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Faculty Senate Executive Committee Agenda, August 25, 2014

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FACULTY SENATE EXECUTIVE COMMITTEE

August 25, 2014

3:00 – 4:30 p.m.

Champ Hall

Agenda

- 3:00 Call to Order**.....Doug Jackson-Smith
- Introductions
 - Approval of Minutes April 14, 2014
- 3:05 Announcements**.....Doug Jackson-Smith
- Calendar
 - Faculty Senate Members Roster
 - Brown Bag Lunch Schedule with the President
 - Broadcasting all FSEC and FS Meetings, things you need to know
- 3:10 University Business**.....Stan Albrecht, President
Noelle Cockett, Provost
- 3:20 Executive Committee Orientation**
- FSEC Role in Faculty Communication.....Doug Jackson-Smith
 - Overview of Faculty Senate Webpage.....Joan Kleinke
- 3:30 Reports**
1. Graduate Council Report.....Mark McLellan
 2. Research Council Report.....Mark McLellan
- 3:45 New Business**
1. Election of new Committee on Committees Member.....Doug Jackson-Smith
 2. Election of new Faculty Athletic Representative.....Doug Jackson-Smith
 3. Code change to lengthen term for Committee on Committees Members.....Doug Jackson-Smith
 4. Priority Issues for Faculty Senate Action.....Doug Jackson-Smith
- 4:05 Old Business**
1. Overview of Old Business from the April 28, 2014 Faculty Senate Meeting (Post Tenure Review Process).....Doug Jackson-Smith
- 4:30 Adjournment**



FACULTY SENATE EXECUTIVE COMMITTEE MINUTES

APRIL 14, 2014 3:00 P.M.

Champ Hall Conference Room

Present: Yanghee Kim (Chair), Dale Barnard, Rhonda Callister, Richard Clement, Jennifer Duncan (excused), Jake Gunther, Steven Mansfield, Robert Mueller, Jason Olsen, Flora Shrode (for Jennifer Duncan), Robert Schmidt, Vincent Wickwar, Doug Jackson-Smith (President Elect), Renee Galliher (Past President), President Stan Albrecht (Ex-Officio), Provost Noelle Cockett (Ex-Officio), Joan Kleinke (Exec. Sec.), Marilyn Atkinson (Assistant) **Guests:** Larry Smith, Andi McCabe, Janis Boettinger, Karen Mock

Yanghee Kim called the meeting to order at 3:00 p.m.

Approval of Minutes

There were no corrections to the minutes. The minutes were adopted.

University Business - President Albrecht and Provost Cockett.

President Albrecht was not in attendance. Provost Cockett announced the creation of two Associate Degrees in General Studies; Associate of Science and Associate of Arts. This is in response to the Governors 2020 initiative. This will be an opt in program. These students will participate in graduation ceremonies, but they are not connected to a college. It is anticipated that some concurrent enrollment students will be eligible for this degree by the time they finish high school. This will be a great benefit for Regional Campus programs and a great recruitment tool as well.

Information Items

Calendar Committee Report – Janis Boettinger. The committee made no changes to the employee calendar. The calendar committee recommends calendars three years in advance, thus this recommendation is for academic year 2017-2018. Scott Bates developed a survey for students, faculty and staff to assess opinions on the current academic calendar; this assessment was done in March. The results are posted online, but the overall consensus was that the current calendar structure is meeting most needs. The committee recommends moving to a uniform calendar for all USU locations, having two 7 week summer sessions and one 14 week summer session. They also recommend changing the already approved calendars (2015 and 2016) to this same summer schedule. Another recommendation in their report is the elimination of the Common Hour. A survey of students will be conducted in the fall to further study the appropriateness of the recommendation.

EPC Items - Larry Smith. Larry Smith thanked the EPC members for their work throughout the last year. He summarized the EPC report. The Academic Standards subcommittee revised the withdrawal policy. The General Education subcommittee revised the criteria for the QI courses.

Committee on Committees Report – Robert Schmidt.

A motion to place all of the reports on the Reports agenda for Faculty Senate was made by Dale Barnard and seconded by Doug Jackson-Smith. The motion passes unanimously

Unfinished Business

Reviews of Administrators – Yanghee Kim. This item was brought up in the Faculty Forum last November. It was suggested that it be placed on the agenda before the PTR discussion.

Faculty Service Award – Karen Mock. The FSEC discussed various avenues for nominations for this award and wanted to clarify that the service that would be recognized be at the University level.

Renee Galliher made a motion to place this on the agenda as an information item. Dale Barnard seconded and the motion passed.

Post Tenure Review Decision Points Discussion – Yanghee Kim. Yanghee reviewed the votes that were taken in the last Faculty Senate meeting. Three items were voted on; First, the peer review committee shall be

appointed by mutual agreement of the department head and the faculty member, Second, the meaning of a negative review shall be specified in the code and Third, the faculty's right to appeal should be stated in the code. The Fourth item, initiation of a professional development plan, will be discussed at the next senate meeting. The next step will be to ask PRPC to draft the code language.

Doug Jackson-Smith prepared flow charts depicting the current code and the proposed changes to the system and reviewed them with the committee. Discussion focused on the purpose and intent of the PRC (Peer Review Committee) vs the "quinquennial" review. Agreement was reached, that the PRC would be formed to review a negative annual review at the request of the faculty member or be formed automatically upon the department head initiating a PDP. Also, it was agreed to present three questions to the Senate for discussions and votes: i) if the very first formal, negative annual review would automatically initiate PRC. ii) if PRC would conduct an independent review of the same material reviewed by the department head, and present an independent finding. iii) If they agree with the negative review by the department head, then a PDP would be initiated, if the findings are not in agreement with the department head, no PDP would be implemented, however, it does not overturn the department head's decision. The FSEC would instruct PRPC to draft clear language on this issue, making it clear the review is of the material not the department head's decision. Concern was raised that in this context the PDP appears purely punitive, when many senators believe the PDP should be more of a remediation to help get faculty back on track. Salary decisions would still be made by the deans and not be involved in this process. Discussion ensued on whether the decision in the Senate was too confusing and if the senators truly understand the issue of how the review is initiated. This issue will possibly need to be revisited in the next senate meeting. The point was made that if a faculty member receives a negative review, they may initiate the PRC which may then suggest a PDP to help the faculty member improve their performance. Discussion then focused on the multi-year rolling window and whether or not to specify the timeframe or leave it up to the departments. A five year window for the multi-year annual review was suggested. Renee Galliher asked to take this back to the senate and decide between a three or a five year window. This will be presented as the fourth question to the Senate. Yanghee will draft the main four issues discussed into decision points for the next faculty senate meeting.

New Business

1. Selection of new FSEC Members in last Senate meeting (College Caucus) right before adjournment. Senators must have served one year in the Senate to be eligible. Colleges needing an FSEC Member are: Arts, Agriculture and Applied Sciences, Humanities and Social Sciences, Natural Resources, Science, Libraries, Extension, USU Eastern.

Rhonda Callister made a motion to place this on the agenda as new business. Steve Mansfield seconded and the motion passed.

Adjournment

The meeting adjourned at 4:30 p.m.

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

FACULTY SENATE

2014-2015 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 25, 2014	September 8, 2014		Research and Graduate Studies – Mark McLellan
September 22, 2014	October 6, 2014	Educational Policies Committee (EPC) – Larry Smith	Honors Program – Kristine Miller Libraries Advisory Council – Parking Committee – James Nye
October 20, 2014 Immediately following FSEC Mtg. - Faculty Forum Planning	December 1, 2014 (This is the next FS meeting after Faculty Forum when reports come to the Senate)	Faculty Evaluation Committee (FEC) – Oenardi Lawanto	Athletic Council – Ken White
November 3, 2014 - FACULTY FORUM Taggart Student Center Auditorium 3:00 – 4:30 p.m.			
November 17, 2014	December 1, 2014		USU/SA – Doug Fiebia Retention and Student Success - John Mortensen
December 8, 2014	January 5, 2015		Council on Teacher Education – Francine Johnson Scholarship Advisory Board – Taya Flores
January 20, 2015 (Tuesday)	February 2, 2015		
February 17, 2015 (Tuesday)	March 2, 2015	Budget and Faculty Welfare Committee (BFW) – Alan Stephens Academic Freedom and Tenure Committee (AFT) -	
March 16, 2015	April 6, 2015	Professional Responsibilities and Procedures Committee (PRPC) – Stephen Bialkowski	Honorary Degrees and Awards – Sydney Peterson
April 13, 2015	April 27, 2015	Faculty Diversity, Development, & Equity Committee (FDDE) – Committee on Committees -	Calendar Committee – Janis Boettinger

Updated: 8/7/2014

Utah State University						
Faculty Senate Member Roster by Alpha Sort 2014-2015						
Updated 13 August 2014						
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	2015	Dean Humanities/Soc. Sci.	0700	7-1195
Archuleta, Martha		martha.archuleta@usu.edu	2016	RCDE (Salt Lake)	5100	385-646-5576
Barr, Paul		paul.barr@usu.edu	2017	Engineering	4110	7-8249
Bates, Scott	2	scott.bates@usu.edu	2015	Education & Human Services	2810	7-2975
Beddes, Taun	2	taun.beddes@usu.edu	2016	Extension (Logan)	4900	435-752-6263
Bernhardt, Scott		scott.bernhardt@usu.edu	2017	Science	5305	7-3721
Bialkowski, Stephen	2	stephen.bialkowski@usu.edu	2016	Science, Chair PRPC	0300	7-1907
Brasileiro, Marcus		marcus.brasileiro@usu.edu	2015	Humanities & Social Science	0720	7-8539
Britt, David		david.britt@usu.edu	2016	Engineering	4105	7-2158
Brott, Leslie		leslie.brott@usu.edu	2017	Arts	4025	7-3139
Brown, David		david.e.brown@usu.edu	2016	Science	3900	7-3224
Callister, Ronda	e	ronda.callister@usu.edu	2016	Business, FS President-Elect	3555	7-1905
Cockett, Noelle	e	noelle.cockett@usu.edu	Ex Officio	USU Provost	1435	7-1167
Cowley, David	p	dave.cowley@usu.edu	2015	VP Business/Finance	2400	7-1146
Culver, Lawrence		lawrence.culver@usu.edu	2016	Humanities & Social Science	0710	7-3101
Davis, Dan	e	daniel.davis@usu.edu	2015	Libraries	3000	7-0890
Dew, Jeffrey		jeff.dew@usu.edu	2016	Education & Human Services	2705	7-9184
Dillingham-Evans, Donna	p	donna.dillingham-evans@usu.edu	2015	Dean/Exec. Dir. Statewide Ed Ctrs. Campuses (Tooele)	5100	435-882-6611
Ditto, Matthew	s	matthew.ditto@aggiemail.usu.edu	2015	USU/SA Executive Vice President	0105	801-884-3198
Evans, Ted	2	ted.evans@usu.edu	2017	Science	5305	7-2552
Fagerheim, Britt		britt.fagerheim@usu.edu	2017	Libraries	3000	7-2643
Fiefia, Doug	s,2	douglas.fiefia@usu.edu	2015	USU/SA President	0105	7-1723 or 801-808-4853
Foley, Beth	p	beth.foley@usu.edu	2015	Dean Education & Human Serv.	2800	7-1470
Garner, Dennis		dennis.garner@usu.edu	2017	RCDE (Uintah Basin)	5100	435-722-1713
Gunther, Jake	e	jake.gunther@usu.edu	2016	Engineering	4120	7-7229
Haderlie, Sheri	2	sheri.haderlie@usu.edu	2016	Education & Human Services	2830	435-764-8764
Hailey, Christine	p	chris.hailey@usu.edu	2015	Dean Engineering	4100	7-3332
Halling, Marv		marv.halling@usu.edu	2016	Engineering	4110	7-3179
Hassell, Betty		betty.hassell@usu.edu	2016	USU Eastern (Price)	RVS174	435-613-5270
Hastings, Derek	s	d.hastings@aggiemail.usu.edu	2015	ASUSU Grad. Student Senator	0105	424-251-2784
Hatch, Royce		royce.hatch@usu.edu	2015	Agriculture & Applied Sciences	2300	7-1928
Heflebower, Rick		rick.h@usu.edu	2017	Extension (Washington Co. St George)	4900	435-634-2690
Henrie, Scott/Weber, Scott			2017	USU Eastern (Price)		
Jackson-Smith, Doug	e,2	doug.jackson-smith@usu.edu	2015	Humanities & Social Science, FS President	0730	7-0582
Kannan, Vijay		vijay.kannan@usu.edu	2017	Business	3555	7-7212
Kim, Yanghee	e	yanghee.kim@usu.edu	2013	Education & Human Services, FS Past Pres.	2830	7-2653
Koons, David		david.koons@usu.edu	2017	Natural Resources	5230	7-8670
Larson, Don		don.larson@usu.edu	2016	USU Eastern (Blanding)	AdmBldg	435-678-8121
Lavoie, Caroline		caroline.lavoie@usu.edu	2017	Agriculture & Applied Sciences	4005	7-0505
Lawver, Becki		rebecca.lawver@usu.edu	2016	Agriculture & Applied Sciences	2300	7-1254
Lott, Kimberly		kimberly.lott@usu.edu	2016	Education & Human Services	2805	7-1103
Lowry, Tony	2	tony.lowry@usu.edu	2017	Science	4505	7-7096
Lyons, Michael		michael.lyons@usu.edu	2015	Humanities & Social Science	0725	7-1312
McEvoy, Glenn	2	glenn.mcevoy@usu.edu	2015	Business	3510	7-2375
McLellan, Mark	e, p	mark.mclellan@usu.edu	2015	VP Research/Dean Grad Studies	1450	7-1180
Memmott, Margie	2	margie.memmott@usu.edu	2017	Extension (Juab Co., Nephi)	4900	435-623-3451
Moeller, Ryan		rylish.moeller@usu.edu	2017	Humanities & Social Science	3200	7-8637
Mohr, Kathleen (Kit)		kathleen.mohr@usu.edu	2016	Education & Human Services	2805	7-3946
Morales, James	p	james.morales@usu.edu	2015	VP for Student Services	0175	7-0226
Mueller, Robert	e	robert.mueller@usu.edu	2016	RCDE (Tooele)	5100	435-882-6611
Murphy, Daniel	e,2	dan.murphy@usu.edu	2017	Arts	4000	7-7372
Nemere, Ilka	2	ilka.nemere@usu.edu	2015	Agriculture & Applied Sciences	8700	73286
Norton, Jeanette	e	jeanette.norton@usu.edu	2015	Agriculture & Applied Sciences	4820	7-2166
Olsen, Jason	e,2	jason.olsen@usu.edu	2017	USU Eastern (Price)	WIB 228	435-613-5329
Omasta, Matt		matt.omasta@usu.edu	2017	Arts	4025	7-3103
Pace, Michael	e, 2	mike.pace@usu.edu	2016	Extension (Brigham City)	4900	435-695-2541
Patterson, Ron	2	ron.patterson@usu.edu	2017	Extension (Carbon Co. Ext. Off.)		435-636-3233
Peak, Terry		terry.peak@usu.edu	2015	Humanities & Social Science	0730	7-4080
Qi, Xiaojun		xiaojun.qi@usu.edu	2016	Engineering	4205	7-8155
Schmidt, Robert	e, 2	robert.schmidt@usu.edu	2017	Natural Resources	5215	7-2536
Shirley, Lindsey		lindsey.shirley@usu.edu	2017	Agriculture & Applied Sciences	2920	7-3410

NAME	note	EMAIL	TERM ENDS	COLLEGE	UMC	PHONE
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
Stevens, John		John.r.stevens@usu.edu	2015	Science	3900	7-2818
Villalba, Juan		juan.villalba@usu.edu	2017	Natural Resources	5230	7-2539
Walker, Andy	2	andy.walker@usu.edu	2015	Education & Human Services	2830	7-2614
Walsh, Marie	2	marie.walsh@usu.edu	2016	Agriculture & Applied Sciences	8700	7-2177
Waugh, Charles	e	charles.waugh@usu.edu	2016	Humanities & Social Science	3200	73481
White, Ken	p	ken.white@usu.edu	2015	Dean Agriculture & Applied Sciences/VP Ext.	4900	7-2201
Wickwar, Vince	e, 2	vincent.wickwar@usu.edu	2015	Science	4405	7-3641
	c		Ex Officio	Chair AFT		
Stephens, Alan	c	alan.stephens@usu.edu	Ex Officio	Chair BFW	3565	7-2367
	c		Ex Officio	Chair FDDE		
Lawanto, Oenardi	c	olawanto@usu.edu	Ex Officio	Chair FEC	4160	7-8699
Bialkowski, Stephen		stephen.bialkowski@usu.edu	Ex Officio	Chair PRPC		

