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FACULTY SENATE MEETING

February 7, 2011

Merrill-Cazier Library, Room 154

Agenda

- 3:00 Call to Order**.....Vince Wickwar
Approval of Minutes January 10, 2011
- 3:05 Announcements**.....Vince Wickwar
- Roll Call
 - Formation of the Benefits Advisory Committee (BAC)
- 3:10 University Business**.....Stan Albrecht, President
Raymond Coward, Provost
- 3:40 Information Items**
1. Instructure's Canvas the new Learning Management System (LMS) Program..Robert Wagner
- 3:55 Consent Agenda**.....Vince Wickwar
- Research Council Annual Report (Brent Miller)
 - Bookstore Report (Eric Worthen/David Parkinson)
 - EPC Items (Larry Smith)
- 4:10 Action Items**
1. PRPC Item.....Bob Parson
402.10 - 402.12 The Faculty Senate and Its Committees (First Reading)
- 4:30 Adjournment**.....Vince Wickwar



**USU FACULTY SENATE
MINUTES
JANUARY 10, 2011
Merrill-Cazier Library, Room 154**

Vince Wickwar called the meeting to order at 3:02 p.m.

Approval of Minutes

Steve Burr made a motion to approve the minutes of December 6, 2010 and Darwin Sorensen seconded. Motion passed.

Announcements – Vince Wickwar

Roll Call. Members are reminded to sign the role sheet at each meeting.

University Business – President Stan Albrecht.

The federal legislature did not pass the Omnibus Bill, with the result that last portion of funding for the Agricultural Research Service (ARS) building was lost for now. We will not know until March if there is any possibility of receiving the last portion of the funding needed for this project.

The restructuring of the Commercialization and USTAR operations is now in place. Rob Behunin is now the VP of Commercialization and Regional Development. He will be responsible for regional campus commercialization activities. In addition to his responsibilities for the Commercialization and Regional Development Office, he will serve as a member of the USTAR Executive Committee. He will also collaborate with the Huntsman School Entrepreneurship Program and continue his work with the Uintah Impact Mitigation Special Service District. The most noticeable change under the new structure is an emphasis on treating USU commercialization opportunities and activities as a single USU asset. The university, Utah State University Research Foundation and USTAR efforts, in terms of commercialization endeavors, will come together in a more synergistic and collaborative fashion. This will allow faculty, students, researchers, scientists, industry, investors and the community to have access to the complete USU commercialization portfolio.

Provost Coward commented on the search for the new Dean of Graduate Studies and VP of Research. The position is now being advertised. Dean Noelle Cockett is serving as the Chair of the search and screening committee. The new organizational chart is being vetted by the School of Graduate Studies as well as the Office of the VP for Research. Faculty members are encouraged to call Larry Smith if they know of people in their networks, on campus or off campus, who might be interested in this position. All interested individuals will be contacted.

President Albrecht urges faculty not to worry too much about some of the things that are in the newspapers regarding the next legislative session. During the first week of the session a base budget will be passed so that if at the end of the session they are unable to pass a revised budget they will not be "held hostage" to getting one passed. While the governor's budget holds higher education harmless, the legislature is talking about a 7% budget cut. Compensation remains the highest priority for this session followed by the Vet Science Program, operating and maintenance funding for non state funded buildings, and other capital projects.

Consent Agenda Items – Vince Wickwar.

A motion to approve the consent agenda with the exception of the Computer Information Literacy (CIL) item in the EPC report was made by Tami Pyfer and seconded by Glenn McEvoy, motion passed.

Larry Smith explained the EPC's position and vote on eliminating the CIL exam. Over the last 2½ years the General Education Subcommittee has thoroughly examined this issue. The CIL exam is currently a graduation requirement for all USU students. The exam was implemented in 1997. The cost to take the exam is \$30. Student government representatives requested that the General Education Subcommittee review the relevancy of the exam in 2008. In Fall 2009, the entire university faculty was surveyed regarding student computer literacy. In Fall 2010, the General Education Subcommittee voted 14-2 to eliminate the CIL exam as a graduation requirement. This vote does not mean that the committee members felt that computer literacy and skills were not important and does not prevent academic units from making their own decisions about testing student computer ability, skills and knowledge. The CIL exam was a good thing when it was first implemented fourteen years ago. Given the incredible changes in technology since then and the greater fluency that students now have with technology, the CIL exam is no longer the best way to test computer literacy. In addition, passing the CIL does not ensure that students know the programs, because on average 25% of seniors do not take the CIL exam until right before they graduate. The General Education Subcommittee recommends that the CIL Testing Center continue in some fashion as a computer literacy resource for students. Faculty and advisors could send students to the Center to get the skills they need. Thus the Center could be transformed into a resource center for students who have gaps in their knowledge. Budget issues regarding this have not been discussed. Tyler Tolson (ASUSU President) said that he saw no problem with having a student fee to help fund this resource.

Tami Pyfer moved to accept the committee's recommendation to eliminate the CIL exam and Rhonda Miller seconded. Motion passed.

Action Items

Code Compliance Committee Renewal – Vince Wickwar. The committee was formed as an ad hoc committee last year. The committee made a progress report to the Senate in September. It worked on a significant non-compliance issue last year and, as a result of its work, changes to the Faculty Code have been proposed. Thus, the committee did prove to be useful. However, because ad hoc committees have a tenure of one year, a renewal vote is needed for the committee to continue to function. In their last meeting, the Faculty Senate Executive Committee proposed that the Code Compliance Committee be renewed for another year.

Darwin Sorensen moved that the Code Compliance Committee be renewed for another year. Glenn McEvoy seconded and the motion passed.

PRPC 405.11.4(1) Tenured and Term Appointments: Evaluation, Promotion, and Retention (Second Reading) – Bob Parson. PRPC recommended moving the final sentence of this section to a parenthetical item in the beginning of the section to make it easier to understand. The change has been made in the code but, due to a clerical error, was never approved.

Glenn McEvoy moved to accept the second reading and Ed Heath seconded.

Doug Anderson questioned why only lecturers are not required to have external review letters while all other term appointments are apparently supposed to have them. As a result, he questioned the need for the last paragraph. Ed Heath pointed out that this is a separate issue from the change in the paragraph above and should be referred to the Executive Committee for further action. There was much discussion as to whether the change proposed was a substantive change and if Dean Anderson's concerns were an unrelated issue. Glenn McEvoy and Ed Heath withdrew their motion. Discussion continued regarding the review and promotion procedure for lecturer ranks and other term appointments. Are external letters desirable for the promotion of

some people with temporary appointments. Provost Coward suggested a parenthetical phrase stating that external reviews are required for core faculty only. PRPC has not looked at the rest of section 405 yet. Comments were made that some senators were uncomfortable doing anything with this until the entire section had been reviewed. It was eventually decided that section 405.11.4(1) read “external peer review, required of core faculty only” as long as PRPC does not find that it conflicts with any other part of section 405. However, Dean Nat Frazier raised the question as to whether temporary faculty in the Federal Cooperator ranks, who are considered to be equivalent to core faculty, should have external reviews.

Nonetheless, Mike Parent moved that Section 405.11.4(1) be sent back to PRPC through the Executive Committee with the following language, “external peer review (required of core faculty ranks only)” and that the last sentence be reconsidered. Ed Heath seconded the motion. The motion passed.

New Business

Tenure-Review Timetable Discussion – Ed Heath. This discussion pertained to the impacts of a possible proposal to change the tenure timetable for major reviews. While each year the tenure committee votes to recommend or not recommend renewal, there is currently a 3rd year review that carries more weight. It also involves the dean. Because of its greater significance, this review is done earlier in the year to allow the person more time to find another position if the decision is negative. The proposal would be to move this review to a 4th year review and to add a 2nd year review. In the 2nd and 4th years, the evaluations would continue higher up the decision chain, as currently done in the 3rd year. This would result in major reviews being conducted in the 2nd, 4th and 6th years (final year). This idea came out of the Northwest Commission on Colleges and Universities (NWCCU) recommendation that there be more emphasis on the evaluative role for the tenure committee. In the 2nd and 4th years, this change would also lead to moving the decision date earlier. In addition, if the decision were negative in the 4th year review, the person would have a terminal year. There was some discussion of the pros and con’s presented with this agenda item and the impact on the candidate.

It was agreed that the Faculty Senate Executive Committee will discuss the issue further at the January 18th meeting.

Adjournment

Motion to adjourn at 4:28 p.m.



Moving to Instructure Canvas, 2012

Utah State University, in connection with the Utah System of Higher Education Consortium, is adopting Instructure Canvas as its new learning management system. Canvas will replace Blackboard Vista as the system for hosting online learning activities and course content. All courses currently hosted in Blackboard Vista will be moved to Instructure Canvas by July 1, 2012.

This website is devoted to keeping you updated on the migration process and introducing you to Instructure Canvas. Here you will also find resources to help you learn and use Canvas.



Reason for Change

Blackboard Inc. will not support its Vista product after 2012. All schools using Blackboard Vista must move to a new system.

Why Instructure Canvas?

In a lengthy evaluation process at USU and across the state, Canvas received the highest approval from faculty and students and met the state's evaluation criteria better than any of the other available options.

Requesting Early Access

If you wish to gain early access to a non-production version of Canvas for the purpose of learning or piloting the system (accessible at <http://canvas.usu.edu>), please send an email request to fact@usu.edu. Be sure to include your name, email address, A number, and any preference you may have for the title of your demo course.

Please *do not* request a free instructor account at <http://canvas.instructure.com>, as any work you do there will not be transferred to UEN's hosted version of Canvas once it becomes available.

Some exciting features of Canvas

- Significantly faster tools for grading.
- Notification options for faculty and students using Facebook, Twitter, SMS, and more.
- Integration with Google docs.
- Wikis, RSS feeds, web conferencing integrations, and more.
- Works on any modern browser, including mobile browsers. Mobile apps are forthcoming.
- Easy you-tube-like tools for posting video, available to faculty and students.
- One-click recording and posting of webcam video, available to faculty and students.
- Clean, intuitive user interface, featuring drag and drop usability throughout.
- Rapid migration tool for pulling content (including quizzes and assignments) from Blackboard Vista.
- Gold Star Certification for accessibility from the National Federation for the Blind.
- And much more.

Anticipated Timeline for Migration

- **Spring 2011** - Install, test, and integrate Canvas with existing campus systems.
- **Summer 2011** - Pilot select courses in Canvas.
- **Fall 2011** - Encourage widespread use of Canvas for face-to-face courses. Offer new and select fully online courses in Canvas.
- **Spring 2012** - Fully online courses running in Canvas. Continue moving face-to-face courses.
- **Summer 2012** - End of life for Blackboard Vista. All USU courses offered in Canvas.

Training will be readily available to faculty at each stage of the migration.

Utah State University – A New Learning Management System

Evaluation and RFP Timeline

Spring Semester 2010:	*Several USU faculty members pilot courses with different Learning Management Systems (i.e. Moodle, Instructure, Blackboard 9)
June – August 2010:	*USU invites <i>all</i> faculty to evaluate three LMS options and provide feedback via electronic survey, focus groups, and workshops. Students are included in the focus groups.
Fall Semester 2010:	*Additional USU faculty pilot courses in various LMS platforms
September - October 2010	*UEN Consortium develops detailed criteria for an Response for Proposals (RFP)
November – December 2010	<ul style="list-style-type: none">*RFP receives 8 official bids from LMS companies and uses evaluation criteria to select top three candidates*USU forms evaluation committee made up of faculty and staff to evaluate the three top candidates.*Evaluation by USU students.*USU casts its vote as a member of the Consortium for Instructure Canvas – which becomes the unanimous choice by all institutions.

Multi-Institution Consortium

Under the direction of the Utah Education Network (UEN) the multi-institutional consortium pools their resources together to contract for a Learning Management System (LMS). By being a part of the consortium USU is able to realize significant cost savings in annual contract fees as well as software and maintenance support. The LMS is administered by UEN, on their servers and using their support and resources. The Consortium is made up of the following institutions: USU (with USU-CEU), University of Utah, Utah Valley University, Salt Lake Comm. Coll., Dixie, Southern Utah Univ., Weber State, and the UCATs.

LMS Migration 2011-12 – Scope of Work

Total LMS Course Sections to be migrated from Bb to Instructure:	3,430 (400 fully online)
Estimate of faculty needing assistance during the migration process:	1000
Time to completion:	January 2011 – July 2012

Executive Summary

The annual report to the Faculty Senate covers the major activities of the Vice President for Research Office and the Research Council from July 1, 2009 through June 30, 2010. It is a summary of all service units for which the VPR has responsibility and includes Sponsored Programs Office, Proposal Development Office, Environmental Health and Safety Office, Institutional Review Board, Laboratory Animal Research Center, Center for High Performance Computing, Research Integrity and Compliance, and the Office of Global Engagement (OGE) - International Research.

Mission of the Office of the Vice President for Research

The mission of the Office of the Vice President for Research is to provide an environment that facilitates and stimulates 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.

Research Council

The Research Council 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. The following are selected major issues addressed by USU's Research Council in FY2010:

- \$200 Million Research Goal Update – USU reached \$187 million in externally funded research awards during FY2010, a record 29% increase over funding in 2009, and is the highest level in the university's history.
- Seed Funding Awards (GEM, SPARC & RC) – Since the program's inception in spring 2008, the proposal review committee has noted that the quality of RC applications has steadily improved and thereby USU is seeing an increase in the success rate for this program. Application for GEM and SPARC submissions remain low; however, the funding success rates have been consistently high. Each seed funding opportunity requires that an external grant proposal be submitted within three months of the seed grant completion.

To date, our first cohort of awardees have submitted 16 external proposals requesting more than \$14.6 million, and six awards totaling nearly \$9.3 million have been received. Four proposals remain pending while another 4 were denied funding, but plans for resubmission are in place. Thus, the first cohort has experienced a 37.5% success rate and generated a return on investment of \$36 to \$1 (\$9,254,682 received from \$254,223 spent).

- Office of Proposal Development (OPD) – The OPD was implemented under the VPR Office in 2008 to assist USU researchers in developing more competitive proposals. The goal is to expand

external research funding at USU through training, enhanced services, insight to proposal strategy, and to foster interdisciplinary collaboration. Resources have been expanded to include a campus-wide network of proposal development specialists in various centers, departments and colleges, as well as the summer Proposal Writing Institute (PWI).

- Time and Effort Reporting – The Research Council continues to review challenges related to Time and Effort Reporting. A total of 1,406 reports were sent out for PI certification with a compliance due date of September 11, 2009. Those returned by the due date represented 69.56% of the total. An additional 20% were received by September 23, 2009, and the ~10% (145) remaining were resolved by October 2009. Efforts are on-going to assure timeliness of all USU reports and compliance to OMB Circular A21.
- ARRA Proposals, Awards, and Reporting Requirements - USU faculty submitted more than \$77 million in proposals for ARRA opportunities, of which \$22 million were from the USU Research Foundation (USURF). Thus far, USU has received \$10.5 million in awards, with the USURF receiving \$ 3.2 million of the total. USU posts this information on the VPR website at: <http://research.usu.edu/htm/arra>. Additional reports showing fiscal year proposal and award progress can be viewed on SPO's website at: <http://spo.usu.edu/htm/monthly-board-of-trustee-reports>. Deans and Directors are notified when an update is available.
- NSF Experimental Program to Stimulate Competitive Research (EPSCoR) Funding Eligibility – Research Council receives updates on EPSCoR accomplishments/progress for the state of Utah. The Planning Grant was approved and provided \$250,000 (from September 2009 – September 2010) to help establish a science and technology plan for the state of Utah. The State S&T plan is being coordinated with the Governor's Science Advisor. Utah's Track I RII proposal progressed rapidly in a 6 week time frame and was submitted on schedule in October 2009. The proposal was multi-university and multi-disciplinary; however, funding for the Track 1 RII proposal was not awarded. The Track 1 proposal was substantially revised and resubmitted in September 2010. Michelle Baker and David Tarboton are co-PIs for USU.
- Center for High Performance Computing (HPC) and USU HPC Steering Committee – HPC at USU was created in September 2005 and reports to the VP for Research. Computational resources consist of 64 nodes, but the Wasatch cluster has 16 G-byte of memory per node that doubles the capacity of the Uintah cluster. HPC at USU plays a significant role in research capabilities as well as collaborating opportunities with colleagues' offsite. It provides extensive storage, visualization and software resources at no charge to USU faculty, staff and students. A six member steering committee was formed in 2010 to explore and broaden new HPC capabilities at USU. Members are Bob Spall, Chair (Engineering), Rob Gillies (Ag), Jiming Jin (Natural Resources), Dan Watson (Computer Science), Eric Held (Physics), and Alex Boldyrev (Chemistry and Biochemistry) with the committee chair alternating each year. Jon Huppi was hired as the HPC System Administrator, to align under USU's IT Department to provide technical support and expertise as a dedicated resource to USU HPC efforts.
- Undergraduate Research Advisory Board Update (URAB) – URAB meets once a month during the academic year with the goal of enhancing undergraduate research at USU. Challenges targeted this past year included: 1) Enhance funding for URCO program, 2) Increase accessibility to undergraduate research, and 3) Enhance climate for undergraduate research in non-traditional areas. URAB goals for 2009-2010 included: 1) Map the curriculum of undergraduate research and assess curricular foundations for students not entering USU as Undergraduate Research Fellows, and 2) Map Responsible Conduct of Research (RCR) training as it relates to undergraduate research.
- Grad Scholars Program/NSF RCR Requirements – The America COMPETES Act includes language that requires all recipients of NSF funding to provide training in the Responsible Conduct of Research (RCR). These guidelines became effective January 4, 2010 and include training for undergraduates, graduates and post-docs. An overview of the congressional mandate, NSF's guidance on institutional plans, and a copy of USU's response to implementation plans to meet

the requirements was distributed to deans, department heads and Research Council participants. USU's implementation program consists of four training elements: 1) On-line training through Collaborative Institutional Training Initiative (CITI), 2) Graduate Scholars Orientation held annually with Graduate Student Orientation, 3) Fall Graduate Scholars Forum, and 4) Spring Graduate Scholars Forum. This baseline information provides the necessary training for USU to be compliant with NSF requirements.

