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## Faculty Senate Executive Committee Agenda, December 15, 2003

Utah State University

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

AGENDA PACKET

3:00 Call to Order

[Approval of minutes of 17 November 2003](#)

Announcements

The next FSEC lunch with Pres. Hall will be Tuesday, Jan. 20th, 2004.  
Click [here](#) for next semester's lunch schedule.

3:05 Information Items

[EPC Business](#)

[Scholarship Advisory Board](#)

[Research Council](#)

[Council on Teacher Education](#)

[Aggie Ecology](#)

[New University Website](#)

[Student Government Update](#)

Joyce Kinkead

Joyce Kinkead

Brent Miller

Gerry Giordano

Jack Payne

John DeVilbiss

Charles Thompson

Karla Petty

Stephanie Kukic

3:45 Key Issues & Action Items

[Course Evaluations on the web](#)

Dennis Welker

4:00 University Business

Administration

4:30 Adjournment

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**Faculty Senate Executive Committee Meeting Minutes for November 17<sup>nd</sup>, 2003**

**Attendance:**

Senators:	Kevin Kesler (0930)	Janis Boettinger (4026)	Chris Coray (2861)
	Kevin Doyle (4025)	Ed Heath (3306)	Bruce Miller (2232)
	Carol Kochan (2676)	Dean Miner (801-370-8469)	Marv Halling (3179)
Presenters:	Scott Hunsaker (0386)	Melissa Miller Kincart (881-6693)	Rory Weaver (1962)
	David Lancy (1322)	Joyce Kinkead (1706)	Lisa Leishman (3475)
	Bruce Saperston (3036)	Beth York (3009)	
Visitors:	Steve Mecham (1967)		
Excused:	Vance Grange (2702)	Tom Kent (1189)	Dale Blahna (2544)

### **Call to Order**

Kevin Kesler called the meeting to order at 3:02 pm.

### **Minutes:**

Bruce Miller moved to accept the minutes of October 20th. The motion, seconded by Kevin Doyle, was passed.

### **Announcements:**

The next FSEC Lunch with President Hall will be held on Tuesday, December 2nd, at noon in Champ Hall.

### **Committee Reports:**

#### EPC Business

Scott Hunsaker presented the most recent EPC Business, which included minor name changes, new emphases, and several emphasis deletions, activations, and removals in the College of Agriculture. Janis Boettinger moved to place the latest EPC Business to the Consent Agenda. The motion, seconded by Carol Kochan, passed.

#### Enrollment Management/Retention Survey

Melissa Kincart presented the results of the recently conducted retention survey. The returning freshman rate is currently 69%, which is an average over the last 5 years. Approximately 400 students serve LDS missions after their freshman year. New ways to re-recruit them back to USU after their missions are being developed. Several factors are taken into consideration for explaining why non returning students choose not to continue their schooling at USU. Some of these students fall into special categories, such as leave of absence students, or have requested a scholarship hold. It is assumed that students that achieved below a 2.3 GPA have not returned because of academic difficulties. A new leave of absence policy has been created which are allowing students who would normally withdraw, to stay on as students until they are ready to return to classes. Other obstacles to recruitment are currently being dealt with, one of the biggest is time. Chris Coray moved to place the new withdrawal form, the 2004 enrollment form, and the freshman enrollment intent as Information Items, and to place the rest of the Retention Report on the Consent Agenda. The motion, seconded by Kevin Doyle, was passed.

#### Banner Progress Report

Rory Weaver gave informational status report on the implementation of the Banner System. They are progressing as planned on replacing the current data management system, with the new Banner System, which is a more completely integrated data management system. Currently there are several separate database systems where students, faculty, and staff are all maintained on separate databases on the SIS Plus system. Banner will integrate all the database systems into one consolidated system, which will make it far easier to maintain and work with. Banner will be in full operation on June 2006. Janis Boettinger moved to place the Banner Progress report on the agenda as an Information Item. The motion, seconded by Bruce Miller, passed.

#### Honors Program

David Lancy presented the annual Honors Program report. The changes occurring in Honors are in response to enrollment. In the past student felt Honors courses were beyond their abilities to do well, and would not apply. Enrolling students in Honors was difficult and they had to recruit students to enter the program. Now Honors is seen as a way of packaging a variety of prerequisites, and provide them to students. Carol Kochan moved to place the Honors Report on the Consent Agenda. The motion seconded by Chris Coray, passed.

#### Parking Committee Report

Lisa Leishman gave a brief overview of the Parking Committee report. They are working on creating a new Parking Committee business plan and mission statement. A new shuttle route has been added to the south part of campus. A \$150,000 grant was awarded which has been used to purchase busses that run on compressed natural gas. Other minor developments are contributing to the success of the program. Plans for the future include: building a 600 stall parking structure for the new Living Learning Center, and switching the student and staff parking lots by the Center for Persons with Disabilities. Chris Coray moved to place the Parking Committee report on the Consent Agenda. The motion, seconded by Carol Kochan, passed.

#### Cultural Activities Council

Bruce Saperston explained the Cultural Activities Council's efforts to integrate music/dance/theater productions into the community as well as on campus. They are utilizing new calendaring software to aid in better organization, and advertising. Discussions are underway to bring artists from the community to perform on campus, and to schedule student productions to perform at local facilities. It is important to inform the faculty of upcoming productions, but finances are making publishing advertising materials more difficult, but what efforts can be made are now being used. Carol Kochan moved to place the Cultural Activities Committee report on the Consent Agenda. The motion, seconded by Janis Boettinger, passed.

### **Key Issues and Action Items:**

### Debriefing of the Faculty Forum

The proceedings of the recent Faculty Forum was then discussed, particularly how little the attending faculty responded to the presentations. It was brought up that the President and Provost suggested administration's absence in next years Forum, believing that their presence kept many questions from being asked and thoughts to be expressed. It was even suggested to not hold next years Faculty Forum, (except that it's required by the University Code) because they are not highly attended, which gives the appearance that most faculty don't care about it. Kevin Kesler felt some change needs to take place. Dean Miner moved to accept the suggestion for next years Faculty Forum which is to make at least a portion of the Forum administration free. The motion, seconded by Kevin Doyle, passed.

Another issue brought up in the Forum was Course Evaluations on the Web. Correspondences have been made regarding this, and discussion will continue to progress, but the issue will be postponed to the Faculty Senate until more information is acquired. Kevin will personally follow up on this issue, and present any new options to Faculty Senate in the next meeting.

The last issue brought up was a letter that was read regarding the creating of an Allied Program, or "Safe" places for Gay and Lesbian students to go to for counseling and support. These safe places would be personal offices of volunteer faculty. Beth York presented the information she has gathered from similar programs in other institutions, and expressed the need for such a support program at USU. The other related issue is that of benefits for domestic partners of faculty and staff. It was decided to keep these issues separate. Janis Boettinger moved to place a Faculty Allied Program on the agenda as a Key Issue. The motion, seconded by Kevin Doyle, passed. Ed Heath moved to make the issue of Benefits for Domestic Partners an announcement on the agenda, but to move the discussion of the issue to a future meeting. The motion, seconded by Janis Boettinger, passed.

### UCFSL Letter

Kevin Kesler announced that the budget support letter which the USU Faculty Senate drafted to the Governor and the State Legislature has been accepted by all state institutions of higher education. This is a positive move towards statewide support of the requested budget changes, most of all, faculty salary compensation. Bruce Miller moved to make this an Information Item. The motion, seconded by Ed Heath, passed.

### **Adjourn:**

Kevin Kesler called for adjournment. The meeting adjourned at 5:02 pm.

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## FSEC Lunch Schedule with President Hall

### Spring Semester, 2004

Tuesday, January 20  
Tuesday, February 10  
Thursday, March 4  
Thursday, March 25  
Thursday, April 15



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### **Introduction: Educational Policies Committee**

Report for Faculty Senate 12/15/2003

Joyce Kinkead-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 December meetings, the Curriculum Subcommittee approved the following program changes:

- [Request to delete the nutrition minor in the Department of Nutrition and Food Sciences](#)
- [Request to discontinue the Hearing Impaired Emphasis within the Communicative Disorders and Deaf Education major](#)
- [Request to discontinue the Mathematics Emphasis within the Early Childhood Education major](#)
- [Request to add Studio Emphasis and Design Sales and Marketing Emphasis to Interior Design Program \(requirement sheet\)](#)
- [Request to delete inactive minors within the Department of Languages, Philosophy, and Speech Communication](#)
- [Request to delete the MA degree in Dairy Science](#)
- [Request to delete the PPRM/PPRD degree in NFS/Molecular Biology](#)
- [Request to delete the MA degree in Nutrition and Food Sciences](#)
- [Request removal of PPRM/PPRD degree in Plant Science/Molecular Biology](#)
- [Request deletion of the Soil, Water, and Plant emphases in Plant Science/Molecular Biology](#)
- [Request removal of the PPRM degree in Toxicology/Molecular Toxicology](#)

### **Recommendations**

EPC recommends approval of above changes by Faculty Senate.

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### **Scholarship Advisory Board**

15 December 2003

to: Faculty Senate Executive Committee  
from: Joyce Kinkead, Vice Provost  
subject: Scholarship Report for 2002-03

The scholarship report is organized in its usual form, detailing the number and kinds of awards made to undergraduate and graduate students in 2002-03.

Notable accomplishments and current issues:

1. Richard Jacobs, Budget Office, tracked the tuition waivers and remissions and submitted a thorough report in fall 2003, tracing the origin of the legislation of the various waivers and Utah State's allocations. His dictionary of waivers is a valuable resource. The total of tuition waivers allowed by the state is \$12.4 million. Please note, however, that the state does not fund these waivers, so waivers given to students does result in lost tuition revenue.
2. The offices of Admissions and Financial Aid charted current commitments to new students of 2003-04 (1578 students affected) as well as our obligations to continuing students (818 students affected). The combined total of obligations to new and continuing students is \$7.4 million, which affects 2396 students. N.B. Waivers for athletics and departments/colleges are not included here.
3. Utah State "scholarships" (really waivers) have been based on "full tuition" or "one-half tuition" awards. Our plan is to move to a dollar-based award rather than a tuition-based award, so that we can generate additional tuition revenue as the student moves through the undergraduate career, which would put us on more stable financial footing.
4. For the top tier of students, we will offer \$1000 "university research fellowships" that builds on the successful pilot of 2003-04 of the Vice President for Research Fellows program that connects exceptional students with faculty mentors during their first-year at Utah State. [30 new freshmen were named VPR Fellows in fall 2003.]
5. We are investigating additional "awards" for the top students, including a modest book scholarship and computers.
6. Our goals include a) influencing as many students as possible to enroll at Utah State University and b) staying within budget.

Our principles for awarding scholarships include the following:

- Simplify the number and kinds of scholarships
- Award as many scholarships as feasible
- Move from tuition-base to dollar-base awards
- Scholarships should not include a waiver of fees

- Award on a rolling basis with admission to the university
- Non-residents receive a discount on out of state differential rather than a complete waiver of tuition
- Cash stipends for the most prestigious awards will be tied to hands-on learning
- Four-year awards will be the norm for new freshmen
- Scholarships and fellowships will support institutional goals of enhancing national reputation of the institution, increasing the number of students who seek and attain major fellowships, and increasing the average ACT/GPA of students as well as their retention and time to graduation
- Priority for transfer scholarships will be given to those who signed intent-to-transfer agreements
- Retention of most scholarships is based on a 3.5 gpa and good progress to degree (defined as 30 credits per year)
- Awards must be based on multi-year planning to ensure financial stability
- Accountability will be the norm both in reporting and in staying within budget
- Annually, Admissions will make recommendations on scholarships to be approved centrally and will include an analysis of the previous year's scholarship plan
- Beginning with the 2005 cycle, the scholarship deadline will be moved from February 1 to a December 1 "priority deadline."
- Reduce and then eliminate the debt that has accumulated in the UG Scholarship Account.

