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FACULTY SENATE EXECUTIVE COMMITTEE MINUTES

September 20, 2021

3:30 – 5:00 p.m.

Old Main-Champ Hall (Zoom)

Present: Boyd Edwards (President), John Ferguson (President-Elect), Provost Frank Galey (Ex-Officio), Michele Hillard (Exec. Sec.), Benjamin George, Maureen Hearn, John Ferguson, Doug Ramsey, Vicki Allan, Denise Stewardson, Robert Wagner, Don Busenbark, Danielle Ross, Clint Pumphrey, Jan Thornton, Timothy Taylor (Past-President), Yoon Lee, Nicholas Roberts

Absent: President Noelle Cockett (Ex-Officio), Lucas Stevens, USUSA President

Guests: Paul Barr, EPC Chair
Doug Bullock, Associate Vice President, Human Resources

Call to Order - Boyd Edwards

Approval of Minutes – [August 23, 2021](#)

Minutes approved as distributed.

University Business - Frank Galey, Provost

President Cockett is out today. The provost reminded everyone of the classroom seating charts. We are getting some pretty good updates on those. As of last Thursday, we had over 18,000 students who had selected their seats online and that includes over 1,000 classes. USU has several classes where the seating charts are started and only 20-30% of the students have completed signing up. We will be reaching out to faculty to ask them to follow up with their students. It has become apparent that students need to disable cookies to sign up on the seating charts. Once signed up for a seat faculty should remind students to sit in the same seat. Looked at the green, red, orange system and it is still in place. Case containment will continue to get in touch with the instructor if a student in their class is sick. The instructor may be cleared by the next class period and vaccinated students will be invited back into the classroom unless they are showing signs or symptoms. There may be a situation where a class would only go red for one class period until they find out this information. Working hard to keep faculty and classes from being disrupted. A course could go red for multiple active cases or if a faculty member gets sick. Closely watching those classes where there are large numbers of students. As of now no classes have gone red. Remind the students that if they are sick, they need to stay at home. There has been some noncompliance regarding COVID and USU is working with Student Affairs to help with this issue. It is also okay to remind students to wear a mask. If we can relate to the students personally, they are more likely to mask up. Vaccination requirement has been initiated with the encouragement of the Board of Higher Education. Process being designed in Banner where students will have to declare their vaccination or reason for not being vaccinated. This will be required before spring registration. The goal is to have a vaccination pop up during registration. This will have a selection format. If a student is already vaccinated they will not see this pop up. There will be a pop up for students who don't want to be vaccinated whether it is a personal choice, a religious reason or just because they don't want to. Once they have completed this request, they will be able to register.

Had a second working group meeting on improving and supporting graduate education. Will be holding a focus group and will include multiple faculty members and deans. With all that input we should be able to come up with tangible items to help graduate students.

Information

Education Policies Committee – [September 2, 2021](#) - Paul Barr

General Education Subcommittee – There was a significant discussion regarding the General Education assessment plan. Harrison Kleiner is working on this assessment plan and will provide an update for the Gen Ed committee. He will also be looking for input.

Academic Standards Subcommittee – Will be looking at language on Post Humous degrees in October. The goal is to make the process smoother. This includes undergraduate and graduate degrees. Depending on the standing of a student, there will be various options of recognition. The proposed language for the involuntary withdrawal policy will be circulated to the members of EPC for final input. This policy guidelines will provide protection for the students and make sure that there is a return process. Having a pathway back for students is critical.

Curriculum Subcommittee – Approved 80 course requests and one R401 program proposal. The registrar's office made a report regarding the utilization and effectiveness of the impact report. Interim Vice Provost Richard Cutler provided a summary report of the School of Graduate Studies activities for 2021-2022.

Motion to move the Educational Policies Committee report to the Faculty Senate agenda made by John Ferguson. Seconded by Doug Ramsey. Moved to agenda.

Telework Policy Draft | [Summary of Changes](#) - Doug Bullock

USU doesn't expect faculty to be applying for the teleworking opportunity, it is more likely that staff will utilize this policy/procedure. This has been vetted through the human resource leadership team, senior risk management, staff employee association, vice president's council, executive committee, and dean's retreat. This has been drafted with flexibility and accountability in mind. This is not a benefit but a privilege and may be approved on a temporary trial or ongoing basis. The teleworking does need to meet department as well as employee needs. There will be six types of telework: 1. regular full time telework; 2. regular part-time telework; 3. flexible telework; 4. surge telework; 5. ADA telework; and 6. telework for community crises, pandemic, natural disasters, etc. Out of state telework is rare and comes with complexities for compliance. There is a committee that will start looking at individuals who work from out of state and come up with a decision on how to move forward with this. Employees need to have worked for the university for at least six months. Not all positions will qualify for this telework policy. Employees could still be recalled for team building, certain processes, or meetings. Hope to have this policy to the Board of Trustees by October 15 for their review. Department has the discretion to approve or deny teleworking.

Motion to move the Telework Policy Draft and Summary to the Faculty Senate agenda made by John Ferguson. Seconded by Doug Ramsey. Moved to agenda.

Reports

[Educational Policies Committee](#) Annual Report - Paul Barr

Approved 700 semester course approvals, 57 R401 program proposals, and 20 general education requests. (see report)

Motion to move the Educational Policies Committee Annual Report to the Faculty Senate agenda made by Doug Ramsey. Seconded by Yoon Lee. Report approved.

Honors Program Annual Report (*moved to October 18, 2021, FSEC meeting*)

Old Business

Moving forward with the faculty and staff survey on COVID preferences for managing the policies and procedures. Hoping to have the survey out the end of this week or the first of next week. President Cockett will review the results.

New Business

What kind of format do we want to have for the meetings? Do we go completely online or do we continue with some sort of hybrid? Reach out to anyone in the Faculty Senate presidency if you have any recommendations or suggestions.

