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**Faculty Senate Executive Committee
17 November 2003
3:00 - 4:30 p.m.
Champ Hall Conference Room**

AGENDA PACKET

3:00 Call to Order

[Approval of minutes of 20 October 2003](#)

Announcements - The next FSEC Lunch with the President will be on
Tuesday, the 2nd of December.

3:05 Information Items for Consent Agenda

[EPC Business](#)

[Enrollment Management - Retention Survey](#)

[Banner Progress Report](#)

[Honors Program](#)

[Parking Committee](#)

[Cultural Activities Council](#)

Joyce Kinkead
Melissa Kincart
Rory Weaver
David Lancy
Lisa Leishman
Gary Kiger

3:40 Key Issues & Action Items

Debriefing of the Faculty Forum

Course Evaluations on the Web

Gay and Lesbian issues

[UCFSL Letter](#)

4:00 University Business

Administration

4:30 Adjournment

Faculty Senate Executive Committee Meeting Minutes for October 20th, 2003

Attendance:

Senators:	Kevin Kesler (0930)	Janis Boettinger (4026)	Vance Grange (2702)
	Chris Coray (2861)	Ed Heath (3306)	Bruce Miller (2232)
	Dale Blahna (2544)	Tom Kent (1189)	Marv Halling (3179)
	Dan Davis (0890)		
Excused:	Kevin Doyle (4025)	Dean Miner (801-370-8469)	Carol Kochan (2676)

Call to Order

Kevin Kesler called the meeting to order at 3:00 pm.

Minutes:

One minor correction was suggested for the minutes of September 22nd, which was to remove the word "version" from the University Dashboard report. Bruce Miller moved to accept the minutes with this correction. The motion, seconded by Marv Halling, was passed.

Announcements:

The next FSEC Lunch with President Hall will be held on Thursday, November 6th, at noon in Champ Hall.

Key Issues and Action Items:

Letter to the Governor and State Legislature

Janis Boettinger presented the most recent revision of the endorsement letter supporting the Board of Regents budget proposal, and will be sent to the Governor and State Legislature. The letter was reviewed, suggestions were made, and the final draft of the letter will be sent to its intended recipients, the UCFSL, the Faculty Senates of other State institutions, as well as to all faculty at USU. Dale Blahna moved to accept the letter with the agreed changes. The motion, seconded by Chris Coray, was passed.

Faculty Forum Agenda

Kevin Kesler opened up the discussion on the Faculty Forum agenda by having the Executive Committee review the listed topics suggested from all faculty, Faculty Senate, and the previous meeting of the FSEC. Advertising for the Faculty Forum will be through email messages to all faculty, posting and mailing flyers, and placing an announcement in the University newspaper. The final selected topics for the Faculty Forum are here listed, with their proposed facilitators:

Department Head Terms	<i>presented by</i> Stan Albrecht Fee Busby
Health Care Benefits	Caryn Beck-Dudley Vance Grange Delbert Mulvay
Mentoring Procedures for Promotion and Tenure including the Ombudsperson proposal	Chris Fawson Christine Hult Jim Powell
University Budget Health	Stan Albrecht

Ed Heath moved to accept the newly constructed Faculty Forum agenda. The motion, seconded by Dale Blahna passed.

Adjourn:

Kevin Kesler called for adjournment. The meeting adjourned at 4:25 pm.

Introduction: Educational Policies Committee
Report for Faculty Senate 11/17/2003

Joyce Kinhead-Chair, Stanley Allen-Agriculture, Duke DiStefano-ASUSU Pres., Todd Crowl-Natural Resources, Karla Petty,-ASUSU Acad VP, Richard Cutler-Science, Jan Roush-HASS, Stephanie Kukic-GSS, Scott Hunsaker-Education, David Olsen-Business, David Luthy-DEED chair, Weldon Sleight-Extension, Cheryl Walters-Library, Jeffrey Walters- ASC Chair, Paul Wheeler-Engineering

Meeting Dates:

September 8, 2003, October 2, 2003, November 6, 2003, December 4, 2003, January 8, 2004, February 5, 2004, March 4, 2003, April 1, 2004.

Curriculum Subcommittee

In October and November meetings, the Curriculum Subcommittee approved the following program changes:

1. [Request from Business Administration Department to change the name of the Production Management Major and the Production Minor to Operations Management](#)
2. [Request for the discontinuation of the Marriage and Family Relationships Emphasis under the BS in Family, Consumer, and Human Development](#)
3. [Request for moving the Family Finance Emphasis from the BS in Family and Consumer Sciences to the BS in Family, Consumer and Human Development](#)
4. [The request from the Elementary Education Department to add English as a Second Language \(ESL\) as an emphasis was approved](#)
5. [The request from the Special Education and Rehabilitation department to change the name of their doctoral program from "Doctor of Philosophy in Special Education" to "Doctor of Philosophy in Disability Disciplines" was approved](#)
6. [Request from the College of Agriculture to transfer the Master of Science specialization in Family and Consumer Sciences Education and Extension from the former Human Environments Department to the Agricultural Systems Technology and Education Department as a specialization in: Family and Consumer Sciences Education and Extension](#)
7. [Request to offer Master of Science \(Plan C\) in Computer Science](#)
8. The following requests from the College of Agriculture were approved:
 - a. [Activate the Dairy Industries Emphasis in the Dairy Science major in the Department of Animal, Dairy and Veterinary Sciences](#)
 - b. [Activate Teaching Emphasis in Agricultural Education major in the Department of Agricultural Systems Technology and Education](#)
 - c. [Add Biotechnology Emphasis to the Nutrition and Food Sciences major in the Department of Nutrition and Food Sciences](#)
 - d. [Delete Animal, Dairy and Veterinary Science Emphasis from the International Agribusiness major in the Department of Economics](#)
 - e. [Delete Agricultural Economics Emphasis from the International Agribusiness major in the Department of Economics](#)
 - f. [Delete Agricultural Education Emphasis from the International Agribusiness major in the Department of Economics](#)
 - g. [Delete Animal Biology Emphasis from the Bioveterinary Science major in the Department of Animal, Dairy and Veterinary Sciences](#)
 - h. [Delete Animal Genetics minor from the Animal Science minors in the Department of Animal, Dairy and Veterinary Sciences](#)
 - i. [Delete Animal Nutrition minor from the Animal Science minors in the Department of Animal, Dairy and Veterinary Sciences](#)
 - j. [Delete Beef Production minor from the Animal Science minors in the Department of Animal, Dairy and Veterinary Sciences](#)
 - k. [Delete Business Emphasis from the Animal Science major in the Department of Animal, Dairy and Veterinary Sciences](#)
 - l. [Delete Business Emphasis from the Dairy Science major in the Department of Animal, Dairy and Veterinary Sciences](#)
 - m. [Delete Consumer and Homemaking Education Emphasis from Family and Consumer Sciences Education major in the Department of Agricultural Systems Technology Education](#)
 - n. [Delete Communication Emphasis from the Animal Science major in the Department of Animal, Dairy and Veterinary Sciences](#)
 - o. [Delete Communication Emphasis from the Dairy Science major in the Department of Animal, Dairy and Veterinary Sciences](#)
 - p. [Delete Companion Animals minor from the Animal Science minors in the Department of](#)

[Animal, Dairy and Veterinary Sciences](#)

