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## Faculty Senate Meeting Agenda, March 1, 2004

Utah State University

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Faculty Senate Meeting  
1 March 2004  
3:00 - 4:30 p.m.  
Cazier Science Technology Building Room 120

AGENDA

- |      |   |   |
|------|---|---|
| 3:00 | Call to order<br><a href="#">Approval of Minutes - 2 February, 2004</a>   | Kevin Kesler  |
| 3:05 | Information Items<br><a href="#">Internal Audits Department</a><br><a href="#">Health Care Administrative Costs</a><br>Faculty Senate Elections | Jodi Bailey<br>Kevin Kesler<br>Marv Halling         |
|      | Consent Agenda<br><a href="#">EPC Business</a><br><a href="#">Academic Freedom and Tenure Committee</a>   |   |
| 3:20 | Key Issues and Action Items<br><a href="#">Calendar Committee</a><br><a href="#">Student Recognition</a><br>Committee on Dual Career Issues     | Sydney Peterson<br>Janis Boettinger<br>Kevin Kesler |
| 3:50 | University Business   | Administration                                      |
| 4:15 | New Business  |   |
|      | Adjourn   |   |

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Faculty Senate Meeting Minutes for February 2<sup>nd</sup>, 2004

Call to Order

Kevin Kesler called the meeting to order at 3:05 pm.

Minutes

Janice Hall made a motion to accept the minutes of the January 5th meeting. The motion, seconded by Dave Widauf was passed.

Information Items

Mediation Program

Rob Morrison presented information on the Mediation Program. He explained the process of how mediators are selected, and what specifically they do. He then explained the features of the new website.

Consent Agenda

Questions were posed regarding the Athletic Council's budget, and the Scholars program in the new

Service Learning program. Isela Chiu moved to remove the Service Learning segment of the EPC report from the Consent Agenda for further discussion. The motion was seconded by Martha Whitaker, but failed to pass, and will stay on the Consent Agenda. Karla Petty moved to accept the Consent Agenda. The motion, seconded by Janice Hall, passed.

## Key Issues and Action Items

### Grading Policy

Joyce Kinkead and Heidi Beck presented the latest regarding the Grading Policy issue. The 96 hours rule is still in place, which is after a classes final examinations are completed the instructor has 96 hours, excluding the weekend, to submit their grades for that class. This creates staggered due dates for grade submission, which should keep the server from overloading. Students will be locked out of the Quad system during this time, but allowed back in after the last deadline. The students will still be able to register for classes through the Registrar's Office during the times they would be locked out of the Quad system.

It is essential that grades for graduating seniors be submitted by this 96 hour deadline. This will allow them to receive their diploma during commencement. Otherwise, they will still participate in commencement, but they will not receive their diploma, but a substitute letter of explanation. They are working on a system which will inform all faculty of their graduating seniors, which should help in this effort. Dean Caryn Beck-Dudley strongly urged the faculty to pay particular attention to getting grades in for graduating seniors so as to not let this happen.

Heidi Beck displayed a newly drafted question and answer document that should help alleviate confusion regarding the issue. Dave Widauf moved to place this document, and the grading schedule and calendar on the web for faculty website. The motion, seconded by Stephanie Kukic, passed.

### University Business

Brent Miller was invited to give the University Business report. He explained the status of the legislative process, the current agenda items they are discussing, and in what ways President Hall, and other representatives of USU are participating. The top priority issues being discussed in the Legislature this year are the 2% salary increase and gaining legislative support for increases in health benefits.

### Adjourn

Karla Petty moved to adjourn. The motion, seconded by Carol Kochan, passed, and the meeting adjourned at 3:52 pm.

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## Internal Audits

### Utah State University


#### CONTROL AWARENESS TRAINING

Recent scandals in the business world have caused business leaders to focus on the value of internal controls in their organizations. Congress passed the Sarbanes-Oxley act which specifically requires management of publicly traded corporations to make sure internal controls are in place and functioning properly. While the requirements of this Act apply only to public corporations, we at Utah State University are expected to embrace the best practices of this Act.

The commissioner of higher education has requested that every institution of higher education in the state provide [control awareness training](#) to their employees. President Hall is in full support of this request and has delegated this responsibility to the Internal Audit staff.

We have prepared a 20 minute [presentation](#) that discusses each employee's responsibility for internal control. Internal control is not just a financial concern; it relates to managing anything that might prevent achievement of individual job objectives and University mission and goals.

It is important that all employees receive this presentation, not just those with financial or administrative responsibilities. For those who find it difficult to attend one of our formal training sessions, we will provide training in other forms in the near future.

 To view this presentation you will need a Flash Player Plugin on your computer.  
[Click here to download Flash Player](#)

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## Health Insurance

### Proposed Administrative Rate Increase from Regence BlueCross BlueShield of Utah

Regence BlueCross BlueShield of Utah is proposing a 123% increase over the next three years in the fees they charge for the administration of the University's self-funded medical and dental plans. BlueCross BlueShield currently charges a per employee capitation rate of \$21.03 per month to administer the programs. The proposed increase over the next three years would result in a \$46.96 per employee per month charge. A little over one million dollars would be required to fund this increase. The central administration is actively engaged in negotiations with Regence management in an effort to reduce proposed increase. Consideration will be given to the provider discount bargaining power of Regence, as well as the excellent network of providers. However, the University is prepared to go out to bid for a new administrator in the event the results of the negotiation are unsatisfactory.

