

Utah State University

DigitalCommons@USU

Faculty Senate & Faculty Senate Executive
Committee

Faculty Senate

3-14-2011

Faculty Senate Agenda, March 14, 2011

Utah State University

Follow this and additional works at: https://digitalcommons.usu.edu/fs_fsexec

Recommended Citation

Utah State University, "Faculty Senate Agenda, March 14, 2011" (2011). *Faculty Senate & Faculty Senate Executive Committee*. Paper 433.

https://digitalcommons.usu.edu/fs_fsexec/433

This Faculty Senate Agenda is brought to you for free and open access by the Faculty Senate at DigitalCommons@USU. It has been accepted for inclusion in Faculty Senate & Faculty Senate Executive Committee by an authorized administrator of DigitalCommons@USU. For more information, please contact digitalcommons@usu.edu.





FACULTY SENATE MEETING

Monday March 14, 2011

Merrill-Cazier Library, Room 154

Agenda

- 3:00 Call to Order**.....Vince Wickwar
Approval of Minutes February 7, 2011
- 3:05 Announcements**.....Vince Wickwar
- Roll Call (if alternate sign as alternate and under the senator attending for)
- 3:10 University Business**.....Stan Albrecht, President
Raymond Coward, Provost
- 3:30 Information Items**
1. What USU is doing about air quality.....Nat Frazer
Chair of USU Sustainability Council
 2. Information Technology at USU-CEU.....Eric Hawley
 3. BFW Survey.....Doug Jackson-Smith
- 3:50 Consent Agenda**.....Vince Wickwar
- Budget and Faculty Welfare Committee Annual Report (Rhonda Miller)
 - Academic Freedom and Tenure Committee Annual Report (Richard Jenson)
 - EPC Items (Larry Smith)
- 4:00 Action Items**
1. One-year renewal of USU-CEU Faculty Senate apportionment.....Vince Wickwar
 2. Proposed procedure for code changes to integrate USU-CEU.....Vince Wickwar
(Proposed USU-CEU Code Changes attached as separate documents)
- 4:30 Adjournment**.....Vince Wickwar



**USU FACULTY SENATE
MINUTES
FEBRUARY 7, 2011
Merrill-Cazier Library, Room 154**

Vince Wickwar called the meeting to order at 3:01 pm.

Approval of Minutes

Glenn McEvoy made a motion to approve the minutes of January 10, 2011. Motion was seconded by Eric Worthen and the motion passed unanimously.

Announcements – Vince Wickwar

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

Formation of the Benefits Advisory Committee (BAC). A new University Benefits Advisory Committee has been established. All employee groups have representation on the committee so that employees will have more information and input on future benefits decisions.

University Business – President Stan Albrecht.

President Albrecht updated the Faculty Senate on several issues. The Vet Science Program received a 58 to 23 vote in the Utah House of Representatives and a unanimous vote from the Senate committee. It is now waiting to be brought to the floor of the Senate after the February revenue numbers are released. The Appropriations Committee has required a 7% base cut on all the budgets. Next week committees will begin to backfill on those cuts, positive progress is being made. President Albrecht is announcing a reorganization at the senior level of USU's administration team. Effective April 1, Ross Peterson will step down as Vice President of University Advancement but will continue to serve in a part-time assignment as Special Assistant to the President until the campaign is finished. The University will move forward with a different structure, there will be less focus on position title and more emphasis on function. Annette Harder will be the Chief Operating Officer (COO) for Advancement. Effective June 30th M. Kay Jeppesen will step down as Vice President of Information Technology, after 49 years at USU. Eric Hawley will become the Associate Vice President of Information Technology and will report directly to the Vice President of Finance, Dave Cowley. Eric will also have the title of Chief Information Officer (CIO). These changes will affect the structure and make-up of the Senior Cabinet (Vice Presidents Group) and it will now be called the Presidents Council. Membership will be comprised of the remaining Vice President's as well as COO for University Advancement, University CIO, and Executive Director for State and Federal Relations.

Information Items

Instructure's Canvas the new Learning Management System (LMS) Program – Robert Wagner. Robert reviewed the decision process for choosing the new LMS Program that will replace Blackboard Vista when the contract expires July 2012. At that time Blackboard Vista will no longer be serviced or supported by the developers. USU had more faculty and student involvement in the decision making process than any other institution in the State. In June, July and August a series of online surveys and focus groups were held. Three programs were evaluated: Blackboard Learn, Desire to Learn, and Instructure Canvas. Instructure Canvas was

the unanimous selection among all the institutions. The migration tool for Instructure Canvas is actually easier for faculty to use than the migration to the new Blackboard product would be. Over the next 18 months, 2,430 course sections will be migrated from Blackboard to Instructure Canvas. The time required by faculty to accomplish this migration is approximately one hour for each faculty member. The faculty members who have looked at this product were using it in about 10 minutes as opposed to the hours and hours of training it took to learn Blackboard. Training events and Instructure Canvas receptions will be held through March. A pilot group of about 50 – 60 courses will be migrated and use Instructure Canvas during Summer Semester. By Fall Semester 2011, one third to half of all courses will be taught on Instructure Canvas. By July 1, 2012 Blackboard will be turned off completely and will no longer be accessible. There are several committees in place to monitor the migration. The FACT Center will be available to help faculty with problems or questions that arise during the process. It is largely felt that this will be a great opportunity to improve courses with the new integrated technology available in this product. Publishers are beginning to develop test banks and materials specifically for Instructure Canvas. The version of Instructure Canvas that USU will be using will be integrated into Banner and other campus systems; therefore, instructors are discouraged from creating free instructor accounts with the Instructure Canvas open source product as those accounts cannot be integrated into USU specific programs. If faculty would like to start using Instructure Canvas, send an email to fact@usu.edu and they will create an account for you. You may preview the site from the link on the FACT Center homepage or at www.fact.usu.edu/htm/canvas. Departments and faculty may contact Robert Wagner or the FACT Center with any questions or concerns.

Consent Agenda Items – Vince Wickwar.

A brief summary of the reports was presented by the following people:

Research Council Annual Report – Brent Miller
Bookstore Report – Eric Worthen
EPC Items – Larry Smith

A motion to approve the consent agenda was made by Shane Graham and seconded by Darwin Sorensen. The motion passed unanimously.

Action Items

PRPC Item, 402.10 - 402.12 The Faculty Senate and Its Committees (First Reading) – Bob Parson. There was no discussion. This item will be presented at the next Senate meeting for a second reading.

