *University Librarian*

### **Non-Voting Members in Attendance:**

Dr. Betty H. Stewart, *Provost and EVP for Academic Affairs*  
John Capocci, *University Registrar*  
Dr. Dawn Remmers, *Assistant Provost*  
Vacant, *Director of University Accreditation and Policy*  
Ashleigh Tynes, *Staff Council Representative*  
Desmond Morris, *Director of Distance Learning*

### **Other Attendees:**

Dr. Gwendolyn Johnson, *Associate Professor, School of Education & UCC Chair*  
Katrina Cornish, *Academic Scheduling Coordinator*  
Dr. Cathy Scott, *Associate Professor Business Accounting*  
Dr. Muhammed Yousufuddin, *Life and Health Sciences Program Coordinator*  
Ms. Sara Holmes, *Communication Program Coordinator*  
Dr. Donna Hamilton, *Assistant Professor*  
Latoya Ellis, *Student Services Associate, Office of the Registrar*  
Lara Huddleston, *Assistant Director, Office of the Registrar*  
Jerrod Tynes, *Lecturer, Social Sciences*

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## Approval of minutes

February 2020 minutes were approved with nine of nine voting. (closed)

I.

## Old Business

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

## New Business

### A. Policy Review ( Dr. Dawn Remmers, Assistant Provost)

Policy 7.005: Student Attendance – *see appendix*

*Motion approved with nine of nine voting. (closed)*

College of Law Attendance Policy (*from Dean Epps, College of Law*) – *see appendix*

*Motion tabled with nine of nine voting. An edit was requested from the College of Law. If the edit is completed early, an electronic vote will be held before the April meeting. If not, this item will be presented as Old Business in April. (tabled)*

### B. New Course Additions (*School of Liberal Arts and Sciences*)

BIOL 4360 (Marine Ecology)

New Course Addition, effective Fall 2020

Department: Life and Health Sciences

*Additional Information: An introduction to the study of the interactions between aquatic organisms and their environments. Study of ecological processes at different levels of integration in marine ecosystems. As a department, we are trying to expand the upper level Biology electives that our majors can take. This course would add to the options available to them.*

AGRI/BIOL 4302 (Conservation of Natural Renewable Resources)

New Course Addition, effective Fall 2020

Department: Life and Health Sciences

*Additional Information: This course will explore the basic principles and philosophies associated with the development, management and use of natural and renewable resources; both social and ecological and factors associated in management alternatives involving the natural environment and use of renewable resources. The IPSS Grant calls for the creation and development of new courses and programs within the field of urban agriculture and renewable resources (UARR). This course would add to the continued development of the program on the UNTD campus. This course will expand our ability to*

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*recruit students to UNTD who are interested in agriculture and environmental sciences. This class will allow students to evaluate and investigate renewable and non-renewable resources and develop ideas about how to conserve and manage them. Industry partners and field trips will be incorporated into the class for experiential learning opportunities for the students.*

**BIOL 3151 (Introduction to Genetics and Genomics Lab)**

New Course Addition, effective Spring 2021

Department: Life and Health Sciences

*Additional Information: In this course, students investigate the basic principles of genetics using core “wet-lab” techniques and advanced protocols. This course has been designed to prepare students to independently performing a variety of basic, yet fundamental tasks in a biomedical/research lab. The genetics industry has been changed fundamentally in the past few years. The abundance of affordable genomic/genetics analyses/techniques in recent years has transformed this industry by expanding our understanding of genomes structure and functions. These new avenues of inquiry will eventually alter our understanding of life and help us to improve human life.*

*Understanding the genetics without performing hands-on experiments is impossible and that is why the majority of universities worldwide propose both the genetics lab and lecture. In the past semesters, I saw students were learning the genetics concepts but they are not really understand the implication of these concepts. The genetics lab can actually fill this gap and make a bridge between the genetics theories and genetics usage in life. Students will learn basic genetic and molecular biology laboratory techniques which will be really helpful for their job hunting in future. So, the main goal of this course is engaging students in the practical application of genetic principles while they are learning the concepts in the lecture. Both lecture and lab is recommended to be taken together as they are completing each other. Therefore, the whole population of students in genetics will also enroll in this lab. The basic understanding of biology and chemistry is required for this course which justifies the selected requisite course on the previous page. Also, this course is intended to accompany the experience in BIOL 3451. So, the BIOL 3451 would be a prerequisite OR co-requisite for this course. The course will be offered each semester.*

**GEOL 1445 (Introduction to Oceanography)**

New Course Addition, effective Fall 2020

Department: Life and Health Sciences

*Additional Information: An introduction to chemical oceanography, physical oceanography, geological oceanography, and biological oceanography.*

*Students will learn about interrelationships between these aspects of the ocean, and how these interrelationships govern earth processes with an emphasis on critical thinking, scientific processes, environmental issues, and interrelationships among disciplines. Students who are not science majors currently only have 2 choices to fulfill the core science requirements: Earth Science and Environmental Science. For Education students there is a third choice in Biology for Educators. Each semester we have between 150-200 students in these courses.*