### YEAR END REPORT FOR 2002-2003

COLLEGE OF AGRICULTURE	NUMBER OF SEMESTERS	\$ AMOUNT
College In-State Tuition (10% Waivers)	14	\$14,488.11
University In-State Tuition (10% Waivers)	126	\$133,377.06
Graduate In-State Tuition	5	\$4,533.02
Graduate Out-of-State Tuition	45	\$102,849.61
PHD In-State Tuition	34	\$38,177.88
PHD Out-of-State Tuition	34	\$36,425.30
ISU/USU, 100 Mile & WUES	119	\$227,607.99
USU General & Investment Earning Accounts	102	\$152,471.58
Departmental Scholarships	448	\$302,255.39
Specified Recipients	60	\$86,214.83
<b>TOTAL</b>	<b>987</b>	<b>\$1,098,400.77</b>

COLLEGE OF BUSINESS	NUMBER OF SEMESTERS	\$ AMOUNT
College In-State Tuition (10% Waivers)	56	\$63,789.79
University In-State Tuition (10% Waivers)	347	\$383,735.42
Graduate In-State Tuition	14	\$16,447.85
Graduate Out-of-State Tuition	68	\$176,866.23
PHD In-State Tuition	6	\$6,914.05
PHD Out-of-State Tuition	23	\$25,501.13
ISU/USU, 100 Mile & WUES	122	\$253,842.62
USU General & Investment Earning Accounts	411	\$552,908.17
Departmental Scholarships	144	\$106,843.55
Specified Recipients	123	\$154,509.38

<b>TOTAL</b>	<b>1314</b>	<b>\$1,741,358.19</b>
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<b>COLLEGE OF EDUCATION</b>	<b>NUMBER OF SEMESTERS</b>	<b>\$ AMOUNT</b>
College In-State Tuition (10% Waivers)	60	\$66,088.15
University In-State Tuition (10% Waivers)	466	\$492,795.98
Graduate In-State Tuition	24	\$25,216.09
Graduate Out-of-State Tuition	101	\$236,626.48
PHD In-State Tuition	102	\$116,555.91
PHD Out-of-State Tuition	73	\$84,759.00
ISU/USU, 100 Mile & WUES	162	\$314,308.27
USU General & Investment Earning Accounts	586	\$673,406.38
Departmental Scholarships	325	\$204,758.30
Specified Recipients	225	\$268,809.57
<b>TOTAL</b>	<b>2124</b>	<b>\$2,483,324.13</b>

<b>COLLEGE OF ENGINEERING</b>	<b>NUMBER OF SEMESTERS</b>	<b>\$ AMOUNT</b>
College In-State Tuition (10% Waivers)	86	\$47,648.15
University In-State Tuition (10% Waivers)	383	\$415,663.62
Graduate In-State Tuition	6	\$6,916.36
Graduate Out-of-State Tuition	279	\$699,880.81
PHD In-State Tuition	33	\$34,846.92
PHD Out-of-State Tuition	139	\$149,562.21
ISU/USU, 100 Mile & WUES	145	\$292,408.09
USU General & Investment Earning Accounts	319	\$583,793.03
Departmental Scholarships	344	\$212,875.97
Specified Recipients	118	\$163,882.52
<b>TOTAL</b>	<b>1852</b>	<b>\$2,607,477.68</b>

<b>COLLEGE OF HASS</b>	<b>NUMBER OF SEMESTERS</b>	<b>\$ AMOUNT</b>
College In-State Tuition (10% Waivers)	104	\$111,426.09
University In-State Tuition (10% Waivers)	1156	\$1,249,491.99
Graduate In-State Tuition	19	\$20,258.24
Graduate Out-of-State Tuition	60	\$143,217.39
PHD In-State Tuition	8	\$8,827.37
PHD Out-of-State Tuition	4	\$4,776.10
ISU/USU, 100 Mile & WUES	305	\$609,506.03
USU General & Investment Earning Accounts	1289	\$1,543,596.98
Departmental Scholarships	582	\$395,375.41
Specified Recipients	405	\$525,994.31

<b>TOTAL</b>	<b>3932</b>	<b>\$4,612,469.91</b>
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<b>COLLEGE OF NATURAL RESOURCES</b>	<b>NUMBER OF SEMESTERS</b>	<b>\$ AMOUNT</b>
College In-State Tuition (10% Waivers)	17	\$14,788.24
University In-State Tuition (10% Waivers)	61	\$62,846.46
Graduate In-State Tuition	0	\$-
Graduate Out-of-State Tuition	88	\$238,123.39
PHD In-State Tuition	53	\$56,988.36
PHD Out-of-State Tuition	61	\$67,827.21
ISU/USU, 100 Mile & WUES	23	\$48,529.51
USU General & Investment Earning Accounts	29	\$48,539.87
Departmental Scholarships	122	\$86,795.20
Specified Recipients	37	\$54,955.85
<b>TOTAL</b>	<b>491</b>	<b>\$679,394.09</b>

<b>COLLEGE OF SCIENCE</b>	<b>NUMBER OF SEMESTERS</b>	<b>\$ AMOUNT</b>
College In-State Tuition (10% Waivers)	40	\$44,377.67
University In-State Tuition (10% Waivers)	321	\$348,198.95
Graduate In-State Tuition	15	\$16,099.26
Graduate Out-of-State Tuition	255	\$656,150.09
PHD In-State Tuition	103	\$109,573.34
PHD Out-of-State Tuition	185	\$205,536.61
ISU/USU, 100 Mile & WUES	99	\$204,725.27
USU General & Investment Earning Accounts	314	\$514,345.67
Departmental Scholarships	141	\$122,603.78
Specified Recipients	108	\$122,322.55
<b>TOTAL</b>	<b>1581</b>	<b>\$2,343,933.19</b>

<b>UNDECLARED MAJORS</b>	<b>NUMBER OF SEMESTERS</b>	<b>\$ AMOUNT</b>
College In-State Tuition (10% Waivers)	0	\$-
University In-State Tuition (10% Waivers)	19	\$18,603.84
Graduate In-State Tuition	0	\$-
Graduate Out-of-State Tuition	0	\$-
PHD In-State Tuition	0	\$-
PHD Out-of-State Tuition	0	\$-
ISU/USU, 100 Mile & WUES	7	\$10,628.35
USU General & Investment Earning Accounts	71	\$72,591.86
Departmental Scholarships	1	\$120.00
Specified Recipients	13	\$23,397.67



<b>TOTAL</b>	<b>111</b>	<b>\$125,341.72</b>
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TOTAL OF EACH ACCOUNT	NUMBER OF SEMESTERS	\$ AMOUNT
<b>College In-State Tuition (10% Waivers)</b>	<b>377</b>	<b>\$362,606.20</b>
<b>University In-State Tuition (10% Waivers)</b>	<b>2879</b>	<b>\$3,104,713.32</b>
<b>Graduate In-State Tuition</b>	<b>83</b>	<b>\$89,470.82</b>
<b>Graduate Out-of-State Tuition</b>	<b>896</b>	<b>\$2,253,714.00</b>
<b>PHD In-State Tuition</b>	<b>339</b>	<b>\$371,883.83</b>
<b>PHD Out-of-State Tuition</b>	<b>519</b>	<b>\$574,387.56</b>
<b>ISU/USU, 100 Mile &amp; WUES</b>	<b>982</b>	<b>\$1,961,556.13</b>
<b>USU General &amp; Investment Earn. Accounts</b>	<b>3121</b>	<b>\$4,141,653.54</b>
<b>Departmental Scholarships</b>	<b>2107</b>	<b>\$1,431,627.60</b>
<b>Specified Recipients</b>	<b>1089</b>	<b>\$1,400,086.68</b>
<b>TOTAL</b>	<b>12392</b>	<b>\$15,691,699.68</b>

**LEGEND FOR 2002-2003 SCHOLARSHIP REPORT**

- \* 10% - Legislative approval for 10% of in-state tuition to be awarded to students  
Colleges have the option to divide waivers among students  
Example: a one semester 100% waiver can be converted into four 25% waivers
- \* ISU/USU - \$2758.13 100 Mile - \$1343.24 WUES - \$2214.87 per semester respectively
- \* USU General - Includes Undergraduate Fund, Venture, Alumni, & Athletics
- \* Departmental Scholarships - Funded by endowments or contracts set up by departments
- \* Specified Recipients - Public funds & private donor money given to individual students

## Summary of Scholarship Expenditures for 99-03

	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003
10% Waivers	\$2,253,053.40	\$2,427,229.90	\$2,601,444.09	\$2,964,856.29	
College In-State Tuition (10% waivers)					\$362,606.20
University In-State Tuition (10% waivers)					\$3,104,713.32
Graduate In-State Tuition	\$21,905.22	\$25,278.26	\$31,350.53	\$47,746.48	\$89,470.82
Graduate Out-of-State Tuition	\$1,290,093.46	\$1,402,264.42	\$1,585,140.09	\$1,828,530.65	\$2,253,713.02
PHD In-State Tuition					\$371,883.83
PHD Out-of-State Tuition					\$574,387.56
ISU/100M/WUES	\$1,531,221.20	\$1,774,427.46	\$1,745,273.63	\$1,762,134.16	\$1,961,556.13
USU General	\$4,695,634.62	\$3,565,231.38	\$4,211,833.75	\$4,193,733.69	\$4,141,654.52
Departmental Scholarships	\$1,022,003.72	\$1,098,365.44	\$1,295,724.67	\$1,323,963.71	\$1,431,627.60
Specified Recipients	\$699,313.78	\$910,170.64	\$1,004,247.68	\$1,354,846.92	\$1,400,086.68
<b>TOTAL</b>	<b>\$11,513,225.40</b>	<b>\$11,202,967.50</b>	<b>\$12,475,014.44</b>	<b>\$13,475,811.90</b>	<b>\$15,691,699.68</b>

## LEGEND FOR SCHOLARSHIP REPORT

*Departmental Scholarship-	Funded by endowments or contracts set up by departments
*ISUSU/100M/WUES	Idaho State University Exchange with USU, 100 Mile Radius, & Western Undergrad Exchange
*Specified Recipients	Public funds and private donor money given directly to individual students
*USU General	Includes Undergraduate Fund, Venture, Alumni, & Athletic scholarships
*10%	Legislative approval for 10% of in-state tuition to be awarded to resident students

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### OFFICE OF THE VICE PRESIDENT FOR RESEARCH

#### ANNUAL REPORT

JULY 1, 2002 TO JUNE 30, 2003

**BRENT C. MILLER, PH.D. VICE PRESIDENT FOR RESEARCH**

#### INTRODUCTION

The goal of the Vice President for Research Office (VPR) is to continue building quality research by creating an environment in which faculty and student researchers can achieve their full potential. Quality research is fostered partly through improving campus research infrastructure to serve researchers, but more importantly through building multidisciplinary research programs and partnerships, both on and off campus, thereby enhancing the university's capacity for excellence in research.

It is the mission of the VPR to provide an environment that facilitates and stimulates university related research, scholarship and creative activities by:

- Providing leadership to identify and pursue promising research opportunities.
- Providing resources to help recruit and retain outstanding faculty and student scholars.
- Improving research support services that are highly responsive and efficient.
- Fostering a culture of academic research integrity that discloses and manages conflicts-of-interest and conflicts-of-commitment, and that is consistent with federal regulations.
- Identifying, protecting, and where appropriate, commercializing intellectual properties for the benefit of author/inventors, the university, and society.

Core campus constituencies of the VPR are faculty, students, and unit administrators. Because deans, center directors, and department heads are most concerned with their respective units, the VPR must take a broader, campus wide perspective.

To advance university research, the VPR must be engaged with external constituencies, including local and state elected officials, as well as federal and industry funding partners. The VPR also needs to be actively engaged in professional networks and with societies that have as their mission the advancement of research. The VPR chairs the University Research Council, that consists of deans and major center directors, and which includes student and faculty representatives.