Motion to approve was made and seconded. Motion passed.

Adjournment

Motion to adjourn was made at 4:30 p.m.

UtahStateUniversity



CLIMATE ACTION PLAN

LOGAN • UTAH

USU Greenhouse Gas Emissions Inventory



In 2008, USU conducted an inventory of greenhouse gas (GHG) emissions to establish an emissions baseline (see Appendix A). The inventory focused on scope I, II, and several significant scope III emissions (see Box 1 in Appendix A). The majority of USU's emissions were from travel, electricity generation, and natural gas consumption (Figure 1). This suggests that USU's largest opportunities for GHG emissions reductions are related to energy use on campus. However, the relatively large contribution of emissions resulting from commuting and air travel suggests that we also have the potential to reduce GHG emissions significantly through strategies that reduce or compensate for the number of miles travelled per capita, by increasing the efficiency of the means of transportation, or by instituting behavioral changes that result in fewer miles travelled. This will be particularly challenging for students, faculty, and staff at our Regional Campuses.

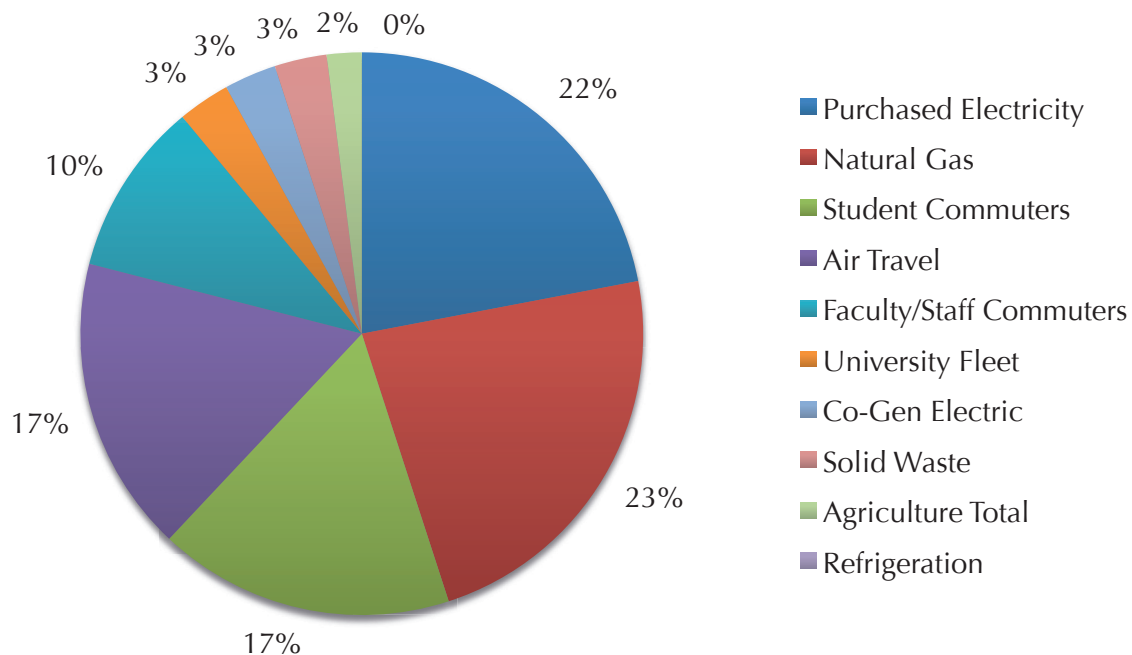


Figure 1. Total USU GHG Emissions by Source

USU has recorded a 20% increase in student population since 1990, but only a 1% increase in our corresponding energy growth. This is a strong indicator of the energy conservation and energy efficiency projects and policies that have been implemented during this time, both from the state level and on our campus have been effective. What follows is a summary of these activities and suggestions for going forward. ***Attaining carbon neutrality by 2050 will require major shifts in behaviors, policy, economics, and technology.***