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PBHL 3340 (Social and Behavioral Sciences in Public Health)

New Course Addition, effective Fall 2020

Department: Life and Health Sciences

*Additional Information: Covers the behavior social and demographic factors influencing health and well-being as well as race ethnicity, social class, gender immigration status and culture challenges including health equity and health disparities. The current Bachelor of Arts and Bachelors of Sciences in Public Health (as designed) focus heavily on elective courses from Sociology and Life Sciences, respectively, to satisfy the degree requirements. The current curriculum requirements were not designed to prepare students to take the Certified Health Education Specialists (CHES) examination, to matriculate into a Council on Education for Public Health (CEPH) accredited graduate program in public health, or to enter into entry-level employment in public health practice that required public health credentialing. In September 2019, we initiated a conversation with University Accreditation and Policy to understand current curriculum gaps and to ensure that program modifications would also align with CEPH, The Commission on Colleges of Southern Association of Colleges and Schools (SACSCOC) and Texas Higher Education Coordinating Board (THECB) standards. The addition of these courses is the result of these conversations.*

PBHL 3350 (Environmental Health)

New Course Addition, effective Fall 2020

Department: Life and Health Sciences

*Additional Information: The course will introduce students to foundational and technological concepts in environmental health and the scientific and public health principles that govern environmental health outcomes, especially for vulnerable populations. The current Bachelor of Arts and Bachelors of Sciences in Public Health as designed focus heavily on elective courses from Sociology and Life Sciences, respectively, to satisfy the degree requirements. The current curriculum requirements were not designed to prepare students to take the Certified Health Education Specialists (CHES) examination, to matriculate into a Council on Education for Public Health (CEPH) accredited graduate program in public health, or to enter into entry-level employment in public health practice that required public health credentialing.*

*In September 2019, we initiated a conversation with University Accreditation and Policy to understand current curriculum gaps and to ensure that program modifications would also align with CEPH, The Commission on Colleges of Southern Association of Colleges and Schools (SACSCOC) and Texas Higher Education Coordinating Board (THECB) standards. The addition of these courses is the result of these conversations.*

PBHL 4320 (Biostatistics for Public Health)

New Course Addition, effective Fall 2020

Department: Life and Health Sciences

*Additional Information: Introduces basic statistical techniques students will need to critically analyze and interpret public health data. Topic will include descriptive statistics, probability, estimation, hypothesis testing, nonparametric methods, categorical data, regression analysis, analysis of variance, and study design. The current Bachelor*

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*of Arts and Bachelors of Sciences in Public Health (as designed) focus heavily on elective courses from Sociology and Life Sciences, respectively, to satisfy the degree requirements. The current curriculum requirements were not designed to prepare students to take the Certified Health Education Specialists (CHES) examination, to matriculate into a Council on Education for Public Health (CEPH) accredited graduate program in public health, or to enter into entry-level employment in public health practice that required public health credentialing. In September 2019, we initiated a conversation with University Accreditation and Policy to understand current curriculum gaps and to ensure that program modifications would also align with CEPH, The Commission on Colleges of Southern Association of Colleges and Schools (SACSCOC) and Texas Higher Education Coordinating Board (THECB) standards. The addition of these courses is the result of these conversations.*

**PBHL 4395 (Applied Practice Experience in Public Health)**

New Course Addition, effective Fall 2020

Department: Life and Health Sciences

*Additional Information: Supervised paid or unpaid work experience in public health. Academic supervision and evaluation of performance along with a final presentation are required.*

*Students must secure the internship placements in consultation with the department chair or internship director. The current Bachelor of Arts and Bachelors of Sciences in Public Health as designed focus heavily on elective courses from Sociology and Life Sciences, respectively, to satisfy the degree requirements. The current curriculum requirements were not designed to prepare students to take the Certified Health Education Specialists (CHES) examination, to matriculate into a Council on Education for Public Health (CEPH) accredited graduate program in public health, or to enter into entry-level employment in public health practice that required public health credentialing. In September 2019, we initiated a conversation with University Accreditation and Policy to understand current curriculum gaps and to ensure that program modifications would also align with CEPH, The Commission on Colleges of Southern Association of Colleges and Schools (SACSCOC) and Texas Higher Education Coordinating Board (THECB) standards. The addition of these courses is the result of these conversations.*

*Motion passed with nine of nine voting. (closed)*

### C. Course Change Request (School of Liberal Arts and Sciences)

**BIOL 2041 (Microbiology)**

Change Level, effective Fall 2020

Department: Life and Health Sciences

New Course number and level: BIOL 3307

*Additional Information: Course number has been changed to reflect junior level course. This will also require students who are Field of Study complete to take Microbiology to satisfy degree requirements.*

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BIOL 2042 (Microbiology Lab)  
Change Level, effective Fall 2020  
Department: Life and Health Sciences  
New Course number and level: BIOL 3107

*Additional Information: Course number has been changed to reflect junior level course. This will also require students who are Field of Study Complete to take Microbiology to satisfy degree requirements.*