- International Program Development Update – International research and education is now combined in one office, the Utah State Office of Global Engagement. DeeVon Bailey, Associate V.P. for International Research, is teamed with Mary Hubbard, Vice Provost for International Education. Activities enhance synergy with international guests and program development. With excellent connections in many countries, USU has several successful research projects that are new and in the early stages of implementation, many that are midway in their progression, and several that are wrapping up across the globe. USU's world class recognition as a land-grant institution and the expertise of its faculty, generate opportunities to expand research and education internationally.
- Nonpayment of Sponsored Awards - Steps to reduce financial risk to the University of Non-payment on sponsored awards was addressed. A procedure was written and discussed with the Provost, who asked that "stop work" decisions reside with the dean. It is proposed that if advance payment terms cannot be negotiated with the customer, Departmental/College Guarantee of Expenditures Form will be required before USU begins work and agrees to other payment terms not defined in the procedure. Also included in the procedure is attention to warranty disclosure language within contracts, as well as clarity in defining contract expectations, milestones and deliverables. The new procedure was approved unanimously in Research Council.
- Research Week 2010 – Highlights this past year included a 200% increase in the number of Grad Student Symposium participants. There were 127 undergraduates in the Student Showcase with ~700 total Research Week material participants. Professor Steve Scheiner was recognized as the 2010 D. Wynne Thorne Career Award recipient. Also, the Undergraduate Student Mentor award was given to a faculty member from each of the colleges. The SPO and Proposal Development Office offered workshops, and new events featured a faculty book exhibit cohosted by the Library and an international research posters display.

OFFICE OF THE VICE PRESIDENT FOR RESEARCH

ANNUAL REPORT

JULY 1, 2009 TO JUNE 30, 2010

BRENT C. MILLER, PH.D. VICE PRESIDENT FOR RESEARCH

INTRODUCTION

Utah State is a research-intensive land-grant university that supports faculty and student researchers, solves problems, and contributes to the economy. University research is fostered through improving campus research services and support, and through building multidisciplinary research programs and partnerships, thereby enhancing the university's capacity for research excellence.

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.

Core campus constituencies of the Research Office are faculty, research professionals, students, and unit administrators. The VPR chairs the University Research Council, which consists of deans, major center directors, and student and faculty representatives. Because deans, center directors, and department heads are appropriately most concerned with their respective units, the VPR must take a broader, campus-wide perspective.

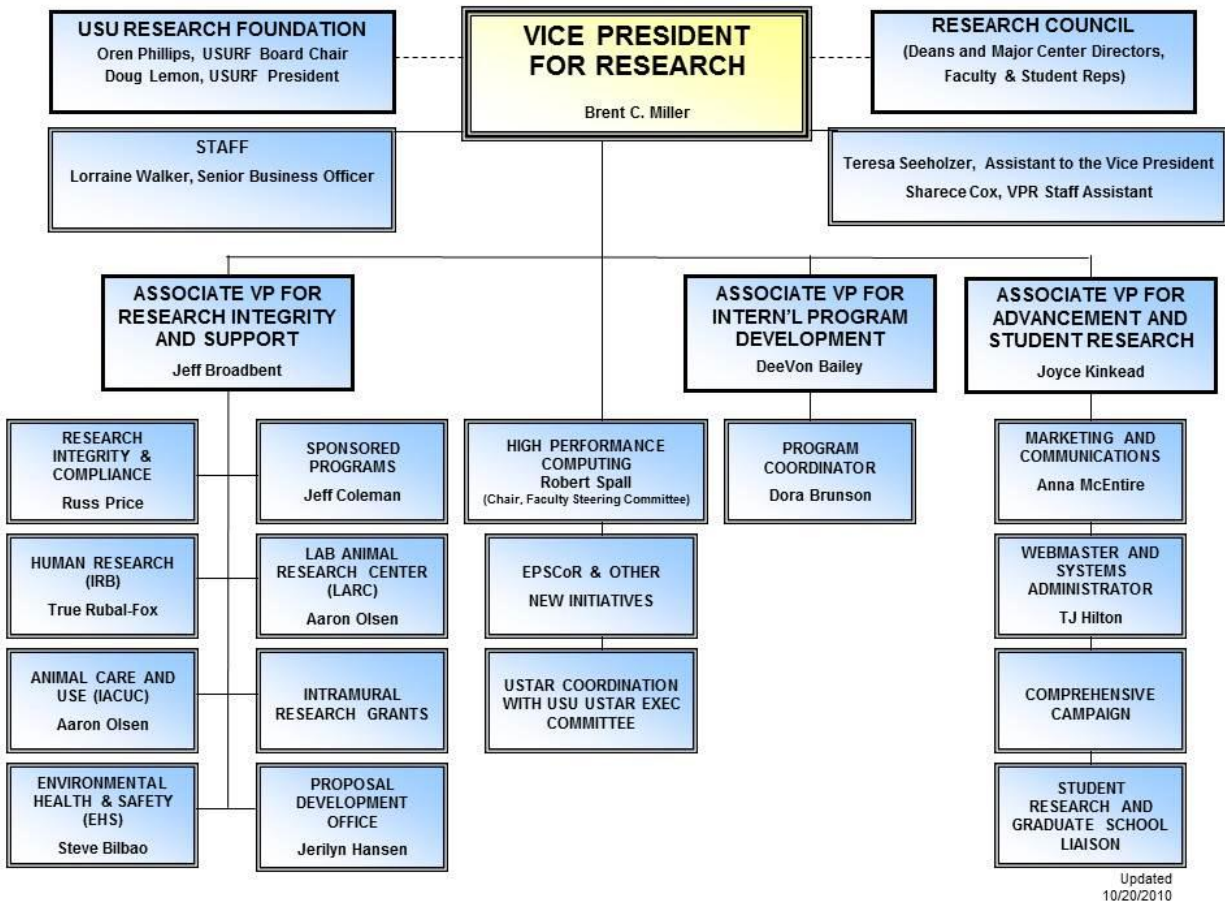
The VPR needs to be actively engaged in professional networks and with societies that have the advancement of research as their mission. The VPR also must be engaged with external constituencies, including local and state elected officials, as well as federal and industry funding sponsors to advance university research.

ANNUAL REPORT

This annual report to the Faculty Senate covers the major activities of the Research Office and the Research Council from July 1, 2009 through June 30, 2010. It is a summary of all units for which the VPR has responsibility. This report is organized in five parts:

1. Overview of the VPR Office and Related Service Units	Appendices
A. Sponsored Programs Office (SPO)	A-D
B. Office for Proposal Development (OPD).....	E-G
C. Institutional Review Board (IRB)	H
D. Laboratory Animal Research Center (LARC)	
E. Environmental Health and Safety Office (EHS)	
F. Office of Global Engagement (OGE) – International Research	
G. Center for High Performance Computing (HPC)	
H. Advancement & Activities of Student Research	
2. Research Council Membership and Major Activities	I
3. Use of Facilities and Administration (F&A) Funds at USU, FY2008-2009	J
4. Selected Research Initiatives	K-L

Utah State University Vice President for Research Organization



1. OVERVIEW OF VPR AND RELATED SERVICE UNITS

The VPR was responsible for the units shown above during fiscal year 2009-2010. The USU Research Foundation (USURF) is a wholly-owned subsidiary of the university. It is a major organization with large-scale research programs, most notably the Space Dynamics Laboratory (SDL). A cooperative working relationship with the Research Foundation is essential for accomplishing the research mission of the university. The USU Research Council advises the VPR, providing a forum for considering major research issues; its activities are detailed in section 2.

A) Sponsored Programs Office (SPO)

The USU Sponsored Programs Office (SPO) is responsible for supporting and protecting the university and individual researchers as they propose, submit, and administer externally funded sponsored research projects. This role puts SPO in a unique situation to interact with virtually every college, department, research center, and administrative unit at USU. Further, the interdependent nature of contracting requires strong accountability if research endeavors are to be successful. Therefore, SPO makes every effort to provide excellent service,

effective resources, timely responsiveness, and accountability necessary to not only promote a successful research environment, but also to build strong relationships necessary to promote continued research growth.

Some of the specific responsibilities of SPO include providing training and workshops, budgeting and proposal development assistance, assisting in the completion of mandatory internal and external forms, communicating and negotiating with sponsors to develop mutually advantageous agreements that protect the researchers as well as the university, and administering awards. Consequently, SPO has offered and will continue to offer workshops for locating funding opportunities, industry contracting, and electronic research administration. SPO also offers formal and informal training to communicate university, federal and state regulations, policies and procedures to promote compliance and consistency throughout the university.

SPO fosters research at the university by helping researchers to develop and submit proposals that have the highest likelihood for success. To accomplish this, SPO provides the following services: budget development, interpreting contractual terms and conditions, completing required forms, tracking pending proposals, notifying researchers upon award, and negotiating award terms and conditions with sponsors to protect the researcher and university. SPO also works closely with the Controller's Office to ensure that accounts are set up properly and that USU is compliant with federal and state regulations, sponsor-specific terms and conditions, as well as University policies.

A single point of contact approach allows researchers to easily identify their assigned SPO administrator. Further, this approach allows each SPO administrator to become more familiar with sponsor-specific regulations as well as to familiarize themselves with individual researchers and their unique needs. SPO has also developed a strong working relationship with the Controller's Office creating a team approach for pre- and post-award functions that further supports research efforts.

SPO continues to update its website (<http://spo.usu.edu>) to enhance proposal development, provide more user-friendly interfaces, and make information more accessible and easier to locate. SPO policies and procedures are posted on the web and additional policies and procedures continue to be developed and published. Some new features and information available on the website include: guidelines for industry contracting; distinguishing between gifts, grants and contracts; export control; and resources for graduate/undergraduate students. SPO provides monthly reports to the VPR regarding the status of research proposals and awards by college at Utah State University. Appendix A provides a summary of Sponsored Program Awards, FY2006 through FY2010. Appendix B compares awards by month and type of award for FY2009 and FY2010. Appendix C provides a summary of Sponsored Program Awards by Awarding Agency, FY2006 through FY2010; and Appendix D provides a summary of Sponsored Program Awards by Research Center, FY2006 through FY2010.

B) Office of Proposal Development (OPD)

The USU Office of Proposal Development was created to expand external research funding at USU by training researchers on proposal development; providing services to enhance success in obtaining funding; managing proposal development for strategically important submissions; and fostering interdisciplinary collaborations. With a staff of experienced proposal development specialists located in major research units across campus (colleges/departments/research centers), the OPD assists researchers in the development of strong, competitive, and compliant proposals for submission to external funding agencies.

FY 2010 was the first full year of OPD operations. During this time, OPD outreach and involvement in proposal submissions increased due to efforts to educate researchers on the availability of OPD services and successful word-of-mouth publicity. As a result, OPD network staff assisted with the development and submission of 96 proposals, valued at \$100.1 million, representing an increase of 80 proposals and \$86.9 million over FY 2009. The OPD project portfolio includes several especially strategic proposals for USU, including two NIH-NIAID proposals that could elevate one of USU's most successful research centers (the Institute for Antiviral Research), three NIH facilities proposals to enhance USU infrastructure, a \$12 million STEM-related grant that would bridge the colleges of Education and Science, a \$9.5 million renewal of the National Center for Hearing Assessment and Management (NCHAM) grant, and a \$2 million USGS proposal to host the Southwest Regional Climate Science Center at USU. To date, one NIH facilities proposal to enhance the LARC infrastructure, one NIH-NIAID proposal, and the NCHAM renewal have been awarded, and many other applications are still pending. Appendix E details the awards received in FY 2010 that involved OPD assistance.

The OPD network of proposal development specialists are valued allies to researchers whose services include assisting with matching research ideas to appropriate funding agencies and solicitations; developing proposal timelines to enable timely submissions; ensuring compliance with agency and solicitation requirements; editing/proofreading proposals, including proper formatting according to requirements; and assistance with the submission process, including working with the Sponsored Programs Office. These services offered by OPD network staff frees researchers from the logistics of proposal development to enable them to focus on making the technical aspects of the proposal as strong as possible. In addition to the unit-level assistance provided by the OPD network staff, the services of the entire OPD group can be provided, as available, to any academic or research unit that seeks to prepare a large, institutionally strategic proposal.

In an ongoing effort to encourage participation in the OPD network, the Research Office maintains its commitment to provide a 50% salary contribution for the first year, and 10% each year thereafter, to academic or research units who employ a proposal development specialist. The OPD manager works with these units to identify and recruit specialists who can provide proposal development services to that unit's researchers. Services provided by a proposal developer to his/her unit are under the direction of the dean/department head/center director. Unit proposal developers are expected to contribute effort, as needed, toward large institutionally strategic proposals as directed by the OPD Manager. All proposal developers

are expected to assist with the annual Proposal Writing Institute. In FY 2010, the following individuals comprised the OPD network (date of hire in parentheses):

Vice President for Research	Jerilyn Hansen, OPD Manager (October 2008)
Humanities & Social Sciences	Elaine Thatcher (February 2009)
Education & Human Services	Nancy Sassano (April 2009)
Agriculture	Pam Garcia (July 2009)

In the upcoming fiscal year, the OPD is poised to double in size through research unit commitments to add three new proposal development specialists to the network.

The OPD continues to offer its main training opportunity – the Proposal Writing Institute (PWI) – to researchers annually. The second annual PWI was offered in May/June 2010. The PWI is an intensive training experience in proposal development that culminates with the submission of a major external grant by each participant. The main feature of the PWI is its structure around small group work, which allows for individualized attention and positive interactions among participants and staff. Participation in the PWI is based on a competitive application process that requires nomination by a researcher's department head and dean or center director. Academic college deans select and rank up to three applicants for participation in the Institute. The top applicant from each academic college is automatically admitted to the Institute and the remaining participants are selected by OPD staff through a competitive review of application packets. Participants and OPD personnel meet for six full days, collectively and in small groups, while each participant prepares an original external proposal. Appendix F provides an update on the first PWI cohort from 2009. Appendix G provides information on the 2010 PWI cohort. At the end of FY2010, PWI participants (FY2009 and FY2010) had submitted 12 proposals, valued at \$5.98 million, with upcoming submission dates for the remaining participants.

C) Institutional Review Board (IRB)

The IRB is charged with protecting the rights and welfare of human research participants. All research involving human participants, including unfunded research, must be reviewed in accordance with the Code of Federal Regulations. USU has a Federal Wide Assurance with the Office of Human Research Protections that commits USU to comply with federal regulations governing human participants in research and which is required for Department of Health and Human Services-funded research. This Assurance is renewed every five years.

In March 2009, the IRB received full accreditation from the Association for the Accreditation of Human Research Protection Programs (AAHRPP). This accreditation strengthens the Human Research Protection Program (HRPP) through effective practices by means of sound policies and procedures, continually raising the highest ethical standards in human subject research, and documenting practices to assure a commitment to quality improvement and protection for research participants. An extensive evaluation process was performed internally by the IRB Office and the Office of Compliance Assistance. Through these reviews the HRPP and associated IRB processes were assessed, and extensive changes were implemented. Some of the most significant changes made as a result of the AAHRPP accreditation include:

1. Implementation of increased monitoring and measurement of HRPP activities and outcomes to provide for continuous improvement of IRB and other university processes.
2. Implementation of a more rigorous scientific validity review process in the departments and colleges.
3. Increased attention to non-compliance and unanticipated problems associated with human research.
4. Increased emphasis on documentation of the IRB review process, discussions and decisions.
5. Bifurcation of the Standard Operating Procedures into two publications – one focused on IRB procedures (the SOPs) and the other on information pertinent to investigators (the Investigator Handbook).
6. Increase staff FTE by 30%. This has provided additional assistance to the IRB Office in reviewing new applications, protocol status reports (continuing reviews), and amendment requests, resulting in improved turn-around time. In addition, the increased staff effort has enabled the IRB office to refine existing forms and documents and to develop some new documents to assist faculty in understanding the IRB's processes and procedures.

The IRB (Board) is an administrative body of volunteer members with diverse experience to provide an adequate and comprehensive review of USU human research activities. Regulations require that an IRB have at least one scientist, one non-scientist, and one member not affiliated with the institution; terms of service are three years and can be renewed. A larger number of IRB members is needed to make the review workload more manageable. USU IRB Board members for the 2009-2010 fiscal year included:

Kim Corbin-Lewis (Chair) – Department of Communication Disorders and Deaf Education
 Thorana Nelson (Vice-Chair) - Department of Family, Consumer, and Human Development
 True Fox – IRB Administrator
 Eadric Bressel – Department of Health, Physical Education and Recreation
 Richard Albiston - Prisoner Advocate
 Melanie Domenech-Rodriguez - Department of Psychology
 Chris Fawson (alternate) - Department of Economics
 Donna Gilbertson – Department of Psychology
 Richard Gordin - Department of Health, Physical Education and Recreation
 Stuart Howell - Community Representative
 Mike Monson (alternate) – Community Representative
 Bob Morgan - Department of Special Education and Rehabilitation
 Ron Munger - Department of Nutrition, Dietetics, and Food Sciences
 Gretchen Peacock - Department of Psychology
 Russ Price (ex officio) – Federal Compliance Assistance
 Noreen Schvaneveldt - Department of Nutrition, Dietetics, and Food Sciences
 Tim Slocum (alternate) - Department of Special Education and Rehabilitation
 Nancy Sassano – IRB Coordinator

The IRB is scheduled to meet monthly and meets at least quarterly, depending on the need for full board review of protocol applications. Certain research protocols do not require full board review and can be reviewed under Exempt or Expedite procedures. These reviews occur on an ongoing basis as they are submitted to the office. All reviews follow criteria outlined in the federal regulations. All on-going research projects are reviewed annually; however, if there is more than minimal risk to human participants, the continuing reviews may be more frequent. Any proposed change or revision to a currently approved study that affects human participants

must be reviewed and approved by the IRB prior to implementation of that change. A special amendment/modification document is required from the PI.

The IRB Office documents compliance with federal regulations by maintaining a database of all research protocols submitted and of actions taken by the Board. The Vice President for Research Office has entered into a service agreement with USU's software development team to create a web-based interactive protocol submission and management system that will enhance the IRB's ability to track protocols and communicate with investigators involved in human subject research. This software is in development with projected use to begin in the Fall of 2011.

Written policies and procedures established by the university and congruent with federal guidelines have been instituted to address procedures such as yearly continuing review, reporting of unanticipated problems, changes in research methods and objectives, and researchers' conflict of interest. A complete copy of the USU IRB Handbook is posted on the VPR Web site at <http://irb.usu.edu/>.