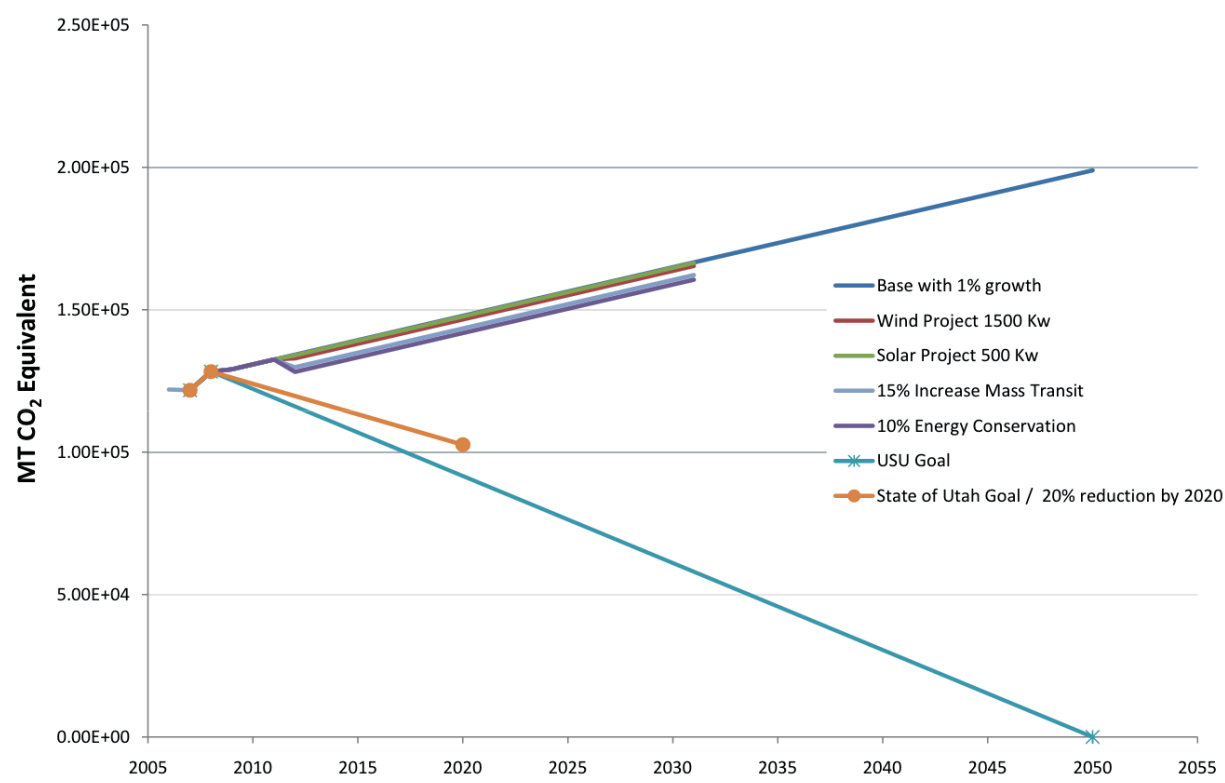


Figure 2. GHG Emissions and Targets Graph

Energy

Physical Plant

USU has taken several measures to increase energy efficiency across campus. We replaced our coal-generated power plant with hydroelectric and natural gas co-generation installations, reducing emissions from 265 tons per year to less than 20 tons per year over the last five years. The new energy plant heats 1/3 of the campus by re-capturing waste heat as a by-product of electricity production. We have installed occupancy sensors for lighting in several campus locations and retrofitted 3.5 million square feet of space with new efficient fluorescent lighting,



Swaner Eco-Center from www.swanerecocenter.org

reducing our power bill by 30%. To date, four USU buildings have been retro-commissioned to maximize energy efficiency. USU has two LEED certified buildings, including the new Wetland Discovery Point education building at the Utah Botanical center, making it the first state-owned building in Utah to receive Platinum LEED certification. Our recently acquired Swaner Eco-Center also boasts a LEED

platinum certification. The State of Utah recently adopted policies that will require all new state buildings to meet at least LEED silver standards. This will increase the energy efficiencies of future campus buildings.

The University also has instituted a program working with science departments to encourage closing of fume hood sashes in laboratories to minimum levels when hoods are inactive. We also have established a schedule for maintaining laboratory refrigeration equipment in good condition with condensing coils and having fans cleaned frequently while equipment that is deemed to be in poor condition and low efficiency is replaced. USU also conducted feasibility studies for placing a wind generator on University property and installing a second hydroelectric generation on the Logan River as additional sources of renewable electrical power generation. At present, there are no options for acquiring electrical power generated from renewable resources through the City of Logan. However, we fully expect that as wind and solar become more prevalent in Utah and the Intermountain West, these options will become available over the next few years. Support for renewable energy in our state is evidenced by the defeat of a proposal for a new coal-generated electrical plant in Utah last year.



Utah Botanical Garden from theutahhouse.org

Information Technology

The University IT administration has instituted additional activities to lower carbon emissions primarily through increasing energy efficiency. Energy efficient chillers in the data center were installed to provide air conditioning. The data center has greatly benefited from the existing chilled water plant, including the elimination of all CFC refrigerants, a potent greenhouse gas. Many University servers have been moved to the Data Center, eliminating the need to cool multiple rooms across several buildings. This has resulted in an estimated energy savings of 35 - 40%.

The IT department has implemented an energy conservation program through purchasing Energy Star equipment (all new servers are Energy Star rated) and providing education on powering down equipment where appropriate. They have installed energy efficient lighting with timers in their building space. In addition, they have helped USU create a new paperless travel documentation system, reducing the use of both paper and energy.

Transportation

Transportation accounted for nearly half (47%) of the University's total greenhouse gas emissions for fiscal year 2007. Commuting by students, faculty, and staff contributes 27%, air travel by students, faculty, and staff contributes 17%, while University fleet transportation contributes only 3%.

Wherever possible we encourage and incentivize the following for faculty, staff, and students:

- Use of bicycles for commuting and promotion of a bike friendly campus through AggieBlue Bikes;
- Attendance at multi-campus meetings and training sessions by videoconferencing; and
- Purchase of alternative-fueled, hybrid, and "right-sized" University vehicles.

As mentioned previously, the Aggie Shuttle buses now burn natural gas rather than diesel fuel. The Aggie Blue Bikes program enables students to checkout over 200 bicycles for their own use. Over the last two years, the USU motor pool facilities operations and individual colleges have purchased more efficient vehicles including hybrids and an electric vehicle. The University revised its Vehicle Use Policy in 2010 to comply with Utah House Bill 110 "State Fleet Efficiency Requirements." The bill implements a plan to increase the fleet energy efficiency 20% by the year 2015. New vehicles purchased by any USU unit must be hybrid or alternative fueled and "right-sized" for the intended use. Any request for waivers of the Policy must be approved at the level of Dean or Vice President. The new Policy also requires annual emissions testing on all vehicles in the University's fleet or individual departments.



Aggie Blue Bikers from www.usu.edu/wellness-programs/sustainability

Recycling

USU's recycling program has grown from a small operation with one vehicle for retrieval in 1990, to a full-fledged Recycling Center with 10,000 square feet of space and 11 employees in 2009. Last year USU recycled over 665 tons of material in 23 different categories and expanded services to include collection of move-out goods from residence halls. The University continues to participate in RecycleMania and student organizations (such as Aggie Recyclers) have begun promoting recycling activities among their peers. Future plans call for adding recycling bins to all the offices on campus and converting to a single-stream recycling process.



USU Recycling truck from www.usu.edu/recycle/dropoffs



Earth Day 2010 USU Sustainability booth.

Carbon Credits

We recognize that USU is unlikely to be able to achieve carbon neutrality without engaging in the acquisition of carbon credits to offset some emissions. However, we are committed to purchasing such credits only as a last resort. Furthermore, we are committed to purchasing any such credits as close to campus as possible. As responsible stewards of the environment, our commitment is to help improve air quality in Utah, which suffers from severe winter inversions resulting in brief periods where we experience some of the worst air quality in the nation.

Just as we go to press, the Sustainability Council received permission from the Director of Utah's State and Institutional Trust Lands Administration (SITLA) allowing us to claim any carbon sequestered by those SITLA lands previously designated for the benefit of USU. We are currently in the process of engaging University climate, soil, and vegetation scientists to determine the annual amount of carbon sequestered by the more than 28,000 acres in USU's portfolio (see Appendix B).

Budget and Faculty Welfare Committee Report

Charge:

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.