CHEM 2370 (Organic Chemistry I)  
Change Level, effective Fall 2020  
Department: Life and Health Sciences  
New Course number and level: CHEM 3370

*Additional Information: Course number has been changed to reflect junior level course.*

CHEM 2380 (Organic Chemistry II)  
Change Level, effective Fall 2020  
Department: Life and Health Sciences  
New Course number and level: CHEM 3380

*Additional Information: Course number has been changed to reflect junior level course. This will also require students who are Field of Study Complete to take Organic Chemistry II to satisfy degree requirements.*

COMM 4810 (Communication Research and Praxis)  
Change in Course Description and Number, effective Fall 2020  
Department: Languages and Communication  
New Course number: COMM 4390

*Additional Information: This course was carried over from UNT when the current program was developed. Since UNTD has a more applied focus than UNT, wording was revised slightly to emphasize separately the applied elements in this course, i.e. the internship option.*

*Change: Skills and concepts necessary to conduct communication research and convey research results through written and oral presentation, and/or to critically evaluate communication practices through community engagement/internship. May be repeated one time for credit toward overall degree. The change in course number is to make the course number consistent with the university numbering system.*

HLTH 4100 (Epidemiology of Communicable and Non-Communicable Disease)  
Change Prefix, Course Number and Title effective Fall 2020  
Department: Life and Health Sciences  
New Prefix, Course Number and Title: PBHL 4310 Epidemiology

*Additional Information: The HLTH prefix was adopted from UNT Denton and predated the establishment of the PBHL degree program. This change is meant to clean*

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*up the catalog for PBHL courses and create uniformity for the advising forms for the BA and BS in Public Health.*

HLTH 4400 (Health Promotion Skills and Competencies)

Change Prefix and Course Number effective Fall 2020

Department: Life and Health Sciences

New Prefix and Course Number: PBHL 4340 Health Promotion Skills and Competencies

*Additional Information: The HLTH prefix was adopted from UNT Denton and predated the establishment of the PBHL degree program. This change is meant to clean up the catalog for PBHL courses and create uniformity for the advising forms for the BA and BS in Public Health.*

HLTH 2900 (Special Problems)

Change Prefix effective Fall 2020

Department: Life and Health Sciences

New Prefix: PBHL 2900

*Additional Information: The HLTH prefix was adopted from UNT Denton and predated the establishment of the PBHL degree program. This change is meant to clean up the catalog for PBHL courses.*

HLTH 4900 (Special Problems)

Change Prefix effective Fall 2020

Department: Life and Health Sciences

New Prefix: PBHL 4900

*Additional Information: The HLTH prefix was adopted from UNT Denton and predated the establishment of the PBHL degree program. This change is meant to clean up the catalog for PBHL courses.*

PBHL 3320 (Planning, Administration and Evaluation of Health Programs)

Change Title effective Fall 2020

Department: Life and Health Sciences

New Title: Program Planning in Public Health

*Additional Information: This change simplifies the course long title.*

PBHL 4390 (Capstone Experience in Public Health)

Change Title effective Fall 2020

Department: Life and Health Sciences

New Title: Capstone in Public Health

*Additional Information: This change aligns the capstone course for PBHL majors with those of others within LAS by separating it from experiential learning and focusing more heavily on workplace readiness and refinement of marketable skills for public health graduates.*

*Motion passed with nine of nine voting. (closed)*

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D. Program Change Requests (*School of Liberal Arts and Sciences*)

Biology, Bachelors of Arts

Change effective Fall 2020

Department: Biology

Change in required course(s) and change in credit hours

*Additional Information: a) Removal of BIOL 2301 (3 credit hours) and BIOL 2311 (1 credit hour) and replace with BIOL 4310 (3 credit hours). This will change the number of Biology Core hours required from 24 hours to 23 hours. Additionally, removal of MATH 2424 (4 credit hours) with no substitution to this removal. This will change the number of "Additional Requirements" from 19 hours to 15 hours.*

*b) The course code and level for Organic Chemistry I is changing from CHEM 2370 to CHEM 3370 (in a separate "Change in Existing Course Request" form). Therefore the current requirement of CHEM 2370 (Organic Chemistry I) in the Supporting Science Requirements will be changed to CHEM 3370 (Organic Chemistry I).*

*c) The justification for these additions and removals is due to the new state mandated Biology Field of Study Curriculum to be implemented for Fall 2020*

Biology, Bachelors of Science

Change effective Fall 2020

Department: Biology

Change in required course(s) and change in credit hours

*Additional Information: a) Removal of BIOL 2301 (3 credit hours) and BIOL 2311 (1 credit hour) and replace with BIOL 4310 (3 credit hours). This will change the number of Biology Core hours required from 25 hours to 24 hours. Additionally, removal of MATH 2424 (4 credit hours) with no substitution to this removal. This will change the number of "Additional Requirements" from 31 hours to 27 hours.*

