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## Faculty Senate Executive Committee Agenda, April 25, 2011

Utah State University

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## **FACULTY SENATE MEETING**

Monday April 25, 2011

Merrill-Cazier Library, Room 154

### **Agenda**

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- 3:00 Call to Order**.....Vince Wickwar  
Approval of Minutes April 4, 2011
- 3:05 Announcements**.....Vince Wickwar
- Roll Call (if alternate, sign as alternate and for the senator you are replacing, current senators only sign the role today)
  - Status of Faculty Senate Motion Tracking (<http://www.usu.edu/fsenate/> click Motion Tracking)
  - Distribution of editing changes (non substantive) for USU-CEU code changes
- 3:10 University Business**.....Stan Albrecht, President  
Raymond Coward, Provost
- 3:25 Information Items**
1. AA/EO Code Changes in Policy 300.....David Ottley
  2. Common Hour Revised Implementation.....Jordan Olsen
  3. Diversity Council.....James Morales
- 3:35 Consent Agenda**
1. Calendar Committee Follow up from last FS Meeting (Scott Bates)
  2. FDDE Annual Report (Jennifer Duncan)
  3. Committee on Committees Annual Report (Glenn McEvoy)
  4. EPC Items (Larry Smith)
- 4:00 Action Item**
1. Approval of presidential appointee to Faculty Senate Executive Committee.....Vince Wickwar
  2. USU-CEU Code Changes (Second Reading).....Vince Wickwar
- 4:30 Concluding Remarks and Adjournment**.....Vince Wickwar



**USU FACULTY SENATE  
MINUTES  
APRIL 4, 2011  
Merrill-Cazier Library, Room 154**

Vince Wickwar called the meeting to order at 3:00 pm.

**Approval of Minutes**

A motion to approve the minutes of March 14, 2011 was received and seconded. The motion passed unanimously.

**Announcements – Vince Wickwar**

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

**University Business – President Stan Albrecht.**

President Albrecht and Provost Coward are both out of town on business. Sydney Peterson gave a brief update on the search for the VP of Research and Dean of Graduate Studies position. About a dozen applicants participated in video conference interviews. From that, the list of applicants was narrowed to four candidates. Upon completion of final reference checks the finalists will be brought to campus for face-to-face interviews and open forums before the end of the semester.

**Information Items**

**Calendar Committee – Scott Bates.** The Calendar Committee has examined several perceived problems with the current schedule and in their report offered some proposed solutions. Among the identified problems are the discrepancy in teaching days, 70 for Fall and 73 for Spring; the alternate day schedules after holidays; and USU's spring break and local schools districts spring breaks being at different times. Some possible solutions could be extending Thanksgiving break and coordinating with the local school districts to have all the spring breaks overlap. The senate discussed some of the pros and cons of each of these. The sentiment among senators was that beginning Fall semester earlier to increase the number of teaching days is a bad idea because it shortens field work time and student employment time. Senators favored extending Fall semester a few days into December over beginning earlier. The alternate day schedule after holidays impacts RCDE and any other once-a-week classes heavily e.g., classes are often canceled or students cannot arrange work schedules to attend on the alternate day. Dropping the alternate day schedules would be an easy fix. Many senators expressed the sentiment that "if it isn't broken don't fix it". Aligning the spring breaks with the public school system would be nice for faculty with school age children but the districts are reluctant to move their break earlier into March because of poor weather; it is difficult for USU to have an April spring break just before finals.

The Calendar Committee will take the senators feedback into consideration and present a final calendar at the next meeting.

**Committee on Committees Election Results – Glenn McEvoy.** All of the colleges have completed their faculty senator elections with the exception of RCDE. Elections for Faculty Senate committees were also conducted and most of the positions are filled. Rhonda Miller was

re-elected to BFW, Randy Simmons was re-elected to PRPC. The Emma Eccles Jones College of Education is missing representatives for AFT and FDDE. For the College of Engineering, Christopher Neale was elected to FDDE and Richard Peralta to PRPC. The College of Humanities and Social Sciences is missing a representative to the FEC committee. The College of Natural Resources is also missing representatives to FEC and PRPC. There will be representatives from USU-CEU on all six senate standing committees next year. Glenn reminded senators that FSEC representatives from each college are elected to two-year terms. Each college needing a new FSEC representative needs to caucus and elect their representative for FSEC. By code the newly elected senators are invited to the last Faculty Senate meeting of the year, April 25, 2011. The lists of Faculty Senators and committee members for 2011-2012 will be available shortly on the Faculty Senate website ([www.usu.edu/fsenate/](http://www.usu.edu/fsenate/)), and will be updated regularly.

### **Consent Agenda Items – Vince Wickwar.**

**PRPC Annual Report – Bob Parson.** There were no questions for Bob from the senators.

A motion to approve the annual report was made by Mike Parent and seconded by Nick Morrison. The motion passed unanimously.

**Honorary Degrees and Awards Report – Sydney Peterson.** Sydney briefed the senate on the five honorary degree recipients. Their names and brief biographies were included in the agenda packet for this meeting. Sydney also announced that the Board of Trustees has approved John Wilkerson as the Commencement speaker for Spring 2011.

A motion to accept the report was made by Sheri Hadderlie and seconded by Glenn McEvoy. The motion passed unanimously.

### **Action Items**

**Nominations for Faculty Senate President Elect – Glenn McEvoy.** The code requires that at the same time and in the same manner the senate elect a President-Elect and the Committee on Committee representatives. In case there were more nominees than positions, paper ballots had been made to use in Logan and electronic ballots made and tested to use for USU-CEU, RCDE, and Extension. Two new Committee on Committees representatives are needed for next year. Ed Heath nominated Robert Schmidt for Committee on Committees representative and Flora Shrode seconded. Flora Shrode nominated Jeff Smitten for Committee on Committees representative and a second was received. There were no further nominations.

Nick Morrison moved to close nominations, a second was received. The vote for these candidates was unanimous. No secret ballot was needed since there were no more nominees than positions to fill.

Flora Shrode nominated Renee Galliher for the position of Faculty Senate President-Elect, and a second was received. Renee is on sabbatical and was not present at the meeting. There were no further nominations. A motion to close nominations was made and seconded. A senator asked for more information about Renee. Flora Shrode responded that Renee has served as a senator and on the Faculty Senate Executive Committee. She promotes thoughtful and rational discussion in those meetings.

The motion to elect Renee Galliher by acclamation passed unanimously. No secret ballot was needed since there were no other nominations.

**Ad-Hoc Committee USU-CEU Code Changes (First Reading) – Vince Wickwar.** Senators had received the latest version of the proposed code changes a week prior to the meeting. Some non-substantive corrections (e.g. typo's, spelling, punctuation, etc.) were marked on the proposed

code and distributed as a separate document at the meeting. Senators were allowed some time to review these non-substantive changes.

Ed Heath made a motion to include the corrections as part of the first reading and Doug Jackson-Smith seconded. The motion passed unanimously.

**Section 401.** A senator questioned if the proposed School of Technology, to which the proposed Professional Career and Technical Education faculty would belong, would function independently or as a department within a college. Michelle Larson clarified that it would be within a college and function as a department.

Glenn McEvoy moved to accept the changes to Section 401. Ed Heath seconded and the motion passed unanimously.

**Section 402.** There was no discussion of the proposed changes in this section.

A motion to accept the changes was made by Ed Heath and seconded by Rhonda Miller. The motion passed unanimously.

**Section 403.** Glenn McEvoy moved to accept the changes in Section 403 and a second was received. Doug Jackson-Smith requested that the word "open" be left in Section 403.3.3(1) in the phrase "Faculty members conduct themselves in **an open**, fair, civil, and humane manner both in general and when making decisions or recommendations concerning admissions, employment, promotion, retention, tenure, and other professional matters." There was discussion about the confusion this might cause with the open meetings law, and Vince Wickwar explained that the removal of this word was suggested by people familiar with the open meetings law who were concerned that its inclusion might lead to having to make meetings concerning employment, promotion, retention, tenure, etc. open.

Glenn McEvoy made a friendly amendment to his motion to accept Section 403, but leave the word "open" in this phrase and refer it to PRPC for review. Blake Tullis seconded and the motion passed unanimously.

**Section 404.** There was no discussion of the proposed changes in this section.

A motion to accept the changes was received and seconded. The motion passed unanimously.

**Section 405.** A motion to accept the changes was made by Nat Frazier and seconded by Steve Burr. Several issues were raised with Section 405. Specifically one involved Section 405.6.3, dealing with a candidate's file. Some senators claimed that the new wording would remove the right of candidates to add letters of rebuttal to their files. Vince read the original code to clarify that the current code does not allow letters of rebuttal because all things have to be put into the file prior to the first meeting of the Promotion and Tenure Committee. Hence, no rights were being removed. Instead, a new right was being added to allow letters concerning specific events to be added. Senators commented, despite two distributions of the proposed changes and two special Faculty Senate meetings to review these changes, that they felt rushed to push these changes through without PRPC reviewing them and questioned if the committee was charged to make these types of changes as opposed to changes that only specifically affected USU-CEU. They were referred to the committee's charge, which was more general than just proposing USU-CEU related changes, that had been distributed and approved a couple of times. Also, Executive Secretary Joan Kleinke read in part from the minutes of March 14 that "Each member of the committee reviewed each section separately and made comments, suggestions and changes. In the process the Ad Hoc Committee found that they were dealing with issues from the Kras Committee that PRPC would be deliberating simultaneously. As a consequence, the ad hoc committee decided to incorporate some of them into their work, because it would be too difficult and too confusing to have two different groups going forward with code changes at the same

time, especially when they overlapped.....” In the previous Faculty Senate meeting, the Senate had voted to pass the Ad Hoc Committee’s proposal to have two special meetings to review all the proposed changes. Another concern was in Section 405.7.2(1), involving external review letters. In the present code, reviewers are asked to evaluate the faculty member’s research or creative endeavors. This presents a problem for a number of faculty members at USU-CEU, RCDE, and Logan whose major professional role is teaching, not research. The proposed change was to ask the reviewers “to evaluate the candidate’s achievement of excellence in his or her major professional role.” There was a concern expressed that when role statements have high percentages for both teaching and research, there should be the ability to evaluate both, not just the primary role. There was also a concern expressed that external reviewers could not evaluate teaching excellence.

Mike Parent made a motion to add language that faculty would be evaluated on “excellence and effectiveness, as appropriate, for his or her major professional roles”. Byron Burnham seconded the motion. There was further debate and a suggestion that this proposed change needs to go to PRPC. It was stated that if we do that it would hold up what is needed for USU-CEU. The question was called. The motion did not pass.

Glenn McEvoy made a friendly amendment to the original motion that would exclude the change in Section 405.6.3 (and parallel language in Section 405.11.3) and exclude the change on external review letters in Section 405.7.2(1) (and parallel language in Sections 405.8.3(1) and 405.11.4(1)) and in any other related sections. That is, in these sections, the language would revert back to the original code. In addition, possible new changes to these sections would be sent to PRPC early in the fall for evaluation. A second to this motion was made by Doug Jackson-Smith. The motion passed unanimously.

