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9-11-2006

## Faculty Senate Agenda, September 11, 2006

Utah State University

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**Faculty Senate Meeting**  
**11 September 2006**  
**3:00 - 4:30 p.m.**  
**Merrill-Cazier Library**  
**Room 154**  
**AGENDA**

3:00 Call to Order

3:02 Approval of minutes from May 1, 2006

3:05 Approval of Parliamentarian

Rudy Tarply

3:07 Announcements

Introductions of members ( FSEC)

Volunteers for Women to serve on the Athletic Council

3:10 University Business, President Albrecht

3:20 Consent Agenda Items

Athletic Council

Ken White

School of Graduate Studies

Byron Burnham

PRPC-Alternate Course Requirements Policy (Second Reading) Jennifer MacAdams

3:30 Information Items

Provost Coward

4:00 Key Issues & Action Items

PRPC -Superiors Relationships on Tenure  
And Promotion Committees.

Jennifer MacAdams

4:10 New Business

4:20 Adjournment

## **Faculty Senate Meeting Minutes**

Monday, 1 May 2006

Derek Mason called the meeting to order at 3:00 pm.

Call for a quorum. It was determined a quorum was present.

### **Minutes**

Shawn Olsen moved to accept the 3 April 2006 minutes as written, seconded by Terry Peak, carried.

### **Announcements**

Jeff Walters's long stint as Faculty Senate Parliamentarian will end this year. A plaque and gift certificate to the Painted Table was presented to him.

### **University Business**

Stan Albrecht presented University Business. A thank you was given to Jeff Walters, Derek Mason, and Lynn Dudley with a welcome was to John Kras who will be the Faculty Senate President next year.

#### 2005-2006 Year Summary

- New Library
- New Performance Hall
- The second and third largest private gifts in the history of the University
- Continued excellence of faculty and students
- Launch of the Regional Campus Concept/Regional Graduations
- Launch of major reorganization with Continuing moving under the Provost/Academic side
- Launch of reorganization under Noelle Cockett as the Vice President for Agriculture and Extension
- Preparation for the Capitol Campaign and the official launch will happen next year
- Legislature: USTAR hires have been made, and an official announcement will be made
- Enrollment numbers are up and quality of students are not being sacrificed
  - Up 16% in Freshman admits
  - Up 40% in Freshman enrolled
  - Up 14% in Transfer admits
  - Up 22% in Transfer enrolled
  - Up 50% in Soar
- Globalization: Trip to China to sign a number of agreements with Chinese Universities for Research Collaborations. In Beijing they will meet with the Minister of Science and Technology.
- This year will ever be marked by the loss of the eight ASTE students and faculty member, as well as the loss of friends, such as Ken Brewer.
- Graduation will be Friday, May 5 and Saturday, May 6. All are encouraged to attend.

#### Department Head Evaluation Report

Ray Coward presented the Department Head Evaluation Report. The response rate across the University was 86 percent; more than 500 faculty to take the time and fill out the survey. A number of departments had a 100 percent response rate including both large and small departments. The first summary judgments question is "I believe the department would be better off if we replaced the current head/chair." The answer is 11 percent—57 of 516 individuals—the concentration is in seven departments. The second summary judgment is "I have confidence in the head/chair's ability to provide leadership to the department." The answer is 80 percent, 410 of 516 people. The information has been distributed to the department heads and deans. The Provost will be meeting with each individual dean, and they will meet individually with each department head. On May 11, the Provost is meeting with the department heads as a group, and will be giving norms from Utah State University. Finally, in the Fall they will be asked to talk

about the feedback with their faculty members. Utah State University is more satisfied with out department heads than the national norm. A large number of faculty who feel that the resources that we have as a University are not up to their needs. The long-term purpose of the survey is to give feedback to the department head so they can get better, without feedback it is difficult to get better.

### **Consent Agenda**

John Kras motioned to accept the consent agenda with the change of in EPC Business that Ed Reeve is on the EPC Committee and not Darwin Sorenson seconded by Jeff Larson, carried.

Note: EPC Business for April has four action items: Note EPC Business for April has four action items: 1) A request from the Department of Electrical and Computer Engineering to offer a Master of Science in Computer Engineering and a Master of Engineering in Computer Engineering, 2) A request from the College of Natural Resources to change the prefix for courses in the new Department of Watershed Sciences (formerly AWER) be designated as WATS and the prefix for courses in the new Department of Wildland Resources (formerly FRWS) be designated as WILD, effective Spring 2007, 3) A request from the College of Humanities, Arts and Social Sciences, together with Continuing Education, to approve the Master of Social Work program to be offered on the Logan campus and 3 distance education sites, and 4) The General Education Subcommittee presented the following language to be included in the Code 402.12.6: The General Education Subcommittee reserves the right to review the syllabi and instructors of all USU courses, and all courses used for Breadth and Depth in the University Studies Program, under the following circumstances:

1. Whenever a new person is assigned to teach the course.
2. Whenever there is a significant change in the course content.
3. Whenever the course has not been taught for at least three years.
4. At five year intervals.
5. Whenever the course evaluations are low enough that there is cause for concern.

The review will determine if the syllabus of the course meets the expectations of the University Studies Program. The Subcommittee will offer an opportunity for the course to be revised as needed to meet expectation; failing that, it has the authority to remove a course or an instructor from University Studies offerings if expectations are not met.

New Chairs: Richard Mueller will be chair of the Curriculum Subcommittee and Scot Allgood will take over Academic Standards Subcommittee.

An additional handout was distributed to supplement the ADVANCE Report. Also a substitute document was distributed because information had been updated in relations to the Faculty Evaluations Report.

### **Information Items**

Committee on Committees Report

Eden Summers displayed the document. To look at the document in more detail a link has been added to the main faculty senate page and it is also attached to the agenda.

### **Old Business: Action Items**

Domestic Partner Benefits Proposal from the BFW Report

Barry Franklin moved to accept and recommend the revised same-sex domestic partner benefits proposal to President Albrecht, seconded by Maure Smith, carried (outcome of the vote by ballot: 30 yes, 14 no, 2 abstentions).

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

PRPC Business

Jennifer MacAdam presented PRPC Business. Maure Smith motioned to stop the discussion of PRPC Business as 4:20 pm, seconded by Janice Hall, carried (1 no).

