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## Faculty Senate Agenda, March 2, 2009

Utah State University

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## **FACULTY SENATE**

March 2, 2009

3:00 – 4:30 p.m.

Merrill-Cazier Library Room 154

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### **Agenda**

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- 3:00 Call to Order**  
Approval of Minutes February 2, 2009.....Mike Parent
- 3:05 Announcements**.....Mike Parent
- Roll Call
  - Time table for nominating Senate President-Elect
- 3:10 University Business**.....Stan Albrecht, President  
Raymond Coward, Provost
- 3:40 Consent Agenda**
- Research Council Report.....Brent Miller  
(For addition information see full report VP for Research:  
[http://research.usu.edu/files/uploads/FY2008 VPR Annual Report.pdf](http://research.usu.edu/files/uploads/FY2008_VPR_Annual_Report.pdf)
  - Budget and Faculty Welfare Committee Report.....Vance Grange
  - Academic Freedom and Tenure Committee Report.....Diane Calloway-Graham
  - EPC Items.....Larry Smith
  - Code Section 202.....Scott Cannon
- 3:50 Information Items**
- ASUSU Tobacco Policy.....Jeremy Jennings
  - ASUSU Excused Absence Policy.....Jeremy Jennings
- 4:10 Key Issues and Action Items**  
PRPC Items.....Scott Cannon
- Grievance Policies and Procedures – 407.1.2 (Calendar Change – language about availability of committee) [second reading]
- 4:30 Adjournment**.....Mike Parent



**USU FACULTY SENATE  
MINUTES  
FEBRUARY 2, 2009  
Merrill-Cazier Library, Room 154**

Mike Parent called the meeting to order at 3:02 p.m.

**Approval of Minutes**

John Kras moved approval of the minutes of January 5, 2009. Byron Burnham seconded, motion carried.

**Announcements**

1. **Roll Call.** Senators are reminded to sign the roll at each meeting. Alternates are asked to initial next to the Senators name they are substituting for as well as sign their name on the alternate list. Attendance at Faculty Senate Meetings has been above 90%.
2. **Code Changes.** Three code changes have been approved by the Board of Trustees. Those changes are to sections 402.2, 405.7 and 405.8.

**University Business - President Albrecht**

President Albrecht informed the senate that the legislature has decided to divide the budget reduction issue into two parts, dealing with the current fiscal year cuts first and then looking at the next fiscal year as better data is available in the coming weeks. Late Friday the Executive Appropriations Committee completed the 2009 budget with a 7.25% rescission across all state entities with a 50% backfill. For USU, 7.25% would mean \$11,300,000, but with the 50% backfill the cut equals \$5,650,000. The President has communicated the proposed plan of dealing with the budget cuts with the Trustees, the Chair of the Board of Regents, and with the Commissioner.

The challenge of the fiscal year 2009 cuts is timing, as we only have five months left in the fiscal year to come up with this additional money which is on top of the 4% cuts we have already taken. The Presidents' proposal does not address the ongoing cuts for fiscal year 2010. The general sense of the university community has been that most people would rather share in the pain than lose colleagues or staff, so in drafting this proposal they have tried to be as sensitive to the loss of jobs as possible.

The President will implement a mandatory five day unpaid furlough across all employee groups. This will take place over spring break, March 9-13, 2009. Employees will not be able to use vacation pay or sick leave for these days. Employees will see the loss of one day's pay per pay period for five months, March thru July. This will generate 60% of the total amount needed. The remaining amount will be spread across each unit.

Provost Coward covered the guidelines of how this will be implemented. The further cuts to the units will be a process much like was used in the fall. The Budget Reduction Committee will oversee the process. Each dean and head of unit will submit a plan to the President by February 25, 2009.

The five day mandatory furlough is a temporary no work no pay status. This will apply to all full and part time employees regardless of their source of funding. Student employees will be exempt from the furlough. Employees funded from extramural sources will participate, and the money saved will be saved in those accounts and not used to pay the reduction. The university will be closed and essentially shut down for this week, however, a few essential personnel such as maintenance and police will have to work. These rare circumstances must have pre-approval from their Dean or Director. Those employees will have to identify five other days that they will be furloughed. The advantage of a temporary furlough instead of across the board salary cuts is that it protects the employee's base pay.

Tuition increases are still being considered as a way to offset the ongoing cuts. The furlough may also be an option again in the next fiscal year, possibly in a more tiered approach. Faculty salary increases will continue as it has in the past for employees who go thru the promotion process. The Sabbatical program will also continue as it has in the past.

Robert Schmidt expressed thanks to the President and Provost for doing their best to minimize the impact and for looking for other alternatives to layoffs. Other senators commented that we need to make it clear that there is an impact on employees and students; it cannot appear that we are going on with "business as usual" in spite of the financial crisis.

(See the official statement attached.)

### **Consent Agenda Items**

1. Bookstore Report
2. EPC Items

John Kras motioned to accept the Consent Agenda Items, Ronda Callister seconded, motion carried.

### **Information Items**

1. Code Changes, Section 202. A motion to refer Section 202 to PRPC was made by Scott Canon, John Kras seconded, motion carried.

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

1. Academic Due Process: Sanctions and Hearing Procedures (407.1.2) Definition of days (second reading). Scott Canon indicated that this section was approved as a first reading at the last Faculty Senate meeting. Mike Parent called for a motion to approve the motion. Ronda Callister moved, several seconds indicated, motion carried.
2. Academic Due Process: Sanctions and Hearing Procedures (407.1.2) Language dealing with availability of hearing committees (first reading). PRPC was asked at the last Faculty Senate meeting to take into consideration modifying the language to reflect that the calendar would not be suspended just during the summer months, but allow the calendar to be suspended at any time for a reasonable time if key participants were not available. Also, to clarify what it means to be available as not only in person but perhaps by teleconference, letter or any other appropriate means. The Provost made a suggestion that PRPC also strike the section out that the code change would only apply to grievance procedures and allow the calendar to be suspended for any academic due process procedures.

Mike Parent asked for a motion to approve the language as written. John Kras moved to approve and Daren Cornforth seconded.

The question was raised as to legal issues as to defining what is a reasonable amount of time. Scott Canon responded that the language reflects current practice and the Chair can define "reasonable time". It is felt that some flexibility should be left in the process and allow for some

collegiality to solve these problems. A suggestion was made to pass this revision by university counsel to make sure there are no legal ramifications.

Further discussion resulted in a friendly amendment made by Ronda Callister and accepted by John Kras and Daren Cornforth to make the language more clear that the Chair of the committee can suspend the calendar and define a reasonable time.

The motion carried.

### **Adjournment**

Motion to adjourn at 3:59 p.m.