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 Alpha Sort 2014-2015

NAME	note	EMAIL	TERM ENDS	COLLEGE	UMC	PHONE
Baktur, Reyhan		reyhan.baktur@usu.edu	2016	Engineering	4120	7-2955
Barta, Jim		jim.barta@usu.edu	2015	RCDE (Blanding)		801-678-8512
Beard, Karen		karen.beard@usu.edu	2017	Natural Resources	5230	7-8220
Belland, Brian		brian.belland@usu.edu	2017	Education & Human Services	2830	7-2535
Camicia, Steven	2	steven.camicia@usu.edu	2015	Education & Human Services	2805	801-518-3193
Carman, John		john.carman@usu.edu	2016	Agriculture & Applied Sciences	4820	7-2238
Champagne, Brian		brian.champagne@usu.edu	2016	CHaSS	4805	7-3220
Feigenbaum, Jim		j.feigenbaum@usu.edu	2015	Business	3565	7-2316
Fronske, Hilda		hilda.fronske@usu.edu	2015	Education & Human Services	2905	7-1545
Gilbert, John		jgilbert@usu.edu	2016	Business	3565	7-2314
Heaton, Kevin		kevin.heaton@usu.edu	2017	Extension (Garfield Co. Ext. Panguitch)	4900	435-644-4918
Hills, Nancy		nancy.hills@usu.edu	2016	Arts	4025	7-3049 or 435-753-1995
Isom, Clay		clay.isom@usu.edu	2015	Agriculture & Applied Sciences	4815	7-8114
Jenkins, Mike		mike.jenkins@usu.edu	2016	Natural Resources	5230	7-2531
Mansfield, Steve		steven.mansfield@usu.edu	2017	Arts	2910	7-1566
Oladi, Reza	2	reza.oladi@usu.edu	2017	Agriculture & Applied Sciences	4835	7-8196
Olsen, Shawn		shawn.olsen@usu.edu	2016	Extension (Davis Co. Ext.)	4900	801-451-3402
Perez, Elias		elias.perez@usu.edu	2015	USU Eastern (Price)	WIB114	435-613-5251
Petersen, Michael		michael.petersen@usu.edu	2017	RCDE (Tooele)	5100	435-882-6611
Powell, Rob		rob.powell@usu.edu	2017	USU (Price)	RVS 146	435-613-5432
Proctor, Debbie	2	debra.proctor@usu.edu	2017	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
Shrode, Flora		flora.shrode@usu.edu	2017	Libraries	3000	7-8033
Smith, Barton		bsmith@engineering.usu.edu	2017	Engineering	4130	
Stephens, Alan		alan.stephens@usu.edu	2016	Business	3565	72367
Thoms, Josh		joshua.thoms@usu.edu	2017	CHaSS	0720	7-9065
Urquhart, Sarah		sarah.urquhart@usu.edu	2016	Arts	2910	7-3348
Lawver, Becki		rebecca.lawver@usu.edu	2016	Parliamentarian	2300	7-1254

Utah State University						
Faculty Senate Member Roster by College 2014-2015						
Updated 8/13/2014						
NAME	note	EMAIL	TERM ENDS	COLLEGE	UMC	PHONE
Hatch, Royce		royce.hatch@usu.edu	2015	Agriculture & Applied Sciences	2300	7-1928
Lavoie, Caroline		caroline.lavoie@usu.edu	2017	Agriculture & Applied Sciences	4005	7-0505
Lawver, Becki		rebecca.lawver@usu.edu	2016	Agriculture & Applied Sciences	2300	7-1254
Nemere, Ilka	2	ilka.nemere@usu.edu	2015	Agriculture & Applied Sciences	8700	73286
Norton, Jeanette	e	jeanette.norton@usu.edu	2015	Agriculture & Applied Sciences	4820	7-2166
Shirley, Lindsey		lindsey.shirley@usu.edu	2017	Agriculture & Applied Sciences	2920	7-3410
Walsh, Marie	2	marie.walsh@usu.edu	2016	Agriculture & Applied Sciences	8700	7-2177
Brott, Leslie		leslie.brott@usu.edu	2017	Arts	4025	7-3139
Murphy, Daniel	e,2	dan.murphy@usu.edu	2017	Arts	4000	7-7372
Omasta, Matt		matt.omasta@usu.edu	2017	Arts	4025	7-3103
Fiefla, Doug	s,2	douglas.fiefla@usu.edu	2015	USU/SA President	0105	7-1723 or 801-808-4853
Ditto, Matthew	s	matthew.ditto@aggiemail.usu.edu	2015	USU/SA Executive Vice President	0105	801-884-3198
Hastings, Derek	s	d.hastings@aggiemail.usu.edu	2015	USU/SA Grad. Student Senator	0105	424-251-2784
Callister, Ronda	e	ronda.callister@usu.edu	2016	Business, FS President-Elect	3555	7-1905
McEvoy, Glenn	2	glenn.mcevoy@usu.edu	2015	Business	3510	7-2375
Kannan, Vijay		vijay.kannan@usu.edu	2017	Business	3555	7-7212
Skousen, Chris		chris.skousen@usu.edu	2015	Business	3540	7-2429
	c		Ex Officio	Chair AFT		
Stephens, Alan	c	alan.stephens@usu.edu	Ex Officio	Chair BFW	3565	7-2367
	c		Ex Officio	Chair FDDE		
Lawanto, Oenardi	c	olawanto@usu.edu	Ex Officio	Chair FEC	4160	7-8699
Bialkowski, Stephen		stephen.bialkowski@usu.edu	Ex Officio	Chair PRPC		
Bates, Scott	2	scott.bates@usu.edu	2015	Education & Human Services	2810	7-2975
Dew, Jeffrey		jeff.dew@usu.edu	2016	Education & Human Services	2705	7-9184
Haderlie, Sheri	2	sheri.haderlie@usu.edu	2016	Education & Human Services	2830	435-764-8764
Lott, Kimberly		kimberly.lott@usu.edu	2016	Education & Human Services	2805	7-1103
Mohr, Kathleen (Kit)		kathleen.mohr@usu.edu	2016	Education & Human Services	2805	7-3946
Kim, Yanghee	e	yanghee.kim@usu.edu	2013	Education & Human Services, FS Past Pres.	2830	7-2653
Walker, Andy	2	andy.walker@usu.edu	2015	Education & Human Services	2830	7-2614
Agblevor, Foster		foster.agblevor@usu.edu	2015	Engineering	4105	7-9268
Barr, Paul		paul.barr@usu.edu	2017	Engineering	4110	7-8249
Britt, David		david.britt@usu.edu	2016	Engineering	4105	7-2158
Gunther, Jake	e	jake.gunther@usu.edu	2016	Engineering	4120	7-7229
Halling, Marv		marv.halling@usu.edu	2016	Engineering	4110	7-3179
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
Heflebower, Rick		rick.h@usu.edu	2017	Extension (Washington Co. St. George)	4900	435-634-2690
Memmott, Margie	2	margie.memmott@usu.edu	2017	Extension (Juab Co., Nephi)	4900	435-623-3451
Pace, Michael	e, 2	mike.pace@usu.edu	2016	Extension (Brigham City)	4900	435-695-2541
Patterson, Ron	2	ron.patterson@usu.edu	2017	Extension (Carbon Co. Ext. Off.)		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, FS President	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
Moeller, Ryan		rylish.moeller@usu.edu	2017	Humanities & Social Science	3200	7-8637
Spicer-Escalante, JP		jp.spicer@usu.edu	2015	Humanities & Social Science	0720	7-0709
Waugh, Charles	e	charles.waugh@usu.edu	2016	Humanities & Social Science	3200	73481
Davis, Dan	e	daniel.davis@usu.edu	2015	Libraries	3000	7-0890
Fagerheim, Britt		britt.fagerheim@usu.edu	2017	Libraries	3000	7-2643
Koons, David		david.koons@usu.edu	2017	Natural Resources	5230	7-8670
Schmidt, Robert	e, 2	robert.schmidt@usu.edu	2017	Natural Resources	5215	7-2536
Villalba, Juan		juan.villalba@usu.edu	2017	Natural Resources	5230	7-2539
Archuleta, Martha		martha.archuleta@usu.edu	2016	RCDE (Salt Lake)	5100	385-646-5576
Garner, Dennis		dennis.garner@usu.edu	2017	RCDE (Uintah Basin)	5100	435-722-1713
Mueller, Robert	e	robert.mueller@usu.edu	2016	RCDE (Tooele)	5100	435-882-6611
Bernhardt, Scott		scott.bernhardt@usu.edu	2017	Science	5305	7-3721
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	2	ted.evans@usu.edu	2017	Science	5305	7-2552

NAME	note	EMAIL	TERM ENDS	COLLEGE	UMC	PHONE
Lowry, Tony	2	tony.lowry@usu.edu	2017	Science	4505	7-7096
Stevens, John		John.r.stevens@usu.edu	2015	Science	3900	7-2818
Wickwar, Vince	e, 2	vincent.wickwar@usu.edu	2015	Science	4405	7-3641
Hassell, Betty		betty.hassell@usu.edu	2016	USU Eastern (Price)	RVS174	435-613-5270
Henrie, Scott/Weber, Scott			2017	USU Eastern (Price)		
Larson, Don		don.larson@usu.edu	2016	USU Eastern (Blanding)	AdmBldg	435-678-8121
Olsen, Jason	e, 2	jason.olsen@usu.edu	2017	USU Eastern (Price)	WIB 228	435-613-5329
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	2015	Dean Humanities/Soc. Sci.	0700	7-1195
Cowley, David	p	dave.cowley@usu.edu	2015	VP Business/Finance	2400	7-1146
Dillingham-Evans, Donna	p	donna.dillingham-evans@usu.edu	2015	Dean/Exec. Dir. Statewide Ed Ctrs. Campuses Tooele)	5100	435-882-6611
Foley, Beth	p	beth.foley@usu.edu	2015	Dean Education & Human Serv.	2800	7-1470
Hailey, Christine	p	chris.hailey@usu.edu	2015	Dean Engineering	4100	7-3332
McLellan, Mark	e, p	mark.mclellan@usu.edu	2015	VP Research/Dean Grad Studies	1450	7-1180
Morales, James	p	james.morales@usu.edu	2015	VP for Student Services	0175	7-0226
White, Ken	p	ken.white@usu.edu	2015	Dean Agriculture & Applied Sciences/VP Ext.	4900	7-2201

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 2014-2015

NAME	note	EMAIL	TERM ENDS	COLLEGE	UMC	PHONE
Carman, John		john.carman@usu.edu	2016	Agriculture & Applied Sciences	4820	7-2238
Isom, Clay		clay.isom@usu.edu	2015	Agriculture & Applied Sciences	4815	7-8114
Oladi, Reza	2	reza.oladi@usu.edu	2017	Agriculture & Applied Sciences	4835	7-8196
Hills, Nancy		nancy.hills@usu.edu	2016	Arts	4025	7-3049 or 435-753-1995
Mansfield, Steve		steven.mansfield@usu.edu	2017	Arts	2910	7-1566
Urquhart, Sarah		sarah.urquhart@usu.edu	2016	Arts	2910	7-3348
Feigenbaum, Jim		jfeigenbaum@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	7-2367
Belland, Brian		brian.belland@usu.edu	2017	Education & Human Services	2830	7-2535
Camicia, Steven	2	steven.camicia@usu.edu	2015	Education & Human Services	2805	801-518-3193
Fronske, Hilda		hilda.fronske@usu.edu	2015	Education & Human Services	2905	7-1545
Baktur, Reyhan		reyhan.baktur@usu.edu	2016	Engineering	4120	7-2955
Smith, Barton		bsmith@engineering.usu.edu	2017	Engineering	4130	
Heaton, Kevin		kevin.heaton@usu.edu	2017	Extension (Garfield Co. Ext. Panguitch)	4900	435-644-4918
Olsen, Shawn		shawn.olsen@usu.edu	2016	Extension (Davis Co. Ext.)	4900	801-451-3402
Proctor, Debbie	2	debra.proctor@usu.edu	2017	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
Thoms, Josh		joshua.thoms@usu.edu	2017	CHaSS	0720	7-9065
Shrode, Flora		flora.shrode@usu.edu	2017	Libraries	3000	7-8033
Beard, Karen		karen.beard@usu.edu	2017	Natural Resources	5230	7-8220
Jenkins, Mike		mike.jenkins@usu.edu	2016	Natural Resources	5230	7-2531
Barta, Jim		jim.barta@usu.edu	2015	RCDE (Blanding)		801-678-8512
Petersen, Michael		michael.petersen@usu.edu	2017	RCDE (Tooele)	5100	435-882-6611
Shen, T.C.		tcshen@usu.edu	2015	Science	4415	7-7852
Perez, Elias		elias.perez@usu.edu	2015	USU Eastern (Price)	WIB114	435-613-5251
Powell, Rob		rob.powell@usu.edu	2017	USU (Price)	RVS 146	435-613-5432
Lawver, Becki		rebecca.lawver@usu.edu	2016	Parliamentarian	2300	7-1254

Faculty Senate Executive Committee
Brown Bag Lunches with President Albrecht
Fall 2014

Tuesday, September 30, 2014

Thursday, October 23, 2014

Wednesday, November 19, 2014



OFFICE
of **RESEARCH** *and*
GRADUATE STUDIES
UtahStateUniversity

Annual Report

to the Faculty Senate for fiscal year 2014

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

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Executive Summary

The annual report to the Faculty Senate covers the major activities of the Office of Research and Graduate Studies (RGS), the USU Research Council and the USU Graduate Council from July 1, 2013 through June 30, 2014.

This report reflects a remarkable year of change, a very successful year in grantsmanship and an extraordinary year of legislative support for graduate training at USU. We have finished FY14 with a record level of university funding, totaling over \$220 million in sponsored awards. This funding represents a major increase—over 40%—in federal competitive awards from last year, as well as an eight-fold expansion of funding for graduate tuition on grants. These improvements widely impact our colleges.

Our success in new research funding is augmented by new state legislative funds designed to support the expansion of graduate education, with a particular focus on PhD programs. This fall, we implemented a new research assistantship program that provides a 1:1 funding match for 21 Master of Science assistantships (2 years) and 15 PhD assistantships (4 years). Also, brand new this fall, we are announcing two new widely available waivers of nonresident tuition for graduate students applying to USU from out of state.

This report includes those successes, as well as a summary of all RGS: the School of Graduate Studies, Sponsored Programs, Research and Proposal Development, Environmental Health and Safety, Institutional Review Board, Laboratory Animal Research Center, Research Computing, and Research Integrity and Compliance.



Additionally, RGS is responsible for the management of the USU Research Council and the USU Graduate Council.

Mission of the Office of Research and Graduate Studies

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 and Graduate Studies

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



RGS Office Staff Changes

In FY14, the following staff changes occurred in the Office of Research and Graduate Studies:

Maggie McInerney was promoted from business officer to RGS finance officer, replacing Lorraine Walker (retired).

Craig Kelley replaced Maggie McInerney as RGS business officer.

Lisa DeSoi replaced Kent Udy (retired) as LARC

supervisor.

Ryan Olsen replaced the vacated staff assistant position of Derri Dee Leonard (retired), and

Rita Teutonico, director of Research Development, left USU for another position at Florida International University and was replaced by **Jim Dorward** from the Emma Eccles College of Education and Human Services.

The remainder of this report will address the ways in which RGS worked to further the strategic goals of the office during 2014.

Strategic Goal: Expand the success of Utah State University's graduate students.

Graduate Student Funding

The table below shows fellowship and scholarship support provided by RGS to graduate students in FY14.

Subsidized Graduate Insurance – Management of the Subsidized Graduate Student Health Insurance program, created 6 years ago to provide affordable insurance coverage to graduate students, has now moved from the School of Graduate Studies to Student Services. Qualifying students pay 20% of the insurance premium, with the balance of the premium being paid by the hiring department or scholarship sponsor. In response to student inquiries, students will now be able to opt out of this insurance if they can document that they have a health insurance policy with a deductible of no more than \$3,000.

Tuition Pool – 2013-14 was the second year in which the tuition pool was allocated to colleges based on graduate head count and the number of 0.5 FTE assistantships in each college. The

allocation was recalculated for FY15 and FY16 using data for fall 2012 and fall 2013.

New Graduate Tuition Waivers – With the close of FY14, RGS had completed the negotiations to implement two new widely available waivers of nonresident tuition for graduate students applying at Utah State University from out of state.

Research Nonresident Tuition Waiver – The tuition pool was reduced by \$1.5 million as part of an agreement to create a new waiver of nonresident tuition for any PhD or MS-Plan A student who is supported by a 0.5 FTE assistantship for the entire semester. These waivers are not limited in number, encouraging growth in the number of 0.5 FTE assistantships and enhancing the ability of graduate programs to recruit high quality international and out-of-state students.

Nonresident Tuition Waiver for Excellence– This waiver, which goes into effect fall 2014, applies to incoming graduate students and is for

FY14 Graduate Student Support

Program	Amount
Presidential Doctoral Research Fellows (PDRF)	\$293,000
Seely-Hinckley Scholarships (Endowment)	\$52,701
Martin Luther King Scholarship (Endowment)	\$30,000
Dissertation Fellowship	\$67,500
Patel Scholarship (Endowment)	\$10,000
Total RGS Support	\$453,201

one year. It waives the nonresident portion of tuition for any incoming student who has an admission GPA and national test scores that are greater than the average for the college they are entering. These waivers will not be limited in number.

Tuition on Grants – Beginning in 2012, faculty submitting external grants that include graduate student support were directed to include graduate tuition costs unless prohibited by the project sponsor or unless the project budget was too small to justify tuition. To better track tuition and fee monies paid by external sponsors, RGS and the Financial Aid Office also collaborated on the creation of a new form for graduate tuition awards from sponsored research (www.usu.edu/finaid/forms/pdf/GradSponsoredTuitionForm.pdf). USU records show external grants and contracts paid a total of \$408,000 in graduate tuition in FY14 – an eight-fold increase, and we anticipate this figure will continue to grow in future years. This trend is important, because tuition paid from external grants and contracts helps relieve the demand the modest pool of state graduate tuition dollars.