The IRB Administrator is actively involved in implementing revised federal procedures and updating USU procedures; providing continuing education for faculty, students, and board; and helping to coordinate ethics-in-research training for researchers and IRB members. Appendix H illustrates the number of IRB research applications by types of review categories from 2006 through 2010.

D) Laboratory Animal Research Center (LARC)

The primary mission of the LARC is to support university animal research, testing, and teaching by providing resources for animal procurement, housing, husbandry and care, health care, and disposal. Space is also provided for researchers to conduct short- and long-term research. The LARC staff is also a resource for expert information on the use of live animals in research and teaching. The LARC is accredited by the Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) International, is Public Health Service (PHS) assured, and is a United States Department of Agriculture (USDA) registered animal research center. The permanent LARC staff consists of the following: A director (A. Olsen), a Utah-licensed and USDA-accredited veterinarian and member of the American Society of Laboratory Animal Practitioners and the American Association for Laboratory Animal Science; a full-time supervisor (K. Udy), who is a certified Registered Laboratory Animal Technologist by the American Association of Laboratory Animal Science; a full-time secretary (J. Daniels); one full-time animal caretaker (T. Lauritzen); one part-time animal caretaker (L. Potter), and one part-time cage wash technician (J. Abbot). There are also part-time students employed who work in the washroom and provide basic animal care. In exceptional cases, researchers provide part or all of their own animal care. The Director (Olsen), full-time supervisor (Udy) and secretary (Daniels) have shared assignments with the Institutional Animal Care and Use Committee (IACUC).

Major accomplishments for FY2010:

- The USDA inspector found the LARC to be in full compliance during the annual facility inspection.

- AAALAC International performed a site visit in March and the LARC was notified in July that Full Accreditation status will continue.
- All available animal space is occupied.
- The LARC was awarded a Facilities Improvement grant from the NIH totaling \$454,000 for the purchase of capital equipment, caging and support diagnostic equipment. Funding began in FY2009 and continues into FY2010
- Remodeling of the surgery suite was completed to provide space to accommodate a Animal Behavior lab in order to meet the needs of a new faculty member.

Construction of the 650 Bio-Innovation Building (aka USTAR Building #2) is essentially complete. The building includes a substantial vivarium and biosafety containment suite. This vivarium will dramatically increase animal holding capacity and research capabilities. We expect to occupy the building and begin housing animals in the vivarium in the first quarter of 2011.

E) Environmental Health and Safety Office (EH&S)

The EH&S Office provides expertise and guidance for compliance with federal, state, and local safety and health regulations, as well as current professional practices and guidelines. Its goal is to prevent injuries, illnesses, and environmental damage through the recognition, evaluation, and control of potential hazards arising from university activities. This is accomplished through services that ensure a safe and healthy environment for all students, faculty, and staff at USU and the surrounding community. Services include assisting in compliance with regulations and training university personnel and students in appropriate safety measures. General areas of focus include biological, radiological, occupational, and chemical health and safety.

The EH&S Office interacts with many governmental regulators in the course of normal business, including: Environmental Protection Agency (EPA), State of Utah-Department of Environmental Quality (DEQ), Division of Radiation Control (DRC), Occupational Safety and Health Administration (OSHA), Centers for Disease Control (CDC), and the National Institutes of Health (NIH). Many of these entities perform routine and unannounced inspections and require written programs, documented training, permits, and numerous reports of differing types that the EH&S Office completes on behalf of the university. Responsibilities of the EH&S program cross many traditional aspects of the campus community.

In FY2010, EH&S accomplished the following:

- Transported, managed and disposed of approximately 65,350 lbs. of hazardous waste, 752 lbs. of biological waste, 1,535 lbs. of radiation waste, and recycled 86,415 lbs. of hazardous materials.
- Continued application of the radioactive waste volume reduction plan resulted in cost savings by reducing the amount of waste shipped off-site for disposal by 295 pounds.
- Provided safety training to approximately 775 faculty, staff, and students in 36 courses.
- Provided Logan City Fire Department with 57 new or updated pre-incident plans for campus buildings. Provided 5 new Emergency Response Map Books and 35 new building evacuation plans. Created 85 specialty maps (i.e. rad decon floor plans, asbestos abatement floor plans, etc.) for in office and campus use. Commenced updating campus emergency utilities maps.

- Managed approximately 20 asbestos abatement projects for various construction and renovation projects.
- Provided ongoing oversight to the Universities select agent and biosafety programs, including training, incident response exercise, inspections and protocol reviews and approvals.

F) Office of Global Engagement (OGE) – International Research)

OGE was actively involved in a variety of faculty-led international projects and activities during the last fiscal year. Among them are:

Active International Research and Technical Assistance Projects:

- Iraq Agricultural Extension Revitalization (IAER) - Texas A&M University is the lead institution on this project. USU's portion is related irrigation and has resulted in a two year extension (~ \$500,000 to USU) with training to take place in Amman, Jordan. Jagath Kaluarachchi (CEE), Wynn Walker (CEE), Mac McKee (UWRL).
- Global Livestock-Climate Change Collaborative Research Support Program (GL-CRSP) - Project centered in Ethiopia and Kenya and is designed to help pastoralist communities to mitigate climate-related risk through income diversification. This is the last year of funding after eleven years (\$200,000 this year (FY 2008-09) compared to \$600,000 in previous year). Layne Coppock, (ENS). – Approximately \$4 million over 11 years.
- Strengthening Early Childhood Education in Jordan - The objectives of the partnership are to improve the undergraduate degree program to reflect best practices in early childhood education, enhance the theoretical and assessment backgrounds in undergraduate classes, and increase the links between theory and classroom practice to augment the student teaching experience available to students. Vonda Jump, (CPD). - \$450,000 over three years.
- Senegal River OMVS Modeling Project – West Africa - This project represents the culmination of a series of projects that UWRL has conducted for OMVS, dating back to the 1970's. It is designed to update the modeling process measuring costs incurred by the countries drawing water resources from the Senegal River. Mac McKee (UWRL) and John Keith (APEC). - \$600,000
- Litani River Basin Management Support – Lebanon - This proposal was solicited by IRG under the Water IQC. The purpose of this activity is to set the groundwork for improved, more efficient and sustainable basin management at the Litani river Basin (Bekaa Valley) through provision of technical support to the Litani River Authority and implementation of limited small scale infrastructure activities. Bob Hill (CEE), Gary Merkley (CEE), Grant Cardon (PSC). - \$600,000
- Village Wells and Water Supply Program – Armenia - This cooperative agreement with USDA continued a previous agreement that began in 2001. USU provided expert service in helping Armenian farmers improve on-farm water management and helped train Armenians to drill wells and monitor for compliance with environmental standards. Bob Hill, (CEE). - \$200,000

- Irrigation Assessments for Millennium Challenge Corporation – Armenia, Moldova, and Burkina Faso - This project strengthened public and private irrigation organizations to manage irrigation systems and water resources and will help farmers to operate and maintain their systems. Bob Hill (CEE) and Gary Merkley (CEE) partnered with USDA/Foreign Agricultural Services in Moldova (\$287,995) and Burkina Faso (\$299,824).
- Design, Management and Evaluation of Surface Irrigation Systems in Egypt - This project is aimed at the improvement of on-farm technologies that will take advantage of better water delivery and yield higher water use efficiencies. Some of these technologies have been developed elsewhere but none have been adapted and applied to significant areas in Egypt. This proposed project would evaluate new surface irrigation technologies, test their application in Egypt, and develop guidelines for their widespread adoption. Wynn Walker, (CEE). - \$16,800
- Middle East Water and Livelihood Initiative - Initiative led by the International Center for Agricultural Research in Dry Land Areas (ICARDA). Five U. S. universities (Florida, TAMU, Illinois, Cal-Davis, and USU) are involved along with seven countries (Yemen, Palestine, Lebanon, Egypt, Jordan, Iraq, and Syria). Areas of focus include: water, livestock, horticulture, socio-economics, and extension. The first year of funding provided \$500,000 to develop the proposal (\$40 – \$50 million over ten years).
- Business Field Study for Carr Foundation – Mozambique - Marketing study of traveling display used to raise money for Gorongosa Restoration Project. Mark Thomas, (HSB). - \$15,000
- China Initiative - Biotechnology and Extension activities in China Federal funding of \$450,000 with money being divided between USU departments of ADVS (Ken White), PSC (Roger Kjellgren), and Extension (Noelle Cockett).

The OGE Office – International Research is currently helping faculty in colleges of Agriculture, Jon M Huntsman School of Business, Engineering, Emma Eccles Jones College of Humanities and Education and Natural Resources to develop projects in east Africa, Philippines, Ecuador and other worldwide programs.

G) The Center for High Performance Computing (HPC@USU)

HPC undertook a new organizational structure after the departure of former Acting Director Nate Benson. To create consistency and to capture broader campus user input, the Chair of the HPC@USU Faculty Steering Committee directs the activities of the HPC staff. The Committee is comprised of HPC users from most colleges and Chairmanship can rotate annually.

Robert E. Spall, Professor of Mechanical and Aerospace Engineering, College of Engineering, accepted the first chairman responsibilities through June 2011. Dr. Spall has taught in the MAE department since 1996 and has served in many USU leadership roles, as well as being an HPC user and professor of Computational Fluid Dynamics.

Other members of the Faculty Steering Committee include:

Alexander I. Boldyrev, Professor of Theoretical and Computational Chemistry, College of Science

Robert R. Gillies, Associate Professor of Aquatic, Watershed and Earth Science, College of Agriculture; Director of Utah Climate Center

Eric Held, Associate Professor of Physics, College of Science

TJ Hilton, System Administrator and Webmaster, Vice President for Research

Jiming Jin, Assistant Professor of Hydro-Meteorological Sciences, Colleges of Agriculture and Natural Resources

Brent Miller, Vice President for Research

Dan Watson, Associate Professor of Computer Science, College of Science

HPC@USU's full time staff includes Jon Huppi (System Administrator) and Barbara Sidwell (Program Coordinator).

Since its inception in 2005, users have reported that the HPC@USU has been instrumental in leveraging awards valued at \$4,157,549. Since 2008, 26 publications have resulted from research utilizing HPC@USU resources and numerous posters, presentations, symposiums, conference and workshop presentations have been given based on research made possible through HPC@USU resources. Overall HPC resource use averages 100 clients per month and includes undergraduate, graduate and faculty researchers from the Colleges of Agriculture, Business, Engineering, Natural Resources, Science, and the Utah Water Research Laboratory.

Major accomplishments for FY 2010 include:

- HPC@USU collaborated with University of Utah (UofU) and UEN to win a competitive EPSCoR C2 grant that was awarded in Fall 2010. The funds will upgrade the *Sawtooth* cluster to enhance compute capabilities and to increase knowledge, educational and computational community in Utah, and within its partnerships.
- In summer 2010, the HPC utilized multiple sources of funding to upgrade equipment in order to provide faster connectivity within the Visualization Lab. Also purchased were two Microway Tesla workstations that provide high-powered computational capability with stand-alone Matlab software. The HPC also purchased two new file servers, four new log-in servers, and 80 TB of additional Panasas storage.
- HPC@USU has a newly designed website with updated secure links to request access, submit trouble tickets, review tutorials, and keep informed of HPC@USU.

H) Advancement & Activities of Student Research

In 2010, Undergraduate Research celebrated its 35th anniversary. USU has the second oldest program in the country, established in 1975 with the help of faculty from MIT, which established its program in 1969. Undergraduate research is one of the primary marketing messages for Utah State University, particularly in recruiting highly talented prospective students. The work of George Kuh (2008) notes that undergraduate research is one of the few “high impact” educational practices that has documented results in student success and

retention. The culture that allows students to “get their hands on research” at an early point in their undergraduate career brings benefits to students and also national recognition to Utah State University. Faculty members, who have an ethic of working with undergraduates, are key to the success of USU students.

Support was provided to 50 undergraduates through the Undergraduate Research and Creative Opportunities (URCO) Grant Program in FY2010. The Research Office has more than doubled its investment in research grants over the last few years. Increasing the maximum award from \$1000 is one of the priorities recommended by the Undergraduate Research Advisory Board (URAB) but is still in the future.

An Undergraduate Research Alumni Newsletter was inaugurated and mailed in fall 2009. URCO alumni provide the basis for enhanced communication and fund-raising to support the undergraduate research program.

The annual Research on Capitol Hill event, designed to illuminate the effect of a research university on undergraduate education, featured 30 Utah State students and a similar number from the University of Utah at the State Capitol. The tenth anniversary of this event occurs January 26, 2011. In the fourth annual Utah Conference on Undergraduate Research (UCUR), hosted on the Southern Utah University campus, 24 USU students presented, joining almost 400 students from practically every institution of higher education in the state. Notably, students represented four of the USU campuses. Seventeen USU students were accepted to present at the National Conference on Undergraduate Research (NCUR) held at University of Montana in April 2010. One student, Tyler Olsen of FCHD was invited to the Council on Undergraduate Research (CUR) Posters on the Hill in Washington, DC, in April 2010, an exclusive event that features 60 posters.

Student Showcase, which is part of our annual Research Week, continued to feature more than 100 posters and presentations. Alan Jenkins, Professor Emeritus of Oxford-Brookes, delivered the celebratory address. At noon, eight undergraduate researchers, representing each college as well as the regional campuses, were recognized with the David and Terry Peak Undergraduate Researcher of the Year Award. Likewise, outstanding faculty mentors for undergraduate research were recognized. The student award was also featured at Robins Awards Ceremony, where Carrie Young, a Biology major located at the Uintah Basin campus, was designated as the University Undergraduate Researcher of the Year.

An Undergraduate Research Advisory Board, chaired by Associate Dean of Science Lisa Berreau and including faculty and student membership from each college and the regional campuses continued to identify the successes and opportunities for undergraduate research. The URAB made a report to Research Council outlining the following needs: increased funds for URCO Grants; increased opportunity for students in the humanities, arts, and social sciences; improved communication and contact regarding undergraduate research for each department and college; support for interdisciplinary projects; support for international projects. A modest grant to fund research assistants to faculty in the humanities was implemented after a pilot in the previous year. The student members of URAB led in securing Tier Two Tuition funds (\$10,000) to be used to establish or enhance department/unit

website to improve information about and access to undergraduate research. This was an initiative suggested by students as they are sometimes frustrated by not knowing what their programs offer in the way of undergraduate research and scholarship. Since funding began, twelve units have enhanced their UR websites. Plans for a new undergraduate research journal to be housed in Digital Commons are underway; a process for developing a Digital Commons student poster site was developed shortly after Student Showcase and is in effect.

Two points of data for undergraduate research: the National Survey of Student Engagement (NSSE) showed that 26% of graduating seniors reported working with a faculty mentor on an independent research project, a higher figure than USU's peer institutions; the number of applications of the transcript designation of *Undergraduate Research Scholar* continued to increase.

Joyce Kinhead, Associate Vice President, who oversees Undergraduate Research, serves as a Councilor on the Undergraduate Research Program Directors Division of the Council on Undergraduate Research (CUR); Kenneth Bartkus, Director of Undergraduate Research for the Huntsman School of Business is a Councilor in the Social Sciences Division; Alexa Sand, Assistant Professor of Art History is a Councilor in the Arts and Humanities Division while Christie Fox, Director of Honors, is in an At-Large position. USU faculty was well represented at the CUR National Conference, which met at Weber State University in June 2010.

Kinhead publishes nationally in undergraduate research. *Undergraduate Research in English Studies* (co-authored/edited with Laurie Grobman and published by NCTE) is the first such book to appear on this topic. Likewise, Kinhead is the author of a forthcoming book from CUR, *Advancing Undergraduate Research: Marketing, Communications, and Fundraising*. She made seven national presentations on undergraduate research.

The signature program of undergraduate research, the University Undergraduate Research Fellows, chose its sixth cohort in March at Scholars Day, interviewing 170 students. Research Fellows number 100 and have led the campus in prestigious awards such as the Goldwater Scholarship. As a result of the Fellows Program, students are presenting earlier at professional conferences and other undergraduate events and being more competitive for external awards.

2. RESEARCH COUNCIL MEMBERSHIP AND MAJOR ACTIVITIES

The Research Council 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. Members of the Research Council are college deans or their representatives, and selected center/lab directors as specified by the University code of policies and procedures. Appendix F is a current membership list of the University Research Council. This group meets about once a month to discuss and make recommendations on research issues.

The following is a summary of major issues addressed by USU's Research Council in FY2010:

- \$200 Million Research Goal Update – USU reached \$187 million in externally funded research awards during FY2010, a record 29% increase over funding in 2009, and is the highest level in the university's history.
- Seed Funding Awards (GEM, SPARC & RC) – Since the program's inception in spring 2008, the proposal review committee has noted that the quality of RC applications has steadily improved and thereby USU is seeing an increase in the success rate for this program. Application for GEM and SPARC submissions remain low; however, the funding success rates have been consistently high. Each seed funding opportunity requires that an external grant proposal be submitted within three months of the seed grant completion.

To date, our first cohort of awardees have submitted 16 external proposals requesting more than \$14.6 million, and six awards totaling nearly \$9.3 million have been received. Four proposals remain pending while another 4 were denied funding, but plans for resubmission are in place. Thus, the first cohort has experienced a 37.5% success rate and generated a return on investment of \$36 to \$1 (\$9,254,682 received from \$254,223 spent).

- Office of Proposal Development (OPD) – The OPD was implemented under the VPR Office in 2008 to assist USU researchers in developing more competitive proposals. The goal is to expand external research funding at USU through training, enhanced services, insight to proposal strategy, and to foster interdisciplinary collaboration. Resources have been expanded to include a campus-wide network of proposal development specialists in various centers, departments and colleges, as well as the summer Proposal Writing Institute (PWI).
- Time and Effort Reporting – The Research Council continues to review challenges related to Time and Effort Reporting. A total of 1,406 reports were sent out for PI certification with a compliance due date of September 11, 2009. Those returned by the due date represented 69.56% of the total. An additional 20% were received by September 23, 2009, and the ~10% (145) remaining were resolved by October 2009. Efforts are on-going to assure timeliness of all USU reports and compliance to OMB Circular A21.
- ARRA Proposals, Awards, and Reporting Requirements – USU faculty submitted more than \$77 million in proposals for ARRA opportunities, of which \$22 million were from the USU Research Foundation (USURF). Thus far, USU has received \$10.5 million in awards, with the USURF receiving \$ 3.2 million of the total. USU posts this information on the VPR website at: <http://research.usu.edu/htm/arra>. Additional reports showing fiscal year proposal and award progress can be viewed on SPO's website at: <http://spo.usu.edu/htm/monthly-board-of-trustee-reports>. Deans and Directors are notified when an update is available.
- NSF Experimental Program to Stimulate Competitive Research (EPSCoR) Funding Eligibility – Research Council receives updates on EPSCoR accomplishments/progress for the state of Utah. The Planning Grant was approved and provided \$250,000 (from September 2009 – September 2010) to help establish a science and technology plan for the state of Utah. The State S&T plan is being coordinated with the Governor's Science Advisor. Utah's Track I RII proposal progressed rapidly in a 6 week time frame and was

submitted on schedule in October 2009. The proposal was multi-university and multi-disciplinary; however, funding for the Track 1 RII proposal was not awarded. The Track 1 proposal was substantially revised and resubmitted in September 2010. Michelle Baker and David Tarboton are co-PIs for USU.