Research Council Report to Faculty Senate  
Executive Summary  
Prepared by Brent C. Miller, Vice President for Research  
February 3, 2009

### **Executive Summary**

The annual report to the Faculty Senate covers the major activities of the Vice President for Research (VPR) and the Research Council from July 1, 2007 through June 30, 2008. It is a summary of all service units for which the VPR has responsibility and includes Sponsored Programs Office, Environmental Health and Safety Office, Institutional Review Board, Laboratory Animal Research Center, Center for High Performance Computing and International Program Development. It also includes a summary of all units for which the Office of the Vice President for Strategic Ventures and Economic Development has responsibility including the Innovation Campus, Technology Commercialization Office and the Utah Science, Technology and Research Initiative (USTAR).

### **Mission of the Office of the Vice President for Research**

Utah State is a research-intensive land-grant university that supports faculty and student researchers, solves problems, and contributes to the economy.

### **Research Office Mission Statement**

It is the mission of the Research Office at USU to facilitate and stimulate research, scholarship, and creative activities by:

- Providing resources to recruit, retain, and recognize outstanding faculty and student researchers.
- Providing research support services that are highly responsive and efficient.
- Providing leadership to identify and pursue promising research opportunities and to grow external research funding.
- Fostering a culture of academic research integrity and promoting the responsible conduct of research.
- Fostering the creation of intellectual property and supporting appropriate technology commercialization.
- Fostering the expansion of international research projects and programs.
- Communicating the value of USU research throughout the state, nation, and the world.

### **Mission of the Office of the Vice President for Strategic Ventures and Economic Development**

The mission of the Office of Vice President for Strategic Ventures and Economic Development is to enhance University driven economic development by:

- Identifying, protecting, and, where appropriate, commercializing intellectual properties for the benefit of authors/inventors, the university, and society.

- Coordinating the technology commercialization activities in order to streamline the evolution of research to patent to spinout companies or licenses to existing companies.
- Creating an effective work environment to conduct knowledge-based research for state-of-the-art technology enterprises, research institutes and laboratories.
- Implementing the USTAR economic development initiative at USU.
- Programming for the new USTAR building at USU.
- Creating outreach, not only from entrepreneurs to University Researchers, but from researchers to entrepreneurs, fostering as much economic development as possible.

### **Research Council**

The Research Council (See Appendix A for a list of Committee members) provides advice and recommendations to the Vice President for Research. Additionally, members of the Council provide direct and important channels of communication between researchers and those who make decisions affecting research at USU. See Appendix B for a complete summary of major issues addressed by USU's Research Council in FY2008.

### **Research Performance Indicators**

The Vice President for Research developed the Research Dashboard in order to more easily communicate USU's research performance and to facilitate comparison of data from one fiscal year to the next. The dashboard for FY2008 is shown in Appendix C.

See/view the entire FY2008 Vice President for Research Annual Report, go to (link not yet available)

## APPENDIX A

### UNIVERSITY RESEARCH COUNCIL Membership (2007-2008)

		Phone Ext.	UMC
Brent C. Miller	Vice President for Research, Chairman	1180	1450
Clifford Skousen	College of Business	2331	3500
Jeff Broadbent	Associate Vice President for Research	1199	1450
Byron Burnham	School of Graduate Studies	1191	0900
Noelle Cockett	College of Agriculture	2201	4900
Ray Coward	Executive Vice President and Provost	1167	1435
Jim Dorward	College of Education & Human Services	1469	2800
Mary Hubbard	College of Science	3515	0305
Nat Frazer	College of Natural Resources	2452	5200
Douglas Lemon	Space Dynamics Laboratory	4501	9700
H. Scott Hinton	College of Engineering	2776	4100
M. K. Jeppesen	Information and Learning Resources	2630	1495
Yolanda Flores-Niemann	College of Humanities, Arts, & Social Sciences	1195	0700
Joyce Kinhead	Associate Vice President for Advancement and Student Research	1706	1450
James MacMahon	Ecology Center	2555	5205
Mac McKee	Utah Water Research Laboratory	3188	8200
Vincent Wickwar	Faculty Senate	3641	4405
H. Paul Rasmussen	Agricultural Experiment Station	2207	4810
Bryce Fifield	Center for Persons with Disabilities	1982	6800
<u>Student</u>			
Adam Fowles	ASUSU Graduate Studies VP	1736	0105



## APPENDIX B

### Summary of FY2008 Research Council

The following are selected major issues addressed by USU's Research Council in FY2008:

- **Growing Research at USU** -The Fostering Research Focus Group, chaired by Dr. Jeff Broadbent, met regularly over the summer months to discuss strategies for growing research at USU. Each college and major research center at USU was invited to participate on this committee. The mission statement is to: *Identify opportunities and best practices to increase research of all kinds, especially sponsored research, and research where USU can capture recovered overhead dollars by at least 25% over the next five years.*

The committee highlighted USU's strengths as talented and productive faculty, numerous research and scholarly centers, prominent research facilities, international presence, and USTAR. USU continues to be positioned well to compete for increased dollars with some agencies like DoD, NASA, and NSF. Industry sponsored research is an area identified with growth potential as this currently only represents ~ 2% of USU's current funding. The committee determined that in order to improve success rates with grant proposals, it would be necessary to restructure existing seed funding (NFRG & CURI) and ***target new programs with specific missions/goals and expected outcomes***. New funding programs were outlined to USU's Executive Committee and the following programs were approved:

- Grant-Writing Experience Through Mentorship (GEM)
- Research Catalyst (RC)
- Seed Program to Advance Research Collaboration (SPARC)
- Grant Writer's Institute

The CURI program was suspended to allow available funding for the new opportunities, and it was announced that the NFRG for 2008/2009 would end on June 30, 2009. The new programs will be offered semi-annually with award dates of January 1 and July 1 of each year. See web link: [http://research.usu.edu/htm/grants\\_funding](http://research.usu.edu/htm/grants_funding)

- **Faculty Activity Data Base** – Digital Measures was selected as USU's vendor to develop a web-based software management tool for data collection. A contract has been signed between both parties and customization and beta testing is underway.
- **Undergraduate Research Advisory Board** –This new board was established at USU in October, 2007, with Lisa Berreau, Associate Dean in the College of Science, appointed as Chair. Representation includes each college, students, library, Honors Office, Provost Office, V.P. for Research Office, and the USU Chapter of Sigma Xi. This Board has been organized to expand ideas on current successes as well as ideas that will improve undergraduate research at USU. See presentation of activities and recommendations from Research Council (October 2007 & November 2008) minutes. Website reference: [http://research.usu.edu/htm/research\\_areas/research\\_council/minutes](http://research.usu.edu/htm/research_areas/research_council/minutes)