Craig Petersen also noted that Section 405.12.2, referring to the quinquennial review, has inconsistent wording in the beginning and middle of the first paragraph. He moved that the wording in the middle of the paragraph be modified to read “equal to or higher rank”. Glenn McEvoy seconded and the motion passed unanimously.

There was a motion to accept the proposed changes in Section 405 as modified with these two foregoing amendments. The motion was seconded and passed unanimously.

**Section 406.** There was no discussion of the proposed changes in this section.

Glenn McEvoy moved to accept the changes. A second was received and the motion passed unanimously.

**Section 407.** There was no discussion of the proposed changes in this section.

A motion to accept the changes was made by Steve Burr and seconded by Doug Jackson-Smith. The motion passed unanimously.

### **Adjournment**

Motion to adjourn was made at 5:00 p.m.

## **ISSUES/RECOMMENDATION**

### **Purpose:**

To update Policy 303 "Affirmative Action/Equal Opportunity" in accordance with federal and state rules and regulations.

### **Issues:**

- A list of references was added to reflect the growing number of federal regulations that relate to the policy.
- Coverage for any person participating in any official USU function was clarified. This clarifies the non-discrimination/harassment protection to faculty, staff, students, applicants and participants in programs/activities sponsored by USU. This has always been a requirement under the various laws and should have been in previous versions of the policy.
- Expanded protection against discrimination based on sexual orientation by including "sexual orientation or gender identity/expression." This brings the verbiage in line with local, state and national trends.
- Updated definitions and coverage necessitated by modifications of existing regulations particularly as it relates to military service and veterans.
- Other changes are primarily administrative in nature in order to further explain a particular point or better define coverage.

### **Recommendation:**

The Affirmative Action/Equal Opportunity Office recommends approval of the changes to this policy to bring it in line with federal regulations.

# **POLICY MANUAL**

## **GENERAL**

**Number 303**

**Subject: Affirmative Action/Equal Opportunity**

**Date of Origin: January 24, 1997**

**Effective Date of Last Revision:**

### **303.1 REFERENCES**

- 1.1 The Equal Pay Act of 1963, as amended
- 1.2 The Civil Rights Act of 1964 (Title VI & Title VII) as amended
- 1.3 The Age Discrimination in Employment Act (ADEA) of 1967
- 1.4 Title IX of the Educational Amendments of 1972
- 1.5 The Rehabilitation Act of 1973 (Sections 503 and 504)
- 1.6 The Age Discrimination Act of 1974
- 1.7 Section 402 of the Vietnam Era Veterans' Readjustment Act (VEVRRA) of 1974 as amended by the Jobs for Veterans Act (JVA) of 2002
- 1.8 The Americans with Disabilities Act (ADA) of 1990 as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008
- 1.9 The Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994
- 1.10 Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008
- 1.11 U.S. Presidential Executive Order 11246, as amended
- 1.12 Utah Antidiscrimination Act (Utah Code - Title 34A - Chapter 05)
- 1.13 Governor's Executive Order 206-0012: Prohibiting Unlawful Harassment, Issued December 13, 2006

### **303.2 POLICY**

#### **2.1 Equal Opportunity**

Equal Opportunity in employment and education is an essential priority for Utah State University (USU) and one to which the University is deeply committed. Utah State University is dedicated to providing an

equal opportunity climate and an environment free from discrimination and harassment for faculty, staff, students, applicants and participants in all programs/activities sponsored by USU. In accordance with established laws and University policies, the University prohibits discrimination based on race; color; religion; sex (including sexual harassment, pregnancy, childbirth, or pregnancy-related conditions); national origin; age; genetic information; sexual orientation or gender identity/expression; disability; ~~or~~ status as a protected veteran; or any other status protected by University policy or local, state, or federal law. ~~veteran's status. In addition, discrimination on the basis of sexual orientation for employees in all aspects of employment and for students in academic programs and activities is prohibited.~~

## **2.2 Affirmative Action**

Affirmative Action is designed to redress imbalances of minorities and women in the workforce. U.S. Presidential Executive Order 11246 (as amended) requires federal contractors to take "affirmative" steps to recruit, hire, and advance minorities and women when incumbency is significantly less than estimated availability ~~they are underrepresented in the University and are qualified and available~~ in the labor force. Utah State University proactively undertakes good faith efforts to reach affirmative action goals.

While affirmative action goals are not established for protected veterans or people with disabilities, the University undertakes affirmative steps to recruit, hire, and advance people with disabilities and certain protected veterans (disabled veterans, other protected veterans, recently separated veterans, and Armed Forces Service Medal veterans), as required by the Rehabilitation Act of 1973 and the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (VEVRAA) as amended by the Jobs for Veterans Act(JVA) of 2002.

The University's Affirmative Action ~~Plan~~ Programs, including goals, ~~and timetables, is~~ are available for review at the Merrill-Cazier Library's ~~reference~~ reserve desk or the USU Affirmative Action/Equal Opportunity (AA/EO) Office.

## **303.3 RESPONSIBILITIES**

### **3.1 Affirmative Action/Equal Opportunity Office (AA/EO)**

Responsible for developing annual Affirmative Action Programs (AAPs), monitoring affirmative action efforts and for providing equal opportunity counseling and training, as well as investigating complaints of illegal discrimination and/or harassment under this policy.

### **3.2 Office of Human Resources**

Responsible for collecting data to assist in the affirmative action/equal opportunity effort. This office is also responsible for ensuring that all personnel policies and actions are in accordance with AA/EO laws and guidelines.

### **3.3 Department Heads, Supervisors, Deans, and Vice Presidents**

Responsible for ensuring that ~~their~~ employment decisions and treatment of students and participants in programs/activities sponsored by USU comply with principles outlined in this policy.

### **3.4 Employees, Students, Applicants and Participants in Programs/Activities Sponsored by USU**

Responsible for bringing to the attention of the AA/EO Office any decisions, actions or behaviors felt to conflict with this policy.

## **Common Hour Implementation Recommendation**

### **Recommendation: Implement the Common Hour on Wednesdays from 11:30 AM to 1:00 PM**

- Classes currently taught on MWF from 11:30 AM to 12:30 PM would be offered on MF from 11:30 AM to 12:45 PM (100 total classes)
- Afternoon classes on MWF would start on the hour, rather than the half-hour (400 total classes, each to roll forward by 30 minutes)
- Exempted from the common hour: classes that are over 90 minutes in length and use a specialty room (labs, studies, etc.) or any class that is over 3 hours in length (54 total classes)
- Fewer than 20 classes would not be accommodated by the above implementation plan. These would be reviewed and individually relocated. These are primarily classes not currently on standard bell times.



## **Diversity Council Grant Fund – Request for Applications**

The Utah State University Diversity Council is pleased to invite applications for grants from the Diversity Council Grant fund. The purpose of the Diversity Council Grant fund is to offer grants to support diversity initiatives across the university system. Preference will be given to diversity initiatives that address critical, high-priority issues or needs related to improving the university climate. More information about the Diversity Council Grant fund and application information may be found at: <http://www.usu.edu/diversity/>

President Stan Albrecht established the Diversity Council in January 2010 to enhance the inclusiveness and vibrancy of the Utah State University community. The fifteen-member council has permanent standing and reports jointly to the President and the Vice President for Student Services. In addition to the Diversity Council Grant fund, the Diversity Council is engaged in efforts to diversify the USU workforce and assess the diversity climate across all campuses and centers of Utah State University.

### **Contact Information**

USU Diversity Council  
0175 Old Main Hill, TSC 220  
Phone: (435) 797-1712  
Email: [diversity@usu.edu](mailto:diversity@usu.edu)

**REPORT OF THE  
UTAH STATE UNIVERSITY  
CALENDAR COMMITTEE  
to the  
Faculty Senate Executive Committee  
April 11, 2011**

**Committee Members**

Yolanda Flores Niemann, Provost's Office - Chair  
Camilla Lyman, Associated Students of USU  
Dillon Feuz, Faculty Senate  
Stephanie Hamblin, University Advising  
Bill Jensen, Registrar's Office  
Deb Megill, Classified Employee's Association  
Matt Lovell, Professional Employee's Association  
Trevor Nelson, Graduate Student Senate  
John Mortensen, Registrar's Office  
Sydney M. Peterson, President's Office  
Scott Bates, Faculty Senate  
Blake Tullis, Faculty Senate  
Taun Beddes, Faculty Senate  
Robert Wagner, Regional Campuses and Distance Education

**Purpose**

The Calendar Committee is charged with the responsibility of reviewing, evaluating, and recommending the University's academic calendar and employee holidays. The actions of this committee are ratified by the Executive Committee upon the advice of the Faculty Senate.

**Spring 2011 Calendar Committee Actions**

1. The Calendar Committee discussed concerns from brought forth by faculty and student representatives, including the following:
  - a) Classes are often being cancelled when they're off the regular schedule, e.g., a "virtual" Thursday schedule on Friday;
  - b) Some faculty members seem to not be aware of these different schedules;
  - c) Students' work schedules are interrupted by the "virtual" Friday class schedule; complaints about different class schedules came from Logan and CEU campuses;
  - d) The RCDE broadcast schedule must be changed to accommodate virtual Friday and/or Monday schedules;
  - e) The number of instruction days for fall and spring is unbalanced (70 vs. 73); faculty members have to make significant adjustments to cover the same material;
  - f) Some faculty members, especially those with children in the K-12 system, would like for the USU spring break to overlap with that of Logan and Cache School Districts.
  - g) The RCDE academic calendar is not reflected in the USU calendar website;

- h) Other contextual considerations for these proposed options include: the lack of a fall-term commencement ceremony; pending changes to the summer terms; and alignment with other research universities in the state with respect to summer work and internships.
- 2. On March 21, 2011, The Calendar Committee asked that the Faculty Senate Executive Committee consider several options for the 2014 calendar. After discussion, the Executive Committee asked that the Calendar Committee present the options to the Faculty Senate for discussion on April 4, focusing on the pros and cons of each option. The Calendar Committee met with various constituents who would be impacted by changing the calendar and reported these impacts to the Faculty Senate on April 4. The main outcome of Faculty Senate discussion was an expressed desire to maintain the status quo, though several differing opinions were offered about significantly changing various aspects of the calendar.
- 3. After full consideration of the foregoing discussions, The Calendar Committee proposes:
  - a. acceptance of the attached 2014-2015 Academic Year, Employee Holiday, and Summer Calendars;
  - b. that the RCDE academic schedule be added to the USU academic calendar;
  - c. that a student, faculty, and staff survey be conducted next fall to determine if any significant changes to the calendar should be considered next year.