- Center for High Performance Computing (HPC) and USU HPC Steering Committee – HPC at USU was created in September 2005 and reports to the VP for Research. Computational resources consist of 64 nodes, but the Wasatch cluster has 16 G-byte of memory per node that doubles the capacity of the Uintah cluster. HPC at USU plays a significant role in research capabilities as well as collaborating opportunities with colleagues' offsite. It provides extensive storage, visualization and software resources at no charge to USU faculty, staff and students. A six member steering committee was formed in 2010 to explore and broaden new HPC capabilities at USU. Members are Bob Spall, Chair (Engineering), Rob Gillies (Ag), Jiming Jin (Natural Resources), Dan Watson (Computer Science), Eric Held (Physics), and Alex Boldyrev (Chemistry and Biochemistry) with the committee chair alternating each year. Jon Huppi was hired as the HPC System Administrator to align under USU's IT Department to provide technical support and expertise as a dedicated resource to USU HPC efforts.
- Undergraduate Research Advisory Board Update (URAB) -URAB meets once a month during the academic year with the goal of enhancing undergraduate research at USU. Challenges targeted this past year included: 1) Enhance funding for URAB program, 2) Increase accessibility to undergraduate research, and 3) Enhance climate for undergraduate research in non-traditional areas. URAB goals for 2009-2010 included: 1) Map the curriculum of undergraduate research and assess curricular foundations for students not entering USU as Undergraduate Research Fellows, and 2) Map Responsible Conduct of Research (RCR) training as it relates to undergraduate research.
- Grad Scholars Program/NSF RCR Requirements - The America COMPETES Act includes language that requires all recipients of NSF funding to provide training in the Responsible Conduct of Research (RCR). These guidelines became effective January 4, 2010 and include training for undergraduates, graduates and post-docs. An overview of the congressional mandate, NSF's guidance on institutional plans, and a copy of USU's response to implementation plans to meet the requirements was distributed to deans, department heads and Research Council participants. USU's implementation program consists of four training elements: 1) On-line training through Collaborative Institutional Training Initiative (CITI), 2) Graduate Scholars Orientation held annually with Graduate Student Orientation, 3) Fall Graduate Scholars Forum, and 4) Spring Graduate Scholars Forum. This baseline information provides the necessary training for USU to be compliant with NSF requirements.
- International Program Development Update - International research and education is now combined in one office, the Utah State Office of Global Engagement. DeeVon Bailey, Associate V.P. for International Research, is teamed with Mary Hubbard, Vice Provost for International Education. Activities enhance synergy with international guests and program development. With excellent connections in many countries, USU has several successful research projects that are new and in the early stages of implementation, many that are midway in their progression, and several that are wrapping up across the globe. USU's world class recognition as a land-grant institution and the expertise of its faculty, generate opportunities to expand research and education internationally.

- Nonpayment of Sponsored Awards - Steps to reduce financial risk to the University of Non-payment on sponsored awards was addressed. A procedure was written and discussed with the Provost, who asked that “stop work” decisions reside with the dean. It is proposed that if advance payment terms cannot be negotiated with the customer, Departmental/College Guarantee of Expenditures Form will be required before USU begins work and agrees to other payment terms not defined in the procedure. Also included in the procedure is attention to warranty disclosure language within contracts, as well as clarity in defining contract expectations, milestones and deliverables. The new procedure was approved unanimously in Research Council.
- Research Week 2010 - Highlights this past year included a 200% increase in the number of Grad Student Symposium participants. There were 127 undergraduates in the Student Showcase with ~700 total Research Week material participants. Professor Steve Scheiner was recognized as the 2010 D. Wynne Thorne Career Award recipient. Also, the Undergraduate Student Mentor award was given to a faculty member from each of the colleges. The SPO and Proposal Development Office offered workshops, and new events featured a faculty book exhibit cohosted by the Library and an international research posters display.

3. USE OF FACILITIES AND ADMINISTRATION FUNDS AT USU, FY2009-2010

Facilities and Administrative (F&A) costs are the shared indirect or overhead costs of doing research. The federal government audits actual F&A costs and establishes a rate that the university seeks to recover from sponsors. Recovered F&A funds are used to pay actual indirect costs of research and to stimulate and expand research opportunities.

Appendix J is a report compiled by the Controller’s Office that summarizes the amount of F&A generated in FY2009-10 by department; 30% returned to the cost center; and allocations of the 70% held centrally in the VPR Office.

4. SELECTED RESEARCH INITIATIVES

In 2007, Vice President Miller introduced a goal to Research Council to increase the volume and competitiveness of USU research by 25% over the next 3 years. A committee, which was chaired by Associate V.P. for Research Jeff Broadbent and included representatives from all colleges, SDL/USURF, and major research centers, developed a strategic plan that recommended two major initiatives: 1) Restructure VPR seed grants toward more targeted programs with specific missions/goals and expected outcomes; and 2) Establish of the Office for Proposal Development, described in Section B of this report, to pursue strategic grant opportunities and improve the grant-writing skills and awards won by researchers. Both recommendations were implemented in FY 2008.

A) VPR Seed Grant Program.

The three new seed grant programs have specific missions/goals and expected outcomes which are summarized below:

- **Grant-Writing Experience through Mentorship (GEM)** - GEM provides funding of up to \$5,000 to enhance the professional development of junior faculty through one-on-one research and grant-writing interaction with successful senior faculty mentors. The purpose of this program is to build the University's research capability and increase extramural funding for scholarly activities by enhancing the proposal development skills of junior faculty. To facilitate this goal, it is expected that each funded GEM project will result in the development and submission of at least one proposal to an external funding agency. Eligible junior faculty members include all USU tenure-eligible assistant professors and non-tenure track research assistant professors or research professionals with no more than four (4) years in rank who have not previously received a New Faculty Research Grant.
- **Research Catalyst (RC)** - The RC program provides 1-year seed funding of up to \$20,000 to help applicants develop new initiatives or directions in their discipline that will lead to new externally funded grants. The purpose of this program is to build the University's research capability and increase extramural funding for scholarly activities from government agencies and private sources. Thus, it is required that funded RC projects will directly lead to the submission of at least one proposal to an external funding agency. All tenured or tenure-eligible faculty, research faculty, or other USU research professionals are eligible to apply.
- **Seed Program to Advance Research Collaboration (SPARC)** - The SPARC program provides 1-year seed funding of up to \$35,000 to catalyze development of large interdisciplinary research teams and projects that involve scholarly research in more than one department, research center, college or institution. It is anticipated that new projects catalyzed by SPARC will extend the University's research capability and increase extramural funding for scholarly activities from government agencies and private sources. Thus, SPARC proposals require mutual effort by faculty and researchers from multiple disciplines, and directly lead to the submission of a new, large-scale (solicit at least \$1 million in new research funding), interdisciplinary proposal to an external funding agency. All tenured or tenure-eligible faculty, research faculty, or other USU research professionals are eligible to apply.

As is clearly noted in the description for each program, GEM, RC, and SPARC awardees are required to develop and submit at least one proposal to an external funding agency within three months of project completion. Because proposal submission deadlines vary widely among different agencies, funding for VPR seed grant programs is offered twice yearly, with start dates of January 1 or July 1. Appendix K summarizes seed grant proposals and awards in FY 2010 and Appendix L lists the name of faculty whose proposals were funded in FY 2010.

Seed Grant Program Outcomes

External grant submissions from the fourteen awardees in our first cohort (funding awarded July 1, 2008) were due on or before October 1, 2009. As an aside, if the original proposal is not funded but receives a favorable review, seed grant awardees are required to develop a plan for revision and resubmission. To date, our first cohort of awardees have submitted 16 external proposals requesting more than \$14.6 million, and six awards totaling nearly \$9.3 million have been received. Four proposals remain pending, while another 4 were denied funding but have plans for resubmission in place. Thus, the first cohort has thus far experienced a 37.5% success rate and generated a return on investment of \$36.40 (\$9,254,682/254,223).

The deadline for external grant submissions from the second cohort of awardees was March 31, 2010. One of the 13 PIs is no longer employed at USU, and all but one of the remaining 12 PIs have submitted the required proposal. Nineteen proposals totaling \$8.8 million have been submitted to an external funding agency. Four proposals have been awarded a total of \$2.3 million in funding. Notably, two members of this cohort received NSF Career Awards. Two proposals are still pending; six proposals were not funded and two of those six have already been resubmitted.

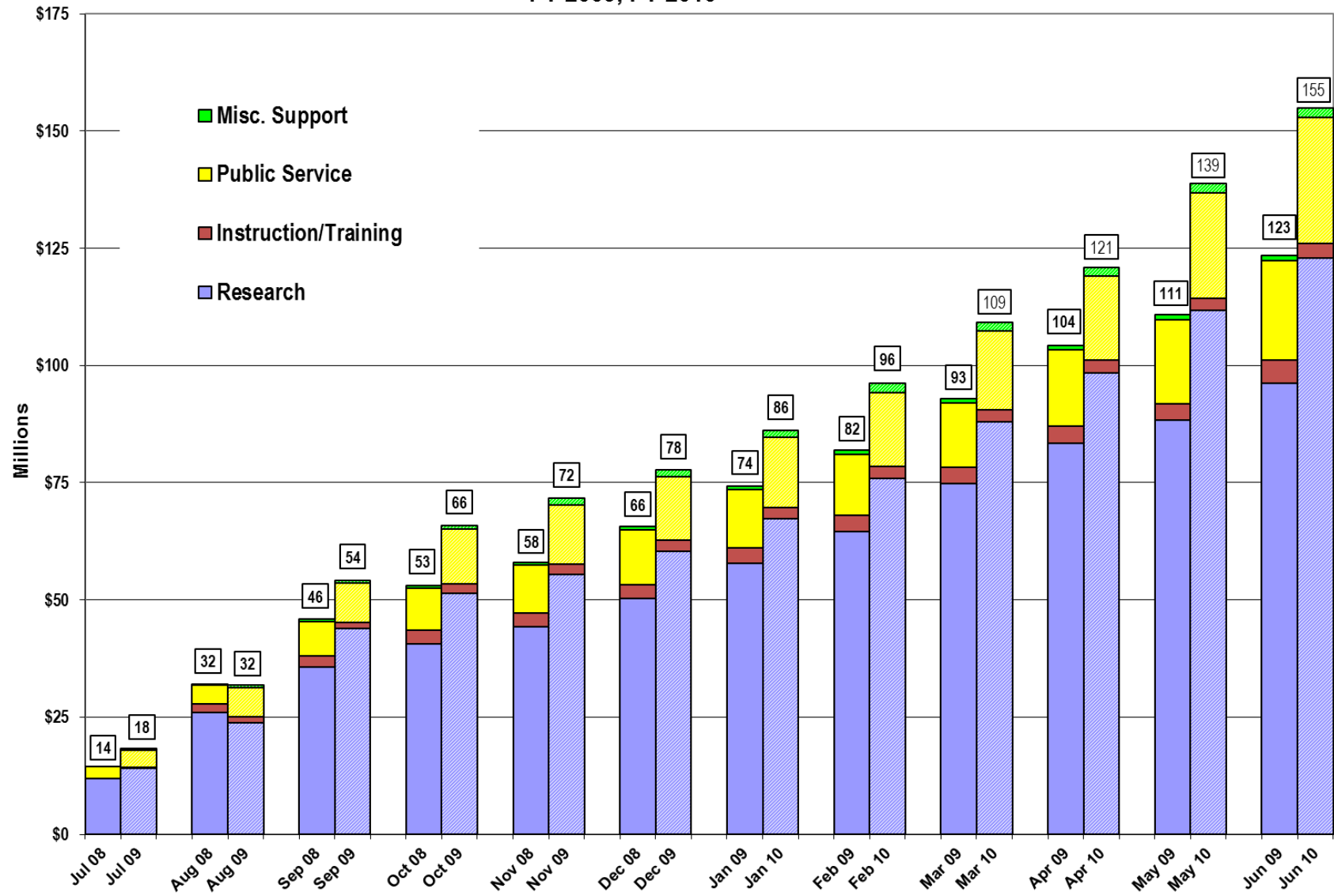
APPENDIX A
SPONSORED PROGRAM CONTRACT/GRANT AWARDS
BY COLLEGE¹

	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010
Agriculture	\$16,979,327	\$12,022,213	\$15,309,673	\$16,257,864	\$20,776,004
Business	2,373,466	1,334,038	960,504	1,353,087	204,848
Education	20,722,283	22,730,535	18,256,237	20,228,926	28,405,723
Engineering	10,223,439	13,258,408	15,179,544	12,294,578	15,194,085
HASS	1,456,615	1,088,437	1,199,615	2,939,781	1,043,672
Natural Res.	9,684,998	10,482,217	8,200,490	5,478,575	9,984,017
Science	8,123,447	7,890,437	8,598,964	7,320,622	9,968,484
USURF	49,353,930	54,000,033	57,557,872	51,652,892	62,134,540
Other	5,525,978	10,279,740	11,698,365	6,271,093	7,133,973
Jointly Admin. Programs ²	<u>-1,391,647</u>	<u>-395,158</u>	<u>-601,324</u>	<u>-339,087</u>	<u>.</u>
TOTAL	<u>\$123,051,836</u>	<u>\$132,690,900</u>	<u>\$136,359,943</u>	<u>\$123,458,332</u>	<u>\$154,845,346</u>
Financial Aid-Pell Grants, etc.	24,374,592	19,474,007	19,902,221	21,083,543	31,946,867
Adjusted Total	<u>\$147,426,428</u>	<u>\$152,164,907</u>	<u>\$156,262,164</u>	<u>\$144,541,876</u>	<u>\$186,792,213</u>

¹ College awards include centers most closely aligned with that college (See Appendix D for Center totals).

² Awards for jointly administered programs are reflected in the total of both colleges involved with these programs. The amount in the jointly administered programs category is an accounting function designed to eliminate double counting of awards.

APPENDIX B
Utah State University Sponsored Program Awards
FY 2009, FY 2010



APPENDIX C
RESEARCH AWARDS
BY FEDERAL SPONSORING AGENCY (IN DOLLARS)

	FY05-06	FY06-07	FY07-08	FY08-09	FY09-10
Department of Agriculture	\$12,933,403	\$11,291,025	\$11,313,340	\$12,752,755	\$16,035,644
Department of Defense	20,718,470	23,854,478	35,294,360	32,715,392	40,274,501
Department of Education	16,683,226	14,080,060	14,180,883	13,778,457	22,352,816
Department of Health and Human Services	10,997,713	10,488,329	11,709,196	8,197,206	11,887,379
Department of the Interior	5,096,481	3,596,782	2,309,079	3,094,563	4,549,083
Department of State	-	188,281	195,135	30,000	0
Environmental Protection Agency	911,386	116,509	0	50,500	871,346
National Aeronautics & Space Administration	23,596,496	21,987,757	13,864,987	10,647,596	6,669,283
National Science Foundation	9,331,392	6,099,684	9,525,689	3,777,608	8,423,124
State Agencies & Others ¹	47,157,861	60,461,975	57,869,495	59,497,798	75,729,037
TOTAL	<u>\$147,426,428</u>	<u>\$152,164,907</u>	<u>\$156,262,164</u>	<u>\$144,541,875</u>	<u>\$186,792,213</u>

¹This number is a composite of international banks, state agencies, other federal agencies, local agencies, private industry, and others.

