



**FACULTY SENATE EXECUTIVE COMMITTEE**

October 18, 2010  
3:00 - 4:30 p.m.  
Champ Hall

**Agenda**

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- 3:00 Call to Order**  
Approval of Minutes September 20, 2010 ..... Vince Wickwar
- 3:05 Announcements** ..... Vince Wickwar
- Next Brown Bag Lunch w/President Monday November 8 noon Champ Hall
  - **Faculty Forum Planning right after this meeting**
- 3:10 University Business** ..... Stan Albrecht, President  
Raymond Coward, Provost
- 3:30 Information Items**
1. Faculty Evaluation Committee Annual Report ..... Greg Podgorski
  2. Athletic Council Annual Report ..... Ken White
- 3:50 New Business**
1. EPC Items ..... Larry Smith
  2. PRPC Section 402.3 - 402.9 The Faculty Senate and Its Committees  
(for Second Reading) ..... Bob Parson
  3. PRPC Section 402.10 - 402.13 The Faculty Senate and Its Committees ..... Bob Parson
  4. PRPC Section 405.11.4(1) Tenured and Term Appointments: Evaluation, Promotion,  
and Retention ..... Bob Parson
- 4:30 Adjournment** ..... Vince Wickwar



**FACULTY SENATE EXECUTIVE COMMITTEE MINUTES**  
**SEPTEMBER 20, 2010 3:00 P.M.**  
**Champ Hall Conference Room**

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**Present:** Vincent Wickwar (Chair), Steve Burr, Byron Burnham, Renee Galliher, Scott Henrie, Peter McNamara (substitute CHaSS), Glenn McEvoy, Nick Morrison, Bob Pack (substitute Engineering), Flora Shrode, Nathan Straight, Dave Wallace, President Stan Albrecht (Ex-Officio), Provost Ray Coward (Ex-Officio), Ed Heath (Past President), Joan Kleinke (Exec. Sec.), Guests: Lisa Leishman/James Nye, James Morales, John Mortensen, Bob Parson, Ed Reeve, Amber Summers-Graham.

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Vincent Wickwar called the meeting to order at 3:00 p.m.

**Approval of Minutes**

A motion to approve the minutes of Aug 30, 2010 was made and seconded. Motion passed unanimously.

**Announcements – Vince Wickwar**

The next Brown Bag Lunch will be October 13, 12:00 pm in Champ Hall.

The Faculty Forum Planning Meeting will be October 18, following the FSEC meeting.

**University Business - President Albrecht and Provost Coward.**

Overall enrollment continues to increase. USU will have the largest total enrollment over the University's 122 year history. New graduate programs and professional degrees are drawing new students to the RCDE campuses as well. The student body continues to grow more diverse. Six and a half percent of all students are from minority groups. Provost Coward offered an explanation for the growth; the excellence of the product offered at USU. Changes to House Bill 331 have helped increase the out-of-state enrollment.

Three leadership changes were announced last week. Vice Provost and Dean of the School of Graduate Studies Byron Burnham will be retiring July 2011. With this vacancy, President Albrecht said the university will review the possibility of merging the Dean of the School of Graduate Studies with the duties of the Vice President for Research. Also stepping down is Vice President for Research Brent Miller. He will be taking a sabbatical leave July 2011. His position will be filled following a national search. The Vice President for Strategic Ventures and Economic Development, Ned Weinshenker, is changing assignments in January of 2011 to become Executive Director and Technology Commercialization Advisor for USU's Innovation Campus.

A new office of Vice President for Commercialization and Regional Development has been created with Rob Behunin named to the position. Becoming effective in January, Behunin will coordinate all the university's commercialization activities. In addition, a USTAR executive committee, chaired by Provost Raymond Coward, has been formed to oversee all seven USU USTAR teams under three main categories: bioinnovations, earth and space innovations, and energy innovations. Also created is a new facilities management team, chaired by Dean Scott Hinton. They will have the major responsibility for equipment purchases and space assignments for the new USTAR building.

Provost Coward asked for an agenda item for the next Faculty Senate meeting regarding the creation of a Washington-Utah Cooperative Veterinary Medical Educational Program in partnership with Washington State University, leading to the degree of Doctor of Veterinary Medicine (DVM). The new program has been going through the appropriate processes and the Governor is supportive of including it in his new budget. It is necessary for the Faculty Senate to act on this item at the October meeting in order to present it to the Board of Regents for approval and inclusion in the Governor's budget for next year. The program would be contingent on receipts of new money for its funding.

Ed Heath made a motion to place the issue on the Faculty Senate agenda as a consent item. Renee Galliher seconded and the motion passed unanimously.

## Information Items

**Education Policies Committee Report – Larry Smith.** Ed Reeve presented the EPC report in Larry Smith's absence. A motion to place the report on the consent agenda was made and a second was received. The motion passed unanimously.

**Honors Program Report – Christie Fox.** Amber Summers-Graham presented the report in Christie Fox's absence. The Honors program has moved away from recruiting a large freshman class and requiring applications before the semester begins. The hope is greater retention in the program. Thirty-four students graduated over the year and many students were active in research activities. USU had two Goldwater Scholars and one Goldwater Honorable mention this year. Three students received recognition in the annual Robbins Awards.

A motion to place the report on the consent agenda was made by Nick Morrison and seconded by Flora Shrode. The motion passed unanimously.

**Library Advisory Council Report – Flora Shrode.** The council is looking for a new chair and members from various colleges. Librarians are trying to reach out and raise awareness of fair use of copyright materials in the classrooms.

Glenn McEvoy moved to place the report on the consent agenda, with a second from Renee Galliher. The motion passed unanimously.

**Parking Committee Report – Lisa Leishman.** The committee discussed changing the Orange lot east of Industrial Science with the student lot east of the Big Blue Terrace. The motion passed in the committee, however, after further discussion with administration, faculty and students a decision was made to put the change on hold. Also discussed was making the Big Blue Terrace a 24 hour operation. This did not pass at the committee level. There is now a waiting list for the new Aggie Terrace lot. Signs have been posted restricting skateboarding in the Aggie Terrace. Parking rates will increase 4% per year until 2012.

A motion to place this report on the consent agenda was made by Nick Morrison, and seconded by Glenn McEvoy. The motion passed unanimously.

## New Business

**PRPC Section 402. – 402.9 – Bob Parson.** Changes were made for consistency with wording and organizational structure. Section 402.6.4 was deleted from the code and the suggestion made that it be included in the Faculty Senate Handbook as a guideline.

Ed Heath made a motion to place this item on the agenda as an action item. The motion was seconded by Glenn McEvoy and passed unanimously.

**Summer Enrollment Committee Report – Raymond Coward & James Morales.** The committee was formed for two reasons. First, to evaluate the low enrollments for the summer semesters and what might be done to increase them; and second, to discuss how to better utilize the resources and facilities on campus during the summer months. The committee has been active for approximately a year. The Provost and James Morales will meet with the BFW Committee and the EPC Committee for thorough discussions of this issue.

The Committee focused on the Logan Campus undergraduate enrollment only. The current schedule presents several problems for students who wish to take courses during the summer. Students find it hard to take courses in a streamlined fashion without overlapping courses and that comes with the challenges of not having a standardized bell time. The second factor is the financial pressure for students to work during the summer. Incentives to help them enroll in the summer might be worthwhile. The third factor had to do with the growth of online courses contributing to the reduction of on-campus enrollment. The fourth factor is that there is a lack of clarity regarding the proper mix of courses offered and the process of determining which courses are offered. The funding model for faculty salaries needs to be revised to add incentives for instructors to teach courses. The full report offers suggestions for each of these issues as well as out-of-the-box ideas to increase enrollment in other areas. President Albrecht would like changes implemented by summer 2011.

John Mortensen has proposed a four-week workshop session beginning in May, then a seven week session beginning in June and ending before the July 24<sup>th</sup> holiday. Classes would be held Monday – Thursday with 90-minute class times. Bell times would be enforced as they are in the fall and spring semesters.

Questions were raised about the economics of the enrollment problems (e.g., recent budget cuts have forced departments to make offerings online instead of face-to-face). Provost Coward agreed and pointed out that the committee has recommended that the funding model needs to be changed.

Lengthy discussion on several issues ensued. Questions were raised about the tuition discount given in the summer. But legislative leadership is concerned about the use of our facilities and the best use of the resources we have been given. This problem could be resolved with stronger recruitment efforts in several areas for new enrollments. Course offerings are plentiful but the current scheduling system makes it very difficult for students to put a class schedule together without overlap of courses or times. Regional campus and broadcast enrollments are increasing while Logan campus enrollments are declining. Regional campuses will continue to offer their current schedule, but for broadcast courses they would look at the model recommended in the proposal. The university needs to view course offerings more as a complete system rather than competing entities to expand the use of facilities and increase enrollments.

Ed Heath made a motion to place the report as an information item on the December agenda, Byron Burnham seconded and the motion passed.

Further discussion about the timeline for implementation followed. The possibility of only placing the proposed summer schedule changes on the October agenda was discussed. Concerns were raised about the need for other committees to see the report and have input before it is presented to the Senate. The report is not in final draft format and lacks the approval of other committees and the President. The only recommendation that is certain is the summer session schedule change to a 4 week and 7 week plan. The point was made that the Executive Committee can make the motion to place it on the agenda pending approval of the other various committees and it can be pulled off of the agenda if needed.

A motion to place the calendar issue on the October agenda as an information item, pending Calendar Committee approval, was made by Ed Heath and seconded by Glenn McEvoy, The motion passed.

**Code Compliance Committee – Ed Heath.** Section 401.4.2(1) addresses the responsibilities of lecturers and the level of courses they are allowed to teach.

Ed Heath asked the FSEC to send this section to PRPC to evaluate and clarify the language with the input of the Code Compliance Committee. Discussion followed about the possibility of a special senate meeting to discuss the issue as well as possibly forming an ad hoc committee to study it. Due to the lateness of the hour it was decided to postpone further discussion.

#### **Adjournment**

Vincent Wickwar asked for a motion to adjourn the meeting. The meeting adjourned at 5:10 p.m.

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

# Faculty Evaluations Committee Annual Report to the Faculty Senate Executive Committee

## 2009 – 2010 Activities

### *Committee Members (2009 – 2010):*

Greg Podgorski Chair, Science  
Paul Jakus, Agriculture  
Konrad Lee, Business  
Yanghee Kim, Education and Human Services  
Doran Baker, Engineering  
Michael Lyons, HASS  
Karen Mock, Natural Resources  
Robert Mueller, Extension  
Pamela Martin, Libraries  
Todd Redmon, ASUSU Academic Senator  
Tyler Haws, ASUSU Student Advocate Vice President  
Rick Kelly, ASUSU Graduate Student Senate Vice President

### *Advisors to the Committee (2009 – 2010):*

Michael Torrens, Director, Office of Assessment, and Accreditation  
Joan Kleinke, Analysis, Assistant Director, Office of Assessment, and Accreditation  
Craig Petersen, Past Director, Office of Assessment, and Accreditation

**Committee Tasks:** The Faculty Evaluation Committee shall (1) assess methods for evaluating faculty performance; (2) recommend improvements in methods of evaluation; (3) recommend methods of faculty development; and (4) decide university awards for Professor and Advisor of the Year. (Policy 402.12.7)

**Overview** The Faculty Evaluations Committee met monthly through the 2009 – 2010 academic year, focusing primarily on the design, implementation and interpretation of a pilot test of a “student ratings of faculty instruction” instrument, and preparing recommendations based on these findings for the Faculty Senate. The Committee also met late in the year to choose a USU Teacher of the Year and Faculty Advisor of the Year.