#### ANNUAL REPORT

This annual report to the Faculty Senate covers the major activities of the VPR and the Research Council from July 1, 2002 through June 30, 2003. It is a summary of all units for which the VPR has responsibility. This report is organized in four parts:

1. Overview of VPR and Related Units
  - A. Service Units
    - i. Sponsored Programs Office
    - ii. Environmental Health and Safety Office
    - iii. Institutional Review Board

- iv. Laboratory Animal Research Center
- B. Strategic Units
  - i. Innovation Campus
  - ii. Office of Technology Commercialization
- 2. Research Council Membership and Functions
- 3. Use of Facilities and Administration (F&A) Funds at USU, FY2002-2003
- 4. Current and Future Research Issues at USU

## **1. OVERVIEW OF VPR AND RELATED UNITS**

The VPR is responsible for the units shown in the following diagram. The USU Research Foundation is a wholly owned subsidiary of the University. It is a major organization with large-scale research programs, most notably the Space Dynamics Laboratory (SDL). A cooperative working relationship with the Research Foundation is essential for accomplishing the research mission of the University. The USU Research Council advises the VPR, providing a forum for considering major research issues. The office of Technology Commercialization and the Innovation Campus are strategic or mission oriented units. The others are research service units.



### **1. A. SERVICE UNITS**

#### **1) Sponsored Programs Office (SPO)**

The SPO at Utah State University supports researchers as they propose, submit and administer externally sponsored research projects on and off campus. The role of this office puts SPO in contact with virtually every college, department, research center, and administrative unit at USU. The goals of efficiency, accountability and responsiveness are central to the administration of sponsored research. SPO personnel assist researchers with access to various agencies, necessary forms and detailed information to initiate proposals and coordinate the award of a contract or grant with the Principal Investigator (PI) and USU Controller's Office. SPO provides both paper forms in their Old Main office and electronic forms on the USU SPO Web pages. The interdependent nature of contracting demands accountability between PI, College Dean, Department Head, Research Center Director, Controller's Office and VPR. SPO personnel review the proposal and award content to safeguard researchers and university units in their contractual obligations. The office supports walk-in access and the Web site provides forms, agreement templates, sample wording, links to funding sources and sponsor forms, and contact information. Promptness is essential. The office interacts directly with sponsors to facilitate and negotiate on behalf of researchers and USU.

SPO representatives present training to individual researchers and departments. SPO also fosters research at the university by assisting researchers with the successful completion of forms, interpretation of contract and proposal terms and conditions, tracking pending proposals, notification of receipt of award, obtaining financial accounts and attending to the contractual details of agreements with sponsors. They also attend contractual meetings and negotiations with PIs. Coordination with accounting personnel in the Controller's office is essential. SPO research administration flows through the Vice President for Research with whom they plan, report, and respond to research administration needs and requirements.

This past year staffing in SPO increased from two contract administrators to three, from two contract specialists to four, and from part time to a full time director. Increased staffing permitted SPO to initiate a team approach to contract administration in coordination with the Controllers Office. This team effort will aid P.I.'s in the administration and accounting of awards. Each team includes a contract administrator, contract specialist and a sponsored programs accountant. This cooperative effort enhances the coordination of pre and post award function at USU.

SPO upgraded its web site to enhance proposal development. The office is developing written sponsored programs policies and procedures to post on its website that will clarify USU processes and assist faculty and staff in the submission of proposals.

SPO provides monthly reports to the VPR regarding the status of research proposals and awards at Utah State University. [Appendix A](#) provides a summary of Sponsored Program Awards FY1999 through FY2003. [Appendix B](#) compares awards by month and type of award for FY2002 and FY2003. [Appendix C](#) provides a summary of Sponsored Program Awards by Awarding Agency FY1999 through FY2003 and [Appendix D](#) provides a summary of Sponsored Program Awards by Research Center FY1999 through FY2003. State appropriations and students scholarships have been removed from all reports of awards.

## 2) Environmental Health and Safety Office (EH&S)

The EH&S Office is a service organization that provides expertise and guidance for compliance with federal, state, and local safety and health regulations as well as current professional practices and guidelines. Its goal is to prevent injuries, illnesses, and environmental damage through the recognition, evaluation, and control of potential hazards arising from university activities. This is accomplished through services that ensure a safe and healthy environment for all students, faculty, and staff at USU and the surrounding community. Services include assisting the university in compliance with regulations and training university personnel and students in appropriate safety measures. General areas of focus include biological, radiological, occupational, and chemical health and safety.

The office interacts with many governmental regulators in the course of normal business, including: Environmental Protection Agency (EPA), State of Utah-Department of Environmental Quality (DEQ), Division of Radiation Control (DRC), Occupational Safety and Health Administration (OSHA), Centers for Disease Control (CDC), and the National Institutes of Health (NIH). Many of these entities perform routine and unannounced inspections, require written programs, documented training, permits, and numerous reports of differing types that the EH&S Office completes for the university.

Responsibilities of the EHS program cross many traditional aspects of the campus community. Major accomplishments for FY2003 included:

- Transported, managed and disposed of approximately 78,051 lbs. of hazardous waste and approximately 4,800 lbs. of radiation waste. Recycled 28,118 lbs. of hazardous materials.
- Aided in the safe removal of asbestos from the old steam plant tunnels and boiler.
- Provided safety training to approximately 830 faculty, staff and students in 26 courses.
- Implemented the radioactive liquid waste volume reduction plan, resulting in cost savings by reducing the amount of waste (620 lbs) shipped off-site for disposal.
- Began implementation of GIS Emergency Information Program.

Steve Bilbao became Director of EH&S on October 13, 2003.

## 3) Institutional Review Board (IRB)

The IRB is charged with protecting the rights and welfare of human research participants. All research involving human participants, including unfunded research, must be reviewed in accordance with the Code of Federal Regulations. USU has a Federal Wide Assurance with the National Institutes of Health that commits USU to comply with federal regulations governing human participants in research, and is required for Department of Health and Human Services funded research. This Assurance is renewed every five years.

The IRB consists of volunteer members with diverse experience, to provide adequate and comprehensive review of research activities. Regulations require that an IRB have at least one scientist, one nonscientist, and one member not affiliated with the institution; terms are three years and can be renewed.

USU board members are: Mark Brunson - Department of Environmental and Society, Gretchen Gimpel --Department of Psychology, Vice Chair and Community Representative; Layne Coppock - Department of Environment & Society; Roy Goodey - nonscientist; Stuart Howell - community representative; Gretchen Gimpel - Department of Psychology; Ron Munger - Department of Nutrition and Food Science; Thorana Nelson - Department of Family and Human Development; Tim Slocum - Department of Special Education & Rehabilitation; Julie Gast - Department of Health, Physical Education and Recreation; Sammie Justesen, Prisoner Advocate; and True Rubal - IRB Administrator.

The IRB meets monthly to review protocol applications requiring regulatory approval. Certain research protocols do not require full board review and can be classified as "Exempt" or "Expedite." All reviews follow criteria provided in the federal regulations. All on-going research projects are reviewed yearly; however, if there is more than a minimal risk, the continuation research reviews are more frequent.

The IRB office documents compliance with federal regulations by maintaining a database of all research protocols submitted and of actions taken by the board. Written policies and procedures established by the board and congruent with federal guidelines have been instituted to address procedures such as yearly continuing review, reporting of adverse events, changes in research methods and objectives, and researchers' conflict of interest. An IRB Handbook is on the VP for Research web page at [www.usu.edu/vpr/policies/irb](http://www.usu.edu/vpr/policies/irb)

The IRB Administrator is actively involved in implementing revised federal procedures and updating USU procedures; providing continuing education for faculty, students, and board; and helping to coordinate ethics-in-research training for

researchers and IRB members.

[Appendix E](#) illustrates the number of IRB research applications by types of review categories from 1998-2002.

#### **4) Laboratory Animal Research Center (LARC)**

The primary mission of the LARC is to support university animal research, testing, and teaching by providing resources for animal procurement, housing, husbandry and care, health care and disposal. Space is also provided for researchers to conduct short and long-term research. The LARC staff is also a resource for expert information on the use of live animals in research and teaching. The LARC is an Association for Assessment and Accreditation of Laboratory Animal Care (AALAC) International accredited, Public Health Service (PHS) assured, and United States Department of Agriculture registered animal research center.

The permanent salaried LARC staff consists of the following: A part-time director (S. Allen, USU faculty member) who is a Utah licensed and USDA accredited veterinarian and an affiliate of the American Association of Laboratory Animal Practitioners; a full-time supervisor (K. Udy) who is a certified Registered Laboratory Animal Technologist; a full-time secretary (C. Coombs), one full-time animal caretaker and a part-time animal caretaker (L. Potter). There are also part-time students employed who work in the washroom and provide basic animal care. In exceptional cases, researchers provide part or all of their own animal care. LARC approach to staffing has been that as workload changes part-time student work hours go up or down. The full-time supervisor (Udy) and secretary (Coombs) have shared assignment with the Institutional Animal Care and Use Committee (IACUC).

Major accomplishments for FY2003 included:

- Maintained AAALAC International Accreditation, PHS Assurance and USDA Registration.
- Security systems were upgraded by the installation of a non-working hours door intrusion alarm system which is connected to central campus security.
- Changed accounting system to more accurately account for direct and indirect costs of LARC and IACUC.
- Completed a 2,240 square foot addition to LARC; replaced LARC air supply system to make it compatible with new central campus heating and air conditioning system; remodeled space in a 3-room suite to accommodate NIH funded projects of two new faculty.

### **1.B. STRATEGIC UNITS**

#### **1) Utah State University Innovation Campus**

The Utah State University Innovation Campus (IC) is committed to developing an effective working environment for state of the art technology enterprises, research institutes, and laboratories. Its "campus style" business environment facilitates collaboration and alliances among tenants, faculty, students, business, industry, and government to foster technology clusters that build long-term economic benefits for the University and the State of Utah.

The IC recently reached a threshold where future growth and development was limited by lack of room to expand. With a vision of dynamic future growth, it became apparent that additional land was needed. In partnership with the College of Agriculture, and the Ag Experiment Station, the IC purchased 512 acres in Cache Junction, which was exchanged for some of the agriculturally used property between 600 East to 1200 East and 1400 North to 1800 North. Certain parcels were not included in the Ag/IC land exchange because some historical projects needed to be maintained. As a result of this partnership, an additional 120 acres were acquired for the future growth and development of the IC.

To successfully develop the IC and fulfill the vision for future development over the next 30 to 40 years, Sasaki and Associates, an urban planning and design firm based in Boston, has been working with the IC Administration to develop a master plan. The master plan will be used to guide future development of the campus. One of the objectives in developing the master plan is to give attention to ways of conserving energy, resources, and implementing state-of-the-art measures for landscaping and architectural design.

The IC worked in partnership with the USU Research Foundation and the USU Administration in issuing a bond for the construction of three buildings; SDL Calibration and Optical Research Lab, the USU Research Foundation Administration building and the USU Research Foundation Molecular Facility, totaling approximately 100,000 square feet of office and lab space.

The IC has been actively involved in attracting new companies. For example, the IC partnered with the State of Utah to attract Information Connections/Information Alliance, a marketing research firm that employs approximately 250 employees. This

model has provided a network for the State of Utah Smart Sites program.

Programs to improve tenant relationships have been implemented (i.e. improved data and telephone services, discounted rates for participation in a corporate wellness program and acknowledgement as a campus business partner with I.D. cards for various discounts and participation in programs at Utah State University). A daily shuttle service between the USU main campus and the USU IC has been added. The establishment of an energy efficiency partnership program with Utah Power and Light was implemented. The IC has been working on a marketing strategy and promotion materials, which has resulted in the development of a new logo, website, and a promotional DVD.

IC Acting Director, M. K. Jeppesen and Manager Teresa McKnight, were invited to speak on its success and future at the Association of University Research Parks national conference held in New Orleans. The IC has received publicity within the Association of University Research Parks, which has spotlighted the accomplishments and future vision for Innovation within the Rocky Mountain West.

## **2) Office of Technology Management and Commercialization (OTMC)**

The OTMC complements the research activities of USU and promotes University outreach by developing and commercializing technologies for public use and benefit, potentially providing additional income to the University and its partners.

FY 2003 was the first full year for the Office of Technology Management and Commercialization (OTMC) within the USU Research Foundation and under new leadership. One indication of the early success of this new team is that invention disclosures were up 100% in the physical sciences, and increased more than 50% overall.