Action Items for final approval:

- Action Item number 1: *Role Statement Revision*—John Kras motioned to recommend the proposed code change to President Albrecht, seconded by Lori Roggman, carried.
  - Action Item number 2: *Dean’s Tenure and Promotion Advisory Committee*—Shawn Olsen motioned to recommend the proposed code change to President Albrecht, seconded by Steve Burr, failed (12 yes, 24 no). After discussion, John Kras motioned to send back to PRPC to delete the words “primarily administrative, including that of”, seconded by Maure Smith, carried.
  - Action Item number 3: *Deadline for Initial Promotion Committee Meeting*—John Kras motioned to recommend the proposed code change to President Albrecht, seconded by Sylvia Reed, carried (4 no, 1 abstention).
  - Action Item number 4: *Academic Freedom and Professional Responsibility*—Jan Alm motioned to recommend the proposed code change to President Albrecht with the change of one word to “identify”, seconded by Will Popendorf, carried.
- Due to time the information items were not addressed.

Information Items:

- Information Item number 1: *Alternative Course Requirements Policy*.
- Information Item number 2: *Role Statement Criteria for Award of Tenure and Promotion – Excellence in a Minor Role*.
- Information Item number 3: *Supervisors on Tenure and Promotion Advisory Committee*.

Lynn Dudley motioned for a resolution to have the Course Content and Sincerely Held Core Beliefs policy/document placed in the Policy Manual located in the Provost Office while the faculty senate is adjourned for the summer, seconded by John Kras, carried.

**New Business**

Derek Mason was presented with a plaque and gift certificate to the Painted Table as a thank you for serving as Faculty Senate President during 2005-2006.

Meeting adjourned at 4:28 pm.

# Athletic Council Report

For Period of  
July 1, 2005 to June 30, 2006

Submitted to the  
Utah State University  
Faculty Senate  
By USU Athletic Council  
Kenneth L. White Chair, (2005-2006), Faculty Athletics Representative  
Julie Foust, Vice Chair (2005-2006)

## **Executive Summary**

The Athletic Council advises the President with respect to the athletics program. The duties of the council are to: (a) help maintain an athletic program compatible with the best academic interests of the university; (b) assure compliance with the rules of the National Collegiate Athletic Association (NCAA), and the university athletic code; (c) review and recommend to the President and the Board of Trustees all intercollegiate athletic budgets; and (d) recommend policies and procedures for all aspects of the intercollegiate programs. Major issues of importance to Athletics at Utah State University during the 2005-06 academic year were: beginning athletic competition in the Western Athletic Conference (WAC), Romney Stadium renovations continue with the ground breaking for the North Endzone facilities. The latest (2005) Utah State University student athlete federal graduation rate is 64% (98-99 cohort rate; compared to 45% for the general USU student Body), with a four year average of 62%. A total of 120 student athletes received All – Academic conference (WAC). There were 143 (46% Of all student athletes) recipients of the Joe E. Whitesides Scholar-Athlete awards with the highest GPA award presented to Andrea Barker (4.0 GPA; Women's Tennis) . The Athletics department continued their efforts at enhancing funding through increased ticket sales, Big Blue contributions, sponsorship opportunities, media contracts and outside donations. Overall, the Athletics programs at Utah State University are healthy and looking toward the growth that is necessary to keep the program competitive as we now compete in the WAC in all sports.

## **Faculty Senate Report Athletics Council**

### *Introduction:*

*Committee Members:* Kenneth White, Chair; Julie Foust, Vice-Chair (05-06), Mike Freeman, Vice-Chair (06-07) Stan Albrecht, Raymond Coward, Juan Franco, Glenn Ford, Randy Spetman, Mary Ellen Cloninger, Craig Kelsey, Paul Parkinson, Quinn Millet, Rosie Strong, Ryan Taylor, Erin Manning, Betty Dance, Kathy Piercy, Lynn Dudley, Bob Mills. *Ex Officio Members:* Brian Evans, Ken Peterson.

*Mission:* The Athletic Council advises the President with respect to the athletics program. The duties of the council are to: (a) help maintain an athletic program compatible with the best academic interests of the university; (b) assure compliance with the rules of the National Collegiate Athletic Association (NCAA), and the university athletic code; (c) review and recommend to the President and the Board of

Trustees all intercollegiate athletic budgets; and (d) recommend policies and procedures for all aspects of the intercollegiate programs.

The annual report from the Athletics Council to Faculty Senate includes both future and current issues facing the Athletics Department. Each issue is reviewed by the athletics council to insure the Department of Athletics is operating within the guidelines of the NCAA and Utah State University. Monitoring the annual budget, identifying potential new revenue sources and efficiently managing expenses are always a priority. A long-term goal of the Athletics Department is to become increasingly self-funded. Key facts and discussion items for the current year include: USU's initiation of competition in the new Western Athletic Conference, academic accomplishments of student-athletes, and highlight some of our student-athlete athletic accomplishments.

1. Conference Affiliation:

- On July 1, 2005 Utah State University became a full member of the Western Athletic Conference (WAC) in all sports.
- Membership in the WAC will facilitate the athletic programs at USU in several ways. This conference is composed of institutions primarily located in the western region, and as such, provides the opportunity for more regional competition and reduces travel expenses.
- The new WAC consists of USU, University of Nevada – Reno, New Mexico State University, Boise State University, Fresno State University, San Jose State University, University of Hawaii, University of Idaho, and Louisiana Tech University.
- The new WAC is more regionally located so the travel costs for the Utah State University program should decrease.
- In the WAC, the football program will have more opportunities for bowl games which will also positively impact recruiting. The most recent football season resulted in three WAC teams participating in bowl games.
- With membership in the WAC, all 16 of Utah State University teams are in one conference.

2. Graduation rates

- The 99-00 cohort rate (most recent) is 61%, with a four year average of 64%;
- The 98-99 cohort rate is 64%, with a 4-year average of 62%;
- The '97-'98 cohort rate was 53%, with a 4-year average of 62%;
- The '96-'97 cohort rate was 81%, with a 4-year average of 60%;
- The '95-'96 cohort rate was 45%, with a 4-year average of 53%;
- The '94-'95 cohort rate was 64% with a 4-year average of 53%
- In all years and categories except '95-96 cohort, the graduation rate was higher than the general student body.

