The primary business of the committee is to convene hearings when academic appeals occur. Two such hearings were held during the summer of 2015 with Dr. Claudia Camp presiding in her capacity as committee chair during the previous academic year. One such hearing was held in December, overseen by the current chair. In all three cases, a hearing panel composed of committee members reached a verdict and submitted it to the Provost. Two additional appeals were initiated during the summer but were withdrawn by the appealing student before a hearing could take place. The committee received one appeal request in the spring that was denied without a hearing because the appeal was not filed by the student within the required timeframe after the decision of the dean. Beyond the hearings mentioned above, the committee held no official in-person meetings as it had no other business to consider.

Throughout the academic year, the committee formulated a revision to its policy document. The revision was approved internally by the committee and by the Faculty Senate’s Academic Appeals and Student Relations Committees. It was then approved by the Faculty Senate at its meeting on April 28, 2016.
The University Budget Advisory Committee (UBAC) met on September 29, 2015 and on May 5, 2016. Brian Gutierrez, Vice-Chancellor for Finance and Administration, assisted by Kenneth Janak (Assistant VC for Finance) and Evie Richardson (Assistant Budget Director) presented the FY 2016 (September meeting) and FY 2017 (May meeting) budgets. The members of the committee were able to freely express inquiries on the information provided as it relates to the short and long term future of the university. Mr. Gutierrez addressed questions and concerns. The consensus is that the institution seems to be well-managed financially, and solid financial shape. No particular issue was left remaining.

Respectfully submitted,

Jesús Castro-Balbi

Co-chair, UBAC

May 6, 2016
The Compliance and Affirmative Action Committee met on February 22, 2016. We had speakers Faith Perkins, Assistant Vice Chancellor for Human Resources and some of her staff. Dr. Darron Turner was unable to make the meeting. Faith Perkins gave a brief presentation on TCU’s approach to Affirmative Action and Compliance. She and her staff also did the following:

- Recap of Affirmative Action Plan which is in effect
- Pilot of module for compliance training geared for higher education will launch on date TBD. Goal is to have training completed more quickly with less push back.

Faith stated that Conflict of Interest training will be the subject of next year’s Compliance Training. The question was asked to all of us – Do we want to be the focus group for next year’s training? We all agreed to be this focus group and help out where we could.

I think the Senate can assist us and most importantly the University by encouraging faculty to attend any EEOC trainings/sessions that are brought on-campus by HR so that EEO complaints are reduced or mitigated by them gaining the awareness of what every supervisor/faculty should know about EEO. This is important because ultimately our University is held liable for valid EEO complaints. So I would think encouraging the training for awareness and building a close relationship with HR.

The Senate needs to know that TCU is considered a federal contractor based on the research contracts we receive as an institution and I think this committee can play an integral role in assisting in navigating the rules and regulations that brings to the University. This committee would be willing to be a part of think-tank and/or brainstorming task forces to ensure we are compliant and would be willing to assist in interpreting the rules and regulations.

Andrea Nordmann, Chief University Compliance Officer, was the guest speaker. She is one of 13 compliance officers on campus. Their goal is to inform university of rules and regulations and to help avoid angst associated with compliance. We were informed the following:

a) Pilot of module for compliance training geared for higher education will launch on date TBD. Goal is to have training completed more quickly with less push back.

b) Discussed the impact of compliance rules and regulations on research funding. Would like to know more about how research impacts the university versus one unit.

c) Discussion about Risk Management Assessment Group, which gathers information from across the university looking at top risks using a matrix which ranks them from low to high impact. There were over 100 initially and they are now down to 50. Currently, there are 15 ranked as high impact.

d) Committee discussed how there are different procedures and handbooks across campus for university policies that differ from one another. Faith Perkins mentioned
removing the stigma that policy is bad and how the TCU Medical School may force a policy committee

We also discussed the goal of the committee, which is to help departments understand different rules and regulations. Committee would like to know how we could assist in compliance awareness, education, and/or training.

Student, Yannick Tona, mentioned creating a connection between the committee, compliance office, and students. Suggested meeting with hall directors as a start. Goal is to also meet with Student Government to see how we can create awareness for students. He was instructed to please communicate any new ideas to Teresa Miles Hendrix
End of Year Report  
University Evaluation Committee  
Fall 2015-Spring 2016

When did you meet?