- q. [Delete Domestic Animal Reproduction minor from the Animal Science minors in the Department of Animal, Dairy and Veterinary Sciences](#)
- r. [Delete Occupational Home Economics Education Emphasis from the Family and Consumer Sciences Education major in the Department of Agricultural Systems Technology and Education](#)
- s. [Delete Plant and Soil Science Emphasis from the International Agribusiness major in the Department of Economics](#)
- t. [Delete Plant Science/Molecular Biology Emphasis from the Environmental Soil/Water Science major in the Department of Environmental Soil/Water Science](#)
- u. [Delete Public Health Nutrition emphasis from the Nutrition and Food Sciences major in the Department of Nutrition and Food Sciences](#)
- v. [Delete Research Emphasis from the Animal Science major in the Department of Animal, Dairy and Veterinary Sciences](#)
- w. [Delete Research Emphasis from the Dairy Science major in the Department of Animal, Dairy and Veterinary Sciences](#)
- x. [Delete Sheep and Wool Production minor from the Animal Science minors in the Department of Animal, Dairy and Veterinary Sciences](#)
- y. [Delete Soil and Water Emphasis from the Environmental Soil/Water Science major in the Department of Environmental Soil/Water Science](#)
- z. [Delete Swine Production minor from the Animal Science minors in the Department of Animal, Dairy and Veterinary Sciences](#)
- aa. [The Economics Department requests that the names of the two areas of emphases within the Agribusiness major be changed as follows: Food Marketing to Business; Food Production to Agricultural Systems](#)
- bb. [Name change for Ornamental Horticulture \(Production\) Emphasis in the Horticulture major change to Ornamental Horticulture in the Department of Plants, Soils and Biometeorology](#)
- cc. [Remove the B.A. degree from the Agricultural Education major in the Department of Agricultural Systems Technology and Education](#)
- dd. [Remove the B.A. degree from the Agricultural Systems Technology major in the Department of Agricultural Systems Technology and Education](#)
- ee. [Remove the B.A. degree from the Family and Consumer Sciences Education major in the Department of Agricultural Systems Technology and Education](#)
- ff. [Remove the B.A. from the Nutrition and Food Sciences major in the Department of Nutrition and Food Sciences](#)
- gg. [Remove the Certificate from the Dairy Science major in the Department of Animal, Dairy and Veterinary Sciences](#)
- hh. [Delete Extension services Emphasis from the Family and Consumer Sciences Education major in the Department of Agricultural Systems Technology and Education](#)
- ii. [Delete Extension Emphasis from the Animal Science major in the Department of Animal, Dairy and Veterinary Sciences](#)
- jj. [Delete Extension emphasis from the Dairy Science major in the Department of Animal, Dairy and Veterinary Sciences](#)
- kk. [Delete International emphasis from the Dairy Science major in the Department of Animal, Dairy and Veterinary Sciences](#)
- ll. [Delete International emphasis from the Animal Science major in the Department of Animal, Dairy and Veterinary Sciences](#)
- mm. [Delete Fruit and Vegetable emphasis from the Horticulture major in the Department of Horticulture](#)
- nn. [Delete Nutrition and Food Sciences minor from the other minors in the Department of Nutrition and Food Sciences](#)

Recommendations:

EPC recommends approval of above changes by Faculty Senate.

Enrollment Management: RETENTION REPORT to Faculty Senate November 2003

Introduction

Fall 2002, First Time, Full-Time, Degree Seeking Freshman Cohort Non-Returning Fall 2003
Melissa Miller Kincart, Assistant to the Vice Provost-Enrollment Management, Office of the Provost

One of Utah State's institutional goals is to "improve the recruitment and retention of students."

Facts and Discussion

- ❑ 1998-2001 Average First Year Retention Rate 69%
- ❑ Peers 85%--Reasonable Goal for USU 70-75%
- ❑ Adjusted Cohorts-Deceased, Armed Forces, Foreign Aid, or Church Missions
 - ❑ 1997-398, 1998-441, 1999-393, 2000-433, 2001-383 (Missionaries)
 - ❑ Inaccuracies in reporting Missionaries as LDS Church does not use SS#

Process

- ❑ Development of Process of Non-Returning and Retention Reporting
- ❑ Late Registrants, Scholarship Holds, Leave of Absence, Withdrawals, USU GPAs below 2.3
- ❑ Mark Cohort SIS+ Screen 103
- ❑ Development of Leave of Absence/Scholarship Hold//Withdrawal Process
- ❑ Creation of Matriculation Advisor position: Channel Exit Options; Contract Readmits; Intrusive Advising
- ❑ Nursing Students no longer apart of cohort; will no longer receiving scholarships, beginning 2004
- ❑ Fall 2003 General Registration at 4.3% (State allows a maximum of 5% of students who do not meet Admissions Standards; in the past, USU's rate has been as high as 11%.)

Follow up

- ❑ After Priority Registration E-mail Reminder, "USU Cares" web page (www.usu.edu/usucares)
- ❑ Day 15 reporting-Follow up Phone calls/e-mails to non-returnees
- ❑ Spring Semester Focus Groups
- ❑ Identification of Possible Hansen Retention Scholarship Recipients

Obstacles

- ❑ Fluid Document
- ❑ Retention Ad Hoc Reports-Where to get the data, who can get the data?
- ❑ Manual Reporting-Database support needs
Scholarship Hold/LOA/Withdrawal Loophole

- Admitted into degree program-granted permission to exit or take a leave
- Follow up must be done in a short window of opportunity and is time-consuming

Action

- USU e-mail account official mode of communication with University (Opened upon admission, kept in SIS+, avoid bad personal addresses)
- Telecounseling Team to phone non-returnees
- Share exclusions information with AAA Office
- Intentional Recruitment-Better Prepared Class Fall 2004 (minimums of 19 ACT and 2.5 GPA) and "Finding the Right Fit"
- Capturing Student's Intent re: graduating from Utah State
- Servicing the Undeclared Population-Academic Advising Task Force
- Servicing the High Ability Population---Honors Pathway, Renewal GPA 3.5,
- For 2004, offering Scholarships 117 Index above with a Minimum 25 ACT and 3.5 GPA (Highest Enrolled Yield)
- Who Persisted info? Publications/Recruitment
- National Clearinghouse Member
- Institutional Commitment



The installation of Banner is an opportunity to identify and improve upon Utah State's business processes by reducing workload, streamlining practices, and improving the quality of data.

Project Management Update:

- Clint Moffitt and the PMT met with the module team leads and presidents of the PEA and CEA to further discuss backfill. This model is being further developed and will be presented to the Steering and Executive Committees next week.
- The PMT is working with the module leads for Financial Aid and HR/Payroll to identify team members for those modules.

High-Level BPAs:

- Contracts and Grants:
 - The BPA was presented to the Steering Committee. Committee discussion and approvals were postponed until the December meeting pending further review.
- Purchasing:
 - The final report of the Purchasing BPA was presented to the Steering Committee. Committee discussion and approvals were postponed pending further review.
- Registration:
 - The Registration BPA Team completed the Registration BPA this week. Bill Fleming will

return December 9 to discuss his final report with the BPA participants and the Banner Executive Committee.

Finance Update:

- The USU Chart of Accounts has been developed.
- SCT Finance Technical training was held Tuesday through Friday.

Student:

- Project participants for Student have been identified. Commitment letters are being sent to each team member.
- Meg Gallagher, the Collegis consultant for the student module will be returning on Monday, November 17. She will be meeting with Glenn Davis and the Student Module Team to plan the Student Module BPAs.
- Michal Bethea, also with Collegis, will be arriving Monday, November 17. She will be interviewing selected students and faculty to determine their expectations for Banner. Michal will use the information gained from these interviews to create a student/faculty demonstration of Banner. These demonstrations are scheduled for Tuesday, December 2.

Data Standards:

- The committee is continuing to review the Utah Demographic Standards from the Commissioner's Office for possible adoption/revision at USU.
- A working document of USUs Data Standards can be found on the Banner proprietary website under the Data Standards tab.

Technical Teams:

- SCT Finance Technical training was held Tuesday through Friday.

UTAH STATE UNIVERSITY HONORS PROGRAM ANNUAL REPORT

2002-2003 Academic Year

PURPOSE: The Honors Program provides students with an enhanced track for their lower- and upper-division course requirements. Students and faculty work together in intensive seminars, experimental classes, interdisciplinary courses, writing projects, and special activities. Members of the program earn Honors credit on their transcripts and pursue one of three different Honors degrees.

PERSONNEL: Tom Peterson, Acting Director; Robyn Daines, Assistant Director; Kay Gamble, Secretary¹

HIGHLIGHTS: 34 Honors students graduated with Honors degrees; 58 filed Department Honors Plans of Study; and Honors students received Honors Program scholarships; Chad Wasden and Jeffry Gittins received Honors scholarships.