# Utah State University

## 2014-2015

### Academic Year Calendar

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### Notes

#### Fall 2014

August 25, First Class Day  
 September 1, Labor Day Holiday  
 October 16, Friday Class Schedule  
 October 17, Fall Break  
 November 26, 27, 28, Thanksgiving Break  
 December 5, Last Class Day  
 December 8-12, Finals

#### Spring 2015

January 5, First Day of Classes  
 January 19, Martin Luther King Holiday  
 February 16, Presidents' Day Holiday  
 February 17, Monday Class Schedule  
 March 9-13, Spring Break  
 April 24, Last Class Day  
 April 27-May 1, Finals Week  
 May 1-2, Commencement

# Utah State University

# 2014

## EMPLOYEE HOLIDAY CALENDAR

December 13						
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May 14						
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June 14						
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August 14						
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 14						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 14						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 14						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 14						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 15						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## Notes

### 2014 Employee Holidays

January 1, New Year's Day  
 January 20, Martin Luther King, Jr.  
 February 17, Presidents' Day  
 May 26, Memorial Day  
 July 4, Independence Day  
 July 24, Pioneer Day  
 September 1, Labor Day  
 November 27, 28, Thanksgiving Day  
 December 25, 26, Holiday

### Options for flexible day

\* 24 December - Approved

# Utah State University

## 2014-2015

### Academic Year Calendar

#### 2014 SUMMER CALENDAR

March 14						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 14						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 14						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 14						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 14						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 14						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 14						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 14						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 14						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 14						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 15						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 15						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 15						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 15						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### Notes

#### Graduation, May 1-2

#### 1st 4-Week Session

18 Instructional Days, 1 Test Day  
May 12 - June 5  
June 6 - Test Day

#### 2nd 4-Week Session

18 Instructional Days, 1 Test Day  
June 9 - July 2  
July 3 - Test Day

#### 3rd 4-Week Session

18 Instructional Days, 1 Test Day  
July 7 - July 31  
August 1 - Test Day

#### 8-Week Session

37 Instructional Days, 1 Test Day  
June 9 - July 31  
August 1 Test Day

#### Summer Holidays:

May 26, Memorial Day  
July 4, Independence Day  
July 24, Pioneer Day

# **Annual Report for Faculty Development, Diversity and Equity Committee (FDDE) 2011 Annual Report**

## **Report Table of Contents**

<b>Introduction</b>	<b>2</b>
<b>Activities 2010-2011</b>	<b>3</b>
<b>Diversity Data Graphs and Tables (Appendices 1-8)</b>	<b>4-23</b>
<b>Minutes of Meetings 9/10-2/11 (Appendix 9)</b>	<b>24-32</b>

**Prepared by Jennifer Duncan, Chair**

**Faculty Development, Diversity and Equity Committee  
Annual Report, April 2011**

## **INTRODUCTION**

### **Faculty Code Description 402.12.8 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 Policies 402.12.3(2) through 12.3(5).

<b>Committee Members 2010-2011</b>	<b>Term Ends</b>
Jennifer Duncan, Library, Chair	2011
Maria Cordero, HASS	2011
Sherry Marx, Education	2011
Christopher Neale, Engineering	2011
Alison Cook, Business	2012
Donna Carter, Extension	2012
Nick Morrison, Faculty Senate Rep.	2012
Reza Oladi, Agriculture	2012
Karen Mock, Natural Resources	2012
Lucy Degadillo, Faculty Senate	2013
Virginia Exton, RCDE (TEAL)	2013
Lyle Holmgren, Faculty Senate	2013
Susanne Janecke, Science	2013
Alexa Sand, Arts	2013

**Meeting Dates 2009-2010**

September 1, 2010

October 6, 2010

December 1, 2010

January 12, 2011

February 2, 2011

March 17, 2010 (minutes to be approved in April)

April 13, 2010 (scheduled)

Minutes attached at the conclusion of the report detail work of the committee

**ISSUES COVERED DURING 2010-2011:**

As charged, FDDE attaches data on the status of women and ethnic minority faculty members at USU as Appendices 1-7.

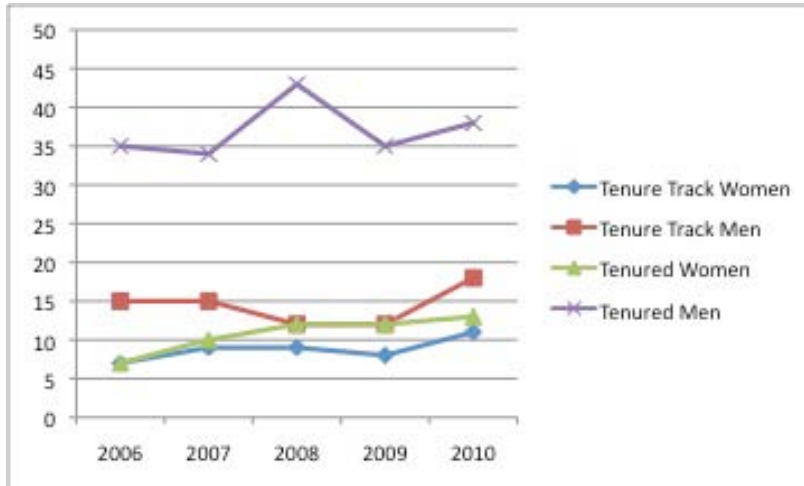
Following up on what we learned in 2009-2010 about the limits of AA/EO when it comes to serving as an advocacy office, this year the committee decided to explore other options for promoting issues related to diversity on the USU campus. Initially FDDE explored the possible creation of or participation a survey to determine what diversity issues were of greatest concern to our faculty. In January, we put forward a proposal to Faculty Senate Executive Committee asking for Senate support in seeking funding for participation in the national HERI survey to help us understand faculty priorities related to diversity and other campus climate issues. Due to concerns raised in Faculty Senate Executive Committee and in further discussions with Provost Coward (specifically, relating to the length of the instrument and previous response rates both at USU and other institutions), this proposal did not move forward.

In March we also put forward a proposal to Faculty Senate Executive Committee suggesting the development of an administrative unit responsible for all diversity initiatives at Utah State. That initiative is still under discussion and we are continuing to make revisions to the proposal. We are scheduled to meet with James Morales of the Diversity Council and have also requested a meeting with President Albrecht to gain insight into his vision for diversity initiatives on campus.

Finally, we also spent some time early in the year discussing the matter of lactation rooms on the USU campus. This issue did not move forward to Faculty Senate Executive Committee, but future members of FDDE may want to revisit this matter and a letter endorsed by all members of the 2010-2011 committee. The committee became increasingly involved in the diversity initiative discussed above and we did not the obtain endorsement of Exec or Senate to move forward with this matter.

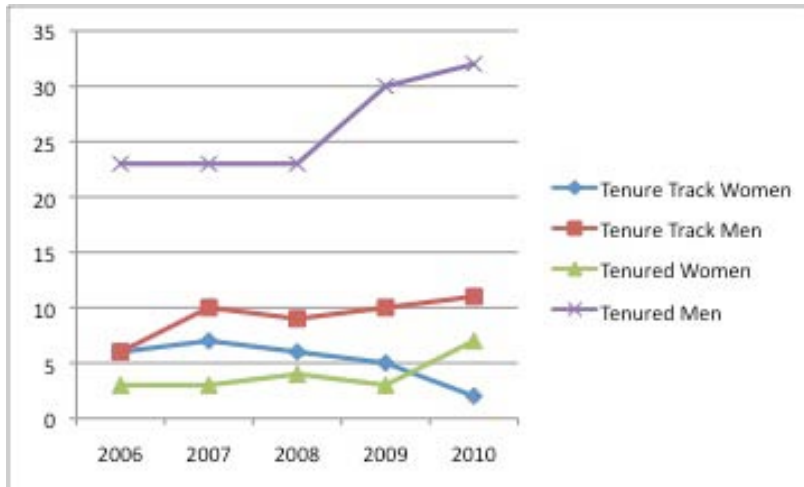
**Appendix 1: Faculty Gender by Tenure Status by College, 2006-2010 (data derived from AAA raw numbers in Appendix 2)**

**College of Agriculture**



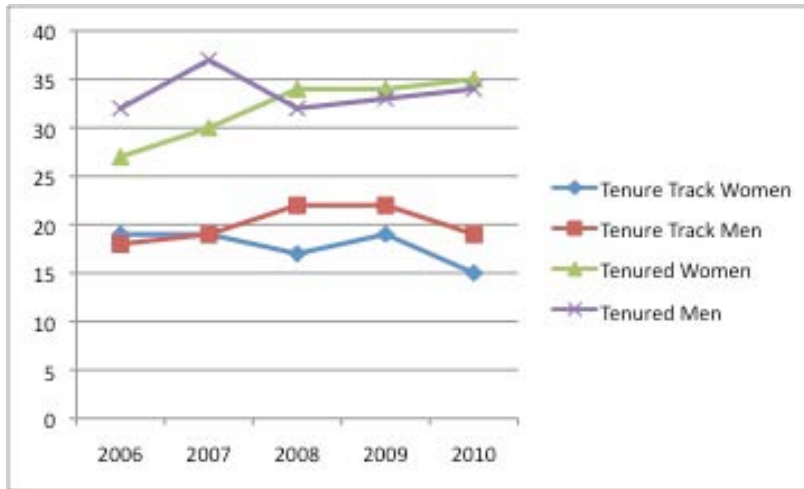
2006		2007		2008		2009		2010	
F	M	F	M	F	M	F	M	F	M
14	50	19	49	21	55	20	47	24	56
21.88%	78.13%	27.94%	72.06%	27.63%	72.37%	29.85%	70.15%	30.00%	70.00%

**Jon M. Huntsman College of Business**



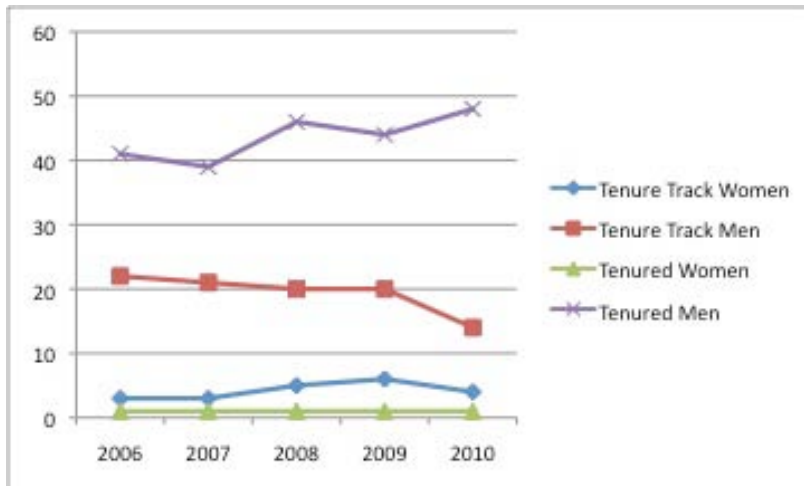
2006		2007		2008		2009		2010	
F	M	F	M	F	M	F	M	F	M
9	29	11	33	9	39	9	42	9	43
23.68%	76.32%	25.00%	75.00%	18.75%	81.25%	17.65%	82.35%	17.31%	82.69%