A complete report of the Committee’s activities and its recommendations were presented to the Faculty Senate at the final meeting of year on April 26, 2010. Recommendations were to:

- Adopt the IDEA Center Short Form for Student Ratings of Faculty Instruction as the USU baseline for student ratings of instruction
- Encourage use of the Diagnostic Form for Student Ratings of Faculty Instruction for pre-tenure and pre-terminal rank term appointment faculty who are developing their teaching and encourage its use for all faculty who desire the richest source of information to improve their instruction. Since the Short and Diagnostic Forms provide the same information needed for administrative evaluation, the decision to use the Diagnostic Form should be left to individual faculty.
- Use the scores for Progress on Relevant Objectives, Excellent Teacher, Excellent Course, and Summary Evaluation common to the Short and Diagnostic Forms as the baseline for comparing student ratings of instruction between courses and instructors across USU

- Switch to an online, outside-of-class administration of the ratings forms, and use structural incentives (e.g., early release of grades for completion of the course rating form) to promote student participation and maintain high response rates
- Add USU's current open-ended questions (What aspects of teaching or content of this course do you feel were especially good? What changes could be made to improve the teaching or the content of this course?) to the IDEA instrument
- Encourage colleges, departments, and instructors to formulate and include additional open-ended questions that aid the assessment and improvement of teaching effectiveness
- Provide training in the administration and use of the new ratings instrument while continuing to emphasize that student ratings of instruction is only one component of assessing teaching excellence

The full Senate voted on the recommendations with one opposing vote and all others in favor.

A complete copy of the report and recommendations is available at

[http://www.usu.edu/fsenate/Committees/FEC/reports/FEC\\_2009-2010\\_SenateReport.pdf](http://www.usu.edu/fsenate/Committees/FEC/reports/FEC_2009-2010_SenateReport.pdf)

# **Utah State University**

## Athletic Council Report

For Period of  
**July 1, 2009 to June 30, 2010**

Submitted to the  
Utah State University  
Faculty Senate

By USU Athletic Council

Kenneth L. White Chair, (2009-2010), Faculty Athletics Representative  
Alison Cook, Vice Chair (2009-2010)

### **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 2009-10 academic year were: Athletics student funding referendum, coaching staff changes, and addressing challenges associated with the national economic downturn. The Utah State University Athletics department was recognized as the Third Place institution in 2010 National Championship for Excellence in Management, which is recognition for running the most efficient program in the Football Bowl Subdivision (FBS). USU was recognized in 2009 as the National Champion for this award. The latest (2009) Utah State University student athlete federal graduation rate is 73% (2002-03 cohort rate; compared to 53% for the general USU student Body), with a four-year average of 60% (48% for all students). A total of 194 student athletes received All – Academic conference (WAC – lead the conference). There were 157 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, outside donations and increased student funding. Through these efforts there was substantial progress made toward financial stability in the overall athletic budget. 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; Alison Cook, Vice-Chair, Stan Albrecht, Raymond Coward, James Morales, Dave Cowley, Ross Peterson, Scott Barnes, Jana Doggett, Dennis Dolny, Patty Halaufia, Tyler Tolson, Jeremy Winn, Brandon Broadhead, Melissa Osterloh, Nnamdi Gwacham, Jeanine Hernandez, Pat Evans, Brett Shelton, David Olsen, Allison Cook, Peter McNamara, Flora Shrode. Ex Officio Members: Brian Evans, Jeff Crosbie, 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.

*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 2009-10 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 a lack of agenda items and conflicts with NCAA tournament scheduling. All agendas and minutes of 2009-10 Athletic Council meetings are available in the Appendix of this report.

### **1. Significant Athletic Council Issues/Actions during 2009-10 academic year (highlights briefly described below):**

#### **1. Athletic Program Compatible with Academic Interests of University.**

- Academic Improvement plans reviewed for Football and Men's Basketball.
  - APR and GSR rates reviewed for each team (refer to Academic Performance data listed below).
- Mid-semester academic progress report procedures revised to achieve higher response rates.
- The Council accepted the recommended addition of a new Learning Specialist as part of the overall plan to enhance academic performance of student-athletes (NCAA certification process).

#### **2. Assure NCAA Rules Compliance.**

- The Council discussed specific pending NCAA legislation and provided input on institutional positions for those with potential academic impact.

- Council received results of a scheduled institutional compliance review - the WAC Assistant Commissioner of Compliance conducted the review. The results indicated USU has adequate oversight and compliance monitoring mechanisms in-place.

### 3. **Review and Recommendation of Athletics Budgets.**

- The Council reviewed and accepted 2008-09 final budget numbers and proposed budget for 2009-10.
- The Council received several updates on the ongoing Athletics budget and had several discussion regarding efforts to increase available revenues.

## II. **Miscellaneous Athletics-Related Events/Changes during 2009-10:**

### 1. Athletics Recognition Management:

- Mike Bair (USU Equipment Manager) was recognized as the 2010 District 8 Athletic Equipment Managers of America – Equipment Manager of the Year.
- Bill Garren named WAC Video Coordinator of the Year.
- The Athletics department initiated the development of a new Strategic Plan this year and will carry over into 2010-11.

### 2. Athletic Facilities Updates:

- USU names the football field in Romney Stadium – **Merlin Olsen Field.**
- Hall of Honor/Hall of Fame (Steve Mothersell Athletics Hall of Honor) completed in the Jim and Carol Laub Athletics-Academics Complex September 2009.
- Construction of new off court facilities for Men's (Nate and Heather Wickizer Locker Room and Lounge) and Women's (MerLynn Pitcher Women's Basketball Locker Room and Lounge) basketball completed November 2009.

### 3. Academic Performance of Student Athletes 2009-10:

- Graduation rates
  - The 02-03 cohort rate is 73%, with a four year average of 60%;
  - 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 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 1999-2002 is **85% (compared to last year's 82%)**.

#### 4. Academics/Awards

- Composite 3.11 Student-Athlete GPA
- 194 Academic All-Conference Selections (***Most in the Western Athletic Conference***) 2009-10.
- 85% NCAA Graduation Success Rate (***leads the Western Athletic Conference***)
- 157 Whiteside Scholar-Athletes (***3.2 or better GPA***)
- Utah State's Men's and Women's Cross Country teams received the U.S. Track and Field and Cross Country Coaches Association (USTFCCCA) Academic Award for the third straight year. The men had the second-highest GPA of the schools honored with a **3.755** average. The Aggie women were the 10th-highest in GPA average with **3.640**
- USU's soccer team received the NSCAA/Adidas College Women Team Academic Award for the seventh straight year. USU also had three players honored by the NSCAA as senior Lindsey Smart was named to the second-team, while senior Sydne Garner and junior Lauren Hansen were both named to the honorable mention team.
- Track athletes Dwayne Hansen and Erin Stratton both earned first-team academic all-district honors from CoSIDA, while Daniel Howell and Steve Strickland were named to the second-team. Volleyball player Shantell Durrant also earned second-team academic all-district honors from CoSIDA as did men's basketball player Tyler Newbold.

#### 5. Athletics Accomplishments of Department (2009-10):

- Utah State University was recognized as the Third Place award for the **2010 National Championship in the Excellence in Management Cup**. This is awarded to the most economically efficient athletic department in the Football Bowl Subdivision (formerly Division IA).
  - Utah State won its third straight Western Athletic Conference regular season Men's basketball title. USU also won its second WAC Tournament championship.
  - Clint Stock earned All-American honors in the high jump at the 2010 NCAA Championships. It is his second All-American honor overall as he also earned All-American honors in the high jump during the 2009 indoor season.
  - Brian McKenna was named the WAC Male Cross Country Athlete of the Year and became the first USU runner since 2005 to qualify for the NCAA Championships.
  - Shantel Flanary became the first USU soccer player to be named WAC Offensive Player of the Year.
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- Utah State had 83 student-athletes earn first-team all-WAC honors and 38 earned second-team all-WAC honors for a total of 121 student-athletes named to various all-WAC teams.
  - Stew Morrill named WAC Coach of the Year for the second straight year.
  - Stew Morrill collects his 500<sup>th</sup> career win on January 23, 2010 (USU 60, Idaho 48).
  - Greg Gensel named WAC Coach of the Year for the fifth-straight season.
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### III. *Budget:*

Revenues	Actual
E&G	\$4,769,731
Inst. Support	\$1,997,761
Student Fees	\$3,700,874
Football Home Gate	\$495,932
Football Guarantees	\$725,000
Football Excellence	\$190,787
Men's Basketball	\$823,367
BBSF Donations	\$1,041,208
BBSF Events	\$173,783
TV Rights	\$97,500
Sponsorship	\$646,962
Athletic Fund	\$808,392
NCAA/WAC	\$1,753,437
Indirect Facilities & Admin	\$1,718,786
Endowment Earnings	\$76,823
<b>TOTAL</b>	<b>\$19,020,343</b>

Expense	Sports	Non-Program Specific	TOTAL
Athletics student aid	\$3,852,557	\$204,168	\$4,056,725
Guarantees	\$374,075		\$374,075
Coaching salaries, benefits, etc.	\$4,124,726		\$4,124,726
Coaching other compensation	\$140,000		\$140,000
Support staff salaries, benefits, etc.	\$77,042	\$2,359,966	\$2,437,008
Severance Payments	\$164,954		\$164,954
Recruiting	\$309,394		\$309,394
Team travel	\$1,588,124		\$1,588,124
Equipment, uniforms and supplies	\$604,803	\$261,717	\$866,520
Game expenses	\$292,274		\$292,274
Fund raising, marketing, promotions	\$16,055	\$162,519	\$178,574
Direct facilities, maintenance and rental	\$458,946	\$393,241	\$852,187
Medical expenses and insurance	\$1,513	\$277,355	\$278,868
Memberships and dues	\$9,589	\$405,833	\$415,422
Indirect Facilities & Admin		\$1,718,786	\$1,718,786
Other operating expenses	\$753,414	\$681,950	\$1,435,364
<b>TOTAL</b>	<b>\$12,767,466</b>	<b>\$6,465,535</b>	<b>\$19,233,001</b>

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REVENUE	\$19,020,343
EXPENSE	\$19,233,001
Surplus/(Deficit)	(\$212,658)

**\*\*\* Top Four  
Categories**

Professional/Technical Fees  
Contract Services  
General Travel  
Visit/Receptions

## Appendix:

### Athletic Council September 9, 2009

1. Introductions of Council members Ken White
2. Meeting Schedule for the Year Ken White  
  
Wednesday, October 7 at 11:00 a.m. at the Laub Complex – Conflict  
Monday, November 23 at 11:00 a.m. in Champ Hall  
December, we will not hold council  
Wednesday, January 6 at 11:00 a.m. at the Laub Complex – Conflict  
Wednesday, February 10 at 11:00 a.m. in Champ Hall  
Wednesday, March 3 at 11:00 a.m. at the Laub Complex – Conflict  
Wednesday, April 7 at 11:00 a.m. at the Laub Complex – Conflict
3. Discuss Subcommittee assignments Ken White
4. Timing of Subcommittee Report Ken White  
  
Budget and Administration October  
Student Academic and Athletics Eligibility November  
and Intercollegiate Sport  
Athletics Relations January  
Gender and Minority Issues March
5. Athletic Director Report Scott Barnes

## **Athletic Council Meeting September 9, 2009**

Ken opened the meeting at 11:00 a.m. Those in attendance were Dave Cowley, Jeff Crosbie, Jeremy Winn, Jana Doggett, Brian Evans, Peter McNamara, Flora Shrode, Tyler Tolson, Brandon Broadhead, Patty Halaufia, Whitney Pugh, Liz McArthur, Scott Barnes, Ken White, Ross Peterson, and Allison Cook. Those excused from the meeting were Stan Albrecht, James Morales, Raymond Coward, Pat Evans, Nnamdi Gwacham, Fred Hunsaker, Brett Shelton, Ashlee Brown, Dennis Dolny, and David Olsen.