Adjourn: 4:44 pm



FACULTY SENATE EXECUTIVE COMMITTEE MINUTES

August 23, 2021

3:30 – 5:00 p.m.

Old Main-Champ Hall (Zoom)

-
- Present:** Boyd Edwards (President), John Ferguson (President-Elect), Provost Frank Galey (Ex-Officio), President Noelle Cockett (Ex-Officio), Michele Hillard (Exec. Sec.), Benjamin George, Maureen Hearn, John Ferguson, Doug Ramsey, Vicki Allan, Denise Stewardson, Robert Wagner, Don Busenbark, Danielle Ross, Clint Pumphrey, Jan Thornton, Yoon Lee
- Absent:** Timothy Taylor (Past-President), Nicholas Roberts, Lucas Stevens, USUSA President
- Guests:** Paul Barr, EPC Chair
Sarah Klain, Assistant Professor, Environment and Society
Hilary Renshaw, Title IX Coordinator
Neal Legler, Director, Academic & Instructional Services
Nikki Kendrick, PRPC Chair
-

Call to Order - Boyd Edwards

Approval of Minutes – [April 12, 2021](#)

Motion to approve April 12, 2021 minutes made by Denise Stewardson. Seconded by Doug Ramsey. Minutes approved as distributed.

University Business - Noelle Cockett, President | Frank Galey, Provost

We are starting to see more students on campus and that is exciting. There are approximately 2300-2400 students who will be participating in Connections. Classes start on Monday and there will be a big rush of students moving in over the weekend. This is a full year but not quite as full as in the past. Some students have paid deposits on rooms, apartments, etc. but have not yet registered for school. There are 400 students who have not yet paid their full registration. USU is dropping those students who have not paid anything yet. Made up a little bit of ground in the enrollment decrease by phoning and texting students who have not registered and/or committed to registration. A lot of work is still being done before the semester starts. Several bills were passed by the Utah State Legislature regarding COVID, masks, vaccines, and mandates. In May things looked pretty good with the virus and it seemed like there wouldn't be much to worry about so these bills passed. They wanted at least 75% in person classes for the fall semester. Now they are more concerned about the spread of the Delta variant, but they don't want to come back for a special session. In the meantime, the Pfizer vaccine was approved. One of the bills stated that a person could opt out of the vaccine for religion, personal or medical reasons. This academic year the university will be making the vaccine as available as possible. It is felt that mandating students and faculty may not help in individuals being vaccinated. The president thought about doing an incentive plan, but the bill prevented her from doing that. Right now, the only thing we can do is ask students, faculty, and staff to please wear a mask and get vaccinated. It is felt that if many of these individuals are wearing masks, then it will help motivate others to do so as well. We are seeing that students that cannot get into an in-person class do not want to come to campus. They are not interested in attending their classes via Zoom. The priority this week is to get in touch with students and encourage them to register and attend classes. There is a 1% drop in enrollment which equates to a \$2.2M drop in tuition and fees. This is a significant loss for the university. The State of Utah made the number of freshmen enrolling at the institutions a performance goal. They are expecting higher enrollment growth and we will be required to show that

growth if we want any performance dollars. This performance goal has also been linked to funding for future buildings. As we prepare to open back up masks and hand sanitizer will be provided in every classroom for the students and faculty. We will also be handing out COVID care packages to the Connection students. Currently there are some individuals who are still working remotely. Supervisors, vice presidents or deans can approve flexible remote work, but if they want to remain full remote, they need to work the request through the COVID committee. On campus interactions so far are very positive and the students are expecting to interact with the faculty. One on one mentoring for students is critical and it is important to build that bond and trust with the students. Right now, there are about 50 individuals a day that are being testing. Anyone wanting to be tested must schedule an appointment. The good thing about being tested in the morning is that they will have their results in the afternoon. Beginning this fall vaccination clinics will be offered every Thursday at the Logan campus. Anyone who wants to get a vaccine can schedule and receive it. Day on the quad will provide a booth for vaccination.

There will be a newsletter going out to all faculty on Wednesday or Thursday of this week. The university will be providing guidelines for what takes place in the classrooms. If faculty are in a laboratory, studio or on a field trip, they may want to consider using a KN95 mask. University administration has talked with the department heads about buying some these masks for their faculty. Faculty can also tell the students that they are not comfortable with them not wearing masks. They can do one on one advising via Zoom. One of the items we're currently working on is classroom safety. A big concern for the university is not being able to track active cases. If the case containment team can't trace the outbreak the class may have to be moved to online learning. The tool that is being put together is a way for faculty to capture seating assignments electronically. This will help with that problem. Students will have to enter in where they are sitting, and they will need to sit there for the entire semester. This will help trace those who were sitting within 6 feet of someone who tests positive for COVID. If faculty are doing Connections, it is recommended that they keep the students outside, move them around every 15 minutes and ask them to wear masks. We lost the social distancing option due to the legislature requiring 75% student attendance. If there is a situation where two cases cannot be contact traced, then there is a color-coded approach that can be used. Faculty will know which students will be out isolated or quarantined. Red status means everyone would need to go to remote via Zoom for a few days. Once the faculty member tests negative they can then return to in-person teaching. Connection students should spread out as much as they can and still have a seating chart and have the students sit in the same seat every time. It was recommended that everyone upload their vaccination record at www.aggiehealth.usu.edu. Testing will continue at the east stadium and wastewater will continue to be tested. We need to stress that faculty, staff and students shouldn't come to class or work if they are sick or not feeling well. The Luminary event is this Friday night. Faculty are asked to please wear their regalia and come and help welcome the freshmen.

Information

COVID Containment Strategies - Frank Galey | Boyd Edwards
See above.

