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## Faculty Senate Meeting, September 8, 2008

Utah State University

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**FACULTY SENATE MEETING**

September 8, 2008

Merrill-Cazier Library, Room 154

**Agenda**

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- 3:00 Call to Order**..... Mike Parent  
[Approval of Minutes of April 28, 2008](#)
  
- 3:02 Announcements**..... Mike Parent
  - 1. Roll Call
  
- 3:05 University Business**.....President Stan Albrecht
  
- 3:25 Information Items**
  - 1. Code Review Committee..... John Kras
  - 2. PRPC Update..... Mike Parent
    - GLBT Code Change
    - Grievance Policies and Procedures Timeline
  
- 3:35 Consent Agenda**..... Mike Parent
  - 1. [Graduate Council Report](#)
  
- 3:45 Key Issues and Action Items**
  - 1. [Committee on Committees \(Appointments\)](#) .....Will Pependorf
  
- 4:00 Adjournment**..... Mike Parent

Doug Ramsey called the meeting to order at 3:00 p.m. He announced that this would be the last Faculty Senate meeting of the year and the Senate would adjourn until September.

Doug welcomed the new senators who will begin their term next year.

**Approval of Minutes**

John Kras motioned that the minutes of April 7, 2008 be approved as submitted. Byron Burnham seconded the motion. The motion carried unanimously.

**Announcements**

1. Doug Ramsey reminded everyone to sign the roster.
2. Doug reminded the group that the past president position was instituted last year as a means of carrying forward history of the Senate. Doug will be on sabbatical next year and announced that John Kras will serve a second term as past president.
3. President Albrecht and Provost Coward have decided to change the model of the position of Faculty Senate Executive Secretary. They proposed to have Dr. Joan Kleinke serve in this capacity, assisted by Marilyn Bloxham. Having two people work in this position should bring some added stability to the position and provide another way to improve the way we maintain the history. This new model will also help the executive secretary relate to the faculty code and interact with faculty as a peer.

Doug presented Andi McCabe with a recognition gift and thanked her for her service the last two years.

**University Business**

President Albrecht announced the awards that will be presented at the commencement ceremony on Saturday. Dr. Timothy Taylor received the Eldon J. Gardner Teaching Award. The department of Communicative Disorders and Deaf Education received the Department Teaching Excellence Award.

The president stated that last week we celebrated an event announcing the Emma Eccles Jones Foundation's \$25 million gift to USU. The College of Education and Human Services was renamed the Emma Eccles Jones College of Education and Human Services. To have two named colleges this year in the last four months is a compliment to the entire faculty. This summer we will likely announce an extension of our campaign and a new dollar goal.

Provost Coward stated that on Wednesday we will announce the appointment of the new dean of the College of Humanities, Arts, and Social Sciences.

President Albrecht closed by thanking all of the senators for the good work done this last year.

One of the senators asked the president if the university is capable of developing a plan to address inflation or is there something at the legislative level being designed to deal with this. President Albrecht answered that it is going to be a challenging time. As far as energy savings, Nat Frazer and his sustainability group will continue to look at is a part of this issue. He welcomed ideas from the Senate.

1. **Pedestrian Crosswalks** - Chief of Police, Steve Mecham, responding to a question by a senator about the status of crosswalk markings since an unfortunate accident last year on 700 North, updated the Senate on this issue of pedestrian crosswalks. He stated that there have been five pedestrian/auto accidents in the last ten years, which is relatively few. Two resulted in no injuries, two in minor injuries, and 1 with major injuries. This last victim, a female student, is recovering but did have to leave school. He agreed that the area between 1200 East and 800 East on 700 North is not ideal for crosswalks. These six crosswalks were put in because students were crossing anyway. The city of Logan owns that street and will start painting crosswalks on May 12<sup>th</sup>, putting this on their priority list. The city agreed to repaint those crosswalks in August before school starts. The chief stated that they see on a regular basis is that the students are just not paying attention. Their plan is to do a pedestrian campaign in conjunction with a grant-related statewide campaign and try to educate the students on the importance of obeying the laws. Chief Mecham agreed that the addition of appropriate signage would also help the awareness for drivers.

