



USU FACULTY SENATE EXECUTIVE COMMITTEE

November 17, 2008
3:00 p.m. – 4:30 p.m.
Champ Hall Conference Room

Agenda

- 3:00 Call to Order**.....Mike Parent
Approval of Minutes October 20, 2008
- 3:05 University Business**.....Stan Albrecht, President
Raymond Coward, Provost
- 3:15 Announcements**.....Mike Parent
Next Brown Bag Lunch w/President, Monday December 1st at noon Champ Hall
New Committee on Committees Chair – Chris Corcoran
- 3:20 Information Items**
Athletic Council Report.....Ken White
ASUSU Report.....Grady Brimley
Retention and FYE Report.....Noelle Call
Caregiving Proposal.....BrandE Faupell
Medicare Advantage Plan.....BrandE Faupell
- 3:50 Old Business**
Code Revision Committee Report.....John Kras
- 4:00 New Business**
EPC Items.....Larry Smith
- 4:15 Adjournment**.....Mike Parent



USU FACULTY SENATE EXECUTIVE COMMITTEE

Minutes

October 20, 2008

3:00 p.m. – 4:30 p.m.

Champ Hall Conference Room

Present: Stan Albrecht, Byron Burnham, Steve Burr, Renee Galliher, Jerry Goodspeed, Ed Heath, Kelly Kopp, John Kras, Glen McEvoy, Mike Parent, Betty Rozum (for Flora Shrode), guests: Scott Cannon, Larry Smith.

Mike Parent called the meeting to order at 3:00 p.m.

Approval of Minutes

John Kras moved to approve the minutes of September 22, 2008, motion received and seconded, minutes were approved.

University Business

President Albrecht informed the Committee of several things, including the recent ground breaking for the first USTAR building in the State of Utah, and the Emma Eccles Jones ground breaking.

Doug Lemon is the new Space Dynamics Lab Director. They have developed a diverse revenue stream and they are moving forward in a very positive way. This is a great partnership for Utah State University.

The Budget committee is continuing to work on the budget issues. The open forum is tomorrow from 12:00 p.m. to 1:15 in Old Main 121. We are getting a significant number of responses to the web page. We will look at ways to extend revenues. For example: USU continues to be an incredible value proposition, the University will look at increasing the investments in enrollment and marketing and helping the public understand what a value USU is for the quality of education that students can get here.

There are two finalists for the Tooele Deans position and the VP for Student Services search is under way. We will probably delay, for some months, our search for the Vice President of IT, and we have suspended, for the time being, our search for an International Dean. We are very committed to moving that program forward but now is probably not the time for us to look at additional expenditures.

Enrollment numbers are up in every measure that really matter to us. For instance, our freshman class, transfers students, multicultural students, and our international student numbers are all up. We are down a bit in headcount for a single reason: because we have not been funded to do it, we have backed away from some of our concurrent enrollment commitments. So our downturn is concurrently enrolled high school students; we are down about 450.

The Legislative session will begin on January 26, 2009 and end March 11, 2009.

Announcements

1. Next Brown Bag Lunch w/President and Provost, Tuesday, November 4th at noon in Champ Hall.

Old Business

PRPC Report. Scott Cannon presented the revisions to Potential Reviewers - Policy 405.7.2 and 405.8.3 (do-not-contact list) added a phrase that indicates the list is not binding on the department head or supervisor. Ed Heath moved to include this as a Key Issues and Action Item on the Faculty Senate Agenda, second received by John Kras. This is for a second reading. Motion approved.

Grievance Policies and Procedures - Policy 407.1.2 (definition of days) has been changed to reflect that all proceedings under section 407 would be under calendar days. John Kras moved to include this as a Key Issues and Action Item on the Faculty Senate Agenda as a first reading. Motion was seconded and approved.

New Business

EPC Report. Larry Smith presented two items. The Academic Standards Subcommittee discussed the issue of students who go to professional school interviews; they would like a policy to excuse these absences. EPC supports this as it is the job of the University to help students prepare for careers and we should celebrate this level of accomplishment. It was suggested that the academic advisor give approval for the absence.

The General Education Subcommittee has had extensive discussion on the CIL requirement. We would like to find ways to encourage our students to complete the CIL before they graduate. The current language in the catalog states that students are strongly encouraged to complete the CIL before they have 60 credits, but statements regarding consequences are vague. Juniors are given until the end of November to complete the CIL. The consequences of not doing that are not clear but there is language saying if the requirements are not met by the time students are seniors they are charged an addition \$30. EPC discussed the idea of making the CIL a pre-requisite for English 2010 or a pre-requisite for all depth courses. Byron Burnham raised the question of the objectives of the course and whether it should be looked at and updated. There was a short discussion of the CIL course objectives.

John Kras moved to include the EPC Report as information item on the Senate Agenda, second received and motion approved.

Information Items

Athletic Council Report. Ken White was not present although he did receive the agenda reminder. This committee is to be an advisory committee to the President and to the faculty. There are concerns that the committee is not meeting their charge. The report contains only statistics about the Athletic department and does not cover any other issues of note, for example ticket prices. The Athletic Council Report has not been to the Executive Committee on time for the last three years. The committee has been provided with a template for the report that is not being followed. Questions were raised about who the NCAA representative is and who is the Chair of the Athletics Council. At this time Ken White is both but has recently also become a department head. The Council reports to the President. Mike gave a brief history of the makeup of the Council, and their charge. There were question as to whether the Council was meeting and who was writing the report. Motion made for a revised report to be submitted to the Executive Secretary for the November 17, 2008 meeting; motion seconded by Ed Heath. Further discussion concerning making the President aware of these issues at the Brown Bag Luncheon on November 4, 2008 followed. Motion carried. Mike Parent will contact Ken White regarding the changes.

The Faculty Diversity Development and Equity Committee formulated a policy called the Caregiving and Modified Duties Policy. Kelly is worried it may have fallen through the cracks.

Mike met with BrandE Faupell and Ronda today about this policy. The amendment process is different because it is in the 300 section of the code. Shared costs of the proposal are an issue. The language was going to be modified and taken back to the FDDE committee. It will come to the Faculty Senate as an Information Item, but is not a part of the code that the Faculty Senate acts on. They can endorse it however. It has moved forward to HR and is being worked on. See section 200 of the code for the process of code revision of sections that are not under Faculty Senate purview.

Adjournment

Motion was made to adjourn at 3:53, approved.

Utah State University

Athletic Council Report

For Period of
July 1, 2007 to June 30, 2008

Submitted to the
Utah State University
Faculty Senate

By USU Athletic Council

Kenneth L. White Chair, (2007-2008), Faculty Athletics Representative
Betty Dance, Vice Chair (2007-2008)

Executive Summary

The Athletic Council advises the President with respect to the athletics program. The duties of the council are to: (a) help maintain an athletic program compatible with the best academic interests of the university; (b) assure compliance with the rules of the National Collegiate Athletic Association (NCAA), and the university athletic code; (c) review and recommend to the President all intercollegiate athletic budgets; and (d) recommend policies and procedures for all aspects of the intercollegiate programs. Major issues of importance to Athletics at Utah State University (USU) during the 2007-08 academic year were: the final full certification of USU by the NCAA Athletics Certification Committee, the completion of construction for the North End zone facilities at Romney Stadium and the hiring of a new Athletics Director (Scott Barnes; April 1, 2008). The latest (2008) Utah State University student athlete federal graduation rate is 65% (2001-02 cohort rate; compared to 44% for the general USU student Body), with a four-year average of 58% (46% for all students). A total of 130 student athletes received All – Academic conference (WAC – lead the conference). There were 151 recipients of the Joe E. Whitesides Scholar-Athlete awards (3.2 or better GPA). The Athletics department continued their efforts at enhancing funding through increased ticket sales, Big Blue contributions, sponsorship opportunities, media contracts and outside donations. Overall, the Athletics programs at Utah State University are working toward the growth that is necessary to keep the program competitive as a member of the WAC.

Faculty Senate Report Athletics Council

Introduction:

Committee Members: Kenneth White, Chair; Betty Dance, Vice-Chair (07-08), Stan Albrecht, Raymond Coward, Gray Chambers, Fred Hunsaker, Randy Spetman, Jana Doggett, Dennis Nelson, Wallace Odd, Peter McChesney, Megan Darrington, Dani Schaap, Logan Moore, Nnamdi Gwacham, Danyelle Snelgro,

Pat Evans, Hilda Fronske, Brett Shelton, Stephen Allan, Dallas Holmes. Ex Officio Members: Brian Evans, Jeff Crosbie, Dave Cowley, Whitney Pugh.

Mission: The Athletic Council advises the President with respect to the athletics program. The duties of the council are to: (a) help maintain an athletic program compatible with the best academic interests of the university; (b) assure compliance with the rules of the National Collegiate Athletic Association (NCAA), and the university athletic code; (c) review and recommend to the President and the Board of Trustees all intercollegiate athletic budgets; and (d) recommend policies and procedures for all aspects of the intercollegiate programs.

The annual report from the Athletics Council to Faculty Senate includes both future and current issues facing the Athletics Department. Each issue is reviewed by the athletics council to insure the Department of Athletics is operating within the guidelines of the NCAA and Utah State University. A long-term goal of the Athletics Department is to become increasingly self-funded.

Meeting Schedule: The Athletics Council meets monthly from September –April of each academic year, unless conflicts or a lack of agenda items dictates meeting cancelation. During 2007-08 academic terms the Council held six of the scheduled eight meetings. Meetings during the months of December and March were canceled and the business items carried over to the next regularly scheduled meeting. The December meeting was canceled due to the final exam period conflicts and a lack of time-sensitive pending agenda items and the March meeting was canceled due to the timing of the Men's Basketball NIT post-season invitation occurring during the scheduled meeting time. All agendas and minutes of 2007-08 Athletic Council meetings are available in the Appendix of this report.

