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USU FACULTY SENATE EXECUTIVE COMMITTEE

August 25, 2008

3:00 p.m. – 4:30 p.m.

Champ Hall Conference Room

Agenda

- 3:00 Call to Order**
Approval of Minutes April 14, 2008..... Mike Parent
- 3:05 University Business**..... Stan Albrecht, President
Upcoming Academic Year..... Raymond Coward, Provost
- 3:15 Executive Committee Orientation**..... Mike Parent
- 3:30 Announcements**..... Mike Parent
Calendar
Vacancies:
Committee on Committees
Budget and Faculty Welfare Committee Chair
- 3:40 Information Items**
1. Code Review Committee..... John Kras
2. PRPC: Scott Cannon
GLBT Code Change Proposal
Grievance Policies and Procedures
3. Graduate Council Report..... Byron Burnham
- 4:15 New Business**
- 4:30 Adjournment**..... Mike Parent

**USU FACULTY SENATE EXECUTIVE COMMITTEE
MINUTES
April 14, 2008 • 3:00 p.m.
Champ Hall Conference Room**

Present: Provost Raymond Coward, Doug Ramsey, Brian Atwater, Byron Burnham, Steve Burr, Daren Cornforth, Ed Heath, John Kras, Pat Lambert, Mike Parent, Adrie Roberts, Flora Shrode, Raymond Coward, and David Stevens (for Jake Gunther), Andi McCabe

Excused: Jake Gunther

Invited Guests: Britt Fagerheim, Steve Hanks, BrandE Faupell, Will Pependorf, Michelle Larson, Diane Calloway-Graham, Ronda Callister, Renee Galliher, Maria Cordero, and Jerry Goodspeed

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

Approval of Minutes

John Kras motioned to approve the minutes of March 24, 2008 and Ed Heath seconded. Flora Shrode suggested a minor edit and the motion passed unanimously.

Announcements - Doug Ramsey

1. The next Brown Bag Lunch with the President will be on Monday, April 21, at 12:00 p.m. in Champ Hall Conference Room, Main #136.

University Business

1. President Albrecht was unable to attend today's meeting and had nothing to forward at this time. Provost Coward asked if anyone had questions for him. There were none.

Information Items

1. **Update on Emergency Preparedness** – Provost Coward updated the committee on the status of the University's committee work on emergency preparedness. There have been several committees working throughout the year to address this issue, with specific regard to some of the instances that have been happening on other campuses. That is now moving to a new stage with a publication they would like to share widely with the university community and ask individuals to go through training. Provost Coward invited Chief Mecham and others to join Dean's Council, where they actually went through this training to have a sense of what was being discussed. The deans are now thinking about the implementation of this throughout the larger community. The first step will be at the Department Heads Retreat in August, where they will all go through the same 1-hour training. The hope then would be that individual departments would work with the emergency preparedness committees to invite them to departmental meetings and give further training. It will really begin to take form in September.

Steve Burr motioned that this item be placed on the next Faculty Senate agenda as an Information item. The motion was seconded by John Kras and passed unanimously.

2. **Calendar Committee Annual Report** – Chair Michelle Larson presented the committee's finalization of the academic calendars for 2010-2011, summer 2011, and 2011-2012. John Kras motioned that the report be included on the consent agenda of the next Faculty Senate meeting. The motion was seconded by Steve Burr. With a minor change suggested by Byron Burnham, the motion passed unanimously.
3. **Educational Benefits Policy** – H.R. Director BrandE Faupell presented the major changes being made to Policy 350, Educational Benefits. 1) By following IRS guidelines and developing a USU employee education assistance plan document, the value of the employee tuition waiver benefit will no longer be taxable for employees taking graduate classes. The tuition waiver benefit received by a spouse or dependent in graduate school will remain taxable. To offer this new benefit, a change is necessary to Section 2.4, Admissions and Registration Procedures. In the past, the Registrar's office would go directly to Banner to determine eligibility for the ½ price tuition, which contains a yes/no qualification box. The new IRS rules say that everyone needs to sign a simple form every semester so that Human Resources and the Registrar's office can authorize the qualification and determine whether or not it is taxable. 2) Section 2.6 is being updated to reflect that the employee benefit, which offers a 50% waiver of tuition for an employee, spouse, or dependent, can be combined with a separately awarded scholarship, although the two combined cannot be more than 100% of the tuition. 3) The last change is that there will no longer be a waiting period for spouses (or domestic partners) of all employees to qualify for the tuition reduction benefit.