In addition to their traditional role of patenting and licensing USU/USU Research Foundation technologies, OTMC has a strong emphasis on increasing the commercial value of these technologies. A number of strategic human and financial resource initiatives have been implemented in 2003 which will increase the value of technologies.

The staff additions include Dr. Carole Golden, who has a strong background in biotechnology research and commercial start-ups, who now leads Life Science technology commercialization. Lola Jean Bolton, office manager, has an extensive career with engineering based companies and firms. An Advisory Board for OTMC was formed with prominent business people in each main technology area to help define the best approach to marketing technologies. By partnering with USU College of Business, MBA students are providing market research support for key technologies. In addition to providing valuable information for business development activities, these assignments provide a valuable educational experience for students with real business cases.

A number of financial resource initiatives also have been implemented. A Technology Development Bridge Fund was approved and implemented. These funds provide support to develop technologies (as opposed to research) with excellent commercial potential. Among the technologies funded were a high protein snack food based on cheese whey, a revolutionary cooling device that requires no external power and has no moving parts, and a genetic marker system for neurological disorders. A companion Business Development Bridge Fund was also approved and implemented. Among the businesses to receive bridge funding for commercial launch support are 3GB (web-based teaching systems) and Hi\*Track (a software tracking system for testing infant hearing). A renewed emphasis on soliciting State of Utah Center of Excellence funding for technology commercialization resulted in a five-fold increase in new proposals. This resulted in one new funded center and five new planning grants. Excellent progress was also made in establishing a Venture Capital Fund to provide seed and angel funding for early stage businesses coming from USU/USU Research Foundation technologies. A strong management team, including a senior general partner has been assembled and fund raising is underway.

Transferring technologies from USU/USU Research Foundation into the market place at the right stage of development is key to maximizing the value and opportunities for a technology. Typical university technologies are at a very early stage and have a high level of risk associated with their commercialization; this is because a number of questions are unanswered about the ability to produce a product (within acceptable costs) that will be of interest to customers. Having a capability to develop prototypes incorporating the technology helps answer the manufacturing cost questions and provides samples for customer evaluations.

A new unit operation within OTMC is being added that will have the capability to develop electro-mechanical prototypes incorporating technologies developed within USU/USU Research Foundation. By partnering with inventors that have developed the basic technology, it will be possible to significantly accelerate the commercialization process and increase the value of the technology for all key stakeholders. The initial work of this unit will be in developing prototypes for robotic technology developed in the College of Engineering.

The charts in [Appendix F](#) reflect major technology management indicators for the fiscal year ending June 2003. As noted, the

number of YTD disclosures in the current year (49) is higher compared to the year before (38). USU's patenting activity increased by 4%; and there were 76 technologies licensed through June 2002 versus 76 licensed through June 2003. Licensing and royalty revenues were slightly lower at the end of June this year (\$247,291) compared to the year before (\$280,381) but royalties are expected to grow substantially in the coming year.

## **2. RESEARCH COUNCIL MEMBERSHIP AND FUNCTIONS**

The Research Council provides advice and recommendations to the Vice President for Research. Additionally, members of the Council provide direct and important channels of communication between researchers and those who make decisions affecting research at USU. Members of the Research Council are college deans or their representatives, and selected center/lab directors as specified by the code of policies and procedures. [Appendix G](#) is a current membership list of the University Research Council. This group meets about once a month to discuss and make recommendations on research issues.

Major issues addressed by the Research Council in FY2003 included:

August 2002	Research Matters, a new marketing brochure for USU research, was discussed and reviewed. Suggestions were made to highlight alumni who have created successful businesses in Utah. VPR agreed to increase the eleven V. P. Research graduate fellowships from \$12,000 to \$15,000.
September 2002	Discussed results of NIH Proactive Site Visit conducted in August 2002. Recommendations included implementation of expanded faculty education and training for research compliance, development of research-related policies (conflict of interest and intellectual property), and increasing staffing levels.
October 2002	Electron Microscope (EM) Laboratory subcommittee completed its review and reported that the Lab could not recover all of its costs from service fees at its current level of usage. Bart Weimer was named Director of the Biotechnology and Genomics Research Center. Dennis Paffrath was named Director of Sponsored Programs Office (SPO).
December 2002	Research Council approved SPO policy that provides for a 48- hour turn around time for proposal review in SPO. The Water Task Force presented its report. Conflict of Interest Policy 307 was revised and approved. Discussion continued regarding VPR marketing video. Effective October, 2003, HHS, NSF, and NIH will require electronic proposal submission. Dennis Paffrath will lead USU implementation of electronic submission.
February 2003	Research Council approved federal policy requiring faculty/staff P.I.'s to submit notification if they are taking extended leave was submitted to the Provost's Office. A notification form will be included with sabbatical request forms. Council reviewed USU policy regarding establishment of Centers and Institutes. Council approved the creation of Center for On-line Education in College of Education and Western Center for Monitoring and Assessment of Freshwater Ecosystems in College of Natural Resources. F&A Subcommittee reported its recommendations.
March 2003	V.P. Research appointed a Committee to review and make recommendations regarding USU's policy to create Research Centers. The Research Council was commended for submitting seven nominations from USU for the Governor's Medal for Science. College of Business outlined an MBA program to improve tech transfer and commercialization on campus by utilizing MBA students to review pre-proposals and proposals for marketing and commercialization ideas. This service will be offered to all researchers.
April 2003	Eco-Terrorism Subcommittee met and requested deans and directors provide a priority listing of facilities and/or programs that might be targets for terrorism acts. The V. P. Research discussed New Faculty Research Grants and recommended new guidelines to be developed that clarify priorities for funding distribution. Drs. Clair Batty and David Bowles from USU were awarded the Governor's Medal for Science.
June 2003	Subcommittee report for Eco and Animal Rights Terrorism was presented. It ranked facilities and/or programs that terrorists might target and security precautions were discussed. V.P. Research asked Deans and Research Council to refrain from asking for waiver of indirect costs. If sponsoring agency will not allow F&A, then P.I. should consider asking for an administrative fee. A University initiative to enhance USU revenue was discussed. A representative from Controller's and Sponsored Programs Office will meet with individual deans on a quarterly basis to review the college's over budget report and develop strategies to reduce contract deficits. Sigma Xi is under review to see if it should be started again at USU. Council discussed creating a database of scholarly publications to report faculty productivity in research and scholarship.

During the past year, the VPR and Research Council also identified specific operational priorities that have served to focus and guide efforts in the VPR office. These strategic priorities highlight areas of concerted attention.

1. Strengthen and develop major research clusters and initiatives.
2. Develop Office of Technology Commercialization into a strong service unit for inventors and a revenue generating enterprise for USU.
3. Shift Research Park toward Innovation Campus emphasizing partnerships.
4. Increase indirect cost recovery.
5. Create credible reports of research related activities

## **3. USE OF FACILITIES AND ADMINISTRATION FUNDS AT USU, FY2002-2003**

Facilities and Administrative (F&A) costs are the shared indirect or overhead costs of research. The federal government audits actual F&A costs and establishes a rate that the university seeks to recover from sponsors. Recovered F&A funds are used to pay actual indirect costs of research, and to stimulate and expand research opportunities.

[Appendix H](#) is a report compiled by the Controllers Office that summarizes the amount of F&A generated in FY2002-03 by department; 30% returned to the cost center; and allocations of 70% held centrally in the VPR.

The graph in [Appendix I](#) compares F&A revenues generated by, and allocations from all VPR sources to USU colleges.

#### **4. CURRENT AND FUTURE RESEARCH ISSUES AT USU**

Listed below are selected 2002-2003 initiatives undertaken in the Vice President for Research Office.

1) Improve Reporting of USU Research Activity at USU. The VPR, in cooperation with the Controllers Office, have developed reports that reflect total research expenditures at USU utilizing NSF definitions. This will facilitate comparison of USU and peer institutions. [Appendix J](#) is a graph that illustrates research expenditures from federal and nonfederal sponsors for the past five years. The pie chart in [Appendix K](#) summarizes total research expenditures for scientific and engineering research expenditures and nonscientific and engineering research expenditures for FY2003. FY2002 was the first year that nonscientific and engineering research expenditures data were reported separately.

2) Strengthen the Bio molecular Systems Research Cluster. Additional one time (\$120,000) and ongoing funding (\$300,000) was obtained through the compact planning process of campus wide Selective Investment. These funds are being administered through the Center for Integrated Bio Systems in the Biotechnology facility.

3) Increase Research Activities for Undergraduate Students. The VPR provides support for undergraduate research grants through Undergraduate Research and Creative Opportunities (URCO) with a similar program under development for minority students. The VPR supports Posters on the Hill for undergraduate students to present research at the State Capital (26 students) and Washington, D.C. (11 students). The VPR also provided support for undergraduate students (20) to participate at the National Conference for Undergraduate Research.

4) Build the Sponsored Programs Office (SPO) to Upgrade Services. Positive changes in the SPO were described in Section I of this report, including the addition of new contract administrators funded through a compact planning initiative.

5) Distribution and Use of Facilities and Administration (F&A) Funds. A subcommittee of the Research Council, chaired by Scott Hinton, completed its study of F&A recovery and distribution and made the following recommendations to the Research Council:

- Limit F&A waivers
- Develop metric to calculate maximum F&A that USU can receive
- Reaffirm percent of F&A returned to colleges/centers (30%)
- Reaffirm current 50/50 cost share for new faculty start-ups
- Limit university cost share to that required by funding agency
- Return F&A program support proportional to amount of F&A generated (except 20% allocated for creative activities)
- Shift cost of research facilities to direct costs where possible
- Provide monthly summary report of sponsored grants/contracts awards by department
- Develop a data set that maps F&A earnings to each principal investigator's home department and college to more accurately allocate program support
- Enhance USU policies and procedures for the establishment of centers and institutes

6) Improve Federal Relations Process. The VPR has strengthened USU's presence in Washington, D.C. by meeting frequently with elected officials and agency representatives in the Washington, D.C. area. Additionally, the VPR has developed a systematic process of coordinating congressional requests. Requests are presented by the deans and prioritized by the President and Provost in an effort to increase our chances of obtaining congressionally directed funding and increasing their amounts.

7) Improve Marketing of USU Research. A marketing specialist has been added to better tell USU's research story. A VPR Dashboard was also developed to compare research performance indicators. ([Appendix L](#)) The VPR office is working to create an impact statement of USU research, showing that research is a good investment for its various constituents, including the university community, Cache Valley, and Utah. An annual report for the general public has been prepared documents the benefits of research, both economic and academic.



8) Selected Other Research Issues of Concern. Human Capital is a critical problem. Other states are bonded and attract and retain faculty using better incentives. Develop Financial Funding plans to build and fund facilities. Develop better infrastructure for Information Technology High Speed Computing capacity including grids and alternative paths into the valley. More money is needed to fund graduate students. When grants and soft monies end abruptly, students need a safety net to finish research. Security. Separate more research from teaching areas. Systematic review of all buildings on campus, what is housed, and what security needs would be.

APPENDIX A  
SPONSORED PROGRAM CONTRACT/GRANT AWARDS  
BY COLLEGE<sup>1</sup>

	1998-99	1999-00	2000-01	2001-02	2002-03
Agriculture <sup>2</sup>	10,774,979	13,517,310	21,796,305	29,344,387	32,855,803
Business <sup>2</sup>	1,327,435	2,438,801	1,273,164	1,894,131	1,340,875
Education	15,382,494	16,877,463	17,776,693	20,162,620	23,069,480
Engineering	41,133,692	55,000,955	59,626,203	46,775,208	58,024,532
Family Life <sup>3</sup>	255,645	192,579	6,000	0	0
HASS	580,370	846,020	479,944	518,329	303,769
Natural Res.	7,116,033	7,048,039	9,681,254	10,980,726	8,297,175
Science	7,428,701	7,808,961	9,442,672	10,977,131	9,083,475
Other	2,342,326	3,049,859	6,038,110	3,564,960	6,135,902
Jointly Admin. Programs <sup>2</sup>	1,180,902	(1,877,198)	(975,490)	(1,648,635)	(880,088)
<b>TOTAL<sup>4</sup></b>	<b>85,160,773</b>	<b>\$104,902,789</b>	<b>\$125,144,855</b>	<b>\$122,568,857</b>	<b>\$138,230,923</b>

1. College awards include centers most closely aligned with that college. (See [Appendix D](#) for Center totals.)
2. Award totals for jointly administered programs are reflected in the totals of both colleges involved with these programs. The amount in the jointly administered programs category is an accounting function designed to eliminate double counting of awards.
3. College of Family Life was disbanded in FY2002. College award figures reflect faculty award information shifted to different colleges.
4. Figures adjusted to exclude scholarships, fellowships, and state appropriations for research.