COVID Management Preferences Survey - Boyd Edwards | Sarah Klain

We have created a survey for distribution to faculty and staff regarding attitudes about whether we can require vaccine or masks. We seek Senate approval to distribute the survey in order to gather information to help understand where our community sits regarding COVID strategies. Over 700 public and private universities across the United States is mandating vaccines in order to come back to their campus. Once this information is gathered the university would be able to report to the state legislature and encourage them to look at changing their minds. Results of the survey will be shared with the State of Utah Faculty Senate leadership.

Motion to move the COVID Management Preferences Survey to the Faculty Senate Agenda made by Denise Stewardson. Seconded by Danielle Ross. Moved to agenda.

Faculty Reporting of Sexual Misconduct - Hilary Renshaw | John Ferguson

Last semester Spring 2021 it was decided to pilot the faculty as resources and reporting options. Moving back to faculty as required reporters of sexual misconduct. There was confusion about who was in the reporting role and the faculty was reporting these incidents as a student of concern. The faculty senate has created a working task force to serve as a liaison between the Title IX office and the faculty. Looking for other members from the College of Science and Engineering. Ideally by March of

2022 there will be an outcome from the task force. Some faculty worry that making them reporting individuals ruins their relationship and trust between the students and faculty. (See report).

Motion to move the Faculty Reporting of Sexual Misconduct report to the Faculty Senate Agenda made by Maureen Hearn. Seconded by Denise Stewardson. Moved to agenda.

Reports

[Empowering Teaching Excellence Annual Report](#) - Neal Legler | Travis Thurston

This past year we have seen a significant increase in deep teacher engagement. Had a number of learning circles. A lot more people have been earning badges and certificates. Building up a good internal support system. Optimize the team – five fulltime people are currently doing this. This summer CIDI released a central hub for all teaching resources www.teach.usu.edu.

Motion to move the Empowering Teaching Excellent Annual Report to the Faculty Senate Agenda made by Denise Stewardson. Seconded by Maureen Hearn. Moved to agenda.

Old Business

[Update on 400 Code Rewrite](#) - Nikki Kendrick

Added Scott Hunsaker to the PRPC committee. Nikki will continue to help transition the work to the new committee and chair. Code 403 will not be ready but 401 and 402 will be ready by the end of August. Categorized things into non-substantive vs. substantive changes. Adjusted phrasing that makes code a little easier to read. Substantive changes go to PRPC.

Motion to move the Update on 400 Code Rewrite to the Faculty Senate Agenda made by Danielle Ross. Seconded by Ben George. Moved to Faculty Senate Agenda.

New Business

A new electronic approval and tracking program (Curriculog) is being set up to help with the tracking and approval of faculty code changes. This should be ready to present at the next Faculty Senate Executive Committee meeting.

Adjourn: 5:00 pm

Report from the Educational Policies Committee Sept 2, 2021

The Educational Policies Committee (EPC) met on Sept 2, 2021. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page (www.usu.edu/epc).

During the Sept 2, 2021 meeting of the EPC, the following actions were taken:

1. General Education Subcommittee

- A significant discussion on General Education assessment plan occurred. Harrison Kleiner is working on this assessment plan and will provide an update for the Gen Ed committee for input.

2. Academic Standards Subcommittee

- The Academic Standards Subcommittee will be looking at language on Post Humous degrees in October. The goal is to make the process smoother. Depending on the standing of the student, there will be various options of recognition.
- The proposed language for the involuntary withdrawal policy will be circulated to the members of EPC for final input. This will include an opportunity for student leadership input. The Academic Stands Subcommittee approved the language by electronic vote.

3. Curriculum Subcommittee

- Approval of 80 course requests.
- Request from Career Services in the Office of the Executive Vice President and Provost to [change the name from Career Services to Career Design Center](#).

4. Other Business

- Fran Hopkin and Toni Gibbons from the Registrar's Office made a report regarding the utilization and effectiveness of the impact report. In the past, the Registrar's Office had been reviewing at these requests in silos and not holistically. The group found that there can be problems that can be detrimental to student completion. The registrar has seen a benefit using shared information. Instead of just cutting and pasting the impact report, it is recommended that the proposing unit explain what the impacts are. This information should be reviewed at the college curriculum committees before it is moved on the university level committees. It is incumbent on those colleges/departments who identify a problem with the impact report to work it out with all those affected or impacted. The Registrar's Office will compile a spreadsheet of deletions, deactivations, or course number changes. This information will be shared with the department heads. The spreadsheet will not be sent out until after the agenda is completed and sent. Colleges and departments can also reach out and collaborate on the changes. This will help keep the catalog and Degree Works accurate and current.
- Interim Vice Provost Cutler presented a summary report of the School of Graduate Studies activities for 2020-21. The Graduate School distributed approximately \$1.3M of CARES 2 funding to help support graduate students. The feedback received was very

positive regarding the funding distribution. The Graduate School also surveyed the students to identify concerns. The third survey showed that approximately 40% of the students identified as struggling with mental health. This upcoming year, the Graduate School will gather data on teaching assistants across the different units including pay and workload. Finally, the Graduate School will focus on recruitment efforts and how they can more effectively assist colleges and departments in these efforts.

Category: 300 Personnel

Subcategory: Employment

Covered Individuals: Benefit Eligible Employees

Responsible Executive: Vice President for Business and Finance

Policy Custodian: Office of Human Resources, Associate Vice President of Human Resources

Last Revised: New

3XX.1 PURPOSE AND SCOPE

Utah State University (USU) permits telework arrangements when doing so benefits both the department and the employee. Telework arrangements are successful when the job, person, environment, and work situation are appropriate. Telework can improve productivity and job performance; promote administrative efficiencies (e.g., reduce office and parking space needs); reduce traffic congestion, pollution, and transportation costs; and promote the recruitment and retention of a highly qualified and diverse workforce by providing stronger work/life balance.