- **Reimbursed Overhead on State & Local Government Contracts** – The effective rate is a critical part of recovering the costs of research. As indirect cost funds are collected, USU is able to invest in seed programs, startup packages, and equipment. Unfortunately, USU's current effective rate of 15.4% is very low as compared to USU's peer institutions. The State of Utah policy, R537 – Reimbursed Overhead on State and Local Government Contracts, outlines the following: *Institutions of higher education shall charge, as partial reimbursement of costs incurred, a ten percent overhead rate on all contracts with state and local government agencies funded from non-federal sources, unless an overhead charge is expressly prohibited in the RFP issued by the state or local government agency.* This policy also addresses “flow through federal funds”, and clarification on retaining ten percent overhead on all contracts from non-federal sources. USU has some cases with federal flow through funds, but faculty (and agencies) erroneously relay that the contract doesn't carry any overhead. This outcome significantly hinders USU's ability to recover full indirect costs and reduces available funding for startup packages and seed grants. This information was relayed to the colleges to help assure the R537 policy is followed so USU can collect the full overhead where possible.
- **Center of Excellence Program (COEP) Applications and Review Procedures** - The Governor's Office for Economic Development (GOED) implemented significant changes to available COE funding for FY2009 as follows:
  - No new university centers will be awarded in the next fiscal year, but existing centers may apply for yearly renewal.
  - Available funding will be targeted to companies who are a licensee under a university within the state.

USU's Electrical and Computer Engineering Department will be able to participate in the FY2009 funding proposal phase, but many questions remain with this funding decision as the program now resembles a Small Business Innovation Research (SBIR) concept. These new changes to the COE proposal process are firm for FY2009.

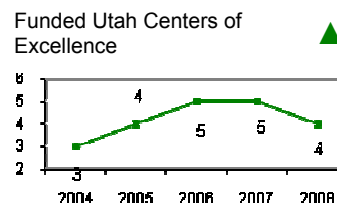
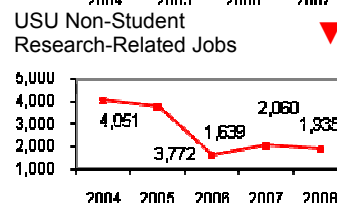
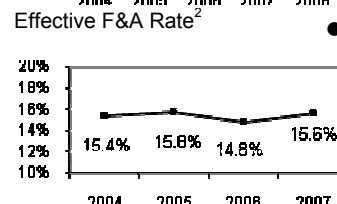
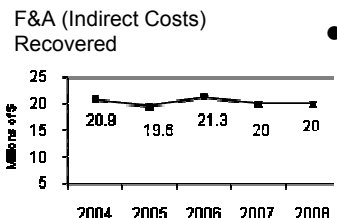
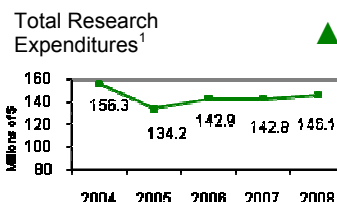
- **Shared Credit for Co-Investigators on Joint Projects** –Research Council participants, along with several college representatives, requested that USU's reports associated with sponsored program efforts be adjusted to more accurately reflect joint contributions of individual faculty members. Current University practice has been to allocate credit for an entire research project only to the project's principal investigator. This has resulted in under reporting research awards and proposal information, as well as research expenditure data for some colleges and over-reporting in others. Reporting only PI funding can negatively impact the colleges as program support to individual colleges is prorated based upon the amount of indirect cost generated by the college in relation to the other colleges. Improvements were implemented that included USU transitioning to a web-based portal to allow proposal and award changes/updates in a timely manner. The SP01 form was also modified so that investigators can now designate when a budget split is necessary, and what proportion of the funding each coinvestigator is responsible for.

- **Graduate Student Health Insurance** - First Risk (part of United Health Care) was selected as USU's graduate student health insurance vendor. Coverage was implemented around August 15, 2008; however, graduate students who arrived in FY2008 were given coverage options at a pro-rated amount. This coverage is mandatory for graduate students. Should a graduate student have other insurance coverage, they are required to provide proof of alternate insurance in order to bypass this coverage.
- **Responsible Conduct of Research (RCR) Training** - USU's interest in RCR training stems back to 1992 when the federal government passed a requirement that anyone receiving a NIH training award was also required to acquire RCR ethics training. In the year 2000, NIH sought to extend that requirement to all grantees, but it was later suspended. In 2004, USU began to offer a Research Integrity course (6900); however, the course has received low participation. In 2007, Byron Burnham, School of Graduate Studies dean, approached the research office to discuss the possibility of the two offices partnering together to expand RCR training at USU. Utah State's RCR training is currently voluntary; however, the America Competes Act, which was passed this last year, increased NSF's budget over the next 3 years. Part of the requirements associated with this new act is that all undergraduate, graduate, or postdoc researchers who are supported by an NSF grant must receive RCR training from their institution. Information will be provided to USU researchers who need this training so that they are aware of the requirement and programs available to assist them. Work will continue to expand the RCR program at USU based on best practices nationally.
- **Accreditation Activities** - The Human Research Protection Program (HRPP) protects the rights and welfare of human participants in university research activities. At USU this program encompasses many different institutional levels organized under the Vice President for Research. USU's IRB has an essential role in this program to review and monitor human research under USU policy and assure USU personnel receive on-going training and certification before any human research begins. USU decided to apply for accreditation of its HRPP through the Association for the Accreditation of HRPP (AAHRPP). Benefits of AAHRPP accreditation include:
  - Increased protection of human participants in research programs
  - Streamlined process for USU researchers
  - Meeting the expectations of sponsoring agencies
  - USU's differentiation as an accredited non-medical land-grant university
  - Less likely audits, investigations, fines

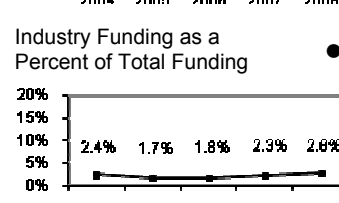
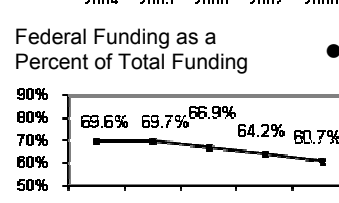
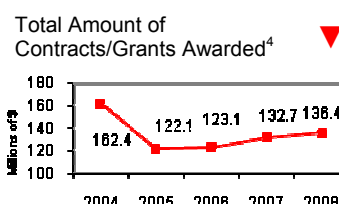
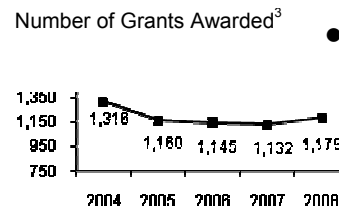
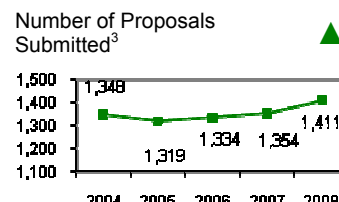
USU completed the pre-application in October 2007 with the final application submitted on March 5, 2008. The accreditation site visit took place in October 2008 and USU hopes to receive accreditation when the AAHRP Council meets in June 2009.