The NCAA released the first Graduation Success Rate (GSR) for all teams of all NCAA Division I Member Institutions in December, 2005. This rate, a 4-year Average that can be directly compared to the Federal Rates' 4-year average mentioned above, is a more accurate snapshot of how scholarship student-athletes graduate. Students who transfer to USU that fall into one of the cohorts are counted in this rate (they are *not* counted in the federal rate) when they graduate; students who transfer from USU

and are academically eligible at the time of transfer do *not* count against USU graduation rates (as they do with the federal rate). The overall USU GSR for the 4-year cohorts encompassing 1996-2000 is **78% (up from last year's 74%)**.

### 3. Academics/Awards

- The **composite student-athlete** grade point average after the Spring 2006 semester was a 3.08.
- 2005-06 Academic All-Conference selections: 120
  - Academic All-Conference rank among WAC institutions: 1<sup>st</sup>
  - Seventh time in the last eight years USU has lead their conference in Academic All-Conference selections.
- Percent of student-athletes above 3.0: 54%
- The **Top female cumulative team** (Soccer) grade point average after the Spring 2006 semester was a 3.476.
- The **Top male cumulative team** (Cross Country) grade point average after the Spring 2006 semester was a 3.236.
- Men's and Women's track team recognized by U.S. Track & Field and Cross Country Coaches Association as All-Academic Track & Field Teams.
- Six women's track student-athletes named U.S. Track & Field and Cross Country Coaches Association All-Academic Track & Field Team (3.25 or higher GPA).
- Two men's track student-athletes named to U.S. Track & Field and Cross Country Coaches Association All-Academic Track & Field Team (3.25 or higher GPA).
- Six gymnasts earned Academic All-America honors from the National Association of Collegiate Gymnastic Coaches/Women.
- The USU gymnastics team earned National Association of Collegiate Gymnastic Coaches/Women. Academic All-America honors with a team GPA of 3.366
- NCAA Graduation Success Rate: 78% (**leads WAC**)
- Federal Graduation Rate: 61% (compared to 47% USU Student Body)
- A total of **143** (46% of all student-athletes) Utah State University student athletes received the **Joe E. Whitesides Scholar Athlete** award in 2005-06.

### 4. Athletic Accomplishments

- Men's Basketball 2<sup>nd</sup> place 2006 Western Athletics Conference Tournament and received a first round bid to the NCAA Basketball Tournament.
- Men's Basketball ranked third in the country in field-goal percentage shooting.
- Nate Harris earned All-WAC first-team honors and second-team All-District honors.
- USU had three individuals qualify for the NCAA track indoor championships and eight for the NCAA outdoor championships – the eight in outdoor was a school record number.
- Women's Soccer placed second in the WAC.



- Men's Cross Country was the first USU team to win a WAC Championship.
- Women's Cross Country placed second in the WAC.
- Men's track placed second in the WAC.
- Women's Volleyball placed second in the WAC and received a first round bid to the NCAA Tournament.
- USU finished fourth in the WAC Commissioner's Cup race.
- The Athletics department re-instated the Hall of Fame and inducted five new members: Marvin Roberts, Al Smith, Kris Stano Lilly, John Clyde Worley and Dr. John Worley.
- Trevor Ball and Tiffany Strickland were invited to the NCAA Cross Country Championships.
- Trevor Ball, received All-American honors in Men's Cross Country.
- Zuzana Cernianska, received Honorable Mention All-American honors from the American Volleyball Coaches Association.
- Brian Soi and Jake Hutton, Football, received Freshman All-American honors from the Sporting News – Hutton was named a Third-Team selection, and Soi was Honorable Mention.
- Three USU football players signed NFL free agent contracts: Jarrett Bush – Carolina; John Chick – Houston and Donald Penn – Minnesota.
- Grayson DuBose was hired as the new Head Coach of Women's Volleyball.
- Candi Letts was hired as the new Head Coach of Softball.

6. Budget

**UTAH STATE UNIVERSITY  
Athletics Department Budget Report  
Fiscal Years 2005-06 and 2006-07**

| Budgeted<br>income | Change      | Actual<br>income | Change      | Projected<br>income |   |
|--------------------|-------------|------------------|-------------|---------------------|---|
| FY 2005-06         |             | FY 2005-06       |             | FY 2006-07          |   |
| \$1,630,275        | (\$90,058)  | \$1,540,217      | \$82,072    | \$1,622,289         | a |
| \$759,000          | \$552       | \$759,552        | (\$552)     | \$759,000           |   |
| \$725,472          | (\$34,243)  | \$691,229        | \$30,690    | \$721,919           | a |
| \$1,625,000        | (\$133,118) | \$1,491,882      | \$238,118   | \$1,730,000         | b |
| \$645,000          | (\$256,666) | \$388,334        | \$116,666   | \$505,000           | c |
| \$725,000          | \$0         | \$725,000        | \$275,000   | \$1,000,000         | d |
| \$1,370,000        | (\$256,666) | \$1,113,334      | \$391,666   | \$1,505,000         |   |
| \$725,000          | (\$31,397)  | \$693,603        | \$11,397    | \$705,000           | e |
| \$787,848          | (\$83,528)  | \$704,320        | \$95,680    | \$800,000           |   |
| \$15,000           | \$6,361     | \$21,361         | \$8,639     | \$30,000            |   |
| \$85,000           | \$12,138    | \$97,138         | \$2,862     | \$100,000           |   |
| \$887,848          | (\$65,029)  | \$822,819        | \$107,181   | \$930,000           | f |
| \$50,000           | (\$20,714)  | \$29,286         | \$20,714    | \$50,000            |   |
| \$50,000           | \$73,611    | \$123,611        | \$26,889    | \$150,500           |   |
| \$20,000           | (\$1,099)   | \$18,901         | \$1,099     | \$20,000            |   |
| \$600,000          | (\$134,439) | \$465,561        | \$134,439   | \$600,000           |   |
| \$15,000           | (\$1,000)   | \$14,000         | \$1,000     | \$15,000            |   |
| \$240,000          | \$232,238   | \$472,238        | (\$232,238) | \$240,000           |   |
| \$83,046           | (\$14,194)  | \$68,852         | \$11,148    | \$80,000            |   |
| \$1,058,046        | \$134,403   | \$1,192,449      | (\$36,949)  | \$1,155,500         | g |
| \$350,000          | \$122,709   | \$472,709        | (\$122,709) | \$350,000           |   |
| \$105,000          | \$36,667    | \$141,667        | (\$36,667)  | \$105,000           |   |
| \$25,000           | \$0         | \$25,000         | \$0         | \$25,000            |   |
| \$275,000          | \$23,085    | \$298,085        | (\$23,085)  | \$275,000           |   |
| \$60,000           | \$2,010     | \$62,010         | (\$2,010)   | \$60,000            |   |
| \$55,000           | \$3,330     | \$58,330         | (\$3,330)   | \$55,000            |   |
| \$870,000          | \$187,801   | \$1,057,801      | (\$187,801) | \$870,000           | h |
| \$100,000          | \$75,033    | \$175,033        | (\$54,942)  | \$120,091           | i |
| \$9,750,641        | (\$212,722) | \$9,537,919      | \$580,880   | \$10,118,799        |   |
| \$9,750,641        | \$303,908   | \$10,054,549     | \$64,250    | \$10,118,799        |   |
| \$0                | (\$516,630) | (\$516,630)      | \$645,130   | \$0                 |   |

