

**FACULTY SENATE MEETING**  
**Merrill-Cazier Library, Room 154**  
**Monday, 6 February 2006**  
**3:00-4:30 p.m.**

AGENDA

3:00 Call to Order

Approval of Minutes from 21 November 2006 Faculty Forum

Approval of Minutes from 9 January 2006

3:05 Announcements

3:10 University Business—Stan Albrecht

3:20 Consent Agenda

EPC Business—Joyce Kinhead

Athletic Council—Ken White

3:30 Information Items

3:40 Key Issues and Action Items

PRPC Business—Jennifer MacAdam

Academic Rights and Responsibilities Committee—Lynn Dudley

Resolution for Nat Frazer—Derek Mason

Call for Nominations for President-elect for the remainder of 2005-06 session and  
President for 2006-07—Derek Mason

4:10 Old Business

Fall Break

4:20 New Business

4:30 Adjournment

# **FACULTY FORUM MINUTES**

21 November 2005

Derek Mason, Faculty Senate President conducted the meeting.

## **Items discussed at the Faculty Forum are as follows:**

### Stabilizing Enrollment and Revenue

President Albrecht noted that the forum was being broadcast over the internet to allow all faculty to participate. He noted that our most important challenge is stabilizing enrollment and revenues. Until this occurs, the university's other goals cannot be achieved. Enrollment is system-wide issue. Utah State University is working very aggressively with the legislature to ameliorate some of the problems created by House Bill 331. A bill will pass through the both the Utah Senate and House to provide out-of-state tuition waivers for students in surrounding states. The Rhodes Scholar Trip to Idaho was a success, and will be taken to some of the larger high schools along the Wasatch Front.

### Budget

Glenn Ford, Vice President for Business and Finance, presented the budget. Utah State University has an \$8.6 million structural operating deficit. Structural means a problem that will reoccur unless addressed. This problem has accrued from FY02 to FY06; \$4.6 million is a cumulative deficit which has accumulated over the past several years, and a projected \$4 million is due to a drop of enrollment from FY05 and FY06. After calculating the adjusted base, auxiliary unit funds, F & A funds, and a branch campus institutional support fees will be used to reduce the deficit. After these funds are applied, there is a 3.85% budget shortfall. Remedies would be to adjust the budget base by increasing the amount of tier-two tuition, continue to use one-time and on-going budget reductions, and develop a system-wide holistic approach that would allow any growth in the Utah State University then the entire system would benefit from the growth.

### Concurrent Enrollment

Concurrent Enrollment (i.e., students obtaining college credit for high school classes) presents the UHES serious challenges. Concurrent enrollment occurs in two ways at USU: USU-Uintah Basin instructors teach concurrent enrollment, a practice developed at a time when the University received access funds. These access funds covered the costs of offering the courses, but access funding was eliminated. It is not financially feasible for the Universities to continue with this system. Concurrent enrollment is provided through high schools, but receives no state support. Either way, funding from the state does not cover costs.

### Enrollment Management

Joyce Kinhead, Vice Provost for Undergraduate Studies and Research, presented enrollment data for new undergraduate students which are freshman and transfer students. These typically total about 3,000 students out of a total enrollment of 23,000. Day-fifteen of the semester is the day enrollment data are collected. The reasons for a downturn in enrollment are as follows: 1) There is a smaller group of graduating high school students, and the competition for students has

increased. 2) House Bill 331 led to a decrease in students enrolling from Idaho and Wyoming. 3) Ricks College was an important “feeder school,” but their move to a four-year institution university has reduced enrollments at USU. 4) Other institutions in the state have expanded their offerings. 5) The newspaper story of a 43% tuition increase over 3 years was aimed at our legislatures to help get increased funding for Utah State University, but that story may have created misperceptions about the costs of going to USU. 6) There are decreased college-going rates around the state. In order to increase enrollments, Public Relations and Marketing have developed more consistent marketing messages. The enrollment goal is 2,600 freshmen; to obtain this, we must start with an 80,000-90,000 pool of names. Utah State University buys ACT lists, and this year will invest \$10,000 in SAT lists to do more targeted and national searches. The Idaho Rhodes Scholar Road trip helped raise awareness of USU’s appeal. Initial student inquiries will get a minimum of two dozen communications. The legislative bill for out-of-state tuition waivers will hopefully pass this year. Once a student is here and recruited, we must retain them. A retained student is a cost effective student. Freshman to sophomore retention is 10% higher, while second to third year is 10% lower. The challenges for enrollment management are as follows: 1) Next year, Utah State University will have to reduce the number of tuition waivers by 40%, at the undergraduate level, excluding athletics, to stay within budget. This will have an affect on quality and quantity of new students. 2) Lack of holistic management. We need a broader view of the whole system of Utah State University. 3) Limitations in Institutional Research make it difficult to about accurate data on this issue. 4) The demographics of Utah’s high school population are changing; the greatest increase is in the Hispanic population which had not traditionally enrolled in large numbers in universities. Utah State University must get out into the schools from K-12 to ensure that these students have access and can be successful at a research university. Vice President Franco has a grant that is working on exactly this project.

Question: How do Undergraduate students differ to Graduate students? Graduate students are not a revenue stream, unless they are full paying students, but for the most part tuition is waved.

### Academic Rights and Responsibilities

Lynn Dudley, chair of Academic Rights and Responsibilities Committee, presented an initial draft of changes and additions to the policy. He is seeking input from faculty across campus. Question: What have we been doing? The Academic Rights and Responsibility Committee is an ad-hoc committee of the Faculty Senate authorized by the President to review Utah State University’s policies and code related to the academic rights of faculty and students. The need for this was made necessary by efforts of some groups and legislators to gain control of course content in higher education. We are trying to establish policy to protect us from legal challenges and to inoculate ourselves to interference from external groups. Meetings of the committee included meetings with an individual in the Utah Attorney General’s office who was involved in the University of Utah lawsuit, the chair of the University of Utah’s Accommodations Policy Committee and a professor of law at University of Utah. The Tenth Circuit Court heard the Axson-Flynn case and affirmed the right of the institution and faculty to control course content as long as the course content is related to a legitimate, pedagogical goal. It also ruled that if a state institution has a system of individualized exemptions, then the state may not refuse to extend the system to cases of religious of religious hardship without a compelling reason. Question: What does that mean? USU has an excused absence policy, but must now include religious considerations in this policy. The committee recommends the following changes to the

code 1) insert a statement recommending disclosure of course content in the syllabus, 2) insertion of a statement of values and rights with the definition of academic freedom in section 403.1, and 3) adoption of a policy describing the procedures and conditions for providing alternative course requirement.

Question: Who decides what a legitimate pedagogical goal is? If we had no policy, the court would ultimately decide the policy. With a policy, there will be pre-existing guidelines and the court would support the university. Thus, a policy will reduce the risk of liability.

### Library Funding

Lisa Bureau presented the topic of library funding. The library is central to our academic mission. It is important to research at the graduate and undergraduate level, and to the retention of faculty and students. The library is severely under funded compared to peer institutions, and is well below other research I institutions. Journal costs are rapidly increasing, and the library is no longer able to add journals and electronic access. Instead, they have to cancel subscriptions just to maintain what we have. It takes about \$200,000 just to keep up with rate increases.

Question: How does this impact us? We are building research infrastructure on this campus in new and growing areas, for example, bio-informatics. They did not get the journals they needed to do their research. So we are investing hundreds of thousands of dollars in startup packages for new science faculty, and we do not even have the journals on campus to support them, nor can we obtain them without reductions elsewhere. Our library needs to have a strong commitment to increasing funding in order to allow us to proceed as a research institution. Right now funding is stagnant.

The forum adjourned at 4:40 pm.

The meeting was attended by 71 individuals, 26 electronically by internet, and others viewing on a satellite channel through extension technology.

## **FACULTY SENATE MINUTES**

Monday, 9 January 2006

Derek Mason called the meeting to order at 3:02 pm.

