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FACULTY SENATE EXECUTIVE COMMITTEE

August 26, 2013
3:00 – 4:30 p.m.
Champ Hall

Agenda

- 3:00 Call to Order**.....Yanghee Kim
- Introductions
 - Approval of Minutes April 15, 2013
- 3:05 Announcements**.....Yanghee Kim
- Calendar
 - Faculty Senate Members Roster
 - Brown Bag Lunch Schedule 2013-2014 with the President
 - Broadcasting all FSEC and FS meetings, things you need to know
 - New Parliamentarian – Becki Lawver
- 3:10 Executive Committee Orientation**.....Yanghee Kim
- 3:15 University Business**.....Stan Albrecht, President
Noelle Cockett, Provost
- 3:25 Information Items**
1. Graduate Council Report.....Jeff Broadbent, Scott Bates, & Steven Beck
 2. Research Council Report.....Jeff Broadbent, Scott Bates, & Steven Beck
- 3:40 New Business**
1. Election of new Committee on Committees Member.....Robert Schmidt
- 3:45 Old Business**
1. PRPC Section 402, Language on RCDE and USU Eastern.....Stephen Bialkowski
 2. Post Tenure Review process revision update (e.g. results of straw poll vote)....Renee Galliher
- 4:30 Adjournment**



FACULTY SENATE EXECUTIVE COMMITTEE MINUTES

APRIL 15, 2013 3:00 P.M.

Champ Hall Conference Room

Present: Renee Galliher (Chair), Dale Barnard, Alan Blackstock, David Cassidy, Richard Clement, Todd Crawl, Jennifer Duncan, Nancy Hills, Lyle Holmgren, Doug Jackson-Smith, Yanghee Kim, Vincent Wickwar, President Stan Albrecht (Ex-Officio), Provost Ray Coward (Ex-Officio), Glenn McEvoy (Past President), Joan Kleinke (Exec. Sec.), Marilyn Atkinson (Assistant) **Guests:** Larry Smith, Kevin Brewer, Janis Boettinger, Carol Kochan

Renee Galliher called the meeting to order at 3:00 p.m.

Approval of Minutes

Doug Jackson-Smith made a motion to approve the minutes of March 18, 2013. The motion was seconded and passed unanimously.

Announcements

Next year's FS Calendar
Thanks for the good year

University Business - President Albrecht and Provost Coward.

The President thanked the FSEC for their service over the last year. He also very briefly highlighted a few things going on within the University. The Space Dynamics Lab (SDL) will be undergoing reorganization and has some very exciting projects in the works. Finalists for the VP Extension and Dean of Agriculture search will be on campus this week. The candidate field in the search for VP for Advancement is narrowing and an offer has been extended to one of the STEM candidates.

Information Items

FDDE Annual Report – Kevin Brewer. Kevin will clarify some language and verify some of the reported numbers in the table. An edited report will be given to Joan for the Senate Agenda.

Glenn McEvoy made a motion to place the report on the consent agenda, Doug Jackson-Smith seconded and the motion passed unanimously.

Committee on Committees Report – Cathy Bullock. Cathy Bullock was not in attendance at this meeting.

Doug Jackson Smith moved to place the report on the consent agenda, Glenn McEvoy seconded and the motion passed unanimously.

Election of Committee on Committees members – Cathy Bullock. Cathy Bullock was not in attendance.

A motion to place the item on the agenda as an action item was made by Doug Jackson-Smith and seconded by Nancy Hills. The motion passes unanimously.

Caucus for Election of FSEC members – Cathy Bullock. Cathy was not in attendance at this meeting.

A motion to place this item as an announcement on the senate agenda was made by Yanghee Kim and seconded by Doug Jackson-Smith. The motion passed unanimously.

Calendar Committee – Janis Boettinger. The Calendar Committee met three times during 2013. They proposed the academic calendar for 2016-17, the employee holiday calendar for 2016-17 which recommends a Christmas break of December 26, 27, 28 and the Pioneer Day holiday on Monday July 25. They also proposed changes to the spring 2015 academic calendar. Under their proposal, classes would not start until Wednesday in

the first full week of January. This reduces instruction days from 73, to 71 but allows more time for the registrars' office, faculty and others to prepare for the semester.

A motion was made to place the report on the consent agenda by Yanghee Kim and seconded by Vince Wickwar. The motion passed unanimously.

BFW Report on Extra Service Compensation – Carol Kochan. In spring of 2012 the BFW committee surveyed all faculty to gauge their concerns about Extra Service Compensation. Although the university policy on extra service compensation has not changed, some faculty thought it had because they were no longer allowed the extra compensation they were used to. The fact was that with more education of department heads regarding the policy most department had now come into compliance with the policy. Previously, adherence to policy was sporadic in some colleges and departments.

Doug Jackson Smith made a motion to place the report on the agenda as an information item and Dale Barnard seconded. The motion passed unanimously

Provost Coward's Farewell Address – Renee Galliher. Due to the full senate agenda, it was decided, with the Provost's consent, that this item will not go on the faculty senate agenda.

New Business

EPC Items - Larry Smith. Larry summarized the EPC report. There were more R401 proposals this month focusing on three categories: decreasing the number of credits needed in Ph.D programs, some proposed specializations, and proposed new emphasis for bachelor's degrees. The Academic Standards sub-committee reviewed the academic standing policy and the policy on repeated course grades. The General Education committee only reported routine action items.

A motion to place the EPC monthly report on the consent agenda was made by Yanghee Kim and seconded by Jennifer Duncan. The motion passed unanimously.

Old Business

Post Tenure Review Discussion from Senate and possible disposition – Renee Galliher. It was decided that Renee will give a follow up report at Faculty Senate of the next meeting of the task force.

Glenn McEvoy made a motion to place this on the agenda as Old Business, Doug Jackson-Smith seconded and the motion passed unanimously.

Restructuring of Faculty Senate and its Committees – Glenn McEvoy.

Doug Jackson-Smith made a motion to place the item on the agenda as Old Business, Todd Crawl seconded and the motion passed unanimously.

Adjournment

Renee Galliher asked for a motion to adjourn the meeting. The meeting adjourned at 4:26 p.m.

Minutes Submitted by: Joan Kleinke, Faculty Senate Executive Secretary, 797-1776

FACULTY SENATE

2013-2014 Session

UtahState
UNIVERSITY

Calendar of Meetings and Committee Reports

| Executive Committee Meeting Champ Hall, Main 136 3:00 – 4:30 p.m. | Senate Meeting Merrill-Cazier Library, Room 154 3:00 – 4:30 p.m. | Senate Committee Annual Reports | University Council and Committee Reports |
|--|---|---|---|
| August 26, 2013 | September 9, 2013 | | Graduate Council – Mark McLellan Research Council - Mark McLellan |
| September 23, 2013 | October 7, 2013 | Educational Policies Committee (EPC) – Larry Smith | Honors Program – Nick Morrison Libraries Advisory Council – Joe Tainter Parking Committee – James Nye |
| October 21, 2013 Immediately following FSEC Mtg. - Faculty Forum Planning | December 2, 2013 (This is the next FS meeting after Faculty Forum when reports come to the Senate) | Faculty Evaluation Committee (FEC) – Karen Mock | Athletic Council – Ken White |
| November 4, 2013 - FACULTY FORUM Taggart Student Center Auditorium 3:00 – 4:30 p.m. | | | |
| November 18, 2013 | December 2, 2013 | | ASUSU – Doug Fiefia Retention and Student Success – John Mortensen |
| December 9, 2013 | January 6, 2014 | | Council on Teacher Education – Francine Johnson Scholarship Advisory Board – Patti Kohler |
| January 21, 2014 (Tuesday) | February 3, 2014 | | Bookstore Report – David Hansen |
| February 18, 2014 (Tuesday) | March 3, 2014 | Budget and Faculty Welfare Committee (BFW) – Alan Stephens Academic Freedom and Tenure Committee (AFT) – Bryce Fifield | |
| March 17, 2014 | April 7, 2014 | Professional Responsibilities and Procedures Committee (PRPC) – Stephen Bialkowski | Honorary Degrees and Awards – Sydney Peterson |
| April 14, 2014 | April 28, 2014 | Faculty Diversity, Development, & Equity Committee (FDDE) – Kevin Brewer Committee on Committees – | Calendar Committee – Janis Boettinger |

