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FACULTY SENATE EXECUTIVE COMMITTEE

March 19, 2018

3:00 – 4:30 p.m.

Old Main-Champ Hall

Agenda

- 3:00 Call to Order** Kimberly Lott
Approval of February 20, 2018 [Minutes](#)
- 3:05 University Business** Noelle Cockett, President | Larry Smith, Interim Provost
- 3:20 Information**
1. [Policy #355](#) Relocation Marla Boyer
- 3:30 Reports**
1. [EPC March](#) Report Edward Reeve
2. Faculty Diversity, Development and Equity ([FDDE](#)) Annual Report Ronda Callister
3. Professional Responsibilities and Procedures ([PRPC](#)) Annual Report John Gilbert
4. Honorary Degrees and Awards Sydney Peterson
- 3:50 Old Business**
1. [401.4.2 \(7\)](#) State Cooperator (SC) Ranks (first reading) John Gilbert
- 3:55 New Business**
1. Differential Tuition Becki Lawver
- 4:05 Adjourn**



FACULTY SENATE EXECUTIVE COMMITTEE MINUTES

February 20, 2018

3:00 – 4:30 p.m.

Old Main-Champ Hall

| | |
|-----------------|---|
| Present: | Kimberly Lott (President), Vince Wickwar (Past President), Rebecca Lawver (President-Elect), President Noelle Cockett (Ex-Officio), Interim Provost Larry Smith (Ex-Officio), Amber Summers-Graham for Michele Hillard (Exec. Sec.), Arthur Caplan, Zsolt Ugray, Donna Gilbertson, Lisa Gabbert, Juan Villalba, Pamela Martin, Dennis Garner, Scott Henrie, Rick Heflebower, Robert Wagner, |
| Absent: | David Brown, Timothy Taylor, Nancy Hills for Matt Omasta, |
| Guests: | Edward Reeve, Interim Vice Provost Loren Bennett – USU Statesman |

Call to Order - Kimberly Lott

Approval of January 22, 2018 [Minutes](#)

Minutes approved as distributed.

University Business - Noelle Cockett, President | Larry Smith, Interim Provost

Over the last couple of weeks, a number of initiatives have been moved forward at the state legislature. One of these is the USHE budget. The higher education appropriations committee made a recommendation that three initiatives be funded at half of what was requested. It was also recommended that higher education receive \$30 million for salary compensation. Tax revenues are very robust so the president is hopeful that the legislature will go higher rather than lower for state employee increases. The health care increase is closer to 5.7%. USU has funding in reserve from previous years where premiums did not rise. The hope is that there will be no increase in employee benefits. Another issue that is being closely followed is the BNR remodel. A presentation was made to the IGG committee and they ranked Utah State as #1 on the higher ed requests and this is in contrast to the regents #4 ranking. Receiving a little noise because the IGG did not follow the Regents' recommendation. The president believes that the university is in great shape for the BNR remodel and is also optimistic for the initiative to work on public lands.

Legislative requests that were brought forward by individual legislators are being ranked and sent over to the executive appropriations committee. This coming week, executive appropriations will look at all the individual requests and decide how they will split up the money.

In summary, it was a good legislative session. The president will be meeting with student leadership to talk about tuition and later in the month will talk with them about truth in tuition. Do not know, right now, what is happening with Tier 1 tuition and not able to tell what will happen with Tier 2 tuition but President Cockett will speak with students about Tier 2 tuition that will fund compliance issues (FERPA, HIPPA, etc.). The state feels that compliance is part of our mission. Hopefully the students will be supportive of these increases. Last year the students were very interested in funding mental health.

The president would like to get feedback on Frank Gale, fourth provost candidate, from the University of Wyoming. Update on the other three candidates: Laura Woodworth-Ney has withdrawn from the search as she is currently a finalist for the Idaho State University president position. Paul Layer from Fairbanks, Alaska is now serving as the interim VP at the University of Alaska. The president is hoping to be able to make a decision by the time of the next Faculty Senate meeting. She plans to update the Board of Trustees at the March 2 meeting. Once Board of Trustee approval is given, USU can move forward with an offer. Doug Freeman has not officially withdrawn. Search is still considered open.