Honors student received the following recognition:

Melissa Bowles

Outstanding Peer Advisor Award in Dept. of English

Marchet Clark	A-Pin Award, College of HASS
Kathryn Ann Fifield	Outstanding student in Liberal Arts and Sciences
Michael L. Girard	Outstanding student in Department of LAEP
Jeffery T. Leek	University Citizenship Award
Medlir Mema	Robins Awards Man of the Year
Corinna Von Niederhausern	Valedictorian for the College of Agriculture
Sarah C. Wegener	Outstanding student in Department of History

Honors instructors and Department Honors Advisors received the following recognition:

Michael Sweeney	His book, "From the Front: The Story of War," was published by National Geographic
Tamara S. Vitale	Teaching Excellence Award in College of Agriculture

CONTENTS OF ANNUAL REPORT:

- I. [Curricular Activities, 2002-2003](#)
- II. [Extracurricular Activities, 2002-2003](#)
- III. [Responses to Key Issues-Goals in 2002-2003](#)
- IV. [Key Issues and Goals to Address in 2003-2004](#)
- V. [Appendices](#)

I. CURRICULAR ACTIVITIES, 2002-2003

A. Students in the Honors Program

Entering freshmen

Fall 2002	110
Fall 2001	111
Fall 2000	131
Fall 1999	143
Fall 1998	140

Students in Honors Courses

	Fall Classes	Fall Contracts	Spring Classes	Spring Contracts
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2002-2003	216	64	174	49
2001-2002	177	62	167	89
2000-2001	175	93	137	65
1999-2000	63	63	202	92
1998-1999	237	61	79	49

Department Honors Plans

	Total	New
2002-2003	86	58
2001-2002	91	64
2000-2001	117	51
1999-2000	99	51
1998-1999	98	43

B. Honors Graduates

Number of students who received Honors degrees in 2002-2003: 38

The names of 2002-2003 Honors degree recipients and the titles of their senior Honors theses/projects appear in [Appendix A](#).

C. Honors Courses

Number of compensated course offerings in 2002-2003: 14

Note on compensation: The Honors Program compensates courses listed with the HONR prefix. In the 1996-1997 academic year, the program began an effort to also compensate faculty for working with Honors students in upper-division course work and on their theses/projects.

A list of 2002-2003 Honors courses and enrollment statistics appear in the [Appendix B](#) of this report.

D. Honors Degrees

Students work towards one of three Honors degrees:

University Honors: 27 total Honors credits, comprising lower-division Honors credits from the program's approved course list plus completion of an individually designed upper-division plan (including a senior thesis/project).

University Honors with Department Honors: 27 total Honors credits, comprising lower-division Honors credits from the program's approved course list plus completion of an approved upper-division Department Honors Plan (including a senior thesis/project).

Department Honors: 15 total Honors credits in an approved upper-division Department Honors Plan (including a senior thesis/project).

E. Faculty Participating in Honors

USU faculty participate in the Honors Program in a number of ways:

- teaching compensated lower-division Honors classes
- working with upper-division Honors students in upper-division classes on a contract basis
- serving on the Honors Advisory Board ([Appendix](#))
- serving as Department Honors Advisors -- guiding upper-division students through their Department Honors Plans (see list - [Appendix](#))
- advising students in their Senior Honors Projects
- serving on Rhodes, Fulbright, and Truman campus interview committees and advising students in the completion of their applications
- offering special presentations through Honors Interactions

Faculty teaching Honors courses, serving as thesis/project advisors, and working with Honors students on a contract basis; serving on the Honors Advisory Board; and Department Honors Advisors are in [Appendix C.](#))

II. EXTRACURRICULAR ACTIVITIES, 2002-2003

A. Fellowships, Scholarships, and Research Programs National and International Scholarship Programs:

The Honors Program serves as an information and processing center for five scholarship programs: Fulbright Graduate Fellowships, Rhodes Scholarships, British Marshall Scholarships, Harry S. Truman, Morris Udall, and Barry Goldwater Scholarships.

We invite faculty to nominate exceptional students for these awards or to encourage qualified students to apply. Our office provides materials outlining each award. In addition, our files contain the application forms students will need for the various programs. The Truman and Goldwater programs provide awards for undergraduates nominated in their sophomore or junior years. Other programs are designed for students proceeding into graduate school. The Fulbright Fellowship is appropriate both for students who have recently completed the baccalaureate and for those engaged in masters- or doctoral-level research.

Honors Program Scholarships

Two Honors students received scholarships for Fall Semester 2003:

Chad Wasden - Morse Honors Scholarship - \$500
Jeffry Gittens - Honors Cash Awards - \$500

B. Last Lecture

Professor of Political Science, Randy Simmons, was selected this year to be the guest speaker. His topic was "The Tyranny of Good Intentions." He was selected by an Honors student committee.

III. RESPONSES TO THE KEY ISSUES AND GOALS OUTLINED IN LAST YEAR'S ANNUAL REPORT

Following the drafting of a self-study document and first ever Compact Plan, the Honors Program was

scrutinized by an external review team in Spring '02. The team consisted of Dr. Patricia MacCorquodale, Dean of the Honors College at the University of Arizona, Dr. Robert R. Keller, Director of the University Honors Program at Colorado State University, and Dr. Stanley D. Allen, Department of Animal, Dairy, and Veterinary Sciences at Utah State University and departmental Honors advisor and former member of the Honors Advisory Board.

While the decanal evaluation was very positive, the overarching recommendation was that the Honors Program become much more central in decision-making regarding the university's evolving plan for recruiting and retaining exceptionally able students. And this has, in fact, happened.

Shortly after the external report was submitted, the Director began work on a new course, HONR 2000 or Beehive Scholars. This course was designed to implement an initiative undertaken the previous year by Vice Provost Kinkead, namely, 'cream of the crop' (to capitalize on Pres. Hall's milking odyssey). The problem to be addressed was that, after lavishing a great deal of attention on prospective students, once they were admitted to USU they were, effectively, ignored with predictably negative retention results. Honors proposed that all students of recognized ability should be routed to a new 1 semester online (to avoid schedule conflicts) class which would integrate students better into the university² and forecast for them the opportunities and expectations that lay ahead. It included instructional modules on choosing a major, appropriate avenues of employment, scholarship and fellowship opportunities, U.R.C.O. and other undergraduate research programs, as examples. Through the course and through face-to-face meetings with Dr. Kinkead (the instructor of record), students were encouraged to air their views and seek counsel in planning their course of study. The initiative was judged a success, the only drawback being that the 'catch' was poor as less than a third of the target group made it into the class.

HONR 2000 was revised and renamed (Scholar's Forum) during the summer '03 and we'll be reporting on the '03 experience next Fall.

The Director, David F. Lancy was granted sabbatical leave for '02-'03 and used a significant part of the leave to study Honors Programs, nationally. Lancy spent extended periods with Honors and First Year Experience(FYE) personnel at UC Davis, Arizona State, Clemson, and the Universities of South Carolina and Maryland. Many ideas gathered from these visits will be trialed at Utah State but Lancy's strongest conclusion was that USU's student population is so different from the norm elsewhere that home-grown solutions will be necessary.

During his absence, Prof Tom Peterson filled in as interim Director. There were 2 primary innovations during Peterson's term. A new .5 credit repeatable 'Enrichment' class, HONR 2200 was developed and approved to encourage students to take advantage of cultural and intellectual offerings on campus. Second, for the first time, scholarship awardees were pre-registered for Fall classes in April. This included the aforementioned HONR 2000 class as well as an Honors' breadth class, together constituting a 'taste of Honors.' While the pre-registration was not without problems, the 'catch' went up considerably, such that, approximately 85% of the target audience actually enrolled in HONR 2000 this Fall. Again the results of these efforts have been very positive and this will be reported on more fully next year.

IV. KEY ISSUES AND GOALS for 2003-2004

1. Redefine the role of the Assistant Director to more closely reflects the needs of the program and recruit a new person to replace Robyn Daines, who's retiring.
2. Redefine and reclassify Kay Gamble's position from Staff Assistant I to Staff Assistant II.
3. Create a new position for a Student Office Assistant

The Honors Program is growing dramatically, both in the size of the student body (through increased intake & retention) and in the programmatic offerings. This additional burden will fall primarily on Robyn's replacement. This position, to be titled 'Program Coordinator,'³ will be relieved of the huge task of managing the Honors database. We have taken steps, and Banner will make a significant contribution, to reducing the magnitude of this task so that our Staff Assistant II can manage it, backed up by a student assistant.