**UTAH STATE UNIVERSITY**  
**Athletics Department**  
**Expenditure Summary Report**

| Account                     | FY 2005-06<br>Budget |                  | FY 2005-06<br>Actuals |                 | FY 2006-07<br>Proposed |   |
|-----------------------------|----------------------|------------------|-----------------------|-----------------|------------------------|---|
| Total Salaries and Benefits | \$4,154,947          | \$41,255         | \$4,196,202           | \$107,155       | \$4,303,357            | j |
| Administration              | \$695,220            | \$9,346          | \$704,566             | (\$9,306)       | \$695,260              | k |
| Academic Support            | \$46,763             | (\$2,505)        | \$44,258              | \$1,867         | \$46,125               | k |
| Weight Room                 | \$49,000             | (\$37)           | \$48,963              | \$37            | \$49,000               | k |
| Media Relations             | \$138,500            | \$14,434         | \$152,934             | (\$14,434)      | \$138,500              | k |
| Advertising and Promotions  | \$245,500            | \$20,752         | \$266,252             | (\$20,752)      | \$245,500              | k |
| Video Room                  | \$25,000             | (\$1,334)        | \$23,666              | \$6,334         | \$30,000               | k |
| Medical                     | \$303,000            | (\$1,444)        | \$301,556             | \$1,444         | \$303,000              | k |
| Training Room               | \$43,000             | \$3,963          | \$46,963              | (\$3,963)       | \$43,000               | k |
| Ticket Office               | \$120,500            | \$19,352         | \$139,852             | \$20,148        | \$160,000              | k |
| Football                    | \$1,540,765          | \$30,537         | \$1,571,302           | (\$49,842)      | \$1,521,460            | k |
| Men's Basketball            | \$468,633            | \$86,768         | \$555,401             | (\$50,091)      | \$505,310              | k |
| Men's Golf                  | \$37,000             | (\$9)            | \$36,991              | \$9             | \$37,000               | k |
| Men's Tennis                | \$33,664             | \$11,960         | \$45,624              | (\$6,960)       | \$38,664               | k |
| Men's Track                 | \$141,112            | \$25,416         | \$166,528             | \$1,372         | \$167,900              | k |
| Women's Track               | \$241,412            | \$20,324         | \$261,736             | \$15,814        | \$277,550              | k |
| Women's Volleyball          | \$247,328            | (\$1,441)        | \$245,887             | (\$447)         | \$245,440              | k |
| Women's Gymnastics          | \$229,599            | \$4,023          | \$233,622             | \$418           | \$234,040              | k |
| Softball                    | \$193,523            | (\$1,960)        | \$191,563             | (\$3,303)       | \$188,260              | k |
| Women's Tennis              | \$74,492             | \$7,001          | \$81,493              | (\$2,001)       | \$79,492               | k |
| Women's Soccer              | \$129,228            | \$15,303         | \$144,531             | \$60,930        | \$205,461              | k |
| Women's Basketball          | \$330,455            | \$2,114          | \$332,569             | \$9,911         | \$342,480              | k |
| Capital Improvements        | \$262,000            | \$90             | \$262,090             | (\$90)          | \$262,000              | l |
| <b>TOTAL BUDGET</b>         | <b>\$9,750,641</b>   | <b>\$303,908</b> | <b>\$10,054,549</b>   | <b>\$64,250</b> | <b>\$10,118,799</b>    |   |

## Explanation of changes between FY 2005-06 and FY 2006-07

- a. Increase includes 3.5% increase for salaries and filling of vacant position. Also includes increase in cost of staff benefits.
- b. Athletics received a \$4.00 per semester fee increase.
- c. Projected increase in ticket sales for 5 home games, including the Univ. of Utah.
- d. Game guarantees from Wyoming \$100,000, Arkansas \$500,000, and BYU \$400,000.
- e. Projected increase in ticket sales for home games.
- f. Increase from new members joining the Big Blue Club.
- g. Projected growth in all areas of the athletic fund.
- h. NCAA and WAC revenue distribution is a conservative estimate. Actual funds received could be more than estimated, depending on performance.
- i. Conservative estimate of endowment interest.
- j. Salary and benefits were increased by 3.5%.
- k. All expense budgets have been evaluated and adjusted for financial aid increases, game officials, team travel, and equipment needs.
- l. This includes the payments for the scoreboards in the spectrum and stadium.

Note: The \$516,630 deficit will begin to be repaid at approximately \$50,000 per year beginning with the FY 2007-08 budget. If extra funds are available prior to that time or more funds are generated they will be applied to the deficit.

REPORT TO THE FACULTY SENATE  
THE SCHOOL OF GRADUATE STUDIES  
2005-2006

The School of Graduate Studies reports here that graduate student enrollments for the 2005-2006 academic year saw record highs in both total enrollment at 3,311 and in doctoral enrollment specifically, with an increase from 591 to 623 students. The number of masters students also increased from 1,993 students in 2004-2005 to 2,688 students last year. This report will also provide information on initiatives of the Graduate School during last year and where major effort will be placed during the upcoming academic year. Primarily, we intend to continue major efforts to recruit students into USU graduate programs, generate additional support for graduate education, and we continued to strive to make the Graduate School more responsive to the needs of USU's students and faculty.