Committee Members:

Rhonda Miller, Chair, Agriculture
Alan Stephens Agriculture
Jon Gudmundson, Arts
Charles Salzberg, Education and Human Services
Ed Reeve, Engineering
Timothy Wolters, Humanities and Social Sciences
Robert Schmidt, Natural Resources
Stephen Bialkowski, Science
Joanne Rouché, Extension
Dave Woolstnhulme, RCDE
Steve Sturgeon, Libraries
Ilka Nemere, Senate
Doug Jackson-Smith, Senate
Scott Bates, Senate

Meeting Dates:

September 27, 2010
October 29, 2010
November 12, 2010
December 13, 2010
January 19, 2011

Outline of Meeting Facts and Discussions:

At the September meeting, the BFW Committee prioritized issues that should be addressed. The top two issues identified were: 1) benefit representation and input, especially health care; and 2) the limited role the BFW Committee over the past several years. Health care has been the primary focus to date. Meetings with members from the Professional Employees Association and the Classified Employees Association identified similar concerns regarding health care. A Benefits Advisory Committee (BAC) has been established with two members from the BFW Committee representing faculty. The first meeting was held on January 28, 2011. In addition, the BFW Committee has expressed

their desire to be more involved and has been meeting with either Provost Coward or President Albrecht on a regular basis.

Issues:

The BFW Committee is still working on becoming more involved in all areas under our purview.

Supporting Materials:

The agenda and minutes from each meeting are attached.

Budget and Faculty Welfare Committee September Meeting

Location: Champ Hall
Date: September 27, 2010
Time: 10:00 to 12:00 (noon)

Members Present: Scott Bates, Steven Bialkowski, Doug Jackson-Smith, Jon Gudmundson, Rhonda Miller, Ilka Nemere, Ed Reeve, Joanne Roueche, Chuck Salzberg, Robert Schmidt, Alan Stephens, Steve Sturgeon

Agenda

Introductions
Update (Summer School) – Provost Coward
Role of BFW Committee
ADVS 2+2 Program
Issues forwarded by faculty
Issues to be addressed by BFW Committee
Meeting Dates
Other

Action Items

- Graduate Program Review
 - Animal, Dairy and Veterinary Sciences (ADVS) 2+2 Veterinary Program with Washington State University.

The ADVS 2+2 Veterinary Program was approved by email. Motion made by Robert Schmidt and seconded by Doug Jackson-Smith to ratify approval of the ADVS 2+2 Vet Program. Motion passed.

Discussion Items

- Summer School Update by Provost Coward and James Morales. Summer School enrollment is declining. Changes proposed include adjustments in the dates for the summer sessions and standardizing bell times. Economic incentives are also being examined. Motion made by Alan Stephens and seconded by Ed Reeve to support the summer school changes being proposed. Motion passed.
- Role of the BFW Committee. Discussion on the issues that the BFW committee should address according to faculty code versus what issues are brought to the BFW.
- Issues forwarded by faculty. Concerns brought forward by faculty generally center on our health care benefits. Some specific issues include the Mental Health Parity Exemption, and the selection of Unum as the provider for the voluntary, supplemental benefit accident and critical illness insurance programs.
- Meeting Dates. Doodle polls will be used to schedule meeting dates.

Meeting adjourned.

Budget and Faculty Welfare Committee October Meeting

Location: Champ Hall
Date: October 29, 2010
Time: 10:00 to 12:00 (noon)

Members Present: Scott Bates, Steven Bialkowski, Doug Jackson-Smith, Ed Reeve, Rhonda Miller, Ilka Nemere, Joanne Roueche, Robert Schmidt, Alan Stephens, Dave Woolstenhulme

Agenda

Meeting Minutes - none

Program Reviews

- MS Financial Economics
- MS in Economics & Statistics

Faculty Forum

Health Care Changes (BrandE Faupell)

- Mental Health Parity
- Voluntary Insurance

Other

Action Items

- Graduate Program Reviews
 - ⇒ Master of Science in Financial Economics
 - ⇒ Master of Science in Economics & Statistics

Motion made by Robert Schmidt and seconded by Ilka Nemere to approve both the MS in Financial Economics and the MS in Economics & Statistics programs. Motion passed.

Discussion Items

- Faculty Forum November 1, 2010. Scott Bates will present the introductory comments on health care.
- Health Care Changes (BrandE Faupell). Discussion on impending changes and process for determination of benefits. Employee Benefits Committee has two faculty representatives and meets approximately two times per year.

Meeting Adjourned.

Budget and Faculty Welfare Committee November Meeting

Location: Champ Hall
Date: November 12, 2010
Time: 3:15 – 5:00 p.m.

Members Present: Scott Bates, Jon Gudmundson, Doug Jackson-Smith, Rhonda Miller, Ilka Nemere, Ed Reeve, Chuck Salzberg, Alan Stephens, Steve Sturgeon

Agenda

Update by Provost Coward
Approval of Minutes
Salary Increases
Benefits Survey Assistance
Faculty Forum Update
Next Steps for Health Benefits Input

Action Items

- Motion made by Alan Stephens and seconded by Ed Reeve to approve the September and October minutes with correction noted (Steve Sturgeon present for September meeting).
- Graduate Program Review -- None
- Benefits Survey Assistance - Students in the School of Business will be sending out surveys covering "Benefits Knowledge & Interest" and "Health Wellness". BrandE Faupell requesting assistance from BFW in getting information on the surveys out to the faculty and encouraging them to respond. BFW felt that having two groups sending out survey requests could be confusing. Decision made to leave this survey to the students. BFW could potentially follow-up with a more in-depth survey later if warranted.

Discussion Items

- Update by Provost Coward - Letter from President on state revenues. Salary increases this year are unlikely. Discussion on various "pots" of money and how the dollars are allocated. Freshman class has increased 54% over the past five years.
- Faculty Forum Update - Faculty Forum relatively sedate. Not much discussion.
- Next Steps for Health Benefits Input - Discussion on what can be done to get more input in our health care decisions. Invite Vince Wickwar to next meeting to discuss in more detail.

Meeting adjourned.

Budget and Faculty Welfare Committee December Meeting

Location: Champ Hall

Date: December 13, 2010

Time: 10:00 a.m. – 12:00 (noon)

Members Present: Scott Bates, Steven Bialkowski, Jon Gudmundson, Doug Jackson-Smith, Rhonda Miller, Ilka Nemere, Ed Reeve, Joanne Roueche, Chuck Salzberg, Robert Schmidt, Alan Stephens, Steve Sturgeon, Dave Woolstenhulme

Guests Present: Deb McGill, *Classified Employees Association (CEA)*
Lisa Leishman, *Professional Employees Association (PEA)*

Agenda Items

Approval of Minutes

Program Approvals:

- HPER proposal
- Global Communication proposal

Updates:

- Benefits Survey Presentation - December 15th, School of Business - 9th floor
- EBC Meeting update
- Common Hour - status

Benefits Discussion with PEA and CEA

Other

Action Items

- Approval of Minutes: Motion made by Ed Reeve and seconded by Alan Stephens to approve the November minutes. Motion passed.
- Program Approvals: Motion made by Ed Reeve and seconded by Robert Schmidt to approve the HPER proposal. Motion passed.
- Motion made by Ed Reeve and seconded by Robert Schmidt to approve the Global Communication proposal. Motion passed.
- Motion made by Robert Schmidt and seconded by Stephen Bialkowski to forward the following resolution to Faculty Senate Executive Committee. Motion passed unanimously.