4. Implement and refine HONR 2000, Scholar's Forum (see above).

5. Implement HONR 2100 Inquiry. This is a newly developed and approved 1-credit class required of all 2nd semester Honors students. Its focus is 'inquiry' in the disciplines, hence there will be separate sections corresponding to Science, Humanities and so on. A second but equally important purpose is to assist students in planning a 4-year program of study that includes Honors and undergraduate research, creative endeavors and, possibly, leadership and service. Overall, the 2 primary goals are to retain students, or insure they return to USU post-mission AND to set their sights higher vis-a-vis what they expect to accomplish academically.

6. Implement HONR 2200 'Enrichment' (see above).

7. Expand Honors Breadth & Depth offerings. As a result of the changes in recruiting and retention outlined here, we expect the honors population to grow by as much as 50%. We will, therefore, need to add more classes. Our first priority will be to add second semester USU breadth classes because we moved all our existing breadth classes to Fall semester to accommodate the demand for our 'taste of Honors' initiative. Second, we will be seeking to add several new Honors/USU Depth classes to meet demand and to diversify our curriculum.

8. Continue to refine and improve ENGL 2010H. Under the leadership of Prof. Brock Dethier, Honors has undertaken to develop a unique curriculum for ENGL 2010H (offered F & S). These changes, which are continuous, are designed to orient the class towards specific problems of writing in the major, especially as related to research proposals and conference presentations. Our work was highlighted, incidentally, at a national conference on ug research last Fall at UMD.

9. In response to our external review and at the invitation of the Vice Provost for UG Studies and Research, Honors has gotten much more deeply involved in policy-making with regard to recruiting and marketing, especially where high-ability students are concerned. Honors has developed a completely new marketing front including a new website for prospective students of exceptional promise. Further Honors has become the central strategy for retaining students of high ability through the initiatives outlined above. Initial results of these efforts are extremely promising but a fuller report will be given next year.

10. Honors continues to invest in our emerging Living Learning Community or Themed Housing initiative (e.g. Global Village). Former Honors student Shannon Jolley was selected by HFS to lead this effort. And we are moving closer to Honors dedicated housing. In particular, a partnership has been struck between Honors and HFS to relocate the Honors program to the new west residence Hall which will be at least partially reserved to house new Honors students. That this hall should eventually become the home of an "Honors College" is a distinct possibility.

11. New initiatives are anticipated with respect to Departmental Honors. First, Dr. Lancy has undertaken an outreach effort with Associate Deans to buttress the work of Departmental Honors Advisors. Second, outreach to targeted departments and colleges is anticipated aimed at developing more customized and unique programs.

footnotes

- [1] Annual report prepared by Robyn Daines & David F. Lancy.
- [2] Parenthetically, 'Survival' (later Connections) had been a mixed bag for high ability students, many avoided it altogether and many who took it complained it was pitched at too low a level.
- [3] A decision made by the Personnel Office, not Honors.

V. APPENDICES

Appendix A.

2002-2003 Recipients of Honors Degrees and Titles of Honors Senior Projects

Colleges of Agriculture and Family Life

Lanford, Lorena	The Herbal Supplement Market in the United States: A Look at St. John's Wort
Larsen, Amanda	Portion Distortion Plays a Major Role in the American Obesity Epidemic
Von Niederhausern, Corinna	Single Nucleotide Polymorphism (SNP) Analysis of Tumor Necrosis Factor (TNF)- α in Pediatric Autoimmune Neuropsychiatric Disorders Associated with Streptococcal Infections (Pandas) Subjects
Whipple, Michelle	Vitamin K as a Prophylaxis in the Infant

College of Business

Allen, Hal	Tax Challenge Working Papers
Hillam, John	Implementing an Accounting Information System in a Small Business
Smedley, Brian	International Economic Convergence: Measuring Economic Growth and Income Inequality from 1975-1999
Williams, Jill	The Efficient-Market Hypothesis During a Recession

College of Education

Larsen, Catherine	Media Consumption and Male Body Image
Lucas, Lisa	Predicting Social and Psychological Adjustment from the Importance and Restrictiveness of Religion in Late Adolescence
Phillips, Marcia	Contextual Control of Taxonomic and Thematic Stimulus Relations

College of Engineering

Bingham, Scott	Crushed Pipe Flow Meters
Brown, Benjamin	Curriculum for Accreditation
Hall, Doug	Utah State Aviation Program Accreditation
Hammond, Nathan	Thermoacoustic Refrigerator
Love, John	Wright Flyer Project
Manning, John	Flight Curriculum Accreditation
Orme, Kevin	Field Testing of Abrasion Resistant Carbides
Phipps, Logan	SkyWest Presentation
Rowe, Spencer	Mock Up Cockpit of a Canada Air Regional Jet

College of Humanities, Arts & Social Sciences

Beazer, Brooke	A Glimpse of Diversity
Bobo, Amy	The Use of Songs in Music Therapy with Surgical Patients
Clark, Marchet	Restoring the Past: The Knitting Mills of Logan, Utah Circa 1904

Fifield, Kathryn	The USA Patriot Act: An Analysis of Student Reaction Toward Governmental Access to Library Records
Girard, Michael	Lipica, Slovenia: An Essay Compiling a Master Plan for the Lipizzaner Stud Farm and Experiences from the 4th Year Design of the Landscape Architecture Department at the University of Ljubljana
Hansen, Jeri	Social Stratification and Health in Dynastic Egypt
Kartchner, Summer	Recreational Use of Montane Streams of the Puerto Rico Rainforest
Lester, Olivia	The Invasion of the Exotic Cladoceran <i>Daphnia lumholtzi</i> To Willard Bay Utah: Alterations of the Pelagic Food Web
Rasmussen, Amy	Using Popular Culture Media to Inspire Students to Become Lifelong Learners
Tanner, Leonora	Electronic Editing: A Case Study at the Mountain Plains Regional Resource Center
Wegener, Sarah	"With a Joint View to the Entertainment and Information of Mankind:" College of Natural Resources

College of Science

Leek, Jeffrey	Predicting Mountain Pine Beetle Development with the Extended Von-Foerster Model
Mumford, Sunni	Dementia-Free Survival Analysis: Findings from the Cache County Study on Memory in Aging
Rivas, Wyatt	Autoantibodies to Select Brain Regions in Autism

Appendix B. 2002-2003 Honors Courses

With Honors sponsorship, 14 courses were offered. These were as follows:

ENGL CL 2010H Intermediate Writing, taught by Christine Hult Fall and Spring

MATH QL 1220H Calculus II, taught by Jim Powell Fall Semester

MATH QI 2210H, Multivariate Calculus, taught by Jim Powell Spring Semester

MATH QI 2250H, Linear Algebra and Differential Equations, taught by Lance Littlejohn Fall Semester

STAT QL 1040H, Intro to Statistics, taught by Adele Cutler Fall Semester

HONR BAI 1300 U.S. Institutions, developed and taught by Denise Conover Spring Semester

HONR BHU 1320 Civilization/Humanities, taught by Sue Shapiro Fall Semester

HONR BCA 1330 Civilization/Creative Arts (The Creative Arts), taught by Tom Peterson Spring Semester

HONR BSS 1340 Social Systems and Issues taught by Mark Brunson Spring Semester

HONR BSC 1350 Integrated Life Science taught by Todd Crowl Fall Semester

HONR BPS 1360 Integrated Physical Science taught by Jim Evans Spring Semester

HONR DSC 3010 Life/Physical Science taught by David Liddell Spring Semester

HONR DHU 3020 Humanities/Arts (The Making of the Modern World: Politics, Art, and Thought 1500-1800), developed and taught by Chuck Johnson and Richard Sherlock Fall Semester

HONR DSS 3030 Social Science (Propaganda, Persuasion, and Censorship), developed and taught by Mike Sweeney Spring Semester

Enrollment Statistics

Fall Semester 2002	Enrollment	Spring Semester 2003	Enrollment
HONR 1320	44	HONR 1300	25
HONR 1330	45	HONR 1340	34
HONR 1350	45	HONR 3010	12
HONR 3020	21	HONR 3030	21
ENGL 2010	17	ENGL 2010	19
MATH 1220	29	MATH 2210	25
MATH 2250	15	STAT 1040	18