Two weeks from now there will be more updates from the legislative session. The session ends March 9. A meeting with the president and BFW will be scheduled to discuss salary distributions to the faculty.

How are we as an institution situated financially? The tuition plateau has eliminated discretionary funds to start new things and the state revenues are very strong. University enrollments remain robust with no cuts anticipated. Will continue with the budget hearings where deans and vice presidents can bring their requests. Decisions will be made and the deans will be notified in June.

The provost provided an update on the central committee tenure and promotion deliberations. The meetings are scheduled for Thursday, Friday and Saturday. The central committee will gladly sacrifice a Saturday in order to get the reviews completed.

Update on the search for the Dean of the College of Engineering. Eleven business days have passed since the airport interviews and this search has been moved along quickly. Tomorrow Ed Reeve will publicly announce the three candidates for campus interviews. Those interviews will take place in the second half of March. This provides the college a month for planning purposes.

Information

Comprehensive Year-Seven Self-Study for NWCC - Michael Torrens

The accreditation group will be coming to campus and will be potentially talking to faculty. If anyone saw anything in the report that would determine if Michael Torrens needs to be at the larger meeting, please let Kim Lott know. Michael has done an amazing job of bringing together all the different parts of a very complex system. It is an honest but positive report. The provost strongly recommends looking at how metrics were used to specifically address each standard that NWCC is looking for. This shows our areas of strength and weakness. It is a solid report. This will be a big visiting team, larger than normal. Nine members each have assignments depending upon the standard.

FSEC doesn't feel that Michael Torrens needed to attend the forum meeting.

Reports

EPC February Report - Edward Reeve

EPC report from February 1 meeting

NDFS created three new BS degrees to better serve the students.

Huntsman School of Business brought forward a request from to establish a department of Marketing and Strategy. This proposal was approved by the Curriculum committee but was tabled at EPC. EPC wants data about the faculties opinion on the split. Budget and Faculty Welfare (BFW) will also discuss and data will be presented to EPC another motion to approved will be held. There will be an update at the next FSEC meeting.

Ed Reeve will modify report and distribute with the meeting minutes.

Motion to approve the amendment to the minutes made by Pamela Martin. Seconded by Vince Wickwar. Motion passed.

Old Business

Koch Task Force Framework - Kimberly Lott

At the last Faculty Senate meeting a vote was taken and passed to form a task force to write a resolution regarding the Koch Foundation gift. The Faculty Senate President outlined the framework and feels like going into this task force there needs to be clear goals. The resolution will be a public document and so wording need to be carefully chosen.

The task force needs to be very careful that they search for the truth and the answers that are out there. There were some inaccurate facts stated at the last senate meeting, including research on other campuses regarding Koch Foundation donations/gifts. Instead of making a statement that specifically gives an opinion on the Koch gift the task force needs to look at all centers that are being created. The concerns are at Utah State and what happens here. The appropriate parliamentary rule makes sure that is clear. The resolution needs to be focused on the facts and specific to Utah State. Look at the gift/affiliation agreements and how they could impact students, faculty, and the university as a whole.

How does this gift affect the following?

- Faculty impacts (hiring, P&T, academic freedom)
- Student impacts (scholarships, course requirements)
- USU impacts (how does the gift affect the university as a whole)

Questions to be answered:

- What is the function of this center, including short and long-term goals?
- How is the research disseminated?
- How many units on campus could potentially be affected by this center?
- What happens if this agreement is terminated?
- What happens at the end of the five-years?

Some FSEC members think that the task force may be making a huge mistake by confining the research to just USU. They feel that this could have a big impact on the reputation of the institution. The task force should be tasked with writing a full report and not a resolution and they would then report to the Faculty Senate and then the senate would write the resolution. Department heads should not be involved. It is felt that it might be hard to find unbiased faculty to service on the task force. Faculty Senate President Kim Lott reminded FSEC members that the senate voted that the president should put together the task force that would then create a resolution.