Resolution

The faculty senate requests the reestablishment of a formal USU Employee Benefits Board (EBB). This board should provide an opportunity for:

- (1) discussion and feedback from all employee groups about significant changes (as determined by the EBB) to employee benefits in advance of their formal recommendation for adoption;
- (2) formal approval of significant change (as determined by the EBB) to benefit policies and programs prior to their adoption by the University.

To ensure adequate training and experience, we suggest that the 3 major employee groups each appoint 3 representatives to this board on 3-year rotating terms to represent the diverse interests of our employees. As representatives are selected, each employee group should work to ensure adequate representation of the interests of non-Logan based employees.

Discussion Items

- Student Benefits Survey Presentation scheduled for December 15th, School of Business, 9th floor.
- Common hour is being examined by other groups.
- Continued discussion on health benefits and our desire for representation. Professional and Classified Employee Associations also would like representation. Resolution developed. Doug Jackson-Smith will take this to the Faculty Senate Executive Committee.

Meeting adjourned.

Budget and Faculty Welfare Committee January Meeting

Location: Champ Hall
Date: January 19, 2011
Time: 1:40 – 3:30 p.m.

Members Present: Scott Bates, Steven Bialkowski, Jon Gudmundson, Doug Jackson-Smith, Rhonda Miller, Ilka Nemere, Ed Reeve, Joanne Roueche, Chuck Salzberg, Robert Schmidt, Alan Stephens, Steve Sturgeon, Dave Woolstenhulme

Agenda

Benefits Resolution Update with Vince Wickwar, Ed Heath, Glen McEvoy
Next Steps for Health Benefits Input
Budget Update with President Albrecht

Action Items

- Committee drafted base survey questions gathering input on benefits and compensation. Alan Stephens and Doug Jackson-Smith to fine-tune survey questions and send to the committee. Committee members to send to faculty in their college/unit.

Discussion Items

- Benefits Resolution – Meeting with Vince Wickwar, Ed Heath, and Glen McEvoy. The benefits resolution will be tabled while an alternate route for getting meaningful input is pursued. Representatives from the Faculty Senate, Budget and Faculty Welfare Committee, Professional Employees Association, and Classified Employees Association will meet with Vice-President Dave Cowley to request more meaningful input. Rhonda Miller and Alan Stephens will represent the Budget and Faculty Welfare Committee at this meeting.
- Budget Update by President Albrecht. Legislative process is just beginning. Compensation is undetermined.

Meeting adjourned.

ACADEMIC FREEDOM & TENURE COMMITTEE REPORT
2010-11
Prepared by Richard Jenson, Chair

INTRODUCTION

Under **USU Policy 402.12.3** the Academic Freedom and Tenure Committee is defined as “an administrative 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.”

AFT Committee Members 2010-2011

James Barnhill, Scott Budge, Nick Eastmond, Britt Fagerheim, Sandi Gillam, Richard Jenson, Lynn Jemison Keisker, David Peak, Craig Petersen, Peggy Petrzela, Aaron Roggia, Helga Van Miegroet, and Ralph Whitesides

OUTLINE OF MEETING FACTS AND DISCUSSIONS

AFT Committee Meeting, October 28, 2010

The committee reviewed the report from the 2009-10 AFT Committee in which a number of issues were encountered during the course of hearing six faculty grievances. Among the items addressed was the possible need for a faculty advocate to assist a grievant in navigating the grievance process. Discussion centered on whether the AFT chair and committee should assume this role or whether the AFT should merely facilitate a fair and expeditious hearing. The committee raised the question of possibly utilizing university mediation as another alternative to the grievance process. An assignment was given for a committee member to investigate and report back at the next AFT meeting. Another issue the committee decided to address is the criteria for pre-tenure termination. The interest in this issue stemmed from one of the grievance hearings from 2009-10 in which a candidate was terminated just prior to the sixth year tenure and promotion committee meeting. The committee discussed code amendments to clarify the requirements for external letter solicitations and also the timing and delivery of evaluation letters to candidates at each level of review. Assignments were made to draft clarifying language for possible code amendments.

Grievance Pre-Hearing, December 7, 2010

The only grievance filed thus far during the 2010-11 academic year involved the grievance filed by a full professor against his department head and members of his post-tenure quinquennial review committee alleging code violations in the conduct of the

review. This pre-hearing was held as outlined in the faculty code in an attempt to stipulate facts, obtain potential witness lists, and establish documentary evidence to be presented. The candidate made an amendment to his grievance and the pre-hearing was continued and subsequently rescheduled for February 9th.

AFT Committee Meeting, January 24, 2011

The committee heard reports from three committee members who were given assignments from the October 28th meeting. The report back on the USU mediation process concluded that mediation was not likely to be a satisfactory alternative to the grievance process. Two committee members shared proposals to amend the faculty code in three areas: (1) 407.72 regarding the criteria for terminating a candidate prior to the final tenure and promotion committee meeting; (2) 405.7.1(3) regarding the clarification of the timing and responsibility for delivery of evaluation letters; and (3) 405.7.2 regarding solicitation of external peer reviewers. Additional feedback on the proposals was provided by the AFT committee and assignments were extended to finalize the proposals at the next AFT meeting on February 22, 2011.

Grievance Pre-Hearing, February 9, 2011 (scheduled)

This is a continuation of the December 7th prehearing.

AFT Committee Meeting, February 22, 2011 (scheduled)

This AFT Committee meeting has been scheduled to finalize the proposals to amend the sections of the Policy Manual (see ISSUES in the following section).

ISSUES

The 2010-11 AFT Committee has elected to pursue possible amendments to the Policy Manual to address several concerns raised during the previous year. During that year six grievance hearings were convened and a number of issues were identified in the AFT Annual Report. The issues and code sections currently being examined by the AFT Committee include:

- 405.7.1(3) Correction to code references with respect to reasons for non-renewal.
- 407.7.2 Proposal to require a written record of reasons for non-renewal and the communication of such reasons to the faculty.
- 405.7 Proposal to clarify language and responsibilities with respect to the delivery of evaluation letters to the candidate.
- 405.7.2 Proposal to clarify language in the code governing the submission of supplementary materials by the candidate prior to the meeting of the University promotion and tenure committee.

