

Biological & Environmental Sciences

Faculty Meeting


August 22, 2013


• **Minutes** •

In attendance: L Lemanski, H Fox, V Cheriya, D Dees, S Gossett, R Arnold, D Choi, L Lyman-Henley, J Kopachena, J Slovak, I Khan, S Osgood

1. **Welcome & Introduction**—*Larry Lemanski*—Dr. Lemanski welcomed returning and new faculty members and asked each to give their name along with a short summary of their classes, research, etc.
2. **Course Assignments, Faculty and GAs, Lab Assistants**—*Larry Lemanski*—Course schedule for Fall 2013 was reviewed and lab assistantships were reviewed. Seniors as well as graduate students will facilitate labs with supervision from the instructor of record.
3. **Requirements for Each Syllabus and CV**—*Larry Lemanski*—All syllabi must contain 1) SLO, or student learning outcomes, 2) office hours and contact information of instructor, 3) exam and grading information, 4) ADA & Student Guidebook links and information, and 5) Special Support Services (tutoring, SI, etc.). Current CVs for each professor need to be posted in the online course schedule by their courses. CV template is available from Susan if needed.
4. **GA meeting and Online Training**—*Doyce Dees*—Doyce announced that the first meeting of GAs and lab assistants is Friday, Aug. 23, 2013 in STC 217. Safety procedures and contracts for distribution to students will be thoroughly reviewed. Online training must be completed in a timely manner and is necessary for all employees of the University.
5. **Faculty Workload/Reassigned Time**—*Haydn "Chip" Fox*—Chip Fox reviewed two documents, "College of Science, Engineering, and Agriculture (CoSEA) Workload Procedure" and "Workload Rubrics." New workload definitions will determine release/reassigned time as outlined in the "Workload Rubrics" document.
6. **Spring Scheduling**—*Jeff Kopachena*—Considerations for course offerings in Spring 2014 need to be sent to Jeff Kopachena. Future Histology classes may be taught by Larry Lemanski. Faculty may generate cumulative workload credits that will reduce the teaching load
7. **Graduate Course Rotations**—*Jeff Kopachena*— Faculty members were asked to submit to Jeff which graduate classes they can and do teach. Professors may want to develop a new course and add it to the list. After reviewing the graduate course rotation list, it was suggested that General Microbiology be offered each long semester. Jeff asked faculty members to respond to him about which classes they can teach and what course they may want to develop. Four online courses should be offered each long semester (spring & fall), and at least 2 courses face-to-face to accommodate international students. Each summer session (summer I & summer II) should have 2 courses, for a total of 4 for the summer.
8. **Chemical Inventory**—*Doyce Dees*—Doyce will be labeling all chemical inventory in labs. Quantity will be tracked by bottle size, instead of amount remaining in bottle. Discussion continues about how to label biological specimens.
9. **New ID cards—Door Access—Mane Event, Sat., Oct. 19: suggestions for sessions**—*Larry Lemanski*—New ID cards are needed for door access. If faculty members have a card more than one year old, they need to go to the Sam Rayburn Student Center and have a new Lion Card (ID card) made. New door access authorization forms need to be completed for rooms other than those in which you teach. Banner software will grant card access to any room where you are scheduled to teach per semester, but any additional rooms will need to be listed and approved on the authorization form. Mane Event is scheduled for Saturday, October 19 and Biological and Environmental Sciences needs to provide 2 sessions. Suggestions for sessions was discussed, but not finalized for the event. Faculty need to submit decisions to Susan to give to Mane Event managers to include in the program. Susan will reserve rooms for the sessions.

