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FACULTY SENATE MEETING

September 10, 2007, 3:00 p.m.

Merrill-Cazier Library, Room 154

Agenda

- 3:00 Call to Order**Doug Ramsey
[Approval of Minutes of April 30, 2007](#)
- 3:05 Announcements**Doug Ramsey
1. Faculty Senate Handbook
- 3:10 University Business**President Stan Albrecht
- 3:20 Consent Agenda**
1. [Approval of Committee Appointments](#) Will Pependorf
- 3:30 Key Issues and Action Items**
1. [Calendar Committee Report](#) Michelle Larson
2. [Additional Senate Elections](#) Will Pependorf
- 3:50 Information Items**Doug Ramsey
1. [Approval of Proposed Policy Amendments](#)
2. [Upcoming Academic Year](#) (*Letter to department heads from Provost Coward*)
- 4:10 New Business**
1. Conflict of InterestDoug Ramsey
- 4:20 Adjournment**

**FACULTY SENATE
MINUTES
April 30, 2007, 3:00 p.m.
Merrill-Cazier Library, Room 154**

John Kras called the meeting to order at 3:00 p.m.

Approval of Minutes from April 2, 2007

Doug Ramsey motioned to approve the minutes of April 2, 2007. Byron Burnham seconded the motion; motion carried unanimously.

Announcements – John Kras

1. President's Report – John stated that the President's Report included in the packet for today's meeting will be revised for a final draft that will include four more items from today's agenda that will go forward to the President Albrecht for approval.
2. Faculty Code Revisions – John explained that Sydney Peterson prepared an official process of determining how the code changes get to the Board of Trustees and get approved into the code. Once the Faculty Senate approves on the second reading a change to the faculty code, the Senate Secretary sends a memo to Sydney Peterson so that she can prepare information to the president for review and approval/disapproval. Once approved, these changes are sent to the Board of Trustees. If approved at the Trustee level, the President's office (Sydney) forwards the request to Human Resources to actually change the code.
3. Committee Assignments – Will Popendorf distributed a form for senators to fill out at today's meeting with requests for committee assignments for next year. Committee assignments will be made later this summer and announced in the fall.

At this point, John Kras thanked the chairs of the three major Faculty Senate committees: Britt Fagerheim – PRPC; Jenny Norton – BFW; and Kim Openshaw – AFT.

University Business – President Stan Albrecht

1. The President also thanked the committee chairs and others for the great work they have done.
2. Some highlights of the year are:
 - It was the year of our Regional Campuses. This has moved forward very successfully.
 - The announced the Comprehensive Campaign was made. It has been a great year in that sense. We now stand at over \$106 million.
 - It was a good legislative session.
 - Most importantly, the accomplishments of our faculty and students are a highlight to the University.

He complimented and thanked the Senate for the great job they continue to do.

3. President Albrecht announced that Glenn Ford, VP for Finance, will be leaving us. He expressed his appreciation to Glenn for all he has done for us. Fred Hunsaker will be coming back to work with us for a few months as an interim while the search for a new VP begins. They are also beginning a search for an individual who will fill the position of special assistant to the President for state and federal relations.
4. Enrollment numbers as of the second to the last day of April, we had 5720 completed applications for our fall class. A year ago at this time, the number was 5055, so we are up almost 700 students over where we were a year ago in terms of applications. The number of admitted students: currently at 5054; a year ago we were at 4329. Again almost 700 more students have been admitted. Out-of-state students are up almost 300 over last year at this time. Last year when we submitted our final numbers to the State Board of Regents in the third week of September, there were 5366 completed applications; we are now almost 400 above that in April.
5. Sydney Peterson announced the schedule of commencement ceremonies this week.

