

## **CEP Annual Report 2003-2004 Academic Year**

The CEP met four times during the 2003-2004 academic year. The dates of each meeting and the minutes are found below.

### **Minutes of CEP Meeting held on November 3, 2003**

#### **Attendance**

The voting members that follow attended the meeting.

Bobby Alexander

Ken Balkus

Poras Balsara

Pam Brandwein

Milton Cohen

Gopal Gupta

Robert Marsh

Clay Reynolds

Thomas Riccio

The following non-voting members attended:

Michael Coleman, Dean of Undergraduate Education

Richard Huckaba, Assistant VP.

The individuals that follow also attended.

Mary Kaye Adams, Director, Learning Resource Center

Karen Jarrell, Registrar

Cathie Alexander, Undergraduate Education

#### **Items of Business**

- 1) The voting members of the committee unanimously approved (with 9 votes) the "Texas Success Initiative and THEA Placement Testing Developmental Education Plan University of Texas at Dallas." Mary Kaye Adams, Director of the Learning Resource Center and Dean Michael Coleman presented the proposal. The plan essentially maintains current academic standards regarding enrollment in college courses and course level based on state mandated assessments in reading, writing, and math skills and/or placement testing. The Plan is attached.
- 2) The voting members approved by a vote of 8 to 1 a proposal from Dean Coleman and the Undergraduate Education Council (Associate Deans of Undergraduate Education) to change the undergraduate policy regarding dropping, adding, and withdrawing from courses. The approved proposal is attached.

- 3) The voting members approved unanimously (with 9 votes) a proposal from Dean Coleman and the Undergraduate Education Council to alter the change of grade request. The approved change is printed below.

#### Change of Grade Request

All instructors must complete change of grade requests within eight weeks of the long semester following the semester in which the class was completed. The only exception is when a student files an academic grievance (See Academic Appeals).

Minutes submitted by Bobby Alexander, Chair  
11-7-03

### **Minutes, CEP Meeting held on 12-9-03**

#### **Attendance**

##### CEP Voting Members:

Bobby Alexander  
Pamela Brandwein  
Robert Marsh  
Clay Reynolds  
Pamela Rollins  
Sumit Sarkar

##### Ex-Officio Members:

Austin Cunningham, Dean, Graduate Studies

##### Guests:

Bert Moore, Dean, School of Behavioral and Brain Sciences  
Priscilla Beadle, Vice Provost  
Karen Jarrell, Registrar  
Wanda Trotta, Assistant to Dean Cunningham

#### **Vote**

The voting members of the committee approved unanimously (with eight votes) the proposal from Dean Bert Moore and the School of Behavioral and Brain Sciences to add three Ph.D. programs (Cognition and Neuroscience, Communication Sciences and Disorders, and Psychology) as well as an M.S. in Psychology.

The following voting members of the committee voted in favor of the proposal:

Alexander  
Brandwein  
Marsh  
Reynolds

Rollins  
Sarkar  
Poras Balsara (in absentia)  
Gopal Gupta (in absentia).

Submitted by Bobby Alexander, Chair

### **Minutes, CEP Meeting held on 3-2-04**

**Attendees:**

Voting Faculty in Attendance: Bobby Alexander, Poras Balsara, Pam Brandewein, Milton Cohen, Gopal Gupta, Robert Marsh, Clay Reynolds, Tom Riccio, Liz Salter, Kathy Stecke

Student Member in Attendance: Larry Singh

Non-Voting Members in Attendance: Mike Coleman (Dean Undergraduate Education), Austin Cunningham (Dean Graduate Education), Karen Jarrell (Registrar)

Guests: Murray Leaf, Steve Perkins, Wanda Trotta

The voting members of the Committee who were present voted unanimously to approve the proposed undergraduate Anthropology major. All ten faculty members present voted in favor; Sumit Sarkar voted in favor in absentia. The student member also voted in favor.

The voting members of the Committee voted unanimously to approve the major substantive changes to the graduate MBA degree. All ten faculty members present voted in favor; Sumit Sarkar voted in favor in absentia. The student member also voted in favor.

Submitted by Bobby Alexander, Chair  
3-4-04

### **Minutes, CEP Meeting held on 4-15-04**

**Attendees:**

Voting Members in Attendance were: Pam Brandwein, Robert Marsh, Liz Salter, Sumit Sarkar, Clay Reynolds

Voting Members voting in absentia were: Bobby Alexander, Ken Balkus, Milton Cohen, Kathryn Stecke

Ex-Officio Members in Attendance were: Dean Michael Coleman, Assistant VP of Enrollment Management Richard Huckaba

Students: Larry Singh

Guests: Shella Hayes and Jennifer McDowell standing in for Registrar Karen Jarrell, Duane Buhrmester

At its meeting on April 15th, the CEP approved unanimously the non-substantive changes to the undergraduate catalog presented by Dean Michael Coleman. The CEP also discussed the need to make the faculty aware of new policies and changes, specifically requiring the Undergraduate Dean's signature for all registration drops/adds after Census Day, revisions to grade review, THEA, and religious holy days. The CEP also approved checking the wording in the catalog for students' official e-mail correspondence.

The Committee also approved unanimously the Bachelor of Science in Child Learning and Development in the School of Behavioral and Brain Sciences. The proposal was presented by Duane Buhrmester.

Submitted by Bobby Alexander, Chair  
4-27-04

**Goertzen, Sandra K**

**From:** Bobby C. Alexander [bcalex@utdallas.edu]  
**Sent:** Tuesday, September 14, 2004 3:16 PM  
**To:** Goertzen, Sandra K  
**Subject:** RE: Annual Report

Sandee,

I've attached my annual report for CEP.

Bobby

-----Original Message-----

**From:** Goertzen, Sandra K [mailto:goertzen@utdallas.edu]  
**Sent:** Friday, September 03, 2004 10:44 AM  
**To:** Bobby C. Alexander  
**Subject:** RE: Annual Report

There is not a form and no particular format – just whatever you want to turn in as your annual report.

Sandee Goertzen  
Administrative Services Officer and  
Academic Governance Secretary  
Office of the Executive Vice President and Provost  
Office: 972 883-2219 Mail Station AD 23  
FAX: 972-883-2276  
goertzen@utdallas.edu

-----Original Message-----

**From:** Bobby C. Alexander [mailto:bcalex@utdallas.edu]  
**Sent:** Thursday, September 02, 2004 5:57 PM  
**To:** Goertzen, Sandra K  
**Subject:** RE: Annual Report

Dear Sandee,

Can I piece together my earlier reports, which were put on the web, or is there a form I fill out?

Bobby

-----Original Message-----

**From:** Goertzen, Sandra K [mailto:goertzen@utdallas.edu]  
**Sent:** Tuesday, August 10, 2004 10:53 AM  
**To:** Bobby C. Alexander  
**Subject:** Annual Report

You were chair of the Committee on Educational Policy for 2003-2004. Would you please prepare an annual report by the end of August that we can submit to the Senate.

Thank you.

Sandee Goertzen  
Administrative Services Officer and

9/14/2004