New State Funding for Support of Graduate Education at USU

RGS Assistantships – Launched in 2014, this program is designed to increase the research capacity of USU faculty by leveraging other funds to expand graduate training of doctoral and MS-Plan A students. RGS assistantships will be used to support and/or foster new research program initiatives, especially large multidisciplinary and multi-college collaborations. However, college, department, center, program, and faculty initiatives are also considered. We received a total of 33 applications requesting support for 24 PhD and 31 master's students, with a total budget request of \$1.5 million. Thanks to the large number of strong, collaborative applications that were received, RGS was able to support a total of 15 PhD and 21 master's students.

X-STEM Assistantships – Also launched in 2014, this program recognizes the power of

merging creative non-STEM students with STEM training and is designed to create partnerships across colleges for unique training. Six new assistantships will be filled this fall, two each in the Arts-STEM field, in the Humanities-STEM field and in the Business-STEM field. Each requires at least one member of the student's committee to be in a STEM field and for the student plan of work to have specific intent of cross training in the STEM and non-STEM fields.

Dissertation Enhancement Awards – Also launched in 2014, this program funds proposals written by PhD students to add an additional component to an existing core of research that comprises the student's dissertation. This program, which was modeled after a successful NSF program, made 10 awards in 2014, and will be continued in 2015.

New Additional PDRFs – The Presidential Doctoral Research Fellows program is designed to support exceptional graduate research and mentoring through recruitment, retention, and training of world-class doctoral students. The new state funding provided six additional PDRF fellowships, one for each of the colleges with a Ph.D. program.

Enhanced Travel Award Funding – As a part of the new state funding, RGS will also fund graduate student groups that are traveling to attend conferences and programs with an express purpose to help promote USU graduate programs.

Faculty Forum on Graduate Education

On November 11, 2013, the Office of Research and Graduate Studies hosted its first faculty forum on graduate education. The goal of the forum was to create a dialog between RGS and faculty. All faculty in departments with graduate programs were invited to attend. The forum was well attended and will be repeated annually.

The Dean of the Graduate School presented on recent changes to programs in graduate education at USU, including an expanded model for funding



This year's new state funding provided six additional PDRF fellowships. Additional information on the PDRF program can be found on page

graduate student education.

There were also comments and concerns raised by faculty, including:

- Degrees not covered by nonresident tuition waivers
- Over-focus on STEM degrees and disciplines
- Tuition dollars for graduate education not being sufficient
- Low salaries for some graduate assistantships
- Need for access to more funding for assistantships

In each case, efforts were made (many were successful) to address these concerns. Those solutions are outlined in other portions of this report.

Grantsmanship Program for Graduate Students

Grant Writing Seminars tailored specifically to the needs of graduate students were offered twice in FY14. The seminars, held in fall and spring, attracted 142 graduate students and post docs. Grant Writers' Seminars & Workshops (www.grantcentral.com) presented both seminars. The RGS Office covered all seminar expenses for participants (including lunch and breaks).

Graduate Student Recruitment

Major efforts were made to advance and improve graduate recruitment during 2012-2013.

Jeff Broadbent, RGS associate vice president and dean, attended the Iraqi Higher Committee for Educational Development (HCED) graduate



RGS organizes USU's graduate student commencement ceremony, which was held on May 2 in the Dee Glen Smith Spectrum.

fair in Baghdad. HCED scholars are in the top 10% (scientific studies) or 15% (humanities) of their class, and are awarded funding for one year of intensive English study plus two (MS) or five (PhD) years of full academic and living support. All HCED students require conditional admission to USU graduate programs, so RGS worked with interested graduate programs to establish this process prior to the trip. The recruiting fair produced approximately 150 applications to USU from fully funded HCED scholars, and 12 of these students (5 PhD, 7 MS) are now on campus or are expected to arrive for fall 2014.

Some of the one-time funds received from the Utah State Legislature for FY14 were directed into a campus-wide effort to enhance graduate student recruitment through department websites. A content-based approach was established that begins with a thorough analysis of the existing website by RGS web content experts and extends to program-specific content development and recommendations. Faculty profile pages

are especially important for graduate student recruitment, so considerable time is typically spent working with departments and faculty on these sites. Thus far, 16 departments have signed on for our web enhancement service; we expect to eventually reach all departments.

RGS supported a recruitment visit to New Mexico by a faculty member and graduate student in Biological Engineering. The trip had several positive outcomes, particularly with faculty and students at New Mexico State University, and brought four outstanding NMSU students to Logan for a summer research experience. These types of activities can be very effective in building graduate recruitment partnerships, and RGS is interested in providing similar opportunities to other programs.

RGS also awarded graduate student recruitment grants to 16 departments and hosted another graduate student panel on recruitment during Research Week.

Strategic Goal: Increase the competitiveness of the university in contracts and grants.

Infrastructure Development

Core Facilities – The framework for Utah State University core facilities that was developed and approved by the Research Council in FY13 was used to guide creation of a new microscopy core facility. The microscopy core is housed in SER 005, which was extensively remodeled to meet the needs of high-end microscopes and to allow for sample preparation.

RGS established a 12-member faculty advisory board to the core, and selected Dr. John Shervais as the first core director. The director and the faculty advisory council set operational policy for the core. In order to drive usage costs to a

minimum, maintenance costs are off-loaded to RGS. Assistance and training on core instruments, which currently include new scanning electron and laser dissection microscopes, is provided by a full-time and highly experienced operator, Dr. Fen-Ann Shen. Access to this facility is available to all USU faculty, staff and student researchers at a nominal cost currently projected to be \$300 per person per year for unlimited access and use. RGS will provide a small support fund to help graduate students who are not on funded research projects but are interested in being trained to use a particular scope. The faculty advisory board will be instrumental in helping seek further equipment grants to add new capabilities to the core.



This University Microscopy Core is the first university-wide instrument laboratory created offering full-time operator support, coverage of maintenance agreements centrally, central business services support and lead by a faculty director, with the guidance of a faculty advisory council.

DocuSign – RGS implemented DocuSign as an electronic signature workflow associated with Sponsored Programs, new faculty startup agreements and graduate school forms. A total of 3,814 documents were processed for electronic signatures in FY14, 53% of which originated in the School of Graduate Studies. Sponsored Programs was also a major user of DocuSign, accounting for 45% of the documents created within RGS.

Partnerships

EPSCoR – With the departure from USU of Dr. Todd Crowl, the leadership for this program has now been transferred to Dr. Michele Baker. iUTAH (“innovative Urban Transitions and Arid-region Hydro-sustainability”) is an investment from the National Science Foundation’s EPSCoR program and Utah’s institutions of higher education to establish a statewide network of researchers and educators to address Utah’s water resource sustainability. There are nearly 200 participants across the state.

In the past year (year two of the five-year project), iUTAH built an environmental observatory that provides real-time data on water and weather in three watersheds. iUTAH also conducted a survey of water use in over 3,000 households across the Wasatch Front. This data infrastructure will fuel research activities of 20 PhD students (9 at USU), 3 post docs, and their faculty advisors.

iUTAH researchers received 16 new grants or contracts in year two, bringing the total to 25 awards, and nearly \$2 million in research/training funds to our institutions of higher education. The project’s summer research experience for undergraduates (iFellows) paired 13 undergraduates from 6 Utah higher education institutions with mentors at USU, the University of Utah, and BYU. iFellows gained valuable skills in research, science communication, and professional development during 10 weeks of research and mentorship. One-third of the students plan to continue their research through the academic year.

Oak Ridge Associated Universities (ORAU) – USU’s partnership with ORAU provides excellent opportunities for faculty and students to apply for funding for collaborative projects with national laboratories, federal agencies, and other ORAU member institutions.

From October 1, 2012 to September 30, 2013, USU received six awards through ORAU, two for postdoctoral fellows, two for graduate students, and two for undergraduate students, totaling \$242,400. In May 2014, Nicholas Roberts in the Department of Mechanical and Aerospace Engineering was awarded the prestigious Ralph E. Powe Junior Faculty Enhancement Award. This award is intended to enrich the research and professional growth of young faculty and result in new funding opportunities.

RGS will continue encouraging faculty and students to apply for ORAU funding assistance, including applying to programs that fund travel grants to national labs or for collaboration at other member institutions, conference grants, high-performance computing grants, and grants for doctoral students to attend the annual Nobel Laureates meeting in Germany.

Responsible Conduct of Research (RCR) Training

Ethical and responsible conduct of research is critical to maintaining public trust in the academy, and education in research integrity is now considered a best practice in the professional development of future scientists and engineers. USU’s Research Scholars Certification Program is designed to provide research-oriented students and postdoctoral fellows with interactive training that satisfies the increasing requirements of the federal government for RCR. To make the training as accessible as possible, the Research Scholars events held throughout the year are also available for review online. Most requirements can now be completed by reviewing the recorded events and taking related quizzes, though in-person participation is highly encouraged.

TEDxUSU 2013 Speakers

Name	Department	Talk
Norman Augustine	External	Survival of the American Dream
Angelo Merendino	External	Photo>1000 Words
Bruce Bugbee	Plants, Soils and Climate	Turning Water Into Food
Mike Christiansen	Music	Listen to the Technology
John Dehlin	Psychology	The Ally Within
Joanna Endter-Wada	Environment and Society	Water Needs and Wants
Nancy Hills	Theatre Arts	Make Do and Mend
David Rosenberg	Civil and Environmental Engineering	Near Optimal to Survive and Thrive

Communications

TEDxUSU - The theme of USU's second TEDxUSU event was "Survive." After receiving a full license from the TED organization, the event was relocated to the USU Performance Hall to accommodate a larger audience.

This year, speakers were selected from written nominations, and the RGS communications team worked extensively with the chosen speakers on their talks, to provide training and assistance that would extend their skill sets far beyond the TED event.

Tickets for TEDxUSU 2013 were claimed within 3 hours, and the wait list was long enough to fill the Performance Hall again. As of August 2013, the TEDxUSU 2013 talks had received more than 143,000 views on YouTube, with more than 220,000 views from both the 2012 and 2013 events.

Sunrise Sessions - Now in its eighth year, Sunrise Sessions bring USU research presentations to our Salt Lake constituents on a quarterly basis. The program continues to be supported by Regence BlueCross Blue Shield.



In FY14, five speakers presented on their research:

- **Robert Gillies**, Utah Climate Center
“Utah’s Climate Symphony”
- **Cathy Hartman and Edwin Stafford**,
Department of Management
“Sustainable Entrepreneurship: Collecting
the Dots”
- **Shawn Fisher**, Department of Theatre Arts
“Through the Eyes of the Audience: A
Theatre Artist’s Measure of Success”
- **Susannah French**, Department of Biology
“Town and Country Reptiles: How Animals
Respond to a Changing Environment”

Research Week 2014 – This year, RGS celebrated USU’s tenth Research Week. Held April 7-11, Research Week featured 23 workshops, receptions, symposia and lectures over the five days. The events included long-standing ones, such as Student Showcase and the D. Wynne Thorne lecture, and recently added ones, like the Faculty Author Exhibition, New Faculty Luncheon, and Research Awards Gala. More recently, we’ve added three new or revised events:

- **Ignite** – Eight students prepared five-minute “lightning talks” that were engaging,

witty, creative and haunting, and they eloquently showed how and why they have developed passion for their research. More than 150 people attended this event, which began with an interactive “build” competition.

- **D. Wynne Thorne Breakfast** – This year, we invited all deans and past D. Wynne Thorne Career Research Awardees to join our current Presidential Doctoral Research Fellows for breakfast. The conversations that stemmed from these interactions proved valuable for everyone in attendance.
- **Student Awards Ceremony** – The undergraduate and graduate research awards ceremonies were combined this year into a type of “closing ceremony” for Research Week. At our final Research Week event, we honored graduate researchers, graduate teachers, undergraduate researchers, and undergraduate research faculty mentors of the year from all of the colleges.

This year, we also partnered with the Merrill-Cazier Library for our events, holding nearly all of them in the classrooms, atriums and lobbies of the library, which provided a single, central location for most of our Research Week events.



Graduate Student Researchers of the Year were honored at the Student Research Awards Ceremony, the closing event of Research Week 2014.

Strategic Goal:

Increase individual researcher capacity and productivity.

Funding

Seed Grants – RGS offers three different seed grant programs that have unique missions/goals and expected outcomes.

Grant-writing Experience through Mentorship (GEM) program provides funding to enhance the professional development of new investigators through one-on-one research and grant-writing interaction with successful research mentors. The purpose of this program is to build USU's research capability and increase extramural funding for scholarly activities by enhancing the proposal development skills of newly hired USU researchers.

The **Research Catalyst (RC)** program provides funding to help applicants develop new initiatives or directions in their discipline that will lead to new externally funded grants. The purpose of this program is to build USU's research capability and increase external funding for scholarly activities from government agencies and private sources.

The **Seed Program to Advance Research Collaborations (SPARC)** program provides funding to catalyze development of interdisciplinary research teams and projects that involve scholarly research in more than one department, research center, college, or institution. Successful SPARC proposals will require mutual effort by faculty and researchers from multiple disciplines, and provide outcomes that will enhance USU faculty success in securing new, large-scale, interdisciplinary externally funded grants.

GEM, RC, and SPARC awardees are required to develop and submit at least one proposal to an external funding agency within three months of project completion. Because proposal submission deadlines vary widely among different agencies,

funding for RGS seed grant programs is offered twice yearly, with start dates of January 1 or July 1. In 2013-14, a total of 50 seed grant applications were submitted; 42 RC, 2 GEM, and 5 SPARC proposals. The overall quality of applications was high, and 30 projects (28 RC and 2 SPARC) were awarded funding. RGS is pleased to note that several of these projects were multidisciplinary or involved partnerships between junior faculty and more senior colleagues. These types of interactions have great potential to enhance faculty success in securing extramural support, and we encourage this type of participation by faculty in future seed grant cycles.

Annual Equipment Matching Fund – RGS offered another round of internal capital equipment grants. To stimulate greater participation in the program, the match requirement was lowered from the 75% threshold used last year to only 50% (1:1). Applications could be submitted by individual USU researchers, teams of researchers, or by departments or colleges. Thirty-three applications with requests totaling more than \$825,000 were received. RGS staff and college associate deans for research performed merit review of those applications. Based on the high number of competitive applications that were received, the budget for the program was extended from \$250,000 to more than \$300,000. RGS plans to offer this opportunity again next year.

The Funding Finder database (<https://fundingfinder.usu.edu/>) grew substantially in FY14 in number of listed funding opportunities and number of subscribers to the weekly Funding Finder Newsletter: Approximately 1,000 active funding opportunities were listed for 388 newsletter subscribers (332 faculty, 40 staff, 16 graduate students). In FY14, the application was developed so that login is no longer required if accessing the database from an on-campus computer or via VPN

and access from an off-campus computer without use of the VPN will require a USU A-number and password.

Training

Faculty research training workshops were held throughout FY14 and covered a variety of topics, outlined in the table below.

Grantsmanship Program for Faculty – For the third year, a grant writing seminar tailored specifically to faculty and focused on “writing to the review process” was offered once in FY14. Sixty-one faculty and research support staff attended this year’s workshop. Grant Writers’ Seminars & Workshops (www.grantcentral.com) presented the seminar. The RGS Office covered all seminar expenses for participants (including lunch and breaks).

The Proposal Writing Institute completed training its sixth cohort in FY14. Eleven faculty members, ranging from first-year Associate Professors to tenured full Professors, were selected via a competitive application process to participate in this four-week, intensive proposal writing training opportunity.

Faculty Visit to Funding Agencies in D.C. – RGS took 10 faculty members to Washington, D.C. in February 2014 to meet with program officers and staff at five federal agencies (USDA, NIH, NSF, DOE, NEA). Faculty who participated in this trip were nominated by department heads and selected because their developing research programs were likely to benefit if they gained a better understanding of who to contact and how to focus proposals for particular funding opportunities in those agencies. Staff at the Association of Public Land-grant Universities (APLU) gave an overview of federal funding for research, after which faculty met with program officers and staff at agencies appropriate to their own research. Feedback from the faculty indicates that they viewed the trip as being extremely helpful, and we are planning to repeat this opportunity in FY15.

Compliance Assistance

Research Data Management, Storage, and Archiving – The DMPTool (<https://dmptool.org/>) was implemented during FY14, along with the organization of a centralized research data storage and archiving process. The DMPTool aids researchers in writing strong data management plans for proposal submissions, thereby satisfying

FY14 RGS Faculty Workshops

Workshop	Date
New Faculty Research Orientation	August 20, 2013
Mentoring Workshop	August 20, 2013
Research Resources (Research/proposal development, sponsored programs)	October 1, 2013
Research Mentors Panel	January 21, 2014
Arts and Humanities Grant-Writing Seminar	February 10, 2014
NSF REU Sites Best Practices	February 14, 2014
Research Resources 2 (Human/animal subjects, environmental health and safety)	March 18, 2014
New Faculty Research Luncheon (speed networking with RGS staff)	April 7, 2014
Qualtrics and Survey Research Methods	April 8, 2014



The New Faculty Research Luncheon provided “speed networking” opportunities for faculty members to ask questions of RGS staff.

the data management requirement of many external funders. USU partnered as a contributing institution in the DMPTool, developed by the University of California system, UC San Diego Libraries, DataONE, and other organizations such as the Smithsonian Institution. DMPTool users can:

- Create ready-to-use, requirement-compliant data management plans for specific funding agencies (NSF, NIH, DoE, NEH, IMLS, IES, USGS).
- Get step-by-step instructions and guidance for writing data management plans, including information about resources and services available at USU.
- View sample data management plans provided by other DMPTool users.