*b) The course code and level for Microbiology is changing from BIOL 2041 to BIOL 3307 (in a separate "Change in Existing Course Request" form). Therefore the current requirement of BIOL 2041 (Microbiology) will be changed to BIOL 3307 (Microbiology).*

*c) The course code and level for Microbiology Laboratory is changing from BIOL 2042 to BIOL 3107 (in a separate "Change in Existing Course Request" form). Therefore the current requirement of BIOL 2042 (Microbiology Laboratory) will be changed to BIOL 3107 (Microbiology Laboratory).*

*d) The course code and level for Organic Chemistry I is changing from CHEM 2370 to CHEM 3380 (in a separate "Change in Existing Course Request" form). Therefore the current requirement of CHEM 2370 (Organic Chemistry I) in the Supporting Science Requirements will be changed to CHEM 3370 (Organic Chemistry I).*

*e) The course code and level for Organic Chemistry II is changing from CHEM 2380 to CHEM 3380 (in a separate "Change in Existing Course Request" form). Therefore the current requirement of CHEM 2380 (Organic Chemistry II) in the Supporting Science Requirements will be changed to CHEM 3380 (Organic Chemistry II).*

*f) The justification for these additions and removals is due to the new state mandated Biology Field of Study Curriculum to be implemented for Fall 2020.*

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Political Science

Change effective Fall 2020

Department: History and Political Science

New Title: Public Law and Public Policy

*Additional Information: 1. The concentration is currently entitled "Public Law."  
2. "Public Policy" is the statutory component of the creation of laws. 3. The program currently has no lawyer or academic expert specializing in legal matters, although many faculty have taught law-related courses on an ad hoc basis. 4. The addition of fulltime lecturer Dr. Sean Hubbard provides the program with an expert in public policy, an area of teaching that he is developing.*

*Motion passed with nine of nine voting. (closed)*

#### E. Program Change Request (School of Education)

Interdisciplinary Studies (Grades 4-8), Social Studies, BS

Change effective Fall 2020

Department: Teacher Education

Change in required course for the program

*Additional Information:*

*Core Curriculum:*

*Remove the recommendation to take MATH 1100.*

*Remove from Content Requirements:*

*Remove MATH 1100, MATH 1354, and MATH 1355*

*Remove GEOG 1200*

*Remove Two approved 3/4XXX level approved US History courses*

*Remove Approved European History course*

*Remove Approved World History course*

*Remove Approved PSCI 3/4XXX level Government/Political Science course*

*Rationale: Students will take one math course as part of the Core. Additional math is not necessary. GEOG 1200 is not taught at UNT Dallas.*

*Add to Content Requirements:*

*Add PSCI 1040 and PSCI 1050 (both are American Government courses).*

*Add HIST 1050 and HIST 1060 (both are World History courses).*

*Add ECON 1100 and ECON 1110.*

*Two advanced (3/4000-level) HIST courses and two advanced (3/4000-level) PSCI courses*

*Rationale: Most students will take PSCI 1040 and PSCI 1050 as part of the Core, but they should also be listed as content requirements in case students satisfy the Core with other courses.*

*World History and Economics are needed for the certification test.*

*Electives will allow students to achieve a minor in History or Political Science minor if desired.*

*Remove from Teacher Education Requirements:*

*Remove LING 3060 and EDSE 4060 Content Reading in Secondary Schools.*

*Rationale: Students will receive reading instruction in EDRE 4861 Integrated Reading/ELAR/Social Studies.*

*Remove from ESL Certification Pathway: SPAN 1010.*

*Rationale: SPAN 1010 will be kept as a recommendation in the Core but will not be required.*

*Motion passed with nine of nine voting. (closed)*

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F. New Course Requests (School of Business/Graduate School)

**MGMT 5350 (The Consumer and Service Experience)**

New Course Addition, effective Fall 2020

Department: Business

*Additional Information: Examination of the intricacies of the consumer's purchasing and product consumption experience and options to capitalize on that experience.*

**MGMT 5351 (Organizational Behavior)**

New Course Addition, effective Fall 2020

Department: Business

*Additional Information: Applied emphasis in organizational behavior stressing organization-people linkages and interrelationships, including: supervision, formal participation schemes, appraisals and development, organizational structure, communications, control and conflict resolution.*

**MGMT 5352 (Collaboration and Project Management)**

New Course Addition, effective Fall 2020

Department: Business

*Additional Information: Development and selection of tools for management, oversight, and collaboration in and between teams. Exploration of remote, flex, and in-person employment environments.*

**MGMT 5353 (Budget and Finance)**

New Course Addition, effective Fall 2020

Department: Business

*Additional Information: Overview of companies' structures, financial statements and status, and assessing costs and company value. Issues regarding the budget development and management.*

**MGMT 5354 (Social Responsibility)**

New Course Addition, effective Fall 2020

Department: Business

*Additional Information: Overview of ethics, social responsibility, and legal issues in the modern business environment.*

