



USU Board of Trustees Regular Meeting University Inn Sonne Board Room

May 3, 2023 at 1:00 PM MDT to May 3, 2023 at 4:30 PM MDT
University Inn - Sonne Board Room

Trustees and Vice Presidents Lunch - University Inn - Room 507 12:00 PM

Agenda

- 1. Welcome and Introductory Items - Chair Kent Alder 1:00 PM**
 - 1.1. Resolution of Appreciation and Commendation for Trustee Clara Alder – President Noelle Cockett 1:05 PM**
 - 1.2. Introduction of new USUSA President and Trustee Abraham Rodriguez and Oath of Office - Chair Kent Alder 1:15 PM**
- 2. Chair's Report - Kent Alder 1:25 PM**
 - 2.1. Presidential Search update**
 - 2.2. No regular meetings in June or July - next meeting August
Updated Board of Trustee 2023-2024 meeting calendar**
- 3. Committee Reports 1:35 PM**
 - 3.1. Executive Committee - Committee Chair Kent Alder**
 - 3.2. Recruitment, Retention and Completion Committee - Committee Chair Gina Gagon**
 - 3.3. Marketing and Communications Committee - Committee Chair Jacey Skinner**
 - 3.4. Student Health, Safety and Well-being Committee - Committee Chair David Huntsman**
 - 3.5. Audit, Risk and Compliance Committee - Committee Chair Dave Petersen**
 - 3.6. Academic Approval Committee - Committee Chair Wayne L. Niederhauser**
- 4. Trustee Recognition - Interim Vice President Eric Olsen 2:05 PM**
- 5. BREAK 2:15 PM**
- 6. Resolution of Appreciation and Commendation for Trustee Steve Palmer - Vice Chair John Ferry 2:30 PM**
- 7. President's Report - President Noelle Cockett 2:40 PM**

8. Resolution of Appreciation and Commendation for President Noelle Cockett – 3:00 PM
Chair Kent Alder

9. Consent Agenda 3:15 PM

9.1. Minutes from Board of Trustees Regular Meeting held on March 3, 2023

9.2. Minutes from Board of Trustees Regular Meeting held on April 7, 2023

9.3. Approve: Revised 300 Level Policy 369 (Other Leave)

9.4. Approve proposal: Associate of Science in Digital Modeling and Visualization –
USU Department of Landscape Architecture and Environmental Planning in the College
of Agriculture and Applied Sciences

9.5. Approve discontinuation: Dietetics Coordinated Emphasis-BS - USU Department
of Nutrition, Dietetics and Food Sciences in the College of Agriculture and Applied Sciences

9.6. Approve proposal: Cosmetology Certificate of Completion - USU Department of
Technology, Design and Technical Education in the College of Agriculture and Applied
Sciences

9.7. Approve proposal: Communication Studies Minor - USU Department of Communication
Studies and Philosophy in the College of Humanities and Social Sciences

9.8. Approve proposal: Bachelor of Arts and Bachelor of Science in Technical
Communication and Rhetoric - USU Department of English in the College of Humanities and
Social Sciences

9.9. Approve proposal: Archaeological Data Analytics Graduate Certificate - USU
Department of Data Analytics and Information Systems and Sociology and Anthropology in
the Jon M. Huntsman School of Business and the College of Humanities and Social
Sciences

9.10. Approve proposal: Master of Science in Biomedical Sciences - USU Department of
Veterinary Medicine in the College of Veterinary Medicine

9.11. Approve proposal: PhD in Biomedical Sciences - USU Department of Veterinary
Medicine in the College of Veterinary Medicine

9.12. Approve proposal: Graduate Certificate in Museum Administration and Collections
Management

USU Department of Applied Sciences, Technology and Education, Management and
Sociology and Anthropology in the College of Agriculture and Applied Science, the College
of Humanities and Social Sciences and the Jon M. Huntsman School of Business

9.13. Approve proposal: Move the Doctorate of Education from the College of Education and
Human Services (CEHS) Dean's Office to the School of Teacher Education and Leadership

10. Action Agenda

10.1. Ratification of USU Board of Trustees Chair and Vice Chair for 2023-2025 – 3:20 PM
Trustee Steve Palmer

10.2. Updated USU Board of Trustees Bylaws - Vice President Mica McKinney 3:25 PM

10.3. Proposed Auxiliary System Revenue Bonds, Series 2023 - Vice President Dave Cowley 3:35 PM

10.4. Approve and accept: Center for the School of the Future - Cambridge Prep Academy (Salt Lake County) changing open date from Fall 2023 to Fall 2024 – Dean Al Smith 3:45 PM

10.5. Approve and accept: Center for the School of the Future - Cambridge Prep Academy (Washington County) changing open date from Fall 2023 to Fall 2024 – Dean Al Smith

11. Information Agenda

11.1. Report of Investments for December 2022

11.2. Report of Investments for January 2023

11.3. Revised 500 Level Policy 515 (Travel)

11.4. Revised 500 Level Policy 590 (Export Control)

12. ADJOURN 4:00 PM

Utah State University Board of Trustees
AMMENDED DRAFT 1 - Meeting Schedule
2023-2024

Date of Trustees Meeting	Meeting Type	Date of Board of Higher Education Meeting	Date of Board of Higher Education Committee Meeting
Friday, January 6, 2023	Regular Virtual Meeting (morning)	January 12-13, 2023 12th Tooele Technical College 13th University of Utah	
Friday, February 10, 2023	Regular Virtual Meeting (morning)		Friday, February 17, 2023 virtual
Friday, March 3, 2023	Regular Meeting (afternoon)	March 23-24, 2023 23rd Davis Technical College 24th Salt Lake Community College	
Friday, April 7, 2023	Virtual Meeting		Friday, April 14, 2023 virtual
Wednesday, May 3, 2023	Regular Meeting (afternoon)	May 18, 2023 Utah State University	May 10, 2023 (Finance and Facilities)
<u>NO</u> June meeting			Friday, June 16, 2023 (virtual)
<u>NO</u> July meeting		July 13-14, 2023 13th Southwest Technical College 14th Southern Utah University	Friday, July 7, 2023 (Finance and Facilities)
Friday, August 4, 2023	Dinner (Thursday, August 10) Regular Meeting (morning) and Workshop (afternoon) (all day)		Friday, August 18, 2023 (virtual)
<u>NO</u> September meeting		September 14-15, 2023 14th Dixie Technical College 15th Utah Tech University	Wednesday, September 6, 2023 (Finance and Facilities)
<u>NO</u> October meeting			Friday, October 20, 2023 (virtual)
November 3, 2023	Regular Meeting (held in Salt Lake City)	November 16-17, 2023 16th Tooele Technical College 17th University of Utah	Wednesday, November 8, 2023 (virtual)
<u>NO</u> December meeting			Friday, December 15, 2023 (virtual)
Friday, January 5, 2024	Regular Meeting (morning)	January 11-12, 2024 11th Ogden-Weber Technical College 12th Weber State University	Wednesday, January 3, 2024 (Finance and Facilities)
<u>NO</u> February meeting			Friday, February 16, 2024 (virtual)
Friday, March 8, 2024	Regular Meeting (afternoon)	March 21-22, 2024 21st Mountainland Technical College 22nd Utah Valley University	Wednesday, March 13, 2024 (Finance and Facilities)
Friday, April 12, 2024	Videoconference Meeting (Promotion & Tenure)		Friday, April 12, 2024 (virtual)
Wednesday, May 1, 2024	Regular Meeting (afternoon)	May 16-17, 2024 USU Uintah Basin	Wednesday, May 8, 2024 (Finance and Facilities)
<u>NO</u> June meeting			Wednesday, June 19, 2024 (virtual)

approved: _____

PRESIDENT'S REPORT

1. Recent Events

- a. Men's Basketball – Boise State University at USU – March 4, 2023
- b. Utah State University Spring Break – March 6-10, 2023
- c. Mountain West Men's and Women's Basketball Tournament – Las Vegas, Nevada – March 5-11, 2023
- d. Mountain West Board of Directors Meeting – Las Vegas, Nevada – March 7, 2023
- e. Mountain West Men's Basketball Championship – USU vs. San Diego State University – Las Vegas, Nevada – March 11, 2023
- f. Remarks at President's Cup Award Ceremony – March 14, 2023
- g. NCAA Men's Basketball – First Round – USU vs. Missouri – Sacramento, California – March 16, 2023
- h. Remarks at Global Teaching and Learning Luncheon and Ground Breaking – March 22, 2023
- i. Utah Board of Higher Education Committee of the Whole – Salt Lake Community College, Salt Lake City, Utah – March 24, 2023
- j. State of the University Address – March 27, 2023
- k. Employee Recognition Luncheon – March 28, 2023
- l. Host A.C. Women's Luncheon at the Home – April 3, 2023
- m. USU Board of Trustees Regular Meeting – April 7, 2023
- n. Robins Awards – April 7, 2023
- o. Remarks at Athletics Men's Basketball Press Conference – April 10, 2023
- p. Closing Remarks at Diversity Awards Luncheon – April 10, 2023
- q. Judge Miss USU Competition – April 11, 2023
- r. Speak at Title IX Gala – Riverwoods Conference Center – April 14, 2023
- s. Closing Remarks at Athletics Hall of Fame – April 15, 2023
- t. Present at Emeriti and Retired Employees Luncheon – April 17, 2023
- u. Legislative Appreciation Dinner at the Home – April 18, 2023
- v. Moderate Panel at Seely Hinckley Luncheon – April 20, 2023
- w. USU Southwest Commencement – Beaver, Utah – April 20, 2023
- x. Kem C. Gardner Building Naming Ceremony – Salt Lake City, Utah – April 21, 2023
- y. USU Brigham City Commencement – Brigham City, Utah – April 21, 2023
- z. USU Tooele Commencement – Tooele, Utah – April 22, 2023
- aa. Remarks at Mae Swenson Park Opening and Reception – April 26, 2023
- bb. USU Moab Commencement – Moab, Utah – April 27, 2023
- cc. USU Blanding Commencement – Blanding, Utah – April 28, 2023
- dd. USU Eastern Commencement – Price, Utah – April 29, 2023
- ee. USU Uintah Basin Commencement – Roosevelt, Utah – April 29, 2023
- ff. USU Board of Trustees Regular Meeting – May 3, 2023

2. Upcoming Events

- a. USU Dignitary Dinner – May 3, 2023
- b. USU Logan Commencement Ceremony – May 4, 2023

- c. USU Commencement Convocations – May 4-5, 2023
- d. Mountain West Board of Directors Legal and Finance Committee Virtual Meeting – May 11, 2023
- e. NWCCU Finance Committee Virtual Meeting – May 12, 2023
- f. USU – Wasatch Region Graduation Event – Taylorsville, Utah – May 12, 2023
- g. Utah Board of Higher Education Committee of the Whole – Utah State University – Logan, Utah – May 18, 2023
- h. NEHMA – Kyoto, Japan – May 20-28, 2023
- i. Welcome Remarks at CAPSA/USU Conference – May 31, 2023
- j. USU Foundation Board Meetings – Washington, D.C. – June 1-3, 2023
- k. Mountain West Board Meetings – Honolulu, Hawaii – June 4-7, 2023
- l. Remarks at Research Landscapes – Salt Lake City, Utah – June 15, 2023
- m. Reception for President Noelle and John Cockett – June 15, 2023
- n. NWCCU Commission Virtual Meeting – June 20-23, 2023
- o. APLU Board of Directors Virtual Meeting – June 27, 2023



USU Board of Trustees Regular Meeting Minutes
USU Board of Trustees Mar 3, 2023 at 1:15 PM MST
University Inn – Sonne Board Room

Attendance

Present:

Board of Trustees:

Clara Alder
Kent K. Alder
John Y. Ferry
Gina Gagon (remote)
David H. Huntsman

Kacie Malouf
Wayne L. Niederhauser (remote)
Steve Palmer
David A. Petersen
Jacey Skinner (remote)

Absent:

Tessa White

Utah State University Representatives:

Janet Anderson
Jodi Bailey
Paul Barr
Mykel Beorchia
Lisa Berreau
Janalyn Brown
Noelle Cockett
Dave Cowley
John Ferguson
Arthur Gulden
Nancy Hanks
Ryan Hobbs
Jane Irungu
Heidi Kesler
Harrison Kleiner

Mica McKinney
Andrea Olding
Eric Olsen
Bill Plate
Kevin Schemmin
Lisa Simmons
Larry Smith
Brian Steed
Kristie Swainston
Bailey Todd
Camren Todd
Robert Wagner
Ken White
Matt White (remote)

Utah Board of Higher Education:

Julie Hartley (remote)
Scott Theurer (remote)

1. Welcome and Introductory Items - Chair Kent Alder

Chair Alder shared USU Founder's Day, held the previous evening, was a great success and was enjoyed by all attendees.

The next USU Board of Trustees meeting will be held virtually, Friday, April 7 and will be brief due to promotion and tenure will be the only agenda item.

2. Closed Session

Motion:

Motion to enter a closed session was made at 1:36 p.m.

Motion by John Y. Ferry and motion seconded by David H. Huntsman. A roll call vote was taken by Secretary Janalyn Brown. Voting was unanimous in the affirmative.

Attendance

Present:

Clara Alder

Kent K. Alder

Janalyn Brown

Noelle Cockett

John Y. Ferry

Gina Gagon

David H. Huntsman

Kacie Malouf

Mica McKinney

Wayne L. Niederhauser

Steve Palmer

David A. Petersen

Jacey Skinner

Larry Smith

Robert Wagner

Absent:

Tessa White

Chair Alder conducted the meeting. Personnel, property and/or legal issues were discussed.

Motion:

Motion was made to end the closed session.

Motion by Clara Alder and motion seconded by Kacie Malouf. All were in favor and the closed session was adjourned at 1:42 p.m.

3. Chair's Report – Chair Kent Alder

3.1. Commencement Dates and Attendance

Chair Alder discussed the upcoming dates of the 2023 Utah State University Commencement ceremonies and encouraged board members to RSVP for both Statewide and Logan campus events. The Board of Trustees should have representations at each location

3.2. Bylaws Update

Vice President McKinney is in the process of updating the Board of Trustees bylaws with the hope of presenting and voting on them in the May 2023 meeting. It has been several years since there was an update.

Officer election will be clarified as the vote for board chair and vice chair happens each odd year. This election will be held in May and more information will be forthcoming. The Board of Trustees Executive Committee is updated with a vote for three members in addition to the new chair and vice chair.

President Cockett shared all trustee members can continue to serve, with the exclusion of Trustee Palmer (Alumni President, two-year tenure) and Trustee Clara Alder (USUSA President, one-year tenure). Vice President Wisner is currently working with the Governor's Office. These reappointments will be confirmed by the Senate as well.

3.3. Parking Passes

Parking passes are now available and should be in trustee folders if in-person or will be mailed after the meeting to those attending remotely.

4. Trustee Recognition – President Noelle Cockett

Senior Vice Provost Janet Anderson presented the Student Achievement Collaborative and read a resolution of commendation.

5. Committee Reports

5.1. Executive Committee – Committee Chair Kent Alder
No further report.

5.2. Recruitment, Retention and Completion Committee – Committee Chair Gina Gagon

Trustee Gagon shared there are both good news and challenges to report. Challenge: The Utah System of Higher Education (USHE) is moving towards one common application. This could cause budgeting issues as this pilot program waives the application fees. The good news is we did a test pilot and there was an increase in applications.

Executive Vice President Wagner's team has been working hard to come up with 4-year scholarships and are working to be more active with first time students through the Academic Belonging & Learning Excellence office. They are working with students who may need extra help. Recruiting has seen increases in both Price and Blanding. Blanding has had the smallest increase but, because of the pandemic, the group feels any increase in that area is positive.

5.3. Marketing and Communications Committee – Committee Chair Jacey Skinner

Trustee Skinner said her committee did not meet but invited Vice President Plate to update the group with their efforts. Plate mentioned they have successful campaigns running and are currently getting ready to launch a large out-of-state campaign. These campaigns will supplement recruiting efforts. Billboards along I-15 are weathered, and updates to these ads are coming very soon.

5.4. Student Health, Safety and Well-being Committee – Committee Chair David Huntsman

Trustee Huntsman recognized Interim Vice President Olsen and his team for their good work. Staffing continues to be a challenge. The group is having difficulty finding competent, qualified applicants. Olsen mentioned they currently have open searches. There is a shortage for masters-level therapy and counseling providers, and the number of students seeking counseling is going up.

5.5. Audit, Risk and Compliance Committee - Chair Dave Petersen

Trustee Petersen's committee met the day prior, and their focus was on risks. It was a very productive meeting. The discussion included the current risk register and not prioritizing risks. There are good processes in

place, which compare and benchmark with others. They discussed external pressures such as pressure on higher education in general to justify itself. What are universities doing and why? Are institutions nationwide overfocusing on diversity, equity and inclusion (DEI)? Are they favoring one idealization over another? Many other issues were discussed concerning risk such as litigation or public perception, discrimination, reverse discrimination, prioritize the true mission of the university, mental health, students of concern, suicidality, pay scale, campus safety, crime on campus, high cost of litigation as result of campus insecurity, etc. Chief Audit Office Bailey stated audit does not correlate with lower risk. Trustee Petersen stated student safety needs to be high priority. Utah State University's annual report to the Utah Board of Higher Education (UBHE) will be presented in person this month.

5.6. Academic Approval Committee - Chair Wayne L. Niederhauser

Chair Niederhauser mentioned the work done in his committee is dominating the consent agenda with 27-29 401s. There are 10 certificates, three program discontinuations, three emphases, two minors, four name changes, and several more. Chair Alder stated this shows the institution is adapting to the needs of students.

5.7. Honorary Degrees, Awards, and Recognition Committee - Chair John Ferry

Vice Chair Ferry reported all honorary degree invitees have accepted the invitation extended by President Cockett and plans are being made to move forward.

6. Student Recognition – Trustee Clara Alder

Trustee Clara Alder read and presented a resolution of commendation to student-athlete Camren Todd.

7. President's Report – President Noelle Cockett

President Cockett stated the last 10 days of the legislative session were intense. The President shared a draft document which showed both system wide and USU specific asks. Utah State University received 60% of

the performance funding possible, \$4.2 million plus \$1.2 million reallocation. The University of Utah received 60%, Snow College received 75%, and Salt Lake Community College received 75% performance funding. The degree seeking institutions found when looking at their numbers that the pandemic impacted each of them. They found students took less credits, especially seniors, which dropped USU in timely completions. If Utah State recovers this coming year, the institution will recover the money we did not receive the year before. This is a very complicated situation. There has been much discussion concerning salary compensation. This issue is still to be determined but they do know higher education will not receive 100% of the amount the state is giving for salary increases. President Cockett discussed USU specific RFAs or bills as shown in the draft spreadsheet and mentioned the possibility of not receiving operations and maintenance monies for the newly formed College of Veterinary Medicine. Overall, Utah State University had a fabulous year.

7.1. 2023 Legislative Updates

Executive Director Brian Steed announced USU is at the table in all Great Salt Lake discussions.

8. Research Presentation - Vice President Lisa Berreau

Vice President of Research Lisa Berreau shared a presentation and report on research programs at Utah State University.

9. Consent Agenda

9.1. Approve: University Policy 403: Academic Freedom and Professional Responsibility

9.2. Approve: Proposal to Restructure the Skilled and Technical Sciences Education Emphasis in the Department of Applied Sciences, Technology and Education in the College of Agriculture and Applied Sciences

9.3. Approve: Proposal to Offer an Institutional Certificate of Proficiency in Additive Manufacturing in the Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences

- 9.4. Approve: Proposal to Offer a Technology Systems: Advanced Manufacturing Emphasis in the Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences
- 9.5. Approve: Proposal to Offer a Certificate of Proficiency in Construction Fundamentals in the Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences
- 9.6. Approve: Proposal to Change the Name and Restructuring of the Emergency Medical Technician and First Responders Certificate of Proficiency to Emergency Medical Technician Certificate of Proficiency
- 9.7. Approve: Proposal to Change the Name and Restructuring of the Certified Nursing Assistant Certificate of Proficiency to Nursing Assistant Certificate of Proficiency
- 9.8. Approve: Proposal to Change the Name of the Master of Arts and Master of Science from Folklore and American Studies to Folklore Studies in the Department of English in the College of Humanities and Social Sciences
- 9.9. Approve: Proposal to Restructure and Offer a Pharmacy Technician Certificate of Completion in the Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences
- 9.10. Approve: Proposal to Offer an Institutional Certificate of Proficiency in Environmental Planning in the Department of Landscape Architecture and Environmental Planning in the College of Agriculture and Applied Sciences
- 9.11. Approve: Proposal to Discontinue the English BA-BS Emphasis in Technical Communication and Rhetoric in the Department of English in the College of Humanities and Social Sciences
- 9.12. Approve: Proposal (see description)
Offer a New Graduate Certificate in Cultural Resource Management Policy, Advocacy, and Business Administration in the Departments of Marketing and Strategy, School of Accountancy and Sociology and Anthropology in CHaSS and HSB Proposes Offering a New Graduate Certificate in Cultural Resource Management Policy, Advocacy, and Business Administration
- 9.13. Approve: Proposal to Restructure and Offer a Phlebotomy Technician Certificate of Completion in the Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences
- 9.14. Approve: Proposal to Offer an Institutional Certificate of Proficiency in Digital Modeling and Visualization in the Department of Landscape Architecture in the College of Agriculture and Applied Sciences

- 9.15. Approve: Proposal to Discontinue the Landscape Management Certificate in the Department of Plants, Soils and Climate in the College of Agriculture and Applied Sciences
- 9.16. Approve: Proposal to Offer a Speech-Language Pathology Assistant Certificate of Proficiency in the Department of Communicative Disorders and Deaf Education in the Emma Eccles Jones College of Education and Human Services
- 9.17. Approve: Proposal to Discontinue the Sociology-Criminal Justice Emphasis in the Bachelor of Science and Bachelor of Arts in the Department of Sociology and Anthropology in the College of Humanities and Social Sciences
- 9.18. Approve: Proposal to Offer a New Emphasis in Recreation Administration, Bachelor of Science in the Department of Kinesiology and Health Science in the Emma Eccles Jones College of Education and Human Services
- 9.19. Approve: Proposal to Restructure and Include a Bilingual-Bicultural Deaf Education Emphasis in the Department of Communicative Disorders and Deaf Education in the Emma Eccles Jones College of Education and Human Services
- 9.20. Approve: Proposal to Change the Name of the Leadership and Management Minor to Leadership Minor in the Department of Marketing and Strategy in the Jon M. Huntsman School of Business
- 9.21. Approve: Proposal to Offer a Minor in Technical Communication and Rhetoric in the Department of English in the College of Humanities and Social Sciences
- 9.22. Approve: Proposal to Offer a Bachelor of Art and Bachelor of Science in Criminal Justice in the Department of Sociology and Anthropology in the College of Humanities and Social Sciences
- 9.23. Approve: Proposal to Offer a Bachelor of Science in Data Science in the Departments of Mathematics and Statistics and Computer Science in the College of Science
- 9.24. Approve: Proposal to Change the Name of the Psychology MEd to School Counseling MEd in the Department of Psychology in the Emma Eccles Jones College of Education and Human Services
- 9.25. Approve: Proposal to Offer an Emphasis in Healthcare Management in the Department of Management in the Jon M. Huntsman School of Business
- 9.26. Approve: Proposal to Restructure and Rename the Psychology Sociobehavioral Epidemiology and Quantitative Psychology Specializations PhD to Psychology: Data Science and Research

Methodology Specialization PhD in the Department of Psychology in the EEJCEHS

- 9.27. Approve: Proposal to Change the Name of the Human Development Lifespan Emphasis to Human Development Emphasis in the Department of Human Development and Family Studies in the Emma Eccles Jones College of Education and Human Services
- 9.28. Approve: Proposal to Offer a General Education Certificate of Completion in the Office of the Provost and Chief Academic Officer

Motion:

Motion was made to approve the consent agenda.

Motion by John Y. Ferry and motion seconded by David H. Huntsman. Voting was unanimous in the affirmative and the motion passed.

10. Action Agenda

- 10.1. Approve and Accept: Proposal on 2023-24 Tuition and Student Fees, Including an Adjustment to Technical Education Tuition and Fees - Department Head Brian Warnick

Trustee Clara Alder and Department Head Brian Warnick shared presentation on the proposed 2023-2024 tuition and student fees. Trustee Clara Alder and her fellow students like to call it the "tea on tuition." She stated tuition was quite simple this year as there is zero net change. Warnick shared the Utah Board of Education required all technical education programs align their programs, courses, credits, and cost. Tuition and student fees were "leveled" for all Utah institutions offering technical certificate. USU will accomplish this by balancing increased tuition with elimination of program fees and adding limited differential tuition and course fees. In doing so, tuition for technical education is kept "net neutral."

Motion:

Motion was made to approve 2023-2024 tuition and student fees as outlined and presented.

Motion by John Y. Ferry and motion seconded by David A. Petersen. Voting was unanimous in the affirmative and the motion passed.

- 10.2. Approve and Accept: Statewide Student Fee Policy Updates - Trustee Clara Alder

Trustee Clara Alder stated over the last year the Commissioner's Office, as well as the Utah Board of Higher Education, have asked technical colleges and degree-granting institutions to become aligned in terms of program names, curriculum, credit hours and in some cases, costs. At USU, there is currently a Logan Student Fee Board which approve fee increases and decreases. Likewise, there is a Statewide Fee Board. This item on the agenda is to add technical education representation to the Statewide Campus Fee Board.

Motion:

Motion was made to accept the Statewide Student Fee Policy updates as outlined and presented.

Motion by David H. Huntsman and motion seconded by Steve Palmer. Voting was unanimous in the affirmative and the motion passed.

- 10.3. Approve: Center for the School of the Future - Cambridge Prep Academy (Salt Lake County) - changing open date from Fall 2023 to Fall 2024 - David Forbush, Associate Director and Parker Fawson, Director - Center for the School of the Future
- 10.4. Approve: Center for the School of the Future - Cambridge Prep Academy (Washington County) - changing open date from Fall 2023 to Fall 2024 - David Forbush, Associate Director and Parker Fawson, Director - Center for the School of the Future

School of the Future Director Parker Fawson and Associate Director David Forbush shared a packet of information which included answers to questions raised by the Trustee Academic Approval Committee (TAAC). In March of 2020, the School of the Future met with the Board of Trustees to ask the board to activate their authority as a charter school authorizer in the state of Utah. Forbush shared there were no new charter school brought to the board for their approval in this meeting, but the School of the Future would like to plan to bring any future charter schools annually in March. Trustee Palmer mentioned the TAAC committee wanted this item to be discussed by the board so they could understand why Utah State University is involved in the authorization of charter schools who offer K-12 education. Forbush indicated that when a charter school is authorized, this action brings a school into existence. If the school performs well, they will continue to exist. If they do not do well, the authorizer has the power to

close the school. President Cockett shared the School of the Future has a history and legacy of helping public education schools achieve performance. Fawson stated the largest authorizer is the Utah State Charter School Board, which is one of five entities in the state of Utah. President Cockett mentioned the Board of Trustees could rely completely on the School of the Future, get the full board training, or form an additional committee to vet and be more involved in the authorizing process. Trustee Malouf shared another question from the TAAC committee concerning the risk to the university. Fawson said there are statutes in place to protect authorizers from having to pay debts incurred by schools. There are also protections in law as well. The board struggled with their role as authorizers. It was brought to their attention that in the 2020 approval process, this was on the consent agenda. Vice Chair Ferry moved to table. No second was made. Vice President McKinney stated the School of the Future has brought two items to the trustees for an extension of the opening date of two charter schools, which were previously approved by the board. This issue is time sensitive as the deadline to open is currently fall 2023. McKinney inquired as to why the charter schools were asking for an extension. Forbush gave reasons as: supply interest rates, property costs and supply-line issues. Trustee Petersen proposed tabling the items to gain time to get more information. No second was made.

Motion:

Motion was made to accept the delay for both charter schools for one year, but no more delays would be granted.

Motion by Steve Palmer and motion seconded by Kacie Malouf. Chair Alder, Trustee Palmer and Trustee Malouf voted to approve. Vice Chair Ferry and Trustees Gagon, Huntsman, Petersen, and Clara Alder were opposed. Trustees Skinner and Niederhauser were not in attendance for the vote. The motion failed and the extension was not granted.

11. Information Agenda

- 11.1. Report of Investments for October 2022
- 11.2. Report of Investments for November 2022
- 11.3. Revised Policy 515 Travel
- 11.4. Revised Policy 542 Disposition of Property and Evidence by USU Police Department

11.5. President's Report

12. ADJOURN

Motion:

Motion to adjourn was made.

Motion by Steve Palmer and motion seconded by Kacie Malouf. All were in favor and the meeting was adjourned at 5:09 p.m.

Kent K. Alder, Chair

Janalyn Brown, Secretary
(minutes taken by Janalyn Brown)

Date Approved



USU Board of Trustees Regular Meeting Minutes
USU Board of Trustees Apr 7, 2023 at 10:00 AM MST
via Zoom Videoconference

Attendance

Present:

Board of Trustees:

Clara Alder (remote)
Kent K. Alder (remote)
John Y. Ferry (remote)
Gina Gagon (remote)
David H. Huntsman (remote)

Wayne L. Niederhauser (remote)
Steve Palmer (remote)
David A. Petersen (remote)
Jacey Skinner (remote)
Tessa White (remote)

Absent:

Kacie Malouf

Utah State University Representatives:

Janalyn Brown (remote)
Noelle Cockett (remote)
Dave Cowley (remote)
Rich Etchberger (remote)
John Ferguson (remote)
Nancy Hanks (remote)
Jane Irungu (remote)
Mica McKinney (remote)

Eric Olsen (remote)
Bill Plate (remote)
Larry Smith (remote)
Brian Steed (remote)
Robert Wagner (remote)
Devin Wiser (remote)

1. Welcome and Introductory Items - Chair Kent Alder
2. Explanation of Promotion and Tenure Process - Provost Larry Smith

Provost Larry Smith shared a PowerPoint presentation concerning promotion and tenure. Provost Smith expressed the process is a major undertaking and takes an enormous amount of time and care to look into the training, teaching, research, and evaluation of faculty. Trustee Huntsman inquired if Utah State University's process is similar to their peer institutions. Provost Smith indicated that it is quite similar though there have been some issues nationally in which some institutions

use more adjunct faculty to do the majority of teaching. However, in a majority of courses USU students are exposed to are by core faculty. Smith continued his explanation with the information that every untenured faculty member has a mentor. The tenure process takes approximately six years and during this time, the faculty member has an annual review with their department head to make sure they are on track. The department head then makes a recommendation to the Dean who then takes the information to the Provost and the Promotion and Tenure Committee. This committee comes to a consensus and the names of faculty are then given to the President who makes the final decision of taking them to the Board of Trustees.

3. Closed Session

Motion:

Motion moved by John Y. Ferry and motion seconded by Clara Alder. Roll call vote initiated at 10:17 a.m. Voting was unanimous in the affirmative and the meeting moved into closed session.

Attendance

Present:

Clara Alder (remote)	Wayne L. Niederhauser (remote)
Kent K. Alder (remote)	Steve Palmer (remote)
John Y. Ferry (remote)	David A. Petersen (remote)
Gina Gagon (remote)	Jacey Skinner (remote)
David H. Huntsman (remote)	Tessa White (remote)

Absent:

Kacie Malouf

Utah State University Representatives:

Janalyn Brown (remote)	Larry Smith (remote)
Noelle Cockett (remote)	Robert Wagner (remote)
Mica McKinney (remote)	

4. Chair's Report - Chair Kent Alder

4.1. 2023 Commencement details

Chair Alder discussed the upcoming Statewide and Logan campus commencement and convocation ceremonies. He stated all events were covered with Trustee attendance except for Logan campus Caine College of the Arts. He reminded the board to complete the RSVP survey. Alder

gave a short update on the charter school discussion. He and others have met several times and asked questions. President Cockett shared the School of the Future group including David Forbush, Parker Fawson, and Stan Lockhart were planning to meet with the USU Board of Trustees Executive Committee to discuss the extension requested in the March 2023 meeting. President Cockett stated the election for the Board of Trustees chair and vice chair will take place within the month of April so the vote can be ratified in the May meeting. Trustee Palmer will be reaching out to get nominees for each position. Trustee Palmer will be rolling off the trustees as his tenure as alumni president is ending. Four members of the current Board of Trustees are up for renewal and President Cockett has recommended to Governor Cox they stay on the board. The Governor will need to approve which typically comes in July.

5. Action Agenda

5.1. Promotion and Tenure 2023

Motion:

A motion was made to approve the 2023 promotion and tenure as presented by Provost Larry Smith.

Motion moved by David H. Huntsman and motion seconded by Wayne L. Niederhauser. Voting was unanimous in the affirmative and the motion passed.

6. ADJOURN

Motion:

Chair Alder called for a motion to adjourn.

Motion moved by John Y. Ferry and motion seconded by Gina Gagon. Voting was unanimous in the affirmative and the meeting was adjourned at 11:15 a.m.

Kent K. Alder, Chair

Janalyn Brown, Secretary
(minutes taken by Janalyn Brown)

Date Approved

3 May 2023

ITEM FOR ACTION

RE: Proposal to Revise 300 Level Policies

The attached policies are submitted to the Board of Trustees for consideration. The policies received appropriate administrative review and approval.

EXECUTIVE SUMMARY

The University desires to revise Policy 369 Other Leave as shown in the attached documents that include a summary of the changes, redlined version of the policy, and final version of the policy.

Consistent with USU Policy 201, the proposed policies revisions were submitted to Faculty Senate and Staff Employees Association for review and comment; and approved by the Executive Committee and President.

RECOMMENDATION

The President and the Vice President for Finance and Administrative Services recommend that the Board of Trustees approves the revisions of the presented 300 Level Policies of the Utah State University Policy Manual.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, The University desires to revise Policy 369 Other Leave as shown in the attached documents that include a summary of the changes, redlined version of the policy, and final version of the policy; and

WHEREAS, The policies were submitted to Faculty Senate and Staff Employees Association for review and comment; and approved by the Executive Committee and President; and

WHEREAS, The procedures for revising policies outlined in Section 201 of the University Policy Manual have been followed:

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees approves the revisions of the presented 300 Level Policies of the Utah State University Policy Manual.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES:

Date

ITEM FOR ACTION

Re: 369: Other Leave

Key

- Red – Deletions
- Blue – Additions
- Black – Original to Policy
- Green – Movements of original text placement

SUMMARY OF CHANGES

- **Reformatted Policy-** Reformatted content to align with new policy format including adding Purpose and Scope. Clarified and updated language, definitions, and policy references throughout.
- **Added Language from New Utah Statute-** Added death of an immediate family member to include loss of a child as a result of a miscarriage or stillbirth. [HB 449 Bereavement Leave Modifications](#) from 2022 Utah Legislative Session



University Policy 369: Other Leave

Category: Human Resources

Subcategory: Benefits

Covered Individuals: Benefit-Eligible Employees

Responsible Executive: Vice President for Finance and Administrative Services

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

Last Revised: 2016/10/21

Previous USU Policy Number: N/A



~~POLICY MANUAL~~

~~BENEFITS~~

~~Number 369~~

~~Subject: Other Leave~~

~~Covered Employees: Benefit Eligible Employees~~

~~Date of Origin: January 24, 1997 Bereavement Leave, Jury and Witness Leave,
and Special Development Leave July 1, 2004~~

~~Organ Donor Leave~~

~~Date of Last Revision(s): March 6, 2015, October 21, 2016~~

~~369.1 PURPOSE~~

369.1 PURPOSE AND SCOPE

The University Utah State University (USU) offers benefit-eligible employees the following additional leave benefits: Bereavement Leave, Jury and Witness Leave, Special Development Leave, and Organ or Bone Marrow Donor Leave.

~~369.2 POLICY~~

369.2 POLICY

2.1 Bereavement Leave

2.1 Bereavement Leave

The University USU provides up to three (3) work days paid time off due to the death of an immediate family member, including loss of a child as a result of a miscarriage or stillbirth. For this policy, immediate family is defined as: employee's spouse or domestic partner, son, daughter, child, son-in-law, daughter-in-law, foster child, parents, parents-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, grandparent-in-law, grandchildren, and step-relative.

~~2.2 Jury and Witness Leave~~

2.2 Jury and Witness Leave

The employee will receive full salary F for the period during which an the employee is absent from work for compliance with either an official requirement to appear for jury service or a subpoena to appear as a witness at a trial, deposition, or other official proceeding, the employee will receive full salary. Time allowance for jury and witness service covers only time lost while actually engaged in jury service or in attendance as a witness and reasonable travel to and from the place of jury duty.

Employees are expected to report daily to work before and after jury service or jury attendance when feasible. Any funds received for jury duty remain with the employee.

This policy does not apply to employees who appear in court on their own behalf. Expert Witness Services is covered by USU Policy 376: Extra-Service Compensation and USU Policy 377: Consulting Service.

~~2.3 Special Development Leave~~

2.3 Special Development Leave

The University USU may grant a special leave with pay for developmental purposes. Special Development Leave is not a right, but a privilege. This leave must be requested in writing. The leave approval, pay, and terms of the leave are at the discretion of the D department H head, D director, or D dean/V vice P president. Any leave agreement should stipulate the length of the leave and the agreed rate of pay. The length of leave may not exceed one (1) year, nor can the rate of pay exceed the amount as stated in USU Policy 365: Sabbatical Leave. The negotiated agreement must be approved by the appropriate D dean or V vice P president and forwarded to the P president for approval.

~~2.4 Bone Marrow or Organ Donor Leave~~

2.4 Bone Marrow or Organ Donor Leave

The University USU grants special paid leave to employees who are temporarily disabled while serving as a bone marrow or human organ donor. Employees who donate bone marrow shall be granted up to seven (7) calendar days of paid leave. Employees who donate a human organ shall be granted up to thirty (30) calendar days of paid leave. Additional leave required for donor disability beyond the specified days may be taken under USU Policy 363: Sick Leave and Policy 351: Family and Medical Leave (FMLA). In cases in which this leave also qualifies as Family and Medical Leave, the FMLA leave will run concurrently with this leave. Donor leave must be requested in writing, including documentation from a medical practitioner authenticating the donation.

~~369.3 REFERENCES~~

~~[GINA \(Genetic Information Nondiscrimination Act\)](#)~~

~~369.4 RESPONSIBILITIES~~

369.3 RESPONSIBILITES

~~4.1 Office of Human Resources~~

3.1 Office of Human Resources

~~Responsible for assisting~~ Provide information, answer questions for employees and/or supervisors as they utilize ~~in the implementation of this policy in accordance with the University's insurance providers and making the information available.~~

~~4.2 Employees~~

3.2 Employees

~~Responsible for notifying~~ Notify his/her supervisor, ~~working with the Office of Human Resources~~ when the above leaves are requested, and complying ~~ing~~ with ~~the~~ requests for documentation.

369.4 REFERENCES

~~—GINA (Genetic Information Nondiscrimination Act)~~

- ~~HB 449 Bereavement Leave Modifications~~

369.5 RELATED USU POLICIES

- USU Policy 351: Family and Medical Leave
- USU Policy 363: Sick Leave
- USU Policy 365: Sabbatical Leave
- USU Policy 376: Extra-Service Compensation
- USU Policy 377: Consulting Service

369.6 DEFINITIONS

N/A

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

RESOURCES

Procedures

N/A

Guidance

N/A

Related Forms and Tools

N/A

Contacts

N/A

POLICY HISTORY

Original issue date: 1997/01/24 & 2004/07/01

Last review date: YYYY/MM/DD

Next scheduled review date: YYYY/MM/DD

Previous revision dates: 2015/03/06, 2016/10/21

University Policy 369: Other Leave

Category: Human Resources

Subcategory: Benefits

Covered Individuals: Benefit-Eligible Employees

Responsible Executive: Vice President for Finance and Administrative Services

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

Last Revised: 2023/05/03

Previous USU Policy Number: N/A

369.1 PURPOSE AND SCOPE

Utah State University (USU) offers benefit-eligible employees the following additional leave benefits: Bereavement Leave, Jury and Witness Leave, Special Development Leave, and Organ or Bone Marrow Donor Leave.

369.2 POLICY

2.1 Bereavement Leave

USU provides up to three (3) work days paid time off due to the death of an immediate family member, including loss of a child as a result of a miscarriage or stillbirth. For this policy, immediate family is defined as: employee's spouse or domestic partner, child, son-in-law, daughter-in-law, foster child, parents, parents-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, grandparent-in-law, grandchildren, and step-relative.

2.2 Jury and Witness Leave

The employee will receive full salary for the period during which the employee is absent from work for compliance with either an official requirement to appear for jury service or a subpoena to appear as a witness at a trial, deposition, or other official proceeding. Time allowance for jury and witness service covers only time lost while actually engaged in jury service or in attendance as a witness and reasonable travel to and from the place of jury duty.

Employees are expected to report daily to work before and after jury service or jury attendance when feasible. Any funds received for jury duty remain with the employee.

This policy does not apply to employees who appear in court on their own behalf. Expert Witness Services is covered by [USU Policy 376: Extra-Service Compensation](#) and [USU Policy 377: Consulting Service](#).

2.3 Special Development Leave

USU may grant a special leave with pay for developmental purposes. Special Development Leave is not a right, but a privilege. This leave must be requested in writing. The leave approval, pay, and terms of the leave are at the discretion of the department head, director, or dean/vice president. Any leave agreement should stipulate the length of the leave and the agreed rate of pay. The length of leave may not exceed one (1) year, nor can the rate of pay exceed the amount as stated in [USU Policy 365: Sabbatical Leave](#).

The negotiated agreement must be approved by the appropriate dean or vice president and forwarded to the president for approval.

2.4 Bone Marrow or Organ Donor Leave

USU grants special paid leave to employees who are temporarily disabled while serving as a bone marrow or human organ donor. Employees who donate bone marrow shall be granted up to seven (7) calendar days of paid leave. Employees who donate a human organ shall be granted up to thirty (30) calendar days of paid leave. Additional leave required for donor disability beyond the specified days may be taken under USU [Policy 363: Sick Leave](#) and [Policy 351: Family and Medical Leave \(FMLA\)](#). In cases in which this leave also qualifies as Family and Medical Leave, the FMLA leave will run concurrently with this leave. Donor leave must be requested in writing, including documentation from a medical practitioner authenticating the donation.

369.3 RESPONSIBILITIES

3.1 Office of Human Resources

Provide information, answer questions for employees and/or supervisors as they utilize this policy.

3.2 Employees

Notify his/her supervisor when the above leaves are requested, and comply with requests for documentation.

369.4 REFERENCES

- [HB 449 Bereavement Leave Modifications](#)

369.5 RELATED USU POLICIES

- USU [Policy 351: Family and Medical Leave](#)
- USU [Policy 363: Sick Leave](#)
- USU [Policy 365: Sabbatical Leave](#)
- USU [Policy 376: Extra-Service Compensation](#)
- USU [Policy 377: Consulting Service](#)

369.6 DEFINITIONS

N/A

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

RESOURCES

Procedures

N/A

Guidance

N/A

Related Forms and Tools

N/A

Contacts

N/A

POLICY HISTORY

Original issue date: 1997/01/24 & 2004/07/01

Last review date: 2023/05/03

Next scheduled review date: YYYY/MM/DD

Previous revision dates: 2015/03/06, 2016/10/21, 2023/05/03

3 May 2023

ITEM FOR ACTION

Utah State University's Department of Landscape Architecture and Environmental Planning in the College of Agriculture and Applied Sciences proposes offering an Associate of Science in Digital Modeling and Visualization.