### Meeting Schedule for the Year

We had some conflicts develop with the existing meeting schedule and we will send out potential dates for consideration as alternative dates in those instances where conflicts exist.

### Subcommittee Assignments

Ken reviewed the subcommittees of the council. We will email out a correct copy of all assignments.

### Timing of Subcommittee Reports

As you meet as individual subcommittees, if you have issues arise that need full Council input, please present these emerging issues to the council at any time. However, each chair should plan on reporting at least one time to the Council during the academic year. We will have the Budget and Administration report in October and April, Student Academic and Athletic Eligibility will report in November, Athletics Relations will report in January and the Gender and Minority Issues will report in March.

### Academic Highlights

Brian Evans reported the highlights of the student-athlete graduation rates. We have two metrics to gage graduation rates. There is a federal graduation rate and an NCAA graduation success rate (GSR). In the most recent data available we have a federal graduation rate of 60% and a NCAA GSR of 85% in the latest cohort of students evaluated (last four years). We won't know the national average until all other institutions finalize their reports in October. We had a spring semester GPA of a 3.0 and a cumulative GPA of 3.06. We have been consistently above a 3.0 GPA. We will submit the academic progress rate (APR) in October. This has a cut score of 925. If any team is below a 925 we must submit an improvement plan. Indications of this year's data suggest USU will not have team below the 925 mark.

### Director of Athletics Report

Utah State received the Excellence in Management Award. This award is about doing more with less. Winning five conference championships with what is considered a smaller sized budget won USU this award. This is a validation of our ability to do more with less.

A hot topic in athletics right now is media guides; there is pending legislation that would require institutions to transition to an electronic-only format. This is aimed at cost-reduction. We have already reduced the number of printed guides and the number of pages in each guide. Starting this spring we will not produce hardcopy media guides at

all. They will be available online through our website. This will have a cost savings of \$40,000 to \$50,000 per year.

Scott Barnes reviewed a survey that was conducted last spring that identified the top issues in 1A Athletics right now. (Presentation is attached)

Scott will come back in future meetings to talk further about the budget impacts in athletics programs as a result of the current economic crisis. Last year we did a GAP analysis. We are somewhere below approximately twenty positions and \$2.8 million in investments to be at an “average” level in the WAC.

We are fighting for our lives to keep great coaches. We gave some new contracts but did none of those received raises. As an example, we hired a new softball coach at the same wage as the outgoing coach. We did not raise the starting wage. The gap continues to widen.

We are at the NCAA minimum level (16 sports) so we cannot drop a sport. Tyler asked about the women’s sports programs and if we needed to add another sport. Scott indicated that we will have to add another women’s sport in the future. It would not be the right thing to do at this time. We cannot take care of our current sports correctly. Jana has an ongoing study and may have some results to share this spring regarding adding another women’s sport.

Strategic plan; we are in the third year of a three year strategic plan. We want to emphasize a strategic plan and put more arms and legs to it. We have a wonderful opportunity to build on the previous plan and create new opportunities. The new plan will have action and operation as part of the effort. We will assign dollars and have people involved in the new plan with associated timelines.

Off-court facilities; this project includes the Spectrum locker room renovation, training room, lounge and study area for the athletes. This is better quality of service for our student-athletes and improves recruiting opportunities. We are adding a women’s film room and a coaching changing room. As a development component, we have sold nine of the eighteen lockers available in the men’s basketball locker room. The project is going to be over \$400,000. We are looking at doing the volleyball locker room this spring and are currently looking for the lead gift on this project.

Hall of Honor/Hall of Fame; we are in the final phases and the Hall of Fame/Hall of Honor will be completed by Friday (9/11/09). The donor wall will be completed by the end of next week. This is the final piece of the Jim and Carol Laub Academic and Athletics Complex building project. Scott congratulated Jana Doggett and Doug Hoffman for their efforts this aspect of the project.

Jana Doggett reminded the council to come out and support USU football on September 26. We are down a little bit in season tickets sales. Individual games, packages and season tickets are all sale. Ken told the group we have great programs and we should go out and support all our athletic teams. It is a great opportunity for us to get to know the student-athletes.

Ken thanked Scott, Jana and Brian for their reports. Ken thanked everyone for attending the council meeting and adjourned the meeting.

Athletic Council Meeting  
October 28, 2009  
11:00 a.m.  
Champ Hall Conference Room, Old Main

1. Director of Athletics Report            Scott Barnes
2. Athletic Budget                            Dave Cowley
3. Academic Update                         Brian Evans
4. Other Business                            Ken White

**Athletic Council**  
**October 28, 2009**

Ken welcomed everyone and started the council meeting at 9:00 a.m. Those in attendance were James Morales, Raymond Coward, Dave Cowley, Jeff Crosbie, Jeremy Winn, Jana Doggett, Brian Evans, Peter McNamara, Fred Hunsaker, Tyler Tolson, Brandon Broadhead, Patty Halaufia, Whitney Pugh, Liz McArthur, Scott Barnes, Ken White, Ross Peterson, and David Olsen. Those excused from the meeting were Stan Albrecht, Pat Evans, Flora Shrode, Nnamdi Gwacham, Ashlee Brown, Dennis Dolny, David Olsen, and Alison Cook.

**Director of Athletics Report:**

The Knight Commission held meetings and did a survey to process all prudent athletics spending that they will present. As far as expenses the Division IA level took a survey during their annual meetings. Dutch will take for the recommendations relative to cost containments. This will help in unifying the haves and the have not's. The seven recommendations that the Division IAD's Association are putting forth are:

1. Travel squad size list.
2. Non-traditional playing season's.
3. Elimination of all foreign team travel.
4. Limit on sports specific administration personnel.
5. Elimination of micro web sites
6. Elimination of off-campus housing prior to competition.
7. Reduction of regular season competitions.

There are a number of these things that will happen before they go through the legislative process. It will probably go through some sub-committees in February before it is moved through the NCAA legislative process. Some of these things will help close the gap between us and other schools. Ken pointed out that many may not impact us financially but it will have some academic impact on us with items like missed classes.

**Athletic Budget:**

This is the budget that was taken to the Board of Trustees Athletics Sub-Committee for their review. It is tough to bring a budget forward with a deficit. Some examples of things we cannot control are game guarantees in football, marketing dollars, the ESPN contract. Jeff reviewed the revenue summary.

- E & G funds; there was a slight increase in 2009 with buying out Coach Guy's contract.
- Institutional support; we had a slight increase due to additional tuition waivers for last year.
- Student Fees; increase with the referendum passed this last year
- Football Excellence; will continue forward trying to raise \$430,000 each year.
- Aggie Auction; there was nothing budgeted last year. We moved the auction from the spring to the fall so there was no revenue.
- Athletic Fund; this is revenue built on sales tax to build our women's program. We had a decrease due to a decrease with football home gate revenues.

- Endowment; All endowment earnings for last year are down.
- Sport Specific; each coach has a development account and also this is money that is a onetime situation. These funds can be used for projects or upgrades on facilities.

The Provost asked about the funds with ASP-sponsorship. We show a decrease this year due to ASP paying the media rights to the coaches. This will save us paying the benefits on these funds and will come directly out of our funds from ASP.

Expenses; each year we start out with a no based budget in place. Each year Scott and Jeff scrutinize the budget requested by each coach then project the budget out for the year.

Tyler made the motion to accept the athletics budget report. The Provost seconded the motion. The budget was accepted by a unanimous vote.

### **Academic Update:**

Brian presented the group with an academic update. Our current composite GPA for the spring semester is 3.0 with a cumulative GPA of 3.06. This is up slightly from last fall. We had nine out of fourteen teams with a 3.0 or better. Five out of ten teams had a cumulative 3.0 or better.

In fall 2008-2009 football had thirty-eight players below a 2.0. This year with have thirteen players below a 2.0. Last year they had twenty-six players with a cumulative GPA below 2.0 and this year they are down to nine players with a cumulative GPA below 2.0

The Provost pointed out that out of fourteen teams we have ten above a 3.0, 3 above a 2.9 and only one team below a 2.9. This is good progress. The Provost gave kudos to the students first of all for their effort, then to the coaches.

Brian is in the process of submitting the APR. This is all the student-athletes of all teams retained. If we fall below a 925 bench mark we are put on notice. We will not report with any team below the bench mark of 925. We are currently meeting with the coaches quarterly to prevent any problems.

The Provost also indicated that the thirteen students below the 2.0 is less than 5% of all our student-athletes. The mentoring program is showing dividends. We have hired a learning specialist that will be more hands on with student-athletes that have learning challenges. This is another example of where the Provost and the University is behind athletics and is an example where they have stepped up to help us.

### **Other Business:**

Ken talked about the letter that Senator Bob Bennett wrote to President Obama. He is asking the justice department to start an investigation of the anti-trust laws and the BCS.

The Provost asked about the change in leadership at the NCAA. Right now they are searching for a new president and we will continue. The current C.F.O. is acting as President until a replacement is announced.

Ken adjourned the meeting at 10:00 a.m.

**UTAH STATE UNIVERSITY**  
**Athletics Department**  
**Revenue Summary Report**

Revenues	Actual FY09	For Approval		Projected		
		FY10	FY11	FY12	FY13	FY14
E&G	3,320,878	3,211,013	3,275,233	3,340,738	3,407,553	3,475,704
Inst. Support	2,937,702	2,675,000	2,778,350	2,886,691	3,000,266	3,119,332
Student Fees	1,772,698	3,700,000	3,737,000	3,774,370	3,963,089	4,002,719
Football Home Gate	884,324	600,000	800,000	720,000	1,008,000	1,058,400
Football Guarantees	335,000	725,000	750,000	950,000	500,000	950,000
Football Excellence	486,397	428,370	428,370	428,370	428,370	428,370
Men's Basketball	806,155	803,400	827,502	852,327	877,897	904,234
BBSF Donations	1,039,515	1,198,250	1,377,988	1,584,686	1,822,388	1,925,000
BBSF Events	105,349	100,000	103,000	106,090	109,273	112,551
Aggie Auction		100,000	100,000	107,500	115,563	119,029
TV Rights	50,000	97,500	290,000	290,000	290,000	290,000
ASP - Sponsorship	841,399	610,000	635,000	655,000	690,000	715,000
Athletic Fund	525,867	425,350	438,105	451,558	465,776	480,831
NCAA/WAC	1,533,642	1,122,222	1,294,222	1,294,222	1,294,222	1,294,222
Endowment Earnings	20,225	100,000	104,000	108,160	112,486	116,986
Sport Specific	757,507	150,000	150,000	150,000	150,000	150,000
<b>REVENUE</b>	<b>15,416,658</b>	<b>16,046,105</b>	<b>17,088,769</b>	<b>17,699,712</b>	<b>18,234,882</b>	<b>19,142,378</b>
<b>TOTAL EXPENSE</b>	<b>16,264,830</b>	<b>16,469,361</b>	<b>17,042,411</b>	<b>17,640,936</b>	<b>18,266,311</b>	<b>18,920,000</b>
<b>Surplus/(Deficit)</b>	<b>(848,172)</b>	<b>(423,256)</b>	<b>46,358</b>	<b>58,776</b>	<b>(31,429)</b>	<b>222,378</b>