I. Significant Athletic Council Issues/Actions during 2007-08 academic year (highlights briefly described below):

1. Completion of NCAA Athletics Certification:
 - Review of 06-07 components of this process:
 - Fall 2006 – Various subcommittees (Academic Integrity, Governance and Commitment to Rules Compliance, and Equity and Student-Athlete Well-Being) began writing the Self-Study Report.
 - February 2007 – Final Subcommittee draft of report to writers.
 - March/April 2007 – Student, Faculty, and Community input to process.
 - Summary of the 07-08 accomplishments:
 - May 1, 2007 – Self-Study Report completed and submitted to NCAA as scheduled.
 - August 2007 – Initial Peer-Review Team feedback.
 - September 26-28, 2007 – Peer-Review Team site visit at USU.
 - Spring 2008 – Final Certification decision received – **Full Certification with no stipulations.**
2. Re-organization of Council Subcommittee responsibilities and establishment of new Subcommittee on Minority and Gender Issues:

- The Athletics Council recommends the addition of the VP for Development to the Council and recommends this individual Chair the new Minority and Gender Issues subcommittee.
 - Each subcommittee assigned two meeting presentations during the academic year to bring relevant issues before the Council.
3. Academic Improvement plans reviewed for Football and Men's Basketball.
 - APR and GSR rates reviewed for each team.
 4. Budget review – The Council reviewed and accepted 2006-07 final budget numbers and proposed budget for 2007-08.
 - Discussed and approved proposed increase in ticket pricing for Football.

II. Athletics-Related Events/Changes during 2007-08:

1. Changes in Athletics Department Personnel:
 - Athletics Director:
 - Randy Spetman resigned in February 2008 to accept the Athletics Director position at Florida State University.
 - Kenneth White (FAR) becomes Interim Athletics Director, February-March, 2008.
 - Scott Barnes becomes Athletics Director April 2008. Scott was the Associate AD at the University of Washington prior to coming to USU.
 - Coaches:
 - Ray Corn retires as Gymnastics coach after 30 years at USU and is replaced by Jeff Richards.
 - Associate Coach of Men's Basketball, Don Verlin resigns to become the Head Men's Basketball Coach at the University of Idaho.
2. North End zone Facility in Romney Stadium Nears Completion:
 - Naming – Jim and Carol Laub Athletics-Academics Complex.
 - State-of-the-art facility open for use to USU student-athletes.

III. Academic Performance of Student Athletes 2007-08:

1. Graduation rates
 - The 01-02 cohort rate is 65%, with a four year average of 58%;
 - The 00-01 cohort rate is 41%, with a four year average of 55%;
 - The 99-00 cohort rate is 61%, with a four year average of 64%;
 - The 98-99 cohort rate is 64%, with a 4-year average of 62%;
 - The '97-'98 cohort rate was 53%, with a 4-year average of 62%;
 - The '96-'97 cohort rate was 81%, with a 4-year average of 60%;

The NCAA released the first Graduation Success Rate (GSR) for all teams of all NCAA Division I Member Institutions in December, 2005. This rate, a 4-year Average that can be directly compared to the Federal Rates' 4-year average mentioned above, is a more accurate snapshot of how scholarship student-athletes graduate. Students who transfer to USU that fall into one of the cohorts are counted in this rate (they are *not* counted in the federal rate) when they

graduate; students who transfer from USU and are academically eligible at the time of transfer do *not* count against USU graduation rates (as they do with the federal rate). The overall USU GSR for the 4-year cohorts encompassing 1998-2001 is **82% (compared to last year's 77%)**.

2. Academics/Awards

- Composite 3.04 Student-Athlete GPA
- 130 Academic All-Conference Selections (***Most in the Western Athletic Conference***)
- 82% NCAA Graduation Success Rate (***leads the Western Athletic Conference***)
- 151 Whiteside Scholar-Athletes (***3.2 or better GPA***)
- Women's Track cited as USTFCCA* All-America Team, ranked 3rd nationally with a **3.50 GPA**
- Four women and three men track & field student-athletes earned USTFCCA All-Academic Track & Field Team individual honors (Dasheek Akwenye, Blake Hadfield, Steven Strickland, Stacie Lifferth-Dorius, Erin Stratton, Katie Thatcher, Krista Larson)
- Women's Soccer earned the NSCAA College Women's Team Academic Award for the 5th straight year, joined only by Boise State of WAC institutions to receive the award. Utah and BYU are the only other Utah institutions to be recognized this year.

* United States Track & Field and Cross Country Coaches Association

** National Soccer Coaches Association of America

IV. Athletics Accomplishments of Department (2007-08):

- Men's and Women's Cross Country won 1st and 3rd place, respectively, in the WAC Championship. The Women and Men's teams both went on to place 8th at the NCAA Regional Championships.
- Men's Indoor Track won 1st place and the Women's team took 4th in the WAC Championships.
- Men's Outdoor Track won 2nd place in the WAC Championship.
- Women's Outdoor Track won 4th in the WAC.
- Women's Gymnastics finished 5th in the WAC.
- Women's Soccer won 4th place in the WAC.
- Women's Volleyball won 3rd place in the WAC and had nine players earn Academic All-WAC; Rebecca Anderson (Volleyball) and track and field athlete Steven Strickland both earned CoSIDA academic 2nd team all-district VII honors.
- Men's Basketball tied for 1st place in the WAC regular season, 3rd place in the WAC tournament and received a 1st Round bid to the NIT.
- Jaycee Carroll was named AP All-American; 2nd Team District 14 National Association of Basketball Coaches; All-District VIII, CollegeHoops.net and Lowes All-American; 1st Team All-WAC.
- Kevin Robinson was awarded All-American honors by Sportsillustrated.com, Phil Steele, Walter Camp Football Foundation,

CBSSportsline.com and Rivals.com, while teammate Peter Caldwell earned Freshman All-American honors by the Sporting News.

- Women's Basketball had eight players earn Academic All-WAC honors.
- Women's Gymnastics had seven players earn Academic All-WAC.
- Women's Soccer had 16 Academic All-WAC honorees, and Lindsay Smart earned the CoSIDA academic 2nd team all-district VII award, while teammate Abby Hunt was named to the NSCAA/Adidas Women's academic all-west region 1st team.

V. Budget:

Source of Funds	Actual	Approved	YEAR END
	FY2006-07	Budget FY2007-08	
E&G Funds	\$2,372,113	\$2,656,177	\$2,739,845
Institutional Support	\$1,812,300	\$1,887,400	\$2,742,788
Tuition Waivers	\$912,921	\$764,000	\$764,000
Department Incentives	\$120,000	\$120,000	
Total Institutional Support	\$5,217,334	\$5,427,577	\$6,246,633
Student Fees	\$1,591,419	\$1,600,000	\$1,566,834
Football			
Football- Home	\$434,933	\$416,802	\$440,332
Football - Guarantees	\$1,000,000	\$700,000	\$700,000
Total Football	\$1,434,933	\$1,116,802	\$1,140,332
Basketball - Home	\$711,941	\$750,000	\$809,633
Big Blue Scholarship Fund			
Big Blue SF - Donations	\$778,406	\$700,000	\$856,907
Golf Tourn./Other Activities	\$83,368	\$85,000	\$83,620
Aggie Auction	\$118,968	\$110,000	\$134,547
Total Big Blue S.F.	\$980,742	\$895,000	\$1,075,074
Athletic Fund			
Concessions	\$27,398	\$25,000	\$38,725
T.V. Rights Fees	\$99,314		
Women's Programs	\$14,032	\$16,000	\$16,338
Facilities Enhancements			\$93,315
Aggie Sports Properties		\$720,000	\$708,570
ASP One-Time		\$100,000	
Sponsorships	\$529,764		
Radio Networks	\$10,000		
Trade-outs	\$132,394	\$130,000	\$68,010
Sales Tax/Equity	\$73,706	\$70,000	\$80,373
Misc. Income	\$365,651	\$200,000	\$289,804
Total Athletic Fund	\$1,252,259	\$1,261,000	\$1,295,135

NCAA/WAC

NCAA Basketball Tournament	\$314,505	\$314,223	\$349,692
BCS Payment	\$559,222	\$560,000	\$410,555
WAC Basketball Tourn.	\$51,780	\$40,000	\$40,000
NCAA/Programs	\$310,261	\$300,000	\$314,348
NCAA/Sports	\$67,227	\$62,000	\$71,663
NCAA/Academics	\$62,351	\$60,000	\$61,715
Total NCAA/WAC	\$1,365,346	\$1,336,223	\$1,247,973
Endowment Earnings	\$268,171	\$140,000	\$115,279
Total Funds Available	\$12,822,145	\$12,526,602	\$13,496,893
Expenses	\$12,690,335	\$13,376,273	\$14,595,322
Balance	\$131,810	-\$849,671	-\$1,098,429*

*Scott Barnes (Athletics Director) is developing a loan agreement with an associated long-term repayment plan to cover this short-fall and, in addition, will present a long-term plan to address this financial situation in the next two months.

Appendix:

Athletics Council Meeting September 17, 2007 Agenda Items

1. Introductions/Announcements – K. White
2. Review of Membership and Subcommittee Assignments
 - 1 AC Organizational Chart
3. NCAA Certification Schedule – R. Spetman/K. White
4. Subcommittee Reports
5. Other Business

Athletics Council Meeting October 15, 2007 Agenda Items

1. Introductions/Announcements – Betty Dance
2. Final NCAA Certification update – Raymond Coward
3. Plan for Improvement regarding Football Graduation Rates – Randy Spetman
4. Budget and Finance Subcommittee Report – Fred Hunsaker
5. Other Business

Athletics Council Meeting November 19, 2007 Agenda Items

1. Introductions/Announcements – Ken White
2. Final Revisions to NCAA Certification Document – Raymond Coward
3. Update on Progress of Fall Sports – Randy Spetman
4. Discussion of facility Needs/Plans Beyond ongoing Projects – Hilda Fronske

5. Other Business

**Athletic Council Meeting
Champ Hall Conference Room
January 28, 2008
Agenda Items**

- | | | |
|----|---|---------------|
| 1. | Sportsmanship Initiative from the WAC Athletics Relations sub-committee for discussion | Ken White |
| 2. | Update on the Gender and Equity Subcommittee | Gary Chambers |
| 3. | Proposed addition of the 'Director of ASUSU' (Tiffany Evans) to the Athletics Relations Subcommittee membership | Gary Chambers |
| 4. | 2008-2009 ticket pricing and Big Blue Scholarship donation levels | Jana Doggett |

**Athletic Council Meeting
Champ Hall Conference Room
February 25, 2008
Agenda Items**

- | | | |
|----|---------------------------------------|----------------|
| 1. | Mid-year budget update | Dave Cowley |
| 2. | Report from the Academic Subcommittee | Provost Coward |

**Athletic Council Meeting
Champ Hall Conference Room
April 21, 2008
Agenda Items**

- | | | |
|----|---|---------------|
| 1. | Introduction of Scott Barnes, Director of Athletics | Ken White |
| 2. | Director of Athletics Report | Scott Barnes |
| 3. | Student-Athlete Exit Survey | Gary Chambers |

Athletics Council Meeting Minutes September 17, 2007

Members Present: Ken White, Dave Cowley, Whitney Pugh, Jeff Crosbie, Betty Dance, Gary Chambers, Wally Odd, Jana Doggett, Megan Darrington, Nnamdi Gwacham, Dani Schaap, Brian Evans, Dennis Nelson, Randy Spetman, Hilda Fronske and Fred Hunsaker.