### Emma Eccles Jones College of Education



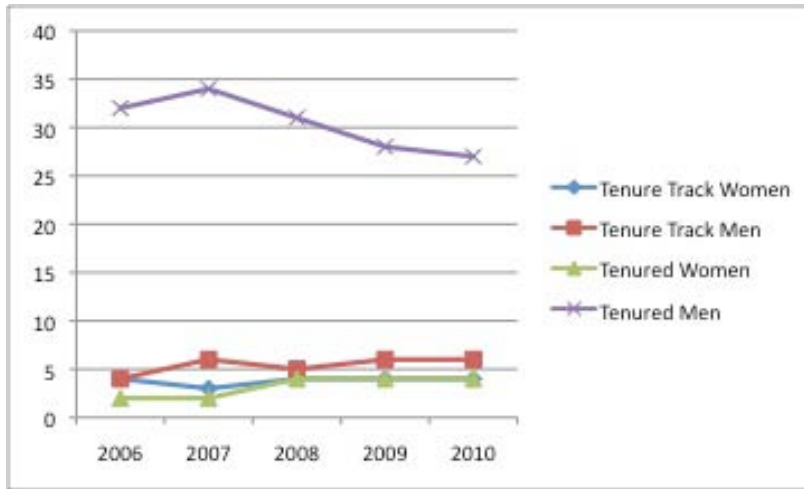
2006		2007		2008		2009		2010	
F	M	F	M	F	M	F	M	F	M
46	50	49	56	51	54	53	55	50	53
47.92%	52.08%	46.67%	53.33%	48.57%	51.43%	49.07%	50.93%	48.54%	51.46%

### College of Engineering



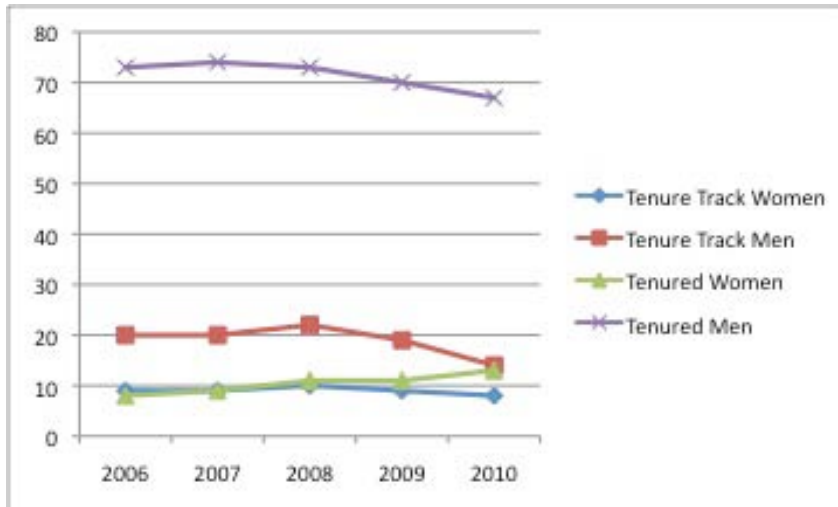
2006		2007		2008		2009		2010	
F	M	F	M	F	M	F	M	F	M
4	63	4	60	6	66	7	64	5	62
5.97%	94.03%	6.25%	93.75%	8.33%	91.67%	9.86%	90.14%	7.46%	92.54%

# College of Natural Resources—AAA Data from 2010



2006		2007		2008		2009		2010	
F	M	F	M	F	M	F	M	F	M
6	36	5	40	8	36	8	34	8	33
14.29%	85.71%	11.11%	88.89%	18.18%	81.82%	19.05%	80.95%	19.51%	80.49%

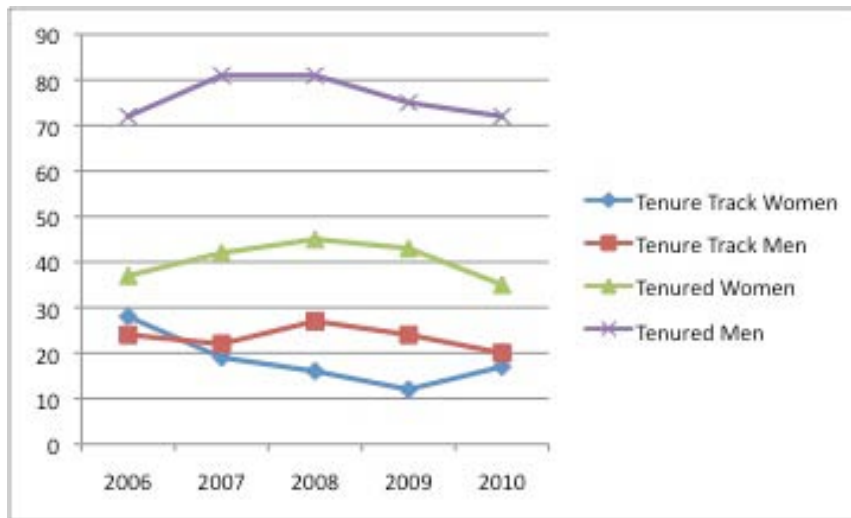
## College of Science



2006		2007		2008		2009		2010	
F	M	F	M	F	M	F	M	F	M
17	93	18	94	21	95	20	89	21	81
15.45%	84.55%	16.07%	83.93%	18.10%	81.90%	18.35%	81.65%	20.59%	79.41%

### College of Humanities and Social Sciences combined with Caine College of the Arts

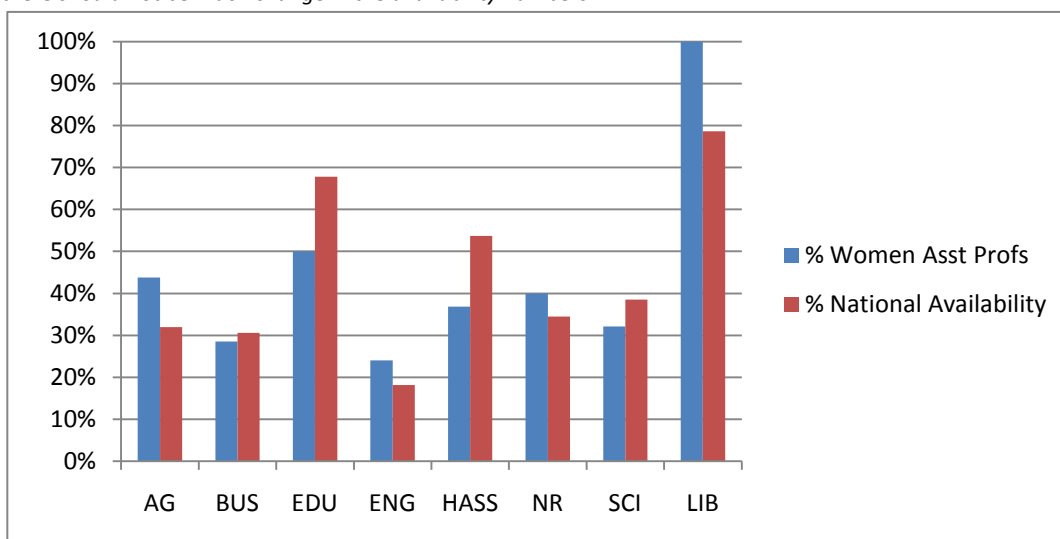
Note: The Caine College formed at the beginning of FY201; however with only one year of data, it seems to make sense to merge the totals for another year or two so that trend lines can develop.



2006		2007		2008		2009		2010	
F	M	F	M	F	M	F	M	F	M
65	96	61	103	61	108	55	99	52	92
40.37%	59.63%	37.20%	62.80%	36.09%	63.91%	35.71%	64.29%	36.11%	63.89%

### Tenure Track Asst. Prof. Compared to National Availability for all Colleges during 2009

Note: These data represent the percentage of assistant professors within departments included in the colleges (from AAA) as compared to newly minted Ph.D.s in those same disciplines (obtained from AA/EO). AA/EO obtains their numbers from the Survey of Earned Doctorates and compiles it with U.S. Census data. This year the delivery of the data has been delayed. Unfortunately, these updated data are not available to report from the AA/EO office for 2010 as of the deadline for submitting the annual report, however Stacy Sturgeon in the AA/EO office has indicated that there should not be much change in the availability numbers.



Percentage of Women Faculty by College (all ranks), 2006-2010

COLLEGE (group)	2006 %F	2007 %F	2008 %F	2009 %F	2010 %F	average by college
College Of Agriculture	21.9	27.9	27.6	29.9	30.0	27.46
Jon M Huntsman School of Business	23.7	25.0	18.8	17.6	17.3	20.48
E Eccles Jones Coll of Ed & Hum Svs	47.9	46.7	48.6	49.1	48.5	48.15
College Of Engineering	6.0	6.3	8.3	9.9	7.5	7.58
College Of Humanities, Arts & Social Sciences	40.4	37.2	36.1	35.7	N/A	37.34
College Of Natural Resources	14.3	11.1	18.2	19.0	19.5	16.43
College Of Science	15.5	16.1	18.1	18.3	20.6	17.71
Cooperative Extension	41.1	39.0	42.3	41.4	43.5	41.45
Regional Campuses & Distance Educ	50.0	31.3	40.0	43.5	42.1	41.37
<b>Grand Total</b>	<b>664</b>	<b>694</b>	<b>727</b>	<b>684</b>	<b>672</b>	<b>688.20</b>
University wide percent female faculty in tenure-track roles	29.1	28.4	29.8	30.1	30.4	

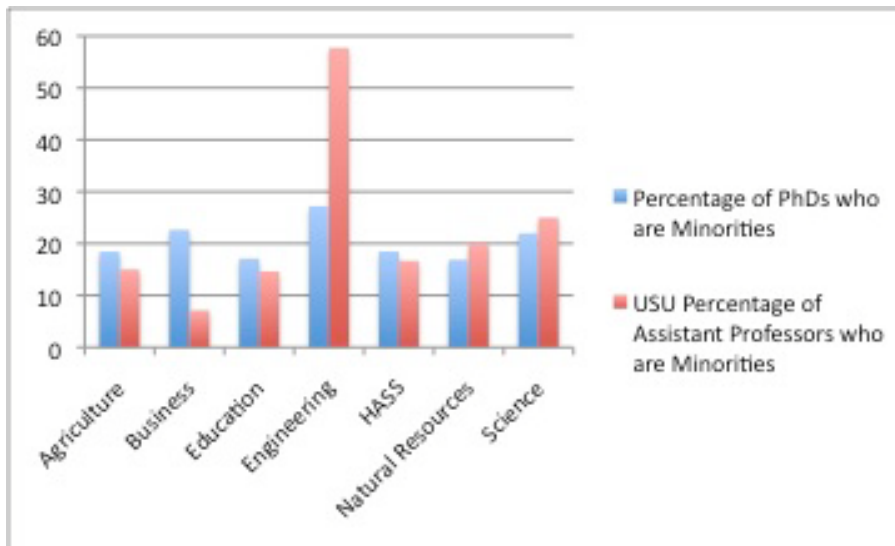
**Appendix 2: Raw Data from AAA Office detailing Faculty Rank and Gender by College, 2006-2010**