We have organized this report into three sections. Part one outlines activities and achievements for 2005-2006. Part two provides general information about the mission of the Graduate School and information concerning last year's actions by the Graduate Council. Part three consists of statistics about USU's graduate education system. The appendix to this report contains tabulated data about last year's graduate students.

**I. Changes, Achievements, and New Initiatives**

**A. Changes and Achievements for 2005-2006**

There were several changes in personnel of the School of Graduate Studies. Dr. Laurens Smith continued as Interim Dean with Dr. Shelley Lindauer continuing as Interim Associate Dean for the majority of the year. Dr. Byron Burnham was named Vice Provost and Dean of the Graduate School effective June 1, 2006. Dr. Shelley Lindauer was named as Associate Dean. Other staff changes included the addition of Jamie Spence in June, who replaced Amber Larson at our reception desk. Randy Evans also joined the staff in June, replacing Patty Ross. In the face of these changes the priorities for the School of Graduate Studies during the 2005-06 academic year continued to focus primarily on aspects of the Graduate School's compact plan. Specifically, we sought to improve graduate recruitment efforts, continued addressing financial issues of graduate students through fellowships, awards, waivers, and tuition remissions, and to move forward on other program matters.

## **1. Graduate Student Recruitment**

Dr. Shelley Lindauer made major efforts to advance and improve graduate student recruitment during 2005-2006. For example, Dr. Lindauer organized visits to a larger number of regional and national graduate student recruitment events and involved USU faculty and graduate students, awarded funds to improve unit recruitment efforts to 17 departments, expanded regional and advertising of USU graduate programs, implemented GRE screenings to identify and acquire contact information for prospective students and accumulated a total of over 6,000 referrals. New efforts were made to begin tracking students through the recruitment process to analyze the effectiveness of our recruitment strategy. The Graduate School also continued to visit departments to discuss recruitment strategies and provided support for departments to access recruitment training opportunities.

## **2. Graduate Student Funding**

The Graduate School was able to continue financial support of graduate students with a variety of mechanisms, including continued fellowships available through the Inland Northwest Research Alliance (INRA), a COS/COE diversity fellowship, six Seely-Hinckley Scholarships, two Martin Luther King Fellowships, one Patel Fellowship, and nine dissertation fellowships (one more than last year). We provided substantial numbers of tuition waivers and remissions, and continued support for Native American students, and a fellow for the Western Historical Quarterly.

In addition to funding to support travel by graduate students presenting at professional meetings and conferences offered through the Graduate Student Senate, the Graduate School continued to offered travel funding for students to advance their scholarly efforts.

## **3. Graduate Council Activities**

Although described in more detail in a later section of this report, the USU Graduate Council acted on new acted on new graduate program proposals and a variety of graduate issues.

## **4. Graduate Application Processing and Student Training**

With the university's implementation of elements of Banner, it was necessary that the Graduate School offer an on-line graduate application. To facilitate department access to graduate application information and all applicant materials, the Graduate School established an electronic records-keeping software system, eDrawer.

The Graduate School continues to offer on-going opportunities for the mandatory training of graduate students employed as graduate teaching assistants via Web-CT.

## II. MISSION OF THE SCHOOL OF GRADUATE STUDIES

### A. Graduate Council

The Graduate Council reviews and approves the policies and regulations for graduate studies at USU and advises the dean on their application. Listed below are the Graduate Council Members who served in 2005-2006.

| <u>Representative</u> | <u>Representing</u>                    |
|-----------------------|----------------------------------------|
| Kenneth L. White      | Agriculture                            |
| Glenn McEvoy          | Business                               |
| Susan Crowley         | Education                              |
| Marv Halling          | Engineering                            |
| Mark Zachry           | HASS                                   |
| Todd Crowl            | Natural Resources                      |
| Richard Cutter        | Science                                |
| Douglas R. Ramsey     | Faculty Senate                         |
| John Elsweiler        | Library                                |
| Laurens Smith         | School of Graduate Studies             |
| Maure Smith           | Graduate Student Senate President      |
| Ben Sessions          | Graduate Student Senate Vice President |

### A. Major Graduate Council Actions: 2005-2006

A proposal from the Special Education and Rehabilitation Department to reorganize specializations with the Disabilities Disciplines PhD was approved (9/14/05).

A proposal from the School of Accountancy to rename two specializations and to create a Personal Financial Planning specialization within the Master of Accounting was approved (11/9/05).

A proposal to suspend the 9-credit rule for tuition waivers and remissions (to spread the allocation of waiver/remission funding) was approved (1/27/06).

A proposal from the Business Administration Department to discontinue four specializations within the MBA degree was approved (1/27/06).

A proposal from the Department of Electrical and Computer Engineering to suspend the 24-credits-in-residency policy to accommodate an international exchange program (for MS degree) with China was approved (2/17/06).

A proposal from the Department of Engineering and Technology Education to offer the Plan C option within their existing MS degree in Engineering and Technology Education was approved (3/24/06).

A proposal from the Department of Electrical and Computer Engineering to offer an MS degree in Computer Engineering was approved (3/24/06).

A proposal from the Department of Electrical and Computer Engineering to offer a Master of Engineering (Plan C) degree in Computer Engineering with two specializations (Electrical Engineering; Computer Engineering) was approved (3/24/06).

A proposal from the Sociology Department to offer a Master of Social Work degree was approved (3/24/06).

## **Funding for Graduate Students**

The following funds were made available for student support through the Graduate Dean's office in 2005-2006

|             |                                                                                                              |
|-------------|--------------------------------------------------------------------------------------------------------------|
| \$177,000   | Presidential Fellowships                                                                                     |
| 165,000     | Research V.P. Fellowships                                                                                    |
| 9,413       | Seely-Hinckley Scholarships                                                                                  |
| 4,542,900   | Out-of-State Tuition Waivers and Doctoral<br>In-state Tuition Remission, and Instate<br>Tuition Scholarships |
| \$4,552,655 | Total                                                                                                        |



## **Graduate Student Travel**

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

Of the 165 graduate students who applied for travel funds in 2005-2006, 154 actually traveled, with a total expenditure of \$45,249. There were 39 more awards than in 2004-2005.