Updated: 7/25/2013

| Utah State University | | | | | | |
|--|------|--|------------|---------------------------------|------|------------------------------|
| Faculty Senate Member Roster by Alpha Sort 2013-2014 | | | | | | |
| Updated 19 August 2013 | | | | | | |
| NAME | note | EMAIL | TERM ENDS | COLLEGE | UMC | PHONE |
| Agblevor, Foster | | foster.agblevor@usu.edu | 2015 | Engineering | 4105 | 7-9268 |
| Albrecht, Stan L. | e | stan.albrecht@usu.edu | Ex Officio | USU President | 1400 | 7-7172 |
| Allen, John | p | john.allen@usu.edu | 2013 | Dean Humanities/Soc. Sci. | 0700 | 7-1195 |
| Barnard, Dale | e, 2 | dale.barnard@usu.edu | 2014 | Agriculture | 5600 | 7-2696 |
| Bates, Scott | 2 | scott.bates@usu.edu | 2015 | Ed. & Human Services | 2810 | 7-2975 |
| Beard, Karen | | karen.beard@usu.edu | 2014 | Natural Resources | 5230 | 7-8220 |
| Beddes, Taun | 2 | taun.beddes@usu.edu | 2016 | Extension (Logan) | 4900 | 435-752-6263 |
| Bialkowski, Stephen | 2 | stephen.bialkowski@usu.edu | 2016 | Science PRPC Chair | 0300 | 7-1907 |
| Brasileiro, Marcus | | marcus.brasileiro@usu.edu | 2015 | Humanities & Social Science | 0720 | 7-8539 |
| Brewer Kevin | c | kevin.brewer@usu.edu | Ex Officio | Chair FDDE | 3105 | 7-3961 |
| Britt, David | | david.britt@usu.edu | 2016 | Engineering | 4105 | 7-2158 |
| Brown, Amy | e | amy.brown@usu.edu | 2015 | RCDE (Tooele) | 5035 | 435-882-6611 or 813-765-1842 |
| Brown, David | | david.e.brown@usu.edu | 2016 | Science | 3900 | 7-3224 |
| Callister, Ronda | | ronda.callister@usu.edu | 2016 | Business | 3555 | 7-1905 |
| Christensen, Keith | | keith.christensen@usu.edu | 2014 | Agriculture | 4005 | 7-0507 |
| Clement, Richard | e, p | richard.clement@usu.edu | 2013 | Dean of Libraries | 3000 | 7-2631 |
| Cockett, Noelle | e | noelle.cockett@usu.edu | Ex Officio | USU Provost | 1435 | 7-1167 |
| Cowley, David | p | dave.cowley@usu.edu | 2013 | VP Business/Finance | 2400 | 7-1146 |
| Crowl, Todd | 2 | facrowl@gmail.com | 2016 | Natural Resources | 5210 | 7-2498 |
| Culver, Lawrence | | lawrence.culver@usu.edu | 2016 | Humanities & Social Science | 0710 | 7-3101 |
| Davis, Dan | | daniel.davis@usu.edu | 2015 | Libraries | 3000 | 7-0890 |
| Dew, Jeffrey | | jeff.dew@usu.edu | 2016 | Ed. & Human Services | 2705 | 7-9184 |
| Dewey, Cindy | | cindy.dewey@usu.edu | 2014 | Arts | 4015 | 7-3055 |
| Duncan, Jennifer | e | jennifer.duncan@usu.edu | 2014 | Libraries | 3000 | 7-8148 |
| Esplin, Emily | s | emily.esplin@aggiemail.usu.edu | 2014 | ASUSU Executive Vice President | 0105 | 801-389-2041 |
| Evans, Ted | a, 2 | ted.evans@usu.edu | 2014 | Science | 5305 | 7-2552 |
| Fang, Ning | 2 | ning.fang@usu.edu | 2015 | Engineering | 6000 | 7-2948 |
| Fiefia, Doug | s | douglas.fiefia@aggiemail.usu.edu | 2014 | ASUSU President | 0105 | |
| Fifield, Bryce | c | bryce.fifield@usu.edu | Ex Officio | Chair AFT | 6800 | 7-2816 |
| Foley, Beth | p | beth.foley@usu.edu | 2013 | Dean Education & Human Serv. | 2800 | 7-1470 |
| Galliher, Renee | e | renee.galliher@usu.edu | 2015 | Ed. & Human Services Past-Pres. | 2810 | 7-3391 |
| Garbrick, Brittney | s | brittneygarbrick@gmail.com | 2014 | ASUSU Grad. Student Senator | 0105 | 702-496-0409 |
| Gunther, Jake | | jake.gunther@usu.edu | 2016 | Engineering | 4120 | 7-7229 |
| Haderlie, Sheri | 2 | sheri.haderlie@usu.edu | 2016 | Ed. & Human Services, | 2830 | 7-7003 |
| Halling, Marv | | marv.halling@usu.edu | 2016 | Engineering | 4110 | 7-3179 |
| Hatch, Royce | | royce.hatch@usu.edu | 2015 | Agriculture | 2300 | 7-1928 |
| Holmgren, Lyle | e, 2 | lyle.holmgren@usu.edu | 2014 | Extension (Brigham City) | 4900 | 435-695-2545 |
| Jackson-Smith, Doug | e, 2 | doug.jackson-smith@usu.edu | 2015 | Humanities & Social Science | 0730 | 7-0582 |
| Jessop, Craig | p | craig.jessop@usu.edu | 2013 | Dean College of the Arts | 4060 | 7-7942 |
| Kim, Yanghee | e | yanghee.kim@usu.edu | 2013 | Ed. & Human Services, FS Pres. | 2830 | 7-2653 |
| Lawver, Becki | | rebecca.lawver@usu.edu | 2016 | Agriculture | 2300 | 7-1254 |
| Legner, Peter | | peter.legner@usu.edu | 2015 | USU Eastern (Price) | | 435-613-5627 |
| Lott, Kimberly | | kimberly.lott@usu.edu | 2016 | Ed. & Human Services | 2805 | 7-1103 |
| Lowry, Tony (sab 12-13) | | tony.lowry@usu.edu | 2014 | Science | 4505 | 7-7096 |
| Luecke, Chris | p | chris.luecke@gmail.com | 2013 | Interim Dean Natural Resources | 5210 | 7-2463 |
| Lyons, Michael | | michael.lyons@usu.edu | 2015 | Humanities & Social Science | 0725 | 7-1312 |
| Mansfield, Steven | e | steven.mansfield@usu.edu | 2014 | Arts | 2910 | 7-1566 |
| McEvoy, Glenn | e, 2 | glenn.mcevoy@usu.edu | 2015 | Business | 3510 | 7-2375 |
| McLellan, Mark | p | mark.mclellan@usu.edu | 2013 | VP Research/Dean Grad Studies | 1450 | 7-1180 |
| Memmmott, Margie | | margie.memmmott@usu.edu | 2014 | Extension (Juab Co., Nephi) | 4900 | 435-623-3451 |
| Mock, Karen | c | karen.mock@usu.edu | Ex Officio | Chair FEC | 5230 | 7-7870 |
| Mohr, Kathleen (Kit) | | kathleen.mohr@usu.edu | 2016 | Ed. & Human Services | 2805 | 7-3946 |
| Morales, James | p | james.morales@usu.edu | 2013 | VP for Student Services | 0175 | 7-0226 |
| Mueller, Robert | | robert.mueller@usu.edu | 2016 | RCDE (Tooele) | 5100 | 435-882-6611 |
| Murphy, Daniel | | dan.murphy@usu.edu | 2014 | Arts | 4000 | 7-7372 |
| Nemere, Ilka | 2 | ilka.nemere@usu.edu | 2015 | Agriculture | 8700 | 7-3286 |
| Norton, Jeanette | | jeanette.norton@usu.edu | 2015 | Agriculture | 4820 | 7-2166 |
| Olsen, Jason | e | jason.olsen@usu.edu | 2014 | USU Eastern (Price) | | 435-613-5329 |
| Pace, Michael | 2 | mike.pace@usu.edu | 2016 | Extension (Brigham City) | 4900 | 435-695-2541 |
| Patterson, Ron | | ron.patterson@usu.edu | 2014 | Extension(Carbon Co. Ext.Off) | 4900 | 435-636-3233 |
| Peak, Terry | | terry.peak@usu.edu | 2015 | Humanities & Social Science | 0730 | 7-4080 |
| Peterson, Shannon | | shannon.peterson@usu.edu | 2014 | Business | 3505 | 7-3966 |
| Powell, Rob | | rob.powell@usu.edu | 2014 | USU Eastern (Price) | | 435-613-5432 |
| Qi, Xiaojun | | xiaojun.qi@usu.edu | 2016 | Engineering | 4205 | 7-8155 |

| NAME | note | EMAIL | TERM ENDS | COLLEGE | UMC | PHONE |
|----------------------|------|--|------------|-----------------------------|------|--------|
| Rogers, Jim | | jim.rogers@usu.edu | 2014 | Humanities & Social Science | 0715 | 7-3910 |
| Schmidt, Robert | e | robert.schmidt@usu.edu | 2014 | Natural Resources | 5215 | 7-2536 |
| Skousen, Chris | | chris.skousen@usu.edu | 2015 | Business | 3540 | 7-2429 |
| Spicer-Escalante, JP | | jp.spicer@usu.edu | 2015 | Humanities & Social Science | 0720 | 7-0709 |
| Stephens, Alan | c | alan.stephens@usu.edu | Ex Officio | Chair BFW | 3565 | 7-2367 |
| Stevens, John | | John.r.stevens@usu.edu | 2015 | Science | 3900 | 7-2818 |
| Walker, Andy | 2 | andy.walker@usu.edu | 2015 | Ed. & Human Services | 2830 | 7-2614 |
| Wallace, Dave | 2 | david.wallace@usu.edu | 2014 | Science | 5305 | 7-7155 |
| Walsh, Marie | 2 | marie.walsh@usu.edu | 2016 | Agriculture | 8700 | 7-2177 |
| Waugh, Charles | | charles.waugh@usu.edu | 2016 | Humanities & Social Science | 3200 | 73481 |
| Wickwar, Vince | e, 2 | vincent.wickwar@usu.edu | 2015 | Science | 4405 | 7-3641 |
| | | | 2016 | USU Eastern (Blanding) | | |
| | | | 2016 | USU Eastern (Price) | | |

Notes: 2 = serving a second term

a = appointed to complete some else's term

c = ex officio as a chair of either the AFT Committee, BFW Committee, or PRPC

e = executive committee member

p = presidential appointment (Shaded green)

s = student representative (shaded blue)

red = newly elected

Faculty Senate Alternate Roster Alpha Sort 2013-2014

| NAME | note | EMAIL | TERM ENDS | COLLEGE | UMC | PHONE |
|-------------------|------|--|-----------|------------------------------|------|------------------------|
| Archuleta, Martha | | martha.archuleta@usu.edu | 2016 | RCDE (Salt Lake) | 5100 | 385-646-5576 |
| Baktur, Reyhan | | reyhan.baktur@usu.edu | 2016 | Engineering | 4120 | 7-2955 |
| Barnhill, James | 2 | james.barnhill@usu.edu | 2014 | Extension (Ogden) | 4900 | 801-399-8208 |
| Barta, Jim | | jim.barta@usu.edu | 2015 | RCDE (Blanding) | | 801-678-8512 |
| Camicia, Steven | 2 | steven.camicia@usu.edu | 2015 | Educ. & Human Services | 2805 | 801-518-3193 |
| Carman, John | | john.carman@usu.edu | 2016 | Agriculture | 4820 | 7-2238 |
| Champagne, Brian | | brian.champagne@usu.edu | 2016 | CHaSS | 4805 | 7-3220 |
| Cornforth, Daren | | daren.cornforth@usu.edu | 2014 | Agriculture | 8700 | 7-2114 |
| Feigenbaum, Jim | | j.feigenbaum@usu.edu | 2015 | Business | 3565 | 7-2316 |
| Fleck, Michelle | | michelle.fleck@usu.edu | 2015 | USU Eastern (Price) | | 435-613-5232 |
| Fronske, Hilda | | hilda.fronske@usu.edu | 2015 | Educ. & Human Services | 2905 | 7-1545 |
| Gilbert, John | | jgilbert@usu.edu | 2016 | Business | 3565 | 7-2314 |
| Hill, Nancy | | nancy.hills@usu.edu | 2016 | Arts | 4025 | 7-3049 or 435-753-1995 |
| Isom, Clay | | clay.isom@usu.edu | 2015 | Agriculture | 4815 | 7-8114 |
| Jenkins, Mike | | mike.jenkins@usu.edu | 2016 | Natural Resources | 5230 | 7-2531 |
| Olsen, Shawn | | shawn.olsen@usu.edu | 2016 | Extension (Davis Co. Ext.) | 4900 | 801-451-3402 |
| O'Neill, Colleen | | colleen.oneill@usu.edu | 2014 | CHaSS | 0710 | 7-1297 |
| Perez, Elias | | elias.perez@usu.edu | 2015 | USU Eastern (Price) | | 435-613-5251 |
| Proctor, Debbie | | debra.proctor@usu.edu | 2014 | Extension (Wasatch Co. Ext.) | 4900 | 435-657-3234 |
| Schwabe, Claudia | | claudia.schwabe@usu.edu | 2015 | CHaSS | 0720 | 7-8624 |
| Shen, T.C. | | tcshen@usu.edu | 2015 | Science | 4415 | 7-7852 |
| Stephens, Alan | | alan.stephens@usu.edu | 2016 | Business | 3565 | 72367 |
| Urquhart, Sarah | | sarah.urquhart@usu.edu | 2016 | Arts | 2910 | 7-3348 |
| Wesolek, Andrew | | andrew.wesolek@usu.edu | 2015 | Libraries | 3000 | 7-2650 |
| TBN | | | | Parliamentarian | | |