Consent Agenda Items

1. ADVANCE Report
2. Committee-on-Committees Report
3. EPC Business

4. PRPC Business

a. Faculty Senate Past President 402.7.1-4 (2nd reading)

b. Faculty Forum Membership 402.9.1-2 (2nd reading)

A question was raised about the proposed amendments to 402.9.1 and 402.9.2 that might be confused as defining two Faculty Forums. The rationale was given that section 402.9.1 was amended to meet the Senate's prior expressed desire that special meetings would only comprise Faculty Forum members and would exclude administrators down to the department head level, while 402.9.2 was amended specifically to invite all faculty members (other than those excluded from the Forum in 402.9.1) to the regularly scheduled November meeting.

c. EPC Membership 402.12.6(2) (2nd reading)

d. EPC Curriculum Sub-committee Membership 402.12.6(5) (2nd reading)

Mike Parent motioned to accept the Consent Agenda. Diane Calloway-Graham seconded the motion. Will Popendorf suggested a few minor changes regarding consistency in item (a) Faculty Senate Past President. Motion carried unanimously.

Key Issues and Action Items

PRPC Business – Britt Fagerheim

1. Representation of Extension and RCDE on Faculty Senate 402.10.1 and 402.12.1(2)(3)

As chair of the Committee-on-Committees, Will Popendorf wanted to state for the record that the apportionment process must be resolved with the RCDE faculty members. A meeting is scheduled in May to discuss this with Ronda Menlove. Dallas Holmes motioned to send this back to PRPC for final code write and bring back at the September meeting. Ed Heath seconded the motion; motion carried unanimously.

John Kras added that an ad-hoc committee will probably be formed to review all faculty code to correct the inconsistencies in the code.

Old Business

1. Academic Freedom 403.1 and Professional Responsibility and 403.3.1

John Kras explained that these code issues were not discussed during the May 2006 meeting although on the agenda because of a motion to end the meeting at 4:30. They should have been brought into the 2006-2007 session. Jan Alm motioned to re-charge PRPC with reviewing these codes. Vince Wickwar seconded the motion; motion carried unanimously.

New Business

1. Faculty Senate Supernumerary 402.3.1

PRPC proposed the addition of the reference to 402.7.3 to the bottom of this code as a reminder.

Will Popendorf motioned to charge PRPC with changing code as indicated. Jan Alm seconded the motion; motion carried unanimously.

2. Senate Standing Committees 402.12.1(2)(b)

PRPC proposed the change the wording from 'Vice President' to 'President-Elect' for consistency.

Vince Wickwar motioned to charge PRPC with changing code as indicated. Tom Lachmar seconded the motion; motion carried unanimously.

3. Pat Lambert stated that the HASS Faculty Senate caucus met and discussed some issues they would like brought up in the Senate regarding 407.7.2 Reasons for Non-Renewal. Pat motioned to charge PRPC look at 407.2 dealing with language that vests complete control with the department head in the absence of a promotion committee to coincide with the policy for the tenure process. Maria Cordero seconded the motion; motion carried unanimously.

4. Doug Ramsey motioned that the Faculty Senate thank John Kras for his work over the past year and for accepting the position of Faculty Senate President in such short notice last year. Pat Lambert seconded the motion; motion carried with a unanimous clapping. Doug then presented John with a plaque and gift certificate to Hamilton's. John thanked the Senate for their work and looks forward to more work next year.

Adjournment

Jan Alm motioned to adjourn the 2006-2007 Faculty Senate Session for the year. The motion was seconded (by many) and the meeting was adjourned at 3:45 p.m.

Committee on Committees

24 August 2007

Report to the Senate Part 1 of 2 (Consent Agenda item)

Approval of Committee Appointments by the Senate

1. "402.12.2 Committee on Committees

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

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

Budget and Faculty Welfare Committee (*402.11.2 says "approval by the Senate"*)
new senate representative James Sanders
with continuing senate representatives Jake Gunther and Daren Cornforth.

Professional Responsibilities and Procedures Committee (*402.11.2 says "approval by the Senate"*)
new senate representative Renee Galliher
with continuing senate representatives Brett Shelton and James Evans.

Athletic Council (*105.2(2) says elected by the Senate*)
new appointees Brett Shelton (senator) and Pat Evans
with continuing appointments Stephen Allan, Betty Dance, Dallas Holmes, and Hilda Fronske.

Bookstore Committee (*FS Handbook says appointed by the Senate*)
new appointees Betty Rozum and Mark Riffe (both are senators).