Faculty Senate President asked for nominations at the Faculty Senate and at the Deans Council. The task force needs individuals who can be objective. It was not outlined in the motion that it has to be faculty senate members or non-admin faculty. Hoping to keep the task force to a five-member maximum. These people will be reaching out to different entities for the diversity needed. It's going to be a challenge to get people to devote the time needed to this project. Will start reaching out to people by the end of February.

New Business

A concern was voiced regarding the BS in Integrated Studies degree. The concern is that this request could potentially be in violation of faculty code stating that degrees should not be housed in the provost's office and this could be in violation of faculty code. The Integrated Studies degree is 100% dependent upon the teaching in the colleges. To depart from the code because the timing for the proposal's approval is not right and proves that the faculty senate is not being responsible.

The provost shared his views on code 103.4.3 which is one sentence long and is considered as general or guiding principles. He has a different interpretation of this sentence. The proposal went through four levels of review and it was discussed and approved at each level. Despite the discussion about the proposal, there were zero negative votes.

Code 406 – definition of academic programs was discussed. Code in 406 – academic program operates with one or more operating programs and must be designated as such by the decisions of EPC and the Faculty Senate and approved by the Board of Trustees, Board of Regents and the university president. It must fulfill one or more of these criteria to offer or administer a degree.

FSEC would like to make sure that in the future, that code is followed and that faculty input is solicited. The question is how to do this when the senate just has an advisory role. A BFW presence is welcome at the appropriate EPC meetings. There is no reason why BFW leadership cannot sit down with Ed Reeve to talk about how information that can be passed along to EPC.

Adjourn: 4:37 pm



POLICY MANUAL

GENERAL

Number 335

Subject: Relocation Assistance

Covered Employees: Faculty and Exempt Employees

Date of Origin: January 24, 1997

Date of Revision(s): May 23, 2008, March 4, 2016, March 2, 2018

Effective Date: ~~March 4, 2016~~ March 2, 2018

335.1 POLICY

The payment or reimbursement of moving expenses may be offered to prospective employees when the hiring department believes such an offer is a critical factor in securing a highly qualified applicant for a faculty or administrative position. In determining the appropriate payment amount, the department should consider factors such as unusual qualifications and/or needs of the applicant, competitiveness of the applicable job market, budget available, and estimated relocation costs.

The hiring department head will negotiate with the new employee and determine an agreeable relocation plan in writing prior to the time the move takes place. The hiring department is responsible for covering the agreed-upon cost of relocation assistance.

335.2 PAYMENT OR REIMBURSEMENT TO THE NEW EMPLOYEE OR DIRECT PAYMENT TO COMPANIES

Under the new tax law, effective January 1, 2018, all payments for moving expenses are taxable to the employee, whether paid directly to companies or as a reimbursement to the employee. These payments will be taxed through the payroll system and included as taxable income on the employee's W-2 tax form. The University complies with IRS regulations as outlined in Publication 521 regarding payments or reimbursements made directly to the new employee for moving expenses. These are treated as additional income and are subject to payroll taxes.

DIRECT PAYMENT TO COMPANIES

Generally, moving expenses paid by the University directly to a commercial moving company are non-taxable to the new employee. Departments are required to use state contracts available through Purchasing and Contract Services unless a less expensive option is available.

Payments made directly to companies for taxable expenses are treated as additional income and are subject to payroll taxes. Examples of taxable expenses include payments to airlines or hotels for house hunting trips.

TAXABILITY OF REIMBURSEMENTS FOR MOVING EXPENSES

Non-taxable reimbursements for moving expenses include:

Cost of moving ordinary and customary personal and household goods
Mileage allowance for the employee and/or family to move to the new location.
Traveling (including lodging but not meals) to your new home

Taxable reimbursements for moving expenses that are subject to payroll taxes include:

Insurance provided by the moving firm for packing and shipping your household goods and personal effects
Costs associated with a trip to locate new housing

Almost all other moving related expenses are taxable, including house hunting trips and temporary lodging. (See IRS Publication 521 "Moving Expenses," for detailed information on non-taxable and taxable moving expenses.)