Faculty Senate Member Roster by College 2013-2014

Updated 8/19/2013

| NAME | note | EMAIL | TERM ENDS | COLLEGE | UMC | PHONE |
|----------------------|------|--|------------|---------------------------------|------|------------------------------|
| Christensen, Keith | | keith.christensen@usu.edu | 2014 | Agriculture | 4005 | 7-0507 |
| Barnard, Dale | e, 2 | dale.barnard@usu.edu | 2014 | Agriculture | 5600 | 7-2696 |
| Hatch, Royce | | royce.hatch@usu.edu | 2015 | Agriculture | 2300 | 7-1928 |
| Lawver, Becki | | rebecca.lawver@usu.edu | 2016 | Agriculture | 2300 | 7-1254 |
| Nemere, Ilka | 2 | ilka.nemere@usu.edu | 2015 | Agriculture | 8700 | 73286 |
| Norton, Jeanette | | jeanette.norton@usu.edu | 2015 | Agriculture | 4820 | 7-2166 |
| Walsh, Marie | 2 | marie.walsh@usu.edu | 2016 | Agriculture | 8700 | 7-2177 |
| Dewey, Cindy | | cindy.dewey@usu.edu | 2014 | Arts | 4015 | 7-3055 |
| Mansfield, Steven | e | steven.mansfield@usu.edu | 2014 | Arts | 2910 | 7-1566 |
| Murphy, Daniel | | dan.murphy@usu.edu | 2014 | Arts | 4000 | 7-7372 |
| Esplin, Emily | s | emily.esplin@aggiemail.usu.edu | 2014 | ASUSU Executive Vice President | 0105 | 801-389-2041 |
| Fiebia, Doug | s | douglas.fiebia@aggiemail.usu.edu | 2014 | ASUSU President | 0105 | |
| Garbrick, Brittney | s | brittneygarbrick@gmail.com | 2014 | ASUSU Grad. Student Senator | 0105 | 702-496-0409 |
| Callister, Ronda | | ronda.callister@usu.edu | 2016 | Business | 3555 | 7-1905 |
| McEvoy, Glenn | e, 2 | glenn.mcevoy@usu.edu | 2015 | Business | 3510 | 7-2375 |
| Peterson, Shannon | | shannon.peterson@usu.edu | 2014 | Business | 3505 | 7-3966 |
| Skousen, Chris | | chris.skousen@usu.edu | 2015 | Business | 3540 | 7-2429 |
| Fifield, Bryce | c | bryce.fifield@usu.edu | Ex Officio | Chair AFT | 6800 | 7-2816 |
| Stephens, Alan | c | alan.stephens@usu.edu | Ex Officio | Chair BFW | 3565 | 7-2367 |
| Brewer Kevin | c | kevin.brewer@usu.edu | Ex Officio | Chair FDDE | 3000 | 7-3961 |
| Mock, Karen | c | karen.mock@usu.edu | Ex Officio | Chair FEC | 5230 | 7-7870 |
| Bialkowski, Stephen | 2 | stephen.bialkowski@usu.edu | 2016 | PRPC Chair (Science) | 0300 | 7-1907 |
| Bates, Scott | 2 | scott.bates@usu.edu | 2015 | Ed. & Human Services | 2810 | 7-2975 |
| Dew, Jeffrey | | jeff.dew@usu.edu | 2016 | Ed. & Human Services | 2705 | 7-9184 |
| Galliher, Renee | e | renee.galliher@usu.edu | 2015 | Ed. & Human Services Past-Pres. | 2810 | 7-3391 |
| Haderlie, Sheri | 2 | sheri.haderlie@usu.edu | 2016 | Ed. & Human Services, | 2830 | 7-7003 |
| Lott, Kimberly | | kimberly.lott@usu.edu | 2016 | Ed. & Human Services | 2805 | 7-1103 |
| Mohr, Kathleen (Kit) | | kathleen.mohr@usu.edu | 2016 | Ed. & Human Services | 2805 | 7-3946 |
| Kim, Yanghee | e | yanghee.kim@usu.edu | 2013 | Ed. & Human Services, FS Pres. | 2830 | 7-2653 |
| Walker, Andy | 2 | andy.walker@usu.edu | 2015 | Ed. & Human Services | 2830 | 7-2614 |
| Agblevor, Foster | | foster.agblevor@usu.edu | 2015 | Engineering | 4105 | 7-9268 |
| Britt, David | | david.britt@usu.edu | 2016 | Engineering | 4105 | 7-2158 |
| Gunther, Jake | | jake.gunther@usu.edu | 2016 | Engineering | 4120 | 7-7229 |
| Halling, Marv | | marv.halling@usu.edu | 2016 | Engineering | 4110 | 7-3179 |
| Fang, Ning | 2 | ning.fang@usu.edu | 2015 | Engineering | 6000 | 7-2948 |
| Qi, Xiaojun | | xiaojun.qi@usu.edu | 2016 | Engineering | 4205 | 7-8155 |
| Beddes, Taun | 2 | taun.beddes@usu.edu | 2016 | Extension (Logan) | 4900 | 435-752-6263 |
| Holmgren, Lyle | e, 2 | lyle.holmgren@usu.edu | 2014 | Extension (Brigham City) | 4900 | 435-695-2545 |
| Memmott, Margie | | margie.memmott@usu.edu | 2014 | Extension (Juab Co., Nephi) | 4900 | 435-623-3451 |
| Pace, Michael | 2 | mike.pace@usu.edu | 2016 | Extension (Brigham City) | 4900 | 435-695-2541 |
| Patterson, Ron | | ron.patterson@usu.edu | 2014 | Extension(Carbon Co. Ext.Off) | 4900 | 435-636-3233 |
| Brasileiro, Marcus | | marcus.brasileiro@usu.edu | 2015 | Humanities & Social Science | 0720 | 7-8539 |
| Culver, Lawrence | | lawrence.culver@usu.edu | 2016 | Humanities & Social Science | 0710 | 7-3101 |
| Jackson-Smith, Doug | e,2 | doug.jackson-smith@usu.edu | 2015 | Humanities & Social Science | 0730 | 7-0582 |
| Lyons, Michael | | michael.lyons@usu.edu | 2015 | Humanities & Social Science | 0725 | 7-1312 |
| Peak, Terry | | terry.peak@usu.edu | 2015 | Humanities & Social Science | 0730 | 7-4080 |
| Rogers, Jim | | jim.rogers@usu.edu | 2014 | Humanities & Social Science | 0715 | 7-3910 |
| Spicer-Escalante, JP | | jp.spicer@usu.edu | 2015 | Humanities & Social Science | 0720 | 7-0709 |
| Waugh, Charles | | charles.waugh@usu.edu | 2016 | Humanities & Social Science | 3200 | 73481 |
| Davis, Dan | | daniel.davis@usu.edu | 2015 | Libraries | 3000 | 7-0890 |
| Duncan, Jennifer | e | jennifer.duncan@usu.edu | 2014 | Libraries | 3000 | 7-8148 |
| Beard, Karen | | karen.beard@usu.edu | 2014 | Natural Resources | 5230 | 7-8220 |
| Crowl, Todd | 2 | facrowl@gmail.com | 2016 | Natural Resources | 5210 | 7-2498 |
| Schmidt, Robert | e | robert.schmidt@usu.edu | 2014 | Natural Resources | 5215 | 7-2536 |
| Brown, Amy | e | amy.brown@usu.edu | 2015 | RCDE (Tooele) | 5035 | 435-882-6611 or 813-765-1842 |
| Mueller, Robert | | robert.mueller@usu.edu | 2016 | RCDE (Tooele) | 5100 | 435-882-6611 |
| Bialkowski, Stephen | 2 | stephen.bialkowski@usu.edu | 2016 | Science | 0300 | 7-1907 |
| Brown, David | | david.e.brown@usu.edu | 2016 | Science | 3900 | 7-3224 |
| Evans, Ted | a, 2 | ted.evans@usu.edu | 2014 | Science | 5305 | 7-2552 |

| NAME | note | EMAIL | TERM ENDS | COLLEGE | UMC | PHONE |
|-------------------------|------|--|------------|--------------------------------|------|--------------|
| Lowry, Tony (sab 12-13) | | tony.lowry@usu.edu | 2014 | Science | 4505 | 7-7096 |
| Stevens, John | | John.r.stevens@usu.edu | 2015 | Science | 3900 | 7-2818 |
| Wallace, Dave | 2 | david.wallace@usu.edu | 2014 | Science | 5305 | 7-7155 |
| Wickwar, Vince | e, 2 | vincent.wickwar@usu.edu | 2015 | Science | 4405 | 7-3641 |
| | | | 2016 | USU Eastern (Blanding) | | |
| | | | 2016 | USU Eastern (Price) | | |
| Legner, Peter | | peter.legner@usu.edu | 2015 | USU Eastern (Price) | | 435-613-5627 |
| Olsen, Jason | e | jason.olsen@usu.edu | 2014 | USU Eastern (Price) | | 435-613-5329 |
| Powell, Rob | | rob.powell@usu.edu | 2014 | USU Eastern (Price) | | 435-613-5432 |
| Albrecht, Stan L. | e | stan.albrecht@usu.edu | Ex Officio | USU President | 1400 | 7-7172 |
| Cockett, Noelle | e | noelle.cockett@usu.edu | Ex Officio | USU Provost | 1435 | 7-1167 |
| Allen, John | p | john.allen@usu.edu | 2013 | Dean Humanities/Soc. Sci. | 0700 | 7-1195 |
| Clement, Richard | e, p | richard.clement@usu.edu | 2013 | Dean of Libraries | 3000 | 7-2631 |
| Cowley, David | p | dave.cowley@usu.edu | 2013 | VP Business/Finance | 2400 | 7-1146 |
| Foley, Beth | p | beth.foley@usu.edu | 2013 | Dean Education & Human Serv. | 2800 | 7-1470 |
| Jessop, Craig | p | craig.jessop@usu.edu | 2013 | Dean College of the Arts | 4060 | 7-7942 |
| Luecke, Chris | p | chris.luecke@gmail.com | 2013 | Interim Dean Natural Resources | 5210 | 7-2463 |
| McLellan, Mark | p | mark.mclellan@usu.edu | 2013 | VP Research/Dean Grad Studies | 1450 | 7-1180 |
| Morales, James | p | james.morales@usu.edu | 2013 | VP for Student Services | 0175 | 7-0226 |

Notes: 2 = serving a second term

a = appointed to complete some else's term

c = ex officio as a chair of either the AFT Committee, BFW Committee, or PRPC

e = executive committee member

p = presidential appointment (Shaded green)

s = student representative (shaded blue)

red = newly elected

Faculty Senate Alternate Roster by College 2013-2014

| NAME | note | EMAIL | TERM ENDS | COLLEGE | UMC | PHONE |
|-------------------|------|--|-----------|------------------------------|------|------------------------|
| Carman, John | | john.carman@usu.edu | 2016 | Agriculture | 4820 | 7-2238 |
| Cornforth, Daren | | daren.cornforth@usu.edu | 2014 | Agriculture | 8700 | 7-2114 |
| Isom, Clay | | clay.isom@usu.edu | 2015 | Agriculture | 4815 | 7-8114 |
| Hill, Nancy | | nancy.hills@usu.edu | 2016 | Arts | 4025 | 7-3049 or 435-753-1995 |
| Urquhart, Sarah | | sarah.urquhart@usu.edu | 2016 | Arts | 2910 | 7-3348 |
| Feigenbaum, Jim | | j.feigenbaum@usu.edu | 2015 | Business | 3565 | 7-2316 |
| Gilbert, John | | jgilbert@usu.edu | 2016 | Business | 3565 | 7-2314 |
| Stephens, Alan | | alan.stephens@usu.edu | 2016 | Business | 3565 | 72367 |
| Camicia, Steven | 2 | steven.camicia@usu.edu | 2015 | Educ. & Human Services | 2805 | 801-518-3193 |
| Fronske, Hilda | | hilda.fronske@usu.edu | 2015 | Educ. & Human Services | 2905 | 7-1545 |
| Baktur, Reyhan | | reyhan.baktur@usu.edu | 2016 | Engineering | 4120 | 7-2955 |
| Barnhill, James | 2 | james.barnhill@usu.edu | 2014 | Extension (Ogden) | 4900 | 801-399-8208 |
| Olsen, Shawn | | shawn.olsen@usu.edu | 2016 | Extension (Davis Co. Ext.) | 4900 | 801-451-3402 |
| Proctor, Debbie | | debra.proctor@usu.edu | 2014 | Extension (Wasatch Co. Ext.) | 4900 | 435-657-3234 |
| Champagne, Brian | | brian.champagne@usu.edu | 2016 | CHaSS | 4805 | 7-3220 |
| Schwabe, Claudia | | claudia.schwabe@usu.edu | 2015 | CHaSS | 0720 | 7-8624 |
| O'Neill, Colleen | | colleen.oneill@usu.edu | 2014 | CHaSS | 0710 | 7-1297 |
| Wesolek, Andrew | | andrew.wesolek@usu.edu | 2015 | Libraries | 3000 | 7-2650 |
| Jenkins, Mike | | mike.jenkins@usu.edu | 2016 | Natural Resources | 5230 | 7-2531 |
| Archuleta, Martha | | martha.archuleta@usu.edu | 2016 | RCDE (Salt Lake) | 5100 | 385-646-5576 |
| Barta, Jim | | jim.barta@usu.edu | 2015 | RCDE (Blanding) | | 801-678-8512 |
| Fleck, Michelle | | michelle.fleck@usu.edu | 2015 | USU Eastern (Price) | | 435-613-5232 |
| Perez, Elias | | elias.perez@usu.edu | 2015 | USU Eastern (Price) | | 435-613-5251 |
| Shen, T.C. | | tcshen@usu.edu | 2015 | Science | 4415 | 7-7852 |
| TBN | | | | Parliamentarian | | |

FSEC Brown Bag Lunch Schedule w/President Albrecht 2013-2014

Let's plan on the following dates for FSEC lunches next year.