Calendar Committee (*FS Handbook says appointed by the President of the Faculty Senate*)
new senate representative Robert King
with continuing senate representatives Diane Calloway-Graham, Tom Lachmer, and William Pependorf.

Cultural Activities Council (*FS Handbook says appointed by the President of the Faculty Senate*)
new senate representative Kelly Kopp
along with representatives Adrianne Moore and Tom Schroeder

Honors Program Advisory Board (*FS Handbook implies appointed by the Senate*)
new senate representative Brian McCuskey

Research Council (*not required by code but requested by VP for Research*)
new senate representative Vincent Wickwar

Department Teaching Excellence Award Committee (*representatives from the faculty senate*)
new senate representative Sandi Gillam
along with continuing representative Tom Schroeder

University Assessment Coordinating Council (*105.2(9) says appointed by the Senate*)
new senate representative Jim Haefner
along with continuing representative Dallas Homes

**REPORT OF THE
CALENDAR COMMITTEE
to the
Faculty Senate
27 August 2007**

Committee Members:

Michelle B. Larson, Chair
Jeri Brunson, GSS
Diane Calloway-Graham, Faculty Senate (08)
Stephanie Hamblin, Advising and Transition Services
Enid Kelley, CEA
Tom Lachmer, Faculty Senate (07)
Matt Lovell, PEA
John Mortensen, Registrar's Office
Spencer Naser, ASUSU
Sydney M. Peterson, President's Office
William Pependorf, Faculty Senate (08)
Roland Squire, Registrar's Office
Elisa Taylor, RCDE
Christopher T. Terry, Faculty Senate (07)

Purpose

The Calendar Committee is charged with the responsibility of reviewing, evaluating, and recommending the University's academic calendar. The Calendar Committee determines the beginning and ending days of the academic year and the holidays within each of the semesters. The actions of this committee with respect to each annual calendar are ratified by the Executive Committee upon the advice of the Faculty Senate.

Committee Actions

1. The Academic Calendar for 2008-2009 was approved by Faculty Senate, 2/06/06; Executive Committee, 2/08/06; and Dean's Council, 2/13/06. On May 14, 2007 the calendar committee discussed the need to provide more balance between the number of Monday/Wednesday/Friday class hours and Tuesday/Thursday class hours in the fall semester. This imbalance was enhanced with the recent introduction of fall break, held on the third Friday in October. Therefore, the committee is recommending a change to the 2008-2009 academic calendar to hold a Friday class schedule on the Thursday before Fall Break. In Fall Semester 2008 a Friday class schedule would be held on Thursday, October 16.
2. The Committee completed academic calendars for Summer 2009, academic year 2009-2010, and Summer 2010.
3. The committee completed employee holidays for 2010.

The calendar committee seeks endorsement from the Faculty Senate on all revised and proposed calendars, which are attached.

Academic Calendar 2008-2009		Academic Calendar 2009-2010	
Summer Session 2008		Summer Session 2009	
Early Session – 4 weeks	May 12 - June 6 (18 instruction days, 1 test day)	Early Session - 4 weeks	May 11 - June 5 (18 instruction days, 1 test day)
8-Week Session	June 9 – August 1 (37 instruction days, 1 test day)	8-Week Session	June 8 - July 31 (37 instruction days, 1 test day)
1 st 4-week Session	June 9 – July 3 (18 instruction days, 1 test day)	1 st 4-week Session	June 8 – July 2 (18 instruction days, 1 test day)
2 nd 4-week Session	July 7 – August 1 (18 instruction days, 1 test day)	2 nd 4-week Session	July 6 – July 31 (18 instruction days, 1 test day)
Fall Semester 2008 (70 instructional days, 5 test days)		Fall Semester 2009 (70 instructional days, 5 test days)	
Classes Begin	August 25 (M)	Classes Begin	August 24 (M)
Labor Day	September 1 (M)	Labor Day	September 7 (M)
Fall Break	October 17 (F) (Friday schedule on Thursday October 16)	Fall Break	October 16 (F) (Friday schedule on Thursday October 15)
Thanksgiving Holiday	November 26 – 28 (W-F)	Thanksgiving Holiday	November 25 – 27 (W-F)
Classes End	December 5 (F)	Classes End	December 4 (F)
Final Examination	December 8 - 12 (M-F)	Final Examination	December 7 - 11 (M-F)
Commencement	December 13 (S)	Commencement	December 12 (S)
Spring Semester 2009 (73 instructional days, 5 test days)		Spring Semester 2010 (73 instructional days, 5 test days)	
Classes Begin	January 5 (M)	Classes Begin	January 11 (M)
Human Rights Day	January 19 (M)	Human Rights Day	January 18 (M)
Presidents' Day	February 16 (M)	Presidents' Day	February 15 (M)
Spring Break	March 9 – 13 (M-F)	Spring Break	March 15 – 19 (M-F)
Classes End	April 24 (F)	Classes End	April 30 (F)
Final Examination	April 27 - May 1 (M-F)	Final Examination	May 3 - May 7 (M-F)
Commencement	May 1-2 (F-S)	Commencement	May 7 - May 8 (F-S)