Appendix C. Faculty Involvement in Honors

Faculty Teaching Honors Courses, Working with Students on a Contract Basis and Serving as Thesis/Project Advisor

Brett Adams	Vance Grange	Kathy Piercy
Stan Allen	Gary Green	Pallavi Rastogi
Scott Allgood	Tressa Haderlie	Kent Robson
Janet Anderson	David Hailey	Len Rosenband
Ken Bartkus	Karen Hanna	Nitesh Saha
Robert Brown	Edward Heath	Noreen Schvaneveldt
Cassy Budd	Chuck Johnson	Susan Shapiro
David Bush	Amal Kwar	Richard Sherlock
Kelli Cargile Cook	David Lancy	Anne Shifrer
Tom Chang	Steve Lehman	Ron Shook
Daniel Coster	Chris Lewis	Jennifer Sinor
Drew Dahl	Sonia Manuel-Dupont	John Stark
Dawn Detienne	Brian McCuskey	Roberta Stearman
Melanie Domenech-Rodriguez	Dan McInerney	Kim Sullivan
Scott Ensign	John McLaughlin	Phillip Swensen
Ted Evans	Joe Mendelson	Michael Timmons
David Farrelly	Kristine Miller	Felix Tweraser
Hilda Fronske	Jon Moris	Tamara Vitale
Evelyn Funda	Peter Murphy	David Widauf
Patricia Gantt	Nancy O'Rourke	Carl Wood
Kevin Garrity	Grayson Osborne	Fuencisla Zomeno

2002-2003 Honors Advisory Board

Janet Anderson	Agriculture
Robyn Daines	Asst. Director
Jim Evans	Science
Tamara Ferguson	Education
Joyce Kinkead	Provost's Office
Tom Peterson	Acting Director
Michael Nicholls	HASS
Gene Schupp	Natural Resources
Cliff Skousen	Business
Mike Sweeney	HASS
Wynn Walker	Engineering

2002-2003 Department Honors Advisors

Stan Allen	Bioveterinary Science
Janet Anderson	Nutrition/Dietetics
Mark Baugh	Welding Engineering Technology
Jim Bay	Civil & Environmental Engineering
Paul Box	Geography & Earth Resources
Eadric Bressel	HPER
Mark Brunson	Environmental Studies
Penny Byrne	Journalism & Communication
Deborah Byrnes	Elementary Education
Paul Crumbley	American Studies
Scott DeBerard	Psychology
Kevin Doyle	Theatre Arts
Todd Fallis	Music
Barbara Fiechtl	Special Education & Rehabilitation
Steve Hsiung	Computer/Electronics Technology
Dwight Israelsen	College of Business
Peter Kolesar	Geology
David Lancy	Anthropology
Mary Leavitt	Liberal Arts & Sciences
Jennifer MacAdam	Plants, Soils & Biometeorology
Gary Madsen	Sociology
Sonia Manuel-Dupont	Communicative Disorders & Deaf Education
Lyle McNeal	Animal & Dairy Science
Kristine Miller	English
Richard Mueller	Biology
Reed Nielsen	Welding Engineering Technology
Ning Fang	Mechanical Engineering
Kim Openshaw	Family & Human Development
David Peak	Physics
Tom Peterson	Interior Design
Jim Powell	Mathematics & Statistics
Steve Scheiner	Chemistry & Biochemistry
Gene Schupp	Rangeland Resources
Noreen Schvaneveldt	Nutrition/Dietetics
Susan Shapiro	History
Gordon Steinhoff	Philosophy
Michael Timmons	LAEP
Felix Tweraser	Languages
Helga Van Miegroet	Forest Resources
Marie Walsh	Food Science
Veronica Ward	Political Science
Paul Wheeler	Electrical & Computer Engineering
David Widauf	Flight Technology

Parking and Transportation Services Annual Report

Mission

The mission of Utah State University Parking and Transportation Services is to facilitate safe access to campus for faculty, staff, students and visitors. Parking and Transportation Services endeavors to maximize parking space usage with the limited resources it has. Essentially, our mission is to create an atmosphere that communicates to all campus users they are welcome at Utah State University.

Parking Goals

- Provide safe access to campus
- Maximize parking area efficiency
- Accommodate campus users

Shuttle Goals

- Reduce parking and traffic on main campus
- Provide safe and convenient alternate transportation to campus
- Transport campus residents to central campus

The Parking Office is responsible for regulating parking on the USU campus through the issuance of parking permits; enforcement of parking rules and regulations; the installation of parking signs, traffic control equipment, parking meters; and the management of hourly pay parking areas. Hours of operation in the office were extended this year. To better accommodate our customers, our office is now open Monday through Friday from 7:30 a.m. to 5:00 p.m. The Office employs four full-time employees, two employees at 80% contract, and twenty-eight student employees.

The Department is also responsible for the operation of the Aggie Shuttle. Many changes were made to the Aggie Shuttle service in the fall of 2002 (see page 11 for specific information). The Aggie Shuttle operates four fixed routes from 7:00 a.m. to 5:00 p.m. and one evening route operated from 5:00 p.m. to 9:00 p.m. This system is used by many students to reach central campus. The Aggie Shuttle employs one full-time employee, two 75% contract employees, and 22 student/part-time employees.

The Visitor Information Center is responsible for providing visitors, faculty, staff and students with accurate information regarding all aspects of the University, including building location, special events and parking information. The Visitor Information Center is located at the entrance to the Parking Terrace at 850 East 700 North. Hours of operation are Monday through Friday from 7:30 a.m. to 4:30 p.m. The Center employs one employee at 75% time with student employees covering the remaining hours.

Parking and Transportation Organizational Chart



Significant Accomplishments Within the Parking and Transportation Department

The Aggie Shuttle inaugurated a new route to serve the south side of campus. The route traveled from the Stadium parking area to the Merrill Library via 800 East, 700 North, 1200 East and 400 North. It also stopped along 600 East and 500 North to accommodate those desiring to catch the bus below Old Main Hill. Although the route did not receive as much ridership as anticipated, our department did receive positive feedback from many passengers about the route so it was continued. We will continue to assess the Aggie Shuttle operation and make adjustments as necessary.

Utah State University/Parking and Transportation Department was awarded a \$150,000 grant through the State of Utah, Department of Natural Resources, Utah Energy Office. This money allowed us to replace two older, worn out buses with larger, alternative fueled vehicles. The grant paid the incremental cost between a diesel bus and a Compressed Natural Gas (CNG) bus which is about \$28,500 per \$90,000 bus. The grant further paid for the installation of a CNG slow-fill fueling system. This will greatly improve the efficiency of the shuttle system because we will not have to take the buses off-route in order to fuel. Each bus is fueled during the night so they are ready for operation early the next morning.

Our goal was to research the possibility of hosting a national parking conference at Utah State University. We later decided that we would initiate a parking break-out session during the Mountain West Campus Law Enforcement Conference. Weber State University sponsored the break-out session and representatives from Brigham Young University, BYU Idaho, Salt Lake Community College, Weber State University and Utah State University attended the meeting. Many important topics were discussed and we gained insight of possible improvements/changes that could be made to improve

parking at USU. We, as well as the other participants, plan to assure that this break-out session occurs each year during the Mountain West Conference. We will contact and encourage more universities to participate in the future.

In cooperation with the State Office of Risk Management and the USU Disability Resource Center, the University completed an audit of disabled parking spaces. In order to improve parking for people with disabilities, some changes were made to parking areas on campus. This included restriping to better accommodate van access and re-designating disabled parking locations. In order to further improve parking for people with disabilities, curb cuts and directional signage will be installed at identified locations across campus.

In February, we completed a survey of faculty and staff to determine current usage of alternative transportation on campus. We will now establish annual goals of how much we anticipate that percentage will increase each year, then hire an intern to implement all components of the Alternative Transportation Plan.

In order to reduce lines and congestion during the month of August for faculty, staff and students, the expiration date for faculty/staff permits was changed to March 15. This was an extremely positive change for our department. Now staff and faculty do not have to compete with the influx of students purchasing permits in August. Many expressed their appreciation of this change due to the amount of time they have waited to purchase parking permits in the past. This was a win-win solution for both the parking office and faculty/staff.