**MGMT 5355 (Professional Writing and Speaking)**

New Course Addition, effective Fall 2020

Department: Business

*Additional Information: Theory and practice of the professional workplace, including developing and appropriate environment, creating compelling documents and presentations, and leading meetings.*

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MGMT 5356 (Operations Management)  
New Course Addition, effective Fall 2020  
Department: Business

*Additional Information: Analysis and evaluation of operational processes and distribution channels in various industries.*

MGMT 5357 (Management of Human Resources)  
New Course Addition, effective Fall 2020  
Department: Business

*Additional Information: Determining organizations competing environments and evaluating strategic options to gain competitive advantages.*

MGMT 5358 (Brand Management)  
New Course Addition, effective Fall 2020  
Department: Business

*Additional Information: Issues related to brand management and its integration within the organization, management of portfolio of brands/products, environmental scanning, identification and creation of value to offer to consumers, budgeting, planning, and control issues.*

MGMT 5359 (Strategic Management)  
New Course Addition, effective Fall 2020  
Department: Business

*Additional Information: Determining organizations competing environments and evaluating strategic options to gain competitive advantages. This course must be taken in the last semester of coursework.*

*Motion passed with nine of nine voting. (closed)*

#### G. New Course Request (School of Liberal Arts & Sciences/Graduate School)

PDLR 5353 (Leadership in a Complex World)  
New Course Addition, effective Fall 2020  
Department: Public Leadership

*Additional Information: Survey and fundamentals of leadership theories, models, frameworks, dynamics and best practices relative to addressing complex public problems in an uncertain yet interconnected world. Focus on policy and organizational settings, decision making, innovation, navigating complexities and taking advantage of opportunities. As a Master of Science in Public Leadership degree program, it is imperative that a course that focuses on Public Leadership which in this case is PDLR 5353: Leadership in a Complex World is part of the core curriculum. Including this course fulfills both conceptual and curriculum soundness and cogency expectations, and will help the students to develop a comprehensive understanding of the relevant*

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*components relative to the Public Leadership Program.*

*This course will enable students to acquire relevant foundations of public sector leadership based on established theories, models, frameworks, dynamics and best practices. The use of relevant cases and scenarios in public leadership as part of the instructional and learning process will help students to better relate to the complexities of contemporary public leadership and empower them to navigate through challenges and to take advantage of emerging opportunities. As a required course, all students admitted into the MS in Public Leadership Program will enroll and will consequently derive needed academic and professional/practical benefits that the course offers. And as a core and foundation course, admission into the program fulfills the prerequisite. The course is scheduled to be offered in the Fall and/or Spring of each year pending demands and program contingencies. This course undoubtedly will serve as an essential addition to the curriculum and will effectively complement existing course offerings for students' and program benefits.*

*Motion passed with nine of nine voting. (closed)*

#### H. New Academic Program Request (School of Business/Graduate School)

Master in Management (MiM)

Effective Fall 2021

Department: Business

*Additional Information: The Masters in Management (MiM) degree will serve students who wish to gain familiarity with the practical process of business at a post-baccalaureate level but without the benefit of an undergraduate business degree. The MiM will focus on leadership, organizational behavior, human resources, ethics, and social responsibility. The primary target will be for students who intend to obtain employment as a mid-level(or higher)team lead or manager in any industry.*

*The program will be designed with the following students in mind:*

*Baccalaureate graduates in good academic standing, who wish to add practical management skillsets on top of an existing non-business undergraduate degree.*

*Baccalaureate graduates who wish to exit or elevate their current employment to a managerial role. Teachers who wish to change careers to a managerial focus.*

*The program will emphasize the following Learning Objectives:*

*Organizational Management -The student will emphasize small-group leadership, best practices in human resources management, and achieving appropriate goals and quantitatively derived metrics while retaining appropriate adherence to organization-wide goals.*

*Legal Environment and Social Responsibility -The student will be able to adhere to legal and ethical standards of business practices and defend the need for socially responsible decision making.*

*Professional Communication -The student will be able to convey ideas, written and verbal, in a professional manner.*

*Motion passed with nine of nine voting. (closed)*

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## I. Graduate Program Changes (*School of Business/Graduate School*)

### Masters in Business Administration

Effective Fall 2020

Department: MBA Program

Change in required course(s) for the program: Background (Leveling) Course Changes to Prerequisite Courses

*Additional Information: The following MBA graduate background (leveling) courses are being replaced with the corresponding undergraduate courses listed below: This change will allow students who need background courses as a condition of their MBA admission to complete these courses easier at the beginning of their MBA program or before admission to the program.*

*Course Changes*

•ACCT 5020 replaced by ACCT 2010 -Principles of Accounting I (Financial) and ACCT 2020-Principles of Accounting II (Managerial) or equivalent.

•ECON 5000 replaced by ECON 1100 –Principles of Microeconomics and ECON 1110 –Principles of Macroeconomics or equivalent.

•FINA 5040 replaced by FINA 3770 –Finance or equivalent.

•BLAW 5050 replaced by BLAW 3330 –Legal and Ethical Environment of Business or equivalent.