	2006				2007				2008				2009				2010			
COLLEGE (group)	F		M		F		M		F		M		F		M		F		M	
	T-Track	Ten.	T-Track	Ten.	T-Track	Ten.	T-Track	Ten.	T-Track	Ten.	T-Track	Ten.	T-Track	Ten.	T-Track	Ten.	T-Track	Ten.	T-Track	Ten.
<b>College Of Agriculture Jointly Administered</b>	7	7	15	35	9	10	15	34	9	12	12	43	8	12	12	35	11	13	18	38
<b>Business</b>	1	1	2	12	1	1	1	13												
<b>Education</b>	6	3	6	23	7	4	10	23	6	3	9	30	5	4	10	32	2	7	11	32
<b>College Of Engineering</b>	19	27	18	32	19	30	19	37	17	34	22	32	19	34	22	33	15	35	19	34
<b>HASS</b>	3	1	22	41	3	1	21	39	5	1	20	46	6	1	20	44	4	1	14	48
<b>CHASS</b>	28	37	24	72	19	42	22	81	16	45	27	81	12	43	24	75				
<b>Caine College of the Arts</b>																	12	26	13	50
<b>Natural Resources</b>																	5	9	7	22
<b>College Of Science</b>	4	2	4	32	3	2	6	34	4	4	5	31	4	4	6	28	4	4	6	27
<b>Cooperative Extension</b>	9	8	20	73	9	9	20	74	10	11	22	73	9	11	19	70	8	13	14	67
<b>RCDE</b>	7	16	9	24	10	13	6	30	16	14	10	31	12	12	8	26	14	13	8	27
<b>Strategic Ventures</b>	7		4	3	3	2	4	7	8	2	8	7	7	3	8	5	5	3	6	5
<b>Grand Total</b>								1				1				1				2
	91	102	124	347	83	114	124	373	91	126	135	375	82	124	129	349	80	124	116	352
	664				694				727				684				672			

**Appendix 3: Raw Data from the USU AAA Office, Faculty Gender by College (all ranks), 2006-2010**

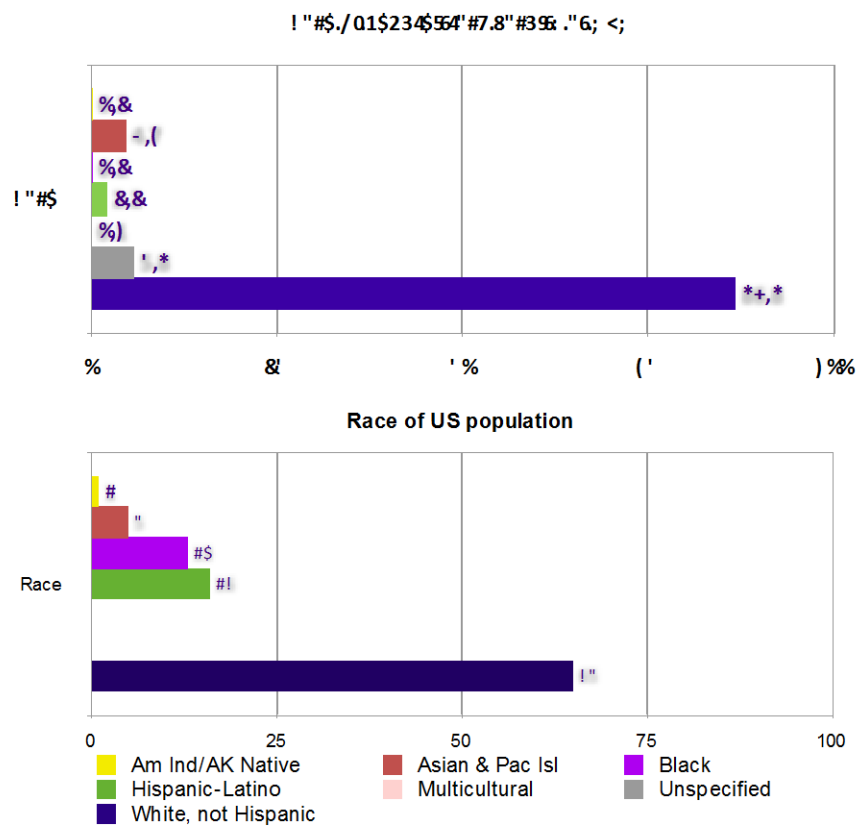
YRR / GENDER										
COLLEGE (group)	2006		2007		2008		2009		2010	
	F	M	F	M	F	M	F	M	F	M
<b>College Of Agriculture</b>	14	50	19	49	21	55	20	47	24	56
<b>Jointly Administed</b>	2	14	2	14						
<b>Jon M Huntsman School of Business</b>	9	29	11	33	9	39	9	42	9	43
<b>E Eccles Jones Coll of Ed &amp; Hum Svs</b>	46	50	49	56	51	54	53	55	50	53
<b>College Of Engineering</b>	4	63	4	60	6	66	7	64	5	62
<b>College Of Humanities, Arts &amp; Social Sciences</b>	65	96	61	103	61	108	55	99		
<b>College of Humanities and Social Sc</b>									38	63
<b>Caine College of the Arts</b>									14	29
<b>College Of Natural Resources</b>	6	36	5	40	8	36	8	34	8	33
<b>College Of Science</b>	17	93	18	94	21	95	20	89	21	81
<b>Cooperative Extension</b>	23	33	23	36	30	41	24	34	27	35
<b>Regional Campuses &amp; Distance Educ</b>	7	7	5	11	10	15	10	13	8	11
<b>Strategic Ventures &amp; Economic Devel</b>				1		1		1		2
<b>Grand Total</b>	193	471	197	497	217	510	206	478	204	468
	664		694		727		684		672	

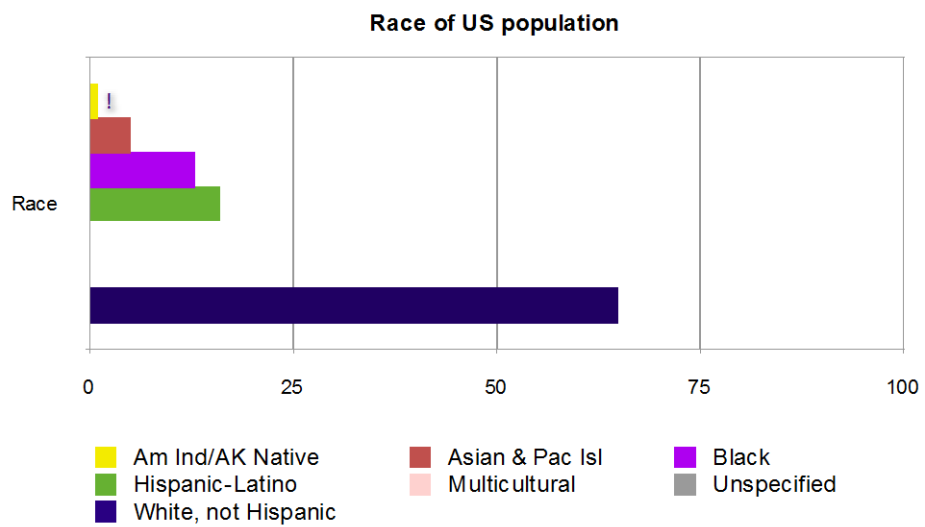
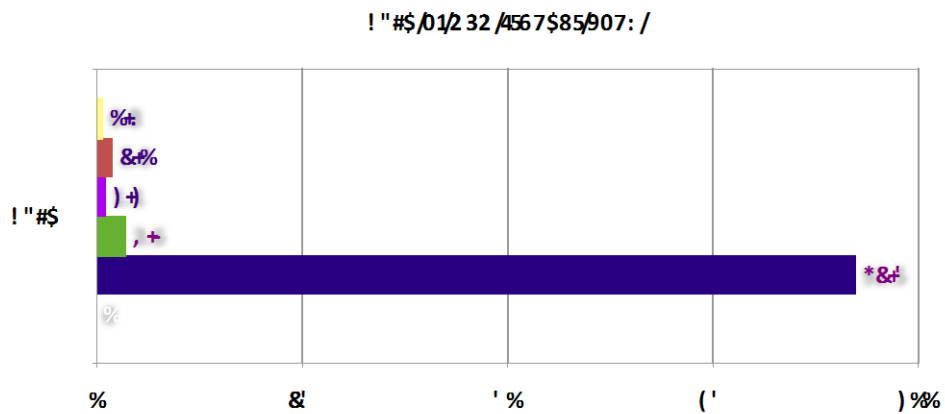
#### Appendix 4: Faculty Race by Tenure Status Compared with National Availability, 2006-2010



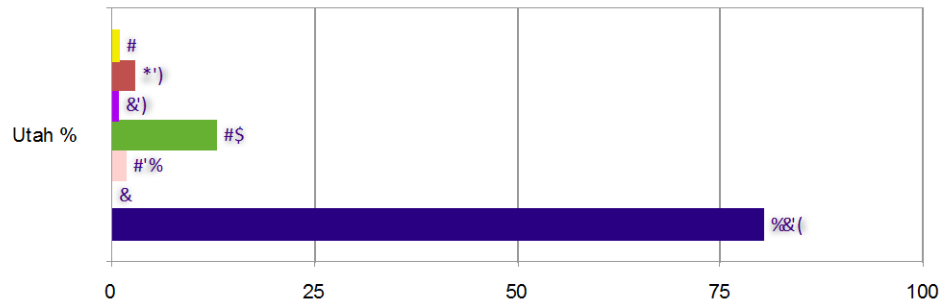
*Note: These data represent the percentage of assistant professors within departments included in the colleges (from AAA) as compared to newly minted Ph.D.s in those same disciplines (obtained from AA/EO). AA/EO obtains their numbers from the Survey of Earned Doctorates and compiles it with U.S. Census data. This year the delivery of the data has been delayed. Unfortunately, these updated data are not available to report from the AA/EO office as of the deadline for submitting the annual report, however Stacy Sturgeon in the AA/EO office has indicated that there should not be much change in the availability numbers.*

## Appendix 5: Comparison of USU Faculty Racial Background to Other Demographic Groups





Race in Utah, 2010 census data



Raw Data Tables:

Appendix 6: USU AAA Office Raw Data Detailing USU Faculty Race and Rank by College, 2006-2010 (pp. 16-18)

Appendix 7: USU AAA Office Raw Data Detailing USU Faculty Race by College (all ranks), 2006-2010 (pp. 19-21)

Appendix 8: USU AA/EO Office Raw Data Detailing Availability of Recent PhDs by College, 2010 (pp. 22-23)

		Am Ind/AK Native	Asian/ Pac Isl		Black	Hispanic		Multic ultural		Unspe cified		White		Total
YRR	COLLEGE (group)	Tenure- Track	Tenure -Track	Tenured	Tenured	Tenure- Track	Tenured	Tenure -Track	Tenured	Tenure -Track	Tenured	Tenure -Track	Tenured	
2006	College Of Agriculture		1	1		2	1			2	2	17	38	64
	Jointly Administered									2	2	1	11	16
	Jon M Huntsman School of Business			1						6	1	6	24	38
	E Eccles Jones Coll of Ed & Hum Svs			1		3	1			8	1	26	56	96
	College Of Engineering		2	3			2			10	1	13	36	67
	College Of Humanities, Arts & Social Sciences		2	1			3			3	4	47	101	161
	College Of Natural Resources									1	2	7	32	42
	College Of Science	1	2	4		1				8	8	17	69	110
	Cooperative Extension				1							16	39	56
	Regional Campuses & Distance Educ		1							1		9	3	14
	Total	1	8	11	1	6	7			41	21	159	409	664
2007	College Of Agriculture		2	1		3	1			4	2	15	40	68
	Jointly Administered									2	2		12	16
	Jon M Huntsman School of Business			1						6	1	11	25	44
	E Eccles Jones Coll of Ed & Hum Svs			1		1	3			7	2	30	61	105
	College Of Engineering		3	1			2			10	2	11	35	64
	College Of Humanities, Arts & Social Sciences		2	1			2			3	5	36	115	164
	College Of Natural Resources									1	2	8	34	45
	College Of Science	1	2	4		1				7	8	18	71	112
	Cooperative Extension		1		1							15	42	59
	Regional Campuses & Distance Educ									1		6	9	16
	Strategic Ventures & Economic Devel												1	1
	Total	1	10	9	1	5	8			41	24	150	445	694
2008	College Of Agriculture		2		1	2	1			3	3	14	50	76
	Jon M Huntsman School of Business			1						4	5	11	27	48