John Kras motioned that this item be placed on the next Faculty Senate agenda as an Information item. The motion was seconded by Brian Atwater and passed unanimously.

4. **ADVANCE Annual Report** – Ronda Callister presented the highlights of ADVANCE's goals and accomplishments. Some of the highlights include a current project for a web-based training program for search committees, which will be scripted and ready for testing in the fall. The other item they are working on is a video about our ombudsperson program, which will be disseminated to other universities. They believe that USU has something that is working here and that other universities will be interested in learning more about it. Ronda also reviewed some statistical information on recruitment and promotions. She added that ADVANCE currently has a PAID grant proposal that has been submitted to NFS. The object would be to focus on promotion from associate to full professor. Nationally, there are more women that stay associate professors longer than men stay associate professors. Research will determine why this is happening.

Mike Parent motioned that the item be placed on the next Faculty Senate agenda as an Information item. The motion was seconded by John Kras and passed unanimously.

5. **Academic Freedom and Tenure Committee Annual Report** – Diane Calloway-Graham chaired the AFT committee this year and presented the report. She reported that there were four grievances facing the committee at the start of the fall semester. Basically, one was withdrawn, two were settled outside of the AFT committee, and the last one was reviewed in the fall. Ed Stafford chaired this grievance and the findings were forwarded to President Albrecht, settled and taken care of. At the beginning of fall, there was also one active sanction, reviewed by an AFT committee chaired by Anthony Peacock. This was finalized in January and the report was forwarded to President Albrecht. Additionally, the Provost received a letter from the State Attorney General regarding the grievance process at USU. As a result of that, because of the impact of the timeline, a meeting was held to discuss the impact of the timelines. The meeting resulted in a proposal to the Budget and Faculty Welfare committee to review the timelines again. She will discuss this later during New Business.

John Kras motioned that the item be accepted and placed on the next Faculty Senate agenda as a Consent Agenda item. The motion was seconded by Daren Cornforth and passed unanimously.

6. **EPC Business** – Steve Hanks stated that the Educational Policies Committee recommended approval of the following: a request from CEHS to change the Human Development emphasis in the Family, Consumer, and Human Development major to Child Development; a request from CEHS to change the name of the Department of Instructional Technology to the Department of Instructional Technology and Learning Sciences; 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; 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; a request from the College of Engineering to offer an Engineering Education Doctoral Program. These requests and several new courses that were approved can be viewed on the EPC website at <http://www.usu.edu/fsenate/epc/index.html>. Additionally, Steve Hanks announced that 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. Norm Jones is going on sabbatical next year.

Byron Burnham motioned that EPC business be placed on the next Faculty Senate agenda as a Consent Agenda item. The motion was seconded by Steve Burr and passed unanimously.

7. **Committee on Committees Annual Report** – Chair Will Pependorf presented the annual report. His and James Barnhill's terms expire this year and will be replaced next year by Chris Corcoran and Nick Flann. He submitted drafts of the standing Faculty Senate committees and a 2008-2009 Senate roster, stating that both are still works in progress. Some elections are on-going and he is awaiting results.

John Kras motioned that the item be placed on the next Faculty Senate agenda as a Consent Agenda item. The motion was seconded by Daren Cornforth and passed unanimously.