### **Information Items**

1. **Update on Emergency Preparedness** – The Faculty Senate Executive Committee asked Provost Coward to share with the Senate the activities that have been ongoing this year and some things that are planned for next year related to the university's status on being prepared for major emergencies, specifically regarding shootings on campus. What often happens with these sorts of issues is that the more you get into the planning, the more complicated it gets. One thing we became aware of is that we had no centralized committee or process for bringing information together about abhorrent behavior among students. That committee has since been established to share information and alert us that we should pay special attention or intervening on behalf of a particular student. They are creating a mechanism of gathering information and taking action. The second issue is training staff on how to act in these instances. Chief Mecham has put together training, which has already been given to vice presidents, deans, and is scheduled for August to present to the department heads. In September, they will be ready to send a team of trainers out as they are invited by each department. Gary Chambers added that there is another committee, BIT (Behavior Intervention Team), consisting of four people who meet monthly to review student profiles that bring concern to us and to identify student behavior that would warrant attention. Chief Mecham has also started workplace violence training in departments and a new training, "Shots Fired", which dramatizes how individuals in an office setting should respond.

Steve Burr asked what the implications are to carry concealed weapons. Chief Mecham replied that the law allows firearms on campus if those individuals have a concealed weapons permit. The issue in the legislature this year was whether or not the firearm had to be concealed. The proposed bill would read, 'may or may not be required to carry it concealed'. This bill passed through the House with the amendment that colleges and public education campuses are exempt from this. However, it did not pass through the Senate, so the law remains ambiguous as to whether or not the firearm has to be concealed. We anticipate that at some point soon, the legislature will be pushed to make a decision.

Chief Mecham concluded by saying that the emergency preparedness committee is looking at all types of disasters and have put out a booklet that has been published for distribution. Anyone can obtain a copy by e-mailing the chief.

2. **ADVANCE Annual Report** – Ronda Callister  
Ronda Callister presented the ADVANCE Annual Report and highlighted ongoing projects: a web-based training for search committees; developing a DVD for our ombudsperson program, which will be distributed to other universities; and faculty programs that include

transitional support through grants. At the next BFW committee meeting, Ronda will propose a caregiving leave to take the place of the transitional support program. They are also working on SEED grants, a SERT task force, and faculty development workshops. ADVANCE received a PAID grant for research associate to full professor, adaptation of programs to facilitate promotions from associate to full, and dissemination. ADVANCE has also worked hard to update and clean the faculty database. This is the first year that the university promoted more women than men from associate to full.

3. **Minority Faculty Representation on Committees** – Maria Cordero explained that she recently experienced a situation where her constituents learned in the 12<sup>th</sup> hour of the review and redesign of the faculty course evaluation form. Given such short notice, she did not have time to respond because she was leaving the country for a student trip. Situations like this have Maria concerned that minority faculty members will not have the opportunity to be a part of decision-making process. She would like to ensure that minority faculty are heard and represented on key university committees by asking major Senate committees to encourage and invite their participation. The first step is to recognize that it is a problem and determining how we can resolve it would come next.

Tom Schroeder motioned that the Senate understand and agree that this is going on and that there be consideration for the representation on the committee to include a member of the linguistic ethnic minority family. Maria seconded the motion. Doug Ramsey charged the Committee on Committees to consider this representation when new committees are formed and that whoever is asked to serve on these committees must agree to do so.

### **Consent Agenda**

The following reports were presented in the Consent Agenda: Calendar Committee Annual Report; Academic Freedom and Tenure Committee Annual Report, the Committee on Committees Annual Report; and the EPC Report. Dallas Holmes motioned that the reports be accepted as written. Tom Schroeder seconded the motion; motion passed unanimously.