Wed., Sep 18

Tue., Oct 15

Thur., Nov 14

Mon., Jan 13

Tue., Feb 11

Wed., Mar 26

Thur., Apr 24

**OFFICE OF RESEARCH & GRADUATE STUDIES
ANNUAL REPORT TO THE FACULTY SENATE**

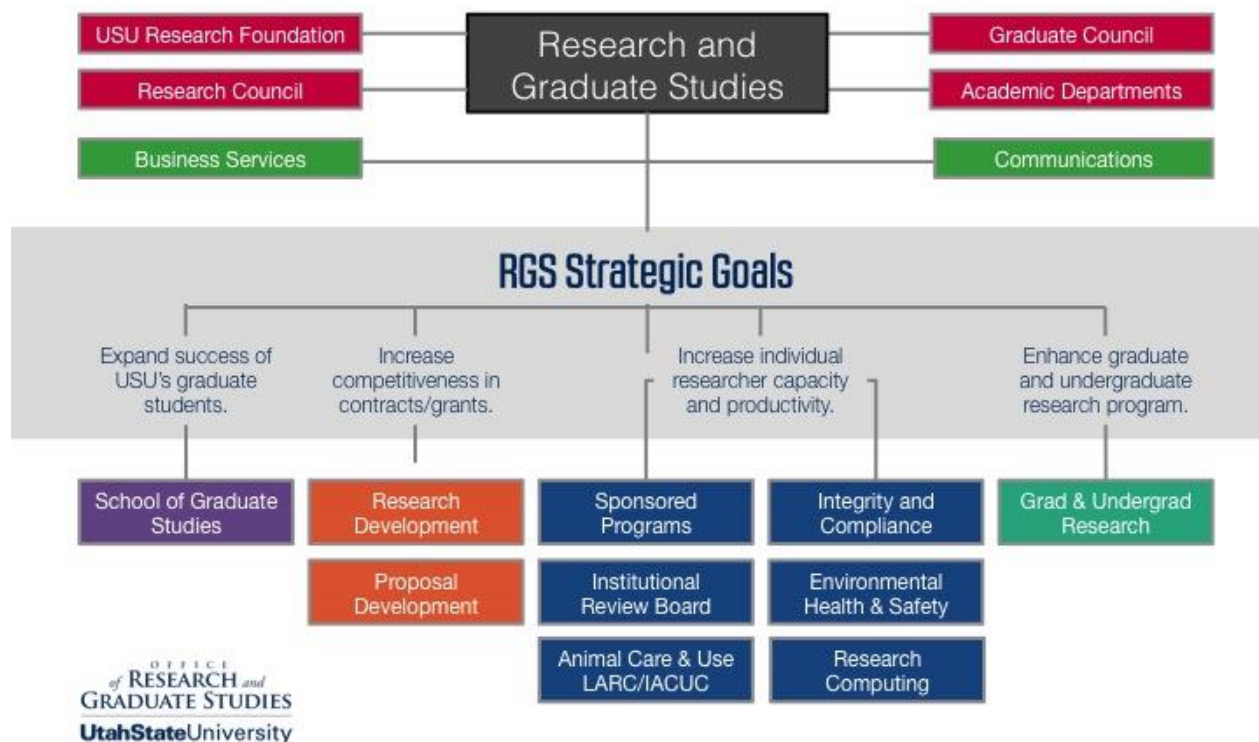
2012-2013

Prepared by
Mark R. McLellan
Vice President for Research and
Dean of the School of Graduate Studies

Executive Summary

The annual report to the Faculty Senate covers the major activities of the Office of Research and Graduate Studies, Research Council and Graduate Council from July 1, 2012 through June 30, 2013. It is a summary of all units for which the Vice President and Dean has responsibility and includes the Graduate School, Sponsored Programs Division, Research & Proposal Development Division, Environmental Health and Safety Division, Institutional Review Board,

USU Office of Research and Graduate Studies



Laboratory Animal Research Center, Research Computing Division, and Research Integrity & Compliance Division. Additionally, this office is responsible for the management of the USU Research Council and the USU Graduate Council. This report, for the first time, reflects the full integrated Office of Research and Graduate Studies and will be presented based on the mission and goals of the office, including the specific actions of the two associated university councils.

Mission of the Office of the Vice President for Research and Dean of the Graduate School

It is the mission of USU's Office of Research and Graduate Studies to facilitate research and graduate education among faculty and students by:

- Producing internal funding opportunities and external funding guidance.
- Providing efficient research support services.
- Developing individual researcher capacity.
- Facilitating graduate student recruitment, admissions, support and degree completion.
- Supporting graduate and undergraduate research.

Goals of the Office of Research & Graduate Studies

- A. Expand the success of Utah State University's graduate students.
- B. Increase the competitiveness of Utah State University in contracts and grants.
- C. Increase individual researcher capacity and productivity.
- D. Enhance graduate and undergraduate research programs.

RGS Office Staff Changes

In FY2012 the Office of Research and Graduate Studies implemented several organizational and staffing changes:

- Scott Bates – in addition to responsibilities as associate vice president for research, was named associate dean of graduate studies. Among his duties as associate dean, he will carry a primary responsibility for graduate and undergraduate research.
- Richard Inouye – Replaced Shelley Lindauer as associate vice president for research and associate dean of graduate studies. His primary assigned responsibilities are for the Division of Research Computing (formally the center for High Performance Computing), and administration of the graduate school office functions.

Addressing the Strategic Goals of the Office

A. Expand the success of Utah State University's graduate students.

1. **Tuition Award Pool** – Major advancements were made in the effort to expand resources for graduate tuition. USU's graduate tuition award pool from state funds had remained virtually unchanged since FY2004, despite annual tuition increases that averaged 7.9%. To address the diminishing impact of a stagnant tuition awards pool, Dean McLellan initiated discussions with the President; Provost; deans; David Cowley, Vice President for Business and Finance; James Morales, Vice President for Student Affairs; and with the Graduate and Research Councils to identify the best means to meet future growth in graduate tuition needs (due to increasing tuition costs and faculty efforts to expand graduate student population, particularly in doctoral programs).

- a. **Decentralized the graduate tuition award pool** – The first major outcome of these conversations was the decision to decentralize the graduate tuition award pool and allow the college deans to strategically allocate those dollars in the manner that best met the college's individual priorities. The actual allocations were based on a two-year average of the total graduate headcount (20% of the calculation) and the number of 0.5 FTE assistantships in the college (80% of the calculation). Because the state funds had separate pools for MS and PhD students, the latter calculation was further divided by:
 - a. Number of 0.5 FTE assistantships received by master's students who were within the first three years of their programs (for master's tuition award dollars).
 - b. Number of 0.5 FTE assistantships received by doctoral students who were within the first five years of their programs (for doctoral tuition award dollars).
- b. **Two-year cycle** – The RGS office also announced its plan to run this allocation model every two years so that colleges would have a sense of stability in their decisions for allocating graduate tuition awards.
- c. **Backstop with F&A** – Additionally, the RGS office made a long-term annual commitment of up to \$700,000 in F&A dollars to address shortfalls in the tuition awards needs for doctoral students and MS plan A students supported by 0.5 FTE assistantships. With fiscal books closing in July/August of 2013, the RGS office is very pleased to report that the large deficit (~\$693 K) seen in the graduate tuition award pool in FY2012 was reduced to only \$141 K (filled, as promised, by F&A dollars). This outcome underscores our conclusion that management of these funds by the college deans is the most effective means to balance USU's limited state resources for graduate tuition against the particular needs of students in each college.
- d. **Heading to a single pool tuition award** – Another positive development emerged in FY2013 from conversations between Vice President McLellan and Vice President for Business and Finance David Cowley, which determined that colleges could treat the separate fund categories for base nonresident tuition and grad nonresident tuition within the state graduate tuition award pool as a single pool for nonresident MS or PhD students, and also pool funds from doctoral resident tuition and master's resident tuition into a single pool for resident MS or PhD students. This enabled greater flexibility to meet college needs, as deans no longer had to constrain allocations within the tight budgets for four separate pools. This situation was further improved by a subsequent determination that deans should have the flexibility to treat resident and nonresident funds as a single pool for graduate tuition, although they must be separately tracked to meet state reporting needs. In our view, this latest step has effectively removed all of the barriers to using the limited pool of state graduate tuition funds in the most strategic manner possible for each college.

2. **Enhanced tuition funding** – Because the state graduate tuition award pool had been stagnant, the RGS office has also been active in exploring new options to enhance revenue for graduate tuition from alternative funding sources. We are pleased to report three major advances in this area:
 - a. **Tuition on grants required** – First, faculty submitting external grants that include graduate student support have been directed by their deans to include graduate tuition unless it is prohibited by the sponsoring agency. Two separate month-long surveys for adherence to this new requirement were conducted by our Sponsored Programs Division, and both showed over 95% compliance. The only exceptions involved projects with budgets that were too small to justify tuition. Thus, it is our expectation that external grants will soon provide significant relief to future demand on the state graduate tuition pool.
 - b. **State funding for STEM PhDs** – Next, President Albrecht, Vice President McLellan, and Director of Government Relations Neil Abercrombie worked with the Utah legislature to secure \$3 million in new, one-time funds to enhance graduate education in STEM fields. Conversations with the deans have determined that those funds should be used in FY2014 to promote graduate student recruitment, PhD completion, conversion of promising MS students into doctoral programs, and enhance research infrastructure for graduate education. Requests for proposals in each of these areas have been distributed to appropriate colleges and departments.
 - c. **Fall 2014 implementation of qualified nonresident tuition waiver** – Vice President McLellan and Vice President for Business and Finance David Cowley have been working with support from the President and Provost to implement a qualified waiver for the nonresident portion of tuition for graduate students. Details of this agreement, which is projected to go into implementation in FY2015, will be released in the near future.
3. **Grantsmanship program (graduate students)** – To augment the Proposal Writing Institute at USU, which completed its fifth cohort this year, grant writing seminars will continue to be offered once a year for faculty (fall semester) and twice a year for graduate students (fall and spring semesters). The seminars are presented by Grant Writers' Seminars & Workshops (www.grantcentral.com). These intensive eight-hour courses of instruction are focused on "writing to the review process." Approximately 100 participant slots are open for each session. For FY2013, 59 faculty and research support staff received this training, as well as 173 graduate students and/or postdocs. The RGS office covers all expenses (including lunch and breaks).
4. **Graduate student recruitment** - Major efforts were made to advance and improve graduate recruitment during 2012-2013. Major accomplishments include:
 - a. The creation of an online *Graduate Student Recruitment Toolkit* (<http://rgs.usu.edu/graduateschool/htm/faculty-resources/graduate-recruitment-toolkit>) that outlines best practices and provides access to institutional resources to aid in their implementation;
 - b. An increase in the award size for departmental graduate student recruitment grants from \$1,000 to \$1,500. A total of 20 GSR grants were applied for and approved in FY2013;
 - c. Organization of a graduate student recruitment workshop during Research Week, which featured a panel discussion with USU graduate students

from six colleges and introduced faculty to the *Toolkit* and GSR grants opportunity; and

- d. Participation in or support of faculty and student travel to regional and national student recruitment events, including graduate fairs and professional conferences.

B. Increasing the competitiveness of the university in contracts and grants.

1. Research Week 2013 –

- a. Monday, April 8: Faculty Research Training & Research Gala
- b. Tuesday, April 9: Research Development Day
- c. Wednesday, April 10: Scholarship Day
- d. Thursday, April 11: Undergraduate Research Day
- e. Friday, April 12: Graduate Research Day

USU's annual Research Week is aimed at highlighting the university's best faculty, graduate and undergraduate researchers through symposia, exhibitions, lectures, receptions and workshops. A total of 37 hours of programed events took place, with emphasis on highlighting research and scholarly activity. Each of the workshops had a great turnout, and some workshops were filled to capacity. The D. Wynne Thorne lecture featured Dr. Lance Seefeldt from the College of Science (presentation recorded on YouTube). All together, 1,000 material participants were involved with excellent walk-through attendance as well. Photos were shared with each of the colleges for repurposing and recruitment. Details about Research Week, as well as a listing of planned events each year can be viewed at: <http://researchweek.usu.edu>. Research Week 2014 (April 7-11) will feature a new partnership with the Merrill-Cazier Library.

2. **Core facilities** – A document outlining the management plan for USU core facilities was presented to Research Council and approved. “Best practices” from surrounding universities were also explored and implemented in the plan. The goal is to expand and further develop core facilities for improved efficiencies and expanded research support at USU. Research Council accepted the draft as the framework for *Utah State University Core Facilities*. The Council discussed the importance of core facility charges, both internal and external, and the College of Science has graciously offered space in their college for creation of the first core facility, which will focus on microscopy. The final policy document approved by council is appended to this report.
3. **Pacific Northwest National Laboratory site visit** – To enhance relationships with national labs, Pacific Northwest National Laboratory (PNNL) Deputy Director Ray Teller visited campus on October 11, 2012. The focus was to review opportunities that might be available for future partnerships. USU researchers participated in this visit, and both parties identified potential areas for collaboration, based on strengths of personnel, facilities and experience. The RGS office agreed to pay all travel expenses for USU researchers to visit PNNL in Richland, Washington, to begin dialog regarding potential grants and projects. To date, several researchers from USU have been engaged with PNNL.

4. **Responsible Conduct in Research (RCR) training** – Ethical and responsible conduct of research is critical to public trust in science, technology and engineering—and education in the responsible and ethical conduct of research is now considered a best practice in the professional development of future scientists and engineers. Three federal agencies now require all students (graduates, undergraduates and postdocs) to complete RCR training if they are working on grants awarded through one or more of their programs (NSF: all awards; USDA: competitive awards beginning in 2013; NIH: trainee grants, career development award (individual or institutional), research education grant, or dissertation research grant). To satisfy these requirements and provide opportunity for RCR professional development to all USU graduate students, USU developed the Research Scholars Certification program. Based upon earlier discussions with the deans, it was determined that if USDA added this as a requirement for their awards, then USU should require RCR training for all doctoral students. Implementation of this new requirement is expected to become effective in FY2014. To make the training as accessible as possible, the Research Scholars Certification program will offer more extensive online components.
5. **Oak Ridge Associated Universities (ORAU)** – USU is a partner with ORAU, which offers faculty and graduate students several opportunities for research collaboration or support each year. USU has many STEM-related strengths, including the Utah Water Research Laboratory, Center for Persons with Disabilities, Research Computing and the Space Dynamics Laboratory, which align very well with the priorities of ORAU.