### **III. Enrollment Information**

#### **A. Applications**

Applications for graduate study at USU during 2004-2005 and 2005-2006 are difficult to determine with exactness because of the conversion to Banner reporting systems. Some applicant information was compiled in SIS prior to Banner application processing. Also early in the 2005 application season, paper applications were still being received and needed to be hand entered. However, we will report the data as it currently exists. The total number of applications can be determined by using the data compiled in Banner reporting in consort with application revenue deposited. For the 2004-2005 year, there was an increase of about 1%. According to that increase the 2004-2005 numbers would be 3,024 based on the increase from 2003-2004. The revenue increase for the 2005-2006 applications from 2004-2005 was about 9%. As with the 2004-2005 applications the number for 2005-2006 applications would be about 3,263.

#### **B. Enrollments**

Total matriculated graduate student enrollment for Fall 2005 was 3,311, 16.3% of all USU students and a 28.1% increase from Fall 2004 (Table 3). The total of matriculated graduate students plus post baccalaureate, nonmatriculated students was 3,807, a decrease of 2.7% over last year.

The number of master's students for 2005-06 increased by 34.9% from 1,993 to 2,688 students (Table 4). There was an increase of 32 doctoral students to a total of 623 in Fall 2005, a 5.4% increase from Fall 2004 and a new record high.

## **C. Degrees Awarded**

Numbers of degree types and their department distribution is unavailable at present because of database accessibility. However, 231 master's and 37 doctoral degrees were posted Fall 2005. An additional 340 master's degrees, 2 post-master's degrees, and 35 doctoral degrees were posted Spring 2006.

## **D. Student Diversity**

American ethnic minority students continue to be a relatively small percentage of USU's matriculated graduate students. The total for the principal minority groups increased by about 19% in 2005-06 (Table 5).

**TABLE 1**

**Scholarship In-State Tuition Waivers  
2005-06**

| <b><u>College</u></b> | <b><u>Resident Semesters</u></b> | <b><u>Nonresident Semesters</u></b> |
|-----------------------|----------------------------------|-------------------------------------|
| Agriculture           | 2                                | 2                                   |
| Business              | 5                                | 3                                   |
| Education             | 11                               | 4                                   |
| Engineering           | 7                                | 3                                   |
| HASS                  | 4                                | 3                                   |
| Natural Resources     | 4                                | 2                                   |
| Science               | <u>6</u>                         | <u>4</u>                            |
|                       | <b>39</b>                        | <b>21</b>                           |

**TABLE 2**

**Graduate Applications for Admission  
to Graduate Study  
1989-90 to 2005-06**

| <u>Requested Year of Study</u> | <u>Number</u>          |
|--------------------------------|------------------------|
| 1989-90                        | (NA, computer failure) |
| 1990-91                        | 2469                   |
| 1991-92                        | 2667                   |
| 1992-93                        | 3162                   |
| 1993-94                        | 2933                   |
| 1994-95                        | 3203                   |
| 1995-96                        | 2997                   |
| 1996-97                        | 3085                   |
| 1997-98                        | 2586                   |
| 1998-99                        | 2360                   |
| 1999-2000                      | 2825                   |
| 2000-01                        | 3039                   |
| 2001-02                        | 3183                   |
| 2002-03                        | 3316                   |
| 2003-04                        | 2994                   |
| 2004-05                        | 3024                   |
| 2005-06                        | 3263 (estimated)       |

**TABLE 4**

**USU FALL QUARTER/SEMESTER MATRICULATED  
GRADUATE STUDENT ENROLLMENT, BY LEVEL, 1994-2005**

| <u>Year</u> | <u>Master's</u> |          |          | <u>Doctorate</u> |          |          | <u>Total</u> |                    |
|-------------|-----------------|----------|----------|------------------|----------|----------|--------------|--------------------|
|             | <u>N</u>        | <u>N</u> | <u>%</u> | <u>N</u>         | <u>N</u> | <u>%</u> | <u>N</u>     | <u>%</u><br>Change |
| 1994        | 1,771           | 54       | 3.1      | 490              | 13       | 2.7      | 2,261        | 3.1                |
| 1995        | 1,791           | 20       | 1.1      | 498              | 8        | 1.6      | 2,289        | 1.2                |
| 1996        | 1,862           | 71       | 4.0      | 459              | -39      | -7.8     | 2,321        | 1.4                |
| 1997        | 2,120           | 258      | 13.9     | 397              | -62      | -13.5    | 2,517        | 8.4                |
| 1998        | 1,716           | -404     | -19.1    | 369              | -28      | -7.1     | 2,085        | -17.2              |
| 1999        | 1,914           | 198      | 11.5     | 368              | -1       | -0.3     | 2,282        | 9.4                |
| 2000        | 1,812           | -102     | -5.3     | 398              | 30       | 8.2      | 2,210        | -3.2               |
| 2001        | 2,037           | 225      | 12.4     | 406              | 8        | 2.0      | 2,443        | 10.5               |
| 2002        | 1,956           | -81      | -4.0     | 490              | 84       | 20.7     | 2,446        | 0.1                |
| 2003        | 2,014           | 58       | 3.0      | 539              | 49       | 10.0     | 2,553        | 4.4                |
| 2004        | 1,993           | -21      | -1.0     | 591              | 52       | 9.6      | 2,584        | 1.2                |
| 2005        | 2,688           | 695      | 34.9     | 623              | 32       | 5.4      | 3,311        | 28.1               |
| <hr/>       |                 |          |          |                  |          |          |              |                    |
| Change      |                 |          |          |                  |          |          |              |                    |
| 1994-2005   |                 | 917      | 51.8     |                  | 133      | 27.1     | 1,050        | 46.4               |

Source: 1994-2001, Analysis, Accreditation, & Assessment, USU Fact Books; 2002-2005 Enrollment Summary Report