### **Minutes**

Kim Openshaw moved to accept the 5 December 2005 minutes as written. The motion seconded by Darwin Sorensen, passed unanimously.

### **University Business**

President Albrecht presented University Business.

### Higher Education Budget

The top priority for higher education budget is compensation. UHES is requesting an employee compensation package of about 4.5%. The request also addresses faculty retention. Assistance for utility rate increases for the fuel and power costs only takes into account current increases in costs, and does not address the deficit remaining from over the past several years. A request is

being made for the state to cover IT security and software licensing costs, as well as Academic Library Support. Student financial aid- an area where Utah lags behind other states- is a major part of the UHES budget. The budget includes dollars for access, advising, retention, and graduation rates.

USU's mission-based requests total \$7.5 million. These requests are to expand science, engineering, education, and business programs to meet Utah's workforce needs; provide additional offerings in courses related to biotechnology, bio-nanotechnology, electrical engineering, including an expanded collaborative program at Hill Air Force Base, certified sign language interpreters, in-service training of elementary and secondary education teachers, math, science, engineering and international business; establish an articulation agreement with SLCC to allow transfer degrees in biotechnology, bio-nanotechnology, geographical information systems; and maintain accreditation by the national associations by meeting prescribed faculty and student ratios, particularly in hands-on labs, studios, and internships. The engineering initiative is in its fifth year of funding. A significant increase in funding for the USTAR program will be voted on in this year's legislature. One-time funds are being asked for academic equipment, \$2 million, infrastructure equipment, \$1 million, and funds for the engineering initiative and the library.

#### Welcome New Administrators

The President welcomed Ray Coward as the new Executive Vice President and Provost. Ray will be a great addition. He also extended a welcome Nat Frazer, the new Dean of the College of Natural Resources.

#### Accreditation Visit

The accreditation visit is coming up.

#### Continuation of the Roads Scholar Tour

The Roads Scholar Tour will be visiting high schools in Davis, Salt Lake, and Utah Counties over the next two to three weeks. The Idaho tour was very successful. Application numbers have improved.

#### Announcement

Over the last several months we have been doing an extensive review of the Continuing Education. Part of this involves examining how to most effectively create a Utah State University system model. Utah State University has growing branch campuses at Uintah Basin, Tooele, and Brigham City. Driving this change, in part, is a desire by the governor and other legislative leaders to explore how the College of Eastern Utah can be included in this system. The Blue Ribbon Committee on Continuing Education has been consulting with Deans, advisory committees, legislative leaders, and higher education leaders around the state. The goal is to have one university with multiple campuses. Utah State University-Logan would offer upper division undergraduate and graduate education once lower division numbers stabilize and enrollment numbers increase. Other branch campuses will become "feeder" institutions. This does not mean a de-emphasis in lower division education, but more emphasis on upper division and graduate education.

Jack Payne, Vice-President for Continuing Education and Cooperative Extension, has taken a position at Iowa State University. Continuing Education will become part of the Provost's office. It is important to keep Extension because it is part of our land-grant mission. Instead of maintaining the position of Vice-President of Extension as a separate position, a new position has been created- Vice-President for Extension and Agriculture and Dean of the College of Agriculture. This allows for the integration of all three dimensions of the traditional land-grant model: teaching, the Ag Experiment Station, and Cooperative Extension. Dean Noelle Cockett is going to assume the role as Vice President for Extension and Agriculture.

### **Consent Agenda**

Lynn Dudley moved to accept the consent agenda, seconded by John Kras, passed unanimously.

Note EPC Business for December has nine action items: 1) approval of the Master of Accounting Specialization in Personal Financial Planning; 2) a name change of the Financial/Audit Specialization in the Master of Accounting to Professional Accountancy; 3) a name change of the Management Accounting Specialization in the Master of Accounting to Finance; 4) a request to remove the Bachelor of Arts degree from the Bio-veterinary Science major in the Department of Animal, Dairy and Veterinary Sciences; 5) a request to remove the Bachelor of Arts degree from the Dairy Science major in the Department of Animal, Dairy and Veterinary Sciences; 6) a request to remove the Bachelor of Arts degree from the Animal Science major in the Department of Animal, Dairy and Veterinary Sciences; 7) a request to change the name of the "Management" undergraduate major to "Entrepreneurship" in the Department of Management and Human Resources; 8) a request to change the name of the Department of Forest, Range and Wildlife Sciences to the Department of Wildland Resources; and 9) a request to change the name of the Department of Aquatic, Watershed and Earth Resources to the Department of Watershed Sciences.

### **Information Items**

#### Faculty/Staff Annual Fund

Janis Boettinger presented information on the Faculty/Staff Annual Fund. From February 15<sup>th</sup> to March 31<sup>st</sup>, invitations will be sent to faculty, staff, and retirees to encouraging them to join the USU community and give back to the University. The letters will be stratified according to whether or not you have given in the past. A small one-time gift can be given or payroll deduction begun. Gifts can be designated. There will be a reception at the close of the campaign inviting to thank those who donate.

#### USU Tobacco Coalition

Jana Carling presented information on the USU Tobacco Coalition. The Student Wellness Center's primary responsibility is to make sure the University is in compliance with federal law. Part of this law requires that the University have specific policies, enforcement procedures, and sanctions for people who violate these policies in regards to alcohol and other drug use. Tobacco falls under this. An assessment of USU's policy found a lack of compliance with several state and federal laws. This necessitates implementing policies and programs to bring USU into compliance. It would include a specific policy making USU a smoke-free campus. Senators

raised questions about such a policy going too far in restricting the rights of individuals who choose to smoke away from campus buildings.

## **Key Issues and Action Items**

### Resolution for Ray Coward

Derek Mason presented a resolution for Ray Coward: *Resolved*, that the faculty congratulate Dr. Raymond T. Coward on becoming Utah State University's Executive Vice President and Provost. Doug Ramsey motioned to accept the resolution, seconded by Terry Peak, carries unanimously.

### PRPC Business

Jennifer MacAdam presented PRPC Business.

Item # 1—Electronic participation in tenure and promotion meetings: Presenting code for the second time, seconded by Brent Miller, carried unanimously.

Item # 2—Ombudsperson attendance at field-based Extension personnel tenure advisory committee meetings: Presenting code, seconded by Kathryn Fitzgerald, carries unanimously.

Item # 3—Exclusion from external review for lecturers: Presenting code, seconded Lori Roggman, one opposed, carried.

Item # 4—Senate Committee Meeting Policy: Presenting code, seconded by Dallas Holmes, carried unanimously.

Item # 5.1—Dean's tenure advisory committee: Greg Jones motioned to charge PRPC to draft code, seconded by Tom Schroeder, passed.

Item # 5.2—“cessation of extramural funding”: Will Pependorf motioned to charge PRPC to draft code, seconded by Brent Miller, passed unanimously.

Item # 5.3—pre-tenure probationary period when no leave of absence is taken: Motioned to charge PRPC to draft code, seconded by Jan Alm, passed unanimously.

Item # 5.4— date of notification of non-renewal (particularly with regard to third year candidates): Motioned to charge PRPC to draft code, seconded by Lori Roggman, one opposed, passes.

### Fall Break

Stacie Gomm, of the Calendar Committee, presented the Fall Break proposal. The students have presented to the Vice Presidents, Stater's Committee, and the Calendar Committee a proposal for a Fall Break. Two options have been defined of what Fall Break may be. Students are in favor of Option #1, a one-day Fall Break. Option #2 is a two-day fall break, but involves starting school earlier. Shawn Olsen motioned to approve Option #1, second by Jan Alm. Steve Aust

moved to table the motion, seconded by Lori Roggman, passed. Motion tabled. Faculty Senators have requested more information: 1) Reasons the other schools in the state that have gone to this program and what made it successful. 2) More information on other Fall Break options, such as a week at Thanksgiving or with a Fall Break then going to class on the Wednesday before Thanksgiving. 3) An analysis of how a day off affects the scheduling of classes (i.e. the number of classes per day). 4) How many instruction days there are for M/W/F and T/H classes.

