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FACULTY SENATE EXECUTIVE COMMITTEE

October 17, 2016

3:00 – 4:30 p.m.

Champ Hall

Agenda

- 3:00 Call to Order** Vince Wickwar
Approval of Minutes September 19, 2016 - [link](#)
- 3:05 University Business**.....Stan Albrecht, President
Noelle Cockett, Provost
- 3:25 Information Items**
1. Faculty Forum Executive Meeting – October 17, 2016 Vince Wickwar
(Ideas/questions/suggestions needed by October 17)
Faculty Forum – November 14, 2016
 2. FSEC Brown Bag Lunch – October 24, 2016 Vince Wickwar
 3. USU's Sustainability Infrastructure and Programs Alexi Lamm
- 3:40 Reports**
1. EPC Items ([October](#)) and Annual Report - [link](#) Larry Smith
 2. Athletic Council – [link](#) Ed Heath
 3. Faculty Evaluation Committee - [link](#) Raymond Veon
- 4:00 New Business**
Election of Honorary Degree and Awards Committee Member..... Leslie Brott
- 4:05 Adjourn**



FACULTY SENATE EXECUTIVE COMMITTEE MINUTES

September 19, 2016 3:00 P.M.

Champ Hall Conference Room

Present: Vince Wickwar (Chair), Ronda Callister (Past President), Kimberly Lott (President-Elect), President Stan Albrecht (Ex-Officio), Michele Hillard (Exec. Sec.), Joan Kleinke, Rick Heflebower, Lisa Gabbert, Britt Fagerheim, Scott Henrie, Juan Villalba, Chris Winstead, David Brown, Leslie Brott, Jeanette Norton, Mark McLellan, Dennis Garner

Absent: Provost Noelle Cockett (Ex-Officio),

Guests: Kris Miller, James Nye, Larry Smith, Krystin Deschamps, Mica McKinney

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

Approval of Minutes

Approval of Minutes August 29, 2016

Minutes approved.

University Business - President Albrecht

The State of Utah Board of Regents were on campus Thursday and Friday, September 15-16. While they are here there will be presentations made regarding campus building projects. The Science building first phase has been funded and we will work on getting funding for the second phase. There will be a Harry Reid event in Washington, DC. USU will be celebrating Harry Reid and his service and also acknowledging him as a graduate of USU. During this trip there will be meetings with the congressional delegation in DC. Will help congressional committees understand USU's needs and provide updates. President Albrecht wants to keep working with the Blanding campus and working on the Native American Land Grant. This grant requires an act of congress and Senator Hatch and Senator Lee will work with us on getting this moving forward. The Research Foundation hit \$99M in funding through the Space Dynamics Lab.

Sexual Assault Update - Anonymous reports can be submitted. There will be updated training for responsible employees. A handbook/guide for reporting is forthcoming. The best action, when a victim has approached a faculty or staff is to contact General Counsel. Graduate students are considered as faculty and they are required to report as well. Sometimes students talk about this in the context of a class and they are not reporting just talking about a life experience. If this happens, faculty should go to Stacy Sturgeon or Mica McKinney.

FLSA – USU is not the only school to not be grandfathering leave accrual rates. Weber State University is grandfathering. There will be a one-year transition period for those 22-day vacation accruals. Supervisors need to be considerate of the loss of time that those affected individuals are experiencing.

Information Items

Faculty Forum Executive Meeting – October 17, 2016

(Ideas/questions/suggestions needed by October 17)

Faculty Forum – November 14, 2016

Think of and bring issues/questions for the Faculty Forum. Questions/suggestions can be sent to Vince Wickwar.

FSEC Brown Bag Lunch – September 26, 2016

Open communication with President Albrecht. Be prepared with questions.

Reports

EPC Items - September 2016

For the benefit of new members, the EPC Chair went through the process/timeline regarding EPC submissions and deadlines. EPC is an umbrella organization tasked to handle all curriculum matters at the university. EPC has three subcommittees: Academic Standards, General Education and Curriculum.

Each subcommittee has monthly meetings and reports up to the EPC. Monthly reports to the FSEC will include actionable items from the subcommittees and other items of interest.

R401 program proposals are initiated through the Utah State Board of Regents. USHE tracks every single program in the state. There are two types of forms: abbreviated form and full template and these are to be used for all new programs. Reviewed the R401 Proposal Flow Chart. The EPC agenda goes to the BFW chair for information and review. Curriculum Committee is utilizing Curriculog for all course changes. *Motion to move to the Faculty Senate agenda made by Britt Fagerheim. Seconded by Ronda Callister. Moved to Faculty Senate.*

Honors Program

Honors has experienced higher enrollment. Getting better students applying and recruiting high achieving, high school juniors. Admitted twice as many current and transfer students. Success with external scholarships has increased as well.

Motion to move to the Faculty Senate agenda made by Mark McLellan. Seconded by Jeanette Norton. Moved to Faculty Senate.

Libraries Advisory Council

The library advisory council's role is to advise the Library dean in E-learning, library policies, and interpreting needs of library. The council met twice last year. Brad Cole is now Dean of University Libraries.

A writing center (satellite) has opened in the Library. Data services and open educational resources have been shared with the USU campus community.

Motion to move to the Faculty Senate agenda made by Leslie Brott. Seconded by Lisa Gabbert. Moved to Faculty Senate.

Motion to talk about the new testing center and Regional Campus usage/concerns (Robert Wagner) made by Ronda Callister. Seconded by Kimberly Lott. Testing Center will be added to the Faculty Senate agenda.

Motion to talk about Library Data Services (Betty Rosum) made by Juan Villalba. Seconded by Ronda Callister. Data Services will be added to the Faculty Senate agenda.

Parking Committee

The parking committee formulates parking policies and consists of seven faculty/staff and five student members. Last year there were several huge projects:

- CPD Building Removal
- Clinical Services Construction
- Tunnel Project
- New Housing Project

These projects required parking committee to look at parking in those areas. Removed student parking and increased faculty parking. Students were moved to the UPR parking area and allowed faculty and staff to park in the state vehicle parking lot. New state vehicle lot will be set up near parking and transportation. Welcome center parking lot has been redesigned and opened with the completion of the building. Four electric charging stations are in the lot and two more are in the Aggie parking garage. Charging stations are being added as needed and are being installed as quickly as possible. Redesigned Edith Bowen Laboratory School pickup and drop off due to projects. Building new parking lot in Blue Square. Over 200 construction employees and an increase in adjunct professors on campus are adding to the parking issues.

Motion to move to the Faculty Senate agenda made by Britt Fagerheim. Seconded by David Brown. Moved to Faculty Senate.

New Business

Student Code of Conduct

Student code revision committee undergoing massive overhaul of student code. Need to update sexual misconduct policies that need to get to the Board of Trustees for the October meeting.

a) USU Amnesty Policy

No barriers to student reporting or getting help/treatment.

b) USU Policy on Confidential Resources and Request for Confidentiality and Anonymity

What to do when an act of sexual misconduct happens? How to report? How to handle anonymity? Definitions are included to help know who to go to and to make it easier to understand

c) Changes to Section V-6, Recording and Disclosure of Disciplinary Penalty

Notation will still go on the student's transcript at the end of the process. At the end of the disciplinary process information will be given to the dean of the new school.

- d) Changes to Section V-5, Misconduct Proceedings and Section VIII, University Regulations Regarding Hearing Board (addition of new USHE policy)
Allow advisors and attorney in formal hearings. Advisor will write the question and commit to the chair of the board. Chair will vet the question and will work with General Counsel. Changes for this section is coming from the Utah System of Higher Education.
*Motion to move to the Faculty Senate agenda made by Mark McLellan. Seconded by Leslie Brott.
Moved to Faculty Senate.*

Adjournment

The meeting adjourned at 4:35 p.m.

Minutes Submitted by: Michele Hillard, Faculty Senate Executive Secretary, 797-0121

Report from the Educational Policies Committee October 6, 2016

The Educational Policies Committee met on October 6, 2016. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page.

During the October 2016 meeting of the Educational Policies Committee, the following actions were taken.