APPENDIX D
SPONSORED PROGRAMS CONTRACT/GRANT AWARDS
BY RESEARCH CENTER

RESEARCH CENTER	FY05-06	FY06-07	FY07-08	FY08-09	FY09-10
Ag. Experiment Station	\$13,881,355	\$12,933,734	\$15,064,305	\$16,364,154	\$19,532,193
Center for Integrated BioSystems	0	0	90,000	265,626	1,289,698
CASS	537,175	1,226,610	1,134,720	1,150,161	1,200,308
CPD	6,071,622	7,275,949	9,796,797	10,161,700	12,811,236
Cooperative Extension	3,242,340	1,761,756	3,355,502	5,173,285	5,108,411
Ecology	3,250,987	2,755,350	2,722,347	1,092,954	2,978,235
Eng. Experiment Station	558,532	776,561	306,613	47,894	49,371
Financial Aid-Pell Grants, etc.	24,374,592	19,474,007	19,902,221	21,083,543	31,946,867
High Performance Computing	0	523,700	33,713	0	734,217
Univ. Research & Training	44,506,542	45,663,694	41,714,570	31,309,595	44,371,668
USURF/SDL	49,353,930	54,000,033	57,557,873	51,633,892	62,134,540
Remote Sensing	0	0	65,372	135,661	100,760
UT Transportation Center	0	1,801,834	460,261	1,550,240	1,209,483
Utah Water Research Lab.	<u>1,649,352</u>	<u>3,971,679</u>	<u>4,057,870</u>	<u>4,573,171</u>	<u>3,325,225</u>
Total USU	<u>\$147,426,427</u>	<u>\$152,164,907</u>	<u>\$156,262,164</u>	<u>\$144,541,876</u>	<u>\$186,792,213</u>

Appendix E

Successful Proposals Involving OPD Staff Assistance (FY 2010)

PI	COLLEGE / Department	Proposal Title	Agency	Award Value	Notes
John Morrey	AG/ADVS	Animal Models of Infectious Disease IDIQ	NIH - NIAID	No fixed amount	\$50,000 minimum guaranteed \$20,000,000 maximum potential award value
Chris Davies	AG/ADVS	Trophoblast MHC-1: Trigger for Immune-Mediated Rejection of Cloned Bovine Fetuses	NIH	\$132,173	
Jacob Parnell	AG/CIB	Undergraduate Research Program In Microbial Genome Annotation	DOE	No fixed amount	"Adopt a genome" program for undergraduate research
Ilka Nemere	AG/NDFS	Vitamin D Metabolites and the Regulation of Intestinal Phosphate Absorption	USDA - AFRI	\$260,987	
Karl White	EHS/Psy	National Center for Hearing Assessment and Management (NCHAM)	HRSA	\$8,675,000	5 year project renewal
Elaine Thatcher	HASS/Dean	Northern Utah-Southeastern Idaho Folklorist	NEA	\$35,000	
Carlos Licon	HASS/LAEP	Assessment of Sustainable Development Possibilities of Mexican Municipalities Along the United States-Mexican Border	EPA	\$25,000	
Craig Jessop	HASS/Music	American Festival Chorus Season	Utah Arts Council	\$2,500	
Carol Albrecht	HASS/SSWA	High School Student Mentoring with Under Represented Populations	Utah Campus Compact	\$5,000	
Sean Johnson	SCI/Chem-Biochem	CAREER: Structural Studies of Ski2-Like RNA Helicases	NSF	\$1,063,224	2009 PWI participant
Aaron Olsen	VPR/LARC	Laboratory Animal Resource Improvements	NIH	\$454,357	ARRA funds

Total: \$10,653,241

APPENDIX F
2009 PROPOSAL WRITING INSTITUTE PARTICIPANTS & EXTERNAL FUNDING SUBMISSIONS
(AS OF FY 2010 END)

PI	COLLEGE / Department	Final Proposal Title (SPO Control No.)	Submission Date Agency	Total Request	Funded?	Notes
Jong-Su Eun	AG/ADVS	Improving Nutrient Utilization and Environmental Performance of Lactating Dairy Cows Using Condensed Tannin-Containing Forages (091005)	7/6/2009 to USDA - AFRI	\$349,978	NO	Resubmitted revised proposal (as Co-I) for \$1,019,411
Korry Hintze	AG/NDFS	Iron Status and Obesity: Investigating the Links Between Adipose Inflammation (100718)	2/5/2010 to NIH	\$770,000	NO	
Brett Shelton	EHS/ITLS	Historical Pathways of the West (HPOW): American West Heritage through Web and Location-Based Games (100160)	8/26/2009 to NEH - Implementation Grant	\$228,556	NO	
Kerry Jordan	EHS/Psy	Development of Social Categorization During Infancy (100042)	7/14/2009 to NSF	\$180,357	NO	
Soonjo Kwon	ENG/BIE	Advanced Studies of the Micro-Biomechanics of Breast Tissue (090905)	6/3/2009 to NIH	\$1,293,000	NO	Resubmitted for \$1,818,803
Damon Cann	HASS/Political Sci	Collaborative Research: Campaign Contributions and Judicial Decisions (100142)	8/13/2009 to NSF	\$64,408	NO	
Jiming Jin	NR/AWER	Modeling and Analysis of Droughts Over the Southwestern United States (100870)	4/13/2010 to NSF	\$285,383	NO	
Karin Kettenring	NR/AWER	Collaborative Research: Importance of Intraspecific Diversity and Genotype Source on Invasion Resistance in Ecological Restoration (100617)	1/8/2010 to NSF	\$853,968	NO	
Ann Laudati	NR/ENVS	From Chevre to Chanvre: Linking Natural Resources, Violence, and Livelihood Struggles in Eastern Democratic Republic of Congo	8/30/2010 to NSF	\$ (TBD)		
Sean Johnson	SCI/Chem-Biochem.	CAREER: Structural Studies of Ski2-Like RNA Helicases (100067)	7/20/2009 to NSF	\$1,063,224	YES	Funded \$468,224 (years 1 & 2)
John Stevens	SCI/Math-Stats.	Controlling Error Rates in Nested Multiple Hypothesis Testing (100428)	11/5/2009 to NSF	\$173,631	NO	
Shane Larson	SCI/Physics	Compact Binaries and Galactic Astronomy with LISA (090916)	5/29/2009 to NASA	\$308,021	NO	Revised proposal to be funded by NSF for \$180,000

Total: \$5,570,526

APPENDIX G
2010 PROPOSAL WRITING INSTITUTE PARTICIPANTS & EXTERNAL FUNDING SUBMISSIONS
(AS OF FY 2010 END)

PI	COLLEGE / Department	Final Proposal Title (SPO Control No.)	Submission Date Agency	Total Request	Funded?	Notes
Lindsey Shirley	AG/ASTE	Global Perspectives: Enhancing Cultural Awareness through Clothing and Textiles Education and Extension	1/2011 to USDA			
Clay Isom	AG/ADVS	Apoptosis and Reprogramming in Bovine IVF and Nuclear Transfer Embryos (110381)	11/2010 to NIH			
Julie Wolter	EHS/ComD	Multiple-Linguistic Influences on Literacy in Children with Language Impairment (101205)	6/28/2010 to NIH (R03)	\$412,193		
Sarah Bloom	EHS/Special Ed-Rehab	Trial-Based Functional Analysis and Treatment of Problem Behavior (110233)	9/14/2010 to IES			
Dicky Ng	EHS/TEAL	The Role of Elementary Teachers' Cognitive Empathy in Teaching Mathematics	6/2011 to IES			
Jixun Zhan	ENG/BIE	CAREER: Investigation and Engineering of the Lipstatin Biosynthetic Pathway (110050)	7/16/2010 to NSF			
Oenardi Lawanto	ENG/ETE	CAREER: Cognitive and Metacognitive Activities in Engineering Design Education (101128)	7/19/2010 to NSF			
Dhirendra Kubair	ENG/MAE	CAREER: Investigation of Damage Evolution in Inhomogeneous Hydrogels (110026)	7/16/2010 to NSF			
Lisa Gabbert	HASS/English	The Medical Carnavalesque	1/16/2011 to NSF			
Shane Graham	HASS/English	Langston Hughes, Cosmopolitanism, and Black Atlantic Literature (N/A)	7/5/2010 to Fulbright			
Tammy Rittenour	SCI/Geology	CAREER: Understanding Processes Related to Arroyo Systems, Southern Utah (110116)	7/22/2010 to NSF			
Christopher Corcoran	SCI/Math-Stats	Understanding Dementia Progression	2/5/2011 to NIH			

Total: \$412,193

APPENDIX H

Institutional Review Board (IRB) Protocol Activity 2006-2010 (Addenda for FY 2007, 2008, 2009, 2010)



APPENDIX I

UNIVERSITY RESEARCH COUNCIL Membership (2010-2011)

		Phone	
		Ext.	UMC
Brent C. Miller	Vice President for Research, Chair	1180	1450
Jeffrey Doyle	College of Business Representative	2320	3530
Jeff Broadbent	Associate Vice President for Research	1199	1450
Byron Burnham	Dean, School of Graduate Studies	1191	0900
Noelle Cockett	Dean, College of Agriculture	2201	4900
Ray Coward	Executive Vice President and Provost	1167	1435
Jim Dorward	College of Education & Human Services Rep, Assoc. Dean	1469	2800
James MacMahon	Dean, College of Science & Director of Ecology Center	8212	0305
Todd Crowl	College of Natural Resources Representative	2459	5210
Douglas Lemon	President – USU Research Foundation	4501	9700
Jagath Kaluarachchi	College of Engineering Representative, Associate Dean	2776	4100
M. K. Jeppesen	Vice President/CIO-Information Technology	1134	1495
Patricia Lambert	College of Humanities & Social Sciences Representative	0310	0700
Joyce Kinhead	Associate Vice President for Undergraduate Research	1706	1450
Mac McKee	Utah Water Research Laboratory, Director	3188	8200
Robert Pack	Faculty Senate President	7049	4110
Bryce Fifield	Center for Persons with Disabilities, Director	2816	1987
Marv Bennett	Ecology Center, Associate Director	2090	5205
Ned Weinshenker	V.P. for Strategic Ventures & Economic Development	9602	9730
Richard Clement	Dean of Libraries	2631	3000
<u>Students</u>			
Tanner Wright	Academic Senate President	1726	0105
Matthew Todd	ASUSU Graduate Studies VP	1736	TSC 326

APPENDIX J

Utah State University Analysis of Facilities and Administrative Costs Generated and Allocated July 1, 2009 through June 30, 2010

College or Other Unit	Generated	Budget Allocations From 30% Return	Allocations From 70% Centrally Held	Total Budget Allocations	Budget as a % of Generated
College of Agriculture					
Dean's Office – Agriculture			67,146.00	\$67,146.00	N/A
Agriculture – Economics	\$32,141.37	\$9,642.41		9,642.41	30.00%
Agricultural Experiment Station	27,097.23	8,129.17		8,129.17	30.00%
Animal, Dairy and Veterinary Sciences	1,236,833.79	371,050.14	74,982.00	446,032.14	36.06%
Agricultural Systems Technology and Education	(19.42)	(5.83)		(5.83)	30.00%
Center of Epidemiologic Studies	141,376.86	42,413.06		42,413.06	30.00%
Nutrition and Food Science	54,508.01	16,352.40	81,066.00	97,418.40	178.72%
Plants, Soils and Biometeorology	71,895.23	21,568.57		21,568.57	30.00%
Total College of Agriculture	1,563,833.07	469,149.92	223,194.00	692,343.92	44.27%
College of Business					
Dean's Office – Business	2,335.77	700.73	43,665.00	44,365.73	1899.40%
Business Administration	84,233.92	25,270.18		25,270.18	30.00%
Economics	3,306.00	991.80		991.80	30.00%
Total College of Business	89,875.69	26,962.71	43,665.00	70,627.71	78.58%
College of Education and Human Services					
Dean's Office - Education and Human Services			176,167.00	176,167.00	N/A
Center for Persons with Disabilities	947,135.05	284,140.52	65,538.00	349,678.52	36.92%
Communicative Disorders	85,028.34	25,508.50	43,421.00	68,929.50	81.07%
Family Consumer and Human Development	100,456.65	30,137.00	5,003.00	35,140.00	34.98%
Health, Physical Education and Recreation Department	1,969.23	590.77	116,238.00	116,828.77	5932.71%
Instructional Technology	46,261.63	13,878.49	50,285.00	64,163.49	138.70%
Psychology	407,380.48	122,214.14	87,121.00	209,335.14	51.39%
School of the Future	1,523.96	457.19		457.19	30.00%
School of Teacher Education and Leadership	24,565.21	7,369.56	54,305.00	61,674.56	251.06%
Special Education and Rehabilitation	54,922.50	16,476.75		16,476.75	30.00%
Total College of Education and Human Services	1,669,243.05	500,772.92	598,078.00	1,098,850.92	65.83%
College of Engineering					
Dean's Office – Engineering	180,772.81	54,231.84	76,189.00	130,420.84	72.15%
Biological and Irrigation Engineering	200,607.10	60,182.13	262,464.00	322,646.13	160.83%
Civil and Environmental Engineering	352,421.98	105,726.59	102,880.00	208,606.59	59.19%
Electrical and Computer Engineering	128,429.99	38,529.00	146,998.00	185,527.00	144.46%
Engineering and Technology Education	107,295.23	32,188.57	42,015.00	74,203.57	69.16%
Mechanical and Aerospace Engineering	287,114.47	86,134.34	244,293.00	330,427.34	115.09%
Utah Water Research Laboratory	998,821.43	299,646.43	140,034.00	439,680.43	44.02%
Total College of Engineering	2,255,463.01	676,638.90	1,014,873.00	1,691,511.90	75.00%

College of Humanities, Arts and Social Sciences

Dean's Office - Humanities, Arts and Social Sciences	122,962.41	36,888.72	40,008.00	76,896.72	62.54%
Art			7,000.00	7,000.00	N/A
English	540.33	162.10		162.10	N/A
History			2,800.00	2,800.00	N/A
Intensive English				-	N/A
Interior Design			13,058.00	13,058.00	N/A
Journalism and Communication	294.02	88.21		88.21	30.00%
Landscape Architecture and Environmental Planning	18,834.16	5,650.25	31,731.00	37,381.25	198.48%
Languages and Philosophy			5,000.00	5,000.00	N/A
Music			16,302.00	16,302.00	N/A
Political Science	(68.19)	(20.46)	11,470.00	11,449.54	N/A
Sociology, Social Work and Anthropology	97,807.03	29,342.11	32,500.00	61,842.11	63.23%
Total College of Humanities, Arts and Social Sciences	240,369.76	72,110.93	159,869.00	231,979.93	96.51%
College of Natural Resources					
Dean's Office - Natural Resources	-\$29.63	-\$8.89	\$43,311.00	\$43,302.11	N/A
Aquatic, Watershed and Earth Resources	328,354.50	98,506.35	94,498.00	193,004.35	58.78%
Ecology Center	50,313.06	15,093.92	13,014.00	28,107.92	55.87%
Environment and Society	122,394.35	36,718.31	42,833.00	79,551.31	65.00%
Forest, Range and Wildlife Sciences	340,627.68	102,188.30	70,500.00	172,688.30	50.70%
Total College of Natural Resources	841,659.96	252,497.99	264,156.00	516,653.99	61.39%
College of Science					
Dean's Office – Science			70,224.00	70,224.00	N/A
Biology	334,981.75	100,494.53	44,945.00	145,439.53	43.42%
Center for Atmospheric and Space Sciences	409,453.77	122,836.13		122,836.13	17.08%
Chemistry and Biochemistry	166,455.05	49,936.52	20,000.00	69,936.52	42.02%
Computer Science	226,904.00	68,071.20	53,400.00	121,471.20	53.53%
Geology	124,572.31	37,371.69	20,000.00	57,371.69	46.05%
Mathematics and Statistics	53,588.54	16,076.56	61,383.00	77,459.56	144.55%
Physics	129,475.25	38,842.58	46,930.00	85,772.58	66.25%
Total College of Science	1,445,430.67	433,629.21	316,882.00	750,511.21	51.92%
Vice President - University Extension					
Cooperative Extension				-	N/A
Extension Agriculture and Natural Resources	110,065.20	33,019.56		33,019.56	30.00%
Extension Field Staff	61,425.04	18,427.51		18,427.51	30.00%
Extension Youth Programs	19,248.80	5,774.64		5,774.64	30.00%
Uintah Basin Center	18,334.70	5,500.41		5,500.41	30.00%
Total Vice President - University Extension	209,073.74	62,722.12	-	62,722.12	30.00%
International Programs					
	-	-	179,259.00	179,259.00	N/A
Total International Programs	-	-	179,259.00	179,259.00	N/A
Vice President - Student Administration and Services					
Campus Recreation	69,784.39	20,935.32		20,935.32	30.00%
Student Support Services	19,942.88	5,982.86		5,982.86	30.00%
Student Wellness	107.70	32.31		32.31	30.00%
Vice President for Student Services	10,221.49	3,066.45		3,066.45	30.00%
Undergraduate Scholarships and Recruitment			77,000.00	77,000.00	N/A
Total Vice President - Student Administration and Services	100,056.46	30,016.94	77,000.00	107,016.94	106.96%

Vice President - Information Technology					
Information Technology	20.20	6.06	-	6.06	30.00%
Total Vice President - Information Technology	20.20	6.06	-	6.06	30.00%
Utah State University Research Foundation					
Space Dynamics Laboratory	12,481,232.00	12,481,232.00		12,481,232.00	100.00%
Total Utah State University Research Foundation	12,481,232.00	12,481,232.00	-	12,481,232.00	100.00%
School of Graduate Studies	9,535.09	2,860.53	300,263.00	303,123.53	3179.03%
Total School of Graduate Studies	9,535.09	2,860.53	300,263.00	303,123.53	3179.03%
Total Colleges and Non-Academic Units	20,905,792.70	15,008,600.23	3,177,239.00	18,185,839.23	86.99%
Support of Infrastructure					
Vice President – Research					
Center for Advanced Nutrition	\$109,601.01	\$32,880.30		\$32,880.30	30.00%
Center for High Performance Computing	1,625.20	487.56	\$207,761.00	208,248.56	N/A
Center for Biofuels	47,369.15	14,210.75		14,210.75	30.00%
Disallowance Account			50,000.00	50,000.00	N/A
Grant Writer/Faculty Grant writing Workshop			168,573.00	168,573.00	N/A
Internet II			100,600.00	100,600.00	N/A
Faculty Activity Database			35,000.00	35,000.00	N/A
Technology Commercialization Office			500,000.00	500,000.00	N/A
Women and Gender Research Institute			34,000.00	34,000.00	N/A
URCO			13,000.00	13,000.00	N/A
Undergraduate Research			39,000.00	39,000.00	N/A
Washington Based Support			191,400.00	191,400.00	N/A
Total Vice President - Research	158,595.36	47,578.61	1,339,334.00	1,386,912.61	N/A
Vice President - Business and Finance					
Accounting and Financial Reporting			168,152.00	168,152.00	N/A
Controller's Office			115,669.00	115,669.00	N/A
Facilities and Administrative Cost Study			272,232.00	272,232.00	N/A
Federal Single Audit			27,920.00	27,920.00	N/A
Purchasing			25,869.00	25,869.00	N/A
Total Vice President - Business and Finance	-	-	609,842.00	609,842.00	N/A
Total Support of Infrastructure (% is computed on total Facilities and Administrative costs generated from all units)	158,595.36	47,578.61	1,949,176.00	1,996,754.61	N/A
Vice President – Research					
Biotechnology Bond			792,318.00	792,318.00	N/A
Building 620 Bond Payment			579,839.00	579,839.00	
				-	
Total Vice President - Research			1,372,157.00	1,372,157.00	N/A
Total	\$21,064,388.06	\$15,056,178.84	\$6,498,572.00	\$21,554,750.84	102.33%

APPENDIX K
SEED GRANT PROPOSALS AND AWARDS IN FY 2010

Project Start Date:

July 1, 2009

Jan. 1, 2010

Project Type	Received	Funded	Success ^b	Received	Funded	Success ^b
GEM	4	4	100%	3	2	67%
RC	23 ^a	12	60%	23 ^a	15	75%
SPARC	4 ^a	1	100%	1	1	100%

^aThree RC and three SPARC applications for July 2009; and three RC applications for Jan. 2010 were disqualified from consideration because they did not meet core requirements for the respective program. RC disqualifications have been predominantly due to existence of a pending EFG with strong overlap to the seed grant or because the applicant did not follow the RFA, and SPARC disqualifications were due to unacceptable (project budget < \$1M) EFG target.