The committee met twice during the fall semester and twice during spring semester.

What issues are you working on?

The committee worked on updating and modifying the committee charge to clearly state the charges of the committee. The committee also worked closely with the Office of Institutional Research on SPOT analysis and data collection. The Office of Institutional Research presented finding of the student focus groups related to SPOT collection. The committee will work on implementing changes based on the results in the fall.

How can the Senate assist?

Clarification on the charges between the University Evaluation Committee and the Faculty Senate Educational Evaluation Committee and continual effort to ensure that there is not overlap.

What would you like the Senate to know about your work?

The University Evaluation Committee is going to work on simplification of the SPOT survey, organization of questions, and implementation of the information received in the focus groups.
Institutional Animal Care and Use Committee  
IACUC Report for the Academic year 2015-16  
Prepared by: Magnus Rittby, IACUC Chair

CHARGE
Institutional Animal Care and Use develops standards and reviews proposed projects to insure compliance with Federal and University policies to the humane care and use of laboratory animals in research.

SUMMARY
The TCU IACUC is well functioning with committee members dedicated to addressing the charge to the committee. The committee has a sufficient number of members allowing for compliance with federal regulations of IACUC operations (see below).

ACTIVITIES
The IACUC oversaw the acquisition and installation of a new cage wash system for the vivarium. The IACUC oversaw the acquisition and installation of a new system for controlling the automated water supply system. The IACUC inspected and approved our new bat research facility (the “batatorium”). The IACUC oversaw animal housing at UNTHSC for the summer of 2015 while the vivarium underwent renovations. The IACUC oversaw renovations to the vivarium during the summer of 2015.

The IACUC is currently monitoring 33 active animal research protocols.

COMMITTEE MEETINGS
The IACUC met on the following dates to review Animal Use Protocol Applications:
June 25, 2015
December 10, 2015
February 09, 2016
May 04, 2016

The IACUC met on the following dates to perform a program review and animal facilities inspection:
June 25, 2015
December 10, 2015
May 04, 2016

2015-16 COMMITTEE MEMBERSHIP
Magnus Rittby (Chair) Nonscientist (Physics and Astronomy)
Ron Burns Nonscientist (Criminal Justice)
Michael Katovich Nonscientist (Sociology)
Sarah Quebec Fuentes Nonscientist (Education)
Robin Wright Nonscientist (Modern Languages)
Brent Cooper Scientist; Animal Researcher (Psychology)
Amanda Hale Scientist; Animal Researcher (Biology)
Chris Watts Scientist; Animal Researcher (Communication Sciences & Disorders)
Egenee Daniels Veterinarian; ex officio
Todd Boling Non-scientist (Center for Ethical Leadership & Responsible Citizenship); ex officio
NOTES ON COMMITTEE CONSTITUTION

Procedure for Chair Selection
The Chair is appointed by the Associate Provost for Academic Affairs, who is the institutional officer who bears the reporting responsibility to the Federal Government regarding animal use issues.

Membership Criteria including but not limited to the following:

- Minimum and/or maximum years of service
- Composition of committee including number of faculty, staff and students
- Skills or expertise required if applicable
- Balance of discipline, college, tenured vs. non-tenured, and other demographic considerations

The IACUC has to fulfill the federal mandates with respect to its constitution. The IACUC must have a minimum of five members, including people with the following backgrounds:

- A veterinarian with experience in laboratory animal science and medicine, who has direct or delegated authority and responsibility for activities involving animals at the institution.
- A practicing scientist experienced in research with animals.
- A person whose primary concerns are in a nonscientific area, e.g. and ethicist, lawyer, or member of the clergy.
- A person not affiliated with the institution who represents community interests and who is not a laboratory animal user.
Committee membership: Giridhar Akkaraju (Chair), Kristi Argenbright, Youngha Ryu, Dean Williams, Linda Freed (ex officio) and Phil Hartman (ex-officio)

The IBC did not meet physically during the period under consideration.

1. Reviews: Dr. Jada Stevenson (Nutritional Sciences) submitted a pathogen safety plan for approval by the committee. This was reviewed and approved with suggestions.
2. The chair of the Biosafety Committee met with Dr. Bonnie Melhart to discuss registering the committee with the NIH. The addition of members was recommended and possible candidates were suggested.

If you have any additional questions, please do not hesitate to contact me.