1. Approval of the report from the Curriculum Subcommittee meeting of October 6, 2016 which included the following actions:
 - The Curriculum Subcommittee approved 94 requests for course actions.
 - A request from the Department of Applied Economics in the College of Agriculture and Applied Sciences to offer a Minor in Applied Economics/Small Firm Management was approved.
 - A request from the School of Applied Sciences, Technology and Education in the College of Agriculture and Applied Sciences to change the name of the AAS-Business Administration to AAS-Small Business Operations was approved.
 - A request from the Department of English in the College of Humanities and Social Sciences to offer a Graduate Certificate in Archiving and Public Programming was approved.
 - A request from the Department of English in the College of Humanities and Social Sciences to change the name of the BA/BS emphasis in Literary Studies to Literature was approved
 - A request from the Department of Sociology, Social Work and Anthropology in the College of Humanities and Social Science to offer a Minor in Native American Studies was approved.
 - A request from the Department of Kinesiology and Health Science in the Emma Eccles Jones College of Education and Human Services to offer a Minor in Yoga Studies was approved.
 - A request from the Department of Wildland Resources in the S.J. & Jessie E. Quinney College of Natural Resources to change the name of the BS in Wildlife Science to Wildlife Ecology was approved.
 - A request from the Department of Wildland Resources in the S.J. & Jessie E. Quinney College of Natural Resources to change the name of the BS in Rangeland Resources to Rangeland Ecology and Management was approved.
 - A request from the Department of Wildland Resources in the S.J. & Jessie E. Quinney College of Natural Resources to change the name of the BS in Forestry to Forest Ecology and Management was approved.

- A request from the Department of Watershed Sciences in the S.J. & Jessie E. Quinney College of Natural Resources to add five areas of emphasis in the Management and Restoration of Aquatic Ecosystems Major was approved.
 - A request from the S.J. & Jessie E. Quinney College of Natural Resources to offer a Graduate Certificate in Geographic Information Science was approved.
2. There were no action items in the October report from the Academics Standards Subcommittee.
 3. Approval of the report from the General Education Subcommittee meeting from September 20, 2016. Of note:

The following courses or syllabi were approved:

APEC 5040 (CI)
HIST 3483 (DHA)

2015-2016 ANNUAL REPORT
OF THE
UTAH STATE UNIVERSITY
EDUCATIONAL POLICIES COMMITTEE

Submitted by
Laurens H. Smith Jr, Chair
October 6, 2016

2015-2016 Annual Report of the USU Educational Policies Committee

MEMBERSHIP:

The membership of the 2015-2016 Educational Policies Committee:

Laurens Smith, Chair
Dan Coster, College of Science
Roland Squire, Registrar's Office
Melanie Nelson, USU-Eastern
Mike Lyons, General Education Subcommittee Chair
Thomas Fronk, Engineering
Kacy Lundstrom, Libraries
Jessica Hansen, Academic and Instructional Services
Kelly Fadel, Huntsman School of Business
Trevor Olsen, USUSA President
Ed Reeve, Curriculum Subcommittee Chair
Nathan Straight, Regional Campuses
Eddy Berry, Humanities and Social Sciences
Nick Flann, Graduate Council
Scott Bates, Academic Standards Subcommittee Chair
Nicholas Morrison, Caine College of the Arts
Marci Smith, Registrar's Office
Jared Schultz, Education and Human Services
Ty Aller, Graduate Studies Senator
Karen Mock, Quinney College of Natural Resources
Janet Anderson, Provost's Office

MEETINGS:

The Educational Policies Committee (EPC) is a standing committee of the Faculty Senate. During the 2015-2016 academic year, the regular meeting time of the EPC was the first Thursday of every month at 3:00 p.m. in the Champ Hall Conference Room in Old Main.

The EPC is supported by the following three subcommittees.

Curriculum Subcommittee	Edward Reeve, Chair,
General Education Subcommittee	Dawn Kirby, Chair
Academic Standards Subcommittee	Scott Bates, Chair

ACTIONS:

The Educational Policies Committee acts on items presented to it from three subcommittees: Curriculum, Academic Standards, and General Education; as well as other items submitted directly to EPC for consideration.

A. Actions originating from the Curriculum Subcommittee:

1. The Curriculum Subcommittee approved 540 requests for individual course actions.
2. The Curriculum Subcommittee and subsequently the EPC acted on a large variety and number of proposals for programs during the 2015-2016 academic year. Table 1 is a summary of those.

Table 1. Action taken by the EPC/Curriculum.

Department	EPC Actions 2015-2016
Applied Economics	Name Change From the Utah Center for Productivity and Quality of Work to the Extension Center for Business and Economic Development
Applied Economics	Change Name of the Utah Center for Productivity and Quality of Work to the Extension Center for Business and Economic Development
Applied Sciences, Technology and Education	Certificate in Digital Design
Applied Sciences, Technology and Education	Minor in Technology and Engineering Education
Applied Sciences, Technology and Education	Name Change of the Certificate in Accounting Information Systems to Professional Bookkeeping
Applied Sciences, Technology and Education	Certificate in Web Business
Applied Sciences, Technology and Education	Certificate in Professional Bookkeeping
Applied Sciences, Technology and Education	AS in Agricultural Science
College of Agriculture and Applied Sciences	BA in International Agribusiness and BS in Agribusiness at The American Campus (TAC) in Flic en Flac, Mauritius
Electrical and Computer Engineering	Discontinue Emphases in the Electrical Engineering MS
Electrical and Computer Engineering	Discontinue all emphases in the Electrical Engineering PhD
English	English Teaching Composite BS
Environment and Society	Suspend admissions in the MS in Bioregional Planning
Environment and Society	Change name of the MS and PhD in Human Dimensions of Ecosystem Science and Management to Environment and Society

Family, Consumer and Human Development	Discontinue Early Childhood Development Associate of Arts degree at USU Eastern
Geography	Discontinue the BS in Geography Teaching
Health, Physical Education and Recreation	Change Name of the department from Health, Physical Education and Recreation to Kinesiology and Health Science
Management	Minor in Technical Sales Management
Management	Transfer the minor in business from the dean's office to the Management Department
Music	Minor in Music Studies
Nutrition, Dietetics and Food Sciences	Discontinue Food Technology Management Emphasis
Plants, Soils and Climate	BS in Climate Science
Provost	Certificate of Completion in General Education was approved
Psychology	Minor in Behavioral Health
Psychology	Restructure its current specialization within the Psychology PhD program in Professional Scientific Psychology to two specializations 1) combined Clinical/Counseling Psychology and 2) School Psychology
Psychology	MEd specialization in Psychology en route degree for the School Psychology EdS
School of Accountancy	Executive Master of Accounting (EMAcc)
Special Education and Rehabilitation	Certificate for Aggies Elevated
Watershed Sciences	Change Name of the BS degree in Watershed and Earth Sciences to Management and Restoration of Aquatic Ecosystems
Wildlife Resources	Minor in Wildland Science

B. Actions originating from the General Education Subcommittee:

1. Courses approved by the EPC in 2015-2016 for General Education use are listed in Table 2.

Table 2. Courses approved by the EPC for General Education use.

Course Prefix and Number	Course Title	Course Designation
ARTH 3320	Pre-Columbian Art	CI
ARTH 3340	African Art	CI
ARTH 3710	Art, Culture & Crisis in Postwar Britain	CI
ARTH 3730	The Documentary	CI
ARTH 3770	American Apocalypse: Disaster and Dystopia in Hollywood Film	CI
ARTH 3910	Introduction to Film Theory	CI
ARTH 4310	Common Threads: History of Fiber Arts	CI
ARTH 4410	Art of Small Scale Cultures	CI
ENGL 4610	Western American Literature	CI/DHA
ENVS 4700	Communicating Sustainability	CI
MUSC 3785	Marching Band	DHA
PHYS 2210	Physics for Scientists and Engineers	BPS/QI
THEA 1000	Acting I: Introduction to Acting	BCA
WILD 3300	Management Aspects of Wildlife Behavior	CI
WILD 4910	Assessment and Synthesis in Natural Resource Science	CI

C. Actions originating from the Academic Standards Subcommittee:

From the January 21, 2016 Meeting:

A. Excused Absence Policy

After a couple years of input from numerous constituencies, a final committee version of a revised excused absence policy was approved. The revised language for the general catalog is the following:

Attendance & Excused Absences

Introduction

Instructors set course content and structure and are responsible for determining if a student has met the minimum requirements for completion of the course. The university views class attendance as an individual student responsibility. Students are expected to attend class and to complete all assignments in accordance with individual instructor and course policies. The excused absence policy does not guarantee that a student's absences from a course will not negatively impact his or her success in the course. Furthermore, it is the student's responsibility to ensure that excused absences do not conflict with clearly established instructor policies on course attendance and participation.