- 405.7.2 Proposal to amend sections in the code governing the solicitation of external review letters.

RECOMMENDATIONS OR ACTIONS NEEDED BEFORE WORK CAN CONTINUE

None.

SUPPORTING MATERIALS

Minutes, AFT Committee Meeting, October 28, 2010

Minutes, AFT Committee Meeting, January 24, 2011

Utah State University
Academic Freedom and Tenure Committee (AFT)
Minutes – October 28, 2010

In attendance: Richard Jenson, Lynn Jemison Keisker, Nick Eastmond, Helga Van Miegroet, David Peak, James Barnhill, Aaron Roggia, Ralph Whitesides.

- The meeting was called to order at 1:35 PM by AFT Chair Richard Jenson
- The committee reviewed Policy Manual section 402.12.3 describing the jurisdiction, duties, membership, and officers of the AFT committee.
- The committee reviewed the 2010 AFT Committee Report that listed 13 issues that last year's committee encountered in hearing 6 grievances. The current committee spent most of this meeting addressing three of these issues.
 - One issue addressed the possible need for an “advocate” with strong knowledge of the faculty code who could advise faculty members on the grievance process. A concern was raised that an advocate might be placed in a difficult position if he or she actually advised a potential grievant to pursue or not to pursue a grievance. Another avenue was suggested that involved the possible use of university mediation if the grievance involved an issue which might be negotiated (would not be appropriate in cases involving the denial of tenure). It was suggested that a major problem is that faculty are not familiar with the code and need to be educated on the provisions concerning faculty evaluation and tenure. Another suggestion was to continue to have the AFT chair explain the grievance process to the potential grievant and also rely on the grievance pre-hearing to screen out grievances that appear to have no merit. The committee tabled further discussion of this issue in order to first get information about the USU mediation process. An assignment was given to Nick Eastmond to investigate this and report back to the committee.
 - The 2010 AFT Committee raised concerns that Policy 407.7.2 (Reasons for non-renewal) was vague on the criteria for pre-tenure termination. Helga Van Miegroet was given the assignment to explore some possible wording changes that might address such concerns.
 - The 2010 AFT Committee also raised concerns about the lack of clarity in the code with respect to the delivery of promotion and tenure evaluation letters (TAC, DH, Deans) to candidates. At issue is whether such evaluation letters should be delivered to the candidate prior to the transfer of the binder to the central promotion and tenure committee (Policy 405.7.2(2)-(4)). David Peak was assigned to lead an e-mail dialogue on this issue among the current AFT committee.
 - All committee members were assigned to review the 2010 AFT report once again in order to consider other issues that might be given priority status during 2010-11.
- The committee discussed the appropriateness of AFT hearing panels requesting access to outside review letters in special cases. The general consensus was that the committee should not pursue this because of confidentiality (concerning the outside reviewers) and also to avoid becoming involved in the re-interpretation of the letters.
- The committee chair invited AFT members to communicate their interest in serving as AFT vice chair.

- One grievance has been filed so far during 2010-11. A grievance panel is currently being assembled from among the AFT committee.
- The meeting was adjourned at 3:00 PM.

Respectfully submitted by Richard Jenson.

Utah State University
Academic Freedom and Tenure Committee (AFT)
Minutes – January 24, 2011

In attendance: Scott Budge, Nick Eastmond, Sandi Gillam, Richard Jenson, David Peak, Craig Petersen, Aaron Roggia, Helga Van Miegroet, and Ralph Whitesides

- The meeting was called to order at 2:35 PM by AFT Chair Richard Jenson
- Richard Jenson gave an update on the grievance hearing currently before the AFT. A concern was raised that the process was not following the schedule prescribed in the code. Richard explained that part of the delay was due to an amendment to the grievance that added three additional respondents. Two respondents had not yet provided responses. Richard expected that the grievance would proceed sometime during February.
- David Peak introduced a proposal to clean up and clarify code paragraphs 405.7(2-5). Some of the changes addressed style and consistency in the wording and switched from passive to active voice. The substantive changes clarified the delivery of evaluation letters to the candidate from the various levels of the promotion and tenure process. The new wording specified who would deliver the letter and when it would be delivered.
- David Peak also proposed changes in the code governing the solicitation of external reviews. His proposed changes would require that the initial reviewer solicitation list be expanded to six (the required number of returned letters remains at four) with at least half of the potential reviewers from the candidate's. David suggested that this addresses the problem of failing to have four reviewers returned from the initial solicitation. There were concerns from some AFT Committee members that increasing the original solicitation to six may create waste in the process due to the imposition on reviewers who may not be necessary.
- Scott Budge raised the issue of using external review letters from research collaborators noting that the code does not restrict this. Nevertheless, the central promotion and tenure committee has communicated a doctrine of "arms length" although it is not codified. Because of a relatively small research community in some cases, candidates may need, or find it advantageous to use collaborators as outside reviewers. However, it will be necessary in such cases to provide a context when they are used. Scott Budge was assigned to explore some wording that might be added to the code to address this situation.
- David Peak proposed a code amendment to allow any candidate to provide supplementary binder documentation to the Provost one week prior to the meeting of the central committee. The current process, which is not codified, does not invite all candidates to provide such supplementary documentation. David will refine wording for final AFT Committee approval.
- Helga Van Miegroet presented a proposal to amend code sections 405.7.1(3) and 407.7.7.2. The issue she raises is the administrative prerogative to terminate a candidate prior to the final tenure and promotion committee review. She proposes that 405.7.1(3) reference the reasons for non-renewal [407.7.2] and that an administrator be required to present a clear written record to the faculty demonstrating reasons for non-renewal. Because little time was left for discussion, Helga requested that the AFT Committee provide her input so that this issue can be finalized at the Feb 22 meeting.
- Nick reported back on the USU mediation program. Larry Smith told him that there was not a big demand for mediation (perhaps one every two years). However, BrandE

Faupell felt the program had value, but that training would have to be kept current. Nick concluded that the mediation program was probably not an alternative for any of the types of faculty grievances typically heard by the AFT hearing panels. Mediation would appear to be better suited for settling communication gaps and not addressing code violations.

- The next meeting of the AFT meeting was scheduled for February 22 at 2:30 (location to be announced).
- The meeting was adjourned at 3:40 PM.