•DSCI 5010 replaced by DSCI 2305 –Business Statistics I or equivalent.

•MGMT 5070 replaced by MGMT 3830 –Operations Management or equivalent. In addition, because the 50XX series of courses (ACCT 5020, ECON 5000, FINA 5040, BLAW 5050, DSCI 5010, MGMT5070) are odd semester hours and follow a non-standard practice of being non-credit credit courses, they should be removed from the catalog completely. The graduate MBA background (leveling) courses are being replaced with the corresponding undergraduate course listed in order to allow students who need background courses as a condition of their MBA admission to complete these courses easier at the beginning of their MBA Program or before admission to the program.

### Master of Science in Public Leadership (*School of Liberal Arts & Sciences/Graduate School*)

Effective Fall 2020

Department: Public Leadership

Change in required course(s) and credit hours change for the program

*Additional Information: The current Master of Science in Public Leadership is a 39 hour degree program. (24 hours of required courses, 12 hours of elective courses, and 3 hours for Capstone)*

*This proposal is to reduce the number of hours from 39 to 36 hours. (21 hours of required courses, 12 hours of electives, and 3 hours for Capstone. Schools of Public Policy and Public Administration (NASPAA) in the accrediting body of master programs in public affairs, administration, and policy. Their accreditation standards state, "The normal expectations for professional degrees in public affairs, administration, and public*

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*policy is equivalent to 36 to 48 semester credit hours of study." The course which will no longer be required as a core course is PLDR 5310 Data Analytics and Research Methods*

*II. The remaining core courses will remain in place as core courses:*

*PLDR 5320 Public Service & Society*

*PADM 5030 - Managing Human Resources*

*PADM 5400 - Managing Financial Resources*

*PLDR 5300 - Data Analytics and Research Methods I*

*PLDR 5330 - Organizational Theory & change*

*PADM 5370 - Strategic Planning*

*PADM 5020 - Leading and Managing Public Organizations*

*Summary: The MSPL program plans to move to a 36 hour degree program.*

*Students will take 21 hours of core courses, 12 hours of electives, and 3 hours for Capstone.*

*PLDR 5310 Data Analytics & Research Methods II will be dropped as a core course.*

*Motion passed with nine of nine voting. (closed)*

**J. Graduate Prep Plan (Graduate School)**

**Effective Fall 2020**

**Undergraduate Leveling Procedure – see appendix**

*Motion passed with nine of nine voting. (closed)*

**K. College of Law Curricular Changes (College of Law) – see appendix**

*Motion passed with nine of nine voting. (closed)*

**Adjourned.**

**Respectfully submitted**

**Essence Cleveland**

**Executive Assistant to Provost and EVP of Academic Affairs**

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<b>The University of North Texas at Dallas Policy Manual</b>	Chapter 7.000
<b>7.005 Student Attendance</b>	<b>Student Affairs, Education &amp; Funding</b>

**Policy Statement.** The University of North Texas at Dallas ("UNT" or "the University") recognizes that student success is promoted by the expectation of regular attendance and participation in class.

**Application of Policy.** This policy applies to all students, except for students from the College of Law.

**Definitions.**

1. Active Military Service. "Active Military Service" includes active military service performed by a member of the Texas National Guard or the Texas State Guard.
2. Reasonable Time. "Reasonable Time" means no fewer than 10 days.
3. Religious Holy Day. "Religious Holy Day" means a holy day observed by a religion whose place of worship is exempt from state property tax.
4. Student. "Student" includes students enrolled in distance education, self-paced and other asynchronous courses.
5. Class Participation. "Class participation" is determined by the faculty member and may include activities such as attendance in class, submitting homework assignments or discussion board posts, and communication with the faculty member of record.

**Procedures and Responsibilities.**

**Class Attendance.**

1. Responsibility for class attendance rests with students. Regular and punctual attendance at all scheduled classes is expected.
2. Faculty members will clearly state their policy regarding class absence and the impact of absences on course grades on their course syllabi. Absences may lower a student's grade where class attendance and class participation are deemed essential by the faculty member.
3. Faculty members will be expected to report accurately attendance for class roll audits, early alerts, and last day of participation for financial aid purposes.



### **Excused Absences.**

1. An absence may be excused for the following reasons:
  - a. religious holy day, including travel for that purpose;
  - b. active military service;
  - c. participation in an official university function; or
  - d. illness or other extenuating circumstances.
2. A student is responsible for requesting an excused absence in writing, providing satisfactory evidence to the faculty member to substantiate the excused absence and delivering the request personally to the faculty member assigned to each course.
3. When an absence is excused, the faculty member will provide a reasonable time after the absence for the student to complete the assignment or examination.

### **Student Absence Due to Religious Holy Day.**

A student may be excused from attending classes or other activities, including examinations, for observance of a religious holy day, including travel for that purpose.

1. A student should notify a faculty member of anticipated absence to observe religious holy days as early in the semester as possible.
2. An excused student may not be penalized for the absence and must be allowed to take an examination or complete an assignment from which the student is excused within a reasonable period after the absence. The faculty member may take appropriate action if a student fails to satisfactorily complete an assignment or examination.