C. Increase individual researcher capacity and productivity.

1. **Grantsmanship Program (Faculty)** – To augment the Proposal Writing Institute at USU, which completed its fifth cohort this year, the grant writing seminars will continue to be offered once a year for faculty (Fall semester) and twice a year for graduate students (Fall and Spring semesters). The seminars are presented by Grant Writers' Seminars & Workshops (www.grantcentral.com). These intensive eight-hour courses of instruction are focused on “writing to the review process.” Approximately 100 participant slots are open for each session. For FY2013, 59 faculty and research support staff received this training, as well as 173 graduate students and/or postdocs. The RGS Office covers all expenses (including lunch and breaks).
2. **Faculty Research Training workshops** were held in FY2013 that covered the following topics:
 - a. August 22: NSF – “Science: Becoming the Messenger”
 - b. September 7: NSF/IGERT – Best Practices
 - c. October 17: RGS Research Workshop
 - d. August 21 & January 31: New Faculty Research Orientation
 - e. April 9: NSF Best Practices Workshop (During Research Week)
 - f. April 9: RGS Tools and Resources (During Research Week)
3. **Annual Equipment Matching Fund** – On March 18, the RGS Office released a memo announcing this program to enable faculty to purchase capital equipment for support of research and creative activities at USU. With input from associate

deans in the colleges, this program will receive an annual allocation of \$250K from the recovered F&A pool, and requires a 3:1 match from applicants. Applications may be submitted by individuals, teams of USU researchers, or by departments or colleges. An internal panel comprised of college associate deans for research and RGS staff review the applications. For FY2013, \$160K in requests were submitted. Deans & associate deans are part of the submission, review and final selection process with the notification of awards occurring in May/June of each fiscal year.

4. **Funding Finder** – Launched in April 2013, this new service tool was built, developed, and is maintained by the RGS Proposal Development division to help faculty in their search for funding opportunities. The database contains Federal, private, and USU-internal funding opportunities, as well as faculty prize opportunities and important notifications of the funding priority directions of agencies (e.g., NSF Dear Colleague Letters). In addition to the searchable database, users can subscribe to a weekly newsletter of opportunities covering faculty, post-docs, graduate students, and undergraduate students that have been posted to the Funding Finder database within the previous week. Funding Finder can be accessed at <https://fundingfinder.usu.edu>. Login is via a USU A-number and the user's global/strong password.
5. **NIH Financial Conflicts of Interest** - With the implementation of NIH's new Conflict of Interest policy (effective August 2012), there were a greater number of USU faculty requiring updated documentation to this policy than originally anticipated. With this new policy, faculty must now complete the conflict of interest documentation at the time of proposal submission, rather than afterward, which is the process at other agencies. If the required documentation is not done upfront, delays may be experienced in submitting proposals with NIH. If there are no conflicts to report, the process steps are routine – if there are conflicts, the reporting steps are very onerous. As previously reported, this has impact on all PHS grants and cooperative agreements. The changes are significant and resulted in an updated USU Conflict of Interest (COI) policy.
6. **DocuSign** – The RGS Office implemented DocuSign as an electronic signature workflow associated with Sponsored Programs, new faculty startup agreements and graduate school forms.
7. **EPSCoR** - This award, led by Dr. Todd Crawl (USU) as PI, continues in its second year and will enhance Utah's statewide research infrastructure. Statewide strategic planning meetings take place on a quarterly basis and are coordinated to identify future opportunities that can be leveraged from this award. All USU faculty are enabled to cite our EPSCoR status in grant proposals to federal agencies thus allowing for possible access to funds for the proposal.

D. Enhance the undergraduate and graduate research program.

1. **Summary of FY2013 Undergraduate Research Events –**
 - a. January 31 - Research on Capitol Hill (26 USU posters/34 participants)
 - b. February 22 - USU hosted UCUR (Utah Conference on Undergraduate Research).

- c. Spring URCO process completed.
- d. Over 400 students presentations were shared. Second largest UCUR participation in the history of the event.
- e. March 29 - Scholars Day/A-Day/Recruitment Day.
- f. April 11-12 - NCUR (National Conference on Undergraduate Research) in La Crosse, WI. USU sent 25 student participants.

2. Presidential Doctoral Research Fellow (PDRF) Program

- a. The PDRF program was established in AY2012-13 in order to raise USU's national and international reputation for high-quality graduate research and mentoring by supporting recruiting and retention of world-class students. The award includes four years of tuition, and a minimum of \$20,000/year in stipend support, along with additional program-based benefits.
- b. The first cohort of Presidential Doctoral Research Fellows (PDRF) started at USU in fall 2012. The cohort includes nine students from six college (CAAS, CHaSS, EEJCEHS, Engineering, Science, QNR) and 8 departments (ADVS, BE, BIO, ITLS, MAE, PSY, SSWA, WILD).
- c. The 2013 cohort was recruited and will begin their careers at USU in Fall 2013. They include 10 students from five colleges (CAAS, CHaSS, EEJCEHS, Science, Engineering, QNR) and 10 departments (WILD, BIO, ITLS, ECE, GEO, PSYCH, COMPSI, CHEM, SSWA, CEE).

3. Graduate Research Symposium

- a. The Intermountain Graduate Research Symposium was held April 12, 2013. The primary purpose of the Graduate Research Symposium was to provide opportunities for graduate students to develop their professional presentation skills and to support the success in graduate school and beyond.
- b. One of the specific goals of the Graduate Research Symposium is to provide opportunities for our graduate students to hone their presentation skills so that when they make presentations in professional meetings, they can excel. As such, in addition to competitive oral presentations, we have added a new kind of presentation opportunity to this year's Graduate Research Symposium: the DEV PRES (Developmental Presentation). The DEV PRES was designed to provide additional feedback to students making presentations, including a video recording of their presentation and rubric-based feedback from a faculty-moderator and all attendees.

4. Graduate Student Funding ---The RGS Office provided the following fellowship and scholarship support to graduate students in FY2013:

- | | |
|--|-----------|
| a. Presidential Doctoral Research Fellows (PDRF) | \$274,722 |
| b. Seely-Hinckley Scholarships (Endowment) | \$36,965 |
| c. Martin Luther King Scholarship (Endowment) | \$40,521 |
| d. Dissertation Fellowship | \$56,801 |
| e. Patel Scholarship (Endowment) | \$5,000 |
| f. Total RGS Fellowship/Scholarship Funded | \$414,009 |

5. Subsidized Graduate Insurance --As we enter the sixth year of the Subsidized Graduate Student Health Insurance program, we continue to seek ways to

improve the management of the program with FirstRisk. To qualify, graduate students must either have a .5 FTE graduate assistantship or receive \$10,000 or more in fellowship/scholarships. Qualifying students pay only 20% of the total insurance premium and 80% is paid by the hiring department or the sponsor(s) of the scholarship. For several years, insurance premiums did not increase. However, due to increased costs this past year, the premium will be modestly increased by \$40 for FY2013. In FY2012, 880 graduate students were eligible for coverage under the subsidized insurance plan for at least one semester.

6. Graduate Student Travel --- In AY2012-13, the Graduate Student Senate was dissolved and the Graduate Student Travel Award mechanism that had been managed by the Graduate Student Senate was incorporated into the purview of the Associate Vice President for Graduate and Undergraduate Research. The RGS Graduate Student Travel Award was established to promote student involvement in their disciplines by partially funding travel costs associated with professional presentations at regional, national, and international conferences. In Fiscal 2013 there were 293 requests for a travel award. 249 of these were for conferences in Fiscal 2013 and 44 were for conferences in Fiscal 2014. Of the 249 for Fiscal 2013 conferences, 166 were awarded money for a total of \$49,822.51. Eligibility requirements, funding, and application processes are available online: <http://rgs.usu.edu/studentresearch/htm/graduate-research-opportunities/rgs-graduate-student-travel-award>.

ACTIONS **of the** **The Research Council**

The Research Council provides advice and recommendations to the Vice President for Research and Dean of the School of Graduate Studies. Additionally, members of the Council provide direct and important channels of communication between researchers and those who make decisions affecting research at USU. The following are selected major issues addressed by USU's Research Council in FY2013:

College Member

Craig Jessop
Noelle Cockett
Doug Anderson
Beth Foley
Scott Hinton
Jim MacMahon
John Allen
Chris Luecke
Nancy Huntly
Mac McKee
Rick Clement
Raymond Coward
Mark R. McLellan

College

Caine College of the Arts
Dean, College of Agriculture
Jon M. Huntsman School of Business
E.E Jones College of Education and Human Service
College of Engineering
Dean, College of Science
Dean, College of Humanities and Social Sciences
Dean, College of Natural Resources
Ecology Center
Utah Water Research Laboratory
Library
Provost
Chair, Vice President for Research &
Dean of the School of Graduate Studies

Actions:

January 24th, 2013 the council formally approved by unanimous vote the establishment of a new framework for university core facilities. The final policy summarizing the framework for a University Core is appended to this report.

FY2013 Awards Table

| UTAH STATE UNIVERSITY SPONSORED PROGRAM AWARDS, FY2009-FY2013 | | | | | | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------|
| | FY2009 Actuals | FY2010 Actual | FY2011 Actual | FY2012 Actual | FY2013 ESTIMATE | Change Over LY |
| Agriculture | 16,257,864 | 20,776,004 | 18,629,285 | 21,310,465 | 13,424,828 | -37.00% |
| Arts | | | 39,500 | 177,435 | 15,200 | -91.43% |
| Business | 1,353,087 | 204,848 | 574,401 | - | - | |
| Education | 20,228,926 | 28,405,723 | 40,210,629 | 27,660,152 | 24,027,748 | -13.13% |
| Engineering | 11,765,031 | 15,194,085 | 7,881,429 | 12,531,895 | 15,325,971 | 22.30% |
| HaSS | 2,939,781 | 1,043,672 | 333,168 | 2,044,239 | 1,376,804 | -32.65% |
| Natural Resources | 5,478,575 | 9,984,017 | 9,931,834 | 8,666,404 | 13,443,810 | 55.13% |
| Science | 7,320,622 | 9,968,484 | 13,077,405 | 10,033,608 | 6,536,977 | -34.85% |
| Other¹ | 6,461,553 | 7,133,973 | 23,623,193 | 14,739,881 | 15,641,795 | 6.12% |
| Campus Subtotal | 71,805,439 | 92,710,806 | 114,300,844 | 97,164,079 | 89,793,133 | -7.59% |
| USURF | 51,652,892 | 62,134,540 | 60,520,260 | 70,543,805 | 56,228,730 | -20.29% |
| AWS | - | - | - | - | - | |
| Financial Aid, Pell Grants² | 21,083,543 | 31,946,867 | 38,214,960 | 39,525,494 | 39,963,223 | 1.11% |
| USU Subtotal | \$ 144,541,874 | \$ 186,792,213 | \$ 213,036,064 | \$ 207,233,378 | \$ 185,985,085 | -10.25% |
| UAES | - | - | - | - | - | |
| EXT | - | - | - | - | - | |
| USU Grand Total | \$ 144,541,874 | \$ 186,792,213 | \$ 213,036,064 | \$ 207,233,378 | \$ 185,985,085 | -10.25% |

1. "Other" is a catchall category, with the Provost's Office, Extension, and Student Services accounting for 90+ percent of these revenues. The Provost and Research Offices expect to see modest growth from contracts to fund international (e.g. Africa, Armenia, Indonesia, Middle East) students and related international research programs. Additional units (Extension, Student Services, Graduate School, Admin, IT, Advancement) in the "other" category should at least remain stable.

2. Financial Aid, primarily Pell grant revenues, are anticipated to gradually increase in future years under the Obama administration (per conversation with Steve Sharp).