Semester = approximately 15 weeks, may include examination days.

2008-2009

Approved by: Faculty Senate 12/05/05; Executive Committee 10/09/05; Deans' Council 11/14/05.

Revised and Approved by: Faculty Senate 2/06/06; Executive Committee 2/08/06; Deans' Council 2/13/06.

Revised and Approved by:

2009-2010

Approved by:

Academic Calendar 2010-2011		Academic Calendar 2011-2012	
Summer Session 2010		Summer Session 2011	
Early Session – 4 weeks	May 17 - June 11 (18 instruction days, 1 test day)	Early Session - 4 weeks	
8-Week Session	June 14-August 6 (37 instruction days, 1 test day)	8-Week Session	
1 st 4-week Session	June 14 – July 9 (18 instruction days, 1 test day)	1 st 4-week Session	
2 nd 4-week Session	July 12-August 6 (18 instruction days, 1 test day)	2 nd 4-week Session	
Fall Semester 2010 (70 instructional days, 5 test days)		Fall Semester 2011 (70 instructional days, 5 test days)	
Classes Begin		Classes Begin	
Labor Day		Labor Day	
Fall Break	Friday schedule on Thursday	Fall Break	Friday schedule on Thursday
Thanksgiving Holiday		Thanksgiving Holiday	
Classes End		Classes End	
Final Examination		Final Examination	
Commencement		Commencement	
Spring Semester 2011 (73 instructional days, 5 test days)		Spring Semester 2012 (73 instructional days, 5 test days)	
Classes Begin		Classes Begin	
Human Rights Day		Human Rights Day	
Presidents’ Day		Presidents’ Day	
Spring Break		Spring Break	
Classes End		Classes End	
Final Examination		Final Examination	
Commencement		Commencement	
Semester = approximately 15 weeks, may include examination days.			
Approved by:			

Utah State University

2010 Employee Holidays

1 January - New Years Day

18 January - Human Rights Day

15 February - Presidents' Day

31 May - Memorial Day

5 July - Independence Day

23 July - Pioneer Day

6 September - Labor Day

25 November - Thanksgiving

26 November - Thanksgiving

24 December – Christmas Day

27 December – Christmas Day

31 December - New Years Eve

Report to the Senate Part 2 of 2 (Action item)

Additional Senate Elections

1. "402.12.1 Executive Committee

(2) Membership. The Senate Executive Committee shall consist of the following 14 members: ... (e) one senator elected by the Senate from the presidential appointees of the Senate."

The current presidential appointees are

Anderson, Douglas	Dean of Business
Burnham, Byron	V.Prov. & Dean Sch. Grad Studies
Frazer, Nat	Dean of Natural Resources
Hinton, Scott	Dean of Engineering
Hubbard, Mary	Dean of Science
Kiger, Gary	Dean of HASS
Strong, Carol	Dean Educ. & Human Services

The president's preference is Byron Burnham and is therefore nominated by the Committee on Committees for election at this Senate meeting.