3. If a student and faculty member disagree about the nature of the absence being for the observance of a religious holy day or about whether the student has been given reasonable time to complete any missed assignments or examinations, either the student or the faculty member may appeal to the Student Academic Appeals Committee (SAAC). The student and faculty member will abide by the decision of the SAAC.

### **Student Absence Due to Military Service.**

A student will be excused from attending classes or other activities upon providing notice of participation in active military service.

1. A student called to active military service must provide a copy of the student's military order to each faculty member instructing a course in which the student is enrolled.
2. An excused student will not be penalized for an absence due to military service and will be allowed to take an examination or complete an assignment from which the student is excused within a reasonable period after the absence.
3. The course syllabus or instructional plan for a course in which a student was enrolled when called to active military service will be retained so that the student may complete the course without prejudice and pursuant to the course requirements that were in effect when the student enrolled in the course upon the student's return from active military service. All course work completed by a student prior to being called to active military service will be retained until the student returns.
4. A student who returns from active military service who will not be able to satisfactorily complete any outstanding assignments or examinations within a reasonable period of time must contact the Office of the Provost to develop a written plan and timeframe for completing all outstanding assignments or to make any other arrangements as may be appropriate under the circumstances
5. The maximum period for which a student may be excused will be no more than 25% (twenty-five percent) of the total number of class meetings or the contract hour equivalent (not including the final examination period) for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service.

6. A student returning from active military service who believes that they have not been given full and fair treatment in accordance with this policy, or all other relevant state or federal laws relating to return from active military service, may seek review by the Student Academic Appeals Committee (SAAC). The SAAC will review the complaint asserted by the student, meet with all university officials who may have knowledge of the circumstances, and attempted to resolve the dispute amicably in accordance with UNTD policy and state and federal law.

#### **Student Absence for Official University Functions.**

Student absences due to participation in a university function or activity must be approved in advance within a reasonable time by the faculty member. Students should be prepared to provide appropriate documentation of participation in the official function.

#### **Student Absence Due to Illness and Extenuating Circumstances.**

In cases of brief illness or extenuating circumstances in which a student can return to class participation in a reasonable timeframe, the student should inform his or her faculty of currently enrolled courses with the reason for absence and make arrangements to make up work immediately upon return. Documentation may be requested by the faculty member to verify illness. In case of an absence in which the student is not able to communicate effectively with faculty, the student should notify the Assistant Provost for notification of the faculty.

#### **References and Cross-references.** None.

Approved: 8/25/2010

Effective: 8/25/2010

Revised: 1/30/2014

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## COLLEGE of LAW

### MEMORANDUM

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To: Dawn Remmers, Assistant Provost UNT Dallas

From: Felecia Epps, Dean UNT Dallas College of Law 

Date: March 3, 2020

Re: Comments of Attendance Policy

I request that the College of Law be permitted to follow the attached attendance policy. To fulfill the requirements of the ABA Standards the College of Law faculty adopted an attendance policy and has followed an attendance policy since its inception. The revised version of that policy, adopted in August 2016, is attached.

In order to obtain full ABA approval we must be in full compliance with all ABA accreditation standards. An attendance policy is an academic standard. ABA Standards 201 (a) and 308 (a) below apply to academic standards.

**ABA Standard 201 (a) Law School Governance** provides that:

The dean and the faculty shall have the primary responsibility and authority for planning, implementing, and administering the program of legal education of the law school, including curriculum, methods of instruction and evaluation, admissions policies and procedures, and academic standards.

**ABA Standard 308 (a) Academic Standards** provides that:

A law school shall adopt, publish, and adhere to sound academic standards, including those for **regular class attendance**, good standing, academic integrity, graduation, and dismissal.

## **GRAD PREP - Low GPA**

### **Undergraduate Leveling Procedure**

**Taking leveling courses does not guarantee acceptance or change your bachelor's degree GPA.** However, successful completion of such courses can provide an avenue for further consideration for applicants who may be ineligible for master's or second bachelor's degree study at the time of initial application.

1. The number of hours in which you must take differ based on the program for which you initially applied.
  - a. For master's degree candidates: ask the department in which you intend to major at UNT Dallas to prepare a planned program of **6-12 credit hours** preferably of 3000- and 4000-level undergraduate courses.
  - b. For second bachelor's degree candidates: schedule a meeting with the post-baccalaureate advisor to prepare a planned program of **6-12 credit hours** of coursework which, upon completion, will be applicable to your second bachelor's degree should you be accepted in a future term.