The Department provided training to employees to assist them in serving the diverse populations within the campus community. Two on-campus customer training workshops were held this past year with Personnel Services and the full-time parking customer service staff. Specific topics included empathy training, telephone etiquette, conflict management and dealing with customers as individuals. The sessions gave the staff the opportunity to discuss issues as a group and brainstorm as to ways we can improve our customer service image. Both sessions were extremely beneficial, and we plan to conduct at least one per year in the future. In addition, each staff member attended an off-campus training session. The two sessions attended were titled "How to be a Front Desk Superstar" and "How to Handle People with Tact and Skill." We will continue to research training opportunities in the future to better improve our customer service skills.

In order to help the less fortunate during the Christmas season, the Aggie Shuttle participated with the Logan Transit District in the Cache Valley Sub for Santa program. An Aggie Shuttle bus was parked near the fountain area by the Taggart Student Center for two weeks during the month of December. Donation bins were also placed in each of the buses that week so passengers could make donations toward the program. It is estimated that the Aggie Shuttle and the LTD collected over \$4,500 in food, new toys, new clothes and cash donations.

The Department was once again able to offer faculty and staff the option of purchasing their annual parking permit on a pre-tax basis for the third year in a row. This saved faculty/staff members up to \$25, depending on their tax bracket. As the following table indicates, 77% of faculty/staff took advantage of this benefit in March, 2003.

	Pre-Tax Payroll Deduction	Cash/ Check/ Visa/MC	TOTAL
C1	45	10	55
Gated	491	104	595

Booth Controlled	360	84	444
Other	307	158	465
TOTAL	1,203	356	1,559
	(77%)	(23%)	

Goals for 2002-2003

The primary goal for the Parking and Transportation Office is to create a business plan upon which future decisions will be based. We will define our department's vision, determine strategies and objectives of how we will get there and measure our progress along the way. The development of the business plan will involve meeting with the University Administration; talking with faculty, staff and students; seeking input from the employees within the department; meeting with key departments on campus who are greatly impacted by our operations; conducting focus groups of all our constituents; and bench marking other institution's parking organizations.

Recently USU Housing and Food Services contracted with Sasaki and Associates to complete a housing master plan. In that plan, it was recommended that a Living/Learning Community be established at the old Heat Plant location. The resident halls would accommodate 502 beds. In a recent survey, 80% of students indicated that parking was "important or very important." For this reason, it has been suggested that our department join with Housing and build a 600-stall (or more) parking structure as early as 2005. Our office will continue to coordinate with the Housing Office and Vice President for Student Services in determining the cost of such a structure and the feasibility of locating the terrace and the housing units at this specific location.

The ridership of the Aggie Shuttle is determined by counting the number of boardings for one week at two separate times each semester. The number of passengers for those weeks is divided by five to calculate the average daily ridership for the system. In an attempt to have more accurate records, we will begin counting each person who boards the bus so our office can provide better reports to the administration and better compare ridership from year to year.

We currently contract with Clancy Systems, Inc. to provide hardware and software for citation issuance. At no additional cost to the University, we can further utilize the Clancy system to provide software for permit issuance, citation collections and other pertinent operations to the department. We plan to replace our older software with the Clancy system which will then allow customers to purchase their permit or pay citations on-line.

In 2001, the University received funding from the state to rebuild and pave the parking area surrounding the Public Safety Building. We plan to bid this project and award it to a contractor to have it completed by the time classes begin fall semester. This will enhance our building and provide additional parking for customers.

Each year our office assesses the parking areas to see if they are being fully utilized, then we make changes as necessary. We have concluded that it may be advantageous to switch the A7 staff area, which is north of the tennis courts, with the B-CPD student area, which is north of the Center for Persons with Disabilities. We will seek input from the constituents involved and make sure they are aligned with this decision. If plausible, the parking areas would be re-designated July, 2004.

Parking and Transportation Advisory Committee

The role of the Parking and Transportation Advisory Committee is to formulate recommendations regarding parking policies. All recommendations are subject to adoption by the Administration. The Committee membership represents faculty, staff and students and consisted of the following individuals for the 2002-2003 academic year:

<u>Constituency Represented</u>	<u>Member</u>
Faculty/Staff Members	
Chair	Gary Chambers
Faculty Senate	Martha Whitaker
Faculty Senate	Stephen Allan
Faculty-at-Large	Rosemary Fullerton
Professional Employees Association	Irene Jorgensen
Classified Employees Association	Milt Johnson

Student Members

Executive Vice President	Mike Waggoner
Student Advocate	Matt Ekins
Natural Resources Senator	Dax Mangus
Agricultural Science Senator	Cade Davis
RHSA (Housing)	Michael Monson

Ex Officio, Non-Voting Members

USU Police	Steve Mecham
Facilities	Brent Windley
Motorpool	John Pappas
Disability Resource Center	Diane Hardman
Parking and Transportation Services	Alden Erickson
Parking and Transportation Services	Teresa Johnson
Parking and Transportation Services	Lisa Leishman
Parking/USU Police	Shane Sessions
Assistant	Shauna Jensen

During the 2002-2003 fiscal year, the Committee recommended and the Administration approved the following:

A new parking violations schedule was established, essentially eliminating the discount for paying parking citations within one day of issuance.

Parking regulations stated that department heads and faculty should be given parking assignments prior to any staff member. The Parking Committee recommended to the Administration that the only special consideration given for parking assignments would be to those with disabilities or a temporary medical condition. All other employees of the university would be assigned to a parking area based on service date only.

A gate was installed in the west end of the B-East commuter student parking area. This area was designated as both resident and faculty/staff parking.

Parking Spaces



Parking Space inventory

Cycle

	Location on Map	Regular	Disabled	Service	Meters	Motorcycles
Faculty/Staff						
A2	H2	66	3			5
A4 Heat Plant	E3	13	1			
A4 ECOB	G7	31	1			
A4 PDP	B3	97	5			
A4 Public Safety	A3	13	1			
A4 Radio/TV	G6	194	1	3	4	7
A4 Spectrum	E3	34	2			
A4 Living Center	D7	19	1			
A4 Student Health	B3	13	3	2		
A4 NFS	F6 - 7	172				
A4 700 East	H2	30				
A5	G3		1	11		
A6	J3	181	6	4	2	8
A7	F4	150	7	7		
C1	J4	55	7	5	8	
C2	J4	56				
C3	G5 - H5	202	8			12
C4	H4	23	2	3		12
C6	G4	44	2	9		31
C7	G4	33	3	10		
C8	G4	31	4	1	26	
C9	G5	149	4			
Junction	F5 - G5	9				
TOTAL		1,599	62	55	40	75
Student (non-resident)						
B-CPD	F4	166	16		8	5
B-East	H5	207				
B-Premium	G3	140	7	6	14	42
NFS South	G6 - G7	260	6	17	9	9
ECOB West	G7	73	1			
B Radio	F6	265				14
TOTAL		1,111	30	23	31	70
Resident						
AV F1	C6	24	1			
AV F2	D6	97	1			10

AV F3	D5	96	1			6
AV F4	C4 - D4	51	1			3
AV F5	C5	71	1			8
AV F6	C5 - 6	96	2			6
Living Center	D7	538	9			10
R1	F5	44	2			
R2	F5	307	2	2		23
R3	H5	145	2	3		6
R4 (B-East)	J5	77				
Townhouse	C5 - 6	92	4			
WSV	B2 - C2	47				
TOTAL		1,685	26	5	0	72
Economy						
400 North	K2	111				4
700 East	J1	37				
Terraced	D3 - E3	435				
Upper Terrace	E3	Closed for Construction				
Stadium East	C4 - D4	420	1			
Stadium North	C3	85	3			
Stadium South	D3	153	1			
Stadium West	B3	1,110	8			
TOTAL		2,351	13	0	0	4
Other						
ABCR Spectrum	E3	3			3	
State Vehicle	F6	126				
Parking Terrace	G3	319	4	1		
Old Main Drop	H2				3	
Old Main South	J3		3	6	6	
TOTAL		575	10	7	9	3
GRAND TOTAL		7,321	141	90	80	224

Aggie Shuttle

Many accomplishments took place within the Aggie Shuttle system this year. The Aggie Shuttle continues to be the most popular transportation alternative at Utah State University. Nine buses service the campus during peak hours. With the funds generated from the increase in student fees, the system was able to retire two older buses in its fleet and purchase three newer and larger CNG (compressed natural gas) buses. The Aggie Shuttle is proud to have the largest University CNG shuttle system in the state of Utah as well as the Intermountain West. CNG is a cleaner burning fuel, which offers far less

emissions and is more environmentally friendly than diesel. Because we have taken the lead in this technology with our University shuttle system, Utah Clean Cities awarded us a \$9,000 grant toward the purchase of our three alternative fueled vehicles.