Report from the Educational Policies Committee March 1, 2018

The Educational Policies Committee (EPC) met on March 1, 2018. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page (www.usu.edu/epc).

During the March 1, 2018, meeting of the EPC, the following actions were taken:

1. General Education Subcommittee

- No Report

2. Academic Standards Subcommittee

- Approval of revised language for:
 - FINAL EXAMINATIONS FOR FALL AND SPRING SEMESTERS
 - NO-TEST DAYS POLICY FOR FALL AND SPRING SEMESTERS
- Approval of STUDENT CODE revision.

3. Curriculum Subcommittee

- Approval of 154 course requests.
- Approval of the request from the Department of Art and Design in the Caine College of the Arts to offer a Minor in Film Studies.
- Approval to add a section for “course objectives” in Curriculog
- Approval of “syllabus tools” in CANVAS

4. Educational Policies Committee

- Approval of the request from the Jon M. Huntsman School of Business to establish a Department of Marketing and Strategy.
 - This request was approved by the EPC curriculum subcommittee in the February 1, 2018 meeting. It was tabled by the EPC committee to gather additional data related to the proposal.
 - EPC approved the request, noting concerns in the “process” used in the development of the new department.

FDDE REPORT 2018

Faculty Development Diversity and Equity

Annual FDDE Report

Faculty Development, Diversity & Equity

- Current composition of USU faculty compared to Ph.D. Graduation rates for:
 - Women
 - Minorities
- Comparison of each college including Standard Deviations from the mean

Availability by Faculty Discipline

- Title IX office is required to collect and compare data annually
- FDDE (Faculty Senate's – Faculty Development, Diversity & Equity Committee) is responsible for reporting this data to Faculty Senate Annually.

Number & % of USU Faculty - Women & Minorities Compared to Availability (Terminal Degree Graduation Rates by Discipline)

