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Faculty Senate Agenda, April 28, 2008

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FACULTY SENATE AGENDA

April 28, 2008, 3:00 p.m.

Merrill-Cazier Library, Room 154

- 3:00 Call to Order** Doug Ramsey
1. Approval of [Minutes of April 7, 2008](#)
- 3:02 Announcements** Doug Ramsey
1. Roll Call
 2. 2008-2009 Past President
 3. Faculty Senate Executive Secretary
- 3:05 University Business** President Stan L. Albrecht
1. Pedestrian Crosswalks Chief of Police, Steve Mecham
- 3:20 Information Items**
1. Update on Emergency Preparedness..... Provost Raymond T. Coward
 2. [ADVANCE Annual Report](#)..... Ronda Callister
 3. Minority Faculty Representation on Committees Maria Cordero
- 3:35 Consent Agenda** Doug Ramsey
1. [Calendar Committee Annual Report](#)
 2. [Academic Freedom and Tenure Committee Annual Report](#)
 3. [EPC Report](#)
 4. [Committee on Committees Annual Report](#)
- 3:45 New Business**
1. [Senator Interest Form](#) Will Pependorf
 2. [Limitations on Faculty Participation and Cataloguing Senate Minutes](#)..... Will Pependorf
 3. [Suggested GLBTA Inclusive Policy Change](#)..... Renee Galliher
 4. [Policy 407: Scheduling Grievances and Sanctions](#) Diane Calloway-Graham
- 4:15 Adjournment** Doug Ramsey

Doug Ramsey called the meeting to order at 3:00 p.m.

Approval of Minutes

Byron Burnham motioned that the minutes of March 3, 2008, be approved as submitted. Sylvia Read seconded the motion. The motion carried unanimously.

Announcements

Doug Ramsey reminded everyone to sign the roster and that there will be another Faculty Senate Meeting on April 28.

University Business

President Albrecht has been meeting individually with each college to discuss various issues. Effective April 1 we are no longer charging sales tax on required textbooks and course materials. Faculty members need to be clear on their syllabus what students will be asked to purchase so there is no confusion on required vs. optional purchases. Contact Fred Hunsaker, Vice President of Business and Finance, with any questions.

At the Legislature's request, an interim site committee is looking at reorganizing higher education government. We have no idea what to expect, but there may be a major shift in higher education. A more critical issue is non lapsing balances. The President reminded faculty members that if they have a choice, they need to spend state dollars first and carry forward any other sources. If enrollment numbers are solid in the fall and we generate more Tier II funding, there will be a mid-year compression issues review to determine our major priorities. We should know where we stand by the third week of class so there will be more discussion about it at that time.

Information Items

Commencement

Sydney Peterson stated that graduation ceremonies will be the same as last year. The graduate commencement and hooding ceremony will be held on Friday, May 2, at 1:30 p.m. Candidates need to line up at the Field House at 12:30 p.m. On Saturday, faculty need to line up with undergraduate students at 8:30 a.m. on the Quad. The ceremony starts at 9:30 a.m. with individual college ceremonies after that. A complete schedule can be found on the commencement website.

Honorary Degree and Awards Committee Report

Ed Reeve distributed the committee report and press release of the five individuals who will be receiving Honorary Degrees at the undergraduate commencement ceremony. Larry Stevens will serve as Chair of the Honorary Degree and Awards Committee next year.

Academic Integrity Policy

Steve Hanks stated that the procedures are designed to strengthen the policy and provide fair due process for students while maintaining faculty rights to oversee grading in the classroom. This is the concept piece and they will write the supporting code this summer. It will include examples of what constitutes an egregious offense. Jeri Brunson reviewed the flowchart provided with the agenda. Robert Schmidt pointed out that the flowchart did not allow for the initial discussion between the instructor and the accused student. Steve stated they were just trying to establish a formal process. Renee Galliher asked if issues could be handled within the classroom or if they had to report any sanctions. Steve stated that no one would police them, but if it is not reported there is no way to know if the student is doing the same thing in other classes. They are not trying to change an instructor's process; they are just developing a tracking system. Will Popendorf asked if other students could make an accusation without the professor being aware of it. Geri stated it would be most helpful if the students went to the instructor, but the form

would not come into place until the instructor determines there is a likelihood that cheating occurred. The question was raised as to how students would be contacted if they do not have an email address. Geri stated that according to code, students are responsible for providing the university with a current address and email address. A paper trail is the only way to track things, but there needs to be a discussion between the instructor and student. Diane Calloway-Graham pointed out that the procedure gives students the option to refuse to meet with the professor, but that is unacceptable in her college. Steve stated that the procedures do not supersede any department policies. Please email any further thoughts to Geri or Steve.

Criminal Background Checks

David Cowley stated that USU will be implementing a criminal background check policy in response to the 2007 Legislative Session. It is proposed that we perform background checks on new employees whose positions involve significant contact with minors or are considered security sensitive, existing employees who exhibit signs of reasonable cause, and concurrent enrollment faculty who have unsupervised access to K-12 students. The definition of 'significant contact' will be determined by Human Resources. The search will be performed by using the prospective employee's social security number. The cost is \$40 per applicant and it will be paid by the hiring department. Ed Reeve asked about the possibility of an international search. Dave stated that it was available and the cost varied from \$40 up to several hundred dollars based on the complexity of the search. Typically the background check is performed after you determine who you want to hire, but before you make the offer. The question was raised as to whether it would be more cost efficient to perform the background check before going to the expense to bring a candidate to campus. The Provost stated that departments could request the background check whenever they wish. The turnaround time is 1.6 days to perform the check. Steve Burr asked about performing a background check on existing employees. Dave stated that for now they are only planning on doing them if there is reasonable cause. In the future they may expand it to all employees, but it would not be written as part of the policy. The Provost stated he was concerned about the underlying message that is conveyed when a background is performed because there is reasonable cause. He questioned whether that would put the university at greater risk for liability if they missed someone. He would prefer a plan that states we will perform a background check on all employees. Steve Burr asked who would be on the review committee. Dave stated there would be representation from the employee groups, Human Resources, and central administration. It will be a small group so they can get together quickly to respond and react to any positive results. Individuals with a positive result will be allowed to respond with their side of the story. Adjunct and part time employees will continue to be asked to self-disclose any offenses. Someone pointed out that those are the positions we should be most concerned about because they can slip through the cracks. There were also concerns about an effect on the Academic Impact and Freedom Committee and whether candidates would be offended to have a background check performed on them. The Provost stated that the details of the checks are completely confidential and that background checks are becoming common and are performed at the largest and most prestigious institutions. Dave reminded everyone that this is new policy and they will do their best to implement it, but they prefer to start with the group we are legally required to do and then take it from there when the process is going well.

Relocation Assistance Policy

David Cowley stated that the IRS now requires that any money given to new employee for relocation assistance will have state and federal taxes withheld. The employee can file for any eligible deductions when they do their taxes. It is recommended that we pay the moving company directly whenever possible.

FDDE Business Code 405.7.2 Proposal

Ronda Callister provided two options for change to Section 405.7.2(1) and 405.8.3(1). Option A would allow a promotion and tenure candidate to submit up to two names of potential reviewers that they do not want to be contacted. Option B would allow the candidate to submit an unlimited number of names of potential reviewers they do not want to be contacted. Dallas Holmes motioned that Option B be forwarded to the PRPC. Steve Burr seconded the motion. Byron Burnham questioned why this was necessary. Ronda stated that there could be strong paradigm differences in research approaches that could adversely affect the faculty member and that even if the code is rarely needed, it would be in the faculty members best interest to have it in place. The Provost stated that it would be uncommon for the advising

committee to be unaware of such differences that could have an adverse affect on the faculty member. He questioned why the department head or supervisor and tenure advisory committee would be trusted enough to mentor the faculty member, but not to select an appropriate review committee. Steve Burr stated that it was possible that a committee member may not understand the field of research. Renee Galliher agreed and stated that most people will not submit names, but this would allow them that option. Dean Anderson worried that listing names could have an adverse effect and be misused. Pat Lambert stated it would just open the door for dialogue. Byron Burnham pointed out that they may unknowingly remove someone that would have been a strong voice in support of their good work. Will Pependorf suggested that they be required to provide the rationale of any names they submit. Ronda stated she was aware of an incident where the candidate had filed a sexual harassment claim against someone and a member of the review committee was a colleague with the accused. They wrote a negative letter against the candidate. Doug reminded everyone that there had been a motion and a second to forward the suggested code change to the PRPC and called for a final vote. The motion passed.

Consent Agenda

PRPC Annual Report and EPC Report

Mike Parent motioned that the reports be accepted. Jeff Larsen seconded the motion. The motion passed unanimously.

Key Issues and Action Items

Faculty Evaluation Committee Report and Course Evaluation Form

Mike Lyons discussed the report that was submitted with the agenda packet. The committee performed a pilot test with the new evaluation form in Summer 2006 and almost all students with a preference preferred the new evaluation form. The Faculty Senate can accept it as is or reject it and request that it be returned to the committee for further work. Doran Baker motioned that version two be adopted. Diane Calloway-Graham seconded the motion. Nat Frazer recommended using a standardized form with questions that have been proven valid and reliable rather than creating our own. Byron Burnham requested that it be called a rating form, not an evaluation form. Mike stated their mandate did not include looking at commercially standardized forms, but they would be willing to do so if requested. They could also perform beta testing to see if the form works for us. He added that there are on-line forms that would allow each college to add additional questions of their own, but there has been a lot of opposition to the idea of on-line evaluation forms. He stated that both versions would still include a section for comments. Doug called for a vote on the motion on the table. The motion failed. Pat Lambert motioned that the committee consult a professional advisor and investigate the use of a commercially available evaluation form. Sylvia Read seconded the motion. The motion passed.

Committee on Committees – Will Pependorf

- a. **Election of Senate President Elect**
- b. **Nomination of Senate President Elect.** There are two openings and no new names were nominated. The ballot was accepted as is.
- c. **Announcement of Senator Interest Form.** Will Pependorf distributed a form and stated he would hand it out again at the next meeting, but requested that everyone read it before then. If you are unable to attend the next meeting, please fill out this form and turn it in. There are a lot of expiring terms. Please work with your college to elect new executive committee members as needed.

Adjournment

It was motioned and seconded that the meeting be adjourned at 4:40 p.m.