		Am Ind/AK Native	Asian/ Pac Isl		Black	Hispanic		Multic ultural		Unspe cified		White		Total
YRR	COLLEGE (group)	Tenure- Track	Tenure -Track	Tenured	Tenured	Tenure- Track	Tenured	Tenure -Track	Tenured	Tenure -Track	Tenured	Tenure -Track	Tenured	
	E Eccles Jones Coll of Ed & Hum Svs			1		2	3			6	3	31	59	105
	College Of Engineering		6	1			2			7	5	12	39	72
	College Of Humanities, Arts & Social Sciences		2	2		1	2			3	6	37	116	169
	College Of Natural Resources		1							1	2	7	33	44
	College Of Science	1	3	4		1				6	9	21	71	116
	Cooperative Extension		1									25	45	71
	Regional Campuses & Distance Educ											16	9	25
	Strategic Ventures & Economic Devel												1	1
	Total	1	15	9	1	6	8			30	33	174	450	727
2009	College Of Agriculture		2	1	1	1						17	45	67
	Jon M Huntsman School of Business		1	3						1	1	13	32	51
	E Eccles Jones Coll of Ed & Hum Svs	1	3	2		2	4				1	35	60	108
	College Of Engineering		14	5	1		3	1				11	36	71
	College Of Humanities, Arts & Social Sciences		4	2		2	4					30	112	154
	College Of Natural Resources		2									8	32	42
	College Of Science	1	5	7		1						21	74	109
	Cooperative Extension		1									19	38	58
	Regional Campuses & Distance Educ							1				14	8	23
	Strategic Ventures & Economic Devel												1	1
	Total	2	32	20	2	6	11	2		1	2	168	438	684
2010	College Of Agriculture		5	1	1	1						23	49	80
	Jon M Huntsman School of Business		1	3						1	1	11	35	52
	E Eccles Jones Coll of Ed & Hum Svs	1	2	3		2	4				2	29	60	103
	College Of Engineering		10	7	1		3		1			8	37	67
	College of Humanities and Social Sc		4			2	3					19	73	101

		Am Ind/AK Native	Asian/ Pac Isl		Black	Hispanic		Multic ultural		Unspe cified		White		Total
YRR	COLLEGE (group)	Tenure- Track	Tenure -Track	Tenured	Tenured	Tenure- Track	Tenured	Tenure -Track	Tenured	Tenure -Track	Tenured	Tenure -Track	Tenured	
	Caine College of the Arts			2			1			1		11	28	43
	College Of Natural Resources		2									8	31	41
	College Of Science	1	2	7		1						18	73	102
	Cooperative Extension									1		21	40	62
	Regional Campuses & Distance Educ							1				10	8	19
	Strategic Ventures & Economic Devel												2	2
	Total	2	26	23	2	6	11	1	1	3	3	158	436	672

YRR	COLLEGE (group)	Am Ind/AK Native	Asian/Pac Isl	Black	Hispanic	Multicultural	Unspecified	White	Grand Total
2006	College Of Agriculture		2		3		4	55	64
	Jointly Administered						4	12	16
	Jon M Huntsman School of Business		1				7	30	38
	E Eccles Jones Coll of Ed & Hum Svs		1		4		9	82	96
	College Of Engineering		5		2		11	49	67
	College Of Humanities, Arts & Social Sciences		3		3		7	148	161
	College Of Natural Resources						3	39	42
	College Of Science	1	6		1		16	86	110
	Cooperative Extension			1				55	56
	Regional Campuses & Distance Educ		1				1	12	14
	Total	1	19	1	13		62	568	664
2007	College Of Agriculture		3		4		6	55	68
	Jointly Administered						4	12	16
	Jon M Huntsman School of Business		1				7	36	44
	E Eccles Jones Coll of Ed & Hum Svs		1		4		9	91	105
	College Of Engineering		4		2		12	46	64
	College Of Humanities, Arts & Social Sciences		3		2		8	151	164
	College Of Natural Resources						3	42	45
	College Of Science	1	6		1		15	89	112
	Cooperative Extension		1	1				57	59
	Regional Campuses & Distance Educ						1	15	16
	Strategic Ventures & Economic Devel							1	1
	Total	1	19	1	13		65	595	694
2008	College Of Agriculture		2	1	3		6	64	76
	Jon M Huntsman School of Business		1				9	38	48
	E Eccles Jones Coll of Ed & Hum Svs		1		5		9	90	105
	College Of Engineering		7		2		12	51	72

YRR	COLLEGE (group)	Am Ind/AK Native	Asian/Pac Isl	Black	Hispanic	Multicultural	Unspecified	White	Grand Total
	College Of Humanities, Arts & Social Sciences		4		3		9	153	169
	College Of Natural Resources		1				3	40	44
	College Of Science	1	7		1		15	92	116
	Cooperative Extension		1					70	71
	Regional Campuses & Distance Educ							25	25
	Strategic Ventures & Economic Devel							1	1
	Total	1	24	1	14		63	624	727
<b>2009</b>	College Of Agriculture		3	1	1			62	67
	Jon M Huntsman School of Business		4				2	45	51
	E Eccles Jones Coll of Ed & Hum Svs	1	5		6		1	95	108
	College Of Engineering		19	1	3	1		47	71
	College Of Humanities, Arts & Social Sciences		6		6			142	154
	College Of Natural Resources		2					40	42
	College Of Science	1	12		1			95	109
	Cooperative Extension		1					57	58
	Regional Campuses & Distance Educ					1		22	23
	Strategic Ventures & Economic Devel							1	1
	Total	2	52	2	17	2	3	606	684
<b>2010</b>	College Of Agriculture		6	1	1			72	80
	Jon M Huntsman School of Business		4				2	46	52
	E Eccles Jones Coll of Ed & Hum Svs	1	5		6		2	89	103
	College Of Engineering		17	1	3	1		45	67
	College of Humanities and Social Sc		4		5			92	101
	Caine College of the Arts		2		1		1	39	43
	College Of Natural Resources		2					39	41
	College Of Science	1	9		1			91	102
	Cooperative Extension						1	61	62

YRR	COLLEGE (group)	Am Ind/AK Native	Asian/Pac Isl	Black	Hispanic	Multicultural	Unspecified	White	Grand Total
	Regional Campuses & Distance Educ					1		18	19
	Strategic Ventures & Economic Devel							2	2
	Total	2	49	2	17	2	6	594	672

Incumbency v. Estimated Availability Summary: AA/EO Data Dated 03/11/2011

Job Group	Total Incumbents (#)	Gender	Incumbents (#)	Incumbency (%)	Availability (%)	Less than Reasonably Expected
Agriculture: Tenure Track	79	Female	21	26.58	35.13	
		Minority	8	10.13	18.31	
Business: Tenure Track	55	Female	10	18.18	34.32	yes
		Minority	4	7.27	22.67	yes
Education: Tenure Track	111	Female	54	48.65	67.81	yes
		Minority	13	11.71	17.1	
Engineering: Tenure Track	67	Female	5	7.46	18.19	yes
		Minority	21	31.34	27.2	
Arts: Tenure Track	42	Female	14	33.33	57.53	yes
		Minority	3	7.14	11.99	
Humanities & Social Sciences: Tenure Track	108	Female	40	37.04	56.79	yes
		Minority	9	8.33	18.56	yes
Natural Resources: Tenure Track	42	Female	7	16.67	34.52	yes
		Minority	2	4.76	16.88	yes
Science: Tenure Track	108	Female	23	21.3	38.52	yes
		Minority	11	10.19	21.96	yes
Library: Tenure Track	22	Female	16	72.73	78.65	
		Minority	0	0	20.97	yes*
Extension: Tenure Track	66	Female	31	46.97	46.63	
		Minority	1	1.52	15.66	yes
Agriculture: Non-Tenure Track	35	Female	17	48.57	35.13	
		Minority	3	8.57	18.31	
Business: Non-Tenure Track	24	Female	8	33.33	30.65	
		Minority	0	0	22.64	yes*
Education: Non-Tenure Track	60	Female	45	75	69.2	
		Minority	3	5	17.65	yes
Engineering: Non-Tenure Track	19	Female	3	15.79	18.19	
		Minority	2	10.53	27.2	

Comparison of Incumbency to Availability is performed using the Two Standard Deviation Test [Small JG: JG Size =30, Exact Binomial; Yes indicates Number of Standard Deviations <= 2.00; Yes\* indicates probability <=0.0500]

Incumbency v. Estimated Availability Summary: AA/EO Data Dated 03/11/2011

[illegible]

Comparison of Incumbency to Availability is performed using the Two Standard Deviation Test [Small JG: JG Size =30, Exact Binomial; Yes indicates Number of Standard Deviations <= 2.00; Yes\* indicates probability <=0.0500

## Appendix 9: Annual Meeting Minutes for FDDE

### FDDE Meeting Minutes

September 1, 2010

*Attendance in person:* Susanne Janecke, Sherry Marx, Jennifer Duncan, Reza Oladi, Maria Cordero, Chris Neale, Nick Morrison, Lucy Degadillo

*Attendance via Wimba:* Vini Exton and Donna Carter

*Guest:* Yolanda Flores-Nieman

*Excused:* Alison Cook and Karen Mock

**1. ) Welcome & Introductions:** Jennifer welcomed the 2010-2011 Faculty Diversity, Development, and Equity committee members and each participant introduced him/herself.

**2.) Visit with Vice-Provost Yolanda Flores-Nieman:** Dr. Flores-Nieman visited with our committee about how she might be able to advance FDDE causes through her connection with the Provost and upper level administration. The Provost has indicated that advocating for the FDDE is officially part of her charge and she asked to be kept informed about our priorities.

Dr. Flores-Nieman also let us know that the FDDE committee's membership would be invited to breakfast on September 16<sup>th</sup> with Brenda Allen (communications specialist at the University of Colorado at Denver). Breakfast will be in Champ Hall and will be a time for informal conversation. Dr. Allen will be giving a public talk about inclusive pedagogy later in the day as a part of the Provost's lecture series.