Respectfully submitted by Richard Jenson.

**Report from the Educational Policies Committee
January 18, 2011**

Submitted by L. Smith, EPC Chair, on February 15, 2011

The Educational Policies Committee met on February 3, 2011. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page¹.

During the February 3 meeting of the Educational Policies Committee, the following actions were taken:

1. Approval of the report from the Curriculum Subcommittee meeting of February 3, 2011 which included the following notable actions:
 - The Curriculum Subcommittee approved 30 requests for course actions.
 - The request from the Caine College of the Arts and the Jon M. Huntsman School of Business to offer a jointly sponsored interdisciplinary program entitled *Certificate in Design Thinking for Innovation* was approved pending revisions.
 - The request from the Department of Special Education and Rehabilitation to offer a *Certificate of Proficiency in Rehabilitation Counseling* was approved pending revisions.
 - The requests from the Department of Health, Physical Education and Recreation to offer a Plan B option for the MS Health and Human Movement Exercise Science Specialization, Health Education Specialization and the Sports Medicine Specialization was approved pending revisions.
2. There was no January meeting of the Academic Standards Subcommittee to report on.
3. Approval of the report of the General Education Subcommittee meeting of January 18, 2011. Actions of note:
 - The following General Education syllabi were approved:

USU 1340 for Adam Beh

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

**One-Year Renewal of USU-CEU Faculty Senate
(and Faculty Senate Executive Committee) Apportionment Proposal
with the Addition of Membership on Faculty Senate Standing Committees**

Last year the Faculty Senate (FS) approved the proposal given below. It gave USU-CEU three faculty senators and one executive committee member. It also allowed for annual extensions, thereby providing time for the Ad Hoc Committee to Recommend Code Changes to Integrate USU-CEU to make its recommendations and to have them approved by the FS. While the committee is making considerable progress, it seems prudent to renew this proposal for another year in case its recommendations are not approved by FS during the 2010-11 academic year. The existing code (Sections 402.3.3 & 4, 402.10) will extend to USU-CEU, meaning that the current senators and alternates will continue into the 2011-12 academic year. In addition, it would also be appropriate to extend the original proposal to have members of the faculty at USU-CEU elect members to the FS standing committees [AFT, BFW, EPC (and its Curriculum Subcommittee), FEC, FDDE, and PRPC], as is currently done by the faculty in the Academic Colleges, Extension, Libraries, and Regional Campuses. This extends the membership of these committees, as currently described in Section 402.12, to include USU-CEU. The logic for this extension in membership is the same as that used in the past to add representatives from the Regional Campuses.

USU/CEU Faculty Senate Apportionment Proposal

All Senators are well aware that a permanent change to our “faculty code” takes much time and attention. However, the recent Legislative action to merge USU and the College of Eastern Utah (CEU) has created an unusual challenge for our Faculty Senate. As of July 1, 2010, CEU faculty will become members of our USU faculty and, therefore, we feel a sense of obligation to have them represented in our Senate. Therefore, the following proposal is presented as a temporary solution that provides two advantages: (1) providing immediate representation for our new colleagues; while (2) affording us the time to be prudent and reflective on how our new colleagues will be integrated into our system of faculty governance.

It is proposed that 3 faculty senators represent CEU, as a unit. These senators shall be elected from the faculty, by faculty at CEU in accordance with election and eligibility rules of the USU Faculty Senate. One of the three shall be selected to serve on the Faculty Senate Executive Committee. Their term of service shall be from August 15, 2010 through June 30, 2011. It is our intention to consider and renew this temporary expansion of Senate membership annually until the recommendations of an ad-hoc committee can be permanently enacted in the University Policy Manual (Faculty Code). The ad hoc committee (with CEU representation) shall be formed and charged with investigating possible changes that would be needed in the code with regard to Faculty Senate apportionment. At this time, there are too many unanswered questions for us to move quickly with confidence and certainty. While answers to these questions will emerge in time, the Executive Committee of the Faculty Senate has concluded that it would be

prudent for us to adopt a temporary solution and, during that time, complete our background work to ensure that any permanent changes to the “faculty code” are well considered and position us for long-term success.

Again, this is a temporary solution in order for CEU to participate while permanent code changes are in process.

**Request from the
Ad Hoc Committee to Recommend Code Changes to
Integrate USU-CEU
for two Special Sessions of the Faculty Senate to
Review the Recommended Changes**

The FSEC and FS heard about this Ad Hoc Committee and its charge last fall. The Ad Hoc committee came about because of legislative action taken in the spring of 2010. We were tasked by President Albrecht to respond to this legislative action expeditiously.

The membership of the Ad Hoc Committee, the committee support, and references to two important documents are attached to this request.

The charge to the Ad Hoc Committee is also attached. Note that the intent was to present the recommended code changes to the FSEC at the meeting on March 21, 2011 and to present them to the FS for first and second readings on April 4 and April 25. Our goal, still, is to meet this schedule. However, there is much to be done in the next month.

The original intent was to send the recommended code changes through PRPC as we usually do. However, paying close attention to the progress that PRPC has made with the code changes recommended by the Kras Committee, starting three years ago, it became apparent that this procedure would take many years. Part of the reason for this is that PRPC does a very carefully job. Part of the reason is structural in that as a FS standing committee, PRPC has a limited number of meetings each year. For reference, PRPC will have met for roughly 8 hours this year.

By the end of last semester, we realized that we could not follow the usual procedures and have code changes approved this year, or probably for several years. The next question was how to do a careful and thorough review of the recommended code changes.

Part of the answer rests with the Ad Hoc Committee itself. The members of the committee have considerable experience with the code. USU-CEU is well represented. The Ad Hoc Committee has met and is meeting extensively. It will have spent more than 24 hours in meetings considering code changes between October and March. (In one year, it will have met for about as many hours as PRPC does in three years.) In addition, because of staff help, the Ad Hoc committee has been able to concentrate on the code.

Part of the answer rests with having all faculty senators participate in reviewing the recommended code changes and asking questions about why the particular changes were recommended. This in-depth review is too much to do in a regular FS meeting. Therefore we suggest a special session. However, to make it as easy as possible for senators to attend, we are suggesting two sessions, one in the afternoon and one in the early evening. Each session would be scheduled for 1½ hours. However, the rooms and remote feeds have been requested for longer periods.

To accomplish everything by April 25th will be demanding. To facilitate that, a detailed schedule has been developed. It is attached.