Minutes submitted by: Tammy Firth, Office of the Provost, 797-1840

ADVANCE at Utah State University April 2008 report

➤ **Faculty Programs & Policy**

- *Interactive Theatre:* The ADVANCE Interactive Theatre Project is continuing to develop a new script for search committees. Several improvisational sessions were held with actors to produce material from which to create the scenario. The new script will be a spin-off of the goal of the web-based training which seeks to improve the understanding of how bias against under-represented groups can influence decision making.
- *Dissemination:* Interactive Theatre Project recently had a professional video made of *The Third Year Review* to send to universities interested in bringing the project to their campuses. External marketing efforts are underway, with a promotional letter to regional campuses in revisions.
- *WorkLife Law Focus Group:* As a follow up from Dr. Joan Williams' presentations at USU in December, the Center for WorkLife Law will conduct two focus groups on Thursday, April 10 for both junior and senior STEM faculty. The purpose of the focus groups will be to discuss how being a woman affects the careers of life scientists, physical scientists, social scientists, and engineers. The views and experiences shared will help to educate leaders of academia and industry on how to best design training for department chairs nationwide on women's advancement. The focus groups will be conducted by Penelope Huang of Sonoma State University and the Center for Worklife Law at UC Hastings School of Law.
- *Department Head and Dean Interviews:* Trish Kalbas-Schmidt, ADVANCE Program Leader, has nearly completed collecting the data related to the ADVANCE program and is scheduling interviews with department heads. The survey will primarily focus on the associate to full and transitional support programs, due to the announcement of the new VP seed grants.

➤ **Department Transformations**

- *Transformation department #6:* Ronda Callister continues to serve as a voting member of the search committee for the new department head of this department. The interview list has been finalized and candidates are currently visiting campus. The search had one female applicant but she was not selected as a finalist.
- *Transformation department #8:* Dr. Ronda Callister has completed the interviews with the department members and has analyzed the data. A retreat to discuss the findings and to identify ways that ADVANCE can help stimulate changes and improvements in the department is scheduled for Thursday, April 3rd.
- *Department Climate Survey:* Data for the second and final department climate survey has been entered and is currently being organized and analyzed.

➤ **Recruitment**

- *SERT Update:* The SERT team continues to actively work with STEM departments at USU. The SERT team is serving on search committees and members are meeting with a variety of visiting candidates. The SERT leaders continue to meet every other week and the SERT team continues to meet in its entirety once a month.
- *Best Practices:* A statement regarding confidentiality has been added to the best practices.
- *Sustainability Efforts:* Discussion has begun regarding creating a taskforce to investigate the sustainability of the SERT program over the next year, with emphasis

given to data collection. At this time, the SERT program's three major components are: best practices, meeting with candidates, and meeting with committees. Work needs to be done to examine how the SERT team will continue with the development of the web-based training program

- *Meeting with the Provost:* On Monday, March 24th the SERT team faculty met with Provost Coward to discuss the sustainability of the program in the SERT colleges but also expanding it to the other three colleges at USU. This meeting provided the opportunity for Provost Coward to directly ask the SERT faculty any questions he had about the program. It also afforded the opportunity for the faculty to share their thoughts and concerns with him. The meeting was a very successful event where detailed information was shared which will give the Provost more of a foundation from which to make his decision.
- *Research addressing recruitment and hiring of women in STEM fields:* a USU sociologist, and a sociologist at the University of North Dakota, are continuing their research on the recruitment and hiring of women faculty in STEM fields at USU. They are currently analyzing data on all applicants to faculty positions in STEM fields at USU over a ten year period. The researchers will present preliminary findings at the Annual Meetings of the American Sociological Association's Regular Session on Workplace Diversity in August 2008. The researchers are also collecting survey data from all recipients of jobs offers in STEM fields at USU during the research period. Findings from both data sets will provide insight into the mechanisms that lead to gender disparities in STEM fields.
- *Web-based Training for Search Committees:* The ADVANCE team continues to move forward to create and institutionalize web-based training for search committees. Kelli Cargile Cook, Robert Mills, and Laura Vernon (a doctoral student) have been working on the details of the script and coordinating filming logistics with the production team. A draft script was tested with a focus group of representatives from ADVANCE, HR, SERT, and the AA/EEO office. Based on the focus group findings, the script has been revised and is in the final stages of approval. The acting/directing consultant is scheduling rehearsals of the script before filming begins in April.
- *Video on Ombudsperson:* Dr. Robert Mills and graduate student David Christensen have moved the promotional materials regarding USU's successful ombudsperson program into the production phase. The goal of the project is to communicate the value of the program to other institutions and to stress how it can make the promotion and tenure review process more transparent and understandable to faculty, deans and other top administrators. Actors from the ADVANCE Interactive Theatre Group and a key USU administrator have been filming under the direction of Robert Mills and the Information Management office at USU. Production is scheduled for completion by the end of June.

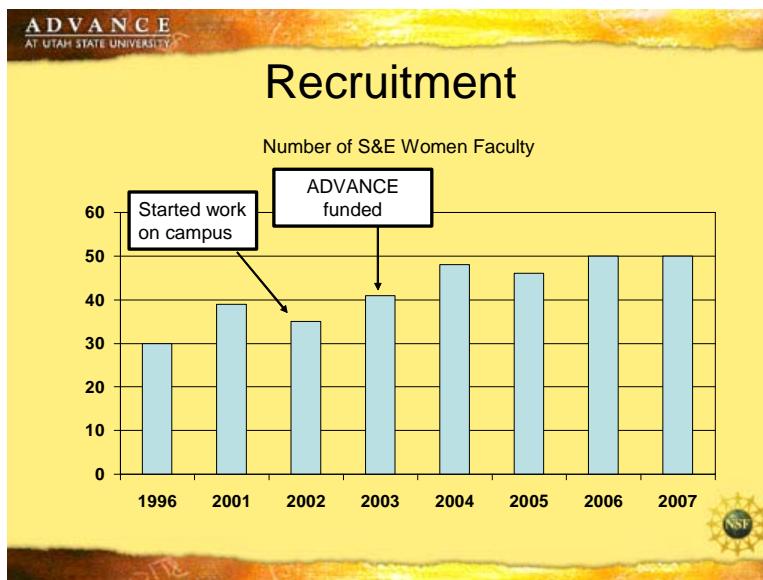
The finished DVD and packaging will include both the engaging and informative video presentation as well as resources needed by other institutions' administrators to set up a similar program. The DVDs resources also link to the ADVANCE website, where more information on the ombudsperson program can be found in addition to an administrator feedback questionnaire. Distribution plans include both direct mail and person-to-person contacts at national conferences. A six-month follow up survey will also be conducted.

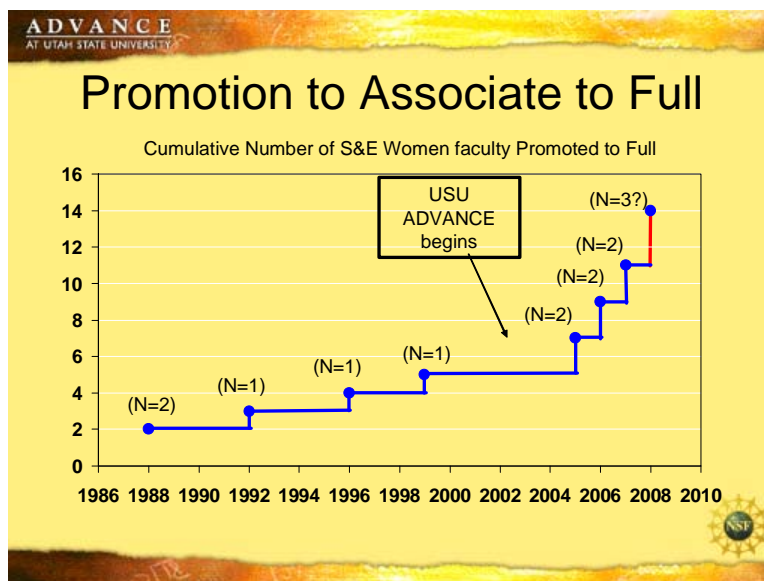
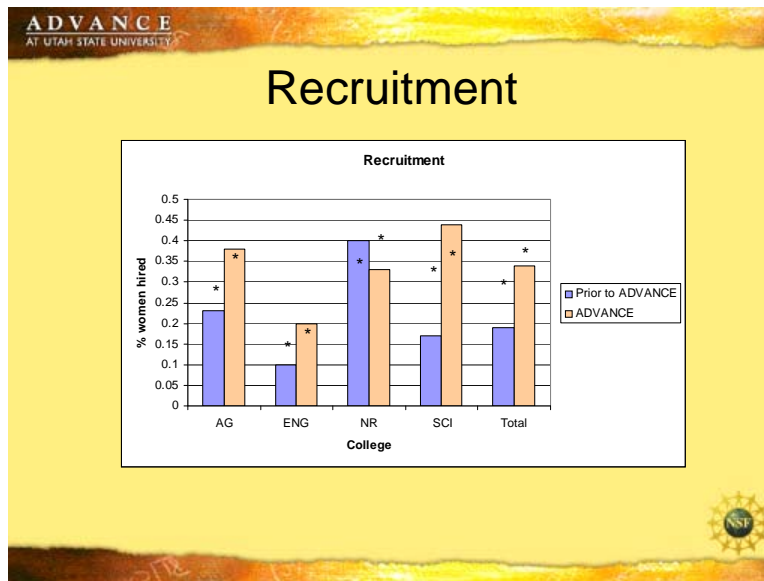
➤ **Retention**

- *Mentoring Guide:* An associate professor of Plants, Soils, and Climate, and an ADVANCE graduate assistant, are in the final stages of completing the online mentoring guide for faculty. Materials and information are currently being loaded on the site. The launch of the site has been scheduled for end of the spring semester.
- *Interactive Modeling:* Dr. Kim Sullivan is continuing to supervise a graduate student, Amanda Bakian, on the mathematical modeling project. The project involves the construction of a 2-sex matrix population model projecting the future gender and demographic faculty composition of Utah State University's STEM colleges. The data has been prepared for analysis and the model's framework is currently under construction in program R. In the future, an interactive website containing the population model will be made available to other universities for their use in predicting future gender composition based on their institution's estimates of recruitment, retention and promotion probabilities. Dr. Sullivan and Amanda are hoping to obtain a second similar faculty demographic dataset from another ADVANCE institution to use to validate the model. The project is expected to be completed by June 2008.

➤ **Data Collection & Analysis (12 NSF Indicators and others)**

- Trish Kalbas-Schmidt, Amanda Bakian (Biology PhD student), and Bernie Lantz, a College of Business faculty member and ACCESS consultant, received the data from AAEO/HR regarding the STEM colleges for 2007. At this time, work is being done to clean the data to prepare it for use in the yearly report.
- **Preliminary data:**





➤ **Current ADVANCE Programs** (*seed grants, transitional support, and associate to full*)

- An Assistant Professor in the Sociology, Social Work and Anthropology, was granted a transitional support grant for the fall semester of 2008 and spring semester of 2009.