RGS partnered with USU Library and Central IT to develop an institutional research data storage and archiving process. Research data files up to 2GB in size can be centrally stored in the USU Digital Commons repository (at no cost), or for files over 2GB in size, in the campus IT storage system (with an associated storage cost). All metadata records will be available in Digital Commons and public access to data will be provided by a weblink with downloads at no additional cost. Researchers

can contact the library to set up a consultation meeting with a research librarian to discuss hosting research data at USU.

RFAST – USU has been working with experts from units across campus to provide training that will help faculty with the ins and outs of research-related financial regulations. USU’s efforts to build systems that streamline and simplify that work have helped, but we identified a need for our faculty to become part of the solution by understanding more about what federal regulations require – and especially what USU has developed to meet those requirements. The training program is known as RFAST, Research Financial and Administrative Series Training, and it is designed, first, to provide basic information in initial training, and then to serve as an ongoing resource for faculty and staff. The modules follow a sponsored project from inception to closeout and include “Best Practices in Proposal Preparation,” “Understanding the Award Process,” “Key Research Compliance Issues” and “Management of Project Resources.” In addition to this Canvas-based online training, RGS will also provide a live session for new faculty and others who are interested in an in-depth overview of USU’s systems. RFAST is now under review by department heads and will be rolled out for faculty use shortly.

Strategic Goal: Enhance USU's graduate and undergraduate research programs.

Undergraduate Research

FY14 was a productive year for Undergraduate Research.

Research on Capitol Hill – Utah Research on Capitol Hill, co-hosted by the University of Utah, was held on January 30. Twenty-five posters were presented by 33 students.

UCUR – The Utah Conference on Undergraduate Research was hosted at Brigham Young University on February 28. A total of 39 Utah State University students participated.

NCUR – RGS supported 22 students in attending the National Conference on Undergraduate Research in April. NCUR was hosted by the University of Kentucky in 2014.

Student Showcase – There were two poster sessions held in the Merrill-Cazier Library south atrium during Research Week. One hundred students presented posters that were judged by content experts. Twenty-five students gave oral presentations that were evaluated by faculty judges. Winners for posters and oral presentations are included in the table to the right.

Undergraduate Research and Creative Opportunity Grants – In FY14, there were three rounds of URCO and summer SURCO funding. In fall 2013, there were 41 URCO proposals; 30 were funded, for a total of \$14,039. In spring 2014, there were 30 URCO proposals; 25 were funded, for a total of \$14,820. Proposals for SURCO were due in spring 2014 as well; there were 47 proposals, and 38 were funded for a total of \$43,483. The budget for URCO and SURCO was increased by \$30,000 (from F&A) to support the expanded summer program.



BrookeLynne Sanders presents her research, "Recreating Fashion: A Dress in 1530," in an oral presentation at Student Showcase.

Student Showcase 2014 Honorees

Name	Award	Abstract Title
Valerie Jenkins	Winner	Meeting the needs of Refugees in Utah through Interior Design
Grant Holyoak	Winner	The Utah Immigrant Experience: Social Services and Setbacks
Courtney Milner	Honorable Mention	Examining the Feasibility of an EEG Brain-Computer Interface Device in Assessing Mindfulness in Meditation-naïve Rural Adults: A Pilot Study
Chad Christensen	Winner	Spider Silk
Emily Frampton	Honorable Mention	Cloning and Expression for the Future Characterization of the Air2 Protein
Reagan Wytsalucy	Winner	Reconnaissance Sampling for Siting Potential Orchards on Reservation Lands In the Four Corners
John Ellis	Honorable Mention	GASPACS Structure: Designing to Survive
Gregory Erickson	Honorable Mention	Processes of Electron Beam Lithography using a Scanning Electron Microscope
Andrea Olson	Winner	Synthetic Spider Silk Adhesives
Isaac Robertson	Honorable Mention	Identifying the stage-flow relationship and seasonal fluctuations in flow of the Lower Bear River
Taylor Eggertsen	Honorable Mention	Studies on the single HLA-G nucleotide deletion in African American women with preeclampsia
Madison Pope	Winner	Art For Air
Briana Bowen	Honorable Mention	Truman, Kennedy, and Reagan: the impact of assassination attempts on the culture of the U.S. Secret Service
John Maynes	Winner	Protecting the Assets of Public Schoolchildren
Molly Van Engelenhoven	Winner	Plant-Soil Feedback of Native and Exotic Species in the Inter-Mountain West
Tim Beach	Honorable Mention	Sediment Loads in the Minnesota River Increase the Rate of Channel Migration
Michael Berry	Winner	The Effect of Radiogenic Heat on Mountain Building
Micah Fry	Winner	Passive Attitude Control for nano-satellites

Graduate Research

The Presidential Doctoral Research Fellows program is administered by the Office of Research and Graduate Studies and is designed to support exceptional graduate research and mentoring through recruitment, retention, and training of world-class doctoral students. Each awarded fellowship constitutes a commitment of resources and responsibilities from awarding (RGS, college/department) and receiving (PDRF) parties. The PDRF program entered its third year of operation in FY14.

Before the FY14 recruiting season, there were 17 active PDRFs. In the FY14, 17 additional fellowships were sought. Fellowships are allocated to college based on proportion of Ph.D. enrollment. Fellowship slots are awarded to departments or individual faculty members by each dean. In FY14, one “at-large” slot was allocated by RGS. Slots were allocated to:

- **College of Agriculture and Applied Sciences**
Plants, Soils and Climate
Agricultural Systems and Technology
Education
Nutrition, Dietetics and Food Sciences
- **College of Science**
Chemistry and Biochemistry
Mathematics and Statistics (2)
Geology (2)
- **College of Engineering**
Mechanical and Aerospace Engineering
Electrical and Computer Engineering (2)
- **Emma Eccles Jones College of Education and Human Services**
Psychology
Teacher Education and Leadership
Instructional Technology and Learning
Sciences
Health, Physical Education and Recreation
- **S.J. and Jessie E. Quinney College of Natural Resources**
Wildland Resources

- **College of Humanities and Social Sciences**

Sociology, Social Work and Anthropology

The Graduate Research Symposium was held on Thursday, April 10 and included a poster session, multiple oral presentation sessions, and two workshops.

The workshops were panel discussions related to post-degree employment for graduate students. The first panel focused on those seeking an academic position, and five faculty members (Melanie Domenech-Rodriguez (psychology), Keith Grant-Davie (English), Nancy Huntly (biology), Jason Quinn (mechanical and aerospace engineering, and Alan Savitzky (biology) presented on the topic of seeking and landing an academic position. The other panel included industry leaders, who presented on industry job seeking for graduate students. Both workshops were filled to capacity.

There were two poster sessions held in the Merrill-Cazier Library south atrium, with 59 total posters from every college (except the Huntsman School of Business). Content experts judged the posters during the sessions. Graduate students also presented 76 oral presentations at the symposium. A faculty judge, and the public speaking fellows program (housed in Languages, Philosophy, and Communication Studies Department), evaluated and judged the oral presentations. Student winners are listed on the table to the right.

Graduate Student Travel – In FY14, a total of \$50,950 was allocated to graduate students to support travel to professional conferences to present research. Eligibility requirements, funding, and application processes are available online: <http://rgs.usu.edu/studentresearch/html/graduate-research-opportunities/rgs-graduate-student-travel-award>. A breakdown of allocation by college and department are included in a table on the following page.

Student Showcase 2014 Honorees

Name	Award	Abstract Title
Katarina Marchant	Winner	America Through a P.O. Box
Samantha Latham	Honorable Mention	Science Writing and the Writing Center: Tutorial Models
Gisela Martiz	Winner	Cell Phones as Language Learning Tools among Dominican Students: An Exploratory Case Study
HyeKyoung Lee	Honorable Mention	Revisiting the Professional Identities of Transnational Foreign Language Teachers in the United States
Lacy Taylor	Winner	The MTR4 ratchet helix functions in concert with the arch domain to regulate helicase activity
Bergen Lindauer	Honorable Mention	Generalization of motor learning between distinct functional upper extremity tasks in older adults
Shannon Babb	Winner	Reclamation of Abandoned Oil and Gas Well Pads in Arid Environments
Nathan Hoffer	Winner	System Identification of a Small Low-Cost UAV
Richard Decker	Honorable Mention	Kidding Around: Making Spider Goats
Lori Lee	Winner	A Structural Analysis of Personal Outdoor Recreation Narratives: A Study on Risk Evaluation and Alleviation
Jolynne Berrett	Honorable Mention	STEM writing: Applying lessons learned from a genre analysis of Fermilab documents
Diana Azevedo	Winner	Incised Stones from Utah's West Desert
Shannon Harris	Honorable Mention	The Effects of Didactic Instruction on the Rate of Pre-service Teachers' Low- and High-Level Questions with Students with Disabilities
Nicholas Wan	Honorable Mention	Neural Correlates of Syntax Comprehension in Children with Speech-Language Inhibition
Yalemi Morales	Winner	Exploring the effects of oxidation onPRMT1 activity
Qian Zhang	Honorable Mention	On Water Synthesis of Bioactive
Pawel Urzagaste	Winner	Landscape irrigation: Performance evaluation of climate-based controllers
Tamar Caceres	Honorable Mention	Remodeling an exclusive type III Protein Arginine Methyltransferase
Jeffrey Moody	Winner	Global Evaluation of Microalgae Productivity Coupled with Scalability Assessment
Katerine Napan	Honorable Mention	Influence of heavy metals from flue gas integration with algal production on biodiesel production

FY14 Graduate Student Travel Awards

College of Agriculture and Applied Sciences	\$4,600
Animal, Dairy and Veterinary Sciences	\$700
Applied Economics	\$800
Agricultural Systems, Technology and Education	\$300
Landscape Architecture and Environmental Planning	\$300
LAEP/Civil and Environmental Engineering	\$300
Nutrition, Dietetics and Food Sciences	\$1,300
Plants, Soils and Climate	\$900
Caine College of the Arts	\$300
Art and Design	\$300
College of Humanities and Social Sciences	\$7,100
English	\$3,300
History	\$1,200
Political Science	\$1,200
Sociology, Social Work and Anthropology	\$1,400
Emma Eccles Jones College of Education and Human Services	\$14,450
Communicative Disorders and Deaf Education	\$3,900
Family, Consumer and Human Development	\$1,950
Health, Physical Education and Recreation	\$1,200
Instructional Technology and Learning Sciences	\$800
Psychology	\$2,700
Special Education and Rehabilitation	\$1,200
Teacher Education and Leadership	\$2,700
College of Engineering	\$11,200
Biological Engineering	\$900
Civil and Environmental Engineering	\$3,800
Computer Science	\$1,400
Electrical and Computer Engineering	\$900
Engineering Education	\$1,800
Mechanical and Aerospace Engineering	\$2,400

S.J. and Jessie E. Quinney College of Natural Resources	\$7,400
Environment and Society	\$1,500
Watershed Sciences	\$2,700
Wildland Resources	\$3,200
College of Science	\$5,900
Biology	\$2,100
Chemistry and Biochemistry	\$600
Geology	\$1,200
Math and Statistics	\$1,000
Physics	\$1,000
TOTAL	\$50,950

Based on department feedback in FY14, we have changed the allocation model for FY15. Rather than allocating funds by “semester,” which selected against conferences that occurred late in every semester, we now allocate by month ($\$50k/12 = \$4,166/\text{month}$). The award, as always, is open to all graduate students.

Appendix 1:

Overview of RGS Strategies and Supporting Activities

At the end of FY14, the RGS executive team evaluated and revised our strategic plan. After modifying our vision, mission statement, and values, we updated our strategic goals and took inventory of all RGS initiatives.

The following charts outline the major strategies of Research and Graduate Studies and catalogs all activities utilized over the past four years to accomplish those strategies.

Vision

Utah State University will grow national and worldwide prominence for its culture of research excellence that extends throughout the life cycle of USU students and faculty.

Mission

Utah State University will grow national and worldwide prominence for its culture of research excellence that extends throughout the life cycle of USU students and faculty.

Values

Individual capacity development

Faculty and graduate students should continue to grow their understanding of how to best propose, conduct and report research.

Integrity and safety

All scholarship should be conducted with top consideration toward exceeding regulatory and moral standards.

Student engagement

Students can have better balanced lives and educational experiences when they engage in research opportunities.

Interdisciplinary integration

Research should not live within silos; all scholars can benefit from interdisciplinary relationships.

Application

Research and scholarship should embrace the land-grant mission of providing meaningful impact for the state, nation and world.

Innovation

All activities should undergo evaluation for areas of improvement in effectiveness and efficiency.

Goal: Grow and strengthen USU's research portfolio.

Strategies	Before 2012	2012-13	2013-14	2014-15	
Increase proposal quality.	Central and embedded proposal development specialists				
	Proposal Writing Institute				
	Grant-writing workshops			(special arts/humanities workshop)	
	Manage limited submission process			(augmented)	
	New Faculty Research Orientation				
		Funding Finder email newsletter			
		IGERT workshop			
		iUtah efforts			
		New Faculty Research Training Series			
		Faculty trip to visit DC agencies			
		Arts/Humanities WS			
	DMP Tool				
Communicate research successes.	Research Week (Ignite)			(Student awards ceremony)	
	Research awards gala and videos				
	Faculty research recognition awards				
	Sunrise Sessions				
	Ascend email newsletter				
	RGS social media				
		TEDxUSU conference			
				Fall PI forum	
			Faculty recruitment		
Strategically fund research initiatives.	30% F&A automatically returned to generating units				
	Startup funds for new faculty				
	Seed grants program				
		Annual Equipment matching fund			
Increase research infrastructure.	Herbarium support				
	NMR support				
	High performance computing capacity.			(capacity augmented)	
		Increase HPC capacity			
		Qualtrics support and training			
		Microscopy core facility			
Provide efficient research support services.	Human/animal research subjects protection				
	Proposal submission, awarding and closeout			(SPO restructure)	
	Campus health and safety				
	Research integrity and compliance				
		AAHRPP re-accreditation			
		Researcher Dashboard			
		Protis protocol system			
		Select agent accreditation			
		SP-01 routing through DocuSign			
		Conflict of interest policy update for DHHS projects			
		RSA training for certification in sponsored programs administration			
			Time & effort policy update		
		AAALAC re-accreditation			
		Basecamp coordination			
		RFAST training			
		SPO restructure			
		New grant system			
	Grant lifecycle				
	EHS Assist improvements				

Goal: Foster success of USU's graduate students.

Strategies	Before 2012	2012-13	2013-14	2014-15
Increase student financial support.	Tuition awards, fellowships, scholarships		Research NR waiver	Excellence NR waiver
	Manage subsidized insurance			
		Tuition award pool (decentralized, two-year cycle, backstop with F&A)		
		Require tuition be included on grant proposals		
		One-time state funding: PDRF expansion, dissertation enhancement, PhD conversion		
				Recurring state funding: X-STEM, RGS assistantships
Enhance recruitment efforts.	Recruitment grants		(augmented)	
	Grad school mass emails		(augmented)	
	PDRF program, profiles, posters			
	Western Regional Grad Programs (n=13)		(added 3 programs)	
	Recruiting fairs			
		Recruitment online toolkit, workshop, panels		
		Increase in recruitment grant funding		
		Graduate recruitment workshop and panels		
		Web enhancement		
		PDRF recruiting		
		Iraq recruiting trip		
				PDRF recruiting
			CRM software	
Improve departmental programs.		Program reviews (Self studies, 5-year plans)		(mid-term reviews)
		Restructuring programs and degrees; conversion of MS/C to professional degrees		
		Graduate faculty process: department review		
Provide value-added opportunities.	Thesis and dissertation workshops			
	Graduate Research Symposium		(symposium training)	
	Responsible conduct of research training		(mandatory for doctoral)	
	Social media			
		Grant-writing workshops each semester		
		Travel funding moved to RGS		
		Ignite speaking event		
Provide efficient graduate support services.			Graduate Student Training Series (GrTS)	
			Graduate student awards moved to RGS	
	Application processing			
	New student orientation			
	Graduate catalog		(RGS ownership)	
	Commencement			
	Graduate program coordinator meetings			
				Graduate faculty forum
		Enrollment management study		
		DocuSign		
		Data summaries: college/dept demographics		
		Graduate catalog		
		CRM software		

Goal: Enhance USU's undergraduate research program.