APPENDIX B



APPENDIX C

**BY FEDERAL SPONSORING AGENCY (IN DOLLARS)**

	<b>FY98-99</b>	<b>FY99-00</b>	<b>FY00-01</b>	<b>FY01-02</b>	<b>FY02-03</b>
Department of Agriculture	5,928,252	6,620,467	8,681,220	13,230,864	8,921,597
Department of Defense	24,781,483	25,543,310	35,479,396	24,668,809	40,633,208
Department of Education	6,710,807	6,784,208	7,217,261	7,203,705	5,712,791
Department of Health and Human Services	5,231,582	7,959,660	8,410,599	12,160,887	11,086,906
Department of the Interior	2,180,211	2,051,827	3,046,466	2,313,308	3,248,809
Department of State	-	-	1,513,350	118,000	-
Environmental Protection Agency	512,079	150,000	1,620,279	182,465	1,060,190
National Aeronautics & Space Administration	11,124,670	5,622,590	8,621,203	17,182,036	22,249,464
National Science Foundation	4,280,159	3,505,830	3,472,475	5,505,032	4,513,242
State Agencies & Others <sup>1</sup>	24,411,530	46,664,897	47,082,606	40,003,751	40,949,497
<b>TOTAL<sup>2</sup></b>	<b>\$85,160,773</b>	<b>\$104,902,789</b>	<b>\$125,144,855</b>	<b>\$122,568,857<sup>2</sup></b>	<b>\$138,230,923</b>

1. This number is a composite of international banks, state agencies, other federal agencies, local agencies, private industry, and others. 2. Figures adjusted to exclude scholarships, fellowships, and state appropriations for research.

APPENDIX D

**SPONSORED PROGRAMS CONTRACT/GRANT AWARDS  
BY RESEARCH CENTER**

<b>RESEARCH CENTER</b>	<b>FY 98-99</b>	<b>FY 99-00</b>	<b>FY 00-01</b>	<b>FY 01-02</b>	<b>FY 02-03</b>
Ag. Experiment Station	\$8,268,640	\$11,384,886	\$12,890,156	\$14,075,399	\$8,706,601
Biotech. Center	\$162,427	\$222,821	\$86,719	\$68,247	\$12,879
CASS	\$1,517,210	\$1,399,997	\$1,475,352	\$1,877,538	\$1,810,200
CPD	\$8,239,704	\$8,343,046	\$10,027,928	\$9,227,716	\$8,391,484
Center for Space Eng.	\$234,964	\$235,466	\$115,644	\$330,631	\$127,500
(Beginning FY2002, USURF reassigned reporting centers)					
Cooperative Extension	\$3,367,198	\$4,817,625	\$4,683,379	\$4,776,956	\$5,364,247
Ecology	\$3,315,241	\$1,872,362	\$2,997,761	\$2,850,886	\$2,994,710
Eng. Experiment Station	\$2,399,051	\$4,569,571	\$12,797,261	\$1,403,020	\$430,762
International Programs	\$66,000	\$364,475	\$0	\$0	\$0

School of the Future	\$0	\$0	\$0	\$21,811	\$57,600
Provost	\$0	\$0	\$0	\$0	\$447,000
Univ. Research & Training	\$18,261,504	\$24,765,302	\$26,657,551	\$29,756,469	\$34,081,231
USU Research Foundation	\$35,683,965	\$41,062,140	\$49,526,018	\$54,139,885	\$70,322,046
Remote Sensing	\$367,823	\$978,141	\$1,671,608	\$482,214	\$1,276,434
Utah Water Research Lab.	\$3,277,046	\$4,886,957	\$2,215,478	\$3,558,085	\$4,208,229
<b>Total USU</b>	<b>\$85,160,773</b>	<b>\$104,902,789</b>	<b>\$125,144,855</b>	<b>\$122,568,857</b>	<b>\$138,230,923</b>

APPENDIX E



APPENDIX F



APPENDIX G

UNIVERSITY RESEARCH COUNCIL  
Membership (2003-2004)

		<u>EXT</u>	<u>UMC</u>
Brent C. Miller	Vice President for Research, Chairman	1180	1450
Stan Albrecht	Executive Vice President and Provost	1167	1435
Caryn Beck-Dudley	College of Business	2376	3555
Frank E. Busby	College of Natural Resources	2445	5200
Martyn Caldwell	Ecology Center	2555	5205

Noelle Cockett	College of Agriculture	2215	4800
Don Fiesinger	College of Science	2478	4400
Steve Hansen	Space Dynamics Laboratory	4501	9700
Scott Hinton	College of Engineering	2775	4100
M. K. Jeppesen	Associate Vice President for Research	1199	1450
Gary Kiger	College of Humanities, Arts & Social Sci.	1200	0700
Joyce Kinkead	Vice Provost for Undergraduate Studies And Research	1706	1435
Thomas Kent	School of Graduate Studies	1191	0900
Mac McKee	Utah Water Research Laboratory	3188	8200
David G. Norton	USU Research Foundation	4568	9710
H. Paul Rasmussen	Agricultural Experiment Station	2207	4810
Sarah Rule	Center for Persons with D	6800	1987
Carol Strong	College of Education	1469	2800
Bart Weimer	Biotechnology Center	3356	8700
Dennis Welker	Faculty Senate	3552	5305
Barbara A. White	Information and Learning Resources	2645	3000
<u>Students</u>			
Steve Skinner	Science Senator	7441	0105
Stephanie Kukic	Graduate Student Senator	1736	0105
Karla Petty	Academic V.P.	1726	0105

### APPENDIX H

Utah State University  
Analysis of Facilities and Administrative Costs Generated and Allocated  
July 1, 2002 through June 30, 2003

College or Other Unit	Generated	Budget Allocations From 30% Return	Budget Allocations From 70% Centrally Held	Total Budget Allocations	Budget as a % of Generated
College of Agriculture			\$54,560.00	\$54,560.00	N/A
Dean's Office - Agriculture	\$8,577.90	\$2,573.52		2,573.52	30.00%
Agriculture - Economics	54,937.27	16,481.17	12,800.00	29,281.17	53.30%
Agricultural Experiment Station	77,029.22	23,108.77		23,108.77	30.00%
Agricultural Systems Technology and Education	2,156.78	647.03	51,750.00	52,397.03	2429.41%
Animal, Dairy and Veterinary Sciences	578,183.20	173,454.97	64,133.00	237,587.97	41.09%
Biotechnology			25,000.00	25,000.00	N/A
Center for Epidemiology Studies	117,252.66	35,175.79	236,638.00	271,813.79	231.82%
Nutrition and Food Science	386,911.50	116,073.45	54,000.00	170,073.45	43.96%
Plants, Soils and Biometeorology	218,816.92	65,645.06	112,434.00	178,079.06	81.38%
Total College of Agriculture	1,443,865.45	433,159.76	611,315.00	1,044,474.76	72.34%
College of Business			25,000.00	25,000.00	N/A
Business Administration			4,700.00	4,700.00	N/A
Business Information Systems	-0.37	-0.11	36,701.82	36,701.71	N/A
Economics	13,422.20	4,026.66	18,947.18	22,973.84	171.16%
Management and Human Resources			1,360.98	1,360.98	N/A
Total College of Business	13,421.83	4,026.55	86,709.98	90,736.53	676.04%
College of Education					
Dean's Office - Education	4,295.56	1,288.60	66,910.00	68,198.60	1587.65%
Center for Persons with Disabilities	1,178,646.59	353,593.98	5,066.00	358,659.98	30.43%
Communicative Disorders	278,943.57	83,683.07	42,694.00	126,377.07	45.31%
Elementary Education			22,810.00	22,810.00	N/A
Family Consumer and Human Development	603,622.16	181,086.67	390,730.75	571,817.42	94.73%

Health, Physical Education and Recreation			8,000.00	8,000.00	N/A
Instructional Technology	97,582.13	29,274.64	14,000.00	43,274.64	44.35%
Psychology	236,996.76	71,099.02	135,622.41	206,721.43	87.23%
Secondary Education	2,141.18	642.35	48,350.00	48,992.35	2288.10%
Special Education and Rehabilitation	53,359.91	16,007.98	37,434.00	53,441.98	100.15%
Total College of Education	2,455,587.86	736,676.31	771,617.16	1,508,293.47	61.42%
<b>College of Engineering</b>					
Dean's Office - Engineering	8,192.20	2,457.66	50,440.00	52,897.66	645.71%
Biological and Irrigation Engineering	395,669.99	118,701.01	125,000.00	243,701.01	61.59%
Civil and Environmental Engineering	84,607.60	25,382.27	41,000.00	66,382.27	78.46%
Electrical and Computer Engineering	64,710.62	19,413.19	215,718.00	235,131.19	363.36%
Engineering Experiment Station	290,640.49	87,192.15		87,192.15	30.00%
Industrial Technology and Education			32,595.00	32,595.00	N/A
Mechanical and Aerospace Engineering	18,972.41	5,691.73	104,240.00	109,931.73	579.43%
Utah Water Research Laboratory	837,798.26	251,339.55	100,000.00	351,339.55	41.94%
Total College of Engineering	1,700,591.57	510,177.56	668,993.00	1,179,170.56	69.34%
<b>College of Humanities, Arts and Social Sciences</b>					
Dean's Office - HASS	71.66	21.50	45,000.00	45,021.50	62826.54%
Communication			14,418.00	14,418.00	N/A
English	-63.78	-19.13	16,670.00	16,650.87	26106.73%
Landscape Architecture & Environmental Planning	4,131.64	1,239.49		1,239.49	30.00%
Languages and Philosophy	322.11	96.63	29,851.00	29,947.63	9297.33%
Music			6,173.00	6,173.00	N/A
Political Science			70,000.00	70,000.00	N/A
Sociology, Social Work and Anthropology	30,048.83	9,014.66	53,924.00	62,938.66	209.45%
Theatre Arts			11,783.00	11,783.00	N/A
Total College of HASS	34,510.46	10,353.15	247,819.00	258,172.15	748.10%
<b>College of Natural Resources</b>					
Deans Office - Natural Resources	81.72	24.52	30,520.00	30,544.52	37377.04%
Aquatic, Watershed and Earth Resources	362,369.62	108,710.88	93,631.00	202,341.88	55.84%
Ecology Center	2,973.87	892.16		892.16	30.00%
Environment and Society			25,173.00	25,173.00	N/A
Fisheries and Wildlife	-931.66	-279.50	201,489.00	201,209.50	21596.88%
Forest, Range and Wildlife Sciences	368,926.55	110,678.00		110,678.00	30.00%
Forest Resources	-2,920.29	-876.08		-876.08	30.00%
Geography and Earth Resources	8,320.00	2,496.00		2,496.00	30.00%
Rangeland Resources	105,843.16	31,752.94	17,109.00	48,861.94	46.16%
Total College of Natural Resources	844,662.97	253,398.92	367,922.00	621,320.92	73.56%
<b>College of Science</b>					
College of Science			43,900.00	43,900.00	N/A
Biology	335,747.10	100,724.11	95,252.00	195,976.11	58.37%
Center for Atmospheric and Space Sciences	290,434.62	87,130.38	19,320.00	106,450.38	36.65%
Chemistry and Biochemistry	546,910.67	164,073.17	205,556.35	369,629.52	67.58%
Computer Science	57,987.16	17,396.14	11,681.00	29,077.14	50.14%
Geology	49,815.63	14,944.70	55,000.00	69,944.70	140.41%
Mathematics and Statistics	148,600.85	44,580.27		44,580.27	30.00%
Physics	157,667.07	47,300.14	101,692.00	148,992.14	94.50%
Total College of Science	1,587,163.10	476,148.91	532,401.35	1,008,550.26	63.54%