There are multiple mechanisms that should be considered if absence from a class is necessary:

- *Incomplete (I) Grade: If a student is unable to complete all of the coursework because of extenuating circumstances, a grade of "I" (Incomplete) may be submitted by the instructor. Refer to Incomplete policy for details.*
- *Withdrawal: Students may drop courses without notation on the permanent record through the first 20% of the class (i.e. 3 weeks of a 15-week term). If a student drops a course after that initial grace period, a "W" will be permanently affixed to the student's record. After 60% of the class is completed (i.e. 9 weeks of a 15-week term), the student's academic advisor must sign any drop request, and a "W" with a grade assigned by the instructor will be entered on the student's permanent record. Under normal circumstances, a student may not drop a course after 75% of the class is completed. (Check General Catalog for exact dates.)*
- *Excused Absence: An absence may be excused for the reasons and in accordance with the procedures outlined below. Students who are requesting an excused absence are expected to uphold the Student Code of Conduct.*

Excused Absences

Reasons

A student requesting an excused absence is responsible for providing evidence to the instructor substantiating the reason for absence.

Excused absences may not exceed 20% of the class meetings.

Among the reasons absences are considered excused by the university are the following. Note that in accordance with Title IX of the Educational Amendments of 1972, Utah State University shall treat

pregnancy and related conditions as a justification for an excused absence for so long a period of time as is deemed medically necessary by the student's physician. Questions about Title IX should be directed to the University Title IX Coordinator.

University Supported Participation

- 1. Participation in a university-sponsored or sanctioned activity.*
- 2. Mandatory participation as a student-athlete in NCAA-sanctioned competition.*

Injury, Illness, Medical Condition/Status

- 3. Injury, illness, or medical condition/status that is too severe or contagious for the student to attend class.
 - a. **Injury or illness of 3 or more days.** For injury or illness that requires a student to be absent from classes for three or more class meetings, the student should obtain a medical confirmation note from his or her medical provider. The Student Health & Wellness Center or an off-campus medical professional can provide a medical confirmation note only if medical professionals are involved in the medical care of the student. Medical documentation can be collected after the absence has occurred. The medical confirmation note must contain the date and time of the visit for the injury or illness and the medical professional's confirmation of needed absence.*
 - b. **Injury or illness less than 3 days.** Faculty members may require confirmation of student injury or illness that is serious enough for a student to be absent from class for a period less than 3 or more class meetings. At the discretion of the faculty member, as outlined in the course syllabus, injury or illness confirmation may be obtained through a note from a health care professional affirming the date and time of visit. Medical documentation can be collected after the absence has occurred.*
 - c. An absence for a non-acute (e.g., elective) medical service does not constitute an excused absence.**
- 4. Major injury, illness, or medical condition/status in a student's immediate family (as defined in Policy 346.1 of the USU Policies Manual).*
- 5. A death in a student's immediate family (as defined in Policy 346.1 of the USU Policies Manual).*

Other Allowable Reasons

- 6. Required participation in military duties, including mandatory medical appointments for veterans and military personnel.*
- 7. Mandatory admissions interviews for professional or graduate school, or internships, that cannot be rescheduled.*
- 8. Religious holy day.*
- 9. Participation in legal proceedings or administrative procedures that require a student's presence.*

Procedures

Students may be excused from attending class on the day of a graded activity or when attendance contributes to a student's grade, for the reasons stated above or for other reasons deemed appropriate by the student's instructor. For reason #1 (Participation in a university sponsored or sanctioned activity) or #2 (Mandatory participation as a student-athlete in NCAA-sanctioned competition), a dean or vice president (or

the designee) must provide a letter for the student to provide to instructors that verifies the student's absence as excused.

Student

Excused absence notifications should be provided to instructors as soon as possible. In some cases, such as athletics or other university-sponsored and sanctioned events with known schedules, instructors should be informed during the first week of classes. Instructors have the right to deny any request that exceeds 20% of class sessions.

To be excused, the student must notify his or her instructor in writing (acknowledged e-mail message is acceptable) prior to the date of absence if such notification is feasible. In cases where advance notification is not feasible (e.g. accident or emergency), the student must provide notification by the end of the second working day after the absence. This notification should include an explanation of why notice could not be sent prior to the class. Accommodations sought for absences due to the observance of a religious holiday can be sought either prior to or after the absence, but not later than two working days after the absence. On request of the instructor, the student must provide additional documentation substantiating the reason for the absence, which is satisfactory to the instructor, within one week of the last date of the absence.

Instructor

Instructors are under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence.

If the absence is excused, the instructor must either provide the student an opportunity to make up any quiz, exam, or other work that contributes to the final grade or provide a satisfactory alternative by a date agreed on by the student and instructor. Students with an excused absence shall be "held harmless" and benefit from all classroom policies. In some cases, such as classes that include time-dependent group, field, lab, or studio work, instructors are not required to recreate a precisely equivalent experience, but should identify a suitable alternative that respects both their own and the student's time and meets educational goals.

Any make-up work must be completed within 14 calendar days of the last day of the initial absence.

Appeal Procedures

A student may appeal an instructor's decision that an absence is unexcused if the student believes either that he or she has presented the instructor with adequate substantiating evidence for an excused absence (as outlined in this policy) or that the instructor's decision was arbitrary, capricious, or prejudicial. Any appeal must be initiated within three class days of the instructor's decision. In the appeal process, the burden of proof shall be on the student. Any student appeal must be submitted to the following persons or bodies in the sequence listed below:

- 1. The head of the academic department in which the course is offered;*
- 2. The dean or designee of the college in which the course is offered;*
- 3. The Provost (in the case of an appeal by an undergraduate student), or the Dean of the School of Graduate Studies (in the case of an appeal by a graduate student).*

B. Family Member in Class Policy

By request of the faculty senate president, the committee reviewed the report from the Academic Freedom and Tenure committee that addressed the potential conflict of interest when instructors teach family members. Several concerns were voiced regarding the potential conflict of interest if family members take a class from a related professor:

- The potential for bias exists, but it is small.
- The issue would rarely be a problem.
- If the class in "conflict" is rarely taught, or a pre-requisite for additional courses, the resultant delay to student progress would not be acceptable.
- In many cases, it is not practical--nor more fair--to ask a DH, colleague, nor TA to grade a family member's tests/quizzes. In some cases, such as a multiple-choice exam, it would not be difficult to grade fairly. In other cases, it would be very difficult (e.g., major writing assignment).

The committee discussed the ways in which the appearance of bias could be mitigated. Students can appeal any grade and there is currently a path for remedy in the student code. It was suggested that faculty be made aware of potential problems with teaching family members and be cautioned but the committee approved a motion to not craft specific policy regarding this issue.

From the April 7, 2016 Meeting:

- The committee agreed to not impose a cap on summer credits. Details of the committee discussion are as follows:

In a series of meetings this past spring and fall, the Academic Standard Subcommittee of the Educational Policy Committee decided not to pursue a reduced credit-cap for the summer semester.

An instructor suggested that the committee consider a modified cap. She argued that while students are subject to an 18-credit cap that they may not exceed without an advisor's permission during the fall and spring terms, the same cap (18 credits) makes less sense during the summer as the summer term is shorter. That is, a 3-credit class over a 15 week term is different than a 3-credit course over a 7 week term.

The committee was hesitant to move toward imposing a summer-cap for four reasons.

First, it was rare. There were few cases of students actually exceeding a suggested (proportional to the length of the term) credit cap of 9 credits. Please see the attached chart that shows the breakdown of the number of credit hours.

Second, it did not impact outcomes. There was not a relationship between total credits and outcomes (grades). The primary issue with students taking too many courses in the summer was that their educational outcomes would be damaged. That was not observed in the summer 2015 data.

Third, there are course sequences in the summer that would violate the credit cap. The summer term includes many courses that are non-traditional. Specifically courses in study abroad and internships.

