To: Faculty Senate

From: Meagan R. Kendall, Chair

Committee Members: Godwin Udo, Penelope Espinoza, Shalla Copeland, Connie Summers, Laura Serpa, Jeri Sias

Date: April 7, 2017

Subject: Action items from the Academic Policy Committee

The Academic Policy Committee passed one proposal outlined below and recommends it for approval by the Faculty Senate. We also request time during the Senate to review the current policy on university space allocation.

Policy: University Space Allocation
Summary: Multiple questions have been raised regarding the institution's policy for space allocation. Therefore, the committee was asked to review the policy included on Page 2.

*The Academic Policy Committee did not identify any required changes at this time but would like to instead present the existing policy to the Senate for educational purposes and to answer any outstanding questions.*
The University of Texas at El Paso
Provost and Vice President for Academic Affairs
Instructional Space Scheduling Guidelines

Background

In accordance with the mission of The University of Texas at El Paso (UTEP), classroom resources are primarily for use by students, faculty, and staff for educational activities directly related to teaching, research, and scholarly and artistic production. UTEP makes every effort to ensure that classrooms are assigned fairly, used appropriately, and accommodate the UTEP’s academic, research, and instructional needs.

These guidelines, which apply to all departments, are designed to maximize utilization as well as to schedule classroom space in a transparent, consistent, and equitable manner. Classroom scheduling is a dynamic process requiring reevaluation of class size, equipment and software specifications, and student demand; thus, specific room assignments in one term cannot be guaranteed for future terms.

The Registrar’s Office Scheduling Department is responsible for assigning classrooms from the general classroom pool. These classrooms are expected to meet the Texas Higher Education Coordinating Board’s (THECB) fill requirement, which, along with other measures, is used to calculate the Space Usage Efficiency (SUE) score. The SUE score measures utilization and demand of all classrooms and class laboratories on campus and is a factor in funding for capital projects and/or renovations. Classrooms and class laboratories are required to be filled to at least 85% of the room’s capacity. For additional SUE information, please visit the Space Information Resources Office website at: www.admin.utep.edu/spaceinfo.

The current scheduling process follows the deadlines established by the Registrar’s Office Scheduling Department, which generates an Annual Term Scheduling Calendar with production dates and deadlines for planning the Schedule of Classes.

I. Scheduling Classes

Each academic department should identify a scheduling coordinator (usually the Department Chair or the Department Chair’s designee) to receive, update, and maintain the department’s course offerings each term. The scheduling coordinator receives training from the Registrar’s Office Scheduling Department in the use of the Banner Information System (Banner) to create, update, and modify course sections to be offered. Access to update directly in Banner is granted only during scheduled planning windows and update capability is limited to course sections not yet published. All active and published sections requiring changes are processed through the Registrar’s Office Scheduling Department, at the request of the Department Chair.

The following general procedures apply when scheduling and assigning classes to available classrooms:

A. Twice annually, each academic unit submits a draft report to the Registrar’s Office Scheduling Department listing the course sections it proposes to offer in the upcoming semester(s) or planning term(s), including the days, times and room attributes desired for each course and section. The Registrar’s Office Scheduling Department prepares each term’s Schedule of Classes.
The University of Texas at El Paso
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Instructional Space Scheduling Guidelines

i. **Summer and Fall Terms:**
   - The schedule is generally available for editing from late November through early February.
   - Two weeks after the scheduling deadline in early February, departments will be provided with a first version of the schedule, with room assignments.
   - Four weeks after the scheduling deadline in early February, departments will be provided with a revised version of the schedule and will be notified of classes that cannot be accommodated due to a shortage of available classrooms at the requested class times.
   - The Schedule of Classes may be viewed the first week of March.
   - Registration typically opens towards the end of March.

ii. **Spring Term:**
   - The schedule is generally available for editing from late July through early September.
   - Two weeks after the scheduling deadline in early September, departments will be provided with a first version of the schedule, with room assignments.
   - Four weeks after the scheduling deadline in early September, departments will be provided with a revised version of the schedule and will be notified of classes that cannot be accommodated due to a shortage of available classrooms at the requested class times.
   - The Schedule of Classes may be viewed the first week of October.
   - Registration typically opens towards the end of October.

B. The Classroom Scheduling Deadline Date will coincide with the Schedule of Classes final draft deadline as published in the Annual Term Scheduling Calendar. All sections offered by a department at a given day and time will be reviewed to ensure equity in space allocation. Credit-bearing classes have priority when assigning classrooms.