2. "402.12.2 Committee on Committees

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

"402.12.2 Committee on Committees

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

Therefore, the Committee on Committees invite nominations (including self-nominations) of candidates and submit the name of Scott Deberard to be elected to this committee at this Senate meeting.

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

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

**Faculty Senate
Proposed Amendments to Policy**

**Status Report to Faculty Senate
September 10, 2008**

The following proposed amendments to policy were presented to the Board of Trustees on June 1, 2007. All were approved.

Senate Approval

April 2, 2007 Policy 402.12, adding 12.8 Faculty Diversity, Development, and Equity Committee. This is a new Senate standing committee whose duties are to collect data and identify and promote best practices for faculty development, mentoring, and work environment. Changes also affect code 402.3 Membership. (*Faculty vote: unanimous*)

April 30, 2007 Policy 402.7, adding the position of Past President to the Faculty Senate administration. A new position was created to ensure a cohesive transition to the Senate each year. The Senate Past President shall serve as a voting member of the Faculty Senate Executive Committee and Faculty Senate for a period of one year immediately following his/her term as Senate President. (*Faculty vote: unanimous*)

Policy 402.9, changing the format of the Faculty Forum. The annual scheduled meeting of the Faculty Forum will now be open to all faculty members to attend and speak, with the exception of those excluded by policy 402.9.1. A provision is made that additional special meetings may be held by the call of the Faculty Forum President. (*Faculty vote: unanimous*)

Policy 402.12.6(2), deleting Extension and adding Regional Campuses and Distance Education representation on the Educational Policies Committee. (*Faculty vote: unanimous*)

Policy 402.12.6(5), revises the membership of the Curriculum Subcommittee of the Educational Policies Committee 'from eight colleges' to 'a representative from each college' and states the membership of the EPC members on the subcommittee to be at least three. (*Faculty vote: unanimous*)

August 21, 2007

Dear Department Head Colleagues:

Per your request at last week's Department Heads retreat, below is the list that I shared with you of some of the reasons that I am excited about the upcoming academic year. As I mentioned at that time, there are many reasons for all of us to look forward to the year ahead. As President Albrecht often says, "this is a special time to be at USU" and I hope you share my excitement about what lies ahead of us.

Below are just 10 examples of the many exciting activities that will shape our upcoming academic year:

- This year we will begin a five-year commitment by the President to increase the operating budgets of our academic departments. This new initiative will increase overall operating budgets by 78 percent. In FY 2006-2007, only about one in four academic departments (10 departments or 24.4% of all departments) had operating budgets of \$2,900 or more per faculty member. By the end of this exercise, all departments in the university will have base operating budgets of \$2,900 or more per faculty member.
- We have had a second, consecutive successful recruitment of first-year students to our Logan campus. Already, with classes not yet begun and students still registering, we have exceeded our target enrollment for the year and we have 150 more first-year students enrolled than the final numbers from last year (+6%). These two, consecutive successful classes of first-year students will go a long way to improving our enrollment figures.
- Because of the success that we have had in addressing our budget challenges, the President has decided that we are in a position to reduce the "one-time, continuing" recycling fee that has been imposed on campus accounts for the past two years. This year, he will reduce the recycling fee to academic units by \$1,687,659. This is the "first step" in what we hope will be a several year process of eliminating this fee entirely.
- To foster instructional excellence and to launch the careers of new, untenured assistant professors on a positive and productive trajectory, USU has created a one-semester teaching experience (the "Teaching Academy") to support the transition of new faculty into the multiple roles that they will assume at a modern, comprehensive, research intensive, student-centered land grant university. The "Teaching Academy" is a structured, group experience for new faculty that explores the fundamental principles of high-quality college teaching and lays the foundation for success in the classroom.
- Responding to the concerns of faculty members, beginning July 1st, the university committed \$4 million over the next five-years to purchase electronic journals for the

library. The plan enables the library to acquire the valuable “Freedom Collection” suite of electronic journals and prevents further cancellation of journal subscriptions for the next five years. The “Freedom Collection” provides access to more than 2,000 Elsevier electronic journals with coverage from the year 2000 to the present. Of these journals, 1,700 are titles that were previously unavailable to our faculty and students.