#### **Special note regarding preparatory coursework:**

- Specific courses are chosen in consultation with the program advisor of the intended major department and then approved by the Graduate School.
  - Courses must be organized classes (independent study or special problems courses are not accepted unless approved in advance by the Graduate School).
  - **Six credit hours must be taken in the first semester during GRAD Prep.**
  - A grade of A or B in each course is required.
  - In most instances, courses taken to qualify for admission cannot be used to fulfill graduate degree program requirements.
2. Master's degree candidates: Complete the appropriate standardized test requirements (i.e., GRE) if required by the department and achieve a competitive score prior to being considered for admission to a graduate degree program and beginning graduate-level work.
  3. Upon successful completion of the **6-12 credit** hour program and submission of competitive test scores (if applicable), you may apply for admission to a degree program by submitting a Change of Major Request form to the UNT Dallas Office of Graduate Admissions.

Please feel free to visit the UNT Dallas Office of Graduate Admissions for additional information.

[GradSchool@untdallas.edu](mailto:GradSchool@untdallas.edu)

972-338-1700

## Approved by the Faculty as revised 8-4-2016

### ATTENDANCE

Under College of Law policy and consistent with ABA Standards, the College of Law requires regular and punctual class attendance. Attendance will be taken in all classes.

**Minimum Attendance Threshold.** Under College of Law policy, in all courses, students must attend at least 80% of class sessions. However, in counting absences for purposes of this minimum attendance rule, absences based upon observance of a religious holy day or on a call for active military service will not be counted.

“Attendance” refers to attending the entire class session. A faculty member may treat a tardy, or an early departure, or leaving and returning to class, as equivalent to an absence or a fractional part of an absence, provided that notice of the practice is provided to students during the first week of class.

If a student accumulates greater than the allowed number of absences, the student will be withdrawn from the course.

**Excused Absences.** If an absence qualifies as an “excused absence” and the reason for the absence prevents timely completion of assignments or work, the instructor will provide a reasonable time after the absence for the student to complete the work or assignment or an alternative assignment. Note: An excused absence will still count towards the minimum attendance rule, unless the absence fits in Category 1 or 2 and is addressed in accordance with UNT Dallas College of Law Policy on Student Attendance.

The categories of excused absences are the following:

1. To observe a religious holy day, including travel for that purpose;
2. To respond to a call for active military service;
3. To participate in an official COL function (including competitions such as mock trial or negotiation competitions, and court appearances required for clinic); or
4. Illness or other extenuating circumstances, such as death in the family requiring travel or absence.
5. A student’s absence for pregnancy or childbirth as long as the student’s doctor deems the absences medically necessary. (For more detail on pregnancy or childbirth, see section below).

Please note that work-related travel is not the basis for an excused absence.

To obtain an excused absence, a student must complete the Excused Absence Request Form and email it to the professor. Students also will need to provide appropriate documentation of the basis for the absence. Because students ordinarily will know in advance about the need for absences in the first three categories, they should submit an excused absence form in advance of such absences. In cases of illness or extenuating circumstances, when it is not possible to submit an excused absence form in advance, students still need to complete an excused absence form and email it to the professor as soon as practical.

### Pregnancy and Childbirth

An absence is excused when it is due to pregnancy or related conditions, including recovery from childbirth, for as long as the student’s doctor deems the absences to be medically necessary. When the student returns to school, she will be reinstated to the status she held when the leave began, which includes giving her the opportunity to make up any work missed. The College of Law may offer the student alternatives to making up missed work, such as retaking a semester, or allowing the student additional time in a program to continue at the same pace and finish at a later

date, especially after longer periods of leave. The student should be allowed to choose from the alternatives presented by the professor as to how to make up the work.

The policies and practices of individual professors may not discriminate against pregnant students. For example, a professor may not refuse to allow a student to submit work after a deadline that she missed because of absences due to pregnancy or childbirth. Additionally, if the professor's grading is based in part on class attendance or participation, the student should be allowed to earn the credits she missed so that she can be reinstated to the status she had before the leave.

### **Exception**

Students may seek an exception to or waiver of the minimum attendance threshold by submitting a request in writing to the Associate Dean of Academic Affairs. The Associate Dean may allow a waiver only after consultation with the course instructor and only for compelling and unusual circumstances.

### **ASSIGNMENTS SUBMITTED LATE**

Assignments, whether graded or not, have deadlines. Deadlines have consequences. Lawyers must constantly anticipate, manage, and meet deadlines. If a lawyer misses a deadline, both the client and the lawyer may suffer serious consequences. Professors have the discretion to set the expectations and consequences flowing from missed deadlines.

### **SUBMISSION REQUIREMENTS**

Many assignments at the College of Law are required to be uploaded through Canvas by a certain time. Sometimes, students submit the "wrong" file or submit a file in the specified format. It is important to require submission of files in the correct format. First, the file submission requirements have a purpose; usually, the required format(s) are ones that are readable in the course management system. Second, requiring submission of files in the correct format is consistent with the habits necessary for law practice. Electronic filing is now the law of the courts in Texas, and courts and various agencies require electronic filings in specific formats.

Therefore, at the College of Law, each student is responsible for ascertaining that his or her files have been uploaded in the specified file format(s) by the deadline, and that the file can be opened. Files that cannot be opened may be penalized as late unless a working copy is provided, with a screenshot evidencing that the file has not been modified since the original upload.