### **New Business**

1. **Senator Interest Form** – Will Pependorf distributed the form to senators to mark their interest to serve on a particular committee that will have vacancies in the fall. All forms should be returned to Will when completed.
2. **Limitations on Faculty Participation and Cataloguing Senate Minutes** – Will Pependorf stated that as he was reading code on faculty issues (401.5.3), he discovered that the non-tenured group are eligible to vote on all matters except those related to appointment, retention, tenure, or promotion of tenured and/or tenure-eligible faculty (see (4)b). He feels it is not clear on how we adhere to this. The question is: When we are discussing tenure-related issues, changes in code dealing with process of tenure, are non-tenured faculty eligible to vote? Renee Galliher motioned to charge PRPC to draft the code to state that only tenured or tenure track faculty in the Senate be allowed to vote on matters related to promotion and tenure within the faculty code. The motion was seconded. Doug Ramsey noted that this may fall under the ad hoc committee chaired by John Kras to review the entire code to see how it affects the flow of the code. John stated that they have already discussed this section, although they have not reviewed the code in its entirety. James Barnhill motioned to make a friendly amendment to Renee Galliher's motion to charge this to the faculty code review ad hoc committee to review and note inconsistencies, and bring it back to the Senate through their recommendations. Vince Lafferty seconded the motion; motion passed unanimously. Mike Parent summarized that this will be referred to the code review committee to review for inconsistencies, include this in the report to the senate next year, and

place it on the Senate floor for discussion. The vote was called and the motion passed unanimously.

Will Pependorf motioned that the Faculty Senate executive secretary be charged to scan the available past minutes and to maintain a complete electronic ally accessible history of motions in a format that a person could use for a topic search and to place this on the website. Pat Lambert seconded the motion; motion passed unanimously.

3. **Suggested GLBTA Inclusive Policy Change** – Renee Galliher proposed draft language with regard to protection of gay, lesbian, bisexual, and transgender faculty members. There is relevancy in the 400 (403 and 407) code as well as some associated sections of the 300 code. Doug Ramsey stated that there are two separate issues: 1) to change the language in 403.3 and in 407.6.2; and 2) to adopt one of the proposed changes for 407.9.5.

Renee Galliher motioned to charge PRPC to draft the language as proposed in 403.3. Pat Lambert seconded the motion; motion passed unanimously. Tom Schroeder motioned to accept the second option (B) of the proposed change to 407.9.5., and to forward this to PRPC. A vote was called and the motion passed unanimously.

4. **Policy 407: Scheduling Grievances and Sanctions** – Diane Calloway-Graham, chair of the Academic Freedom and Tenure Committee, presented the need for modification of grievance and sanction timelines. Diane stated that the committee is involved with four different areas of hearings: grievance, sanction, harassment, and research fraud. Right now, grievance and sanction timelines are scheduled on a 9-month calendar, whereas harassment and research fraud follow a 12-month calendar and panels work through the summer. Diane suggests that these four be more aligned. Her recommendation is to modify the code in reference to timeline to reflect calendar days and not work week days. BFW has recommended that both calendar days and no summer recess be applied to sanctions; AFT recommends this be applied to grievance hearings as well. This will benefit the individual faculty member in that they will know the status of their position at USU in a timely manner and can enter the job market in sync with national recruiting cycles. At the same time, the department involved will know sooner the status of the colleague and can recruit new faculty in a timely manner if needed. The benefit to the university is that this change would provide a unified calendar for all four hearing panels. It is the faculty member who initiates the grievance and has an interest in coming to a conclusion as soon as possible in order to move on with his or her career.

Diane Calloway-Graham motioned that the Faculty Senate consider sending this proposal to PRPC, along with BFW's, to make these modification to the timelines in the code. Sylvia Read seconded the motion. Jenny Norton, chair for BFW, stated that their committee recommends that as far as grievances are concerned, if the panel and the grievant agree, then they could move forward through the summer. The motion was passed unanimously.

### **New Business**

Mike Parent asked those members of the Senate who were completing their terms of service and would not be back next year to rise and be recognized by their colleagues for their service. He then thanked Doug Ramsey for his service as Senate President and presented him with a plaque and gift certificate.

### **Adjournment**

Mike Parent called for adjournment 4:55 p.m.