Finally, of less overall importance to the committee, was the fact that such a credit-cap would be difficult to implement. Currently, Banner considers summer a single term, rather than two practical terms. So, it would require manual (and after-the-fact) assessment as to the limit. Had the data shown a need to enforce a lower cap for summer we would have spent more time working out a way to do so.

The Academic Standards Subcommittee of the Education Policy Committee makes the following four recommendations:

- **Advising.** Advisors and instructors work closely and guide students who may not be prepared to take a heavy course-load in a 7-week term.
- **Instructors Resources.** The provost's office include content related to this issue in future trainings (e.g. new faculty teaching academy) and current resources for instructors (e.g. provost's office course syllabus webpage).
- **Student Resources.** The catalogue should include a specific summer-credit load advisory (e.g., three-credits in 7 weeks will not require less effort than 3-credits in 15 weeks, students are encouraged to consider time-intensity when selecting summer courses).

Utah State University

Athletics Council Report for

July 1, 2015 to June 30, 2016

Submitted to the
Utah State University Faculty Senate
by USU Athletics Council

Edward M. Heath, Faculty Athletics Representative and Athletics Council Chair (2015-2016),
Paul J. Barr, Athletics Council Vice Chair (2015-2016)

Faculty Senate Report Athletics Council

Introduction:

Council Members: Stan Albrecht, Paul Barr, Robert Behunin, Scott Bernhardt, Katie Brown, Brina Buttacavoli, Noelle Cockett, Dave Cowley, Jana Doggett, Dennis Dolny, Brian Evans, John Hartwell, Ed Heath, Caroline Lavoie, Becki Lawver, Grace McGuire, Maggie McInerney, James Morales, DJ Nelson, Trevor Olsen, Kevin Olson, Whitney Pugh, Jennifer Roark, Thomas Rogers, and Laurens H. Smith

Mission: The Athletics Council advises the President with respect to the athletics program. The duties of the council are to: (a) help maintain an athletics program compatible with the best academic interests of the university; (b) assure compliance with the rules of the National Collegiate Athletic Association (NCAA), and the university athletics code; (c) review and recommend to the President and the Board of Trustees all intercollegiate athletics budgets; and (d) recommend policies and procedures for all aspects of the intercollegiate programs. The annual report from the Athletics Council to the Faculty Senate includes both future and current issues facing the Athletics Department. Each issue is reviewed by the Athletics Council to insure the Department of Athletics is operating within the guidelines of the NCAA and Utah State University.

I. Athletics Council Issues/Actions during 2015-16 academic year (highlights briefly described below from the four AC meetings – September 2, 2015; October 26, 2015; January 27, 2016; and April 13, 2016 as well as each of the subcommittee's meetings that met twice during the academic year)

1. Student Academic and Athletics Eligibility and Intercollegiate Sports

- Academic performance of student-athletes for each of the USU teams was reviewed during each semester.
- APR and GSR rates reviewed for each team (refer to Academic Performance data listed below).
- a. Academic Performance of Student Athletes 2014-15 (latest published rates).
 - i. Graduation rates
 - The 08-09 cohort rate is 55% with a 4-year average of 66%
 - The 07-08 cohort rate is 75%, with a 4-year average of 68%
 - The 06-07 cohort rate is 68%, with a 4-year average of 61%
 - The 05-06 cohort rate is 62%, with a 4-year average of 61%
 - The 04-05 cohort rate is 64%, with a 4-year average of 62%
 - The 03-04 cohort rate is 48%, with a 4-year average of 57%

- The 02-03 cohort rate is 73%, with a 4-year average of 60%
- The 01-02 cohort rate is 65%, with a 4-year average of 58%
- The 00-01 cohort rate is 41%, with a 4-year average of 55%
- The 99-00 cohort rate is 61%, with a 4-year average of 64%
- The 98-99 cohort rate is 64%, with a 4-year average of 62%

The NCAA released the first Graduation Success Rate (GSR) for all teams of all NCAA Division I Member Institutions in December, 2005. This rate, a 4-year average that can be directly compared to the Federal Rates' 4-year average mentioned above, is a more accurate snapshot of how scholarship student-athletes graduate. Students who transfer to USU that fall into one of the cohorts are counted in this rate (they are not counted in the federal rate) when they graduate; students who transfer from USU and are academically eligible at the time of transfer do not count against USU graduation rates (as they do with the federal rate). The overall USU GSR for the 4-year cohorts encompassing 2005-2008 is 87%.

b. Academics/Awards.

- Composite 3.160 Student-Athlete GPA
- 171 Academic All-Mountain West Conference Selections (2nd most in the Conference) 2015-16 with a 3.00 or better GPA. An additional 10 gymnasts earned Academic All-Mountain Rim Gymnastics Conference honors.
- Utah State earned 102 Mountain West Scholar-Athlete recognitions exhibiting a 3.50 or better GPA.
- 87% NCAA Graduation Success Rate (2nd highest in the Mountain West Conference)
- 201 Whiteside Scholar-Athletes (3.2 or better GPA)
- Utah State Men's and Women's Cross Country teams received the U.S. Track and Field and Cross Country Coaches Association (USTFCCCA) Academic Award for the eighth-straight year. The men had 3.33 GPA while the Aggie women posted a 3.42 GPA
- Devin Wright, a junior javelin thrower on the men's track & field team, earned CoSida Academic All District VIII honors, along with Jodi Williams, a senior high jumper for women's track & field. Wright was also honored as CoSida Academic All-America, the highest academic accolade in NCAA sports. Williams, who finished a master's degree in accounting, was named the Joe E. Whitesides Scholar-Athlete as the athletics 'valedictorian', completing both bachelor's and master's degrees with a 4.00 GPA.
- Utah State's soccer team received the NSCAA/Adidas College Women Team Academic Award for the 12th-straight year, posting a 3.51 team GPA. Additionally, two soccer student-athletes earned All-Region Academic Honors with junior Jessica Brooksby, earning second-team

honors and senior Jeannie Woller earning third-team honors.

- Utah State's football team earned AFCA honorable mention as one of 65 teams to graduate 75% or more of its student-athletes.
- Utah State's volleyball team earned the AVCA Team Academic Award for posting above a 3.30 team GPA for the 2015-16 Academic Year.
- Utah State's Softball team earned NFCA Academic Honors by posting a team GPA of 3.09. Seven Utah State softball players were named All-America Scholar-Athletes by the National Fastpitch Coaches Association (NFCA) for the 2015-16 school year. Junior second baseman Kylie-Rose Dickson, senior pitcher Noelle Johnson, freshman outfielder Mia Maher, sophomore pitcher Jordyn McCracken, senior catcher Kirstyn Namba, senior first baseman Libby Pederson and freshman pitcher Katie Schroeder each earned All-America Scholar-Athlete accolades.

2. Athletics Relations

- The Council discussed specific pending NCAA legislation during the 2015-16 legislative cycle and provided input on institutional positions for those with potential academic impact.

3. Budget and Administration

- The Council reviewed and recommended updates on the ongoing Athletics' budget and potential impacts throughout the academic year (see attached 2015-2016 Budget and Actuals on page 6).

4. Gender and Minority Issues

- The Council discussed the Student-Athlete Exit survey and addressed changes.

II. Miscellaneous Athletics-Related Events/Changes during 2015-16.

1. Athletic Facilities Updates.

- New naming partner announced for Football Stadium.

2. Athletics Accomplishments of Department (2015-16).

- Men's tennis captured Utah State's first regular season Mountain West title in any sport.
- Senior linebacker Kyler Fackrell was a Phil Steele fourth-team All-American and named a Butkus Award Semifinalist. Fackrell and fellow linebacker Nick Vigil were each selected in the third round of the 2016 NFL Draft by Green Bay and Cincinnati, respectively.
- Men's tennis sophomore Jaime Barajas was named the Mountain West Player of the Year. Additionally, Barajas earned all-Mountain West honors along with junior Jack Swindells.
- Track & field qualified a Utah State-record eight athletes to the NCAA Outdoor National Championships with five earning second-team All-American citations.