EXECUTIVE SUMMARY

The Department of Landscape Architecture and Environmental Planning in the College of Agriculture and Applied Sciences proposes offering an Associate of Science in Digital Modeling and Visualization.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to offer an Associate of Science in Digital Modeling and Visualization.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Landscape Architecture and Environmental Planning in the College of Agriculture and Applied Sciences proposes offering an Associate of Science in Digital Modeling and Visualization, and

WHEREAS, The proposal will provide a stackable degree path for students;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve offering an Associate of Science in Digital Modeling and Visualization, in the College of Agriculture and Applied Sciences' Department of Landscape Architecture and Environmental Planning and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____

**Utah System of Higher Education
New Academic Program Proposal
Cover/Signature Page - Full Template**

Institution Submitting Request: Utah State University

Proposed Program Title: Associate of Science in Digital Modeling and Visualization

Are There New Emphases: Yes [] No [X]

Names of New Emphases (Separated by Commas):

Sponsoring School, College, or Division: College of Agriculture and Applied Sciences

Sponsoring Academic Department(s) or Unit(s): Landscape Architecture and Environmental Planning

Classification of Instructional Program Code¹ : 6 - Digit CIP: 11.0804

Min/Max Credit Hours Required of Full Program: 60 Min Cr Hr / 60 Max Cr Hr

Proposed Beginning Term²: Fall 2023

Institutional Board of Trustees' Approval Date:

Program Type (mark all that apply with an x):

<input type="checkbox"/> (AAS)	Associate of Applied Science Degree
<input type="checkbox"/> (AA)	Associate of Arts Degree
<input checked="" type="checkbox"/> (AS)	Associate of Science Degree
<input type="checkbox"/>	Specialized Associate Degree (specify award type ³ :)
<input type="checkbox"/>	Other (specify award type ³ :)
<input type="checkbox"/> (BA)	Bachelor of Arts Degree
<input type="checkbox"/> (BS)	Bachelor of Science Degree
<input type="checkbox"/> (BAS)	Bachelor of Applied Science Degree
<input type="checkbox"/>	Specialized Bachelor Degree (specify award type ³ :)
<input type="checkbox"/>	Other (specify award type ³ :)
<input type="checkbox"/> (MA)	Master of Arts Degree
<input type="checkbox"/> (MS)	Master of Science Degree
<input type="checkbox"/>	Specialized Bachelor Degree (specify award type ³ :)
<input type="checkbox"/>	Other (specify award type ³ :)
<input type="checkbox"/>	Doctoral Degree (specify award type ³ :)
<input type="checkbox"/>	K-12 School Personnel Program
<input type="checkbox"/>	Out of Service Area Delivery Program <input type="checkbox"/> Attached MOU
<input type="checkbox"/>	Out of Mission Program
<input type="checkbox"/>	NEW Professional School

¹ For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

² "Proposed Beginning Term" refers to first term after Regent approval that students may declare this program.

³ Please indicate award such as APE, BFA, MBA, MEd, EdD, JD

Changes to Existing Programs or Administrative Units Required (mark all that apply with an x, if any):

<input type="checkbox"/>	Program Restructure with or without Consolidation
<input type="checkbox"/>	Emphases transfer from another program or academic unit
<input type="checkbox"/>	Name Change of Existing Program or Academic Unit
<input type="checkbox"/>	Program transfer to a different academic unit
<input type="checkbox"/>	Suspension or discontinuation of a unit or program
<input type="checkbox"/>	Reinstatement of a previously suspended/discontinued program or administrative unit
<input type="checkbox"/>	Other

Chief Academic Officer (or Designee) Signature:

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name _____ Date: _____

I understand that checking this box constitutes my legal signature.

Utah System of Higher Education Program Description - Full Template

Section I: The Request

Utah State University's Department of Landscape Architecture and Environmental Planning requests approval to offer the following degree(s): Associate of Science in Digital Modeling and Visualization

To be effective on: Fall 2023

This program was approved by the institutional Board of Trustees on:

Section II: Program Proposal

Program Description

Utah State University (USU), College of Agriculture and Applied Sciences (CAAS), Department of Landscape Architecture and Environmental Planning (LAEP) proposes to offer an Associate of Science in Digital Modeling and Visualization (DMV). The mission of the two-year (60 credit) AS in Digital Modeling and Visualization undergraduate program is to introduce students to a career in the digital modeling and visualization industry, specifically preparing students to work in visualization and design firms operating in the built environment and construction sectors, or enter a four-year degree program. The associate degree will also introduce students to fields that incorporate advanced visualization practices such as video games, film, animation, product design, marketing, etc.

As a department within a land-grant university, LAEP will accomplish this mission through community-engaged learning in core series of design, visualization, technology, and theory coursework. The program will prepare skilled digital modelers prepared to participate in the numerous industries with a market demand for modeling and visualization. The associate program will complement LAEP's existing design and planning programs. The degree will also be offered through the regional campus system to place-bound students.

Consistency with Institutional Mission

The proposed AS in Digital Modeling and Visualization is consistent with USU's mission "to discover, create, and transmit knowledge through education and training programs at the undergraduate, graduate, and professional levels; through research and development; and through service and extension programs" (R312, 4.1.1). This program specifically addresses the mission of USU to be one of the nation's premier student-centered universities through a student-focused curriculum and programs that will prepare students to contribute to the workforce through highly specialized software and design applications. The AS in Digital Modeling and Visualization program will benefit USHE and the state by serving the public through learning and engagement. As the state experiences record population and urban growth, DMV graduates will improve the ability of developers, elected officials, and the public to make informed decisions regarding the structure and appearance of our urbanizing environment. DMV students will also be well positioned to enter a four-year degree program or actively participate in Utah's burgeoning high-tech sector.

Section III: Needs Assessment

Program Rationale

The demand for digital modeling professionals is strong, with projected growth of 5% between 2021 and 2031. The Department of Landscape Architecture & Environmental Planning is well positioned to offer an AS in DMV as digital modeling and visualization professionals are a support service to LAEP's design and planning disciplines, and LAEP already has in place much of the technical knowledge, technology resources, and delivery expertise that will be required to offer the degree. The AS in DMV will be complimentary to LAEP's existing offerings, as the skills and theories of visualization and modeling are closely aligned to much of what LAEP currently provides in our BLA and MLA degrees. Additionally, this will enable LAEP to increase recruitment of undergraduate students into four-year degree programs, and raise the marketability of graduates to meet the growing demand. The degree will be offered through the regional campus system to place-bound students. Courses will be offered through a combination of online, broadcast, and face-to-face formats. Assessment will employ distance education techniques, including but not limited to, online testing, proctored examinations, and individual project completion.

Communities served by USU's regional campuses need professionals who possess the ability to visualize and communicate their designs and ideas effectively. The AS in DMV degree will serve the needs of fully employed adult learners in related industries. The associate degree will enable students to transition seamlessly to the BS in DMV degree on USU's main campus to earn their bachelor in an additional two years of study.

LAEP is poised to serve increasing numbers of undergraduate students in DMV within the department's existing resources. In a growing field, with significant impact on society and the world, where there is a demand for professionals, students benefit by developing a highly marketable skill-set while earning a meaningful degree with a clear path to further education or a career.

Labor Market Demand

The Bureau of Labor Statistics projects a ten-year national job growth outlook to be 5% (as fast as average) for Special Effects Artists and Animators, the sector in which digital modelers are situated according to BLS. Digital modelers need a BS in a degree that prepares them with the design, art, and technical skills to fulfill their professional responsibilities. The typical median salary of a digital modeler is \$78,790 annually as of 2021. The Utah DWS Occupation Information Data Viewer describes the sector as Multimedia Artists and Animators and indicates that Utah's median salary for this sector is \$77,450 in 2021, with the job outlook projected to increase at more than 3% due to business expansion.

The proposed undergraduate DMV program in LAEP will respond to these market characteristics by training strong professionals and future leaders to be well-positioned to move into professional practice, and also be suited to transition to one of LAEP's four-year degree programs.

Student Demand

As referred to in the previous section on labor market demand, there is strong demand for the technical skills introduced through the AS in DMV degree. Additionally, in preparing the degree curriculum, similar programs were examined for enrollment. Similar bachelor programs in the western region of the country have enrollment between 80-100 students. The AS in DMV degree will also have broad appeal to students because of the versatility it will provide to pursue careers across multiple sectors. There currently is not a degree offered at either USU, or another USHE institution, focused on digital modeling and visualization of the built environment, nor is there an associate degree entry path.

The DMV degree will provide a stackable degree path for students at USU Logan and regional campuses. A DMV certificate has been approved to be offered as of the Fall 2023 semester, and we believe the degree offering will be attractive as the courses can be effectively taught via broadcast to USU's regional campuses. Students having completed the DMV institutional certificate of proficiency, equivalent to 18 semester credit hours, may further their education by completing the Associate of Science in Digital Modeling and Visualization degree program through an additional 42 credit hours of coursework, primarily general education requirements. To assist in this stackable path,

a future proposal for a Bachelor of Science in Digital Modeling and Visualization degree is being developed.

We initially anticipate between 10-15 students to be enrolled when the degree launches.

Similar Programs

There are no associate degree programs offered in Digital Modeling and Visualization. The most similar program to the proposed AS in Digital Modeling and Visualization degree program is the Bachelor of Science in Virtual Technology and Design offered by the University of Idaho's College of Art and Architecture. Situated in a college of architecture, the program prepares students to create virtual environments with a curriculum that includes virtual design, spatial design, art, computer science, and engineering.

Within Utah, the University of Utah's College of Engineering and School of Computing offers a highly ranked program in Entertainment Arts & Engineering. The game-centered program offers coursework in computing, digital game design, game art, and technical art for students interested in careers in interactive entertainment. The program is similar to LAEP's proposed BS in Digital Modeling and Visualization, albeit without the training in game software development. LAEP's program is focused on the virtual construction of the built environment as a communications tool in the planning, design, and construction disciplines. While student could also contribute to the virtual environments used in gaming, they will not have the specialized training in game development provided by Entertainment Arts & Engineering program given the different focus on the modeling and visualization of the built environment.

Similarly, Brigham Young University's College of Computer Science offers a degree program in Animation and Games, albeit slightly more focused on animation in the film industry. Again, this degree program is not focused on the modeling and visualization of the built environment.

With regard to all these four-year degree programs, LAEP proposes to offer an undergraduate degree program in the future, that includes this proposed associate of science degree entry path, focused on the modeling and visualization of the built environment in support of the planning, design, and construction disciplines. The proposed degree program emphasizes these industries, rather than the gaming and film industries, with community-engaged learning in built environment and spatial design coursework. This emphasis on the modeling and visualization of the built environment is unique across USU, Utah, and the USHE system.

Collaboration with and Impact on Other USHE Institutions

Very little impact is expected on other USHE institutions. What impact may occur will be due to students in the AS in Digital Modeling and Visualization seeking additional training through one of LAEP's four-year degree programs.

The proposed associates degree may be undertaken as a stand-alone program to be implemented through the regional campus system to place-bound students. Advisors will work closely with students who have earned course credit from other institutions and then seek admission and completion of the Associate of Science in Digital Modeling and Visualization. Transfer and articulation agreements from other institutions will be developed and implemented as place-bound students make the decision and take the action to enroll in this proposed AS degree program.

External Review and Accreditation

The AS in Digital Modeling and Visualization degree will be unaccredited, with no means by which to seek accreditation, as such is not available or necessary for professional practice, nor for a two-year degree program. A curriculum committee of LAEP faculty with input from LAEP Advancement Board members from professional planning and design practice will oversee the Associate of Science in Digital Modeling and Visualization degree program.

Section IV: Program Details

Graduation Standards and Number of Credits

In addition to the minimum grade point average (GPA) requirements described in the University Policies, the AS in Digital Modeling and Visualization degree program will require all LAEP and DMV-prefix courses used to fulfill major requirements be completed with a grade of C- or better. A minimum overall GPA of 2.5 is required in LAEP and DMV-prefix courses to maintain good standing in the program. A minimum overall GPA of 2.0 is required for all courses used to fulfill major requirements. No pass/fail grades are accepted to fulfill major requirements. Admitted students must meet with an advisor.

Admission Requirements

Requirements for admission in the Associate of Science in Digital Modeling and Visualization degree program are consistent with general University admission requirements. To enroll in the degree program after a student's freshman year, a 2.5 USU GPA is required. To enroll in the program under the stackable option, completion of a designated certificate of proficiency, equivalent to 30 semester credit hours either in a credit-bearing or non-credit bearing format, will be required.

Curriculum and Degree Map

Please refer to the tables in Appendix A to provide a list of courses and Appendix B to provide a program Degree Map, also referred to as a graduation plan.

Section V: Institution, Faculty, and Staff Support

Institutional Readiness

The Department of Landscape Architecture and Environmental Planning (LAEP) is well-positioned to offer the proposed associate degree program. LAEP faculty are already involved in digital modeling and visualization instruction. Additional coursework, not currently offered by LAEP, will be required in addition to existing courses to deliver an exceptional undergraduate program in digital modeling and visualization.

The current administrative structure that supports LAEP's undergraduate programs in design and planning, as well as college and departmental infrastructure that are already in place, will be used to support this degree program. No new administrative support or organizational structure is needed. This program will leverage resources already in place through the use of the regional campus system. Through the strategic development and placement of regional learning centers, the USU regional campus system is designed to support the implementation of the proposed degree. USU has partnered with communities throughout the state to offer and deliver program using the latest technologies – online and broadcast. The administrative structure is in place to offer the program. The USU regional campus system has the personnel and technology in place to implement the proposed Associate of Science degree in Digital Modeling and Visualization. The promotion and marketing of the proposed degree and the needed academic advising is available to encourage and accept enrollments. USU has the capacity and the mandate to implement and grow this proposed degree program.

The AS in Digital Modeling and Visualization degree program will be administratively housed in the Landscape Architecture and Environmental Planning Department. The staff resources (e.g., Curriculum committee, Administrative Assistant, etc.) are already in place will be used to support this program. This proposed program will have minimal impact on the delivery of existing undergraduate courses, other than increased undergraduate student enrollment in those courses which support the virtual construction of the built environment as a communications tool in the planning, design, and construction disciplines. No additional resources are requested

Faculty

LAEP Department faculty will support the AS in Digital Modeling and Visualization degree program. No new lines are required for this associate degree program as existing faculty and adjunct faculty can cover program needs. As the program grows and expands into four-year degree options, additional faculty lines will be required to offer the diversity of course offerings and experiences necessary for a bachelor's degree. Opportunities for targeted hires will be explored over time as such become available.

Staff

Existing staff will be utilized to provide support for the AS in Digital Modeling and Visualization degree program. The program will be housed in the LAEP Department where the current staff can provide support for admissions, student tracking, etc. As with all undergraduate-level program advising, advising duties will be carried by CAAS' advisor for LAEP's undergraduate programs remotely as necessary.

Student Advisement

Each student in the AS in Digital Modeling and Visualization program will be assigned an academic advisor by CAAS. The college academic advisor will engage with students in understanding their educational and academic goals, formulating class scheduled based on the recommended degree map, and following student program throughout their studies to facilitate on-time degree completion. At least initially, the CAAS advisor for LAEP's undergraduate landscape architecture program will provide advising for the environmental planning program. CAAS advisors can engage with place-bound students remotely as needed.

Library and Information Resources

No additional library resources will be needed to support this program. Key journals and readings in design and planning are already available through USU's library system to support the AS in Digital Modeling and Visualization program.

Projected Enrollment and Finance

Please see Appendix D to provide projected enrollment and information on related operating expenses and funding sources.

Section VI: Program Evaluation

Program Assessment

The overall goal of the two-year (60 credit) AS in Digital Modeling and Visualization undergraduate program is to introduce students to a career in the digital modeling and visualization industry, specifically preparing students to work in visualization and design firms operating in the built environment and construction sectors, or enter a four-year degree program. The program will prepare skilled digital modelers prepared to participate in the numerous industries with a market demand for modeling and visualization. Data on placement rates of students will be an important metric of success, as will time-to-completion. While in the program, students will be expected to meet certain standards (as described below). Outcomes on these standards will also be used to judge program success.

Student Standards of Performance

The AS in Digital Modeling and Visualization will be thorough, intense, and rigorous. All students will complete a group of introductory spatial planning, modeling, and visualization coursework, as specified below. In addition to coursework, students must also build writing, communication, and critical thinking skills.

Learning assessment will take place at two levels of performance. At the level of the individual course, student performance on exams, projects, and other demonstrations of adequate performance will be compared against students from other LAEP programs enrolled concurrently, as well as against pre-existing standards of academic performance. The AS in Digital Modeling and Visualization students must also be able to apply their knowledge to represent the characteristics and envisioned potential of the spatial environment. To evaluate their progress, faculty will use a rubric-based approach to assess performance in their core studio series (LAEP 2400, 2450, and DMV 2800). Thus, program faculty will identify and evaluate students' use of specific skills and concepts taught earlier in the program as part of a formative evaluation. During a yearly faculty meeting, the LAEP curriculum committee overseeing the AS in Digital Modeling and Visualization program will identify those skills that students successfully and unsuccessfully applied in context, so that weaknesses in academic preparation can be remedied and successful practices leveraged more broadly throughout the program.

Similarly, the LAEP Advancement Board as alumni familiar with LAEP graduates' professional practice in spatial representation will assess and communicate those skills that students successfully and unsuccessfully apply in practice post-graduation.

Can students complete this degree without emphases? Yes No

Course Number	NEW Course	Course Title	Credit Hours
Name of Emphasis:			
Emphasis Credit Hour Sub-Total			
Total Number of Credits to Complete Program			

Program Curriculum Narrative

The DMV degree will provide a stackable degree path for students at USU Logan and regional campuses, as well as USHE community colleges and technical schools. Ten certificate of proficiency programs have been identified that are good candidates to be stackable with a AS in DMV, and we believe the degree offering will be attractive as the courses can be effectively taught via broadcast to USU's regional campuses. Students having completed on of the 10 identified certificates of proficiency, equivalent to 30 semester credit hours either in a credit-bearing or non-credit bearing format, may further their education by completing the second year of the Associate of Science in Digital Modeling and Visualization degree program through an additional 29 credit hours of coursework.

For those students completing the AS in DMV through the regional campus system, general education coursework is available through online, broadcast, and face-to-face instruction. Of the required coursework 14 credits are currently available through online delivery. The remaining 16 credits will be delivered by broadcast, with students participating in the on-campus courses through the use of remote delivery methods. These courses are primarily technical modeling and visualization courses.

Degree Map

First Year Fall	Cr. Hr.	First Year Spring	Cr. Hr.
MATH 1050 – QL	4	ENGL 1010 – CL1	3
USU 1010	2	BAI	3
BCA	3	BPS	3
LAEP 1200	4	LAEP 1300	3
DMV 1050	2	LAEP 1350	4
Total	15	Total	16
Second Year Fall	Cr. Hr.	Second Year Spring	Cr. Hr.
ENGL 2010 – CL2	3	BSS	3
BLS	3	LAEP 2500	4
BHU	3	LAEP 2450	3
LAEP 2400	3	DHA	3
DMV 2800	4		
Total	16	Total	13
Third Year Fall	Cr. Hr.	Third Year Spring	Cr. Hr.
Total		Total	
Fourth Year Fall	Cr. Hr.	Fourth Year Spring	Cr. Hr.
Total		Total	

Appendix C: Current and New Faculty / Staff Information

Part I. Department Faculty / Staff

Identify # of department faculty / staff (headcount) for the year preceding implementation of proposed program.

	# Tenured	# Tenure -Track	# Non -Tenure Track
Faculty: Full Time with Doctorate	6	2	
Faculty: Part Time with Doctorate			1
Faculty: Full Time with Masters	1	1	3
Faculty: Part Time with Masters			1
Faculty: Full Time with Baccalaureate			
Faculty: Part Time with Baccalaureate			
Teaching / Graduate Assistants	////	////	
Staff: Full Time			2
Staff: Part Time			2

Part II. Proposed Program Faculty Profiles

List current faculty within the institution -- with academic qualifications -- to be used in support of the proposed program(s).

	First Name	Last Name	Tenure (T) / Tenure Track (TT) / Other	Degree	Institution where Credential was Earned	Est. % of time faculty member will dedicate to proposed program.	If "Other," describe
Full Time Faculty							
	David	Anderson	Other	MLA	Utah State University		Pro. Prac.
	Brent	Chamberlain	T	PhD	University of British Columbia		
	Keith	Christensen	T	PhD	Utah State University		
	David	Evans	Other	MUD	University of California Berkeley		Pro. Prac.
	Benjamin	George	T	PhD	Utah State University		
	Todd	Johnson	Other	MLA	Harvard		Pro. Prac.
	Caroline	Lavoie	T	MLA	University of Southern California		
	Daniella	Hirschfeld	TT	PhD	University of California Berkeley		
	Carlos	Licon	T	PhD	Arizona State University		
	Sean	Michael	T	PhD	Virginia Polytechnic University		
	Ole	Sleipness	T	PhD	Clemson University		
	Jake	Powell	TT	MLA	Pennsylvania State University		
	Huaqing	Wang	TT	PhD	Texas A&M		
							Add Another Full Time
Part Time Faculty							
	Keunhyun	Park	Other	PhD	University of Utah		Adjunct
	Josh	Runhaar	Other	MLA/MU D	University of Illinois at Urbana-Champaign		Adjunct
							Add Another Part Time

Part III: New Faculty / Staff Projections for Proposed Program

Indicate the number of faculty / staff to be hired in the first three years of the program, if applicable. Include additional cost for these faculty / staff members in Appendix D.

	# Tenured	# Tenure -Track	# Non -Tenure Track	Academic or Industry Credentials Needed	Est. % of time to be dedicated to proposed program.

Appendix D: Projected Program Participation and Finance

Part I.

Project the number of students who will be attracted to the proposed program as well as increased expenses, if any. Include new faculty & staff as described in Appendix C.

Three Year Projection: Program Participation and Department Budget						
	Year Preceding Implementation	New Program				
		Year 1	Year 2	Year 3	Year 4	Year 5
Student Data						
# of Majors in Department	126	145	160	165	165	165
# of Majors in Proposed Program(s)		10	20	20	20	20
# of Graduates from Department	21	25	25	35	35	35
# Graduates in New Program(s)		0	0	10	10	10
Department Financial Data						
	Department Budget					
	Year Preceding Implementation (Base Budget)	Year 1	Year 2	Year 3		
		Addition to Base Budget for New Program(s)	Addition to Base Budget for New Program(s)	Addition to Base Budget for New Program(s)		
<i>Project additional expenses associated with offering new program(s). Account for New Faculty as stated in Appendix C, "Faculty Projections."</i>						
EXPENSES – nature of additional costs required for proposed program(s)						
<i>List salary benefits for additional faculty/staff each year the positions will be filled. For example, if hiring faculty in year 2, include expense in years 2 and 3. List one-time operating expenses only in the year expended.</i>						
Personnel (Faculty & Staff Salary & Benefits)		\$3,000	\$13,500	\$13,500		
Operating Expenses (equipment, travel, resources)		\$3,000	\$3,000	\$3,000		
Other:						
TOTAL PROGRAM EXPENSES		\$6,000	\$16,500	\$16,500		
TOTAL EXPENSES	\$0	\$6,000	\$16,500	\$16,500		
FUNDING – source of funding to cover additional costs generated by proposed program(s)						
<i>Describe internal reallocation using Narrative 1 on the following page. Describe new sources of funding using Narrative 2.</i>						
Internal Reallocation		\$6,000	\$16,500	\$16,500		
Appropriation						
Special Legislative Appropriation						
Grants and Contracts						
Special Fees						
Tuition						
Differential Tuition (requires Regents approval)						
PROPOSED PROGRAM FUNDING		\$6,000	\$16,500	\$16,500		
TOTAL DEPARTMENT FUNDING	\$0	\$6,000	\$16,500	\$16,500		
Difference						
Funding - Expense	\$0	\$0	\$0	\$0		

Part II: Expense explanation

Expense Narrative

To make this AS in Digital Modeling and Visualization degree program possible, additional faculty resources are needed to teach three courses not presently offered at USU. These three courses may be covered through allocation of existing faculty resources, primarily growth funding, but doing so may lead to shifts in present course coverage. As a result, an internal reallocation of LAEP's operating budget will be made to provide for the instruction of nine credits, which these three courses represent, by adjunct faculty.

No new lines are required for this associate degree program as existing faculty and adjunct faculty can cover program needs. As the program grows and expands into four-year degree options, additional faculty lines will be required to offer the increased diversity of course offerings and experiences. Opportunities for targeted hires will be explored over time as such become available.

Part III: Describe funding sources

Revenue Narrative 1

An internal reallocation of LAEP's operating budget will be made to provide for the ongoing instruction of nine credits, representing two courses in the first two years of the program, by adjunct faculty. Long term, increased enrollment will supplement LAEP's operating budget to offset the cost of offering these additional courses.

3 May 2023

ITEM FOR ACTION

Utah State University's Department of Nutrition, Dietetics and Food Sciences in the College of Agriculture and Applied Sciences proposes discontinuing the Dietetics Coordinated Emphasis -BS.

EXECUTIVE SUMMARY

The Department of Nutrition, Dietetics and Food Sciences in the College of Agriculture and Applied Sciences proposes discontinuing the Dietetics Coordinated Emphasis -BS.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to discontinue the Dietetics Coordinated Emphasis -BS.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Nutrition, Dietetics and Food Sciences in the College of Agriculture and Applied Sciences proposes discontinuing the Dietetics Coordinated Emphasis BS, and

WHEREAS, The proposal will not impact students in other departments;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby discontinue the Dietetics Coordinated Emphasis -BS, in the College of Agriculture and Applied Sciences' Department of Nutrition, Dietetics and Food Sciences and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE:

CAAS - Nutrition, Dietetics and Food Sciences - Dietetics Coordinated Emphasis - BS (DISCONTINUED)

4.1.a R401 ABBREVIATED PROGRAM PROPOSAL

R401-Abbreviated Program Proposal

HELPS AND HINTS FOR COMPLETING R401 PROPOSALS

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

[Process and Flowchart](#)

COLLEGE AND DEPARTMENT INFORMATION

Click on the college(s) and department(s) that are included on this request

COLLEGE (include all cross listed colleges)*

CAAS

DEPARTMENT (include all cross listed departments)*

Nutrition, Dietetics and Food Sciences

Current Title (if applicable)* Dietetics Coordinated Emphasis - BS

Proposed Title* Dietetics Coordinated Emphasis - BS (DISCONTINUED)

CIP Code

Enter the Correct CIP Code by Using the Following Link:

Classification Instruction Programs

CIP Code (6-digits) * 51.3101

Minimum Number of
Credits (if
applicable)* 00

Maximum Number of
Credits (if
applicable)* 00

Type of Degree: (BA, BS,
BS, etc.)*

REQUEST

TYPE OF CHANGE BEING REQUESTED

Click the change(s) that best reflect your proposal.

- New Academic Program:**
- Certificates of Completion (including CTE)
 - Certificates of Proficiency (including CTE)
 - Institutional Certificate of Proficiency
 - K-12 Endorsement Program
 - Minor
 - New Emphasis for Existing Program
 - Out of Service Area Delivery Program (attach signed MOU)
 - Post-Baccalaureate Certificate
 - Post-Masters Certificate

- Existing Academic Program Changes:**
- Name Change of Existing Program
 - Program Restructure (with or without Consolidation)
 - Program Transfer to a New Academic Department or Unit
 - Program Suspension (on hold-not listed in catalog)
 - Program Discontinuation (permanent program removal)
 - Reinstatement of Previously Suspended Program
 - Out-of-Service Area Delivery Program (attach signed MOU)

- Administrative Unit Changes:**
- Name Change of Existing Unit
 - Administrative Unit (Transfer)
 - Administrative Unit (Restructure-with or without Consolidation)
 - Administrative Unit (Suspension-on hold)
 - Administrative Unit (Discontinuation-permanent unit removal)
 - Administrative Unit (New)
 - Reinstatement of Previously Suspended Administrative Unit
 - Reinstatement of Previously Discontinued Administrative Unit

Other: (explain

change)

ADDITIONAL APPROVALS (if applicable)

Graduate Council Approval* Yes
 No

Teacher Licensure Program Approval (STEP)* Yes
 No

SECTION I: THE REQUEST

R401 Purpose* The purpose of this proposal is to discontinue the offering of Dietetics:Coordinated Emphahsis - BS degree. This degree previously enrolled a maximum of 12 students per year. Some of the courses offered in the Coordinated Emphasis - BS will remain in the curriculum of the Dietetics - BS. Other courses were restricted to students enrolled in the Dietetics: Coordinated Emphasis - BS, thus the discontinuation of this program should not impact students in other departments.

SECTION II: PROGRAM PROPOSAL

Proposed Action & Rationale* The Commission on Dietetic Registration is raising the minimum required education level for prospective Registered Dietitians from a bachelor's degree to a graduate degree such that people will need to complete a graduate degree granted by a university accredited by a US Department of Education recognized accredited agency as well as completion of 1,000 hours of supervised practice either through an ACEND accredited Internship or Coordinated Program (<https://www.cdrnet.org/rd-eligibility>). To respond to this change, the Nutrition, Dietetics and Food Science (NDFS) department wishes to discontinue the Dietetics: Coordinated Emphasis - BS and will instead offer a Coordinated Program as a Graduate Certificate. The Coordinated Program as a Graduate Certificate will seek to enroll 12 students per year.

Labor Market Demand (if applicable) NA


Consistency with Institutional Mission & Institutional Impact* The institutional impact of this change should be minimal. NDFS will continue to offer a Dietetic - BS degree that will prepare students to enter a graduate Coordinated Program or Dietetics Internship. Students earning a Dietetics - BS degree will be eligible to apply to the graduate Coordinated Program and upon completion of a graduate degree will be eligible to sit for their national registration exam. The Dietetics: Coordinated Emphasis - BS enrolled 12 students per year. Target enrollment for the graduate Coordinated Program is 12 students per year.

Finances* There is little impact to the finances of the NDFS Department due to the discontinuation of the Dietetics: Coordinated Emphasis - BS because essentially this program is being restructured as a graduate certificate. The faculty % effort and other resources needed to maintain the program at the BS level will be similar at the graduate level.

at the BS level will be similar at the graduate level.

SECTION III: CURRICULUM (if applicable)

Program Curriculum
Narrative NA

Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located on the right-hand side of the screen.

SUBMIT AND APPROVE THE PROPOSAL

Click on the **SAVE ALL CHANGES** button below.

Scroll to the top left and click on the **LAUNCH**  icon to launch your proposal.

3 May 2023

ITEM FOR ACTION

Utah State University's Department of Technology, Design and Technical Education in the College of Agriculture and Applied Sciences proposes offering a Cosmetology Certificate of Completion.

EXECUTIVE SUMMARY

The Department of Technology, Design and Technical Education in the College of Agriculture and Applied Sciences proposes offering a Cosmetology Certificate of Completion.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to offer a Cosmetology Certificate of Completion.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Technology, Design and Technical Education in the College of Agriculture and Applied Sciences proposes offering a Cosmetology Certificate of Completion, and

WHEREAS, The proposal will help students prepare for and pass the state certification tests and licensing;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby offering a Cosmetology Certificate of Completion, in the College of Agriculture and Applied Sciences' Department of Technology, Design and Technical Education and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE:

CAAS - Technology, Design and Technical Education - Cosmetology - Certificate of Completion

4.1.a R401 ABBREVIATED PROGRAM PROPOSAL

R401-Abbreviated Program Proposal

HELPS AND HINTS FOR COMPLETING R401 PROPOSALS

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

[Process and Flowchart](#)

COLLEGE AND DEPARTMENT INFORMATION

Click on the college(s) and department(s) that are included on this request

COLLEGE (include all cross listed colleges)*

CAAS

DEPARTMENT (include all cross listed departments)*

Technology, Design and Technical Education

Current Title (if applicable)* Cosmetology - Certificate of Completion

Proposed Title* Cosmetology - Certificate of Completion

CIP Code

Enter the Correct CIP Code by Using the Following Link: [Classification Instruction Programs](#)

CIP Code (6-digits) * 12.0401

Minimum Number of Credits (if applicable)* 44

Maximum Number of Credits (if applicable)* 44

Type of Degree: (BA, BS, CC etc.)*

REQUEST

TYPE OF CHANGE BEING REQUESTED

Click the change(s) that best reflect your proposal.

- New Academic Program:**
- Certificates of Completion (including CTE)
 - Certificates of Proficiency (including CTE)
 - Institutional Certificate of Proficiency
 - K-12 Endorsement Program
 - Minor
 - New Emphasis for Existing Program
 - Out of Service Area Delivery Program (attach signed MOU)
 - Post-Baccalaureate Certificate
 - Post-Masters Certificate

- Existing Academic Program Changes:**
- Name Change of Existing Program
 - Program Restructure (with or without Consolidation)
 - Program Transfer to a New Academic Department or Unit
 - Program Suspension (on hold-not listed in catalog)
 - Program Discontinuation (permanent program removal)
 - Reinstatement of Previously Suspended Program
 - Out-of-Service Area Delivery Program (attach signed MOU)

- Administrative Unit Changes:**
- Name Change of Existing Unit
 - Administrative Unit (Transfer)
 - Administrative Unit (Restructure-with or without Consolidation)
 - Administrative Unit (Suspension-on hold)
 - Administrative Unit (Discontinuation-permanent unit removal)
 - Administrative Unit (New)
 - Reinstatement of Previously Suspended Administrative Unit
 - Reinstatement of Previously Discontinued Administrative Unit

Other: (explain change)

ADDITIONAL APPROVALS (if applicable)

Graduate Council Approval* Yes
 No

Teacher Licensure Program Approval (STEP)* Yes
 No

SECTION I: THE REQUEST

R401 Purpose* Utah State University requests approval to realign a Cosmetology Certificate of Completion effective Fall 2023. The Certificate of Completion in Cosmetology is a 44-credit hour stand-alone credential that will also fill some of the requirements for an associate of applied science degree in Cosmetology or General Technology. In addition, qualifying students will be prepared for Cosmetologist jobs and business ownership. A certificate of completion program as the foundation of their academic journey will build momentum to facilitate student transitions and support student success objectives of certificate of completion, industry alignment, and stackable credits into associate degree programs in related fields.

SECTION II: PROGRAM PROPOSAL

Proposed Action & Rationale*

The Cosmetology Certificate of Completion is designed to help students prepare for and pass State Certification tests and licensure administered by the State of Utah. The aim of the State of Utah Licensure is to ensure safety and efficacy of cosmetologists for standards of health procedures, professionalism, and proficiency. Students who complete the certificate will be prepared to create their own small business built around their skills and added benefit of licensure and low barrier for entry.

The United States Bureau of Labor Statistics projects employment of Personal Appearance Workers and Esthetician Workers to grow 19 and 17 percent, respectively, from 2019 to 2029 (<https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm#tab-6>). Cosmetology is a sizeable occupation with a low barrier for entry with a higher opportunity for earning potential for the cosmetologist over national average. In the coming decade, business expansion and retiring workers will create greater demand and a high volume of annual job openings for Cosmetologists and personal appearance workers. An opportunity to earn a certification in cosmetology during three semesters will allow students to become familiar with higher education and gain current occupational training in a short period of time. Additionally, this program allows students earning potential throughout their educational experience with flexible hours and a skill which they can take anywhere. Students enrolled in the certificate program will also have an opportunity to complete an internship which will reduce the on-the-job learning curve and enable them to quickly earn an equitable wage.

Labor Market Demand (if applicable)

Cosmetology jobs fall within esthetic and cosmetology occupations where most moderate training occurs on the job with industry required hours. The statewide median wage for cosmetologists is \$22.00 an hour which is above the national average. Although the median wage for comparable occupations described above is almost twice as much annually, those occupations require a bachelor's degree for entry-level positions. Whereas the proposed certificate of proficiency offers accelerated entrance to the job market and a short-term credential which students can build on to access more advanced jobs and higher wages. The proposed certification will be especially important for businesses in regions of the state with a diverse tourism, travel and recreation industry.

Consistency with Institutional Mission & Institutional Impact*

The proposed Certificate of Completion in Cosmetology will be offered through the Department of Technology, Design and Technical Education within the College of Agriculture and Applied Science (CAAS) at the Southeast region location in Price. Existing faculty, staff, facilities and equipment will implement and sustain the proposed certificate program. No additional resources will be required. This is an alignment initiative to bring the 2000 hour program into industry and state alignment at 1600 contact hours.

The Certificate of Completion will provide an independent, State-regulated certification as well as a stackable credential toward requirements for two existing AAS degrees:

- Cosmetology, AAS
- General Technology, Business Emphasis, AAS

The Technology, Design and Technical Education Department at Utah State University offers a broad-based associate of applied science degree in general technology with emphasis areas in STEM, Business & IT, and Allied Health. The proposed Certificate of Completion will be part of the current mandated Utah System of Higher Education (USHE) alignment process. The proposed certificate provides an opportunity to develop region-specific training at a USU residential campus and creates a needed framework to lead the state in forming new partnerships with the other technical institutions across the state. The certificate has been aligned with other technical colleges to provide additional opportunities for students while avoiding unnecessary duplication and allow students a pathway into university credentials through prior licensure with supplemental coursework.


Finances*

The proposed certificate of completion will be cost neutral, funded by internal reallocation of funds and tuition revenue. All courses for the proposed certificate are currently offered, and no new faculty, staff, library or operational funds are required. There will be no budgetary impact, including cost savings, to other programs or units at Utah State University.

SECTION III: CURRICULUM (if applicable)
--

**Program Curriculum
Narrative**

TECS 1010	Cosmetology/Barbering/Hair Design Basics
TECS 1020	Barbering Basics
TECS 1030	Cosmetology/Hair Design Chemical Services Basics
TECS 1040	Esthetics and Nails Basics
TECS 1050	Cosmetology/Barbering Intermediate Theory and Practice
TECS 1060	Professional Development, State Laws, and Industry Specific Continuing Education
TECS 1070	Advanced Training and Skills
TECS 2010	Cosmetology/Hair Design/Barbering Advanced Theory and Practice
TECS 2020	Esthetics/Nails/Chemical Advanced Theory and Practice
TECS 2110	Advanced Cosmetology Nails
TECS 2120	Advanced Cosmetology Esthetics
TECS 2210	Advanced Training and Skills II
TECS 2220	Advanced Training and Skills IV
TECS 2310	Progressive Training and Skills II
TECS 2320	Progressive Training and Skills III
TECS 2810	Additional Clinical Practice I
TECS 2820	Additional Clinical Practice II
TECS 2830	Additional Theory Practice
TECS 2900	Cosmetology/Barbering Clinical I
TECS 2910	Cosmetology/Barbering Clinical II
TECS 2920	Cosmetology/Barbering Clinical III
TECS 2930	Cosmetology/Barbering Clinical IV
TECS 2940	Cosmetology/Barbering Clinical V
TECS 2941	Cosmetology/Barbering Salon Clinical V
TECS 2950	Cosmetology/Barbering Clinical VI
TECS 2951	Cosmetology/Barbering Clinical VI
TECS 2952	Cosmetology/Barbering Salon Clinical VI

Attach (if applicable) completed [Program Curriculum](#) and [Degree Map](#) to this request by clicking on the Files  icon located on the right-hand side of the screen.

SUBMIT AND APPROVE THE PROPOSAL

Click on the SAVE ALL CHANGES button below.

Scroll to the top left and click on the LAUNCH  icon to launch your proposal.

3 May 2023

ITEM FOR ACTION

Utah State University's Department of Communication Studies and Philosophy in the College of Humanities and Social Sciences proposes offering a Communication Studies Minor.

EXECUTIVE SUMMARY

The Department of Communication Studies and Philosophy in the College of Humanities and Social Sciences proposes offering a Communication Studies Minor.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to offer a Communication Studies Minor.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Communication Studies and Philosophy in the College of Humanities and Social Sciences proposes offering a Communication Studies Minor, and

WHEREAS, The proposal will allow more flexibility for students who study more broadly across a diverse curriculum;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby offer a Communication Studies Minor, in the College of Humanities and Social Sciences' Department of Communication Studies and Philosophy and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE:

CHASS - Communication Studies and Philosophy - Communication Studies

4.1.a R401 ABBREVIATED PROGRAM PROPOSAL

R401-Abbreviated Program Proposal

HELPS AND HINTS FOR COMPLETING R401 PROPOSALS

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

[Process and Flowchart](#)

COLLEGE AND DEPARTMENT INFORMATION

Click on the college(s) and department(s) that are included on this request

COLLEGE (include all cross listed colleges)*

CHASS

DEPARTMENT (include all cross listed departments)*

Communication Studies and Philosophy

Current Title (if applicable)* NA

Proposed Title* Communication Studies - Minor

CIP Code

Enter the Correct CIP Code by Using the Following Link:

Classification Instruction Programs

CIP Code (6-digits) * 09.0101

Minimum Number of
Credits (if
applicable)* 12

Maximum Number of
Credits (if
applicable)* 12

Type of Degree: (BA,
BS, etc.)* Minor

REQUEST

TYPE OF CHANGE BEING REQUESTED

Click the change(s) that best reflect your proposal.

- New Academic Program:**
- Certificates of Completion (including CTE)
 - Certificates of Proficiency (including CTE)
 - Institutional Certificate of Proficiency
 - K-12 Endorsement Program
 - Minor
 - New Emphasis for Existing Program
 - Out of Service Area Delivery Program (attach signed MOU)
 - Post-Baccalaureate Certificate
 - Post-Masters Certificate

- Existing Academic Program Changes:**
- Name Change of Existing Program
 - Program Restructure (with or without Consolidation)
 - Program Transfer to a New Academic Department or Unit
 - Program Suspension (on hold-not listed in catalog)
 - Program Discontinuation (permanent program removal)
 - Reinstatement of Previously Suspended Program
 - Out-of-Service Area Delivery Program (attach signed MOU)

- Administrative Unit Changes:**
- Name Change of Existing Unit
 - Administrative Unit (Transfer)
 - Administrative Unit (Restructure-with or without Consolidation)
 - Administrative Unit (Suspension-on hold)
 - Administrative Unit (Discontinuation-permanent unit removal)
 - Administrative Unit (New)
 - Reinstatement of Previously Suspended Administrative Unit
 - Reinstatement of Previously Discontinued Administrative Unit

Other: (explain

ADDITIONAL APPROVALS (if applicable)

Graduate Council Approval* Yes
 No

Teacher Licensure Program Approval (STEP)* Yes
 No

SECTION I: THE REQUEST

R401 Purpose*

The Department of Communication Studies and Philosophy in the College of Humanities and Social Sciences is proposing a minor in Communication Studies at Utah State University. The addition of this minor will complement the existing departmental communication majors (Communication Studies and Global Communication) which fill roughly 1,200 seats per semester with an additional 300+ students collectively on waitlists for CMST courses. A minor in Communication Studies would allow students who take these classes, but do not pursue a major, to earn an official credential that reflects their knowledge and skills. The minor will be available in-person on the Logan Main Campus.

SECTION II: PROGRAM PROPOSAL

Proposed Action & Rationale*

Currently, the only communication-focused minor offered in the Department of Communication Studies and Philosophy is Organizational Communication, which is more specific to particular classes. Additionally, many of the students completing an Organizational Communication minor are actually seeking a more general minor in Communication Studies. Therefore, a more general minor that reflects the broader discipline would allow more flexibility for students who study more broadly across a diverse curriculum and wish to tailor a minor in a variety of ways that compliments their majors and career goals. Furthermore, the addition of a Communication Studies minor aligns with the majority of departments, which offer both a major and a minor in their primary subject area (e.g., History major and minor, English major and minor, Biology major and minor). The proposed minor in Communication Studies would require 12 credits of Communication Studies (CMST) courses composed of one 3-credit introductory class and three additional upper division courses. Half of the minor, or six credits, are required to be upper-division.

Labor Market Demand (if applicable)

Both the *National Association and Colleges and Employers* and the *American Association of Colleges and Universities* report in their annual surveys that communication skills (e.g., building relationships, collaboration, conflict management, speaking and writing persuasively, understanding difference) are consistently ranked among the top ten skills employers want and don't see enough from in college graduates. Communication Studies courses directly address and help students build and improve upon all of these skills. Though a minor in Communication Studies is not directly related to specific jobs in the market, it is directly related to success in every occupation will enhance the employability of every student who earns it.

**Consistency with
Institutional Mission
& Institutional
Impact***

The Communication Studies minor supports USU's mission to be a premier land-grant university by training students from various disciplines to engage with diversity of thought and culture by offering additional access to academic coursework in important and applicable communication skills and practice. Additionally, students with communication competence are uniquely poised to serve those around them in their personal relationships, professional endeavors, and civic participation through empowered engagement. This minor will also be a complement to existing programs at USU.

Finances*

The existing faculty and courses offered by the Department of Communication Studies and Philosophy are able to support this program.