Sincerely,

Giri Akkaraju

Giridhar Akkaraju

Associate Professor

Department of Biology.
Annual Report of the Instructional Development Committee 2015-2016

Our committee meets once per academic year to review requests for Instructional Development Grants (IDG). There is a considerable amount of time involved in reviewing and scoring the grants before the meeting. The committee members were conscientious and thoughtful in their review and discussion of proposals. This year, we received a total of 17 proposals and funded 15 of those proposals for a total of $39,981.

At this year’s proposal review meeting we also discussed making several changes to the funding rules. These changes should be implemented in the call for IDG proposals that is sent out in the fall.

Naomi V. Ekas, Ph.D.
Assistant Professor
Department of Psychology
Texas Christian University
TCU Box 298920
Fort Worth, TX 76129
Office: WIN 142 Phone: (817) 257-7848
The Intellectual Property Review Committee meets as needed in response to disclosures by faculty seeking the University’s assistance with obtaining patent protection for intellectual property created by the faculty member at the University. The committee’s responsibility is to recommend to the Associate Provost for Research whether the University should seek patent protection in these instances. For the 2015-16 school year, the IPRC considered two such disclosures by faculty. (The details of those disclosures cannot be provided here due to the potential to lose the ability to obtain maximum legal protection for the intellectual property if the details of such are made public.) In one instance, the committee recommended that the University seek patent protection for the intellectual property, in the other it did not.

The committee consists of seven faculty members and one student, which is an appropriate number of members for the committee’s work. Committee members regularly attend meetings and participate appropriately. The committee reports to the Associate Provost for Research, who frequently attends and participates in committee meetings.

Joel Timmer
Chair, IPRC
TCU Institutional Review Board
2015-2016 Year-End Report

The TCU Institutional Review Board (IRB) has convened seven times in 2015-2016 to review proposed research with human subjects and discuss other business. An eighth meeting is scheduled in July.

Meeting dates:
September 11, 2015
October 9, 2015
November 13, 2015
January 8, 2016
February 12, 2016
March 18, 2016
April 8, 2016
July 8, 2015

Meetings scheduled on December 11 and May 13 were canceled because no protocols had been received that required full board review.

The IRB chair, Anna Petursdottir, and the IRB co-chair, Tim Barth, reviewed exempt and expeditable protocols, amendment requests, and continuing review requests (if full board review was not required) with occasional input from other IRB members. The chair reviewed faculty/staff protocols and the co-chair reviewed student protocols forwarded to the IRB following initial review by department review boards (DRBs).

Protocol processed between August 1, 2015 and May 2, 2016:
New and continuing protocols reviewed by full board: 16
New faculty/staff protocols via expedited review: 55
Exempt faculty/staff protocols via administrative review: 23
Continuing faculty/staff protocols via expedited review: 13
Amendment requests for faculty/staff protocols via expedited review: 29
Total faculty/staff protocols: 136
New student protocols via expedited review: 162
Amendment requests for student protocols: 18
Continuing review of student protocols: 8
Total student protocols: 188

As of May 2, 8 additional faculty/staff and 12 student protocols are in various stages of processing.

Members of the IRB participated in two beta testing session for the new online IRB submission system scheduled to be launched in 2016. The IRB chair and co-chair contributed to training events on campus, such as the Responsible Conduct of Research training, and Introduction to Research at TCU.

Respectfully submitted,
Anna Petursdottir, IRB Chair
The Library Committee had two meetings during the reporting period – one in the fall and the other in the spring. That the Committee doesn’t meet more frequently I think reflects the rather limited role of the Library Committee. The Library Committee acts as a conduit through which the Dean of the Library communicates with the faculty, and it serves as the faculty’s voice to propound questions to the Dean of the Library, as and when they occur. Given the foregoing, it simply hasn’t been necessary to meet with greater frequency.

Beginning next year, it might be useful for the Library Committee to expand its role somewhat. According to Dr. Koelker, the Library is likely going to begin to revise its Strategic Plan. Should she decide to do so, it seems to me that the Library Committee could play an important role in that process. If, indeed, the Library Committee is to act as a voice for the faculty, who better to be a part of the revision of the Strategic Plan than the Committee, or some number of its members?