<b>Vice President - University Extension</b>					
Cooperative Extension	463.49	139.04	62,400.00	62,539.04	13493.07%
Extension Agriculture and Natural Resources	4,724.14	1,417.24	45,179.00	46,596.24	986.34%
Extension Field Staff	79,811.55	23,943.46		23,943.46	30.00%
Uintah Basin Center	9,084.88	2,725.45	35,096.00	37,821.45	416.31%
<b>Total Vice President - University Extension</b>	<b>94,084.06</b>	<b>28,225.19</b>	<b>142,675.00</b>	<b>170,900.19</b>	<b>181.65%</b>
<b>Learning Resources Program</b>					
Library Services			200,000.00	200,000.00	N/A
<b>Total Learning Resources Program</b>			<b>200,000.00</b>	<b>200,000.00</b>	<b>N/A</b>
<b>International Programs</b>	<b>28,171.85</b>	<b>8,451.55</b>		<b>8,451.55</b>	<b>30.00%</b>
<b>Vice President - Student Administration and Services</b>					
Academic Support Services	32,782.47	9,834.75		9,834.75	30.00%
Student Activities	9,718.43	2,915.53		2,915.53	30.00%
Student Wellness Center	-3.03	-0.91		-0.91	30.03%
<b>Total VP - Student Administration and Services</b>	<b>42,497.87</b>	<b>12,749.37</b>		<b>12,749.37</b>	<b>30.00%</b>
<b>Utah State University Foundation</b>					
Space Dynamics Laboratory	11,172,016.00	11,172,016.00	51,801.00	11,223,817.00	100.46%
Technical Support Services	6,645.93	1,993.78		1,993.78	30.00%
<b>Total Utah State University Foundation</b>	<b>11,178,661.93</b>	<b>11,174,009.78</b>	<b>51,801.00</b>	<b>11,225,810.78</b>	<b>100.42%</b>
<b>School of Graduate Studies</b>	<b>15,519.06</b>	<b>4,655.72</b>	<b>239,000.00</b>	<b>243,655.72</b>	<b>1570.04%</b>
<b>Total School of Graduate Studies</b>	<b>15,519.06</b>	<b>4,655.72</b>	<b>239,000.00</b>	<b>243,655.72</b>	<b>1570.04%</b>
<b>Total Colleges and Non - Academic Units</b>	<b>19,438,738.01</b>	<b>13,652,032.77</b>	<b>3,920,253.49</b>	<b>17,572,286.26</b>	<b>90.40%</b>
<b>Support of Infrastructure</b>					
<b>Vice President - Research</b>					
Sponsored Programs Office	405.00	121.50		121.50	30.00%
Environmental Health and Safety	75,410.75	22,623.22		22,623.22	30.00%
Disallowance Account			100,000.00	100,000.00	N/A
Internet II			85,000.00	85,000.00	N/A
Laboratory Animal Research Center			6,096.00	6,096.00	N/A
Office of Technology Management and Commercialization			500,000.00	500,000.00	N/A
Washington Based Support			174,000.00	174,000.00	N/A
<b>Total Vice President - Research</b>	<b>75,815.75</b>	<b>22,744.72</b>	<b>865,096.00</b>	<b>887,840.72</b>	<b>1171.05%</b>
<b>Vice President - Administrative Services</b>					
Accounting and Financial Reporting			148,010.00	148,010.00	N/A
Controller's Office			56,120.00	56,120.00	N/A
Facilities and Administrative Cost Study			170,000.00	170,000.00	N/A
Federal Single Audit			10,000.00	10,000.00	N/A
Personnel Office	474.36	142.31		142.31	30.00%
Purchasing			22,246.00	22,246.00	N/A
<b>Total Vice President - Administrative Affairs</b>	<b>474.36</b>	<b>142.31</b>	<b>406,376.00</b>	<b>406,518.31</b>	<b>85698.27%</b>
<b>Total Support of Infrastructure</b>					

(% is computed on total Facilities and Administrative generated from all units)

	76,290.11	22,887.03	1,271,472.00	1,294,359.03	1696.63%
Provost's Office			327,727.48	327,727.48	N/A
Total Provost's Office			327,727.48	327,727.48	N/A
Vice President - Research					
Biotechnology Bond			734,722.43	734,722.43	N/A
Total Vice President - Research			734,722.43	734,722.43	N/A
<b>Totals</b>	<b>\$19,515,028.12</b>	<b>\$13,674,919.80</b>	<b>\$6,254,175.40</b>	<b>\$19,929,095.20</b>	<b>102.12%</b>

APPENDIX I

F & A Revenues Generated by, and Allocations to USU Colleges  
FY 2002-2003



APPENDIX J



Millions of Dollars

	1999	2000	2001	2002	2003
Non Federal	40.9	45.8	47.1	42.1	43.3
Federal	54.4	57.4	74.3	73.9	95.5
Total S&E	95.3	103.2	121.4	116.0	138.8
Non S&E			2.0	5.6	1.8
Total Research Exp.	95.3	103.2	123.4	121.6	140.6

APPENDIX K



APPENDIX L

**USU Research Performance Dashboard - October 2003**



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Annual Report to the Faculty Senate  
From The  
University Council on Teacher Education

Academic Year  
September 1, 2002 August 31, 2003

College of Education and Human Services  
Utah State University



## INTRODUCTION

During the past year, September 2002 - August 2003, the University Council on Teacher Education has continued to exercise its responsibility for the coordination and regulation of the Teacher Education Program at Utah State University. Operating within the framework of the Utah State University Code of Policies and Procedures, the Council has concerned itself with the:

1. development of teacher education curricula.
2. approval of all teacher education curricula.
3. admission and counseling procedures for students desiring to enter teacher education programs.
4. graduation requirements and the recommendation of graduates for professional licensure.

## MEMBERSHIP

The University Council on Teacher Education is composed of 25 voting members consisting of the Dean of the College of Education and Human Services, who serves as Chairperson, the Vice Provost for Undergraduate Studies and Research, representatives from the departments within the College of Education and Human Services involved in the preparation of teachers, and representatives of the colleges offering teaching majors and minors. These members are nominated by the respective deans, in consultation with their staffs, and appointed by the Senate. The term of office is for three years with staggered appointments. The faculty member from the College of Education and Human Services selected to serve on the University Educational Policies Committee (EPC) is appointed by the Dean of the College of Education and Human Services to serve on the Council. Inasmuch as all curriculum matters relating to any teacher licensure program should receive consideration by the Council prior to submission to the EPC, this appointment provides the necessary correlation and communication between the two bodies. In addition, the State Department of Public Instruction, the Utah Education Association, and the Society of Superintendents are represented on the Council by one voting member from each respective organization. Students at the University are represented by the College of Education and Human Services Senator who has the privilege of one vote. An alternate student is designated to attend in the absence of the College of Education and Human Services Senator. The membership of the Council for the 2002- 2003 academic year is identified on page 9 of the report. The Council meets regularly on the third Monday of each month. Attendance at the meetings is indicative of the involvement of Council members in the affairs of the Council. During the past year, approximately 65 percent of the membership was in attendance at all meetings.

## ACTIVITIES OF THE COUNCIL

### ***Program Approvals:***

The Departments of Elementary and Secondary Education have added an emphasis in ESL and Education Leadership to their master's degree programs. Graduate students who complete the ESL emphasis would be eligible to receive their ESL endorsement from the Utah State Office of Education. Students who complete the Education Leadership emphasis would be required to be admitted to the Administrative/Supervisory Certification Program prior to declaring this emphasis, and would need to complete additional courses beyond their master's degree to complete the requirements for their Administrative/Supervisory Certificate. This was a housekeeping action, in that these additions had already gone through the university approval process and had been approved by the Board of Regents.

### ***Degree Title Changes:***

The Department of Communicative Disorder and Deaf Education resubmitted their request to differentiate their Communicative Disorders and Deaf Education majors. Their initial request was approved by the Council on Teacher Education on November 26, 2001; however, the initial request was completed on the wrong form.

### ***Action Items:***

Several curriculum changes were approved. The programs involved with these curricular changes included Health Education, Music Education, Psychology Teaching, Communicative Disorders and Deaf Education's new doctorate in Audiology, Special Education's Alternative Licensing Program, and the Administrative/ Supervisory Certification Program.

The Departments of Business Information Technology Education and Mathematics submitted proposals to have InsT 5200, Principles and Practices of Technology for Secondary Education, waived for their students. Sheri Haderlie, instructor of InsT 5200, reviewed their proposals and found that each of these programs were currently providing the technology training identified as key objectives for InsT 5200. Thus the students majoring in Business Information Technology and Marketing Education, Mathematics Education, and Mathematics/Statistics Composite Education will be exempt from completing InsT 5200.

The Department of Secondary Education was approved to drop the CIL examination from their departmental admission requirements into secondary teacher education. Secondary Education students will still be advised that the CIL will remain a

university graduation requirement.

## STUDENT PROFILE

### *Students in the Teacher Education Program.*

Admission into the Teacher Education Program at Utah State University requires formal application to the Office of the Associate Dean for Teacher Education, Graduation, and Educator Licensing in the College of Education and Human Services as well as the department where the major work is being offered. Students are not permitted to enroll in professional courses in education until they have been admitted to the Teacher Education Program. The current admission guidelines require that an applicant have a cumulative 2.75 GPA and a minimum score of 21 in each of three areas (English, Social Sciences, and Natural Sciences) and 25 in Mathematics of the American College Test (ACT). In those areas where the ACT score is below the minimum, the applicant must complete the required General Education course work with a pre-established GPA.

A total of 537 students were admitted into the undergraduate Teacher Education Program during the period September 1, 2002 through August 31, 2003. This represents an increase of 11.6 percent from the previous year. Table 1 presents a comparison of the students admitted into the Teacher Education Program by teaching major for the two-year period 2001-2002 and 2002-2003. Tables 2, 3, and 4 provide comparative data related to the criteria upon which students were admitted into the program and ACT scores of the applicants. Table 5 provides data related to the mean ACT scores, USU GPA, and cumulative GPA's. A review of these data indicate that ACT scores and GPA's of students admitted into the Teacher Education Program continue to compare favorably with the ACT scores and GPA's of their counterparts at the University. Three hundred and sixty-two (362) students admitted into the Teacher Education Program during the 2002-2003 academic year submitted ACT scores. The mean composite ACT score of these 362 students was 23.8. During the same period of time, the mean composite ACT scores of entering freshmen at Utah State University was 23.1. The 362 students admitted into the Teacher Education Program had a mean USU GPA of 3.39 and a mean cumulative GPA of 3.40. The Office of Institutional Research at the University reported the following GPA's for all students at USU for the 2002-2003 academic year:

Fall Semester 2002:	Mean GPA =3.302
Spring Semester 2003:	Mean GPA = 3.101

In addition there were 144 students admitted to post-bachelors education licensing programs (AS/C, Endorsements, Library Media, Counseling, Communicative Disorders, and Alternative Special Education.)

### *Graduates Recommended for Certification.*

There was an increase (4.8%) in the number of graduates recommended for educator licensing and endorsements in 2003 as compared to 2002 (see Table 6). There was also an increase (8.4%) in the number of initial teacher certifications granted.

### *Placement of Program Graduates.*

The job placement rate of program graduates continues to be of interest to the Council. In 2003 a total of 490 pre-service teachers were recommended to the Utah State Office of Education for initial licensing. Of these, 197 were employed in Utah and 105 accepted teaching contracts out-of-state for a total placement rate of 49.4 percent of total certificated students and 88 percent of those seeking teaching positions (see Table 7). However, 223 students (36.5%) did not respond to the placement survey. When non-responders are factored out of Table 7 figures, the placement rate increased to 77.8 percent. This placement rate is lower than the rate achieved in 2002. Some teaching majors have a much higher placement rate than others, and students seeking admission into the preservice teacher preparation program should be made aware that the probability for employment may not be as favorable in all teaching areas.