Ad Hoc Committee to Recommend Code Changes to Integrate USU-CEU

Committee Members

Vince Wickwar, Co-Chair: **Science**; President of FS, FSEC, FS Handbook Comm

Ray Coward, Co-Chair: **Executive Vice President and Provost**

Bob Parson: **Library**; FS, Chair of PRPC,

Ed Reeves: **Engineering**; BFW, EPC & Chair of its Curriculum Subcommittee; CTE study

Glen McEvoy: **Business**; President-elect of FS, FSEC, CoC, FS Handbook Comm.

Scott Henrie: **USU-CEU (Price)**, **CHaSS**; Formerly on FS and FSEC

Shane Brewer: **USU-CEU (Blanding)**, **Science**; FS

Diane Calloway-Graham: **CHaSS**; Formerly on FS and Chair of AFT

Marti Dever: **Education & Human Services** (Assoc. Dean & Dept. Head); Former President of FS

Gary Straquadine: **RCDE** (Dean & Exec. Director—Toole Campus); Chaired the CTE study

Staff

Larry Smith: **Science** (Vice Provost); Chair of EPC (Incorporated the agreed upon changes into the 400-level code.)

Andi McCabe: Assistant to the Provost (Arranged meetings, Combined all the suggested changes into one document.)

Supporting Documents

Memorandum of Understanding Establishing an Institutional Affiliation between Utah State University and the College of Eastern Utah State University. (December 11, 2009)

<http://www.ceu.edu/docs/mou.pdf>

USU-CEU Career and Technical Education (CTE) Planning Committee. Discussion Paper: Formation of a New School at USU; Developing a New CTE Faculty Category. (June 23, 2010)

Charge to the Ad Hoc Committee to Recommend Code Changes to Integrate USU-CEU

With the merger of USU with the College of Eastern Utah (CEU), parts of Section 400 of the USU Policy Manual (commonly called “the faculty code”) need to be modified to accommodate our new colleagues. Indeed, these changes are also needed to reflect the growing number of USU faculty who are located in sites other than Logan.

Thus, this committee will be charged to review Section 400 and to recommend changes to the text to reflect the growing proportion of our faculty that reside in locations other than Logan. In making this review, the committee needs to keep in mind increasing the excellence of USU as a whole; reinforcing the Land Grant mission of increasing educational opportunities for Utah citizens; the existing and possible future structure of our system of regional campuses; the “Memorandum of Understanding” that provides the framework for the creation of USU-CEU; and the discussions with CEU faculty and staff over the past year. An aspect of this review, should address the larger question of the promotion and tenure process for faculty with role statements where “instruction and teaching” is the primary area of emphasis. Another aspect of this review should include the creation of a “new” category of faculty in career and technical education. Still another aspect of this review should include Faculty Senate reapportionment.

The deadline for producing a report will be February 1, 2011. This will enable PRPC to send their recommendation to the March 21 meeting of the Faculty Senate Executive Committee to be put on the agenda for the April 4 and 25 meetings of the Faculty Senate.

Schedule—February to April 2011
Code Revisions to Integrate USU-CEU
(revised 3/1/11)

Friday 18 February	Larry sent out Ver. 1 of the revised code 401 through 404.
Tuesday 22 February 3:00 – 4:30 pm	Faculty Senate Executive Committee. Went over schedule for the proposed code revisions to integrate USU-CEU. Called for 2 extra Faculty Senate meetings. Added this schedule to the agenda for the next FS meeting, on 14 March.
Wednesday 23 February 2:00 – 4:30 pm	Ad Hoc Committee meeting. Reviewed code 406 and 407.
Friday 25 February	Larry sent out Ver. 1 of the revised code 405.
Friday 25 February 2:00 – 5:00 pm	Ad Hoc Committee meeting. Reviewed Ver. 1 of the revised code 401 – 403.
Monday 28 February	Larry sent out Ver. 1 of the revised code 406.
Wednesday 2 March	Larry to send out Ver. 1 of the revised code 407.
Thursday 3 March 2:00 – 5:00 pm Champ Hall Conf Rm	Ad Hoc Committee meeting. Review Ver. 1 of the revised code 404 – 407.
Friday 4 March	Larry to send out Ver. 2 of the revised code 401 – 407.
Friday 4 March	Joan to distribute Faculty Senate agenda, including Ver. 2 of the revised code 401 – 407. She will also send it out to members of PRPC.
Monday 14 March 3:00 – 4:30 pm Library 154	Faculty Senate meeting. Review schedule for examining Ver. 2 of the revised code 401 – 407. Emphasize the importance of the 2 special meetings. This is the time to ask questions and raise concerns. Then vote in the two regular April meetings.

Thursday
17 March
5:00 – 6:30 pm
CHaSS Conf Rm, Main 338

1st Special Faculty Senate meeting to ask questions about Ver. 2 of the revised code 401 – 407. Include members of the Ad Hoc Committee and PRPC.

Friday
18 March
3:00 – 4:30 pm
Library 154

2nd Special Faculty Senate meeting to ask questions about Ver. 2 of the revised code 401 – 407. Include members of the Ad Hoc Committee and PRPC.

Monday
21 March
3:00 – 4:30
Champ Hall Conf Rm

Faculty Senate Executive Committee meeting. Place 1st reading of Ver. 3 of the revised code on the agenda for the next Faculty Senate meeting.

Thursday
24 March
2:00 – 5:00 pm
Provost Coward's Office

Ad Hoc Committee to meet and act on Faculty Senate comments on Ver. 2 of the revised code 401 – 407. This will become Ver. 3 of the revised code 401 – 407.

Friday
25 March

Larry to send out Ver. 3 of the revised code 401 – 407.

Friday
25 March
3:00 – 5:00 pm
Champ Hall Conf Rm

Ad Hoc Committee to meet and review Ver. 3 of the revised code 401 – 407. The intent is for this revision to be such that the Faculty Senate can approve it without further revisions.

Monday
28 March

Joan to distribute Faculty Senate agenda, including Ver. 3 of the revised code 401 – 407.

Monday
4 April
3:00 – 4:30 pm
Library 154

Faculty Senate meeting.
1st reading of Ver. 3 or the revised code 401 – 407.

Monday
11 April
3:00 – 4:30 pm
Champ Hall Conf Rm

Faculty Senate Executive Committee meeting. Place 2nd reading of Ver. 3 of the revised code on the agenda for the next Faculty Senate meeting.

Monday
25 April
3:00 – 4:30 pm
Library 154

Faculty Senate meeting.
2nd reading of Ver. 3 of the revised code 401 – 407.