# USU RESEARCH PERFORMANCE DASHBOARD – FY 2008 (Appendix C)

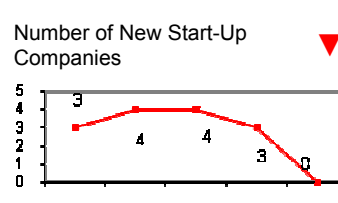
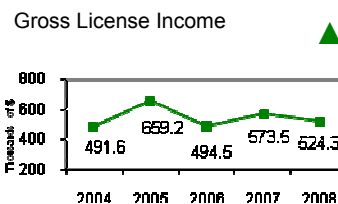
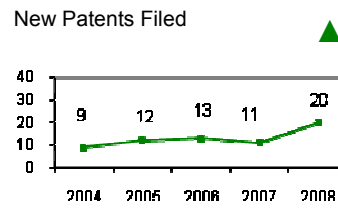
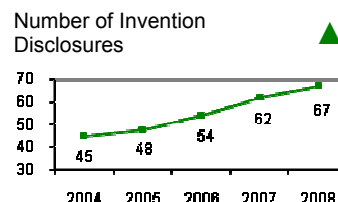
## Research Funding



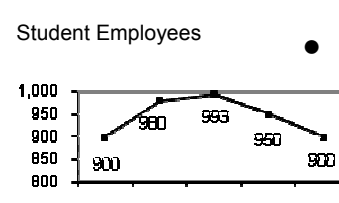
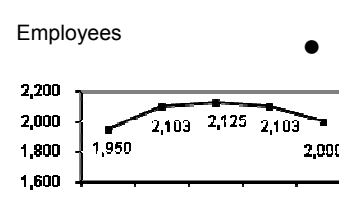
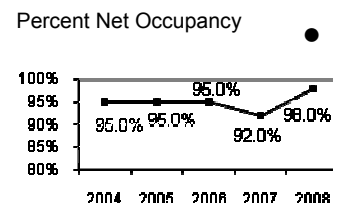
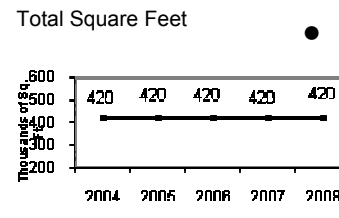
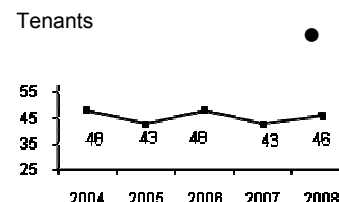
## Sponsored Programs



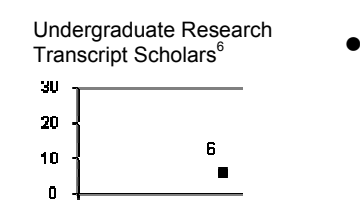
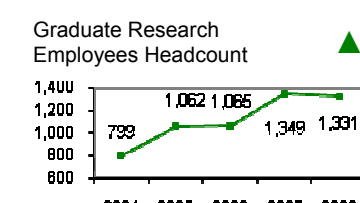
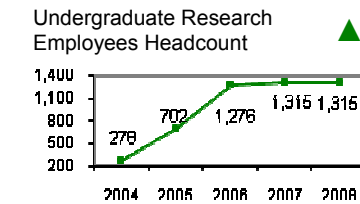
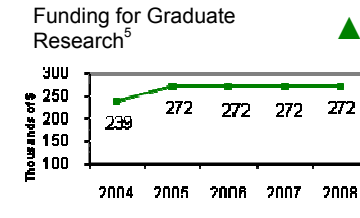
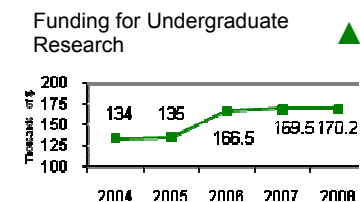
## Tech. Commercialization



## Innovation Campus



## Student Research



### TREND KEY:

- ▲ higher
- ▼ lower
- no change

green = better  
red = worse  
black = neutral

### FOOTNOTES:

- <sup>1</sup> According to NSF Report
- <sup>2</sup> Some funding agencies by policy limit the recovery of F&A costs to less than the negotiated rate. Effective F&A is the ratio between modified total direct costs and actual F&A collected.
- <sup>3</sup> One proposal can be awarded in multiple years.

<sup>4</sup> The largest SDL project, RAMOS, was canceled in 2005.

<sup>5</sup> Graduate research funding includes: fellowships, travel, and graduate student recruitment.

<sup>6</sup> 2008 number includes students who graduated in December 2007 and May 2008.

**Budget & Faculty Welfare Committee Report  
To the Faculty Senate  
March 2, 2009**

**Committee Members:**

Jolene Bunnell (10) Extension  
Daren Cornforth (09) Senate  
Ted Evans (10) Science  
Vance Grange (11) Chair, Business  
Rhonda Miller (11) Agriculture  
Charles Salzberg (09) Education & Human Services  
James Sanders (10) Senate  
Gene Schupp (09) Natural Resources  
Gary Stewardson (10) Vice Chair, Engineering  
Steve Sturgeon (11) Libraries  
Vince Wickwar (09) Senate  
Tim Wolters (11) HASS

**Issues Considered This Year:**

1. Received a welcome and explanation of duties from Faculty Senate President Mike Parent
2. Discussed salary compression and inversion (Provost Raymond Coward met with Committee)
3. Received an explanation from David Cowley (Senior Associate VP for Business & Finance) and BrandE Faupell (Human Resources Director) about several new or newly revised fringe benefits:
  - A. Elective group Medicare Advantage insurance coverage that will be made available to retirees
  - B. Upgraded elective long-term care coverage
  - C. New retirement investment options available through Fidelity
4. Conducted a brief follow-up discussion on a Caregiving Leave with Modified Duties Proposal from the April 2008 BFW Committee meeting
5. Briefly discussed the five-year post-tenure review for faculty members
6. Discussed the reorganization of the departments in the Huntsman School of Business
7. The primary topic discussed has been and will continue to be budget cuts
8. Identified additional topics for future discussions and assigned primary responsibility for each topic

**Issues to be considered in future meetings:**

1. Budget cuts
2. Monetary rewards for 5-year reviews (full professors)
3. Salary compression and inversion
4. Mental health coverage

5. Double coverage (expensive for benefit provided?)
6. Clarifying emeritus status (what are the benefits?)
7. Regional campus budget issues
8. Prescription coverage and limitations

# 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:** February 12, 2009

**RE:** AFT Annual Report 2008-2009

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 12 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  
Tony Peacock (10) HASS  
Jack Schmidt (09) Natural Resources  
David Peak (08) Science  
Cheryl Walters (10) Libraries  
Jeff Banks (09) Extension  
Patricia Lambert (10) Faculty Senate  
Wayne Wurtzbaugh (10) Faculty Senate

### **Grievances:**

One grievance was filed in January 2009 and a committee is being formed and a timeline put into process.