SECTION III: CURRICULUM (if applicable)

**Program Curriculum
Narrative**

Choose one required introductory course:

CMST 1020: Public Speaking

CMST 1330: Introduction to Global Communication

CMST 2110: Interpersonal Communication


CMST 2120: Small Group Communication

Choose three elective courses:

At least 6 credits must be from upper division courses.

- CMST 1020 - Public Speaking (BHU)
- CMST 1330 - Introduction to Global Communication (BSS)
- CMST 2110 - Interpersonal Communication (BHU/HR)
- CMST 2120 - Small Group Communication
- CMST 2270 - Argumentation and Debate
- CMST 3020 - Advanced Public Speaking
- CMST 3050 - Technical and Professional Communication (DSS)
- CMST 3120 - Communication in Family Contexts
- CMST 3160 - Gender Communication
- CMST 3250 - Organizational Communication (CI)
- CMST 3270 - Culture and Public Discourse
- CMST 3280 - Organizations and Social Change
- CMST 3330 - Intercultural Communication (DSS)
- CMST 3400 - Persuasion (CI)
- CMST 3510 - Development and Philanthropy
- CMST 3600 - Communication and Conflict
- CMST 3730 - Culture and Global Intervention
- CMST 4200 - Language, Thought, and Action (DSS)
- CMST 4250 - Advanced Internship/Co-op
- CMST 4270 - Communication, Culture, and Power
- CMST 4330 - Advanced Perspectives in Global Communication

- CMST 4700 - Health Communication (CI)
- CMST 4750 - Health Communication Campaigns
- CMST 4760 Communication, Mental Health, and Inequity (New Course)
- CMST 4800 - Qualitative Research in Communications Studies
- CMST 4810 - Quantitative Communication Studies Research Methods (QI)
- CMST 4820 - Communication Criticism (CI)
- CMST 5000 - Studies in Communication Studies
- CMST 5100 - Theories of Communication (CI)
- CMST 5110 - Advanced Interpersonal Communication
- CMST 5250 - Environmental Communication
- CMST 5300 - Visual Rhetoric
- CMST 5400 - Advanced Persuasion
- CMST 5500 - Communication and Leadership
- CMST 5600 - Advanced Communication and Conflict

Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located on the right-hand side of the screen.

SUBMIT AND APPROVE THE PROPOSAL

Click on the SAVE ALL CHANGES button below.

Scroll to the top left and click on the LAUNCH  icon to launch your proposal.

3 May 2023

ITEM FOR ACTION

Utah State University's Department of English in the College of Humanities and Social Sciences proposes offering a Bachelor of Arts and Bachelor of Science in Technical Communication and Rhetoric.

EXECUTIVE SUMMARY

The Department of English in the College of Humanities and Social Sciences proposes offering a Bachelor of Arts and Bachelor of Science in Technical Communication and Rhetoric.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to offer a Bachelor of Arts and Bachelor of Science in Technical Communication and Rhetoric.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of English in the College of Humanities and Social Sciences proposes offering a Bachelor of Arts and Bachelor of Science in Technical Communication and Rhetoric, and

WHEREAS, The proposal will serve students in other majors and make the path to the English department more visible and wider;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby offer a Bachelor of Arts and Bachelor of Science in Technical Communication and Rhetoric, in the College of Humanities and Social Sciences' Department of English and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____

**Utah System of Higher Education
New Academic Program Proposal
Cover/Signature Page - Full Template**

Institution Submitting Request: USU

Proposed Program Title: Technical Communication and Rhetoric

Are There New Emphases: Yes [] No [x]

Names of New Emphases (Separated by Commas):

Sponsoring School, College, or Division: College of Humanities and Social Sciences

Sponsoring Academic Department(s) or Unit(s): English

Classification of Instructional Program Code¹ : 23.1101 6 - Digit CIP: 09.0908

Min/Max Credit Hours Required of Full Program: 42 Min Cr Hr / Max Cr Hr

Proposed Beginning Term²: Summer 2023

Institutional Board of Trustees' Approval Date:

Program Type (mark all that apply with an x):

<input type="checkbox"/> (AAS)	Associate of Applied Science Degree
<input type="checkbox"/> (AA)	Associate of Arts Degree
<input type="checkbox"/> (AS)	Associate of Science Degree
<input type="checkbox"/>	Specialized Associate Degree (specify award type ³ :)
<input type="checkbox"/>	Other (specify award type ³ :)
<input checked="" type="checkbox"/> (BA)	Bachelor of Arts Degree
<input checked="" type="checkbox"/> (BS)	Bachelor of Science Degree
<input type="checkbox"/> (BAS)	Bachelor of Applied Science Degree
<input type="checkbox"/>	Specialized Bachelor Degree (specify award type ³ :)
<input type="checkbox"/>	Other (specify award type ³ :)
<input type="checkbox"/> (MA)	Master of Arts Degree
<input type="checkbox"/> (MS)	Master of Science Degree
<input type="checkbox"/>	Specialized Bachelor Degree (specify award type ³ :)
<input type="checkbox"/>	Other (specify award type ³ :)
<input type="checkbox"/>	Doctoral Degree (specify award type ³ :)
<input type="checkbox"/>	K-12 School Personnel Program
<input type="checkbox"/>	Out of Service Area Delivery Program <input type="checkbox"/> Attached MOU
<input type="checkbox"/>	Out of Mission Program
<input type="checkbox"/>	NEW Professional School

¹ For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

² "Proposed Beginning Term" refers to first term after Regent approval that students may declare this program.

³ Please indicate award such as APE, BFA, MBA, MEd, EdD, JD

Changes to Existing Programs or Administrative Units Required (mark all that apply with an x, if any):

<input type="checkbox"/>	Program Restructure with or without Consolidation
<input checked="" type="checkbox"/>	Emphases transfer from another program or academic unit
<input type="checkbox"/>	Name Change of Existing Program or Academic Unit
<input type="checkbox"/>	Program transfer to a different academic unit
<input type="checkbox"/>	Suspension or discontinuation of a unit or program
<input type="checkbox"/>	Reinstatement of a previously suspended/discontinued program or administrative unit
<input type="checkbox"/>	Other

Chief Academic Officer (or Designee) Signature:

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

rylish moeller _____ Date: 01/08/2023

I understand that checking this box constitutes my legal signature.

Utah System of Higher Education Program Description - Full Template

Section I: The Request

Utah State University's English Department requests approval to offer the following degree(s):
Technical Communication and Rhetoric

To be effective on: Summer 2023

This program was approved by the institutional Board of Trustees on:

Section II: Program Proposal

Program Description

This major prepares students for careers in technical communication across several types of organizations. The emphasis consists of: (1) a theoretical foundation in rhetoric, enabling students to assess communication needs and meet the rhetorical exigencies they will face in the workplace; and (2) communication practice in a variety of contexts with a range of technological tools, preparing them to research, design, write, edit, and produce professional materials from software interface design to grant proposals. Students begin their studies by completing two introductory Technical Communication and Rhetoric (TCR) courses that familiarize them with professional communication and the current technologies used in all levels of text production. These courses, TCR 2120 and 2130 (which are currently being offered as ENGL 3400 and ENGL 3410), are the only required courses in the major.

Students then take nine major elective courses, including technical editing, visual communication and design, rhetoric, accessibility and disability rhetorics, usability, and project management. Students may also take courses focusing on workplace research including usability testing and user experience design or on specific forms of writing, such as proposals, websites, and marketing materials. The department encourages and can help procure internships, which provide students with an opportunity to learn through hands-on experiences in a variety of organizations. Students may complete the program by taking a capstone course, in which they design and construct portfolios, explore professional opportunities, and prepare to begin their careers.

Consistency with Institutional Mission

Creating a new major, minor, and course prefix serves USU's land grant mission by making the current English-Technical Communication and Rhetoric emphasis more visible and accessible to students across USU's statewide campuses.

Section III: Needs Assessment

Program Rationale

The primary aim of this program change from emphasis to BA/BS major **is** to make the TCR program more visible and desirable to students, since "English major" does not denote the field of TCR nor connote its methods so clearly as it does for the other emphases (such as Literature), which have a history of being grouped and named as such. A distinct TCR major would help to draw incoming USU students who are interested in studying the relationship between technology, culture, and writing, but who may not think to look for that experience in an English department. A distinct TCR major would also help the department to draw students who are interested in writing, language, and the humanities but **have** concerns about the marketability of the English major. The department thus benefits by serving a greater number and a greater variety of students in its courses.

Within the English Department, the TCR major would remain equivalent to a major emphasis (Creative Writing, English Teaching, and Literature) with regard to department structure and resource allocation. The staffing needs for the new major would remain the same as for the current emphasis. The TCR major is designed to strengthen the department as a whole, benefiting students in all its programs.

Reconfiguring the TCR emphasis as a BA/BS major **will** do the following things:

- Create a standalone, 42-credit Major (from English – TCR to TCR with a new course prefix)
- Create an 18-credit minor in TCR that any student can declare
- Maintain two course options (with a TCR prefix) in the English core course offerings
- Revise current English course numbering from 3000-5000 levels to 2000-4000 levels
- Past topics courses that were regularly taught will now have their own title and course number (e.g., ENGL 5490 topics becomes TCR 4xxx: User Experience Design, etc.)

To improve the experience of TCR students, as well as to better serve students in other emphases, this proposal includes an update to TCR courses and making our requirements more flexible. For example, the updated curriculum will have no prerequisites, so a student can enter and exit the major or even take one class or the minor at any point in their academic career. At the same time, the English Department Curricular Chairs committee will be reviewing the core curriculum, considering how best to support the work and ensure the success of all students in the department. The goal of this curriculum revision is to allow students, no matter which particular course of study they choose, to pursue interests and acquire skills in other areas of the department, as well.

These curricular revisions, in addition to the program changes, are together designed to grow enrollments in not only TCR courses but also the English department as a whole. The TCR committee will be tracking the enrollment and graduation numbers of the new major, using current levels in the emphasis as a benchmark. Implementing this proposed set of revisions and changes simultaneously should make an immediate positive impact.

Finally, these proposed changes will allow the English department to make the strong connection

between traditional humanities subjects (ENGL) and contemporary careers (TCR) more visible. Both majors teach critical thinking skills and practical writing skills, working together in one department. That connection is highly consistent with USU's land grant mission, with its emphasis on both academic pursuits and the life, career, and community goals of our students.

Labor Market Demand

When compared with more general career options like “editor” or “writer” (which the US Bureau of Labor Statistics projects 2021-2031 job outlooks as –5% [decline] and +4% [as fast as average] respectively), technical writers, digital information designers, and usability testers enjoy much more robust job outlooks at +6% (as fast as average), +23% (much faster than average), and +25% (much faster than average) respectively. Glassdoor.com lists beginning salaries for User Experience Designers at \$64,222 and Usability Analysts at \$92,545 with 0-1 years of experience.

Student Demand

A distinct major and course prefix would benefit TCR students when they apply for jobs after graduation, since their USU transcript would more clearly display their particular career skills and professional experiences. Alumni who graduated with the TCR emphasis have informed us that they don't list “English” as their major on job applications and on their resumes. Instead, these alumni list “Technical Communication and Rhetoric,” even though it is not currently the name of the major. In the same way, creating a TCR prefix for the courses in the major/minor would benefit all English majors who take TCR courses as electives. Creative Writing, English Teaching, and Literature students whose transcripts contain many ENGL courses would be able to point to their TCR courses as representing a different but complementary set of additional career skills and knowledge.

Along with the TCR major, a TCR minor has also been proposed that would make the path to the English department more visible and wider. The minor would serve students in other majors, especially STEM fields, who wish to enhance their degrees—and thus their job prospects—with a minor focused entirely on technical communication and rhetoric. English majors would also enjoy the same benefit, since they too could add the TCR minor, while still majoring within a different emphasis.

Similar Programs

This proposal is to create a new major from an existing emphasis in English and **is not** to create a completely new major, so similar programs might not be as impactful on this proposal as it might be on proposals for new programs. That being said, Weber State has a BA emphasis in English – Professional and Technical Writing, a minor in Professional and Technical Writing, and a certificate in Professional and Technical Writing; Utah Valley University has a minor in Technical Communication; Utah Tech University has a BA/BS emphasis in English – Professional and Technical Writing; and Southern Utah University has a Certificate in Technical Writing.

The TCR major would be the only stand-alone Technical Communication and Rhetoric **major** in the USHE system.

Collaboration with and Impact on Other USHE Institutions

Since this proposal is to create a new major from an existing emphasis in English and **is not** to create a completely new major, impact on other USHE Institutions will be negligible.

External Review and Accreditation

No external consultants or program advisory committee were involved in the development of the proposed program. The program will **not** seek special professional accreditation.

Section IV: Program Details

Graduation Standards and Number of Credits

Minimum GPA for Graduation: 2.75 within major courses; 2.0 USU cumulative; 2.0 career total

Minimum Grade Accepted: C in courses taught by major, with up to 3 credits with pass/fail grades allowed for internship.

Number of Required Credits: 42

Credits in Residence: Students must complete 21 credits of major-applicable coursework at Utah State University.

Admission Requirements

Minimum GPA for Admission: 2.5 within all English courses (other than ENGL 1010, ENGL 2010, CLEP, AP, etc.); 2.5 USU cumulative (including courses taken for another USU major); 2.5 career total (including transfer credits) for new transfer students

Curriculum and Degree Map

Program Curriculum

Course Number	NEW Course	Course Title	Credit Hours
General Education Courses (list specific courses recommended for this program on Degree Map)			
General Education Credit Hour Sub-Total			
Required Courses			
TCR 2100 from ENGL 3400		Introduction to Technical Communication	3
TCR 2110 from ENGL 3410		Digital Writing Technologies	3
Required Course Credit Hour Sub-Total			6
Elective Courses			
TCR 3100 from ENGL 3450		Workplace Research	3
TCR 3110 from ENGL 5400		Accessibility and Disability Rhetorics	3
TCR 3120 from ENGL 3460		Rhetorical Theory	3
TCR 3210	NEW	Usability and Game Studies	3
TCR 3220 from ENGL 4400		Technical Editing	3
TCR 4210 from ENGL 4410		Visual Communication Design	3
TCR 4220 from ENGL 5400		Technology and Activism	3
TCR 4230 from ENGL 5420		Project Management	3
TCR 4240	NEW	User Experience Design	3
TCR 4250 from ENGL 5430		Careers in Professional Communication	3
TCR 5490 from ENGL 5490		Advanced Topics in Technical Communication and Rhetoric	3
ENGL 4900		Internship/Cooperative Work Experience	3
Elective Credit Hour Sub-Total			36
Core Curriculum Credit Hour Sub-Total			42

Degree Map

First Year Fall	Cr. Hr.	First Year Spring	Cr. Hr.
ENGL 1010: Introduction to Writing: Academic Prose (CL1)	3	ENGL 2010: Intermediate Writing: Research Writing in a Persuasive Mode (CL2)	3
Breadth Requirement	3	Breadth Requirement	3
Breadth Requirement	3	Breadth Requirement	3
Any Quantitative Literacy (QL) course, except STAT 1040: Introduction to Statistics (QI) or STAT 1045: Introduction to Statistics with Elements of Algebra (QL) is recommended	3 or 5	Elective Course	3

Elective Course	3	Elective Course	3
Total	15-17	Total	15
Second Year Fall	Cr. Hr.	Second Year Spring	Cr. Hr.
TCR 2100: Introduction to Technical Communication	3	TCR 2110: Digital Writing Technologies	3
Breadth Requirement	3	Quantitative Intensive (QI) Course, ENGL 3470: Approaches to Research in English Studies is recommended	3
Breadth Requirement	3	Depth Social Sciences (DSS) Course	3
Breadth Requirement	3	Elective Course	3
Elective Course	3	Elective Course	3
Total	15	Total	15
Third Year Fall	Cr. Hr.	Third Year Spring	Cr. Hr.
TCR 3000-level Major Elective Course	3	TCR 3000-level Major Elective Course	3
TCR 3000-level Major Elective Course	3	TCR 3000-level Major Elective Course	3
ENGL Communication and Diversity Course	3	TCR 3000-level Major Elective Course	3
Depth Life and Physical Sciences Course	3	English Elective Course	3
Elective Course	3	Elective Course	3
Total	15	Total	15
Fourth Year Fall	Cr. Hr.	Fourth Year Spring	Cr. Hr.
ENGL 4900: Internship/Cooperative Work Experience Course	3	TCR 4000-level Major Elective Course	3
TCR 4000-level Major Elective Course	3	TCR 4000-level Major Elective Course	3
TCR 4000-level Major Elective Course	3	Elective Course	3
Elective Course	3	Elective Course	3
Elective Course	3	Elective Course	3
Total	15	Total	15

Program Curriculum Narrative

A. Required Introductory Classes (6 credits)

TCR 2100 – Introduction to Technical Communication
TCR 2110 – Digital Writing Technologies

B. Diversity Requirement

If a course listed under the Diversity Requirement appears under another requirement for the major, the course may be used to fulfill both requirements.

ENGL 2060 – Reading across borders (BHU)
ENGL 2640 – Race and ethnicity in the US (BHU)
ENGL 3385 – Postcolonial world literature
ENGL 3610 – Multicultural American literature

ENGL 3620 – Native American studies
ENGL 4210 – History of English: Change and diversity
ENGL 4370 – Native American literature
ENGL 4375 – US Latinx literature
ENGL 4380 – African American literature
ENGL 4520 – Teaching literacy in diverse classrooms
ENGL 5320 – Gender and sexuality in literature
ENGL 5330 – Race and ethnicity in literature
TCR 3110 – Accessibility & Disability Rhetorics (DSS)
TCR 4220 – Technology and Activism (CI)

C. TCR Major Courses (27 credits)

Foundational Courses

TCR 3100 – Workplace Research
TCR 3110 – Accessibility & Disability Rhetorics (DSS)
TCR 3120 – Rhetorical Theory (DHA)
TCR 3210 – Usability & Game Studies (CI)
TCR 3220 – Technical Editing

Advanced Electives

TCR 4210 – Visual Communication Design
TCR 4220 – Technology and Activism (CI)
TCR 4230 – Project Management (CI)
TCR 4240 – User Experience Design
TCR 4250 – Careers in Professional Communication (CI)
TCR 5490 – Advanced Topics in Technical Communication & Rhetoric
ENGL 4900 – Internship/Cooperative Work Experience

D. English Electives (9 credits)

Select 9 credits of English Electives (ENGL courses 3000 level or higher, including courses in Creative Writing, Literature, Linguistics, Folklore, and American Studies). Up to 3 credits of 2000-level English Core Courses may be substituted for 3 credits of English Electives. English Core Courses include the following:

ENGL 2070 – Introduction to Digital Humanities (BHU) 3 credits
ENGL 2210 – Introduction to Folklore (BHU) 3 credits
ENGL 2600 – Literary Analysis 3 credits
ENGL 2630 – Introduction to American Studies (BHU) 3 credits
ENGL 2640 – Race and Ethnicity in the United States (BHU) 3 credits
ENGL 2720 – Survey of American Folklore 3 credits

Section V: Institution, Faculty, and Staff Support

Institutional Readiness

The same institutional structures that support the English – Technical Communication and Rhetoric emphasis will support the new major.

Faculty

Existing faculty in the English – Technical Communication and Rhetoric emphasis, Technical Communication and Rhetoric PhD Student Graduate Instructors, and English lecturers will be sufficient for offering the program.

Staff

Existing staff personnel in English will be sufficient for offering the program.

Student Advisement

Students will continue to be advised through CHaSS advising.

Library and Information Resources

No new library and information resources will be required.

Projected Enrollment and Finance

Three Year Projection: Program Participation and Department Budget						
	Year Preceding Implementation	New Program				
		Year 1	Year 2	Year 3	Year 4	Year 5
Student Data						
# of Majors in Department/Emphasis	341/50					
# of Majors in Proposed Program(s)		50	55	60	65	70
# of Graduates from Department/Emphasis	113/20					
# Graduates in New Program(s)		20	22	24	26	28

Expense Narrative

Not applicable.

Section VI: Program Evaluation**Program Assessment**

Each fall, the instructor(s) of the previous year's ENGL 5430: Capstone or TCR 4250: Careers in Professional Communication course(s) will upload 12 de-identified student responses to the Interview Preparedness Assignment in which students have addressed the 12 program learning outcomes below. Faculty will holistically score the assignments based upon how effectively students demonstrated the learning outcomes in their assignments.

TCR@USU Undergraduate Assessment Tool

Working in teams of two, please read your assigned reflective memos and agree on a score for each of the following learning objectives.

professional identity

How effectively does the student convey a cohesive and persuasive professional identity as an emerging technical communicator?

not effectively		very effectively	
1	2	3	4

copy editing

How well has the student edited their reflective memo for grammar, mechanics, spelling, etc.?

multiple distracting errors		few to no errors	
1	2	3	4

document design and formatting

How readable, scannable, accessible, and usable is the reflective memo? Does the student make informed choices about when and how to break genre conventions? Does the student address a consistent and identifiable audience?

frustrating to read		a delight to read	
1	2	3	4

learning new technology

Does the student convince you that they keep up with technology trends in the field and are able to learn new technologies quickly and effectively?

lagging interest		near early adopter	
1	2	3	4

collaboration

Does the student write convincingly of their experiences in a variety of roles on teams? Can the student value others' diverse contributions to a common goal?

it wants them on the hobbits's team		it wants them for its precious	
1	2	3	4

research

Can the student employ primary and secondary research methods and synthesize results in order to better understand or to solve problems in the workplace?

thinks research is only done in labs and libraries		knows how to ask questions and find answers	
1	2	3	4

information design

Does the student discuss the design philosophies, theories, and/or principles that guide their work? Can the student articulate key differences between effective and ineffective designs?

might be able to recognize effective design, but does not articulate what it is		effectively discusses design principles that guide their work	
1	2	3	4

accessibility

Does the student argue effectively for accessible design strategies (alt image attributes, screen reader compatibility, contextual and accurate captioning, avoiding ableism) and the value they bring to an organization?

accessibility is not discussed or is discussed unconvincingly	accessibility is critical to multiple aspects of the student's work
1 2	3 4

user experience design

Does the student discuss how they have employed user experience design methods and/or usability testing to make their projects easier to use or more pleasurable to use? Does the student see themselves as an advocate for their users?

unaware of users' needs	user advocate
1 2	3 4

rhetorical literacy

Does the student demonstrate that they can persuade others to their way of thinking? Can they adapt their message to various audiences? Can they make boring topics seem engaging and interesting to others?

unconvincing and unopinionated	persuasive and interesting
1 2	3 4

project management

Does the student talk engagingly about their challenges and successes with managing complex projects?

student does not provide examples of project management experience	student discusses managing several projects and deadlines at a time
1 2	3 4

multiple media

Does the student discuss their ability to produce communication for different media types? Do they understand the affordances and constraints of different media?

only one or two media types discussed	multiple media are discussed in interesting ways
1 2	3 4

social justice

Does the student discuss the impacts of their work beyond the assignment or classroom, especially among underrepresented users and audiences? Do they demonstrate a responsibility for how others experience and are affected by their work? Are they attuned to perpetuating or rejecting oppressive structures? Do they articulate a code of ethics? Are they empathetic? Self-reflexive? Do they call your attention to matters of equity? Do they acknowledge an indebtedness to others via citation practices that are explicitly attuned to whose knowledge is valued and credible?

uninterested in the needs of others	social justice champion
1 2	3 4

3 May 2023

ITEM FOR ACTION

Utah State University's Departments of Data Analytics and Information Systems and Sociology and Anthropology in the Jon M. Huntsman School of Business and the College of Humanities and Social Sciences proposes offering an Archaeological Data Analytics Graduate Certificate.

EXECUTIVE SUMMARY

The Departments of Data Analytics and Information Systems and Sociology and Anthropology in the Jon M. Huntsman School of Business and the College of Humanities and Social Sciences proposes offering an Archaeological Data Analytics Graduate Certificate.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to offer an Archaeological Data Analytics Graduate Certificate.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Departments of Data Analytics and Information Systems and Sociology and Anthropology in the Jon M. Huntsman School of Business and the College of Humanities and Social Sciences proposes offering an Archaeological Data Analytics Graduate Certificate, and

WHEREAS, The proposal will allow industry professionals and students to further their qualifications as an avenue towards a Master's or PhD;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby offer an Archaeological Data Analytics Graduate Certificate, in the Jon M. Huntsman School of Business and the College of Humanities and Social Sciences' Departments of Data Analytics and Information Systems and Sociology and Anthropology and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____

CHASS HSB - Data Analytics and Information Systems Sociology and Anthropology - Archaeological Data Analytics Graduate Certificate

4.1.a R401 ABBREVIATED PROGRAM PROPOSAL

Proposal and Contact Information

Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

[Deadlines and Schedules](#)

[Process and Flowchart](#)

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: Select the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

COLLEGE (include all cross listed colleges)*

CHASS HSB

DEPARTMENT (include all cross listed departments)*

Data Analytics and Information Systems Sociology and Anthropology

Current Title (if applicable)* New Graduate Certificate

Proposed Title* Archaeological Data Analytics Graduate Certificate

Step 2: Enter the Correct CIP Code Using the Following Website: [Classification](#)

Step 2: Enter the correct CIP Code using the following website: [Classification Instructional Programs](#)

CIP Code (6-digits) * 30.1202

Minimum Number of Credits (if applicable)* 18

Maximum Number of Credits (if applicable)* 18

Type of Degree: (BA, BS, etc.)* Certificate

Request

Step 3: Select the Type of Change Being Requested.

- New Academic Program:**
- Certificates of Completion (including CTE)
 - Certificates of Proficiency (including CTE)
 - Institutional Certificate of Proficiency
 - K-12 Endorsement Program
 - Minor
 - New Emphasis for Existing Program
 - Out of Service Area Delivery Program (attach signed MOU)
 - Post-Baccalaureate
 - Post-Masters Certificate

- Existing Academic Program Changes:**
- Name Change of Existing Program
 - Program Restructure (with or without Consolidation)
 - Program Transfer to a New Academic Department or Unit
 - Program Suspension
 - Program Discontinuation
 - Reinstatement of Previously Suspended Program
 - Out-of-Service Area Delivery Program (attach signed MOU)

- Administrative Unit Changes:**
- Name Change of Existing Unit
 - Administrative Unit Transfer
 - Administrative Unit Restructure (with or without Consolidation)
 - Administrative Unit Suspension
 - Administrative Unit Discontinuation
 - Reinstatement of Previously Suspended Administrative Unit
 - Reinstatement of Previously Discontinued Administrative Unit

Other: (explain change)

Additional Approvals (if applicable)

Graduate Council* Yes
 No

Council on Teacher Education* Yes
 No

Section I: The Request

R401 Purpose* The Archaeological Data Analytics Graduate Certificate is a hybrid-delivery certificate. The certificate is designed to prepare both fully matriculated graduate students as well as current professionals in the field wishing to enhance their portfolios to understand and implement data analytics within the context of cultural resource management activities.

Section II: Program Proposal

Proposed Action & Rationale* The proposed action combines graduate-level anthropology courses with courses offered as part of the Master of Science in Data Analytics program to provide a hybrid-delivery, cultural resource management specific data analytics certificate. The Department of Sociology and Anthropology proposes this certificate as a way to both allow industry professionals to further their qualifications and as an avenue for course credit towards earning a master's or PhD in Anthropology and Cultural Resource Management Archaeology. This certificate should draw local cultural resource managers to the Utah State University's (USU) graduate program, while at the same time, the online nature of the certificate will appeal to potential students nationwide.

**Labor Market Demand
(if applicable)**

Federal and, in some cases, state laws require the identification and documentation of cultural resources at risk of destruction by development of public lands. Cultural Resource Management (CRM) archaeology provides industry and government agencies with private sector specialists trained to identify and assess the impact of undertakings on cultural resources. Given the pace of energy development in the American West, especially the current and future creation of vast solar and wind farms, CRM has become an important part of the environmental consulting industry in the United States. Within this context, resource managers identify and record the full range of cultural resources from prehistoric Fremont villages to historic Church of Jesus-Christ of Latter-day Saints (LDS) homesteads.

As of fall 2020, 237 principal investigators hold archaeological permits to work in Utah, with 95 of these archaeologists maintaining offices in the state. The Utah Division of State History reports that over 1,700 archaeological field projects are conducted in the state each year. Field projects vary widely in size, with small projects requiring crews of three to five employees, while most projects employ over a dozen people, and a smaller number of large projects each year employ many dozens at a time. Work extends well beyond field projects because for each person-hour spent in the field, an additional 10 hours of time is spent in the laboratory, writing reports, and performing administrative tasks to manage the business and regulatory environment in which CRM occurs. Full-time jobs in this market also often come with full benefit packages, a consideration of importance in today's world. The certificate will train students to run these businesses.

Discussions with principal investigators suggest several recommendations for what a specialized PhD level graduate program should provide:

- Curricula should recognize the much broader scope of CRM and incorporate business, ecology, and the legal/regulatory environment in which CRM archaeology exists.
- Written and verbal communication.
- Experience in the preparation of proposals and research design.
- Basic applied field techniques, including survey, mapping, GPS, GIS, and sampling.
- Basic applied techniques in data analysis, collections processing, and collections management.
- Experience in report preparation.
- Graduate curricula should provide structured mentorships or internships with CRM companies and/or government agencies.

Many of these recommendations have already been followed in the creation of the Master of Science in Anthropology degree at USU. Yet, due to the limited number of courses (9) that constitute the program, the department is currently unable to train students in the aspects of data analytics often required of modern cultural resource projects. What is needed is an opportunity to train in the curation of digital data and the analysis of large, curated data sets from the gigabytes of data now produced on an annual basis, and to do so outside of a traditional graduate program. This is critical to learn from cultural resources and to improve decision making in the future to improve the efficiency of CRM.

Individuals currently employed in the field have few options to further their education or enhance their portfolios short of enrolling in a graduate program. In this case, the proposed Archaeological Data Analytics Graduate Certificate will allow individuals seeking to enhance their portfolios a way to do so through online distance learning that is currently unavailable through any venue.

**Consistency with
Institutional Mission
& Institutional
Impact***

The proposed Archaeological Data Analytics Graduate Certificate furthers Utah State University's land-grant mission to provide practical learning that meets the needs of 21st century students and stakeholders. This graduate certificate will support the learning, discovery, and engagement components essential to fulfill USU's land-grant mission by stressing the skills and competencies needed within academic and vocational contexts.

Finances*

No new facilities are required for this graduate certificate. The program may increase enrollment and tuition paid to the Jon M. Huntsman School of Business.

Section III: Curriculum (if applicable)

**Program Curriculum
Narrative**

The Archaeological Data Analytics Certificate consists of 18 hours chosen from among the courses listed below. The certificate provides a dual foundation in understanding the unique properties and methodological challenges of the archaeological data and inference within the foundations of modern data science. The certificate is designed to meet students where they reside physically and intellectually, from just beginning data science to building on a 10 year career at the interface of archaeology and data science. To this end, the certificate combines courses from Anthropology (ANTH) and Data Science (DATA). The pathway chosen by students to complete their 18 credit hours will depend upon their goals, prior experience and course work in database management, python programming, archaeological data analysis, and archaeological inference. Thus, students may tailor the certificate to their career needs and goals.

Students will complete 18 hours from among the following courses:

ANTH 6360 Research Design and Quantitative Methods in Archaeology (3 credit hours)

ANTH 6361 Research Design and Quantitative Methods in Archaeology II (forthcoming department planning to submit a new course proposal) (3 credit hours)


ANTH 6370 GIS in Archaeology (3 credit hours)

ANTH 6430 Archaeometry (3 credit hours)

ANTH 6440 Paleodemography (forthcoming department planning to submit a new course proposal) (3 credit hours)


DATA 3500 Introduction to Python Programming (or DATA 6500 Advanced Python Programming with prior approval of adviser) (3 credit hours)

DATA 3330 Database Management (or DATA 6330 Data Pipeline Engineering with prior approval of adviser) (3 credit hours)

Step 4: Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located on the right-hand side of the screen.

Step 5: Submit

Click on the save all changes button below.

Scroll to the top left and click on the launch  icon to launch your proposal.

3 May 2023

ITEM FOR ACTION

Utah State University's Department of Veterinary Medicine in the College of Veterinary Medicine proposes offering a Master of Science in Biomedical Sciences.

EXECUTIVE SUMMARY

The Department of Veterinary Medicine in the College of Veterinary Medicine proposes offering a Master of Science in Biomedical Sciences.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to offer a Master of Science in Biomedical Sciences.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Veterinary Medicine in the College of Veterinary Medicine proposes offering a Master of Science in Biomedical Sciences and

WHEREAS, The proposal will allow students to begin and end their degree at USU and not split their time within two different institutions;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby offering a Master of Science in Biomedical Sciences, in the College of Veterinary Medicine's Departments of Veterinary Medicine and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____

**Utah System of Higher Education
New Academic Program Proposal
Cover/Signature Page - Full Template**

Institution Submitting Request: College of Veterinary Medicine

Proposed Program Title: Biomedical Sciences – MS, Master of Science

Are There New Emphases: Yes [] No []

Names of New Emphases (Separated by Commas):

Sponsoring School, College, or Division: College of Veterinary Medicine (CVM)

Sponsoring Academic Department(s) or Unit(s): College

Classification of Instructional Program Code¹ : 6 - Digit CIP: 26.0102

Min/Max Credit Hours Required of Full Program: Min Cr Hr 42/ Max 70 Cr Hr

Proposed Beginning Term²: Fall semester 2023

Institutional Board of Trustees' Approval Date:

Program Type (mark all that apply with an x):

<input type="checkbox"/> (AAS)	Associate of Applied Science Degree
<input type="checkbox"/> (AA)	Associate of Arts Degree
<input type="checkbox"/> (AS)	Associate of Science Degree
<input type="checkbox"/>	Specialized Associate Degree (specify award type ³ :)
<input type="checkbox"/>	Other (specify award type ³ :)
<input type="checkbox"/> (BA)	Bachelor of Arts Degree
<input type="checkbox"/> (BS)	Bachelor of Science Degree
<input type="checkbox"/> (BAS)	Bachelor of Applied Science Degree
<input type="checkbox"/>	Specialized Bachelor Degree (specify award type ³ :)
<input type="checkbox"/>	Other (specify award type ³ :)
<input type="checkbox"/> (MA)	Master of Arts Degree
<input checked="" type="checkbox"/> (MS)	Master of Science Degree
<input type="checkbox"/>	Specialized Bachelor Degree (specify award type ³ :)
<input type="checkbox"/>	Other (specify award type ³ :)
<input type="checkbox"/>	Doctoral Degree (specify award type ³ :)
<input type="checkbox"/>	K-12 School Personnel Program
<input type="checkbox"/>	Out of Service Area Delivery Program <input type="checkbox"/> Attached MOU
<input type="checkbox"/>	Out of Mission Program
<input type="checkbox"/>	NEW Professional School

¹ For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

² "Proposed Beginning Term" refers to first term after Regent approval that students may declare this program.

³ Please indicate award such as APE, BFA, MBA, MEd, EdD, JD

Changes to Existing Programs or Administrative Units Required (mark all that apply with an x, if any):

<input type="checkbox"/>	Program Restructure with or without Consolidation
<input type="checkbox"/>	Emphases transfer from another program or academic unit
<input type="checkbox"/>	Name Change of Existing Program or Academic Unit
<input type="checkbox"/>	Program transfer to a different academic unit
<input type="checkbox"/>	Suspension or discontinuation of a unit or program
<input type="checkbox"/>	Reinstatement of a previously suspended/discontinued program or administrative unit
<input type="checkbox"/>	Other

Chief Academic Officer (or Designee) Signature:

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name _____ Date:

I understand that checking this box constitutes my legal signature.

Utah System of Higher Education Program Description - Full Template

Section I: The Request

Utah State University's (DEPARTMENT NAME) requests approval to offer the following degree(s): Biomedical Sciences - MS

To be effective on: Fall 2023

This program was approved by the institutional Board of Trustees on:

Section II: Program Proposal

Program Description

Purpose

The College of Veterinary Medicine (CVM) at Utah State University (USU) requests approval to establish a graduate program to offer a Master of Science (MS) degree in Biomedical Sciences, effective Fall semester 2023.

The CVM is a new college at USU that was approved by the state of Utah, USHE and USU administration only in July 2022, along with the permission to confer the professional degree Doctor of Veterinary Medicine (DVM). An application for a doctoral (Ph.D.) program has been submitted separately. **The CVM does not yet have a graduate program.**

Background

The new CVM was created to replace the current School of Veterinary Medicine (SVM), which has been a part of the College of Agriculture and Applied Sciences (CAAS) at USU. The SVM has been operating a 2+2 program within the framework of the regional Washington-Idaho-Montana-Utah (WIMU) program, which has been accredited under the auspices of the Washington State University College of Veterinary Medicine (WSU CVM) by the American Veterinary Medical Association (AVMA). The USU SVM program has been providing the coursework of the first two years of the four-year veterinary program at the USU campus in Logan, with students transferring afterwards to Washington State University for their final two years. Students in the WIMU program graduate with a DVM degree from Washington State University. The USU CVM will accept its inaugural cohort of 40 veterinary professional students, who will graduate with a DVM degree from USU, in the fall of 2025. The USU portion of the WIMU program will be sunset after all students trained in Logan have graduated in spring of 2028.

Need

In alignment with the new college's mission (see below), *the CVM will pursue and foster relevant and transformative research programs to enhance the wellbeing of people, animals, and the environment.*

Non-clinical faculty in the CVM will be expected to develop cutting-edge research programs and compete for federal funding to support their research. It is expected that the number of faculty in the CVM with research roles will expand to at least 18 before 2027.

The expectation is that faculty with research appointments will be training graduate doctoral students, but the new CVM does not currently have a graduate program for MS or PhD students.

Other needs that drive the decision to request establishment of an MS graduate program are (i) graduate students mentored by CVM faculty require an appropriate biomedical scientist type MS degree that fits their training (see definition below), (ii) the training of medical scientists with qualifying degrees will help meet labor market needs of USU, the state of Utah and the U.S. (iii) CVM faculty must be able to recruit of students interested in a career in the biomedical sector by providing a career perspective (iv) principle investigator (PI)-led research operations at USU depend on doctoral students as part of the research team needed for obtaining federal funding, (v) accreditation of the new CVM by the American Veterinary Medical Association (AVMA) Council on Education (COE), which is essential for the operation of any veterinary medical program in

North America, depends on the presence of a strong research component of that program (see details for points (i)-(v) in Section III below).

Consistency with Institutional Mission

USU is a tier one research university that is centered on research, teaching, and service. The College of Veterinary Medicine's mission is to cultivate a community of lifelong learners dedicated to advancing the science and practice of veterinary medicine while aspiring to the highest degree of professional competence and well-being for animals and humans alike. Excellence is founded upon the principles of inclusivity and diversity, exceptional faculty and staff, highly qualified students, an innovative veterinary professional curriculum, community-based clinical education, **life sciences focused research**, community engagement, wellness, fiscal viability, and servant leadership.

This mission is closely aligned with the mission of Utah State University: to be one of the nation's premier student-centered land-grant and space-grant universities by fostering the principle that academics come first, by cultivating diversity of thought and culture, and by serving the public through learning, discovery, and engagement.

The mission of the proposed USU CVM is therefore closely aligned with USHE policy R312 (<https://ushe.edu/ushe-policies/policyr312/>).

Section III: Needs Assessment

Program Rationale

All faculty who currently teach in the 2+2 SVM program with WSU have so far been affiliated with the Animal, Dairy and Veterinary Sciences department in CAAS. ADVS/SVM faculty have therefore been training MS and PhD students within the ADVS graduate program. As the new CVM continues to be developed, SVM faculty currently affiliated with the College of Agriculture and Applied Sciences (CAAS) will be absorbed into the new college, where they will continue training graduate students. A new facility that will hold the new CVM is expected to be built by the fall of 2026, at which time class size will be increased to 80 professional veterinary students who will be accepted into the veterinary professional program.

Faculty: The CVM will therefore increase its faculty size from currently 24 to approximately 62 faculty by 2027. Currently, 16 of the faculty hold DVM degrees in addition to MS or PhD degrees and altogether 17 of the faculty are holding PhD degrees. Twelve of those 17 faculty have research appointments and 9 of these have been training graduate students in the ADVS graduate program in a laboratory setting. It can be expected that approximately 18 faculty will have major research appointments, and be able to train MS and PhD students in the CVM by 2027. The new CVM facility, which will be completed by 2026, will have laboratory space and will house the proposed graduate program.

The rationale of the proposal to establish a graduate program that confers the degree Master of Biomedical Sciences in the new CVM has therefore been fivefold:

1. Based on their teaching roles in the CVM and their involvement in veterinary education, faculty in the CVM will primarily engage in research of biomedical nature and will continue training 'Medical Scientists'. According to the Bureau of Labor statistics, medical scientists "conduct research dealing with the understanding of human diseases and the improvement of human health [... and...] engage in clinical investigation, research and development, or other related activities." It may be added that the training of medical scientist in the setting of a veterinary school like the USU CVM could also include the study of aspects of animal medicine. Students mentored by CVM faculty require a graduate program that adequately meets their needs with respect to degree designation, curriculum, mentoring and research support.

2. Medical and biomedical scientists require a doctoral, i.e. Ph.D. degree, for which the proposed MS degree will prepare students, or a professional degree or both, as the typical entry-level educational credential for employment. According to the Bureau of Labor Statistics, employment of medical scientists is projected to grow 17 percent from 2021 to 2031, much faster than the average for all occupations in the U.S. (https://www.bls.gov/ooh/life-physical-and-social-science/medical-scientists.htm#TB_inline?height=325&width=325&inlineId=qf-outlook) (see also below in the Labor Market Demand section).

3. Graduate students, and research faculty work together in research teams to address meaningful, and often complex research problems, where the student's success is interdependent with the mentor's success. To be successful, CVM faculty must therefore be able to attract graduate students particularly interested in life sciences research, which is only possible if prospective graduate students can be offered a clear degree perspective, which requires the existence of a structured graduate program being able to offer MS and Ph.D. degrees.

4. Success in biomedical research is only sustainable with extramural funding, such as from federal research grants. Obtaining research grants is a highly competitive process, where grant applications to NIH or other agencies are peer reviewed based on the qualifications and productivity of the principal investigator and his research team, as well as on the research environment. Both, adequate research productivity and a vibrant research environment are dependent on the presence and engagement of graduate students. In addition, recruitment of postdoctoral researchers, who also depend on working with graduate students, is extremely difficult in their absence, again underscoring the importance of graduate programs within the college.

5. Unique for all Veterinary Colleges, accreditation by the American Veterinary Medical Association (AVMA) Council on Education (COE) is also an essential prerequisite for the operation of the new USU CVM. The conditions under which accreditation can be granted, eleven standards are set by the AVMA. In Standard 6 (Students), the COE states: "Colleges should establish post-DVM programs such as internships, residencies and advanced degrees (e.g., MS, PhD), that must complement and strengthen the professional program and not adversely affect the veterinary student experience."

Under Standard 11 (Research), the COE further stipulates: "The college must maintain substantial research activities of high quality that integrate with and strengthen the professional program. Continuing scholarly productivity within the college must be demonstrated and the college must provide opportunities for any interested students in the professional veterinary program to be exposed to or participate in on-going high-quality research. All students must receive training in the principles and application of research methods and in the appraisal and integration of research into veterinary medicine and animal health." **Inevitably, such high-quality research will require a graduate program for MS and PhD students.**

Benefits to USU:

As one of only 146 total members, Utah State University has been awarded the Carnegie R1 classification in 2021, which shows that USU is a national leader in research and graduate education (<https://www.usu.edu/today/story/usu-attains-prestigious-carnegie-r1-classification-joins-highest-level-of-research-institutions>). This sets the university apart as a premier research institution in the nation, being only the second one in the state of Utah, and positions USU to envision and grow research in areas that will continue to impact the nation and state. The proposed new doctoral program fits the need of that envisioned continued development. In addition, the new graduate program should complement existing life sciences graduate programs in CAAS and the College of Science Chemistry & Biochemistry and Biology departments.

Because complete, freestanding colleges of veterinary medicine are inherently deeply grounded in biomedical research, their host institutions tend to be the most competitive recipients of federal research funding among land-grant universities. On average, every \$20 M invested by states into schools of veterinary medicine realizes a return of \$48 M in research dollars alone (JAVMA.241.7.869). Federally funded research also results in added opportunities for students to get involved in life sciences research and contributes to graduate programs at the university. Establishment of the envisioned MS program in the CVM will be essential to that end.