^bExcluding disqualified proposals

Summary of Seed Grant Activity: FY 2010

For FY 2010, the VPR received seven GEM, 46 RC, and five SPARC proposals (Table 1). Seed grant applications have been dominated by RC proposals since inception of the new seed grant program. The total number of RC submissions declined from FY 09 (61 RC submissions) to FY 10, but an increase in the quality of those applications resulted in a greater success rate for RC applicants. Numbers of GEM and SPARC applications remained relatively low, even though success rates for these programs have consistently been high ($\geq 50\%$). An internal review committee comprised of representatives from each of the academic colleges plus the Associate VPR recommended 35 proposals, including six GEM, two SPARC, and twenty seven RC projects, be funded in FY 2010 (Appendix L).

APPENDIX L
SEED GRANT PROJECTS SELECTED FOR FUNDING IN FY 2010

Funding July 1, 2009:

A. GEM

1. **Sarah Bloom** (PI), Assist. Prof., SPER, **EEJ-EHS**. “An Examination of the Quality Parameter of Negative Reinforcement”.
2. **Christa Jones** (PI), Assist. Prof., LP&SC, **HASS**. “The Cave in North African Fiction”.
3. **Tammy Rittenour** (PI), Assist. Prof., Geol., **SCI**. “Reconstructing Drought and Fire Activity on the High Plateaus of Southern Utah”.
4. **Andrew Samaha** (PI), Assist. Prof., SPER, **EEJ-EHS**. “Examining the Value of Social Cues in Children with Autism”.

B. RC

1. **Kay Bradford** (PI), Assoc. Prof., FC&HD, **EEJ-EHS**. “Marital Advisory: A New Educational Intervention for Couples”.
2. **Grant Cardon** (PI), Assoc. Prof., and **Brent Black** (co-PI), Assoc. Prof., PSC, **AG**. “Green Energy and Biochar Utilization in the Utah Fruit Industry”.
3. **Jiming Jin** (PI), Asst. Prof., Watershed Sci, **NR**. “Predictability of Regional Climate Models During Cold Seasons in the Contiguous United States”.
4. **Anne Diekema** (PI), Assist. Prof., ITLS, **EEJ-EHS**. “Measuring the Impact of Cyberlearning: The Convergence of Curricular Resources, Educational Standards and Assessments”.
5. **Yanghee Kim** (PI), Assist. Prof., ITLS, **EEJ-EHS**. “Social Affable Virtual Environment (SAVE): Creating Technology-based Math Favoring Middle-grade Females”.
6. **Shane Larson** (PI), Assist. Prof., Phys, **SCI**. “Probing Gravity in Gravitational Wave Astrophysics”.
7. **Ann Laudati** (PI), Assist. Prof., Human Geography, **NR**. “The Natural Face of conflict: Resources and the Politics of Identity in Africa's Great Lake Region”.
8. **Silvana Martini** (PI), Assist. Prof., NFS, **AG**, and **Tim Doyle** (co-PI), Res. Assoc. Prof., Phys, **SCI**. “Physics-based Methods for the Nanoscale Monitoring and Processing of Foods”.
9. **Chris Morgan** (PI), Asst. Prof., SSW&A, **HASS**. “Tracking Paleolithic Adaptations in Northwest China”.
10. **Steven Simms** (PI), Prof., SSW&A, **HASS**. “The Fremont, the Numic Spread, and the Shoshone: Ancient DNA, Skeletal Remains, and Quids”.
11. **Gerald Smith** (PI), Prof., and **Dennis Dolny**, Prof., HPER, **EEJ-EHS**. “Bodies in Motion: Using Human Activities to Enhance STEM Education”.
12. **Yibin Xue** (PI), Assist. Prof., MAE, **ENG**. “Texture-induced Uncertainty in Structural Prognosis of Aging Aircrafts”.

C. SPARC

1. **David Rosenberg** (PI), Assist. Prof., CEE & UWRL, **ENG**, **Arthur Caplan** (co-PI), Assoc. Prof., AECON, **AG**, and **Joanna Endter-Wada** (co-PI), Assoc. Prof., ENVS, **NR**. “Intervening to Encourage Water Conservation: developing an interdisciplinary urban water conservation research program at USU”.

Funding Jan. 1, 2010:

A. GEM

1. **Dr. Amy Bingham-Brown** (PI), Asst. Prof., TEAL-RCDE – Tooele, **EHS**. “Submitting a Successful Application to a Federal Funding Agency through Mentorship Support”. Mentor: Patricia Moyer-Packenham.
2. **Dr. Sarah Clark** (PI), Assist. Prof., TEAL, **EHS**. “The Contributions of Utah Elementary Education Public School Teachers to Student Achievement in Reading: A Value Added Study”. Mentor: D. Ray Reutzel.

B. RC

1. **Dr. Abby Benninghoff** (PI), Asst. Prof., ADVS, **AG**. “Combination of DIM and EGCG in Transplacental Chemoprevention of Lung Cancer”.
2. **Dr. Karen Beard** (PI), Assoc. Prof., Wild. Res., **NR**, **Joel Schmutz** (USGS, Alaska), and **Jeffrey Welker** (Univ. Alaska-Anchorage). “Migratory Geese-Mediated Responses of Circumpolar Sedges to Climate Change in the Arctic”.
3. **Dr. Bradley Davidson** (PI), Assoc. Prof., Chem-Biochem., **SCI** and **Jixun Zhan**, Asst. Prof., BIE, **ENG**. “Exploring Microbial Resources for New Anticancer Cyclopamine Analogs”.
4. **Dr. Melanie Domenech Rodriquez** (PI), Assoc. Prof., Psych., **EHS**. “Cultural Adaptation of PMTO Intervention with Puerto Rican Parents”.
5. **Dr. Kai He** (PI), Asst. Prof., Pol. Sci., **HASS**. “The Hegemon's Choice between Power and Security: Explaining U.S. Policy toward Asia after the Cold War”.
6. **Dr. Clay Isom** (PI), Asst. Prof., ADVS, **AG**. “Molecular Determinants of Oocyte Quality”.
7. **Dr. D.V. Kubair** (PI), Asst. Prof., MAE, **ENG**. “Spontaneous crack propagation in inhomogeneous soft materials”.
8. **Dr. Soonjo Kwon** (PI), Asst. Prof., BIE, **ENG**. “Effects of Nano-Scale Scaffolds on Mesenchymal Stem Cells' Differentiation”.
9. **Dr. Victor Lee** (PI), Asst. Prof., ITLS, **EHS**. “Improving upon the “average” mode of instruction: PAD devices and a redesign of elementary school statistics”.
10. **Dr. Charles Miller** (PI), Asst. Prof., BIE, **ENG**, **T.C. Shen**, Prof., Physics, **SCI**, and **Ron Sims**, Prof., BIE. “Growth Inhibitory Effects of Hypericum perforatum L. (St. John's wort) on Mycobacterial Isolates”.
11. **Dr. Ilka Nemere** (PI), Prof., NDFS, **AG**, and **Korry Hintze**, Asst. Prof., NDFS. “Gene Regulation by the 1,25D3 MARRS Receptor”.
12. **Dr. Kady Schneider** (PI), Asst. Prof., Math/Stats, **SCI** and **Brynja Kohler**, Asst. Prof., Math/Stats. “Collaborative Development of Integrated Technology Lessons for Statistics”.
13. **Dr. Edmund Spencer** (PI), Asst. Prof., ECE, **ENG**. “A Model of the Earth's Magnetosphere for Space Weather Prediction”.
14. **Dr. Robert Ward**, (PI), Asst. Prof., NDFS, **AG**, and **Korry Hintze**, Asst. Prof., NDFS. “The Effect of Modulating the Dietary Omega-6 to Omega-3 Ratios and Concentration on Consumption, Weight Gain, and Inflammatory Response in C57B16/J Mice”.
15. **Dr. Joseph Wheaton** (PI), Asst. Prof., Watershed Sci., **NR**. “Tracking Ecogeomorphic Dynamics in Beaver Dam Complexes”.

C.SPARC

1. **Dr. Alvan Hengge** (PI, Chem-Biochem, **SCI**), **Sean Johnson** (Chem-Biochem), **Hua Guo** (Univ. New Mexico), and **Alexander Baldys** (Med. Univ. South Carolina). “New antibacterial approaches: Targeting the OspF family of virulence factors”.

USU Bookstore Committee Report to Faculty Senate
Monday, February 7, 2011

Introduction

The Bookstore Committee establishes and promotes communications and understanding between the Bookstore and the faculty and students. The Committee includes two faculty appointed by the Senate. The committee is chaired by one of the two faculty members.

USU Bookstore Committee 2010-2011		
Name	Role	email
Eric Worthen	Faculty Senate/Chair '10-'11	eric.worthen@usu.edu
Tami Pyfer	Faculty Senate/ Rep'10-'11	tami.pyfer@usu.edu
Kevin Johnson	CEA Representative	kevin.johnson@usu.edu
Daniel Ricks	ASUSU Student Advocate	kickendan@hotmail.com
Trevor Nelson	Graduate Studies Vice-President	neltrev@gmail.com
Tanner Wright	Academic Senate President	t.l.w@aggiemail.usu.edu
Michael Stewart	ASUSU Science Senator	michaelwaynestewart@hotmail.com
Matt Lovell	PEA Representative	matt.lovell@usu.edu
David Parkinson	Ex-Officio, Director of Bookstore	david.parkinson@usu.edu

Outline of Meeting Facts and Discussions:

The Committee met on Monday, January 10, 2011. Seven of the nine committee members were able to attend as follows: Eric Worthen, Tami Pyfer, Kevin Johnson, Trevor Nelson, Tanner Wright, Matt Lovell, and David Parkinson.

- 1) The Committee was asked to look into the lack of innovation and flexibility as a result of the Higher Education Opportunity Act (HEOA) which requires posting of course textbook, material, and lab fees before course is open for registration. This moved Department and Faculty submission (adoption) deadlines of course texts up considerably (e.g. – Early March for the following Fall Semester).
 - a) USU has tried to adhere to the spirit and letter of the legislation which has caused complications for Faculty/Staff and courses not being listed in Banner until textbook information had been processed.
 - b) *To address the six month deadlines a meeting was held with representatives from the offices of the Provost, Registrar, the Vice President for Business and Finance Offices, and the Bookstore (Michelle Larson, Roland Squire, Dwight Davis, and David Parkinson respectively). David Parkinson reported that he is working with a Vendor to purchase a product that will shorten the time between the bookstore receiving faculty textbook and required course material information and their communication to Registrar's in order to make courses active in Banner sooner.

- c) Student representatives present at the meeting expressed support for the earlier textbook deadlines, noting that it seemed that they were able to get more of their needed textbooks for courses earlier versus previous years.
 - d) Tami Pyfer suggested a Bookstore FAQ be published to communicate changes and improvements and for students so they could understand procedures and how best to get their textbooks and thus diffuse frustration.
- 2) The Bookstore has transitioned from a “By Subject” to “By Author” shelving system to increase efficiency and reduce duplication of shelving. Example: Covey’s “The 7 Habits of Highly Effective People” may have been used by four or five different subject areas meaning it had to be stocked in those 4-5 shelving areas versus one spot for that one author and title under the “By Author” system. Additionally, having all texts listed by Author alphabetically creates a customer flow versus clustering about a common subject area such as MATH or ENGL in a non-linear fashion. Students do have to print an alphabetically list of texts, however, there are kiosks available for free at the Bookstore and online. If a student has the list it creates a “defined path” to improve flow.
- a) David Parkinson gave the committee a tour of the bookstore and highlighted the following:
 - i) Their improved receiving and shipping area and equipment that is helping to reduce overhead and speed delivery to satellite bookstores and student orders.
 - ii) The alphabetical arrangement by Author of texts and how it has maximized use of limited space.
 - iii) Kiosks at the entrance to the Bookstore for students to print out and alphabetical list of Authors for their course with an employee present to assist.
 - iv) The Bookstore has eliminated the racks for backpacks and the requirement that students not bring them into the bookstore. A question raised was whether theft had increased but David responded that so far, it was no worse and the change was popular with students. This also helped to eliminate the theft of some personal items from the unattended items on the racks that had occurred in previous years.

Issues:

None at this time beyond those addressed here; open for comment.

Recommendations or actions needed before work can continue:

The committee should meet again within the next two months to address issues discussed and arising from spring semester. As Registration approaches, textbook submissions will be due from Departments and Faculty. Communication to Departments and Faculty that the early deadlines are a result of trying to satisfy the requirements of the Higher Education Opportunity Act (HEOA) and to allow students to plan ahead academically and financially. Pushing the textbook and course material submissions date beyond registration dates would violate the spirit of the HEOA act and make it more difficult for the Bookstore to meet its mandate, and for students to plan.

Developments since the Bookstore Committee Meeting and Report to FSEC

In a further meeting with David Parkinson and Dave Hansen (Director and Associate Director of the Bookstore) the following are challenges for the Bookstore fulfilling it's mission:

1. Buyback – the Bookstore needs to know if a text will be used in a following semester in order to give Students the best price possible (e.g. – Used versus Wholesale price).
2. The Bookstore is tasked with adapting to HEOA legislation with regard to having text and course materials available for courses taught when the semester begins.

Other Observations

1. Students do have alternatives to the USU Bookstore; however, if the Bookstore has correct information from Departments they can have the texts and materials available if students do not have an alternative source or cannot receive text and materials in a timely manner.
2. Having course textbook, materials, and their costs *before* registration is essential for many students in Vocational Rehabilitation, Workforce Services, and Veteran programs.
3. The adoption of “Verba” software by the Bookstore is in progress, a new solution to improve inputting of textbook information with the *potential* of pushing forward somewhat.
4. USU is being proactive in merging or integrating the course materials disclosure and registration process to fulfill the HEOA legislative mandate and best meet student needs.

Supporting Materials:

U.S. Department of Education HEOA Website:

<http://www2.ed.gov/policy/highered/leg/hea08/index.html>

HEOA Textbook Provision effective July 1, 2010:

<http://content.efollett.com/HEOA/library/HEOATextbookProvision.pdf>

Follet (Academic Publisher) Perspective and Outline of HEOA:

<http://content.efollett.com/HEOA/library/HEOAWebinar.pdf>

Student Perspective on HEOA from “Student Action for the Future” Website:

<http://www.studentpirgs.org/textbooks/heoa>

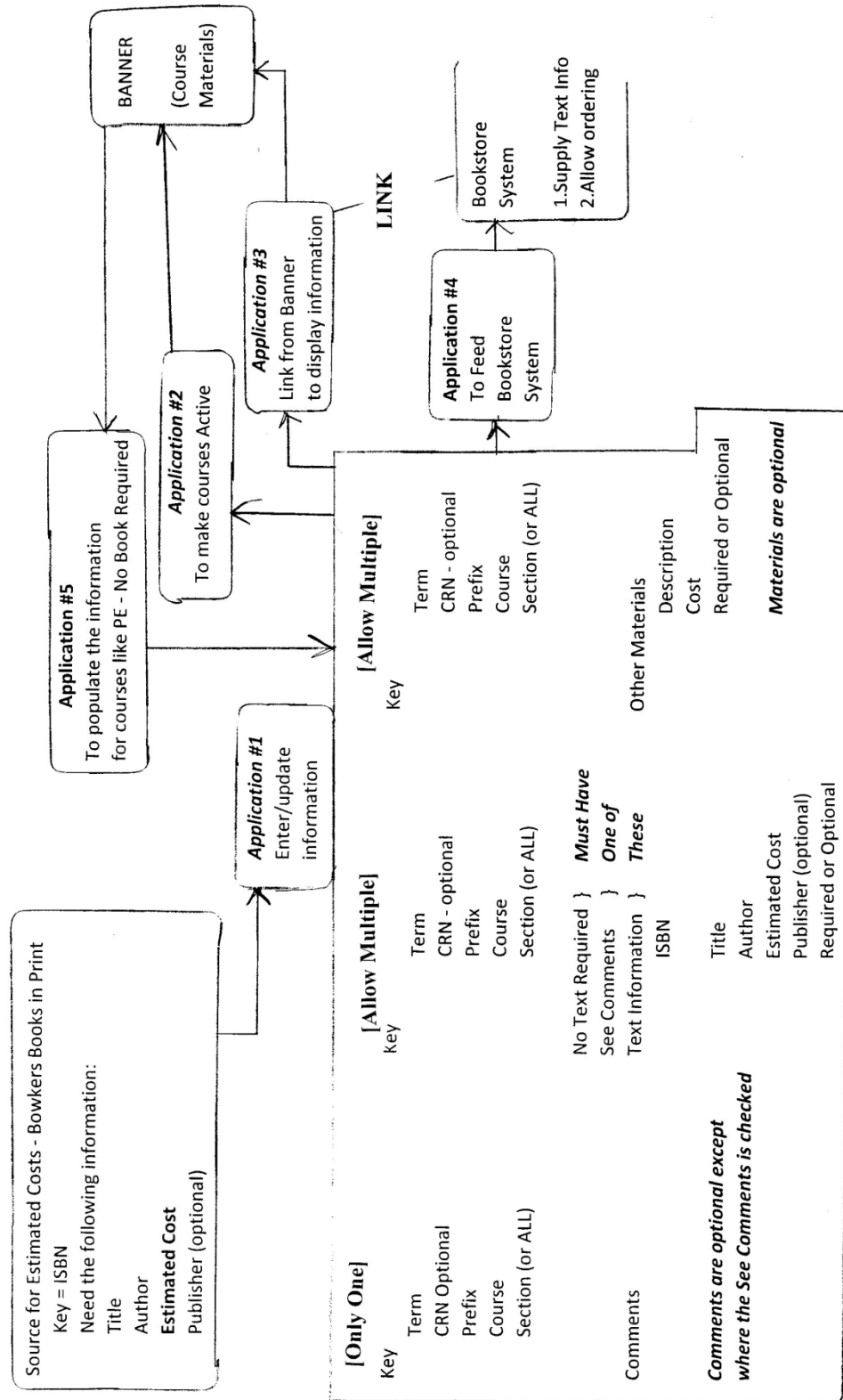
Monitoring for Legal and Regulatory Compliance to the Higher Education Opportunity Act

<http://www.universityofcalifornia.edu/compaudit/documents/presentations/jeffery.ppt>

Implementing the Higher Education Opportunity Act – A Checklist for Business Officers

http://www.nacubo.org/documents/initiatives/Summary_of_HEOA_Requirements1.pdf

Prosed Textbook Processing Integration with Banner Outline Roland Squire – Registrar's Office



Note: It would be best if we could have this in place by March 1, 2011.