Members Excused: Stan Albrecht, Stephen Allan, Ray Coward, Pat Evans, Dallas Holmes, Peter McChesney, Logan Moore, Brett Shelton and Danyelle Snelgro.

Members Absent: None.

Ken White called the meeting to order at 9:30 a.m.

The Faculty Senate report that has been due the last few years in August has been moved to October. We will get final budget figures (06-07) resolved and then present to the senate.

Athletic Council Sub Committees:

Ken reviewed the sub committee assignments as endorsed by the council. Ken will notify everyone of their assignment.

Randy said the rationale is we have had issues but we are not doing a good job reviewing. In the 1998 certification we started three committees that are not meeting or not meeting regularly and they have no minutes. With the new committee we will have a meeting to track where we are and give some legitimacy that we did not have before. This will be very helpful for us in the future.

Gary looked at an action plan that we can measure from time to time. This committee will eliminate problems with certification in the future. Gary thanked Jana for putting the documents together. He suggested we leave it to the chairs for setting up the meeting times.

Jana Doggett motioned to accept the organization for the subcommittees. Wally Odd seconded the motion. The vote was unanimous.

Action item:

Dennis Nelson made the motion to add Ross Peterson (V.P. for Development), as the new Chair of the Subcommittee on Athletic Relations, to the Athletic Council. Betty Dance seconded the motion. It was a unanimous vote by the council.

Action item:

We need to ask Provost Coward to initiate a membership change to the Athletics Council with the recommendation to add the V.P. for Development (Ross Peterson) to the council. We will need to have a policy change approved by the Executive Council. Dallas will

check to see if we have any difficulties.

NCAA Certification Review Site Visit:

Randy reviewed the certification schedule with the group and addressed the concerns the team has with our programs.

The first concern the certification team had was a misrepresentation of our special admittance. The formula showed we had 100% of our players on special admittance. We only had 1 player that we brought in below 18, but 1 of 1 was 100%.

Brian has helped with admissions. The years we are reporting are the years before our current staff. We are within good standardization of regular students at USU. Brian has data to show who they were and where they are today in terms of graduation.

The other question the certification team had was on our overall graduation of the football athletes. Brian has put together a comprehensive plan to start doing background checks, resource manager, and changing our study hall.

We are changing our tutor system to an objective base system. We will no longer require an athlete to log hours. They will meet with tutors on Sunday and discuss what they have due for the week. They have to show that their tasks are finished or if they have a test a tutor will be lined up for the athlete. We are hoping to increase our GPA for the team. The PT reports to the coach if the athlete is not responding and the coach will decide the discipline.

Gary asked if we will be doing the presentation to the whole group. The NCAA has not asked for the presentation.

Dani inquired if there is anything they need to know about the SAAC meeting with the group. Randy just responded to answer their questions honestly. We need to stress what a great SAAC program we have here because we have the best SAAC program in the nation.

Athletics Department Strategic Plan:

Randy distributed a strategic plan for the Athletics Department. We are going to change and continue to grow.

Randy has felt that we do not provide enough information to the council. He will start forwarding more information to the council and help you stay up to date with where athletics are in the program.

Subcommittee Updates:

Ken made the following assignments for the subcommittees to report to the council:

October	Budget and Finance
November	Gender and Minority Equity
October	Academics
November	Athletic Relations
December	Open
January	Budget and Finance

February Academics
March Athletic Relations
April Gender and Minority Equity

Ken reminded the council that volleyball and soccer are in full swing as well as Homecoming on Saturday. He then thanked everyone who is service on the council.

Meeting was adjourned at 10:30 a.m.

Subcommittee Responsibilities

Budget and Administration

(convene as needed)

1. To assist in planning, establishing, and monitoring the Athletics Budget.
2. To assist the Athletics Department in order to maintain the fiscal integrity of Utah State University's Athletics programs.
3. To provide advice regarding the staff, resources, and facilities needed to support athletic programs that are competitive in the Western Athletic Conference and the National Collegiate Athletic Association.
4. To assist with sport sponsorship and schedules.
5. To review and recommend ticket prices.

Student Academic and Athletics Eligibility and Intercollegiate Sports

(convene as needed)

1. To oversee and monitor the academic progress, eligibility and graduation rates of student-athletes at Utah State University, paying particular attention to female athletes and athletes from underrepresented groups.
2. To oversee and monitor the health and well-being of student-athletes at Utah State University
3. To review the policies and program operations in the Athletics Department that are designed to support the academic performance and well-being of student-athletes at Utah State University.

Athletics Relations

(convene quarterly)

To assist the Associated Students of Utah State University with reporting on and addressing athletic-related issues including school spirit events, game seating and fan conduct.

To work with the spirit squad and Utah State University band regarding their athletic travel funding, funding overall, and halftime, pre-game and alumni events involvement.

To be involved in public relations strategies as they relate to athletic events with the University campus and the Cache Valley area.

Gender & Minority Equity

(convene quarterly)

To review athletic participation opportunities for women student-athletes and minority student-athletes.

- To review opportunities for women and minorities in administration.
- To assist with addressing fair and equitable treatment of women and minority student-athletes.
- To oversee plans to address the evolving standards of the NCAA in the areas of gender and minority issues.
- To work with athletics to yearly update the written institutional plan for addressing gender and minority issues in athletics.
- To work in collaboration with the university offices involved with gender and minority issues to foster awareness and encourage participation in programs available to both the student-athletes and employees.

NCAA Certification Interview Schedule

DAY 1 - WEDNESDAY, SEPTEMBER 26

Time	Dr. Steven Ballard Hotel Confirmation #18692	Ms. Ellen Ferris Hotel Confirmation #18693	Mr. Jeffrey Konya Hotel Confirmation #18694 Kelly Brooks Hotel Confirmation #18695
	PEER-REVIEW TEAM TRAVEL		
	LODGING University Inn (on the campus of Utah State University) 4300 Old Main Hill Logan, UT 84322-4300 Phone (435) 797-0017 ▪ Fax (435) 797-1580 Contact person at the Inn: Ann Marie Wallace (435) 797-0075 http://www.usu.edu/univinn/		
3:00 p.m.	MEET IN WORK ROOM University Inn, Room 507 Meet with MR. SHANNON THURSTON , USU Technical Support Specialist, to connect computers		
3:15 - 4:00 p.m.	PEER-REVIEW TEAM PREP SESSION with Kelly Brooks, NCAA Work Room: University Inn, Room 507 Note: Requested records will be in the Work Room. Key to lock room will be available.		

4:15 - 5:45 pm	FACILITY TOUR Meet Randy Spetman and Ray Coward in hotel lobby Transportation provided by Host Randy Spetman, Director of Athletics
5:45 – 6:05 p.m.	RETURN TO HOTEL FOR BREAK PRIOR TO RECEPTION
6:05 – 6:15 p.m.	MEET RANDY SPETMAN IN UNIVERSITY INN LOBBY Transportation to reception provided by Randy Spetman
6:15- 8:30 p.m.	RECEPTION Champ Room, Dee Glen Smith Spectrum Return transportation to University Inn provided by Randy Spetman



DAY 2 - THURSDAY, SEPTEMBER 27

Time	<i>Dr. Steven Ballard</i> Meeting Room University Inn, Room 508	Ms. Ellen Ferris Meeting Room University Inn, Room 510	Mr. Jeffrey Konya Meeting Room University Inn, Room 511
7:30 a.m.	Meet in University Inn, Room 518, for breakfast Complimentary continental breakfast for all guests is available in University Inn, Room 518, daily 7-9 a.m.		
8:00 – 8:40 a.m.	President – Dr. Stan Albrecht University Inn, Room 508		
8:45 - 9:25 a.m.	Steering Committee Chair / Academic Integrity Subcommittee Chair / Executive VP and Provost – Dr. Raymond Coward University Inn, Room 508		
9:30 – 10:15 a.m.	Steering Committee Meeting University Inn, Room 508		
10:20 - 11:05 a.m.	Academic Integrity Subcommittee Members: Chief Report Writer / Assistant Provost – Michelle Larson Associate Athletic Director of Student Services – Brian Evans Coordinator of Academic Services – Amy Crosbie University Inn, Room 508		

11:10 a.m. – 12:10 p.m.	Head Football Coach Brent Guy Head Men's Basketball Coach Stew Morrill	Head Women's Basketball Coach Raegan Pebley Head Softball Coach Candi Letts Sports Oversight Administrator Randy Spetman	Head Men's & Women's Tennis Coaches Christian Wright Head Men's Golf Coach Dean Johansen Sports Oversight Administrator Jana Doggett
12:15 - 1:30 p.m.	PEER-REVIEW TEAM LUNCH / PROGRESS MEETING Work Room: University Inn, Room 507 (Lunch catered in Room 507)		
1:35 – 2:15 p.m.	Director of Athletics – Randy Spetman	Sr. Associate Athletic Director for External Operations / Senior Woman Administrator – Jana Doggett	Governance & Rules Compliance Subcommittee Chair / Faculty Athletics Representative – Kenneth White Compliance Coordinator – Jake Garlock
2:20 – 2:50 p.m.	OPEN	Director of Admissions - Jenn Putnam University Inn, Room 510	
3:00 – 4:15 p.m.	Student-Athlete Advisory Committee (SAAC) University Inn, Room 508		
4:20 - TBD	PROGRESS MEETING / REPORT WRITING / DINNER Peer-Review Team Work Room: University Inn, Room 507 Transportation to and from dinner and hotel: Kelly Brooks (Dinner on your own)		



DAY 3 - FRIDAY, SEPTEMBER 28

Time	Dr. Steven Ballard Meeting Room University Inn, Room 508	Ms. Ellen Ferris Meeting Room University Inn, Room 510	Mr. Jeffrey Konya Meeting Room University Inn, Room 511
7:30 a.m.	MEET IN HOTEL LOBBY Check out of hotel Complimentary continental breakfast available to all guests in University Inn, Room 518, daily 7-9 a.m.		