It has been an exciting, and eventful, couple of years in the life of our Library, and I have been honored to serve on the Committee that supports it.
To:      Bill Meier, Committee on Committees Chair  
From:   Gregory K. Stephens, Chair, University Mediator’s Committee  
Date:   21 April 2016  
RE:     2016 year-end committee report

No cases having been referred to the University Mediator’s Committee, we have not had occasion to meet as a group during this academic year. Virtually all of our work is done as individuals (assisting with the preparation of grievance documents) or partners (mediating disputes), and there were no disputes for which we were called upon to help. Therefore we saw little reason to meet as a group. For that reason, there are also no meeting minutes to be filed.

If you have any questions regarding my report, please feel free to contact me.

Best regards,

Gregory K. Stephens, Ph.D.
Chair, University Mediator’s Committee

(817) 257-7548
April 21, 2016
Bill Meier
Chair, Committee on Committees

Subject: 2015-2016 Year End Report for TCU-RCAF & JFSRP Committee

Dear Bill,

The Research and Creative Activities Committee is responsible for reviewing and recommending funding of both Research and Creative Activities Fund (RCAF) and Junior Faculty Summer Research Program (JFSRP) proposals. The proposals are solicited in the fall and are reviewed early in the spring semester.

During the 2015-2016, the only change that was made (in consultation with Linda Freed and the Office of Sponsored Projects) was to move the submission deadline from Friday at 5 pm to a Monday at noon, thereby allowing a bit more time for the applicants. The main meeting was also moved from the week before Spring break to the week after, in order to allow the committee members a little extra time to conduct the reviews. In addition, a workshop was held (by me) for RCAF/JFSRP grant applicants on Friday, January 15, 2016. There were approximately 10 participants (6 of whom were new faculty).

This year, we received 50 proposals on Monday, February 1, 2016. Each Committee member was assigned half of the proposals (25) to review, so each proposal was reviewed by 5 different Committee members. This is a very labor-intensive process that requires several weeks during the spring semester and prior experience helps. The Committee meeting was held on Thursday, March 17, 2016. Approximately two thirds of the applications were funded.

In the future, the Research and Creative Activities Committee would benefit from additional committee members to help ease the burden of proposal review and to better represent the departments and colleges from which we receive proposals. Like last year, the committee discussed increasing the total funding per RCAF to $6000. Longer terms (4-5 years) on this Committee would also be helpful as new Committee members always have a hard time the first time or two around.

Please do not hesitate to contact me if you have additional questions or concerns.

Best regards,
Jean-Luc Montchamp
Professor
Department of Chemistry and Biochemistry
Box 298860
Texas Christian University
Fort Worth, TX 76129
Phone: (817) 257 6201
Fax: (817) 257 5851
email: j.montchamp@tcu.edu
http://personal.tcu.edu/jmontchamp/montchamp.htm
Submitted on behalf of the 2015-2016 RCAF/JFSRP Committee:
Jean-Luc Montchamp, Chair Chemistry
Marinda Allender Nursing & Health Sciences
Lisa Ball Computer Science
Michelle Bauml Education
Kent Chapline Journalism
Anne Frey English
Michael Heil Theatre
San-Ky Kim Music
Suzy Lockwood Nursing & Health Sciences
Carol Thompson Sociology & Anthropology
Linda Freed, liaison Director of Sponsored Programs
Bonnie Melhart, liaison Associate Provost & Dean of University Programs
The Student Media Committee received summative reports about the status of Student Media from its Director, Kent Chaplain, which raised no issues. We also did not receive any grievances against or filed by student journalists, so we did not need to exercise that part of our committee. In the future, I would recommend that the Student Media Committee function only as a stand-by committee, ready to hear grievance cases when/if they are filed, but I see little reason for the head of Student Media to submit a yearly report to the committee since the journalism department is well-outfitted to handle this part of our committee’s function.