Benefits to other USHE institutions:

The University of Utah with its School of Medicine will gain a strong partner for in-state collaborations in the One Health and biomedical research sectors as these continue to grow at Utah State University. The new doctorate program proposed here will be instrumental in future collaborations across the two universities, and new avenues for e.g. obtaining collaborative NIH Project Program and Clinical Center grants are expected to emerge.

Colleges with pre-veterinary student programs: in the future, it is envisioned to pair the DVM degree earned from USU CVM with MS and PhD degrees in a dual degree programs, offering an additional path to becoming a veterinary researcher that may appeal to pre-veterinary students.

Labor Market Demand

Graduates of the MS program proposed here will have received training that prepares them to attend a Ph.D. program,

which enables them to conduct research as workers in the Medical (i.e. Biomedical) Sciences.

According to the Bureau of Labor Statistics (BLS), Medical Scientists conduct research aimed at improving overall human health. In their statistics, the BLS refers to medical scientists as the subcategory of Life, Physical, and Social Science Occupations that would be most appropriate to describe graduates of the proposed MS, after they have moved on to complete their Ph.D.: (<https://www.bls.gov/ooh/life-physical-and-social-science/home.htm>). In addition, graduates with an MS degree may also be able to pursue careers in teaching at community colleges, as laboratory assistants, or in other settings that do not require a Ph.D. degree.

Data available from the BLS show that:

- The median pay for Medical Scientists was \$95,310 per year (\$45.82 per hour) in May, 2021.
- Medical scientists typically have a Ph.D., usually in biology or a related life science. Some medical scientists get a medical degree instead of, or in addition to, a Ph.D.
- There were 119,200 jobs available in the U.S. in 2021 in that category.
- The job outlook for 2021-31 projects a 17% growth in employment (much faster than the average for all occupations (source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Medical Scientists, at <https://www.bls.gov/ooh/life-physical-and-social-science/medical-scientists.htm> (visited October 05, 2022, see Figure 1).

According to the BLS, Medical Scientists typically do the following:

- Design and conduct studies that investigate both human diseases and methods to prevent and treat them
- Prepare and analyze medical samples and data to investigate causes and treatment of toxicity, pathogens, or chronic diseases
- Standardize drug potency, doses, and methods to allow for the mass manufacturing and distribution of drugs and medicinal compounds
- Create and test medical devices
- Develop programs that improve health outcomes, in partnership with health departments, industry personnel, and physicians
- Write research grant proposals and apply for funding from government agencies and private funding sources
- Follow procedures to avoid contamination and maintain safety

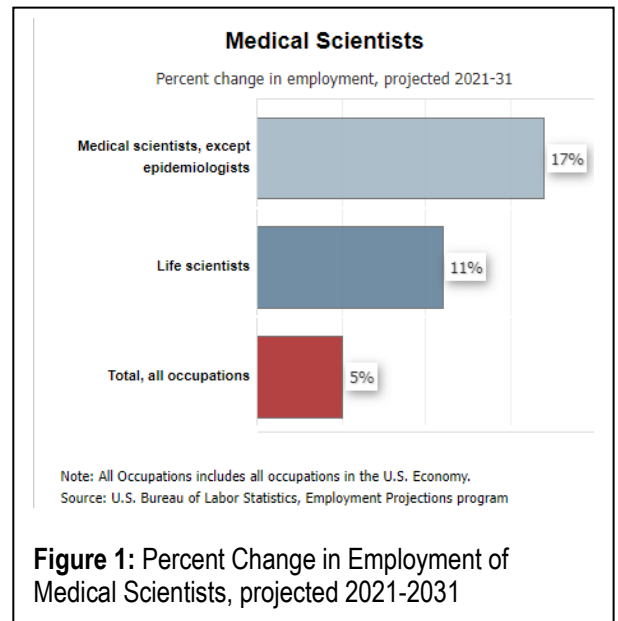
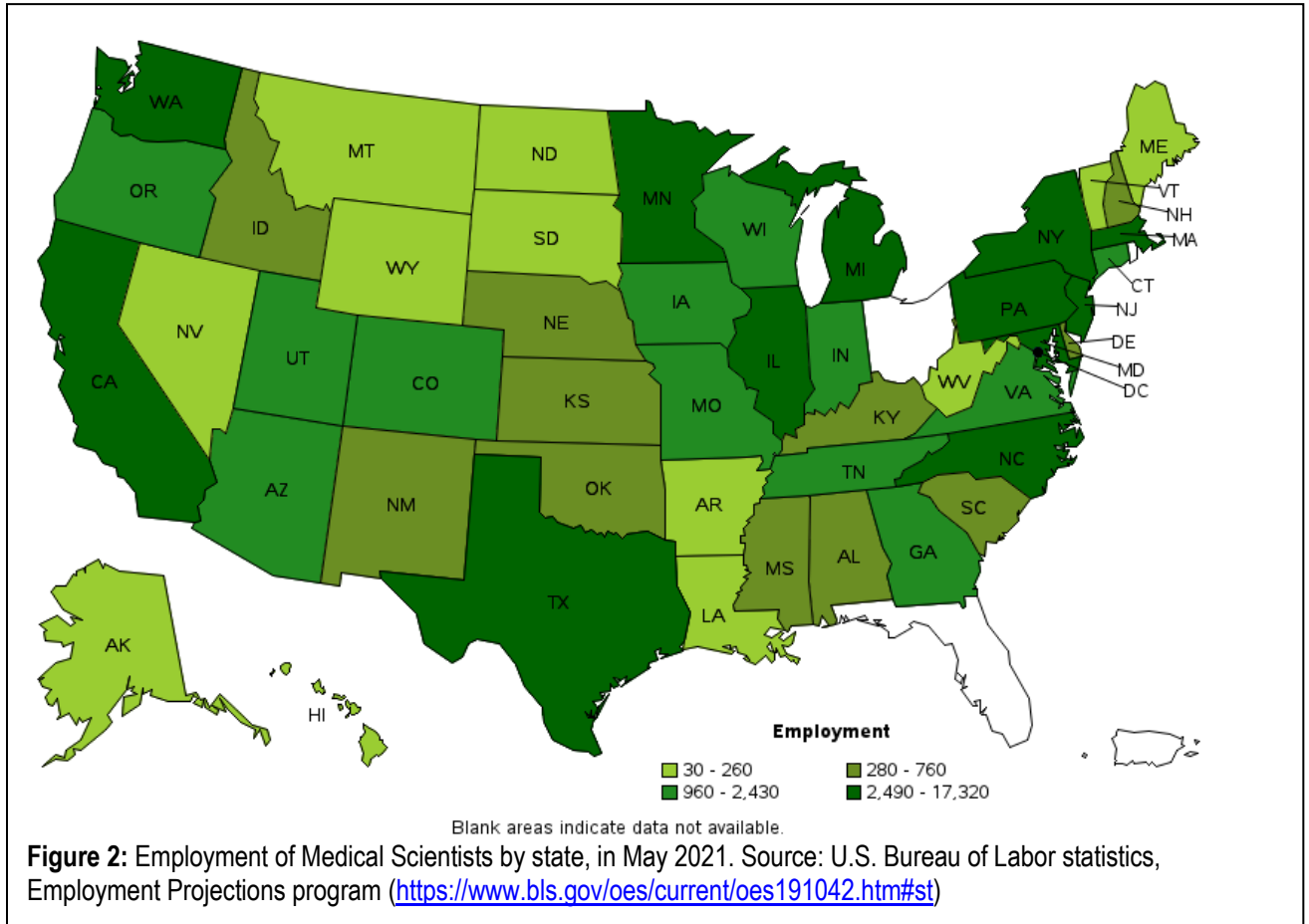


Figure 2 shows that in the state of Utah employment for medical scientists has been between 960-2,430. This shows that Utah currently has a strong work force of medical scientists. The about 10,000 openings in the U.S. for medical scientists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

In summary, the data show a strong demand for medical scientists in the state of Utah and the United States.



Student Demand

The new College of Veterinary Medicine does not currently have an MS graduate program. There are currently 17 faculty members in the 2+2 SVM program with WSU who have been affiliated with the Animal, Dairy and Veterinary Sciences department in CAAS, and who have Ph.D. or MS degrees. There are currently six MS students who are being trained by these ADVS/SVM faculty within the ADVS graduate program. As these faculty migrate over to the new CVM, they will continue training doctoral students. The CVM is expected to increase its faculty size from currently 24 to approximately 62 faculty by 2027, increasing the number of faculty who are likely to train graduate students. An anticipated number of 18 faculty members will have active research programs and dedicated laboratory space once the CVM has been fully developed. *If each of these principal investigators will train one or two MS students, a total number of 18 – 36 MS students will be enrolled in the proposed program in the future, depending on student demand.*

Similar Programs

The new proposed MS program is unique in the state of Utah in that it will be housed in a veterinary medical school (the USU CVM). The veterinary profession offers a different approach to medical science than a medical school, such as from the One Health perspective.

The *University of Utah with its School of Medicine* maintains an MS in Laboratory Medicine and Biomedical Science program (<https://medicine.utah.edu/pathology/medical-laboratory-science/ms>). That program offers two tracks: (1) clinical laboratory science and (2) biomedical research, but it is more focused on human clinical education and training than the program proposed here.

Offering an MS *degree at USU that offers a clear path to a biomedical scientist career* is expected to fill a

need that has so far been addressed to some extent only by the USU MS programs in the Animal, Dairy and Veterinary Sciences Department (ADVS), the Chemistry and Biochemistry Department, the Biological Engineering Department, and the Biology Department. These are all located in different USU colleges:

- Animal Dairy and Veterinary Sciences (in CAAS, currently, all emphases in this program target animal health with an agricultural relevance, <https://www.usu.edu/degrees/index.cfm?id=197>).
- Biochemistry (in the College of Science)
- Biological Engineering (in the College of Engineering; emphases in this program are mainly based on engineering, such as the Biomedical Engineering program)
- Neuroscience (College of Science and Emma Eccles Jones College of Education & Human Services)
- Nutrition and Food Sciences (CAAS; Nutrition, Dietetics, and Food Sciences Department).

The available MS programs, which show specializations as outlined above would be complemented by the proposed MS of Biomedical Sciences program, which is focused on training biomedical scientists with the added benefit of a veterinary medical perspective.

Collaboration with and Impact on Other USHE Institutions

All USHE institutions offer advising for students pursuing a bachelor's degree in anticipation of application to a biomedical graduate program. Therefore, all USHE institutions (and private colleges and universities in Utah) will benefit from student access to the proposed new MS program. The envisioned biomedical graduate program at the USU CVM will provide USHE institutions who train undergraduate students in preparation for graduate school with an option for placing students after they graduate with a Bachelors of Science degree, in graduate programs offered at the University of Utah. The CVM will collaborate with student advisors at these institutions to provide information about the new program at CVM, such as course prerequisites and other aspects important to future applicants to the new graduate program. There is a track record of the USU veterinary program reaching out to all colleges in the state of Utah since 2016. Annual conferences have been held at USU where pre-veterinary advisors from all colleges in Utah were invited to visit and to bring students along who are interested in becoming veterinarians. The events provide information about all aspects of the program, such as prerequisite coursework and admission application procedures so that students at each institution can successfully complete undergraduate requirements and compete for admission. For these events, all travel and boarding, as well as costs for food have been covered by USU. This "Prevet Advisor Conference" program has resulted in very successful and long-standing relationships with student advisors from colleges and universities across the state. Building on this successful model, future collaborations with other USHE institutions will be expanded and enhanced to include sharing information about the graduate program available at USU CVM.

Other Benefits: Colleges of veterinary medicine are often a strength of land-grant universities (as is true for UC Davis, Colorado State, Washington State, and others). This is because of the necessary training of their faculty members in the biomedical and agricultural animal sciences combined with the high degree of commitment demonstrated by their students. Teaching, research, and Extension programs are strengthened by the influx of faculty members, many of whom hold dual degrees (DVM, Ph.D. or DVM, M.S.) and are board certified in their areas of specialty. In addition to the professional program, graduate education is enhanced, as veterinary college faculty members are expected to have active research programs and be at the forefront of scientific discovery. Recruitment of a larger number of students into the proposed MS program will further increase demand for qualified students from all of Utah's colleges and universities. The greater demand for well-prepared applicants should have a positive impact on the size and scope of pre-biomedical student programs offered at all Utah colleges.

Because of the significance of a working graduate program for research operations, additional positive impacts of the proposed MS program on USHE institutions can be expected from substantially enhanced opportunities for research collaborations among faculty in the USU CVM and researchers at other universities, including the University of Utah and its medical school. The concept of One Health has given direction to interdisciplinary, science-based research solutions to many contemporary problems that affect all people, such as food security, disease outbreak control, and public health. One Health is a collaborative, multi-sectoral, and transdisciplinary approach — working at the local, regional, national, and global levels — with the goal of achieving optimal health outcomes for interconnected people, animals, plants, and their shared environment (<https://www.cdc.gov/onehealth/index.html>).

External Review and Accreditation

Accreditation of the proposed new MS program of the CVM will be sought by the Northwest Commission on Colleges and Universities, as well as by the American Veterinary Medical Association (AVMA) Council on Education (COE). The CVM as a whole requires accreditation from both agencies. AVMA COE accreditation is a stepwise process that starts with receipt of a Letter of Reasonable Assurance (<https://www.avma.org/education/center-for-veterinary-accreditation/accreditation-policies-and-procedures-avma-council-education-coe>). The CVM expects to receive such a letter in January 2024, in time for initiating admission of students in Fall 2025.

The interim dean of the CVM, the USU CEO, and President of USU, have already requested AVMA evaluation and assignment of a classification of accreditation to the CVM in 2022. **The proposed graduate program will be reviewed as an essential part of the new CVM accreditation.** The accreditation procedure, and the path to full accreditation of the USU CVM, consists of the following (from the AVMA COE website):

- (1) Receipt of written request for accreditation.
- (2) Receipt and review of appropriate reports submitted by the college.
- (3) A comprehensive site visit to the college.
- (4) Preparation of a report of evaluation by the site visit team.
- (5) Review of the evaluation report by the full Council on Education.
- (6) Assignment by the full Council of a classification of accreditation.
- (7) Interim reports including any changes to the application of Standards - annually for accredited schools, and every six months for those provisionally accredited, granted Reasonable Assurance, on probationary accreditation, or accredited with minor deficiencies.
- (8) Reevaluation (self-study and comprehensive site visit) at intervals of no more than seven years or after any major change. Focused site visits may be required at Council discretion.
- (9) Upon written notification a college may postpone or cancel a scheduled accreditation site visit or may withdraw from the accreditation process at any time.

In order to obtain a Letter of Reasonable Assurance, the college may request a consultative site visit. A fee (\$10,000) will be charged for a consultative and initial comprehensive site visit. The consultative site team is composed of COE site visitors and AVMA staff who provide an unofficial appraisal of the program as related to planned compliance with the Standards. The proposed college must submit a detailed self-study report of evaluation noting the plan eight (8) weeks in advance of the site visit, and after the visit, the COE will provide an unofficial written report of evaluation noting the readiness for a complete site visit (the fee will be another \$15,000). All expenses for the consultative site visit are paid by the proposed college (in this case, the USU CVM).

Section IV: Program Details

Graduation Standards and Number of Credits

The following passages in this section have been adapted from the ADVS Graduate Student Handbook.

Restrictions of Graduate Credit

1. **The minimum requirement for an MS degree is 30 semester credits, including at least 24 credits in residency and 6 to 15 semester credits of "Research and Thesis" (similar to ADVS 6970). Courses outside the student's major field numbered 3000-4990 may be used for the MS degree only with the approval of the Supervisory Committee and the Dean of SGS. These courses are subject to a limit of 3 credits.**
2. "Research and Thesis" or "Dissertation Research" credits will be graded, upon consultation with the Major Professor, as P for each semester enrolled.

Duration of a Degree Program

Graduate study in the CVM must be completed in a reasonable period of time. Graduate students may use the following to guide their progress:

1. Under typical circumstances, a student entering the graduate program with a BS degree should complete the MS degree within 2 years of full-time graduate study. However, lengths of individual programs can vary depending on the program of study. Students with a strong background may complete these degrees in less time.
2. Acceptance of credit taken more than 8 years prior to completing a degree can be obtained only by following the policy of the School of Graduate Studies (SGS).
3. Graduate students on DAs or Fellowships will not normally be supported for a total of more than 2 years (MS degree), 3 years (PhD degree) with MS or DVM, or 4-5 years for the BS to PhD degree.

Standard of Achievement in Courses

1. Graduate students must report to the Major Professor required courses in which grades below "C" were obtained.
2. The Supervisory Committee and the Department Head have the option of accepting required credit with grades of "C", "C+", or "B-". A C- is a failing grade. Students whose GPA falls below a 3.0 for 2 consecutive semesters may be dismissed from a graduate program.

Appeals procedure

1. Any graduate student or faculty member wishing to challenge decisions of the Graduate Programs Committee or Supervisory Committee shall petition the Department Head for a hearing. The Department Head may agree to hear arguments pertaining to the matter or to appoint a Hearing Committee which shall subsequently advise the Department Head as to a recommended course of action.
2. All Departmental decisions shall remain the ultimate responsibility of the Department Head. Individuals who wish to pursue additional avenues of appeal beyond the Department level shall consult the USU Student Code for approved procedures at <https://studentconduct.usu.edu/studentcode/>.

Admission Requirements

All applicants to the proposed CVM graduate program must comply with requirements set forth by the USU School of Graduate Studies (https://catalog.usu.edu/preview_entity.php?catoid=35&ent_oid=3513), as well as <https://gradschool.usu.edu/admissions/policies>

A. Graduate Programs Committee - Responsible for the following:

1. Review and evaluate applications for admission to graduate programs in the Department.
2. Make recommendations to the Department Head, who is responsible for the final decision on each application.

B. Criteria for Admission

1. Documents required include the following:
 - a. Completed Application for Admission Form including a statement of interest (<https://gradschool.usu.edu/apply/>).
 - b. Official transcripts of all college and university course work of the applicant.
 - c. Graduate Record Examination (GRE) scores, including the Verbal, Quantitative, and Analytical Writing sections.
 - d. At least 3 letters of recommendation.
 - e. International applicants must also submit:
 - i. International applicants from non-English speaking countries must provide evidence of a minimum score of 213 on the computer-based TOEFL examination or 79 on the internet-based test, a score of 6 or higher on the IELTS or 53 on the PTE. Applicants who fail to achieve a passible score are required to take the English Language Placement Test as given by the Intensive English Language Institute at USU. The results of the test place applicants into 1 of 3 categories; (1) full-time study of English (Intensive English Program), (2) a combination of English language study and academic study, or (3) full-time academic studies. Full-time category requires a score of 6.0. See SGS requirements at: (<https://gradschool.usu.edu/apply/>)
 - ii. Financial certification and a financial guarantee statement.

2. Desired standards of performance and background for acceptance as a matriculated graduate student:
 - a. A grade point average (GPA) of 3.0 or higher (on a 4.0 scale), with primary consideration on the last 60 semester credits of the most recent degree program and the quality of the program.
 - b. Scores from the GRE, including Verbal and Quantitative sections, should be at the 40th percentile or higher for each section.
 - c. Three letters of recommendation.
 - d. The applicant for a graduate program in the CVM should have completed a BS undergraduate program that includes the following science courses and their prerequisites or equivalent courses: BIOL 1610 (Biology I) and 1620 (Biology II) or their equivalents; basic courses in inorganic and organic chemistry [such as CHEM 1210 (Principles of Chemistry), CHEM 1220 (Chemical Principles Laboratory I), CHEM 1225 (Chemical Principles Laboratory II), and CHEM 2300 (Principles of Organic Chemistry), or their equivalents]; MATH 1050 or STAT 2000 (Statistical Methods) or their equivalents.
 - e. Applicants with deficiencies in these areas may be admitted to a graduate program of study subject to the completion of remedial coursework specified by the GPC and the Department Head. Other preparatory courses may be specified by the student's Supervisory Committee. The student must receive a grade B or higher in each of these courses. Remedial courses cannot be listed as credit courses required for the student's Program of Study. Additionally, a nontraditional graduate student (has received a Bachelor's or Master's Degree in a field other than Biology or Animal, Dairy or Veterinary Science) with adequate GRE scores, GPA and recommendations, may be asked to take additional courses. It will be the responsibility of the Supervisory Committee to develop a program of study that will adequately compensate for areas of deficiency. The student must receive a grade of B or higher in each of these courses.
 - f. International applicants from non-English speaking countries must meet the English requirement as set by SGS. (<https://gradschool.usu.edu/apply/>).
 - g. Before an applicant can be admitted as a matriculated student, a qualified faculty member must agree to serve as his/her Major Professor. The Major Professor must be a faculty member within a CVM department, working within the applicant's academic area of interest, and a member of the Graduate Faculty.

Student Status

A. Matriculated Status

1. A matriculated student who has been accepted by the Department into an approved degree program, with the concurrence of the Dean of SGS, will continue in matriculated status as long as he/she maintains satisfactory performance.
2. A student with a GPA that falls below a 3.0 any semester will be notified by the School of Graduate Studies and will be placed on probationary status. The status of a student whose GPA falls below 3.0 for two consecutive may have his/her graduate program terminated. In the latter case, reapplication is required to regain matriculation. Should a student holding an appointment such as a CVM Assistantship or Fellowship or a Presidential Doctoral Research Fellowship be changed to probationary status, the assistantship or fellowship will be terminated. Until a Program of Study is submitted to the School of Graduate Studies office, computation of the GPA will be based solely upon the post-baccalaureate courses on the student's USU transcript. Once a Program of Study is approved by the student's Supervisory Committee and the Department Head and is on file with RGS, the course grades on it will be used to compute the student's GPA.

B. Matriculated-provisional Status

1. A student may be matriculated on a conditional basis when information, such as GRE scores, has yet to be received by SGS, or whenever a missing prerequisite or academic deficiency must be remedied. Continuation in the degree program is contingent upon the completion of specified conditions as specified in the student Letter of Offer by the Department or CVM dean. If a student does not adhere to the conditions specified in the letter, such as time of completion for the deficiency, the student will be terminated from the program. This policy applies to all students and will be strictly enforced by SGS.
2. Any conditional admission and the time limit for meeting the condition will be specified at the time of acceptance in the Letter of Offer from the Department Head or Dean of the CVM, in writing to the student (also as a PDF via email if services are available) and to the Dean of SGS. Whenever an applicant agrees to the condition for admissions by electronic verification as specified in the Letter of Offer, it is with the understanding that he/she accepts each condition and the time limit for meeting it. Once the requirements are met, the student will be removed from conditional status by SGS. By not meeting a provisional

status condition on time will be grounds for dismissal from the degree program. This policy will be enforced by SGS.

3. A student on provisional status may be awarded a Departmental Assistant, if his/her GPA is 3.0 or above and he/she is a full-time student.

4. A conditional student can obtain approval for the establishment of his/her Supervisory Committee. The Program of Study should be submitted within the appropriate time frame but will not be approved by the Dean of SGS until all conditions of conditional status have been met. Students need to realize that conditional status places them in a precarious situation if conditions are not met as specified in the Letter of Offer. Therefore, the CVM generally will not offer conditional status, and in particular to an international student.

C. Matriculated-probationary Status

1. For continued participation in a graduate program, a student must complete requirements in a timely manner with scholarship and independence. Upon reviewing a student's progress, several factors will be considered including demonstrated ability to develop a thesis proposal, independence in the conduct of research, performance on comprehensive examinations, GPA, and special program requirements. A matriculated probationary student is where the student has been put on a warned status because of inadequate progress on his/her program. The student will be removed from matriculated-probationary status by the Dean of SGS once conditions recommended by the Supervisory Committee and Department head or dean of the CVM and approved by SGS are met.

2. A student will lose his/her Departmental Assistantship or Fellowship if placed on matriculated probationary status.

3. Matriculated-probationary status may be grounds for dismissal from the degree program.

D. Non-matriculated-post-baccalaureate Status

1. A non-matriculated-post-baccalaureate student holds a Bachelor's degree but has not been accepted to a graduate degree program. A student in this category should apply to the Undergraduate Admissions Office if taking additional classes. To gain admission as a matriculated graduate student, he/she must apply to the School of Graduate Studies and be accepted by the Department.

2. A maximum of **12** semester credits earned as a non-matriculated post-baccalaureate student may be used in a graduate degree program, but only if approved by the student's Supervisory Committee after admission as a matriculated graduate student.

E. Undergraduate Status

1. Course credits applied to an undergraduate degree cannot be applied to graduate degree program. An exception to this policy directly follows below in 2.

2. A transitional student is a Utah State University undergraduate who has received permission to file a split form in order to register for graduate courses. A transitional student must be within 30 credits of completing his/her BS degree requirements, have a GPA of 3.0 or higher, and have applied for admission to RGS. The split form must be filed prior to posting the grades for the particular semester requested to be split. The form must be signed by the Department Head or Dean of the CVM and/or Undergraduate Advisor. A split form cannot be processed after the Bachelor's degree has been closed out and the option is only available to USU undergraduates. A maximum of **9** semester credits earned in this way may be used in a graduate degree program, but only if approved by the student's Supervisory Committee after admission as a matriculated graduate student. Approval of the split form does not guarantee acceptance by SGS and into a graduate program within the Department.

3. Students who have completed a BS degree and want to take additional classes but do not seek MS or Doctoral degrees should apply to the Undergraduate Admissions Office (USU Registrar's Office).

Curriculum and Degree Map

A. Research Pre-proposal

The research pre-proposal prepared by the graduate student is a summary of the planned research, and contains a brief introduction, justification, objectives, experimental design, and procedures to be followed. It is presented to the Supervisory Committee in a formal setting to examine the student's understanding of the problem and the plan of research. Following this

process, it becomes a thesis proposal and is then submitted to the Graduate Programs Coordinator or Department Head for review along with the Program of Study form. The pre-proposal presentation should take place during the end of the first year of study for the MS program. The student's research program for the MS degree must be a contribution to the field of knowledge based upon the graduate student's own investigations or a treatment and presentation of known subject matter from a new point of view.

B. Thesis

(See also <http://rgs.usu.edu/graduateschool/htm/degree/semesterdeadlines>).

1. A graduate student should meet with his/her Supervisory Committee prior to the termination of the research program for review and approval of the research results. Only after this review should the final writing of the thesis be undertaken.
2. The graduate student must refer to the current Publication Guide for Graduate Students at Utah State University issued by the School of Graduate Studies for instructions on format and standards of writing for theses and dissertations. The thesis may be prepared in either traditional or multiple-paper format.
3. When the completed thesis has been certified by the Graduate Programs Coordinator, it should be distributed to the members of the Supervisory Committee at least 4 weeks prior to the final oral defense (20 USU business days). This gives time for the committee to review the thesis prior to signing the Appointment for Examination Form, which is required to be submitted to SGS 2 weeks (10 business days) prior to the defense. The 10 USU business day policy is strictly enforced by SGS.
4. Committee members who believe that the thesis is not in final form will notify the graduate student and Major Professor prior to the 2 week (10 business days) deadline for signing the Appointment for Examination Form (which is 2 weeks prior to the scheduled defense). The defense may be postponed in order to make the appropriate revisions.
5. Only minor, usually editorial changes, may be made following the defense. If major changes are needed, another defense must be scheduled.
6. Following final Supervisory Committee approval of the thesis, as evidenced by the signatures of all Committee members on the title page, the thesis is submitted to the Graduate Programs Coordinator for Departmental Approval.
7. Upon approval of the thesis on behalf of the Department by the Graduate Programs Coordinator, it is submitted to the Department Head for his/her signature on the title page.
8. The thesis signed by the Department Head is submitted to the School of Graduate Studies for review by its thesis coordinator.
9. Once reviewed by the School of Graduate Studies, the thesis will be returned to the graduate student through the Graduate Programs Coordinator for final corrections/revisions.
10. Upon verification of all required corrections/revisions by the Graduate Programs Coordinator, the thesis will be returned to the School of Graduate Studies for the Dean's signature on the title page, and then submitted for binding.
11. At the time of defense a student must be registered for 3 credits. Following the semester of defense, the student is given a one-semester grace period to finish his/her thesis. If the time of completion goes into the following semester, then there is a \$100 assessment fee paid to the Graduate School. If it goes an additional semester, there will be an additional \$100 fee (total = \$200). If the completion goes beyond three semesters, then the student will have to re-defend and register for 3 credits.
13. If the graduate student fails to complete all degree requirements (i.e. submission of the bound thesis, scientific and layperson abstracts to library) within 1 year of the successful defense, the student will be required to re-defend.

C. Examinations of MS Degree Candidates

a) A thesis defense will be scheduled at least 10 USU business days before the student's anticipated completion date. The defense consist of two separate parts, one immediately following the other.

(1) Part 1 consists of a public seminar presented to the Supervisory Committee and all interested faculty, graduate students, and other persons during normal working hours for the university. A general announcement via email as to time, place, and topic must be made preceding the seminar and/or in an individual flyer a minimum of 10 business days before the scheduled seminar. It is the joint responsibility of the Major Professor and student to ensure that the seminar is publicized. The seminar will precede the oral defense conducted by the Supervisory Committee (below).

(2) Part 2 consists of an oral defense conducted by the Supervisory Committee. The defense usually follows the seminar (above), is closed to the public, and will usually concern thesis related topics. The student should be notified in advance if he/she is to be tested on topics outside of the thesis. A unanimous vote of the supervisory committee is required to pass the defense. In the event of conflict, the Graduate Programs Coordinator will recommend a procedure for action to the Department Head and the matter will be taken to the Dean of the School of Graduate Studies.

b) Recommendations regarding the student's qualifications and permission to continue graduate work toward the PhD degree will be made by the Supervisory Committee to the Department Head or Dean of the CVM for final approval.

D. Schedule of Examinations

a. Students and advisors should carefully review the School of Graduate Studies requirements as set forth in the Graduate Catalog regarding examination schedules (<https://catalog.usu.edu/>).

b. Departmental Schedule

(1) A copy of the completed thesis is to be submitted to the Graduate Programs Coordinator 5 weeks (25 business days) prior to the final defense. The Graduate Programs Coordinator will certify to the Supervisory Committee that the thesis is complete and suitable for use as an examination copy. Copies of the certified thesis must be made available to members of the Supervisory Committee 4 weeks (20 business days) prior to the defense.

(2) The oral defense of the thesis must be scheduled through the School of Graduate Studies at least 10 working (business) days before the oral defense is to take place.

(3) Following the oral defense and approval of the thesis by the Supervisory Committee, the completed thesis will be resubmitted to the Graduate Programs Coordinator for Departmental review. The Graduate Programs Coordinator will then certify to the Department Head that the thesis is appropriate in format and content for submission to the School of Graduate Studies. The Department Head will approve the thesis and sign in a space provided on the title page.

(4) Following review by the School of Graduate Studies, the thesis will be returned to the student's Major Professor through the GPC for final corrections. The GPC will then certify that the corrections have been made so that the thesis may be returned to the School of Graduate Studies for approval.

E. Graduate Student Supervision

1. A Major Professor must be assigned to all graduate students at the time of matriculation. Students desiring to change their Major Professor may petition the Department Head. It is the Department's responsibility to ensure that a Major Professor is available for a student once admitted unless there is justifiable cause for not doing so. Justifiable cause includes unwillingness or inability of the student to pursue research that falls within the interest of a faculty member, unsatisfactory progress in the graduate program, including either course work or thesis research, and personal relationships that make the advisor-student relationship untenable. In cases where a Major Professor is no longer available through no fault of the student - such as in the case of retirement, resignation from the university, or death - the Department will make a good faith effort to assign a Major Professor.

2. Supervisory Committee: Matriculated graduate students must have a Supervisory Committee, which is responsible for approving and supervising the program of courses and research and overseeing the conduct of and approving the research for the MS (plan A only in this graduate program) thesis. The graduate student, after consultation with the Major Professor, should provide a completed Supervisory Committee Assignment form and a one page outline of the student's proposed research project to the GPC by the end of the first semester of enrollment. The GPC will then make a recommendation to the Department Head. The Department Head will make the final selections and forward the Supervisory Committee Assignment form to SGS. The form can be assessed online at <https://gradschool.usu.edu/forms/>.

3. The Program of Study form must be prepared and submitted to the Department Head for approval by the end of the second semester of study. The form is accessed by using either USU ACCESS (via Portal) or by USU ACCESS (bypass portal). The student will click Student and then go to DegreeWorks. The Program of Study will be completed by following the promptings on the screen. The research risk section on the Program of Study form (for an MS degree) must be checked, and where applicable the appropriate approval must be submitted to the School of Graduate Studies before the form will be approved by the Dean of RGS. The Program of Study form can be assessed online at <https://gradschool.usu.edu/forms/>.

4. Committees supervising graduate program leading to the MS degree shall consist of not fewer than three members of the USU faculty. All three faculty may be members of ADVS. At least one member must represent the graduate student's area of specialization, and at least one must be from outside the specialization area.

5. Faculty holding any rank below the Assistant Professor level may serve on the Supervisory Committee as an additional non-voting member, with the approval of the Dean of SGS.

6. The Thesis Director, even if not a member of a given CVM department, must be a member of the Supervisory Committee.

7. The graduate student's satisfactory progress through his/her program and rational evaluation of his/her success depends on the members of the Supervisory Committee being responsible and regularly available to the student for consultation.

8. Additions to the Supervisory Committee will be allowed to (1) fill vacancies created by the actual or de facto resignation of a member when that resignation renders the Committee invalid by the criteria outlined in 4. or 5. above, or (2) provide expertise for a need that was not foreseen at the time the original Committee was appointed. De facto resignation shall be deemed to exist when, in the opinion of the Departmental Head, a member is unable or not willing to function effectively in that capacity.

9. All changes in the membership of the Supervisory Committee will be accomplished by the procedures of point 2. above. No alterations in the membership of the Supervisory Committee will be made without approval of the Departmental Head. It is the policy of RGS not to approve changes in Supervisory Committee membership within 6 weeks of the final examination other than in exceptional circumstances.

Section V: Institution, Faculty, and Staff Support

Institutional Readiness

The proposed graduate program will be administered by the department heads, once departments have been formed and approved, with support from an administrative assistant trained in that role. The Associate Dean for Research and Graduate Studies will oversee the program at the college level. As the program grows, an Associate Department Head for the graduate program may be appointed in the future. The CVM will not have an undergraduate program in the foreseeable future. Therefore, undergraduate students will be recruited from other departments at USU, such as ADVS, and from other

universities. Given the expected relatively low number of graduate students in the CVM, no impact on the delivery of undergraduate and/or lower division education is expected. CVM graduate students may attend graduate-level courses offered across campus, which could slightly increase overall attendance of these courses.

Faculty

Preclinical courses offered in the veterinary professional program that are suitable for training medical scientists will be cross-listed in the graduate program. All of these courses are currently taught by faculty in the 2+2 veterinary WIMU program, who will transfer over into the CVM. Other graduate level courses listed in Appendix A are already existing and will continue to be taught by faculty in the different departments. The CVM will have sufficient numbers of faculty with significant research appointments to support training of graduate students in the laboratory setting once the faculty currently affiliated with ADVS are transferred over into the new college beginning in spring of 2023. As the CVM will develop its projected faculty size of approximately 62 until 2027, it is expected that at least 18 of these faculty will train graduate students, doubling the number of faculty currently training graduate students. These faculty may also develop new graduate level courses not listed in this proposal over time. CVM preclinical courses would be made available USU campus-wide similar to the arrangements currently in place. It will therefore not be necessary to hire faculty dedicated to creating graduate courses for the CVM.

Staff

Staff for the new CVM will be hired as needed to build out the administrative structure of the college. This includes staff support for the graduate program, such as a graduate program coordinator. Qualified personnel has been identified and will be hired as soon as the graduate program has been approved.

Student Advisement

- Graduate students typically communicate their interest in pursuing an MS degree directly to faculty, whose research area is of interest to the individual student. The faculty member will advise the student in collaboration with the graduate program coordinator about timelines, requirements, exams, finances, perspectives, expectations and other aspects of being an MS student.
- In addition, the CVM will have a student advisor for the veterinary program, who will also advise graduate student applicants and candidates.
- Wellness: Veterinary medical education is extremely demanding and can be very stressful. It is fairly common for veterinary students to need professional counseling to help them deal with academic or personal problems that can accompany the demanding curriculum. Professional counseling on the USU campus has been provided by a dedicated wellness counselor and staff in the Center for Counseling and Psychological Services. In addition, the CVM has a dedicated wellness professional and social worker, who is providing student counseling. This counselor will also be available to students in the graduate program.

Library and Information Resources

Library and Information Services will mainly be provided by the Merrill-Cazier Library on the main USU campus, which provides access to almost two million print books and journals, 7,600,000 e-books (including over seven million in the Hathi Trust Digital Library), 480,000 government publications, and over 60,000 electronic journals. The USU CVM will continue its partnership with USU Libraries to provide services, develop, and manage all library and information resources, as well as its additional online electronic resources.

Additional resources are available online to veterinary students through the Merrill-Cazier Library, which will receive financial support from the USU CVM, similar to relationships other colleges maintain with USU Libraries.

The Operating costs in the CVM annual budget contain a line item for Library Support of \$25,000 for years 1 and 2, \$50,000 for year 3, and \$200,000 for year 4 and beyond to support veterinary student support. It is not anticipated that additional resources will be needed for the relatively small number of students expected to be trained in the CVM graduate program.

Projected Enrollment and Finance

See Appendix D

Section VI: Program Evaluation

Program Assessment

The goal of the MS graduate program in the USU CVM is to train outstanding biomedical scientists, who will conduct research aimed at improving overall human and animal health. According to the Bureau of Labor Statistics, work by such scientists includes:

- Design and conduct studies that investigate both human diseases and methods to prevent and treat them
- Prepare and analyze medical samples and data to investigate causes and treatment of toxicity, pathogens, or chronic diseases
- Standardize drug potency, doses, and methods to allow for the mass manufacturing and distribution of drugs and medicinal compounds
- Create and test medical devices
- Develop programs that improve health outcomes, in partnership with health departments, industry personnel, and physicians
- Write research grant proposals and apply for funding from government agencies and private funding sources, (particularly in an academic setting)
- Follow procedures to avoid contamination and maintain safety (<https://www.bls.gov/ooh/life-physical-and-social-science/medical-scientists.htm#tab-2>).

Moreover, the completion of an MS degree is often the first step towards obtaining a PhD, which in turn is commonly a requirement for employment as a university professor, researcher, or scientist in many fields.

The CVM will work with the School of Graduate Studies, which provides administrative, financial, and professional support for graduate programs and graduate students in all disciplines and on all USU campuses to ensure best practices for program assessment and accreditation.

Accreditation of the MS program will be sought as part of USU accreditation by the Northwest Commission on Colleges and Universities, as well as by the AVMA COE as part of the CVM accreditation as a veterinary school.

The MS graduate program will be administered by the head of the department that is currently awaiting approval, and once a second department has been established, also by the head of that second department as well. Each department will have a similar structure for administration of the graduate program.

Student success is continually evaluated in an ongoing process provided by the administrative structure of the CVM:

1. The graduate program committee in each department of the CVM will perform a comprehensive review of the MS program at approximately 5 year intervals as mandated by the School of Graduate Studies. The reviews will include surveys of current students, alumni, and employers of graduates and reviews of comparable institutions.
2. In accordance with the Utah State Board of Regents Policy R411, departmental reviews will be periodically conducted to assess and improve educational standards. The graduate program would be subject to the same reviews. The USU Provost's Office will administer the review and there are two components to the review: a department self-study and an on-site department visit by an accreditation team. The department self-study will be at least once every 7 years and will include missions and goals, program descriptions, all degrees offered, support functions and outreach efforts. The review committee will consist of at least one Utah State University faculty member and two, off-campus experts in the departmental discipline under review.
3. Each department at USU has instituted the policy of having every course evaluated by students each time it is offered. Each course taught in the graduate program will be subject to the same student assessment. The IDEA system of course and teacher evaluation is used by Utah State University. It was implemented in 2011. It is a statistical, science-based assessment program that relies on an extensive, nationwide repository of course evaluation data. The system allows students to evaluate

the quality of the course, the teacher, and the perceived progress toward instructor-selected course objectives. The IDEA system takes the raw course evaluation scores as input values and converts them to a normalized evaluation score by comparing to other course evaluations from the nationwide IDEA database. A score of 50 is average (scores between 45 and 55 are statistically identical and 40 % of courses are in this category). Courses with scores below 45 are below average (30% of courses) and courses with scores above 55 are above average (the final 30% of courses).

4. The administrative structure of the departmental graduate program will ensure quality of education in the program:

a) Department Head (DH) - Responsible for the graduate programs of the Department. Certain aspects of the programs may be delegated to individuals (Associate Department Head for Academic Programs and the Graduate Programs Coordinator, both TBD) and other groups (Graduate Programs Committee - GPC) that are accountable to the Department Head for recommendations and/or actions.

b) A Graduate Program Coordinator may be appointed in the future as the program grows and the need arises, but likely not before 2027. The Graduate Program Coordinator may be a faculty member with a faculty service appointment (1 month salary at \$24,000 per year). The Graduate Program Coordinator would be responsible for routine duties as needed for maintaining oversight over the graduate program, or as delegated by the DH.

c) Graduate Programs Committee (GPC) – advisory group of 5 faculty members responsible for informing the Graduate Programs Coordinator and making recommendations to the Department Head on matters such as, but not restricted to, improvement of the departmental graduate programs, new student application evaluation, graduate curriculum review, and other aspects of the program.

d) Major Professor - will:

- i) serve as an advisor and supervisor for graduate students for whom he/she has accepted responsibility.
- ii) recommend members of a Supervisory Committee to the GPC, following consultation with their graduate student. Must be approved by the 2nd semester for PhD students.
- iii) serve as Chairperson of the Supervisory Committee for each of their graduate students.
- iv) counsel their graduate students on courses to be taken.
- v) encourage their graduate students to adhere to the normal graduate progress scheduled as specified.
- vi) usually serve as the Thesis Director for his/her graduate students.
- vii) review the Tuition Award Agreement with the student, if applicable, and make sure it is properly executed.

e) Thesis Director – will:

- i) advise and assist the graduate student in developing a research project title and pre-proposal.
- ii) supervise the conduct of the graduate student's research project, assuring that the thesis or dissertation is prepared as a scholarly document and satisfies all SGS requirements for approval.
- iii) serve as a member of the graduate student 's Supervisory Committee.

f) Supervisory Committee - responsible for certifying writing competency if English is not the first language, approves course work and research, and conducts the thesis defense of the graduate student.

- i) Members of the supervisory committee are approved for appointment by the Dean of SGS on the recommendation of the Graduate Programs Coordinator and Department Head.
- ii) The Major Professor will serve as Chair of the Supervisory Committee. The Major Professor and graduate student will recommend faculty members appropriate for the Supervisory Committee to the Graduate Programs Committee which, in turn, recommends the Committee to the Department Head.
- iii) The recommendation from the GPC will follow a review of the graduate student's completed Supervisory Committee Assignment Form (on-line form) and a one- page preliminary statement of the student's proposed research project.
- iv) Supervisory committee members should consist of faculty that have expertise and experience to contribute effectively to the training of the graduate student. They must also be a member of the Utah State University

Graduate Faculty, and will include all department faculty members with MS, PhD and/or DVM degrees. As the graduate program is further developed in the future to include MS graduate students, these individuals will be eligible to serve on graduate advisory committees as follows:

- (a) faculty with PhD terminal degree will be eligible to serve as a chair or regular member of a Supervisory Committee for students pursuing PhD or MS degrees.
- (b) faculty with an MS terminal degree shall be eligible to serve as a chair or regular member of a Supervisory Committee for student pursuing an MS degree.
- (c) Faculty with a DVM terminal degree, but no other graduate degree may serve as a regular member of any Supervisory Committee, but may not serve as a chair of a Supervisory Committee.
- (d) Faculty with a DVM terminal degree and a MS or PhD graduate degree may serve according to the above policy for the respective degree.
- (e) Service on a Supervisory Committee by a non-faculty (including Adjunct and non-university scientists) will be approved on a case-by-case basis by the DH.