Doug Ramsey announced that he will be on sabbatical from July 2008 to June 2009, so the position of Senate Past President will be open. Daren Cornforth motioned that the immediate Past President take the place of the upcoming Past President should he or she not be able to fulfill his/her term. Mike Parent seconded the motion and the motion passed unanimously. Currently, code allows the Senate and the Senate Executive Committee to pass resolution dealing with its business, so this item will not need to be changed in code. This item will be placed on the Information agenda of the next Faculty Senate item.

John Kras motioned that the Committee on Committees report be moved to the next Faculty Senate agenda as a Consent Agenda item. The motion was seconded by Daren Cornforth and passed unanimously.

New Business

1. **Senator Interest Form** – Will Pependorf announced that he will be circulating the form at the next Faculty Senate meeting for everyone to complete. The form is used to offer senators an opportunity to express their preference for Senate standing committees on which they would particularly like (or not like) to serve.
2. **New Items for Discussion** – Will Pependorf had a few questions that he would like answered as he is closing the process on elections and committees. The first question was on the authority of non-tenure track faculty to vote on a Faculty Senate matter involving tenure. Referring to code 401.5.3(4)(b), he wondered if they can't vote on tenure matters 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. His second question asked if the Senate would be interested in proposing that an electronic database of motions made and passed be kept for purposes of searching history for context of those motions.

John Kras motioned to place these two issues on the New Business agenda of the next Faculty Senate meeting. Steve Burr seconded the motion; the motion passed unanimously.

3. **Suggested GLBT Inclusive Policy Change** – Renee Galliher has been working with Maure Smith, Program Coordinator for GLBTA Services, and the Faculty Diversity, Development, and Equity Committee, and Human Resources to recommend some proposed changes to the faculty code that would include more inclusive language to protect gay, lesbian, bisexual and transgender faculty members. They are proposing two consistent changes throughout the code in any sections that discuss harassment or discrimination against faculty members. They would like added to the list of federally protected categories (race, color, religion, sex, ...) *sexual orientation, gender identity, gender expression*. John Kras stated that his ad hoc committee has recognized that the current language is outdated. They have addressed this in the 403 code and will be consistent throughout the code as they continue their review for recommended changes.

John Kras motioned to place this under New Business of the next Faculty Senate meeting agenda and to include only the proposed changes to the 403 and 407 code. Adrie Roberts seconded the motion; the motion passed unanimously.

4. **Minority Faculty Representation on Committees** – Maria Cordero expressed concern that we don't have enough minority representation on important university committees. She feels it is important to think about our committees and who is on them and make sure that everyone has a voice. Her hope is to bring awareness to the campus community as they conduct their elections and appointments to committees. Doug Ramsey added that it needs to start in the colleges.

Mike Parent motioned to place this as an Information item on the agenda of the next Faculty Senate meeting agenda. Vince Wickwar seconded the motion; the motion passed unanimously.

5. **Policy 407: Scheduling Grievances and Sanctions** – Diane Calloway-Graham, as chair of AFT, led discussion on BFW's recommendation to consider changing PRPC to change the schedule timeline for sanction proceedings. The suggestion is to change the definition of 'days' to 'calendar days' in policies 407.3, 407.4, and 407.5 to be in line with 407.9, 407.10, and 407.11. This would leave only 407.6-407.7 (Grievances and Non-Renewal) with the academic calendar scheduling. BFW is also suggesting that, if "parties mutually agree", scheduling for grievances, etc. may go forward during the academic breaks.

John Kras motioned to place this under New Business agenda of the next Faculty Senate meeting. Adrie Roberts seconded the motion; the motion passed unanimously. Jenny Norton should be the one to present this from BFW.

Old Business

1. **Pedestrian Crosswalk** – Steve Burr reminded the committee that discussion on making crosswalks safer was to come back to the FSEC with the appropriate invited guests. This item was overlooked on today's agenda.

Mike Parent motioned to place this discussion under University Business. Byron Burnham seconded the motion and the motion carried. Provost Coward will contact Darryl Hart and ask him to attend the Senate meeting on April 28th to discuss this.

Adjournment

Doug Ramsey asked for a motion to adjourn the meeting. The meeting adjourned at 4:30 p.m.