### **Changes to Academic Due Process; Sanctions and Hearing Procedures:**

The faculty senate voted to change the following wording in 407.1.2 Definition of Days to:  
*In all proceedings under Policy 407, a day is defined as a calendar day (Sunday through Saturday) unless expressly stated as a working day (Monday through Friday, excluding holidays).*

The faculty senate is in the process of considering the following wording under 407.6  
Grievances: *The grievance action calendar of events under 407.6.1-6 may be suspended for a*

*reasonable time if key participants would not be available or The grievance action calendar of events under 407.6.1-6 may be suspended during the summer or holidays if key participants would not be available.*

### **AFT Committee Meeting:**

The AFT committee met on Tuesday, February 10. Present were Diane Calloway-Graham, Dale Wagner, Ed Stafford, Tony Peacock, Jack Schmidt, David Peak, Cheryl Walters, Patricia Lambert, Wayne Wurtzbaugh, and Mike Parent, Faculty Senate President. The main agenda was to discuss new timelines for sanctions and hearing procedures and to appoint by election of the committee a new chair for the AFT. Diane Calloway-Graham is currently the chair but is on sabbatical. The committee voted for Anthony Peacock to take over as Interim Chair until July 1, 2009 with David Peak, committee member, assisting him. After July 1, 2009 a new Chair will be appointed through the faculty senate committee on committees. Because the chair position for the AFT is a time consuming service assignment, the committee recommends that the Chair of the AFT be a full professor or that administration considers some compensation (i.e. credit for promotion to full professor).

### **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. It has also been suggested that a formalized handbook of expectations for the Chair of the AFT committee be prepared.

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



## **Report from the Educational Policies Committee February 11, 2009**

The Educational Policies Committee met on February 5, 2009. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page<sup>1</sup> and are available for review by the members of the Faculty Senate and other interested parties.

During the February 5<sup>th</sup> meeting of the Educational Policies Committee, the following discussions were held and key actions were taken.

1. Approval of the report from the Curriculum Subcommittee which included the following notable actions (Curriculum Subcommittee minutes<sup>2</sup>):

- The Curriculum Subcommittee approved 54 requests for course actions (see minutes<sup>2</sup>).
- Approval of the request from the Department of Economics and Finance that an emphasis in International Economics and Trade be added to the existing Bachelor of Science Degree in Economics.
- Approval of the request from the School of Teacher Education and Leadership to create a specialization in Instructional Leadership within the Masters of Education Program.

2. Approval of the report of the Academic Standards Subcommittee. Of note:

- A motion was made and passed to raise the test scores to the following effective 2010-2011:
  - TOEFL- IBT- 71
  - TOEFL- PBT- 525
  - IELTS – 6.0 with a minimum of 5 on each of the four subscales (listening, reading, writing, speaking)
- Passage of a motion to change the requirements for Associate of Science Degree

The requirements to attain the AS degree would now be:

- Complete all of the current General Education courses in the different areas including the CIL exam.
- Have a cumulative GPA of 2.0.
- Complete up to sixty (60) credits of which 20 credits must be in the major requirements of an approved bachelor's degree or at the 2000 level or above.

3. Approval of the report of the General Education Subcommittee. Of note:

- Revisions to QL/QI Accommodation Process. The EPC approved recommended changes to the Guidelines for Students Encountering Challenges in Meeting the University Studies Quantitative Literacy and Quantitative Intensive Requirements. It establishes a formal process for students to petition the General Education Subcommittee chair if they have a documented quantitative disability (revised document attached).

1. <http://www.usu.edu/fsenate/EPC/2008-2009/Minutes/Feb52009epcminutes.pdf>

2. <http://www.usu.edu/fsenate/EPC/curriculum/2008-2009/Minutes/Feb52009ccminutes.pdf>

## Guidelines for Students Encountering Challenges in Meeting the University Studies Quantitative Literacy & Quantitative Intensive Requirements

### Advice to Students

The University Studies program, along with study in the major, is designed to assist students in achieving the Citizen Scholar Objectives. The University enacted these requirements to ensure that all Utah State University undergraduate students develop intellectually, personally, and culturally, so that they may serve the people of Utah, the nation, and the world. USU prepares citizen-scholars who participate and lead in local, regional, national, and global communities. The University Studies program is intended to help students learn how to learn not just for the present but also for the future. A critical element of the program is demonstrated competency in Quantitative Literacy (Math 1030, Math 1050, Stat 1040, satisfactory test score, or more advance Math/Stat course) and Quantitative Intensive courses,

The vast majority of students who experience difficulty in fulfilling the Quantitative Competencies will experience success by employing a number of academic support and/or advising strategies. Advice to students is provided below.

#### Quantitative Literacy Requirement

Students may encounter challenges in fulfilling the QL (Quantitative Literacy) requirements due to lack of adequate preparation, anxious reactions to math content/exams, and/or disability-related difficulties, among other reasons. Despite these challenges, such students are often able to fulfill the University's QL requirements by utilizing instructional support available to *all* USU students, including:

Courses taught at the Bridgerland Applied Technology College at their Academic Learning Center

- Math 0800 Fundamentals of Math
- Math 0850 Foundations of Algebra
- Math 0900 Elements of Algebra
- Math 1010 Intermediate Algebra
- Math 1050 College Algebra

Courses taught at Utah State University

- Math 0900 Elements of Algebra
- Math 1010 Intermediate Algebra
- Math 1030 Quantitative Reasoning
- Math 1050 College Algebra
- Stats 1040 Intro to Statistics
- Math 0920 Math Review

Tutoring services through the Academic Resource Center  
(10 Week ARC – Strategies for Success Group)

Meetings with the instructor and/or private math tutors

Enrollment in Student Support Services/courses if eligible

Reduced course load

REACH Peer Relaxation Training

- Stress Management Workshop at the Counseling Center
- Mindfulness Training at the Counseling Center

## Academic Accommodation

In a limited number of cases involving a significant disability the graduation expectations for the quantitative skills has been a barrier to degree completion. In an effort to respond to the extraordinary circumstances of some students while maintaining the academic integrity of [University Studies](#) program requirements, the University has established a policy and procedures for considering academic accommodation to [these](#) requirements that would remove this barrier. It should be noted that the University provides a range of academic support for all students and provides appropriate support and reasonable accommodations for students with documented disabilities as defined by state and federal statutes.