3XX.2 POLICY

Telework is subject to university approval, and is not a university-wide benefit. It can be discontinued by the department head/director or dean/vice president at any time if it is not serving the department's objectives. Depending on the nature of work to be performed, not all positions will qualify for telework. Each telework decision will be made on a case-by-case basis by considering the employee's work responsibilities and performance, whether the position must be performed in person at a campus location, the need and desire of both the department and the employee, schedules, and the overall likelihood for success. If USU establishes telework as a condition of employment, based on the university's business needs, it will be stated when the position is advertised and/or when telework is approved.

The dean/vice president, department head/director, supervisor, and teleworker must all agree to the work arrangements and expectations by signing a telework agreement [\[link\]](#) prior to commencing telework. The telework agreement must address expected job performance and deliverables.

Regular or flexible telework may be approved on a temporary, trial, or ongoing basis as follows:

- Regular full-time telework - An employee works every workday at a location other than a USU location.
- Regular part-time telework (Hybrid) - An employee works one or more workdays at a location other than a USU location and the remainder of the week's workdays at a USU location (e.g., M-W alternative work location from home; Th-F work from USU workplace). The schedule is fixed to be the same each week to facilitate meeting schedules and other office activities.
- Flexible telework - An employee varies their work location throughout the week based on business and/or personal work/life needs. Only positions that can support this variety should be approved under this method.

Surge telework is for those positions that a dean/vice president and department head/director has identified as being able to temporarily telework on days where the [Utah Division of Air Quality](#) has forecast an air quality of "unhealthy" (red) or higher at least 48 hours in advance for that county/location. Since surge telework is expected to be temporary and infrequent, it does not require a formal telework agreement. USU positions that provide in-person services, or which have an in-place-duties requirement are not eligible for surge telework and will still report to their normal work location as scheduled.

Surge telework may also be approved by appropriate campus leaders during other special circumstances, such as predicted heavy snowfall or other situations that could pose a risk to employee safety or health.

Campus Leaders Who Can Authorize Surge Telework for Special Circumstances:

- Main Campus in Logan - USU president or designee.
- Statewide Campuses - Vice president of Statewide Campuses in consultation with the respective campus associate vice president.
- Extension Offices - Vice president for Extension.

Americans with Disabilities Act (ADA) telework may be approved as a reasonable accommodation under the ADA where alternative, reasonable accommodations cannot be identified and/or implemented. Such accommodations need not be approved where predictable and regular onsite attendance is deemed to be job-related, uniformly enforced, and consistent with business necessity (i.e., essential). Employees or supervisors with questions about the ADA telework request process can contact the Office of Human Resources for more information.

The USU president may approve telework in response to community crises, natural disasters, pandemics, or similar events.

2.1 Evaluating Positions for Telework

Departments may consult with the Office of Human Resources to analyze the nature of a position and how the work is performed to determine which positions are appropriate to designate or approve for telework.

Several factors [\[link\]](#) should be considered in determining the feasibility of telework, including the supervisor's ability to adequately supervise the employee, whether any duties require use of systems, equipment, or tools that cannot be replicated or provided at the alternative work location, and the potential impact to other departmental colleagues' workload.

With rare exception, telework should be performed within the state of Utah as laws and compliance requirements related to payroll, unemployment, workers compensation, and other employment situations can vary significantly from state to state. Before a position can be considered and approved for regular out-of-state telework, the location being considered must be reviewed by a telework eligibility committee which includes representatives from Payroll/Finance, Risk Management, Legal, a departmental IT support person, and Human Resources. If a position is approved for regular out-of-state telework, any compliance costs related to such positions will be borne by the employing department.

2.2 Eligibility

2.2.1 Evaluating Employees for Telework

When a telework request is made, the supervisor and department head/director determine if telework is feasible either on a trial or ongoing basis. Eligible employees must meet the following criteria:

- The employee has been in the position for a minimum of six (6) months—this requirement may be waived if the employee is specifically hired for a telework arrangement.
- The employee has no active, formal corrective actions on file for the current or preceding performance review period (see USU [Policy 311: Setting Expectations and Managing Performance](#)).
- The employee has demonstrated an ability to work productively and successfully in their work habits.
- The employee's assignment is conducive to telework without causing reductions in services to students, inequities, or workload imbalances with departmental colleagues.

Once the supervisor and department head/director have confirmed eligibility for telework, the request will be sent to the respective dean/vice president for final approval.

A teleworking employee is responsible for any personal tax and insurance implications of a telework arrangement as well as conforming to any local zoning regulations.

2.2.2 Ineligible Positions

This policy applies only to those who work away from their USU location for one or more days per week on a regular basis and not for ad hoc situations. Ad hoc situations will be coordinated and approved by the employee's supervisor in accordance with that department's practices.

Some positions are not typically eligible for telework such as: faculty roles tied to on-campus programs and instruction; direct service positions; facilities trades workers; custodial workers; student-health staff; residence-life staff; coaches and athletic support; receptionist positions; agricultural production staff; research animal and plant care staff; library circulation staff; IT direct support positions; environmental health and safety staff; and place-specific positions, such as police officers, grounds workers, and parking support staff. The respective dean or vice president has discretion in making the final determination as to whether a position is eligible for telework.

2.3 General Expectations and Conditions

2.3.1 Compliance

Teleworking employees must comply with all federal, state, and local laws as well as university rules, policies, and practices, and agree and understand that violation of such may result in the termination of the telework arrangement and/or corrective or disciplinary action.