Minutes Submitted by: Andi McCabe, Faculty Senate Executive Secretary, 797-1166

REPORT TO THE FACULTY SENATE
THE SCHOOL OF GRADUATE STUDIES
2007-2008

The School of Graduate Studies (SGS) reports that graduate student enrollments for the 2007-2008 academic year reflected growth in both master's and doctoral enrollments. Total enrollments at the graduate level were 3,949, an 11.9% increase. Doctoral students increased by 30 (a 4.7% increase) and master's degree students increased by 390 (a 13.5% increase). These increases are a reflection of intensified efforts on the part of departments, programs, and the SGS in recruitment. This report will provide information about recent initiatives and plans for future recruitment activities and support for graduate students.

The report is organized into three sections. Part I outlines activities and achievements for 2007-2008. Part II provides general information about the mission of SGS and information concerning last year's actions by the Graduate Council. Part III consists of statistics about applications, enrollments, and degrees awarded.

PART I: CHANGES, ACHIEVEMENTS, AND NEW INITIATIVES

Changes and Achievements

Personnel changes included the departure of Randy Evans, Scott Jenkins, Marie Hicks, Launa Julander, and Jamie Spence. Both Randy and Scott received their master's degrees and have taken new jobs in the public schools. We are pleased to welcome Elizabeth Berezay, Megan Poulton, Susan Cooper, Marcie Baker, and Nancy Kippen.

We continue to work on rapid acceptance processes for applicants for graduate studies. SGS recognizes the need to respond quickly with offers to qualified applicants. We are concentrating upon building solid relationships with academic departments in this team effort.

One of the outstanding achievements resulted from a cooperative effort by the Provost's and President's offices, the SGS, the research community, and academic departments. For the first time USU is offering subsidized health insurance for graduate assistants. Coverage is equivalent to USU staff insurance. Basically, a graduate assistant will pay 20 percent of the insurance premium per year while the employing department or research project will pay 80 percent per academic year. The insurance covers the student for 12 months.

The SGS's application processes are being integrated with the University's Banner system. Soon (this academic year) departments will be able to view graduate student application material and matriculation-related documents in real time using software purchased by the Provost's Office. This integration activity will use Xtender software, which will replace eDrawer (a third party software not compatible with Banner).

We continue to partner with the Office of International Students and Scholars as we respond to international applications.

Graduate Student Recruitment

Dr. Shelley Lindauer made major efforts to advance and improve graduate student recruitment during 2007-2008. For example, Dr. Lindauer organized visits to a larger number of regional and national graduate student recruitment events and involved USU faculty and graduate students, awarded \$1,000 in funds to improve unit recruitment efforts to 23 departments, expanded regional advertising of USU graduate programs, implemented GRE screenings to identify and acquire contact information for prospective students, and accumulated a total of over 6,300 referrals. New efforts were made to begin tracking students through the recruitment process to analyze the effectiveness of our recruitment strategy. The Graduate School also continued to visit departments to discuss recruitment strategies and provided monetary support for departments to access recruitment training opportunities. SGS has been working with Analisa Purser from Public Relations and Marketing to develop a variety of recruiting publications and plans to begin working closely with departments on recruitment materials over the next year.

Graduate Student Funding

The Graduate School was able to continue financial support of graduate students with a variety of mechanisms, including continued fellowships available through the Inland Northwest Research Alliance (INRA), six Seely-Hinckley Scholarships, two Martin Luther King Fellowships, one Patel Fellowship, and ten dissertation fellowships. We provided substantial numbers of tuition waivers and remissions, and continued support for Native American students, and a fellow for the Western Historical Quarterly. Tuition and fellowship awards information was provided to colleges three months earlier than in previous years, allowing colleges time to recruit the very best students.

In addition to fund support for travel by graduate students who present at professional meetings and conferences offered through the Graduate Student Senate, the Graduate School continued to offer travel funding for students to advance other scholarly efforts. We increased the amount available for student travel through help from the Vice President of Research.