➤ **Central Administration Support**

- On February 13th, Ronda Callister, Christine Hult, and Trish Kalbas-Schmidt met with Provost Coward and Vice Provost Austin to discuss how they see the ADVANCE grant winding down and what their hopes are for incorporating some of the ADVANCE activities into the University. Christine and Ronda presented their discussion points developed

around the sustainability documentation from the grant. Overall the meeting went very well. The PI's reviewed sustainability recommendations and had open dialogue with Provost Coward and Vice-Provost Austin regarding each point. Over the next year the ADVANCE team plans to do the following to allow the Provost to have more information to decide the sustainability of some of the ADVANCE programs:

- *Data:* Providing a clean data set of the entire faculty including both STEM and non STEM colleges. The team will be preparing a proposal to some of the time of Ann Austin's assistant in order to train her on the data. Provided they are granted a no-cost extension from NSF, ADVANCE assured the Provost it would clean all of the colleges' data going back 10 years during the 2008-2009 year and provide a strong data base for Dr. Austin's office to work from. Amanda Bakian, ADVANCE graduate student, would direct the project next year if approved.
- *Transitional Support Faculty Program:* Ronda Callister and Trish Kalbas-Schmidt will gather data and work to create a proposal to mesh this program with parental leave policy recommendations.
- *SERT:* Create a task force to review current practices and create a sustainable model for a university recruitment team.
- Trish Kalbas-Schmidt, ADVANCE Program Leader, has continued to work closely with Dr. Austin in her position as Vice Provost for Faculty Development and Diversity. Kalbas-Schmidt has collaborated with VP Austin on several different projects including the faculty development webpage, faculty workshops and lectures, Aggie CARE, meeting with female faculty and attending the female faculty monthly breakfast.

➤ **On Campus Outreach**

- *Faculty Diversity, Development, and Equity Committee (Faculty Senate):* The Faculty Diversity Development and Equity committee has continued to meet monthly. Each member has sent emails to their constituencies informing them of the new committee's formation and asking for input. Numerous emails were collected, identifying information removed as they were assembled into a document. This document will be used to develop the priorities for the committee to focus on and will also be forwarded to the Vice Provost for Diversity and Development to provide data for this office to use. The committee has invited several speakers to better educate themselves on campus services including representatives from the Disability Resource Center, Allies -- the support organization for GBLT students and the Vice Provost for Diversity and Development. The committee has discussed several possible Faculty Code changes and expects to forward these to the Faculty Senate Executive Committee for consideration.
- *Lactation Room:* A nursing room committee has been created and meets on a regular basis. The committee has identified seven different potential locations on campus and has evaluated each location for needed materials and labor for a room to be created. At this time the committee hopes to have three locations completed and ready for use by this summer.
- *WGRI (Women and Gender Research Institute):* The ADVANCE team agreed to match the funding put forth by the research office to create a new WGRI website and buy managing system for the site.
- Trish Kalbas-Schmidt has been working closely and assisting Julie Gast, WGRI Director, with the Tri-Council Spring Luncheon and the Promotion Celebration scheduled for April.

➤ **Off Campus Outreach**

- In February, Pls Callister and Sullivan traveled to the AAAS meeting in Boston and presented “Advancing Women Faculty at Utah State: ADVANCE Goals and Outcomes.”

➤ **Publications, Publicity and Research**

- *PAID Grant Proposal:* The ADVANCE team submitted a three part proposal with a focus on: research on associate to full promotion, adaptation of programs to facilitate promotions from associate to full, and dissemination. It was proposed that three ADVANCE institutions will adapt and implement four types of activities as well as each partner with a non-ADVANCE institution to adapt and implement activities at that institution.
- The team submitted a proposal regarding building and maintaining an ADVANCE team for the national PI meeting in May. Kim Sullivan will be conducting a session on the small grants and Ronda Callister has proposed to be on two different panels regarding career advancement and climate change. The team will be notified if their submissions have been accepted by March 31st.
- The ADVANCE website continues to be reviewed and updated on a regular basis. Dani Petersen, ADVANCE student worker, recently submitted all the needed changes and updated to the ADVANCE Portal website.
- *Career transition study:* Dr. Kim Sullivan and graduate student, Amanda Bakian, are conducting an on-going study aimed at examining the differences between men and women in their approach to transitioning from graduate student to professional scientist. Specifically, the research involves understanding how men and women scientists approach the job market, and perceive both job market expectations and the impact of family on career development. Data collection has occurred largely through personal interviews of recent job applicants and holders (e.g. recent PhDs, Assistant Professors and other permanent job holders, Post-Docs and temporary job holders) conducted at scientific society conferences including the 92nd Annual Meeting of the Ecological Society of America and the IV North American Ornithological Conference. Approximately 200 interviews have been conducted. Preliminary analysis of the ESA data was presented by Dr. Sullivan at a Department of Biology seminar entitled, “Where did the women go? The transition from graduate student to professional biologist”. Results of this study will be disseminated through a peer-reviewed publication and the research is expected to be completed in the summer of 2008.
- The spring ADVANCE newsletter was released in March of 2008 to very positive reviews.

➤ **SACNAS** (*Society for Advancement of Chicanos and Native Americans in Science*)

- The ADVANCE team will be funding the registration for the SACNAS students to attend the national conference in the fall of 2008. They also agreed to match any other contributions for a booth at the conference.

**REPORT OF THE
UTAH STATE UNIVERSITY
CALENDAR COMMITTEE
to the
Faculty Senate Executive Committee
April 2008**

Committee Members

Michelle B. Larson, Provost's Office - Chair
Jeri Brunson, Graduate Student Senate
Diane Calloway-Graham, Faculty Senate
Stephanie Hamblin, Advising and Transition Services
Enid Kelley, Classified Employee's Association
Robert King, Faculty Senate
Tom Lachmar, Faculty Senate
Matt Lovell, Professional Employee's Association
John Mortensen, Registrar's Office
Spencer Naser, Associated Students of USU
Sydney M. Peterson, President's Office
William Pependorf, Faculty Senate
Roland Squire, Registrar's Office
Elisa Taylor, Regional Campuses and Distance Education

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 employee 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.

Spring 2008 Calendar Committee Actions

1. The Calendar Committee completed academic calendar proposals for the academic year 2010-2011, summer semester 2011 and the academic year 2011-2012.
2. The committee completed a proposal for employee holidays in 2011.

Request

The calendar committee seeks approval from the Faculty Senate to forward the attached proposed calendars to the Executive Committee for final ratification. The attached calendars were approved by the Calendar Committee on 25 February 2008.

Academic Calendar 2010-2011		Academic Calendar 2011-2012	
Summer Session 2010 (Approved in Spring 2007)		Summer Session 2011	
Early Session – 4 weeks	May 17 - June 11 (18 instruction days, 1 test day)	Early Session - 4 weeks	May 16 – June 10 (18 instruction days, 1 test day)
8-Week Session	June 14-August 6 (37 instruction days, 1 test day)	8-Week Session	June 13 – August 5 (37 instruction days, 1 test day)
1 st 4-week Session	June 14 – July 9 (18 instruction days, 1 test day)	1 st 4-week Session	June 13 – July 8 (18 instruction days, 1 test day)
2 nd 4-week Session	July 12-August 6 (18 instruction days, 1 test day)	2 nd 4-week Session	July 11 – August 4 (18 instruction days, 1 test day)
Fall Semester 2010 (70 instructional days, 5 test days)		Fall Semester 2011 (70 instructional days, 5 test days)	
Classes Begin	August 30 (M)	Classes Begin	August 29 (M)
Labor Day	September 6 (M)	Labor Day	September 5 (M)
Friday Class Schedule	October 14 (Th)	Friday Class Schedule	October 20 (Th)
Fall Break	October 15 (F)	Fall Break	October 21 (F)
Thanksgiving Holiday	November 24 – 26 (W – F)	Thanksgiving Holiday	November 23 – 25 (W – F)
Classes End	December 10 (F)	Classes End	December 9 (F)
Final Examination	December 13 – 17 (M – F)	Final Examination	December 12 – 16 (M – F)
Commencement	December 17 – 18 (F – Sa)	Commencement	December 16 – 17 (F – Sa)
Spring Semester 2011 (73 instructional days, 5 test days)		Spring Semester 2012 (73 instructional days, 5 test days)	
Classes Begin	January 10 (M)	Classes Begin	January 9 (M)
Human Rights Day	January 17 (M)	Human Rights Day	January 16 (M)
Presidents’ Day	February 21 (M)	Presidents’ Day	February 20 (M)
Monday Class Schedule	February 22 (T)	Monday Class Schedule	February 21 (T)
Spring Break	March 7 – 11 (M – F)	Spring Break	March 12 – 16 (M – F)
Classes End	April 29 (F)	Classes End	April 27 (F)
Final Examination	May 2 – 6 (M – F)	Final Examination	April 30 – May 4 (M – F)
Commencement	May 6 – 7 (F – S)	Commencement	May 4 – 5 (F – S)
Semester = approximately 15 weeks, may include examination days.			
Approved by: Calendar Committee (02/25/08);			
Approved by:			

Proposed 2011 USU Employee Holidays

17 January - Human Rights Day

21 February - Presidents' Day

30 May - Memorial Day

4 July - Independence Day

25 July - Pioneer Day

5 September - Labor Day

24 November - Thanksgiving

25 November - Thanksgiving

26 December – Holiday break

27 December – Holiday break

28 December – Holiday break

29 December – Holiday break

Approved by Calendar Committee 25 February 2008

Utah State University

SOCIOLOGY, SOCIAL WORK, AND ANTHROPOLOGY

Diane Calloway-Graham, Ph.D., Associate Professor of Social Work

TO: Senate Executive Committee

FROM: Diane Calloway-Graham, Ph.D.
Chair, Academic Freedom and Tenure Committee

Date: April 8, 2008

RE: AFT Annual Report 2007 - 2008

The Academic Freedom and Tenure Committee 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:

Diane Calloway-Graham, Chair (09) Senate
Dan Drost (08) Agriculture
Ed Stafford (08) Business
Dale Wagner (10) Education & Human Services
Scott Budge (09) Engineering
Paul Barr (07) Senate
Tony Peacock (10) HASS
Jack Schmidt (09) Natural Resources
David Peak (08) Science
Cheryl Walters (10) Libraries
Jeff Banks (09) Extension
Sylvia Read (08) Senate
Ilke Nemere, Supplemental
Will Pependorf, Supplemental
Adrie Roberts, Supplemental

Grievances:

At the beginning of the Fall semester there were four active grievances. One of the grievances was withdrawn because the faculty member took a position at another university. Two of the grievances were settled outside of the Academic Freedom and Tenure Committee process. The fourth grievance was reviewed by a committee chaired by Ed Stafford and a report of the findings was forwarded to President Albrecht in November 2007.