7:50 a.m.	<p align="center">MEET MICHELLE LARSON IN HOTEL LOBBY for short walk to Old Main building</p>	
8:00 – 8:15 a.m.	<p align="center">Private meeting with President Stan Albrecht President’s Office, Main 116</p>	<p align="center">OPEN</p>
8:15 – 8:45 a.m.	<p align="center">EXIT MEETING</p> <p align="center">Attendees: Dr. Steven Ballard, Ms. Ellen Ferris, Mr. Jeffrey Konya, Mr. Kelly Brooks President Albrecht and invitees: Ray Coward, Randy Spetman, Fred Hunsaker, Ken White Champ Hall Conference Room, Old Main, Room 136</p>	
8:45 a.m.	<p align="center">Complete and double check all travel reimbursement forms</p> <p align="center">Meet With TERESA DENTON, President’s Office, regarding travel reimbursements Old Main, Room 116</p>	
9:00 a.m.	<p align="center">Depart Utah State University</p>	

Athletics Council Meeting Minutes

October 15, 2007

Members Present: Dave Cowley, Whitney Pugh, Jeff Crosbie, Betty Dance, Gary Chambers, Wally Odd, Nnamdi Gwacham, Dani Schaap, Brian Evans, Dennis Nelson, Randy Spetman, Hilda Fronske, Brett Shelton, Logan Moore, Ray Coward, Dallas Holmes, Stephen Allan and Fred Hunsaker.

Members Excused: Stan Albrecht, Ken White, Jana Doggett, Megan Darrington, Danyelle Snelgro, Pat Evans and Peter McChesney.

Betty Dance welcomed everyone and asked if anyone had any items to add to our agenda.

The Provost has received the final report from the NCAA certification team. The site visit went very well and Chancellor Ballard said we have a model program. He is going to take back many of our policies to his own campus.

Randy said the committee's reason was the openness of the entire University and they were able to validate our report. Everything we said in our report was reiterated by the student-athletes that the committee spoke with. Kelly said we were logistically prepared as an institution. Randy wants to thank everyone who was a part of the process, especially Michelle Larson.

Fred discussed that the NCAA group is experienced and this is what they do. We showed them we are doing what we said we are doing.

The Provost addressed the seven standards that the team reviewed. Out of the seven standards we received a clear bill of health on six. The area we received comments was on the academic standards. The NCAA Certification Team had questions on special admits. We have a procedure that may not fit academic standards. Ultimately we provided enough information that the NCAA team had no improvements in this area. The second was on the graduation rates for football. We have a plan that Randy will present to the Council. The third question was on academic schedules versus practices and competition.

We will have until December 14 to respond to their report. In February the certification team will submit their report to the NCAA Governing Board and our report will then go before the Executive Board in March or April.

Ray asked if anyone had any questions on the NCAA review. He did not receive any questions.

Randy presented the NCAA football graduation plan for improvement. The NCAA has agreed to our plan and we are presenting this plan to the Board of Trustees. Randy asked Brian to address the four steps to the graduation improvement plan. First, we have a lot of students that come to us with learning obstacles. We ask them to provide a history form so we have information that we can get them help if they have a learning disability. This history helps us with identifying the type of help these students need. It is too soon to tell how this helps the students.

The second step is an objective based study hall. The students that are identified as at risk will meet with a personal tutor. They have to show they completed those tasks which are due

during the week. This is a way we are assuring they are getting things done.

Third, if a student-athlete fails a class the student will have a meeting with their head coach, the Director of Athletics, and Brian Evans, to discuss why they failed. We will register the student back in class the next semester. There will be consequences to the student who failed the class.

Fourth, we are going to hire a learning specialist to meet with student-athletes and work with them. This person can follow up and work with these students throughout the years.

Hilda has already noticed a change in the attitudes of some of the athletes.

Gary Chambers made the motion to approve the new graduation improvement plan. Nnamdi Gwacham seconded the motion. A vote was taken on this plan and approved unanimously by the Athletic Council.

Fred asked to make general comments on the budget before turning it over to Jeff, Whitney and Dave. Fred indicated the budget for the '07 year is the most complete budget and that he has total confidence in this budget. The NCAA comes in each year and audits the Athletics Department. This year we have balanced with the NCAA numbers. This budget is complete and accurate on both revenues and expenses. The 2008 budget is still a work in progress. The closing balance on the budget is the beginning balance for the new year.

Jeff indicated we have not received any new dollars but that it is money that has always been in the budget just not shown on the report, for example the tuition waiver and costs. The new money we did receive was from the BCS game. We cannot budget this money because we do not know if any teams will make the BCS.

Gary asked if the NCAA/WAC money is external. The WAC basketball is a guarantee that they will provide the dollars. We have an incentive base bonus in the tournament where you could make an additional \$5,000 if you make a semi-final game and \$10,000 if you make the finals. This could be a sizeable incentive. We have sold the rights to Nevada for advertising but the WAC office has the responsibility to sell corporate rights for the tournament.

Dallas asked about the miscellaneous income. The miscellaneous income used to be lumped together with trade-out dollars. We felt it was important to separate the miscellaneous dollars and the trade-out dollars. The \$365,000 has some development dollars in this account and these accounts have had a good year.

Gary recommended breaking out the miscellaneous accounts into some specific accounts. Fred replied that a lot of those monies were given to a specific sport and that money is still coming in for the north end zone.

Fred made a motion to accept the report for the operating budget for 2007. Wally Odd seconded the motion. The Athletic Council unanimously approved the budget for 2007.

The Provost asked about the budget for the 2007-2008 year. Fred said they are still working on the budget. The Budget Subcommittee will present the budget at the next Athletic Council Meeting.

Operatin g Budget

Source of Funds	Actual	Budget	Actual
	FY2005-06	FY2006-07	FY2006-07
E. & G. Funds	\$1,540,217	\$1,622,289	\$1,649,500
Staff Benefits E. & G. Funds	\$691,229	\$721,919	\$722,613
Institutional Support	\$759,552	\$759,000	\$1,812,300
Institutional Support/Tuition Waivers			\$912,921
Department Incentives			\$120,000
Total Institutional Support	\$2,990,998	\$3,103,208	\$5,217,334
Student Fees	\$1,531,316	\$1,730,000	\$1,591,419
Football			
Football - Home	\$388,334	\$505,000	\$434,933
Football - Guarantees	\$725,000	\$1,000,000	\$1,000,000
Total Football	\$1,113,334	\$1,505,000	\$1,434,933
Basketball - Home	\$693,603	\$705,000	\$711,941
Big Blue Scholarship Fund			
Big Blue SF - Donations	\$704,320	\$800,000	\$778,406
Golf Tourn./Other			
Activities	\$21,361	\$30,000	\$83,368
Aggie Auction	\$97,138	\$100,000	\$118,968
Total Big Blue S.F.	\$822,819	\$930,000	\$980,742
Athletic Fund			
Concessions	\$29,286	\$50,000	\$27,398
T.V. Rights Fees	\$123,611	\$150,500	\$99,314
Women's Programs	\$18,901	\$20,000	\$14,032
Sponsorships	\$465,561	\$600,000	\$529,764
Radio Network	\$14,000	\$15,000	\$10,000
Trade Outs	\$472,238	\$240,000	\$132,394
Sales Tax/Equity	\$68,852	\$80,000	\$73,706
Misc. Income			\$365,651
Total Athletic Fund	\$1,192,449	\$1,155,500	\$1,252,259
NCAA / WAC			
NCAA Basketball			
Tournament	\$472,709	\$350,000	\$314,505
BCS Bowl Game	\$141,667	\$105,000	\$559,222
WAC Basketball Tourn.	\$25,000	\$25,000	\$51,780
NCAA/Programs	\$298,085	\$275,000	\$310,261
NCAA/Sports	\$62,010	\$60,000	\$67,227
NCAA/Academic	\$58,330	\$55,000	\$62,351
Total NCAA / WAC	\$1,057,801	\$870,000	\$1,365,346

Endowment Earnings	\$175,033	\$120,091	\$268,171
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Total Funds Available	\$9,577,353	\$10,118,799	\$12,822,145
	\$10,145,45		
Expenses	6	\$10,118,799	\$12,690,335
Balance	(\$568,103)	\$0	\$131,810

Athletic Council Minutes
November 19, 2007

Members Present: Ken White, Dave Cowley, Whitney Pugh, Jeff Crosbie, Betty Dance, Gary Chambers, Wally Odd, Jana Doggett, Megan Darrington, Nnamdi Gwacham, Dani Schaap, Brian Evans, Dennis Nelson, Randy Spetman, Hilda Fronske and Fred Hunsaker.

Members Excused: Stan Albrecht, Stephen Allan, Ray Coward, Pat Evans, Dallas Holmes, Peter McChesney, Logan Moore, Brett Shelton and Danyelle Snelgro.

Members Absent: None.

Ken White called the meeting to order at 9:30 a.m.

Ken welcomed everyone to the council meeting. He turned the time over to Randy to discuss the fall sports update.

The fall sports are positive to look at our results. The men's cross country team took the WAC championship and the women's team came in third. Volleyball beat Hawaii who has never lost in a WAC Tournament. Women's soccer played Hawaii in the WAC tournament only to just loose in double over time. The fall sports results are a very, very encouraging and indicate things are moving in the right direction. Saturday (New Mexico State) was a must win for football and so is next week (University of Idaho). We have not won two road games since 1999. Grayson DuBose received Coach of the Year for volleyball and Gregg Gensel was the cross country Coach of the Year.

Seth Wold was named the WAC Cross Country Athlete of the Year and Chio Lopez was named Freshman of the Year. Seth Wold, Steve Strickland, Chio Lopez, and Nick Bolinder all earned first-team all-WAC honors.

Volleyball's Chelsea Fowles, Amanda Nielson, Melissa Osterloh and Danielle Taylor earned All-Conference Honors.

We have received the dates for our next NCAA Certification in 2015. We are still working on our current revision to the certification that is due on December 14, 2007.

Hilda Fronske indicated she is seeing more and more classes scheduled at the HPER. The HPER department has first priority for classes and we do not have enough gym space for practice (Basketball). With Stew's winning record he should always have a place to practice. The needs of the university are getting greater.

Randy agrees that we need a new facility. We would like to build a facility that would hold 2,000 to 3,000 people that would be an excellent venue to host gymnastics and volleyball. Ideally, this facility would be built in the area near to the track. We are looking at five to six million dollars to build this project. Our fist priority is to finish the Athletic Center (North Endzone Complex). The second priority is a new fitness facility and the third priority is a new practice gym. We are accomplishing our goals and we have a donor interested in helping us with fitness facility. Randy will build a model to show people what we would like to build. Dave Cowley indicated that a HPER renovation is high on the campus priority building list and suggested expanded gym

space was included in the requested. Fred Hunsaker did not know if the HPER renovation included a new gym or if any additional space would be added in the renovation. The remodeling project is pretty high on the list.