10. **Mendel Society/Seminar Series**—*Larry Lemanski*—The Mendel Society needs to be rescheduled as a learning tool and resource for all students. The third Thursday of each month at 3 p.m. was a suggested time slot. Faculty discussed the possibility of an attendance mandate for Biology majors and/or seniors. Excellence funds, Research office funds, or development funds could be used to provide food for all in attendance and an honorarium for speakers.
11. **Committees**—*Larry Lemanski*—**Faculty Search Committees** will be created for upcoming searches in Biomedical Sciences and Environmental Science. Wildlife search committee members, chaired by DongWon Choi, are reviewing applicants. The Physiologist search committee, chaired by Venu Cheriya, has selected Dr. Izhar Khan (Welcome!). Due to lack of staff in the Agriculture Department, Susan has been working on the Agriculture Education position with the Ag Dept. Environmental Science search committee, chaired by Ray Arnold, has reopened for more candidates. Biomed search committee, chaired by JP Slovak, is open and reviewing applicants. **Graduate Recruitment/Admissions Committee** members include all graduate faculty: Venu Cheriya, DongWon Choi, Ray Arnold, Lani Lyman-Henley and Jeff Kopachena, chair. **Space Analysis/Allocation Committee** now headed by Larry Lemanski, other members to be decided, will review space needed this year for incoming Wildlife, Biomed and Environmental Science faculty as well as adjunct faculty. **Seminar/Mendel Society Program Committee** headed by Venu Cheriya, will look into funding resources. **Program Assessment Committee** includes all faculty members who will provide information included in planning and results reports each academic year. It was noted that **Distinguished Alumnus Award Committee** members (to be decided) will need sufficient time to select the awardee and make arrangements for their time in Commerce. **Scholarship Committee** members include all faculty. **Department Strategic Plan Committee** will need to work with incoming faculty as an additional resource.
12. **Department Program Assessment Summary & Plans**—*Chip Fox*—Undergraduate and Graduate Program Assessment Plans for 2012-2013 and 2013-2014 and Results for 2012-2013 were sent to Sam Saffer for review. After revisions as needed, final reports will be sent to the dean for approval.
13. **Open Forum**
 - Ray Arnold announced that he is unable to continue at A&M-Commerce, but offered to stay until his replacement can be named.
 - Lani Lyman-Henley, as chair of IACUC, reminded the group that all activities with animals having a backbone must comply with Federal regulations and requirements for USDA certification.
 - Upcoming discussions will include Homecoming, Biology website, Mentoring Program for faculty, QEP, 5-yr. Strategic Plan, and Office of Research and Sponsored Programs (ORSP) writing and reading grant

Prepared by  September 9, 2013
 Susan Osgood date

Approved by  September 9, 2013
 Larry F. Lemanski date

Biology Faculty Department Meeting for Fall 2013

♦ Agenda ♦

August 22, 2013

1. Welcome & Introduction—*Larry Lemanski*
2. Course Assignments, Faculty and GAs, lab assistants—*Larry Lemanski*
3. Requirements for each syllabus and CV—*Larry Lemanski*
4. GA meeting and online training—*Doyce Dees*
5. Faculty Workload/Reassigned time (2 handouts)—*Chip Fox*
6. Spring Scheduling—*Jeff Kopachena*
7. Graduate Course Rotations—*Jeff Kopachena*
8. Chemical Inventory—*Doyce Dees*
9. New ID cards—Door Access—Mane Event, Sat., Oct. 19—suggestions for sessions—*Larry Lemanski*
10. Mendel Society/Seminar Series—*Larry Lemanski*
11. Committees—*Larry Lemanski*
 - a. Faculty Search Committees
 - b. Graduate Recruitment/Admissions
 - c. Space Analysis/Allocation
 - d. Seminar/Mendel Society Program
 - e. Program Assessment
12. Department Program Assessment Summary & Plans—*Chip Fox*
Undergraduate and Graduate
13. Open Forum

CoSEA REQUEST FOR ADJUNCT FUNDING for FY14 - Fall, 2013

Dept.	Account number	Name	Semester	Course/Section w/ cross listing	Semester credit hours	Salary	Comments
Biology	120520-20300	Lanna Bradshaw (Last name changed from Kopachena)	Fall 2013	ESCI 1403.01E, 01L, ESCI 1403.01W, 01W	8	\$6,666	2 lectures, 2 labs (on campus & web)
Biology	120520-20300	Doyce Dees	Fall 2013	BSC 2401.01E;BSC2401.02E; 04L, 06L	8	\$7,666	2 lectures, 2 labs
Biology	120520-20300	James Eidson	Fall 2013	BSC 436.01E	3	\$2,500	1 lecture
Biology	120520-20300	Susan Gossett	Fall 2013	BSC 1409.01E, BSC 1409.01W;BSC1409.01W	7	\$5,833	2 lectures (on-campus & web), 1 lab (web)
Biology	120520-20300	Mark Slivkoff	Fall 2013	BSC 497.01W & 597.01W & BSC 597.CRW(cross-listed)	3	\$3,000	1 lecture (web)
Biology	120520-20300	Charle Blackburn (tentative)	Fall 2013	BSC 1411L.01L not credit generating			Holds MS in Ag Sci - Hort specialty - Typical faculty credit for these 3 labs calculates to 4.02 (2 x 3 x 0.67)
Biology	120520-20300	Charle Blackburn (tentative)	Fall 2014	BSC 1411L.02L not credit generating			
Biology	120520-20300	Charle Blackburn (tentative)	Fall 2015	BSC 1411L.03L not credit generating		\$ 3,500	
				DEPARTMENT SUBTOTAL		\$ 29,165	