**REPORT TO THE FACULTY SENATE**  
**THE SCHOOL OF GRADUATE STUDIES**  
**2007-2008**

The School of Graduate Studies (SGS) reports that graduate student enrollments for the 2007-2008 academic year reflected growth in both master's and doctoral enrollments. Total enrollments at the graduate level were 3,949, an 11.9% increase. Doctoral students increased by 30 (a 4.7% increase) and master's degree students increased by 390 (a 13.5% increase). These increases are a reflection of intensified efforts on the part of departments, programs, and the SGS in recruitment. This report will provide information about recent initiatives and plans for future recruitment activities and support for graduate students.

The report is organized into three sections. Part I outlines activities and achievements for 2007-2008. Part II provides general information about the mission of SGS and information concerning last year's actions by the Graduate Council. Part III consists of statistics about applications, enrollments, and degrees awarded.

**PART I: CHANGES, ACHIEVEMENTS, AND NEW INITIATIVES**

**Changes and Achievements**

Personnel changes included the departure of Randy Evans, Scott Jenkins, Marie Hicks, Launa Julander, and Jamie Spence. Both Randy and Scott received their master's degrees and have taken new jobs in the public schools. We are pleased to welcome Elizabeth Berezay, Megan Poulton, Susan Cooper, Marcie Baker, and Nancy Kippen.

We continue to work on rapid acceptance processes for applicants for graduate studies. SGS recognizes the need to respond quickly with offers to qualified applicants. We are concentrating upon building solid relationships with academic departments in this team effort.

One of the outstanding achievements resulted from a cooperative effort by the Provost's and President's offices, the SGS, the research community, and academic departments. For the first time USU is offering subsidized health insurance for graduate assistants. Coverage is equivalent to USU staff insurance. Basically, a graduate assistant will pay 20 percent of the insurance premium per year while the employing department or research project will pay 80 percent per academic year. The insurance covers the student for 12 months.

The SGS's application processes are being integrated with the University's Banner system. Soon (this academic year) departments will be able to view graduate student application material and matriculation-related documents in real time using software purchased by the Provost's Office. This integration activity will use Xtender software, which will replace eDrawer (a third party software not compatible with Banner).

We continue to partner with the Office of International Students and Scholars as we respond to international applications.

## **Graduate Student Recruitment**

Dr. Shelley Lindauer made major efforts to advance and improve graduate student recruitment during 2007-2008. For example, Dr. Lindauer organized visits to a larger number of regional and national graduate student recruitment events and involved USU faculty and graduate students, awarded \$1,000 in funds to improve unit recruitment efforts to 23 departments, expanded regional advertising of USU graduate programs, implemented GRE screenings to identify and acquire contact information for prospective students, and accumulated a total of over 6,300 referrals. New efforts were made to begin tracking students through the recruitment process to analyze the effectiveness of our recruitment strategy. The Graduate School also continued to visit departments to discuss recruitment strategies and provided monetary support for departments to access recruitment training opportunities. SGS has been working with Analisa Purser from Public Relations and Marketing to develop a variety of recruiting publications and plans to begin working closely with departments on recruitment materials over the next year.

## **Graduate Student Funding**

The Graduate School was able to continue financial support of graduate students with a variety of mechanisms, including continued fellowships available through the Inland Northwest Research Alliance (INRA), six Seely-Hinckley Scholarships, two Martin Luther King Fellowships, one Patel Fellowship, and ten dissertation fellowships. We provided substantial numbers of tuition waivers and remissions, and continued support for Native American students, and a fellow for the Western Historical Quarterly. Tuition and fellowship awards information was provided to colleges three months earlier than in previous years, allowing colleges time to recruit the very best students.

In addition to fund support for travel by graduate students who present at professional meetings and conferences offered through the Graduate Student Senate, the Graduate School continued to offer travel funding for students to advance other scholarly efforts. We increased the amount available for student travel through help from the Vice President of Research.

## **PART II: MISSION OF THE SCHOOL OF GRADUATE STUDIES**

### **Graduate Council**

The Graduate Council reviews and approves the policies and regulations for graduate studies at USU and advises the dean on their application. Listed below are the Graduate Council Members who served in 2007-2008.