C. Each semester the Registrar’s Office Scheduling Department will provide the academic departments with an updated standard course meeting times matrix. A listing can be found at [http://academics.utep.edu/standardcoursemeetingtimes](http://academics.utep.edu/standardcoursemeetingtimes). Initial scheduling priority is given to classes that follow the standard course meeting times.

D. Initial scheduling priority is also given to sections with specific technology, equipment, or seating requirements. The classroom attributes spreadsheet is available on-line at [http://academics.utep.edu/classroom_attributes](http://academics.utep.edu/classroom_attributes). Requests for specific software required in a classroom should be made to the UTEP’s Space Manager at avarciero@utep.edu with a copy going to the Registrar’s Office Scheduling Department at scheduling@utep.edu.

E. Room and resource assignments will be scheduled for active classes with a capacity greater than zero. To optimize classroom space use, the Registrar’s Office Scheduling Department will match as closely as possible capacities of classrooms to the maximum enrollment cap stated by the requesting department.
Policy Proposal: Creation of Two New Business Major Designations  
Submitted by Dr. Steve Johnson, Associate Dean for Academic Affairs, College of Business Administration

The committee unanimously approved the proposal.

Proposal Summary with Tracked Changes: on next page
Date: April 4, 2017

From: Steve A. Johnson, Associate Dean for Academic Affairs
Chair of the College Undergraduate Curriculum Committee
College of Business Administration

Through: Robert Nachtmann, Dean
College of Business Administration

To: Dr. Meagan Kendall, Chair, Academic Policy Committee
c/o Julie Rivera, Curriculum and Academic Reports Coordinator

This proposal requests the creation of two new business major designations. The first new major designation “conditional admission (CBUS)” applies to students seeking admission to the College of Business Administration but who have not completed RWS 1301 (ESOL 1311 or COMM 1601) or higher and MATH 1320 or higher. Students failing to meet one or both of these placement requirements will be deemed a conditional admission to the College of Business Administration. This designation replaces the current pre-business designator PBUS. Students that have completed RWS 1301 (ESOL 1311 or COMM 1601) or higher and MATH 1320 or higher will be automatically assigned the General Business (GENB) major designation upon unconditional admission to the College.

This proposal also requests the elevation of the current International Business concentration under the General Business major to an independent, distinct major designation. At present, approximately 75 percent of General Business Majors are following the International Business concentration. Given the current student interest in this program of study, our intention is to make this area a formal major. This purely administrative move will permit better student progress tracking and also focus more attention on students in this area. This will result in the following BBA majors for the College of Business Administration:

Accounting (ACCT);
Economics (ECON);
Finance (FIN)
General Business (GENB), with tracks in:
   General Business;
   Hospitality and Tourism;
   Secondary Education;
Information Systems (IS);
International Business (IBUS);
Management (MGMT);
Marketing (MKT); and
Operations and Supply Chain Management (OSCM).
The University of Texas at El Paso

Degree Proposal

Approval Page

Proposal Title: Changes in the General Business Concentration to the BBA

Department Chair

I have read the enclosed proposal and approve this proposal on behalf of the department.

Signature Date

College Curriculum Committee Chairperson

I have read the enclosed documents and approve the proposal on behalf of the college curriculum committee.

Signature

Date 4/14/17

College Dean

I have read the enclosed documents and approve the proposal on behalf of the college. I certify that the necessary funds will be allocated by the college in support of this proposal.

Signature

Date 4/14/17

Graduate Council/Undergraduate Curriculum Committee

Council Action: √ Approved √ Returned to the College

Date of Action Report:

Signature, Chairman Date
Notification Form for Administrative Changes  
Texas Higher Education Coordinating Board

Directions: An institution shall use this form to notify the Board of an administrative change.

Information: Contact the Division of Workforce, Academic Affairs and Research at 512/427-6200 for more information.

Administrative Information

1. Institution:  
The University of Texas at El Paso

2. Description of Administrative Change: (e.g., create a new Department of Sociology; merge existing College of Science and College of Liberals Arts into a new College of Arts and Science, etc.) Elevate the existing International Business concentration in the BBA in General Business to a formal major—BBA in International Business. There has been a very strong interest in the International Business concentration within the BBA in General Business, and we feel it warrants upgrading to its own major. The three remaining concentrations will remain in the current General Business major.