Sanctions:

At the beginning of Fall semester there was one active sanction. The sanction review was chaired by Anthony Peacock and a report of the findings was forwarded to President Albrecht in January 2008.

As chair of the AFT, I would like to express appreciation to those who served as chairs, hearing panel members, and presidential appointees.

Current Proposal:

The Provost received a letter from the State Attorney General discussing the grievance process at USU. There are several impacts associated with the length of the grievance and the sanction hearing process that significantly affect departmental and university budgets as well as faculty resources. Current timelines in the hearing process can on average last up to 10 months which can also have detrimental effects on the faculty member who is presenting a grievance.

A meeting was held on February 20, 2008 with Provost Raymond Coward, Faculty Senate President Doug Ramsey, Past Faculty Senate President John Kras, Presidential Representative Bryon Burnham, and AFT Chair Diane Calloway-Graham to discuss the impacts of timelines associated with the grievance and sanction process. It has been recommended that we consider changing the timelines so these issues can be resolved in a timely fashion and include the university summer session within the review process. The Provost requested that the Budget and Faculty Welfare Committee revisit the issue of timelines in a meeting held February 26, 2008.

Past Proposals:

Develop an online resource for training and updates on procedures for chairs and members of grievance committees. The website would provide the AFT Committee with new information they need to remain abreast of, such as laws that may affect how the AFT proceeds on either a grievance or sanction.

The AFT Committee respectfully submits this report to the Faculty Senate.

Report from the Educational Policies Committee

April 3, 2008

The Educational Policies Committee met on April 3, 2008. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page¹ and are available for review by the members of the Faculty Senate and other interested parties.

The Educational Policies Committee, after careful review, recommends approval of the following by the Faculty Senate:

- 1) A request from the College of Education and Human Services to change the Human Development emphasis in the Family, Consumer, and Human Development major to Child Development²
- 2) A request from the College of Education and Human Services to change the name of the Department of Instructional Technology to the Department of Instructional Technology and Learning Sciences.³
- 3) A request from the College of Agriculture to offer a Bachelor of Science in Residential Landscape Design and Construction within the Department of Plants, Soils and Climate.⁴
- 4) A request from the College of Agriculture and the Huntsman School of Business to dissolve the existing Department of Economics and create two new departments: The Department of Applied Economics in the College of Agriculture and the Department of Economics and Finance in the Huntsman School of Business.⁵
- 5) A request from the College of Engineering to offer an Engineering Education Doctoral Program.⁶
- 6) Several new courses were approved. These may be reviewed in the minutes of the Curriculum Subcommittee of the Educational Policies Committee, which are posted on the Curriculum Subcommittee website.⁷
- 7) Several courses were approved for Communications Intensive (CI) and Depth Humanities and Arts (DHA) designation within the University Studies Curriculum. These may be viewed in the April 1, 2008 minutes of the General Education Subcommittee, which are posted on the General Education Subcommittee website.⁸

¹ <http://www.usu.edu/fsenate/epc/curriculum/2007-2008/April/Apr32008ccminutes.pdf>

² <http://www.usu.edu/fsenate/epc/curriculum/2007-2008/April/Apr32008FCHDEmphasisChange.pdf>

³ <http://www.usu.edu/fsenate/epc/curriculum/2007-2008/April/Apr32008RenameInstructionalTechnology.pdf>

⁴ <http://www.usu.edu/fsenate/epc/curriculum/2007-2008/April/Apr32008AgrResLandDesignProposal.pdf>

⁵ <http://www.usu.edu/fsenate/epc/curriculum/2007-2008/April/Apr32008AGEconomicsRestructuringDocument.pdf>

<http://www.usu.edu/fsenate/epc/curriculum/2007-2008/April/Apr32008AGEconFigure1.pdf>

<http://www.usu.edu/fsenate/epc/curriculum/2007-2008/April/Apr32008AGEconFigure2.pdf>

⁶ <http://www.usu.edu/fsenate/epc/curriculum/2007-2008/April/Apr32008ccminutes.pdf>

⁷ <http://www.usu.edu/fsenate/epc/curriculum/2007-2008/April/Apr32008ccminutes.pdf>

⁸ <http://www.usu.edu/fsenate/epc/generaleducation/2007-2008/Minutes/GenEdMinutes080401.pdf>

- 8) Regional Campuses and Distance Education provided a list of classes scheduled for delivery via technology for the Summer 2008 and Fall 2008 semesters.⁹
- 9) Recommendation from the Registrar's Office specifying new Catalog language clarifying the University policy regarding Provisional Admission.¹⁰

For the information of the Faculty Senate, Ed Reeve was reelected to serve as Chair of the Curriculum Subcommittee and Richard Mueller has been selected to serve as chair of the General Education Subcommittee.

⁹ <http://www.usu.edu/fsenate/epc/curriculum/2007-2008/April/Apr32008ccagenda.pdf>

¹⁰ See Pages 3-4.

PROVISIONAL ADMISSION

The following proposed policies would be included in the Undergraduate Admission section of the *General Catalog*

Revised April 14, 2008

NEW SECTION TO BE ADDED AFTER ADMISSION DEFERMENT AND BEFORE GENERAL STUDIES (page 17)

Undeclared Program

Newly admitted students with less than 60 semester credits, who meet the University admission standards, but who have not declared a major or who do not qualify for enrollment into one of the academic colleges, are automatically placed in the Undeclared Program. No degrees are offered through the Undeclared Program. Undeclared students who have not declared a major by the time they complete 45 semester credits will be required to sign an institutional agreement with the Office of University Advising.

THE FOLLOWING WOULD REPLACE THE GENERAL STUDIES SECTION (page 17)

~~General Studies~~ Provisional Admission

Under special circumstances, students who do not qualify for admission into one of the academic colleges **or the Undeclared Program** may be considered for ~~enrollment in General Studies~~ **provisional admission**. ~~These students include all those New students who have graduated from high school with an admission index score below 90~~ **would be considered provisionally**. **Provisional admission offers students a chance to prove themselves academically at the University.**

Students who are admitted provisionally will have an academic standing of *provisional admission*, which is equivalent to academic warning (see page 40). After grades are posted at the end of the first semester, a student whose USU cumulative GPA is 2.0 or higher will be considered in Good Standing. A student whose USU cumulative GPA is less than 2.0 will be placed on academic probation.

All students who are not in good standing at the beginning of the semester, including students who are admitted provisionally, must pay a \$45 per semester Academic Assistance fee.

Students admitted provisionally are placed in the Undeclared Program and are advised through the Office of University Advising, located in Taggart Student Center Room 304. **Provisionally admitted students must sign an institutional agreement with the Office of University Advising to indicate that they are fully aware of the provisions associated with their admission.**

THE FOLLOWING WOULD HAVE ITS OWN HEADING AFTER PROVISIONAL ADMISSION (page 17)

Declaring a Major

When a student has demonstrated an ability to maintain a GPA appropriate for the intended major, the student may ~~apply for admission to an academic college and department. Regular college admissions evaluation procedures will then be followed, and if there are no admissions restrictions, the student will be admitted to the department of his or her choice~~ **submit a Change of Matriculation form through the Registration Office. It is a student's responsibility, in consultation with an advisor, to complete all necessary paperwork.**

PROPOSED ADDITIONS TO THE ACADEMIC STANDING POLICY (page 40)

Academic Standing

An undergraduate student is considered by the University to be in good standing when his or her cumulative GPA is 2.0 or higher. An undergraduate student whose USU cumulative GPA is *less than* a 2.0 is placed on *academic warning* or *academic probation*, based on the student's class rank, **admission status**, and the USU cumulative GPA. A freshman with a USU cumulative GPA of *less than* 2.0 is placed on *academic warning*. A sophomore, junior, ~~or~~ senior, **or any student with a standing of provisional admission**, with a USU cumulative GPA of less than 2.0 is placed on *academic probation*. **All students who are not in good standing at the beginning of the semester, including students who are admitted provisionally, must pay a \$45 per semester Academic Assistance fee.**

(This text would appear before the Academic Warning heading)

Provisional Admission

An undergraduate student who is admitted provisionally will be noted as such on his or her academic standing. Provisional admission will carry the same weight as academic warning. At the end of the first semester, a student whose USU cumulative GPA is 2.0 or higher will be in good standing. A student admitted provisionally shall be placed on *academic probation* at the end of the semester if his or her semester GPA is below 2.0.

PROPOSED CHANGE TO PAGE 45

~~Division of General Studies Fee~~ **Academic Assistance Fee.....**\$45 per semester

PROPOSED CHANGES TO PAGE 81

~~General Studies~~ Provisional Admission Program

General Studies Provisional Admission is the ~~administrative academic unit maintained at USU~~ **designation used to identify** students who do not meet the admissions requirements of the seven academic colleges. By state policy, admission of students to this category is limited. Students ~~in the General Studies Program~~ **who are admitted provisionally** are assessed an **Academic Assistance** fee of \$45 **when they register for classes. Students who raise their USU cumulative GPA above 2.0 will not be charged this fee in subsequent semesters.**

The primary function of the program is to assist and encourage students in the improvement of their academic status, so they may transfer to the major of their choice. To accomplish this purpose, participants are urged to limit their course loads each semester, satisfy remedial requirements when indicated, and meet frequently with an advisor. Students ~~in General Studies~~ **admitted provisionally** are encouraged to take General Education and exploratory classes. Resources in the Academic Resource Center, the University Counseling Center, the Testing Center, and Career Services are available to assist such students with career aptitude, life skills, and study skills counseling.

~~The Low Scholarship and Probation Policies of the University apply to students enrolled in General Studies. When a student has satisfied remedial course requirements and has demonstrated an ability to maintain a 2.0 GPA, that student may apply for admission to an academic college and department or to the Undeclared Program. Regular college admissions evaluations procedures will then be followed, and if there are no admissions restrictions, the student will be enrolled in the department of his or her choice appropriate for the intended major, the student may submit a Change of Matriculation form through the Registration Office. It is a student's responsibility, in consultation with an advisor, to complete all necessary paperwork.~~

For more information, contact the Office of University Advising, Taggart Student Center 304, (435) 797-3373.

Committee on Committees
Annual Report to the Faculty Senate
21 April 2008

By Faculty Code 402.12.2, the responsibility of the Committee on Committees [FSCC] is to: "(1) apportion Senate elective positions annually; (2) coordinate and supervise the election of members to the Senate; (3) prepare eligibility slates and supervise nominations and elections within the Senate; and (4) recommend to the Senate the appointed members of all Senate committees and the members of university committees that include Senate representatives." The Committee continued to be proactive this year in recommending to the Senate and to PRPC changes to the current Sections 402.11, 402.12, and 402.13 of the USU Policy Manual [the "Code"] pertaining either to the process of making Faculty Senate committee assignments or to the make-up of Faculty Senate committees.