- Women's basketball's Rachel Brewster was named to the Mountain West all-freshmen team.
- Men's tennis head coach Clancy Shields was named the Mountain West Coach of the Year, in addition to being named ITA Mountain Region Coach of the Year.
- Softball recorded its first winning season since 1996.
- Football played in a record, fifth-consecutive bowl game, appearing in the Famous Idaho Potato Bowl.
- Men's basketball junior Jalen Moore and senior Chris Smith were each named to the all-Mountain West third team.
- Senior LB Kyler Fackrell was named a fourth-team All-American by Phil Steele.
- Fackrell and junior LB Nick Vigil both earned first-team all-Mountain West honors, marking the second straight year that a pair of Aggie linebackers were named to the conference's first team.
- Utah State had six golfers honored for academic excellence as six student-athletes earned academic all-Mountain West honors, while four golfers were named Mountain West Scholar-Athletes. Additionally, three golfers earned Cleveland Golf/Srixon All-America Scholar honors in senior Seokwon Jeon, and juniors Tanner Jenson and Eli Rogers.
- For the third consecutive season, women's gymnastics advanced to the NCAA Regional Championships, a feat that hadn't been accomplished since the program appeared in 17 straight Regionals from 1986-2002.
- Junior Bailey McIntire earned first-team all-MRGC honors by tying for first in the all-around with a career-high score of 39.425. McIntire also earned first-team all-MRGC honors on both beam and bars as she tied for second and placed third, respectively, with scores of 9.850 (career high) and 9.900 (tied career high). She also earned second-team all-league honors on vault as she tied for sixth with a 9.825. Senior Jillian Chappel earned second-team all-MRGC honors on vault, as well, as she tied for sixth with a 9.825, while junior Hayley Sanzotti garnered second-team all-MRGC honors as she tied for fifth on beam with a 9.825.
- Utah State soccer had two players named to all-Mountain West teams for the 2015 season as junior forward Jessica Brooksby earned first-team honors and sophomore midfielder Wesley Hamblin was named to the honorable mention team.
- USU captured five titles at the Mountain West Indoor Championships and set four school records during the indoor season. Track and field was represented by senior Parker Bluth and sophomore Dillon Maggard at the NCAA Indoor Track & Field Championships, with the duo earning All-American accolades after finishing 14th in the 200 meters and 12th in the mile, respectively.

- Utah State was represented by a school-record 20 student-athletes in the first round of the NCAA Outdoor Track & Field Championships, with a school-record-tying eight student-athletes advancing to the finals. Of those that qualified for the finals, five earned second-team All-American honors in senior Parker Bluth, sophomore Brady Martin, senior Cole Lambourne, junior AJ Bouilly and senior Maci Bingham with three more earning honorable mention All-American accolades in sophomore Clay Lambourne, sophomore Dillon Maggard and Bouilly.
 - Junior Nini Guensler earned all-Mountain West honors in women's tennis after leading the Aggies with 20 wins in singles during the year, playing at No. 1 and No. 2 singles.
 - Utah State Men's Tennis recorded a school-record 21 wins and captured USU's first outright Mountain West regular season championships in any sport.
3. Department of Athletics Policy Changes.
- Formalizing the policy regarding contact between athletics staff and academic staff/faculty members – this policy had its genesis in 2014-15 and was completed in 2015-2016 (see attached policy on pages 7-8).
4. Athletics Council Membership Policy Changes.
- 105.2.1 of the USU Policy Manual General was changed in order to align practice with policy. The policy changes were approved on the June 24, 2016 Board of Trustees Meeting (see attached policy on page 9).

UTAH STATE UNIVERSITY
Department of Intercollegiate Athletics

Revenues	FY16 BUDGET	FY16 ACTUALS
E&G	6,411,884	6,359,163
Inst. Support	4,751,405	5,318,367
Student Fees	4,450,105	4,330,153
Football	2,778,028	2,935,598
TV Rights	700,000	700,000
MWC Revenues	1,680,000	1,708,418
Merlin Olsen Fund	550,000	502,328
Men's Basketball	817,724	744,175
BBSF Donations	1,200,000	1,288,892
BBSF Events & Auction	130,000	192,054
ASP - Sponsorship	825,000	982,462
Pepsi Pouring Rights	225,000	220,153
Marketing - Trade	250,000	322,715
Nike - Sponsorship	200,000	200,001
NCAA Revenues	1,042,362	1,045,322
Endowment Earnings	151,145	152,645
Other Athletic Revenues	497,438	625,169
Indirect Facilities & Admin	1,900,000	1,900,000
Ticket Office Processing Fees	75,000	120,658
IHC Cash	100,001	100,001
TOTAL REVENUE	28,735,093	29,748,273
Unrestricted Expenses		
<u>Salary Expenses</u>		
Salaries & Wages	5,992,402	6,098,725
Bonuses (Paid by sponsors - no benefits)	551,861	571,861
Fringe Benefits	2,396,961	2,550,145
TOTAL COMPENSATION	8,941,224	9,220,731
<u>Operating Budget Expenses</u>		
Men's Varsity Sports Programs	7,599,300	7,372,512
Women's Varsity Sports Programs	4,770,257	4,762,027
Total Varsity Sports Programs	12,369,557	12,134,539
Fueling Stations/Supplements	192,734	192,173
Administrative Units	7,750,469	8,540,575
TOTAL EXPENSE	29,253,984	30,088,018
Surplus/(Deficit)	(518,891)	(339,745)

UTAH STATE™

ATHLETICS

POLICY REGARDING CONTACT BETWEEN ATHLETICS STAFF MEMBERS AND UNIVERSITY ACADEMIC STAFF/FACULTY MEMBERS

The Department of Intercollegiate Athletics is an integral part of the university and its mission at large. The Department's mission, in part, is to embrace the pursuit of the intellectual inquiry, educational discovery and the academic success of its student-athletes. In this regard, the Department encourages involvement of its administrative and coaching staff members in the lives of the university's student-athletes. This is vital to the development of the student-athletes as productive members of society. Such involvement may include taking an interest in a student-athlete's academic pursuits at the university. In doing so staff members must respect the individual rights of the student and the integrity of the system. To assist its staff members, the Department has implemented this policy regarding Department staff members' involvement in certain aspects of student-athletes' academic pursuits.

Within the context of assisting student-athletes with their academic affairs, staff members must strictly abide by the Department's policy. In areas that are not specifically addressed in the policy, staff members must make prudent judgments regarding their level of involvement in a student-athlete's academic life so as to avoid even the appearance of impropriety. Staff members must realize that even the most innocent contact with an academic official may be perceived as pressure to make a concession for a student-athlete (simply because the individual is an athlete). Any such perceived pressure compromises the integrity of the Department and the university and further hinders the student-athlete's success at the university and in life.

In keeping with the Department's general policy regarding involvement of the Department's staff members in the academic pursuits of student-athletes, the following specific actions and similar actions are strictly prohibited:

- Coach-initiated contact of any type (e.g., oral, written, etc.) is not permitted between any member of the coaching staff and any Utah State University faculty member or associated instructional staff (teaching assistant, part time lecturer, etc.) with respect to any student-athlete. Coaching staff members may however, contact the Student-Athletes Academic Services staff in this regard.
- Coach-initiated contact of any type is not permitted between any member of the coaching staff and any Utah State University staff member (e.g., Dean's office, registrar, academic department secretary, etc.) as it relates to the academic standing of any student-athlete in a particular course or in general.

In addition:

- Only student-athletes shall turn in their assignments (e.g., term papers, take-home exams, homework, etc.) to their professors or instructors. Under no circumstances shall any staff member (including student managers, graduate assistants, directors of operations, volunteer coaches, etc.) hand in an assignment on behalf of a student-athlete.

- All contact with faculty members or instructional staff, if necessary, should be handled by the Student-Athlete Academic Services Staff. Please note that contact (telephone, e-mail, etc.) initiated by a professor, instructor, assistant dean, etc. to a coaching staff member or administrator is permitted. If this contact includes discussion of a student-athlete's performance in a course, performance on a particular assignment (including quizzes, tests and exams) or a student-athlete's grade in a course, such contact must be referred to the team's academic sport counselor immediately.
- All contact with the admissions staff regarding specific student-athletes and their admission status is strictly prohibited under this policy. Any contact with admissions about a specific student-athlete must be made by the Academic Support Staff.
- This policy does not apply to contact with an instructor, professor, assistant dean, dean, admissions liaison, etc. that is general in nature (i.e., contact that is not specific to a particular student-athlete).