Strategies	Before 2012	2012-13	2013-14	2014-15
Encourage greater participation in undergraduate research.	Undergraduate Research Advisory Board			
	Day on the Quad promotion			
	Social media			
	List serve		(migration to MailChimp)	
		Fall undergraduate research orientation		
		Spring undergraduate research orientation		
Encourage recruitment of high achieving students.	Undergraduate Research Fellows program communication			
	Coordination with Honors			
		Scholars' Experience recruiting event		
			Overhaul URF application process	
Provide funding opportunities for undergraduate research projects.	URCO grants			
	Undergraduate Research Fellow program			
	Travel Funding (UCUR, NCUR, POTH, ROCH)			
		SURCO program for summer research		
			Changes to URCO program	
Recognize undergraduate research successes.	Undergraduate Research			
	Research on Capitol Hill			
	UR transcript designation			
	Undergraduate research awards			
		Research Fellow activities		
		Faculty mentor reception		
Train students in research best practices.	Student Showcase			
	Utah Conference on Undergraduate Research		(hosted 2013)	
	National events: NCUR/POTH			
	"Perfect Year of UR" brochure			
	URF guidebook		(UR guidebook)	
		Student Showcase training		
		Ignite speaking event		

Appendix 2:

Research and the Research Council

UTAH STATE UNIVERSITY SPONSORED PROGRAM AWARDS, FY2010-FY2014						
	FY2010 Actual	FY2011 Actual	FY2012 Actual	FY2013 Actual	FY2014 ESTIMATE	Change Over LY
Agriculture	20,776,004	18,629,285	21,310,465	12,796,968	19,026,344	48.68%
Arts		39,500	177,435	15,200	31,700	108.55%
Business	204,848	574,401	-	-	259,118	
USU Eastern Campus	-	-	-	2,660,336	2,952,436	10.98%
Education	28,405,723	40,210,629	27,660,152	24,027,748	27,187,813	13.15%
Engineering	15,194,085	7,881,429	12,531,895	15,325,971	11,242,253	-26.65%
HaSS	1,043,672	333,168	2,044,239	1,376,804	839,613	-39.02%
Natural Resources	9,984,017	9,931,834	8,666,404	13,443,810	9,855,978	-26.69%
Science	9,968,484	13,077,405	10,033,608	6,536,977	14,920,377	128.25%
Other ¹	7,133,973	23,623,193	14,739,881	12,981,459	13,311,105	2.54%
Campus Subtotal	92,710,806	114,300,844	97,164,079	89,165,273	99,626,736	11.73%
USURF	62,134,540	60,520,260	70,543,805	56,228,730	76,808,461	36.60%
AWS	-	-	-	-	488,684	
Financial Aid, Pell Grants	31,946,867	38,214,960	39,525,494	39,963,223	39,486,655	-1.19%
USU Subtotal	\$ 186,792,213	\$ 213,036,064	\$ 207,233,378	\$ 185,357,226	\$ 216,410,536	16.75%
UAES ²	-	-	-		2,856,771	
EXT ²	-	-	-		899,386	
USU Grand Total	\$ 186,792,213	\$ 213,036,064	\$ 207,233,378	\$ 185,357,226	\$ 220,166,693	18.78%

1. "Other" is a catchall category, with the Provost's Office, Extension, and Student Services accounting for 90+ percent of these revenues.

2. These are federal allocations from formula funds (e.g., Hatch, and Smith/Lever) received by the Agricultural Experiment Station and Extension.

F&A Summary

The following is a summary by category for F&A spending from the annual pool of F&A generated by expenditures on grants. For FY14, RGS allocated \$9.75 million (preliminary data) F&A as indicated in the table below, shown in comparison with FY13 and FY15 (projected).

Time & Effort Policy Update

In April 2014 USU completed the modification of the Time & Effort Policy, a process that began with the identification in 2008 of weaknesses in its effort reporting and certification practices. Expectations regarding accounting for employees' time when they are working on sponsored grants and contracts are established on a federal level through circulars published by the Office of Management and Budget (OMB). USU's payroll distribution system acts as the primary repository for information about wages, and, for personnel who work on grants and contracts, that system is supplemented through USU's time & effort policies and procedures. USU's Internal Audit Services

identified weaknesses in our effort reporting and certification. At that time, USU was directed by the Board of Trustees to correct internal control systems to comply with OMB standards. Actions were taken to expand and strengthen USU practices, but a follow-up audit in 2012 identified some areas that were still problematic. As a response to these persistent weaknesses, USU instituted a new version of Policy 582, "Time & Effort Reporting." The policy now recognizes those instances when USU employees expend efforts that are not part of their role expectations, and are not considered part of their institutional base salaries. This is an example of a flexibility allowed under federal guidelines, but not incorporated into previous policy.

In addition to the policy changes that have been made, associated procedures have also been introduced by RGS to provide direction to faculty and staff as they use USU's improved reporting systems to provide appropriate accounting of their mission-related efforts.

Text of the full policy can be found in Appendix 2.

FY14 F&A Allocation

Allocations from Central Pool	FY13	FY14 (Prelim)	FY15 (Proj.)
Support for commercialization (O&M and operations)	20.0%	27.93%	32.14%
New faculty start up support	19.0%	25.72%	14.76%
Research support services and programs	7.9%	7.14%	14.44%
Support for central administrative functions and services	10.8%	10.17%	12.08%
Core/central research laboratories and services	7.8%	10.15%	10.64%
Faculty seed grant funding	4.8%	6.77%	7.70%
Support for graduate and undergraduate education and training	10.6%	4.92%	6.37%
Dean's program support	4.2%	4.03%	4.70%
Contractually fixed in-college program support	3.5%	3.68%	1.18%
Flexible in-college one-time program support	2.5%	3.28%	1.22%
Carry forward	8.7%	-3.80%	-5.22%
TOTAL	100.0%	100.0%	100.0%

Appendix 2:

Time and Effort Reporting Policy

Number 582

Subject: Time and Effort Reporting

Date of Original: April 20, 2007

Effective Date of Last Revision: April 30, 2014

OVERVIEW

The Time and Effort Report is a means of confirming that both the effort paid for by the sponsor and the effort expended in support of a project, including cost sharing, has been performed as agreed with the sponsor. At USU the Time and Effort Report is used as the means to certify employee effort in accordance with the U.S. Office of Management & Budget (OMB) Circular A-21, "Principles for Determining Costs Applicable to Grants, Contracts, and Other Agreements with Educational Institutions." OMB Circular A-21 Section J10b(2)(b) requires each university to maintain a system of charging salaries in a reasonable allocation to each federal grant. In lieu of time sheet reporting, OMB Circular A-21 provides for both the Plan-Confirmation and After-The-Fact Activity Record methods for effort certification (see 582.1(a) & (b)).

OMB Circular A-81, which will replace Circulars A-21, A-110 and A-133 as of December 26, 2014, also contains both administrative and cost principles and will require verification that allocations of effort be supported by organizational documentation (OMB Circular A-81 Section 200.430(i), pending).

The requirement for documentation that certifies appropriate allocation of costs on all sponsored programs and other activities applies to all exempt (non-hourly) and non-exempt (hourly) employees who work on externally funded awards, and such documentation should be completed with great care. Failure to comply with OMB Circular A-21 (Circular A-81, pending) effort reporting requirements can result in serious penalties for the University and/or the individual certifying effort. These penalties may include disallowance of costs, debarment from further funding, and in cases involving fraud, criminal charges may be brought against

an individual. Salary expenditures are at high-risk for audit because of their potential for fraud and abuse by grantees.

Annual Time and Effort Reports are distributed for both the Plan-Confirmation and After-the-Fact Activity Records payroll distribution methods. USU employees should recognize that payroll distributions and Time and Effort Reports are not the same thing. Payroll distributions allocate an individual's salary; whereas, the Time and Effort Report allocates an individual's effort. Salary distribution and effort may not be the same month by month, but by the end of the fiscal year (the certification period) they shall be in alignment within 5 percent or less.

Certification of annual Time and Effort Reports is not required of employees for extra service or incidental work. However, information regarding extra service compensation shall be separately identified and documented within the University's financial systems in accordance with Utah State University (USU) Policy #376, Extra Service Compensation and OMB Circular A-21, Section J10a (OMB Circular A-81, Section 200.430(h)(ii), pending).

582.1 Definitions

1.1 Payroll Distribution Methods

USU utilizes the following payroll distribution methods to compensate employees. These methods are not specifically prescribed by federal regulations, and may be adjusted from time to time to meet USU's need for accurate accounting of personnel services.

- (a) *Plan-Confirmation*: Each USU department prepares and reviews an Annual Budget Plan for their salaried employees, which is submitted through the Banner Salary Planner module to the USU Budget and Planning Office for processing. The Plan Confirmation method must be adjusted whenever effort commitments change enough to require a change in salary distribution.
- (b) *After-the-Fact Activity Records*: Some departments have chosen to use a monthly process based on the current month's activity. At the end of each month an allocation sheet is prepared and entered into the payroll system.
- (c) *Daily Timecard Method* – For each hourly employee, semi-monthly time cards are completed and are electronically approved for payment each pay period.
- (d) *Faculty and Staff Overload (Extra Service Compensation)* – Overload, also referred to as extra-service compensation, is compensation to employees from the University for incidental work performed outside their primary roles. Overload pay includes compensation for incidental work allowable under OMB Circular A-21, J10a and for teaching during periods outside the employee's academic appointment term in accordance with J.10.d.(2). b. (OMB Circular A-81, Section 200.430 (h)(3), et seq).

The primary work assignment is the basis upon which the University sets its expectations of an employee's duties and allocation of effort. USU utilizes the following methods to establish the primary work assignment:

- (a) *For Faculty*: The primary work assignment is derived from the Role Statement and/or Role Assignment, as defined USU Policy 405.6.1, Tenured and Term Appointments: Evaluation, Promotion and Retention.
- (b) *For Non-Faculty Exempt Employees*: The primary work assignment is derived from the Office of Human Resources official position description for that employee, which documents the responsibilities, functions, and requirements of each job. Expectations for the allocation of effort are also reflected in USU's annual Budget Process/Salary Planner process.

1.3 Full Workload

Full Workload for an employee shall be that workload for which an employee is compensated by the University, exclusive of compensation for incidental work. For exempt employees, it shall be that workload specified in the primary work assignment for a given period.

1.4 Institutional Base Salary

Institutional Base Salary (IBS) shall be the salary paid by the institution for the performance of the full workload by a given employee. It may be based on appointments of differing lengths, such as the academic year, eleven months or twelve months. IBS shall be calculated in accordance with Budget Office Guidelines, "Salary Definitions." The IBS may change based on significant, non-temporary changes in the Primary Work Assignment or because of salary increases approved by the University.

1.5 Institutional Base Salary Earning Rate

The Institutional Base Salary Earning Rate shall be calculated based on the compensation level at which an employee is paid for his/her appointment term, divided by the number of months of that term. An employee shall not earn compensation from USU sources in excess of the base salary rate in any given month, except as allowed under USU Policy 376, Extra Service Compensation or through a specially approved administration one-time payment.

1.6 Institutional Payout Rate

The Institutional Base Salary Earning Rate may differ from the amount of compensation actually paid to an employee during a given month, because salary for an appointment of less than 12 months is distributed across 12 months in the payroll system. For details concerning distribution of pay over a period different from the appointment term, contact the Controller's Office.

1.7 Incidental Work

Incidental work is that work which is accomplished by an individual in excess of his/her full workload. Incidental work that is carried out within the institution and paid for as extra-service compensation must be documented in the University's financial management systems, although it shall not be reported or certified in the University's Time and Effort reporting system. Incidental work that is carried out within the institution but is provided without compensation shall be reported to the immediate supervisor in order to avoid conflicts of interest, including conflicts of commitment. Incidental work performed outside the university is neither reported in the time & effort or payroll systems, nor documented in the University's financial management systems; however, documentation of consulting leave is required as set forth in USU Policy #377, Consulting Services.

1.8 Extra Service

Extra Service shall be as defined in USU Policy 376, Extra Service Compensation. In general, extra service within the institution is limited to incidental work not associated with duties as set forth in the primary work assignment.

582.2 Policy

Except as allowed under this policy, faculty and staff salaries charged to externally sponsored programs shall reasonably reflect the activity for which the employee is being compensated. At USU, the intent is to keep these charges within 5% of the direct effort provided to the project. Individuals certifying effort as required in this policy shall include effort on externally funded projects only to the degree it reflects charges that are allowable by the sponsor and allocable to the projects. For federally funded projects, specific regulations concerning allowability and allocability are contained in OMB Circular A-21 (A-81, Section 403-405, pending). In addition to guidance in appropriate OMB Circulars, agency guidance must also be followed, such as the NSF Grant Proposal Guide's two-month limit on additional salaries beyond the academic term. All individuals verifying and certifying effort for University employees shall be knowledgeable of sponsor allowability and allocability criteria. Guidance and training on allowability and allocability of charges are available through the Division of Sponsored Programs, and the Sponsored Program Accounting Office (SPA).

582.3 Certification Period

USU requires effort certification from employees annually based on the University's fiscal year (July 1 through June 30). Certification shall be completed within 90 days after the end of the fiscal year being reported.

582.4 Type of Appointment

The type of appointment reflects the base period during which an individual's Base Salary Rate is calculated. However all employees, regardless of appointment type, certify time and effort based on USU's fiscal year.

USU allows exempt employees with appointments of less than 12 months to receive compensation from USU at their Base Salary Rate for periods up to a total of 12 months per fiscal year to conduct research, teaching, or other sponsored activities that are consistent with federal and USU policy and that do not conflict with the faculty member's Primary Work Assignment.

Non-appointment salary payments shall be made through the university's payroll distribution system at an Institutional Payout Rate that reflect the individual's Institutional Base Salary Rate. This salary is tracked using a unique account code, and, if applicable based on the individual's receipt of external funding during that fiscal year, shall be subject to effort reporting and certification.

582.6 Allowability of Payment for External Incidental Work

This policy shall not limit an employee's opportunity to receive compensation for incidental work such as consulting, that is disclosed to the employee's supervisor, and is approved in accordance with appropriate University policies including USU Policy 376 (Extra-service Compensation) and USU Policy 377 (Consulting).

582.7 Cost Sharing

Cost Sharing is a portion of total project or program costs related to a sponsored agreement that is contributed by someone other than the sponsor. Effort for committed cost sharing, whether mandatory or voluntary, is a part of the total effort rendered on sponsored projects.

Different types of Cost Sharing are:

- (a) Mandatory Committed Cost Sharing is a contribution to a sponsored project or program required by the sponsor as a condition of obtaining the award. Such contributions are binding commitments and must be accounted for and tracked in a consistent manner in accordance with the Division of Sponsored Programs Internal Procedures & Policies (<http://www.usu.edu/research/programs/costshare.cfm>).

- (b) Voluntary Committed Cost Sharing is any quantified contribution reflected in the proposal narrative, budget, and/or budget justification not required by the sponsor. These are also binding commitments and must be accounted for and tracked in a consistent manner. It is USU's policy not to provide voluntary committed cost sharing on sponsored projects.

On occasions where no PI salary is provided by a project sponsor, the PI shall seek approval for USU Voluntary Committed Cost Share of University's paid salary to meet the effort requirements outlined in OMB Circular A-21 (A-81, pending) as outlined in RGS Procedure 582-PR. These commitments shall be accounted for and tracked in any resulting award in accordance with this policy.

- (c) Voluntary Uncommitted Cost Sharing is a contribution to a sponsored project or program offered by the Principal Investigator not included in the proposal narrative, budget, and/or budget justification and not required by the sponsor as a condition of obtaining the award. This type of cost sharing is not separately budgeted or documented under this policy.

Appendix 2: 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 2013-2014.

Representative	College
Dennis Hassan	Caine College of the Arts
Paul Johnson	College of Agriculture and Applied Sciences
Frank Caliendo	Jon M. Huntsman School of Business
Scott DeBerard	Emma Eccles Jones College of Education and Human Services
David Geller	College of Engineering
Michelle Baker	College of Science
Richard Krannich	College of Humanities and Social Sciences
Eugene Schupp	S.J. and Jessie E. Quinney College of Natural Resources
Sheri Haderlie/Charles Waugh	Faculty Senate
John Elswailer	Library
Mark McLellan	School of Graduate Studies
Scott Bates	School of Graduate Studies
Jeff Broadbent	School of Graduate Studies
Richard Inouye	School of Graduate Studies
Steve Beck	School of Graduate Studies
Derek Hastings	USUSA Graduate Senator

Major Graduate Council Actions Affecting Programs

R401 Psychology PhD Credit Reduction. The proposal to reduce the required credits for the doctoral degree from 90 to 70 (and for the MS degree from 60 to 51) was unanimously approved by the Council (9/10/13).

R401 Toxicology MS & PhD Program Discontinuation. The Council voted unanimously to approve the proposal to discontinue the interdepartmental Toxicology program (9/10/13).

R401 New ADVS Toxicology MS & PhD. The Council voted electronically and approved this proposal to house the Toxicology program solely within the ADVS department (9/17/13).

R401 Department of Physics Discontinue Plan C MS. The proposal to discontinue the Plan C option for the master's degree in Physics was unanimously approved (10/9/13).

R401 Department of Special Education and Rehabilitation New Specialization in Audiology. The proposal to add a specialization in Audiology for the doctorate in Disability Disciplines was unanimously approved (11/13/13).

R401 Department of Physics PhD Credit Reduction (MS to PhD Route). The proposal to reduce the

required credits for the doctoral degree (MS degree already earned) from 60 to 42 was unanimously approved (11/13/13).