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## Introduction: Educational Policies Committee Report for Faculty Senate 3/1/2004

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 Kucic-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 February meetings, the Curriculum Subcommittee approved the following program changes:

- [Request to discontinue the inactive Physical Education/Coaching Teaching minor in the Department of Health, Physical Education and Recreation.](#)
- [Request to discontinue the inactive Health Education Teaching minor in the Department of Health, Physical Education and Recreation.](#)
- [Request to discontinue the inactive Physical Education minor in the Department of Health, Physical Education and Recreation.](#)
- [Request to discontinue the inactive Community Health for Nurses emphasis within the Health Education Specialist major in the Department of Health, Physical Education and Recreation.](#)
- [Request to discontinue the inactive School Health Education emphasis within the Health Education Specialist major in the Department of Health, Physical education and Recreation.](#)
- [Request to discontinue the inactive Health Education Specialist minor in the Department of Health, Physical Education and Recreation.](#)
- [Request to change the name of the Biotechnology Center to The Center for Integrated BioSystems.](#)

## Recommendations

EPC recommends approval of above changes by Faculty Senate.

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TO: Senate Executive Committee

FROM: Lance C. Seefeldt  
Chair, Academic Freedom and Tenure Committee

RE: AFT Annual Report 2003-2004

DATE: February 16, 2004

The Academic Freedom and Tenure Committee, as represented by each of its hearing panels, is an administrative hearing body, with jurisdiction in matters related to academic freedom, tenure, and promotion, dismissals and other sanctions, and actions alleged not to be in accordance with the adopted standards, policies, and procedures of the university. In relation to these matters, the committee may hear both complaints initiated by the university against a faculty member and grievance petitions brought by a faculty member. The Academic Freedom and Tenure Committee consists of the following 13 members: (a) eight faculty members, one elected by and from the faculty in each college; (b) one faculty member elected by and from the faculty in Extension; (c) one faculty member elected by and from the faculty in the Library; and (d) three faculty members appointed from the 50 elected faculty senators by the Committee on Committees.

### Grievances:

Two grievances were filed with the chair of AFT this past academic year. Hearing panels were appointed for both cases, and a pre-hearing was held for one case. Both cases were settled before a full hearing was held.

### Sanctions:

One case of sanctions against a faculty member is currently being contested with AFT. A pre-hearing meeting is scheduled for the next few weeks. Every attempt will be made to hold a full hearing before the end of the semester to avoid the delay until August when the next term begins.

The identities of the involved faculty members and the specific nature of the cases that were discussed with the Chair of AFT, or that are to be heard by a hearing panel with members selected from AFT is held in confidence.

### Officer Election:

New officers (Chair and Vice-Chair) will be elected at a meeting of the Committee this spring.

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ACADEMIC CALENDAR 2004-2005  
Possible Changes to Accommodate Commencement

		Less Instruction Days	Less Instruction Days/ Interim Day/Less Time Finals and Closeout	Begin Semester Earlier
<b>Spring Semester 2005</b>				
	Current Approved 73 instruction days 5 test days = 78	70 instruction days 5 test days = 75	70 instruction days 1 interim day 4 1/2 test days 2 1/2 days closeout	72 instruction days 1 interim day 5 test days = 77
Classes Begin	January 10 (M)	January 10 (M)	January 10 (M)	January 5 (W)
Dr. Martin Luther King, Jr. Day	January 17 (M)	January 17 (M)	January 17 (M)	January 17 (M)
Washington and Lincoln Day	February 21 (M)	February 21 (M)	February 21 (M)	February 21 (M)
Spring Break	March 14-18 (M-F)	March 14-18 (M-F)	March 14-18 (M-F)	March 14-18 (M-F)
Classes End	April 29 (F)	April 26 (T)	April 26 (T)	April 25 (M)
Interim Day			April 27 (W)	April 26 (T)
Final Examinations	May 2-6 (M-F)	April 27-29 (W-F), May 2-3 (M-T)	April 28-29 (Th-F), May 2-4 (M-W(1/2))	April 27-29 (W-F), May 2-3 (M-T)
Close Out Students		May 4-6 (W-F)	May 4-6 (W(1/2)-F)	May 4-6 (W-F)
Graduation	May 6-7 (F-S)	May 6-7 (F-S)	May 6-7 (F-S)	May 6-7 (F-S)
Semester = approximately 15 weeks, may include examination days Other options include: end semester later, shorten spring break, finals on Saturday				

The Faculty Senate commends the following student representatives who traveled to the State Capitol and met with Utah Legislators during the 2004 session to express their support of the mission, priorities, and programs of Utah State University. We sincerely appreciate their endeavors!

- Tagg Archibald (ASUSU Extension VP)
- Josh Cook
- Dave Defay
- Duke Di Stefano (ASUSU President)
- Kiersten Hewitt (USU Brigham City SB President)
- Lisa Holman
- Anika Kronmiller
- Dave Osmond (ASUSU Organizations and Traditions VP)
- Steve Skinner (ASUSU Science Senator)
- Ashley Stoleworthy (ASUSU Public Relations VP)
- Ariel Thrapp (ASUSU Executive VP)
- Gabe White (HASS Senator)

Ryan Wilcox  
Cameron Woolf (ASUSU Service VP)

and any others we may have missed.