There will be no cost associated with this change, this is an administrative move.

3. Program Inventory — Show how the change would appear on the Coordinating Board’s Program Inventory. Include all degree programs and corresponding Texas CIP codes affected by the change but do not include proposed administrative unit codes for the new academic unit(s). Board staff will assign the new administrative unit codes.
BBA in General Business CIP 52.0101.16 (existing major)
BBA in International Business CIP code 52.1101.16 (new major)

4. Implementation Date:  (MM/DD/YY)  
09/01/2017

5. Phase Out Date (if applicable):  (MM/DD/YY)
N/A

6. Contact Person: Provide contact information for the person who can answer specific questions about the program.

Name: Steve A. Johnson  
Title: Associate Dean, College of Business Administration  
E-mail: sjohnson@utep.edu  
Phone: 915-747-7782
Bachelor of Business Administration (BBA)

The College of Business Administration, with departments of Accounting and Information Systems, Economics and Finance, and Marketing and Management, offers a BBA degree with the following majors: Accounting; Information Systems; International Business; Economics; Finance with concentrations available in General Finance, Financial Analyst, and Commercial Banking; General Business with concentrations in General Business, Hospitality and Tourism, and Secondary Education; Management with concentrations available in Entrepreneurship, General Management and Human Resource Management; Marketing; and Operations and Supply Chain Management.

Policies Concerning Admission to and Completion of BBA Degree Programs

1. Students entering the College of Business Administration will be designated as Pre-Business majors (PBUS) conditional admits (CBUS) until they have sufficient competency in English and Mathematics (placed into completed RWS 1301 or higher and MATH 1320 or higher).
2. Students meeting the College admissions requirements will be designated as Pre-Major General Business (GENB) and must file a degree plan in the Office of the Dean.
3. Admission to another major option program is limited to those students who meet the following requirements:
   - Completion of the Non-Business Foundation Requirements and the Business Foundation Requirements as described in the Undergraduate Course of Study for the Bachelor of Business Administration.
   - Completion of the following courses (or their equivalent) with a minimum grade of C:
     - ACCT 2301: Principles of Accounting I
     - ACCT 2302: Principles of Accounting II
     - ECON 2304: Principles of Economics (C)
     - RWS 1301: Rhetoric & Composition I
     - MATH 2301: Math for Social Sciences II
     - QMB 2301: Fundamentals of Bus Statistics
     - An overall GPA of 2.0 or greater in all hours attempted.
4. Upon completion of requirements in item 2, the student will be admitted to one of the specialty major option programs offered by the College of Business Administration. Upon admission, the major code will be changed from Pre-Major General Business (GENB) to the major option code for the program.
5. Enrollment in the upper division level courses offered by the College of Business Administration is restricted to students who have been admitted to one of the BBA major option programs. Concurrent enrollment in lower-division courses in item 3-b and upper-division business courses is allowed only once upon written permission of the Office of the Dean. Upper division business courses taken by a Pre-Business major without written permission of the undergraduate advisor will be counted as business electives only, and other approved upper-level business courses will be designated to complete the degree requirements.

6. Freshman and sophomore level courses can be repeated once and the latter grade substituted for a previous grade in the student's grade point average (GPA) calculation. Grades and attempted hours for other repeated courses will be used in computing the GPA.

7. Only those transfer credits with a grade of C or better will be accepted for credit toward the BBA degree. Courses taken at two-year institutions or as a requirement for a two-year degree are accepted by the College of Business Administration as transfer credits for lower-division courses only. Courses taken at four-year accredited institutions and designated as lower-division courses can be accepted as upper-division credits if the course is taught at the upper-division level at UTEP and has received additional validation from the Office of the Dean. Transfer credit for upper-division business administration courses is restricted to AACSB-accredited curricula. Transfer credit for courses from institutions outside the United States will be evaluated independently. The applicability of transfer credits to the degree plan is determined by the Office of the Dean.

8. To complete the degree, a student must comply with the following:
   - Complete the required course of study as outlined below.
   - Follow University academic regulations as stated elsewhere in this catalog.
   - Earn a 2.0 GPA in all courses attempted within the College of Business Administration.
   - Accounting majors must also earn a 2.0 or better GPA average in ACCT 3321 and accounting courses listed in the Accounting Option Requirement.