Please let me know if you have any questions,

Tricia Jenkins
COMMITTEE CHAIR YEAR END REPORT 2015-16

Committee: Student Organizations  
Chair: Susan B. Kleiser

The Student Organizations Committee (SOC) has not yet meet formally as a committee this year. No appeals requiring the review of the SOC were made to date. I met with Ebony Rose, the recently named Director for TCU Student Organizations, in the Spring semester. We discussed her vision for the committee and how we can best help to serve the Student Activities office. Also, we thought that it would be good to meet as a group once per semester for general updates including any new organizations or new policies. Ebony emailed me at the end of April with an update on our plan, as well as a list of all of the new organizations/clubs that became “official” at TCU. They are listed below:

New Clubs (Spring 2016)

- Lions Club
- Child Life Organization
- Texas Federation of College Republicans
- TCU Students for Life
- ShutterFrogs
- Developing Responsible, Influential and Visionary Educators (DRIVE) Leadership Program
- TCU Horn Studio
- Graduate Queer Union of Thoughtful Academics (QUOTA)
- TCU Garden Club
- Talking Frogs
- Strong Players Are Reaching Kids (S.P.A.R.K)
- American Sign Language Club

New Club Sports Teams

- TCU Swim Club
- TCU Eventing Club
- TCU Trap & Skeet Team

Last, Ebony and I agreed to wait until the Fall semester started to set a committee meeting, once the committee members have been identified for next year.

Regards,

Susan B. Kleiser
The chair met with Josh Harmon in the fall semester of this academic year to discuss the lack of progress on the development effort for “Reporting Student Absence Via PeopleSoft” that both the Technology Committee and Faculty Senate requested the Information Technology department to undertake. Both Bryan Lucas and Josh Harmon agreed to this effort during the 2014-2015 Academic Year.

After doing everything requested of him to get this effort approved in the 2014-2015 Academic Year, the chair of the Technology Committee agreed to remain chair of the committee for this academic year to assist with this development effort. Upon return to campus this academic year he received an e-mail message from Josh Harmon asking for another copy of the Faculty Senate Resolution that was passed at the April 30, 2015 meeting of the Faculty Senate. The committee chair then met with Josh Harmon to discuss the progress of this effort or rather the lack of progress. Unfortunately, Josh Harmon is not the person who has the authority to assign the development personnel to whatever development effort they should be assigned. The development personnel report to various other departments and Mr. Harmon has to convince/cajole the managers of these departments to assign them to specific projects.

At their meeting this year Mr. Harmon suggested that the Technology Committee meet and that David S Cozzens, Ph.D, Associate Vice Chancellor/Dean of Campus Life be invited along a number of Faculty members who could convince him of the need to undertake this project. After some time for reflection, the chair determined that even if this project were begun this year, instead of last year as planned, there wouldn’t be enough time to complete it before the end of this academic year. If the committee is finally able to get this project started next year, it should be undertaken by the next chair of the committee or their designee.

Despite the aforementioned difficulties, this development effort will proceed due to the interest expressed by Nick Whitesell, Assistant Dean of Campus Life. Upon hearing that Dean Whitesell was interested in the development of a tool to track University Approved absences, Josh Harmon arranged for and conducted a meeting on March 24, 2016 with the developers, Dean Whitesell, and the Technology Committee Chair to discuss this issue. The Technology Committee then met on April 5, 2016 to discuss this and other business.

The following items were included on agenda for this meeting:

1. What is the current status of development project “Reporting Student Absence Via PeopleSoft” and future plans for it.
   - The development project will proceed.
2. Who will be the new chair of the committee.
   - Nobody volunteered so the Committee on University Committees will need to find someone.
3. Who will take the lead, the chair their designee, to act as the liaison to the Information Technology department on the development project “Reporting Student Absence Via
PeopleSoft” or will the IT liaisons to the Technology Committee handle this independently?
✓ This was not discussed due to not knowing who will be the new chair.
4. Faculty request for the IT department to offer the Eduroam service. POC – Greg Friedman
✓ Brian Lucas reported that his department has already chosen another product.
5. Faculty Senate request for the IT department to provide chatroom services for various entities within the university including the Faculty Senate. POC – Art Busbey
✓ Brian Lucas will speak to Art Busbey about the specific for this. For security purposes, any product (probably Threaded Discussion software) chosen for this should be housed on TCU servers due to the sensitive nature of some discussions that it will be used for.
Traffic Regulations and Appeals Committee

Report for the 2015-2016 academic year

Prepared by Scott Nollet, Committee Chair

Most the work of the traffic appeals committee consists of listening to or reading student appeals for traffic and parking tickets, deciding guilt and whether to reduce the fine. Each subcommittee (hearing personal appeals or reading written appeals) consists of at least two faculty members and usually one student representative. The police reserve a room at the BLUU for the hearings at 4 pm on a combination of Tuesdays and Wednesdays. The hearings were held on Sept. 9, 15, 23, 29, Oct. 7, 14, 20, 28, Nov. 3, 11, 17, Dec. 2, in the Fall and Jan. 13, 19, 27, Feb. 3, 9, 17, 23, Mar. 2, 16, 22, 30 and Apr. 5, 13, 19, 27 this spring.