Prior to fall, 2002, the department assessed the entire Aggie Shuttle operation, and changes were made to improve the routes. As planned, a South Campus route was inaugurated. This was the first time in the Aggie Shuttle history that patrons at the Merrill Library and Business Building were able to be serviced directly. A major advertising campaign took place at the beginning of fall semester to inform the campus community of these improvements. Students were hired to stand at the new stops, as well as existing stops, to let the passengers know of the changes.

In January, 2003, we began operating shuttle service from the USU Innovation Campus to the main campus. This originally took place on a trial basis, but due to the number of people who consistently utilized this route, it has now become a permanent part of the Aggie Shuttle system.

In cooperation with USU Fleet Management, a 15 passenger van training program was instituted. This training is required for anyone who wishes to operate a University 15 passenger van. This program has benefitted the entire campus community. No accidents with University 15 passenger vans have occurred since this program was initiated.

In July Alden Erickson, Shuttle Bus Supervisor, attended a university shuttle conference sponsored by the American Public Transportation Association. Universities from across the country attended the conference, so it was an excellent networking opportunity. We were impressed to find that the Aggie Shuttle was the least costly for students in comparing our system to others with similar ridership and equipment. The average student fee for transportation at other institutions was approximately \$23 per semester per student. By comparison, USU students only pay \$8 per semester for their shuttle service and they receive a reliable, safe and efficient system.

We were able to secure a grant for \$150,000 from the Utah Energy office in conjunction with the State of Utah Clean Cities. With this money we will be able to purchase two more large CNG buses, add a more advanced fueling system, and purchase new tools to improve the repair service at the Motor Pool. All of these will greatly enhance the service offered to the USU community by the Aggie Shuttle system.

Following is the average daily ridership per semester for the previous three years.

Semester	2000-01	%*	2001-02	%*	2002-03	%*
Fall A	7,261	1.1	7,670	5.6	7,159	-6.7
Fall B	7,822	9.0	7,900	1.0	6,664	-15.6
Spring A	8,456	16.7	7,593	-10.2	7,201	-5.2
Spring B	7,312	0.9	6,393	-12.6		

*Percent change versus same period previous year.

Parking Permits

The USU Parking Office sells a variety of permits to the university community and visitors. During the 2002-2003 fiscal year, \$408,000 was collected for permit revenue, compared to \$350,000 during 2001-2002. This increase was due to faculty and staff permits being sold twice during the year: once in August, which was prorated to cover seven months, and then again in March. Following are the number

of permits sold this year compared to the two previous years:

	Spaces	2002-2003 Issued	2000-2001 Issued	2001-2002 Issued	2002-2003 Subscription Percentage
FACULTY/STAFF PERMITS					
A2 - Alumni House	63	73	71	71	108%
A4 - Radio/Spectrum	394	437	562	606	110%
A6 - S. Old Main	186	243 *	244	232	128%
A7 - HPER	158	213 *	190 *	197	131%
C1 - Business	57	58	58	55	100%
C2 - S. Library	58	72	68	64	114%
C4 - Ag. Science	27	29	25	24	80%
C9 - Indus. Sci.	155	139 *	109 *	121	80%
C - Central Campus	317	418 *	366 *	375 *	118%
JU - Junction	17	18	17	7 *	
PT - Terrace		6	8	8	
X - Administration		45	53	37	
Other Staff		332	7	6	
SUBTOTAL		2,083	1,778	1,803	
STUDENT PERMITS					
B		3,198	3,572	3,453	
Fall Semester		223	269	263	
Spring Semester		349	312	352	
Economy		2,020	2,177	2,405	
SUBTOTAL		5,790	6,330	6,473	
RESIDENT PERMITS					
R1 - Valley View		45	45	34	
R2 - Bullen, Richards		398	400	455	
R3 /R4- MMGR		232	240	253	
LC - Living Center		526	443	466	
AV - Aggie Village		603	607	602	
TH - Town Houses		93	100	93	
SV - Stadium Villa		39	40	40	
SUBTOTAL		1,936	1,875	1,943	
OTHER					
E - Emeriti		306	285	320	
OM - Old Main Soc.		441	522	544	
MC - Motorcycle		288	325	350	
P - Parent (Edith Bowen)		120	87	85	
DS - Disabled		48	51	57	
PV - Private Vehicle		359	216	298	

GU - Guest	88	83	78
CM - Commercial	68	100	113
SW - Sidewalk	30	30	30
SE - Service	403	415	411
Bicycle	27	5	0
SUBTOTAL	<u>2,178</u>	<u>2,090</u>	<u>2,286</u>
TOTAL PERMITS	11,987	12,073	12,505

*Portion of parking area used for construction.

Parking Enforcement

During the academic year, the department employed thirteen part-time Parking Service Officers. One of their many responsibilities is to enforce the department's established rules and regulations. Parking enforcement is performed on a regular basis in order to place a value on parking permit purchases, increase the safety of the campus community, and to ensure appropriate access to campus. As the following table indicates, the number of issued citations increased slightly. This trend will be typical as the campus community continues to grow. We plan to continue to issue citations to ensure orderly parking and safe traffic flow on campus.

	<u>2000-2001</u>		<u>2001-2002</u>		<u>2002-2003</u>	
Staff Areas	3,209	17.71% *	4,160	20.10% *	3,518	17.43% *
Student Areas	2,217	12.24% *	2,339	11.30% *	2,837	14.06% *
Resident Halls	2,604	14.37% *	3,381	16.34% *	3,185	15.78% *
Metered Areas	3,813	21.05% *	4,718	22.80% *	5,222	25.88% *
Other	3,819	21.08% *	4,927	23.81% *	4,683	23.21% *
Warnings	2,455	13.55% *	1,170	5.65% *	733	3.63% *
TOTAL CITATIONS	<u>18,117</u>		<u>20,695</u>		<u>20,178</u>	

*Percent of total citations issued that year.

Following is a comparison of the number of citations that some of our Benchmark Universities issued during 2002-2003:

Colorado State University	88,000
Iowa State University	120,000
North Carolina State University at Raleigh	40,000
Oregon State University	25,000
University of California - Davis	41,000
University of Maryland College Park	99,500

As you can see, the total number of citations that USU issues is substantially lower than all other Benchmark universities.

Parking and Transportation Services continues to operate a considerable in-house maintenance program. In addition to maintaining signs and parking meters, the department conducts surface maintenance and paints necessary parking spaces during the summer. This program extends the useful life of the parking surfaces and saves the university thousands of dollars annually. At the beginning of our summer maintenance, we purchased a used tar machine from the Utah Correctional Industries. This newer machine profoundly increased our productivity of parking lot maintenance, saving the department money from decreased labor and materials.

Vehicle Impounds and Tows

The Parking and Transportation Department impounds or tows a vehicle only as a last resort. We have chosen to impound (boot) vehicles rather than tow due to the added cost that towing gives to the violator, the anguish created by discovering your vehicle missing, and the extra effort required to retrieve a towed vehicle.

The most common reason a vehicle is impounded is due to outstanding citations. We attempt to provide sufficient opportunity for individuals to clear their citations before their vehicles are immobilized or towed through 30 day notices, windshield warnings, and each citation issued. Vehicles with four or more unsettled citations recorded at the Parking Office may be impounded.