Student Standards of Performance

All students will complete courses of biomedical relevance, where they will have to pass exams and earn grades. Courses will be selected based on the student's academic interests and in cooperation with the student's supervisory committee and Major professor to ensure optimal training of the candidate. In addition to formal coursework, students are expected to engage in active and applied learning experiences. These include research activities and scholarly activities beyond the thesis itself, such as preparing and giving scientific presentations inside and outside of the university, and participation in the publication process, as well as in the preparation of research grant applications.

All students are expected to publish a paper in a scientific journal and present their work at a professional meeting. All graduate students will be assigned a faculty advisor at the time they are admitted into the program, who will work with the student for the entire time the student is enrolled in the program. Each student's progress in the program will be reviewed annually by all members of the supervisory committee and feedback will be provided to the student. Areas of review will include research skills and progress, also overall toward completion of the program, coursework performance, assistantship performance, other accomplishments, and anything of concern.

Appendix A: Program Curriculum

Course Number	NEW Course	Course Title	Credit Hours
Core Course Menu			
VM 7519		Veterinary Physiology I (or alternatively, BIOL 6600)	3
VM 7520		Veterinary Physiology II (or alternatively, BIOL 6600)	3
VM 7511		Veterinary Anatomy I	3
VM 7534		Veterinary Immunology	2
VM 7585		Epidemiology	3
VM 7546		Systemic Pathology	3
ADVS 6160		Methods in biotechnology: cell culture	3
ADVS 5260		Methods in biotechnology: molecular cloning	3
VM 7522		Pharmacology	2
VM 7523		Toxicology	3
BIOL 5240		Virology (taught every other year, in rotation with immunology)	3
VM 7510		Veterinary Microscopic Anatomy	3
ADVS 6650		Science Communication	3
ADVS 6630		Endocrinology	3
VM 7970	X	Thesis research	6-15^{*1)}
CHEM 5700/5710		Biochemistry	3
CHEM 6720, 6740, 6750, 6760, 6770, 6780, or 7770		Biochemistry graduate level classes, taught on a 2 year rotation. Students can select as appropriate due to prior courses and personal interest.	2, 3
STAT 5500		Biostatistics	3
STAT 5200		Analysis of Designed Experiments	3
BENG 6890		Tissue Engineering	3
PSC 6150		Bioinformatics and Big Data Mining	3
BIOL 6600		Comparative Animal Physiology (alternative to VM 7519 and 7520)	3
BIOL 7140		Methods in Neuroscience	3
BIOL 6020		Cellular and molecular Neuroscience	3
BIOL 7110		Cognitive Neuroscience	3
ADVS 6210		Molecular Reproduction and Development	3
ADVS 6200		Physiology of Reproduction	3
Course Credit Hours			15-24 ^{*2)}
Total Credit Hours including Thesis Research			30 ^{*1)}

^{*1)} The minimum requirement for an MS degree is 30 semester credits total, which includes 15- 24 credits in residency and, for MS graduate students, 6 to 15 semester credits of "Thesis Research" (VM 7970, similar to ADVS 6970). Courses outside the student's major field numbered 3000-4990 may be used for the MS degree only with the approval of the Supervisory Committee and the Dean of SGS.

Add An Emphasis:

Can students complete this degree without emphases? <input checked="" type="checkbox"/> Yes			
Course Number	NEW Course	Course Title	Credit Hours
Name of Emphasis:			
Emphasis Credit Hour Sub-Total			
Total Number of Credits to Complete Program			

Program Curriculum Narrative

The CVM is currently still awaiting approval of its first department, which will administer a departmental aspect of the CVM graduate program.

1. No emphases: As described above, the minimum requirement for an MS degree is 30 approved graduate semester credits, which can include 6-15 thesis research credit hours (plan A). In general, graduates with a degree in Biomedical Sciences need core courses in molecular biology, cell biology, research methods, biomolecular science (such as biochemistry), biomedical science, and gross anatomy. Furthermore, they need skills in scientific writing and science communication. Students in the proposed program will be able to choose from courses listed in Appendix A to fulfill their credit requirements. However, the employment and area of work for graduates in this area is highly diverse (<https://www.bls.gov/ooh/life-physical-and-social-science/medical-scientists.htm#tab-2>). Selection of courses from the USU general course catalog may therefore differ from the menu listed in Appendix A (above) to accommodate career choices, but establishment of specific emphases is not envisioned at this time, as there are too many specializations and flexibility should be maintained in the graduate students' interest. However, the designation of "MS of Biomedical Sciences" may change once the full faculty has been developed and emphases can be developed based on research emphases in the CVM.

2. Rotations: To assist with matching interested students to Major Professors and their research groups, students with undetermined research interests will have the opportunity to rotate through 2-3 research groups of their choice. The funding of these students for the duration of the rotations before students commit to a major professor will be provided by the department and based on availability of funds.

3. Departmental Assistantships (DAs, these are modeled after the ADVS departmental assistantships)

a) Matriculated graduate students may be employed part-time as a Research Assistant (RA) on contract for 20 hours per week. The number of hours is based on the Full Time Equivalent (0.5 FTE = 20 hours/week; 0.25 FTE = 10 hours/week). RAs are collectively considered a Departmental Assistantship (DA) and have a 10 hour/week teaching component fall and spring semesters. If the Assistantship is the sole source of income on the USU campus, then no action needs to be taken. If a student chooses to take on additional work outside of the RA, those hours have to be entered into the USU time clock system. Such hours are in addition to the 'standard' hours of the RA. The Department does not encourage students on an RA to work beyond the 20 hours/week because the student needs the required time dedicated to learning and participating in a graduate program. DAs are required to take the Teaching Assistant Workshop USU 7920 prior to the semester they are given a teaching assignment. The course is 1-credit and is graded pass/fail. the CVM requests that School of Graduate Studies pay the class fee. The 1- credit course hour cannot be counted as a credit hour on the Program of Study. Students failing to take the Workshop will lose their RA until the teaching assistant training requirement has been completed.

b) DAs are generally offered on a competitive basis to outstanding graduate students who are matriculated, or in the process of matriculation, in an approved departmental graduate degree program. DAs are awarded by the Department Head in accordance with Departmental guidelines and upon the recommendation of the Graduate Programs Committee (**GPC**). Students receiving a DA must meet the minimum requirements of RGS (GPA ≥ 3.0 and GRE percentiles in Verbal and Quantitative ≥ 40). To remain competitive for a DA, a graduate student usually has to have a GPA ≥ 3.5 and GRE percentiles greater than 40.

c) Departmental Assistantships are usually awarded on a 52-week basis. The recipient of a DA is expected to contribute 20 hours per week (1040 hours per year) of his/her time to the Department. Of this time commitment, 300 hours are required as a Teaching Assistant, equivalent to 20 hours per week for one semester (20 hr/wk x 15 wk/semester = 300 hr) or less time per week if the assignment is over more than one semester within an academic year. Assignments are usually for fall and spring semesters. Teaching assignments will be directed by the GPC chair who will designate the courses to which the students are assigned with approval of the Department Head. The student's Major Professor will be notified of their student's assignments. DAs are for half-time duties and generally differ from scholarships and fellowships in that they are provided in return for 20 hours per week on an assignment other than the student's thesis research. They are contracts for a monthly payment for the term of the contract. They will not normally be awarded to an MS student for a total of more than 2 years. Continuation of financial support beyond these periods will require an individual petition initiated by the student and submitted by the student's Major Professor to the GPC on a semester by semester basis.

d) Students on a DA or Fellowship must maintain a cumulative GPA of at least 3.0 to retain their award. Students whose semester GPA falls below 3.0 will be notified that their award will be discontinued. This is a policy of RGS. If the GPA drops below 3.0 for 2 consecutive semesters, it will be grounds for dismissal from the degree program. Students that fall in this category will be required to reapply for the DA or Fellowship.

e) Nonresident and International MS students on a DA may be granted an award of the out-of-state portion of their tuition by the School of Graduate Studies. This will not apply for the second year unless the student has demonstrated in good faith that he/she has applied for Utah Residency or has obtained Utah Residency. International students do not have the option to apply for Utah Residency and therefore may be granted Non-resident tuition for up to 36 credit hours. Applications must be

completed no later than the first day of classes for the semester for which the waiver is requested and must be used by the 15th day of classes. Applications are processed through the ADVS Head Office Senior Staff Assistant. The waiver application renewal must be processed each year no later than May 1 for the following fall semester for those students whose DAs are renewed. Students are responsible for paying fees. The MS out-of-state portion of tuition (US students only or students from US Territories) is limited to 36 credit hours as approved on the Program of Study (POS). The Program of Study is to be submitted to the School of Graduate Studies no later than the **second semester** of the student's program. Nonresident students that do not submit a POS by the 2nd semester may be responsible for full tuition. The minimum number of credits a student on a DA (or Fellowship) must take for fall and spring semesters is 6 credits per semester and shall not exceed 12 credits per semester. Once all coursework is completed and only the research component of the degree is remaining, a student may register for 3 credits per semester. Non-0.5 FTE students must take 9 credits fall and spring semesters to maintain full time status. US students do not need to take any credit hours during the summer semester to maintain full time status with SGS. They must, however, work 20 hrs/wk during the summer to maintain their DA. International students must register for USU 7777 during summer semester to fulfill their visa requirements. There is no charge for USU 7777. MS students that are not supported on a DA or Fellowship are entitled to the same benefits as listed above providing the major professor hires the graduate student half time (0.5 FTE -20 hours per week). This would be on a contract basis for one or more semesters or for the academic year. RGS has stipulated any student in this category must receive a monthly stipend of \$675.00. The Supervisory Professor will be expected to pay the major portion of the Subsidized Health Insurance.

f. Graduate students are strongly encouraged not to work more than 20 hr/wk, and under no circumstances should a student work at USU more than 31 hr/wk over a 54 week period on USU work related assignments (does not include their research responsibilities). Work activities off campus or for other departments and researchers must be coordinated through the student's major professor. This policy is to ensure that the student has sufficient time to complete her/his academic and research requirements in a timely manner. The MS is a research degree and time spent in the laboratory or in the field collecting data is very important in the educational experience. This may require time after normal University hours, in the evenings, or on the weekends depending upon the nature and scope of the research project.

h. Full Notice of Non-discrimination: In its programs and activities, including in admissions and employment, Utah State University does not discriminate or tolerate discrimination, including harassment, based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy, Title IX, or any other federal, state, or local law. The following individuals have been designated to handle inquiries regarding the application of Title IX and its implementing regulations and/or USU's non discrimination policies:

- Executive Director of the Office of Equity: Alison Adams-Perlac; (alison.adams-perlac@usu.edu); Old Main Rm. 161; 435-797-1266
- Title IX Coordinator: Hilary Renshaw (hilary.renshaw@usu.edu); Old Main Rm. 161; 435-797-1266
-

For further information regarding non-discrimination, please visit <https://equity.usu.edu/>.

Degree Map: N/A – this is a graduate program.

Appendix C: Current and New Faculty / Staff Information

Part I. Department Faculty / Staff

	# Tenured	# Tenure-Track	# Non-Tenure Track
Faculty: Full Time with Doctorate	14	2	7
Faculty: Part Time with Doctorate			1
Faculty: Full Time with Masters			0
Faculty: Part Time with Masters			0
Faculty: Full Time with Baccalaureate			0
Faculty: Part Time with Baccalaureate			0
Teaching / Graduate Assistants			0
Staff: Full Time			11
Staff: Part Time			3

Part II. Proposed Program Faculty Profiles.

	First Name	Last Name	Tenure (T) / Tenure Track (TT) / Other	Degree	Institution where Credential was Earned	Est. % of time faculty member will dedicate to proposed program.	If "Other," describe
Full Time Faculty							
	Thomas	Baldwin	T	DVM, PhD	Louisiana State University	30	
	Holly	Clement	Other	DVM, MS	UC Davis	25	Clinical
	Chris	Davies	Other	DVM, PhD	Cornell U.	15	Research
	Karl	Hoopes	T	DVM	Colorado State U.	25	
	Brett	Hurst	Other	PhD	Utah State U.	25	Research
	Jane	Kelly	Other	DVM, MS, MPH	North Carolina State U.	15	Clinical
	Cathleen	Kovarik	Other	DVM, PhD	Colorado State U, Iowa State U	95	Clinical
	Carmen	Lau	TT	DVM, PhD	Texas A& M, Iowa State U.	35	
	Jeffrey	Mason	T	PhD	UC Davis	35	
	Ralph	Meyer	T	PhD	U. Kaiserslautern/DKFZ (Germany)	35	
	Mirella	Meyer-Ficca	T	PhD	U. Tuebingen (Germany)	35	
	Aaron	Olsen	T	DVM, PhD	Purdue U.	30	
	Lee	Rickords	T	PhD	Louisiana State U	35	
	Kerry	Rood	T	DVM, MPH	Kansas State U, U of Iowa	35	
	Heloisia	Rutigliano	T	DVM, PhD	Sao Paolo U, UC Davis	35	
	Rusty	Stott	Other	DVM	Kansas State	35	Clinical
	Alexis	Sweat	Other	DVM	Washington State U, WIMU	35	Clinical
	Bart	Tarbet	Other	PhD	U Delaware	35	Research
	Kara	Thornton-Kurth	T	PhD	U Idaho	15	
	Arnaud	Van Wettere	T	DVM, PhD	U Liege, North Carolina State U	45	
	Dirk	Vanderwall	T	DVM, PhD	Cornell U, U Idaho	15	
	David	Wilson	T	DVM, PhD	Cornell U	35	
	Shawn	Zimmerman	TT	DVM, PhD	Louisiana State U, U Georgia	35	
							Add Another Full Time
Part Time Faculty							
	Allison	Willoughby	Other	DVM	Oregon State U	30	Adjunct lecturer
	James	Akagi	Other	DVM	Washington State U (WIMU)	20	Adjunct lecturer
	Nicole	Bush	Other	DVM	Washington State U (WIMU)	30	Adjunct lecturer

Part III: New Faculty / Staff Projections for Proposed Program

Indicate the number of faculty / staff to be hired in the first three years of the program, if applicable. Include additional cost for these faculty / staff members in Appendix D.

	# Tenured	# Tenure -Track	# Non -Tenure Track	Academic or Industry Credentials Needed	Est. % of time to be dedicated to proposed program.
Faculty: Full Time with Doctorate		20	12	PhD or DVM, or both	35
Faculty: Part Time with Doctorate			9	DVM	35
Faculty: Full Time with Masters					
Faculty: Part Time with Masters					
Faculty: Full Time with Baccalaureate					
Faculty: Part Time with Baccalaureate					
Teaching / Graduate Assistants					
Staff: Full Time			57		100
Staff: Part Time					

Appendix D: Projected Program Participation and Finance

Part I.

Three Year Projection: Program Participation and Department Budget						
	Year Preceding Implementation	New Program				
		Year 1	Year 2	Year 3	Year 4	Year 5
Student Data						
# of Majors in Department (vet. professional)	60	60	60	120	200	280
# of Majors in Proposed Program(s) (MS)		10	10	10	18	20
# of Graduates from Department (DVM, WSU)	30	30	30	30	0*	40
# Graduates in New Program(s)		0	10	10	10	10
Department Financial Data						
	Department Budget					
	Year Preceding Implementation (Base Budget)	Year 1	Year 2	Year 3		
		Addition to Base Budget for New Program(s)	Addition to Base Budget for New Program(s)	Addition to Base Budget for New Program(s)		
<i>Project additional expenses associated with offering new program(s). Account for New Faculty as stated in Appendix C, "Faculty Projections."</i>						
EXPENSES – nature of additional costs required for proposed program(s)						
<i>List salary benefits for additional faculty/staff each year the positions will be filled. For example, if hiring faculty in year 2, include expense in years 2 and 3. List one-time operating expenses only in the year expended.</i>						
Personnel (Faculty & Staff Salary & Benefits)	\$ 0	\$ 42,740	\$ 43,809	\$ 44,904		
Graduate Assistantships	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000		
Operating Expenses (Travel/IT)	\$ 28,600	\$ 28,600	\$ 28,600	\$ 28,600		
Grad Insurance	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000		
TOTAL PROGRAM EXPENSES		\$ 226,340	\$ 227,409	\$ 228,504		
TOTAL EXPENSES	\$ 183,600					
FUNDING – source of funding to cover additional costs generated by proposed program(s)						
<i>Describe internal reallocation using Narrative 1 on the following page. Describe new sources of funding using Narrative 2.</i>						
Internal Reallocation (for graduate students)	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000		
Appropriation						
Special Legislative Appropriation	\$ 0	\$ 42,740	\$ 43,809	\$ 44,904		
Grants and Contracts	\$ 63,600	\$ 63,600	\$ 63,600	\$ 63,600		
Special Fees						
Tuition						
Differential Tuition (requires Regents approval)						
PROPOSED PROGRAM FUNDING*3) (see narrative)		\$ 226,340	\$ 227,409	\$ 228,504		
TOTAL DEPARTMENT FUNDING*3)	\$ 183,600	226,340	\$ 227,409	\$ 228,504		
Difference						
Funding - Expense	0	0	0	0		

Part II: Expense explanation

Expense Narrative

Expenses include:

Personnel: Compensation for an associate professor to serve as the Graduate Program Coordinator at \$24,000 per year (faculty service appointment – 1 month salary). Staff support (reassignment of responsibilities) at \$5,000 per year. Benefits: \$18,340. Increase of 2.5% per year included. Graduate Assistantships – 10 @ \$13,500 per year.

Direct Costs: Graduate student insurance at \$2,000 per year; travel at \$2,500 per year, IT data networking and other expenses directly related to their research @ \$360.

Part III: Describe funding sources

Revenue Narrative 1

The College of Veterinary Medicine has dedicated funding in its on-going budget for salaries and benefits starting in Year 1 at \$42,740, and an additional \$140,000 per year from operational funding (tuition revenue) to cover graduate assistantships and insurance.

The College requires grant support for graduate assistantships at \$2,500 per year, any summer salary, insurance, IT data charges, travel, and other miscellaneous expenses from grant funding. In addition, tuition is included in grant budget when allowed by the granting agency.

Because the envisioned graduate program will be operated separately from the professional veterinary training program, expenses for the graduate program have been allocated as dedicated line items as part of the CVM operating budget (\$120,000 in the first three years, then \$536,700 in year 4 and beyond). These costs will be used for departmental assistantships and graduate student employment, as well as other costs associated with the graduate program.

3 May 2023

ITEM FOR ACTION

Utah State University's Department of Veterinary Medicine in the College of Veterinary Medicine proposes offering a Master of Science in Biomedical Sciences.

EXECUTIVE SUMMARY

The Department of Veterinary Medicine in the College of Veterinary Medicine proposes offering a Master of Science in Biomedical Sciences.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to offer a Master of Science in Biomedical Sciences.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Veterinary Medicine in the College of Veterinary Medicine proposes offering a Master of Science in Biomedical Sciences and

WHEREAS, The proposal will allow students to begin and end their degree at USU and not split their time within two different institutions;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby offering a Master of Science in Biomedical Sciences, in the College of Veterinary Medicine's Departments of Veterinary Medicine and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____

**Utah System of Higher Education
New Academic Program Proposal
Cover/Signature Page - Full Template**

Institution Submitting Request: College of Veterinary Medicine

Proposed Program Title: Biomedical Sciences – MS, Master of Science

Are There New Emphases: Yes [] No []

Names of New Emphases (Separated by Commas):

Sponsoring School, College, or Division: College of Veterinary Medicine (CVM)

Sponsoring Academic Department(s) or Unit(s): College

Classification of Instructional Program Code¹ : 6 - Digit CIP: 26.0102

Min/Max Credit Hours Required of Full Program: Min Cr Hr 42/ Max 70 Cr Hr

Proposed Beginning Term²: Fall semester 2023

Institutional Board of Trustees' Approval Date:

Program Type (mark all that apply with an x):

<input type="checkbox"/> (AAS)	Associate of Applied Science Degree
<input type="checkbox"/> (AA)	Associate of Arts Degree
<input type="checkbox"/> (AS)	Associate of Science Degree
<input type="checkbox"/>	Specialized Associate Degree (specify award type ³ :)
<input type="checkbox"/>	Other (specify award type ³ :)
<input type="checkbox"/> (BA)	Bachelor of Arts Degree
<input type="checkbox"/> (BS)	Bachelor of Science Degree
<input type="checkbox"/> (BAS)	Bachelor of Applied Science Degree
<input type="checkbox"/>	Specialized Bachelor Degree (specify award type ³ :)
<input type="checkbox"/>	Other (specify award type ³ :)
<input type="checkbox"/> (MA)	Master of Arts Degree
<input checked="" type="checkbox"/> (MS)	Master of Science Degree
<input type="checkbox"/>	Specialized Bachelor Degree (specify award type ³ :)
<input type="checkbox"/>	Other (specify award type ³ :)
<input type="checkbox"/>	Doctoral Degree (specify award type ³ :)
<input type="checkbox"/>	K-12 School Personnel Program
<input type="checkbox"/>	Out of Service Area Delivery Program <input type="checkbox"/> Attached MOU
<input type="checkbox"/>	Out of Mission Program
<input type="checkbox"/>	NEW Professional School

¹ For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

² "Proposed Beginning Term" refers to first term after Regent approval that students may declare this program.

³ Please indicate award such as APE, BFA, MBA, MEd, EdD, JD

Changes to Existing Programs or Administrative Units Required (mark all that apply with an x, if any):

<input type="checkbox"/>	Program Restructure with or without Consolidation
<input type="checkbox"/>	Emphases transfer from another program or academic unit
<input type="checkbox"/>	Name Change of Existing Program or Academic Unit
<input type="checkbox"/>	Program transfer to a different academic unit
<input type="checkbox"/>	Suspension or discontinuation of a unit or program
<input type="checkbox"/>	Reinstatement of a previously suspended/discontinued program or administrative unit
<input type="checkbox"/>	Other

Chief Academic Officer (or Designee) Signature:

I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name _____ Date: _____

I understand that checking this box constitutes my legal signature.

**Utah System of Higher Education
Program Description - Full Template**

Section I: The Request

Utah State University's (DEPARTMENT NAME) requests approval to offer the following degree(s): Biomedical Sciences
- MS

To be effective on: Fall 2023

This program was approved by the institutional Board of Trustees on:

Section II: Program Proposal

Program Description

Purpose

The College of Veterinary Medicine (CVM) at Utah State University (USU) requests approval to establish a graduate program to offer a Master of Science (MS) degree in Biomedical Sciences, effective Fall semester 2023.

The CVM is a new college at USU that was approved by the state of Utah, USHE and USU administration only in July 2022, along with the permission to confer the professional degree Doctor of Veterinary Medicine (DVM). An application for a doctoral (Ph.D.) program has been submitted separately. ***The CVM does not yet have a graduate program.***

Background

The new CVM was created to replace the current School of Veterinary Medicine (SVM), which has been a part of the College of Agriculture and Applied Sciences (CAAS) at USU. The SVM has been operating a 2+2 program within the framework of the regional Washington-Idaho-Montana-Utah (WIMU) program, which has been accredited under the auspices of the Washington State University College of Veterinary Medicine (WSU CVM) by the American Veterinary Medical Association (AVMA). The USU SVM program has been providing the coursework of the first two years of the four-year veterinary program at the USU campus in Logan, with students transferring afterwards to Washington State University for their final two years. Students in the WIMU program graduate with a DVM degree from Washington State University. The USU CVM will accept its inaugural cohort of 40 veterinary professional students, who will graduate with a DVM degree from USU, in the fall of 2025. The USU portion of the WIMU program will be sunset after all students trained in Logan have graduated in spring of 2028.

Need

In alignment with the new college's mission (see below), *the CVM will pursue and foster relevant and transformative research programs to enhance the wellbeing of people, animals, and the environment.*

Non-clinical faculty in the CVM will be expected to develop cutting-edge research programs and compete for federal funding to support their research. It is expected that the number of faculty in the CVM with research roles will expand to at least 18 before 2027.

The expectation is that faculty with research appointments will be training graduate doctoral students, but the new CVM does not currently have a graduate program for MS or PhD students.

Other needs that drive the decision to request establishment of an MS graduate program are (i) graduate students mentored by CVM faculty require an appropriate biomedical scientist type MS degree that fits their training (see definition below), (ii) the training of medical scientists with qualifying degrees will help meet labor market needs of USU, the state of Utah and the U.S. (iii) CVM faculty must be able to recruit of students interested in a career in the biomedical sector by providing a career perspective (iv) principle investigator (PI)-led research operations at USU depend on doctoral students as part of the research team needed for obtaining federal funding, (v) accreditation of the new CVM by the American Veterinary Medical Association (AVMA) Council on Education (COE), which is essential for the operation of any veterinary medical program in

North America, depends on the presence of a strong research component of that program (see details for points (i)-(v) in Section III below).

Consistency with Institutional Mission

USU is a tier one research university that is centered on research, teaching, and service. The College of Veterinary Medicine's mission is to cultivate a community of lifelong learners dedicated to advancing the science and practice of veterinary medicine while aspiring to the highest degree of professional competence and well-being for animals and humans alike. Excellence is founded upon the principles of inclusivity and diversity, exceptional faculty and staff, highly qualified students, an innovative veterinary professional curriculum, community-based clinical education, **life sciences focused research**, community engagement, wellness, fiscal viability, and servant leadership.

This mission is closely aligned with the mission of Utah State University: to be one of the nation's premier student-centered land-grant and space-grant universities by fostering the principle that academics come first, by cultivating diversity of thought and culture, and by serving the public through learning, discovery, and engagement.

The mission of the proposed USU CVM is therefore closely aligned with USHE policy R312 (<https://ushe.edu/ushe-policies/policyr312/>).

Section III: Needs Assessment

Program Rationale

All faculty who currently teach in the 2+2 SVM program with WSU have so far been affiliated with the Animal, Dairy and Veterinary Sciences department in CAAS. ADVS/SVM faculty have therefore been training MS and PhD students within the ADVS graduate program. As the new CVM continues to be developed, SVM faculty currently affiliated with the College of Agriculture and Applied Sciences (CAAS) will be absorbed into the new college, where they will continue training graduate students. A new facility that will hold the new CVM is expected to be built by the fall of 2026, at which time class size will be increased to 80 professional veterinary students who will be accepted into the veterinary professional program.

Faculty: The CVM will therefore increase its faculty size from currently 24 to approximately 62 faculty by 2027. Currently, 16 of the faculty hold DVM degrees in addition to MS or PhD degrees and altogether 17 of the faculty are holding PhD degrees. Twelve of those 17 faculty have research appointments and 9 of these have been training graduate students in the ADVS graduate program in a laboratory setting. It can be expected that approximately 18 faculty will have major research appointments, and be able to train MS and PhD students in the CVM by 2027. The new CVM facility, which will be completed by 2026, will have laboratory space and will house the proposed graduate program.

The rationale of the proposal to establish a graduate program that confers the degree Master of Biomedical Sciences in the new CVM has therefore been fivefold:

1. Based on their teaching roles in the CVM and their involvement in veterinary education, faculty in the CVM will primarily engage in research of biomedical nature and will continue training 'Medical Scientists'. According to the Bureau of Labor statistics, medical scientists "conduct research dealing with the understanding of human diseases and the improvement of human health [... and...] engage in clinical investigation, research and development, or other related activities." It may be added that the training of medical scientist in the setting of a veterinary school like the USU CVM could also include the study of aspects of animal medicine. Students mentored by CVM faculty require a graduate program that adequately meets their needs with respect to degree designation, curriculum, mentoring and research support.

2. Medical and biomedical scientists require a doctoral, i.e. Ph.D. degree, for which the proposed MS degree will prepare students, or a professional degree or both, as the typical entry-level educational credential for employment. According to the Bureau of Labor Statistics, employment of medical scientists is projected to grow 17 percent from 2021 to 2031, much faster than the average for all occupations in the U.S. (https://www.bls.gov/ooh/life-physical-and-social-science/medical-scientists.htm#TB_inline?height=325&width=325&inlined=of-outlook) (see also below in the Labor Market Demand section).

3. Graduate students, and research faculty work together in research teams to address meaningful, and often complex research problems, where the student's success is interdependent with the mentor's success. To be successful, CVM faculty must therefore be able to attract graduate students particularly interested in life sciences research, which is only possible if prospective graduate students can be offered a clear degree perspective, which requires the existence of a structured graduate program being able to offer MS and Ph.D. degrees.

4. Success in biomedical research is only sustainable with extramural funding, such as from federal research grants. Obtaining research grants is a highly competitive process, where grant applications to NIH or other agencies are peer reviewed based on the qualifications and productivity of the principal investigator and his research team, as well as on the research environment. Both, adequate research productivity and a vibrant research environment are dependent on the presence and engagement of graduate students. In addition, recruitment of postdoctoral researchers, who also depend on working with graduate students, is extremely difficult in their absence, again underscoring the importance of graduate programs within the college.

5. Unique for all Veterinary Colleges, accreditation by the American Veterinary Medical Association (AVMA) Council on Education (COE) is also an essential prerequisite for the operation of the new USU CVM. The conditions under which accreditation can be granted, eleven standards are set by the AVMA. In Standard 6 (Students), the COE states: "Colleges should establish post-DVM programs such as internships, residencies and advanced degrees (e.g., MS, PhD), that must complement and strengthen the professional program and not adversely affect the veterinary student experience."

Under Standard 11 (Research), the COE further stipulates: "The college must maintain substantial research activities of high quality that integrate with and strengthen the professional program. Continuing scholarly productivity within the college must be demonstrated and the college must provide opportunities for any interested students in the professional veterinary program to be exposed to or participate in on-going high-quality research. All students must receive training in the principles and application of research methods and in the appraisal and integration of research into veterinary medicine and animal health." **Inevitably, such high-quality research will require a graduate program for MS and PhD students.**

Benefits to USU:

As one of only 146 total members, Utah State University has been awarded the Carnegie R1 classification in 2021, which shows that USU is a national leader in research and graduate education (<https://www.usu.edu/today/story/usu-attains-prestigious-carnegie-r1-classification-joins-highest-level-of-research-institutions>). This sets the university apart as a premier research institution in the nation, being only the second one in the state of Utah, and positions USU to envision and grow research in areas that will continue to impact the nation and state. The proposed new doctoral program fits the need of that envisioned continued development. In addition, the new graduate program should complement existing life sciences graduate programs in CAAS and the College of Science Chemistry & Biochemistry and Biology departments.

Because complete, freestanding colleges of veterinary medicine are inherently deeply grounded in biomedical research, their host institutions tend to be the most competitive recipients of federal research funding among land-grant universities. On average, every \$20 M invested by states into schools of veterinary medicine realizes a return of \$48 M in research dollars alone (JAVMA.241.7.869). Federally funded research also results in added opportunities for students to get involved in life sciences research and contributes to graduate programs at the university. Establishment of the envisioned MS program in the CVM will be essential to that end.

Benefits to other USHE institutions:

The University of Utah with its School of Medicine will gain a strong partner for in-state collaborations in the One Health and biomedical research sectors as these continue to grow at Utah State University. The new doctorate program proposed here will be instrumental in future collaborations across the two universities, and new avenues for e.g. obtaining collaborative NIH Project Program and Clinical Center grants are expected to emerge.

Colleges with pre-veterinary student programs: in the future, it is envisioned to pair the DVM degree earned from USU CVM with MS and PhD degrees in a dual degree programs, offering an additional path to becoming a veterinary researcher that may appeal to pre-veterinary students.

Labor Market Demand

Graduates of the MS program proposed here will have received training that prepares them to attend a Ph.D. program,

which enables them to conduct research as workers in the Medical (i.e. Biomedical) Sciences.

According to the Bureau of Labor Statistics (BLS), Medical Scientists conduct research aimed at improving overall human health. In their statistics, the BLS refers to medical scientists as the subcategory of Life, Physical, and Social Science Occupations that would be most appropriate to describe graduates of the proposed MS, after they have moved on to complete their Ph.D.: (<https://www.bls.gov/ooh/life-physical-and-social-science/home.htm>). In addition, graduates with an MS degree may also be able to pursue careers in teaching at community colleges, as laboratory assistants, or in other settings that do not require a Ph.D. degree.

Data available from the BLS show that:

- The median pay for Medical Scientists was \$95,310 per year (\$45.82 per hour) in May, 2021.
- Medical scientists typically have a Ph.D., usually in biology or a related life science. Some medical scientists get a medical degree instead of, or in addition to, a Ph.D.
- There were 119,200 jobs available in the U.S. in 2021 in that category.
- The job outlook for 2021-31 projects a 17% growth in employment (much faster than the average for all occupations (source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Medical Scientists, at <https://www.bls.gov/ooh/life-physical-and-social-science/medical-scientists.htm> (visited October 05, 2022, see Figure 1).

According to the BLS, Medical Scientists typically do the following:

- Design and conduct studies that investigate both human diseases and methods to prevent and treat them
- Prepare and analyze medical samples and data to investigate causes and treatment of toxicity, pathogens, or chronic diseases
- Standardize drug potency, doses, and methods to allow for the mass manufacturing and distribution of drugs and medicinal compounds
- Create and test medical devices
- Develop programs that improve health outcomes, in partnership with health departments, industry personnel, and physicians
- Write research grant proposals and apply for funding from government agencies and private funding sources
- Follow procedures to avoid contamination and maintain safety

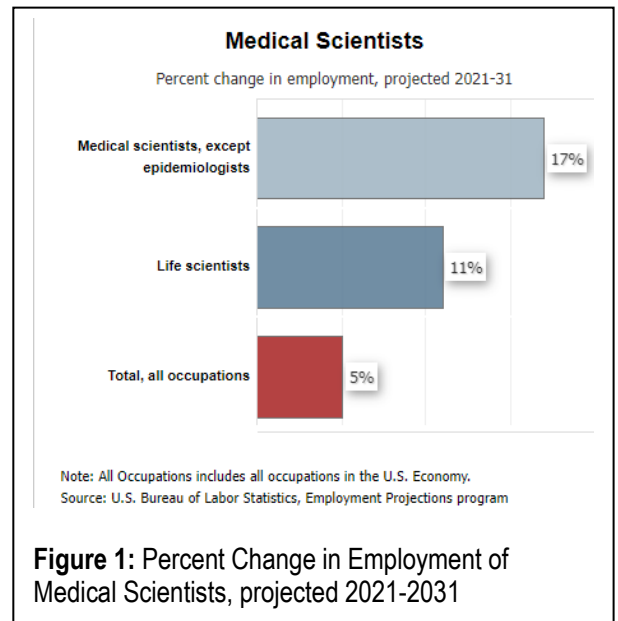
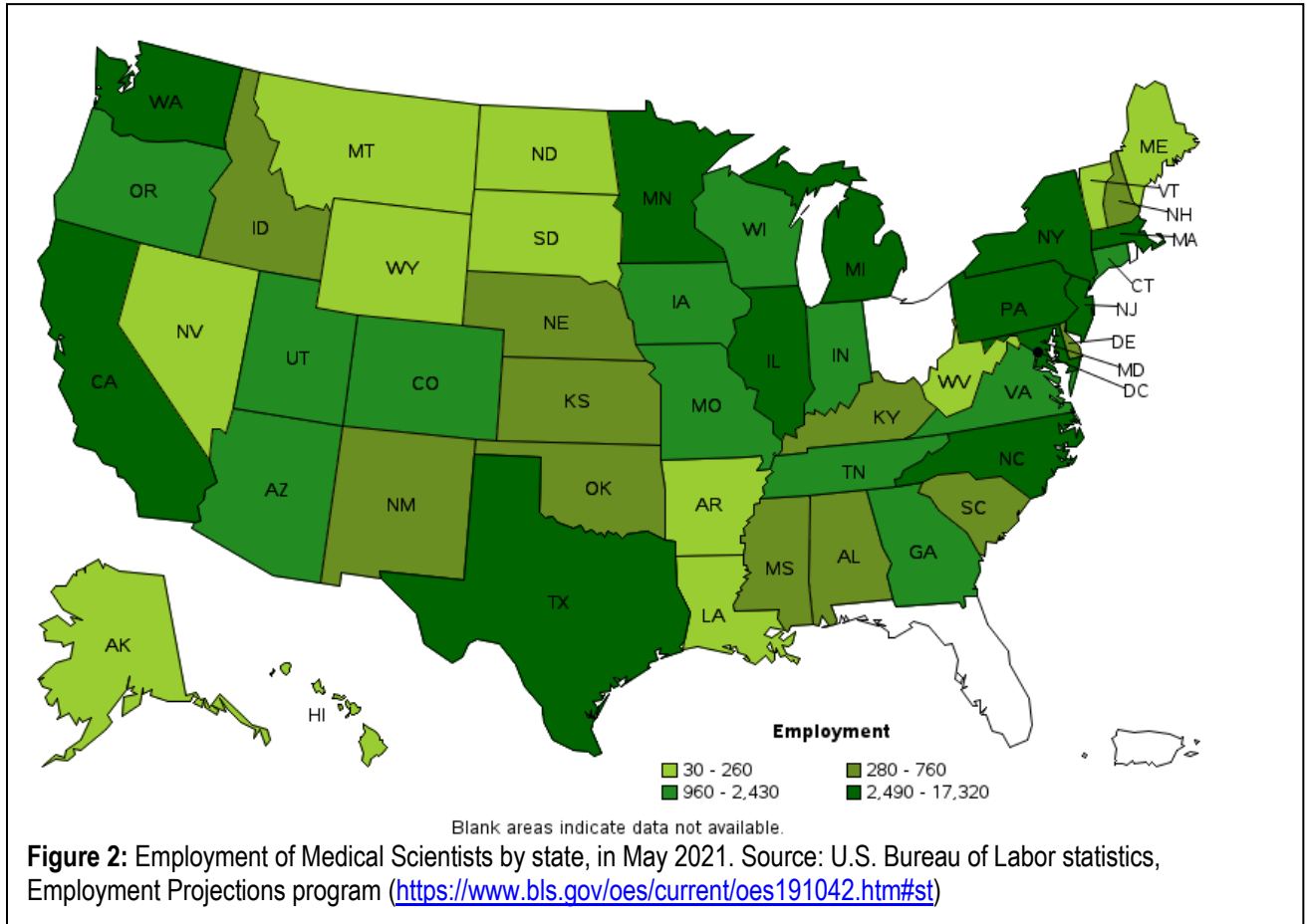


Figure 2 shows that in the state of Utah employment for medical scientists has been between 960-2,430. This shows that Utah currently has a strong work force of medical scientists. The about 10,000 openings in the U.S. for medical scientists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

In summary, the data show a strong demand for medical scientists in the state of Utah and the United States.



Student Demand

The new College of Veterinary Medicine does not currently have an MS graduate program. There are currently 17 faculty members in the 2+2 SVM program with WSU who have been affiliated with the Animal, Dairy and Veterinary Sciences department in CAAS, and who have Ph.D. or MS degrees. There are currently six MS students who are being trained by these ADVS/SVM faculty within the ADVS graduate program. As these faculty migrate over to the new CVM, they will continue training doctoral students. The CVM is expected to increase its faculty size from currently 24 to approximately 62 faculty by 2027, increasing the number of faculty who are likely to train graduate students. An anticipated number of 18 faculty members will have active research programs and dedicated laboratory space once the CVM has been fully developed. *If each of these principal investigators will train one or two MS students, a total number of 18 – 36 MS students will be enrolled in the proposed program in the future, depending on student demand.*

Similar Programs

The new proposed MS program is unique in the state of Utah in that it will be housed in a veterinary medical school (the USU CVM). The veterinary profession offers a different approach to medical science than a medical school, such as from the One Health perspective.

The *University of Utah with its School of Medicine* maintains an MS in Laboratory Medicine and Biomedical Science program (<https://medicine.utah.edu/pathology/medical-laboratory-science/ms>). That program offers two tracks: (1) clinical laboratory science and (2) biomedical research, but it is more focused on human clinical education and training than the program proposed here.

Offering an MS *degree at USU that offers a clear path to a biomedical scientist career* is expected to fill a

need that has so far been addressed to some extent only by the USU MS programs in the Animal, Dairy and Veterinary Sciences Department (ADVS), the Chemistry and Biochemistry Department, the Biological Engineering Department, and the Biology Department. These are all located in different USU colleges:

- Animal Dairy and Veterinary Sciences (in CAAS, currently, all emphases in this program target animal health with an agricultural relevance, <https://www.usu.edu/degrees/index.cfm?id=197>).
- Biochemistry (in the College of Science)
- Biological Engineering (in the College of Engineering; emphases in this program are mainly based on engineering, such as the Biomedical Engineering program)
- Neuroscience (College of Science and Emma Eccles Jones College of Education & Human Services)
- Nutrition and Food Sciences (CAAS; Nutrition, Dietetics, and Food Sciences Department).

The available MS programs, which show specializations as outlined above would be complemented by the proposed MS of Biomedical Sciences program, which is focused on training biomedical scientists with the added benefit of a veterinary medical perspective.

Collaboration with and Impact on Other USHE Institutions

All USHE institutions offer advising for students pursuing a bachelor's degree in anticipation of application to a biomedical graduate program. Therefore, all USHE institutions (and private colleges and universities in Utah) will benefit from student access to the proposed new MS program. The envisioned biomedical graduate program at the USU CVM will provide USHE institutions who train undergraduate students in preparation for graduate school with an option for placing students after they graduate with a Bachelors of Science degree, in graduate programs offered at the University of Utah. The CVM will collaborate with student advisors at these institutions to provide information about the new program at CVM, such as course prerequisites and other aspects important to future applicants to the new graduate program. There is a track record of the USU veterinary program reaching out to all colleges in the state of Utah since 2016. Annual conferences have been held at USU where pre-veterinary advisors from all colleges in Utah were invited to visit and to bring students along who are interested in becoming veterinarians. The events provide information about all aspects of the program, such as prerequisite coursework and admission application procedures so that students at each institution can successfully complete undergraduate requirements and compete for admission. For these events, all travel and boarding, as well as costs for food have been covered by USU. This "Prevet Advisor Conference" program has resulted in very successful and long-standing relationships with student advisors from colleges and universities across the state. Building on this successful model, future collaborations with other USHE institutions will be expanded and enhanced to include sharing information about the graduate program available at USU CVM.

Other Benefits: Colleges of veterinary medicine are often a strength of land-grant universities (as is true for UC Davis, Colorado State, Washington State, and others). This is because of the necessary training of their faculty members in the biomedical and agricultural animal sciences combined with the high degree of commitment demonstrated by their students. Teaching, research, and Extension programs are strengthened by the influx of faculty members, many of whom hold dual degrees (DVM, Ph.D. or DVM, M.S.) and are board certified in their areas of specialty. In addition to the professional program, graduate education is enhanced, as veterinary college faculty members are expected to have active research programs and be at the forefront of scientific discovery. Recruitment of a larger number of students into the proposed MS program will further increase demand for qualified students from all of Utah's colleges and universities. The greater demand for well-prepared applicants should have a positive impact on the size and scope of pre-biomedical student programs offered at all Utah colleges.

Because of the significance of a working graduate program for research operations, additional positive impacts of the proposed MS program on USHE institutions can be expected from substantially enhanced opportunities for research collaborations among faculty in the USU CVM and researchers at other universities, including the University of Utah and its medical school. The concept of One Health has given direction to interdisciplinary, science-based research solutions to many contemporary problems that affect all people, such as food security, disease outbreak control, and public health. One Health is a collaborative, multi-sectoral, and transdisciplinary approach — working at the local, regional, national, and global levels — with the goal of achieving optimal health outcomes for interconnected people, animals, plants, and their shared environment (<https://www.cdc.gov/onehealth/index.html>).

External Review and Accreditation

Accreditation of the proposed new MS program of the CVM will be sought by the Northwest Commission on Colleges and Universities, as well as by the American Veterinary Medical Association (AVMA) Council on Education (COE). The CVM as a whole requires accreditation from both agencies. AVMA COE accreditation is a stepwise process that starts with receipt of a Letter of Reasonable Assurance (<https://www.avma.org/education/center-for-veterinary-accreditation/accreditation-policies-and-procedures-avma-council-education-coe>). The CVM expects to receive such a letter in January 2024, in time for initiating admission of students in Fall 2025.