### **New Business**

Derek Mason presented the need for a new President-Elect for this academic year to replace Lynn Dudley who has accepted position at another university. Faculty Senate will need to have an election for a new President-Elect who will serve out the rest of this term and will serve as President in 06-07 year. There will be another election in April for a new President-Elect for 06-07 year. This year we will be accepting email nominations with a second that will be sent to Eden Summers ([Eden.Summers@usu.edu](mailto:Eden.Summers@usu.edu)). In February, nominations will be accepted from the floor of the senate along with the email nominations being read, and an election in March. The rules for eligibility will need to be distributed to all Faculty Senate Members.

Meeting adjourned at 4:55 pm.

## **EPC BUSINESS**

### **Introduction: Educational Policies Committee**

Report for Faculty Senate 6 February 2006

Faculty Senate Executive Committee 17 January 2006

Joyce Kinkead-Chair, Stanley Allen-Agriculture, Scot Allgood-Education and Human Services, Todd Crowl-Natural Resources, Richard Cutler-Science, Steven Harris (interim replacement for Jennifer Duncan)-Libraries, Quinn Millet, ASUSU President, Spencer Watts, ASUSU Academic VP, Kathy Fitzgerald-HASS, David Luthy-DEED chair, Ronda Menlove-Extension, David Olsen-Business, Maure Smith-GSS President, Jeff Walters-ASC Chair, Darwin Sorensen-Engineering

### **Meeting Dates:**

September 1, 2005, October 6, 2005, November 3, 2005, December 1, 2005, January 5, 2006, February 2, 2006, March 2, 2006, April 6, 2006—all at 3:00 p.m. in Champ Hall, following Curriculum Subcommittee, which commences at 2:00 p.m.

### **Curriculum Subcommittee**

In January meetings, the Curriculum Subcommittee approved the following proposals pending approval from the Budget and Faculty Welfare Committee:

### **Action Items**

Request by the Department of Business Information Systems to change the name of the Management Information Systems Emphasis to Managerial Emphasis.

Request by the Department of Business Information Systems to change the name of the Office Systems Management Emphasis to Training and Development Emphasis.

Request by the Department of Business Information Systems to change the name of the Electronic Commerce Emphasis to Technical Emphasis.

The Academic Standards Committee recommends that the existing USU courses requirement be replaced with the following policy (new language in boldface type):

#### Utah State University Courses

Candidates for a bachelor's degree must complete at least 30 credits at USU's Logan campus or designated centers, or through classes offered by distance education through USU. **A minimum of 20 of these credits must be in upper division courses, of which at least 10 credits must be in courses required by the student's major.**

*Academic Standards will address the same requirement for sub-baccalaureate degrees at its next meeting.*

#### Undeclared Nondegree Program

Newly admitted students with less than 45 semester credits who meet the university admission standards, but who have not declared a major or who do not qualify for enrollment into one of the academic colleges, are automatically placed in the Undeclared Program. No degrees are offered through the Undeclared Program. Undeclared students who have not declared a major by the time they complete 45 semester credits will automatically be placed in the General Studies degree program.

#### Declaring a Major

When a student has demonstrated the ability to maintain a GPA appropriate for the intended major, that student may apply for admission to an academic college and department. Regular college admissions evaluation procedures will then be followed, and if there are no admissions restrictions, the student will be admitted to the department of his or her choice. It is the student's responsibility, in consultation with an advisor, to complete all necessary paperwork.

#### General Studies Bachelor's Degree Program

The General Studies bachelor's degree program provides students with the opportunity to pursue a personalized course of study. This major allows students to explore and integrate academic offerings from across multiple departments and programs. USU students with at least a 2.0 GPA qualify for admission to this major. Transfer students from other institutions need a total GPA of at least 2.5 for admission to this major in good standing. Transfer students with a GPA between 2.2 and 2.49 may be considered on an individual basis.

Admission Policy for Home-Schooled Students. USU Director of Admissions, Jimmy Moore, submitted a proposed policy for use in admitting home-schooled students to USU.

#### Admission Requirements

##### Home-schooled Students

Home-schooled students applying for admission to Utah State University who submit a transcript from an accredited home school organization will be evaluated the same as a traditional high school student. They must satisfy the university's admission requirements of a minimum 2.5 point average, a minimum ACT score of 19 or an equivalent SAT score, and a minimum Admissions Index of 90.

Those home-schooled students without transcripts must provide a list of classes they have completed and a minimum ACT score of 21, or an ACT score of 19 accompanied by a grade of C on the GED, to be admitted to Utah State University.

*EPC asked for a report on this new policy annually.*

#### Provisional Admission

Under special circumstances, a student who does not qualify for admission into one of the academic colleges or the Undeclared Program may be admitted provisionally. This may include a

new student who graduated from high school with an admission index score below the standard. Provisional admission offers students a chance to prove themselves academically at the University.

Students who are admitted provisionally must sign an institutional agreement with University Advising and Transfer Services to indicate that they are fully aware of the provisions associated with their admission. For a new student, these provisions include completion of 12 or more graded semester credits while maintaining a cumulative GPA of 2.0 or higher within the first term. Other provisions, including specific courses in which to enroll, may be detailed in a contract on a case-by-case basis.

## Information Items

**Proposals pending approval of Graduate Council and Budget and Faculty Welfare:** two proposals from the College of Engineering: MS degree Plan C Engineering and Technology Education; MS in Computer Engineering and a ME in Computer Engineering.

*EPC wants to clarify that graduate proposals need to first be filed with the Graduate Council. Proposals with financial implications should also be filed with the Budget & Faculty Welfare Committee.*

**Bachelor of Arts (B.A.) Degree requirements.** The ASC adopted a motion recommending approval by the EPC of the amended BA degree language requirements.

A Bachelor of Arts degree signifies proficiency in one or more foreign languages. Specifically, the BA requirement must be completed in one of the following ways:

1. Demonstration of proficiency in one foreign language by successful completion of one course at the 2020 level or higher or its equivalent.

OR

2. Demonstration of proficiency in two foreign languages by successful completion of the 1020 course level in one language and the 2010 course level in the second language or its equivalent.

OR

3. Completion of an upper-division (3000-level or above) foreign language grammar or literature course that requires the 2020 course level or its equivalent as a prerequisite. Conversation courses cannot be considered in satisfying this requirement.

The following options are for non-native English-speaking students only:

1. Successful completion of the Intensive English Language Institute (IELI) program for international students

OR

2. TOEFL, Michigan, or IELI placement scores high enough to meet the University admission criteria.

The EPC committee approved the proposal that requires **students registering for more than 18 credits** to present their dean's signed authorization to the Registrar's Office.

EPC will hold open meetings concerning the proposed **suspension of enrollment** for Business Information Technology and Education (BITE) and Marketing Education (MKED) programs as outlined in Policy 406.3.

EPC will hold open meetings concerning the proposed **suspension of enrollment** for Two-Year certificate and Diploma Programs in the Department of Music as outlined in Policy 406.3.

## DEED Committee Progress Report

Faculty Senate charged EPC on October 5 to consider a process for approving the delivery of programs at distance education sites and to define terms in delivery. DEED delivered a progress report and shared drafts of documents for review. EPC found the Form for Approval of Programs Offered Distance

Education with its matrix particularly useful; the form might be used as the basis of a memo of understanding between a department and Continuing Education. Several department heads raised concerns about where approval authority resides. EPC asked the DEED chair to meet with the Department Heads Executive Council if invited. DEED will continue to work on its charge but wanted to share a draft to show progress. With a reorganization in the future, DEED did ask if Faculty Senate and the Blue Ribbon Committee may want to consider if a policy is needed or should be put on hold until the reorganization is effected. DEED is also recommending that our *General Catalog* be transparent for students and enumerate the delivery options for courses. DEED will report again at the next EPC meeting.