The Committee consisted of 10 faculty (Lisa Bashore, Tyson Browning, Steven Sloan, Aaron Chimbel, Jo Jimerson, Hylda Nugent, Penny Maas, Joan McGettigan, Michael Skinner and myself), 6 staff (Britt Luby, Nancy Styles, Cheryl Cobb, Amanda Horton, Karin Lewis, Shawn Wagner), and 5 students (Erin Mulkey, Caroline Pulliam, Michael McCluskey, Sarah Secrest and Hudson Trent) for a total of 21 members. This seems to be about the right number for the committee. Participation was excellent, with the exception of a few student absences.

Some years we have a final committee meeting with the police department at their bequest, but not this year.

To give an idea of what we did, the police gave out a total of 13,213 citations over the 2015-2016 academic year. The police can handle many grievances at the
station immediately, but when the students are not satisfied they appeal to us. We heard 289 cases this year (60 in person, 229 written); in 20 cases we dismissed the citation and in 85 cases we reduced the fines, depending on the offense and circumstances provided.
Introduction

UCAC appreciates the opportunities afforded us to openly discuss ongoing issues that are of concern to every member of the TCU community. A prime example of this dialogue is the collaboration by TCU staff, faculty, administrators and retirees that culminated in the TCU Bridge program. The discussions leading up to the implementation of the Bridge program, which took effect earlier this year, comprised much of UCAC’s business during the spring and summer. Consequently, recommendations presented in this report were developed mainly during the fall semester.

UCAC Work and Actions

As in previous years, UCAC remains committed to the practice of compiling the minutes of all meetings held between January and December 2015. We shall request that the Chairs of Faculty Senate and Staff Assembly post these minutes on their websites. During the first half of 2015, the University Compensation Advisory Committee met on February 18th, April 6th, and May 1st. UCAC also participated in discussions on the aforementioned Bridge program on April 13th, May 2nd, and June 3rd. During the fall 2015, the committee met on September 17th, October 27th, and December 1st. The committee’s work has been focused on three critical areas:

- The TCU Bridge Program.
- The Employee Emergency Relief Fund
- Improving Compensation for Staff and Faculty

TCU Bridge Program

After discussing changes that had occurred in the retirees’ health care benefits in 2013, UCAC adopted the following recommendation during 2014:
The University Compensation Advisory Committee supports a quick and comprehensive review by Human Resources and the Administration of the retirees’ health care benefits in Medicare Part D with a clear process and timeline. The current retirees' survey results as of fall 13 should be taken into consideration.

In response to this recommendation and after receiving the report from the Task Force on the TCU Promise, Dr. Boschini convened a meeting on April 13th to discuss concerns with retiree health benefits. Among the attendees were Trustee Nancy Richards, Vice Chancellors Karen Baker and Brian Gutierrez, as well as representatives from faculty, staff, and retirees. At the conclusion of that meeting, Dr. Boschini announced that a plan to deal with issues related to retiree health benefits would be forthcoming within 30 days. On May 12th a follow-up meeting took place in which the outline of the TCU Bridge program was presented. At that time, Dr. Boschini requested that UCAC give it’s response to the proposed Bridge program by Friday, June 5th. This timeline set in motion a series of meetings with the Retirees’ Association, and the executive committees of the Faculty Senate and Staff Assembly. On Wednesday, June 3rd UCAC met to discuss the Bridge program that was developed by Human Resources to assist TCU retirees. Also present were Vice Chancellor for Finance and Administration, Brian Gutierrez, Vice Chancellor for Human Resources Karen Baker, and Associate Vice Chancellor for Human Resources, Faith Perkins, who provided additional information about the program and were available to answers questions from the committee.

**UCAC Action on Bridge Program**

During executive session a quorum of UCAC members, including three retiree representatives, voted unanimously to recommend the Bridge program amended as follows:

- The program should be extended to cover all retiree dependents.
- The program should be retroactive to June 2013.