2.3.2 Hours and Location of Work

The teleworker is responsible to record all hours worked in the same manner as they would in the normal USU workplace. Overtime hours for nonexempt employees require the advance approval of the supervisor. The university continues to expect the same level of productivity and availability from remote locations as from the normal USU workplace. (See USU Policies 311 and 378: Overtime)

Supervisors may require employees to report to a central USU workplace as needed for work-related meetings or other events or may meet with employees in the alternative work location or via virtual tools/technology as needed to discuss work progress or other work-related issues. Supervisors should provide enough notice to ensure the teleworker can be in attendance in person when required. Commuting to or from a central worksite at the beginning or end of the day will not be considered compensable time or be eligible for mileage reimbursement unless otherwise specified in the approved telework agreement.

2.3.3 Setting Up an Alternative Workspace

Teleworkers are expected to secure and maintain an efficient and safe workspace that provides adequate connectivity to systems and resources to complete duties and communication in an effective manner. USU reserves the right to inspect the alternative workspace to ensure a safe working environment. Employees with questions should consult with the Office of Environmental Health and Safety for general safe office standards and office ergonomics. Because telework is considered an extension of the USU workplace, injuries or illness that occur as a result of their university assignment, during scheduled work hours and within their alternative workspace, will be covered per USU [Policy 364: Worker's Compensation](#).

Utah State University assumes no liability for damages to an employee's real or personal property throughout telework participation.

2.3.4 Equipment and Materials

USU will provide the appropriate equipment and materials needed by employees to effectively perform their duties as agreed upon between the employee and their supervisor. The department may, but is not required to, duplicate resources between the normal USU workplace and the alternative work location. Telework employees may use university owned equipment only for legitimate university purposes. Unapproved out-of-pocket expenses will not be reimbursed. All university policies and procedures regarding equipment will apply to teleworkers as they do for all other employees (e.g., inventory controls, data security, equipment disposal, etc.)

The teleworker must exercise reasonable care for the equipment and should take appropriate action to protect the items from damage, theft, or unauthorized use. The employee will be held liable for damage caused by negligence. University equipment will be maintained, serviced, and repaired by university personnel as well as meet all safety standards. Supervisors will ensure that training on equipment usage will be provided where needed. The department will stipulate who is responsible for installing equipment and transportation to and from the normal USU workplace for repairs or service.

The telework agreement may permit employees to use their own equipment, provided the use of such equipment has been approved and meets IT security, management, and policy requirements. In this situation, USU is not responsible for the cost, repair, or service of the employee's personal equipment, unless otherwise expressly agreed to in advance in the telework agreement.

2.3.5 Costs of Telework

USU is not obligated to assume responsibility for operating costs, home maintenance, or other costs incurred by employees in their alternative work location. USU may provide a communication allowance per USU [Policy 518: Cell Phones](#).

2.3.6 Information Security and Data Protection

Employees must safeguard university information used or accessed from the alternative work location, in accordance with Utah State University's policies. (See USU [Policy 319: Employee Privacy and Confidentiality](#).) Telework employees must agree to follow university approved security procedures to ensure confidentiality and security of data. Teleworking employees should not save files locally or on non-USU equipment. All computer and communications devices connected to USU network are subject to monitoring, whether or not they are owned or operated by USU. The teleworker must notify university personnel immediately if any unauthorized access to university systems occurs. For additional information about information security and data protection see [USU Policies 550-579: Information Technology](#).

2.3.7 Dependent and Adult Care

Telework is not intended to serve as a substitute for child or adult care. If children or adults in need of primary care are in the alternative work location during the employee's work hours, the employee must make arrangements for others to be responsible for their care or the employee may request other feasible adjustments subject to supervisory approval (e.g., adjusting FTE or work schedule).

2.3.8 Intellectual Property

Intellectual property created by USU employees within the scope of their employment regardless of their work location fall under the scope of USU [Policy 587: Intellectual Property](#).

3XX.3 RESPONSIBILITIES

3.1 Teleworker

- Establish a work environment that is safe and free from distractions.
- Carry out the agreed upon work duties while working at the alternative work location.
- Be available during agreed upon work hours.
- Be responsible for any tax implications that affect telework.
- Report to the normal USU workplace as scheduled or requested.
- Safeguard all sensitive or confidential information.

3.2 Supervisor

- Consult with the department head/director and the Office of Human Resources to determine if telework arrangements are appropriate. Supervisors must ensure that telework decisions are made for appropriate, nondiscriminatory reasons and provide clear benefit to USU operations.
- Require employees, who request a telework arrangement, to sign the telework agreement then send a copy of the signed agreement to the Office of Human Resources.
- Work with the employee to set clear expectations, requirements, availability, communication protocols and methods, engagement, etc. to ensure the department's needs are met and that the employee may be successful.
- Clarify on-site and off-site schedule requirements and provide as much notice as practicable for call back situations for on-site meetings or work needs.
- Develop a means to accurately record hours worked and evaluate work performance.

3.3 Department Head/Director & Dean/Vice President

- Approve, deny, or revoke any telework agreement.
- Ensure that telework decisions are made for appropriate, nondiscriminatory reasons; provide clear benefit to USU operations; and are handled equitably across departments.

3.4 Office of Human Resources

- Answer questions, provide guidance as needed, and file telework agreements.

3XX.4 REFERENCES

- [Utah Executive Order No. 2021-03](#)
- [Utah Executive Order No. 2021-04](#)
- [A New Workplace: Modernizing Where, How, and When Utah Works](#)

3XX.5 RELATED USU POLICIES

- [USU Policy 311: Setting Expectations and Managing Performance](#)
- [USU Policy 319: Employee Privacy and Confidentiality](#)
- [USU Policy 364: Worker's Compensation](#)
- [USU Policy 518: Cell Phones \(Communication Allowance\)](#)
- [USU Policy 587: Intellectual Property](#)
- [USU Policies 550-579: Information Technology](#)

3XX.6 DEFINITIONS

6.1 Alternative Work Locations

Approved locations, other than a USU workplace, where official university business is performed. The most common alternative work location is the employee's home.