Academic accommodations are only considered after a student has demonstrated that he or she is unable to complete the competency at the University. These situations will involve a student with a significant disability whose documentation and educational history provide compelling evidence that an academic accommodation is reasonable. Academic accommodations are granted only when it is clear that the completion of the requirement is impossible due to a disability. Waivers of [University Studies](#) competencies are never granted.

Academic accommodations are granted on a case-by-case basis and may include [the substitution of](#) an approved alternative course for a required course. Each academic accommodation will be based on the individual case and should not compromise the academic integrity of the requirements for a specific major or degree.

The following rules will apply:

If quantitative competency is deemed as an essential element of a program or course of study, then a substitution is not permitted. The question of "essential element" will be decided by the [Department Head](#).

Academic accommodation will not reduce the number of courses/credits normally required to complete the [University Studies](#) requirements.

If the student changes his or her college, major, or program of study, academic accommodations will be reviewed by the appropriate [Department Head](#) in the new college.

Students should submit a petition for accommodation to his or her Academic Advisor, who will forward it along with a formal recommendation to the Chair of General Education. All decisions involving academic accommodations will be determined by the [Chair of General Education in consultation with the](#) Academic Advisor [and/or](#) Department [Head](#). Decisions will be communicated in writing to the student and his or her [Advisor](#).

*It is in the best interest of the student to determine at the earliest possible time whether to apply for an academic accommodation. Failure to do so in a timely fashion may delay graduation.*

PETITION FOR STUDENTS SEEKING AN ACADEMIC ACCOMMODATION TO  
THE UNIVERSITY STUDIES QUANTITATIVE COMPETENCY REQUIREMENTS

Academic Accommodation Petition Checklist

- \_\_\_ A signed *Academic Accommodation Petition* cover sheet (this page)
- \_\_\_ A personal statement outlining the reasons for the request and an explanation of the difficulties you have experienced in quantitative courses
- \_\_\_ A complete listing of the quantitative courses you have attempted to date
- \_\_\_ Unofficial transcripts from all colleges and high schools you have attended
- \_\_\_ Evidence that you have actively pursued academic support; which may include letters of support from professors, high school teachers, tutors, math instructors, lab instructors, Student Support Services, Disability Resource Center, Academic Resource Center and/or academic advisors
- \_\_\_ A letter with a student release of information form documenting your need for an academic accommodation from the Disability Resource Center.

Procedures

Consideration for an academic accommodation is done on a case-by-case basis. You should initiate the process through your Academic Advisor as soon as it is apparent that an academic adjustment needs to be considered and after a plan of study has been selected.

This *Academic Accommodation Petition* should be prepared as early as possible in your undergraduate career and certainly no later than the semester prior to your last year so that you will have ample time to complete the requirements, whether accommodation or not. You should submit all materials to your Academic Advisor, who will then forward them to the Chair of General Education. Please note that academic accommodations if granted do not guarantee a degree especially if you later change majors or institutions.

Student Name: \_\_\_\_\_  
[First] [Middle] [Last]

Student Major: \_\_\_\_\_

Student banner ID \_\_\_\_\_

Student Contact Information:

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_  
Student Signature [date]

\_\_\_\_\_  
Advisor Signature [date]  
(indicating awareness of submission of this petition)

## Number 202

**Subject: Authority and Amendments: Faculty Policies (Section 400)**

**PRPC Draft revision A: Feb 11, 2009**

**Date of Last Revision: January 24, 1997**

### 202.1 AUTHORITY AND VIOLATION

#### 1.1 Authority of the Policy

This policy is subordinate to the Code of Policies and Procedures of the Board of Regents' Utah system of Higher Education (hereafter Regents' Code) of Policies and Procedures, and the authority of the Board of Trustees and the President. This policy. They supersedes all previous University codes or policies and procedures affecting faculty and staff of the University, and takes precedence over previous executive memoranda and other policy directives affecting the provisions of this policy. If new executive memoranda or policy directives are issued which conflict with existing policy, the memoranda or policy directives will take precedence until action is taken to reconcile them with policy.

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#### 1.2 Violation of Policies

Any faculty or staff employee or any group of faculty or staff employees shall have the right to grieve any alleged violation of the policies. A faculty or staff employee may be sanctioned for violations of these policies as provided herein. (Section 407)

### 202.2 PROCEDURES FOR AMENDING SECTION 400

#### 2.1 Proposal Process

Proposals for amendments to this section may only by be made by faculty members who hold tenured, tenure-eligible, or term appointments and members of the Faculty Senate.

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(1) Proposals for amendments by individual faculty members.

Proposals for amendments to this code by individual faculty members shall be submitted in writing to any faculty senator(s). The faculty senator(s) may submit the proposal for amendment to the Executive Committee of the Senate for consideration of inclusion on the agenda of the next regularly scheduled meeting of the Senate. Individual faculty members may also communicate their interest in general or specific changes to the policies directly to the Professional Responsibilities and Procedures Committee (PRPC) which will take such communications under advisement and make recommendations to the Faculty Senate.

(2) Proposals for amendments by members of the Faculty Senate.

Proposals for amendments to these policies by members of the Faculty Senate shall be presented to any regularly scheduled meeting of the Senate. The PRPC shall consider proposals for policy amendments upon the formal action of the Senate. Members of the Faculty Senate may also communicate their interest in general or specific changes to the policies directly to the PRPC which will take such communications under advisement and make recommendations to the Faculty Senate.

(3) Proposals for amendments by petition of the faculty.

Any 25 or more faculty members who hold tenured, tenure-eligible, or term appointments may directly petition the Senate for consideration of a proposal for amendment to the policies at any time. Such a petition shall be presented in writing to the secretary of the Senate who shall then give notice of the proposal to the Executive Committee of the Senate at its next regularly scheduled meeting. In turn, the Executive Committee of the Senate shall schedule the proposal for amendment as an action item to be presented at the next regularly scheduled meeting of the Senate.

(4) Forwarding of proposals to the PRPC.

Upon favorable formal action by the Senate on any proposal to amend the code, the proposal to amend shall be forwarded to the PRPC for drafting of the proposed amendment.

## **2.2 Proposed Amendments to Section 400**

(1) Drafting of proposed amendments to the section.

The drafting of all proposed amendments to Section 400 shall be performed by the PRPC. The draft of the proposed amendment shall be forwarded to the Senate no later than the second regular meeting of the Senate after receipt of the proposal for amendment by the PRPC. This time limit may be extended by majority vote of the Senate.

(2) Proposed amendments originated by the PRPC.