PART II: MISSION OF THE SCHOOL OF GRADUATE STUDIES

Graduate Council

The Graduate Council reviews and approves the policies and regulations for graduate studies at USU and advises the dean on their application. Listed below are the Graduate Council Members who served in 2007-2008.

| <u>Representative</u> | <u>Representing</u> |
|-----------------------|--|
| Kenneth L. White | Agriculture |
| Glenn McEvoy | Business |
| Susan Crowley | Education |
| Marv Halling | Engineering |
| Richard Cutler | Science |
| Kelli Cargile-Cook | HASS |
| Eugene Schupp | Natural Resources |
| John Elsweiler | Library |
| Byron Burnham | School of Graduate Studies |
| Jeri Brunson | Graduate Student Senate President |
| Jillian Guttormsen | Graduate Student Senate Vice President |

Major Graduate Council Actions

A proposal from the Psychology Department to change the name of the Research and Evaluation Methodology specialization within the PhD to Experimental and Applied Psychological Science was approved (09/12/2007).

The Graduate Council voted not to approve a motion from the Sociology Department to waive the requirement for MSW applicants to take either the MAT or the GRE standardized admission tests (10/10/2007).

A proposed Master of Music degree (specialization in piano performance and pedagogy) was approved (12/10/2007).

A proposed Master of Science degree in Anthropology (specialization in archaeology and cultural resource management) was approved (01/09/2008).

A proposed PhD degree (no specific specializations) in Engineering Education from the Engineering and Technology Education Department was approved (03/07/2008).

Funding for Graduate Students

The following funds were made available for student support through the School of Graduate Studies in 2007-2008:

| | |
|-------------|--|
| \$180,000 | Presidential Fellowships |
| 165,000 | Research V.P. Fellowships |
| 22,879 | Seely-Hinckley Scholarships * |
| 4,417,222 | Out-of-State Tuition Waivers and Doctoral In-state Tuition Remission, and Instate Tuition Scholarships |
| \$4,785,101 | Total |

*Financial Aid academic year (fall 07, spring 08, summer 08)

Graduate Student Travel

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

Of the 167 graduate students who applied for travel funds in 2007-2008, 162 actually traveled, with a total expenditure of \$47,344.68. There were 19 more awards than in 2006-2007.

PART III: ENROLLMENT INFORMATION

Applications

The total number of applications decreased from 2,726 in 2006-2007 to 2,672 in 2007-2008, a decrease of 53 or 2%. When considered in light of the enrollment increases, this small decrease in applications has been more than compensated for in terms of improvements in other recruiting efforts such as faster response time (affected by electronic letters of recommendation, I-20 certificates, test score reports) to the applicants.

Enrollments

Total graduate student enrollment for Fall 2007 was 3,949, an increase of nearly 12%. This represents 11.9 % of all USU students (Table 3).

The number of master’s students for 2007-2008 increased by 13.5% from 2,892 students to 3,282. There was an increase of 30 doctoral students to a total of 667 for Fall 2007, a 4.7% increase.

Degrees Awarded

There were 242 master’s, 1 Educational Specialist, and 25 doctoral degrees posted Summer 2007 totaling 268 (down from 279 the year prior). In Fall 2007 there were 316 master’s, 1 Educational Specialist, and 28 doctoral degrees posted for a total of 345 degrees. An additional 283 master’s degrees, 1 Educational Specialist, and 44 doctoral degrees were posted Spring 2008 for a total of 328 degrees. For the 2007-2008 academic year there was a grand total of 941 degrees awarded, an increase of 109 degrees from the year prior.