The interim dean of the CVM, the USU CEO, and President of USU, have already requested AVMA evaluation and assignment of a classification of accreditation to the CVM in 2022. **The proposed graduate program will be reviewed as an essential part of the new CVM accreditation.** The accreditation procedure, and the path to full accreditation of the USU CVM, consists of the following (from the AVMA COE website):

- (1) Receipt of written request for accreditation.
- (2) Receipt and review of appropriate reports submitted by the college.
- (3) A comprehensive site visit to the college.
- (4) Preparation of a report of evaluation by the site visit team.
- (5) Review of the evaluation report by the full Council on Education.
- (6) Assignment by the full Council of a classification of accreditation.
- (7) Interim reports including any changes to the application of Standards - annually for accredited schools, and every six months for those provisionally accredited, granted Reasonable Assurance, on probationary accreditation, or accredited with minor deficiencies.
- (8) Reevaluation (self-study and comprehensive site visit) at intervals of no more than seven years or after any major change. Focused site visits may be required at Council discretion.
- (9) Upon written notification a college may postpone or cancel a scheduled accreditation site visit or may withdraw from the accreditation process at any time.

In order to obtain a Letter of Reasonable Assurance, the college may request a consultative site visit. A fee (\$10,000) will be charged for a consultative and initial comprehensive site visit. The consultative site team is composed of COE site visitors and AVMA staff who provide an unofficial appraisal of the program as related to planned compliance with the Standards. The proposed college must submit a detailed self-study report of evaluation noting the plan eight (8) weeks in advance of the site visit, and after the visit, the COE will provide an unofficial written report of evaluation noting the readiness for a complete site visit (the fee will be another \$15,000). All expenses for the consultative site visit are paid by the proposed college (in this case, the USU CVM).

Section IV: Program Details

Graduation Standards and Number of Credits

The following passages in this section have been adapted from the ADVS Graduate Student Handbook.

Restrictions of Graduate Credit

1. **The minimum requirement for an MS degree is 30 semester credits, including at least 24 credits in residency and 6 to 15 semester credits of "Research and Thesis" (similar to ADVS 6970). Courses outside the student's major field numbered 3000-4990 may be used for the MS degree only with the approval of the Supervisory Committee and the Dean of SGS. These courses are subject to a limit of 3 credits.**
2. "Research and Thesis" or "Dissertation Research" credits will be graded, upon consultation with the Major Professor, as P for each semester enrolled.

Duration of a Degree Program

Graduate study in the CVM must be completed in a reasonable period of time. Graduate students may use the following to guide their progress:

1. Under typical circumstances, a student entering the graduate program with a BS degree should complete the MS degree within 2 years of full-time graduate study. However, lengths of individual programs can vary depending on the program of study. Students with a strong background may complete these degrees in less time.
2. Acceptance of credit taken more than 8 years prior to completing a degree can be obtained only by following the policy of the School of Graduate Studies (SGS).
3. Graduate students on DAs or Fellowships will not normally be supported for a total of more than 2 years (MS degree), 3 years (PhD degree) with MS or DVM, or 4-5 years for the BS to PhD degree.

Standard of Achievement in Courses

1. Graduate students must report to the Major Professor required courses in which grades below "C" were obtained.
2. The Supervisory Committee and the Department Head have the option of accepting required credit with grades of "C", "C+", or "B-". A C- is a failing grade. Students whose GPA falls below a 3.0 for 2 consecutive semesters may be dismissed from a graduate program.

Appeals procedure

1. Any graduate student or faculty member wishing to challenge decisions of the Graduate Programs Committee or Supervisory Committee shall petition the Department Head for a hearing. The Department Head may agree to hear arguments pertaining to the matter or to appoint a Hearing Committee which shall subsequently advise the Department Head as to a recommended course of action.
2. All Departmental decisions shall remain the ultimate responsibility of the Department Head. Individuals who wish to pursue additional avenues of appeal beyond the Department level shall consult the USU Student Code for approved procedures at <https://studentconduct.usu.edu/studentcode/>.

Admission Requirements

All applicants to the proposed CVM graduate program must comply with requirements set forth by the USU School of Graduate Studies (https://catalog.usu.edu/preview_entity.php?catoid=35&ent_oid=3513), as well as <https://gradschool.usu.edu/admissions/policies>

A. Graduate Programs Committee - Responsible for the following:

1. Review and evaluate applications for admission to graduate programs in the Department.
2. Make recommendations to the Department Head, who is responsible for the final decision on each application.

B. Criteria for Admission

1. Documents required include the following:
 - a. Completed Application for Admission Form including a statement of interest (<https://gradschool.usu.edu/apply/>).
 - b. Official transcripts of all college and university course work of the applicant.
 - c. Graduate Record Examination (GRE) scores, including the Verbal, Quantitative, and Analytical Writing sections.
 - d. At least 3 letters of recommendation.
 - e. International applicants must also submit:
 - i. International applicants from non-English speaking countries must provide evidence of a minimum score of 213 on the computer-based TOEFL examination or 79 on the internet-based test, a score of 6 or higher on the IELTS or 53 on the PTE. Applicants who fail to achieve a passible score are required to take the English Language Placement Test as given by the Intensive English Language Institute at USU. The results of the test place applicants into 1 of 3 categories; (1) full-time study of English (Intensive English Program), (2) a combination of English language study and academic study, or (3) full-time academic studies. Full-time category requires a score of 6.0. See SGS requirements at: (<https://gradschool.usu.edu/apply/>)
 - ii. Financial certification and a financial guarantee statement.

2. Desired standards of performance and background for acceptance as a matriculated graduate student:
 - a. A grade point average (GPA) of 3.0 or higher (on a 4.0 scale), with primary consideration on the last 60 semester credits of the most recent degree program and the quality of the program.
 - b. Scores from the GRE, including Verbal and Quantitative sections, should be at the 40th percentile or higher for each section.
 - c. Three letters of recommendation.
 - d. The applicant for a graduate program in the CVM should have completed a BS undergraduate program that includes the following science courses and their prerequisites or equivalent courses: BIOL 1610 (Biology I) and 1620 (Biology II) or their equivalents; basic courses in inorganic and organic chemistry [such as CHEM 1210 (Principles of Chemistry), CHEM 1220 (Chemical Principles Laboratory I), CHEM 1225 (Chemical Principles Laboratory II), and CHEM 2300 (Principles of Organic Chemistry), or their equivalents]; MATH 1050 or STAT 2000 (Statistical Methods) or their equivalents.
 - e. Applicants with deficiencies in these areas may be admitted to a graduate program of study subject to the completion of remedial coursework specified by the GPC and the Department Head. Other preparatory courses may be specified by the student's Supervisory Committee. The student must receive a grade B or higher in each of these courses. Remedial courses cannot be listed as credit courses required for the student's Program of Study. Additionally, a nontraditional graduate student (has received a Bachelor's or Master's Degree in a field other than Biology or Animal, Dairy or Veterinary Science) with adequate GRE scores, GPA and recommendations, may be asked to take additional courses. It will be the responsibility of the Supervisory Committee to develop a program of study that will adequately compensate for areas of deficiency. The student must receive a grade of B or higher in each of these courses.
 - f. International applicants from non-English speaking countries must meet the English requirement as set by SGS. (<https://gradschool.usu.edu/apply/>).
 - g. Before an applicant can be admitted as a matriculated student, a qualified faculty member must agree to serve as his/her Major Professor. The Major Professor must be a faculty member within a CVM department, working within the applicant's academic area of interest, and a member of the Graduate Faculty.

Student Status

A. Matriculated Status

1. A matriculated student who has been accepted by the Department into an approved degree program, with the concurrence of the Dean of SGS, will continue in matriculated status as long as he/she maintains satisfactory performance.
2. A student with a GPA that falls below a 3.0 any semester will be notified by the School of Graduate Studies and will be placed on probationary status. The status of a student whose GPA falls below 3.0 for two consecutive may have his/her graduate program terminated. In the latter case, reapplication is required to regain matriculation. Should a student holding an appointment such as a CVM Assistantship or Fellowship or a Presidential Doctoral Research Fellowship be changed to probationary status, the assistantship or fellowship will be terminated. Until a Program of Study is submitted to the School of Graduate Studies office, computation of the GPA will be based solely upon the post-baccalaureate courses on the student's USU transcript. Once a Program of Study is approved by the student's Supervisory Committee and the Department Head and is on file with RGS, the course grades on it will be used to compute the student's GPA.

B. Matriculated-provisional Status

1. A student may be matriculated on a conditional basis when information, such as GRE scores, has yet to be received by SGS, or whenever a missing prerequisite or academic deficiency must be remedied. Continuation in the degree program is contingent upon the completion of specified conditions as specified in the student Letter of Offer by the Department or CVM dean. If a student does not adhere to the conditions specified in the letter, such as time of completion for the deficiency, the student will be terminated from the program. This policy applies to all students and will be strictly enforced by SGS.
2. Any conditional admission and the time limit for meeting the condition will be specified at the time of acceptance in the Letter of Offer from the Department Head or Dean of the CVM, in writing to the student (also as a PDF via email if services are available) and to the Dean of SGS. Whenever an applicant agrees to the condition for admissions by electronic verification as specified in the Letter of Offer, it is with the understanding that he/she accepts each condition and the time limit for meeting it. Once the requirements are met, the student will be removed from conditional status by SGS. By not meeting a provisional

status condition on time will be grounds for dismissal from the degree program. This policy will be enforced by SGS.

3. A student on provisional status may be awarded a Departmental Assistant, if his/her GPA is 3.0 or above and he/she is a full-time student.

4. A conditional student can obtain approval for the establishment of his/her Supervisory Committee. The Program of Study should be submitted within the appropriate time frame but will not be approved by the Dean of SGS until all conditions of conditional status have been met. Students need to realize that conditional status places them in a precarious situation if conditions are not met as specified in the Letter of Offer. Therefore, the CVM generally will not offer conditional status, and in particular to an international student.

C. Matriculated-probationary Status

1. For continued participation in a graduate program, a student must complete requirements in a timely manner with scholarship and independence. Upon reviewing a student's progress, several factors will be considered including demonstrated ability to develop a thesis proposal, independence in the conduct of research, performance on comprehensive examinations, GPA, and special program requirements. A matriculated probationary student is where the student has been put on a warned status because of inadequate progress on his/her program. The student will be removed from matriculated-probationary status by the Dean of SGS once conditions recommended by the Supervisory Committee and Department head or dean of the CVM and approved by SGS are met.

2. A student will lose his/her Departmental Assistantship or Fellowship if placed on matriculated probationary status.

3. Matriculated-probationary status may be grounds for dismissal from the degree program.

D. Non-matriculated-post-baccalaureate Status

1. A non-matriculated-post-baccalaureate student holds a Bachelor's degree but has not been accepted to a graduate degree program. A student in this category should apply to the Undergraduate Admissions Office if taking additional classes. To gain admission as a matriculated graduate student, he/she must apply to the School of Graduate Studies and be accepted by the Department.

2. A maximum of **12** semester credits earned as a non-matriculated post-baccalaureate student may be used in a graduate degree program, but only if approved by the student's Supervisory Committee after admission as a matriculated graduate student.

E. Undergraduate Status

1. Course credits applied to an undergraduate degree cannot be applied to graduate degree program. An exception to this policy directly follows below in 2.

2. A transitional student is a Utah State University undergraduate who has received permission to file a split form in order to register for graduate courses. A transitional student must be within 30 credits of completing his/her BS degree requirements, have a GPA of 3.0 or higher, and have applied for admission to RGS. The split form must be filed prior to posting the grades for the particular semester requested to be split. The form must be signed by the Department Head or Dean of the CVM and/or Undergraduate Advisor. A split form cannot be processed after the Bachelor's degree has been closed out and the option is only available to USU undergraduates. A maximum of **9** semester credits earned in this way may be used in a graduate degree program, but only if approved by the student's Supervisory Committee after admission as a matriculated graduate student. Approval of the split form does not guarantee acceptance by SGS and into a graduate program within the Department.

3. Students who have completed a BS degree and want to take additional classes but do not seek MS or Doctoral degrees should apply to the Undergraduate Admissions Office (USU Registrar's Office).

Curriculum and Degree Map

A. Research Pre-proposal

The research pre-proposal prepared by the graduate student is a summary of the planned research, and contains a brief introduction, justification, objectives, experimental design, and procedures to be followed. It is presented to the Supervisory Committee in a formal setting to examine the student's understanding of the problem and the plan of research. Following this

process, it becomes a thesis proposal and is then submitted to the Graduate Programs Coordinator or Department Head for review along with the Program of Study form. The pre-proposal presentation should take place during the end of the first year of study for the MS program. The student's research program for the MS degree must be a contribution to the field of knowledge based upon the graduate student's own investigations or a treatment and presentation of known subject matter from a new point of view.

B. Thesis

(See also <http://rgs.usu.edu/graduateschool/htm/degree/semesterdeadlines>).

1. A graduate student should meet with his/her Supervisory Committee prior to the termination of the research program for review and approval of the research results. Only after this review should the final writing of the thesis be undertaken.
2. The graduate student must refer to the current Publication Guide for Graduate Students at Utah State University issued by the School of Graduate Studies for instructions on format and standards of writing for theses and dissertations. The thesis may be prepared in either traditional or multiple-paper format.
3. When the completed thesis has been certified by the Graduate Programs Coordinator, it should be distributed to the members of the Supervisory Committee at least 4 weeks prior to the final oral defense (20 USU business days). This gives time for the committee to review the thesis prior to signing the Appointment for Examination Form, which is required to be submitted to SGS 2 weeks (10 business days) prior to the defense. The 10 USU business day policy is strictly enforced by SGS.
4. Committee members who believe that the thesis is not in final form will notify the graduate student and Major Professor prior to the 2 week (10 business days) deadline for signing the Appointment for Examination Form (which is 2 weeks prior to the scheduled defense). The defense may be postponed in order to make the appropriate revisions.
5. Only minor, usually editorial changes, may be made following the defense. If major changes are needed, another defense must be scheduled.
6. Following final Supervisory Committee approval of the thesis, as evidenced by the signatures of all Committee members on the title page, the thesis is submitted to the Graduate Programs Coordinator for Departmental Approval.
7. Upon approval of the thesis on behalf of the Department by the Graduate Programs Coordinator, it is submitted to the Department Head for his/her signature on the title page.
8. The thesis signed by the Department Head is submitted to the School of Graduate Studies for review by its thesis coordinator.
9. Once reviewed by the School of Graduate Studies, the thesis will be returned to the graduate student through the Graduate Programs Coordinator for final corrections/revisions.
10. Upon verification of all required corrections/revisions by the Graduate Programs Coordinator, the thesis will be returned to the School of Graduate Studies for the Dean's signature on the title page, and then submitted for binding.
11. At the time of defense a student must be registered for 3 credits. Following the semester of defense, the student is given a one-semester grace period to finish his/her thesis. If the time of completion goes into the following semester, then there is a \$100 assessment fee paid to the Graduate School. If it goes an additional semester, there will be an additional \$100 fee (total = \$200). If the completion goes beyond three semesters, then the student will have to re-defend and register for 3 credits.
13. If the graduate student fails to complete all degree requirements (i.e. submission of the bound thesis, scientific and layperson abstracts to library) within 1 year of the successful defense, the student will be required to re-defend.

C. Examinations of MS Degree Candidates

a) A thesis defense will be scheduled at least 10 USU business days before the student's anticipated completion date. The defense consist of two separate parts, one immediately following the other.

(1) Part 1 consists of a public seminar presented to the Supervisory Committee and all interested faculty, graduate students, and other persons during normal working hours for the university. A general announcement via email as to time, place, and topic must be made preceding the seminar and/or in an individual flyer a minimum of 10 business days before the scheduled seminar. It is the joint responsibility of the Major Professor and student to ensure that the seminar is publicized. The seminar will precede the oral defense conducted by the Supervisory Committee (below).

(2) Part 2 consists of an oral defense conducted by the Supervisory Committee. The defense usually follows the seminar (above), is closed to the public, and will usually concern thesis related topics. The student should be notified in advance if he/she is to be tested on topics outside of the thesis. A unanimous vote of the supervisory committee is required to pass the defense. In the event of conflict, the Graduate Programs Coordinator will recommend a procedure for action to the Department Head and the matter will be taken to the Dean of the School of Graduate Studies.

b) Recommendations regarding the student's qualifications and permission to continue graduate work toward the PhD degree will be made by the Supervisory Committee to the Department Head or Dean of the CVM for final approval.

D. Schedule of Examinations

a. Students and advisors should carefully review the School of Graduate Studies requirements as set forth in the Graduate Catalog regarding examination schedules (<https://catalog.usu.edu/>).

b. Departmental Schedule

(1) A copy of the completed thesis is to be submitted to the Graduate Programs Coordinator 5 weeks (25 business days) prior to the final defense. The Graduate Programs Coordinator will certify to the Supervisory Committee that the thesis is complete and suitable for use as an examination copy. Copies of the certified thesis must be made available to members of the Supervisory Committee 4 weeks (20 business days) prior to the defense.

(2) The oral defense of the thesis must be scheduled through the School of Graduate Studies at least 10 working (business) days before the oral defense is to take place.

(3) Following the oral defense and approval of the thesis by the Supervisory Committee, the completed thesis will be resubmitted to the Graduate Programs Coordinator for Departmental review. The Graduate Programs Coordinator will then certify to the Department Head that the thesis is appropriate in format and content for submission to the School of Graduate Studies. The Department Head will approve the thesis and sign in a space provided on the title page.

(4) Following review by the School of Graduate Studies, the thesis will be returned to the student's Major Professor through the GPC for final corrections. The GPC will then certify that the corrections have been made so that the thesis may be returned to the School of Graduate Studies for approval.

E. Graduate Student Supervision

1. A Major Professor must be assigned to all graduate students at the time of matriculation. Students desiring to change their Major Professor may petition the Department Head. It is the Department's responsibility to ensure that a Major Professor is available for a student once admitted unless there is justifiable cause for not doing so. Justifiable cause includes unwillingness or inability of the student to pursue research that falls within the interest of a faculty member, unsatisfactory progress in the graduate program, including either course work or thesis research, and personal relationships that make the advisor-student relationship untenable. In cases where a Major Professor is no longer available through no fault of the student - such as in the case of retirement, resignation from the university, or death - the Department will make a good faith effort to assign a Major Professor.

2. Supervisory Committee: Matriculated graduate students must have a Supervisory Committee, which is responsible for approving and supervising the program of courses and research and overseeing the conduct of and approving the research for the MS (plan A only in this graduate program) thesis. The graduate student, after consultation with the Major Professor, should provide a completed Supervisory Committee Assignment form and a one page outline of the student's proposed research project to the GPC by the end of the first semester of enrollment. The GPC will then make a recommendation to the Department Head. The Department Head will make the final selections and forward the Supervisory Committee Assignment form to SGS. The form can be assessed online at <https://gradschool.usu.edu/forms/>.

3. The Program of Study form must be prepared and submitted to the Department Head for approval by the end of the second semester of study. The form is accessed by using either USU ACCESS (via Portal) or by USU ACCESS (bypass portal). The student will click Student and then go to DegreeWorks. The Program of Study will be completed by following the promptings on the screen. The research risk section on the Program of Study form (for an MS degree) must be checked, and where applicable the appropriate approval must be submitted to the School of Graduate Studies before the form will be approved by the Dean of RGS. The Program of Study form can be assessed online at <https://gradschool.usu.edu/forms/>.

4. Committees supervising graduate program leading to the MS degree shall consist of not fewer than three members of the USU faculty. All three faculty may be members of ADVS. At least one member must represent the graduate student's area of specialization, and at least one must be from outside the specialization area.

5. Faculty holding any rank below the Assistant Professor level may serve on the Supervisory Committee as an additional non-voting member, with the approval of the Dean of SGS.

6. The Thesis Director, even if not a member of a given CVM department, must be a member of the Supervisory Committee.

7. The graduate student's satisfactory progress through his/her program and rational evaluation of his/her success depends on the members of the Supervisory Committee being responsible and regularly available to the student for consultation.

8. Additions to the Supervisory Committee will be allowed to (1) fill vacancies created by the actual or de facto resignation of a member when that resignation renders the Committee invalid by the criteria outlined in 4. or 5. above, or (2) provide expertise for a need that was not foreseen at the time the original Committee was appointed. De facto resignation shall be deemed to exist when, in the opinion of the Departmental Head, a member is unable or not willing to function effectively in that capacity.

9. All changes in the membership of the Supervisory Committee will be accomplished by the procedures of point 2. above. No alterations in the membership of the Supervisory Committee will be made without approval of the Departmental Head. It is the policy of RGS not to approve changes in Supervisory Committee membership within 6 weeks of the final examination other than in exceptional circumstances.

Section V: Institution, Faculty, and Staff Support

Institutional Readiness

The proposed graduate program will be administered by the department heads, once departments have been formed and approved, with support from an administrative assistant trained in that role. The Associate Dean for Research and Graduate Studies will oversee the program at the college level. As the program grows, an Associate Department Head for the graduate program may be appointed in the future. The CVM will not have an undergraduate program in the foreseeable future. Therefore, undergraduate students will be recruited from other departments at USU, such as ADVS, and from other

universities. Given the expected relatively low number of graduate students in the CVM, no impact on the delivery of undergraduate and/or lower division education is expected. CVM graduate students may attend graduate-level courses offered across campus, which could slightly increase overall attendance of these courses.

Faculty

Preclinical courses offered in the veterinary professional program that are suitable for training medical scientists will be cross-listed in the graduate program. All of these courses are currently taught by faculty in the 2+2 veterinary WIMU program, who will transfer over into the CVM. Other graduate level courses listed in Appendix A are already existing and will continue to be taught by faculty in the different departments. The CVM will have sufficient numbers of faculty with significant research appointments to support training of graduate students in the laboratory setting once the faculty currently affiliated with ADVS are transferred over into the new college beginning in spring of 2023. As the CVM will develop its projected faculty size of approximately 62 until 2027, it is expected that at least 18 of these faculty will train graduate students, doubling the number of faculty currently training graduate students. These faculty may also develop new graduate level courses not listed in this proposal over time. CVM preclinical courses would be made available USU campus-wide similar to the arrangements currently in place. It will therefore not be necessary to hire faculty dedicated to creating graduate courses for the CVM.

Staff

Staff for the new CVM will be hired as needed to build out the administrative structure of the college. This includes staff support for the graduate program, such as a graduate program coordinator. Qualified personnel has been identified and will be hired as soon as the graduate program has been approved.

Student Advisement

- Graduate students typically communicate their interest in pursuing an MS degree directly to faculty, whose research area is of interest to the individual student. The faculty member will advise the student in collaboration with the graduate program coordinator about timelines, requirements, exams, finances, perspectives, expectations and other aspects of being an MS student.
- In addition, the CVM will have a student advisor for the veterinary program, who will also advise graduate student applicants and candidates.
- Wellness: Veterinary medical education is extremely demanding and can be very stressful. It is fairly common for veterinary students to need professional counseling to help them deal with academic or personal problems that can accompany the demanding curriculum. Professional counseling on the USU campus has been provided by a dedicated wellness counselor and staff in the Center for Counseling and Psychological Services. In addition, the CVM has a dedicated wellness professional and social worker, who is providing student counseling. This counselor will also be available to students in the graduate program.

Library and Information Resources

Library and Information Services will mainly be provided by the Merrill-Cazier Library on the main USU campus, which provides access to almost two million print books and journals, 7,600,000 e-books (including over seven million in the Hathi Trust Digital Library), 480,000 government publications, and over 60,000 electronic journals. The USU CVM will continue its partnership with USU Libraries to provide services, develop, and manage all library and information resources, as well as its additional online electronic resources.

Additional resources are available online to veterinary students through the Merrill-Cazier Library, which will receive financial support from the USU CVM, similar to relationships other colleges maintain with USU Libraries.

The Operating costs in the CVM annual budget contain a line item for Library Support of \$25,000 for years 1 and 2, \$50,000 for year 3, and \$200,000 for year 4 and beyond to support veterinary student support. It is not anticipated that additional resources will be needed for the relatively small number of students expected to be trained in the CVM graduate program.

Projected Enrollment and Finance

See Appendix D

Section VI: Program Evaluation

Program Assessment

The goal of the MS graduate program in the USU CVM is to train outstanding biomedical scientists, who will conduct research aimed at improving overall human and animal health. According to the Bureau of Labor Statistics, work by such scientists includes:

- Design and conduct studies that investigate both human diseases and methods to prevent and treat them
- Prepare and analyze medical samples and data to investigate causes and treatment of toxicity, pathogens, or chronic diseases
- Standardize drug potency, doses, and methods to allow for the mass manufacturing and distribution of drugs and medicinal compounds
- Create and test medical devices
- Develop programs that improve health outcomes, in partnership with health departments, industry personnel, and physicians
- Write research grant proposals and apply for funding from government agencies and private funding sources, (particularly in an academic setting)
- Follow procedures to avoid contamination and maintain safety (<https://www.bls.gov/ooh/life-physical-and-social-science/medical-scientists.htm#tab-2>).

Moreover, the completion of an MS degree is often the first step towards obtaining a PhD, which in turn is commonly a requirement for employment as a university professor, researcher, or scientist in many fields.

The CVM will work with the School of Graduate Studies, which provides administrative, financial, and professional support for graduate programs and graduate students in all disciplines and on all USU campuses to ensure best practices for program assessment and accreditation.

Accreditation of the MS program will be sought as part of USU accreditation by the Northwest Commission on Colleges and Universities, as well as by the AVMA COE as part of the CVM accreditation as a veterinary school.

The MS graduate program will be administered by the head of the department that is currently awaiting approval, and once a second department has been established, also by the head of that second department as well. Each department will have a similar structure for administration of the graduate program.

Student success is continually evaluated in an ongoing process provided by the administrative structure of the CVM:

1. The graduate program committee in each department of the CVM will perform a comprehensive review of the MS program at approximately 5 year intervals as mandated by the School of Graduate Studies. The reviews will include surveys of current students, alumni, and employers of graduates and reviews of comparable institutions.
2. In accordance with the Utah State Board of Regents Policy R411, departmental reviews will be periodically conducted to assess and improve educational standards. The graduate program would be subject to the same reviews. The USU Provost's Office will administer the review and there are two components to the review: a department self-study and an on-site department visit by an accreditation team. The department self-study will be at least once every 7 years and will include missions and goals, program descriptions, all degrees offered, support functions and outreach efforts. The review committee will consist of at least one Utah State University faculty member and two, off-campus experts in the departmental discipline under review.
3. Each department at USU has instituted the policy of having every course evaluated by students each time it is offered. Each course taught in the graduate program will be subject to the same student assessment. The IDEA system of course and teacher evaluation is used by Utah State University. It was implemented in 2011. It is a statistical, science-based assessment program that relies on an extensive, nationwide repository of course evaluation data. The system allows students to evaluate

the quality of the course, the teacher, and the perceived progress toward instructor-selected course objectives. The IDEA system takes the raw course evaluation scores as input values and converts them to a normalized evaluation score by comparing to other course evaluations from the nationwide IDEA database. A score of 50 is average (scores between 45 and 55 are statistically identical and 40 % of courses are in this category). Courses with scores below 45 are below average (30% of courses) and courses with scores above 55 are above average (the final 30% of courses).

4. The administrative structure of the departmental graduate program will ensure quality of education in the program:

a) Department Head (DH) - Responsible for the graduate programs of the Department. Certain aspects of the programs may be delegated to individuals (Associate Department Head for Academic Programs and the Graduate Programs Coordinator, both TBD) and other groups (Graduate Programs Committee - GPC) that are accountable to the Department Head for recommendations and/or actions.

b) A Graduate Program Coordinator may be appointed in the future as the program grows and the need arises, but likely not before 2027. The Graduate Program Coordinator may be a faculty member with a faculty service appointment (1 month salary at \$24,000 per year). The Graduate Program Coordinator would be responsible for routine duties as needed for maintaining oversight over the graduate program, or as delegated by the DH.

c) Graduate Programs Committee (GPC) – advisory group of 5 faculty members responsible for informing the Graduate Programs Coordinator and making recommendations to the Department Head on matters such as, but not restricted to, improvement of the departmental graduate programs, new student application evaluation, graduate curriculum review, and other aspects of the program.

d) Major Professor - will:

- i) serve as an advisor and supervisor for graduate students for whom he/she has accepted responsibility.
- ii) recommend members of a Supervisory Committee to the GPC, following consultation with their graduate student. Must be approved by the 2nd semester for PhD students.
- iii) serve as Chairperson of the Supervisory Committee for each of their graduate students.
- iv) counsel their graduate students on courses to be taken.
- v) encourage their graduate students to adhere to the normal graduate progress scheduled as specified.
- vi) usually serve as the Thesis Director for his/her graduate students.
- vii) review the Tuition Award Agreement with the student, if applicable, and make sure it is properly executed.

e) Thesis Director – will:

- i) advise and assist the graduate student in developing a research project title and pre-proposal.
- ii) supervise the conduct of the graduate student's research project, assuring that the thesis or dissertation is prepared as a scholarly document and satisfies all SGS requirements for approval.
- iii) serve as a member of the graduate student 's Supervisory Committee.

f) Supervisory Committee - responsible for certifying writing competency if English is not the first language, approves course work and research, and conducts the thesis defense of the graduate student.

- i) Members of the supervisory committee are approved for appointment by the Dean of SGS on the recommendation of the Graduate Programs Coordinator and Department Head.
- ii) The Major Professor will serve as Chair of the Supervisory Committee. The Major Professor and graduate student will recommend faculty members appropriate for the Supervisory Committee to the Graduate Programs Committee which, in turn, recommends the Committee to the Department Head.
- iii) The recommendation from the GPC will follow a review of the graduate student's completed Supervisory Committee Assignment Form (on-line form) and a one- page preliminary statement of the student's proposed research project.
- iv) Supervisory committee members should consist of faculty that have expertise and experience to contribute effectively to the training of the graduate student. They must also be a member of the Utah State University

Graduate Faculty, and will include all department faculty members with MS, PhD and/or DVM degrees. As the graduate program is further developed in the future to include MS graduate students, these individuals will be eligible to serve on graduate advisory committees as follows:

- (a) faculty with PhD terminal degree will be eligible to serve as a chair or regular member of a Supervisory Committee for students pursuing PhD or MS degrees.
- (b) faculty with an MS terminal degree shall be eligible to serve as a chair or regular member of a Supervisory Committee for student pursuing an MS degree.
- (c) Faculty with a DVM terminal degree, but no other graduate degree may serve as a regular member of any Supervisory Committee, but may not serve as a chair of a Supervisory Committee.
- (d) Faculty with a DVM terminal degree and a MS or PhD graduate degree may serve according to the above policy for the respective degree.
- (e) Service on a Supervisory Committee by a non-faculty (including Adjunct and non-university scientists) will be approved on a case-by-case basis by the DH.

Student Standards of Performance

All students will complete courses of biomedical relevance, where they will have to pass exams and earn grades. Courses will be selected based on the student's academic interests and in cooperation with the student's supervisory committee and Major professor to ensure optimal training of the candidate. In addition to formal coursework, students are expected to engage in active and applied learning experiences. These include research activities and scholarly activities beyond the thesis itself, such as preparing and giving scientific presentations inside and outside of the university, and participation in the publication process, as well as in the preparation of research grant applications.

All students are expected to publish a paper in a scientific journal and present their work at a professional meeting. All graduate students will be assigned a faculty advisor at the time they are admitted into the program, who will work with the student for the entire time the student is enrolled in the program. Each student's progress in the program will be reviewed annually by all members of the supervisory committee and feedback will be provided to the student. Areas of review will include research skills and progress, also overall toward completion of the program, coursework performance, assistantship performance, other accomplishments, and anything of concern.

Appendix A: Program Curriculum

Course Number	NEW Course	Course Title	Credit Hours
Core Course Menu			
VM 7519		Veterinary Physiology I (or alternatively, BIOL 6600)	3
VM 7520		Veterinary Physiology II (or alternatively, BIOL 6600)	3
VM 7511		Veterinary Anatomy I	3
VM 7534		Veterinary Immunology	2
VM 7585		Epidemiology	3
VM 7546		Systemic Pathology	3
ADVS 6160		Methods in biotechnology: cell culture	3
ADVS 5260		Methods in biotechnology: molecular cloning	3
VM 7522		Pharmacology	2
VM 7523		Toxicology	3
BIOL 5240		Virology (taught every other year, in rotation with immunology)	3
VM 7510		Veterinary Microscopic Anatomy	3
ADVS 6650		Science Communication	3
ADVS 6630		Endocrinology	3
VM 7970	X	Thesis research	6-15^{*1)}
CHEM 5700/5710		Biochemistry	3
CHEM 6720, 6740, 6750, 6760, 6770, 6780, or 7770		Biochemistry graduate level classes, taught on a 2 year rotation. Students can select as appropriate due to prior courses and personal interest.	2, 3
STAT 5500		Biostatistics	3
STAT 5200		Analysis of Designed Experiments	3
BENG 6890		Tissue Engineering	3
PSC 6150		Bioinformatics and Big Data Mining	3
BIOL 6600		Comparative Animal Physiology (alternative to VM 7519 and 7520)	3
BIOL 7140		Methods in Neuroscience	3
BIOL 6020		Cellular and molecular Neuroscience	3
BIOL 7110		Cognitive Neuroscience	3
ADVS 6210		Molecular Reproduction and Development	3
ADVS 6200		Physiology of Reproduction	3
Course Credit Hours			15-24 ^{*2)}
Total Credit Hours including Thesis Research			30 ^{*1)}

^{*1)} The minimum requirement for an MS degree is 30 semester credits total, which includes 15- 24 credits in residency and, for MS graduate students, 6 to 15 semester credits of "Thesis Research" (VM 7970, similar to ADVS 6970). Courses outside the student's major field numbered 3000-4990 may be used for the MS degree only with the approval of the Supervisory Committee and the Dean of SGS.

Add An Emphasis:

<i>Can students complete this degree without emphases?</i> <input checked="" type="checkbox"/> Yes			
Course Number	NEW Course	Course Title	Credit Hours
Name of Emphasis:			
Emphasis Credit Hour Sub-Total			
Total Number of Credits to Complete Program			

Program Curriculum Narrative

The CVM is currently still awaiting approval of its first department, which will administer a departmental aspect of the CVM graduate program.

1. No emphases: As described above, the minimum requirement for an MS degree is 30 approved graduate semester credits, which can include 6-15 thesis research credit hours (plan A). In general, graduates with a degree in Biomedical Sciences need core courses in molecular biology, cell biology, research methods, biomolecular science (such as biochemistry), biomedical science, and gross anatomy. Furthermore, they need skills in scientific writing and science communication. Students in the proposed program will be able to choose from courses listed in Appendix A to fulfill their credit requirements. However, the employment and area of work for graduates in this area is highly diverse (<https://www.bls.gov/ooh/life-physical-and-social-science/medical-scientists.htm#tab-2>). Selection of courses from the USU general course catalog may therefore differ from the menu listed in Appendix A (above) to accommodate career choices, but establishment of specific emphases is not envisioned at this time, as there are too many specializations and flexibility should be maintained in the graduate students' interest. However, the designation of "MS of Biomedical Sciences" may change once the full faculty has been developed and emphases can be developed based on research emphases in the CVM.

2. Rotations: To assist with matching interested students to Major Professors and their research groups, students with undetermined research interests will have the opportunity to rotate through 2-3 research groups of their choice. The funding of these students for the duration of the rotations before students commit to a major professor will be provided by the department and based on availability of funds.

3. Departmental Assistantships (DAs, these are modeled after the ADVS departmental assistantships)

a) Matriculated graduate students may be employed part-time as a Research Assistant (RA) on contract for 20 hours per week. The number of hours is based on the Full Time Equivalent (0.5 FTE = 20 hours/week; 0.25 FTE = 10 hours/week). RAs are collectively considered a Departmental Assistantship (DA) and have a 10 hour/week teaching component fall and spring semesters. If the Assistantship is the sole source of income on the USU campus, then no action needs to be taken. If a student chooses to take on additional work outside of the RA, those hours have to be entered into the USU time clock system. Such hours are in addition to the 'standard' hours of the RA. The Department does not encourage students on an RA to work beyond the 20 hours/week because the student needs the required time dedicated to learning and participating in a graduate program. DAs are required to take the Teaching Assistant Workshop USU 7920 prior to the semester they are given a teaching assignment. The course is 1-credit and is graded pass/fail. the CVM requests that School of Graduate Studies pay the class fee. The 1- credit course hour cannot be counted as a credit hour on the Program of Study. Students failing to take the Workshop will lose their RA until the teaching assistant training requirement has been completed.

b) DAs are generally offered on a competitive basis to outstanding graduate students who are matriculated, or in the process of matriculation, in an approved departmental graduate degree program. DAs are awarded by the Department Head in accordance with Departmental guidelines and upon the recommendation of the Graduate Programs Committee (**GPC**). Students receiving a DA must meet the minimum requirements of RGS (GPA ≥ 3.0 and GRE percentiles in Verbal and Quantitative ≥ 40). To remain competitive for a DA, a graduate student usually has to have a GPA ≥ 3.5 and GRE percentiles greater than 40.

c) Departmental Assistantships are usually awarded on a 52-week basis. The recipient of a DA is expected to contribute 20 hours per week (1040 hours per year) of his/her time to the Department. Of this time commitment, 300 hours are required as a Teaching Assistant, equivalent to 20 hours per week for one semester (20 hr/wk x 15 wk/semester = 300 hr) or less time per week if the assignment is over more than one semester within an academic year. Assignments are usually for fall and spring semesters. Teaching assignments will be directed by the GPC chair who will designate the courses to which the students are assigned with approval of the Department Head. The student's Major Professor will be notified of their student's assignments. DAs are for half-time duties and generally differ from scholarships and fellowships in that they are provided in return for 20 hours per week on an assignment other than the student's thesis research. They are contracts for a monthly payment for the term of the contract. They will not normally be awarded to an MS student for a total of more than 2 years. Continuation of financial support beyond these periods will require an individual petition initiated by the student and submitted by the student's Major Professor to the GPC on a semester by semester basis.

d) Students on a DA or Fellowship must maintain a cumulative GPA of at least 3.0 to retain their award. Students whose semester GPA falls below 3.0 will be notified that their award will be discontinued. This is a policy of RGS. If the GPA drops below 3.0 for 2 consecutive semesters, it will be grounds for dismissal from the degree program. Students that fall in this category will be required to reapply for the DA or Fellowship.

e) Nonresident and International MS students on a DA may be granted an award of the out-of-state portion of their tuition by the School of Graduate Studies. This will not apply for the second year unless the student has demonstrated in good faith that he/she has applied for Utah Residency or has obtained Utah Residency. International students do not have the option to apply for Utah Residency and therefore may be granted Non-resident tuition for up to 36 credit hours. Applications must be

completed no later than the first day of classes for the semester for which the waiver is requested and must be used by the 15th day of classes. Applications are processed through the ADVS Head Office Senior Staff Assistant. The waiver application renewal must be processed each year no later than May 1 for the following fall semester for those students whose DAs are renewed. Students are responsible for paying fees. The MS out-of-state portion of tuition (US students only or students from US Territories) is limited to 36 credit hours as approved on the Program of Study (POS). The Program of Study is to be submitted to the School of Graduate Studies no later than the **second semester** of the student's program. Nonresident students that do not submit a POS by the 2nd semester may be responsible for full tuition. The minimum number of credits a student on a DA (or Fellowship) must take for fall and spring semesters is 6 credits per semester and shall not exceed 12 credits per semester. Once all coursework is completed and only the research component of the degree is remaining, a student may register for 3 credits per semester. Non-0.5 FTE students must take 9 credits fall and spring semesters to maintain full time status. US students do not need to take any credit hours during the summer semester to maintain full time status with SGS. They must, however, work 20 hrs/wk during the summer to maintain their DA. International students must register for USU 7777 during summer semester to fulfill their visa requirements. There is no charge for USU 7777. MS students that are not supported on a DA or Fellowship are entitled to the same benefits as listed above providing the major professor hires the graduate student half time (0.5 FTE -20 hours per week). This would be on a contract basis for one or more semesters or for the academic year. RGS has stipulated any student in this category must receive a monthly stipend of \$675.00. The Supervisory Professor will be expected to pay the major portion of the Subsidized Health Insurance.

f. Graduate students are strongly encouraged not to work more than 20 hr/wk, and under no circumstances should a student work at USU more than 31 hr/wk over a 54 week period on USU work related assignments (does not include their research responsibilities). Work activities off campus or for other departments and researchers must be coordinated through the student's major professor. This policy is to ensure that the student has sufficient time to complete her/his academic and research requirements in a timely manner. The MS is a research degree and time spent in the laboratory or in the field collecting data is very important in the educational experience. This may require time after normal University hours, in the evenings, or on the weekends depending upon the nature and scope of the research project.

h. Full Notice of Non-discrimination: In its programs and activities, including in admissions and employment, Utah State University does not discriminate or tolerate discrimination, including harassment, based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy, Title IX, or any other federal, state, or local law. The following individuals have been designated to handle inquiries regarding the application of Title IX and its implementing regulations and/or USU's non discrimination policies:

- Executive Director of the Office of Equity: Alison Adams-Perlac; (alison.adams-perlac@usu.edu); Old Main Rm. 161; 435-797-1266
- Title IX Coordinator: Hilary Renshaw (hilary.renshaw@usu.edu); Old Main Rm. 161; 435-797-1266
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For further information regarding non-discrimination, please visit <https://equity.usu.edu/>.

Degree Map: N/A – this is a graduate program.

Appendix C: Current and New Faculty / Staff Information

Part I. Department Faculty / Staff

	# Tenured	# Tenure-Track	# Non-Tenure Track
Faculty: Full Time with Doctorate	14	2	7
Faculty: Part Time with Doctorate			1
Faculty: Full Time with Masters			0
Faculty: Part Time with Masters			0
Faculty: Full Time with Baccalaureate			0
Faculty: Part Time with Baccalaureate			0
Teaching / Graduate Assistants			0
Staff: Full Time			11
Staff: Part Time			3

Part II. Proposed Program Faculty Profiles.

	First Name	Last Name	Tenure (T) / Tenure Track (TT) / Other	Degree	Institution where Credential was Earned	Est. % of time faculty member will dedicate to proposed program.	If "Other," describe
Full Time Faculty							
	Thomas	Baldwin	T	DVM, PhD	Louisiana State University	30	
	Holly	Clement	Other	DVM, MS	UC Davis	25	Clinical
	Chris	Davies	Other	DVM, PhD	Cornell U.	15	Research
	Karl	Hoopes	T	DVM	Colorado State U.	25	
	Brett	Hurst	Other	PhD	Utah State U.	25	Research
	Jane	Kelly	Other	DVM, MS, MPH	North Carolina State U.	15	Clinical
	Cathleen	Kovarik	Other	DVM, PhD	Colorado State U, Iowa State U	95	Clinical
	Carmen	Lau	TT	DVM, PhD	Texas A& M, Iowa State U.	35	
	Jeffrey	Mason	T	PhD	UC Davis	35	
	Ralph	Meyer	T	PhD	U. Kaiserslautern/DKFZ (Germany)	35	
	Mirella	Meyer-Ficca	T	PhD	U. Tuebingen (Germany)	35	
	Aaron	Olsen	T	DVM, PhD	Purdue U.	30	
	Lee	Rickords	T	PhD	Louisiana State U	35	
	Kerry	Rood	T	DVM, MPH	Kansas State U, U of Iowa	35	
	Heloisia	Rutigliano	T	DVM, PhD	Sao Paolo U, UC Davis	35	
	Rusty	Stott	Other	DVM	Kansas State	35	Clinical
	Alexis	Sweat	Other	DVM	Washington State U, WIMU	35	Clinical
	Bart	Tarbet	Other	PhD	U Delaware	35	Research
	Kara	Thornton-Kurth	T	PhD	U Idaho	15	
	Arnaud	Van Wettere	T	DVM, PhD	U Liege, North Carolina State U	45	
	Dirk	Vanderwall	T	DVM, PhD	Cornell U, U Idaho	15	
	David	Wilson	T	DVM, PhD	Cornell U	35	
	Shawn	Zimmerman	TT	DVM, PhD	Louisiana State U, U Georgia	35	
							Add Another Full Time
Part Time Faculty							
	Allison	Willoughby	Other	DVM	Oregon State U	30	Adjunct lecturer
	James	Akagi	Other	DVM	Washington State U (WIMU)	20	Adjunct lecturer
	Nicole	Bush	Other	DVM	Washington State U (WIMU)	30	Adjunct lecturer

Part III: New Faculty / Staff Projections for Proposed Program

Indicate the number of faculty / staff to be hired in the first three years of the program, if applicable. Include additional cost for these faculty / staff members in Appendix D.