She also wanted to talk to us about last year's FDDE report on the AA/EO office. (Jennifer had provided her with this document over the summer.) She commended the committee on our research into this matter, but recommended that we change our approach. President Albrecht sees the AA/EO office as strictly a compliance office. The President is also concerned that if a complaint were filed, the accused might be unhappy that the complaint is going through the advocacy office. There is a concern that advocacy and compliance need to be separated. Dr. Flores-Nieman suggested that we should simply propose what we really want—a separate advocacy office. She suggested that we convert our letter into a proposal to fully separate the advocacy function from the role of the AA/EO office. This letter should be directed to the President. She believes that if we sell the president on this, he'll find the resources.

The group began a discussion of what our other priorities might be for the upcoming year:

Maria Cordero mentioned sensitivity training on Issues that are important to faculty of color. Do we want to look at required or voluntary training opportunities? How would this fit in with a proposed Advocacy Office?

Jennifer Duncan said that she was interested in making sure that women on campus had adequate access to breastfeeding rooms (per Section 7 of the recently amended Fair Labor Standards Act (FLSA)). See Fact Sheet #73: Break Time for Nursing Mothers Under the FLSA from the U.S. Department of Labor Wage and Hour Division. Jennifer asked each committee member to do a bit of research to see if there were adequate nursing and pumping facilities for the people in their units.

Sherry Marx mentioned that she wanted to see an improvement in the way that the university conducts sexual harassment prevention training (and that this training should likely be moved out of AA/EO.) Nick wondered if there might be a way to do this online?

Nick Morrison brought up that we had wanted to talk about how to improve the process of moving from Associate to Full. We also discussed that he had worked on this with Dr. Flores-Nieman in the College of HASS. We also discussed that we were concerned that women and people of color had appropriate mentoring for leadership opportunities. Maria Cordero is particularly interested in this matter as well.

Susanne Janecke questioned why we were not discussing improved infant care on campus. Jennifer indicated that this had been a matter of serious concern during the first year of the committee's existence and that this fall the first infant care facility had opened in the new Emma Eccles Jones building. However, the number of spaces (particularly those guaranteed for faculty) is extremely limited and the cost is very high. Jennifer said that she would be willing to advance this issue again in the coming year.

Maria mentioned that we had once thought of addressing eldercare. (Note: When we worked on the parental care giving leave policy we initially attempted to include an eldercare option as well. In the interest of successfully amending the code to include the parental policy, we dropped the eldercare.) Perhaps we should revisit this as an issue now.

**3.) Initial discussion on data gathering:** The first charge to the FDDE Committee is "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." The data initially produced by this committee originated with the Advance Grant; however, we are not limited to producing reports tied only to those data elements. As

soon as possible, Jennifer would like us to determine what data elements we would like to gather going forward. She asked each person to come up with a list of these data elements that we could discuss at the next meeting. By the end of the year, Jennifer would like to produce some sort of documentation that will detail data sources, data storage, data reporting formats, etc. so that the committee will be able to produce useful time series data going forward.

**4.) Update on the President's Diversity Committee** (Sherry Marx had to leave early but will fill us in at October meeting.)

Other announcements and concerns:

1. Nick Morrison informed us that we would soon have a new member from the Caine College. It will likely be Alexa Sand from the Art Department.
2. Chris Neale discussed the fact that we would soon lose all of the founding members of the committee and it would be a good idea to document our institutional memory—perhaps create an archive of issues that we have addressed in any way. (This suggestion goes along with Jennifer's priority of having a data gathering and management plan above.)

## **FDDE Meeting Minutes**

### **October 6, 2010**

*Attendance in Person:* Susanne Jaecke, Jennifer Duncan, Reza Oladi, Maria Cordero, Chris Neale, Nick Morrison, Alexa Sand, Lyle Holmgren, Karen Mock

*Attendance via Wimba:* Vini Exton

*Excused:* Lucy Degadillo, Sherry Marx, Donna Carter

- 1.) Nick Morrison voted to approve the minutes, Alexa Sand seconded. Minutes unanimously accepted.
- 2.) Discussion about the priority issues for the committee this year

Susanne suggested that we poll our college constituents about what issues they feel are the most important. Jennifer said that the Library had SurveyMonkey and that she would be able to put together a survey for each of us to send out. We will use the issues identified from the prior meeting as well as a few others identified during the course of the October 6<sup>th</sup> meeting (see Appendix A) and ask for a ranked list. **Jennifer will send the suggested topics out to the group for feedback in the next week and then have the survey built.** Hopefully we can have results by the next meeting.

With regard to priorities at the previous meeting:

Susanne mentioned that she had the opportunity to visit the new “Children’s House.” She has heard through the grapevine that some parents are not satisfied and that the infant room is not full. The committee was very surprised to learn that faculty were not taking advantage of the infant room because a lack of infant childcare has consistently been identified as a problem. Jennifer and Alexa suggested that cost might be an issue. We discussed whether or not this problem was a matter for this committee and decided that it might be helpful to have the center director visit with the committee and perhaps have the committee take a fieldtrip to the center. **Jennifer said that she would identify the director and approach him/her about potential dates for this visit.** We would like to be able to help the center in any way we can.

**Jennifer will contact Ann Austin to see if she can help identify nursing rooms on campus.** Nick Morrison said that the Caine College Dean’s office might have a small space to renovate for such a purpose if necessary.

Nick Morrison is going to be the point person for our discussions on moving from Associate to Full. We had a brief discussion about whether we wanted to focus on building a mentoring program or look at a code change. If the former, Nick suggests that we work with Yolanda Flores-Nieman to implement a program. Regarding the latter, **Nick is going to review the code and summarize what he understands the current policy/procedure to be.** Maria said that she will talk to Yolanda Flores-Nieman about how the administration sees the recently codified separation of mentoring and evaluation roles in the P&T committees.

Chris identified another issue of concern for our committee: salary compression and inversion. We will include this on our survey and, if there is a high level of interest, Chris will assume the point role for this issue.

Alexa also suggested that we investigate how to create a more GLBT friendly workplace environment. She reported that GLBT students have expressed to her that it is certainly not encouraging when faculty don't feel comfortable being out themselves.

3.) Discussion of data-gathering

Jennifer put potential data points up on the whiteboard and asked for feedback. We compiled an initial list (attached as Appendix B). **Jennifer will send the list out to the committee to see what else we might want to gather.** We will need to start putting together the plan by December.

4.) Meeting adjourned at 3:30

## **Appendix A: Items to Rank for Survey**

Faculty sensitivity training for diversity

Improving the sexual harassment prevention training program currently offered by the AA/EO office

Improving campus climate for GLBT faculty by creating a better workplace environment

Addressing salary compression/inversion

Improving childcare options for faculty parents

Improving the process of moving from associate to full

Eldercare support for faculty

**FDDE Minutes****December 1, 2010****2:30-3:30 in Library Faculty Seminar Room****Proposal for a Diversity Office**

Sherry, Ali, and Alexa will continue to revise this proposal and hopefully meet with Vice Provost Flores Niemann about the viability of establishing a center.  
Promotion from Associate to Full—Current Policies & Procedures

**Children's House Pricing**

We have tabled further discussion about this topic after having ascertained that we are probably in alignment with our peers both in terms of cost and availability of care.

**Nursing Rooms Update**

Jennifer will draft a letter for the Provost

**Policies and Procedures for electing to take care giving leave**

We should probably review policies and procedures for this process going forward.

**Visit from Yolanda Flores-Niemann**

There is the opportunity to participate in the HERI Faculty Survey through UCLA. Jennifer will draft a letter requesting funds from VP Morales and circulate among the committee.

## **FDDE Agenda: January 12, 2011, 2:30, Library 208**

**Present: Lucy Degadillo, Reza Oladi, Karen Mock, Alison Cook, Jennifer Duncan, Nick Morrison, Sherry Marx**

### *Approve Minutes*

Sherry Marx motioned to approve, Karen Mock seconded, unanimously accepted

### *HERI Survey Update*

Jennifer Reported that at the last meeting of James Morales' Diversity Committee meeting there was some objection to considering our suggestion that his committee use funds from their small grants to fund the HERI survey (see attached) had not been validated by the full Faculty Senate. Jennifer Spoke to Vince Wickwar, President of the Faculty Senate, who put this matter on an expedited track for reporting at the February Faculty Senate meeting. This means that Jennifer will report at the January meeting of Faculty Senate Executive Committee to try to get support from that group first.

### *Lactation Room Update*

There has been some interest in this matter across campus even though the letter has never been circulated. Chris Hailey in Engineering called Jennifer to say that they were planning to ask the Women's Center to remove the nursing room designation from the Engineering, which is actually designed as an ADA Accessible restroom rather than a lactation room. Jordy Gurth is also interested in incorporating these types of designs into new buildings. Where to go from here? Perhaps contact Beth Foley to see if something can be added into the new Education building?

### *Diversity Center Update*

Yolanda suggests that Sherry and Jennifer meet directly with Stan and Ray to consider what the best strategy for promoting a diversity center might be. Jennifer will see if it is possible to meet with administration regarding this matter. Nick also suggests talking with Vince Wickwar first, perhaps having him at one of our meetings. Jennifer will also try to talk to Vince and see what his initial impressions are.

### *Strategy Going Forward???*

All activity coming out of FDDE must be approved by Faculty Senate. Any of the initiatives we have been working on will require a standard-bearer going forward. Jennifer will not be on the committee next year, nor will Sherry or Chris Neale. Alison Cook will also probably be away. We need to identify people who will be interested in leading on these issues going forward.

### *Parental Caregiving Leave*

No time to discuss this matter

Adjourned at 3:3

DRAFT IN PROGRESS

4/2/11

## **Annual Report to the Faculty Senate from the Committee on Committees**

### **Introduction**

Charge (from the Faculty Code 402.12.2)

The responsibility of the Committee on Committees is to: (1) apportion Senate elective positions annually; (2) coordinate and supervise the election of members of 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.

### **Members**

Glenn McEvoy, Chair (term expires 2011); Flora Shrode (term expires 2012); Eric Worthen (term expires 2011)

### **Actions and Results**

The committee met informally when necessary and conducted business primarily through email. No minutes of informal meetings were maintained. The C on C notified senators when their absences exceeded the maximum limit as specified in the Code, and reminded them to be sure to sign the role sheet when they were in attendance to avoid misunderstandings. We also worked with colleges to fill vacant committee assignments as necessary at the beginning of the school year. Changes in university faculty numbers necessitated a re-apportionment of senators with Education and Engineering each losing a seat and Caine College of the Arts and the Library each gaining one.

Under the able leadership of Betty Rozum last year, the C on C implemented a Survey Monkey approach to determining which elected senators were interested in assignments on which Faculty Senate committees (AFT, BFW, etc.). The method worked well last Spring, and we will use it again this Spring once all senators are identified.