USU Policy Manual General
105.2.1

(2) Athletics Council.

The Athletics Council advises the President with respect to the athletics program. The duties of the council are to: (1) help maintain an athletics program compatible with the best academic interests of the University; (2) assure compliance with the rules of the appropriate conferences, the National Collegiate Athletic Association (NCAA), and the University athletics code; (3) review and recommend to the President and the Board of Trustees all intercollegiate athletics budgets; and (4) recommend policies and procedures for all aspects of the intercollegiate program.

(a) Membership of the council. The Athletics Council is composed of: (1) the President, as a nonvoting member; (2) the Executive Vice President and Provost; (3) the Executive Senior Vice Provost; (4) the Vice President for Business and Finance; (5) the Executive Director for Budget and Planning; (6) the Vice President for Student Services; (7) the Vice President and Director of Athletics, Deputy Director of Athletics, and two Associate Athletics Directors, selected so that both the men's and women's athletics programs are represented; (8) the head of the Department of Kinesiology and Health Science; (9) a representative of the Alumni Council; (10) the USUSA President; (11) the USUSA Athletics Vice President; (12) four students, two men and two women, nominated by USU Athletics and ratified by the USUSA Executive Council; (13) six faculty members, three men and three women, to be appointed by the faculty senate for terms of three years, renewable once, the terms to be staggered so that two retire each year; (14) the NCAA Faculty Athletics Representative; and (15) when appropriate, the NCAA Faculty Athletics Representative-elect.

(b) Chair of the council. The Athletics Council is chaired by one of the six ~~elected~~ faculty members of the council or by the NCAA Faculty Athletics Representative. The chair is elected or reelected annually by a simple majority of the entire council. The vice chair is also chosen from the six elected faculty members or the NCAA Faculty Athletics Representative and is elected or reelected annually by a simple majority of the entire council. In decisions of the council, the chair exercises a vote only in the event of a tie.

(c) NCAA Faculty Athletics Representative. The NCAA Faculty Athletics Representative is a tenured or tenure-eligible faculty member and serves a four-year term, renewable; renewals are by the same process as initial appointment. He or she is nominated by a committee composed of the President, the six appointed faculty members, and the six student members of the council, and is ratified by the Faculty Senate. Unless the office is vacated prematurely, the NCAA Faculty Athletics Representative is ratified one year in advance of taking office. If the office is vacated prematurely, the nomination process begins again.

2015-16 Annual Report

Faculty Evaluation Committee (FEC)

Report Table of Contents

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**Prepared by
Raymond Veon, Chair 2016-2017**

INTRODUCTION

The charge and membership of the FEC is established in the Policy manual 402.12.7 (revised 6Jan2012) as follows:

402.12.7 Faculty Evaluation Committee (FEC)

(1) Duties.

The Faculty Evaluation Committee shall

- (a) assess methods for evaluating faculty performance;*
- (b) recommend improvements in methods of evaluation; and*
- (c) decide university awards for the Eldon J. Gardner Teacher of the year and Undergraduate Faculty Advisor of the Year.*

(2) Membership.

The committee shall consist of one faculty representative from each academic college, Regional Campus and Distance Education, USU Eastern, Extension, and the Library, two student officers from the USUSA and one elected graduate student representative. The faculty representatives are elected to the committee in accordance with policy 402.11.2. The committee will elect a chair annually, preferably at the last meeting of the academic year.

Committee Members 2015-2016

	Term ends
Clay Isom , Agriculture and Applied Sciences	2018*
Nathan Washburn, Business	2018*
Kit Mohr, Education & Human Services	2016
Raymond Veon, Arts (Chair)	2017
Cacilda Rego, Humanities and Social Sciences	2017
Curtis Dyreson, Engineering	2018*
Mary Conner, Natural Resources	2017
Thomas Lachmar, Science	2018*
Dory Cochran, Libraries	2017
Jeffrey Banks, Extension	2016
Elias Perez, USU Eastern	2017
Thomas Buttars, USU/SA Executive Vice President	2018*
Ty Aller, USU/SA Graduate Studies Senator	2018*
Joan Kleinke, ex-officio	n/a

*End date not verified by chair as of 10/13/16

Meeting Dates 2015-2016*

September 21, 2015	January 26, 2016
October 12, 2015	February 18, 2016
November 16, 2015	March 1, 2016

*Agendas and Minutes from each of these meetings included in the final section of this report.

SUMMARY OF FEC ACTIVITIES 2015-2016

The FEC was concerned with four primary issues:

- 1)** The name of the Undergraduate Advisor of the Year award
- 2)** The shortcomings and benefits of the IDEA evaluation instrument and possible recommendations for improving its use in light of the IDEA Survey implemented in 2014-15.
- 3)** Review and discuss the criteria and selection process for Teacher of the Year, Advisor of the Year, and Faculty University Service awards
- 4)** Selection of the recipients for Teacher of the Year, Advisor of the Year, and Faculty University Service awards

A summary of FEC accomplishments this year include:

- 1) Recommendation to change the name of the Undergraduate Advisor of the Year award to the Undergraduate Mentor of the Year award.
- 2) Developed six recommendations to the Faculty Senate related to the future use of the IDEA evaluation instrument;
- 3) Selected the recipients for the Teacher of the Year, Advisor of the Year, and Faculty University Service awards;
- 4) Reviewed and discussed the criteria and selection process for Teacher of the Year, Advisor of the Year, and Faculty University Service Awards

DISCUSSION OF FEC ACTIVITIES 2014-2015

1) IDEA teaching evaluation: review and recommendations

The IDEA evaluations appear to be most effectively implemented at the department level. Consequently, the committee recommends that department heads be more intimately involved in implementing them. It was felt that the evaluations should continue to be conducted using the current on-line method and that departments should consider customizing response time, switching off the e-mail reminders, and/or creating class assignments in Canvas for students to complete the evaluations. Further, it was felt that individual departments that offer technical courses should consider developing and adopting a customized evaluation instrument that is more appropriate for evaluating their faculty; that the IDEA evaluations should not be conducted for courses with too few students enrolled in them (the recommended threshold number of students in a class is five); that department heads should be reminded to weigh the IDEA student evaluations between 30% and 50% when evaluating the quality of teaching by individual faculty members; and that untenured faculty should be encouraged to use the long form if they wish to receive information that may be useful in improving their teaching. Finally, the members of the FEC are of the opinion that the IDEA evaluations are more valuable in assessing departments and/or programs as a whole rather than of individual faculty members.

2) Teacher and Advisor of the Year

The FEC reviewed nomination materials and selected recipients for the Eldon H. Gardner Teacher of the Year, the Advisor of the Year, and the Faculty University Service awards. The FEC found that the current nomination guidelines worked well; no further revisions are recommended at this time.

Agendas and Minutes from Faculty Evaluation Committee meetings 2015-2016

September 21, 2015

October 12, 2015

November 16, 2015

January 26, 2016

February 18, 2016

March 1, 2016

Faculty Evaluation Committee Agenda
Monday, September 21, 2015, 12:30-1:30pm DE 012

- 1) Regular meeting times for the remaining Fall 2015**
- 2) Approve 2014-15 Annual Report (FECannualReport2014-15.docx)**
- 3) FEC Awards**
- 4) IDEA Survey**

**Minutes from Faculty Evaluation Committee (FEC) Meeting
21 September 2015, 12:30-1:30pm (DE 012)**

Present:

Clay Isom (Agriculture and Applied Sciences)
Nathan Washburn (Business)
Raymond Veon (Caine College of the Arts)
Kit Mohr (Education & Human Services)
Mary Conner (Natural Resources)
Tom Lachmar (Science, Chair)
Dory Cochran (Libraries)
Elias Perez (USU Eastern)
Thomas Buttars (USU/SA Executive Vice President)
Ashley Waddoups (USU/SA Student Advocate)
Ty Aller (USU/SA Graduate Studies Senator)
Joan Kleinke (ex officio)

Absent:

Cacilda Rego (Humanities and Social Science)
Curtis Dyreson (Engineering)
Jeff Banks (Extension)
Scott Allred (Regional Campuses)

Activities:

- 1) Scheduled next two meetings for the remainder of the semester:
 - a. Monday, October 12, 2015 12:00 to 1:30 DE 012
 - b. Monday, November 16, 2015 12:00 to 1:30 DE 012
- 2) Reviewed 2014-2015 Annual Report:
 - a. Suggestion to rephrase item #2 under "Summary of FEC Activities 2014-2015" on page 2, and to also rename item #2 under "Discussion of FEC Activities 2014-2015" on the same page to make them both more informative and consistent
 - b. Suggestion to add language at the end of item #3 under "Discussion of FEC Activities 2014-2015" on page 3 to transmit the desire of the FEC to consolidate the electronic documents for each nominee for the Teacher, Advisor and Service awards in the future
 - c. Corrected the spelling of the last name of one of the FEC members
- 3) Discussed the merits of possibly modifying the name and/or criteria for the Undergraduate Faculty Advisor of the Year Award. The consensus of opinion among the FEC members present was to suggest changing the name to "Advisor/Mentor," and to modify the criteria to mirror more closely the language presently used for the Outstanding Graduate Mentor of the Year Award.