	# Tenured	# Tenure -Track	# Non -Tenure Track	Academic or Industry Credentials Needed	Est. % of time to be dedicated to proposed program.
Faculty: Full Time with Doctorate		20	12	PhD or DVM, or both	35
Faculty: Part Time with Doctorate			9	DVM	35
Faculty: Full Time with Masters					
Faculty: Part Time with Masters					
Faculty: Full Time with Baccalaureate					
Faculty: Part Time with Baccalaureate					
Teaching / Graduate Assistants					
Staff: Full Time			57		100
Staff: Part Time					

Appendix D: Projected Program Participation and Finance

Part I.

Three Year Projection: Program Participation and Department Budget						
	Year Preceding Implementation	New Program				
		Year 1	Year 2	Year 3	Year 4	Year 5
Student Data						
# of Majors in Department (vet. professional)	60	60	60	120	200	280
# of Majors in Proposed Program(s) (MS)		10	10	10	18	20
# of Graduates from Department (DVM, WSU)	30	30	30	30	0*	40
# Graduates in New Program(s)		0	10	10	10	10
Department Financial Data						
	Department Budget					
	Year Preceding Implementation (Base Budget)	Year 1	Year 2	Year 3		
		Addition to Base Budget for New Program(s)	Addition to Base Budget for New Program(s)	Addition to Base Budget for New Program(s)		
<i>Project additional expenses associated with offering new program(s). Account for New Faculty as stated in Appendix C, "Faculty Projections."</i>						
EXPENSES – nature of additional costs required for proposed program(s)						
<i>List salary benefits for additional faculty/staff each year the positions will be filled. For example, if hiring faculty in year 2, include expense in years 2 and 3. List one-time operating expenses only in the year expended.</i>						
Personnel (Faculty & Staff Salary & Benefits)	\$ 0	\$ 42,740	\$ 43,809	\$ 44,904		
Graduate Assistantships	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000		
Operating Expenses (Travel/IT)	\$ 28,600	\$ 28,600	\$ 28,600	\$ 28,600		
Grad Insurance	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000		
TOTAL PROGRAM EXPENSES		\$ 226,340	\$ 227,409	\$ 228,504		
TOTAL EXPENSES	\$ 183,600					
FUNDING – source of funding to cover additional costs generated by proposed program(s)						
<i>Describe internal reallocation using Narrative 1 on the following page. Describe new sources of funding using Narrative 2.</i>						
Internal Reallocation (for graduate students)	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000		
Appropriation						
Special Legislative Appropriation	\$ 0	\$ 42,740	\$ 43,809	\$ 44,904		
Grants and Contracts	\$ 63,600	\$ 63,600	\$ 63,600	\$ 63,600		
Special Fees						
Tuition						
Differential Tuition (requires Regents approval)						
PROPOSED PROGRAM FUNDING*3) (see narrative)		\$ 226,340	\$ 227,409	\$ 228,504		
TOTAL DEPARTMENT FUNDING*3)	\$ 183,600	226,340	\$ 227,409	\$ 228,504		
Difference						
Funding - Expense	0	0	0	0		

Part II: Expense explanation

Expense Narrative

Expenses include:

Personnel: Compensation for an associate professor to serve as the Graduate Program Coordinator at \$24,000 per year (faculty service appointment – 1 month salary). Staff support (reassignment of responsibilities) at \$5,000 per year. Benefits: \$18,340. Increase of 2.5% per year included. Graduate Assistantships – 10 @ \$13,500 per year.

Direct Costs: Graduate student insurance at \$2,000 per year; travel at \$2,500 per year, IT data networking and other expenses directly related to their research @ \$360.

Part III: Describe funding sources

Revenue Narrative 1

The College of Veterinary Medicine has dedicated funding in its on-going budget for salaries and benefits starting in Year 1 at \$42,740, and an additional \$140,000 per year from operational funding (tuition revenue) to cover graduate assistantships and insurance.

The College requires grant support for graduate assistantships at \$2,500 per year, any summer salary, insurance, IT data charges, travel, and other miscellaneous expenses from grant funding. In addition, tuition is included in grant budget when allowed by the granting agency.

Because the envisioned graduate program will be operated separately from the professional veterinary training program, expenses for the graduate program have been allocated as dedicated line items as part of the CVM operating budget (\$120,000 in the first three years, then \$536,700 in year 4 and beyond). These costs will be used for departmental assistantships and graduate student employment, as well as other costs associated with the graduate program.

3 May 2023

ITEM FOR ACTION

Utah State University's Departments of Applied Sciences, Technology and Education, Management and Sociology and Anthropology in the College of Agriculture and Applied Sciences, the College of Humanities and Social Sciences and the Jon M. Huntsman School of Business proposes offering a graduate certificate in Museum Administration and Collections Management.

EXECUTIVE SUMMARY

The Departments of Applied Sciences, Technology and Education, Management and Sociology and Anthropology in the College of Agriculture and Applied Sciences, the College of Humanities and Social Sciences and the Jon M. Huntsman School of Business proposes offering a graduate certificate in Museum Administration and Collections Management.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to offer a graduate certificate in Museum Administration and Collections Management.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Departments of Applied Sciences, Technology and Education, Management and Sociology and Anthropology in the College of Agriculture and Applied Sciences, the College of Humanities and Social Sciences and the Jon M. Huntsman School of Business proposes offering a graduate certificate in Museum Administration and Collections Management, and

WHEREAS, The proposal will provide students with a focused certificate program for professionals in Museum Administration and Collections Management;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve offering a graduate certificate in Museum Administration and Collections Management in the College of Agriculture and Applied Sciences, the College of Humanities and Social Sciences and the Jon M. Huntsman School of Business' Departments of Applied Sciences, Technology and Education, Management and Sociology and Anthropology and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____

CAAS CHASS HSB - Applied Sciences, Technology and Education Management Sociology and Anthropology - Museum Administration and Collections Management Graduate Certificate

4.1.a R401 ABBREVIATED PROGRAM PROPOSAL

R401-Abbreviated Program Proposal

HELPS AND HINTS FOR COMPLETING R401 PROPOSALS

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

[Process and Flowchart](#)

COLLEGE AND DEPARTMENT INFORMATION

Click on the college(s) and department(s) that are included on this request

COLLEGE (include all cross listed colleges)*

CAAS

CHASS

HSB

DEPARTMENT (include all cross listed departments)*

Applied Sciences, Technology and Education

Management

Sociology and Anthropology

Current Title (if applicable)* New certificate

Proposed Title* Museum Administration and Collections Management Graduate Certificate

CIP Code

Enter the Correct CIP Code by Using the Following Link:
[Classification Instruction Programs](#)

CIP Code (6-digits) * 30.1202

Minimum Number of Credits (if applicable)* 18

Maximum Number of Credits (if applicable)* 18

Type of Degree: (BA, Certificate
BS, etc.)*

REQUEST

TYPE OF CHANGE BEING REQUESTED

Click the change(s) that best reflect your proposal.

- New Academic Program:**
- Certificates of Completion (including CTE)
 - Certificates of Proficiency (including CTE)
 - Institutional Certificate of Proficiency
 - K-12 Endorsement Program
 - Minor
 - New Emphasis for Existing Program
 - Out of Service Area Delivery Program (attach signed MOU)
 - Post-Baccalaureate Certificate
 - Post-Masters Certificate

- Existing Academic Program Changes:**
- Name Change of Existing Program
 - Program Restructure (with or without Consolidation)
 - Program Transfer to a New Academic Department or Unit
 - Program Suspension
 - Program Discontinuation
 - Reinstatement of Previously Suspended Program
 - Out-of-Service Area Delivery Program (attach signed MOU)

- Administrative Unit Changes:**
- Name Change of Existing Unit
 - Administrative Unit (Transfer)
 - Administrative Unit (Restructure-with or without Consolidation)
 - Administrative Unit (Suspension)
 - Administrative Unit (Discontinuation)
 - Administrative Unit (New)
 - Reinstatement of Previously Suspended Administrative Unit
 - Reinstatement of Previously Discontinued Administrative Unit

Other: (explain change)

ADDITIONAL APPROVALS (if applicable)

Graduate Council Approval* Yes
 No

Teacher Licensure Program Approval (STEP)* Yes
 No

SECTION I: THE REQUEST

R401 Purpose* The graduate certificate in Museum Administration and Collections Management is a hybrid-delivery certificate designed to prepare both fully matriculated graduate students as well as current professionals in the field wishing to enhance their portfolios in museum administration and collections management.

SECTION II: PROGRAM PROPOSAL

Proposed Action & Rationale* The proposed action combines graduate-level anthropology courses with courses offered in the School of Business and the College of Agriculture and Applied Sciences to provide a focused certificate program for museum professionals in Museum Administration and Collections Management. The Department of Sociology and Anthropology proposes this certificate as a way to allow both industry professionals to further their qualifications and as an avenue for course credit towards earning a master's or PhD in Anthropology and Cultural Resource Management. This certificate should draw local cultural resource managers and museum professionals to the Utah State University (USU) graduate program as well as those from outside of Utah. The online nature of the certificate will appeal to potential students nationwide.

**Labor Market Demand
(if applicable)**

Federal, and in some cases, state laws require the identification and documentation of cultural resources at risk of destruction by development of public lands. Cultural Resource Management (CRM) archaeology provides industry and government agencies with private sector specialists trained to identify and assess the impact of undertakings on cultural resources. Given the pace of energy development in the American West, especially the current and future creation of vast solar and wind farms, CRM has become an important part of the environmental consulting industry in the United States. Within this context, resource managers identify and record the full range of cultural resources from prehistoric Fremont villages to historic homesteads of the Church of Jesus Christ of Latter-day Saints, producing records and museum collections that require cultural resource managers and museum professionals to ensure continued stewardship and preservation.

As of fall 2020, 237 principle investigators hold archaeological permits to work in Utah, with 95 of these archaeologists maintaining offices in the state. The Utah Division of State History reports that over 1,700 archaeological field projects are conducted in the state each year. Field projects vary widely in size with small projects requiring crews of 3-5 employees, while most projects employing over a dozen people, and a smaller number of large projects each year employing many dozens at a time. Work extends well beyond the field projects because for each person-hour spent in the field, an additional 10 hours of time is spent in the laboratory, writing reports, analyzing field data, processing field specimens for curation, and performing administrative tasks to manage the business and regulatory environment in which CRM occurs. Full-time jobs in this market often include full benefit packages, a consideration of importance in today's world. The proposed graduate certificate will train students to run these business.

Discussions with principal investigators suggest several recommendations for what a specialized graduate certificate should provide:

- Curricula should recognize the much broader scope of CRM and incorporate business, ecology, and the legal/regulatory environment in which CRM archaeology exists.
- Written and verbal communication.
- Experience in the preparation of proposals and research design.
- Basics in applied techniques in data analysis, collections, processing, and collections management.
- Experience in report preparation.
- Graduate curricula should provide structured mentorships or internships with CRM companies and/or government agencies.

Many of these recommendations have already been followed in the creation of the Master of Science in Anthropology program at USU. Yet, due to the limited number of courses (nine) that constitute the master's degree, the department is currently unable to train students in the aspects of business, finance and person management needed to successfully run a business.

Individuals currently employed in the field have few options to further their education or enhance their portfolios short of enrolling in a graduate program. The proposed certificate represents a unique offering both locally and nationally. In this case, the Museum Administration and Collections Management Graduate Certificate will allow individuals seeking to enhance their portfolios a way to do so through online distance learning that is currently unavailable through any venue.

Consistency with Institutional Mission & Institutional Impact*

The proposed graduate certificate in Museum Administration and Collections Management furthers Utah State University's land-grant mission to provide practical learning that meets the needs of 21st century students and stakeholders. This program will support learning, discovery, and engagement components essential to fulfill USU's land-grant mission by stressing the skills and competencies needed within academic and vocational contexts.

Finances*

No new facilities are required for this graduate certificate. The program may increase enrollment and tuition paid to the Huntsman School of Business.

SECTION III: CURRICULUM (if applicable)

Program Curriculum Narrative

The Museum Administration and Collections Management Graduate Certificate will consist of the following classes for a total of 18 credit hours. This certificate can be earned as a stand-alone certification or as part of the Anthropology and Cultural Resource Management PhD degree program.

Required Courses:

ANTH 6400 Collections Management

ANTH 6XXX Museum Collections Law, Policy, and Best Practices (forthcoming; department planning to submit new course proposal)

ANTH 6XXX Collections Handling (forthcoming; department planning to submit new course proposal)

ANTH 6800 Museum Development

Select two of the following:


ASTE 6220 Volunteer Programs and Partnerships

ASTE 6180 Administration and Leadership

ASTE 6170 Program Planning & Evaluation


MGT 6320 Leadership and Organizational Effectiveness

MGT 6500 Managing Individuals and Groups

Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located on the right-hand side of the screen.

SUBMIT AND APPROVE THE PROPOSAL

Click on the SAVE ALL CHANGES button below.

Scroll to the top left and click on the LAUNCH  icon to launch your proposal.

3 May 2023

ITEM FOR ACTION

Utah State University's School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services proposes moving the Doctorate of Education from the College of Education and Human Services (CEHS) Dean's Office to the School of Teacher Education and Leadership.

EXECUTIVE SUMMARY

The School of Teacher education and Leadership in the Emma Eccles Jones College of Education and Human Services proposes moving the Doctorate of Education from the CEHS Dean's Office to the School of Teacher Education and Leadership.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to move the Doctorate of Education from the CEHS Dean's Office to the School of Teacher Education and Leadership.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services proposes moving the Doctorate of Education from the CEHS Dean's Office to the School of Teacher Education and Leadership, and

WHEREAS, The proposal will allow students to be coded under the Teacher Education and Leadership code;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve moving the Doctorate of Education from the CEHS Dean's Office to the School of Teacher Education and Leadership, in the Emma Eccles Jones College of Education and Human Services' School of Teacher Education and Leadership and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____

CEHS - School of Teacher Education and Leadership - Title will remain the same: Doctor of Philosophy in Education Program

4.1.a R401 ABBREVIATED PROGRAM PROPOSAL

Proposal and Contact Information

Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

[Deadlines and Schedules](#)

[Process and Flowchart](#)

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: Select the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

COLLEGE (include all cross listed colleges)*

CEHS

DEPARTMENT (include all cross listed departments)*

School of Teacher Education and Leadership

Current Title (if applicable)* Doctor of Philosophy in Education

Proposed Title* Doctor of Philosophy in Education

Step 2: Enter the Correct CIP Code Using the Following Website: [Classification](#)

Step 2: Enter the correct CIP Code using the following website: [Classification of Instructional Programs](#)

CIP Code (6-digits) * 13.0301

Minimum Number of Credits (if applicable)* 60

Maximum Number of Credits (if applicable)* 60

Type of Degree: (BA, BS, etc.)* Doctorate

Request

Step 3: Select the Type of Change Being Requested.

- New Academic Program:**
- Certificates of Completion (including CTE)
 - Certificates of Proficiency (including CTE)
 - Institutional Certificate of Proficiency
 - K-12 Endorsement Program
 - Minor
 - New Emphasis for Existing Program
 - Out of Service Area Delivery Program (attach signed MOU)
 - Post-Baccalaureate
 - Post-Masters Certificate

- Existing Academic Program Changes:**
- Name Change of Existing Program
 - Program Restructure (with or without Consolidation)
 - Program Transfer to a New Academic Department or Unit
 - Program Suspension
 - Program Discontinuation
 - Reinstatement of Previously Suspended Program
 - Out-of-Service Area Delivery Program (attach signed MOU)

- Administrative Unit Changes:**
- Name Change of Existing Unit
 - Administrative Unit Transfer
 - Administrative Unit Restructure (with or without Consolidation)
 - Administrative Unit Suspension
 - Administrative Unit Discontinuation
 - Reinstatement of Previously Suspended Administrative Unit
 - Reinstatement of Previously Discontinued Administrative Unit

Other: (explain change)

Additional Approvals (if applicable)

Graduate Council* Yes
 No

Council on Teacher Education* Yes
 No

Section I: The Request

R401 Purpose*

When the Doctorate of Education was created, it was originally housed under the umbrella of the CEHS Dean's Office, thus students were coded as ED/INTER. The funding also flowed through the CEHS Dean's Office, but, because all of the students were aligned with the School of Teacher Education and Leadership (TEAL), many years ago the funding was transferred to TEAL.

As TEAL was completing the R411 for our doctoral program, this topic came to light when the Provost's office's data showed TEAL with a doctoral program and no doctoral students. For clarity, these students should be coded as TEAL students as the program is housed in our department and administered by our department. Dean Al Smith and Shelley Lindauer are supportive of this request.

Section II: Program Proposal

Proposed Action & Rationale*

Upon checking with Richard Cutler and Fran Hopkin, it was advised that an R401 be submitted so that the students in the TEAL Doctorate of Education program are coded under TEAL as the first paragraph in the R401 policy includes this statement: *R401-1. Purpose. This policy also creates procedures for approving or discontinuing programs and notifying the Board of Higher Education of changes to academic program and administrative units.*

Labor Market Demand (if applicable)

Consistency with Institutional Mission & Institutional Impact*

This is simply a request for coding changes; no other aspects of the program are affected.

Finances*

This is simply a request for coding changes; no other aspects of the program are affected.

Section III: Curriculum (if applicable)

Program Curriculum Narrative

Step 4: Attach (if applicable) completed Program Curriculum and Degree Map to this

request by clicking on the Files  icon located on the right-hand side of the screen.

Step 5: Submit

Click on the save all changes button below.

Scroll to the top left and click on the launch  icon to launch your proposal.

3 May 2023

ITEM FOR ACTION

RE: Proposed Auxiliary System Revenue Bonds, Series 2023

Issuance of Auxiliary System Revenue Bonds, Series 2023 to finance the South Campus Residence Hall and the South Campus Parking Terrace projects located on the Logan Campus.

EXECUTIVE SUMMARY

The University proposes to issue revenue bonds of approximately \$72,000,000, together with other amounts necessary to pay costs of issuance, pay capitalized interest, and fund any debt service reserve requirement to finance the South Campus Residence Hall and the South Campus Parking Terrace projects on the Logan Campus (see the attached Preliminary Summary Sheet). Projects were approved by the Board of Trustees, Utah Board of Higher Education, and the Legislature. Bonds will be repaid with funds received from housing revenue.

RECOMMENDATION

The President and Vice President for Finance and Administrative Services recommend that the Board of Trustees approves the issuance of Auxiliary System Revenue Bonds, Series 2023.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, the University proposes to issue revenue bonds of approximately \$72,000,000, together with other amounts necessary to pay costs of issuance, pay capitalized interest, and fund any debt service reserve requirement to finance the South Campus Residence Hall and the South Campus Parking Terrace projects on the Logan Campus (see the attached Preliminary Summary Sheet); and

WHEREAS, projects were approved by the Board of Trustees, Utah Board of Higher Education, and the Legislature; and

WHEREAS, bonds will be repaid with funds received from housing revenue:

NOW, THEREFORE, BE IT RESOLVED, that the USU Board of Trustees hereby approves the issuance of Auxiliary System Revenue Bonds, Series 2023.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES

Date

Utah State University
Auxiliary System Revenue Bonds, Series 2023
Preliminary Summary Sheet

Proposed Issue: Auxiliary System Revenue Bonds

Total Approximate Issue Size: \$72,000,000

Use of Funds: To generate \$49.293 million for the South Campus Residence Hall, \$22.925 million for the South Campus Parking Terrace, and other monies to fund 2 years of capitalized interest, a debt service reserve fund, if needed, and to pay associated costs of issuance.

Detail of Proposed Series 2023 Bonds:

Principal Amount: Not to exceed \$84,000,000

Interest Rate: Not to exceed 5.0%

Maturity Date: Not to exceed 34 years

Aggregate Discount: Not to exceed 2%

Bond Rating: “AA” (state moral obligation)

Source of Repayment: Auxiliary System revenues

Indenture Amendments: As part of this bond issuance, the University will be making two amendments to the bond indenture:

1. Changing the name of the bonds to “Auxiliary System Revenue Bonds” from the current title of “Student Fee and Housing System Revenue Bonds.” This change better reflects the true nature of the Auxiliary system.
2. Eliminating the Bookstore net revenues from inclusion in the revenue pledge.

Timetable Considerations: The University will issue bonds through the Board of Higher Education in June, 2023, following approval at the May meetings. The University anticipates selling bonds by competitive sale, and the underwriter will be whichever provides the lowest total borrowing cost. The resolution will allow for the possibility of a negotiated sale should market conditions be more favorable for that option. The anticipated closing date is June 22, 2023.

3 March 2023

ITEM FOR ACTION

Utah State University's Center for the School of the Future in the Emma Eccles Jones College of Education and Human Services proposes changing the opening date from Fall 2023 to Fall 2024 and modifying documents.

EXECUTIVE SUMMARY

The Center for the School of the Future in the Emma Eccles Jones College of Education and Human Services changing the opening date from Fall 2023 to Fall 2024 and modifying documents.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to change the opening date from Fall 2023 to Fall 2024 and modifying documents.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Center for the School of the Future proposes changing the opening date from Fall 2023 to Fall 2024 and modifying documents, and

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve changing the opening date from Fall 2023 to Fall 2024 and modifying documents, in the Emma Eccles Jones College of Education and Human Services' Center for the School of the Future and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE:



Emma Eccles Jones College of Education & Human Services
Center for the School of the Future
UtahStateUniversity

Charter Agreement Change Request

2605 Old Main Hill, Logan, Utah 84322-2605 (435) 797-9050

[Charter School Authorizing](#) | [CSF](#) | [CEHS](#) | [USU](#)

Purpose

The purpose of this form is to provide USU authorized charter schools to request changes to the charter school agreements that exist between, and were signed by their respective school boards, and the Board of Trustees at USU.

Guidance

Learning systems that learn are dynamic organizations that evolve over time and primarily by responding to feedback loops existing between curricular, instructional, assessment, finance, and governance inputs, and student learning data. USU charter school authorizing staff expect USU authorized charter schools to be responsive to the student learning product that results from their input actions.

In many cases, the learning system evolution that should, and is expected to occur to improve student learning, does not require submission of this form, to trigger consideration of a change to the existing charter school agreement. A non-exhaustive, but illustrative list of circumstances necessitating submission of this form include:

- Change of the year your school will open.
- Change in the goals identified in your charter school application.
- Change in the grade span to be served.
- Change in the number of students to be served that exceeds 20%.
- Change in school's charter focus (e.g., vocational focus to arts focus).
- Change in the modality of the school's instructional delivery form (virtual to face-to-face)
- Change in length of school year, length of school day, or other substantive changes of this nature.

In general, changes that substantially modify what students are to learn, how they will learn, or the learning context (e.g., length of day, year...) or the levels of competency students are to achieve warrant submission of this change request document.

If you have questions regarding these broad guiding principles and these illustrative examples, please contact David Forbush, Associate Director for The Center for the School of the Future at USU – 435-890-0664 / david.forbush@usu.edu

Please recognize that review and responses to requested changes may require USU Board of Trustee approval. Additionally, recognize that some approved changes may require adjustment of your approved application which attaches to your charter school agreement.

Change Request

Question	School Response	Authorizer Response/Questions
School Name & Location	Cambridge Preparatory Academy – Salt Lake County	
Change Requested (one change per form)	Change in opening date from Fall 2023 to Fall 2024.	
Circumstance Prompting Change Request	Due to uncertainty and rapid change in the real estate and construction sectors, the acquisition and development of appropriate land for the facilities of CPA – Salt Lake County will take longer than anticipated. By requesting an additional year prior to opening, CPA – Salt Lake County will ensure sufficient time to develop high quality facilities for the implementation of our educational plans.	
Change’s Anticipated Value Add to Student Learning	This change in opening date will enable CPA – Salt Lake County to locate a site and build facilities that provide an optimal environment for student learning. It will ensure that CPA – Salt Lake County does not open in temporary facilities, allowing students an uninterrupted educational experience in the long-term school facilities.	
Describe Other School Elements Impacted if Change is Approved	No other school elements will be impacted by the requested change. Facilities and location will be impacted positively due to increased time for land acquisition and facility development. CPA –	

	Salt Lake County's SMART goals remain unchanged.	
School Director Signature & Date	The Director for CPA – Salt Lake County has not been identified at this time.	
Board Chair Signature & Date	<i>Stan Gorkhant</i>	<i>August 12, 2022</i>
Authorizer Decision, Directives & Date		

FIRST AMENDMENT TO CHARTER AGREEMENT

THIS FIRST AMENDMENT ("Amendment") to the Charter Agreement between Cambridge Preparatory Academy – Salt Lake County Charter School ("Charter School") and the Board of Trustees of Utah State University ("Authorizer"), dated June 13, 2022 ("Agreement"), is made and entered into as of August 19, 2022 by and between Charter School and Authorizer. Charter School and Authorizer each may be referred to herein as a "Party" or collectively as the "Parties."

WHEREAS, the Parties desire to update certain timelines and expectations set forth in the Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and obligations set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree to amend the Agreement as follows:

1. Section 1.6 of the Agreement is replaced with the following updated Section 1.6:

1.6 Opening Date. The Charter School shall open for operation in August of 2024. Prior to opening, and not later than June 1, 2024, Charter School leadership, and the Governing Board must complete charter school pre-operational training and offer evidence to the Authorizer of training completion.
2. Section 2.4 of the Agreement is replaced with the following updated Section 2.4:

2.4 Training. All Governing Board members must complete training preparing them for the role and responsibility of serving as a Governing Board member, before June 1, 2024, and Charter School must provide the Authorizer with evidence of each Governing Board members completion of the training. New Governing Board members are to complete similar training within 12-months of appointment to the Governing Board. Governing Board members are to participate in continuous, ongoing training and Charter School shall provide evidence of such training in an annual report to the Authorizer.
3. Section 5.6 of the Agreement is replaced with the following updated Section 5.6:

5.6 Charter Term. This Charter shall expire on June 30, 2028, unless otherwise amended or extended by the written agreement of the Parties.
4. All other provisions of the Agreement remain unchanged and in effect.

--SIGNATURES ON NEXT PAGE--

IN WITNESS WHEREOF, the Parties have duly executed this Amendment.

UTAH STATE UNIVERSITY BOARD
OF TRUSTEES

By: _____
Print Name:
Title:
Date: _____

CHARTER SCHOOL

By: _____
Print Name:
Title:
Date: _____

By: _____
Print Name:
Title:
Date: _____

By: _____
Print Name:
Title:
Date: _____

By: _____
Print Name:
Title:
Date: _____

By: _____
Print Name:
Title:
Date: _____

By: _____
Print Name:
Title:
Date: _____

By: _____
Print Name:
Title:
Date: _____

3 March 2023

ITEM FOR ACTION

Utah State University's Center for the School of the Future in the Emma Eccles Jones College of Education and Human Services proposes changing the opening date from Fall 2023 to Fall 2024 and modifying documents.

EXECUTIVE SUMMARY

The Center for the School of the Future in the Emma Eccles Jones College of Education and Human Services changing the opening date from Fall 2023 to Fall 2024 and modifying documents.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to change the opening date from Fall 2023 to Fall 2024 and modifying documents.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Center for the School of the Future proposes changing the opening date from Fall 2023 to Fall 2024 and modifying documents, and

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve changing the opening date from Fall 2023 to Fall 2024 and modifying documents, in the Emma Eccles Jones College of Education and Human Services' Center for the School of the Future and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE:

ITEM FOR ACTION

RE: Report of Investments for December 2022

The Report of Investments for December 2022 is submitted to the Board of Trustees for consideration. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

This set of investment reports presents investment activity for December 2022 and comparative year-to-date totals for FY 2022-2023 and FY 2021-2022; investment portfolios at 31 December 2022; and Summary of Total Investment Returns for the quarter ended 31 December 2022 and year-to date 01 July 2022 to 31 December 2022.

CASH MANAGEMENT INVESTMENT POOL

The average daily fair value invested during December 2022 was \$581,037,760, down \$13,808,090 from November 2022. Total investment gain was \$2,198,091, down \$4,450,900 from November 2022, reflecting the decrease in the amount available for investing and a decrease in total investment return. The annualized total investment return was 4.54%, down 8.87% from November 2022.

Year-to-date numbers show that the average daily fair value invested for FY 2022-2023 was \$572,371,260, up \$92,788,195 (19.35%) over FY 2021-2022. Total interest income for FY 2022-2023 amounted to \$7,300,312, up \$4,201,088 (135.55%) over FY 2021-2022, reflecting an increase in the amount available for investing and an increase in interest rates.

The total amount invested at 31 December 2022 was \$541,108,511, up \$39,228,368 (7.82%) over 31 December 2021. Unrealized losses at 31 December 2022 were \$46,692,918.

ENDOWMENT POOL

The average daily fair value invested during December 2022 was \$262,612,467, up \$3,176,310 over November 2022. Interest and dividend income of \$1,113,324 plus net realized gains of \$673,893 totaled \$1,787,217 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2022-2023 was \$256,405,086, down \$2,577,555 (1.0%) from FY 2021-2022. Total realized income for FY 2022-2023 was \$3,300,065, down \$3,409,441 (50.82%) from FY 2021-2022. This decrease resulted from \$491,187 more in interest and dividends and \$3,900,628 less in net realized gains during FY 2022-2023.

The total amount invested at 31 December 2022 was \$260,166,912, down \$10,731,186 (3.96%) from 31 December 2021. Unrealized gains at 31 December 2022 were \$37,718,437.

OTHER INVESTMENTS

The average daily fair value invested during December 2022 was \$255,790,241, up \$3,466,418 over November 2022. Interest and dividend income of \$880,288 plus net realized gains of \$137 totaled \$880,425 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2022-2023 was \$257,004,206, down \$6,463,046 (2.45%) from FY 2021-2022. Total realized income for FY 2022-2023 was \$4,561,984, up \$3,080,440 (207.92%) over FY 2021-2022. This increase resulted from \$2,729,098 more in interest and dividend income and \$351,342 more in net realized gains during FY 2022-2023.

The total amount invested at 31 December 2022 was \$254,333,023, down \$14,321,040 (5.33%) from 31 December 2021. Unrealized gains at 31 December 2022 were \$6,661,859.

ENDOWMENT TRUSTS

The average daily fair value invested during December 2022 was \$6,218,590, down \$14,574 from November 2022. Interest and dividend income of \$31,265 plus net realized gains of \$40,845 totaled \$72,110 in realized gains for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2022-2023 was \$6,176,864, down \$461,843 (6.96%) from FY 2021-2022. Total realized loss for FY 2022-2023 was \$208,384, down \$585,299 (155.29%) from FY 2021-2022. This decrease resulted from \$2,964 less in interest and dividend income and \$582,335 more in net realized losses during FY 2022-2023.

The total amount invested at 31 December 2022 was \$6,062,821, down \$956,950 (13.63%) from 31 December 2021. Unrealized losses at 31 December 2022 were \$272,300.

PLANT FUND TRUSTS

The average daily fair value invested during December 2022 was \$291,162,516, down \$5,826,760 from November 2022. Interest income totaled \$92,825 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2022-2023 was \$34,328,260, down \$24,627,371 (41.77%) from FY 2021-2022. Total realized income for FY 2022-2023 was \$453,860, up \$352,128 (346.13%) over FY 2021-2022. This increase reflects the decreased amount available for investing and an increase in the rate of return.

The total amount invested at 31 December 2022 was \$28,875,069, down \$22,555,879 (43.86%) from 31 December 2021. There were no unrealized gains or losses at 31 December 2022.

SUMMARY OF INVESTMENT TRANSACTIONS

The University's average daily fair value invested for the month of December was \$1,024,244,168. Purchases totaled \$28,345,341 and sales totaled \$42,919,553. From this activity the University realized net gains of \$714,875 and earnings of \$3,424,876.

SUMMARY OF INVESTMENT RETURNS

The Endowment Pool composite benchmark is established based on the asset allocation of the Endowment Pool. At 31 December 2022 the Endowment Pool asset allocation was 2.65% cash, 21.11% fixed income, 76.24% equities. The benchmarks used include the Barclay's Capital U.S. Aggregate Bond Index, MSCI ACWIXUS, and the Russell 3000 index. The composite benchmark for the Endowment Pool at 31 December 2022 was -9.37%.

The Endowment Pool trailing 12-month rate of return was -6.25% at 31 December 2022. The Endowment Pool outperformed its benchmark by 312 bp year-to-date at 31 December 2022.

The Cash Management Investment Pool trailing 12-month rate of return was -5.57% at 31 December 2022. The benchmark for the Cash Management Investment Pool is the Utah Public Treasurers' Investment Fund (PTIF). The PTIF fiscal year-to-date annualized rate of return was 1.83% at 31 December 2022. The Cash Management Investment Pool underperformed its benchmark by 740 bp year-to-date at 31 December 2022.

ENDOWMENT FUNDS

The fair value of invested endowment funds at 31 December 2022 was \$523. million, up \$20.2 million (4.02%) over 30 September 2022. This increase includes the change in fair value and new gifts received through 31 December 2022.

Year-to-date, the endowment funds have increased \$1.9 million (0.36%) over 30 June 2022.

Endowment funds are currently invested 48.64% in the Endowment Pool, 21.34% in the Cash Management Investment Pool, 1.16% in the various Endowment Trusts and 28.86% in Other Investments.

RECOMMENDATION

The President and Vice President for Finance and Administrative Services recommend that the Board of Trustees approve the Report of Investments for December 2022.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, The attached Report of Investments containing authorized transactions, documentation, and supporting papers has been filed for review by the Board of Trustees pertaining to the investment activities; and

WHEREAS, The investment transactions listed on the attached Report of Investments have been approved by the USU Controller's Office; and

WHEREAS, The investment activities listed on the attached Report of Investments are in accordance with the Utah State Money Management Act, the rules of the Utah State Money Management Council, the Utah State Uniform Prudent Management of Institutional Funds Act, and the laws and rules of Utah State University and the State of Utah; and

WHEREAS, The Chief Financial Officer for Utah State University, David T. Cowley, Vice President for Finance and Administrative Services, has certified to the best of his knowledge and belief all investment transactions listed on the attached Report of Investments were made in accordance with the guidelines, rules, and laws; and

WHEREAS, Vice President Cowley requests approval of the attached Report of Investments for the period 1 December 2022 to 31 December 2022 and comparative year-to-date totals for the periods 1 July 2022 to 31 December 2022 and 1 July 2021 to 31 December 2021; and

WHEREAS, The President of Utah State University has reviewed the attached report and recommends its approval by the Utah State University Board of Trustees; and

WHEREAS, The USU Board of Trustees has reviewed and given due consideration, review, and authorization of the investment transactions listed on the attached Report of Investments for the period 1 December 2022 to 31 December 2022 and comparative year-to-date totals for the periods 1 July 2022 to 31 December 2022 and 1 July 2021 to 31 December 2021;

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approves the attached Report of Investments as presented and ratifies the transactions listed on said Report of Investments for December 2022.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Date



UTAH STATE UNIVERSITY
REPORT OF INVESTMENTS
DECEMBER 2022

The following schedules (A through G) provide a report of the University's Investments. To the best of my knowledge, Utah State University is in compliance with the Utah State Money Management Act and the rules of the Utah State Money Management Council and the Utah State Uniform Prudent Management of Institutional Funds Act.

A handwritten signature in black ink, appearing to read 'Danford R. Christensen', written over a horizontal line.

Danford R. Christensen
Controller

4-14-2023
Date

A handwritten signature in black ink, appearing to read 'David T. Cowley', written over a horizontal line.

David T. Cowley
Vice President
for Finance and Administrative Services

4/17/23
Date

UTAH STATE UNIVERSITY
CASH MANAGEMENT INVESTMENT POOL
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule A-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest Income	Less Service Charges	Net Interest Income
Jul 2022	\$492,148,729	\$36,806,802	\$8,909,142	\$3,634,390	\$523,680,779	\$533,068,740	\$835,245	\$11,139	\$824,106
Aug 2022	523,680,779	22,871,803	8,930,748	(8,443,709)	529,178,125	553,613,625	981,243	(15)	981,258
Sep 2022	529,178,125	41,105,549	22,905,325	(10,798,210)	536,580,139	579,663,923	1,105,549	(3,085)	1,108,634
Oct 2022	536,580,139	32,377,870	5,836,190	(4,507,682)	558,614,137	591,997,660	1,377,870	(15)	1,377,885
Nov 2022	558,614,137	6,299,980	24,827,396	5,258,711	545,345,432	594,845,850	1,390,280	(15)	1,390,295
Dec 2022	545,345,432	6,503,724	11,328,611	587,966	541,108,511	581,037,760	1,610,125	843	1,609,282
Jan 2023									
Feb 2023									
Mar 2023									
Apr 2023									
May 2023									
Jun 2023									

Comparative Totals:

Year-to-date									
FY 2022-23	\$492,148,729	\$145,965,728	\$82,737,412	(\$14,268,534)	\$541,108,511	\$572,371,260	\$7,300,312	\$8,852	\$7,291,460
FY 2021-22	418,202,496	156,390,854	68,530,672	(4,182,535)	501,880,143	479,583,065	3,099,224	13,846	3,085,378
Amt Change					39,228,368	92,788,195	4,201,088	(4,994)	4,206,082
% Change					7.82%	19.35%	135.55%	-36.07%	136.32%

Note: The Cash Management Investment Pool includes cash of all funds over estimated daily operating requirements.