**A Curriculum Handbook**, developed by the Curriculum Subcommittee, is in draft form and is being revised and should be in final form by the February meeting. The handbook is also a result of the charge from Faculty Senate.

### **Recommendations**

EPC recommends approval of above changes by Faculty Senate.

# ATHLETIC COUNCIL

## Utah State University

### Athletic Council Report

For Period of  
January 1, 2005 to December 31, 2005

Submitted to the  
Utah State University  
Faculty Senate

By USU Athletic Council

Kenneth L. White (Chair, 2005-2006), Faculty Athletics Representative

### **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 and the Board of Trustees 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 during 2005 were: beginning athletic competition in the Western Athletic Conference (WAC), the 2005 Men's Cross Country team earned Utah State University's first WAC championship, and Romney Stadium renovations. The latest (2005) Utah State University student athlete federal graduation rate is 64% (98-99 cohort rate), with a four year average of 62%. A total of 83 student athletes received All – Academic conference (Big West, WAC and Western Gymnastics). There were 147 recipients of the Joe E. Whitesides Scholar-Athlete awards with the highest GPA awards (tie) to both Carolyn Stephens (Tennis) and Crystal Thisselle (Track & Field). Big West Scholar-Athlete of the years awards went to Melissa Baggaley (Soccer) and Spencer Nelsen (Basketball). The Athletics department continued to appropriately manage their fiscal responsibilities by reporting a balanced budget in 2004 and continues their efforts at enhancing funding through increased ticket sales, Big Blue contributions, sponsorship opportunities, media contracts and outside donations. Improvements to Romney Stadium continued in the spring-summer of 2005 with the renovations to the south end entrance to the stadium. This included enhanced access to the stadium and construction of an expanded ticket office and new concessions facility. Overall, the Athletics programs at Utah State University are healthy and looking toward the growth that is necessary to keep the program competitive as we now compete in the WAC in all sports.

### **Faculty Senate Report Athletics Council**

#### *Introduction:*

*Committee Members:* Kenneth White, Chair; Julie Foust, Vice-Chair, Stan Albrecht, Noelle Cockett, Juan Franco, Glenn Ford, Randy Spetman, Mary Ellen Cloninger, Craig Kelsey, Paul Parkinson, Quinn Millet, Rosie Strong, Ryan

Taylor, Erin Manning, Betty Dance, Kathy Piercy, Lynn Dudley, Mike Freeman, Bob Mills. Ex Officio Members: Brian Evans, Ken Peterson.

*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. Monitoring the annual budget, identifying potential new revenue sources and efficiently managing expenses are always a priority. A long-term goal of the Athletics Department is to become increasingly self-funded. Key facts and discussion items for the current year include: USU's initiation of competition in the new Western Athletic Conference, academic accomplishments of student-athletes, and highlight some of our student-athlete athletic accomplishments.

1. Conference Affiliation:

- On July 1, 2005 Utah State University became a full member of the Western Athletic Conference (WAC) in all sports.
- Membership in the WAC will facilitate the athletic programs at USU in several ways. This conference is composed of institutions primarily located in the western region, and as such, provides the opportunity for more regional competition and reduces travel expenses.
- Former rivalries with institutions such as University of Nevada – Reno, New Mexico State University, Boise State University have been re-established.
- The new WAC consists of USU, University of Nevada – Reno, New Mexico State University, Boise State University, Fresno State University, San Jose State University, University of Hawaii, University of Idaho, and Louisiana Tech University.
- The new WAC is more regionally located so the travel costs for the Utah State University program should decrease.
- In the WAC, the football program will have more opportunities for bowl games which will also positively impact recruiting. The most recent football season resulted in three WAC teams participating in bowl games.
- With membership in the WAC, all 16 of Utah State University teams are in one conference.

2. The NCAA strengthened academic standards for student-athletes. The following is a highlight of current NCAA academic standards:

***Initial Eligibility***

Student-athletes entering a certifying institution as freshmen in the fall of 2005 must meet the standard of:

- 14 Core Courses and meet an appropriate academic index baseline (e.g. SAT of 780 with a Core GPA of 2.60)
- Effective fall of 2008 all freshman student-athletes are required to 16 core courses.

### ***Continuing Eligibility (Current standards)***

#### *Freshman Student-Athletes*

- A maximum of 6 semester hours of remedial credit may be used in the first year for purposes of meeting the progress-toward-degree requirements.
- 24 semester hours of academic credit must be completed before entering the second year of collegiate enrollment.
- A minimum of 18 hours of academic credit must be earned during the fall and spring of the first academic year (with an additional 6 credits earned during the summer session).
- Student-athletes' grade-point averages must be at least 90% of the grade-point average required for graduation before entering their second academic year.
- Pass 6 degree applicable credits per semester every regular academic semester in order to remain eligible for competition the subsequent semester (Certified by the USU Faculty Athletic Representative each semester).
- By start of year two – 24 semester hours with minimum 1.800 [NA] grade-point average.
- By start of year three – 40% [25%] of credits towards degree earned with a minimum 1.900 [1.80] grade-point average.
- By start of year four – 60% [50%] of credits towards degree earned with a minimum 2.000 [1.90] grade-point average.
- By start of year five – 80% [75%] of credits towards degree earned with a minimum 2.000 [1.90] grade-point average.

### ***Transfer Eligibility***

- 2-Year College Transfer must meet 40% [previously 35%] Percent of Degree Requirement (PDR) upon transfer.
- Mid-Year (Spring semester) college transfers must meet 6 credit-hour requirement (must have passed 6 credits from transfer institution in the semester prior to transfer) to remain eligible the subsequent semester.

#### Other

- Banking hours to average is obsolete (e.g. under the old standards a student-athlete passes 28 credits one year and 20 the next, they have a 24 credit average over 2 years).
- The 24 credits per-year requirement, after the first year, is obsolete. New PDR (40/60/80) assures student-athletes meet 24 per year or ineligible.
- Maximum 6 credits per semester of remedial/prerequisite in the student-athletes first academic year [previously 12 credits per semester].

### **Current Student-Athletes**

- All currently enrolled student-athletes as well as 2- and 4-year transfers (enrolled full-time prior to August 1, 2003 excluding summer) will be tracked under “old” Academic Standards.
- Current student-athletes must pass 6 semester hour requirement to remain eligible the subsequent semester.
- Student-Athletes must meet standards for satisfactory progress and good academic standing to practice and compete in intercollegiate athletics at Utah State University.

### 3. Graduation rates

- The 98-99 cohort rate (most recent) is 64%, with a 4-year average of 62%;
- The '97-'98 cohort rate was 53%, with a 4-year average of 62%;
- The '96-'97 cohort rate was 81%, with a 4-year average of 60%;
- The '95-'96 cohort rate was 45%, with a 4-year average of 53%;
- The '94-'95 cohort rate was 64% with a 4-year average of 53%
- In all years and categories except '95-96 cohort, the graduation rate was higher than the general student body.

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 1995-1999 is **74%**.

### 4. Academics/Awards

- The **cumulative combined student-athlete** grade point average after the Spring 2005 semester was a 3.046.
- The **Top female cumulative team** (Cross Country) grade point average after the Spring 2005 semester was a 3.634.
- The **Top male cumulative team** (Tennis) grade point average after the Spring 2005 semester was a 3.34.
- The **Spring 2005 Academic All-Conference** (Big West; 15 graded credit hours with  $\geq 3.5$  GPA) selections, 39.
- At the completion of the Spring 2005 semester, **fifty-two percent** of student-athletes had a cumulative GPA of **3.0 or greater**; **ninety-three percent** had a cumulative GPA of **2.0 or greater**.
- The **soccer team** was awarded the **National Soccer Coaches Association of America Team Academic Award** for the third straight season (teams that have a GPA  $> 3.0$ ); Fall 2005.

- A total of **44** Utah State University student athletes received **All – Academic WAC** honors in Fall 2005.
- A total of **147** Utah State University student athletes received the **Joe E. Whitesides Scholar Athlete** award in 2005.