3/28/11, Rev 3 (Results of senate elections to date)

<b>College (reapportionment)</b>	<b>Faculty Senators</b>	<b>FS Committees</b>	<b>Notes</b>
Agriculture (no change)	Dale Barnard Keith Christensen Dillon Feuz (replacing Dale Barnard, Dillon Feuz, Eric Worthen)  And alternate Daren Cornforth	BFW: Ronda Miller	Contact: Tammy Firth  Elections complete

CCA (+1 senator)	Cindy Dewey Steven Mansfield Daniel Murphy (replacing Shawn Fisher and Nick Morrison plus one gained in re- apportionment)	None needed	Contact: Nick Morrison  Elections complete
HSB (no change)	Dwight Israelson Shannon Peterson (replacing Glenn McEvoy, David Paper)	PRPC: Randy Simmons	Contact: Mary Price  Elections complete
EEJCEHS (-1 senator)	Dorothy Dobson (replacing Dorothy Dobson, Tami Pyfer)	AFT: FDDE: FEC: Yanghee Kimm PRPC: Susan Turner	Contact: Shannon Johnson  No nominations for AFT or FDDE.
Engineering (-1 senator)		FDDE: Christopher Neale PRPC: Richard Peralta	Elections complete
CHaSS (no change)	Colleen O'Neill as alternate (replacing Lawrence Culver)	EPC: Eddy Berry FEC: FDDE: Phoebe Jensen	Contact: Pat Lambert  No nominations for FEC
CNR (no change)	Karen Beard Robert Schmidt (replacing Steve Burr and Terry Messmer)	BFW: Karin Kettenring FEC: PRPC:	Contact: Layne Coppock No nominations for FEC or PRPC
Science (no change)	Curtis Dyreson Ted Evans Tony Lowry Dave Wallace (replacing Tom Chang, Ted Evans, Nick Flann, Dave Wallace)	AFT: Mark Riffe FEC: Tom Lachmar	Could not get any candidates for FS alternate, so will have only one next year to cover for 8 senators
Extension (no change)	Lyle Holmgren Margie Memmott Ron Patterson (replacing Jerry Goodspeed, Lyle Holmgren, Mark Nelson)  And alternates James Barnhill, Debbie Proctor	FEC: Jeff Banks PRPC: Jerry Goodspeed	Elections complete
Library (+1 senator)	Jennifer Duncan (seat gained in reapportionment)  And alternate Dan Davis	BFW: Carol Kochan FDDE: Kevin Brewer PRPC: John Elsweiler	Contact: John Elsweiler  Elections complete Wins award for first in with results

RCDE (no change)	Need one senator to replace Nathan Straight		Have emailed Ronda Menlove
USU-CEU (no change)		AFT: BFW: EPC: FDDE: FEC: PRPC:	Have emailed Greg Benson

**Report from the Educational Policies Committee**  
**Meetings on**  
**March 3, 2011**  
**April 7, 2011**

**Submitted by L. Smith, EPC Chair, on April 8, 2011**

**March 3, 2011 Meeting**

The Educational Policies Committee met on March 3, 2011. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page<sup>1</sup>.

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

1. Approval of the report from the Curriculum Subcommittee meeting of March 3, 2011 which included the following notable actions:
  - The Curriculum Subcommittee approved 52 requests for course actions and a change in the prefix for all courses with INST to ITLS.
  - A request from the Nutrition, Dietetics and Food Sciences Department to suspend the Biotechnology Emphasis of the Nutrition, Dietetics and Food Sciences, BS Degree was approved.
  - A request from the Department of Languages, Philosophy and Speech Communication to offer a Bachelor of Arts in Global Communication was approved.
  - A request from the Department of Health, Physical Education and Recreation to create a Health Science emphasis in Health Education and Promotion, BS Degree was approved.
2. Approval of the report from the Academic Standards Subcommittee meeting of February 17, 2011. Actions of note:
  - Exceptions to the no test week policy at CEU and USU were approved as follows (changes in red):

**No-Test Days**

A five-day period, designated as No-test Days, precedes the five days of final examinations which are normally scheduled at the close of each academic semester. During No-test Days, no major examinations, including final examinations, will be given in order that students may concentrate on class work, the completion of special assignments, writing projects, and other preparation for duly scheduled final examinations. **Approved exceptions include: final papers; weekly chapter quizzes; quizzes, projects, or examinations associated with a lab that does not meet during final examinations; and final examinations for broadcast courses.**

- Minor changes to the academic standing policy were approved (proposed changes are indicated below; only segments of catalog language with recommended changes are included).

### **Notifications, Transcript Notations, and Registration Holds**

An undergraduate student placed on academic warning or academic probation shall be notified in writing of that action by his or her college dean, advisor, or other college or departmental representative. An undergraduate student placed on academic suspension shall be notified in writing of that action by the Office of Retention and Student Success **(or by the Academic Advising and Orientation Office at USU-CEU)**. Since these notifications will typically be sent by e-mail, it is the student's responsibility to check his or her preferred e-mail account as designated in Access (see Email Communication Policy). A notation *Academic Warning*, *Academic Probation*, or *Academic Suspension* is placed on the student's transcript. Students on academic warning or academic probation will have a hold placed on their registration and must meet with their academic advisor.

### **Academic Standing for Student Athletics Eligibility**

Student athletes are considered, for purposes of athletics eligibility and NCAA **or NJCAA** intercollegiate competition, to be in good standing if they meet the applicable NCAA **or NJCAA** grade point average rule and are able to register for classes and attend during the next subsequent regular academic semester.

### **Suspension Appeal Process**

Any suspended student wishing to appeal his or her academic suspension must meet with the matriculation advisor, located in the Office of Retention and Student Success **(or the Academic Advising and Orientation Office at USU-CEU)**, and express a desire to make an appeal. ***Students should understand that, while they are entitled to appeal their suspension, very few appeals will be approved.***

The student must write an appeal letter and complete an appeal form. The appeal letter must include:

- (1) a clear explanation as to why the student believes the suspension penalties should be lifted,
- (2) an account of reasons why the student feels he or she didn't perform well, and
- (3) a description of the student's plan for improvement.

~~The matriculation advisor, who serves as~~ The chair of the Suspension Appeals Committee will submit the appeal letter (attached to the student's transcript) to the committee. The ~~matriculation advisor chair~~ will contact the student's academic advisor to solicit additional information that might be relevant to the committee's decision. Additionally, the matriculation advisor will find out if the student's department supports a suspension reversal or not.

### **Readmission Following Academic Suspension**

Students *who have been suspended once* may apply for readmission after **a one-semester layout at USU-CEU, or** a two-semester layout **at USU**. Students *who have been suspended two times* may apply for readmission following a layout of one full calendar year.

3. Approval of the report of the General Education Subcommittee meeting of January 18, 2011.  
Actions of note:

- The following General Education course was approved:

HONR 3020 (DHA)

- The committee rescinded its action of November, 2010 to waive ACT/SAT score of 25 or higher or an SAT Math score of 580 or higher.
- The committee approved a motion that USU-CEU adopt USU general education requirements for Fall 2011 and university study requirements by Fall 2012.

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

### **April 7, 2011 Meeting**

The Educational Policies Committee met on April 7, 2011. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page<sup>1</sup>.

During the April 7 meeting of the Educational Policies Committee, the following actions were taken:

1. Approval of the report from the Curriculum Subcommittee meeting of April 7, 2011 which included the following notable actions:
  - The Curriculum Subcommittee approved 84 requests for course actions.
  - A request from School of Teacher Education and Leadership to create a Master of Education Degree in Instructional Leadership was approved.
  - A request from the Department of Sociology, Social Work and Anthropology to modify the specialization areas in the Sociology Doctoral Program was approved.
  - A request from the Department of Languages, Philosophy and Speech Communication to offer a Chinese Teaching Minor was approved.
  - A request from the College of Agriculture to create the School of Applied Sciences, Technology and Education was approved.
  - A request from the Department of Music to offer a Harp performance emphasis was approved.
  - A request to amend the previously approved R401 that renamed the Bachelor of Science (BS) "Health Education Specialist" degree offered in the Department of Health, Physical

Education and Recreation (HPER) Department at Utah State University to include the terms, "major and minor" when referring to the BS degree was approved.

- Ed Reeve was elected the 2011-2012 Curriculum Subcommittee Chair.
- EPC and Curriculum Subcommittee Meetings dates and the due dates for agenda items for those meetings next year will be:

<u>Meeting Dates</u>	<u>Agenda Item Due Dates</u>
September 1, 2011	August 18, 2011
October 6, 2011	September 22, 2011
November 3, 2011	October 20, 2011
December 1, 2011	November 17, 2011
January 12, 2012	December 15, 2011
February 2, 2012	January 19, 2012
March 1, 2012	February 16, 2012
April 5, 2012	March 22, 2012

2. Approval of the report from the Academic Standards Subcommittee meeting of March 17, 2011.  
Actions of note:
  - Changes to the policy for academic renewal were approved. This changes USU policy regarding the amount of time that a student must not have been enrolled at USU prior to requesting academic renewal.

### Academic Renewal

Undergraduate students who have been admitted to Utah State University after an interruption in their collegiate education of ~~five or more years~~ **at least one year** may petition to have certain 3 credits ~~that are older than five years~~ removed from the calculation of the GPA ~~needed for credit and credits earned~~. The renewal procedure allows the student's academic records to be reviewed for the purpose of eliminating from grade point average computation all grades of *D+* or below that were entered on the academic transcript five or more calendar years prior to ~~admission the request~~, including transfer credit **on the USU transcript**. However, upon request, selected grades of *D+* or ~~D~~ below may remain on the student's record. Petition forms are available in the Office of the Registrar and online. A \$25 processing fee will be assessed.

#### **Guidelines:**

1. Academic renewal *does not* apply to graduate students nor to students pursuing a second undergraduate degree.
2. Academic renewal may be applied *only once* and is *irreversible*.
3. An absence of ~~five one~~ **or more years** must have elapsed between admission and the last enrollment at an institution of higher education. (**Note:** Students must be currently enrolled at USU to apply for academic renewal.) **Only credits that are older than five years may be considered for academic renewal.**
4. After admission, but before application for renewal, the student must have completed ~~at least one of the following at Utah State University: (a) 10 semester credits with at least a 3.00 GPA; (b) 20 semester credits with at least a 2.75 GPA; or (c) a minimum of 30 12 semester credits~~

with at least a 2.50 GPA **at Utah State University**.

5. Academic renewal applies *only* to courses having grades of ~~D+, D, or F~~ **or below** and taken prior to readmission. All such courses will remain unaltered on the transcript with the appropriate notation added to the transcript to indicate academic renewal. Courses designated in the petition will not count for computation of GPA, for earned credits, nor for satisfying any graduation requirements. Courses with a grade of C- (or P) or better will be carried forward.

6. Students may apply for this renewal after they have met the guidelines listed above. They are strongly encouraged to meet with their academic advisor prior to submitting their request.

7. Academic renewal will be effective as of the data of admission following the minimum five year absence.

- Changes to the Associate of Applied Science degree were approved. Minimum credits were adjusted for Associate of Applied Science degree from a 60 to 63. The proposed language is attached.

### **Associate of Applied Science Degree**

A minimum of ~~60~~ **63** credits is required for an Associate of Applied Science (AAS) degree.

Requirements include coursework in the following areas: primary area of study, related area, general education, and electives. Candidates for an AAS degree must complete at least 20 ~~USU~~ credits **in residency** at USU's Logan Campus ~~or designated centers~~, **USU-CEU**, or through courses offered by ~~USU~~ Regional Campuses and Distance Education ~~through USU~~.

3. Approval of the report of the General Education Subcommittee meeting of January 18, 2011.  
Actions of note:

- The following General Education syllabus was approved:

**USU 1320 (BHU)** – Aaron L. Crawford