As one of its two principal functions, the PRPC will monitor the language of the policies for congruence of policy language with actual University practices, internal consistency of policy language, and clarity of the meaning of policy language. Where actual practice and the policies differ, the PRPC shall seek resolution either in changed practice, proposed amendments to the policies, or both. The PRPC shall also propose amendments to the policies to increase their clarity and internal consistency. Amendments to the policies proposed by the PRPC shall be presented in writing to the Senate initially as information items. ~~Major revision~~ Revision of the policies will be undertaken by the PRPC only under the formal instruction of the Senate.

(3) Proposed amendments by the Regents.

While the Regents may amend this code to be congruent with their own Code of Policies and Procedures (201.2.4.4), such amendments shall ordinarily occur as a result of collaborative interactions among the Regents, the University, and the PRPC acting on behalf of the Senate.

## **2.3 Publication of Proposed Amendments**

The language of any proposed amendments to the policies shall be published in the minutes of the Senate meeting in which they are brought forward by the PRPC as information items.

## **2.4 Ratification of Proposed Amendments**

Ratification of proposed amendments to the policies is a four-step process:

(1) Ratification by the Senate.

Approval of a proposed amendment to these policies shall be by a two-thirds majority of a quorum of faculty senators at any regularly scheduled meeting of the Senate where the proposed amendment is on the agenda as an action item, provided that the proposed amendment has been presented for information at a previous regularly scheduled meeting of the Senate, and provided further that the proposed amendment remains unchanged except for editorial clarifications. Changes in the proposed amendment approved by a simple majority of the Senate during its meeting will result in the postponement of action on the proposed amendment, the re-initiation of the publication process (2042.2.3), and the rescheduling of action on the proposed amendment for the following regularly scheduled meeting of the Senate.

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Upon approval of the proposed amendment by the Senate, proposed amendments will be forwarded to the President.

(2) Ratification by the President.

Within 30 calendar days of receipt of the proposed amendment, the President will either forward the proposed amendment to the Board of Trustees with a recommendation for its approval, forward the proposed amendment to the Board of Trustees with no recommendation, remand the proposed amendment to the Senate, or inform the Senate of his/her disapproval.

(3) Ratification by the Board of Trustees.

The Board of Trustees will either approve the proposed amendment to the policies and forward the proposed amendment to the Regents, if required, or disapprove the proposed amendment and remand it to the President who will report such action to the Senate at its next regularly scheduled meeting. On specific matters, identified by Regents' policy or request, and pursuant to procedures provided by the Commissioner of Higher Education, the Board of Trustees, in exercising its approval authority, is responsible to review and report to the Regents any policies herein or any proposed policies that are not in compliance with state law and the Regents' rules relating to such matters.

(4) Ratification by the Regents.

Upon approval by the Board of Trustees, a proposed amendment to the policies shall be submitted to the Regents for approval. These policies shall be consistent with the ~~Code of Policies and Procedures of the Regents~~. Regents' Code. Substantive differences or exceptions of these policies from the Regents' code must be reviewed and approved by the Regents. Once approved, the policies herein will apply, ~~except when they do not address an issue contained in the Regents' code, in which case the Regents' code will apply.~~ In cases where a new amendment is silent on issues addressed by the Regents' Code, the Regents' Code applies.

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Subsequent proposed amendments to already approved policies herein, determined by the Commissioner of Higher Education to ~~be substantive~~, represent a substantive change must be reviewed and approved by the Regents. If the Regents disapprove of the proposed amendment, they may remand the proposed amendment to the University, and the PRPC acting on behalf of the Senate. At this time the Regents may also propose their own language and negotiate with the University and the PRPC whatever changes they determine are necessary in the proposed

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amendment to these policies.

Substantive changes to the proposed amendment negotiated by the Regents are brought back to the Senate by the PRPC for appropriate Senate action.





February 5<sup>th</sup>, 2009

Dear Colleagues,

During the 07-08 school year the Associated Students of Utah State University passed a resolution (Attached ECR 08-05) which stated:

“That ASUSU supports a policy that would prohibit the use of tobacco products anywhere on campus. That ASUSU supports discontinuing the distribution or selling of any tobacco products on campus.”

This resolution created a great deal of controversy and garnered resistance and support at various levels around the university. Following a decision by Administration not to pursue a total ban, ASUSU was charged with proposing a more feasible response to this issue. It is in fulfillment of this charge that I present to you the enclosed revision to the Student Code.

This revision is the product of extensive efforts to please interested parties and represents a great deal of compromise by all involved. It is anticipated that this proposed legislation will be viewed as it is intended, to create a more caring community where the well being of each community member is sensitively supported along with a disciplined community where individuals accept their obligations to the group. (Student Code, Preface)

I thank you in advance for your favorable consideration,

Jeremy Jennings, Academic Senate President

## 2008-2009 ASUSU Tobacco Policy Revision

### Existing Policy in Student Code Section V-3:

5. Smoking in (or within 25 feet of an entry to) any building owned or controlled by the University (including the football stadium) or, if under the age of 19, smoking or otherwise using any cigar, cigarette, or tobacco product in any form. Selling, offering for sale, giving, or furnishing (1) any cigar, cigarette, or tobacco product in any form to any person under 19 years of age, or (2) any "clove cigarette" (as defined by state law) to any person, either on campus (or property owned or controlled by the University, including athletic events) or at any off-campus University-sponsored function or event.

### Proposed Revision to Student Code Section V-3: (Changes Underlined)

5.
  - a. Smoking in (or within 25 feet of an entry to) any building owned or controlled by the University (including the football stadium), in courtyards or other areas where air circulation may be impeded by architectural, landscaping, or other barriers (such as, but not limited to, the Taggart Student Center Patio and bus stop enclosures) or, if under the age of 19, smoking or otherwise using any cigar, cigarette, or tobacco product in any form.
  - b. Selling, offering for sale, giving, or furnishing (1) any cigar, cigarette, or tobacco product in any form to any person under 19 years of age, or (2) any "clove cigarette" (as defined by state law) to any person, or (3) selling, offering for sale, or free sampling any cigar, cigarette, or tobacco product in any form or items depicting tobacco logos, symbols and or manufacture names to any person, either on campus (or property owned or controlled by the University, including athletic events) or at any off-campus University-sponsored function or event.
  - c. Smoking in areas reserved for events that do not have fixed seating but for which a mass gathering of greater than 50 individuals will congregate. Such as but not limited to: Outdoor concerts, A-Day, WOW, and Groundbreaking ceremonies.
  - d. Advertising of any tobacco products; including but not limited to logos, symbols, and or manufacture names; in any Utah State University publication, internet site, or on campus (or property owned or controlled by the University, including athletic events) or at any off-campus University-sponsored function or event.



February 5<sup>th</sup>, 2009

Dear Colleagues,

Attached you will find two resolutions modifying the excused absence policy in the Student Code.