#### 5. Athletic Accomplishments

- Men's Basketball were 2005 Big West Tournament Champions and received a first round bid to the NCAA Basketball Tournament.
- Women's Soccer placed second in the WAC.
- Men's Cross Country was the first USU team to win a WAC Championship.
- Women's Cross Country placed second in the WAC.
- Women's Volleyball place second in the WAC and received a first round bid to the NCAA Tournament.
- Trevor Ball and Tiffany Strickland were invited to the NCAA Regional competition in Cross Country.
- Trevor Ball, received All-American honors in Men's Cross Country.
- Zuzana Cernianska, received Honorable Mention All-American honors from the American Volleyball Coaches Association.
- Brian Soi and Jake Hutton, Football, received Freshman All-American honors from the Sporting News – Hutton was named a Third-Team selection, and Soi was Honorable Mention.

## 6. Budget

**UTAH STATE UNIVERSITY**  
**Athletics Department Budget Report**  
**Fiscal Years 2004-05 and 2005-06**

Funds Available	FY 2004-05 Actual	FY 2005-06 Budget
E & G funds	1,120,749	1,630,275
Staff Benefits on E & G	568,915	725,472
Institutional Support	759,552	759,000
Student Fees	1,602,768	1,625,000
Football	1,801,774	1,370,000
Basketball	636,512	725,000
Big Blue Club	832,454	887,848
Athletic Fund	1,021,754	1,058,046
NCAA/Big West/Sunbelt	436,950	870,000
Division one compliance	551,821	0
Other Income	88,693	100,000
<b>Total fund available</b>	9,421,942	9,750,641
<b>Expenses</b>		
Total Salaries and Benefits	4,159,450	4,154,947
Academic Support	29,558	46,763
Administration	469,874	695,220
Weight Room	21,547	49,000
Media Relations	109,874	138,500
Advertising and Promotion	265,117	245,500
Video Room	24,563	25,000
Medical	301,547	303,000
Training Room	44,233	43,000
Ticket Office	159,852	120,500
Football	1,685,214	1,540,765
Men's Basketball	429,521	468,633
Men's Golf	39,855	37,000
Men's Tennis	41,002	33,664
Men's Track	108,963	141,112
Women's Track	187,412	241,412
Women's Volleyball	171,653	247,328
Women's Gymnastics	136,987	229,599
Softball	152,325	193,523
Women's Tennis	72,632	74,492
Women's Soccer	144,523	129,228
Women's Basketball	252,225	330,455
Capital Improvements	413,369	262,000
<b>Total Expenses</b>	9,421,296	9,750,641
<b>Balance</b>	646	0

**UTAH STATE UNIVERSITY**  
**Athletics Department**  
**Funds Available by Source**

Sources of Funds	Actual Income FY 2004-05	Change	Projected Income FY 2005-06
<b>E. &amp; G. funds</b>	1,120,749	509,526	1,630,275 a
<b>Institutional support</b>	759,552	(552)	759,000
<b>Staff benefits E. &amp; G. funds</b>	568,915	156,557	725,472 b
<b>Student fees</b>	1,602,768	22,232	1,625,000
<b>Football</b>			
<b>Football - home</b>	376,774	268,226	645,000 c
<b>Football - guarantees</b>	1,425,000	(700,000)	725,000 d
<b>Total Football</b>	<b>1,801,774</b>	<b>(431,774)</b>	<b>1,370,000</b>
<b>Basketball - home</b>	<b>636,512</b>	88,488	725,000e
<b>Big Blue Club</b>			
Big Blue Club - donations	427,410	210,438	637,848
Golf Tourn./Other Activities	39,454	(24,454)	15,000
Aggie auction	89,670	(4,670)	85,000
Touchdown Club	104,420	\$45,580	150,000
Sport specific donations	171,500		
<b>Total Big Blue Club</b>	<b>832,454</b>	55,394	887,848 f
<b>Athletic fund</b>			
Concessions	39,644	10,356	50,000
T.V. Rights	60,000	(10,000)	50,000
Women's programs	19,014	986	20,000
Sponsorships	558,719	41,281	600,000 g
Radio network	14,000	1,000	15,000
Misc. income/Trade outs	265,117	(25,117)	240,000
Sales Tax/Equity	65,260	17,786	83,046
<b>Total Athletic fund</b>	<b>1,021,754</b>	36,292	1,058,046
<b>NCAA / WAC</b>			
NCAA basketball tournament	28,000	322,000	350,000 h
BCS Bowl game	0	0	105,000
WAC basketball	0	0	25,000
NCAA/programs	290,116	(15,116)	275,000 i
NCAA/sports	62,880	(2,880)	60,000 i
NCAA/academic	55,954	(954)	55,000 i
<b>Total NCAA / WAC</b>	<b>436,950</b>	433,050	870,000
<b>Other income - endow. interest</b>	<b>640,514</b>	(540,514)	100,000 j
<b>Total funds available</b>	<b>9,421,942</b>	328,699	9,750,641
<b>Projected Expenses</b>	<b>9,421,296</b>	329,345	9,750,641
<b>Balance</b>	<b>646</b>		<b>0</b>

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

Accounts	FY 2004-05 Actual	Change	FY 2005-06 Proposed
Total Salaries and Benefits	4,159,450	(4,503)	4,154,947 k
Administration	469,874	225,346	695,220 l
Academic Support	29,558	17,205	46,763
Weight Room	21,547	27,453	49,000
Media Relations	109,874	28,626	138,500
Advertising and Promotions	265,117	(19,617)	245,500
Video Room	24,563	437	25,000
Medical	301,547	1,453	303,000
Training Room	44,233	(1,233)	43,000
Ticket Office	159,852	(39,352)	120,500 m
Football	1,685,214	(144,449)	1,540,765 n
Men's Basketball	429,521	39,112	468,633 o
Men's Golf	39,855	(2,855)	37,000 o
Men's Tennis	41,002	(7,338)	33,664 o
Men's Track	108,963	32,149	141,112 o
Women's Track	187,412	54,000	241,412 o
Women's Volleyball	171,653	75,675	247,328 o
Women's Gymnastics	136,987	92,612	229,599 o
Softball	152,325	41,198	193,523 o
Women's Tennis	72,632	1,860	74,492 o
Women's Soccer	144,523	(15,295)	129,228 o
Women's Basketball	252,225	78,230	330,455 o
Capital Improvements	413,369	(151,369)	262,000 p
<b>TOTAL BUDGET</b>	<b>\$9,421,296</b>	<b>\$329,345</b>	<b>\$9,750,641</b>

## EXPLANATION OF CHANGES BETWEEN FY 2004-05 AND FY 2005-06 BUDGETS

- a. Increase includes 2.5% salary increase, 1.5% merit adjustment and transfer of ticket office salary budget to the Athletic department budget. The increase also includes the additional funds for the new football staff.
- b. Increase in the cost of staff benefits.
- c. Increase reflects 2 additional home games and implementation of the new premium seating program.
- d. Decrease is the result of paying for a home game and not playing an away game with a large guarantee.
- e. Increase is the result of our prior year ticket sales.
- f. Increase in fund raising activities and new membership criteria.
- g. Increase from new sponsorships on the football and basketball scoreboards.
- h. WAC revenue distribution.
- i. NCAA revenue distribution based on national Television contract.
- j. Increase from University administration for new football staff.
- k. Salaries and benefits increased as follows: 129,710 for new football staff, 69,301 for department salary increases, 20,931 for merit adjustments, 115,324 from ticket office transfer and 237,616 total increase for department staff benefits. Also included in the FY 2004-05 expenses is the payout for the prior football staff of 258,554.
- l. Membership dues increased from 75,000 to 400,000 for membership in the WAC. We also will be paying a 200,000 per year for three year entrance fee.
- m. We are in the process of up grading our ticketing system which will require more funding.
- n. Football decrease is a result of less team travel and not paying home game guarantees.
- o. All sports will require adjustments to their operating budgets for financial aid, game officials, equipment updates, and team travel.
- p. Decrease is the result of paying off the Laub Center loans. The remaining balance is for payment of the scoreboards in the Spectrum and Football stadium.