For this past year, the FSCC has consisted of the following three faculty senators:

William Popendorf	College of Science	Term ending 2008
James Barnhill	Extension	Term ending 2008
Scott Deberard	College of Ed & HS	Term ending 2010

The following two new members were just elected to this Committee at the last Faculty Senate meeting:

Chris Corcoran	College of Science	Term ending 2010
Nick Flann	College of Science	Term ending 2011

With experience on the job by all, Committee affairs have gone much smoother this year. New appointments were made in late spring and replacement appointments were made in the fall according to code 402.11.2. These included appointing members to the new FDDE Committee and coordinating a plan to get these start-up terms staggered. We have continued the policy of making these appointments on the basis first of each Senator's interests expressed via our Senator Interest form, second to balance the committee workload of each Senator, and third by striving to achieve diversity of college representation within each committee. The current assignments to Senate standing committees and to the University councils and committees with Faculty Senate representation is attachment #1. Open cells in this list in the 2008-2009 column represent positions to be filled by next fall.

To generate a list of eligible faculty for purposes of apportioning Senators among the various colleges and administrative units, we arranged with the Provost's Office and the Office of Analysis, Assessment, and Accreditation to generate the 2008-09 Faculty Senate Reapportionment Summary by Administrative Unit; see attachment #2. This reapportionment resulted in Extension losing one and the College of Science gaining one Senator; an additional Senator has been informally transferred from Extension to RCDE (in anticipation of the Senate motion authorizing that allocation would be approved by the Trustees earlier this month).

This reapportionment and committee openings information was transmitted to the deans and administrative heads with instructions for the election/re-election of new senators and committee members. The results of these elections [are just being in this draft report] were just recently returned to the Committee. At our request, the University President also provided a list of all but one of his presidential appointments to the Senate for 2008-2009. The list of Faculty Senate Members and Alternates for 2008-2009 is included as attachment #3 to this report.

For the future, the problem of the inability of Banner to identify faculty assigned to RCDE (described in our report last year) has only improved marginally and will continue to be a focus of the FSCC's attention. FSCC also recognizes that no new appointments have been made to the Faculty Senate Handbook Committee (for the past several years), to the DEED subcommittee (for either this or last year), or to the University Assessment Coordinating Council (for this year at the request of the Council chair).

FACULTY SENATE STANDING COMMITTEES

last updated 23 April 2008

bold = new appointment

green = within-year appoint.

yellow = some question

Faculty Senate Executive Committee (2-year terms; see USU Policy 402.12.1)

College	2007-2008	2008-2009	2009-2010	2010-2011
President	Doug Ramsey	Michael Parent	Ed Heath	
President-Elect	Michael Parent	Ed Heath		
Past-President	John Kras	John Kras (for D. Ramsey)	Michael Parent	Ed Heath
Agriculture	Daren Comforth	Kelly Kopp	Kelly Kopp	
Business	Brian Atwater	Ronda Callister	Ronda Callister	
Education & Human Services	Ed Heath			
Engineering	Jake Gunther	Jake Gunther		
HASS	Pat Lambert (2nd term)	Maria Cordero	Maria Cordero	
Natural Resources	Steve Burr	Steve Burr (2nd term)	Steve Burr (2nd term)	
Science	Vince Wickwar	Vince Wickwar		
Libraries	Flora Shrode	Flora Shrode		
Extension	Adrie Roberts	Jerry Goodspeed	Jerry Goodspeed	
RCDE				
elected Presidential Appointee	Byron Burnham	Byron Burnham		
Ex-Officio, USU President	Stan Albrecht	Stan Albrecht		
Ex-Officio, USU Provost	Raymond Coward	Raymond Coward		

Committee on Committees (2-year terms; see USU Policy 402.12.2)

	2007-2008	2008-2009	2009-2010	2010-2011
Senate	Will Popenдорf, Chair	Chris Corcoran	Chris Corcoran	
Senate	James Barnhill	Nick Flann	Nick Flann	
Senate	Scott Deberard	Scott Deberard		

Academic Freedom and Tenure Committee (see USU Policy 402.12.3)

College	2007-2008	2008-2009	2009-2010	2010-2011
Agriculture	Dan Drost 2	Dan Drost 2	Dan Drost 2	
Business	Edwin Stafford	Edwin Stafford		
Education & Human Services	Dale Wagner	Dale Wagner	Dale Wagner	
Engineering	Scott Budge	Scott Budge		
HASS	Tony Peacock	Tony Peacock	Tony Peacock	
Natural Resources	John (Jack) Schmidt	John (Jack) Schmidt		
Science	David Peak	David Peak 2	David Peak 2	David Peak 2
Libraries	Cheryl Walters	Cheryl Walters	Cheryl Walters	
Extension	Jeff Banks 2	Jeff Banks 2		
Senate	Sylvia Read			
Senate	Paul Barr			
Senate	Diane Calloway-Graham Chr	Diane Calloway-Graham Chr		
Senate 1-yr supplemental				
Senate 1-yr supplemental				

Budget and Faculty Welfare Committee (see USU Policy 402.12.4)

College	2007-2008	2008-2009	2009-2010	2010-2011
Agriculture	Jeanette Norton (2), Chair	Ronda Miller	Ronda Miller	Ronda Miller
Business	Vance Grange	Vance Grange	Vance Grange	Vance Grange
Education & Human Services	Chuck Salzberg	Chuck Salzberg		
Engineering	Gary Stewardson	Gary Stewardson	Gary Stewardson	
HASS	Jim Bame 2			
Natural Resources	Nancy Mesner			
Science	Ted Evans	Ted Evans	Ted Evans	
Libraries	Steven Harris, Vice-chair	Steven Harris, Chair		
Extension	Jolene Bunnell	Jolene Bunnell	Jolene Bunnell	
Senate	Jake Gunther	Jake Gunther		
Senate	James Sanders	James Sanders	James Sanders	
Senate	Daren Cornforth	Daren Cornforth		

Professional Responsibilities and Procedures Committee (see USU Policy 402.12.5)

College	2007-2008	2008-2009	2009-2010	2010-2011
Agriculture	David Hole	David Hole		
Business	David Olsen			
Education & Human Services	Susan Turner	Susan Turner (2)	Susan Turner (2)	Susan Turner (2)
Engineering	Charles Swenson	Charles Swenson		
HASS	John Engler	John Engler	John Engler	
Natural Resources	Robert Schmidt	Robert Schmidt		
Science	Scott Cannon (re-elected)	Scott Cannon (2), Chair	Scott Cannon (2)	
Libraries	Britt Fagerheim, Chair	Bob Parson	Bob Parson	Bob Parson
Extension	Dallas Holmes 2	Margie Memmott	Margie Memmott	Margie Memmott
Senate	Brett Shelton	Brett Shelton		
Senate	James Evans	James Evans		
Senate	Renee Galliher			

Educational Policies Committee (see USU Policy 402.12.6)

last updated 23 April 2008

College	2007-2008	2008-2009	2009-2010	2010-2011
Provost Office	Steven Hanks, Chair	Larry Smith, Chair		
Agriculture	David Hole	David Hole	David Hole	
Business	David Olsen (2)	David Olsen (2)	David Olsen (2)	
Education & Human Services	Scott Allgood			
Engineering	Ed Reeve	Ed Reeve		
HASS	Eddy Berry			
Natural Resources	Nancy Mesner	Nancy Mesner		
Science	Richard Cutler (2)	Richard Cutler (2)		
Libraries	Erin Dini Davis	Erin Dini	Erin Dini	
& Distance Ed.)	Ronda Menlove	Ronda Menlove		
Graduate Council (faculty)	Richard Cutler			
ASUSU President	Peter McChesney	Grady Brimley		
ASUSU Academic VP	Kevin Abernethy	Jeremy Jennings		
GSS President	Jeri Brunson	Adam Fowles		
Curriculum subcomm. Chair	Richard Mueller			
Gen Ed subcomm. Chair	Norm Jones	Richard Mueller		
Acad Stds subcomm. Chair	Scott Allgood			
Dis. & Elec. Ed. Sub. Chair	Robert Heal			

Curriculum Subcommittee of EPC (see USU Policy 402.12.6(5))

College	2007-2008	2008-2009	2009-2010	2010-2011
Agriculture curric. comm. chair	Gary Straquadine			
Business curric. comm. chair	Chris Fawson			
Ed. & H. S. curric. comm. chair	Scott Hunsaker			
Engineering curric. comm. chair	Ed Reeve, Chair (EPC)			
HASS curric. comm. chair	Christine Hult			
Nat. Res. curric. comm. chair	Nancy Mesner (EPC)			
Science curric. comm. chair	Richard Mueller			
Libraries	Erin Dini Davis (EPC)			
Gen. Ed. Subcomm. Chair, Ex Off.	Norm Jones	Richard Mueller		
Grad. Council	Shelley Lindauer			
ASUSU Officer	Kevin Abernethy	Jeremy Jennings		
GSS Officer	Jeri Brunson	Adam Fowles		
Registrar's Office	Roland Squire			
Registrar's Office	Cathy Gerber			
ASUSU President	Peter McChesney	Grady Brimley		

General Education Subcommittee of EPC ("additional members" serve 2-year terms; see USU Policy 402.12.6(6))

College	2007-2008	2008-2009	2009-2010	2010-2011
Chair	Norm Jones, Chair EPC	Richard Mueller, Chair		
Agriculture	Gary Straquadine			
Business	Cathy Hartman			
Education & Human Services	Shelley Lindauer			
Engineering	Jagath Kaluarachchi			
HASS	Charlie Huenemann			
Natural Resources	Nancy Mesner EPC			
Science	Richard Mueller			
Libraries	Wendy Holliday			
Extension (to be Regional Campuses)	Vince Lafferty			
Provost Office	Steven Hanks EPC	Larry Smith		
ASUSU Officer	Kevin Abernethy			
American Institutions	Tyler Bowles			
Communications Lit./Intensive	Rhonda Miller			
Creative Arts	Tom Peterson			
Humanities	Jeff Smitten			
Life & Physical Sciences	Ryan Dupont			
Quantitative Literacy/Intensive	Richard Cutler EPC			
Social Sciences	Randy Simmons			
Registrar	John Mortensen			
Scheduling	Roland Squire			
University Advising	Stephanie Hamblin			
HASS Advising Center	Mary Leavitt			
Computer & Information Literacy	Rob Barton			
Honors	Christie Fox			

Academic Standards Subcommittee of EPC ("additional members" serve 2-year terms; see USU Policy 402.12.6(7))

College	2007-2008	2008-2009	2009-2010	2010-2011
Agriculture	David Hole EPC			
Business	Dwight Israelsen			
Educ. & Human Services	Scott Allgood, Chair EPC			
Engineering	EPC			