- The first adds a provision for students who are interviewing for professional school, graduate school, or internships.
- The second came along in a similar fashion as the University Ambassador program has developed and now requires students to travel for recruiting trips.

After consultation with faculty we have built in checks to avoid potential abuse.

I thank you in advance for your favorable consideration,

Jeremy Jennings, Academic Senate President

**Supporting Document for ASR 09-01 and ASR 09-02**

**Highlighted** = Addition to code

**Underline** = ASR 09-01

***Italics*** = ASR 09-02

**SECTION IV-5. Regulations Pertaining To Student Organizations**

The following regulations shall apply to ASUSU and to all student organizations.

A. Student organizations that own or rent real property of any kind shall be responsible for its maintenance and for all activities that take place on such premises.

B. Organizational activities that are held off campus or interfere with students' attendance at scheduled classes (the final examination period is considered part of the regularly scheduled class period) shall be regulated by the following:

1. For a competing group, one coached and financed by the University or ASUSU for the purpose of competing with groups from other universities and colleges:

a. The coach or supervisor of the competing group shall file a schedule of the semester's activities with the appropriate dean, director, or vice president at the beginning of each semester.

b. One week prior to an intended activity, the coach or supervisor should file a roster of the participating students with the appropriate dean, director, or vice president stating the details and times of the proposed absence.

c. Students should notify their instructors at least one week prior to any such planned absence.

d. Students absent from class while engaged in activities of the competing group shall be permitted to make up missed assignments in a timely manner agreed upon by their instructors.

2. For a performing group, one which has been requested by an appropriate office of the University to appear before an audience:

a. The advisor or supervisor of the performing group shall file a schedule of the semester's activities with the appropriate dean, director, or vice president at the beginning of each semester.

b. A roster of the performing students, the names of the supervisors or advisors, and the details and times of the activity should be submitted to the appropriate dean, director, or vice president one week prior to any such planned absence.

c. Students should notify their instructors at least one week prior to any such absence.

d. Students absent from class while engaged in activities of the performing group shall be permitted to make up missed assignments in a timely manner agreed upon by their instructors.

3. For ASUSU elected officers and their committee members, whose programs are financed by ASUSU for the purpose of administering the responsibilities of an ASUSU elected office:

a. Approval must be received from the appropriate director or vice president one week prior to the activity. Short leave-time requests may be initiated by the University President, Provost, or the Vice President for Student Services.

b. A roster of officers and their committee members, the name of the supervisor, and the purpose of an activity should be submitted to the appropriate director or vice president.

c. Students should notify their instructors at least one week prior to any such absence.

d. ASUSU elected officers and their committee members who are absent from class while engaged in ASUSU-related activities shall be permitted to make up missed assignments in a timely manner agreed upon by their instructors.

4. For a scheduled class group, one directed by a departmental instructor for the purposes of a scheduled class, or a student participating in an academic activity (e.g., presentation of a paper or participation in an experiment):

a. The instructor shall obtain approval from the academic dean, who shall concur that the activity is essential to the scheduled class group or student.

b. In no case shall the academic dean grant permission to a student to be absent from other scheduled classes. It is the student's responsibility to contact each instructor for his or her classes one week prior to any absence to discuss the intended absences.

c. Students shall be permitted to make up missed assignments in a timely manner agreed upon by their instructors.

d. In situations of conflict, it is appropriate to work with the department head and dean to resolve the matter.

5. For all other student organizations:

- a. A group registered by ASUSU shall submit to the Vice President for Student Services a request to leave the campus, or otherwise miss scheduled classes, two weeks prior to the intended activity.
- b. All non-ASUSU groups shall submit to their advisors a request to leave the campus, or otherwise miss scheduled classes, two weeks prior to the intended activity.
- c. A group granted permission to participate in an activity shall in no case be granted permission to be absent from classes by any person other than the class instructors.
- d. One week prior to an activity, students shall discuss the terms of intended absences with their instructors, who will decide what course of action should be taken.

6. For all students interviewing for professional school, graduate school or internships:

- a. The student shall obtain approval from their academic advisor, who shall concur that the interview is essential to the student.
- b. It is the student's responsibility to contact each instructor for his or her classes one week prior to any absence, providing documentation from the advisor.
- c. Students absent from class while attending such interviews shall be permitted to make up missed class work in a timely manner agreed upon by their instructors.

*7. For all students assisting in university recruiting and university development sponsored by either college ambassadors or university ambassadors:*

- a. The student shall obtain approval from his or her respective ambassador advisor, who shall concur that the scheduled event is required of the student.*
- b. It is the student's responsibility to contact each instructor for his or her classes one week prior to any absence, providing documentation from the advisor.*
- c. Students absent from class while attending such recruiting assignments shall be permitted to make up missed class work in a timely manner agreed upon by their instructors.*

8. Although the University administration shall not grant excuses from classwork, it shall intercede when an instructor refuses to permit a student to make up work missed while engaged in a competing group, in a performing group, as an ASUSU officer or committee member, in a scheduled class group, advisor approved interview, or as a university or college ambassador. In such cases, the student may appeal to the department head, who shall, with the student's academic dean, intercede with the instructor for the student to make up missed work. The student may appeal to the Provost if necessary.

9. Upon request, the appropriate dean, director, or vice president shall supply to instructors and students verification of student absences for participation in a competing group, in a performing group, as an ASUSU elected officer or committee member, in a scheduled class group, advisor approved interview, or as a university or college ambassador.

## Number 407

**Subject: Academic Due Process; Sanctions and Hearing Procedures**

**PRPC Draft Revision E: Jan 20, 2008**

**Date of Last Revision: May 23, 2008**

### 1.2 Definitions of Days

~~In all of the proceedings under Policies 407.3 through 407.8 a day is defined as a Monday, Tuesday, Wednesday, Thursday, or Friday during the defined period of appointment for the academic year. Official University holidays are not days.~~

~~Except for investigations into research fraud or where the parties mutually agree otherwise, the clock stops from the date of spring commencement until the first day of the following academic year (see Policy 404.2), from the last day of fall semester until the first day of the subsequent spring semester (where the last day of a semester includes the period for final examinations).~~

~~In all of the proceedings under Policies 407.9, .10, and .11, a day is defined as a calendar day (Sunday through Saturday) unless expressly stated as a working day (Monday through Friday, excluding holidays). Also, the clock does not stop for these proceedings.~~

In all proceedings under Policy 407, a day is defined as a calendar day (Sunday through Saturday) unless expressly stated as a working day (Monday through Friday, excluding holidays).

The ~~grievance action calendar of events under 407.6.1-6~~ may be suspended by the chair during the summer ~~(between the last day of spring semester to the first day of fall semester)~~ for a reasonable time if key participants would not be available; either in person, by teleconference, by letter, or other appropriate means.