(Denet full-adj interim)

College of Science, Engineering, and Agriculture (CoSEA) Workload Procedure

1. GENERAL

The following College of Science, Engineering, and Agriculture (CoSEA) procedure is in response to the University Procedure 12.03.99.R1 *Faculty Workload*. In addition to the University Procedure, this CoSEA procedure will be used to define faculty workload within the college. Faculty members are able to generate cumulative workload credits that will reduce the teaching load with the assignments listed below being given total workload credits as listed in this procedure.

2. TEACHING LOAD

- 2.1 Tenured/Tenure Track faculty will normally be assigned a teaching load of 24 hours of workload credits per academic year. Tenured/Tenure Track faculty will be evaluated annually using the standard institutional evaluation form based on teaching, service, and RSCA.
- 2.2 Unless otherwise stated in their contract, Non-Tenure Track faculty will normally be assigned a teaching load of 30 hours of workload credits per academic year, with limited service and professional development activities, and no research requirements. Non-Tenure Track faculty who are assigned 30 hours of workload credits per academic year will be evaluated annually and weighted proportionally based on the criteria for faculty teaching performance. The evaluation will be in a manner consistent with the University Procedure *12.01.99.R0.02 Annual Evaluation of Faculty* and *12.01.99.R0.06 Appointment, Reappointment, and Promotion of Non-Tenure-Track and Clinical Faculty*.
- 2.3 Non-Tenure Track faculty who wish to participate in research must advise their department head and college dean in writing by July 1st of each year in order to be assigned a teaching load differing from the stipulated 30 hours of workload credits per academic year. If approved, these Non-Tenure Track faculty members will receive a contract which stipulates the research or other special requirements of their duties. Non-Tenure Track faculty who are assigned reduced teaching loads will be evaluated annually using the same form as Tenured/Tenure-Track faculty with proportional weighting based on their duties in that academic year.

3. WORKLOAD CREDIT GENERATING ACTIVITIES

- 3.1 For the purpose of calculating teaching loads, the college will use the equivalents as listed in the University Procedure 12.03.99.R1 *Faculty Workload*:
 - 3.1.1 Undergraduate Lecture and Seminar Courses: 1.0 semester credit hours equivalent to 1.00 teaching workload.

3.1.2 Graduate Lecture and Seminar Courses: 1.0 semester credit hours equivalent to 1.33 teaching workload.

3.2 Other workload equivalencies for specific tasks will be used, as well. When the task involves supervision of students in special courses such as thesis, etc., the faculty member will be given the workload credit equivalencies that are in proportion to the workload a faculty member would receive in a normal course. Equivalencies stipulated in 3.1.1 and 3.1.2 above also apply to these tasks. The following workload equivalencies specific to CoSEA will be used:

3.2.1 Honor's Thesis Supervision. Faculty who supervise an Honor's thesis will specifically be given: for every student enrolled in 1 semester credit hour of thesis, the faculty will be given 0.10 workload credit equivalencies. *Example: A student is enrolled in 3 semester hours of an honors thesis course. The supervising faculty will receive $3 \times 0.10 \times 1.00 = 0.3$ workload credit equivalencies.*

3.2.2 Master's Thesis/Master's Research Paper (595) Supervision. Faculty who supervise a Master's thesis or Master's Research Paper (595) will specifically be given: for every student enrolled in 1 semester credit hour of thesis, the faculty will be given 0.30 workload credit equivalencies. *Example: A student is enrolled in 6 semester hours of a 595 course during a semester. The supervising faculty will receive $6 \times 0.30 \times 1.33 = 2.394$ workload credit equivalencies.*