R401 Department of English Drop MS Plan C; Add New Professional Degree. The proposal to drop the Plan C option (technical writing) in the MS degree and the creation of a new professional degree in its place, the Master of Technical Communication, was unanimously approved (1/15/14).

R401 Department of Mathematics and Statistics Drop Plan C in Mathematics & in Statistics. The proposal to drop the MS Plan C option in Mathematics and also the MS Plan C option in Statistics was unanimously approved (1/15/14).

R401 Department of Mathematics and Statistics PhD Credit Reduction. The proposal to reduce the credits required for the doctorate from 90 to 72 (BS to PhD route) and from 60 to 45 (MS to PhD route) was unanimously approved (1/15/14).

R401 MBA Specializations Restructuring/Renaming. The MBA program proposed to make name changes to three of its current seven specializations. This request was viewed as a program restructure, not just a name change. These changes pertain only to the on-campus program and will not be offered to the professional (off-campus) program. The Council approved unanimously (3/26/14).

Appendix 3:

Graduate Student Demographic Data

Graduate Student Enrollment — Fall enrollment of degree-seeking graduate students was slightly lower in 2013, the second consecutive year with a small decrease. These decreases were the result of declining enrollment in master's programs; however, there has been an increase in the number of doctoral students in each of the last four years. The decline in enrollment in master's programs has been greater in professional master's programs than in M.A., M.F.A., and M.S. programs.

Graduate Student Diversity — The proportion of students who belong to underrepresented groups is greater for graduate students than for undergraduates; however those students comprise less than 9% of the graduate student population. Nearly 11% of degree-seeking graduate students are international students, with the most international students coming from China (84) and India (79). The proportion of international students varies among colleges, with nearly half of the graduate students in the College of Engineering coming from outside the U.S.

New Graduate Student Applications — The number of applications to the Graduate School in 2013-14 was 12% higher than in the previous two years (Appendix 1). Doctoral applications increased in part because of a successful recruiting trip to Iraq where Jeff Broadbent met with students who have been awarded full funding for graduate programs by the Iraqi Higher Committee for Educational Development (HCED).

The largest increases in application numbers were seen in the College of Engineering (Computer Science, 62%; Electrical and Computer Engineering, 72%; Mechanical and Aerospace Engineering, 43%) and in the College of Humanities and Social Sciences (Sociology, Social Work and Anthropology, 297%, driven largely by a three-year admission cycle).

Degrees Awarded — The total number of graduate degrees awarded in 2013-14 dropped to 996 (preliminary estimate), compared to 1,004 in 2012-13 and 1,089 in 2011-12. This change was the result of a decrease in doctoral degrees (88), which was only partially offset by a small increase in master's degrees.

Demographic Data

The following pages present demographic data for degree-seeking graduate students. Data presented in these summaries are from two sources. Enrollment and Degrees Awarded data are from the following AAA data files maintained on their Tableau server:

- **Enrollment:** fall day 15 enrollment data, 2005 – 2013.
- **Graduation:** data for degrees awarded by USU, 2005 – 2012.
- **Contract New:** faculty numbers used for student:faculty

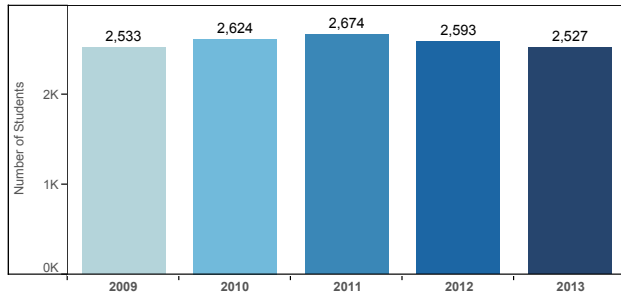
Application data are from a file maintained by the Graduate School. Application data are updated daily (work days), and are summarized by application year (July through June).

Most of the summaries that follow present data for a five-year period to illustrate temporal trends.

1. Fall enrollment, by degree type.
2. Fall enrollment, by degree type and gender.
3. Ethnicity, by degree type.
4. Citizenship, by college.
5. Geographic distribution of student origin.
6. Number of students per faculty member, by college and department.
7. Applications, by college.
8. Degrees awarded, by degree type.

Enrollment: All Degree-Seeking Graduate Students (Fall, Day 15)

All Degree-Seeking

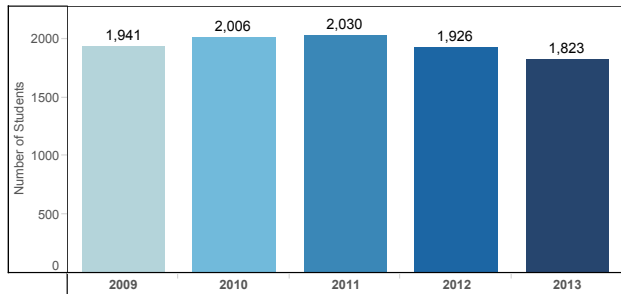


Enrollment data are for fall day 15, the official enrollment numbers reported by AAA.

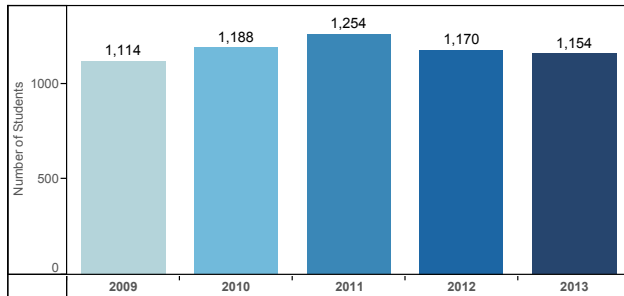
The decline in graduate enrollment after 2011 has been due to a decrease in the number of Master's students. The number of MA, MFA, and MS students declined after 2011, however the number of professional Master's students has declined since 2009, with a particularly large decrease in 2013.

In contrast to the number of Master's students, the number of Doctoral students increased in each of the last four years. Doctoral students have constituted an increasing percentage of graduate students over the past 5 years, increasing from 34% in 2009 to 40% in 2013. The percentage of students who are in PhD programs increased over that same period, from 30% to 34%.

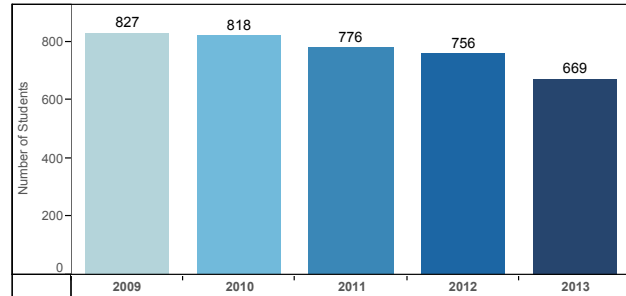
All Master's Students



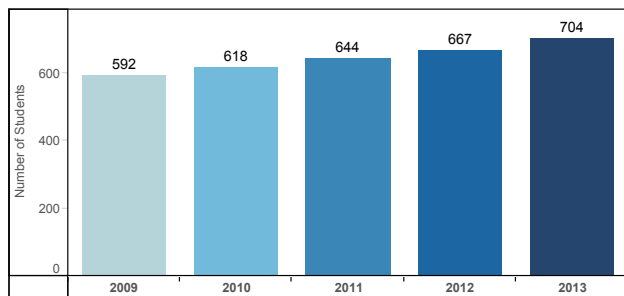
Research Master's Students (MA, MFA, MS)



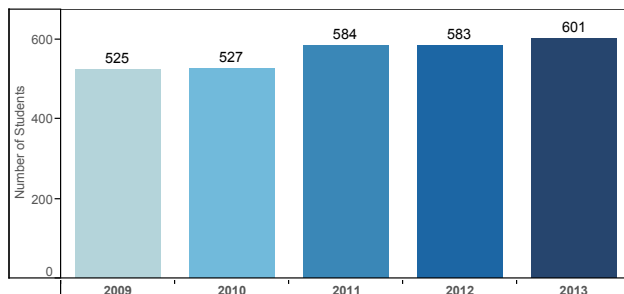
Professional Master's Students



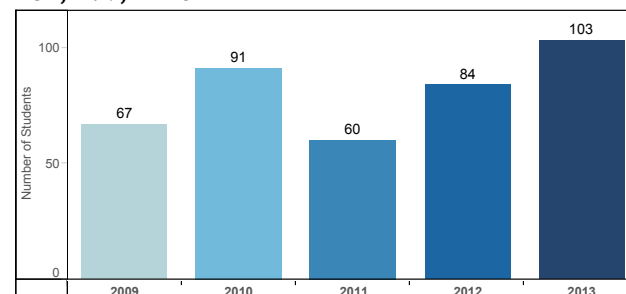
All Doctoral Students



PhD Students

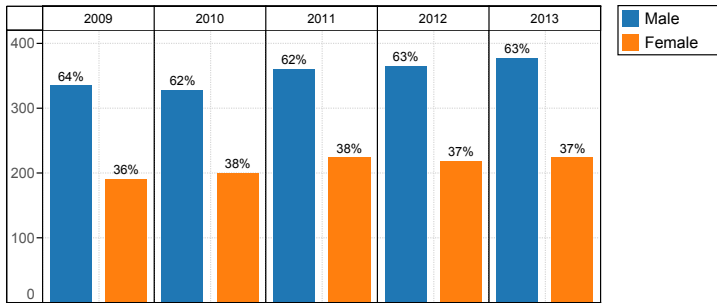


AUD, DVM, EdD Students

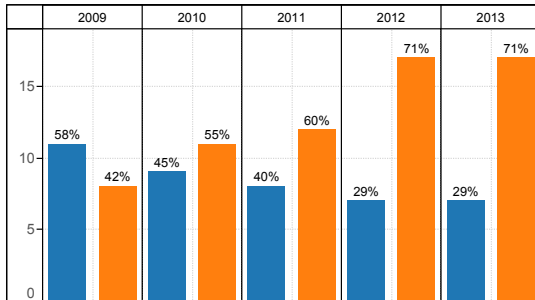


Enrollment and Gender - Degree Type

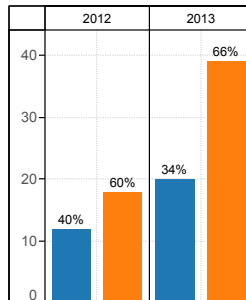
PhD Students



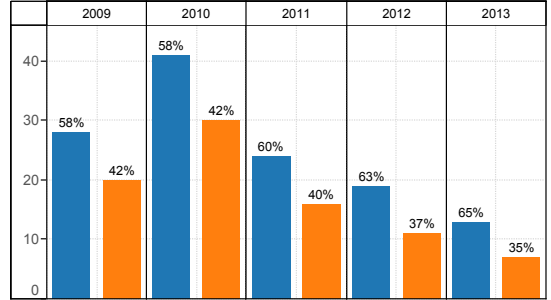
AUD Students



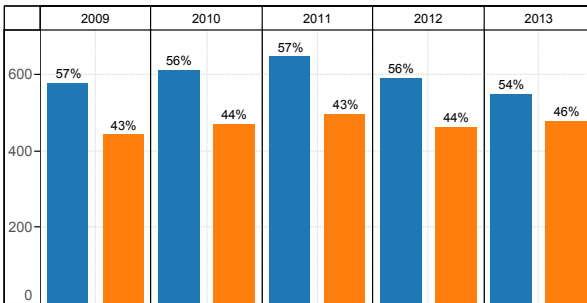
DVM Students



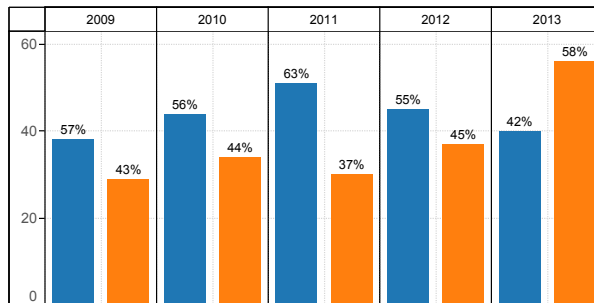
Edd Students



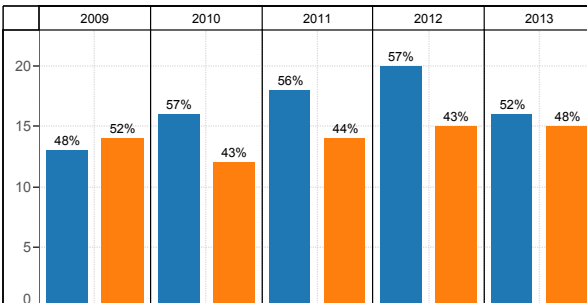
MS Students



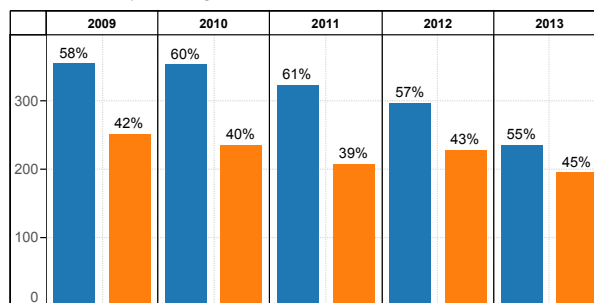
MA Students



MFA Students



Professional Master's Students

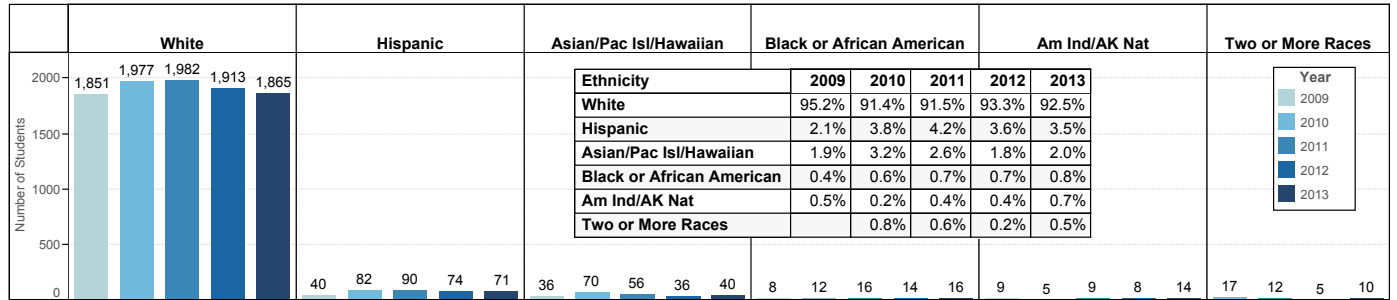


The majority of PhD students are male. A majority of students in the DVM and AUD programs are female, however enrollments in those programs much lower than in the PhD program.

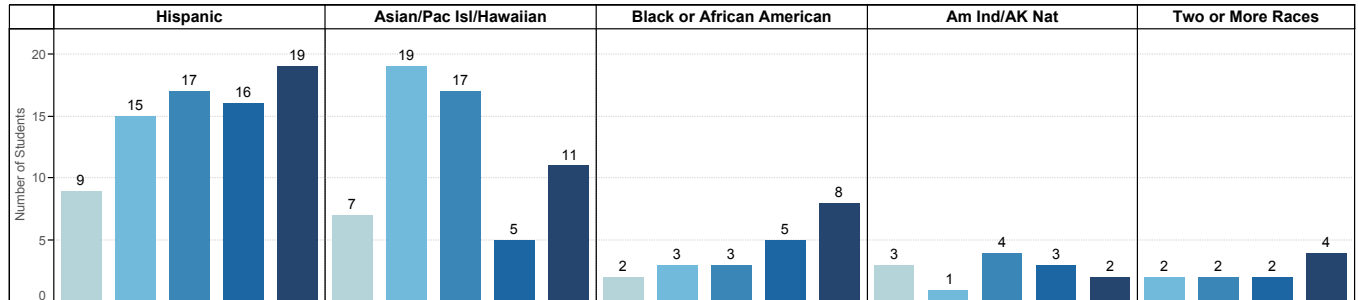
The proportion of students in Master's programs has generally increased over the past four years. In 2013 the number of female students exceeded the number of male students in MA programs for the first time, and the number of female students nearly equaled the number of male students in MFA programs.