<u>Representative</u>	<u>Representing</u>
Kenneth L. White	Agriculture
Glenn McEvoy	Business
Susan Crowley	Education
Marv Halling	Engineering
Richard Cutler	Science
Kelli Cargile-Cook	HASS
Eugene Schupp	Natural Resources
John Elsweiler	Library
Byron Burnham	School of Graduate Studies
Jeri Brunson	Graduate Student Senate President
Jillian Guttormsen	Graduate Student Senate Vice President

## Major Graduate Council Actions

A proposal from the Psychology Department to change the name of the Research and Evaluation Methodology specialization within the PhD to Experimental and Applied Psychological Science was approved (09/12/2007).

The Graduate Council voted not to approve a motion from the Sociology Department to waive the requirement for MSW applicants to take either the MAT or the GRE standardized admission tests (10/10/2007).

A proposed Master of Music degree (specialization in piano performance and pedagogy) was approved (12/10/2007).

A proposed Master of Science degree in Anthropology (specialization in archaeology and cultural resource management) was approved (01/09/2008).

A proposed PhD degree (no specific specializations) in Engineering Education from the Engineering and Technology Education Department was approved (03/07/2008).

## Funding for Graduate Students

The following funds were made available for student support through the School of Graduate Studies in 2007-2008:

\$180,000	Presidential Fellowships
165,000	Research V.P. Fellowships
22,879	Seely-Hinckley Scholarships *
4,417,222	Out-of-State Tuition Waivers and Doctoral In-state Tuition Remission, and Instate Tuition Scholarships
\$4,785,101	Total

\*Financial Aid academic year (fall 07, spring 08, summer 08)

## Graduate Student Travel

The Graduate Student Senate (GSS) administers funds from the School of Graduate Studies and from the Vice President for Research for travel cost for graduate students who present papers at professional meetings. Master's students are eligible for two \$300 awards and doctoral students are eligible for three \$300 awards during their degree programs. Students can receive funding for USU-generated papers presented up to three months after graduation, with appropriate recognition of USU on the paper.

Of the 167 graduate students who applied for travel funds in 2007-2008, 162 actually traveled, with a total expenditure of \$47,344.68. There were 19 more awards than in 2006-2007.

**PART III: ENROLLMENT INFORMATION**

**Applications**

The total number of applications decreased from 2,726 in 2006-2007 to 2,672 in 2007-2008, a decrease of 53 or 2%. When considered in light of the enrollment increases, this small decrease in applications has been more than compensated for in terms of improvements in other recruiting efforts such as faster response time (affected by electronic letters of recommendation, I-20 certificates, test score reports) to the applicants.

**Enrollments**

Total graduate student enrollment for Fall 2007 was 3,949, an increase of nearly 12%. This represents 11.9 % of all USU students (Table 3).

The number of master’s students for 2007-2008 increased by 13.5% from 2,892 students to 3,282. There was an increase of 30 doctoral students to a total of 667 for Fall 2007, a 4.7% increase.

**Degrees Awarded**

There were 242 master’s, 1 Educational Specialist, and 25 doctoral degrees posted Summer 2007 totaling 268 (down from 279 the year prior). In Fall 2007 there were 316 master’s, 1 Educational Specialist, and 28 doctoral degrees posted for a total of 345 degrees. An additional 283 master’s degrees, 1 Educational Specialist, and 44 doctoral degrees were posted Spring 2008 for a total of 328 degrees. For the 2007-2008 academic year there was a grand total of 941 degrees awarded, an increase of 109 degrees from the year prior.

Degrees Awarded by Type and Semester for 2006 and 2007

Degree	2006				2007			
	Su 06	Fa 06	Sp 07	Total	Su 7	Fa 07	Sp 08	Total
Master’s	243	236	267	746	242	316	283	841
Ed. Spec					1	1	1	3
Doctoral	36	25	24	85	25	28	44	97
Total Degrees				831				941

**TABLE 1**

**Scholarship In-State Tuition Awards  
2007-2008**

<b><u>College</u></b>	<b><u>Resident Semesters</u></b>	<b><u>Nonresident Semesters</u></b>
Agriculture	1	2
Business	4	2
Education	9	3
Engineering	6	2
HASS	3	2
Natural Resources	3	2
Science	<u>5</u>	<u>3</u>
	<b>31</b>	<b>16</b>