3.2.3 Doctoral Dissertation Supervision. Faculty who supervise a Doctoral dissertation or other terminal paper for a terminal degree will specifically be given: for every student enrolled in 1 semester credit hour of dissertation, the faculty will be given 0.33 workload credit equivalencies. *Example: A student is enrolled in 4 semester hours of a dissertation course. The supervising faculty will receive $4 \times 0.33 \times 1.33 = 1.78$ workload credit equivalencies.*

3.2.4 Independent Study. Faculty who supervise an Independent Study course will specifically be given: for every undergraduate student enrolled in 1 semester credit hour of independent study, the faculty will be given 0.10 workload credit equivalencies; for every graduate student enrolled in 1 semester credit hour of independent study, the faculty will be given 0.30 workload credit equivalencies. *Example: An undergraduate student is enrolled in 2 semester hours of independent study. The supervising faculty will receive $2 \times 0.10 \times 1.00 = 0.2$ workload credit equivalencies. A graduate student enrolled in 2 semester hours of independent study would result in the supervising faculty receiving $2 \times 0.30 \times 1.33 = 0.798$ workload credit equivalencies.*

3.2.5 Laboratory Instruction/Supervision of Graduate Assistants

3.2.5.1 Faculty or Teaching Assistants who are listed as *Instructor of Record* for a laboratory section or activity will receive credit for the laboratory time. The normal calculation for laboratory activities is workload credit = 0.67 X contact hours.

3.2.5.2 If a faculty member chooses to teach a credit-generating, free-standing lab rather than use a graduate assistant, the faculty member will receive 1 hour of workload credit equivalency for every 1 hour of laboratory time, up to a maximum of 2 workload hours per lab section.

3.2.5.3 The “18-hour rule” used for accreditation only applies to courses taught for academic credit. Therefore, non-credit courses or labs are designated as activities of the primary lecture section and can be taught by qualified Graduate Assistants without the 18 hours of graduate credit. CoSEA practice restricts Graduate Assistants with less than 18 hours of graduate credit to teaching entry-level, zero-credit activity sections. Graduate Assistants assigned to a lab activity or other non-credit section are expected to split their time equally between preparation, mentoring, and grading. All Graduate Assistants who work directly with students will be directly supervised by a faculty member who will receive workload equivalencies as listed below.

3.2.5.4 Faculty who are supervising Graduate Assistants will specifically be given: 0.5 hours of workload equivalency per Teaching Graduate Assistant supervised, extended proportionally according to the number of Graduate Assistants supervised in the following manner:

<u># of GAs Supervised</u>	<u>Workload Credit</u>
1 (10 contact hours/week)	0.5
2 (20 contact hours /week)	1
4 (40 contact hours /week)	2
6 (60 contact hours /week)	3

3.2.6 Clinical Instruction/Supervision of Students “In the Field”. Faculty who provide clinical instruction or supervise students who are performing field work will specifically be given: for every student enrolled in 1 semester credit hour of clinical instruction/field work, the faculty will be given 0.67 workload credit equivalencies.

4. APPLYING WORKLOAD EQUIVALENCY CREDITS

- 4.1 As stated in the University Procedure 12.03.99.R1 *Faculty Workload*, workload credits for a faculty member will be applied during the academic year in which the credit is earned. If a credit is not applied during that academic year, it must be applied in the next long semester or it will be forfeited. The University procedure stipulates methods for a faculty member to voluntarily waive unwanted credits during an academic year.
- 4.2 Note: In practice, variances of less than 1 credit hour of workload equivalency will be negated. This means that after all calculations of workload credit are performed, if a faculty member is above or below their assigned teaching workload of credits by less than 1 semester credit hour of workload for that academic year, the faculty member will be neither penalized nor rewarded for that portion of 1 semester credit hour.

Workload Rubrics

Per Credit Hour

Grad courses (& seminars) = 1.33

Lab contact hours

TT faculty = 1 = 1 (maximum of 2) *per lab (not 3)*
Ad Interims & Adjuncts

Honors thesis = 0.1 per student per hour

Honors readings = 0

MS Thesis / 595 = 0.3 per student per hour

Undergrad Ind Study = 0.1 per student per hour

Chem... Undergrad Research 0.1 per student per hour

Grad Ind Study = 0.3 per student per hour

Internships = 0 (advising)

credit-generating lab = 1 (max is 2 per lab)