**Employee Emergency Relief Fund**

During its 2014 meetings, UCAC formed an ad-hoc committee to investigate the possible creation of an emergency compensation fund to help current employees and retirees cope with catastrophic situations and conditions. The members of this ad hoc committee included Robin Williamson, Jean Walbridge, Marie Schein, Aisha Torrey-Sawyer, and Chris Sawyer. The ad hoc committee met throughout 2015 and was assisted ably by Associate Vice Chancellor Faith Perkins who provided much needed information and
expertise on the plan. Reports on the deliberations of the Ad Hoc committee were provided to UCAC at its regular meetings.

**UCAC Action on Employee Emergency Fund (EEF)**

During the October 27th meeting, UCAC passed a three-part resolution to establish an emergency assistance fund:

The University should create an emergency assistance fund to benefit faculty, staff and retirees by:

- Committing $20,000 for the initial year of the program. Of this amount, UCAC estimates that approximately $12,000 for use of lawyer fees.
- Appointing a university committee to establish the EEF charter and by-laws.
- Evaluating this pilot program after three years.

**Improving Compensation for Staff and Faculty**

During each of its regular meetings throughout 2015, UCAC heard proposals on a variety compensation issues. Among the items considered was the continuance of the TCU Child Care Resource – Camp Fire program. We learned that at any given time there are 250 employees with children within the age range that could benefit from the TCU Child Care Resource.

Further, the Policy and Advocacy Committee of the Staff Assembly brought forward a proposal to extend tuition benefits allowing TCU employees to attend TCC. A small number of employees who are not ready for the rigors of a TCU education desire to further their training by earning college credit. We concluded that this solution makes sense and aids in workforce development at low cost.

Considerable discussion over the annual merit pool revealed concerns about pay equity due to employees with similar job titles receiving substantially differing rates of pay. For example, faculty members with the rank of Professor in some colleges within the University receive considerably less salary than their counterparts in other units at the same rank and with similar years of experience. Further, we heard from members of the committee with prior management experience or who had served as Department Chairs. They describe a dilemma that arises when distributing 3% merit increases among several highly productive employees within the same unit. Specifically, how can one give an appropriate merit increase to the most...
productive employees without giving substandard increases to others who are also highly productive? Conversely, awarding similar amounts or the same percentage to every member of one’s department does not constitute a merit increase. Much of TCU’s success in recent years has been driven by the commitment and quality of its faculty and staff. We’ve concluded that a boost in the merit pool will help to address these issues.

UCAC Action on Improving Staff and Faculty Compensation

The following recommendations are listed in order of priority.

1. Recommendation on Merit Pool. UCAC recommends that a merit pool of 5% be made available to faculty and staff of $7,869,648 in salary and totaling $9,404,229 including benefits.

2. Recommendation on Employee Emergency Fund. TCU should investigate the possible creation of an emergency compensation fund to help current employees and retirees cope with catastrophic situations and conditions.

3. Recommendation on Extending Tuition Benefits

UCAC recommends that TCU amend its community college policy tuition benefit (number 6.005) to include TCU employees. Estimated annual costs for extending this benefit should be no greater than $10,000.

4. Recommendation on TCU Child Care Resource

UCAC recommends funding the Camp Fire Child Care Program ($10,000 per year).

UCAC commends the University for its commitment to the principle of shared governance that unites all members of the TCU community. In order to continue to value the people who make TCU a great place of work, UCAC respectfully submits its recommendations.
Aisha Torrey-Sawyer and Chris R. Sawyer, 2015 UCAC Co-Chairs

2015 UCAC Members:

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<tr>
<th>Staff</th>
<th>Faculty</th>
<th>Retirees</th>
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<td>Aisha Torrey-Sawyer</td>
<td>Chris Sawyer</td>
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<td>DeAnn Jones</td>
<td>Laurel Lynch</td>
<td><strong>Advisory Liaison</strong></td>
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<td>Robin Williamson</td>
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The Undergraduate Admissions and Retention met in the Fall 2015 term but not in the Spring 2016 term due to the committee chair’s travel schedule. The Mid-Year Report follows this summary.

To summarize the committee’s work, it is important to note how relevant this committee is for our university. Thirty years ago TCU filled its first-year class with a cohort of students drawn largely from suburban high schools in Texas, the immediate surrounding states, and the I 35 corridor. However, that did not lead to a very diverse student body. Our university values a diverse student community, and this committee supports that effort.