**UTAH STATE UNIVERSITY  
Athletics Department  
Expenditure Summary Report**

**Projected FY 2010**

<b>Account</b>	<b>Salaries &amp; Benefits</b>	<b>Operating</b>	<b>Scholarship</b>	<b>Total</b>
<b>Administration</b>	\$763,443	\$1,102,376	\$107,747	<b>\$1,973,566</b>
<b>Big Blue Scholarship Fund</b>	\$99,459	\$127,800		<b>\$227,259</b>
<b>Development</b>		\$36,775		<b>\$36,775</b>
<b>Student Athlete Services</b>	\$219,631	\$84,580	\$12,000	<b>\$316,211</b>
<b>Weight Room</b>	\$125,282	\$35,580	\$31,500	<b>\$192,362</b>
<b>Event Management</b>	\$56,443	\$380,500		<b>\$436,943</b>
<b>Media Relations</b>	\$177,143	\$203,120		<b>\$380,263</b>
<b>Advertising and Promotions</b>	\$56,355	\$209,540	\$27,000	<b>\$292,895</b>
<b>Video Room</b>	\$53,393	\$58,760	\$14,000	<b>\$126,153</b>
<b>Medical/Training Room</b>	\$226,520	\$363,670	\$9,500	<b>\$599,690</b>
<b>Ticket Office</b>	\$143,257	\$155,630		<b>\$298,887</b>
<b>Sports</b>	\$3,693,221	\$4,038,117	\$3,707,019	<b>\$11,438,358</b>
<b>Sport Specific</b>		\$150,000		<b>\$150,000</b>
<b>TOTAL BUDGET</b>	<b>\$5,614,147</b>	<b>\$6,946,448</b>	<b>\$3,908,766</b>	<b>\$16,469,361</b>
<b>FY11</b>	\$5,753,536	\$7,150,341	\$4,138,534	\$17,042,411
<b>FY12</b>	\$5,897,612	\$7,360,351	\$4,382,973	\$17,640,937
<b>FY13</b>	\$6,046,598	\$7,576,662	\$4,643,051	\$18,266,311
<b>FY14</b>	\$6,200,737	\$7,799,462	\$4,919,801	\$18,920,000

SPRING 2009

SPORT	Sem 4.0	3-3.99	2-2.99	<2	TS	CUM 4.0	3-3.99	2-2.99	<2	TC	SP QHR	SP QPS	CUM QHR	CUM QPS	SP GPA	CUM GPA
MBB	1	6	5	2	14	0	7	7	0	14	144	400	676	2007	2.7778	2.96893491
WBB	0	11	6	0	17	0	9	8	0	17	212	692	1140	3698	3.26415094	3.24385965
FOOTBALL	1	41	44	13	99	0	27	63	9	99	1094	2994	5160	13585	2.73674589	2.63275194
GYMNASTICS	1	7	4	2	14	0	9	5	0	14	147	445	692	2167	3.02721088	3.13150289
GOLF	1	5	3	2	11	0	6	4	1	11	120	361	823	2616	3.00833333	3.17861482
SOCCER	2	14	8	1	25	0	20	5	0	25	275	850	1489	4946	3.09090909	3.32169241
SOFTBALL	0	9	7	2	18	0	10	7	1	18	195	523	1103	3236	2.68205128	2.93381686
M TENNIS	0	4	4	2	10	0	7	3	0	10	103	273	479	1398	2.65048544	2.91858038
W TENNIS	1	5	1	1	8	0	6	1	1	8	93	272	409	1333	2.92473118	3.2591687
M TRACK	5	26	22	1	54	0	27	27	0	54	657	2048	2951	9270	3.11719939	3.14130803
W TRACK	5	30	11	2	48	0	39	9	0	48	584	1941	2998	10407	3.32363014	3.47131421
VOLLEYBALL	0	10	3	0	13	0	10	2	1	13	161	556	698	2357	3.45342	3.37679083
Men's Totals											2118	6076	10089	28876	2.8687441	2.86212707
Women's Totals											1667	5279	8529	28144	3.16676665	3.29980068
TOTALS					331					331	3785	11355	18618	57020	3.000000	3.06262756
XC - Women*	0	10	2	2	14	0	12	2	0	14	174	565	852	3038	3.24712644	3.5657277
XC - Men*	4	6	5	0	15	0	9	6	0	15	186	602	1000	3171	3.23655914	3.1710000
* Men's and Women's XC not added to total # student-athletes or Total GPA as they are already accounted for from Track																
MEN =	8	82	78	20	188	0	74	104	10	188						
WOMEN =	9	86	40	8	143	0	103	37	3	143						
TOTAL =	17	168	118	28	331	0	177	141	13	331						
	4.00	3-3.99	2-2.99	<2.0	TS	4.00	3-3.99	2-2.99	<2.0	TC						

**Athletic Council**  
**November 23, 2009**  
**11:00 a.m.**  
**Champ Hall Conference Room, Old Main**

Director of Athletics Report

Scott Barnes

Other Business

Ken White

**Athlete Council**  
**November 23, 2009**

Ken welcomed everyone and started the council meeting at 11:00 a.m. Those in attendance were James Morales, Raymond Coward, Dave Cowley, Jeff Crosbie, Jeremy Winn, Jana Doggett, Brian Evans, Peter McNamara, Fred Hunsaker, Tyler Tolson, Brandon Broadhead, Patty Halafia, Whitney Pugh, Liz McArthur, Scott Barnes, Ken White, Ross Peterson, Flora Shrode, Dennis Dolny, Alison Cook, Byron Burnham, and David Olsen. Those excused from the meeting were Stan Albrecht, Pat Evans, Nnamdi Gwacham, and Ashlee Brown.

**Director of Athletics Report**

Scott talked about the off court facilities renovation. We had a ribbon cutting ceremony on November 14 for the unveiling of the project. The men's locker room is now the Nate and Heather Wickizer Locker Room and Lounge. The women's side is the MerLynn Pitcher Women's Basketball Locker Room and Lounge. (See attached pictures) Ken added that this is a practical element and give us a recruiting advantage. We are excited about the end result of this campaign.

**Development Update**

Kent's first charge was to evaluate. We have been fund raising for a long time but how effective? When we ask for a list of donors, is it complete? He spent the first eight months figuring out 4,000 former athletes and donors and then adding another 1,000 former athletes names to our database.

There are four major things we must do better;

1. Cast a wider net
2. Revamp our Big Blue Scholarship Fund (message and drive)
3. Contact, listen and ask
4. Learn and tell our stories of former athletes

We changed the Big Blue fund drive model to 5 weeks and added 75 volunteers. We looked at a growth of 3% to 8% this year. We were seeing a decrease in the number of donors. We are reaching out by making one on one contact with donors.

Development Activity; we must increase the number of intentional development contacts. The number of contacts represented does not show Scott's contacts. We currently went from 225 contacts to over 1,000 contacts. Last year the key was the bad economy. This is an important time to be seeing people, a chance to redouble our efforts. By increasing the number of contact, we will increase the dollars coming in. Also, by increasing the number of donors, we will increase the number of gifts.

Kent reviewed the Football Competitive Excellence Fund. We have \$1,205,833 in commitments, we have \$1,090,000 in asks, \$1,070,000 in asks to be made and \$682,500 in asks that were declined.

For the basketball of court facilities our goal was to raise \$450,000. We have \$323,000 in commitments with \$110,000 out in asks, and \$11,000 in asks to be made. We had \$65,000 in asks that were declined.

We are revamping the “A” club and it will now be called the Varsity Club. This is a communication tool focused on reconnecting former student-athletes with USU and each other. We will have a national board that will have representation from each sport and era to meet twice annually. This board will assist us with communication and reunions. The board invitation letters are to go out after Thanksgiving.

We are using student-athletes as ambassadors for our department to reconnect with selected former student-athletes. Our goals are to 1) reconnect and learn the stories of our alumni, focus future donor visits 2) To help current students create career networks with Aggies while developing interpersonal skills.

We are working with a PR class to do a potential donor audit. We are asking questions of donors and non-donors among former student-athletes to understand the obstacles and opportunities to being philanthropic towards Aggie Athletics.

We will do a Spring Caravan in 2010. This is an opportunity to talk one on one with small groups. We will target geographic areas to bring in our coaches and administration. The Provost asked about the rationale between what we are spending versus what is the return. Kent responded that we would see the return on our annual fund and major gifts. In terms of what we spend, the funds will come out of the development travel budget out of athletics.

Provost Coward asked how much more was raised this year versus last year. Kent responded that we had a 22% increase in dollars and a 29% increase in the number of donors.

We will have an event on December 5 for Merlin Olsen. This recognition is long overdue. We will have a private dinner prior to the game with his family and friends. There will be a special announcement before the game.

### **Compliance Review**

We have a vote that is due by January 4 and Ken would like to make the council aware of some of the items that are up for vote. We are talking with different groups such as the coaches, Student-Athlete Advisory Council and the Compliance Council.

Some proposals that are hot topics:

1. Prospective student-athletes and compromised amateur status  
Allow people to play with professionals as long as participant has not receive more
2. Rules for making phone calls-  
This proposal would allow unlimited calls to a senior in high school
3. Eligibility- academic  
Prospective student-athletes must have 16 core courses in high school.  
Make a requirement of online courses to where a student has to have interaction between and student and teacher.  
Students keep records of assignments.

Ken will bring these items up for some feedback in our January meeting. He serves and is the chair of a sub-committee of a NCAA cabinet that attempted to standardize non-traditional courses. Use one umbrella to describe all non-traditional. There was some legislation that was turned down and the cabinet wants to tackle it again regarding on-line

courses. The major concern is that you lose quality control of courses. We are entering an age where it will be difficult to track those courses. There is almost no way to track it. Why it was defeated: Fear you would have high profile student-athletes that took all courses on-line that would become ineligible.

Ken adjourned the meeting at noon.

No Athletic Council meeting was held in December 2009.

**Athletic Council**  
**January 6, 2010**  
**11:00 a.m.**  
**Champ Hall Conference Room, Old Main**

Director of Athletics Report	Scott Barnes
Non-traditional Course Work	Ken White
Other Business	Ken White

**Athlete Council**  
**January 7, 2010**

Ken welcomed everyone and started the council meeting at 11:00 a.m. Those in attendance were James Morales, Raymond Coward, Dave Cowley, Jeff Crosbie, Jeremy Winn, Jana Doggett, Brian Evans, Peter McNamara, Brandon Broadhead, Patty Halaufia, Whitney Pugh, Scott Barnes, Ken White, Ross Peterson, Flora Shrode, Dennis Dolny, Alison Cook, Byron Burnham, and David Olsen. Those excused from the meeting were Tyler Tolson, Liz McAthur, Nnamdi Gwacham, Ashlee Brown, Pat Evans, Stan Albrecht, Mike Bair has been recognized as the 2010 District 8 Athletic Equipment Managers of America Equipment Manager of the Year. He services all 16 sports with athletic equipment, uniforms and clothing, while also supervising student managers for many of the sports. This is another indication of an excellent individual. Kudos to Mike on an excellent job.

Director of Athletics Report

Scott has asked Dale to outline his area at today's council meeting. Scott went to the Fiesta Bowl. Next time he wants to go back as a participant not for anything else, and not part of the selection committee.

We do get some BCS money from Boise. 87% of the money goes back to the BCS schools. This year we could get as high as \$170,000 or as low as \$130-\$140,000.

We are bringing Tom Thomas to campus to help athletics develop a strategic plan. This plan will be more inclusive and more formalized on our goals and timelines. We will only go out three years. We have asked Alison to be part of this process and we will have members from the National Advisory Board for Aggie Athletics, the Big Blue Scholarship Fund President and many from our staff.