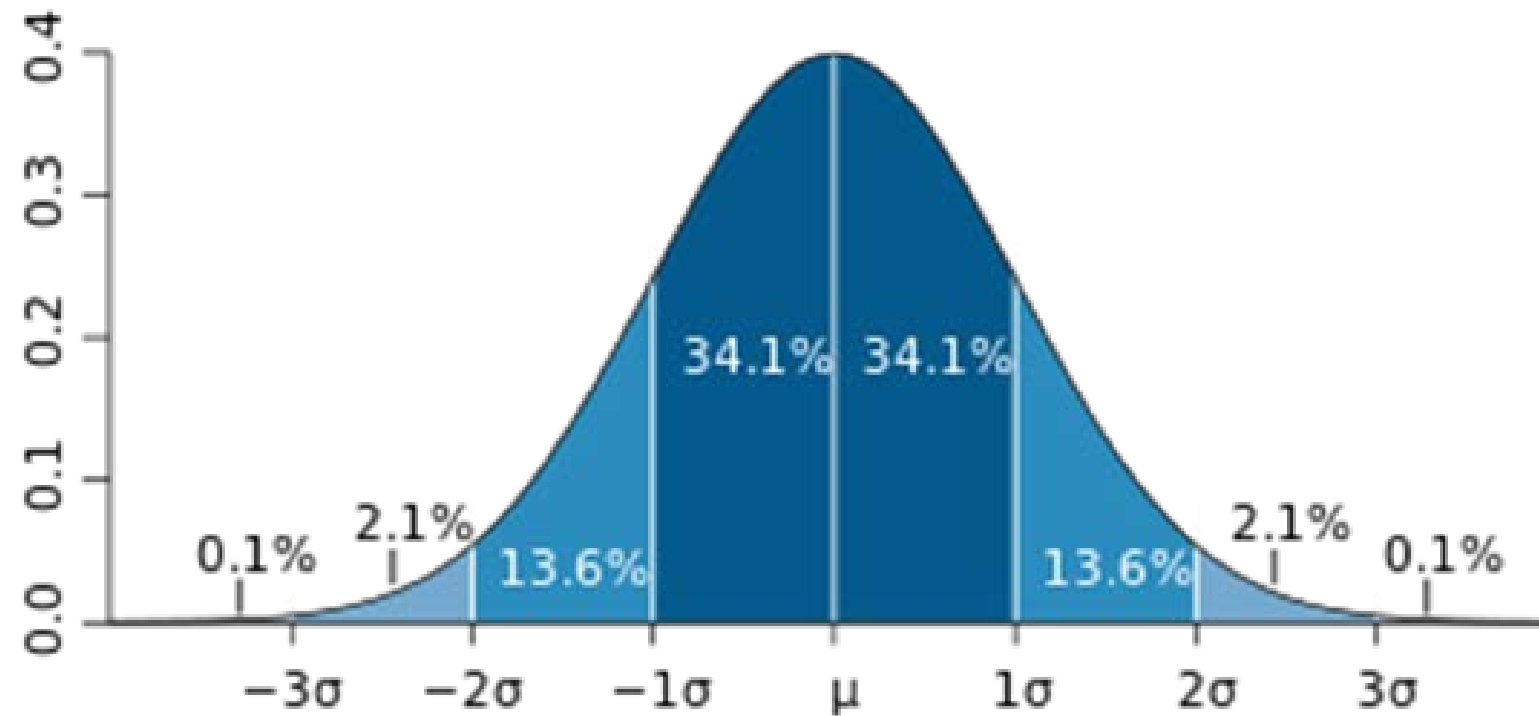
| College | Total # | | 2017 | 2017 | Availability | Expected | # Expected |
|---------|---------|-----------|-------|-------|--------------|----------|--------------|
| | Fac | | Fac # | Fac % | % | # | Below Actual |
| Ag | 94 | Female: | 30 | 31.9 | 38.4 | 36.1 | -6.1 |
| | | Minority: | 16 | 17.0 | 22.7 | 21.4 | -5.4 |
| Bus | 60 | Female: | 15 | 25.0 | 35.0 | 21.0 | -6.0 |
| | | Minority: | 5 | 8.3 | 25.1 | 15.1 | -10.1 |
| CART | 51 | Female: | 10 | 19.6 | 58.5 | 29.8 | -19.8 |
| | | Minority | 4 | 7.8 | 15.2 | 7.8 | -3.8 |
| Educ | 112 | Female: | 62 | 55.4 | 67.9 | 76.1 | -14.1 |
| | | Minority: | 14 | 12.5 | 19.8 | 22.2 | -8.2 |
| Eng | 75 | Female: | 11 | 14.7 | 20.5 | 15.4 | -4.4 |
| | | Minority: | 28 | 37.3 | 28.8 | 21.6 | 6.4 |

Number & % of USU Faculty Women & Minorities Compared to Availability (Terminal Degree Graduation Rates by Discipline)

| College | Total Faculty | | 2017 # | 2017% | Availability % | Expected # | # Fac Expected Less Actual |
|----------|---------------|-----------|--------|-------|----------------|------------|----------------------------|
| CHaSS | 134 | Female: | 63 | 47 | 58.1 | 77.9 | -14.9 |
| | | Minority: | 14 | 10.4 | 22.6 | 30.3 | -16.3 |
| Nat. Res | 49 | Female: | 13 | 26.5 | 37.4 | 18.3 | -5.3 |
| | | Minority: | 4 | 8.2 | 17.8 | 8.7 | -4.7 |
| Science | 100 | Female: | 24 | 22.9 | 39.5 | 41.4 | -17.4 |
| | | Minority: | 13 | 12.4 | 23.3 | 24.4 | -11.4 |
| Library | 19 | Female: | 12 | 63.2 | 63.1 | 12.0 | 0.0 |
| | | Minority: | 0 | 0 | 26.2 | 5.0 | -5.0 |

Availability data (Ph.D. graduation rate by discipline) is not available for Extension

Normal Bell Shaped Curve



By M. W. Toews - Own work, based (in concept) on figure by Jeremy Kemp, on 2005-02-09, CC BY 2.5,
<https://commons.wikimedia.org/w/index.php?curid=1903871>