To our great good fortune, so does the fine staff of our Admissions Office, led by Dean of Admissions Ray Brown. Their hard work has steadily improved the diversity of our student body. Although first in number, our students from Texas no longer constitute a majority of our student body. They are followed in order by those from California and Illinois, respectively. While the enrollment of students of color remains a challenge, we have increased their numbers to 20% of the student body, largely due to the success of the Community Scholars Program.

Our retention rate has steadily climbed over the last three decades. This improvement is a joint product of the good work done by the Office of Scholarships and Student Financial Aid, led by Mike Scott, which has reduced the average amount of outstanding student debt upon graduation, and by the staff of the First Year Experience led by Trung Nugyen. The first year students who participate in Frog Camps are our most likely students to return for their sophomore year, and the overall retention rate for first year students returning for their second year exceeds 90%.

We are very fortunate that the members of these staff offices share the goals of the committee members, and consequently there is considerable agreement when they meet with the committee. Typically, the suggestions committee members make during our meetings result in learning that those possibilities have been tried and the results are then reported.

Despite this high level of agreement, the Undergraduate Admissions and Retention Committee still serves an important role in reaffirming for those staff members how much we value a high performing but diverse student body.

The Mid-Year report follows.
MEETING: As is normally the case, our committee met once in the fall.

Present for our October 20, 2015 meeting were: Ralph Carter (Chair), Sue Anderson, Ray Brown, Garry Bruton, Trung Nguyen, Kimberly Owczarski, Marie Schein, Mike Scott, Leslie Zimpelman.

Those missing were: Jean Brown (teaching), Ronald Pitcock (teaching), Hudson Trent (class), Nick Whitesell (family emergency), Dru Riddle.

We have one issue with student members. Two of the three students listed as members of our committee graduated last year, and we had no contact from SGA as to replacement members.

We received detailed reports from Ray Brown (Dean of Admissions), Mike Scott (Director of Scholarships and Student Financial Aid), and Trung Nguyen (Assistant Director, First Year Experience).

Ray Brown delivered an update on this year’s freshman class.

- The final tally was 2072, substantially surpassing the target of 1900. Due to the acceptances, no ‘wait listed’ students could be added for the fall but were added for a large Spring class.
- Only 43% of those who applied were accepted, making TCU #2 in selectivity in the State of Texas, just behind #1 Rice and ahead of #3 Texas.
- 375 transfer students were expected, but 440 arrived.
- New high marks were hit on all the normal qualitative indices.
- Our yield – the percentage of those offered admission who enrolled – showed the highest increase to date, up to 26.5%.
- Enrollments were up slightly from all regions, but up sharply from the South and from International Students.
- One continuing area of concern: recruiting students of color. Currently at only about 20%.

Mike Scott delivered an update on scholarships and financial aid.

- TCU hit a new high in the amount of scholarship funds awarded.
- Our discount rate – the amount of revenue we forego to get admission numbers up – increased by 4 percentage points, from 32% to 36%, for this year’s freshman class. That represents several million dollars in tuition revenue lost.
- TCU has had a significant decrease in the average loan debt upon graduation over the last 4 years: from $41K to $39K to $38K to $34K. This has been a point of emphasis on the part of Brian Gutierrez.
• Academic scholarships increased by 100 additional students this year.
• Retention of the freshman class is up to almost 91%, a new high.

Trung Nguyen delivered an update on the First Year Experience.

• #1 reason students choose TCU is academic reputation.
• The new freshman class this January is much larger than normal (40 as opposed to 10 normally, the ‘wait listed’ students mentioned by Ray Brown), making it large enough to justify a new Frog Camp just for them – Camp Tundra. Spots in the camp will be available for transfer students and veterans as well.
• Scholarships for Frog Camps have been very successful in boosting attendance.
• 74% of this year’s freshman class (1539) attended one of the camps, up 3% from last year.

During our following Q&A session, we learned:

• About 46% of transfer applications are admitted.
• Acceptances by students of color are very sensitive to loan and financial aid availability. We don’t do as well as some on this dimension. However, the lack of a visible presence of students of color on campus deters many others who might be able to afford to come here. Thus a bit of a chicken and egg problem. When we’ve offered more financial incentives to come, the results haven’t been as successful as hoped.
• One exception to the above has been the community scholars program. That program helps with students of color.