Patty and Ross have been instrumental in the Merlin Olsen Campaign. There is a new sense of urgency on this campaign due to Merlin's health. Our goal is to raise \$1.5 million. There are three pieces to this campaign; we will place a statue of Merlin on the southeast corner of the stadium. Second, we will have an endowment in Merlin's name. Third, we will add to the Football Competitive Excellence Fund. This fund is to help improve football. The field naming ceremony will be next fall. Blair Bushwell is the individual Merlin picked to do the statue. We have had nice commitments on the front.

Graduate Athletic Trainers

Dale discussed the academic graduate program for our GA Athletic Trainers. (Handouts attached) We started working in 1992 to make this a credited curriculum to the actual health care profession. After we started moving this program it took us until 2003 to complete the emphasis. We could then offer the student a credited curriculum to the actual health care profession. Our current program has an emphasis aspect of Athletic Training is in Exercise Science.

Without Dennis Dolny, Byron Burnham, the graduate school, and the Provost we would not be where we are today. We currently have a class of nine and will have 100% graduation and 100% job placement after graduation.

We gather so many benefits from this program. This has reduced exposure to risk for our athletes. We have trainers assigned to all practice and events.

The required number of full time certified trainers is 8.5 and a certified graduate student counts as .5. This is a savings cost to athletics of 5.5 full time athletic trainers. We are not taking advantage of the student and are not asking unreasonable requests.

We have five openings for next year with 18 active files. The change is the emphasis in the graduate program. I believe we will be recognized as a premier program not only in the West but possibly the nation.

These changes have increased the support and welfare of our student-athletes. Byron indicated that recruiting grad students is very competitive.

### Non-Traditional Course Work

Ken is on an NCAA Academic Cabinet. His cabinet is charged to evaluate bylaws for the student-athletes and academics. Closes holes or streamlines those issues. There are several pending pieces of legislation to do with non-traditional coursework. The definition at the national level is any type of teaching venue others than a classroom with instructors.

Last year the legislation was turned down. The main reason it was turned down is the image. If a student-athlete was asked about their classes they could say they great, I don't go to class, I take them all online. There are also some concerns with how online courses are credited. Non-traditional course work is expanding and will get bigger in years to come. Missed class time- can be in the course while on the road. Ken asked the council how they feel and how academics can be managed.

Ken asked Brandon from the student perspective how he felt. Brandon said there is concern about with on the online class you leave it all until the last minute. Not missing a lot of class time would be good.

Brian indicated that if a student-athlete takes a course through distance education may not:

- 1) Count as full time enrollment
- 2) May not count towards the degree
- 3) We cannot pay for the course.

We currently only allow our student-athletes to take two online courses or distance education courses per semester. We only allow 2 online or distance education per semester.

As far as the NCAA ruling we are treating our student-athletes the same as all our other students.

Ken asked James Morales and Ross Peterson to report next month on their sub-committees. He then adjourned the meeting.

**Athletic Council  
February 10, 2010  
11:00 a.m.  
Champ Hall Conference Room, Old Main**

Director of Athletics Report

Scott Barnes

Student Academic and Athletics Eligibility  
and Intercollegiate Sports Sub-Committee Report

Ray Coward

Athletics Relations Sub-Committee Report

Ross Peterson

Gender and Minority Issues Sub-Committee Report

James Morales

Other Business

Ken White

**Athletic Council**  
**February 10, 2010**

Ken welcomed everyone and started the council meeting at 11:00 a.m. Those in attendance were James Morales, Raymond Coward, Dave Cowley, Jeremy Winn, Jana Doggett, Brian Evans, Peter McNamara, Patty Halaufia, Whitney Pugh, Scott Barnes, Ken White, Ross Peterson, Flora Shrode, Dennis Dolny, Alison Cook, Byron Burnham, Tyler Tolson, and David Olsen. Those excused from the meeting were Brandon Broadhead, Jeff Crosbie, Liz McAthur, Nnamdi Gwacham, Ashlee Brown, Pat Evans, and Stan Albrecht.

Director of Athletics Report

It was cool to see the student leadership group and the student-athletes come together to help with the Haiti relief efforts.

We are completing the strategic planning process for athletics. We had Tom Thomas with Cardinal Advisors in to help us with a plan. He has worked with over two hundred universities around the country. We wanted to be inclusive in our plan and had Jeremy, Alison, Gayle, the Big Blue President, SAAC, and many of our staff work with Tom. We wanted to create the framework and make the plan operational with timelines and costs. We are just ending our current three year plan. This is a plan we want to make operational. Scott will have more to come on the strategic plan.

Student Academic and Athletics Eligibility and Intercollegiate Sports Sub-Committee Report

The Provost pointed out four things on the academic reports. The GPA breakdown shows 24 students with a GPA below 2.0, or 6%. This is a substantial improvement from the previous year. We have a cumulative GPA of seven athletes below 2.0 which is remarkable. In the WAC comparison we lead both indicators in comparisons. The Provost pointed out our GSR rates against other Western Land Grant Institutions. We were delighted when we put this information together for the Dean's. We are just right where we should be. The Provost gave kudos to Scott, Brian, and the staff. Brian reviewed the GPA breakdown for fall and the cumulative GPA.

We have 145 student-athletes for the Whitesides' which is about average out of 376 students that are eligible. Brian has been asked why we do not have more athletes on the Dean's List. To make the Dean's List you must have 15 quality hours which is quite a lot. Anything that is a pass/fail does not qualify as quality hours.

We led the WAC in Academic All-Conference with 181 student-athletes. Brian distributes this information to the individual coaches for them to review their sport.

Byron asked about the graduation rates. Brian detailed the difference between the GSR and the Federal Graduation Rates. We are one of only four schools where men's basketball had a 100% graduation rate. Football is sitting in at 70% and is the top of the WAC. They increase their percentage every year and Gary is graduation driven.

The addition of a Learning Specialist position to assess, identify, and process student-athletes with learning challenges has already helped us and will continue to help us.

The Provost pointed out that San Jose had a high of 50% and a low of 50%. LA Tech is in the upper 60's and not moving. USU is moving from 74% to 85%. Not only are we at the top but we are moving up. He gave kudos to the coaches.

#### Athletic Relations Sub-Committee Report

During the sub-committee meeting we talked about the band involvement and the naming process of the University. Ross has received many emails about the quick naming of the Merlin Olsen Field.

We want to continue improving the relationship with athletics, cheer, pep, and marching band. We talked about greater involvement with the music department. Craig Jessop joined the sub-committee meeting. We feel a real need for greater participation from the band at women's events and all the men's basketball games. One idea included a volunteer band. It is very difficult to have the band here during the break and over the holidays. It was talked about getting other students involved in the band. We want to incorporate some high school pep bands when our band could not be included and they also talked about putting together an alum band. The goal is to have a plan in place for next year. We are also making a concerted effort to increase their scholarships. The Spirit Squad puts in countless hours at events that they cover and their stipend is \$900 per semester. We want to do some fund raising to enhance those scholarships.

#### Gender and Minority Issues Sub-Committee Report

The Gender and Minority Issues sub-committee is about the diversity of student-athletes and the climate generally. The sub-committee meets twice a year, once in the fall and once in spring. James distributed a handout that encapsulates the gender and minority information for the student-athletes. We have 7 men's and 9 women's opportunities, 197 men participants and 142 women participants. We need to increase women's participants by 50, for a total of 192 participants.

Ken asked if the number of men participants is consistent or if this number will change. Scott responded that this year we implemented a roster management so we should not see growth in the number of men participants.

James told the council his sub-committee meets twice a year, once in the spring and once in the fall. They met to review the exit interview report. Geno and Jana have done a great job administrating the exit interviews. Out of 120 seniors we had seventeen respond on-line, which is 14%, and are still tabulating hard copies. Jana, Ken and Scott randomly select senior to meet with them when they graduate. At that time the athlete bring their exit interview.

The Provost asked James' sub-committee to go back and review a way to get more participation in the exit surveys. James will have his sub-committee look at a way to get revising and obtaining results.

The Provost asked about no minority head coaches and a low number of minority assistant coaches. Scott indicated we had worked with outside groups and also with the Black Coach Association. The Provost wants us to decide what our goal is, as a good next step. He encouraged James' sub-committee to work with Scott and get in writing a briefing, where we are and where we should be.

The last item the sub-committee looked at was adding a new women's sport. They looked at a number of options including the number of participants, as well as the number of scholarships. We need to increase female opportunities. Equestrian and Swimming and Diving are at the top of the list.

Scott indicated that when we did a gap analysis we are way below average for salaries. We are not ready to add another sport at this time. We do not have the budget or dollars.

Ken thanked the council and everyone for a great job on their sub-committee report. He then adjourned the meeting.

No Athletic Council Meeting in March Due to NAA Men's Basketball play-offs.

**Athletic Council  
April 14, 2010  
11:00 a.m.  
Champ Hall Conference Room, Old Main**

Director of Athletics Report

Scott Barnes

WAC Compliance Report

Jake Garlock

Whitesides Scholar-Athlete Luncheon

Brian Evans

Academic/Life Skills Coordinator position

Brian Evans

**Athletic Council**  
**April 14, 2010**

Ken welcomed everyone and started the council meeting at 11:00 a.m. Those in attendance were Dave Cowley, Jeremy Winn, Brian Evans, Whitney Pugh, Scott Barnes, Ken White, Flora Shrode, Alison Cook, Byron Burnham, Tyler Tolson, David Olsen, Brandon Broadhead, Nnamdi Gwacham, Kent Clark and Eric Olsen.

Patty Halaufia, Ross Peterson, Jeff Crosbie, Liz McAthur, Ashlee Brown, Pat Evans, Raymond Coward, Stan Albrecht, Jana Doggett, James Morales, Peter McNamara and Dennis Dolny were excused from this meeting.

**Director of Athletics Report**

Many times when we get together we review things that are not so positive. Scott wanted to review some things that have happened this year that are positive:

- \* Bill Garren named WAC Video Coordinator of the Year.
- \* USU leads the WAC with 43 academic all-WAC honorees from its winter sports.
- \* USU student-athletes collect nearly \$5,000 for Haiti Relief Effort.
- \* USU has 41 student-athletes earn academic all-WAC honors from its fall sports to rank second in the WAC.
- \* Mike Bair named the 2010 District 8 Athletic Equipment Managers of America Equipment Manager of the Year.
- \* USU names field at Romney Stadium Merlin Olsen Field.
- \* USU unveils new off-court basketball facilities.
- \* USU signs new television rights package with XXL Sports and Cis-Com Productions.
- \* USU unveils new Steve Mothersell Athletics Hall of Honor.
- \* Stew Morrill named WAC Coach of the Year for second straight season.
- \* Stew Morrill wins 500<sup>th</sup> career game on Jan. 23, 2010 as USU wins at Idaho, 60-48.
- \* Gregg Gensel named WAC Coach of the Year for fifth-straight season.

**Men's Basketball**

- \* Utah State advances to second straight NCAA Tournament, including seventh in last 11 years and 19<sup>th</sup> in school history.
- \* Utah State wins third straight WAC regular season title.

**Women's Basketball**

- \* Junior guard Alice Coddington sets a school and WAC record with 13 steals in a single game against Weber State on Dec. 21.
- \* Utah State wins first-ever game against Louisiana Tech
- \* Utah State records just second-ever win against Utah

**Cross Country**

- \* Men win fifth-straight WAC Championship.
- \* Sophomore Brian McKenna named 2009 WAC Male Athlete of the Year and becomes first Aggie since 2005 to qualify for NCAA Championships.

**Football**

- \* Sophomore RB Robert Turbin ties single-game school record with five TDs in 52-49 win at Idaho.

- \* Turbin sets single-season school records for TDs (18) and points scored (108).
- \* Junior QB Diondre Borel sets single-season school record for total offense.

#### Gymnastics

- \* Places third at 2010 WAC Championships, which is tied for its highest finish in its five years in the league.