## **PRPC BUSINESS**

### **Professional Responsibilities and Procedures Committee (PRPC) Report to Faculty Senate February 6, 2006**

#### **Action Items for final approval:**

1. Ombudsperson attendance at field-based Extension personnel tenure advisory committee meetings. Revised code to specify that the ombudsperson may only participate electronically in tenure and promotion advisory committee meetings for field-based Extension personnel is attached for final approval by Faculty Senate. (Attachment 1).
2. Senate committee meeting policy. Code to assure appropriate meetings of Senate committees is attached for final approval by Faculty Senate. (Attachment 2).

#### **Information Items:**

1. Reasons for Non-Renewal. Code to qualify “cessation of extramural funding” as a reason for non-renewal of tenure-track faculty is attached. (Attachment 3).
2. Extension of Pre-Tenure Probationary Period. Code to specify that expectations for achievements will be no greater when the pre-probationary period has been extended than if it had not is attached. (Attachment 4).
3. Deans’ Tenure Advisory Committees. Code is attached to require ombudsperson attendance at meetings of dean’s tenure and promotion committees, and a written record of any recommendations or input to be copied to the candidate. (Attachment 5).
4. Date of Separation upon Non-Renewal. PRPC wishes to confirm these dates with university counsel before proceeding.

## Attachment 1

### Ombudsperson Electronic Participation in Tenure and Promotion Meetings

#### 405.7 PROCEDURES SPECIFIC TO THE TENURE PROCESS

##### 7.1 Annual Event

###### (1) Meetings of the tenure advisory committee.

An initial meeting of the committee shall be held to acquaint the candidate with the members, to discuss the professional plans of the candidate, to review the role statement, and to initiate an annual review of the candidate's progress. An ombudsperson must be present at all meetings of the tenure advisory committee in accordance with policy 405.6.5. *All tenure advisory committee members shall participate interactively in all committee meetings, either physically or by voice conferencing, at the appointed date and time. Ombudspersons must be present in person, with the exception of meetings for field-based Extension faculty, when they may participate by voice conferencing.*

#### 405.8 PROCEDURES SPECIFIC TO THE PROMOTION PROCESS

##### 8.2 Faculty with Tenure

###### (1) Meetings of the promotion advisory committee

When the promotion advisory committee, formed by the department head or supervisor in consultation with the faculty member, meets for the first time, the purpose of this meeting, similar to the first tenure meeting, will be to ensure that an appropriate role statement is in place and to provide information to the faculty member about promotion to full professor. This information could include historical information about the records of the last several department members promoted to full professor or information about the committee's understanding of what is necessary for promotion to full professor. *All promotion advisory committee members shall participate interactively in all committee meetings, either physically or by voice conferencing, at the appointed date and time. Ombudspersons must be present in person, with the exception of meetings for field-based extension faculty, when they may participate by voice conferencing.* Subsequent to this first meeting the faculty member may request additional meetings with the promotion advisory committee if desired.

When the faculty member is ready to be considered for promotion to full professor, the promotion advisory committee shall meet upon request of the faculty member, to consider a recommendation for promotion to full professor the following fall.

Attachment 2  
Senate Committee Meeting Policy

**Current Code**

402.11.3 Senate Committee Procedures

(1) Committee action; 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. 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.

402.12.3 Academic Freedom and Tenure Committee

(5) Meetings; quorum.  
Academic Freedom and Tenure 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, of three committee members. A majority of committee members shall constitute a quorum for conducting business, and all actions of the committee shall be by majority vote of the quorum present.

**Revision Proposed by PRPC**

402.11.3 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.

402.12.3 Academic Freedom and Tenure Committee

(5) Meetings; quorum.  
~~Academic Freedom and Tenure 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, of three committee members. A majority of committee members shall constitute a quorum for conducting business, and all actions of the committee shall be by majority vote of the quorum present.~~

Attachment 3  
Reasons for Non-Renewal

**Current code**

407.7.2 Reasons for NonRenewal

There are only three reasons for nonrenewal: cessation of extramural funding, unsatisfactory performance of the faculty member's assigned role (policies 405.6.1 and 11.1) or failure to satisfy the criteria for the award of tenure. A denial of tenure shall be based upon tenure advisory committee review (policy 405.7.2). Nonrenewal prior to the end of the pre-tenure probationary period for tenure eligible faculty is an administrative decision of the department head, director, dean, or vice president and must be approved by the Provost and President. Nonrenewal prior to the end of the pre-tenure probationary period may be based on tenure advisory committee review (policy 405.6.2(1)). Tenure-eligible and term appointment faculty members may not have their appointments nonrenewed for reasons which violate their academic freedom or legal rights.

**Revision Proposed by PRPC**

407.7.2 Reasons for NonRenewal

There are only three reasons for nonrenewal: cessation of extramural funding *that is required for a substantial portion of the salary support of the faculty member*, unsatisfactory performance of the faculty member's assigned role (policies 405.6.1 and 11.1) or failure to satisfy the criteria for the award of tenure. A denial of tenure shall be based upon tenure advisory committee review (policy 405.7.2). Nonrenewal prior to the end of the pre-tenure probationary period for tenure eligible faculty is an administrative decision of the department head, director, dean, or vice president and must be approved by the Provost and President. Nonrenewal prior to the end of the pre-tenure probationary period may be based on tenure advisory committee review (policy 405.6.2(1)). Tenure-eligible and term appointment faculty members may not have their appointments nonrenewed for reasons which violate their academic freedom or legal rights.

Attachment 4  
Extension of the Pre-Tenure Probationary Period

405.1.4 Pre-Tenure Probationary Period

(3) Leaves of absence.

An academic year(s) in which leave without pay is taken will not count as part of the faculty member's pre-tenure probationary period. When a tenure-eligible faculty member is on any leave of absence with pay for one or more semesters in an academic year, upon recommendation from the faculty member's department head or supervisor, director (where applicable), and the dean or vice president, the Provost may approve a ~~hiatus~~ *an extension* from the faculty member's pre-tenure probationary *period* in cases such as, but not limited to, Family and Medical Leave, Sick Leave, Military Leave, and Jury and Witness leave.

*(4) Extension of Pre-Tenure Probationary Period.*

*Even if a leave of absence is not taken, at any time during the tenure process a tenure eligible faculty member can request an extension of the pre-tenure probationary period for one year for reasons including, but not limited to, medical needs of the faculty member or a family member or family responsibilities (including birth of a child or adoption). This extension may be requested up to two times, so long as the total pre-tenure probationary period does not exceed nine years. Upon recommendation from the faculty member's department head or supervisor, director (where applicable), and the dean or vice president, the Provost may approve an extension of the faculty member's pre-tenure probationary period. During the year in which the pre-tenure probationary period extension is granted, faculty responsibilities may be negotiated. When the faculty member that has extended the pre-tenure probationary period goes forward for tenure, research expectations will be no greater than if the tenure extension had not been utilized.*

(4 5) Award of tenure in lieu of pre-tenure probationary service.

When substantial justification is provided by a faculty member's tenure advisory committee, department head or supervisor, director (where applicable), and dean, or vice president, the President may recommend the granting of tenure to a faculty member at any time.

Attachment 5  
Deans' Tenure Advisory Committees

405.7 PROCEDURES SPECIFIC TO THE TENURE PROCESS

405.7.2 Additional Events During the Year in which a Tenure Decision is to be Made

(4) Evaluation and recommendation by the director (where applicable), dean, or vice president.