Supervising GA's

of GAs Supervised Workload Credit

1 (10 contact hours/week) 0.5

2 (20 contact hours /week) 1

4 (40 contact hours /week) 2

6 (60 contact hours /week) 3

College of Science, Engineering and Agriculture (Semester) Release Time

DEPARTMENT NAME (ACCT NUMBER)	NAME	M	FTE	Justification	DEPARTMENT HEAD	CB Code
	Professor's Name	9.0	0.50		02	
	Professor's Name	9.0	0.25		03	Research for Project
	Professor's Name	9.0	0.25		03	Grant Research
TOTAL			0.75			

Please fill in the following:

- Pin #
- Professor's Name
- Contract Term (which in most cases is 9-month)
- FTE = Refer to Release Time Calculation
- Justification
- Code for Justification:
 - 02 = Administrative Assignments (ex: Department Head)
 - 03 = Any other Professional Assignment

If the faculty member does not teach 100%, the Faculty Workload Release Request **MUST** be filled out and submitted to the dean's office with an explanation of their extracurricular activities.

Undergraduate Coarses

<u># of credit hours</u>	<u>FTE credit</u>	
1	0.08	
2	0.17	
3	0.25	
4	0.33	
5	0.42	
6	0.50	
7	0.58	
8	0.67	
9	0.75	
10	0.83	
11	0.92	
12	1.00	Full Load = 12 hours

Graduate Coarses

<u># of credit hours</u>	<u>FTE credit</u>	
1	0.11	
2	0.22	
3	0.33	
4	0.44	
5	0.56	
6	0.67	
7	0.78	
8	0.89	
9	1.00	Full Load = 9 hours

**WORKLOAD EQUIVALENCY PROPOSAL
(REASSIGNED TIME REQUEST)**

Please refer to University Rule *12.03.99.R1 Faculty Workload* for criteria relating to these reassignments, equivalencies and credits.

College of _____ Semester/Year _____

Faculty Name _____

FTE Reassigned Time Requested _____

Type of Equivalency _____

(Please complete the following as applicable; additional pages may be attached, if more space is needed.)

1. PURPOSE OF EQUIVALENCY OR EXPLANATION OF REQUEST:

2. METHOD:

3. EXPECTED OUTCOME:

4. METHOD OF EVALUATION:

Approved by:

Department Head: _____ Date: _____

Graduate Dean
(for theses/dissertations only): _____ Date _____

Vice Provost for Research
(for extramural funding only): _____ Date _____

Dean: _____ Date _____

Provost & VPAA
(or designee) _____ Date _____

WORKLOAD EQUIVALENCY PROPOSAL (Cont.)

Workload Equivalency/Reassigned Time/Credit Codes:

02 = Administrative Assignments

03 = Any Other Professional Assignment (research, creative activity, major academic advisory responsibilities, accreditation responsibilities or reassigned time for past overload credit--see University Rule 12.03.99.R1 for full explanation)

FACULTY APPOINTMENT CODES

A. Appointments funded from the Faculty Salaries element of cost:

CODE

- 01 Direct instructional activities which include interaction with students related to instruction, preparation for such instruction, and evaluation of student performance. The various types of instruction include: lecture, laboratory, practicum, seminar, independent study, private lessons, alternative learning activities, thesis, and dissertation.
- 02 Administrative assignments which directly supplement the teaching function, such as heads of teaching departments, coordinator of special programs or multi-section courses, etc.
- 03 Any other professional assignments which an institution considers to be directly related to the teaching function.
- 05 Overload -- to be used only for those teaching assignments which are in addition to a 100% teaching (codes 1, 2, & 3) load.

B. Appointments funded from elements of cost other than Faculty Salaries:

CODE

- 10 Extension and Public Service
- 11 Instructional Administration
- 12 Organized Research
- 13 General Administration and Student Services
- 14 General Institutional Expense
- 15 Library
- 16 Special Items
- 17 Any element of cost not listed above

C. Appointments funded from all other sources:

CODE

- 20 Intercollegiate Athletics
- 21 Other Auxiliary Enterprises
- 22 Sponsored Projects
- 23 Any source not listed above

Source: Appendices to the Reporting and Procedures Manual, Texas Higher Education Coordinating Board, 5-99

BIOLOGICAL & ENVIRONMENTAL SCIENCES
COURSE ROTATION SCHEDULE (revised August 2013)