**TABLE 5**  
**Matriculated Ethnic Minority Graduate Student Enrollments**  
**by Degree Level, Fall Quarter 1993-2005<sup>a</sup>**

| Year | Master's |       |       |      |       |                | Doctorate |       |       |      |       |                | Total  |       |       |
|------|----------|-------|-------|------|-------|----------------|-----------|-------|-------|------|-------|----------------|--------|-------|-------|
|      | Am Ind   | Asian | Black | Hisp | Total | % <sup>a</sup> | Am Ind    | Asian | Black | Hisp | Total | % <sup>a</sup> | Am Ind | Asian | Black |
| 1993 | 3        | 30    | 4     | 18   | 55    | 3.2            | 5         | 13    | 2     | 11   | 31    | 6.5            | 8      | 43    | 6     |
| 1994 | 4        | 26    | 7     | 19   | 56    | 3.2            | 7         | 9     | 1     | 11   | 28    | 5.7            | 11     | 35    | 8     |
| 1995 | 7        | 25    | 5     | 13   | 50    | 2.8            | 5         | 12    | 3     | 8    | 28    | 5.6            | 12     | 37    | 8     |
| 1996 | 9        | 27    | 6     | 17   | 59    | 3.2            | 5         | 9     | 3     | 8    | 25    | 5.4            | 14     | 36    | 9     |
| 1997 | 14       | 24    | 7     | 28   | 73    | 3.4            | 7         | 7     | 3     | 8    | 25    | 6.3            | 21     | 31    | 10    |
| 1998 | 7        | 19    | 7     | 16   | 49    | 2.9            | 6         | 5     | 1     | 6    | 18    | 4.9            | 13     | 24    | 8     |
| 1999 | 5        | 21    | 6     | 13   | 45    | 2.4            | 7         | 3     | 4     | 9    | 23    | 6.3            | 12     | 24    | 10    |
| 2000 | 6        | 19    | 14    | 16   | 55    | 3.0            | 7         | 5     | 3     | 9    | 24    | 6.0            | 13     | 24    | 7     |
| 2001 | 11       | 26    | 6     | 24   | 67    | 3.3            | 6         | 6     | 2     | 8    | 22    | 5.4            | 17     | 32    | 8     |
| 2002 | 5        | 16    | 9     | 18   | 48    | 2.5            | 5         | 7     | 3     | 9    | 24    | 4.9            | 10     | 23    | 12    |
| 2003 | 8        | 21    | 5     | 20   | 54    | 2.7            | 4         | 8     | 3     | 8    | 23    | 4.3            | 12     | 29    | 8     |
| 2004 | 4        | 19    | 5     | 19   | 47    | 2.4            | 5         | 8     | 3     | 10   | 26    | 4.4            | 9      | 27    | 8     |
| 2005 | 15       | 16    | 4     | 26   | 61    | 2.3            | 6         | 5     | 4     | 11   | 26    | 4.2            | 21     | 21    | 8     |

<sup>a</sup> Percent of all master's, doctoral, matriculated graduate students.

Source: Office of Planning and Analysis, *USU Fact Books, Enrollment Summary 2004-2005*.

## USU ACADEMIC POLICIES AND PROCEDURES MANUAL

### 403.4 PROCEDURES FOR ALTERNATIVE COURSE REQUIREMENTS DUE TO CONFLICTS WITH SINCERELY HELD CORE BELIEFS

It is the student's obligation to determine, before the last day to submit a petition for late course drop without penalty, when course requirements conflict with the student's sincerely held core beliefs. ~~and the~~ The class should be dropped if a conflict exists. A student who finds this solution impractical may request **an alternative requirement** from the instructor. Though the University provides, through this policy, a process by which a student may make such a request, the policy does not oblige the instructor to grant the request, except in those cases when a denial would be arbitrary and capricious or illegal. A request for **an alternative requirement** must be made to the instructor in writing, and the student must deliver a copy of the request to the office of the department head. The request must articulate the burden the requirement would place on the student's sincerely held core beliefs.

The instructor must respond to any request for **an alternative requirement** within **two school days** of receiving it. The response must be made in writing and a copy must be delivered to the office of the department head. In the event that the class does not meet on the day by which the instructor must respond, the student must make arrangements to receive the response in a timely manner. *Instructors are not required to provide an alternative requirement, as long as the original course requirement has a reasonable relationship to a legitimate pedagogical goal.* ~~but they~~ They may do so, only if a reasonable alternative means of satisfying the **curricular course** requirement is available and only if that alternative is fully appropriate for meeting the academic objectives of the course, after considering (i) the fundamental importance of the particular requirement to the legitimate pedagogical requirements of the course; (ii) the burden on the student's sincerely held core beliefs; ~~and~~ (iii) the difficulty of administering the alternative requirement.

In considering whether or not to provide an alternative requirement, the instructor may evaluate the sincerity but not the validity of the student's beliefs. If an instructor in a course provides an alternative requirement, the instructor must similarly consider all other requests made during the same semester for the same course for **alternative requirements** to address all students' sincerely held core beliefs. Requests will be individually evaluated in relation to the same considerations; however, the granting of one such request will not guarantee that all requests will be granted. Because the criteria and requirements for granting requests will apply differently to each instructor and to each section of each course, decisions made by an instructor in one course will not affect decisions by the same instructor in other courses or by other instructors in the same or other courses.

If an instructor does not grant a request **for an alternative requirement**, the student may appeal that denial in writing to the dean of the college. If the dean is the instructor of the course, the student may appeal the denial to the office of the provost. The dean (or designee) will, in consultation with the faculty member and the department head (or designee), act within two school days. The dean (or designee) will uphold the denial unless she or he finds that the denial was arbitrary and capricious or illegal. The dean's determination shall be final as it pertains to the specific request **for an alternative requirement**. Faculty challenges to the appropriateness of this

decision should follow established grievance procedures. The student may but is not required to participate in these further reviews.

If the faculty instructor disagrees with the dean's decision that the instructor's denial of the student's request was arbitrary and capricious or illegal, the faculty instructor may not be compelled against his/her professional judgment to administer the requested alternative requirement for the student. If the faculty instructor declines to administer the alternative requirement, it will be the responsibility of the dean in consultation with the department head chair to design and administer the alternative academic requirement for the student in order to satisfy the student's request. The dean (or dean's appropriate designee) will determine the student's grade on that specific alternative requirement and will report that grade to the course instructor, who will incorporate that grade for the requirement into the total grade for the course. The final grade in the course will be determined by the faculty instructor and will be calculated in the same way as the final grade is determined for all other students in the course.