- Starting with this academic year, the President has dedicated an additional \$150,000 per year in permanent monies for each of the next 5-years (a total of \$750,000) to enhance our international education programs. These monies will be directed toward three goals: (1) increasing the opportunity for our students to have study abroad experiences; (2) increasing the diversity of our student body in Logan by expanding the number of international students who enroll at USU; and (3) increasing support to those offices that provide the infrastructure for international education on our campus.
- We continue to build new facilities on campus to enhance our academic programs and to improve the educational experiences of our students.
 - ✓ The new “David G. Sant Engineering Innovation Building,” for example, is rising out of the ground across from the library. This new building will provide additional laboratory space for our engineering faculty and students.
 - ✓ At the same time, as you enter the Cache Valley from the south, you will see a new College of Agriculture complex being built on the East side of Highway #89 (almost across from the American West Heritage Center). This \$10 million project will contain two wings of classrooms, laboratories and offices surrounding a central common area.
 - ✓ This August marks the first full occupancy of our new Living-Learning Community dormitories (near the Alumni House). This complex contains six buildings with 64 suites housing 512 students. The buildings also contain community kitchens, lounges and quiet study spaces.
 - ✓ The North Endzone Facility is nearly complete. This newest addition to our athletic facilities will serve to meet the academic and athletic needs of all 16 Utah State University intercollegiate sports. The first floor of this state-of-the-art facility houses an extensively improved sports medicine department, new locker rooms, a Hall of Fame and a hospitality plaza. The second floor contains coaches’ offices and conference rooms; while the third floor includes classrooms, computer labs and tutoring rooms.
 - ✓ Finally, we will soon start construction on our first building on the new Vernal campus. This is the initial development of the 138 acres of land that we received last year as a gift from life long Uintah Basin resident Bob Williams – the second largest private gift to the university in its 118-year history (valued at \$5.3 million).

- Speaking of philanthropy, President Albrecht had a busy summer traveling the United States talking with alumni and friends of the university about the “Campaign for Utah State.” He hosted events in Phoenix, Las Vegas, San Jose, San Diego, Los Angeles, Portland, Seattle, Denver and Chicago. In September he will visit alumni and friends in Washington, D.C. and New York. To date, the campaign has raised 56% of our campaign goal of \$200 million (\$112,894,850) and we look forward to announcing several very significant gifts during the upcoming academic year.

- In the Spring of 2007, the Utah State Legislature passed House Bill 185 authorizing approximately \$5 million to expand educational offerings at Utah State University’s three regional campuses (in Brigham City, Tooele and the Uintah Basin) and to create USU baccalaureate degree programs in partnership with Snow College and the College of Eastern Utah. Based on this investment by the state, we have identified 37 new faculty positions that will be hired during the upcoming academic year involving six colleges and 17 academic departments (41% of all academic departments). In addition to the faculty that we typically hire in an academic year, this means that our faculty will include approximately 75 to 80 new scholars for the Academic Year 2008-2009.

- On September 28th, Dr. Ken Bain, author of the best-selling book titled “What the Best College Teachers Do,” will present an open lecture at 3:00 p.m. in Room 130 of the Eccles Science Learning Center. The book is the conclusion of a fifteen-year study by Dr. Bain of nearly one hundred college teachers in a wide variety of fields and universities. His book has received the prestigious “Virginia and Warren Stone Prize” awarded annually by Harvard University Press for an outstanding book on education and society. Describing his study, Dr. Bain notes that he has “tried to capture the collective scholarship of some of the best teachers in the United States, to record not just what they do but also how they think, and most of all, to begin to conceptualize their practices.” You will not want to miss this presentation; we all can learn something from this thoughtful scholar.

These are just a sampling of the many activities that make me excited about the upcoming academic year. Please feel free to share them with our colleagues so that they, too, can appreciate the momentum that is being built at Utah State. This is a special time to be at USU and I, for one, would not want to be anywhere else.

Thanks for all that you do for USU. Your leadership is crucial to the success of this great university.

Ray