**TABLE 2**

**Graduate Applications for Admission  
to Graduate Study  
1989-90 to 2007-08**

<u>Requested Year of Study</u>	<u>Number</u>
1994-95	3203
1995-96	2997
1996-97	3085
1997-98	2586
1998-99	2360
1999-2000	2825
2000-01	3039
2001-02	3183
2002-03	3316
2003-04	2994
2004-05	3024
2005-06	2726
2006-07	2897
2007-08	2673

**TABLE 3**

**USU FALL QUARTER/SEMESTER MATRICULATED  
GRADUATE STUDENT ENROLLMENT, BY LEVEL, 1995-2007**

<u>Year</u>	<u>Master's</u>			<u>Doctorate</u>			<u>Total</u>	
	<u>N</u>	<u>N</u>	<u>%</u>	<u>N</u>	<u>N</u>	<u>%</u>	<u>N</u>	<u>% Change</u>
1995	1,791	20	1.1	498	8	1.6	2,289	1.2
1996	1,862	71	4.0	459	-39	-7.8	2,321	1.4
1997	2,120	258	13.9	397	-62	-13.5	2,517	8.4
1998	1,716	-404	-19.1	369	-28	-7.1	2,085	-17.2
1999	1,914	198	11.5	368	-1	-0.3	2,282	9.4
2000	1,812	-102	-5.3	398	30	8.2	2,210	-3.2
2001	2,037	225	12.4	406	8	2.0	2,443	10.5
2002	1,956	-81	-4.0	490	84	20.7	2,446	0.1
2003	2,014	58	3.0	539	49	10.0	2,553	4.4
2004	1,993	-21	-1.0	591	52	9.6	2,584	1.2
2005	2,688	695	34.9	623	32	5.4	3,311	28.1
2006	2,892	204	7.6	637	14	2.2	3,529	6
2007	3,282	390	13.5	667	30	4.7	3,949	11.9
<hr/>								
Change								
1994-2007		1,491	83.2		169	33.9	1,660	72.5

Sources: 1994-2001, Analysis, Accreditation, & Assessment, USU Fact Books; 2002-2006 Enrollment Summary Report

## Committee on Committees

29 August 2008

### Report to the Senate (Action items)

#### Additional Senate Elections and Approval of Committee Appointments by the Senate

1. "402.12.2 Committee on Committees

The responsibility of the Committee on Committees is to: ... (3) prepare eligibility slates and supervise nominations and elections within the Senate; ..."

"402.12.2 Committee on Committees

The Committee on Committees ... [members] are elected according to the same procedures, at the same time, and with the same eligibility restrictions that govern election of the Senate President and President-Elect."

Because of an unexpected opening on the committee, the Committee on Committees invites nominations (including self-nominations) of candidates to serve on this committee and submits the name of **Betty Rozum** to be elected to this committee at this Senate meeting.

2. "402.12.2 Committee on Committees

The responsibility of the Committee on Committees is to: ... (4) recommend to the Senate the appointed members of all Senate committees and the members of university committees that include Senate representatives."

The following new appointments need approval by the Senate, in one form or another. "Senate representatives" must be senators. "Senate appointments" need only be a faculty member.

Athletic Council (*105.2(2) says members are elected by the Senate*)

new appointees **Alison Cook** and **David Olsen**

with continuing appointments Brett Shelton, Pat Evans, Dallas Holmes, and Hilda Fronske.

Honors Program Advisory Board (*FS Handbook implies appointed by the Senate to one year terms*)

renewed appointment of senate representative **Brian McCuskey**

3. The Faculty Senate Handbook describes the following procedure for electing members to the Honorary Degrees and Awards Screening Committee: "The Faculty Senate nominates a slate of seven candidates and votes for three. The top three names are sent to the president of the University. From this slate, one is appointed each year for a total of the three faculty members representing the Faculty Senate. The term of office is three years."

Therefore, the Committee on Committees invites nominations (including self-nominations) of candidates to this committee and will at the next Senate meeting submit a slate of such nominations along with the names of senators who have previously expressed a willingness to serve on this committee.