Gary Chambers asked why the press box was not on the list of priorities mentioned. When we initially addressed the stadium renovation we addressed safety issues on the press box side. What kind of plan do we have to for the press box?

Randy has a design for a new press box with a price tag of thirty million dollars. Ken White asked if we could get some state funds to help with the restroom facilities on the west side. The problem with the restrooms on that side is how they were originally built. There are things on the concourse level that Randy is going to do to help until we have funding available for the press box.

Fred stated that the state gives one hundred fifty million each year in capital improvements and the state has ten institutions that pull on that money. USU has more funding than any other institution and then we have internal competition. This is an issue Ken will track.

Gary had the first gender equity subcommittee meeting and will implement the new ideas.

Dennis said that we have a safety issue when people park at the east parking lot for basketball, across from 10th North. There is no light and people are at risk of getting hit. Randy will look at a portable light and look at having a USU officer or other personnel at the street. Fred said we need to repaint the crosswalk to make it more visible.

Ken will monitor the agenda items for next month's meeting. If it looks like there is nothing pressing we will not meet in December.

Athletic Council Minutes
January 28, 2008

Members Present: Stephen Allan, Gary Chambers, Raymond Coward, Dave Cowley, Jeff Crosbie, Betty Dance, Megan Darrington, Jana Doggett, Pat Evans, Hilda Fronske, Dallas Holmes, Logan Moore, Whitney Pugh, Dani Schaap, Brett Shelton, Ken White, and Ross Peterson.

Members Excused: Stan Albrecht, Brian Evans, Fred Hunsaker, Peter McChesney, Dennis Nelson, Wally Odd, Danyelle Snelgro, and Randy Spetman.

Members Absent: None.

Ken White called the meeting to order at 9:30 a.m. He welcomed everyone to the council meeting and briefly discussed the WAC Sportsmanship initiative indicating the issue has been presented to the Athletics Relations Subcommittee for further discussion and follow-up. Ken next turned the time over to Gary Chambers.

Gary's minority and equity subcommittee group has met twice and is coming up on their third meeting. We are looking at internships for athletes. We have an athlete come spend four years on campus and then we let them get away from us. The student already knows what it is like to live in Logan. The group is also reviewing the "Student-Athlete Exit Interviews" to see if there are other questions that will help us with our goals or other questions we can add that will help us as a University.

Jana has given the exit interview questions to the SAAC committee and they have asked us to make some minor changes to the text and content of some questions. Ken asked Jana how the data is compiled for use. The Athletics Department puts the information in to charts and graphs that we use. If the information is coach specific we use that information in their annual review. Ken asked if the data would be easier to work with if it is soft data and not hard data.

As we look at the organizational chart for the Athletic Relations Subcommittee Gary requested we add the Director for ASUSU, Tiffany Evans, to this subcommittee. Tiffany is the supervisor over the Spirit Squad and ASUSU. She could provide constructive input and historical perspective to discussions and this would also provide continuity if this position is on the subcommittee.

Jana Doggett made a motion to accept. Ray Coward seconded the motion. A vote was taken and all were in favor of the motion. No one opposed the motion.

Jana made a presentation on increasing the donation levels and ticket pricing.
(Attachment)

Gary asked about the trend of season ticket holders. Tom indicated that we consistently stay within thirty tickets for football.

Brett asked if we had any thoughts or possibilities about grandfathering anyone. Jana replied that this is a slippery slope and at some point you have to move them forward as well. The best way for us to be better is move everyone now.

The message we need to get out is with fund raising and ticket sales are the only way we will get better and enhance the capabilities of all our sports.

Jeff said the intent is right now we have aggie fans. We offer great games for our fans. We need help in maintaining and keeping up with the WAC. If we want to keep up with the times we need to implement a plan.

Ken stated that even if we elevated the ticket prices we are still low as compared to other non-BCS institutions.

Ross's fear is that our hope is that we will sell several tickets to the BYU and Utah games. In the long run for the people who will consistently buy tickets, it is a gamble.

We will continue to push season tickets up until September and we have contingency plans in place. We will not be raising basketball ticket pricing at this time.

Ray made a motion to accept the pricing and donation level changes. Betty Dance seconded the motion. Abstention was taken by Ross Peterson and Dallas Holmes from the vote. Gary Chambers opposed the motion and all other voting members present approved.

The Provost reported that we led the WAC in Academic All-WAC selections for fall sports with 42 students. This is all students who were in-season and had a 3.0 or above during the semester. We had eight out of twelve sports that had a team cumulative GPA of 3.0 and above. Football had 25 players under 2.0 GPA and men's basketball had 3 players. This does concern us and we are addressing these issues.

Ken asked if anyone had additional business and then adjourned the meeting.

From: Karl Benson [mailto:kbenson@wac.org]

Sent: Thursday, December 20, 2007 11:49 AM

To: 'Subject: Sportsmanship

As you recall, the WAC Board of Directors has directed me to place an emphasis on sportsmanship this year that would apply to coaches and participants as well as fans.

Many WAC universities have implemented sportsmanship initiatives this fall and as a result we have seen positive changes in fan behavior throughout the WAC. However, as we approach the beginning of conference play for men's and women's basketball, I want to re-emphasize the need for you to enforce your institutional sportsmanship polices along with WAC polices, especially when it comes to fan behavior.

This message is to also remind you that any planned, premeditated chants or

cheers that contain obscene, vulgar, offensive or threatening language do violate the WAC sportsmanship code and will NOT be tolerated. I know in the past member institutions have ignored these unsporting acts by fans but it must stop and stop now.

WAC men's and women's basketball officials will be instructed that should they hear a chant or cheer that contains obscene, vulgar, offensive or threatening language, to inform the PA announcer to issue a warning that any subsequent chants or cheers will result in a technical foul on the home team. The PA announcer will also inform the crowd that further violation of this policy may result in fans being removed from the arena. The decision to remove any fans will be left up to the discretion of the home team athletic director or his/her designee.

However, our officials will be instructed to continue to call technical fouls should the chants/cheers continue.

Thank you for your cooperation with this and trust you will take necessary action to eliminate all unruly fan behavior during this basketball season. Happy holidays to you and your families and best wishes for a successful 2008.

TO: WAC Council
Men's and Women's Basketball Coaches

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Athletics Council Minutes February 25, 2008

Ken welcomed everyone to the council meeting. We are doing an accelerated search by the President and Provost to find a new Athletics Director. Ken will be the interim Athletics Director with Jake Garlock acting as the FAR.

Dave Cowley met last week with the budget subcommittee to receive and review the year to date budget. The numbers were prepared by Jeff and reviewed by committee. The bottom line is athletics is far from breaking even this year. In the expense budget we are higher by a few hundred thousand this year. Men's basketball and women's basketball have exceeded this budget. The average on expenses might offset miscellaneous expenses not shown.

The Provost asked about the NCAA revenues. Dave indicated the final bowl numbers were not in yet so we used last year's numbers. They should be the same.

Gary asked why the WAC Tournament was less this year. Jana indicated the numbers we plugged in is a guaranteed number. Our ticket sales may take the number up.

Dave indicated that last year we had \$100,000 in TV. This year it is showing nothing because that moved to Aggie Sport Properties. The budget is better than back in June. As we have continued it comes down in deficient

Betty made the motion to accept the budget report. Ross seconded the motion. No one opposed the motion.

The Provost had a meeting of the academic subcommittee. He distributed a report to the council. He wants to take your eye to a couple of numbers on the report. The far right yellow is both pretty good at 3.0 for about 340 students. The women trump the men with a 3.25 compared to a 2.75.

The football team is at a 2.78 and is fully respectable. We had twenty-five football players below a 2.0. Brian put together some comparisons over the last eight years. We are going in the right direction.

Brian said that for some time we beat up on golf but they have recovered quite well. They have a 3.09 cum and it is quite well for them.

Ross said that with their travel schedules this is pretty amazing. Ken said he is kind of giddy looking at this report. There are some academic departments on campus that

would kill for those GPA's. Brian said they are definitely student-athletes and he gives credit to the coaches. They are the hammer behind this. The Provost indicated that when a student-athlete fails a course we made a slight change. They will meet with Brian and the head coach. Coach Guy has been helpful with these actions. This is a coach that "walks the walk and talks the talk". This is real serious for Coach Guy.

The graduation rate is a period of six years and we are in good standing with WAC. The academic progress rate started 03-04 year. These student-athletes must be eligible and retained one year to the next, kind of like a batting average. The benchmark is a 925. If the APR plan is below 925 – analyze the data and identify where we are losing points. We only had one team below 925 and we are working on a plan. We are not in jeopardy of any team being below 900. Provost indicated that it is not academic performance but retention of this team and we are addressing this issue.

Gary asked about the funding to finish the north end zone and where we were with the building. Ken told the group that it was the desire on part of president to complete the building by fall semester. It is the center of the athletics. The president is committed to completing this project. We are in the process of moving softball into the locker room. Ross said we are meeting on March 6 to track down pledges and come up with new donors. We are trying to figure all the figures.

Ross met with his athletics relations subcommittee. For Ross it was an educational meeting. We had representatives from game management, ASUSU, and the Spirit Squad. We have fantastic events this winter and will have a great event with the Hall of Fame. Last Friday night there was a reunion from '48 to last year's former players. We had people from every decade. Really fun and helps to heal the wounds plus it is a very good function. In time it will pay dividends. The group discussed how to enhance scholarships in the spirit squad. Ross will expand the teamwork between the committee and the council.

Ken asked the group for any other items? Hearing none Ken adjourned the meeting.

Athletic Council
April 21, 2008

Ken welcomed everyone to the meeting. This will be the last meeting for this academic year. This is Steve and Betty's last year on the council and Ken wants to publicly acknowledge their contributions to the council. Ken introduced Scott Barnes, the new Director of Athletics. Scott and his wife Jody are a great addition, he is a tremendous leader.

Scott and Jody are really excited to be here. It is a great time to be an Aggie. It is an honor to be here. Provost Coward asked Scott what surprised him most about Utah State. Scott replied the passion from the fans and staff about this place. He has heard of the legacy of the Aggies that come out. Scott finds that people are vested in the program.

Provost Coward then asked Scott to share his experience Robbins Awards. The volleyball program is special in that it is different than it has been in the past. Amanda was involved with breaking those records. Jaycee represents us very well. He works as a group.