## SUMMARY

This report provides the Faculty Senate with an account of the activities of the University Council on Teacher Education and the Status of the Teacher Education Program for the 2002-2003 academic year. The Council's primary activities during this period has been directed at maintaining a quality program.

The membership of the Council is cognizant of the need for improving the quality of education offered by the public schools. This, as a minimum, requires the preparation of highly motivated, well trained professionally competent teachers. In response to this challenge, the University Council on Teacher Education will continue with its efforts to provide leadership, service, and control over the Teacher Education Program at Utah State University. The intent is to maintain a high quality pre-service teacher preparation program that will attract the "best and brightest" potential teachers. The information in this report provides evidence that the academic performance of students in the preservice teacher education program compares favorably with and, in some instances, exceeds the performance of their peers in other academic programs.

**UTAH STATE UNIVERSITY  
COUNCIL ON TEACHER EDUCATION MEMBERSHIP  
2002-03 through 2004-2005\***

College or Department	Department or Area	2002-03	2003-04	2004-05
Dean, COE (1)	Chairman			Gerry Girodano
Associate Dean, COE (1)				Francine Johnson
Administration (1)	Vice Provost		Joyce Kinkead	
Agriculture (1)	Ag. Education	Dan Huber		
Business (1)	Business Education			Dennis LaBonty
Education (7)	Elementary Education			Bernie Hayes
	Inst Tech			Charles Stoddard
	Com Dis & Deaf			Jim Blair
	Special Education & Rehabilitation			Chuck Salzberg
	HPER			Art Jones
	Psychology	Pending		
	Secondary Education			Barry Franklin
Engineering (1)	ITE		Gary Stewardson	
Family & Consumer Sciences (1)	Human Environments			Nancy Thompson
Humanities, Arts & Social Sciences (3)	English		Kathryn Fitzgerald	
	Fine Arts			Thomas Rohrer
	Theater Arts		David Sidwell	
Natural Resources (1)	Geography	Cliff Craig		
Science (2)	Mathematics		Jim Cangelosi	
	Biology			Richard Mueller
State Department of Public Instruction (1)	Teacher Personnel			Joan Patterson
University (1)	Educ. Policy Com.			Scott Hunsaker
UEA (1)	Public Schools			Kimilee Campbell
Society of Supts. (1)	Superintendents			Steve Norton
ASUSUS (1)	ASUSU	John Navarrete		

**Table 1**

**A Comparison of Students Accepted into the Teacher Education Program, 2002-03 and 2001-2002 by Teaching Major**

MAJOR	2001-02	2002-03	DIFFERENCE
Elementary Education	196	211	+15
Early Childhood	16	10	-6
Dual, Elem Educ & Early Child	1	23	+22
Dual, Elem Educ & Com Dis	1	14	+13
Dual, Elem Educ & Spec Educ	1	20	+19
Special Education	45	70	+25
<b>Secondary Education Majors</b>			
Chemistry	2	1	-1
English	15	20	+5
Geography	0	2	+2
Health Education	5	11	+6
History	15	17	+2
Languages	5	5	0
Mathematics	19	23	+4
P.E.	27	17	-10
Physics	0	0	0
Political Science	5	2	-3
Psychology	4	0	-4
Sociology	4	0	-4

Theatre Arts	3	5	+2
<b>Composite Majors</b>			
Agriculture Education	10	8	-2
Art Education	4	9	+5
Biological Science	5	10	+5
Business Education	11	16	+5
Earth Science	3	2	-1
Family & Consumer Sciences Education	12	14	+2
ITE	10	5	-5
Marketing Education	3	2	-1
Music	14	14	0
Physical Science	7	3	-4
Social Studies	8	3	-5
<b>Undergraduate TOTAL</b>	<b>438</b>	<b>537</b>	<b>86</b>
<b>Post Bachelors Licensing Programs</b>			
Administrative Supervisory	n/a	25	n/a
Communicative Disorders	30	28	-2
Early Childhood Endorsement	n/a	9	n/a
English as a Second Language	n/a	6	n/a
Gifted & Talented Endorsement	n/a	41	n/a
Library Media	n/a	5	n/a
Alternative Special Education	n/a	30	n/a
Reading Endorsement	n/a	0	n/a
<b>Post BS TOTAL</b>	<b>n/a</b>	<b>144</b>	<b>n/a</b>
<b>Grand TOTAL</b>	<b>481</b>	<b>681</b>	<b>84</b>

**Table 2**

**Students Admitted into the Teacher Education Program Categorized by Admission Criteria  
2002-2003**

CATEGORY	NUMBER OF STUDENTS ADMITTED			
	2001-2002	% of Total	2002-2003	% of Total
ACT Scores > 21 in ALL four areas	197	41	173	32
ACT Scores > 21 in at least one area	136	28	175	32
ACT Scores < 21 in ALL four areas	23	5	16	3
BS Degree (GPA of > 2.75 on last 45 credits)	6	1	8	1
No ACT Score available	119	25	175	32
<b>TOTAL</b>	481		547	

**Table 3**

**Act Scores of Students Admitted to Teacher Education  
By Test Area  
2001- 2002 and 2002-2003**

ACT TEST AREA	NUMBER OF STUDENTS ADMITTED			
	2001-2002		2002-2003	
English	285 (80%)	63 (18%)	278 (76%)	88 (24%)
Mathematics	233 (65%)	119 (33%)	252 (69%)	100 (27%)
Social Sciences	298 (84%)	47 (13%)	254 (69%)	67 (18%)
Natural Sciences	253 (90%)	83 (23%)	287 (79%)	79 (21%)
	N=356		N=364	

**Table 4**

**Students Admitted into the Teacher Education Program Categorized by Admission Criteria, by Major  
September 1, 2002 - August 31, 2003**

Teaching Major	Total # of Students Admitted	# students with ACT scores > 21 in at least one area	# of students with ACT scores < 21 in all areas	# students with B.S. degree	# of students with no ACT scores
Agricultural Education	8	3	1	0	4
Art Education	9	5	0	1	4
Biological Science	10	3	0	1	7
Business Education	16	10	0	0	6
Chemistry	1	0	0	1	1
Earth Science	2	1	0	0	1
English	20	6	0	0	14
Elementary Education	211	187	14	9	10
Early Childhood Education	10	9	1	0	0
Dual, El Ed & ECH	23	21	2	0	0
Dual, El Ed & ComD	14	11	2	0	1
Dual, El Ed & Spec Educ	20	15	4	2	1
FCSE	14	7	1	0	6
Geography	2	0	0	1	2
Health Education	11	1	0	0	10
History	17	6	0	0	11
ITE	5	0	0	0	5
Language	5	1	0	1	4
Marketing Education	2	1	0	0	1
Math	23	16	0	1	7
Music	14	8	0	0	6
Physical Education	17	3	5	0	9
Physical Science	3	0	0	0	3
Physics	0	0	0	0	0
Political Science	2	1	0	0	1
Psychology	0	0	0	0	0
Social Studies	3	3	0	0	0
Sociology	0	0	0	0	0
Special Education	70	9	5	6	56
Theatre Arts	5	0	0	1	5
<b>TOTAL</b>	<b>537</b>	<b>327</b>	<b>35</b>	<b>24</b>	<b>175</b>

**Table 5**

**Students' Mean Composite Act Scores, USU GPA,  
Cumulative GPA by Major, at The Time of Admission Into The Teacher Education Program  
September 2002 Through August 2003**

Teaching Major	No. of Students Admitted	Students with ACT Scores	Students w/o ACT Scores	No. of Students with BS	Mean ACT Score	Mean USU GPA	Mean Cum GPA
Agricultural Education	8	4	4	0	21.36	3.25	3.18
Art Education	9	5	4	1	22.65	3.33	3.22
Biological Science	10	3	7	1	24.83	3.13	3.14
Business Education	16	10	6	0	25.19	3.31	3.29
Chemistry	1	0	1	1		3.39	3.23
Earth Science	2	1	1	0	25.5	3.09	3.09
English	20	6	14	0	25.25	3.44	3.42
Elementary Education	211	201	10	9	23.29	3.39	3.40
Early Childhood Education	10	0	0	0	24.4	3.5	3.50
Dual, El Ed & ECH	23	23	0	0	24.3	3.51	3.51
Dual, El Ed & ComD	14	13	1	0	22.93	3.46	3.46
Dual, El Ed & Spec Educ	20	19	1	2	23.15	3.39	3.39

FCSE	14	8	6	0	22.59	3.44	3.41
Geography	2	0	2	1		3.49	3.49
Health Education	11	1	10	0	21.5	3.29	3.50
History	17	6	11	0	25	3.30	3.28
ITE	5	0	5	0		3.16	3.18
Language	5	1	4	1	21	3.2	3.2
Marketing Education	2	1	1	0	22	2.96	2.96
Math	23	16	7	1	27.95	3.40	3.41
Music	14	8	6	0	26.15	3.41	3.41
Physical Education	17	8	9	0	18.81	3.18	3.16
Physical Science	3	0	3	0		3.06	3.06
Physics	0	0	0	0	0	0	0
Political Science	2	1	1	0	18.5	3.11	3.11
Psychology	0	0	0	0	0	0	0
Social Studies	3	3	0	0	24.58	3.36	3.35
Sociology	0	0	0	0	0	0	0
Special Education	70	14	56	6	22.5	3.29	3.30
Theatre Arts	5	0	5	1		3.30	3.35
TOTAL	537	362	175	24	23.74	3.30	3.30

**Table 6**

**Teacher Education Program Graduates  
Recommended for Teacher Licensing  
1996-2003**

	1996	1997	1998	1999	2000	2001	2002	2003
Dual	22	18	11	34	34	23	33	25
Early Childhood	31	33	31	9	8	12	10	12
Elementary	218	156	173	177	170	167	162	187
Secondary	161	300	193	169	117	153	125	109
Ungraded	142	n/a	146	164	127	42	83	88
Art	n/a	12	9	10	6	4	4	5
ComD	n/a	n/a	n/a	n/a	14	25	16	19
HPER	n/a	n/a	n/a	n/a	n/a	n/a	n/a	24
Lib Media	n/a	8	10	11	10	34	23	8
Music	n/a	11	11	1	9	8	10	17
School Counseling	n/a	105	57	5	5	46	51	27
School Psychology	n/a	8	5	n/a	4	4	5	2
Special Education	n/a	65	29	38	65	92	81	109
TOTAL	574 (475)	726 (517)	675 (490)	608 (513)	623 (452)	591 (455)	603 (452)	632 (490)

\*Numbers in parenthesis indicate the number of first certificates for that year.