FALL, Every Fall

- BSC 111 Intro to Biology (1sh)
- BSC 1411 Botany (4sh, 2hr lab) (US)
- BSC 2401 Human Anatomy & Physio I (4sh, 3hr lab) (US)
- BSC 254 General Microbiology (4sh, 3hr lab)
- BSC 305 General Physiology (4sh, 3hr lab)
- BSC 307 Ecology (4sh, 3hr lab)
- BSC 335 Wildlife Management I (3sh)
- BSC 416 Wildlife Population Biol (3sh)
- BSC 436 Plant Diversity & Conservation (3sh)
- BSC 497 Pharmacology (3sh)
- ENVS 301 Risk Assessment & Env Impact Statements (3sh)
- ENVS 302 Phase I Env Site Assessments (3sh)
- ENVS 304 Frontiers in Environmental Science (1sh)
- ENVS 403 Environmental Ethics & Law (3sh) (web)
- ENVS 497 Emergency Response (4sh, 2hr lab)
- ESCI 1403 The Dynamic Earth (Phys Geol) (4sh, 3hr lab) (US)

FALL, ODD Years

- BSC 337 Field Methods-Wildlife & Conserv Sci (4sh, 3hr lab)
- BSC 430 Topics in Microbiology—*Pathogenic* (3sh)
- BSC 431 Eukaryotic Cell Biology (3sh)

FALL, EVEN Years

- BSC 423 Endocrinology (3sh)
- BSC 430 Topics in Microbiology—*Virology* (3sh)
- BSC 497 Developmental Biology (3sh)

SPRING, Every Spring

- BSC 1413 Zoology (4sh, 2hr lab) (US)
- BSC 2402 Human Anatomy & Physio II (4sh, 3hr lab) (US)
- BSC 256 Medical Terminology (3sh) (web)
- BSC 304 Genetics (4sh, 3hr lab)
- BSC 306 Applied Microbiology (4sh, 3hr lab)
- BSC 336 Wildlife Management II (3sh)
- BSC 401 Senior Seminar (1sh)
- BSC 497 Introductory Medical Microbiology (3sh)
- ENVS 305 Environmental Hydrology (4sh, 2hr lab)
- ENVS 410 Env Monitoring & Waste Mgmt (4sh, 2hr lab)
- ESCI 203 History of the Earth (4sh, 3hr lab) (US)

SPRING, ODD years

- BSC 404 Vertebrate Biology (3sh)
- BSC 406 Mammalogy (3sh)
- BSC 420 Immunology (3sh)
- BSC 424 Toxicology (3sh)

SPRING, EVEN years

- BSC 402 Ornithology (3sh)
- BSC 421 Reproductive Physiology (3sh) (web)
- BSC 422 Comparative Vertebrate Anatomy (4sh, 3hr lab)
- BSC 425 Fundamentals of Neuroscience (3sh)

LONG SEMESTER, Every Fall & Spring

- BSC 1406 Introductory Biology I (4sh, 3hr lab) (US)
- BSC 1407 Introductory Biology II (4sh, 3hr lab) (US)
- BSC 1409 Human Biol: Structure & Func (4sh, 2hr lab) (US)
- BSC 303 Cellular Biol (4sh, 3hr lab)
- BSC 412 Quantitative Biol (3sh)
- BSC 417 Geospatial Mapping (3sh)
- BSC 301 Biol Literature & Techniques (3sh)
- ENVS 104 Natural Disasters (4sh, 2hr lab) (US)
- ENVS 1301 Intro to Environmental Science (4sh, 2hr lab) (US)

SUMMER 1 only

- ESCI 461 *Earth Science* for Middle School Teachers (3sh)

SUMMER 2 only

- BSC 461 *Biology* for Middle School Teachers (3sh)

OPPORTUNISTICALLY

- BSC 310 Animal Behavior (3sh)
- BSC 410 Behavioral Ecology (3sh)
- BSC 414 Evolutionary Biology (3sh)

GRADUATE (except for BSC 500, not on a scheduled rotation)