HASS	David Goetze			
Natural Resources	Nancy Mesner	EPC		
Science	Kathryn Turner			
Libraries				
Extension	Pam Dupin-Bryant			
ASUSU Acad. Sen. President	Kevin Abernethy	Jeremy Jennings		
Provost Office	Steven Hanks	Larry Smith		
Registrar's Office	Stephanie Hamblin			
Advising & Transfer Services	John Mortensen			

Distance and Electronic Education Subcommittee of EPC ("members" other than from EPC serve 2-year terms; see USU Policy 402.12.6(8))

College	2007-2008	2008-2009	2009-2010	2010-2011
Agriculture	Lyle McNeal	Julie Wheeler	Julie Wheeler	Julie Wheeler
Business	Clifford Skousen			
Education & Human Services	Michael Freeman			
Engineering	Winn Walker			
HASS	Ed Glatfelter			
Natural Resources	Mike Kuhns			
Science	Robert Heal, Chair			
Libraries	Flora Shrode			
Extension	Ronda Menlove			
Distance Education	Eddie Loo			
Continuing Education (by Code)	Andy Shinkle			
Information Technology	Eric Hawley			
Information Technology (by Code)	Stacie Gomm			
Instructional Support (by Code)	Kevin Reeve			
ASUSU Academic VP	Kevin Abernethy			
ASUSU GSS				

Faculty Evaluation Committee (see USU Policy 402.12.7)

College	2007-2008	2008-2009	2009-2010	2010-2011
Agriculture	Rhonda Miller	Tamara Vitale	Tamara Vitale	Tamara Vitale
Business	Cindy Durtschi	Yong Seog Kim		
Education & Human Services	Jamison Fargo	Jamison Fargo (2)	Jamison Fargo (2)	Jamison Fargo (2)
Engineering	Doran Baker	Doran Baker		
HASS	Michael Lyons			
Natural Resources	Chuck Hawkins			
Science	Greg Podgorski	Greg Podgorski	Greg Podgorski	Greg Podgorski
Libraries	Pamela Martin	Pamela Martin		
Extension	Marilyn Albertson	Ronda Olsen	Ronda Olsen	Ronda Olsen
ASUSU (Academic Senate) Officer	Eddie Norton			
ASUSU (Executive Council) Officer	Bryan Olsen			
GSS Officer	Jeri Brunson	Adam Fowles		

Faculty Diversity, Development, and Equity Committee (see USU Policy 402.12.8)

College	2007-2008	2008-2009	2009-2010	2010-2011
Agriculture	Pat Evans	Pat Evans		
Business	Kathy Chudoba	Kathy Chudoba	Kathy Chudoba	Kathy Chudoba
Education & Human Services	Lisa Pray	Lisa Pray	Lisa Pray	
Engineering	Christopher Neale	Christopher Neale	Christopher Neale	Christopher Neale
HASS	Maria Cordero	Maria Cordero	Maria Cordero	Maria Cordero
Natural Resources	Robert Schmidt	Robert Schmidt		
Science	Alvan Hengge	Alvan Hengge	Alvan Hengge	
Libraries	Jennifer Duncan	Jennifer Duncan	Jennifer Duncan	Jennifer Duncan
Extension	Scott Williams	Scott Williams		
Senate	Ronda Callister	Ronda Callister		
Senate	Kelly Kopp	Kelly Kopp	Kelly Kopp	
Senate	Adrie Roberts	Renee Galliher	Renee Galliher	

Excutive Committee of the Faculty Forum (see USU Policy 402.12.9 was 12.8)

The membership of this committee shall consist of the 11 elected members of the Executive Committee of the Senate (see policy 402.9).

Senate Handbook Committee (2-year terms; see USU Policy 402.12.10 was 12.9)

	2007-2008	2008-2009	2009-2010	2010-2011
Immediate past Senate President				
Senate	no appointment made	no appointment to be made		
Senate	no appointment made	no appointment to be made		

UNIVERSITY COUNCILS AND COMMITTEES WITH FACULTY SENATE REPRESENTATION (see both 105.2 and 402.12.13)

Athletic Council (see USU Policy 105.2.1(2)) last updated 23 April 2008

	2007-2008	2008-2009	2009-2010	2010-2011
3 men faculty reps apptd by Senate	Dallas L. Holmes Brett Shelton Stephen Allan	Dallas L. Holmes Brett Shelton	Brett Shelton	
3 women faculty reps apptd by Senate	Betty Dance Pat Evans Hilda Fronske	Pat Evans Hilda Fronske	Pat Evans	

Bookstore Committee

	2007-2008	2008-2009	2009-2010	2010-2011
2 faculty reps apptd by Senate	Betty Rozum Mark Riffe	Betty Rozum Mark Riffe		

Calendar Committee

	2007-2008	2008-2009	2009-2010	2010-2011
4 faculty reps apptd by Senate Pres	Diane Calloway-Graham William Pependorf (08) Robert King Tom Lachmer (07)	William Pependorf (08) Robert King Tom Lachmer (07)	Robert King	

last updated 23 April 2008

Cultural Activities Council

	2007-2008	2008-2009	2009-2010	2010-2011
3 faculty reps apptd by Senate Pres.	Kelly kopp Tom Schroeder (2008) Adrianne Moore (08)	Kelly kopp		

Facilities Naming Committee

	2007-2008	2008-2009	2009-2010	2010-2011
2 faculty reps apptd by Senate Pres	James Barnhill (2008) Renee Galliher	Renee Galliher		

Graduate Council (see USU Policy 105.2.1(6))

	2007-2008	2008-2009	2009-2010	2010-2011
1 Senate rep appointed for 2 year term C-on-C supervises college elections	Edward M. Heath			

Honorary Degrees and Awards Screening Committee

	2007-2008	2008-2009	2009-2010	2010-2011
7 faculty candidates of which the Senate votes 3 nominees from which President appoints 1.	Douglas Jackson-Smith Ed Reeve (2008) Scott Deberard	Douglas Jackson-Smith Scott Deberard	Douglas Jackson-Smith	

Honors Program Advisory Board

	2007-2008	2008-2009	2009-2010	2010-2011
1 senate rep appointed for 1 year term	Brian McCuskey			

Parking / Transportation Advisory Committee

	2007-2008	2008-2009	2009-2010	2010-2011
2 faculty reps apptd by Senate	Steve Allan (2008) Eric Rowley (09)	Eric Rowley (09)		

Research Council (see USU Policy 105.2.1(8))

	2007-2008	2008-2009	2009-2010	2010-2011
1 faculty rep invited by VP for Rese	Vincent Wickwar	Vincent Wickwar		

Department Teaching Excellence Award Committee

	2007-2008	2008-2009	2009-2010	2010-2011
	Sandi Gillam Tom Schroeder	Sandi Gillam John Smith (tba)		

University Assessment Coordinating Council (see USU Policy 105.2.1(9))

	2007-2008	2008-2009	2009-2010	2010-2011
2 faculty senators apptd by Senate	Dallas Holmes (2008) Jim Haefner	no appointment to be made Jim Haefner		

Utah State University
2008-09 Faculty Senate Reapportionment Summary by Administrative Unit

Table 1. 2007-08 Apportionment

Administrative Unit	Faculty		Senators	
	Number	% of Total	Un-rounded	Rounded
Agriculture	78.0	10%	5.74	6
Business	54.0	7%	3.98	4
Education	104.0	14%	7.66	8
Engineering	73.0	10%	5.37	5
Humanities, Arts, and Social Sciences	169.0	23%	12.44	12
Natural Resources	44.0	6%	3.24	3
Science	112.0	15%	8.25	8
Total Colleges	634.0	85%	46.68	46
Extension*	91.0	12%	6.70	7
Libraries	22.0	3%	1.62	2
Regional Campuses & Distance Education				
TOTAL	747.0	100%	55.00	55

Table 2. 2008-09 Apportionment

Administrative Unit	Faculty		Senators	
	Number	% of Total	Un-rounded	Rounded
Agriculture	78.0	10%	5.71	6
Business	56.0	7%	4.10	4
Education	110.5	15%	8.09	8
Engineering	69.0	9%	5.05	5
Humanities, Arts, and Social Sciences	168.6	22%	12.35	12
Natural Resources	46.6	6%	3.41	3
Science	116.3	15%	8.52	9
Total Colleges	645.0	86%	47.24	47
Cooperative Extension	64.0	9%	4.69	5
Library & Instructional Support	23.5	3%	1.72	2
Regional Campuses & Distance Education	18.4	2%	1.35	1
TOTAL	750.9	100%	55.00	55

Table 3. Comparison of Number of Faculty and Senators, 2007-08 and 2008-09

Administrative Unit	2007-08		2008-09		1-Year Change	
	Faculty	Senators	Faculty	Senators	Faculty	Senators
Agriculture	78.0	6	78.0	6	0.0	0
Business	54.0	4	56.0	4	2.0	0
Education	104.0	8	110.5	8	6.5	0
Engineering	73.0	5	69.0	5	(4.0)	0
Humanities, Arts, and Social Sciences	169.0	12	168.6	12	(0.4)	0
Natural Resources	44.0	3	46.6	3	2.6	0
Science	112.0	8	116.3	9	4.3	1
Total Colleges	634.0	46	645.0	47	11.0	1
Extension*	91.0	7	64.0	5	(27.0)	(2)
Library & Instructional Support	22.0	2	23.5	2	1.5	0
Regional Campuses & Distance Education			18.4	1	18.4	1
TOTAL	747.0	55	750.9	55	3.9	0

* Non-Resident Extension Faculty were accepted as members of the Faculty Senate in 2001-02. In prior years, only Resident Extension Faculty were members.

Note 1: Faculty include tenured and tenure-eligible faculty in the Human Resource System (HRS) file between 7/1/07 and 11/01/07.

Note 2: "Full-time" for 9-month faculty is defined as 1.00 FTE and for 12-month faculty as 0.75 to 1.00 FTE.

Note 3: The faculty in the jointly administered department of Economics was assigned equally to the administering colleges.

Note 4: The green figures in the rounded senators' number columns indicate adjusted numbers.