We will host the Whitesides' Luncheon on Thursday. We have a total of 166 students and trainers. This is very close to being a record number. To be part of the Whiteside's luncheon you must have a 3.2 cum GPA or 3.2 over last 2 semesters. We still have some blanks on the RSVP for the council and we would like for you to join us. The luncheon is in the Taggart Student Center ballroom and will be done by 1:00 p.m. We have deans, the athletic council and various people around campus that will be part of the luncheon along with the athletes.

Provost Coward asked Brian to invite the faculty senate to the Whitesides' luncheon.

Scott gave a recap of what he has been working on over the last three weeks. To gain a better perspective he has been meeting with every staff member and will be spending the next couple of months finishing up. We are in an assessment process and planning process. Scott will develop a long term plan to include the next three years. It has been great to get to know folks. As we move forward if you know someone we meet with on campus please let us know. Scott is working on the perspective of knowing the climate and culture strengths and weakness.

We had an NCAA diversity work shop for the athletics department staff and athletes. We had some really good conversations. The NCAA representatives did a good job at encouraging open thought and action. It was a very productive session.

Football season ticket renewals are underway. 30% of the tickets have been renewed and we feel we are on target even with the price increase. We have received comments on the price increase and we will continue to educate people. We will have people who are not happy with this decision.

June 1 we will go on sale for new season ticket purchases. We need to be more aggressive and we are developing strategies in sales.

We received notification from the NCAA that we are certified. Scott complimented the council for their work. Congratulations to everyone for that accomplishment.

The attendance requirement for football was not met last year. We are confident with Utah and BYU this year that we will get there. We are moving forward with strategies to overcome weather or wins and losses.

Gary asked about the student fees counting last year but not counting this year. Ken informed the group that the NCAA has changed the rules on how student fees can be counted going forward. Scott wants us to keep that in mind and focus on getting the students out to the games.

Ross said the development office has had the most negative feedback calls this year with the donation and ticket prices going up this year. Scott is encouraged with the frank discussion. People are venting but not walking away. This is not an easy discussion.

The north end zone is a wonderful arrow in our quiver. It will impact our student-athletes welfare, our prospective athletes, and have an academic student area. This is a facility that impacts the entire student-athlete community. On July 25 football will move in to the complex and the third floor will be done prior to the first home football game. Ken recommended the first fall council meeting be held in the new complex. It is important for us to go on a tour. It is an unbelievable student welfare facility.

Gary reported on the gender minority sub committee. The subcommittee has met four times. In the meetings they have handed out an action plan and they will review this plan on an annual basis. The sub committee will start meeting in the fall of each year. The subcommittee is a functioning group.

We have been working on an inclusive report for the student-athlete exit interview. We would like more information from the athletes that is more inclusive with the general campus. Gary distributed a new student-athlete exit survey. The areas in grey on the survey will be shared with the committee. Some of the other pieces of the survey were already in place. As a subcommittee we are providing input not evaluating the programs. The subcommittee will only get the grey part.

The goal of the subcommittee is to have these done each year. Scott indicated in the past we have sent out an exit interview but have not always received them back. We will now do all exit interviews face to face. Ken asked Gary to clarify the eligibility year on the survey. This may be confusing to the athlete. Whitney asked if we give the survey to athletes that are leaving for other reason. We have given them to all athletes.

Ken asked Gary to look at why we do not retain our students. From his perspective that is the most concerning. Why do we not retain student athletes? They don't always feel comfortable in cache valley. There may be questions to address some of those needs up front.

Fred requested that we track the trends and follow what happens. Ken thought the exit interview should be done face to face. It needs to be mechanism in a spreadsheet to track trends. Gary indicated in the past it was developed through a student committee. Ken asked Gary to take some issues back to subcommittee to look at and that the council could follow up.

Ross reminded the group that the student-athletes were told they would be members of the Big Blue Scholarship Fund for three years after graduating.

Alumni will host an event in Las Vegas before the game against UNLV. They will depart on Thursday, have a golf tournament on Friday and then go to the football game on Saturday. Wally informed the council that faculty and staff is considered part of alumni as per the bylaws. Wally encouraged everyone to join the Alumni group for this event.

Ken thanked the council and concluded the meeting.

Associated Students of Utah State University
Chair: Grandon Brimley
Contacts: 797-1723, Grady.brim@aggiemail.usu.edu

The school year so far has been a huge success and students are more involved than ever. We have three bodies that work together to enhance student life. The Academic Senate meets every Monday night at five, the Executive Council meets every Tuesday at 6:00 and the Graduate Student Senate meets every other Thursday at 5:00. All meetings are held in TSC 336. We would love your attendance if you would like to weigh in on an issue.

Initiatives completed this year:

- Student voter registration drive. Through student efforts we had 4,700 registrations here on campus. We had students manning the booth everyday and a table at every major event on campus.
- Week of welcome had huge attendance at every event. There was a new event started to integrate all the clubs, called the Aggie Stampede. Groups from all areas of campus paraded through the streets and increased awareness of each other. Day on the quad was also once again a huge success.
- The third floor of the TSC is on its way towards being remodeled. It was given four different designs from our Interior Design students. Then the student body voted to choose which design we will use. We are excited for the renovation to start and believe it will make a big difference in increasing student communication and draw more students to that area of the TSC.
- Athletic event attendance has been a good fight. Athletics vice president is working on all angles to increase attendance at the games and heighten school spirit. Including my favorite, the BYU rivalry shirt. Reminding our rivals that in the end, we win, because they still live in Provo.
- Aggies for Africa held their second annual shoe drive and gathered close to 1000 pairs of shoes that will be shipped to Africa. Almost double from last year.
- The senators from the College of Agriculture, the College of Natural Resources, and the Huntsman School of Business have each sponsored very successful weeks promoting their individual colleges.
- Already awarded 11 Academic Opportunity Fund awards to support students in undergraduate research presentations.
- Resolution to include academic advisor approved interviews (ie. med school, law school, grad school) in the approved absence policy.
- Graduate Senators have been working hard to select and award travel grants that have gone to help Graduate students present their research.

University Retention Report to Faculty Senate

November 2008

Presented by Office of Retention and First-Year Experience

Abstract

This report is prepared on an annual basis for the Faculty Senate at Utah State University in an effort to provide basic student cohort and retention data, and to explicate processes, initiatives, and programs central to student retention efforts at Utah State. Following a summary depiction of current and recent available cohort and retention data, this report will annotate specific retention-focused programs and processes at Utah State University, with sections highlighting recent accomplishments, updating current initiatives, and introducing future programs and imperatives. The report will conclude with a statement emphasizing the critical nature of collaboration among faculty, staff, and administrators in efforts to meaningfully enhance the student experience at Utah State University.

Function of the Office of Retention and First-Year Experience

Established just over two years ago, the Office of Retention and First-Year Experience at Utah State University exists to comprehensively and cohesively approach the processes of student transition, integration, and persistence through programs, initiatives, and research. Primary programmatic functions of this office include:

- Student enrollment confirmation
- Student Orientation, Advising, and Registration (SOAR)
- The University Connections course (USU 1010)
- University Parent and Family Programs
- Matriculation, change of enrollment, and leave of absence advising
- Research and analysis of student and institutional retention data

Beyond the scope of these programs, the Office of Retention and First-Year Experience collaborates extensively with myriad departments, offices, and individuals from across the University to identify and implement programs and initiatives meant to enhance the capacity of the institution to contribute to student success and mitigate student attrition.

Retention, Enrollment, and Program Participation Figures

Cohort Retention Figures, 2004-2007 (All figures from Analysis, Assessment, and Accreditation)

Initial 2004 First-Time, Full-Time, Degree-Seeking, Logan Campus Cohort: **2,028**¹
Official 2004 Retention Rate: **71.0%**

Initial 2005 First-Time, Full-Time, Degree-Seeking, Logan Campus Cohort: **1,906**
Official 2005 Retention Rate: **72.3%**

Initial 2006 First-Time, Full-Time, Degree-Seeking, Logan Campus Cohort: **2,375**
Official 2006 Retention Rate: **73.5%**

Initial 2007 First-Time, Full-Time, Degree-Seeking, Logan Campus Cohort: **2,617**
Official 2007 Retention Rate: Not Yet Available²

¹ Each initial cohort figure represents the number of First-Time, Full-Time, Degree-Seeking, Logan Campus students in an entering fall semester cohort prior to adjustments for all allowed reporting exclusions used in calculating the University's retention rate. For more information on these adjustments, see <http://aaa.usu.edu/factsfigures/RetentionGraduation.htm>.

² All adjusted cohort totals and corresponding first- to second- year retention figures are prepared each spring by Analysis, Assessment, and Accreditation for the previous academic year's cohort of entering students.

2008 Cohort Enrollment and Program Participation Figures (Preliminary)

First-Time, Full-Time, Degree-Seeking Students, Logan Campus (Initial Cohort): **2,549**
First-Time, Full-Time, Degree-Seeking Students, Total USU (Including Regional Campuses): **2,665**
Number of Students Entering Fall 2008 Enrolled in Traditional, Pre-Semester Connections: **1,597**
Number of Students Entering Fall 2008 Enrolled in All Sections of Connections: **1,737**
Number of Students Entering Fall 2008 Participating in SOAR: **3,021**
Number of Parents Attending Orientation on Campus during 2008: **1,123**

2007 Cohort Enrollment and Program Participation Figures

First-Time, Full-Time, Degree-Seeking Students, Logan Campus (Initial Cohort): **2,617**
First-Time, Full-Time, Degree-Seeking Students, Total USU (Including Regional Campuses): **2,744**
Number of Students Entering Fall 2007 Enrolled in Traditional, Pre-Semester Connections: **1,495**
Number of Students Entering Fall 2007 Enrolled in All Sections of Connections: **1,654**
Number of Students Entering Fall 2007 Participating in SOAR: **2,915**
Number of Parents Attending Orientation on Campus during 2007: **1,051**

2006 Cohort Enrollment and Program Participation Figures

First-Time, Full-Time, Degree-Seeking Students, Logan Campus (Initial Cohort): **2,375**
First-Time, Full-Time, Degree-Seeking Students, Total USU (Including Regional Campuses): **2,508**
Number of Students Entering Fall 2006 Enrolled in Traditional, Pre-Semester Connections: **1,454**
Number of Students Entering Fall 2006 Enrolled in All Sections of Connections: **1,589**
Number of Students Entering Fall 2006 Participating in SOAR: **2,790**
Number of Parents Attending Orientation on Campus during 2006: **897**

Recent Student Retention-Focused Accomplishments and Initiatives

University Retention Task Force

In an effort to facilitate the creation of a university-wide retention plan based on best practices, data, and research findings, a University Retention Task Force has been established. Comprised of representatives from the President's Office, the Provost's Office, Admissions, Financial Aid, Regional Campuses, Retention and First-Year Experience, the Registrar's Office, ASUSU, and the faculty, this task force has also been charged with setting appropriate retention goals for the University on the basis of findings from appropriate data. This task force has already commenced its analysis of key data and research findings and initiated a review of the impact of programs designed to enhance student success and persistence, ultimately in an effort to ascertain the impact and efficacy of these programs, as well as the University's efforts to retain students and contribute to student success.