Ethnicity of Degree-Seeking Graduate Students: 2009 - 2013

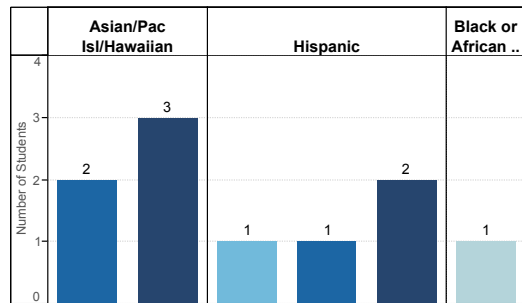
All Degree-Seeking



PhD Students



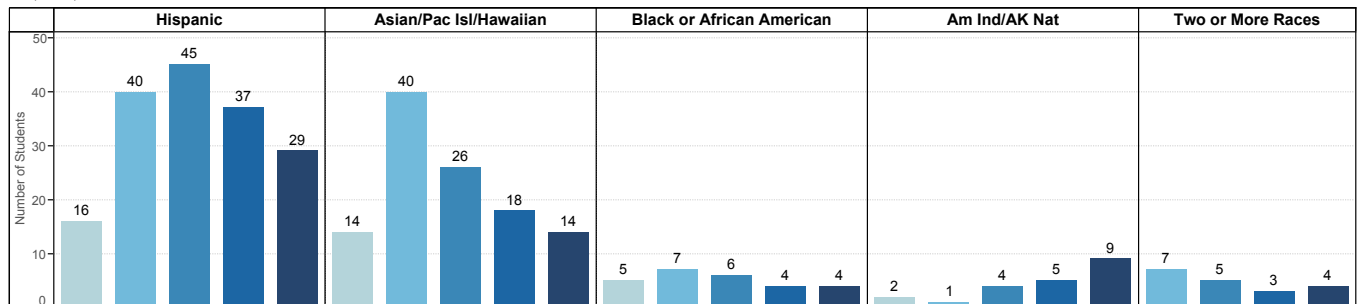
AUD, DVM, EdD Students



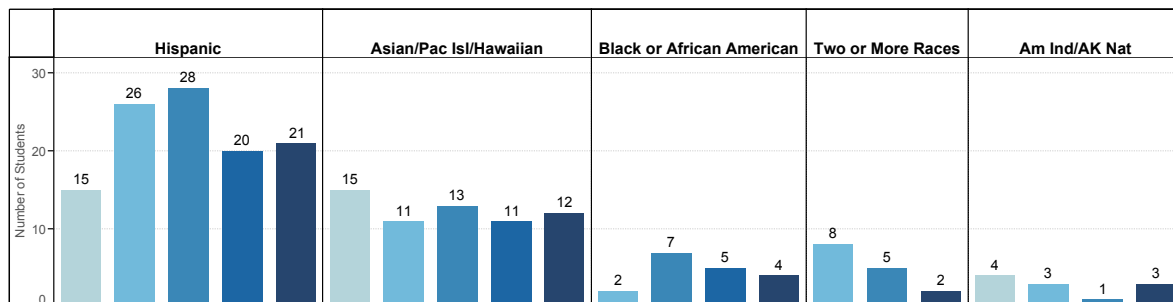
The proportion of degree-seeking domestic graduate students who self-identified as Hispanic, Asian/Pacific Islander/Hawaiian, Black or African American, or American Indian/Native Alaskan is smaller than the representation of the same groups in the state of Utah and in the United States as a whole.

Numbers above each bar indicate the number of students.

MS, MA, MFA Students

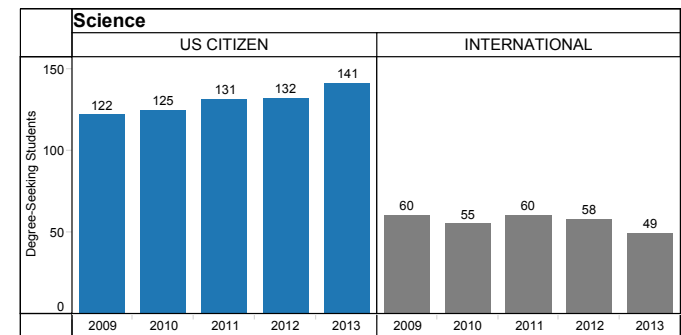
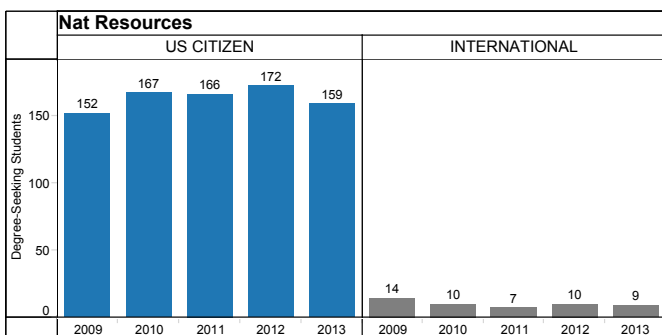
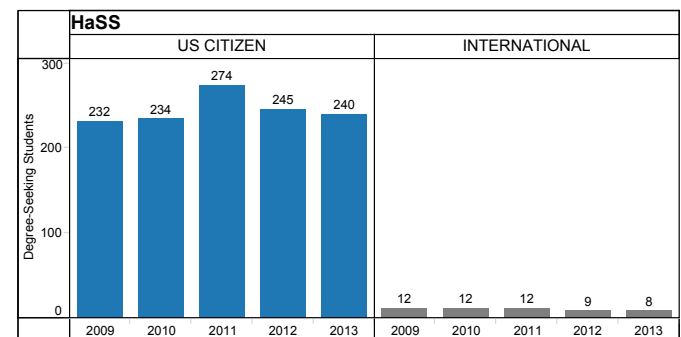
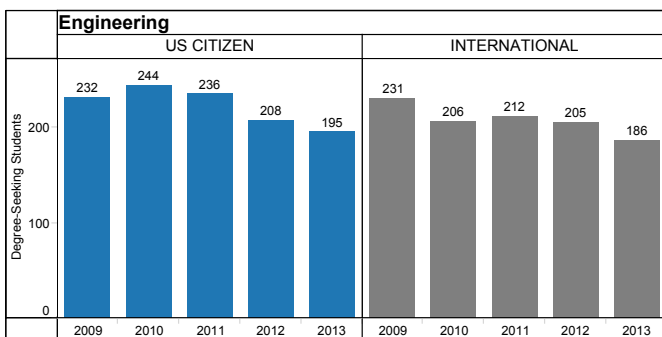
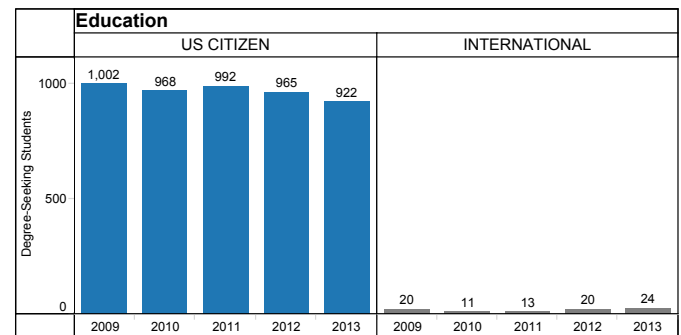
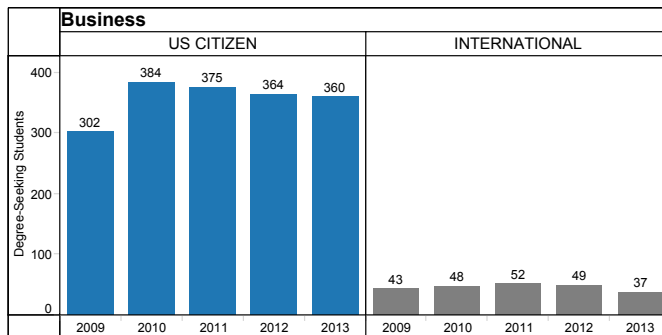
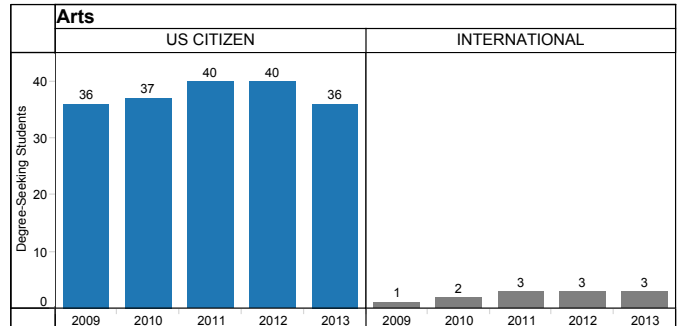
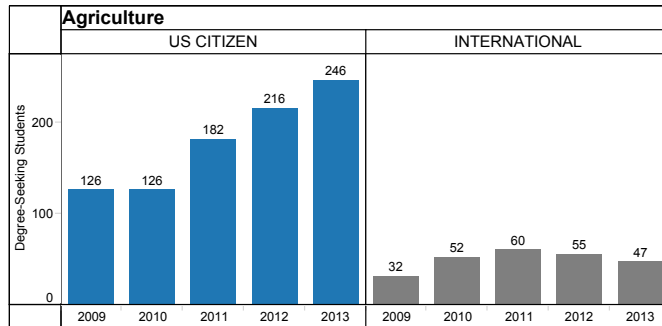
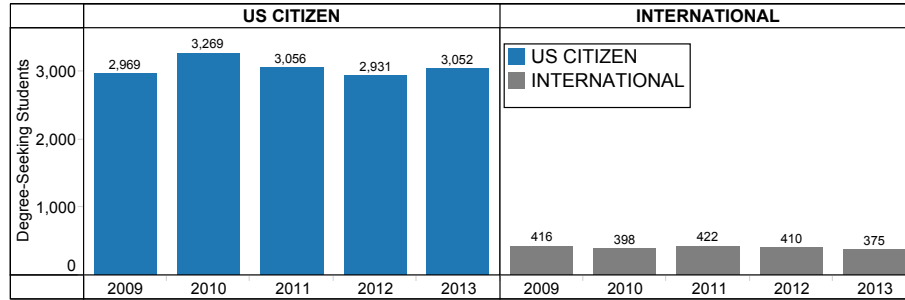