#### Soccer

- \* Defeated Utah, 2-1, in overtime for its first win against the Utes since 1997.
- \* Sophomore forward Shantel Flanary named WAC Offensive Player of the Year and is first player in school history to win that award.

#### Softball

- \* USU records first-ever win against No. 1 team as it defeated top-ranked Washington, 7-4, on Feb. 19, 2010 at the Campbell/Cartier Tournament hosted by San Diego State.
- \* Won our first 3 games (has not been done since the early 1990's).

#### Track and Field

- \* USU men won its second WAC Indoor Championship, while the Aggie women finished second which was its best indoor conference finish since winning the 1994 Mountain Pacific Sports Federation Championship.

#### Volleyball

- \* Beat BYU, we went 2-1 against the MWC

### **Mission and Core Values**

We brought Tom Thomas on to campus to help with the framework of a strategic plan. Tom has done more than two hundred strategic plans with other Universities. This will be a three year strategic plan. We have developed our mission and core values and are currently solidifying our goals and objectives for each area. Each of the core values embodies and speaks to where we are as a department. We will present the full plan to the council next fall.

The WAC Strategic plan has come up for renewal. They have asked us to review their current plan and look at the alignment. When they originally did the plan they used other Universities with the goal in mind to make us a premiere 1A conference. We are currently discussing a strategic plan for the WAC.

### **Oquirrh Bucket**

The Oquirrh Bucket is currently at BYU. It is going to be shipped to Scott today. Over the next few weeks Scott will talk with the Director of Athletics at Utah, Weber, and BYU to determine the rules for the bucket. One of the issues is what school belongs. Doug is working with other media directors to put together a few proposals for the directors to review.

Byron asked Scott if he was going to pursue the wagon wheel. This was a rivalry between USU and BYU for whoever won the football game got to display the wagon wheel.

Football renewals are at 21% compared to 18% last year, or 624 tickets compared to 398 tickets. We will be where we want to be if this continues. When we have TV and bad weather it kills us on walk-up ticket revenues.

Scott asked Brian to talk about the National Advisory Board for Aggie Athletics and the mentoring program.

We are starting to get some junior and senior student-athletes together with some of the NABAA members. Right now we have matched eight students with some of the board and are looking at expanding our reach. We have them all communicating via email. On August 24 we will have a breakfast that will get them together in person and give them an opportunity to talk. We will identify more athletes as we get more mentors. We want this to help our athletes get a leg up, to help them be successful in their field. We are hoping this program will build and grow and be very successful.

### **WAC Compliance Review**

We recently had an outside compliance review. This is required to be done every four years by the NCAA. Anthony Archibald with the WAC came to campus and did our review. He met with thirteen different campus administrators, all in key compliance areas on campus. Prior to his arrival on campus we sent Anthony contract, policy and procedure manuals, employment agreements, etc. For the most part we scored very well. We have a culture in compliance and are in good standing.

They reviewed us at the university level. We received good marks in that area. That structure is key to our culture of compliance.

The academics area, Brian Evans, received high praise as well as the FAR, Ken White.

We are consistently in the top three of self report in the WAC. This is a good thing. Because we are self reporting it shows our commitment to compliance. Scott said the reporting of violations is a good thing. Those who have not reported very many violations means they have a problem. We want a culture of self report.

Recommendations we received; monitoring in recruiting, certifying amateur status of foreign athletes, monitoring of camps, and add an additional staff member. They also encouraged us to keep sending key people and student to NCAA education seminars.

Byron asked if we decide what amateur status is or do their rules determine status? Jake responded that they have to fit our criteria to be at amateur status. The NCAA eligibility clearinghouse has a new arm where they check international status.

Ken thanked Jake for doing a commendable job.

Scott indicated that he is proud to have both Ken and Jake as part of athletics. The help us with this culture.

### **Academic Life/Skills**

Amy Crosbie has left USU to accept a position at Weber State as the Associate Athletics Director/SWA. Amy was a student-athlete, then went on to be a volleyball assistant coach, and then joined Brian's group seven years ago. She was a great addition to the

staff. We are looking to replace Amy and will be putting out a national advertisement. Hopefully, Brian will have a replacement hired and ready to go by July 1.

Ken asked for a motion to accept Jake's report on the WAC Compliance Review. Byron made the motion to accept the report. Tyler seconded the motion. A vote was taken and the report was approved unanimously.

### **Whitesides' Scholar Athlete Luncheon**

Our big academic recognition luncheon will be on April 27 in the ballroom of the TSC. We have 157 student-athletes that we are recognizing this year. Everyone on the council should have received an invitation. Please let Karen know if you are able to join us. We will start at 11:15 a.m. and hopefully be finished by 1:00 p.m. We will have a buffet luncheon and then go right to the recognition.

Ken asked the council members to try and make it to the luncheon. This is a great opportunity to head the team GPA's and acknowledgements.

Byron made the motion to nominate Ken as the chair for next year's Athletic Council. Allie seconded the nomination. A vote was taken and was approved unanimously.

Scott nominated Allison Cook as the Vice Chair for the Athletic Council. Flora seconded the nomination. A vote was taken and was approved unanimously.

Ken let the council know how much he appreciate their commitment. This council is a valuable mechanism to provide oversight of the athletics program. He thanked everyone for their participation.

We will send out emails in June to start scheduling next year's meetings. Ken then adjourned the meeting at noon.

## **Report from the Educational Policies Committee October 7, 2010**

The Educational Policies Committee met on October 7, 2010. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page<sup>1</sup> and are available for review by the members of the Faculty Senate and other interested parties.

During the October 7<sup>th</sup> 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 meeting of October 7, 2010 which included the following notable actions:
  - The Curriculum Subcommittee approved 104 requests for course actions.
  - The request from the Department of Animal, Dairy and Veterinary Sciences to consolidate three graduate degree programs into a single Graduate Degree program (MS/PhD) with five specializations (Animal Management, Animal Health and Disease, Animal Molecular Genetics, Animal Nutrition and Reproduction and Development) was approved.
  - The request from the Department of Health, Physical Education and Recreation to rename the Bachelor of Science, Health Education Specialist degree, to the Health Education and Promotion degree was approved.
  - The request from the College of Agriculture, Department of Animal, Dairy and Veterinary Science to offer, in partnership with Washington State University College of Veterinary Medicine, a Doctor of Veterinary Medicine degree was approved.
  
2. Approval of the report from the Academics Standards Subcommittee meetings of April 8 and September 16, 2010. Actions of note:
  - David Hole was elected chair of the Academic Standards Subcommittee for 2010-2011.
  - **Incomplete Grade policy.** The committee approved a change to USU policy regarding incomplete grades to now state that a substantial portion of a course must be completed by a student requesting an incomplete grade.

Current General Catalog Language:

*Incomplete (I) Grade*

*Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student may be unable to complete all of the*

*coursework because of extenuating circumstances. The term “extenuating” circumstances includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter course schedule to secure employment, (4) change in work schedule as required by employer, (5) judicial obligations, or (6) other emergencies deemed appropriate by the instructor. The student may petition the instructor for time beyond the end of the semester to finish the work. If the instructor agrees, two grades will be given, an “I” and a letter grade for the course computed as if the missing work were zero. An Incomplete Grade Documentation Form must be filed by the instructor in the department or college office. Students may not be given an incomplete grade due to poor performance or in order to retain financial aid. The student is required to complete the work by the time agreed upon (which may not be longer than 12 months). If no change of grade is submitted by the instructor within the prescribed period, the “I” will be removed and the letter grade originally submitted with the “I” will remain as the permanent grade for the course. Arrangements to complete the missing coursework are to be made directly with the instructor awarding the “I” grade, and in accordance with departmental and other USU policies. In the absence of the original instructor, special circumstances must be handled by the department head. Documentation of the reasons for granting an “I” grade and required work to be completed in order to remove the “I” grade must be recorded on the Incomplete Grade Documentation Form, which must be filed with the departmental office. Resolution of the “I” grade does not involve a complete repeat of the course, only the completion of missing coursework. **A student does not reregister for the course.** All “I” grades must be changed to letter grades prior to graduation, regardless of whether or not the course is required for the degree. Dissertation, thesis, directed study, and independent study courses taken for graduate work are exempted from this policy.*

Approved New Language:

#### *Incomplete (I) Grade*

*Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student maybe unable to complete all of the coursework because of extenuating circumstances. The term “extenuating” circumstances includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family,(3) financial responsibilities requiring a student to alter course schedule to secure employment, (4) change in work schedule as required by employer, (5) judicial obligations, or (6) other emergencies deemed appropriate by the instructor. The student may petition the instructor for time beyond the end of the semester to finish the work. If the instructor agrees, two grades will be given, an “I” and a letter grade for the course computed as if the missing work were zero. An Incomplete Grade Documentation Form must be filed by the instructor in the department or college office. Students may not be given an incomplete grade due to poor performance or in order to retain financial aid. An incomplete grade may be granted only if the student has completed the majority of the course and is passing the class*

*at the time. The student is required to complete the work by the time agreed upon (which may not be longer than 12 months). If no change of grade is submitted by the instructor within the prescribed period, the "I" will be removed and the letter grade originally submitted with the I" will remain as the permanent grade for the course. Arrangements to complete the missing coursework are to be made directly with the instructor awarding the "I" grade, and in accordance with departmental and other USU policies. In the absence of the original instructor, special circumstances must be handled by the department head. Documentation of the reasons for granting an "I" grade and required work to be completed in order to remove the "I" grade must be recorded on the Incomplete Grade Documentation Form, which must be filed with the departmental office. Resolution of the "I" grade does not involve a complete repeat of the course, only the completion of missing coursework. **A student does not reregister for the course.** All "I" grades must be changed to letter grades prior to graduation, regardless of whether or not the course is required for the degree. Dissertation, thesis, directed study, and independent study courses taken for graduate work are exempted from this policy.*

3. Approval of the report of the General Education Subcommittee meeting of September 21, 2010. Of note:

- The following General Education courses were approved:

PSC 3420 (QI)  
IELI 2470/2475 (BSS)  
RELS 4560 (HU)  
SOC 3010 (DSS)  
SOC 3600 (DSS)

- The following General Education course syllabi were approved:

USU 1320 (BHU)

4. Other Business

Executive Vice President and Provost Ray Coward presented information about an initiative to examine summer class offerings and enrollments with the goal of improving the summer class system.

1. <http://www.usu.edu/fsenate/epc/archives/index.html>



## **POLICY MANUAL**

### **FACULTY**

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#### **Number 402**

**Subject: The Faculty Senate and Its Committees**

**Effective Date: July 1, 1997**

**Revision Dates: November 16, 2001; April 29, 2002; January 12, 2007; April 30, 2007, March 6, 2009.**

**Date of Last Revision: August 13, 2010**

#### **402.1 AUTHORITY OF THE FACULTY TO REVIEW FACULTY SENATE ACTIONS**

Actions of the Faculty Senate (Senate) shall be subject to the appellate power of the faculty, as provided in policy 401.9.3. The agenda and actions of the Senate shall be reported to the faculty as provided in policy 402.4.2(3).

#### **402.2 AUTHORITY OF THE SENATE**

The authority of the faculty is delegated to the Senate. The Senate legislates and sets policy for matters within the collective authority of the faculty. See policy 401.9. The Senate shall have the power to act for and represent the faculty in all matters of educational policy, including requirements for admission, degrees, diplomas, and certificates; and in curricular matters involving relations between colleges, schools, divisions, or departments.