During the 2002-2003 fiscal year, the Parking Office impounded (booted) 142 vehicles, compared to 125 vehicles the previous year. During this same year, the Department only towed 13 vehicles. Mid-year, the department changed its towing procedures. In the past, when a vehicle was impounded, the owner had to come into the Parking Office by 4:00 p.m. that day or his/her vehicle was towed. Now we keep the "boot" on the vehicle overnight and give the owner the opportunity to pay the next day or even days later. He/she may even pay the Police Dispatcher if the Parking Office is closed. The new procedure not only saves the owner at least \$50 in towing fees but also the distress of having to retrieve his/her vehicle from an off-campus towing yard.

Vehicles may also be impounded for the following reasons:

- Parking in a disabled stall without a valid disabled permit.
- Parking in any area designated as "Tow Away Zone."
- Parking in such a manner that a hazard is created, such as parking on red curbs, sidewalks, fire lanes, hashed areas, or in roadways.
- Displaying a permit/possessing a gate opener that has been reported lost or stolen.
- Displaying a permit that has been forged.
- Abandoned vehicles: Any vehicle that is non-operational for a period of seven days will be deemed abandoned and will be impounded. Any vehicle parked on campus must be operational and have current registration.
- Parking on campus without license plates displayed on vehicle.
- Displaying a special permit in violation of restrictions on that permit.

Appeals

If an individual receives a citation and believes he/she has grounds for an appeal, the citation may be appealed within 14 calendar days from the date of issuance by appearing at the Parking Office or submitting an on-line internet appeals form. The Appeals Officer reviews the appeal and makes one of the following decisions:

Reduce the fine.

Grant the appeal and waive the fine.

Deny the appeal, leaving the fine at the appropriate amount.

Following is a comparison of appeals submitted for the past three years:

2000-2001

	Excused	Reduced	Denied	No-Show	Meters Excused	Meters Denied	TOTAL
TOTALS	431	102	361	32	3	17	946
% of Appeals	45.56%	10.78%	38.16%	3.38%	0.32%	1.80%	100.00%
% of Citations	2.38%	0.56%	1.99%	0.18%	0.02%	0.09%	5.22%

2001-2002

	Excused	Reduced	Denied	No-Show	Meters Excused	Meters Denied	TOTAL
TOTALS	693	88	514	32	11	24	1362
% of Appeals	50.88%	6.46%	37.74%	2.35%	0.81%	1.76%	100.00%
% of Citations	3.35%	0.43%	2.48%	0.15%	0.05%	0.12%	6.58%

2002-2003

	Excused	Reduced	Denied	No-Show	Meters Excused	Meters Denied	TOTAL
TOTALS	500	100	373	41	9	31	1,054
% of Appeals	47.44%	9.49%	35.39%	3.89%	0.85%	2.94%	100.00%
% of Citations	2.48%	0.48%	1.85%	0.20%	0.04%	0.15%	5.22%

If an individual does not agree with the decision of the Appeals Officer, he/she may appeal to the Director of Parking and Transportation. Of the 21 citations that were appealed to the Director, six were excused, ten were reduced and five were denied.

If the person does not agree with the director's decision, he/she submits an appeal to the Appeals Committee. This Committee consists of a Chair, a faculty/staff member and a student. The Committee is the final decision making body for appeals. No citations were appealed to the Appeals Committee in 2002-2003. Prior to 2000, as many as twenty citations were appealed to the Committee, which was a time consuming and laborious process for both the individual appealing the citation and the Committee. Having the Director participate in the appeals program has greatly improved the process as a whole.

The department feels that the University's citation appeals process is extremely effective and fair. Only 5.22% of the citations that were written in 2002-2003 were appealed.

INTRODUCTION:

Committee Name: Cultural Activities Council

Responsibilities: The Cultural Activities Council is responsible for the establishment of general policies concerning the cultural activities available to the University. The Council helps coordinate the range of activities that support and enhance the cultural climate of the University.

Committee Membership:

Gary Kiger, Chair	Jarrold Larsen
Dale Blahna	John Pappas
Tiffany Evans	Bruce Saperston
Jeremy Gordon	Todd Sleight
Dallas Holmes	Patrick Williams
Colin Johnson	Bethany Youngs
Kevin Kesler	Stephen Zsiray

Date of Meeting:

Friday, October 31, 2003

Present at Meeting:

Gary Kiger, Chair, Tiffany Evans, Dallas Holmes, Jarrold Larsen, Bruce Saperston, Bethany Youngs

FACTS AND DISCUSSION:

Following introductions, Dean Kiger reviewed the history of the council and its original purpose, which has transformed over time. The council originally existed to coordinate cultural activities presented as part of the Performing Arts Series, a USU / Community alliance, which no longer exists.

Last year, the council identified three goals. First, we examined how the council could be more of a "clearinghouse" of sorts for cultural activities in the community and at USU. In this past year, largely through the College of Humanities, Arts, & Social Sciences and its School of the Arts, we have worked more closely with Patrick Williams in Utah State's PR/Marketing Office in order to calendar events. This has been somewhat successful; however, we still struggle with getting up-to-date and thorough information onto the university's calendar. The College of Humanities, Arts, & Social Sciences has recently developed a calendaring program for its web site that can be edited quite easily. We are assessing its impact.

Related to this, the School of the Arts in the College of Humanities, Arts, & Social Sciences publishes a two-month calendar that details upcoming events. The College broadly distributes these calendar brochures.

Second, we identified the need to broaden dialogues with Community organizations and with ASUSU. Julie Hollist, Marketing Director for the Cache Valley Arts Council, met with representatives of the College of Humanities, Arts, & Social Sciences to work out marketing strategies that would be mutually beneficial to the Ellen Eccles Theatre productions and USU productions. The College and its School of the Arts has close connections to other community groups such as the Utah Festival Opera Company and the Chamber Music Society of Logan. Some ASUSU events incorporate performances by the USU Music Dept and, of course, student fees support USU Theatre and Music Department events.

Third, we wanted to investigate how we could more effectively link educational experiences of our

students to arts and cultural activities on campus and in the community. Professors who teach the Creative Arts breadth courses and the humanities depth courses involve students in events as part of the course work. Beyond this, we are working with the Cache Valley Arts Council to advertise artistic and cultural activities to professors on campus so they can incorporate these activities into course work, and preferably far enough in advance so information can make its way into course syllabi.

Suggestions were made to more widely distribute calendar information to faculty and persons in the Community. Dallas Holmes recommended getting the School of the Arts calendar information to faculty and placing calendar information at events venues. Also we could look into including calendar-information inserts into Logan City and Questar billing envelopes. Bethany Youngs and Tiffany Evans suggested ways in which students and faculty could work together to learn about guests artists, performers, and speakers and then schedule them in a way that could work the convocations series into course syllabi.

Submitted by:

Gary Kiger, Dean
College of Humanities, Arts & Social Sciences

UTAH COUNCIL OF FACULTY SENATE LEADERS

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October 31, 2003

Dr. Nolan Karras, Chair
USHE Board of Regents
60 South 400 West
Salt Lake City, Utah 84101

Dr. Karras:

We, the elected Faculty Senates of all nine Utah System of Higher Education institutions, endorse the USHE's budget priorities for fiscal year 2004-2005. In particular, we urge you to support an increase in compensation for faculty and staff.

This endorsement represents the united voice of higher education faculty across the state, having been approved by the elected Faculty Senates of all nine USHE institutions during this past month. This unprecedented action reflects the seriousness with which we view the compensation issue.

A third consecutive year without a compensation increase will further degrade Utah's ability to recruit and retain high-caliber faculty and staff, thus further degrading academic quality and, ultimately, the value of higher education in Utah. The quality of academic programs in Utah cannot be maintained – much

University of Utah
Salt Lake City, UT 84112
Andrew Gitlin
Larry DeVries
Katharine Coles

Utah State University
Logan, UT 84322
Kevin Kesler
Janis Boettinger
Martha Dever

Utah Valley State
College
Orem, UT 84058
Mike Shivley
Ellen Hall-Loveland
Ron Hammond

Weber State University
Ogden, UT 84408
Michelle Heward
Tony Allred
Gary Dohrer

less grow – if there is no budget increase for higher education.

With appreciation for your efforts,



Randal S. Chase, Ph.D.
Chair
Utah Council of Faculty Senate Leaders