Professional Master's Students



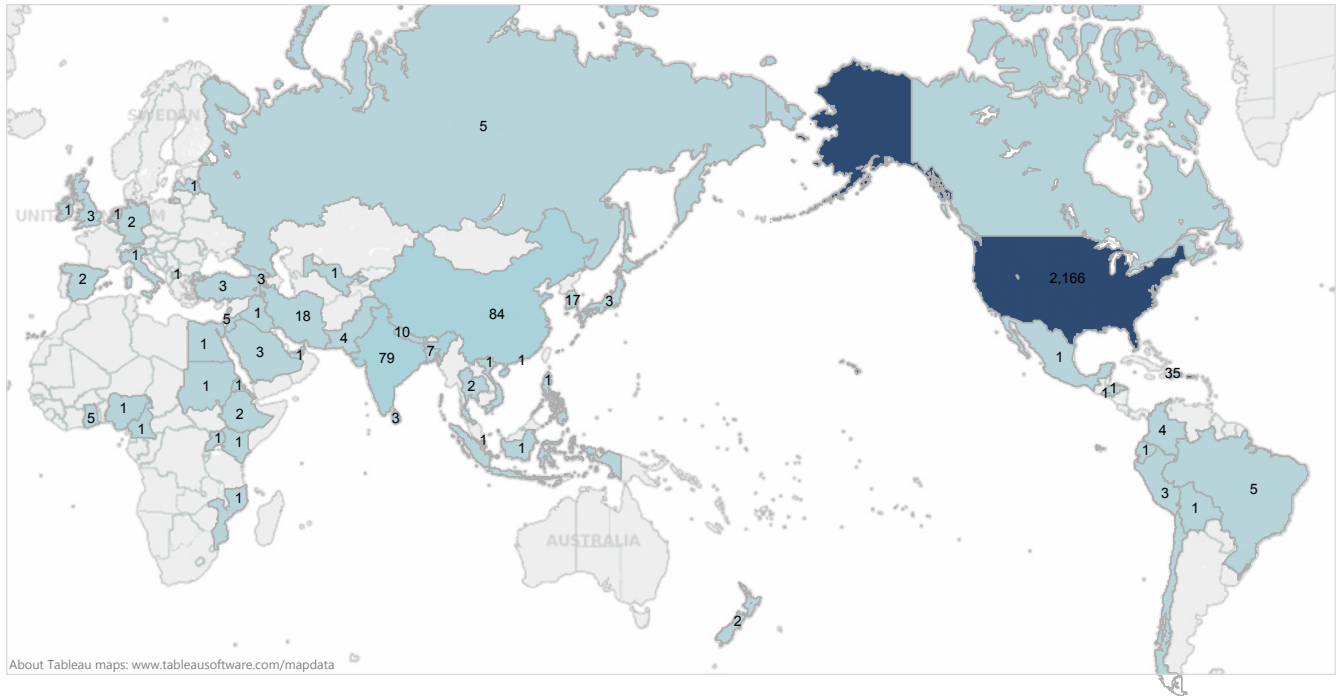
Enrollment: Citizenship

All Degree-Seeking Graduate Students

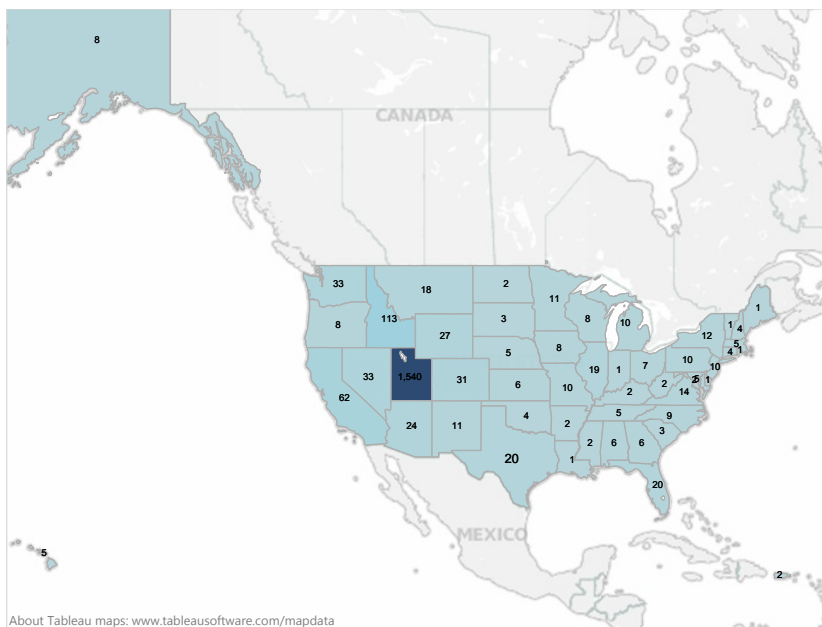


Enrollment: All Degree-Seeking Graduate Students, Fall 2013

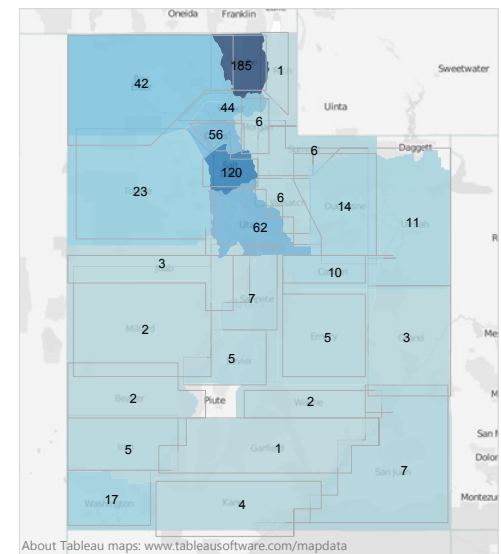
Country



US States

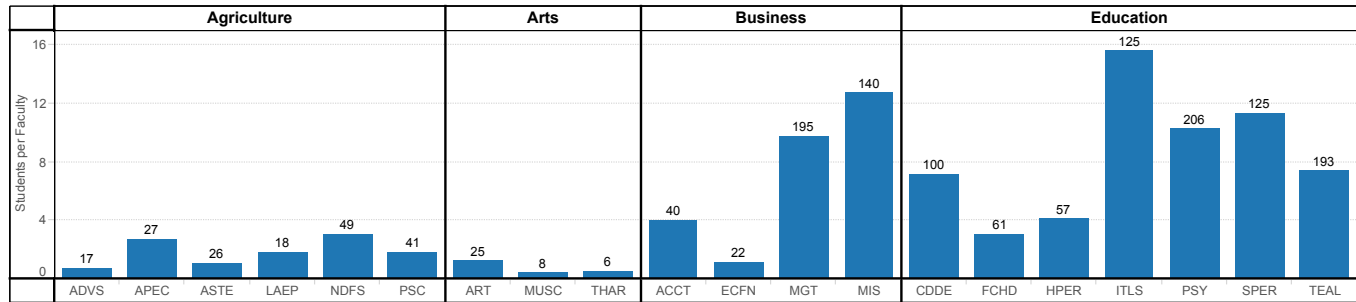


Utah Counties

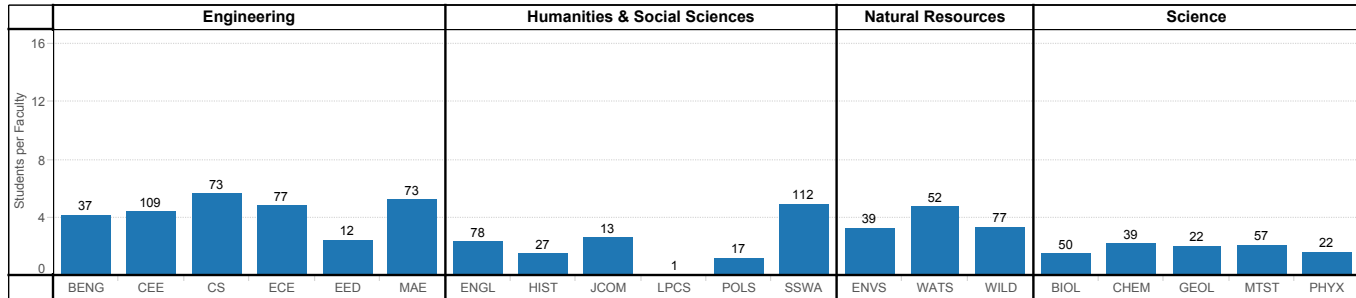


Degree-Seeking Graduate Students per Faculty Member

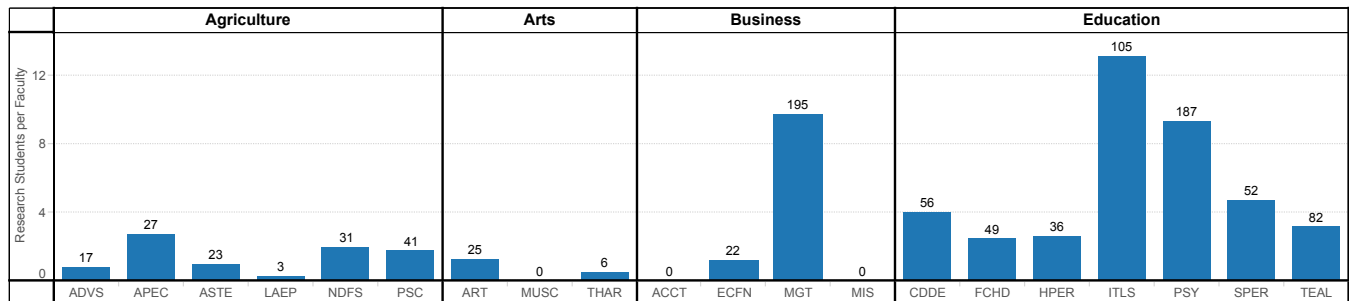
All Degree-Seeking Graduate Students



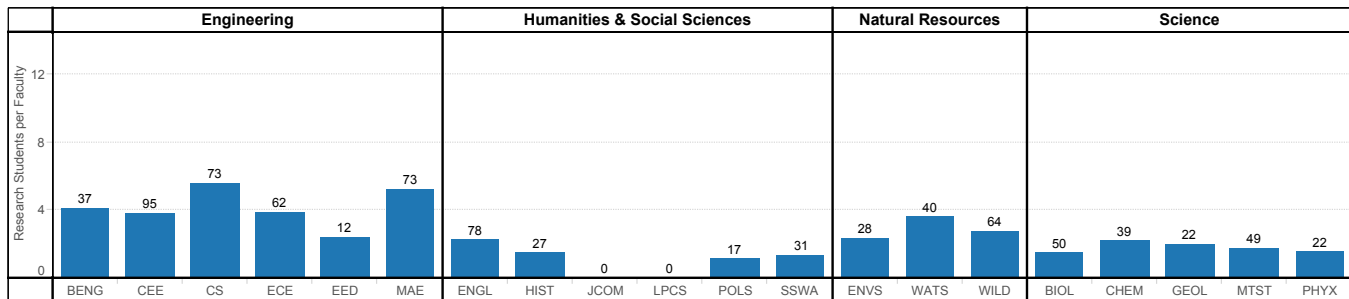
All Degree-Seeking Graduate Students



Research Degrees: EdD, MA, MFA, MS, PhD



Research Degrees: EdD, MA, MFA, MS, PhD

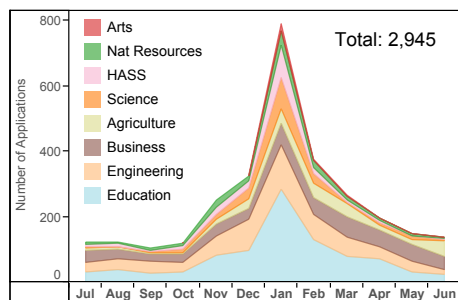


Faculty data are for 2013 [AAA web site]; faculty include all tenure track Assistant Professors, Associate Professors, and Professors (including Research, Extension, and Clinical faculty). Student data are for fall 2013.

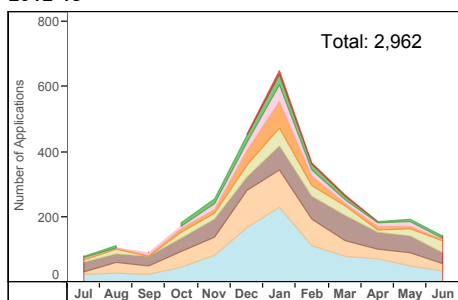
Numbers above each bar show the number of graduate students.

Applications: Monthly, Annual, By College

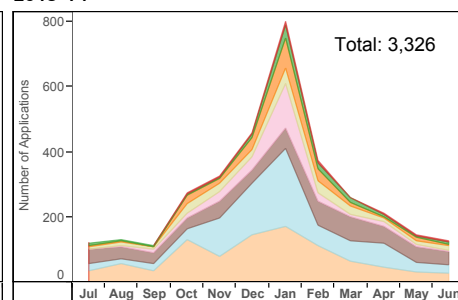
2011-12



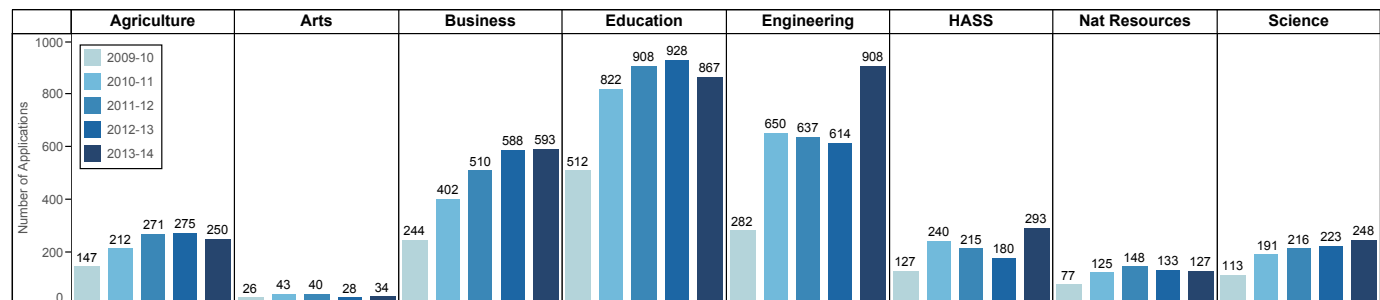
2012-13



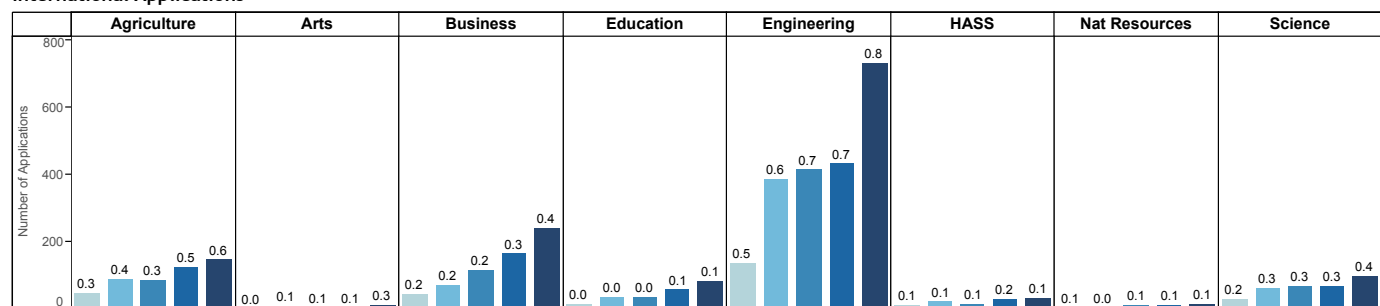
2013-14



Annual Totals



International Applications



Data for 2013-14 are through June 16, 2014.

Notes:

The number of applications received each month varies more than 6-fold during the course of the application year (July - June). We are addressing the resulting problem of workload during the period from November - April by adding another full time processor and assigning processing duties to another staff member during those months.

Application numbers in 2013-14 were up 12% relative to the previous two years.

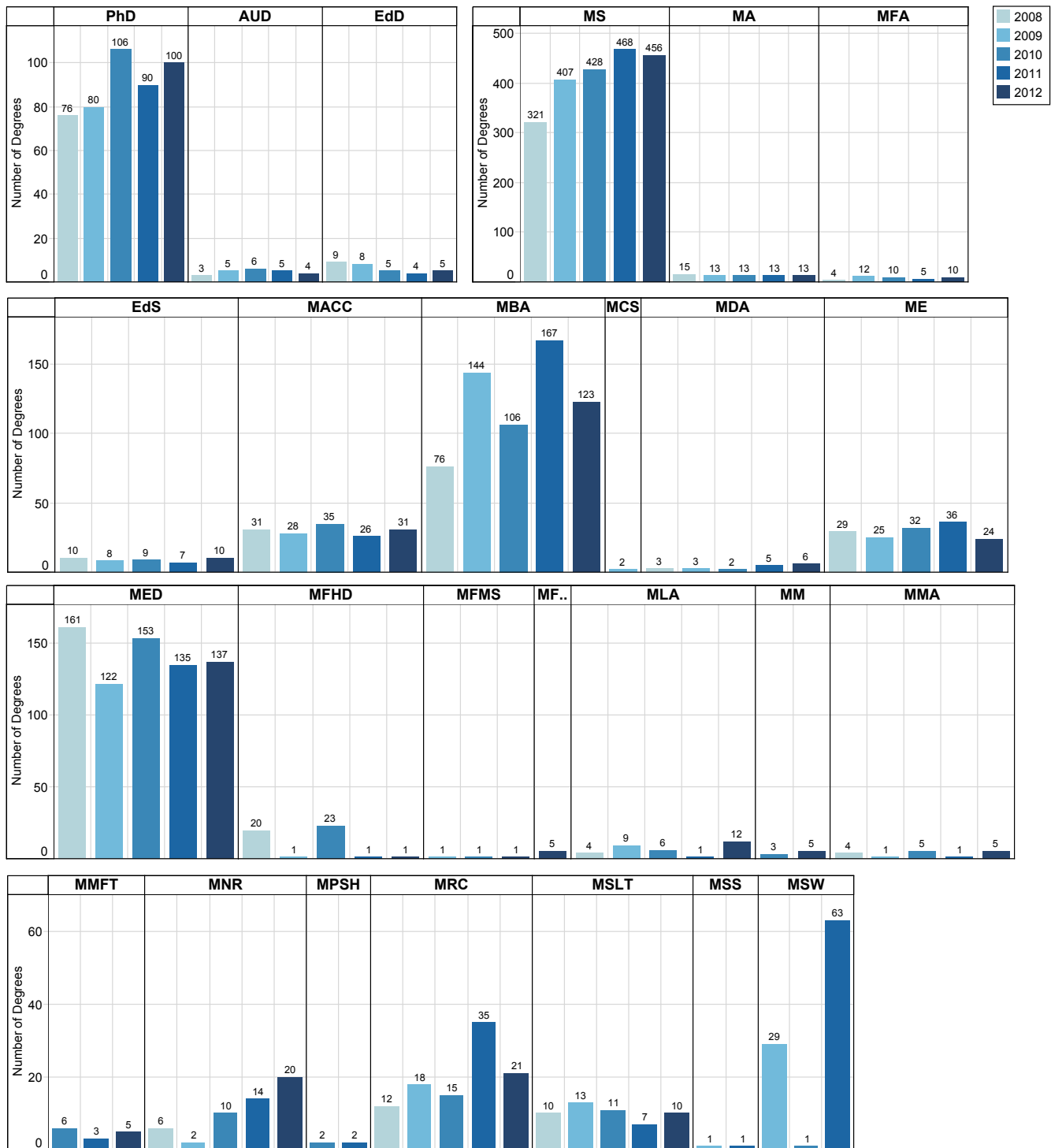
The increase in application numbers in HASS is the result of a >300% increase in applications to Social Work, relative to the previous two years. The part-time MSW program admits students on a three-year cohort basis.

The increase in application numbers in Engineering is the result of increased applications to ECE, CS, MAE, and BENG. At the end of February, ECE, CS, and MAE had each received more applications than they had in previous year.

For Annual Totals, the number above each bar indicates the number of applications received in each application year.

For International Applications, the number above each bar indicates the proportion of applications that were received from international students.

Degrees Awarded: By Degree Type







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PROPOSAL: COMMITTEE ON COMMITTEE TERM CHANGE

EXISTING FACULTY CODE:

402.12.2 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.

402.10.3 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.

402.7.4 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.

PROPOSAL:

1. Fix reference to 402.7.4 (accidentally says 7.3)
2. Establish 3 year staggered terms
3. Chair of CoC serves in third year
4. Clarify that election is considered to automatically extend that individual's term in the senate for the # of years necessary to fulfill term on CoC (with supernumerary clause)

Review of Post Tenure Review Code Change Process (2011-2014)

BACKGROUND

- Originated in accreditation visit (circa 2007)
 - Inconsistent implementation of policy across units
 - Questions raised by legislature (2009/10)
 - Provost priority to improve code (2010)
- Formed Task Force that worked for 2 years (2011-13) – held meetings, focus groups, examined other institutions, reviewed ‘Guiding Principles’ with Faculty Senate, and wrote draft revision to faculty code.
- **Guiding Principles (approved by Faculty Senate)**
 - **Respect the integrity of tenure as a valued system for protecting academic freedom.**
 - **Demonstrate to external stakeholders that tenured faculty members undergo meaningful and rigorous evaluation, with explicit remediation guidelines and consequences for chronic underperformance.**
 - **Respond to suggestions and concerns raised by faculty and administrators regarding strengths and challenges with current post tenure reviews.**
- AFT and BFW reviewed draft code revisions (spring 2013); questions and concerns raised in Faculty Senate Executive Committee (FSEC)
- Summary of taskforce activities: <http://www.usu.edu/fsenate/fs/2012-2013/agenda/FSagenda04012013.pdf>
- Faculty Senate Guidance Votes on major areas of disagreement Spring 2013
 - STANDARD FOR EVALUATION: Current code vs. Role statement) – current code supported by FS in straw poll
 - IMPLEMENTATION OF PROFESSIONAL DEVELOPMENT PLAN: mutually agreed upon vs. written by DH in consultation with faculty member – ‘mutually agreed upon’ supported by FS
 - TIMING OF REMEDIATION AND CONSEQUENCES: discussed trigger of 1 vs. 2 negative annual reviews; FS straw poll supported proposed timeline (1 negative review) as trigger
- Task Force edited proposed code based on feedback from AFT, BFW, and Faculty Senate in Summer 2013 – sent Version 2.0 of major code change to FSEC for formal consideration in October 2013.
- FSEC brought to FS for discussion in February 2014. FS voted to ask FSEC to clarify key decision-points and bring those to FS for discussion and vote
- Several “Guidance Votes” made in spring 2014 FS meetings (see next page)
- Goal = develop guidance for PRPC to write new draft code that can then be considered by FS (hopefully this fall)

SPRING GUIDANCE VOTES

- MARCH 3, 2014
 - TRIGGERED NOT AUTOMATIC: A full PTR review should occur only when triggered by a negative annual review (not done every 5 years for all faculty by quinquennial committee as per current code)
 - BASED ON ANNUAL REVIEW PROCESS & USING MULTI-YEAR WINDOW FOR POST-TENURE REVIEW: A post-tenure peer review committee will be held as a consequence of negative annual reviews that evaluate the multi-year performance of the faculty member.
 - FULL REVIEW TO BE DONE BY COMMITTEE OF PEERS: A Peer Review Committee (PRC) will be formed in a manner described in the current code.
 - PRC FORMED AT DEPARTMENT/UNIT LEVEL: committee should be formed at department or program level; use language from existing code as guide
- APRIL 7, 2014
 - FORMING PRC (revisited): Peer Review Committee membership should be determined by **"Mutual agreement of the dept. head and the faculty member**. If agreement cannot be reached, the individual department, college, and/or University appeal or hearing procedures should be used to resolve disagreements." (requires change in current code that says membership determined by supervisor in consultation with faculty member).
 - STANDARD FOR REVIEW: A negative review means that the faculty member under review **fails to 'discharge conscientiously and with professional competence the duties appropriately associated with his or her position (405.12.1)'**
 - RIGHT TO APPEAL NEGATIVE ANNUAL REVIEW: **When a faculty member disagrees with a negative annual review, the faculty member may choose to request a peer committee review**. This request shall be submitted to the Dean or the authority above the department head.
- APRIL 28, 2014
 - DEFINING MULTI-YEAR WINDOW: **Post tenure faculty will get annual review for PTR based on 3-year multi-year rolling window** (voted to have standardized approach, rejected 5-year in favor or 3-year)
 - ONE OR TWO NEGATIVE REVIEWS? **First formal negative multi-year evaluation automatically triggers Peer Review Committee (PRC) review of the negative evaluation** (formal = written decision by DH or supervisor that faculty member is not meeting standard described above)
- UNDECIDED
 - Should PRC be able to see department head negative evaluations?
 - What does PRC decide and what are the implications of their decision?
 - If they concur with the DH, what is next step?
 - Should the PRC concurrence automatically lead to Professional Development Plan?
 - If they disagree with the DH, is the negative evaluation 'nullified'? Does the faculty member go back into the merit pay pool?
 - Can a PDP be initiated without going through this process?