FY2013 F&A Summary

For FY 2013 the RGS office budgeted approximately \$8.8 M (preliminary data) in F&A. Starting with the largest and moving to the smallest portions, the F&A was used for the following purposes:

- 19.4% — New Faculty Startup packages
- 16.3% — USTAR Building 620 building bond payment and O&M for both USTAR 620 and USTAR 650 buildings at the Innovation Campus.
- 11.3% — Fixed Central Administrative Functions and Services (finance, Information Technology, Internet Access, etc).
- 10.8% — Graduate Tuition Awards, fellowships and undergraduate research experience.
- 8.5% — Special in-college commitments such as UWRL building bond and faculty transitions in research programs.
- 8.1% — Faculty Seed Grant programs (GEM, SPARC, RC), Grantsmanship Training, and Office for Proposal Development partial salary support for in-college Grantsmanship Specialists
- 6.3% — Operating funds for Commercialization Services.
- 5.6% — Carry forward to FY2014
- 5.3% — Cost Share funds to support match requirements on faculty grants (e.g.,

- EPSCOR, MRI), support of college equipment acquisitions, and a minimal amount for the breach of contract/disallowance pool.
- 4.3% — Deans "Program Funds" to help accomplish special activities in the colleges.
 - 4.1% — Central Research Support activities such as USU Research Computing (formally HPC), a partial year of support for the international research programs office and research support services for the library (electronic collections).

ACTIONS **of the** **The Graduate Council**

The Graduate Council advises the Vice President and Dean for Research and Graduate Studies, providing a forum for considering major graduate program and student issues, as well as approving changes in programs. Listed below are the Graduate Council members who served in 2012-2013.

College Representative

Dennis Hassan
Paul Johnson
Frank Caliendo
Scott DeBerard
David Geller
Michelle Baker
Peter McNamara
Eugene Schupp
Sheri Haderlie
John Elsweiler
Mark McLellan
Zachary Portman

College

Caine College of the Arts
College of Agriculture
Jon M. Huntsman School of Business
E.E Jones College of Education and Human Services
College of Engineering
College of Science
College of Humanities and Social Sciences
College of Natural Resources
Faculty Senate
Library
Office of Research & Graduate Studies
Graduate Senate President

New Graduate Student Applications – Fall 2012

| | Masters | Doctoral | Total |
|---------|---------|----------|-------|
| 2010-11 | 2,083 | 602 | 2,685 |
| 2011-12 | 2,193 | 752 | 2,945 |
| 2012-13 | 2,296 | 666 | 2,962 |

The number of applications for Doctoral programs was lower in 2012-13 (672) than in the previous year (752), however the total number of graduate student applications was slightly higher because of an increase in the number of Master's applications.

Acceptance & Enrollment Rates -- Acceptance rates by college ranged from 21% (Science) to 40% (Business) (29% across all colleges). Of students who were accepted, college enrollment rates were all over 95%. USU continues to have a lower proportion of degree-seeking graduate students than other land-grant institutions.

Graduate Headcount, Fall Semester

| | Main Campus | | | RCDE Campuses | | |
|------|-------------|----------|-------|---------------|----------|-------|
| Year | Masters | Doctoral | Total | Masters | Doctoral | Total |
| 2008 | 1038 | 550 | 1588 | 688 | 69 | 757 |
| 2009 | 1155 | 539 | 1694 | 786 | 53 | 839 |
| 2010 | 1174 | 552 | 1726 | 832 | 66 | 898 |
| 2011 | 1109 | 586 | 1695 | 921 | 58 | 979 |
| 2012 | 1064 | 603 | 1667 | 862 | 64 | 926 |

Degrees Awarded

The degrees awarded were 292 master's, 3 Educational Specialists, and 37 doctoral degrees posted summer 2012, totaling 332. In fall 2012, there were 272 master's, 4 Educational Specialists, and 31 doctoral degrees, totaling 307. An additional 323 master's degrees, 3 Educational Specialists, and 41 doctoral degrees were posted spring 2013, totaling 367. For the 2012-2013 academic year, there was a grand total of 1,006 degrees awarded.

Degrees Awarded by Type and Semester for past academic year

| Degrees | 2011-2012 | | | |
|-----------|-----------|------|------|-------|
| | Su12 | Fa12 | Sp13 | Total |
| Master's | 292 | 272 | 323 | 887 |
| Ed. Spec. | 3 | 4 | 3 | 10 |
| Doctoral | 37 | 31 | 41 | 109 |
| Total | 332 | 307 | 367 | 1,006 |

Major Graduate Council Actions Affecting Programs

1. R401 Department of Health, Physical Education, and Recreation MFP Professional Degree. The proposal to add a Master of Fitness Promotion degree was approved by the Council (9/12/2012).
2. R401 Department of Health, Physical Education, and Recreation MHP Professional Degree. The proposal to add a Master of Health Promotion degree was approved by the Council (9/12/2012).
3. R401 Department of the Health, Physical Education, and Recreation HHM Plan B. The proposal to add a Plan B option to the Health Education Specialization in Health and Human Movement degree was approved by the Council (9/12/2012).
4. R401 Department of Communicative Disorders and Deaf Education. The proposal to drop the Audiology specialization in all degrees was approved by the Council (9/12/2012).
5. R401 Department of Wildland Resources. The proposal to drop four specializations in Range Science was approved by the Council (9/12/2012).
6. R401 Department of Wildland Resources. The proposal to drop two specializations in Wildlife Biology was approved by the Council (9/12/2012).
7. R401 Department of Wildland Resources. The proposal to drop both specializations in Forestry was approved by the Council (9/12/2012).

8. R401 Department of Environment and Society. The proposal to eliminate the MA degree in Geography and six specializations in the MS degree was approved by the Council (9/12/2012).
9. Department of Communicative Disorders and Deaf Education. The proposal to drop the EdS degree was approved by the Council (9/12/2012).
10. Department of Communicative Disorders and Deaf Education. The proposal to drop the Plan C option in the MS degree was approved by the Council (9/12/2012).
11. R401 Department of Health, Physical Education and Recreation. The proposal to drop the Plan C option in Corporate Wellness was approved by the Council (9/12/2012).
12. R401 Department of Health, Physical Education and Recreation. The proposal to drop the Plan C option in Health Education was approved by the Council (9/12/2012).
13. R401 Department of Wildland Resources. The proposal for a PhD degree credit reduction in Forestry was approved by the Council (9/12/2012).
14. R401 Department of Wildland Resources. The proposal for a PhD degree credit reduction in Range Science was approved by the Council (9/12/2012).
15. R401 Department of Applied Economics. The proposal for a PhD degree credit reduction was approved by the Council (9/12/2012).
16. R401 Department of Animal, Dairy, and Veterinary Sciences. The proposal for a PhD degree credit reduction was approved by the Council (9/12/2012).
17. R401 Department of Biological Engineering. The proposal for a PhD degree credit reduction was initially not approved by the Council. Consequently, the department resubmitted the R401, and the Council voted electronically to approve the proposal (9/13/2012).
18. R401 Department of Environment and Society. The proposal for a PhD degree credit reduction in Ecology was approved by the Council (9/12/2012).
19. R401 Department of Watershed Sciences. The proposal for a PhD degree credit reduction in Watershed Science was approved by the Council (9/12/2012).
20. R401 Department of Watershed Sciences. The proposal for a PhD degree credit reduction in Ecology was approved by the Council (9/12/2012).
21. R401 Department of Wildland Resources. The proposal for a PhD degree credit reduction in Ecology was approved by the Council (9/12/2012).
22. R401 Department of Wildland Resources. The proposal for a PhD degree credit reduction in Wildlife Biology was approved by the Council (9/12/2012).
23. Graduate Council Representative to EPC. Scott DeBerard was unanimously approved to serve as the representative this year to the EPC committee (10/10/12).
24. R401 SSWA Advanced Standing for MSW. The proposal to add a 36-credit MSW degree (referred to as Advanced Standing MSW programs) was approved by the Council (10/10/12).
25. R401 ASTE AST Plan C Discontinue/New MEd. The proposal to discontinue the Plan C in the AST degree and create a new MEd in Career and Technical Education (CTE) was approved by the Council (10/10/12).
26. R401 APEC Plan C Discontinue/New MAE. The proposal to discontinue the Plan C in the MS degree in AE and create an MAE was approved by the Council (10/10/12).
27. R401 ECE PhD Credit Reduction. The Council approved the proposal for a PhD degree credit reduction in EE (10/10/12).

28. R401 ECON/FIN Plan C Discontinue MS/MA. The proposal to discontinue the Plan C option in the MS/MA degree was approved by the Council. (Based on conversation, it was clear that the proposal includes all specializations.) (10/10/12).
29. R401 TEAL MA Discontinue in EEd/SecEd. The proposal to discontinue the MA degrees in EEd and SecEd was approved by the Council (10/10/12).
30. R401 TEAL Discontinue Specializations in EdD/PhD. The proposal to discontinue the specializations in the EdD and PhD degrees was approved by the Council (10/10/12).
31. R401 ASTE Discontinue Plan C MS. The proposal to discontinue a Plan C in the MS degree in Technology and Engineering Education was unanimously approved (11/14/2012).
32. R401 PSC Rename MS and PhD Degrees. The proposal to rename the MS and PhD degrees of Biomaterology to Climate Science was unanimously approved (11/14/2012).
33. R401 PSC PhD Plant Science Credit Reduction. The Council unanimously approved the proposal for a degree credit reduction in Plant Science (11/14/2012).
34. R401 PSC PhD Soil Science Credit Reduction. The Council unanimously approved the proposal for a degree credit reduction in Soil Science (11/14/2012).
35. R401 PSC Climate Science Credit Reduction. The Council unanimously approved the proposal for a degree credit reduction in Climate Science (11/14/2012).
36. R401 ART Add Interior Design Specialization to MFA; Discontinue MS in Human Environments. The proposal to add an Interior Design specialization to the MFA and to discontinue the MS in Human Environments was unanimously approved (11/14/2012).
37. MAcc Admission Requirements/Concurrent Degree. The proposal to admit high achieving USU undergraduate students into a graduate degree concurrently was approved (1/9/2013).
38. R401 NDFS Credit Reduction. The Council unanimously approved the proposal for degree credit reduction in Nutrition and Food Sciences (1/9/2013).
39. R401 CHSS Certificate. The Council unanimously approved the proposal to offer graduate certificate in Women and Gender Studies (1/9/2013).
40. R401 PSY Discontinue Plan C. The Council unanimously approved the proposal to discontinue/restructure Plan C MS in Psychology with specialization School Counseling. Create MEd degree in Psychology with specialization School Counseling was unanimously approved (1/9/2013).
41. R401 EED Credit Reduction. The Council unanimously approved the proposal for a degree credit reduction in Engineering Education (2/13/2013).
42. R401 MIS Discontinue MS Plan C; Create MMIS. The Council unanimously approved the proposal to discontinue Plan C in the MS degree in Management Information Systems and create a degree of Master of Management Information Systems (2/13/2013).
43. R401 SOC Credit Reduction. The Council unanimously approved the proposal for a degree credit reduction in Sociology (2/13/2013).
44. R401 ITLS Discontinue MS Plan C; Create MLTID. The Council unanimously approved the proposal to discontinue Plan C in MS Degree in Instructional Technology & Learning Sciences and create a Master of Learning Technologies & Instructional Design (2/13/2013).
45. R401 NDFS Dietetic Internship Certificate. The Council unanimously approved the proposal to create a Dietetic Internship Certificate (2/13/2013).
46. R401 Change Master of Science in Human Resources to Master of Strategic Human Resources. The Council approved the proposal (2/13/2013).
47. R401 CEE PhD Credit Reduction in Civil & Environmental Engineering. The Council unanimously approved the proposal for a degree credit reduction in Civil & Environmental Engineering (3/20/2013).

48. R401 CEE PhD Credit Reduction in Irrigation Engineering. The Council unanimously approved the proposal for a degree credit reduction in Irrigation Engineering (3/20/2013).
49. R401 ENVIS PhD Credit Reduction in Human Dimensions. The Council unanimously approved the proposal for a degree credit reduction in Human Dimensions (3/20/2013).
50. R401 MUSIC Restructuring/Adding Specializations in Performance, Conducting, and Piano Performance & Pedagogy. The Council unanimously approved the proposal to restructure and add specializations in Performance, Conducting, and Piano Performance & Pedagogy (3/20/2013).
51. Correction to Previously Approved R401. The Council approved the name change from Master of Strategic Human Resources (approved 2/13/2013) to Master of Human Resources (approved 4/10/2013).