The director (where applicable), dean, or vice president will send his or her own recommendation, the department head's recommendation, and the tenure advisory committee's recommendation to the provost on or before January 11, except that for third-year appointees the date is November 20 (see Table 405.1.4). A copy of the director's (where applicable), dean's, or vice president's letter shall be sent to the tenure advisory committee and the candidate and placed in his or her file. *Any advisory committee formed to evaluate the candidate shall also utilize an ombudsperson and forward a signed letter to the candidate stating their recommendations.*

405.8 PROCEDURES SPECIFIC TO THE PROMOTION PROCESS

405.8.3 Procedures for Promotion

(4) Evaluation and recommendation by the director (where applicable), dean, or vice president.

The director (where applicable), dean, or associate or assistant vice president for Extension will send his or her own recommendation, the department head's or supervisor's recommendation, and the promotion advisory committee's recommendation to the Provost on or before January 11. A copy of the director's (where applicable), dean's, or vice president's letter shall be sent to the promotion advisory committee and the candidate and placed in his or her file.

The dean, director, or vice president may convene an ad hoc advisory committee to review promotion recommendations under his or her purview. The members of this committee shall have tenure and rank equal to or greater than that sought by the candidate and shall not have appointments that are primarily administrative, including that of department head and supervisor. The dean, director, or vice president shall chair the committee. *Any advisory committee formed to evaluate the candidate shall also utilize an ombudsperson and forward a signed letter to the candidate stating their recommendations.*

## **ACADEMIC RIGHTS AND RESPONSIBILITIES COMMITTEEUSU ACADEMIC POLICIES AND PROCEDURES MANUAL**

### **1) RESOLUTION OF CONFLICT BETWEEN COURSE CONTENT AND SINCERELY-HELD CORE BELIEFS**

It is the student's obligation to determine, before the last day to drop courses without penalty, when course requirements conflict with the student's sincerely-held core beliefs. If there is such a conflict, the student should consider dropping the class. A student who finds this solution impracticable may request a resolution from the instructor. Though the University provides, through this policy, a process by which a student may make such a request, the policy does not oblige the instructor to grant the request, except in those cases when a denial would be arbitrary and capricious or illegal. This request must be made to the instructor in writing, and the student must deliver a copy of the request to the office of the department head. The student's request must articulate the burden the requirement would place on the student's beliefs.

The instructor must respond to any request for conflict resolution within two school days of receiving it. The response must be made in writing and a copy must be delivered to the office of the department head or, in the case of a single-department college, to the office of the dean. In the event that the class does not meet on the day by which the instructor must respond, the student must make arrangements to receive the response in a timely manner. *Instructors are not required to provide an alternative requirement, as long as the subject course requirement has a reasonable relationship to a legitimate pedagogical goal*, but they may do so, only if a reasonable alternative means of satisfying the curricular requirement is available and only if that alternative is fully appropriate for meeting the academic objectives of the course, after considering (i) the difficulty of administering an the alternative requirement; (ii) the burden on the student's sincerely-held core belief; (iii) the importance of the particular requirement to the course.

In considering whether or not to provide an alternative requirement, the instructor may evaluate the sincerity but not the validity of the student's belief. If an instructor in a course provides an alternative requirement, the instructor must similarly consider requests made during the same semester for the same course for resolution of conflicts with sincerely-held core beliefs.

Requests will be individually evaluated in relation to the above considerations; the granting of one such request will not guarantee that all requests will be granted. Because the criteria and requirements discussed above will apply differently to each instructor and to each course, decisions made by an instructor in one course will not affect decisions by the same instructor in other courses or by other instructors in the same or other courses.

If an instructor does not grant a conflict resolution request, the student may appeal that denial in writing to the dean of the college. If the dean is the instructor of the course, the student may appeal the denial to the cognizant vice provost. The dean (or designee) will, in consultation with the faculty member and the department head (or designee), act within two school days. The dean (or designee) will uphold the denial unless she or he finds that the denial was arbitrary and capricious or illegal. The dean's determination shall be final as it pertains to the specific accommodation request. Faculty challenges to the appropriateness of this decision should follow

established grievance procedures. The student may but is not required to participate in these further reviews.

If a student in good standing determines, after the last day to drop courses without penalty, that course requirements may conflict with the student's sincerely-held core beliefs, and the instructor has denied the student's written accommodation request, the student may seek permission in writing from the dean to withdraw without receiving a W on his/her transcript and to receive a refund of tuition for that class. In making this request the student must demonstrate that he or she could not have made this determination prior to the last day to drop courses without penalty, or that the request was made prior to the last day to drop a course and a decision was made after the drop date. The dean's determination shall be final.

Decisions on requests for alternative requirements shall not be considered adversely to a faculty member in faculty code, retention, promotion and tenure, or other proceedings as long as those decisions are made in good faith. Faculty shall not take adverse academic action against students requesting alternative requirements. The dean or department head shall not take any adverse action against an instructor based on his/her decision to provide or not to provide an alternative requirement for a student.

## 2) **403.1 INTRODUCTION**

The University is operated for the common good which depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to teaching, research, and service. (See policy 401.9.1 regarding provisions which are the same or similar to certain statements of the AAUP).

The University is a community dedicated, through promulgation of thought, truth, and understanding, to teaching, research, and service. It must, therefore, be a place where innovative ideas, original experiments, creative activities, and independence of thought are not merely tolerated but actively encouraged. Because thought and understanding flourish only in a climate of intellectual freedom, and because the pursuit of truth is fundamentally a personal enterprise, a statement of faculty responsibility must be strongly anchored to principles of intellectual freedom and personal autonomy. While faculty must abide by standards of professional responsibility, the University must provide and safeguard a climate of intellectual freedom. Relationships within the university should consist of shared confidence, mutual loyalty, and trust. Dealings should be conducted with courtesy, civility, decency, and a concern for personal dignity. Such an atmosphere can be achieved only when all concerned behave responsibly. While the right of academic freedom is respected, the exercise of the right cannot be through disruptive actions or physical force.

The values held most strongly by the University community are those of academic freedom and integrity as they are expressed collectively by the colleges and departments as well as individually through research and teaching and as they exist within the wider context of advanced study as commonly understood by all universities. The community also values diversity and respect, without which there can be no collegiality among faculty and students. In addition, the University community values individual rights and freedoms, including the right of

each community member to adhere to individual systems of conscience, religion, and ethics. Finally, the University recognizes that with all rights come responsibilities. The University works to uphold its collective values by fostering free speech, broadening fields of inquiry, and encouraging generation of new knowledge that challenges, shapes, and enriches our collective and individual understandings.

## **403.2 ACADEMIC FREEDOM**

Academic freedom is the right to teach, study, discuss, investigate, discover, create, and publish freely. Academic freedom protects the rights of faculty members in teaching and of students in learning. Freedom in research is fundamental to the advancement of truth. The faculty member is entitled to full freedom in teaching, research, and creative activities, subject to the limitations imposed by professional responsibility.

### **2.1 Freedom and Responsibilities of the University**

Subject to the power and authority of the Board of Regents to control, manage, and supervise the State System of Higher Education, and Utah State University as a member institution, the University has the freedom to pursue its ends without interference from government. Included therein are the four essential freedoms of the University to determine for itself on academic grounds: 1) who may teach; 2) what may be taught; 3) how it shall be taught; and 4) who may be admitted to study. Consistent with principles of academic freedom, the faculty, individually and collectively, has the responsibility for determining the content of the curriculum.

The University consists of many components all of which support the interactive, collegial enterprise that exists in the quest for knowledge and its transmittal. The University has the general responsibility to protect the academic freedom of every faculty member and the freedom of every student to learn. The University itself shall not violate the academic freedom of any faculty member or the freedom of any student to learn and shall use its powers and resources to defend its faculty and students from unjustified attempts to compromise or restrict those freedoms, even should the exercise of those freedoms generate hostility.