Note 5: In 2006-07, Extension split into Cooperative Extension and Regional Campus & Distance Education

Utah State University

Draft Faculty Senate Member Roster 2008-2009

last updated 23 Apr 08

NAME	note	EMAIL	TERM ENDS	COLLEGE	UMC	PHONE
Bernard, Dale		honery@cc.usu.edu	2011	Agriculture	5600	7-2696
Cornforth, Daren	e	darenc@cc.usu.edu	2009	Agriculture	8700	7-2114
Deer, Howard		howard.deer@usu.edu	2009	Agriculture	4620	7-1602
Kopp, Kelly	e	kelly.kopp@usu.edu	2010	Agriculture	4820	7-1523
Wansgard, Scott		swansgard@cc.usu.edu	2011	Agriculture	2300	7-3508
Feuz, Dillon		dfeuz@econ.usu	2011	Agriculture / Economics	3530	7-2296
Jennings, Jeremy	s	j.jennings@aggiemail.usu.edu	2009	ASUSU Academic Senate Pres.	0105	7 1726
Fowles, Adam	s	adam.fowles@aggiemail.usu.edu	2009	ASUSU Grad. Studies Sen. Pres	0105	7-1736
Brimley, Grady	s	grady.brim@aggiemail.usu.edu	2009	ASUSU President	0105	7-1723
Callister, Ronda	e	ronda.callister@usu.edu	2010	Business	3555	7-1905
McEvoy, Glenn		glenn.mcevoy@usu.edu	2011	Business	3535	7-2375
Paper, David		david.paper@usu.edu	2011	Business	3515	7-2456
Parent, Michael	e	mike.parent@usu.edu	2009	Business, Senate President	3510	7-1908
Calloway-Graham, Diane	c	diancall@hass.usu.edu	Ex Officio	chair AFT	0730	7-2389
Cannon, Scott	c	scott.cannon@sdl.usu.edu	Ex Officio	Chair PRPC	4205	7-2015
Harris, Steve	c	steven.harris@usu.edu	Ex Officio	Chair BFW	3000	7-3861
Deberard Scott		sdeberard@cc.usu.edu	2009	Educ. & Human Services	2810	7-1462
Dobson, Dorothy		dordob@hughes.net	2011	Educ. & Human Services	2805	7-0342
Galliher, Renee		rgalliher@cc.usu.edu	2010	Educ. & Human Services	2810	7-3391
Gillam, Sandi		sgillam@cc.usu.edu	2010	Educ. & Human Services	1000	7-7028
Lee, Yoon		yoong.lee@usu.edu	2010	Educ. & Human Services	2905	7-1555
Pyfer, Tami		tpyfer@cc.usu.edu	2011	Educ. & Human Services	2865	7-7567
Shelton, Brett		brett.shelton@usu.edu	2009	Educ. & Human Services	2830	7-2393
Smith, John		john.smith@usu.edu	2010	Educ. & Human Services	2805	7-0388
Chen, Anthony		achen@cc.usu.edu	2010	Engineering	4110	7-7109
Fang, Ning		ning.fang@usu.edu	2010	Engineering	6000	7-2948
Gunther, Jake	e	jake@ece.usu.edu	2009	Engineering	4120	7-7229
McFarland, Mike		farlandm@msn.com	2009	Engineering	4110	7-3196
Sorensen, Darwin		dsore@cc.usu.edu	2011	Engineering	8200	7-3207
Goodspeed, Jerry		jerryg@ext.usu.edu	2011	Extension	4900	801-392-8908
Holmgren, Lyle		lyleh@ext.usu.edu	2011	Extension	4900	734-9945 x266
Jones, Deb		deb.jones@usu.edu	2011	Extension	4900	7-2202
Nelson, Mark		markn@ext.usu.edu	2011	Extension	4900	438-6451
Cordero, Maria de Jesus	2	mcordero@cc.usu.edu	2010	HASS	0720	7-1423
Doyle, Kevin	2	kdoyle@hass.usu.edu	2009	HASS	4025	7-3022
Hashimoto, Alan		alanhshimoto@comcast.net	2009	HASS	4000	7-3460
King, Robert		bking@ext.usu.edu	2009	HASS	5035	7-3606
Lambert, Pat	e,2	plambert@hass.usu.edu	2009	HASS	0715	7-2603
Mansfield, Steve		steven.mansfield@usu.edu	2009	HASS	2910	7-1566
McCuskey, Brian		bmccuskey@english.usu.edu	2009	HASS	3200	7-0262
Rosenband, Leonard		lrosenba@cc.usu.edu	2010	HASS	0710	7-1296
Sanders, James		jsanders@hass.usu.edu	2010	HASS	0710	7-1294
Shook, Ronald		rshook@english.usu.edu	2010	HASS	3200	7-3499
t.b.n.				HASS		
t.b.n.				HASS		
Rozum, Betty		betty.rozum@usu.edu	2010	Libraries	3000	7-2632
Shrode, Flora	e	flora.shrode@usu.edu	2009	Libraries	3000	7-8033
Burr, Steve	e,2	steve.burr@usu.edu	2011	Natural Resources	5220	7-7094
Messmer, Terry		terrym@ext.usu.edu	2007	Natural Resources	5230	7-3975
Wurtsbaugh, Wayne	2	wurts@cc.usu.edu	2009	Natural Resources	5210	7-2584
t.b.n.				RCDE		
Chang, Tom		chang@cc.usu.edu	2011	Science	0300	7-3545
Corcoran, Chris		chris.corcoran@usu.edu	2010	Science	3900	7-4012
Flann, Nick	2	nick.flann@usu.edu	2008	Science	4205	7-2432

Haefner, Jim		james.haefner@usu.edu	2010	Science	5305	7-3553
Morgan, Sue		smorgan@cc.usu.edu	2011	Science	4505	7-2176
Riffe, Mark		riffe@cc.usu.edu	2010	Science	4415	7-3896
Rowley, Eric		eric.rowley@usu.edu	2009	Science	3900	7-0245
Wallace, Dave		dwallace@biology.usu.edu	2011	Science	5305	7-7155
Wickwar, Vince	e	vincent.wickwar@usu.edu	2009	Science	4405	7-3641
Kras, John	e	johnkras@cc.usu.edu	Ex Officio	Senate Past-President	7000	7-3881
Heath, Ed	e	edward.heath@usu.edu	Ex Officio	Senate President Elect	7000	7-3306
Albrecht, Stan L.	e	stan.albrecht@usu.edu	Ex Officio	USU President	1400	7-7172
Coward, Raymond	e	raymond.coward@usu.edu	Ex Officio	USU Provost	1435	7-1167
Anderson, Douglas	p	douglas.anderson@usu.edu	2009	Dean of Business	3500	7-2376
Burnham, Byron	p,e	byron.burnham@usu.edu	2009	Dean Sch. Grad Studies & V.Prov.	0175	7-0226
Chambers, Gary	p	gary.chambers@usu.edu	2009	USU VP for Student Services	0175	7-0226
Frazer, Nat	p	nat.frazer@usu.edu	2009	Dean of Natural Resources	5200	7-2452
Hinton, Scott	p	hinton@engineering.usu.edu	2009	Dean of Engineering	4100	7-2776
Hubbard, Mary	p	mary.hubbard@usu.edu	2009	Dean of Science	0305	7-3515
Strong, Carol	p	carol.strong@usu.edu	2009	Dean Educ. & Human Services	2800	7-1470
t.b.n.	p		2009			

notes: 2 = serving a second term

a = alternate representative for a college

c = ex officio as a chair of either the AFT Committee, BFW Committee, or PRPC

e = executive committee member

p = presidential appointment (shaded green)

s = student representative (shaded blue)

Faculty Senate Alternate Roster 2007-2008

NAME	note	EMAIL	TERM	COLLEGE	UMC	PHONE
Warnick, Brian	a	brian.warnick@usu.edu	2009	Agriculture	2300	7-0378
White, Ken	a	kwhite@cc.usu.edu	2010	Agriculture	4815	7-2149
Bartkus, Ken	a	ken.bartkus@usu.edu	2010	Business	3510	7-3891
Ellis, Pete	a	peter.ellis@cc.usu.edu	2011	Business	3510	7-2372
Andersen, Jan	a	jan.andersen@usu.edu	2011	Educ. & Human Services	2905	7-1535
Pray, Lisa	a	lisa.pray@usu.edu	2010	Educ. & Human Services	2805	7-0380
Walker, Andy	a	andy.walker@usu.edu	2009	Educ. & Human Services	2830	7-2614
McNeill, Laurie	a	lmcneill@cc.usu.edu	2009	Engineering	4110	7-1522
Stevens, David	a	david.stevens@usu.edu	2009	Engineering	8200	7-3229
Albertson, Marilyn	a,2	marilyn.albertson@usu.edu	2010	Extension	4900	(801) 468-3177
Barnhill, James	a	jamesb@ext.usu.edu	2011	Extension	4900	(801) 399-8208
Blackstock, Alan	a	alanb@ext.usu.edu	2010	Extension	5000	(435) 722-2294
Culbreth, Laurie	a	lauriec@ext.usu.edu	2009	Extension	2800	(435) 613-5617
Etchberger, Rich	a	richarde@ext.usu.edu	2010	Extension	5000	(435) 789-6100
	a			HASS		
Jemison-Keisker, Lynn	a	lkeisker@hass.usu.edu	2010	HASS	4015	7-3038
Mansfield, Steve	a	steven.mansfield@usu.edu	2009	HASS	2910	7-1566
Pease, Ted	a	tpease@cc.usu.edu	2009	HASS	4605	7-3293
Weil, Nolan	a	nweil@cc.usu.edu	2009	HASS	0715	7-2052
Harris, Steven	a	steven.harris@usu.edu	2010	Libraries	3000	7-3861
Dueser, Ray	a	ray.dueser@usu.edu	2011	Natural Resources	5230	7-8339
Schmidt, Robert	a	rschmidt@cc.usu.edu	2009	Natural Resources	5215	7-2536
Van Miegroet, Helga	a	helgavm@cc.usu.edu	2009	Natural Resources	5230	7-3175
Brown, Bob	a	brown@sdl.usu.edu	2009	Science	0300	7-0545
Cannon, Scott	a	scott.cannon@sdl.usu.edu	2011	Science & Chair of PRPC	4205	7-2015

Tarpley, Rudy		rtarpley@cc.usu.edu		Parliamentarian	2300	7-2240
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As has been the practice of this committee for several years, the Senator Interest Form shown below will be used to offer Senators an opportunity to express their preference for Senate committees on which they would particularly like (or not like) to serve.

We will be formally distributing the interest form at the last meeting of year. That meeting will also be the first opportunity for newly elected Senators to express their interest in these committees. However, if you anticipate not being present at that meeting, you may complete the one herein and forward it Scott Deberard at sdeberard@cc.usu.edu.

This form lists all of the Senate standing committees and the University councils and committees to which the Senate makes faculty appointments. More information on each of these committees and councils is available in the Faculty Senate Handbook and the Council and Committees Handbook, both of which are on links on the USU Faculty Senate home page at <http://www.usu.edu/fsenate/>.

To complete this form, enter your name, circle the year in which your term ends, and then mark your status or/and preference for each committee or council.