Aggie Experience Passport Project

With the stated goal of increasing student exposure to the wide range of cultural, social, and academic offerings available through both the University and the local community, the Aggie Experience Passport project was launched Fall Semester, 2008. Over 2,000 passports were distributed to primarily first-year students at the outset of the semester, and students were encouraged to bring these passports to carefully selected campus and community events to be stamped, indicating the student's attendance at, or participation in the event. Students obtained stamps on their passport in pursuit of a range of donated prizes available at tiered levels of participation in the program, with a final reward for participation in the program entailing a special dinner at the home of President and Mrs. Albrecht for all students who obtained at least ten stamps on their passport. As of the compilation of this report, over 500 unique stamps have been issued to students at more than 14 activities and events. Future research into the effects of this program will include analysis of the students who participate at various levels to determine

any potential impact on student retention and/or program participation. Based on the results of this analysis and assessment, along with feedback from both participants and campus and community stakeholders, an enhanced version of this program will return in Fall Semester, 2009.

Online Change of Enrollment Expansion

Building on the successful implementation of the online leave of absence process for students wishing to take a leave from the University for at least one semester, this function has expanded to incorporate other changes of enrollment, including complete withdrawal, partial-semester leaves, and in-semester dropping of all classes. From the perspective of the student, this change allows for more convenience and simpler protocol, as all changes in enrollment status can be managed in the same place, at an easy to use, secure, dedicated website hosted jointly by the Registrar's Office, Financial Aid, and Retention and First-Year Experience. For the University, not only does this expansion allow for better student tracking and data analysis, but it also further simplifies the instructions various offices and/or advisors must give students as they prepare to make a change to their enrollment status, ultimately resulting in a more uniform, cohesive system for both student and institution.

Student Retention as a Component of the University's Commitment to Sustainability

Members of the Office of Retention and First-Year Experience have been invited to participate as members of subcommittees to the University's Sustainability Council in an effort to better integrate the concepts of sustainability into retention-focused programs initiatives and vice versa. To this end, sustainability units have been integrated into Connections courses in an effort to meet the University's mandate to provide sustainability education in "other educational experiences" (USU Sustainability Education Draft Policy, 2008) and sustainability information has been included in the New Student Handbook and the Connections manual. Additionally, the Sustainability Council has been prominently included in orientation and welcome events and information fairs, concepts of sustainability have become an ongoing focus of the weekly emails sent by peer mentors to first-year students, sustainability issues and teaching strategies have been conveyed to Connections instructors, and students, including a substantial population of first-year students and their peer mentors have initiated participation in the forum/wiki community on the University's new sustainability website. This collaboration will continue to allow for further exploration for potentially synergistic initiatives involving the continued integration of students into communities and projects designed to enhance university, community, and individual sustainability efforts.

Updates on Previous and Ongoing Initiatives

Early Alert

The Early Alert program, first piloted in Fall Semester, 2007, continues to expand in an effort to identify students experiencing academic difficulty at early points in the semester, through referrals from faculty members and also on the basis of poor academic performance in the University Connections course. Referred students are encouraged to meet with a professional staff member in the Retention and First-Year Experience Office for a brief consultation regarding available resources and strategies. Following referrals to appropriate offices, departments, individuals, or resources, the Office of Retention and First-Year Experience follows up with the student via email to check on resource utilization and remediation. As of the compilation of this report, 465 students have been contacted by the Office of Retention and First-Year Experience in Fall Semester 2008 alone, all having been referred to intervention designed to direct them to resources intended to help them succeed.

University Connections

The University Connections course (USU 1010) continues to play a critical role in facilitating first-year students' effective integration into the academic community at Utah State University. Course sections in Fall 2008 were marked by the largest enrollment in the history of the program, with 1,737 students enrolled in all sections of Connections. This year, Connections students participated in the annual

Common Literature Experience by reading *A Long Way Gone: Memoirs of a Boy Soldier*, and enjoying an opening Convocations lecture featuring the book's author, Ishmael Beah. The peer-mentoring program, wherein students in each section of Connections interact extensively in the course and throughout their first-year with a designated member of the University A-Team, continues to expand, providing students with valuable transition and integration assistance. Beyond the expansion of innovations made in recent years, this year's program featured a substantial increase in the number of courses integrating a service learning component, with additional courses adding units on sustainability to the curriculum, as well. Significantly, in partnership with both University Advising and Distance Education, an online version of the Connections course has now been made available to distance learners, and in collaboration with Regional Campuses, discussions have been initiated regarding the further expansion of the Connections course and curriculum to additional Regional Campus sites.

Parent and Family Programs

The Office of Retention and First-Year Experience continues to facilitate and promote the growth and expansion of programs designed to enable parents and families to become better resources in contributing to the success of their students. Over 1,100 parents attended orientation with their students in preparation for Fall Semester, 2008. Nearly 2,000 parents currently receive monthly correspondence from the University as members of the USU Parent and Family Association, and 380 parents, students, and family members attended Parent and Family Weekend 2008. This expanding set of programs is entering its third year at Utah State University, and the Office of Retention and First-Year Experience is poised to continue to draw upon the growth of these programs to develop a more extensive support network for Utah State students.

Collaborative Retention Data Analysis

One of the key functions of the Office of Retention and First-Year Experience is to attempt to provide research and support for efforts to better understand the significance of the effects of programs meant to assist students, and also to look more closely at the correlation among a substantial number of variables that can affect student success, persistence, and attrition. Previously, Retention and First-Year Experience has collaborated with the Registrar's Office, University Housing, the College of Natural Resources, and the Honors program in this effort, and many of these partnerships are ongoing. This year, Retention and First-Year Experience has expanded the reach of these collaborations, working with the Office of Admissions, the Financial Aid Office, Alumni Affairs, Regional Campuses, the College of Agriculture, and the Academic Resource Center, among others, in an effort to contribute more effectively and efficiently to student success and also expand institutional knowledge of student needs and trends. Collaboration between the Office of Analysis, Assessment, and Accreditation, and the Office of Retention and First-Year Experience to develop better instruments designed to understand the causes of student attrition, and to obtain as much viable student cohort data as possible, is ongoing.

Current, Proposed, and Pending Initiatives

Student Readiness Inventory: College of Agriculture

The Student Readiness Inventory (SRI) was developed by American College Testing (ACT) to examine psychosocial and cognitive factors in foreseeing college student persistence for those enrolled in a first-year experience class. The Student Readiness Inventory is being administered to College of Agriculture freshmen in Fall Semester, 2008. The SRI is a 108 item survey with 10 scales designed to determine motivation, academic ability, and social engagement of the student. Researchers agree that when Student Readiness Inventory test results are added to standardized achievement test scores, institutions can identify students who may be at risk for dropping out of school or may be having academic problems. This study will provide quantitative information about how well students are prepared for college and their ability to remain in school, and the results will be used to develop intervention programs to help students succeed both within the College of Agriculture and throughout Utah State University. Based on the results of this pilot program, the College of Agriculture and the Office of Retention and First-Year

Experience will explore the possibility of expanding this program to additional colleges and departments, as well as the feasibility of utilizing this tool, or similar tools on a University-wide basis.

Early Identification

A subcommittee of the University Retention Committee has convened with the intention of exploring opportunities to identify at-risk students in specific areas of need (i.e. individual subject areas) based on predictive factors in their academic background prior to their attendance at Utah State. The primary focus of this effort involves identifying students who may not otherwise be targeted for intrusive academic intervention on the basis of grade point average or composite standardized testing scores, but whose individual subject test scores or other academic indicators may indicate the potential for benefit from targeted resources in these areas. The guiding philosophy behind this effort holds that the potential for academic difficulty or even attrition can be mitigated by establishing an appropriate and meaningful connection between students and resources before the student ever sets foot on campus, and by following up with these students to ensure that these resources are being properly and effectively utilized. At current, there are challenges to obtaining the needed data in a consistent and cohesive manner, but members of this committee are currently exploring ways to obtain the necessary data in an effort to expedite implementation of this program.

Expansion of Early Alert

Following a year-long effort to incorporate the Early Alert system into the university's Blackboard course management software, and after experiencing a number of setbacks with this attempt both internally, and with third-party software providers, attention has now been turned to incorporating this system instead into the Banner system. In this scenario, participating and concerned faculty members will be able to simply access their course rosters within Banner and refer students to the Early Alert program as they see fit, on the basis of poor test performance, attendance issues, or other academic factors. Registrar's Office officials, in partnership with the Office of Retention and First-Year Experience, are currently pursuing feasibility studies and drafting plans for this integration.

Pre-Registration/University Deposit

The pre-registration and university deposit process for incoming first-time first-year students, extant for several years, will be updated in 2009 to allow students to complete this process entirely online with the advent of a new system that will be able to receive payments online. This new system will eliminate a number of processes that previously required extensive labor, collaboration, and reconciliation between the Student Orientation, Advising, and Registration program and the Registrar's Office, and will allow for more instantaneous course placement and orientation registration. For students, this will eliminate the need to send a check for all university deposits and will reduce the number of steps and time needed between their deposit payment, their official orientation registration, and pre-registration for their appropriate set of courses as designated by their major advisor.

A Concluding Note on Faculty and Collaboration

According to Kinzie and Kuh (2004), "Sharing responsibility for educational quality and student success is woven into the tapestry of educationally effective institutions." A review of the student success and retention-focused accomplishments noted in this report reveals the significance of effective and efficient collaboration among faculty, staff, and administration in developing effectual initiatives and engendering positive outcomes for students and the institution. While each of the aforementioned initiatives certainly demand the contributions of multiple constituents, it is important to note the central role played by faculty members not only in these initiatives taken individually, but perhaps most critically, in the comprehensive effort to provide for student success and retain students at this institution. The proximity between faculty members and students on a daily basis in teaching, research, and advising capacities allows for members of the faculty to have unparalleled influence on the lives of students, an influence that Richard Light (2001) claims many faculty members often wrongly underestimate. Faculty members' efforts, both in their

individual work with students on a daily basis, and their participation in centrally-sponsored programs and initiatives such as those outlined in this report, are fundamentally critical to the Utah State University's student retention endeavors and accomplishments, and should be emphatically noted as the basis for the accomplishments listed in this report, and the foundation for the successes to be achieved in the future.