6.2 Surge Teleworker

An employee who works in a position identified as telework eligible and/or a position identified as able to telework temporarily for red air days or special circumstance days (e.g. predicted heavy snowfall, etc.) as approved by the appropriate campus leader. Not all positions qualify for surge telework.

6.3 Telework

A remote work arrangement that allows an employee to work in an alternative work location for part, or all of, their regular work schedule. Other terms synonymous with telework are “telecommuting” or “remote work.”

6.4 Teleworker

A university employee who has been approved to work at an alternative work location, other than a university location, on a regular basis.

Information below is not included as part of the contents of the official policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president, subject to review by the USU Policy Committee.

RESOURCES

[Utah Department of Environmental Quality Air Quality Forecast](#)

POLICY HISTORY

Original issue date: 2020/MM/DD

Last review date: N/A

Next scheduled review date:

Previous revision dates: New

ITEM FOR ACTION

Re: New USU Policy 3XX: Telework

SUMMARY OF NEW POLICY

- **Telework Intent and Scope-** Telework must meet both department and employee needs. It is a privilege and not a right and is subject to management approval. Not all positions are eligible for telework. Decisions will be made by leadership on a case-by-case basis.
- **Telework Benefits-** In successful arrangements, it can improve air quality, reduce traffic and parking congestion, decrease space needs, and promote recruitment and retention of faculty and/or staff as well as provide increased productivity.
- **Types of Telework-** Telework may be approved on a trial or ongoing basis.
 - **Regular full-time telework** - An employee works every workday at a location other than a USU location.
 - **Regular part-time telework (Hybrid)** - An employee works one or more workdays at a location other than a USU location and the remainder of the week's workdays at a USU location (e.g., M-W work from home; Th-F work from USU office). The schedule is fixed to be the same each week to facilitate meeting schedules and other office activities.
 - **Flexible telework** - An employee varies their work location throughout the week based on business and/or personal work/life needs. Only positions that can support this variety should be approved under this method.
 - **Surge telework** – For positions that a dean/VP & department head/director has identified as being able to temporarily telework on days where the [Utah Division of Air Quality](#) has forecast an air quality notice of “Unhealthy” (red) or higher at least 48 hours in advance for that county/location. Since surge telework is expected to be temporary and infrequent, it does not require a formal telework agreement. USU positions that provide in-person services, or which have an in-place-duties requirement are not eligible and will still report to their normal work location as scheduled. For other special circumstances (e.g. bad weather) surge telework may be authorized by President, VP Statewide Campuses or VP Extension as appropriate.
 - **ADA Accommodation-** Telework may be approved as a reasonable accommodation under the Americans with Disabilities Act (ADA) where alternative reasonable accommodations cannot be identified and/or implemented. Such accommodations need not be approved where predictable and regular onsite attendance is deemed to be job-related, uniformly enforced, and consistent with business necessity (i.e. essential).
 - **Community Crisis, Disaster, Pandemic etc.-** USU may initiate or approve when necessary.
- **Eligibility and Structure**
 - 6 months of employment (unless position is specifically hired as a telework position)
 - In good standing (no active corrective/disciplinary actions)
 - Demonstrated ability to work productively and not negatively impact load on departmental colleagues or affect student services
 - Certain positions requiring in person work are ineligible (see examples in 2.2.2)
 - Formal telework agreements are required
 - Supervisors may expect attendance in person for meetings or other events
 - Time reporting should still be done as normal
 - Tools, equipment, and space issues should be addressed as part of agreement and ensure a safe workspace for the employee
 - Intellectual property, Information security and data protection policies must still be followed
 - Telework is not a substitute for daycare/adult care
- **Compliance-** USU and employees must comply with all applicable laws. Any consideration of out of state telework (should be rare exception) must be reviewed by the telework eligibility committee (payroll/finance, risk, legal, IT support, and HR). Departments bear the cost of compliance.

**2020-2021 ANNUAL REPORT
OF THE
UTAH STATE UNIVERSITY
EDUCATIONAL POLICIES COMMITTEE (EPC)**

Submitted by

Paul J. Barr, EPC Chair

Vice Provost

September 2021

2020-2021 Annual Report of the USU Educational Policies Committee

MEMBERSHIP:

EPC Membership for the 2020-2021 Academic Year

- **Sami Ahmed**, *President USUSA*
- **Paul Barr**, *Chair, Vice Provost*
- **Sterling Boone**, *Jon M. Huntsman School of Business*
- **Alex Braeger**, *Graduate Studies Senator*
- **Mike Conover**, *S.J. & Jessie E. Quinney College of Natural Resources*
- **Dan Coster**, *College of Science*
- **Richard Cutler**, *Graduate Council*
- **Renee Galliher**, *Academic Standard Chair*
- **Shana Geffeney**, *Statewide Campuses*
- **Robert Heaton**, *Universities Studies*
- **Jason Marshall**, *USU Eastern*
- **Nicholas Morrison**, *Caine College of the Arts and Curriculum Subcommittee Chair*
- **Kat Oertle**, *Emma Eccles Jones College of Education and Human Services*
- **Lee Rickords**, *General Education Subcommittee Chair*
- **Matt Sanders**, *College of Humanities and Social Sciences*
- **Mateja Savoie Roskos**, *College of Agriculture and Applied Sciences*
- **Lucas Stevens**, *USUSA Executive Vice President*
- **Timothy Taylor**, *College of Engineering*
- Ex Officio, **Toni Gibbons**, *Registrar's Office*
- Ex Officio, **Fran Hopkin**, *Registrar's Office*
- Ex Officio, **Michele Hillard**, *Secretary*

MEETINGS:

The Educational Policies Committee (EPC) is a standing committee of the Faculty Senate. During the 2020-2021 academic year, the regular meeting time of the EPC was the first Thursday of every month at 3:00 p.m. in the Champ Hall Conference Room in Old Main.