**Table 7**

**Placement of Teacher Education Program Graduates  
Recommended for Initial Licensing for the Period  
September 1, 2002 Through August 31, 2003**

1	2	3	4	5	6	7	8	9	10	11
Teaching Major	Total No. Certified	Total No. Responded	In State	Outside State	Other Employment	Seeking Teaching Position	Not Seeking Teaching Position	Continuing Formal Education	% Placement in Teaching of Total Responded	% Placement in Teaching of Total Seeking Employment
Ag Ed	10	9	4	3	2	0	0	0	78%	78%
Art Ed	9	5	2	0	2	0	0	1	40%	50%
Business	16	5	1	1	0	0	3	0	40%	100%
Com Dis	19	12	4	5	0	2	1	0	75%	82%
All Dual Majors	57	13	7	4	0	0	2	0	85%	100%
Early	10	5	2	1	0	1	1	0	60%	75%

Childhood										
Elem Educ	211	187	99	53	8	6	21	0	81%	92%
English	20	9	5	2	0	2	0	0	78%	94%
HECE	11	11	4	2	2	3	0	0	72%	73%
ITE	5	4	3	0	0	0	0	1	75%	100%
Marketing Ed	2	1	1	0	0	0	0	0	100%	100%
Mod Languages	5	1	0	1	0	0	0	0	100%	100%
Math	23	10	5	3	0	0	2	0	80%	100%
Music Ed	14	10	2	5	0	2	0	1	70%	78%
PE	12	8	5	0	1	2	0	0	63%	63%
Psychology	0	0	0	0	0	0	0	0	0%	0%
School Psychology	2	1	1	0	0	0	0	0	100%	100%
Science	30	17	10	2	2	0	0	3	71%	100%
Social Science	24	15	6	4	3	2	0	0	67%	67%
Special Education	70	25	17	3	0	0	5	0	80%	100%
Speech/Theater	5	1	1	0	0	0	0	0	100%	100%
Library Media	8	6	4	2	0	0	0	0	100%	100%
School Counselor	43	29	15	9	2	2	1	0	83%	86%
TOTALS	611	388	197	105	21	22	41	3	77%	88%

NOTES: Percent (Column 10) =  $\frac{\text{Column 4} + \text{Column 5}}{\text{Column 3}}$       Percent (Column 11) =  $\frac{\text{Column 4} + \text{Column 5}}{\text{Column 3} - \text{Column 8} - \text{Column 9}}$

\*graduate may be teaching in major or minor content area

Revised 11-11-03



## Utah State University Criteria for Best Practices in Campus Sustainability

### EXECUTIVE SUMMARY

September 1, 2003

Although Utah State has not formally progressed toward sustainability in the 11 years since the Talloires Declaration was signed, there have been numerous advances by other universities and non-government agencies in developing campus sustainability or "greening" programs, all of which have been very helpful in modeling this much-revised report. The main examples that have been most helpful are: The National Wildlife Federation's Criteria for Exemplary Schools and Penn State's list of 30 Indicators of Sustainability that formed the basis of the criteria and measures for Utah State in this report. Perhaps the most useful models were the numerous sustainability audits and ensuing action plans prepared by Penn State, Ball State, Chico State, Purdue, Colorado State, Oberlin, Brown, and their attendant implementation success stories that enabled this report to be inclusive and dynamic.

Admittedly, more questions are being proposed here than answers which is mainly due to the fact that without a full-blown sustainability audit within the recommended 10 categories of: Sustainability Education, Sustainability Research, Water, Land, Energy, Food, Material Resources & Waste Disposal, Built Environment, Transportation, and Decision-Making and Sustainable Practices. Utah State does not have a clear picture of where it really stands in its desire to become an environmental university. In the final analysis, Utah State may only elect to opt for implementing a few of these categories as a beginning, or it may find the "low hanging fruit" within all of them and tackle the lot. Hence, the primary recommendation and number one action item is to conduct a complete audit to make available a baseline for future progress, allow stakeholders to voice their opinions, and to provide a complete and accurate snapshot of where Utah State stands environmentally juxtaposed with its peers and the generally accepted indicators. It is further recommended that the university make use of the services of either the National Wildlife Federation or the Association of University Leaders for a Sustainable Future, as they both offer extensive programs and workshops in facilitating campus sustainability programs and have been consultants to most of the universities which are referenced above.

Becoming an Environmental University is a daunting process as it involves all of the university's systems. Getting the job done will require the following steps:

1. Advocacy is the impetus to begin the change movement. Without input and support from the administration, faculty and students, we could scarcely begin, but it should start from the top.
2. Policies addressing the proposed change(s) are required. An exceptionally understandable, compelling, written, highly publicized, and actionable set of sustainability policies will establish the ground rules and get people moving.
3. Resources for the change movement are imperative. This task cannot be embarked upon as an avocation or through a sole volunteer effort. Top level professional coordination will be necessary.
4. Leadership is the key for a successful change movement. Need we say more?
5. Well-defined means to achieve agreed upon ends that are important elements for success. We will need clear strategies, resources, and visibly defined outcomes.
6. Education in and out of the classroom for students and employees is the primary mean and end. Building a sustainable university is not about environmental compliance, but about stimulating students to become good global citizens and creating the knowledge to out-do themselves in striving for sustainability.

To that end, the goals for an Environmental Utah State Campus or Aggi **Ecology** movement are based on the following commonly accepted goals



for campus sustainability:

- Significantly Reduce Fossil Fuel Dependence
- Dramatically Reduce Water Waste
- Become a Minimum-Waste University
- Purchase, to the Fullest Extent Possible, Foods Produced Using Sustainable Practices
- Create and Abide by a Land Ethic
- Promote Compelling Alternatives to Car-Based Transit
- Create "Green" Buildings
- Promote Ecological Literacy
- Prioritize Research for a Sustainable World
- Ground Decisions in Sustainability Principles

From these goals the key action items are:

1. Perform an environmental audit of the following areas: Energy, Water, Material Resources and Waste Disposal, Food, Land, Transportation, Built Environment, Decision-Making and Sustainable Practices, Research, and Sustainability Education
2. Prioritize indicators and form short, midterm and long-range goals
3. Develop an effective environmental policy by pinpointing the most significant impacts and their causes
4. Reveal cost savings opportunities
5. Improve University efficiency
6. Promote good environmental citizenship through a dynamic education movement
7. Improve the University's image and community relationships

With the action item requests granted and with the convergence of grassroots and top-down advocacy, Utah State can begin a concerted effort toward institutional environmental change. That change will not happen spontaneously. Only with dedicated policy and resources will institutionalized leadership develop the means and ends to educate the campus and move Utah State towards sustainability.

This year, which President Kermit L. Hall has proclaimed "Academics First" with "Think Utah State" as the call to action, is the year to begin environmental change at USU. Now the administration must commit to action. They must take active steps to being responsible environmental stewards on our planet, and Think Green.

For the full **Aggi Ecology** report, click [here](#).



## ***Associated Students of Utah State University***

### ***Who we are:***

The role of the ASUSU Executive Council is to enhance the quality of student life through: academics, activities, student concerns, public relations, service, athletics, clubs, organizations, cultural events, along with, direct college, extension, graduate, and student representation.

There are three bodies of ASUSU Executive Council that make the 21 member whole.

### ***Legislators***

Legislators work directly with administrators, they each carry a very unique role in administrative affairs and represent the campus as a whole. The offices that serve on the Legislative Board are Vice Presidents in the areas of: Executive, Academics, Student Advocate, Extension, Graduate, and Athletics.

### ***Senators***

Each college has direct representation on Executive Council through their respective college senator. Each senator works closely with the students, dean, faculty, and staff of the college they have been elected to serve. The current senate positions serving on the Senate Board are senators from Agricultural, Business, Education, Engineering, Family Life, Humanities Arts and Social Sciences, Natural Resources, and Science.

### ***Programmers***

The Programmers put on most of our visual programs and events (i.e. Week of Welcome, Homecoming, Arts and Lectures series). The offices that serve on the Programming Board are Vice Presidents from the areas of: Activities, Public Relations, Arts and Lectures, Organizations & Traditions, Diversity and the Service Center Director.



### ***Website***

Everything you wanted to know about ASUSU can be found on our website which is located here:

<http://a-station.usu.edu>



## ***What we do:***

Duke Di Stefano, Student Body President, [duke@cc.usu.edu](mailto:duke@cc.usu.edu)




-  Member of Trustees and Regents
-  Vice President of the Utah Council of Student Body Presidents

### LEGISLATORS:





Ariel Thrapp, Executive VP, [arielthrapp@cc.usu.edu](mailto:arielthrapp@cc.usu.edu)

-  Stadium Spectrum Bond
-  Rally for Higher Education




Karla Petty, Academic VP, [kpetty@cc.usu.edu](mailto:kpetty@cc.usu.edu)

-  Implementation of Academic Awareness Board and Website
-  Library Hours Extended
-  Academic Opportunity Fund



Stephanie Kukic, Graduate Studies VP, [spkukic@cc.usu.edu](mailto:spkukic@cc.usu.edu)

-  International Student Handbook
-  Health Insurance - Specifically for graduate students
-  Graduate Symposium
-  Graduate Appreciation Week



Les Essig, Student Advocate, [lcessig@cc.usu.edu](mailto:lcessig@cc.usu.edu)

-  Fee Board
-  Bookstore Security
-  Publishing ISBNs - Banner

Tagg Archibald, Extension VP, [tharch@cc.usu.edu](mailto:tharch@cc.usu.edu)



-  Enhancement of College Days
-  Extension Student of the Year, Robin's Awards

Tyler Olsen, Athletics VP, [slw5z@cc.usu.edu](mailto:slw5z@cc.usu.edu)




-  Big Blue Club
-  Enhancing School Spirit

#### PROGRAMMERS

Cameron Woolf, Service Center VP, [cameronwoolf@cc.usu.edu](mailto:cameronwoolf@cc.usu.edu)

-  Service Learning Certificate
-  Service Programs



Dave Osmond, Organizations and Traditions VP, [osmond@cc.usu.edu](mailto:osmond@cc.usu.edu)

-  Robins Awards
-  Traditions Week
-  Homecoming Week

Ashley Stolworthy, Public Relations VP, [ashs@cc.usu.edu](mailto:ashs@cc.usu.edu)

-  Elections
-  Publicity




Bethany Youngs, Arts and Lectures VP, [bkyoungs@cc.usu.edu](mailto:bkyoungs@cc.usu.edu)

-  Convocation
-  Concerts, Poetry and Beverage

Tara Bradshaw, Activities VP, [tarab@cc.usu.edu](mailto:tarab@cc.usu.edu)

-  Week of Welcome (WOW)
-  The Howl
-  Marti Gras
-  Movie Nights

Angie Hammond, Diversity VP, [brownbaby11@yahoo.com](mailto:brownbaby11@yahoo.com)

-  Diversity Awards
-  Diversity Week
-  Clubs and Organizations

#### SENATORS

Milo Andrus, Agriculture, [milandrus@cc.usu.edu](mailto:milandrus@cc.usu.edu)

Justin Rees, Business, [juries@cc.usu.edu](mailto:juries@cc.usu.edu)




Jen Minchey, Education, [jminchey@cc.usu.edu](mailto:jminchey@cc.usu.edu)

Adam Jones, Engineering, [apj@cc.usu.edu](mailto:apj@cc.usu.edu)

Gabriel White, HASS, [gkw@cc.usu.edu](mailto:gkw@cc.usu.edu)

Scott Shine, Natural Resources, [scottls@cc.usu.edu](mailto:scottls@cc.usu.edu)

Steve Skinner, Science, [stevedennis@cc.usu.edu](mailto:stevedennis@cc.usu.edu)

-  Graduation
-  Aggie Ecology
-  College Weeks

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## Faculty Evaluations on the Web proposal

### Motion:

Data obtained by student evaluations of Faculty and Courses will not be available in electronic or other form to the general public. Student access to such data will be permitted only by a link through the university's QUAD system.

### Rationale:

The Faculty Senate recommended at the April 2003 meeting (with only four dissenting votes) to remove these evaluations from the university website. A major rationale for that vote was the infringement of faculty privacy by the release of information used as a component of tenure, promotion and annual reviews. President Hall did not follow our recommendation. The current motion is a compromise that would limit access to our students. I have been told that it is feasible to set up this link.

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USU POLICY MANUAL    Number 319    Employee Privacy and Confidentiality Date of Origin: January 24, 1997  
Effective Date of Last Revision: July 1, 1999

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### 319.1 POLICY

**It is the University's policy to respect the individual privacy of its employees.** However, occasions may arise when, in order to protect the rights of one employee or guest, the actions of another employee must be reviewed. Employees will be requested to cooperate voluntarily with such reviews.

Employees will be afforded an opportunity to explain their actions. If, in the course of a review, an employee perceives that his or her privacy has not been respected, he or she should immediately contact the Personnel Services Office or the Employee Assistance Specialist.

**It is also the University's intent to ensure the confidentiality of any information obtained about employees and/or students. It is critical that University employees with access to confidential information ensure that this information is not released to anyone who does not have a legitimate need to know or who has not followed the appropriate legal procedures to obtain the information. It is also critical to guard against inadvertent release of information by discussing employee or student affairs in public places.**

Any willful, intentional disclosure of proprietary information or intrusion of privacy will be considered sufficient cause for disciplinary action.

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