References

Kinzie, J., & Kuh, G.D. (2004). Going DEEP: Learning from Campuses that Share Responsibility for Student Success. *About Campus*, 9(5), 2-8.

Light, R. (2001). *Making the Most of College: Students Speak Their Minds*. Cambridge, Massachusetts: Harvard University Press, 104.

Utah State University, (2008). *Utah State University Sustainability Education Draft Policy 2008*. Accessed at <http://sustainability.usu.edu/htm/sustainability/education>. November 3, 2008.



CAREGIVING PROPOSAL

Number 366

Subject: Caregiving with Modified Duties (CGMD)

Covered Employees: Tenured and Tenure Track Faculty

366.1 POLICY

Caregiving with modified duties (CGMD) is designed to allow tenured and tenure-track faculty to continue to perform selected job responsibilities, but upon request provides relief from teaching for one semester (or the equivalent release time for non-teaching faculty) for the birth or adoption of a child. The faculty member may choose to continue other professional activities (e.g. research, working with graduate students or serving on committees.) An eligible faculty member is only guaranteed one semester of CGMD for a given qualifying event.

CGMD under this policy shall begin no more than three months prior to the expected birth/placement of a child and no more than twelve (12) months following the birth/placement.

1.1 Eligibility

- (1) Tenured and tenure track male and female faculty are eligible for Caregiving with modified Duties (CGMD).
- (2) The faculty member must be the primary caregiver for the newborn, adopted child during the period that CGMD is in place.
- (3) An adopted child must be under the age of six or a special-needs child under 18 years of age. A special needs child is one who is incapable of self-care on a daily basis because of physical or mental disability.
- (4) A faculty couple jointly sharing responsibility as primary caregivers for a child may split the use of CGMD and each receive a reduction of one half of their teaching for a semester.

366.2 PROCEDURES

2.1 Initiating Caregiving with Modified Duties Benefit

- (1) To initiate this policy, a faculty member will submit a formal request as soon as possible on the form provided by Human Resources stating the dates during which he or she will activate

this policy and that the faculty member(s) requesting the CGMD will be the primary caregiver(s) for the child during the semester in which the CGMD is used.

- (2) For tenured faculty this request will postpone post tenure review by one year, unless the faculty member specifically states that they do not wish to postpone.
- (3) The request will be signed by both the Department Head and Dean and submitted to Human Resources.

2.2 Exceptions or Policy Alterations

Not all events surrounding pregnancy, childbirth, or adoption can be fully anticipated for purposes of this policy. Requests for exceptions or alterations to this policy should be directed to the Dean with final approval residing with the Provost.

2.3 Tenure Extensions

(1) Upon making a request, a tenure track faculty member will also automatically receive a one-year extension of her or his overall timetable for retention, promotion and tenure (policy 405.1.4). An extension will extend both the date for the final tenure review, as well as any intervening formal review. A faculty member has one year from the start of caregiving to rescind the tenure extension, if it is deemed unnecessary.

(2) If the tenure extension is rescinded, the tenure decision date will return to the original date and the candidate will not be considered as going forward early for tenure.

2.4 Obligation to Return

The faculty member is obligated to return to university service for at least one semester following the use of CGMD. If the faculty member does not return to university service, he or she will owe the university the full amount of salary paid when CGMD was utilized.

2.5 Relationship to other policies

(1) FMLA – Caregiving with modified duties (CGMD) under this policy will run concurrently with FMLA leave (Family and Medical Leave Act).

(2) Other leave that has been taken or is scheduled to be taken by a faculty member shall not preclude eligibility for Caregiving with Modified Duties benefits under this policy. Caregiving taken under this policy shall have no bearing on eligibility for subsequent sabbatical leave for the faculty member.

(3) Available sick leave or annual leave is used as part of this policy according to the limits described in Sick Leave policy number 363.2.4. No additional sick leave may be used for a given event. If faculty members use sick or annual leave for this policy they are required to fill out a leave slip

- (4) Short-Term Disability Leave – A faculty member if they qualify for both may choose to use either CGMD or short-term disability for maternity leave.
- (5) Regardless of the type of leave used in combination with CGMD the maximum amount of time that may be used for one qualifying event is 16 weeks.

2.6 Funding this benefit

This benefit will be funded from three sources:

- (1) The faculty member receives 90% of salary during the 16 week semester that he or she is on CGMD, the remaining 10%, less any sick or annual leave that is used, will be used by the department to cover the costs of covering the faculty member's teaching (or equivalent time release for non-teaching faculty). For teaching loads that are unbalanced across the academic year, arrangements will be negotiated with the department head. If a portion of the compensation is received from grants or contracts, then that portion of the compensation must be based on actual effort performed for the award and all award requirements must be met.
- (2) Central administration will contribute 70% of the remaining cost to covering the courses (or comparable release time for non-teaching faculty) after the faculty member's contribution.
- (3) The department will contribute 30% of the costs to cover the faculty member's courses (or equivalent time release for non-teaching faculty) after the faculty member's contribution has been applied.

366.3 RESPONSIBILITY

3.1 Department heads or supervisors

Department heads or supervisors are required to find faculty or instructors to cover the courses the faculty member using CGMD was scheduled to teach for the semester.

3.2 The faculty member

An eligible faculty member should notify her or his department head of a request for CGMD as soon as possible prior to the birth or adoption of the child, normally no fewer than four to six months prior to the expected arrival of the child if possible, although with adoptions it may not be possible to provide this much notice.

3.3 Human Resources

Human Resources will provide an application form for faculty to request this policy and will keep a record of all uses of CGMD and annually provide a report to the Provost's office on the uses including the name, rank and sex of each faculty member that utilizes this policy. The implementation and fiscal impact of this policy will also be reviewed and included in the report.

Summary of Plans*

	Basic	Complete	Complete Plus MAPD	Complete Plus MA Only
Medicare Covered Services	\$10 Monthly	\$42 Monthly	\$95 Monthly	\$55 Monthly
Out-of-Pocket Maximum	\$3,000	\$2,000	\$1,000	\$1,000
Hospital Inpatient	\$200 per day (days 1-7)	\$125 per day (days 1-5)	\$125 per day (days 1-3)	\$125 copay (days 1-3)
Primary Care Copay	\$10 copay	\$5 copay	\$5 copay	\$5 copay
Secondary Care Copay	\$35 copay	\$20 copay	\$15 copay	\$15 copay
Emergency Room Copay	\$50 per visit	\$50 per visit	\$50 per visit	\$50 per visit
Urgent Care Copay	\$35 copay	\$20 copay	\$15 copay	\$15 copay
Outpatient Surgery	20% coinsurance	\$75	100% covered	100% covered
Outpatient MRI / CT Scans	20% coinsurance	\$50	100% covered	100% covered
Outpatient Lab / Radiology	20% coinsurance	\$20	100% covered	100% covered
Durable Medical Equipment	20% coinsurance	20% coinsurance	10% coinsurance	10% coinsurance
Diabetes Supplies	20% coinsurance	20% coinsurance	\$5 copay	\$5 copay
Hearing Exams	\$25 per visit	\$15 per visit	\$5 per visit	\$5 per visit
Eye Exams	\$25 per visit	\$15 per visit	\$5 per visit	\$5 per visit
Preventive Care	\$10	\$5	\$5	\$5
Prescription Drugs	\$275 deductible, \$2.50 / \$30 / \$50	\$100 deductible, \$10 / \$25 / \$65	\$0 deductible, \$10 / \$25 / \$50	
Initial Coverage Limit	\$2,700	\$2,700	\$2,700	
Catastrophic Coverage After Member pays	\$4,350	\$4,350	\$4,350	
Retail Generic	Greater of (\$2.40, 5%)	Greater of (\$2.40, 5%)	Greater of (\$2.40, 5%)	
Retail Brand	Greater of (\$6.00, 5%)	Greater of (\$6.00, 5%)	Greater of (\$6.00, 5%)	

* Standard Medicare limitations apply to all plans.

Report from the Educational Policies Committee November 6, 2008

The Educational Policies Committee met on November 6, 2008. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page¹ and are available for review by the members of the Faculty Senate and other interested parties.

During the November 6th meeting of the Educational Policies Committee, the following discussions were held and key actions were taken.

1. Approval of the report from the Curriculum Subcommittee which included the following notable actions (Curriculum Subcommittee minutes²):
 - The Curriculum Subcommittee approved 72 requests for course actions (see minutes²)
2. Approval of the report of the Academic Standards Subcommittee. Of note:
 - Ann Roemer and Jeannie Pacheco presented the “Undergraduate Admissions at Peer Institutions” list which listed USU ranking #22. The Provost’s office used this list which gave scores of IELTS (International English Language Testing System), TOFEL PBT (Test of English Foreign Language-paper) and TOFEL IBT (Test of English Foreign Language-internet based). The tests are all used for admissions and to assess readiness to pursue a major. Due to cultural issues some tests are easier for students from some parts of the world, but there is evidence that they do not have the English proficiency to succeed as a college student. The proposal was to raise USU’s test score requirements. After some discussion it was decided that Ann and Jeannie will check on equivalency between the test scores and formal motion will be made at the next meeting.
 - The Excused Absence Policy that discussed at last month’s meeting has been tabled. Jeremy reported that ASUSU passed legislation that President Albrecht will review and send back to the committee if appropriate.
3. Approval of the report of the General Education Subcommittee. Of note:
 - A motion was made and passed to make the CIL a prerequisite for ENGL 2010. The vote was tabled until student opinion on the matter was obtained.
4. A motion was made and carried to recommend to the PRPC that the code be rewritten to remove the Distance Education and Electronic Delivery Subcommittee. The rationale for this recommendation is that the purpose of the committee is currently being served by other units and the reorganization of Regional Campus and Distance Education.
5. The Academic Integrity Policy has been reviewed by Bob Barclay and the Student Government and will be presented to the Academic Standards Subcommittee on Thursday, November 13, 2008.

¹ <http://www.usu.edu/fsenate/EPC/2008-2009/081106/Nov62008epcminutes.pdf>

² <http://www.usu.edu/fsenate/EPC/curriculum/2008-2009/081106/Nov62008ccminutes.pdf>