The EPC is supported by the following three subcommittees:

Curriculum Subcommittee	Nicholas Morrison (Chair)
General Education Subcommittee	Lee Rickords (Chair)
Academic Standards Subcommittee	Renee Galliher (Chair)

ACTIONS:

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

A. Actions originating from the Curriculum Subcommittee:

1. The Curriculum Subcommittee approved 700 requests for individual course actions.
2. The Curriculum Subcommittee and subsequently the EPC acted on a variety and number of R401 proposals (N=57) for programs during the 2020 – 2021 academic year. Table 1 is a summary of those proposals.

Table 1. Action taken by the EPC/Curriculum.

<u>Unit/College/Department</u>	<u>EPC Actions 2020-2021</u>
School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services	Add Interventions for Secondary Students' as a new specialization within the existing Master of Education in Curriculum and Instruction.
School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services	Add Interventions for Secondary Students as a new specialization within the existing Master of Science in Curriculum and Instruction.
Department of Languages, Philosophy and Communications Studies in the College of Humanities and Social Sciences	Restructure the department. Resulting in two departments, specifically the Department of World Languages and Cultures and the Department of Communication Studies and Philosophy.
Department of Engineering Education in the College of Engineering	Master of Science in Engineering Education.
College of Humanities and Social Sciences	Change the name of the Center for Women and Gender to the Center for Intersectional Gender Studies and Research.
Center for Intersectional Gender Studies and Research in the College of Humanities and Social Sciences	Create a Certificate of Proficiency in Inclusive Leadership.
Center for Intersectional Gender Studies and Research in the College of Humanities and Social Sciences	Create a Minor in Intersectional Gender Studies.
Center for Intersectional Gender Studies and Research in the College of Humanities and Social Sciences	Create a Minor in Sexuality Studies.

Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences	Correct the acronym from Police Officers Standards and Training to Peace Officer Standards and Training.
Department of Art and Design in the Caine College of the Arts	Offer an Associate of Arts in Art at the USU Eastern campus.
Department of Marketing and Strategy in the Jon M. Huntsman School of Business	Create a new Consulting Minor.
Center for Persons with Disabilities in the Emma Eccles Jones College of Education and Human Services	Change the name of the Center for Persons with Disabilities to the Institute for Disability Research, Policy and Practice.
Department of Languages, Philosophy and Communication Studies in the College of Humanities and Social Sciences	Create a certificate of proficiency in Teaching English to Speakers of Other Languages.
Department of Biology in the College of Sciences	Discontinue the Bachelor of Arts and Science in Biology Ecology/Biodiversity as well as the Biology: Environmental Bachelor of Arts and Science emphasis.
Department of Biology in the College of Science	Discontinue the Biology: Environmental program
Department of Biology in the College of Science	Change the emphasis program name from Ecology/Biodiversity in the Bachelor of Arts and Bachelor of Science to Ecology and Evolutionary Biology.
Department of Computer Science in the College of Science	Restructure the current Master of Computer Science program to a 33-credit professional, coursework-only degree.
Department of Theatre Arts in the Caine College of the Arts	Offer an Associates of Arts in Theatre.
Department of Applied Economics in the College of Agriculture and Applied Sciences	Create an Institutional Certificate of Proficiency in the area of small firm management.
Department of Applied Economics in the College of Agriculture and Applied Sciences	Change the name of the minor to be more reflective of the course emphasis and to be more in line with the emphasis that students in the minor.
Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business	Modify the name of the existing degree program in the Management Information Systems and to require that students complete an approved emphasis within the degree program.
Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business	Establish an emphasis in Cybersecurity within the IS undergraduate degree program.
Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business	Establish an emphasis in Data Engineering within the IS undergraduate degree program.

Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business	Establish an emphasis in Web Development within the IS undergraduate Degree program.
School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Service	Offer an Educational Paraprofessional Certificate of Completion.
Department of Special Education and Rehabilitation Counseling in the Emma Eccles Jones College of Education and Human Services	Restructure and change the name from Special Education and Rehabilitation Counseling Certificate of Proficiency to Certificate in Rehabilitation and Disability.
Center for Intersectional Gender Studies & Research in the College of Humanities and Social Sciences	Discontinue the Women and Gender Studies minor.
Departments of English and Journalism and Communication in the College of Humanities and Social Sciences	Create a Certificate of Proficiency in Digital Writing and Publication.
Department of Sociology, Social Work and Anthropology in the College of Humanities and Social Sciences	Create a new Department of Social Work by dividing the Department of Sociology, Social Work and anthropology into the Department of Social Work and the Department of Sociology and Anthropology.
Department of Sociology, Social Work and Anthropology in the College of Humanities and Social Sciences	Create a Certificate of Proficiency in Social Analytics.
Departments of Languages, Philosophy and Communication Studies, Political Science and Economics and Finance in the College of Humanities and Social Sciences and the Jon M. Huntsman School of Business	Create a Certificate of Proficiency in Philosophy, Politics and Economics.
Department of Geosciences in the College of Science	Add a new GeoWorkforce emphasis to the existing Bachelor of Arts and Bachelor of Science degree in Geology.
Department of Music in the Caine College of Arts	Offer a Piano Pedagogy Minor
Department of Theatre Arts in the Caine College of the Arts	Suspend the program Theatre Education Applied Option – Bachelor of Fine Arts.
Department of Marketing and Strategy in the Jon M. Huntsman School of Business	Emphasis in Leadership within the existing Master of Business Administration degree.
Department of Geosciences in the College of Science	Discontinue the Geoarchaeology emphasis to the Bachelor's degree program in Geology.
Department of Animal, Dairy and Veterinary Sciences in the College of Agriculture and Applied Sciences	Change the name of the minor from Equine Assisted Activities and Therapies to Equine-Human Science.

Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences	Update the Certificate of Completion in the Plan of Study for Automotive Technology.
Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences	Offer a Certificate of Completion Unmanned Aerial Systems (UAS).
Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences	Update the Medical Assistant Certificate of Completion.
Department of Landscape Architecture and Environmental Planning in the College of Agriculture and Applied Sciences	Offer an accelerated Bachelor of Landscape Architecture and a Master of Science in Environmental Planning.
Department of Nutrition, Dietetics and Food Sciences in the College of Agriculture and Applied Sciences	Offer a new Post Baccalaureate Certificate, Practitioner of Food Safety.
Departments of Communicative Disorders and Deaf Education, Human Development and Family Studies, Instructional Technology and Learning Sciences, Kinesiology and Health Science, Psychology, School of Teacher Education and Leadership and Special Education and Rehabilitation Counseling in the Emma Eccles Jones College of Education and Human Services	Offer a Post- Baccalaureate (Graduate) Certificate Program: Certificate in Advanced Research Methods and Analysis – Quantitative (CARMA-Q).
Department of Special Education and Rehabilitation Counseling in the Emma Eccles Jones College of Education and Human Services	Change the name of the Rehabilitation Counseling specialization within the Disability Disciplines doctoral program to Rehabilitation Counselor Education and Supervision.
Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business	Offer a Baccalaureate degree in Data Analytics.
Department of Economics and Finance in the Jon M. Huntsman School of Business	Offer a new Business Economics emphasis within the BA/BS degree in Economics.
Department of Economics and Finance in the Jon M. Huntsman School of Business	Create a new Econometrics and Data Analytics emphasis within the existing BA/BS Economics degree.
Department of Economics and Finance in the Jon M. Huntsman School of Business	Create a new Financial Economics Emphasis within the existing BA/BS Economics degree.
Department of Economics and Finance in the Jon M. Huntsman School of Business	Offer a Master of Financial Economics degree.
Department of Watershed Sciences in the S.J. & Jessie E. Quinney College of Natural Resources	Offer a Master of Ecological Restoration.

Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences	Offer a Nail Technician Certificate of Proficiency.
Department of Sociology, Social Work and Anthropology in the College of Humanities and Social Sciences	Change the name of the Institute for Social Science Research on Natural Resources to Community and Natural Resources Institute.
Registrar's Office	Course descriptions have been updated in the catalog. There are now course descriptions for all courses.
Academic Instructional Services	Create a Student Money Management Center.
Department of Applied Economics in the College of Agriculture and Applied Sciences	Create a Community Development Economics Minor.
Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences	Change the CIP Code for the BS Aviation Technology-Professional Pilot degree from 49.0102 to 49.0101.
Department of Computer Science in the College of Science	Discontinue the Computer Science MS Plan C degree program.

Other Actions:

- Fran Hopkin and Adam Gleed brought forth recommendations to establish policies to handle Institutional Certificates of Proficiencies. The policies were approved and presented to the Provost for approval.
- Curriculog New Course Justification Language and Full Template Language was approved with the intent to help the faculty in their submissions.
- An adjustment of the submission deadlines for curriculum request was discussed. The goal was to make sure students were receiving consistent information regardless of the source. The deadlines are October for spring semester and February for summer or fall.
- A discussion of making sure that the courses in the junior and senior year were at the 3000 and 4000 levels. This will allow transfer from other institutions in the state.
- Elected Matt Sanders as the new Curriculum Subcommittee chair for the 2021-2022 AY.

B. Actions originating from the General Education Subcommittee:

1. Courses approved (N = 20) by the EPC in 2020-2021 for General Education Designation use are listed in Table 2.

Table 2. Courses approved by the EPC for a General Education Designation

<u>Course Prefix and Number</u>	<u>Course Title</u>	<u>Course Designation</u>
ARTH 3250	The New Hollywood: American New Wave Cinema of the 1970s	CI/DHA
SOC 3340	Civil Rights of a Different Color	DSS
PSC 2040	Aviation Weather	BPS
ARTH 4260	Latin American Art	CI/DHA
ARTH 3615	Pompeii: Roman Domestic Art and Architecture	CI/DHA
HIST 3060	Introduction to Judaism	DHA
HIST 3350	War in the Age of Cinema: Anglo- American Film and the Two World Wars	DHA
HIST 4660	Work and Migration in North American History	DHA
HIST 3660	History of Mexico	DHA
SOC 4440	The Origins of the United States Criminal Justice System	DSS
GEO 3200	The Earth Through Time	Deleted
SOC 3320	Work, Inequity and the American Dream	DSS
APEC 3020	Firm Finance and Records Analysis	DSS
GEO 5570	Engineering Geology	QI
SOC 3750	Sociology of Aging	DSS

LANG 3570	Narrative Ethics in Asian Literature and Film	DHA
SOC 4010	Sociological Theory: Insights from Classical and Contemporary Perspectives	DSS
ENVS 4550	Recreation Use Monitoring and Assessment	QI
GEO 3350	Sedimentation and Stratigraphy	DSC
SOC 3430	Social Deviance	DSS

2. Actions that were taken by General Education Subcommittee (2020-2021):

- A QI rubric was developed to make sure that milestones are being met. A training program was discussed for the faculty.
- General Education assessment is still ongoing and being evaluated in order to meet accreditation standards

C. Actions originating from the Academic Standards Subcommittee (2020-2021):

- Changes in language regarding the amount of time that students can use for a leave of absence
- A process for reviewing non-accredited school credit to USU was approved. This will include approval at both the department and Provost level.
- A proposal was approved regarding the requirement of the GRE exam for admission. This will be decided on a department-by-department basis.
- It was discussed that faculty would receive the IDEA Evaluations for 7-week courses at the end of the class and not have to wait until the end of the entire semester. It was decided that this would occur after the faculty member has submitted the grades.