9. A graduating senior must file an application for the degree with the Office of the Dean before the semester of graduation. Students are responsible for setting an appointment to clear for graduation during announced times.

10. Students working toward the BBA degree cannot enroll on a pass/fail basis in any course taught in the College of Business Administration.

11. Six of the last 30 hours needed to complete the BBA degree can be taken at another university; however, the student must receive written approval from the Office of the Dean before enrolling at the other institution.

12. MGMT 4300 Strategic Management, may be taken only during the semester or summer term in which the degree is to be conferred. Approval of the undergraduate advisor is required for enrollment in this course.

13. Non-BBA students wishing to take upper-division business courses must be advised in the College of Business Administration, Room 104. Students wishing to take upper-division courses must have junior standing (60 credit hours) and a 2.0 cumulative GPA and must have completed the stated prerequisites for the course.

14. Students must complete 50 percent or more of their College of Business Administration credit hours at UTEP.
15. Students can pursue more than one major option by completing all requirements, including Major Option Requirements, for all major options selected.

### IB Catalog Changes

#### Major Requirements (24 semester hours)

**Accounting**
- 18 - ACCT 3319, 3320, 3322, 3323, 3327, and 4304
- 3 - Elective from ACCT 4301, 4305, 4321, 4325, 4328 or 4399
- 3 - Elective from ACCT 43XX, BLAW 4325, BLAW 4391, FIN 4318, MGMT 3311, CIS 3350, CIS 4330, CIS 4365, or CIS 4370.

**Computer Information Systems**
- 15 - CIS 3301, 3350, 3355, 4365, and 4370
- 9 - Electives from CIS 3385, 4305, 4320, 4330, 4399, or SCM 3335

**Economics**
- 6 - ECON 3302 and ECON 3303
- 12 - Electives from upper-division ECON courses
- 6 - Upper-division electives

**Finance**
- General Finance Concentration
  - 6 - FIN 3315 and FIN 4310
  - 9 - Electives from upper-division FIN courses
  - 3 - Elective from upper-division ACCT courses
  - 6 - Upper-division electives

- Commercial Banking Concentration
  - 9 - FIN 4311, 4312, and 4318
  - 3 - Elective from FIN 3315, 3325, 4310, or 4325
  - 6 - Electives from upper-division ACCT courses
  - 6 - Upper-division electives

**General Business**
- International Business Concentration
  - 6 — Sophomore language (e.g., SPAN 2301 and 2302 or SPAN 2303 and 2304)
  - 12 — Electives from ACCT 4325, BLAW 4325, ECON 3366, ECON 3367, ECON 4325, ECON 4368, FIN 4325, MGMT 4325, or MKT 4325
  - 3 — Upper-division non-business elective
  - 3 — Upper-division business elective

**Hospitality/Tourism Concentration**
Students must maintain a 2.5 GPA in all hospitality/tourism courses.

3 - MGMT 3307
18 - From ACCT 4320, CIS 4326, FIN 4324, MGMT 4338, MGMT 4339, MGMT 4340, or MKT 4320
3 - MGMT 4395

Secondary Education Concentration

3 - RED 3342
3 - EDPC 3300
15 - SCED 3311, 3317, 4370, and 4691
3 - Upper-division business electives

1 Students in this option are required to check with the College of Education about entry into the Teacher Education Program. Students in this option must select an English literature course as the humanities choice in the non-business foundation. The inclusion of TED 2101 requires an adjustment of concentration requirements to 25 semester hours.

General Business Concentration

18 - Upper-division business electives (no more than 6 hours in any one functional area)
6 - Upper-division non-business electives

International Business

6 - Sophomore language (e.g., SPAN 2301 and 2302 or SPAN 2303 and 2304)
12 - Electives from BUSN 4394, BLAW 4325, ECON 3366, ECON 3367, ECON 4325, ECON 4368, FIN 4325, MGMT 4325, or MKT 4325
3 - Upper-division non-business elective
3 - Upper-division business elective

Management

General Management Concentration

12 - MGMT 3304, 3311, 3315, and 4325
3 - Elective from upper-division MGMT courses
3 - Upper-division non-business elective
6 - Upper-division business electives

Policy Proposals Still Under Consideration

1. No registration or reinstatement into College of Science courses after late registration ends without written consent of Instructor of Record (registrars office currently only requires faculty signature after drop date)
2. Institutional space allocation policy and procedures