Report from the Educational Policies Committee January 18, 2011

Submitted by L. Smith, EPC Chair, on January 18, 2011

The Educational Policies Committee met on January 13, 2011. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page¹ and are available for review by the members of the Faculty Senate and other interested parties.

During the January 13 meeting of the Educational Policies Committee, the following actions were taken:

1. Approval of the report from the Curriculum Subcommittee meeting of January 13, 2011 which included the following notable actions:
 - The Curriculum Subcommittee approved 40 requests for course actions.
 - A motion to merge CEU courses into the USU curriculum (see attached) was approved.
2. Approval of the report from the Academics Standards Subcommittee meeting of December 16, 2010. Action of note:
 - A motion to change the General Catalog language regarding a second bachelor's degree for international students was approved. The approved language (with changes in **bold**) is below.

Second Bachelor's Degree

Applicants for a second bachelor's degree must file an application with the Admissions Office and obtain the recommendation of their academic dean prior to being admitted. A second bachelor's degree is available only to those on whom a first bachelor's degree has been conferred by a regionally-accredited institution. Students must complete a minimum of 30 USU credits beyond those applied toward the first bachelor's degree, 18 of which must be earned in department-approved upper-division courses related to the major. USU credits may be earned in courses completed at USU's Logan campus or at designated centers, or through classes offered by Regional Campuses and Distance Education through USU.

Students may apply for a second bachelor's degree *only* if the major is *different* from the major in the first bachelor's degree. Candidates for a second bachelor's degree ~~must have met~~ **who did not satisfy the Communications Literacy, Quantitative Literacy, and American Institutions requirement in the first bachelor's degree, must satisfy any deficiencies in these requirements** before receiving the second bachelor's degree.

Note: The first bachelor's degree must have been awarded by a regionally-accredited college or university. **Students who earn a degree from an international college or university may be**

considered for a second bachelor's degree if the first degree was earned from an institution listed in a database approved by the Office of International Students and Scholars.

3. Approval of the report of the General Education Subcommittee meeting of December 14 , 2010.
Of note:

- The following General Education courses and changes were approved:
ECN 5950 (QI)
- The following General Education syllabi were approved:
USU 1350 (BLS) for Tina Grossman

1. <http://www.usu.edu/fsenate/epc/archives/index.html>



POLICY MANUAL

FACULTY

Number 402

Subject: The Faculty Senate and Its Committees

Effective Date: July 1, 1997

Revision Dates: November 16, 2001; April 29, 2002; January 12, 2007; April 30, 2007, March 6, 2009.

Date of Last Revision: August 13, 2010

402.1 AUTHORITY OF THE FACULTY TO REVIEW FACULTY SENATE ACTIONS

Actions of the Faculty Senate (Senate) shall be subject to the appellate power of the faculty, as provided in policy 401.9.3. The agenda and actions of the Senate shall be reported to the faculty as provided in policy 402.4.2(3).

402.2 AUTHORITY OF THE SENATE

The authority of the faculty is delegated to the Senate. The Senate legislates and sets policy for matters within the collective authority of the faculty. See policy 401.9. The Senate shall have the power to act for and represent the faculty in all matters of educational policy, including requirements for admission, degrees, diplomas, and certificates; and in curricular matters involving relations between colleges, schools, divisions, or departments.

The Senate shall also have the following powers: (1) To receive and consider reports from any faculty committee, and from any council, department, division, administrative officer, library, or college; and to take appropriate action. (2) To consider matters of professional interest and faculty welfare and to make recommendations to the President of the University and other administrative officers. (3) To propose to the President amendments or additions to these policies.

2.1 Senate Power of Internal Governance; Referral of Matters to the President

The Senate shall have the power to make rules governing its own procedures and to establish its own order of business. All other matters considered and approved by the Senate shall be forwarded by the Executive Secretary to the President of the University

and, in appropriate cases, to the Board of Trustees.

2.2 The President, University Administrators, and Board of Trustees

The Senate is an advisory body to the President of the University. While the Senate votes on policy and procedural issues, including but not limited to policy and procedural issues in these policies, these actions and recommendations cannot be implemented without the approval of the President of the University. The Board of Trustees advises the President of the University and approves or disapproves any policy or procedural change. Approval or disapproval of Senate actions, whether by the President of the University or by the Board of Trustees, shall be reported back to the President of the Senate by the President of the University, or a designee, in a timely manner following the Senate action. When Senate actions receive final approval, it is the responsibility of University administrators and administrative bodies to implement the action.

2.3 Senator's Handbook

Each senator shall receive a current Senator's Handbook which explains briefly the role and operation of the Senate. The Handbook will include: (1) provisions of this policy pertinent to Senate proceedings, rules, and membership; (2) a simplified statement of the Rules of Order; and (3) rules for calling meetings. The Senate Executive Secretary must ensure that each newly elected Senator receives a Handbook no later than the September meeting of the Senate.

402.3 MEMBERSHIP; ALTERNATES; TERM; VACANCIES

3.1 Membership

The Senate shall be composed of the following members: (1) Fifty-five faculty members elected by and from faculty members eligible to vote in Senate elections (see policy 401.6.3(2)(d)); (2) the President and the Provost of the University or their designees; (3) eight appointees of the President of the University who shall be vice presidents and/or deans, six of whom must hold faculty appointments and must be designated annually preceding elections to the Senate; (4) the four chairs of the Academic Freedom and Tenure Committee, the Budget and Faculty Welfare Committee, the Professional Responsibilities and Procedures Committee, and the Faculty Diversity, Development and Equity Committee, if they are not one of the faculty members elected to the Senate; and (5) three students, who shall include the Associated Students of Utah State University (ASUSU) President or a designee, the ASUSU Academic Senate President or a designee, and the Graduate Student Senate (GSS) President or a designee.

With the exception of faculty holding special or emeritus appointments, any member of the faculty who is not designated as a presidential appointee is eligible for election to the Senate.

3.2 Alternates for Elected Members

Senate members are expected to attend its meetings regularly. In cases of unavoidable absence, including sabbatical leave, professional development leave, and unpaid leaves of absence, Senators will arrange for an elected alternate senator to attend in their place. (see policy 402.10.2) The alternate shall have full voting rights.

Senators must notify the Secretary of the Senate in writing (email is acceptable) whenever alternates will replace them. If an absent senator fails to arrange for a substitute more than once during an academic year, then that senators' position will be considered vacant (see policy 402.3.4). Senators are considered absent whenever they are replaced by designated alternates (see policy 402.3.4).

3.3 Term

Faculty members elected to the Senate shall serve three-year terms or, as provided in policy 402.3.4, complete the three-year term vacated by a faculty member. Terms shall begin July 1 following elections and may be re-elected once, after which a faculty member is ineligible to stand for election for one year. The term of office for student members of the Senate shall be one year and shall coincide with the term of ASUSU and GSS officers. The term of office for presidential appointees shall be one year and shall begin July 1. A presidential appointee can be reappointed to consecutive terms, up to a maximum of six years, after which the appointee is ineligible for appointment for one year.

3.4 Vacancies

A senate seat shall be declared vacant if a senator (1) resigns, (2) is terminated, (3) goes on extended medical leave, (4) will otherwise be unavailable for more than half of the academic year, (5) misses more than one regularly scheduled meeting during an academic year without arranging for an alternate, or (6) misses four regularly scheduled senate meetings during any one academic year, or misses more than one regularly scheduled meeting even when an alternate is arranged. The Executive Secretary of the Senate reports all vacancies to the Committee on Committees. For vacancies an alternate elected senator will be appointed by the affected Dean or Vice President to fill the seat in accordance with policies 402.3.2 and 402.10.1. For vacancies among Presidential appointees, the President shall appoint a new Senator within 30 days.

402.4 RECORDS; AGENDA; MINUTES; ORDER OF BUSINESS

4.1 Records

The records of the Senate shall be kept by an executive secretary for the use of the members of the faculty, the President of the University, and the Board of Trustees. Records are public unless otherwise specified by action of the Senate in accord with state law (see policy 402.8).

Under the supervision of the President of the Faculty Senate, the Executive Secretary shall ensure that Senate actions approved by the President of the University, or where necessary by the President and the Board of Trustees (see policy 402.2.2), are published in campus media within an appropriate time frame and included in the Senate records.

4.2 Agenda and Minutes

(1) Senate agenda.

The Executive Committee shall meet at least 14 days in advance of regularly scheduled Senate meetings to prepare the agenda and make assignments to those who are to report to the Senate. A copy of the agenda must be sent to each senator at least five days before regularly scheduled meetings.

(2) Faculty petition to place matter on the agenda.

Any 25 faculty members may petition the Senate to obtain consideration of any matter within the Senate's authority. The petition shall be presented in writing to any Senate member, who shall then give notice of the petition to the Senate or to its Executive Committee. The Executive Committee shall place the matter raised in the petition on the agenda of the next regularly scheduled Senate meeting or, at the discretion of the Senate President, on the agenda of a special meeting called in accordance with the provisions of policy 402.6.2.

(3) Distribution of agenda and minutes.

One week prior to each Senate meeting, the Executive Secretary shall provide each academic unit, for public posting, a copy of the agenda of the next meeting, without attachments, and minutes of the prior Senate meeting.

(4) Publicizing and publication of recommended changes in policies or procedures.

Under the supervision of the President of the Faculty Senate, the Executive Secretary shall ensure that Senate actions recommending a change in this policy or in other University policies or procedures are publicized in a timely manner to the campus and reported to campus news media.

4.3 Order of Business

Except as otherwise provided by the Senate, its order of business shall be: call to order (quorum), approval of minutes, announcements, university business, information items, consent agenda, key issues and action items, new business, and old business.

402.5 PARLIAMENTARY PROCEDURE

All actions of the Senate shall be in accordance with the most recent edition of Robert's

Rules of Order.

402.6 MEETINGS; QUORUM

6.1 Scheduled Meetings

Regularly scheduled meetings of the Senate shall be held on the first Monday of the month at 3:00 PM from September through May unless otherwise specified by the Senate.

6.2 Special Meetings

Special meetings shall be held at the call of the Senate President or upon petition of any 10 senators. The petition must be written, must state the purpose of the special meeting, and must be submitted to the Senate President. Upon receipt of the petition, the Senate President must call a special meeting within 12 working days. Senators shall receive at least five days notice of the special meeting and its agenda unless a majority of them waives that notice prior to or at the meeting.

6.3 Quorum and Voting

A majority of the members of the Senate shall constitute a quorum for the conduct of Senate business. All actions or recommendations of the Senate shall be by majority vote of the members and alternates present. Voting shall be by secret ballot upon passage of a motion to that effect.

6.4 Meetings with Constituencies

The elected senators should hold a meeting each semester with their constituencies to answer questions and discuss Senate business. A senior senator in each college, in Extension, Regional Campuses, and the Library will call and chair the meeting.

402.7 SENATE PRESIDENT, PRESIDENT-ELECT, AND PAST PRESIDENT

7.1 Duties of the Senate President

The Senate President shall preside over and conduct meetings of the Senate and its Executive Committee and the Faculty Forum and its Executive Committee. The Senate President shall see that Senate actions are accurately recorded and that all actions approved are implemented or forwarded as appropriate.

7.2 Duties of the Senate President-Elect

The Senate President-Elect shall perform the functions and duties of the Senate President when the latter is unable to exercise them or when the Senate President-Elect is designated by the Senate President to perform in the Senate President's stead.

7.3 Duties of the Immediate Past President

The immediate past president shall serve as a voting member of the Faculty Senate Executive Committee and Faculty Senate for a period of one year immediately following his/her term as Senate President. The immediate past Senate President shall also serve as a member of the Senate Handbook Committee (see policy 402.12.10).

7.4 Eligibility and Term

The Senate President-Elect/President shall be elected annually from and by elected Senate members, as provided in policy 402.10.3, to serve for a three-year, non-renewable term. During the first year he/she shall serve as the Senate President-Elect, during the second year shall be the Senate President, and during the third year shall serve as Past President.

Any elected senator who is completing or has completed one year of a faculty Senate term is eligible to serve as President-Elect/President, subject to the following exceptions: Senators who are completing their terms are not eligible, unless they have been re-elected to the Senate for an additional term. The election of the Senate President-Elect/President is understood to be an extension of that individual's term in the Senate for the number of years necessary to fulfill a term as Senate President. If an extended term is necessary for the new Senate President, then the individual so chosen will become a supernumerary member of the Senate and the regular schedule of elections to the Senate from that individual's college will be unaffected.

402.8 SENATE EXECUTIVE SECRETARY

An Executive Secretary of the Senate shall be appointed by the President of the University. See policy 401.10. The duties of the Executive Secretary are: (1) Under the direction of the Senate President, to prepare agenda for all meetings of the Senate, the Faculty Forum, and the Executive Committees of each. (2) Under the direction of the Senate President, to keep minutes of the meetings of the Senate, the Faculty Forum, and the Executive Committees of each. (3) To distribute copies of both agenda and minutes. (4) To forward actions, policies, and reports of the Senate to the President of the University. (5) To gather items and data that the Executive Committee may present at Senate meetings. (6) To prepare and present, at the September and March Senate meetings, an accounting of the implementation or non-implementation of motions passed by the Senate. (7) To apprise Senate committees of items which the Senate has requested that they study. (8) To maintain an archive of the minutes of each meeting of the Senate and its Executive Committee, the Faculty Forum and its Executive Committee, and the Senate committees. (9) To keep university faculty informed of the action of the proposed business of the Senate by publicizing the Senate agenda, Senate actions, and the results of Senate elections as provided in policy 402.4.2(3). (10) To provide yearly each senator with a copy of the Senator's Handbook (policy 402.2.3).

402.9. FACULTY FORUM

9.1 Membership of the Faculty Forum; Description

Faculty Forum consists of all elected Senate members, and the four chairs of the Academic Freedom and Tenure Committee, the Budget and Faculty Welfare Committee, the Professional Responsibilities and Procedures Committee, and Faculty Diversity, Development and Equity Committee. The Faculty Forum meetings are a means of open discussion for elected Senate members and the committee chairs without participation by or from the President of the University, the Provost, the presidential appointees, deans and department heads, or the student members of the Senate, unless specifically requested by the Executive Committee of the Faculty Forum. During meetings of the Faculty Forum, participants may discuss subjects of current interest, question and debate any policies and procedures, and formulate recommendations for consideration by the Faculty Senate. The Faculty Forum does not exercise the legislative authority of the Faculty Senate.

9.2 Meetings; Agenda; Notice

The Faculty Forum shall convene at and in lieu of the regularly scheduled November meeting of the Senate. This annual scheduled meeting of the Faculty Forum will be open to all faculty members to attend and speak, with the exception of those excluded by policy 402.9.1.

Additional special meetings may be held by the call of the Faculty Forum President, or upon the written request of a majority of the Faculty Forum Executive Committee, or upon the written petition of 10 members of the Faculty Forum, or upon the written petition of 25 resident faculty members. Special meetings of the Faculty Forum will be scheduled, whenever possible, within two weeks after receipt of the petition(s) by the Faculty Forum President. Business at special meetings of the Faculty Forum will be conducted by Faculty Forum members. The Faculty Forum Executive Committee will set the agenda for the November meeting and other Faculty Forum meetings. The agenda will include all items raised by the petition(s), together with items deemed pertinent by the Executive Committee. The minutes and agenda for all Faculty Forum meetings shall be distributed in accordance with policy 402.4.2(3). Notice of the November Faculty Forum meeting will be given in the October Senate meeting and in appropriate campus news media.

9.3 Officers and Executive Committee of the Faculty Forum

(1) Officers.

The Senate President shall preside over and conduct meetings of the Faculty Forum and its Executive Committee. The Senate President-Elect shall serve as the President-Elect of both, and shall perform the duties of the Senate President when the latter is unable to exercise them or when the Senate President-Elect is designated by the Senate President to

perform in the Senate President's stead.

(2) Executive Committee of the Faculty Forum.

The Faculty Forum Executive Committee shall consist of the 11 elected faculty members on the Senate Executive Committee (policy 402.12.2).

402.10 SENATE ELECTIONS

10.1 Apportionment of Elected Faculty Positions

Annually, the Senate Committee on Committees shall apportion the number of elective Senate positions to the colleges, Extension, Regional Campuses, and the Libraries. Apportionment shall be in proportion to the number of tenured and tenure-eligible faculty in each college, in Extension, Regional Campuses, and in the Libraries. The minimum representation from each of these academic units shall be one.

10.2 Election of Faculty Members to the Senate

(1) Scheduled date; notice to deans ~~and directors~~ vice presidents.

Elections of faculty representatives to the Senate and sufficient alternate senators to serve when regular senators cannot attend, are held by colleges, Extension, Regional Campuses, and the Libraries. Elections shall be supervised by the Senate Committee on Committees. Elections shall be conducted during the spring semester of each school year, in time to be announced at the March meeting of the Senate. Additional elections shall be held as necessary to ensure the availability of alternates to fill vacancies in unexpired terms for the duration of those terms. The Senate Committee on Committees shall notify the appropriate deans and directors of the number of senators to be elected annually by their faculty and the date by which the elections must be held.

(2) Nominations.

After receipt of notice that annual elections shall be held, the appropriate deans ~~and directors~~ shall communicate by memorandum with their ~~resident~~ faculty members eligible to vote in Senate elections (see policy 401.6.2 for limitations) for the purpose of nominating Senate candidates and alternates. There shall be at least two candidates for each vacancy.

(3) Voting.

Faculty members with tenured or tenure-eligible appointments and faculty members with term appointments may nominate and vote for candidates and alternates in Senate elections. Voting shall be by email, paper, or electronic ballot. ~~Balloting shall be by mail~~ within each college, Extension, Regional Campuses, and the Libraries.

Comment [L1]: To reflect current organizational structure, the term directors should be changed to vice presidents, as suggested by PRPC last year.

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Comment [L2]: The differentiation between resident and non-resident faculty was eliminated by PRPC last year.

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(4) Verification and notice of election results.