Faculty Evaluation Committee Agenda
Monday, October 12, 2015, 12:00-1:30pm DE 012

- 1)** Approve September 2015 minutes
- 2)** Discuss IDEA survey results; need to develop recommendations for Faculty Senate

**Minutes from Faculty Evaluation Committee (FEC) Meeting
12 October 2015, 12:00-1:30pm (DE 012)**

Present:

Clay Isom (Agriculture and Applied Sciences)
Nathan Washburn (Business)
Raymond Veon (Caine College of the Arts)
Cacilda Rego (Humanities and Social Science)
Kit Mohr (Education & Human Services)
Curtis Dyreson (Engineering)
Mary Conner (Natural Resources)
Tom Lachmar (Science, Chair)
Dory Cochran (Libraries)
Elias Perez (USU Eastern)
Thomas Buttars (USU/SA Executive Vice President)
Ty Aller (USU/SA Graduate Studies Senator)
Joan Kleinke (ex officio)

Absent:

Jeff Banks (Extension)
Scott Allred (Regional Campuses)
Ashley Waddoups (USU/SA Student Advocate)

Activities:

- 1) Approved September 2015 minutes
- 2) Discussed the results of the IDEA survey circulated among teaching faculty and department heads, as well as offered various opinions concerning shortcomings and benefits of the IDEA evaluation instrument and possible recommendations for improving its use. The committee came up with the following list of issues and recommendations:
 - a. The IDEA student evaluations gauge student perceptions, yet they are used by department heads as a measure of evaluating teaching effectiveness. Perhaps a policy limiting the importance of the IDEA evaluations to a relatively low percentage of the effectiveness of an individual faculty member's teaching would at least be a partial solution to this potential problem.
 - b. Two common complaints among the respondents to the survey are that some faculty have difficulty in obtaining a sufficiently large proportion of students in a particular course to make the results statistically meaningful, and that the evaluations are "self-selecting/sorting" in that students who are dissatisfied with the instructor or course are more likely to respond. Also, students have complained about receiving excessive e-mail messages about completing their evaluations. Perhaps a solution to this problem is conducting the evaluations only in class, either electronically when possible or using "hard" (paper) forms. This would also allow instructors to schedule the evaluations at a time late in the semester, preventing students from completing their evaluations when they might be upset over some aspect of a particular course.
 - c. Because there are only two truly peer institutions currently using the IDEA instrument, perhaps the questions could be customized and the comparison with peer institutions could be eliminated.

- d. There were other questions among the committee members concerning the flexibility of the IDEA student evaluation instrument with regard to the ability of faculty to customize and/or streamline the specific questions that are asked. The committee agreed to invite Michael Torrens to our next meeting so he could answer specific questions related to this issue and we could learn what is possible.

3) Next meeting:

- a. Monday, November 16, 2015 12:00 to 1:30 DE 012

Faculty Evaluation Committee Agenda
Monday, November 16, 2015, 12:00-1:30pm DE 012

- 1)** Approve October 2015 minutes
- 2)** Possible name change for Undergraduate Faculty Advisor of the Year Award
- 3)** Discuss the IDEA student evaluation instrument with Michael Torrens based on the survey results

**Minutes from Faculty Evaluation Committee (FEC) Meeting
16 November 2015, 12:00-1:30pm (DE 012)**

Present:

Nathan Washburn (Business)
Raymond Veon (Caine College of the Arts)
Mary Conner (Natural Resources)
Tom Lachmar (Science, Chair)
Dory Cochran (Libraries)
Elias Perez (USU Eastern)
Thomas Buttars (USU/SA Executive Vice President)
Ashley Waddoups (USU/SA Student Advocate)
Ty Aller (USU/SA Graduate Studies Senator)
Joan Kleinke (ex officio)

Absent:

Clay Isom (Agriculture and Applied Sciences)
Cacilda Rego (Humanities and Social Science)
Kit Mohr (Education & Human Services)
Curtis Dyreson (Engineering)
Jeff Banks (Extension)
Scott Allred (Regional Campuses)

Activities:

- 1) Approved October 2015 minutes.
- 2) Decided to change the name of the Undergraduate Advisor of the Year award to the Undergraduate Mentor of the Year award.
- 3) Discussed the IDEA evaluation instrument and possible recommendations for improving its use with Michael Torrens. He answered questions posed by the committee members present related to possible improvements of the instrument based on the survey of teaching faculty and department heads conducted last semester. He also provided information about the instrument of which the committee members in attendance were not previously aware. The salient points are summarized below:
 - a. Questions can only be added to the IDEA evaluations; existing questions cannot be changed or eliminated.
 - b. While it is possible to conduct the evaluations using hard copy (paper) forms rather than the current on-line method, the two methods cannot be combined. In other words, the evaluations would have to be conducted exclusively either in class using paper forms or on-line. If paper forms are used exclusively, then the evaluations would have to be administered by each individual department.
 - c. The response time window for the IDEA student evaluations can be customized by individual departments. In other words, the time period during which students may complete the evaluations can be determined individually by each department. Furthermore, departments can switch off the e-mail reminders that students have complained about. Finally, it is possible to create a class assignment in Canvas for the students to complete the evaluation.

- d. The applicability of the IDEA evaluation instrument to technical courses is admittedly limited. It was suggested that such classes should develop and adopt a different and more appropriate instrument.
 - e. In order to produce meaningful statistical results, the recommended threshold number of students in a class using the IDEA evaluation instrument is five.
 - f. With respect to the concern that the IDEA student evaluations may be weighted too heavily by department heads in evaluating the quality of teaching by individual faculty members, the committee members were informed that the recommendation is to weigh it between 30% and 50%.
 - g. With respect to the concern that untenured faculty do not receive any useful information for improving their teaching from the results of the IDEA student evaluations, it was suggested that such faculty use the long form rather than the more commonly used short form.
- 4) The committee discussed what recommendations related to the future use of the IDEA evaluation instrument it should make to the Faculty Senate. The following were proposed:
- a. The IDEA evaluations appear to be most effectively implemented at the department level. Consequently, the committee recommends that department heads be more intimately involved and pro-active in implementing them.
 - b. The evaluations should continue to be conducted using the current on-line method. However, departments should consider customizing response time windows individually, switching off the e-mail reminders, and/or creating class assignments in Canvas for students to complete the evaluations.
 - c. Individual departments that offer technical courses should consider developing and adopting a customized evaluation instrument that is more appropriate for evaluating their faculty.
 - d. The IDEA evaluations should not be conducted for courses with too few students enrolled in them. Not only are the data not statistically meaningful, but it is difficult to preserve anonymity in such classes. The recommended threshold number of students in a class is five.
 - e. Department heads should be reminded to weigh the IDEA student evaluations between 30% and 50% when evaluating the quality of teaching by individual faculty members.
 - f. Untenured faculty should be encouraged to use the long form if they wish to receive information that may be useful in improving their teaching.
 - g. Finally, the members of the FEC are of the opinion that the IDEA evaluations are more valuable in assessing departments and/or programs as a whole rather than individual faculty members. If there are consistent comments for improving multiple courses taught by various faculty members, then it is recommended that the department head or program manager implement measures for making such improvements.