### **2.2 Freedom and Course Content**

Students are expected to take courses that will challenge them intellectually and personally. Students must understand and be able to articulate the ideas and theories that are important to the discourse within and among academic disciplines. Personal disagreement with these ideas and theories or their implications is not sufficient grounds for requesting resolution of the conflict from the instructor (Utah State University Academic Policy Manual, Resolution of conflict between course content and sincerely –held core beliefs). Resolutions requested on such grounds will not be granted. The University recognizes that students' sincerely-held core beliefs may make it difficult for students to fulfill some requirements of some courses or majors. *The University assumes no obligation to ensure that all students are able to complete any course or major.*

## **3) 403.3 PROFESSIONAL RESPONSIBILITY; STANDARDS OF CONDUCT**

The concept of academic freedom is accompanied by an equally demanding concept of professional responsibility. The standards for professional responsibility listed in the following subsections are standards to which faculty members are expected to adhere. University faculty members are citizens, members of learned professions, and officers of an educational institution. When speaking or writing as citizens, faculty members are free from institutional censorship or discipline, but their special position in the community imposes special obligations. As individuals of learning and as educational officers, they should understand that the public may judge their profession and their institution by their individual utterances. Hence, they should at all times strive to be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking for the institution.

### **3.1 Standards of Conduct - Responsibilities to Student**

(1) Faculty members engage in reasonable and substantial preparation for the teaching of their courses, appropriate to the educational objectives to be achieved and **consistent with the standards of the discipline.**

(2) Faculty members meet scheduled classes. Schedules are altered or classes canceled only for valid reasons and only after adequate notice is given to students and to the department head, dean, or other appropriate academic officer. Failure to meet a class without prior notice to students is excusable only for reasons beyond the control of the faculty member.

(3) Faculty members inform students of the general content, **readings, other course materials, requirements,** and evaluation criteria at the beginning of any course that they teach **in the syllabus.** Faculty members evaluate student course work promptly, conscientiously, without prejudice or favoritism, and consistently with the criteria stated at the beginning of the course **in the syllabus** and related to the legitimate academic purposes of the course. **Instructors who believe that course materials may conflict with students' deeply held core beliefs may include a statement in the syllabus for the course that advises students that some of the writings, lectures, films or presentations, or other requirements in the course include materials that may present such conflicts. However, Faculty will not always be able to predict in advance which if any material may conflict with the beliefs of a given student or group of students.**

(4) Faculty members with teaching responsibilities maintain regular office hours for consultation with students, or they otherwise assure accessibility to students.

(5) Faculty members do not plagiarize the work of students. When faculty members and students work together, appropriate credit is given to the students. Faculty members do not limit or curtail the right of any student to publish or otherwise communicate the result of the student's own independent scholarly activities.

(6) Faculty members do not use their positions and authority to obtain uncompensated labor or to solicit gifts or favors from students. Faculty members do not ask students to perform services unrelated to legitimate requirements of a course unless the student is adequately compensated for such services.

(7) Faculty members do not reveal matters told to them in confidence by students except as required by law, and then only to persons entitled to such information by law or institutional regulation. Faculty members may, however, report their assessment of a student's performance and ability to persons logically and legitimately entitled to receive such reports.

(8) Faculty members create and maintain environments in which students are provided the opportunity to do original thinking, research, and writing.

(9) Faculty members avoid the misuse of the classroom by preempting substantial portions of class time for the presentation of views on topics unrelated to the subject matter of the course. Faculty members do not reward agreement or penalize disagreement with his or her views on controversial topics.

(10) Faculty members do not engage in the sexual harassment of students (policy 407.9).

### **3) Excused Absences**

Organizational activities that are held off campus or interfere with students' attendance at scheduled classes (the final examination period is considered part of the regularly scheduled class period) shall be regulated by the following:

1. For a competing group, one coached and financed by the University or ASUSU for the purpose of competing with groups from other universities and colleges:
  - a. The coach or supervisor of the competing group shall file a schedule of the semester's activities with the appropriate dean, director, or vice president at the beginning of each semester.
  - b. One week prior to an intended activity, the coach or supervisor should file a roster of the participating students with the appropriate dean, director, or vice president stating the details and times of the proposed absence.
  - c. Students should notify their instructors at least one week prior to any such planned absence.
  - d. Students absent from class while engaged in activities of the competing group shall be permitted to make up missed assignments in a timely manner agreed upon by their instructors.
2. For a performing group, one which has been required by an appropriate office of the University to appear before an audience:
  - a. The advisor or supervisor of the performing group shall file a schedule of the semester's activities with the appropriate dean, director, or vice president at the beginning of each semester.
  - b. A roster of the performing students, the names of the supervisors or advisors, and the details and times of the activity shall be submitted to the appropriate dean, director, or vice president one week prior to any such planned absence.

- c. Students should notify their instructors at least one week prior to any such absence.
  - d. Students absent from class while engaged in activities of the performing group shall be permitted to make up missed assignments in a timely manner agreed upon by their instructors.
3. For ASUSU elected officers and their committee members, whose programs are financed by ASUSU for the purpose of administering the responsibilities of an ASUSU elected office:
- a. Approval must be received from the appropriate director or vice president one week prior to the activity. Short leave-time requests may be initiated by the University President, Provost, or the Vice President for Student Services.
  - b. A roster of officers and their committee members, the name of the supervisor, and the purpose of an activity should be submitted to the appropriate director or vice president.
  - c. Students should notify their instructors at least one week prior to any such absence.
  - d. ASUSU elected officers and their committee members who are absent from class while engaged in ASUSU-related activities shall be permitted to make up missed assignments in a timely manner agreed upon by their instructors.
4. For a scheduled class group, one directed by a departmental instructor for the purpose of a scheduled class, or a student participating in an academic activity (e.g., presentation of a paper or participation in an experiment):
- a. The instructor shall obtain approval from the academic dean, who shall concur that the activity is essential to the scheduled class group or student.
  - b. In no case shall the academic dean grant permission to a student to be absent from other scheduled classes. It is the student's responsibility to contact each instructor for his or her classes one week prior to any absence to discuss the intended absences.
  - c. Students shall be permitted to make up missed assignments in a timely manner agreed upon by their instructors.
  - d. In situations of conflict, it is appropriate to work with the department head and dean to resolve the matter.
5. For all other student organizations:
- a. A group registered by ASUSU shall submit to the Vice President for Student Services a request to leave the campus, or otherwise miss scheduled classes, two weeks prior to the intended activity.

b. All non-ASUSU groups shall submit to their advisors a request to leave the campus, or otherwise miss scheduled classes, two weeks prior to the intended activity.

c. A group granted permission to participate in an activity shall in no case be granted permission to be absent from classes by any person other than the class instructors.

d. One week prior to an activity, students shall discuss the terms of intended absences with their instructors, who will decide what course of action should be taken.

6. Although the University administration shall not grant excuses from classwork, it shall intercede when an instructor refuses to permit a student to make up work missed while engaged in a competing group, in a performing group, as an ASUSU officer or committee member, or in a scheduled class group. In such cases, the student may appeal to the department head, who shall, with the student's academic dean, intercede with the instructor for the student to make up missed work. The student may appeal to the Provost if necessary.

7. Upon request, the appropriate dean, director, or vice president shall supply to instructors and students verification for student absences for participation in a competing group, in a performing group, as an ASUSU elected officer or committee member, or in a scheduled class group.

Students should register only for those courses for which they have no scheduling conflicts that will interfere with their ability to complete course requirements because there may be course requirements that are essential to the pedagogical goals of the course. These requirements may not be missed without compromising the course content. However, circumstance may arise in which students' religious obligations, or other legitimate obligations as determined by the instructor on consultation with the student may interfere with their ability to fulfill a course requirement on the scheduled dates and students may request an alternative assignment or change in the due date for the assignment. Such requests may be granted by the instructor under the following conditions:

a. the student makes the request in advance of the absence.

b. the instructor agrees to provide an alternative assignment or permits the student to make up the assignment.

c. the student makes up missed assignments in a timely manner agreed upon by the instructor.

Source: Code of Policies and Procedures for Students April 12, 2002

## **RESOLUTION FOR NAT FRAZER**

*Resolved*, that the faculty welcome and congratulate Dr. Nat Frazer on becoming the new Dean of the College of Natural Resources.