- BSC 500 Graduate Seminar (1sh)
- BSC 504 Advanced Quantitative Biology (3sh)
- BSC 505 Methods in Field Ecology (3sh)
- BSC 510 Community Ecology (3sh)
- BSC 511 Advanced Ornithology (3sh)
- BSC 512 Ecological Genetics (3sh)
- BSC 515 Advanced Cell Biology (3sh)
- BSC 516 Pathogenic Microbiology (3sh)
- BSC 517 Stem Cell Biology (3sh)
- BSC 519 Advanced Gene Regulation (3sh)
- BSC 520 Advanced Immunology (3sh)
- BSC 521 Epigenetics (3sh)
- BSC 522 Reproductive Physiology (3sh)
- BSC 523 Vertebrate Endocrinology (3sh)
- BSC 524 Toxicology (3sh)
- BSC 525 Advanced Neuroscience (3sh)
- BSC 526 Developmental Biology (3sh)
- BSC 527 Advanced Pharmacology
- BSC 530 Virology (3sh)
- BSC 531 Biogeography (3sh)
- BSC 532 Advanced Behavioral Ecology (3sh)
- BSC 533 Invertebrate Zoology (3sh)
- BSC 534 Vertebrate Zoology (3sh)
- BSC 535 Evolution (3sh)
- BSC 536 Plant Diversity and Conservation (3sh)
- BSC 537 Conservation Behavior (3sh)
- BSC 597 Genetic Analysis and Investigation (3sh)
- BSC 597 Microbial Ecology (3sh)
- BSC 597 Human Physiology (3sh)
- BSC 597 Comparative Animal Physiology (3sh)

GRADUATE—Flex Schedule—Available any time

- ENVS 502 Phase I Environ Site Assess (ESA) (3sh) (web)
- ENVS 503 Env Law, Regulation & Ethics (3sh) (web)
- ENVS 505 Hydrology (3sh) (web)
- ENVS 506 Renewable Energy Resources (1sh) (web)
- ENVS 508 Environmental Remediation (3sh) (web)



University Compliance Office

Integrity – Service – Excellence

Ethical Core Values

Who: System Ethics and Compliance Offices

When: Established May 2012 per Chancellor, Texas Education Code and the Federal Sentencing Guidelines

What: Established to prevent, deter, detect and respond to possible deviations and/or violations of established standards, while supporting and promoting ethical conduct and behavior of university students and employees.

How: The Compliance Office conducts Informal Inquiries and Formal Reviews of State, Federal, System and University established standards.

Why: Protect the Integrity of the Institution – Provide Service to the Institution – Support Institutional Excellence

Ethical Core Values Formula: Integrity + Service = Excellence

Motto: Mitigating Risks and Creating a Culture of Accountability through Education

Compliance & Ethics –The PLUS Acronym

P: Policies & Procedures **L:** Laws & Legislation **U:** Universal Institutional Values **S:** Self / Moral Compass

Compliance Facts:

1. The first line of defense in Compliance is to help employees become aware of their responsibilities and to help them prepare for visits from System Internal Audit (SIA). This is accomplished by conducting Compliance Reviews of established standards with identified contact office(s) and/or designated

university official(s).

2. Compliance works collaboratively with the CEO and following System Offices to protect the integrity of the institution. Compliance responsibilities are identified below.
 - a. **CEO & System Ethics and Compliance Officer (SECO)** : Identify and elevate concerns regarding life, limb, property damage and/or reputational harm to the CEO and SECO immediately upon notification
 - b. **Office of General Counsel** : Consult with legal counsel on matters requiring litigation and governance interpretation
 - c. **Internal Audit** : Assist in providing support documentation for follow-up audit findings and request assistance as needed for identifying corrective actions to mitigate future risks
 - d. **Risk Management Office** : Consult with SRM team to assess, identify, detect and implement a plan of action to mitigate risks at the institutional level through using the Enterprise Risk Management Matrix
 3. Compliance works diligently with University Compliance Committee members to prevent, deter, detect and respond to possible deviations and/or violations of the established standards, while continuously supporting and implementing the Annual Compliance Plan.
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Facts behind Compliance Myths:

1. Compliance **does not** implement management corrective actions and/or management controls.
2. Compliance **does not** enforce established standards **nor is it responsible** for correcting deviations and/or violations of the established standards. Compliance is responsible for providing due diligence.
 - a. The identified contact office and/or designated university official **is responsible** for enforcing the established standards and/or correcting deviations and/or violations of the established standards.
3. Compliance **is not** the Subject Matter Expert (SME). The role of Compliance is to act as a Facilitator.
4. Compliance **is not always** the investigators of compliance related concerns (i.e., Ethics Point Hotline and/or employee grievances). Compliance **routes** concerns to designated SME's unless there is an identified conflict of interest with that designated SME.