USU Faculty Standard Dev from Availability

Availability is Terminal Degree Graduation Rate by
Discipline

| | | Women | SD | | | Minorities | SD |
|--|---|--------------|-----------|--|---|-------------------|-----------|
| | 1 | Lib | 0 | | 1 | Ag | -1.3 |
| | 2 | Ag | -1.3 | | 2 | NR | -1.5 |
| | 2 | Eng | -1.3 | | 2 | CART | -1.5 |
| | 4 | Bus | -1.6 | | 4 | Eng | -1.6 |
| | 5 | NR | -1.6 | | 5 | Ed | -1.9 |
| | 6 | CHASS | -2.6 | | 6 | Lib | -2.6 |
| | 7 | Ed | -2.9 | | 6 | Sci | -2.6 |
| | 8 | Sci | -3.5 | | 8 | Bus | -2.9 |
| | 9 | CART | -5.6 | | 9 | CHASS | -3.4 |

Areas of Concern

- **Faculty Searches:** All colleges – especially those ranked below the mid-point – should give serious attention to their recruiting processes.
- **Examine Retention:** Is recruiting acceptable but retention is a problem? What are turnover rates for women & minorities
- **Salary Inequity** – Kermit Hall commissioned a salary study that showed extreme gender inequity at USU in about 2003.

**Professional Responsibilities and Procedures Committee (PRPC)
Spring 2018 Report**

Membership

The Professional Responsibilities and Procedures Committee members for AY 2017-2018 are:

John Gilbert, Jon M. Huntsman School of Business (Chair)
Vonda Jump, College of Humanities and Social Sciences
Marilyn Cuch, Regional Campuses
Susan Turner, Emma Eccles Jones College of Education and Human Services
Heidi Wengreen, College of Agriculture and Applied Sciences
David Farelly, College of Science
Hengda Cheng, College of Engineering

Responsibilities of the PRPC

PRPC advises the Faculty Senate regarding composition, interpretation, and revision of Section 400 in University Policies and Procedures. Recommended revisions are submitted to the Senate for its consideration. PRPC has (so far) conducted all of its deliberations via electronic communications. The following is a summary of code changes presented to the Faculty Senate in this academic year in the order of the dates in which PRPC reviewed them.

October 2017 and December 2017

Revisions to sections 405.6.2(2) (Promotion Advisory Committee) and 405.8.2 (Meeting with PAC): These revisions were a holdover from last year's PRPC. The purpose of the revisions was to clarify post-tenure procedures. In particular, the revised code is intended to encourage a post-tenure committee to be formed and meet within 3 years of promotion, and to clarify that a further meeting is not required until the faculty member seeks promotion. The revised code came to Senate for a second reading, and was sent back to PRPC for further edits/clarifications in December 2017. It passed after its third reading.

March 2018

Addition of code to section 401.4.2 (Academic Ranks of Faculty with Term Appointments): New code has been proposed adding state coordinator ranks for Faculty members who are state-level employees, who are paid by agencies of the state government, whose primary function at the university is equivalent to core faculty, and who serve as faculty under cooperative agreements between the university and state government. The proposed code has had its first reading at Senate, and has been reviewed and amended by PRPC. It will return to Senate for its second reading.

401.4.2 (4)

Add instructor (SC) to the list of ranks. Reasoning is to maintain consistency with 401.4.2(4) on federal cooperator ranks, which does include the instructor.

Proposed policy:

(7) State Cooperator (SC) Ranks.

Faculty members who are state-level employees, who are paid by agencies of the state government, whose primary function at the university is equivalent to core faculty, and who serve as faculty under cooperative agreements between the university and state government (e.g., Utah Department of Natural Resources) may be appointed to one of the following ranks: **instructor (SC)**, assistant professor (SC), associate professor (SC), or professor (SC), after full consultation between the department head and the faculty of the department that grants credit in this area. Appointments to state cooperator ranks are made only in academic units where such cooperative agreements exist.