RGS Communicating the strength and uniqueness of Utah State University research and graduate programs

- **ASCEND Newsletter**
 - a. This monthly electronic publication is in the second year of release and replaced Research News and the Graduate Gazette as a combined resource to provide greater communication across campus from the Office of Research and Graduate Studies. Distribution reaches all USU employees (administration, faculty and staff), as well as graduate and undergraduate research students. Key metrics are relayed each month, along with upcoming calendar events and focus topics related to graduate and undergraduate research.
- **Sunrise Sessions**
 - October 26, 2012 - Presenter: Christine Hailey (College of Engineering)
 - Topic: "The Move to Engineering Education in High School: Investing in our Nation's Future"
 - February 1, 2013 – Presenter: Douglas Jackson-Smith (College of Humanities & Social Sciences)
 - Topic: "The People Puzzle: Using Social Sciences to Address Water Sustainability Challenges in Utah"
 - May 10, 2013 - Presenter: Robert R. Gillies (Director, Utah Climate Center)
 - Topic: "Utah's Climate Symphony"
 - Friday, August 9: Dr. Maria C. Norton
 - Topic: "Healthy Aging, Healthy Society"
- **TED^xUSU 2012**
 - USU's inaugural event was held on November 6, and included excellent presentations by USU faculty members Rhonda Callister, Chris Gauthier, and Karl White, USU Foundation President Doug Lemon, undergraduate student Taylor Halversen, and a performance by the Fry Street Quartet.
 - Feedback from attendees and participants was very positive. Over 42K views of the collective performances have been viewed on YouTube since the event. Plans are to continue TED^xUSU on an annual basis to showcase USU and our successful USU alum.

- USU has since received a “full” TED^x membership, so we will not be restricted to the number of attendees who can view the live performances at future events.



University Core Facilities Framework at Utah State

Approved: By Research Council – January 24, 2013

Background

A core or shared facility is a research laboratory that provides highly specialized instrumentation, services and technical support to a University's research community. The fundamental goal for such facilities is to increase the research capacity and competitiveness of faculty, staff, and students by providing them access to sophisticated technology and expertise for its application. Vibrant core support also aids in the recruitment and retention of strong faculty researchers. For these reasons, core facilities are viewed as an important operational and strategic component of a University's research enterprise. However, the operations and maintenance costs of core facilities is substantial, so there is increasing interest in best practices for facilities management. This document provides a framework for the development and management of new core facilities at Utah State University. It must be emphasized that this framework be applied only to core facilities developed under the purview of the Vice President for Research (VPR), and not to any facility that is controlled at the college/department/center level.

Process to develop a new core facility

Effective core facilities are founded on high-end instrumentation and expertise, so the decision to invest in new cores carries considerable strategic weight. In principle, consideration of any new core facility should be predicated upon a clear, broad-based and interdisciplinary faculty need. Moreover, the need should be one that cannot be addressed through inexpensive commercial services (e.g., DNA sequencing, oligonucleotide or peptide synthesis) or by cooperative arrangement with core facilities available at the nearby University of Utah or other appropriate regional partners. Finally, it is also important to recognize that faculty needs for core technology and expertise will regularly evolve, so institutional support for these facilities should be periodically reevaluated. To navigate these challenges, we propose the following approach for development of new core facilities at USU:

- ***Annual Survey of Needed Core Facilities*** — The VPR will conduct an annual faculty survey regarding major equipment and core facility needs and preferences.

- **USU Research Council** — Outcomes from the survey will be presented to the Research Council for discussion. If further action is endorsed by recommendation of the Research Council, the VPR will develop a strategy for implementation of a new core, or for acquisition of new major research equipment for inclusion an existing core.
- **Major Research Instrumentation Grant** — It is very common for institutions to seek new equipment through a Major Research Instrumentation grant to the National Science Foundation (NSF-MRI). Like other limited submission opportunities, the NSF-MRI is managed by the VPR office, which affords university leadership the opportunity to align these grants with institutional infrastructure needs and priorities.
- **Core Facilities Space** — Recommendation of the core facility by the Research Council must also include a commitment of space to house the new facility and its staff. This commitment should be formalized in a memorandum of understanding between the affected dean(s) and VPR.

Management of the core facility

Core facilities are an institutional resource whose operations require a shared commitment of resources. These resources include faculty participation, state dollars, and use of recovered indirect costs (F&A). Specifically, we propose that core facilities embody the following management structure:

1. **Faculty Core Facility Director** — The VPR will convene a faculty advisory board for the facility that includes established researchers from the colleges and departments with greatest need for the core. The board will recommend faculty members to serve as a possible director of the center. With endorsement from the selected candidate's dean and department head, the VPR will buy out one month of the faculty member's time so that he or she can oversee day-to-day management of the core. The faculty director will be responsible for growing the campus user base, expanding the capabilities of the core and encouraging the use of the core as a key science collaboration center. The director will be expected to coordinate the submission of additional grants to support, maintain, and expand the capacity of the core.
2. **PhD-level Operator** — The VPR, facility director, and advisory board will participate in the hiring of a PhD level scientist whose primary responsibility is to provide technical support (including equipment operations and training) to faculty, staff, and students that wish to use core equipment in their research. The operator will also be expected to provide day-to-day care and oversight of core equipment. Salary for the operator should be fully supported by state (ie. E&G) dollars.
3. **Equipment Acquisition and Maintenance** — The VPR will have responsibility for oversight of acquisition of new and maintenance of existing equipment. The faculty director and advisory board will provide input regarding priorities for service contracts. New equipment could be added through grants, matching funding acquisitions and in-kind donations.

4. ***Scheduling and Accounting*** — The VPR will assume all responsibility for acquiring a centralized scheduling software and operating the centralized scheduling for all university core laboratories. The VPR will, based on the policies of use for the laboratory and the actual use, assume responsibility for billing and accounting of fees.
5. ***Recharge Center function*** — Core facilities will be recharge centers that require payment for the costs of consumables (reagents, supplies, etc.) and other soft support expenses (student assistants, etc.) within the facility. Determination of appropriate service costs and all accounting responsibilities for facility operations will be the responsibility of the VPR.
6. ***Intellectual Property*** — The use of data generated from a core facility in a grant application, progress report or publication contains the implicit understanding that the PI or authors will formally acknowledge the use of the core facility in all written reports. If core personnel provide significant intellectual input to the results submitted for publication, then it is reasonable and appropriate to include them as co-authors. Since circumstance vary widely, each case should be considered individually.



POLICY MANUAL

FACULTY

Number 402

Subject: The Faculty Senate and Its Committees

Effective Date: July 1, 1997

Revision Dates: November 16, 2001, April 29, 2002, January 12, 2007, April 30, 2007,

March 6, 2009, August 13, 2010, July 8, 2011, [January 6, 2012](#)

**Date of Last Revision: [January 6, 2012](#) [Approved by Executive Committee 7/31/13](#) [Pending
Trustee Approval](#)**

402.1 AUTHORITY OF THE FACULTY TO REVIEW FACULTY SENATE ACTIONS

Actions of the Faculty Senate (Senate) shall be subject to the appellate power of the faculty, as provided in policy 401.7.3. The agenda and actions of the Senate shall be reported to the faculty as provided in policy 402.4.2(3).

402.2 AUTHORITY OF THE SENATE

The authority of the faculty is delegated to the Senate. The Senate legislates and sets policy for matters within the collective authority of the faculty. See policy 401.7. The Senate shall have the power to act for and represent the faculty in all matters of educational policy, including requirements for admission, degrees, diplomas, and certificates; and in curricular matters involving relations between colleges, schools, divisions, or departments.

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

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

The Senate shall have the power to make rules governing its own procedures and to establish its own order of business. All other matters considered and approved by the Senate shall be forwarded by the Executive Secretary to the president of the university and, in appropriate cases, to the Board of Trustees.

2.2 The President, University Administrators, and Board of Trustees

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

2.3 Senator's Handbook

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

402.3 MEMBERSHIP; ALTERNATES; TERM; VACANCIES

3.1 Membership

The Senate shall be composed of the following members: (1) sixty faculty members assigned in proportion to the number of tenured and tenure eligible faculty in the academic colleges, the Regional Campuses [and Distance Education](#), [USU-CEU](#) [USU Eastern](#), Extension, and the Library. These sixty will be elected by and from faculty members eligible to vote in Senate elections (see policy 401.4.2(c)); (2) the president and the executive vice president and provost of the university or their designees; (3) eight appointees of the president of the university who shall be a vice president an academic college dean, a regional campus dean, or a chancellor, six of whom must hold faculty appointments and must be designated annually preceding elections to the Senate; (4) the chairs of the Academic Freedom and Tenure Committee, the Budget and Faculty Welfare Committee, the Professional Responsibilities and Procedures Committee, the Faculty Diversity, Development and Equity Committee, and the Faculty Evaluation Committee if they are not one of the faculty members elected to the Senate; and (5) three students, who shall include the Associated Students of Utah State University (ASUSU) President or a designee, the ASUSU Academic Senate President or a designee, and the [Graduate Student Senate \(GSS\)](#) [President-elected graduate student representative](#) or a designee.

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

3.2 Alternates for Elected Members

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

Senators must notify the Executive Secretary of the Senate in writing (email is acceptable) whenever alternates will replace them. If a senator fails twice to make a documented effort to arrange for an alternate during an academic year, then that senator's position will be considered vacant (see policy 402.3.4).

3.3 Term

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

3.4 Vacancies

A senate seat shall be declared vacant if a senator (1) resigns from Faculty Senate, (2) is no longer a member of the faculty of the academic unit from which he or she was elected, or (3) misses two regularly scheduled senate meetings during an academic year without making a documented effort to arrange for an alternate and keeping the Executive Secretary of the Faculty Senate informed in writing (email is acceptable). The Executive Secretary of the Senate reports all vacancies to the Committee on Committees. The Committee on Committees will then contact the affected academic dean, vice president, or, where applicable, the chancellor or regional campus dean, who will appoint an alternate elected senator to fill the seat within 30 days (see policy 402.3.2). Colleges whose alternates are not responsive to requests to fill in for senators with planned absences or which do not have sufficient alternates will be required to run a replacement election (see policy 402.3.1). The Faculty Senate Presidency will address other vacancies on a case-by-case basis. For vacancies among Presidential appointees, the president shall appoint a new senator within 30 days (see policy 402.3.1).

402.4 RECORDS; AGENDA; MINUTES; ORDER OF BUSINESS

4.1 Records

The records of the Senate shall be kept by the Executive Secretary for the use of the members of the faculty, the president of the university, and the Board of Trustees. Records are public unless otherwise specified by action of the Senate in accord with state law (see policy 402.8).

Under the supervision of the President of the Faculty Senate, the Executive Secretary shall ensure that Senate actions approved by the president of the university, or where necessary by the President and the Board of Trustees (see policy 402.2.2), are distributed to faculty on all campuses within an appropriate time frame and included in the Senate records.

4.2 Agenda and Minutes

(1) Senate agenda.

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

(2) Faculty petition to place an item on the agenda.

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

(3) Distribution of agenda and minutes.

One week prior to each Senate meeting, the Executive Secretary shall make available to all faculty a copy of the agenda of the next meeting, and minutes of the prior Senate meeting.

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

Under the supervision of the President of the Faculty Senate, the Executive Secretary shall ensure that Senate actions recommending a change in this policy or in other university policies or procedures are communicated in a timely manner to all campuses.

4.3 Order of Business

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

402.5 PARLIAMENTARY PROCEDURE

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

402.6 MEETINGS; QUORUM

6.1 Scheduled Meetings

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

6.2 Special Meetings

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

6.3 Quorum and Voting

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

6.4 Consulting with Constituents

The elected senators shall communicate and/or meet regularly with their constituents to answer questions and discuss Senate business.

402.7 SENATE PRESIDENT, PRESIDENT-ELECT, AND PAST PRESIDENT

7.1 Duties of the Senate President

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

7.2 Duties of the Senate President-Elect

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

7.3 Duties of the Immediate Past President

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

7.4 Eligibility and Term

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

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

402.8 SENATE EXECUTIVE SECRETARY

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

402.9 FACULTY FORUM

9.1 Membership of the Faculty Forum; Description

Faculty Forum consists of all elected Senate members, and the chairs of the Academic Freedom and Tenure Committee, the Budget and Faculty Welfare Committee, the Professional Responsibilities and Procedures Committee, the Faculty Diversity, Development and Equity Committee, and the Faculty Evaluation Committee. The Faculty Forum meetings are a means of open discussion for elected Senate members and the committee chairs without participation by or from the president of the university, the executive vice president and provost, the presidential appointees, academic deans and department heads, chancellors, regional campus deans, or the student members of the Senate, unless specifically requested by the Executive Committee of the Faculty Forum (see Policy 402.9.3(2)). During meetings of the Faculty Forum, participants may discuss subjects of current interest, question and debate any policies and procedures, and formulate recommendations for consideration by the Faculty Senate. The Faculty Forum does not exercise the legislative authority of the Faculty Senate.

9.2 Meetings; Agenda; Notice

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

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

9.3 Officers and Executive Committee of the Faculty Forum

(1) Officers.

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

(2) Executive Committee of the Faculty Forum.

The Faculty Forum Executive Committee shall consist of the elected faculty members on the Senate Executive Committee (policy 402.12).