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

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

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

## **2.2 The President, University Administrators, and Board of Trustees**

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

## **2.3 Senator's Handbook**

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

## **402.3 MEMBERSHIP; ALTERNATES; TERM; VACANCIES**

### **3.1 Membership**

The Senate shall be composed of the following members: (1) Fifty-five faculty members elected by and from faculty members eligible to vote in Senate elections (see policy 401.6.3(2)(d)); (2) the President and the Provost of the University or their designees; (3) eight appointees of the President of the University who shall be vice presidents and/or deans, six of whom must hold faculty appointments and must be designated annually preceding elections to the Senate; (4) the four chairs of the Academic Freedom and Tenure Committee, the Budget and Faculty Welfare Committee, the Professional Responsibilities and Procedures Committee, and the Faculty Diversity, Development and Equity Committee, if they are not one of the faculty members elected to the Senate; and (5) three students, who shall include the Associated Students of Utah State University (ASUSU) President or a designee, the ASUSU Academic Senate President or a designee, and the Graduate Student Senate (GSS) President or a designee.

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

### **3.2 Alternates for Elected Members**

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

**Comment [L1]:** According to the web version of the Code, reference should be to 401.5.3(2) (d)

Senators must notify the **Executive** Secretary of the Senate in writing (email is acceptable) whenever alternates will replace them. If an absent senator fails to arrange for a substitute more than once during an academic year, then that senators' position will be considered vacant (see policy 402.3.4). Senators are considered absent whenever they are replaced by designated alternates (see policy 402.3.4).

### **3.3 Term**

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

### **3.4 Vacancies**

A senate seat shall be declared vacant if a senator (1) resigns, (2) is terminated, (3) goes on extended medical leave, (4) will otherwise be unavailable for more than half of the academic year, (5) misses more than one regularly scheduled meeting during an academic year without arranging for an alternate, or (6) misses four regularly scheduled senate meetings during any one academic year, or misses more than one regularly scheduled meeting even when an alternate is arranged. The Executive Secretary of the Senate reports all vacancies to the Committee on Committees. For vacancies an alternate elected senator will be appointed by the affected Dean or Vice President to fill the seat in accordance with policies 402.3.2 and 402.10.1. For vacancies among Presidential appointees, the President shall appoint a new Senator within 30 days.

## **402.4 RECORDS; AGENDA; MINUTES; ORDER OF BUSINESS**

### **4.1 Records**

The records of the Senate shall be kept by an executive secretary for the use of the members of the faculty, the President of the University, and the Board of Trustees. Records are public unless otherwise specified by action of the Senate in accord with state law (see policy 402.8).

Under the supervision of the President of the Faculty Senate, the Executive Secretary shall ensure that Senate actions approved by the President of the University, or where necessary by the President and the Board of Trustees (see policy 402.2.2), are published in campus media within an appropriate time frame and included in the Senate records.

### **4.2 Agenda and Minutes**

(1) Senate agenda.

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

(2) Faculty petition to place matter on the agenda.

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

(3) Distribution of agenda and minutes.

One week prior to each Senate meeting, the Executive Secretary shall provide each academic unit, for public posting, a copy of the agenda of the next meeting, without attachments, and minutes of the prior Senate meeting.

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

Under the supervision of the President of the Faculty Senate, the Executive Secretary shall ensure that Senate actions recommending a change in this policy or in other University policies or procedures are publicized in a timely manner to the campus and reported to campus news media.

#### **4.3 Order of Business**

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

#### **402.5 PARLIAMENTARY PROCEDURE**

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

#### **402.6 MEETINGS; QUORUM**

##### **6.1 Scheduled Meetings**

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

##### **6.2 Special Meetings**

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

**Comment [L2]:** PRPC proposes a change to the language, but recommends retaining this clause, regardless of its unlikelihood of occurring. Special meetings could be called to address an emergency situation, in which advance notice might be difficult or impossible.

**Comment [J3]:** This could happen but it is highly unlikely.

### 6.3 Quorum and Voting

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

### 6.4 Meetings with Constituencies

The elected senators should hold a meeting each semester with their constituencies to answer questions and discuss Senate business. A senior senator in each college, in Extension, Regional Campuses, and the Library will call and chair the meeting.

**Comment [L4]:** PRPC recommends this be an informational item placed within the Faculty Senate Handbook. Delete from here. PRPC likes the wording contained in this section, but feels it would be more appropriate in the FS Handbook.

## 402.7 ~~SENATE~~ PRESIDENT, PRESIDENT-ELECT, AND PAST PRESIDENT OF THE FACULTY SENATE

### 7.1 Duties of the President of the Faculty Senate

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

### 7.2 Duties of the ~~Senate~~ President-Elect of the Faculty Senate

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

### 7.3 Duties of the Immediate Past President of the Faculty Senate

The immediate ~~p~~Past ~~p~~President of the Faculty Senate shall serve as a voting member of the Faculty Senate Executive Committee and Faculty Senate for a period of one year immediately following his/her term as President of the Faculty Senate. The immediate ~~p~~Past President of the

Faculty Senate shall also serve as a member of the Senate Handbook Committee (see policy 402.12.10).

#### 7.4 Eligibility and Term

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

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

#### 402.8 SENATE EXECUTIVE SECRETARY

An Executive Secretary of the Senate shall be appointed by the President of the University. See policy 401.10. The duties of the Executive Secretary are: (1) Under the direction of the President of the Faculty Senate, to prepare agenda for all meetings of the Senate, the Faculty Forum, and the Executive Committees of each. (2) Under the direction of the President of the Faculty Senate, to keep minutes of the meetings of the Senate, the Faculty Forum, and the Executive Committees of each. (3) To distribute copies of both agenda and minutes. (4) To forward actions, policies, and reports of the Senate to the President of the University. (5) To gather items and data that the Executive Committee may present at Senate meetings. (6) To prepare and present, at the September and March Senate meetings, an accounting of the implementation or non-implementation of motions passed by the Senate. (7) To apprise Senate committees of items which the Senate has requested that they study. (8) To maintain an archive of the minutes of each meeting of the Senate and its Executive Committee, the Faculty Forum and its Executive Committee, and the Senate committees. (9) To keep university faculty informed of the action of the proposed business of the Senate by publicizing the Senate agenda, Senate actions, and the results of Senate elections as provided in policy 402.4.2(3). (10) To provide yearly each senator with a copy of the Senator's Handbook (policy 402.2.3).

#### 402.9. FACULTY FORUM

##### 9.1 Membership of the Faculty Forum; Description

Faculty Forum consists of all elected Senate members, and the four chairs of the Academic Freedom and Tenure Committee, the Budget and Faculty Welfare Committee, the Professional Responsibilities and Procedures Committee, and Faculty Diversity, Development and Equity

**Comment [L5]:** Comment j19 stated that "For the last two year this information has appeared on the Faculty Senate webpage in the form of agendas, minutes, members rosters, code change status reports, and motion tracking documents. The Senate Handbook is posted on the Faculty Senate webpage." PRPC concurs that this requirement is being met.

**Comment [L6]:** Comment TF20 asked if this was not changed to include "all" faculty members. PRPC reads this as referring only to the body of the Faculty Forum. The issue was discussed at Faculty Senate on 30 April 2007 (See minutes). While all faculty are invited to participate in the Faculty Forum (402.9.2), the body of the Faculty Forum is composed of the members as described in this section. PRPC recommends letting the language stand as is.

Committee. The Faculty Forum meetings are a means of open discussion for elected Senate members and the committee chairs without participation by or from the President of the University, the Provost, the presidential appointees, deans and department heads, or the student members of the Senate, unless specifically requested by the Executive Committee of the Faculty Forum. During meetings of the Faculty Forum, participants may discuss subjects of current interest, question and debate any policies and procedures, and formulate recommendations for consideration by the Faculty Senate. The Faculty Forum does not exercise the legislative authority of the Faculty Senate.

### 9.2 Meetings; Agenda; Notice

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

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

**Comment [L7]:** The differentiation between resident and non-resident faculty was eliminated by PRPC last year.

**Comment [L8]:** PRPC recommends letting this language stand.

### 9.3 Officers and Executive Committee of the Faculty Forum

#### (1) Officers.

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

#### (2) Executive Committee of the Faculty Forum.

The Faculty Forum Executive Committee shall consist of the 11 elected faculty members on the Senate Executive Committee (policy 402.12.2).

**Comment [L9]:** PRPC concurs, in part, with comment JF24, and recommends deleting the number in this section. Other numbers, however, such as those found in 402.3.1; 402.4.2(2); 402.6.2; and 402.9.2; as well as the references to representation outlined in 402.12.1(2)(d) add continuity to the Code and reflect changes made over time to the Senate and its committees.

## 402.10 SENATE ELECTIONS

### 10.1 Apportionment of Elected Faculty Positions

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

### 10.2 Election of Faculty Members to the Senate

(1) Scheduled date; notice to deans and **directors**.

Elections of faculty representatives to the Senate and sufficient alternate senators to serve when regular senators cannot attend, are held by colleges, Extension, Regional Campuses, and the Libraries. Elections shall be supervised by the Senate Committee on Committees. Elections shall be conducted during the spring semester of each school year, in time to be announced at the March meeting of the Senate. Additional elections shall be held as necessary to ensure the availability of alternates to fill vacancies in unexpired terms for the duration of those terms. The Senate Committee on Committees shall notify the appropriate deans and **directors** of the number of senators to be elected annually by their faculty and the date by which the elections must be held.

(2) Nominations.

After receipt of notice that annual elections shall be held, the appropriate deans and **directors** shall communicate by memorandum with their **resident** faculty members eligible to vote in Senate elections (see policy 401.6.2 for limitations) for the purpose of nominating Senate candidates and alternates. There shall be at least two candidates for each vacancy.

(3) Voting.

Faculty members with tenured or tenure-eligible appointments and faculty members with term appointments may nominate and vote for candidates and alternates in Senate elections. ~~Balloting~~ **Voting shall be by by-mail, email, paper, or electronic ballot** within each college, Extension, Regional Campuses, and the Libraries

(4) Verification and notice of election results.

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

**Comment [L1]:** To reflect current organizational structure, the term directors should be changed to vice presidents, as suggested by PRPC last year.

**Comment [L2]:** See [L2] above

**Comment [L3]:** See [L2] above

**Comment [L4]:** The differentiation between resident and non-resident faculty was eliminated by PRPC last year.

**Comment [L5]:** Comment TF 26 stated: "Currently using email and faxes." PRPC recommends adoption of this language.

### **10.3 Elections within the Senate**

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

## **402.11 SENATE COMMITTEES: AUTHORITY, ACTION AND PROCEDURES**

### **11.1 Purpose; Reporting**

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

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

### **11.2 Membership; Elections; Terms; Vacancies**

Only members of the faculty eligible to vote in Senate elections are eligible for election and appointment to Senate standing committees; see policy 401.6.3(2) (d) for limitations.

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

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

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

### 11.3 Senate Committee Procedures

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

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

**Comment [L6]:** TF 27 asked: "What is a routine action?" PRPC feels it is adequately defined in section 402.12.6(1), and requires no further clarification..

(2) Committee minutes.

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

(3) Chairs.

Unless otherwise specified, all standing committees and subcommittees of the Senate shall elect chairs annually.

**Comment [L7]:** TF 28 asked: "When? Last meeting or first? Recommend the last." PRPC suggests that the FS Handbook recommend the last meeting, but that in the interest of flexibility, let this language stand as is.

## 402.12 SENATE STANDING COMMITTEES

### 12.1 Executive Committee

(1) Duties.

The Executive Committee shall perform the following duties:

- (a) prepare Senate meeting agendas;
- (b) propose such standing and special committees of the Senate as may be needed;
- (c) examine the work of the Senate committees to discourage duplication of effort and to ensure that all committee assignments are carried out;
- (d) act as a steering committee to direct problems to the proper committees;
- (e) act as a liaison to harmonize the work of all committees;
- (f) transact such business as may be referred to it by the Senate; and
- (g) compile the Senator's Handbook and oversee its reproduction and distribution.