If a student in good standing may determine, after the last day to submit a petition for late course drop courses without penalty, that a course requirements may conflicts with the student's sincerely held core beliefs, and. If the instructor has denied the student's written request for an alternative requirement, the student may seek permission in writing from the dean to withdraw without receiving a W on his/her transcript and to receive a refund of tuition for that class. It is the student's responsibility to determine any effect withdrawing from the course may have on the student's financial aid. In making this request the student must demonstrate that he or she could not have made this determination prior to the last day to drop courses without penalty, or that the request was made prior to the last day to drop a course and a decision was made after the drop date. The dean's determination shall be final.

Decisions on requests for alternative requirements shall not be considered adversely to a faculty member in retention, promotion and tenure, or other proceedings as long as those decisions are made in good faith. Faculty shall not take adverse academic action against students requesting alternative requirements. The dean or department head shall not take any adverse action against an instructor based on his/her decision to provide or not to provide an alternative requirement for a student.



#### 405.6.2 Advisory Committees

##### (1) Tenure advisory committee.

For each new tenure-eligible faculty member who is appointed, the faculty member's department head or supervisor shall, in consultation with the faculty member and with the approval of the director (where applicable), dean, or vice president appoint a tenure advisory committee. All tenure advisory committees will be appointed during the faculty member's first semester of service. The committee shall consist of at least five members, at least one of whom is from outside the academic unit. The department head or supervisor will designate the chair of the committee. The dean of the college will appoint a tenure advisory committee for department heads appointed without tenure in academic departments. The Provost will appoint a tenure advisory committee for directors, deans, or vice presidents (where applicable) appointed without tenure.

The tenure advisory committee members shall be tenured and hold rank higher than that held by the faculty member under consideration unless that faculty member is an untenured full professor, Extension professor, librarian, or Extension agent. If there are fewer than five faculty members in the academic unit with higher rank than the candidate, then the department head or supervisor shall, in consultation with the director (where applicable), dean, or vice president, complete the membership of the committee with faculty of related academic units. The department head or supervisor **of the candidate shall not serve on tenure advisory committees, and no committee member may have a supervisory relationship with another member.** The appointing authority for each committee shall fill vacancies on the committee as they occur. In consultation with the faculty member and the director (where applicable), dean, or vice president, the department head or supervisor may replace members of the tenure advisory committee. The candidate may request replacement of committee members subject to the approval of the department head or supervisor, the director (where applicable), and the dean, or vice president.

The role of the tenure advisory committee is to assist the faculty member in the achievement of tenure through appropriate counsel and advisement and to render judgment that the faculty member has or has not attained the criteria for tenure. Concurrently, the tenure advisory committee has a responsibility to recommend the non-renewal of the appointment of a faculty member who is not, in the judgment of the committee, progressing satisfactorily toward tenure. To these ends, the tenure advisory committee shall counsel and advise and thereafter make an annual recommendation with respect to the continuation of the appointment of the faculty member. Such a recommendation will be: 1) to renew the appointment; 2) to non-renew the appointment (407.2.1(5)) prior to the end of the probationary period; 3) to award tenure; or 4) to deny tenure, that is, to non-renew the appointment (407.2.1(5)) at the end of the probationary period.

##### (2) Promotion advisory committee.

When a faculty member without tenure is to be considered for promotion, the tenure advisory committee shall also serve as a promotion advisory committee. The term of this committee shall expire when the faculty member is awarded tenure.

Following tenure, if a faculty member so desires, he or she may request in writing to the department head or supervisor that a promotion advisory committee be formed and meet with the faculty member. This ~~will~~ **shall** be done by the department head in consultation with the faculty member and the director (where applicable), dean, vice provost or vice president within 30 days

of receipt of the written request. The promotion and tenure committee must be formed by March 30 th of the third year following tenure and it is recommended that the informational meeting outlined in 405.8.2(1) below be held at this time.

If the promotion advisory committee meets for the first time in the fifth year post tenure, this committee would also perform the functions of the post-tenure review committee. If this committee has met prior to the fifth year then this committee or a three member subcommittee may form the post-tenure review committee and carry out the Quinquennial Review of Tenured Faculty 405.12.2.

The promotion advisory committee ~~will~~ shall be composed of at least five faculty members who have tenure and higher rank than does the faculty member. The department head or supervisor shall appoint a chair other than him or herself. Normally, two academic unit members of higher rank who have served on the candidate's tenure advisory committee shall be appointed to the promotion advisory committee, and at least one member shall be chosen from outside the academic unit. If there are fewer than four faculty members in the academic unit with higher rank than the candidate, then the department head or supervisor shall, in consultation with the director (where applicable), dean, or vice president complete the membership of the committee with faculty of related academic units. Department heads and supervisors of the candidate shall not serve on promotion advisory committees, and no committee member may have a supervisory relationship with another member. The appointing authority for each committee shall fill vacancies on the committee as they occur. In consultation with the faculty member and the director (where applicable), dean, or vice president, the department head or supervisor may replace members of the promotion advisory committee. The candidate may request removal of committee members subject to the approval of the department head or supervisor and the director (where applicable), dean, or vice president.

When a department head or supervisor is being considered for promotion, the director (where applicable), the appropriate dean, or vice president shall appoint the promotion advisory committee; when a director (where applicable), dean, or vice president is being considered, the Provost shall appoint the promotion advisory committee. When a faculty member with tenure wishes to be considered for promotion, at the request of the candidate for promotion the department head or supervisor shall, by October 15 of the Fall Semester one year prior to that consideration, convene the promotion advisory committee to meet with the candidate.

### (3) Review committee for tenured faculty.

The review committee shall consist of at least three tenured faculty members who hold rank equal to or greater than the faculty member being reviewed. The committee shall be appointed by the department head or supervisor in consultation with the faculty member and the director (where applicable), dean, or vice president and shall include at least one member from outside the academic unit. Department heads and supervisors of the faculty member being reviewed shall not serve on this committee, and no committee member may have a supervisory relationship with another member (see 405.12(2)).