402.10 SENATE ELECTIONS

10.1 Apportionment of Elected Faculty Positions

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

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10.2 Election of Faculty Members to the Senate

(1) Scheduled date; notice to academic deans, the vice president for extension, vice provost of regional campuses and distance education, and chancellor.

Elections of faculty representatives to the Senate and sufficient alternate senators to serve when regular senators cannot attend, are held by academic colleges, Regional Campuses and Distance Education, USU-CEU USU Eastern, Extension, and the Library. Elections shall be supervised by the Senate Committee on Committees. Elections shall be conducted during January and February of each school year, in time to be announced at the March meeting of the Senate. Additional elections shall be held as necessary to ensure the availability of alternates to fill vacancies in unexpired terms for the duration of those terms. The Senate Committee on Committees shall notify the appropriate academic deans, or vice president for extension, chancellor, or the vice provost of regional campuses and distance education of the number of senators to be elected annually by their faculty and the date by which the elections must be held.

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(2) Nominations.

After receipt of notice that annual elections shall be held, the appropriate academic deans or vice president for extension, chancellor, or vice provost of regional campuses and distance education shall communicate with their faculty members eligible to vote in Senate elections (see policy 401.4.3 for limitations) for the purpose of nominating Senate candidates and alternates. There shall be at least two candidates for each vacancy.

(3) Voting.

Faculty members with tenured or tenure-eligible appointments and faculty members with term appointments may nominate and vote for candidates and alternates in Senate elections. Balloting within each academic college, the Regional Campuses and Distance Education, USU-CEU USU

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| Eastern, Extension, and the Library shall be by an appropriate method to ensure timeliness, fairness, and verifiability.

(4) Verification and notice of election results.

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

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10.3 Elections within the Senate

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

402.11 SENATE COMMITTEES: AUTHORITY, ACTION AND PROCEDURES

11.1 Purpose; Reporting

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

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

11.2 Membership; Elections; Terms; Vacancies

Only members of the faculty eligible to vote in Senate elections are eligible for election and appointment to Senate standing committees (see policy 401.4.3(4) (c) for limitations).

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

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

chancellor, or vice provost of regional campuses and distance education, will appoint seats vacated by representatives of the academic colleges, Regional Campuses and Distance Education, USU-CEU USU Eastern, Extension, and the Library .

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

11.3 Senate Committee Procedures

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

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

(2) Committee minutes.

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

(3) Chairs.

Unless otherwise specified, all standing committees and subcommittees of the Senate shall elect chairs annually, preferably at the last meeting of the academic year.

402.12 SENATE STANDING COMMITTEES

12.1 Executive Committee

(1) Duties.

The Executive Committee shall perform the following duties:

(a) prepare Senate meeting agendas;

- (b) propose such standing and special committees of the Senate as may be needed;
- (c) examine the work of the Senate committees to discourage duplication of effort and to ensure that all committee assignments are carried out;
- (d) act as a steering committee to direct problems to the proper committees;
- (e) act as a liaison to harmonize the work of all committees;
- (f) transact such business as may be referred to it by the Senate; and

(2) Membership.

The Senate Executive Committee shall consist of the following members:

- (a) the Senate President;
- (b) the President-Elect of the Senate;
- (c) immediate Past President;
- (d) elected faculty senators, representing each of the academic colleges, **Regional Campuses** and **Distance Education**, ~~USU CEU~~ **USU Eastern**, Extension, and the Library;
- (e) the president of the university and executive vice president and provost, who shall serve as ex-officio members; and
- (f) a senator appointed by the president and approved by the Senate.

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All members have a vote.

(3) Eligibility; election; term.

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

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

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

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

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

(5) Meetings; Senate agenda.

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

(6) Reports and recommendations of other Senate committees.

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

12.2 Committee on Committees (CoC)

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

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

12.3 Academic Freedom and Tenure Committee (AFT)

(1) Duties.

(a) Jurisdiction as an administrative hearing body.

The Academic Freedom and Tenure Committee, as represented by each of its hearing panels is an administrative hearing body, with jurisdiction in matters related to academic freedom, tenure, promotion, dismissals, and other sanctions; and actions alleged not to be in accordance with the adopted standards, policies, and procedures of the university. In relation to these matters, the committee may hear both complaints initiated by the university against a faculty member and grievance petitions brought by a faculty member.

(b) Procedural due process.

Hearing panels of the Academic Freedom and Tenure Committee shall, when hearing grievances, determine whether procedural due process was granted the petitioner as provided in this policy and determine whether the grievance is valid or not valid (see policy 407.6.6(8)) The recommendation of the hearing panel shall be binding on the general membership of the Academic Freedom and Tenure Committee.

(c) Policy revisions.

The Academic Freedom and Tenure Committee shall recommend to the Professional Responsibilities and Procedures Committee possible policy revisions arising from within the Academic Freedom and Tenure Committee's jurisdiction.

(d) Review.

The Academic Freedom and Tenure Committee will review, for consideration by the Senate, all matters pertaining to faculty rights, academic freedom, and tenure.

(2) Membership.

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

(a) one faculty member elected by and from the faculty in each academic college, Regional Campuses and Distance Education, ~~USU-CEU~~ **USU Eastern**, Extension, and the Library, and (b) three faculty members appointed from the elected faculty senators by the Committee on Committees.

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(3) Election and appointment of members; terms.

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

(4) Officers.

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

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

(5) Supplemental appointments.

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

(6) Hearing panels.

Hearing panels shall be appointed as necessary to hear grievances. Four members shall be appointed by the chair of the Academic Freedom and Tenure Committee from the Academic Freedom and Tenure Committee, and the remaining member shall be an administrator who holds a faculty appointment appointed by the president of the university. Faculty members of hearing panels shall be selected by the chair of the Academic Freedom and Tenure Committee

on a rotating basis. All five panel members have a vote. Even if their Academic Freedom and Tenure Committee terms expire, hearing panel members shall serve until the recommendation of the hearing panel has been submitted to the Academic Freedom and Tenure Committee and to the president of the university.

12.4 Budget and Faculty Welfare Committee (BFW)

(1) Duties.

The duties of the Budget and Faculty Welfare Committee are to (a) participate in the university budget preparation process; (b) periodically evaluate and report to the Senate on matters relating to faculty salaries, insurance programs, retirement benefits, sabbatical leaves, consulting policies, and other faculty benefits; (c) review the financial and budgetary implications of proposals for changes in academic degrees and programs, and report to the Senate prior to Senate action relating to such proposals; (d) report to the Senate significant fiscal and budgetary trends which may affect the academic programs of the university; and (e) provide faculty representatives for the Benefits Advisory Committee (BAC).

(2) Membership.

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

12.5 Professional Responsibilities and Procedures Committee (PRPC)

(1) Duties.

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

(2) Membership.

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

12.6 Educational Policies Committee (EPC)

(1) Duties.

The major function of this committee shall be to serve as the Senate committee on educational policy, including program discontinuance for academic reasons (policy 406.2). In addition to

conducting studies and making recommendations as specifically instructed by the Senate, the committee itself may initiate such activities. Routine actions taken under established policy, such as approval for specific course changes, additions, or deletions, shall be submitted to the Senate as information items. All policy recommendations and major actions shall be referred to the Senate for approval or disapproval. Specific duties of the Educational Policies Committee shall include consideration of standards and requirements for university designated honors such as cum laude, magna cum laude, and summa cum laude.

(2) Membership.

The Educational Policies Committee consists of the executive vice president and provost or designee; one faculty representative from each academic college, Regional Campuses [and Distance Education](#), [USU CEU](#) [USU Eastern](#), Extension, and the Library; one faculty representative from the Graduate Council; the chairs of the EPC Curriculum Subcommittee, General Education Subcommittee, Academic Standards Subcommittee, two student officers from the elected ASUSU student government and one ~~student officer from the GSS~~ [elected graduate student representative](#). The faculty representatives are elected to the committee in accordance with policy 402.11.2.

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(3) Term of members.

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

(4) Chair.

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

(5) Curriculum Subcommittee.

The Curriculum Subcommittee will formulate recommendations on curricular matters, such as course changes, and forward the same to the Educational Policies Committee. This subcommittee shall consist of the chairs of the curriculum committee of each academic college, three faculty members appointed from the elected membership of the Educational Policies Committee, one faculty representative [each](#) from ~~each~~ Regional Campuses [and Distance Education](#), [USU CEU](#) [USU Eastern](#), Extension, and the Library, and two students, one from the ASUSU and one ~~from the GSS~~ [elected graduate student representative](#). The terms of Educational Policies Committee members on the subcommittee will correspond to their terms on the Educational Policies Committee. The term of office for student members shall be one year ~~and shall coincide with the term of ASUSU and GSS officers~~. The subcommittee shall elect a chair annually, preferably at the last meeting of the academic year.

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(6) General Education Subcommittee.

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

(7) Academic Standards Subcommittee.

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

Recommendations from this subcommittee will be submitted to the Educational Policies Committee. The subcommittee shall elect a chair annually, preferably at the last meeting of the academic year.

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 Professor and Advisor of the Year.

(2) Membership.

The committee shall consist of one faculty representative from each academic college, Regional Campuses and Distance Education, ~~USU-CEU~~ USU Eastern, Extension, and the Library, two student officers from the ASUSU and one ~~student officer from the GSS~~ 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.

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12.8 Faculty Diversity, Development, and Equity Committee (FDDE)

(1) Duties.

The duties of the Faculty Diversity, Development, and Equity Committee are to: (1) collect data and identify and promote best practices for faculty development, mentoring, and work environment to facilitate the success of diverse faculty at all career levels; (2) provide feedback and advocate processes for faculty recruitment, promotion, and retention that promote diversity, fair pay standards, and work/life balance for the faculty; (3) report on the status of faculty development, mentoring, diversity, and equity; and (4) make recommendations for implementation of proposals related to faculty diversity, development, and equity.

(2) Membership.

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

12.9 Executive Committee of the Faculty Forum (ECFF)

The Executive Committee of the Faculty Forum shall have the duty of composing the agenda for the annual meeting and any special meetings of the Faculty Forum. The membership of this committee shall consist of the elected members of the Faculty Senate Executive Committee excluding administrators (see policy 402.12.1(2a-2d)).

12.10 Senate Handbook Committee (SHC)

The Senate Handbook Committee composes and/or revises annually the Senate Handbook (policy 402.2.3). This committee consists of the Faculty Senate President, President-Elect of the Senate, and the Past President of the Senate. Additional members may be appointed by the Committee on Committees.

402.13 UNIVERSITY COUNCILS AND COMMITTEES WITH FACULTY REPRESENTATIVES

The Senate Committee on Committees recommends to the Senate faculty members to be appointed to the following university councils, boards, and committees: Athletic Council, Graduate Council, University Research Council, Council on Teacher Education, University Libraries Advisory Council, Honors Program Advisory Board, University Scheduling Committee, Calendar Committee, Bookstore Committee, Honorary Degrees and Awards Screening Committee, Diversity Council, and Parking Policy Committee. The faculty representative need not be a Senate member unless his/her role on the council or committee is to represent the Senate specifically as well as the faculty generally. See also policy 402.10.3, 11.2 and 12.2(4). In the spirit of shared governance, at the Regional Campuses and ~~USU-CEU~~ USU Eastern, the chancellor and regional campus deans will establish procedures whereby faculty

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members on those campuses can be actively engaged and represented in key local decisions parallel to the councils and committees described in this paragraph.

From: Renee Galliher <Renee.Galliher@usu.edu>

Date: Wednesday, May 1, 2013 9:21 AM

To: Richard Jenson <richard.jenson@usu.edu>, Glenn McEvoy <Glenn.McEvoy@usu.edu>, "Robert H. Schmidt (gmail)" <robert.h.schmidt@gmail.com>, Raymond Coward <Raymond.Coward@usu.edu>, Ralph Whitesides <ralph.whitesides@usu.edu>, Diane Calloway-Graham <diane.calloway-graham@usu.edu>

Cc: Gretchen Peacock <gretchen.peacock@usu.edu>, Joan Kleinke <joan.kleinke@usu.edu>

Subject: update from FS meeting

Hi all

I wanted to send out the summary of the vote from the faculty senate yesterday on the two remaining issues we discussed at the last taskforce meeting.

Vote #1 – current standard of evaluation vs. proposed standard of evaluation: 25 in favor of keeping the current code/16 in favor of proposed code

Vote #2 - support for proposed timeline of remediation: 23 in favor of proposed timeline/ 17 opposed to proposed timeline

I'll wait for feedback from you all and we can decide about next steps.

Renee