(2) Membership.

The Senate Executive Committee shall consist of the following 14 members:

- (a) the President of the Faculty Senate;
- (b) the President Elect of the Senate;
- (c) immediate Past President
- (d) nine elected faculty senators, representing each of the seven colleges, Extension, Regional Campuses, and Libraries;
- (e) the President of the University and Provost, who shall serve as ex-officio members;
- (f) a senator elected by the Senate from the presidential appointees of the Senate.

All members have a vote.

- (3) Eligibility; election; term.

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

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

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

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

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

- (5) Meetings; Senate agenda.

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

- (6) Reports and recommendations of other Senate committees.

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

## 12.2 Committee on Committees

**Comment [L8]:** TF 30 stated: "Has not been by nomination. Has been a confirmation of the President's choice. What way should it be?" PRPC requires further clarification as to how this process has worked, or should work.

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

The Committee on Committees shall consist of three (3) elected faculty senators. They are elected according to the same procedures, at the same time, and with the same eligibility restrictions that govern election of the President Elect of the Faculty Senate. See policy 402.10.3 and 7.3. Members of the Committee on Committees serve two-year terms. They elect a chair from within their membership.

### 12.3 Academic Freedom and Tenure Committee

#### (1) Duties.

(a) Jurisdiction as an administrative hearing body. The Academic Freedom and Tenure Committee, as represented by each of its hearing panels is an administrative hearing body, with jurisdiction in matters related to academic freedom, tenure, promotion, dismissals, and other sanctions; and actions alleged not to be in accordance with the adopted standards, policies, and procedures of the University. In relation to these matters, the committee may hear both complaints initiated by the University against a faculty member and grievance petitions brought by a faculty member. (b) Procedural due process. Hearing panels of the Academic Freedom and Tenure Committee shall, when hearing grievances, determine whether procedural due process was granted the petitioner as provided in this policy and determine whether the grievance is valid or not valid (see policy 407.6.6(8)) The recommendation of the hearing panel shall be binding on the general membership of the Academic Freedom and Tenure Committee. (c) Policy revisions. The Academic Freedom and Tenure Committee shall recommend to the Professional Responsibilities and Procedures Committee possible policy revisions arising from within the Academic Freedom and Tenure Committee's jurisdiction. (d) Review. The Academic Freedom and Tenure Committee will review, for consideration by the Senate, all matters pertaining to faculty rights, academic freedom, and tenure.

#### (2) Membership.

The Academic Freedom and Tenure Committee consists of the following ~~12~~ 13 members: (a) ~~seven-eight~~ faculty members, one elected by and from the faculty in each college; (b) one faculty member elected by and from the faculty in Extension; (c) one faculty member elected by and from the faculty of Regional Campuses; (d) one faculty member elected by and from the faculty in the Libraries; and (e) three ~~faculty members appointed from the 55~~ elected faculty senators appointed by the Committee on Committees.

#### (3) Election and appointment of members; terms.

Committee members elected from the faculty shall be elected and will serve terms in

**Comment [L9]:** TF 31 asked: "Could this number be deleted? Numbers are restricting." PRPC concurs that numbers can be restricting, but often that is their purpose. PRPC recommends deleting this number – 55 – but allowing other numbers to stand. This will require periodic revision to sections containing numbers, as changes in academic organization evolves and Senate and Senate committees change, such as in this section, as well as above in section 402.12.1(2).

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

(4) Officers.

(a) Eligibility; election; term. No later than May 10 (before the terms of the newly elected members begin), the Committee shall elect from among its members a new chair and vice chair, each to serve a one-year term beginning July 1. Any member who has at least one year remaining in a committee term or who has been re-elected to an additional, successive term is eligible to serve as chair or vice chair.

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

(5) Supplemental appointments.

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

(6) Hearing panels.

Hearing panels shall be appointed as necessary to hear grievances. Four members shall be appointed by the chair of the Academic Freedom and Tenure Committee from the Academic Freedom and Tenure Committee, and the remaining member shall be an administrator who holds a faculty appointment appointed by the President of the University. Faculty members of hearing panels shall be selected by the chair of the Academic Freedom and Tenure Committee on a rotating basis. All five panel members have a vote. Even if their Academic Freedom and Tenure Committee terms expire, hearing panel members shall serve until the recommendation of the hearing panel has been submitted to the Academic Freedom and Tenure Committee and to the President of the University.

#### **12.4 Budget and Faculty Welfare Committee**

The duties of the Budget and Faculty Welfare Committee are to (1) participate in the university budget preparation process, (2) periodically evaluate and report to the Senate on matters relating to faculty salaries, insurance programs, retirement benefits, sabbatical leaves, consulting policies, and other faculty benefits; (3) review the financial and

budgetary implications of proposals for changes in academic degrees and programs, and report to the Senate prior to Senate action relating to such proposals; and (4) report to the Senate significant fiscal and budgetary trends which may affect the academic programs of the University.

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

### **12.5 Professional Responsibilities and Procedures Committee**

The Professional Responsibilities and Procedures Committee shall advise the Faculty Senate regarding revision and implementation of this policy, and the composition and revision of the Faculty Senate Handbook. Needed revisions and implementation failures shall be submitted to the Senate for its consideration.

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

### **12.6 Educational Policies Committee**

#### (1) Duties.

The major function of this committee shall be to serve as the Senate committee on educational policy, including program discontinuance for academic reasons (policy 406.2). In addition to conducting studies and making recommendations as specifically instructed by the Senate, the committee itself may initiate such activities. Routine actions taken under established policy, such as approval for specific course changes, additions, or deletions, shall be submitted to the Senate as information items. All policy recommendations and major actions shall be referred to the Senate for approval or disapproval. Specific duties of the Educational Policies Committee shall include consideration of standards and requirements for University designated honors such as cum laude, magna cum laude, and summa cum laude.

#### (2) Membership.

The Educational Policies Committee consists of the Provost or designee; one faculty representative from each college; one faculty representative from Regional Campuses; one faculty representative from Extension; one faculty representative from the Libraries; one faculty representative from the Graduate Council; the chairs of the EPC Curriculum Subcommittee, General Education Subcommittee, Academic Standards Subcommittee, two student officers from the elected ASUSU student government, and one student officer from the GSS. The faculty representatives are elected to the committee in

accordance with policy 402.11.2.

(3) Term of members.

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

(4) Chair.

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

(5) Curriculum Subcommittee.

The Curriculum Subcommittee will formulate recommendations on curricular matters, such as course changes, and forward the same to the Educational Policies Committee. This subcommittee shall consist of the seven chairs of the college curriculum committees, three faculty members appointed from the elected membership of the Educational Policies Committee, one faculty representative from the Regional Campuses, Extension, Libraries, and two students, one from the ASUSU and one from the GSS. The terms of Educational Policies Committee members on the subcommittee will correspond to their terms on the Educational Policies Committee. The term of office for student members shall be one year and shall coincide with the term of ASUSU and GSS officers. The subcommittee shall elect a chair annually.

(6) General Education Subcommittee.

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

(7) Academic Standards Subcommittee.

The Academic Standards Subcommittee (a) recommends policy on all matters pertaining to academic evaluation of students, including admission, retention, grade assignment, and graduation; (b) recommends discipline policy regarding student academic dishonesty; and

(c) approves the process for discipline regarding alleged academic violations by students and for grievance hearings in cases of alleged student academic dishonesty. The subcommittee shall consist of four faculty members and one student appointed from the Educational Policies Committee. Their terms will correspond to their Educational Policies Committee terms. Additional members may be appointed to the subcommittee for two-year terms by the Educational Policies Committee to lend expertise.

Recommendations from this subcommittee will be submitted to the Educational Policies Committee. The subcommittee shall elect a chair annually.

### **12.7 Faculty Evaluation Committee**

The Faculty Evaluation Committee shall (1) assess methods for evaluating faculty performance; (2) recommend improvements in methods of evaluation; (3) recommend methods of faculty development; and (4) decide university awards for Professor and Advisor of the Year. The committee shall consist of one faculty representative from each college, one faculty representative from Extension, one faculty member from Regional Campuses, one faculty representative from the Libraries, two student officers from the ASUSU, and one student officer from the GSS. The faculty representatives are elected to the committee in accordance with policy 402.11.2. The committee will elect a chair annually.

### **12.8 Faculty Diversity, Development, and Equity Committee**

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

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

### **12.9 Executive Committee of the Faculty Forum**

The Executive Committee of the Faculty Forum shall have the duty of composing the agenda for the annual meeting and any special meetings of the Faculty Forum. The membership of this committee shall consist of the elected members of the Executive Committee of the Senate (see policy 402.9).

### **12.10 Senate Handbook Committee**

The Senate Handbook Committee composes and/or revises annually the Senate Handbook (policy 402.2.3) with final approval by the Senate Executive Committee (policy 402.12.1). This committee consists of three members appointed from the Senate, one of whom is the immediate past President of the Faculty Senate. Additional members may be appointed by the Committee on Committees. All members of this committee serve two year terms in accordance with policy 402.11.2 and 12.2(4).

#### **402.13 UNIVERSITY COUNCILS AND COMMITTEES WITH FACULTY REPRESENTATIVES**

The Senate Committee on Committees recommends to the Senate faculty members to be appointed to the following University councils, boards, and committees: Athletic Council, Graduate Council, University Research Council, Council on Teacher Education, University Libraries Advisory Council, Honors Program Advisory Board, University Scheduling Committee, Calendar Committee, Bookstore Committee, Honorary Degrees and Awards Screening Committee, and Parking Policy Committee. The faculty representative need not be a Senate member unless his/her role on the council or committee is to represent the Senate specifically as well as the faculty generally. See also policy 402.10.3, 11.2 and 12.2(4).

*The following change, striking the last sentence in the first paragraph, and inserting the parenthetical clause following 405.11.4(1), was brought forward and voted on by PRPC at its October 12, 2010 meeting. The change was unanimously sustained.*

#### **11.4 Events During the Year in which a Promotion Decision is to be Made**

(1) External peer reviews (not required for lecturer ranks).

**Comment [A1]:** Level 2 add in parens not required for lecturer ranks.

Prior to September 15, the department head or supervisor will make a single solicitation of letters from at least four peers of rank equivalent to or higher than that sought by the candidate. If less than four letters arrive, additional letters will be solicited to attain the minimum of four letters. The reviewers must be external to the University and must be respected in their fields. The candidate will be asked to submit the names of potential reviewers and to state the nature of his or her acquaintance with each of them. The number of names should be at least equal to the number of letters to be solicited. At least one-half of the reviewers must be selected from candidate's list. The department head or supervisor and the promotion advisory committee shall mutually agree to the peer reviewers from whom letters will be solicited. A summary of the pertinent information in his or her file initially drafted by the department head or supervisor, with final drafts agreed upon by the candidate, the promotion advisory committee, and the department head or supervisor, shall be sent to each reviewer by the department head or supervisor. Each reviewer should be asked to state at the very least the nature of his or her acquaintance with the candidate, and to evaluate the candidate's work, recognition, and standing among his or her peers. Copies of these letters will become supplementary material to the candidate's file. ~~The external review process is not required for those seeking promotion in the lecturer ranks.~~

**Comment [JK2]:** This got removed in level 1 and somehow the parens mentioned above got into an approved copy but not this copy. We need to officially take the parens above through the system.

A waiver of the external review process may be granted by the President when such a process is operationally not feasible for a particular set of term appointment academic titles and ranks.

**Formatted:** Strikethrough