The colleges, Extension, Regional Campuses, and the Libraries must submit the names of nominees elected to the Senate Committee on Committees on or before the final date set for the conclusion of elections. The Committee on Committees shall verify all election results and then inform the Senate of the names of new members at its regularly scheduled April meeting. Election results shall be made public.

10.3 Elections within the Senate

Nominations for the office of President Elect shall occur from the floor during the April Senate meeting. Elections shall be by secret ballot completed prior to the May meeting.

402.11 SENATE COMMITTEES: AUTHORITY, ACTION AND PROCEDURES

11.1 Purpose; Reporting

The Senate appoints and discontinues such standing and ad hoc committees as it deems necessary to carry out its duties.

The Senate establishes advisory committees to study and to make reports and recommendations to it on matters under faculty jurisdiction and to carry out the decisions of the Senate relating to its functions and responsibilities. Senate committees receive their authority from the Senate and shall report their work and make their recommendations to the Senate. No Senate committee may alter the reports or the recommendations of another Senate committee.

11.2 Membership; Elections; Terms; Vacancies

Only members of the faculty eligible to vote in Senate elections are eligible for election and appointment to Senate standing committees; see policy 401.6.3(2) (d) for limitations.

Unless governed by committee procedures otherwise stipulated, non-Senators of Senate standing committees are elected at the same time and according to the same procedures that elect Senators (see policy 402.10.2). Terms shall be three years and shall begin July 1 following elections and are renewable once, after which a faculty member is ineligible to stand for election for one year. Terms shall be staggered so that approximately 1/3 of them expire annually.

A vacancy shall be declared among the elected committee members if that member resigns, is terminated, goes on extended medical leave, or has more than three unexcused absences from regularly scheduled committee meetings during an academic year. If a vacancy occurs, then a replacement will be appointed. The Senate Committee on Committees will appoint seats vacated by representatives of the Faculty Senate and Deans will appoint seats vacated by representatives of the Colleges.

Appointed members of Senate standing committees are chosen from the elected membership of the Senate; the Committee on Committees prepares a slate of nominations for approval by the Senate at its May meeting. Terms shall be two or three years, as stated below for a particular committee, and shall be renewable once. Terms shall be staggered. Vacancies will be filled upon recommendation to the Senate by the Committee on Committees.

11.3 Senate Committee Procedures

(1) Committee action; meetings; quorum; majority and minority reports.

Senate committees shall not act independently of the Senate. All statements and actions of Senate committees shall be approved by the Senate before they are official, except for routine actions of the Educational Policies Committee which shall be submitted to the Senate as information items (see policy 402.12.6(1)). Committee work shall be accomplished as a body. Committee meetings shall be held as required to meet the duties of the committee. Meetings shall be held at the call of the chair or upon written request, submitted to the chair, by committee members or the Faculty Senate Executive Committee. A majority of committee members shall constitute a quorum for conducting business. Committee actions shall be by majority vote of the quorum present. Minority committee reports may be submitted to the Senate by dissenting committee members.

Comment [L3]: TF 27 asked: "What is a routine action?" PRPC feels it is adequately defined in section 402.12.6(1)), and requires no further clarification..

(2) Committee minutes.

Minutes shall be taken at all committee meetings and a copy shall be filed with the Senate Executive Secretary as part of the Senate records. The minutes shall include copies of all forms, statements, and reports which are presented to the Senate for action.

(3) Chairs.

Unless otherwise specified, all standing committees and subcommittees of the Senate shall elect chairs annually.

Comment [L4]: TF 28 asked: "When? Last meeting or first? Recommend the last." PRPC suggests that the FS Handbook recommend the last meeting, but that in the interest of flexibility, let this language stand as is

402.12 SENATE STANDING COMMITTEES

12.1 Executive Committee

(1) Duties.

The Executive Committee shall perform the following duties:

- (a) prepare Senate meeting agendas;
- (b) propose such standing and special committees of the Senate as may be needed;
- (c) examine the work of the Senate committees to discourage duplication of effort and to ensure that all committee assignments are carried out;
- (d) act as a steering committee to direct problems to the proper committees;

- (e) act as a liaison to harmonize the work of all committees;
- (f) transact such business as may be referred to it by the Senate; and
- (g) compile the Senator's Handbook and oversee its reproduction and distribution.

(2) Membership.

The Senate Executive Committee shall consist of the following ~~14~~ 17 members:

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- (a) the Senate President;
- (b) the President Elect of the Senate;
- (c) immediate Past President
- (d) ~~nine~~ eleven elected faculty senators, representing each of the ~~seven~~ eight colleges, Extension, Regional Campuses, and Libraries;
- (e) the President of the University and Provost, who shall serve as ex-officio members;
- (f) a senator nominated by the President from the presidential appointees and confirmed by the Senate ~~elected by the Senate from the presidential appointees of the Senate.~~

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All members have a vote.

(3) Eligibility; election; term.

Any elected senator who is completing or has completed one year of a Senate term is eligible to serve on the Executive Committee, subject to the following exceptions: (1) Senators with only one year remaining in their terms; and (2) Senators who are completing their terms, unless they have been re-elected to the Senate for an additional, successive term.

The election of Executive Committee members shall be conducted each spring following the election of new members to the Senate. Elections shall be by separate caucus of faculty senators within each college, the Library, Regional Campuses, and Extension. Caucuses shall be held within one week following the April meeting of the Senate.

A faculty senator elected to the Executive Committee shall serve for a two-year term, renewable (reelected) once.

(4) Joint meeting of new and old Executive Committees.

Newly elected Executive Committee members will attend the April meeting of the old Executive Committee.

(5) Meetings; Senate agenda.

The Executive Committee shall meet at least 14 days in advance of regularly scheduled Senate meetings to prepare the agenda and make assignments to those who are to report to the Senate.

(6) Reports and recommendations of other Senate committees.

The Executive Committee will place reports and recommendations of other Senate committees on the Senate agenda without alteration.

12.2 Committee on Committees

The responsibility of the Committee on Committees is to: (1) apportion Senate elective positions annually; (2) coordinate and supervise the election of members to the Senate; (3) prepare eligibility slates and supervise nominations and elections within the Senate; and (4) recommend to the Senate the appointed members of all Senate committees and the members of university committees that include Senate representatives.

The Committee on Committees shall consist of three (3) elected faculty senators. They are elected according to the same procedures, at the same time, and with the same eligibility restrictions that govern election of the Senate President Elect. See policy 402.10.3 and 7.3. Members of the Committee on Committees serve two-year terms. They elect a chair from within their membership.

12.3 Academic Freedom and Tenure Committee

(1) Duties.

(a) Jurisdiction as an administrative hearing body. The Academic Freedom and Tenure Committee, as represented by each of its hearing panels is an administrative hearing body, with jurisdiction in matters related to academic freedom, tenure, 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. (b) Procedural due process. Hearing panels of the Academic Freedom and Tenure Committee shall, when hearing grievances, determine whether procedural due process was granted the petitioner as provided in this policy and determine whether the grievance is valid or not valid (see policy 407.6.6(8)). The recommendation of the hearing panel shall be binding on the general membership of the Academic Freedom and Tenure Committee. (c) Policy revisions. The Academic Freedom and Tenure Committee shall recommend to the Professional Responsibilities and Procedures Committee possible policy revisions arising from within the Academic Freedom and Tenure Committee's jurisdiction. (d) Review. The Academic Freedom and Tenure Committee will review, for consideration by the Senate, all matters pertaining to faculty rights, academic freedom, and tenure.

(2) Membership.

The Academic Freedom and Tenure Committee consists of the following ~~12~~ 13 members:

(a) ~~seven~~ eight faculty members, one elected by and from the faculty in each college; (b) one faculty member elected by and from the faculty in Extension; (c) one faculty member

Comment [L5]: TF 31 asked: "Could this number be deleted? Numbers are restricting." PRPC concurs that numbers can be restricting, but often that is their purpose. PRPC recommends deleting this number – 55 – but allowing other numbers to stand. This will require periodic revision to sections containing numbers, as changes in academic organization evolves and Senate and Senate committees change, such as in this section, as well as above in section 402.12.1(2).

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electd by and from the faculty of Regional Campuses; (d) one faculty member elected by and from the faculty in the Libraries; and (e) three ~~faculty members appointed from the 55~~ elected faculty senators appointed by the Committee on Committees.

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(3) Election and appointment of members; terms.

Committee members elected from the faculty shall be elected and will serve terms in accordance with policy 402.11.2. Committee members appointed from the Senate shall be selected in accordance with policy 402.12.2(4) and will serve three year terms; see also policy 402.11.2.

(4) Officers.

(a) Eligibility; election; term. No later than May 10 (before the terms of the newly elected members begin), the Committee shall elect from among its members a new chair and vice chair, each to serve a one-year term beginning July 1. Any member who has at least one year remaining in a committee term or who has been re-elected to an additional, successive term is eligible to serve as chair or vice chair.

(b) Responsibilities of the chair and vice chair. The chair shall set the agenda for and preside at Academic Freedom and Tenure Committee meetings, and appoint hearing panels as required. In the absence of the chair, the vice chair shall assume these duties. The vice chair shall be responsible for the recording of the minutes.

(5) Supplemental appointments.

If necessary in order to hear grievances in a timely manner, supplemental members of the Academic Freedom and Tenure Committee may be appointed by the Committee on Committees from the elected members of the Senate. This appointment process shall be initiated by the chair of the Academic Freedom and Tenure Committee. The term of these appointees shall expire June 30 following appointment.

(6) Hearing panels.

Hearing panels shall be appointed as necessary to hear grievances. Four members ~~shall be appointed by the chair of the Academic Freedom and Tenure Committee~~ from the Academic Freedom and Tenure Committee, shall be appointed by the chair of that committee on a rotating basis, and the remaining member shall be an administrator who holds a faculty appointment appointed by the President of the University. ~~Faculty members of hearing panels shall be selected by the chair of the Academic Freedom and Tenure Committee on a rotating basis.~~ All five panel members have a vote. Even if their Academic Freedom and Tenure Committee terms expire, hearing panel members shall serve until the recommendation of the hearing panel has been submitted to the Academic Freedom and Tenure Committee and to the President of the University.

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Comment [L6]: PRPC believes the phrase rotating basis is self explanatory

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12.4 Budget and Faculty Welfare Committee

The duties of the Budget and Faculty Welfare Committee are to (1) participate in the university budget preparation process, (2) periodically evaluate and report to the Senate on matters relating to faculty salaries, insurance programs, retirement benefits, sabbatical leaves, consulting policies, and other faculty benefits; (3) review the financial and budgetary implications of proposals for changes in academic degrees and programs, and report to the Senate prior to Senate action relating to such proposals; and (4) report to the Senate significant fiscal and budgetary trends which may affect the academic programs of the University.

The membership, election, and appointment of members; term of members; officers; and meetings and quorum of the Budget and Faculty Welfare Committee shall be parallel to those of the Academic Freedom and Tenure Committee, as stated in policy 402.12.3(2) through 12.3(5)(4).

Comment [L7]: As 402.12.3(5) concerns additional appointees to Hearing Panels, PRPC believes the parallel with AFTC should end with (4).

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12.5 Professional Responsibilities and Procedures Committee

The Professional Responsibilities and Procedures Committee shall advise the Faculty Senate regarding composition, interpretation and revision of Section 400 in University Policies and Procedures, ~~revision and implementation of this policy, and the composition and revision of the Faculty Senate Handbook. Needed Recommended revisions and implementation failures~~ shall be submitted to the Senate for its consideration.

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Comment [L8]: If the intention here is for PRPC to advise the Senate regarding the content of the Faculty Senate Handbook, then PRPC believes that is an appropriate request. Otherwise, PRPC believes it is beyond the scope of its responsibilities to revise and compose the Faculty Senate Handbook. That is under the purview of the Senate Handbook Committee (402.12.10) PRPC believes the insertion of the word "Senate" into this section, made March 13, 2008 is mistaken. The original language referred only to the Faculty Handbook, an outdated reference to the Faculty Code.

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The membership, election, and appointment of members; term of members; officers; and meetings and quorum of the Professional Responsibilities and Procedures Committee shall be parallel to those of the Academic Freedom and Tenure Committee, as stated in policy 402.12.3(2) through 12.3(5)(4).

12.6 Educational Policies Committee

(1) Duties.

The major function of this committee shall be to serve as the Senate committee on educational policy, including program discontinuance for academic reasons (policy 406.2). In addition to conducting studies and making recommendations as specifically instructed by the Senate, the committee itself may initiate such activities. Routine actions taken under established policy, such as approval for specific course changes, additions, or deletions, shall be submitted to the Senate as information items. All policy recommendations and major actions shall be referred to the Senate for approval or disapproval. Specific duties of the Educational Policies Committee shall include consideration of standards and requirements for University designated honors such as cum laude, magna cum laude, and summa cum laude.

(2) Membership.

The Educational Policies Committee consists of the Provost or designee; one faculty representative from each college; one faculty representative from Regional Campuses; one faculty representative from Extension; one faculty representative from the Libraries; one faculty representative from the Graduate Council; the chairs of the EPC Curriculum Subcommittee, General Education Subcommittee, Academic Standards Subcommittee, two student officers from the elected ASUSU student government, and one student officer from the GSS. The faculty representatives are elected to the committee in accordance with policy 402.11.2.

(3) Term of members.

The term of office for faculty members on the Educational Policies Committee shall be in accordance with policy 402.11.2. The term of office for student members shall be one year and shall coincide with the term of ASUSU and GSS officers.

(4) Chair.

The Provost or his/her designated representative shall serve as chair of the Educational Policies Committee. The Committee will elect a vice chair from its members to serve in the absence of the chair. The chair or his/her designee will report to the Senate on the committee's actions.

(5) Curriculum Subcommittee.

The Curriculum Subcommittee will formulate recommendations on curricular matters, such as course changes, and forward the same to the Educational Policies Committee. This subcommittee shall consist of the seven chairs of the college curriculum committees, three faculty members appointed from the elected membership of the Educational Policies Committee, one faculty representative from the Regional Campuses, Extension, Libraries, and two students, one from the ASUSU and one from the GSS. The terms of Educational Policies Committee members on the subcommittee will correspond to their terms on the Educational Policies Committee. The term of office for student members shall be one year and shall coincide with the term of ASUSU and GSS officers. The subcommittee shall elect a chair annually.

(6) General Education Subcommittee.

The General Education Subcommittee formulates and reviews policy with respect to general education. The subcommittee shall consist of three faculty members and one student appointed from the Educational Policies Committee. Their terms will correspond to their Educational Policies Committee terms. Additional members may be appointed to the subcommittee for two-year terms by the Educational Policies Committee to lend academic expertise to the areas of emphasis in the general education program of the University. Recommendations developed by the General Education Subcommittee will be submitted to the Educational Policies Committee. The subcommittee shall elect a chair

Comment [L9]: Comment TF 12 asked whether or not the Libraries should have representation of the Curriculum Subcommittee. Librarians intimate that although not directly involved in setting the curriculum, issues involving the curriculum often originate in the subcommittee, and in order for the Library to adequately meet the resource needs of curricular changes it is important that they maintain this seat.

annually.

(7) Academic Standards Subcommittee.

The Academic Standards Subcommittee (a) recommends policy on all matters pertaining to academic evaluation of students, including admission, retention, grade assignment, and graduation; (b) recommends discipline policy regarding student academic dishonesty; and (c) approves the process for discipline regarding alleged academic violations by students and for grievance hearings in cases of alleged student academic dishonesty. The subcommittee shall consist of four faculty members and one student appointed from the Educational Policies Committee. Their terms will correspond to their Educational Policies Committee terms. Additional members may be appointed to the subcommittee for two-year terms by the Educational Policies Committee to lend expertise.

Recommendations from this subcommittee will be submitted to the Educational Policies Committee. The subcommittee shall elect a chair annually.

12.7 Faculty Evaluation Committee

The Faculty Evaluation Committee shall (1) assess methods for evaluating faculty performance; (2) recommend improvements in methods of evaluation; (3) recommend methods of faculty development; and (4) decide university awards for Professor and Advisor of the Year. The committee shall consist of one faculty representative from each college, one faculty representative from Extension, one faculty member from Regional Campuses, one faculty representative from the Libraries, two student officers from the ASUSU, and one student officer from the GSS. The faculty representatives are elected to the committee in accordance with policy 402.11.2. The committee will elect a chair annually.

12.8 Faculty Diversity, Development, and Equity Committee

The duties of the Faculty Diversity, Development, and Equity Committee are to collect data and identify and promote best practices for faculty development, mentoring, and work environment to facilitate the success of diverse faculty at all career levels; provide feedback and advocate processes for faculty recruitment, promotion, and retention that promote diversity, fair pay standards, and work/life balance for the faculty; report on the status of faculty development, mentoring, diversity, and equity; and make recommendations for implementation.

The membership, election, and appointment of members; term of members; officers; and meetings and quorum of the Diversity, Development, and Equity Committee shall be parallel to those of the Academic Freedom and Tenure Committee, as stated in policy 402.12.3(2) through 12.3~~(5)~~, (4)

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12.9 Executive Committee of the Faculty Forum

The Executive Committee of the Faculty Forum shall have the duty of composing the agenda for the annual meeting and any special meetings of the Faculty Forum. The membership of this committee shall consist of the elected members of the Executive Committee of the Senate (see policy 402.9).

12.10 Senate Handbook Committee

The Senate Handbook Committee composes and/or revises annually the Senate Handbook (policy 402.2.3) with final approval by the Senate Executive Committee (policy 402.12.1). This committee consists of three members appointed from the Senate, one of whom is the immediate past Senate President. Additional members may be appointed by the Committee on Committees. All members of this committee serve two year terms in accordance with policy 402.11.2 and 12.2(4).

402.13 UNIVERSITY COUNCILS AND COMMITTEES WITH FACULTY REPRESENTATIVES

The Senate Committee on Committees recommends to the Senate faculty members to be appointed to the following University councils, boards, and committees: Athletic Council, Graduate Council, University Research Council, Council on Teacher Education, University Libraries Advisory Council, Honors Program Advisory Board, University Scheduling Committee, Calendar Committee, Bookstore Committee, Honorary Degrees and Awards Screening Committee, and Parking Policy Committee. The faculty representative need not be a Senate member unless his/her role on the council or committee is to represent the Senate specifically as well as the faculty generally. See also policy 402.10.3, 11.2 and 12.2(4).