Degrees Awarded by Type and Semester for 2006 and 2007

| Degree | 2006 | | | | 2007 | | | |
|---------------|-------|-------|-------|-------|------|-------|-------|-------|
| | Su 06 | Fa 06 | Sp 07 | Total | Su 7 | Fa 07 | Sp 08 | Total |
| Master’s | 243 | 236 | 267 | 746 | 242 | 316 | 283 | 841 |
| Ed. Spec | | | | | 1 | 1 | 1 | 3 |
| Doctoral | 36 | 25 | 24 | 85 | 25 | 28 | 44 | 97 |
| Total Degrees | | | | 831 | | | | 941 |

TABLE 1

**Scholarship In-State Tuition Awards
2007-2008**

| <u>College</u> | <u>Resident Semesters</u> | <u>Nonresident Semesters</u> |
|-----------------------|----------------------------------|-------------------------------------|
| Agriculture | 1 | 2 |
| Business | 4 | 2 |
| Education | 9 | 3 |
| Engineering | 6 | 2 |
| HASS | 3 | 2 |
| Natural Resources | 3 | 2 |
| Science | <u>5</u> | <u>3</u> |
| | 31 | 16 |

TABLE 2

**Graduate Applications for Admission
to Graduate Study
1989-90 to 2007-08**

| <u>Requested Year of Study</u> | <u>Number</u> |
|--------------------------------|---------------|
| 1994-95 | 3203 |
| 1995-96 | 2997 |
| 1996-97 | 3085 |
| 1997-98 | 2586 |
| 1998-99 | 2360 |
| 1999-2000 | 2825 |
| 2000-01 | 3039 |
| 2001-02 | 3183 |
| 2002-03 | 3316 |
| 2003-04 | 2994 |
| 2004-05 | 3024 |
| 2005-06 | 2726 |
| 2006-07 | 2897 |
| 2007-08 | 2673 |

TABLE 3

**USU FALL QUARTER/SEMESTER MATRICULATED
GRADUATE STUDENT ENROLLMENT, BY LEVEL, 1995-2007**

| <u>Year</u> | <u>Master's</u> | | | <u>Doctorate</u> | | | <u>Total</u> | |
|-------------|-----------------|----------|----------|------------------|----------|----------|--------------|-----------------|
| | <u>N</u> | <u>N</u> | <u>%</u> | <u>N</u> | <u>N</u> | <u>%</u> | <u>N</u> | <u>% Change</u> |
| 1995 | 1,791 | 20 | 1.1 | 498 | 8 | 1.6 | 2,289 | 1.2 |
| 1996 | 1,862 | 71 | 4.0 | 459 | -39 | -7.8 | 2,321 | 1.4 |
| 1997 | 2,120 | 258 | 13.9 | 397 | -62 | -13.5 | 2,517 | 8.4 |
| 1998 | 1,716 | -404 | -19.1 | 369 | -28 | -7.1 | 2,085 | -17.2 |
| 1999 | 1,914 | 198 | 11.5 | 368 | -1 | -0.3 | 2,282 | 9.4 |
| 2000 | 1,812 | -102 | -5.3 | 398 | 30 | 8.2 | 2,210 | -3.2 |
| 2001 | 2,037 | 225 | 12.4 | 406 | 8 | 2.0 | 2,443 | 10.5 |
| 2002 | 1,956 | -81 | -4.0 | 490 | 84 | 20.7 | 2,446 | 0.1 |
| 2003 | 2,014 | 58 | 3.0 | 539 | 49 | 10.0 | 2,553 | 4.4 |
| 2004 | 1,993 | -21 | -1.0 | 591 | 52 | 9.6 | 2,584 | 1.2 |
| 2005 | 2,688 | 695 | 34.9 | 623 | 32 | 5.4 | 3,311 | 28.1 |
| 2006 | 2,892 | 204 | 7.6 | 637 | 14 | 2.2 | 3,529 | 6 |
| 2007 | 3,282 | 390 | 13.5 | 667 | 30 | 4.7 | 3,949 | 11.9 |
| <hr/> | | | | | | | | |
| Change | | | | | | | | |
| 1994-2007 | | 1,491 | 83.2 | | 169 | 33.9 | 1,660 | 72.5 |

Sources: 1994-2001, Analysis, Accreditation, & Assessment, USU Fact Books; 2002-2006 Enrollment Summary Report