- already serving Check this box if you are currently a member of this committee or council. This information will be used to confirm that our committee rosters are correct and up to date.
- want to serve Check this box if you have a particular interest in becoming a member of this committee or council. As openings arise, we will give you priority in appointing you to where you want to be.
- willing to serve This is the default box. We will assume that you are willing to serve on virtually any of these committees or councils as a part of your Senate role.
- avoid serving Check this box if for some reason you really don't want to serve on a particular committee or council. Use this box judiciously and not to avoid all appointments.

We make every effort to staff each committee and council with Senators who have either an expressed interest or apparent affiliation with the roles of each group. We also try to balance the necessary assignments among all Senators. Thus, expressing no interest is more likely to result in your being appointed at random than you avoiding an assignment altogether.

name _____

circle the year in which
your Senate term ends 2008 2009 2010 2011

FACULTY SENATE STANDING COMMITTEES

	already serving	want to serve	willing to serve	avoid serving
Faculty Senate Executive Committee (2-year terms) <small>elected by college</small>				
Committee on Committees (2-year terms)				
Academic Freedom and Tenure Committee				
Budget and Faculty Welfare Committee				
Professional Responsibilities and Procedures Committee				
Faculty Diversity, Development, and Equity Committee				
Senate Handbook Committee (2-year terms)				

UNIVERSITY COUNCILS AND COMMITTEES WITH FACULTY SENATE REPRESENTATION

	already serving	want to serve	willing to serve	avoid serving
Athletic Council				
Bookstore Committee				
Calendar Committee				
Cultural Activities Council				
Facilities Naming Committee				
Graduate Council				
Honorary Degrees and Awards Screening Committee				
Honors Program Advisory Board				
Parking / Transportation Advisory Committee				
Research Council				
Department Teaching Excellence Award Committee				
University Assessment Coordinating Council				

New Items for Discussion : Limitations on Faculty Participation
Cataloguing FS Minutes

I am asking two questions *vaguely* related questions:

the first question is specific (can non-tenure track senators vote on tenure matters?) and

the second is general (would a database on past motions (especially those pertaining to code) be useful?).

1. In reading the following section of code (again), a question arose regarding the authority of non-tenure track faculty (*e.g.*, lecturers) to vote on a faculty senate matter involving tenure. Does section 401.5.3(4)(b) mean that they can't vote on tenure matters only within an "appointed faculty committee" (which would logically include AFT, for example) or that they can't vote on tenure matters within their Faculty Senate position generally?

401.5.3(4) Limitations on faculty participation. [the relevant portion is highlighted]

Faculty with term appointments are eligible to be elected to and to vote for members of the Faculty Senate. The participation in faculty affairs of faculty members holding lecturer, clinical, research, federal research, or teacher positions is subject to the following limitations: (a) they may participate in the processes of setting policy within their academic units only to the extent determined by their appointing departments, colleges, or other academic units; (b) they may serve as members of appointed faculty committees and may vote on all matters except those relating to appointment, retention, tenure, or promotion of tenured and/or tenure-eligible faculty; and (c) they may not be counted among the number of tenured and tenure-eligible resident faculty members for purposes of apportioning Faculty Senate members. Federal cooperator ranks are exempt from the foregoing limitations on faculty participation with the following exceptions: they may not serve on committees or vote on matters relating to retention or tenure of tenure-eligible faculty.

This question is certainly pertinent to many issues regarding the tenure process that come before the Senate. One reading of the three limitations is that serving on faculty committees is separate from voting; another reading is that they are related, *i.e.*, the voting only applies to committees and that perhaps the Faculty Senate might not be included under the umbrella of committees. How should this question be resolved?

2. Similar questions of the intent of a code phrase or sentence seem to have come up several times since I've been on the Senate, but we've just sort of let it slide because no one knew the context at the time. One professional board that I was on a couple of years ago had their staff create such a database of motions that was handy not only to see past decisions (they didn't have a "code") but also occasionally to track back to the minutes to see the bigger picture.

It is unfortunate that (at least as far as I know) we do not have an electronic database of past (whether passed or not) motions. A list of motions by date would be helpful but preferably one linked to FS minutes would be an even more convenient tool with which one could glean a sense of the context in which the wording of the motion was created. In the current state of our records, the wording of the last sentence in section 401.5.3(4)(b) (pertaining to Federal cooperator ranks) sort of repeats a portion of the same limitation just described for term appointments, but we don't even know if those two sentences were adopted simultaneously or years apart. Should we propose that such a database be created?

SUGGESTED LGBT INCLUSIVE POLICY CHANGE
FDDE Committee

403.3 PROFESSIONAL RESPONSIBILITY; STANDARDS OF CONDUCT

3.3 Standards of Conduct - Responsibilities to the Institution

(1) Faculty members conduct themselves in an open, fair, civil, and humane manner both in general and when making decisions or recommendations concerning admissions, employment, promotion, retention, tenure, and other professional matters. Faculty members do not harass or discriminate against anyone on the basis of race, color, religion, sex, *sexual orientation*, *gender identity*, *gender expression*, national origin, age, veteran status, or marital or parental status; the presence of any sensory, physical or mental disability or handicap; or for any other reason impermissible under applicable constitutional or statutory provisions.

407

6.2 Grievance Statement

The grievance statement must include a specific identification of the grievance, a concise summary of the evidence with supporting documentation, and a list of individuals (i.e., respondents) who are asked to respond to the grievance statement. Five copies plus an additional copy for each respondent must be filed with the chair of the Academic Freedom and Tenure Committee.

If a faculty member asserts a violation of statutory or constitutional civil rights in any of the protected categories of race, color, religion, sex, , *sexual orientation*, *gender identity*, *gender expression*, national origin, age, disability, marital or parental status, veteran's status, in his/her grievance statement (or at any time during the course of the proceeding), such claims shall be immediately referred in writing to the AA/EO Office by the chair of the Academic Freedom and Tenure Committee. All such *USU policy*, statutory and constitutional civil rights claims shall be handled as outlined in policy 407.9.5. The chair of the Academic Freedom and Tenure Committee shall inform the faculty member in writing.

9.5 Procedures for Inquiry into Allegations of Sexual Harassment, Other Violations of Statutory and Constitutional Civil Rights, and Harassment or Discrimination Based on Sexual Orientation, Gender Identity, or Gender Expression

Or

9.5 Procedures for Inquiry into Allegations of Sexual Harassment, Other Violations of *Utah State University Policy*, Statutory and Constitutional Civil Rights

(1) Initiation.

A complaint that the provisions of this policy have been violated may be brought by any

member of the University community, including any academic or administrative officer or organizations such as the Women's Center. The complaint shall be filed with the AA/EO Office. The complaint must be filed within 120 calendar days of the last alleged occurrence. Alleged incidences outside the timeline should nonetheless be brought to the attention of the AA/EO Office for review.

OTHER RELEVANT POLICY (NOT IN FACULTY CODE)

303: Affirmative Action/Equal Opportunity

1.1 Equal Opportunity

Equal Opportunity in employment and education is an essential priority for Utah State University and one to which the University is deeply committed. Utah State University is dedicated to providing an equal opportunity climate and an environment free from discrimination and harassment. In accordance with established laws, the University prohibits discrimination based on race, color, religion, sex, national origin, age, disability, or veteran's status. In addition, discrimination on the basis of sexual orientation, *gender identity*, or *gender expression* for employees in all aspects of employment and for students in academic programs and activities is prohibited.

305.1 POLICY

Utah State University is committed to providing an environment free from harassment and other forms of discrimination based on race, color, religion, sex, national origin, age (40 and older), disability, or veteran's status. USU also prohibits discrimination on the basis of sexual orientation, *gender identity*, or *gender expression* in employment and academic related practices and decisions. This policy is in accordance with applicable federal, state, and local laws, orders and policies, which include, but are not limited to: Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Executive Order 11246 (as amended); the State of Utah Anti-Discrimination Act; and others as applicable.

Utah State University employees and students cannot, because of race, color, religion, sex, national origin, age, disability, veteran's status, *sexual orientation*, *gender identity*, or *gender expression*, refuse to hire; discharge; promote; demote; terminate; discriminate in compensation; or discriminate regarding terms, privileges, or conditions of employment, against any person otherwise qualified. Employees and students also cannot discriminate in the classroom, residential halls, or in on/off-campus, USU-sponsored events and activities.

305.2 PROCEDURES

2.1 Filing a Complaint

(1) Any USU employee, job applicant, or student who feels he or she may have been the victim of discrimination, unfair employment practice, or sexual harassment may file a complaint with the Affirmative Action/Equal Opportunity (AA/EO) Office within 180 calendar days of the last alleged occurrence.

(2) The complaint is discussed by the complainant (employee, student, job applicant) and the AA/EO Director. If the information given by the complainant is sufficient to establish that a potential violation of the law *or of relevant USU policy* has occurred, the AA/EO Director will explain what options are available to address the alleged violation. The complainant will then fill out, sign, and date a written complaint form outlining the issues, facts, and circumstances surrounding the alleged discrimination/harassment.

Andi McCabe

From: Jenny Norton [jennyn@cc.usu.edu]
Sent: Monday, April 14, 2008 10:41 AM
To: R. Douglas Ramsey; Andi McCabe; Byron Burnham; britt.fagerheim@usu.edu
Cc: Charles Salzberg; Daren Cornforth; Fred Baker; Gary Stewardson; Gene Schupp ; Jake Gunther ; James Sanders; Jenny Norton; James Bame; JoLene Bunnell; Nancy Mesner; Steve Harris; Ted Evans; Vance Grange
Subject: Policy 407 Scheduling timelines recommendations from BFW

Due to a request from administration and after multiple discussions BFW has re-examined the issue of scheduling for grievances and sanctions found in policy 407. BFW recommends to the faculty senate and the PRPC Committee to consider changing the scheduling timeline for sanction proceedings. This material is found in policy manual section 407. In section 407.1.2 the definition of days is applied to policies 407.3 through 407.8. The appropriate code change we suggest would be to change the definition of days for policies 407.3, 407.4 and 407.5, to calendar days, similar to that already in code for sections 407.9, 407.10 and 407.11

This would leave only 407.6-407.7 Grievances and Non-renewal with the academic calendar scheduling.

If "parties mutually agree" scheduling for grievances etc. may go forward during academic breaks. This statement allows for a shorter timeline for grievances if faculty members and the committee(s) mutually agree to implement it.

407.8 Scientific misconduct scheduling is covered in a separate document "Scientific Misconduct Procedures" maintained in the compliance office.

If a sanction is brought for scientific misconduct this would follow the scheduling of sanctions (407.3-407.4).

Jeanette Norton
Professor of Soil Microbiology
4820 Old Main Hill
Dept. Plants, Soils and Climate
Utah State University
Logan, UT 84322-4820
phone 435-797-2166
fax 435-797-3376
email jennyn@cc.usu.edu