Faculty Evaluation Committee Agenda
Tuesday, January 26, 2016, 12:00-1:15pm DE 202

- 1) Approve November 2015 minutes
- 2) Name change for Undergraduate Faculty Advisor/Mentor of the Year Award
- 3) Recommendations to Faculty Senate for IDEA student evaluation instrument based on survey results and meeting with Michael Torrens
- 4) Teacher of the Year, Advisor/Mentor of the Year, and Faculty University Service awards
 - a. Deadlines: Submission – Friday, February 12; Decision – Friday, March 4
 - b. Consider using scoring grids similar to those developed by College of Agriculture and Applied Sciences?
- 5) Meeting times for remainder of semester
 - a. Tuesday, February 16 (Monday schedule due to Presidents' Day holiday), or Thursday, February 11 or 18 from 12:00 – 1:15?
 - b. Tuesday, March 1 or Thursday, March 3 from 12:00 – 1:15, or Friday, March 4?
 - c. April?

**Minutes from Faculty Evaluation Committee (FEC) Meeting
26 January 2016, 12:00-1:15pm (DE 202)**

Present:

Clay Isom (Agriculture and Applied Sciences)
Nathan Washburn (Business)
Raymond Veon (Caine College of the Arts)
Kit Mohr (Education & Human Services)
Curtis Dyreson (Engineering)
Cacilda Rego (Humanities and Social Science)
Tom Lachmar (Science, Chair)
Dory Cochran (Libraries)
Elias Perez (USU Eastern)
Ashley Waddoups (USU/SA Student Advocate)
Joan Kleinke (ex officio)

Absent:

Mary Conner (Natural Resources)
Jeff Banks (Extension)
Scott Allred (Regional Campuses)
Thomas Buttars (USU/SA Executive Vice President)
Ty Aller (USU/SA Graduate Studies Senator)

Activities:

- 1) Approved November 2015 minutes.
- 2) Briefly discussed the procedure for re-naming the Undergraduate Advisor of the Year award as the Undergraduate Mentor of the Year. The committee chair will contact the president of the Faculty Senate to initiate the process of changing the name.
- 3) Also discussed the procedure for presenting the FEC's recommendations for the future of the IDEA student evaluation instrument to the Faculty Senate. The committee chair will also contact the president of the Senate regarding this matter. There was some additional discussion concerning the process and wisdom of making the IDEA survey a class assignment. A new point was made that IDEA does not allow students to provide a quantitative evaluation of an individual faculty member's use of Canvas.
- 4) Discussed the Teacher of the Year, Advisor/Mentor of the Year, and Faculty University Service Awards.
 - a. The committee considered the wisdom and practicality of using scoring grids similar to those developed by the College of Agriculture and Applied Sciences. After some discussion, it was decided that individual committee members are free to use such grids, but that the committee as a whole would continue to simply rank each candidate for each of the three awards from highest (1) to lowest (8) for the purpose of selecting the recipient for each award.
 - b. There was a brief discussion of whether to divide the members of the committee into three groups with each group selecting the recipient for one of the awards to reduce the workload. The committee decided to postpone making this decision until its next meeting when all of the application materials will have been submitted.
 - c. It was pointed out that the Teacher of the Year requires that applicants must teach at least one undergraduate course, which excludes those faculty who only teach graduate-level

courses. It was suggested that perhaps a new award should be considered for implementation that would recognize the graduate teacher of the year.

5) Scheduled the next two meetings:

- | | | |
|--------------------------------|---------------|--------|
| a. Thursday, February 18, 2016 | 12:00 to 1:15 | DE 202 |
| b. Tuesday, March 1, 2016 | 12:00 to 1:15 | DE 202 |

Faculty Evaluation Committee Agenda
Thursday, February 18, 2016, 12:00-1:15pm DE 202

- 1)** Approve January 2016 minutes
- 2)** Discuss proposal to reduce committee size
- 3)** Teacher of the Year, Advisor/Mentor of the Year, and Faculty University Service awards
 - a.** Critique of modified procedure for accessing application materials
 - b.** Nominee for Faculty University Service award from Extension
 - c.** Discuss status of nominees who exceed page limits
 - d.** Decide whether to divide committee members up into groups that will only evaluate applicants for specific awards

**Minutes from Faculty Evaluation Committee (FEC) Meeting
18 February 2016, 12:00-1:15pm (DE 202)**

Present:

Kit Mohr (Education & Human Services)
Curtis Dyreson (Engineering)
Mary Conner (Natural Resources)
Tom Lachmar (Science, Chair)
Dory Cochran (Libraries)
Elias Perez (USU Eastern)
Joan Kleinke (ex officio)

Absent:

Clay Isom (Agriculture and Applied Sciences)
Nathan Washburn (Business)
Raymond Veon (Caine College of the Arts)
Cacilda Rego (Humanities and Social Science)
Jeff Banks (Extension)
Scott Allred (Regional Campuses)
Thomas Buttars (USU/SA Executive Vice President)
Ty Aller (USU/SA Graduate Studies Senator)
Ashley Waddoups (USU/SA Student Advocate)

Activities:

- 1) Approved January 2016 minutes.
- 2) Briefly discussed Faculty Senate proposal to reduce committee size. For the FEC the only change would be that three of the committee members would also be members of the Faculty Senate. Joan Kleinke stated that the reason for this proposed change is to reduce the number of faculty serving on committees.
- 3) Teacher of the Year, Advisor/Mentor of the Year, and Faculty University Service awards
 - a. Demonstrated procedure for accessing application materials from Excel spreadsheet files. Veteran committee members expressed appreciation for improvements made since last year.
 - b. Discussed the case of the nominee for the Faculty University Service award from Extension. Committee unanimously approved accepting his nomination despite his very small (5%) administrative role. Committee decided to handle such situations on a case-by-case basis in the future.
 - c. Discussed the status of nominees who exceed the page limits. It was proposed, and agreed upon, to only read the first 40, 20 and 16 pages, respectively, for nominees for the Teacher of the Year, Advisor/Mentor of the Year, and Faculty University Service awards.
 - d. It was suggested, and agreed upon, that the photographs of the nominees should not be included among the materials that the committee reviews.
 - e. It was decided that the committee members should be divided up into two groups for evaluating nominees for the three awards. All committee members will review all of the application materials for the Teacher of the Year award; however, each member will only review the materials for nominees for one of the other two awards. Specifically, Nathan Washburn, Cacilda Rego, Mary Conner, Elias Perez, Thomas Buttars, Ty Aller and

Ashley Waddoups will review the materials for the Advisor of the Year award in addition to the Teacher of the Year, and Clay Isom, Raymond Veon, Kit Mohr, Curtis Dyreson, Dory Cochran, Jeff Banks and Scott Allred will review the materials for the Faculty University Service award in addition to the Teacher of the Year.

Faculty Evaluation Committee Agenda
Tuesday, March 1, 2016, 12:00-1:15pm DE 202

- 1)** Approve February 2016 minutes
- 2)** Select the recipients for the Teacher of the Year, Advisor/Mentor of the Year, and Faculty University Service awards
- 3)** Set date and time for final committee meeting in April

**Minutes from Faculty Evaluation Committee (FEC) Meeting
1 March 2016, 12:00-1:15pm (DE 202)**

Present:

Clay Isom (Agriculture and Applied Sciences)
Nathan Washburn (Business)
Raymond Veon (Caine College of the Arts)
Kit Mohr (Education & Human Services)
Curtis Dyreson (Engineering)
Tom Lachmar (Science, Chair)
Dory Cochran (Libraries)
Jeff Banks (Extension)
Elias Perez (USU Eastern)
Ty Aller (USU/SA Graduate Studies Senator)

Absent:

Cacilda Rego (Humanities and Social Science)
Mary Conner (Natural Resources)
Scott Allred (Regional Campuses)
Thomas Buttars (USU/SA Executive Vice President)
Ashley Waddoups (USU/SA Student Advocate)
Joan Kleinke (ex officio)

Activities:

- 1) Approved February 2016 minutes.
- 2) Selected recipients for Teacher of the Year, Advisor/Mentor of the Year, and Faculty University Service awards
- 3) Chose Raymond Veon as committee chair for 2016-2017 academic year