UTAH STATE UNIVERSITY
CASH MANAGEMENT INVESTMENT POOL PORTFOLIO
31 December 2022

Schedule A-1-A
Page 1 of 4

Description	Coupon Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Money Market						
Bank of Utah - Public Treasurer Acct	3.1900%			\$19,100,000	\$19,100,000	\$0
Cache Valley Bank	3.4187%			17,100,000	17,100,000	0
				<u>36,200,000</u>	<u>36,200,000</u>	<u>0</u>
Public Treasurers' Investment Fund						
Utah Public Treasurers' Investment Fund	3.8005%			19,100,000	19,100,000	0
				<u>19,100,000</u>	<u>19,100,000</u>	<u>0</u>
Commercial Paper and Corporate Notes						
Fixed Rate						
Goldman Sachs	4.000%	07/29/22	08/29/23	7,000,000	6,925,276	(74,724)
Credit Suisse	3.950%	07/18/22	10/18/23	10,000,000	9,756,747	(243,253)
Citigroup	5.500%	10/31/22	10/31/23	7,000,000	6,938,925	(61,075)
Toronto Dominion Bank	4.050%	08/15/22	11/15/23	10,000,000	9,873,232	(126,768)
Royal Bank of Canada	4.000%	08/30/22	11/30/23	8,000,000	7,913,220	(86,780)
JP Morgan	4.000%	09/14/22	12/14/23	5,000,000	4,963,236	(36,764)
Royal Bank of Canada	4.050%	09/14/22	12/14/23	7,000,000	6,934,812	(65,188)
JP Morgan	4.250%	09/19/22	12/19/23	7,000,000	6,954,633	(45,367)
Bank of Nova Scotia	4.4000%	09/30/22	12/30/23	7,000,000	6,981,343	(18,657)
Wells Fargo & Co	3.7500%	11/07/22	01/24/24	4,909,700	4,933,395	23,695
Toronto Dominion Bank	5.2000%	10/31/22	01/31/24	7,000,000	7,002,363	2,363
Floater Rate						
Westpac Banking	4.3310%	03/20/20	01/13/23	904,169	999,870	95,701
Goldman Sachs	5.4420%	03/16/20	02/23/23	14,996,837	15,007,516	10,679
Citigroup	5.0560%	02/27/20	02/27/23	7,000,000	6,994,475	(5,525)
Atmos Energy Corp	5.1030%	01/11/22	03/09/23	10,260,000	10,253,750	(6,250)
Truist Bank	4.8650%	03/10/20	03/09/23	7,000,000	7,002,274	2,274
Barclays	9.2020%	09/01/20	03/16/23	3,185,000	3,208,572	23,572
Banco Santander	5.0390%	10/14/20	04/12/23	5,000,000	5,000,526	526
Southern Calif Gas Co	5.1030%	01/11/22	09/14/23	9,354,000	9,327,361	(26,639)

UTAH STATE UNIVERSITY
CASH MANAGEMENT INVESTMENT POOL PORTFOLIO
31 December 2022

Schedule A-1-A
Page 2 of 4

Description	Coupon Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Floater Rate (continued)						
Athene Global	4.5560%	07/29/21	01/08/24	\$2,952,000	\$2,926,338	(\$25,662)
Athene Global	4.5560%	02/17/22	01/08/24	12,265,000	12,158,379	(106,621)
Comcast	4.7090%	02/07/22	04/15/24	7,000,000	7,019,421	19,421
Morgan Stanley	5.7700%	02/11/22	05/08/24	9,300,000	9,316,805	16,805
Citigroup	5.7500%	11/05/21	05/17/24	5,000,000	5,007,659	7,659
Citigroup	5.7840%	11/24/21	06/01/24	5,187,000	5,192,680	5,680
GA Global Funding Trust	4.6650%	07/14/22	09/13/24	5,833,974	5,828,654	(5,320)
Athene Global	4.3610%	08/19/22	01/07/25	3,890,560	3,892,269	1,709
JP Morgan	4.7590%	02/10/22	01/10/25	5,000,000	4,988,090	(11,910)
BPCE	4.2510%	01/14/22	01/14/25	5,000,000	4,899,215	(100,785)
Bank of America	4.6370%	02/08/22	02/04/25	7,000,000	6,904,559	(95,441)
GA Global Funding Trust	5.0130%	07/14/22	04/11/25	6,216,606	6,174,569	(42,037)
Huntington National Bank	5.1660%	07/18/22	05/16/25	6,920,977	6,950,720	29,743
Barclays Bank	4.2500%	09/02/22	09/02/25	7,000,000	6,953,779	(46,221)
Barclays Bank	4.5000%	09/15/22	09/15/25	7,000,000	6,953,338	(46,662)
Societe Generale	4.5000%	09/30/22	09/30/25	10,000,000	10,000,000	0
Macquarie	4.4070%	12/23/22	10/14/25	4,893,600	4,882,046	(11,554)
Bank of America	4.6000%	10/20/22	10/20/25	7,000,000	6,975,745	(24,255)
				255,069,423	253,995,792	(1,073,631)
Obligations of U. S. Government						
Federal Home Loan Bank FHLB	1.2500%	02/25/22	02/28/25	5,000,000	4,740,444	(259,556)
Federal Home Loan Bank FHLB	1.3750%	01/26/22	12/26/25	4,975,000	4,566,376	(408,624)
Federal Farm Credit Bank FFCB	1.6000%	01/27/22	01/27/26	5,000,000	4,571,465	(428,535)
Federal Farm Credit Bank FFCB	1.3900%	12/22/21	06/22/26	7,000,000	6,325,132	(674,868)
Federal Home Loan Bank FHLB	1.3750%	02/18/22	02/18/27	10,000,000	9,173,962	(826,038)
Federal Home Loan Bank FHLB	2.0500%	02/25/22	02/25/27	7,000,000	6,365,562	(634,438)
Federal Farm Credit Bank FFCB	1.2500%	07/06/21	07/06/27	7,000,000	6,121,682	(878,318)
Federal Farm Credit Bank FFCB	1.8700%	01/26/22	07/26/27	5,000,000	4,505,248	(494,752)

UTAH STATE UNIVERSITY
CASH MANAGEMENT INVESTMENT POOL PORTFOLIO
31 December 2022

Schedule A-1-A
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Description	Coupon Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Obligations of U. S. Government (continued)						
Federal Farm Credit Bank FFCB	1.3300%	09/01/21	09/01/28	\$10,000,000	\$8,510,243	(\$1,489,757)
Federal Farm Credit Bank FFCB	2.0000%	01/24/22	01/24/29	7,000,000	6,021,986	(978,014)
Federal Farm Credit Bank FFCB	1.0400%	01/25/21	01/25/29	10,000,000	8,096,616	(1,903,384)
Federal Farm Credit Bank FFCB	1.2900%	09/09/21	02/26/29	9,980,000	8,381,022	(1,598,978)
Federal Farm Credit Bank FFCB	1.3700%	09/20/21	03/20/29	10,000,000	8,337,754	(1,662,246)
Federal Farm Credit Bank FFCB	1.4000%	07/27/21	04/26/29	5,000,000	4,164,404	(835,596)
Federal Home Loan Bank FHLB	2.0000%	01/27/22	07/27/29	4,991,250	4,239,402	(751,848)
Federal Farm Credit Bank FFCB	1.2300%	09/10/20	09/10/29	10,000,000	8,147,186	(1,852,814)
Federal Farm Credit Bank FFCB	1.4700%	09/17/21	12/17/29	10,000,000	8,300,425	(1,699,575)
Federal Farm Credit Bank FFCB	1.8300%	10/26/21	04/25/30	6,986,000	5,900,582	(1,085,418)
Federal Farm Credit Bank FFCB	1.2500%	09/03/20	06/03/30	10,000,000	8,071,394	(1,928,606)
Federal Home Loan Mortgage FHLMC	1.2500%	09/10/20	06/10/30	4,500,000	3,591,219	(908,781)
Federal Farm Credit Bank FFCB	1.5500%	08/10/21	07/26/30	9,995,000	8,075,080	(1,919,920)
Federal Farm Credit Bank FFCB	1.2300%	01/22/21	07/29/30	10,562,000	8,340,257	(2,221,743)
Farmer Mac FAMCA	1.2700%	08/19/20	08/19/30	6,500,000	5,168,934	(1,331,066)
Federal Home Loan Bank FHLB	1.2200%	08/26/20	08/26/30	8,000,000	6,339,183	(1,660,817)
Federal Farm Credit Bank FFCB	1.2400%	09/03/20	09/03/30	7,000,000	5,477,814	(1,522,186)
Farmer Mac FAMCA	1.3500%	09/09/20	09/09/30	10,000,000	8,058,213	(1,941,787)
Federal Home Loan Bank FHLB	2.1800%	01/25/22	09/25/30	5,000,000	4,263,270	(736,730)
Farmer Mac FAMCA	1.2900%	01/15/21	01/15/31	10,265,767	8,055,406	(2,210,361)
Federal Home Loan Bank FHLB	0.7500%	01/27/21	01/27/31	9,980,000	7,998,303	(1,981,697)
Federal Home Loan Bank FHLB	1.4000%	02/04/21	02/04/31	6,900,000	5,509,370	(1,390,630)
Federal Home Loan Bank FHLB	0.7500%	02/18/21	02/18/31	9,995,000	8,204,780	(1,790,220)
Federal Farm Credit Bank FFCB	1.7000%	08/25/21	04/28/31	4,290,854	3,435,124	(855,730)
Federal Farm Credit Bank FFCB	1.8500%	08/18/21	08/18/31	10,000,000	8,104,291	(1,895,709)
Federal Farm Credit Bank FFCB	1.7300%	01/13/22	09/22/31	10,122,763	8,302,618	(1,820,145)
				268,043,634	223,464,747	(44,578,887)

UTAH STATE UNIVERSITY
CASH MANAGEMENT INVESTMENT POOL PORTFOLIO
31 December 2022

Schedule A-1-A
Page 4 of 4

Description	Coupon Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Municipal Bonds						
Salt Lake County	2.5000%	03/01/17	02/01/22	\$2,175,000	\$2,171,944	(\$3,056)
Salt Lake County	2.7800%	03/01/17	02/01/23	600,000	589,614	(10,386)
Utah State Transit Authority	1.7830%	03/15/21	02/01/24	3,000,000	2,422,384	(577,616)
				<u>5,775,000</u>	<u>5,183,942</u>	<u>(591,058)</u>
Accounts Receivable / Premiums & Discounts						
Accounts Receivable				3,164,030	3,164,030	0
Premiums & Discounts				449,342	0	(449,342)
				<u>3,613,372</u>	<u>3,164,030</u>	<u>(449,342)</u>
Total Cash Management Investment Pool				<u><u>\$587,801,429</u></u>	<u><u>\$541,108,511</u></u>	<u><u>(\$46,692,918)</u></u>

UTAH STATE UNIVERSITY
CASH MANAGEMENT INVESTMENT POOL
SUMMARY OF INVESTMENT TRANSACTIONS AND PERFORMANCE
For the Month of December 2022

Schedule A-2

	Purchases	Sales		Earnings	Change in Fair Value	Total Investment Income	Average Daily Fair Value	Annualized Total Investment Return
		Cost	Receipts					
Miscellaneous				\$311		\$311		0.00%
Money Market Account				97,764		97,764	\$36,200,000	3.24%
Utah Public Treasurers' Investment Fund				62,536		62,536	19,100,000	3.93%
Commercial Paper and Corporate Notes	\$4,893,600	\$10,000,000	\$10,000,000	1,120,408	\$274,051	1,394,459	251,919,126	6.64%
Obligations of U. S. Government				318,727	313,940	632,667	268,043,634	2.83%
Municipal Bonds				10,379	(25)	10,354	5,775,000	2.15%
Receivable	<u>1,610,124</u>	<u>1,328,611</u>	<u>1,328,611</u>					0.00%
Total	<u><u>\$6,503,724</u></u>	<u><u>\$11,328,611</u></u>	<u><u>\$11,328,611</u></u>	<u><u>\$1,610,125</u></u>	<u><u>\$587,966</u></u>	<u><u>\$2,198,091</u></u>	<u><u>\$581,037,760</u></u>	4.54%

UTAH STATE UNIVERSITY
SUMMARY OF CASH MANAGEMENT INVESTMENT POOL TRANSACTIONS
For the Month of December 2022

Schedule A-3

	Purchases		Sales			Earnings
	Shares	Cost	Shares	Cost	Receipts	
<u>Cash Management Investment Pool</u>						
Miscellaneous						\$311
Money Market Account						97,764
Utah Public Treasurers' Investment Fund						62,536
Corporate Bonds and Floaters		\$4,893,600		\$10,000,000	\$10,000,000	\$0
Obligations of U. S. Government						318,727
Municipal Bonds						10,379
Accounts Receivable		1,621,475		1,328,611	1,328,611	0
Premiums & Discounts		(11,351)				
Total Cash Management Investment Pool		<u>\$6,503,724</u>		<u>\$11,328,611</u>	<u>\$11,328,611</u>	<u>\$0</u>
						<u>\$1,610,125</u>

UTAH STATE UNIVERSITY
 ENDOWMENT POOL
 SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule B-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income	Less Expenses	Net Realized Income/(Loss)
*Jul 2022	\$253,569,010	\$2,334,051	\$2,134,353	\$7,254,463	\$261,023,171	\$257,296,091	\$185,001	(\$50,599)	\$134,402	\$1,977	\$132,425
Aug 2022	261,023,171	5,850,682	4,977,234	(5,037,536)	256,859,083	258,941,127	163,687	8,538	172,225	\$2,963	169,262
Sep 2022	256,859,083	7,212,882	4,750,921	(14,513,058)	244,807,986	250,833,535	474,526	204,985	679,511	(2,029)	681,540
Oct 2022	244,807,986	4,672,637	4,178,753	8,512,422	253,814,292	249,311,139	(44,243)	419,927	375,684	115,449	260,235
Nov 2022	253,814,292	4,693,022	3,494,728	10,045,435	265,058,021	259,436,157	120,862	30,164	151,026	15,929	135,097
Dec 2022	265,058,021	16,134,190	14,714,798	(6,310,501)	260,166,912	262,612,467	1,113,324	673,893	1,787,217	49,802	1,737,415
Jan 2023											
Feb 2023											
Mar 2023											
Apr 2023											
May 2023											
Jun 2023											

Comparative Totals:

Year-to-date											
FY 2022-23	\$253,569,010	\$40,897,464	\$34,250,787	(\$48,775)	\$260,166,912	\$256,405,086	\$2,013,157	\$1,286,908	\$3,300,065	\$184,091	\$3,115,974
FY 2021-22	252,565,749	32,854,612	27,899,809	13,377,546	270,898,098	258,982,641	1,521,970	5,187,536	6,709,506	234,895	6,474,611
Amt Change					(10,731,186)	(2,577,556)	491,187	(3,900,628)	(3,409,441)	(50,804)	(3,358,637)
% Change					-3.96%	-1.00%	32.27%	-75.19%	-50.82%	-21.63%	-51.87%

Note: The Endowment Pool includes endowment funds designated for long-term investment. Included in this pool are endowment funds invested in the University's Cash Management Investment Pool (CMIP) consisting of \$6,418,709 principal beginning balance, a \$5,791,101 ending balance, and a \$6,040,904 average daily balance for the current month. Current month interest and dividends from the CMIP were \$16,522 bringing the total to \$89,412 year-to-date. These amounts have also been reported in Schedules A-1 and A-2.

*The July beginning fair value has been adjusted to reflect the amount distributed to expendable accounts at fiscal year end.

UTAH STATE UNIVERSITY
 ENDOWMENT POOL
 INVESTMENT PERFORMANCE

Schedule B-1-A

	Total Number of Units	Fair Value Per Unit			Net Earnings	Earnings Per Unit
		Beginning of Month	End of Month	Percent Change		
July 2022	595,957.34	\$425.5098	\$437.9897	2.93%	\$185,001	\$0.3104
August 2022	597,584.60	437.9897	429.8288	-1.86%	163,687	0.2739
September 2022	602,203.66	429.8288	406.5203	-5.42%	474,526	0.7880
October 2022	603,811.39	406.5203	420.3536	3.40%	(44,243)	(0.0733)
November 2022	606,412.45	420.3536	437.0920	3.98%	120,862	0.1993
December 2022	607,226.62	437.0920	428.4511	-1.98%	1,113,324	1.8335
January 2023						
February 2023						
March 2023						
April 2023						
May 2023						
June 2023						

UTAH STATE UNIVERSITY
 ENDOWMENT POOL PORTFOLIO
 December 31, 2022

Schedule B-1-B
 Page 1 of 4

Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Cash Management Investment Pool						\$5,791,101	\$5,791,101	\$0
Total Cash Management Investment Pool						<u>5,791,101</u>	<u>5,791,101</u>	<u>0</u>
Equity funds								
Dimensional - DFA Emerging Markets Core Equity		146,826.732				3,165,840	2,957,090	(208,750)
Dimensional - DFA Micro Cap		80,222.383				1,731,325	1,836,290	104,965
Dimensional - DFA Small Cap		50,120.308				1,753,285	1,940,157	186,872
GQG Partners Emerging Markets Equity Fund						4,500,000	5,186,776	686,776
GQG Partners Global Equity Fund						17,238,585	22,756,648	5,518,063
LSV Global Value Fund Intl		1,711,832.099				20,777,378	20,062,672	(714,706)
RhumbLine QSI Index		616,859.328				14,842,806	21,293,973	6,451,167
Ryder Court Global Opportunistic Fund		1,427,643.367				15,794,960	19,562,964	3,768,004
Vanguard FTSE All-World ex-US Index Fund		148,875.413				13,980,360	14,743,132	762,772
Vanguard Russell 3000		35,242.783				7,005,557	11,703,776	4,698,219
Total Equities						<u>100,790,096</u>	<u>122,043,478</u>	<u>21,253,382</u>
Fixed Income funds								
Longfellow						20,761,315	18,181,929	(2,579,386)
Columbia Inst High Yield Fixed Income		77,698.946				6,585,224	6,333,848	(251,376)
GoldenTree Multi Sector Cayman, LTD		2,823.848				3,000,000	3,896,549	896,549
Pacific Asset Management						6,766,831	8,697,153	1,930,322
Paydenfunds - Emerging Markets Bond Fund		203,941.581				2,604,019	2,002,706	(601,313)
Silver Rock Offshore Tactical Allocation Fund - 2020						4,706,047	5,021,949	315,902
Silver Rock Offshore Tactical Allocation Fund - 2022						821,863	828,658	6,795
Vanguard Inflation Protected Secs Ad		117,539.439				3,045,543	2,721,038	(324,505)
Vanguard Long Term Treasury Admiral Fund VLGsx		114,698.387				2,506,053	2,373,110	(132,943)
Vanguard Short Term Inflation Protected Securities Index Fu		120,191.944				2,975,188	2,814,895	(160,293)
Wellington - CTF Opportunistic Emerging Markets		246,930.367				2,538,644	2,047,053	(491,591)
Total Fixed Income Funds						<u>56,310,727</u>	<u>54,918,888</u>	<u>(1,391,839)</u>

UTAH STATE UNIVERSITY
 ENDOWMENT POOL PORTFOLIO
 December 31, 2022

Schedule B-1-B
 Page 2 of 4

Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Alternatives								
Adaptive Trend Fund, LP								
AlphaSimplex						\$2,500,000	\$2,500,000	\$0
Aether Investment Partners, LLC								
Aether Real Assets IV, LP						1,896,956	2,329,866	432,910
Aether Real Assets V, LP						2,416,286	3,137,534	721,248
The Carlyle Group								
Carlyle Realty Partners VIII						2,493,866	3,030,077	536,211
Centerbridge								
Centerbridge Partners Real Estate Fund II, LP						2,357,598	2,228,853	(128,745)
Commonfund								
CEP VII						0	271,468	271,468
CEP VIII						285,256	984,365	699,109
CNR VIII						688,318	485,042	(203,276)
CNR IX						832,020	1,149,686	317,666
CVP X						628,305	2,186,074	1,557,769
Constitution Capital								
Ironsides Co-Investment Fund III						82,264	335,878	253,614
Ironsides Partnership Fund III						21,775	1,174,333	1,152,558
DG partners								
BH-DG Systematic Trading Fund		15716.969				2,500,000	2,531,085	31,085
Fort Washington Capital Partners Group								
Fort Washington Private Equity Investors X, LP						4,574,664	6,789,860	2,215,196
Global Infrastructure Partners								
Global Infrastructure Partners III-A/B, L.P.						2,498,536	2,975,652	477,116
Global Infrastructure Partners IV-A/B, L.P.						3,715,899	3,993,840	277,941
Goldman Sachs								
Vintage Fund VI						42,690	477,845	435,155
Grosvenor								
GCM Grosvenor Special Opportunity Fund		3,000.000				3,000,000	2,381,985	(618,015)

UTAH STATE UNIVERSITY
 ENDOWMENT POOL PORTFOLIO
 December 31, 2022

Schedule B-1-B
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Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Alternatives (continued)								
HarbourVest								
HarbourVest 2017 Global Fund L.P.						\$3,152,589	\$4,952,851	\$1,800,262
i Squared Capital								
ISQ Global Infrastructure Fund III						541,972	485,572	(56,400)
Morgan Stanley								
JP Morgan Prime Property Fund		399.242				6,103,297	8,930,800	2,827,503
MUFG Fund Services								
EnTrust Permal Special Opportunities Evergreen Fund		1,493.167				1,486,524	1,184,729	(301,795)
Pinehurst Institutional Ltd.								
Corbin		5,085.637				9,000,000	10,392,786	1,392,786
Silicon Valley Bank								
Strategic Investors Fund X Cayman, LP						676,411	743,228	66,817
Solamere Capital								
Solamere Founders Fund I, LP						479,050	645,886	166,836
Solamere Founders Fund II, LP						1,852,097	3,350,403	1,498,306
Solamere Founders Fund IV, LP						1,766,374	1,963,105	196,731
Woodbury								
Woodbury Strategic Partners Fund, L.P.						151,600	206,329	54,729
Woodbury IFRI						32,223	48,889	16,666
Woodbury Capital II, LP						539,660	1,119,685	580,025
Woodbury Capital II, LP - WB West						78,840	52,357	(26,483)
Woodbury Capital III, LP						1,763,596	2,698,972	935,376
WSP Wilmington, Phase I & II						235,919	499,253	263,334
WSP Wilmington Hotel LLC						63,700	76,891	13,191
Total Alternatives						58,458,285	76,315,179	17,856,894

UTAH STATE UNIVERSITY
 ENDOWMENT POOL PORTFOLIO
 December 31, 2022

Schedule B-1-B
 Page 4 of 4

Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Money Market Funds								
Goldman Sachs Bank Deposit						\$78,021	\$78,021	\$0
US Bank - Endowment Pool First Am Treas Ob Fd Cl Z						753,184	753,184	0
US Bank - Longfellow First Am Treas Ob Fund Cl Z						228,472	228,472	0
Total Money Market						<u>1,059,677</u>	<u>1,059,677</u>	<u>0</u>
Cash								
Longfellow								
US Bank Cash						(85,594)	(85,594)	0
Total Cash						<u>(85,594)</u>	<u>(85,594)</u>	<u>0</u>
Accruals / Payables								
Endowment Pool								
Goldman Sachs						18	18	0
US Bank - Accruals						3,864	3,864	0
Longfellow								
US Bank Receivable - Interest Accrual						120,301	120,301	0
Total Accruals / payables						<u>124,183</u>	<u>124,183</u>	<u>0</u>
Total Endowment Pool						<u>\$222,448,475</u>	<u>\$260,166,912</u>	<u>\$37,718,437</u>

UTAH STATE UNIVERSITY
SUMMARY OF ENDOWMENT POOL TRANSACTIONS
For the Month of December 2022

Schedule B-2
Page 1 of 2

Endowment Pool Transactions	Purchases		Sales				Earnings
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	
Cash Management Investment Pool							
Utah State University		\$355,870		\$1,000,000	\$1,000,000	\$0	
CMIP Interest		16,522					\$16,522
Equity funds							
Dimensional - DFA Emerging Markets Core Equity	1,181.961	24,077					24,076
Dimensional - DFA Micro Cap	3,333.117	77,995	0.000	0	71,719	71,719	6,276
Dimensional - DFA Small Cap	2,059.546	81,805	0.000	0	75,098	75,098	6,707
LSV Global Value Fund Intl	65,741.564	777,378	0.000	0	298,765	298,765	478,613
RhumbLine QSI Index			79.845	1,963	2,813	850	
Ryder Court Global Opportunistic Fund			1,965.712	19,657	26,936	7,279	
Vanguard FTSE All-World ex-US Index Fund	1,818.042	178,895					178,895
Vanguard Russell 3000	156.766	54,138					54,138
Fixed Income funds							
Longfellow		806,296		775,939	690,722	(85,217)	
Columbia Inst High Yield Fixed Income				2,614,776	2,500,000	(114,776)	
Pacific Asset Management				2,500,000	2,500,000	0	
Paydenfunds - Emerging Markets Bond Fund	4,068.696	39,954					39,955
Silver Rock Offshore Tactical Allocation Fund - 2019		(117,745)					
Silver Rock Offshore Tactical Allocation Fund - 2022		821,863					
Vanguard Inflation Protected Secs Ad	2,935.647	68,430					68,430
Vanguard Long Term Treasury Admiral Fund VLGsx	114,698.387	2,506,052					6,053
Vanguard Short Term Inflation Protected Securities Ind	2,801.544	65,668					65,668
Wellington - CTF Opportunistic Emerging Markets	1,303.099	10,803					10,803
Alternatives							
Adaptive Trend Fund, LP							
AlphaSimplex		2,500,000					
The Carlyle Group							
Carlyle Realty Partners VIII		42,549		94,316	231,566	137,250	(24,814)
Centerbridge							
Centerbridge Partners Real Estate Fund II, LP		45,652					
Commonfund							
CEP VII		2,500		2,500	27,757	25,257	858
CEP VIII				19,943	33,802	13,859	
CNR VIII				23,270	23,270	0	9,050
CNR IX				57,330	64,598	7,268	16,149
CVP X				10,130	38,961	28,831	
DG partners							
BH-DG Systematic Trading Fund	15716.9688	2,500,000					

UTAH STATE UNIVERSITY
SUMMARY OF ENDOWMENT POOL TRANSACTIONS
For the Month of December 2022

Schedule B-2
Page 2 of 2

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
Alternatives							
Fort Washington Capital Partners Group							
Fort Washington Private Equity Investors X, LP		\$450,000					
Global Infrastructure Partners							
Global Infrastructure Partners IV-A/B, L.P.		362,258					
HarbourVest							
HarbourVest 2017 Global Fund L.P.				\$80,769	\$288,479	\$207,710	
Morgan Stanley							
JP Morgan Prime Property Fund	4.098	91,673				\$91,673	
Silicon Valley Bank							
Strategic Investors Fund X Cayman, LP		21,300					
Solamere Capital							
Solamere Founders Fund IV, LP		183,137		49,689	49,689	0	
Woodbury							
Woodbury IFRI						415	
WSP Wilmington, Phase I & II						5,713	
WSP Wilmington Hotel LLC						1,372	
Money Market Funds							
Goldman Sachs Bank Deposit		255				255	
US Bank - Endowment Pool First Am Treas Ob Fd Cl Z		3,789,816		6,349,541	6,349,541	0	
US Bank - Longfellow First Am Treas Ob Fund Cl Z		320,532		294,724	294,724	0	
Cash							
Longfellow							
US Bank Cash				99,832	99,832	0	
Accruals / Payable							
Endowment Pool							
Goldman Sachs		10				10	
US Bank - Accruals		3,864		4,977	4,977	0	
Longfellow							
US Bank Receivable - Interest Accrual		52,643		41,549	41,549	0	
Total Endowment Pool Transactions		<u>\$16,134,190</u>		<u>\$14,040,905</u>	<u>\$14,714,798</u>	<u>\$673,893</u>	<u>\$1,113,324</u>

UTAH STATE UNIVERSITY
DEFENSIVE RETURN POOL
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule C1A

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income
Jul 2022	\$232,326,049	\$21,749,543	\$21,137,864	\$2,540,646	\$235,478,374	\$233,902,212	\$611,679	\$0	\$611,679
Aug 2022	235,478,374	13,606,846	11,446,676	(3,369,981)	234,268,563	234,873,469	740,196	0	740,196
Sep 2022	234,268,563	4,147,887	7,124,021	(6,633,943)	224,658,486	229,463,525	720,648	98,820	819,468
Oct 2022	224,658,486	6,504,445	8,402,796	(3,270,204)	219,489,931	222,074,209	735,191	(101,290)	633,901
Nov 2022	219,489,931	3,962,374	1,192,573	5,332,539	227,592,271	223,541,101	765,321	0	765,321
Dec 2022	227,592,271	4,299,516	4,926,364	(1,124,043)	225,841,380	226,716,826	862,205	0	862,205
Jan 2023									
Feb 2023									
Mar 2023									
Apr 2023									
May 2023									
Jun 2023									

Comparative Totals:

Year-to-date									
FY 2022-22	\$232,326,049	\$54,270,611	\$54,230,294	(\$6,524,986)	\$225,841,380	\$228,428,557	\$4,435,240	(\$2,470)	\$4,432,770
FY 2021-22	226,770,652	50,512,989	43,769,701	(389,662)	233,124,278	229,799,888	1,665,754	(323,818)	1,341,936
Amt Change					(7,282,898)	(1,371,331)	2,769,486	321,348	3,090,834
% Change					-3.12%	-0.60%	166.26%	-99.24%	230.33%

Note: The Defensive Return Pool is comprised of quasi-endowment funds designated for long-term investment. Included in this pool are quasi-endowment funds invested in the University's Cash Management Investment Pool (CMIP) consisting of \$105,882,341 principal beginning balance, a \$104,679,717 ending balance and a \$104,536,502 average daily balance for the current month. Current month interest and dividends from the CMIP were \$286,429 bringing the total to \$1,360,397 year-to-date. These amounts have also been reported in Schedules A-1 and A-2.

*The July beginning fair value has been adjusted to reflect the amount distributed to expendable accounts at fiscal year end.

UTAH STATE UNIVERSITY
DEFENSIVE RETURN POOL PORTFOLIO
31 December 2022

Schedule C1B
Page 1 of 5

Description	Face Value	Maturity Date	Interest Rate/Coupon	Cost	Fair Value	Unrealized Gain/(Loss)
Cash Management Investment Pool				\$104,679,717	\$104,679,717	\$0
Total Cash Management Investment Pool				<u>104,679,717</u>	<u>104,679,717</u>	<u>0</u>
Utah Public Treasurers' Investment Fund			3.801%	7,659,623	7,659,623	0
Total Utah Public Treasurers' Investment Fund				<u>7,659,623</u>	<u>7,659,623</u>	<u>0</u>
Fixed Income						
US Bank						
Corporate Issues						
Bank of NY Mellon	10,350.000	03/20/69	3.700%	991,540	920,529	(71,011)
Berkshire Hathaway	20,000.000	10/15/50	4.250%	2,076,940	1,658,360	(418,580)
Bristol Myers Squibb Co	10,000.000	08/01/97	6.875%	1,354,660	1,126,290	(228,370)
Burlington North Santa Fe	10,000.000	08/01/97	7.250%	1,410,975	1,201,290	(209,685)
Case Western Reserve Univ	9,400.000	06/01/22	5.405%	995,855	861,228	(134,627)
Catholic Health Initiative	10,000.000	11/01/42	4.350%	905,670	843,700	(61,970)
Chevron	10,000.000	11/15/44	5.050%	952,600	930,980	(21,620)
Citigroup Inc	9,000.000	05/18/46	4.750%	989,091	747,864	(241,227)
Comcast Corp	10,000.000	10/15/58	4.950%	991,310	904,970	(86,340)
ConocoPhillips	10,000.000	02/01/39	6.500%	1,061,960	1,120,530	58,570
Cummins Inc	10,000.000	03/01/98	5.650%	1,065,050	894,590	(170,460)
Dignity Health	20,000.000	11/01/64	5.267%	2,059,480	1,722,560	(336,920)
ExxonMobil	12,000.000	03/19/40	4.227%	1,073,460	1,079,736	6,276
Farmers Exchange Capital	9,500.000	07/15/48	7.200%	1,138,394	1,013,536	(124,858)
Assured Guarany Muni	10,000.000	12/15/66	6.400%	936,000	920,000	(16,000)
Ga Global Funding	22,590.000	01/06/32	2.900%	1,864,081	1,788,224	(75,857)
General Electric	11,840.000	12/29/49	4.100%	1,055,181	988,640	(66,541)
Goldman Sachs Group Inc Med Term Note	7,470.000	09/15/41	6.000%	858,482	747,119	(111,363)
Guardian Life	10,000.000	01/24/77	4.850%	971,620	816,020	(155,600)
Harley Davidson Inc	11,000.000	07/28/45	4.625%	1,027,202	860,222	(166,980)
Home Depot Inc	10,000.000	09/15/52	4.950%	976,250	959,840	(16,410)
IBM	10,000.000	12/01/96	7.125%	1,253,200	1,228,460	(24,740)
KKR Group Fin Co II	10,000.000	02/01/43	5.500%	1,069,400	919,560	(149,840)

UTAH STATE UNIVERSITY
DEFENSIVE RETURN POOL PORTFOLIO
31 December 2022

Schedule C1B
Page 2 of 5

Description	Face Value	Maturity Date	Interest Rate/Coupon	Cost	Fair Value	Unrealized Gain/(Loss)
Corporate Issues (continued)						
Kentucky Utilities	10,000.000	10/01/45	4.375%	\$1,033,140	\$845,880	(\$187,260)
Liberty Mutual Insurance	3,300.000	10/15/97	7.697%	487,657	356,416	(131,241)
Mass Institute of Tech	7,800.000	07/01/11	5.600%	971,560	806,660	(164,900)
Mass Mutual Life Insurance	10,000.000	04/01/77	4.900%	981,080	816,700	(164,380)
MetLife Inc	5,000.000	12/15/36	6.400%	540,625	483,550	(57,075)
MetLife Inc	4,730.000	04/08/38	9.250%	685,614	551,017	(134,597)
Mutual of Omaha Insurance Co	10,000.000	10/15/40	6.950%	1,253,880	1,014,490	(239,390)
National Rural Utility Cooperative	10,500.000	04/20/46	5.250%	1,052,625	945,053	(107,572)
Nationwide Financial Ser	10,000.000	05/15/37	6.750%	1,040,000	957,500	(82,500)
NY Presbyterian	10,000.000	08/01/19	3.954%	965,030	690,600	(274,430)
New York Life	19,600.000	05/15/69	4.450%	1,999,200	1,613,041	(386,159)
Northwestern Mutual	11,000.000	09/30/59	3.625%	1,000,373	756,965	(243,408)
Ohio National Life Insurance	10,000.000	06/15/42	6.875%	1,269,440	943,970	(325,470)
Oklahoma G&E	14,300.000	05/15/41	5.250%	1,472,900	1,310,681	(162,219)
PNC Financial Services	10,000.000	05/29/49	4.850%	992,730	942,500	(50,230)
Penn Mutual Life Insurance Co	13,650.000	06/15/40	7.625%	1,823,790	1,471,361	(352,429)
Protective Life	10,000.000	10/15/39	8.450%	1,399,140	1,175,970	(223,170)
Prudential Financial 5.1%	9,650.000	03/01/52	5.125%	991,895	878,150	(113,745)
Regions Financial Corp	10,000.000	12/10/37	7.375%	1,256,490	1,124,870	(131,620)
Republic New York Corp	5,000.000	07/15/97	7.200%	706,325	525,465	(180,860)
Charles Schwab Corp	5,600.000	06/01/69	4.000%	490,924	485,800	(5,124)
Security Benefit Life	20,350.000	10/01/33	7.450%	2,249,591	1,962,147	(287,444)
Teachers Insurance (TIAA)	10,000.000	09/15/44	4.900%	973,170	914,100	(59,070)
Toronto Dominion	9,850.000	10/31/82	8.125%	998,790	1,024,400	25,610
Truist Financial	9,600.000	10/15/50	5.100%	997,488	888,000	(109,488)
USF&G Capital I	10,000.000	12/15/45	8.500%	1,328,720	1,079,880	(248,840)
Washington University	20,000.000	04/15/22	4.349%	2,008,618	1,566,620	(441,998)
Western Southern Life	10,000.000	01/15/49	5.150%	1,023,010	894,550	(128,460)
Zions Bancorp	10,000.000	12/29/99	5.800%	1,000,000	980,780	(19,220)
Zions Bancorp	10,000.000	09/29/49	7.200%	1,000,000	1,000,000	0

UTAH STATE UNIVERSITY
DEFENSIVE RETURN POOL PORTFOLIO
31 December 2022

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Description	Face Value	Maturity Date	Interest Rate/Coupon	Cost	Fair Value	Unrealized Gain/(Loss)
Foreign Issues						
QBE Insurace Mtn	5,000.000	06/17/46	5.875%	\$525,870	\$468,570	(\$57,300)
Argentum (Zurich Insurance)	10,000.000	06/01/48	5.125%	1,002,000	900,700	(101,300)
M & G Plc Mtn	8,900.000	10/20/48	6.500%	994,584	878,777	(115,807)
Anz Bank New Zealand	14,750.000	08/11/32	5.548%	1,496,034	1,432,019	(64,015)
Aegon NV	10,000.000	04/11/48	5.500%	985,060	898,570	(86,490)
BP Cap Markets PLC	10,940.000	12/22/68	4.875%	989,534	957,250	(32,284)
Bank of Nova Scotia	9,800.000	10/27/82	8.625%	998,277	1,018,847	20,570
Electricite De France	10,000.000	01/22/14	6.000%	1,088,330	893,200	(195,130)
Invesco	10,000.000	11/30/43	5.375%	1,052,800	917,690	(135,110)
Lloyds Banking Group	10,000.000	01/09/48	4.344%	899,370	728,940	(170,430)
Nippon Life	14,650.000	10/16/44	4.600%	1,480,273	1,431,393	(48,880)
Rio Tinto Fin USA LTD	11,000.000	11/02/40	5.200%	978,978	1,096,425	117,447
Societe Generale	10,000.000	11/24/45	5.625%	1,053,440	825,100	(228,340)
Standard Chartered	5,000.000	05/30/31	8.000%	625,465	530,150	(95,315)
Standard Chartered PLC	5,000.000	03/26/44	5.700%	510,415	458,120	(52,295)
Swiss Re Finance	29,200.000	04/02/49	5.000%	2,901,660	2,688,561	(213,099)
Trans-Canada Pipelines	10,000.000	06/01/40	6.100%	1,006,200	1,005,220	(980)
Westpac Banking	14,750.000	08/10/33	5.405%	1,498,290	1,377,237	(121,053)
Xlit LTD	10,000.000	03/31/45	5.500%	1,024,750	944,750	(80,000)
Municipal Issues						
Beaver County Utah School District	50,000.000	02/01/27	5.500%	5,000,000	5,080,500	80,500
Fresno California Water Sys Rev BAB	10,000.000	06/01/40	6.750%	1,027,500	1,135,030	107,530
Michigan St Univ	10,500.000	08/15/22	4.165%	992,786	773,787	(218,999)
Peralta CA Community College Dist. LTD	5,000.000	08/05/49	6.250%	599,435	458,470	(140,965)
Riverton City UT	13,000.000	12/01/39	5.250%	1,491,061	1,312,168	(178,893)
University of Michigan	41,200.000	04/01/99	4.454%	3,964,676	3,340,208	(624,468)
Domestic Common Stocks						
Oaktree Capital	40,000.000			1,000,000	855,600	(144,400)
Domestic Preferred Stocks						
Affiliated Managers	40,000.000			1,000,000	831,200	(168,800)
Allstate Corp	20,000.000			500,000	434,600	(65,400)

UTAH STATE UNIVERSITY
DEFENSIVE RETURN POOL PORTFOLIO
31 December 2022

Schedule C1B
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Description	Face Value	Maturity Date	Interest Rate/Coupon	Cost	Fair Value	Unrealized Gain/(Loss)
Domestic Preferred Stocks (continued)						
Apollo GLBL Management LLC	40,000.000			\$1,000,000	\$867,600	(\$132,400)
Bank of America Corp	60,000.000			1,500,000	1,017,000	(483,000)
Bank of America Corp	20,000.000			500,000	376,200	(123,800)
Dte Energy Co 5.25%	40,000.000			980,000	848,000	(132,000)
Gabelli DVD & Inc TR	14,500.000			366,705	270,715	(95,990)
JP Morgan Chase Co 4.2%	10,000.000			250,000	174,500	(75,500)
JP Morgan Chase Co 4.625%	5,000.000			125,000	94,200	(30,800)
JP Morgan Chase & Co 4.55%	4,000.000			100,000	74,440	(25,560)
Kimco Realty Corp	40,000.000			1,000,000	792,800	(207,200)
Prudential Financial 5.6%	40,000.000			1,000,000	979,200	(20,800)
Public Storage	20,000.000			500,000	332,600	(167,400)
Public Storage	20,000.000			500,000	432,600	(67,400)
Charles Schwab	20,000.000			500,000	370,000	(130,000)
US Bancorp	20,000.000			500,000	366,600	(133,400)
US Bancorp	40,000.000			1,000,000	649,600	(350,400)
US Bancorp	40,000.000			994,000	892,400	(101,600)
Virtus Allianzgi Conv Ser A	40,000.000			1,000,000	832,988	(167,012)
Wells Fargo & Co	20,000.000			483,000	460,200	(22,800)
Wells Fargo & Co	20,000.000			500,000	340,600	(159,400)
Foreign Stocks						
Arch Capital Group	40,000.000			1,000,000	812,000	(188,000)
				<u>111,557,699</u>	<u>97,918,689</u>	<u>(13,639,010)</u>
Alternatives						
Dakota Pacific Real Estate Group						
Dakota Pacific Real Estate				735,846	933,456	197,610
Stonebrook Multifamily, LLC				822,150	822,150	0
IFM Investors						
IFM Global Infrastructures LP				5,014,619	5,353,630	339,011
Roots Management						
MHC Impact Fund I				930,056	923,339	(6,717)
Roots Fund IV, LP				1,000,000	953,069	(46,931)

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DEFENSIVE RETURN POOL PORTFOLIO
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Description	Face Value	Maturity Date	Interest Rate/Coupon	Cost	Fair Value	Unrealized Gain/(Loss)
Alternatives (continued)						
Woodbury						
Woodbury Strategic Partners Fund				\$116,899	\$68,705	(\$48,194)
Woodbury IFRI				10,742	16,297	5,555
Woodbury Capital II, LP				493,043	1,119,685	626,642
Woodbury Capital II, LP - WB West				78,840	52,357	(26,483)
Woodbury Capital III, LP				871,165	1,349,487	478,322
WSP Wilmington, Phase I & II				278,999	574,628	295,629
WSP Wilmington Hotel LLC				73,317	88,499	15,182
Total Alternatives				<u>10,425,676</u>	<u>12,255,302</u>	<u>1,829,626</u>
Money Market / Cash						
US Bank - First Am Treasury Ob Fund Class Z				2,053,866	2,053,866	0
Total Money Market / Cash				<u>2,053,866</u>	<u>2,053,866</u>	<u>0</u>
Receivable / In Transit / Unsettled Purchases						
US Bank - Receivable				1,274,183	1,274,183	0
Total Receivable / In Transit / Unsettled Purchases				<u>1,274,183</u>	<u>1,274,183</u>	<u>0</u>
Total Other Investments				<u>\$237,650,764</u>	<u>\$225,841,380</u>	<u>(\$11,809,384)</u>

UTAH STATE UNIVERSITY
OTHER INVESTMENTS
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule C2A

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income
Jul 2022	\$28,417,079	\$56,038	\$449,865	\$1,987,605	\$30,010,857	\$29,213,968	\$1,189	\$97,636	\$98,825
Aug 2022	30,010,857	278,014	282,459	(1,060,820)	28,945,592	29,478,225	1,510	(21,262)	(19,752)
Sep 2022	28,945,592	3,902	5,745	(2,466,108)	26,477,641	27,711,617	3,991	4,115	8,106
Oct 2022	26,477,641	3,009	23,294	1,452,900	27,910,256	27,193,949	1,309	16,853	18,162
Nov 2022	27,910,256	118,236	69,433	1,696,128	29,655,187	28,782,722	1,470	4,183	5,653
Dec 2022	29,655,187	380,463	403,667	(1,140,340)	28,491,643	29,073,415	18,083	137	18,220
Jan 2023									
Feb 2023									
Mar 2023									
Apr 2023									
May 2023									
Jun 2023									

Comparative Totals:

Year-to-date									
FY 2022-23	\$28,417,079	\$839,662	\$1,234,463	\$469,365	\$28,491,643	\$28,575,649	\$27,552	\$101,662	\$129,214
FY 2021-22	32,803,523	4,323,072	3,712,846	2,116,036	35,529,785	33,667,364	67,940	71,668	139,608
Amt Change					(7,038,142)	(5,091,715)	(40,388)	29,994	(10,394)
% Change					-19.81%	-15.12%	-59.45%	41.85%	-7.45%

UTAH STATE UNIVERSITY
OTHER INVESTMENTS PORTFOLIO
31 December 2022

Schedule C2B
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Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Common and Preferred Stock								
Morgan Stanley								
Apple Inc						15,443	15,592	149
						<u>15,443</u>	<u>15,592</u>	<u>149</u>
Utah Public Treasurers' Investment Fund								
			3.801%			157,871	157,871	0
						<u>157,871</u>	<u>157,871</u>	<u>0</u>
ETF / Bonds / Mutual Funds								
Charles Schwab								
ETF - Equity								
First Trust Value		5,399.000				156,320	215,474	59,154
Bond Funds								
Janus Henderson Multi Sector Income Fund		4,986.431				47,635	41,537	(6,098)
PIMCO Income Instl		6,940.175				79,419	71,831	(7,588)
Western Asset Core Plus Bond		7,280.771				87,531	68,221	(19,310)
Equity Funds								
American Funds American Balanced F3		6,956.154				174,903	199,989	25,086
MFS Intl Diversification I		1,502.218				25,863	30,390	4,527
T Rowe Price Blue Chip Growth		1,636.173				211,763	169,360	(42,403)
Thrivent Mid Cap Stock S		2,110.128				52,646	64,295	11,649
Commonfund								
CEU Title III								
Multi-Strategy Bond		348,490.030				4,367,669	4,873,250	505,581
Multi-Strategy Equity		43,568.874				4,115,580	22,101,005	17,985,425
Harold Dance Investments								
American Balanced Fund - Class A		887.659				17,021	25,529	8,508
TD Ameritrade								
Exchange Traded Funds								
Innovator Etf's Trust Innovator Laddered Alloc		175.000				6,032	6,020	(12)
Fixed Income								
Barclays Bank PLC 11/24/2023		60.000				6,000	5,332	(668)
Barclays Bank PLC 01/17/2025		30.000				3,000	760	(2,240)

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OTHER INVESTMENTS PORTFOLIO
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Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Fixed Income (continued)								
Barclays Bank PLC 01/17/2025		30.000				\$3,000	\$810	(\$2,190)
BNP Paribas Note Conv Index Lnkd 06/26/2025		40.000				4,000	4,773	773
BNP Paribas Note Index Lnkd 04/29/2024		50.000				5,000	3,803	(1,197)
BNP Paribas Note Index Linked 07/22/2024		150.000				15,000	11,259	(3,741)
BNP Paribas Note Index Linked 07/22/2024		150.000				15,000	13,926	(1,074)
Citigroup Global Markets Holdings 02/09/2026		200.000				20,000	17,844	(2,156)
Citigroup Global Markets Holdings 06/29/2026		100.000				10,000	6,956	(3,044)
Citigroup Global Markets Holdings 06/12/2023		100.000				10,000	7,543	(2,457)
Citigroup Global Markets Holdings 08/01/2023		50.000				5,000	4,166	(834)
Citigroup Global Markets Holdings 08/01/2023		50.000				5,000	4,011	(989)
GS Finance Corp Note 03/1/2025		140.000				14,000	19,842	5,842
Morgan Stanley Finance LLC 03/25/2024		90.000				9,000	15,060	6,060
Morgan Stanley Finance LLC 10/17/2023		20.000				2,000	1,764	(236)
Morgan Stanley Finance LLC 05/19/2026		100.000				10,000	8,907	(1,093)
Morgan Stanley Finance LLC 02/01/2024		40.000				4,000	3,325	(675)
Morgan Stanley Finance LLC 08/24/2023		20.000				2,000	1,537	(463)
Morgan Stanley Finance LLC 08/23/2024		20.000				2,000	1,461	(539)
Morgan Stanley Finance LLC 12/19/2023		50.000				5,000	4,050	(950)
Societe Generale 08/25/2026		20.000				2,000	626	(1,374)
Stocks								
Arcbest Corp Com		52.000				4,535	3,642	(893)
Broadcom Inc Com		8.000				4,295	4,473	178
Brunswick Corp Com		54.000				4,180	3,892	(288)
Camping World Holdings Inc Com Cl A		140.000				3,849	3,125	(724)
Concentrix Corporation Com		31.000				4,258	4,128	(130)
Crown Holdings Inc Com		41.000				4,068	3,371	(697)
Dominos Pizza Inc Com		12.000				4,719	4,157	(562)
Donaldson Co Inc Com		75.000				4,118	4,415	297
Dynatrace Inc Com		120.000				4,681	4,596	(85)
Harmony Biosciences Hldgs Inc Com		93.000				5,115	5,124	9
Hillenbrand Inc Com		96.000				4,460	4,096	(364)

UTAH STATE UNIVERSITY
OTHER INVESTMENTS PORTFOLIO
31 December 2022

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Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Stocks (continued)								
Idexx Laboratories Inc Com		10.000				\$4,049	\$4,080	\$31
Installed Building Products In Com		40.000				3,992	3,424	(568)
Johnson Controls Intl Plc Com		73.000				3,974	4,672	698
Keysight Technologies Inc Com		25.000				4,089	4,277	188
Kla Corporation Com		11.000				4,277	4,147	(130)
Laboratory Corp Amer Hldgs Com		16.000				4,086	3,768	(318)
Louisiana-pacific Corp Com		55.000				3,522	3,256	(266)
Lowe's Companies Inc Com		21.000				4,010	4,184	174
Meritage Homes Corp Com		45.000				3,915	4,149	234
Microsoft Corp Com		16.000				4,518	3,837	(681)
Parker-hannifin Corp Com		14.000				4,043	4,074	31
Prestige Consumer Healthcare I Com		72.000				4,384	4,507	123
Pulte Group Inc Com		95.000				4,107	4,325	218
Qorvo Inc Com		39.000				4,042	3,535	(507)
S&P Global Inc Com		11.000				4,104	3,684	(420)
Shyft Group Inc Com		150.000				3,825	3,729	(96)
Smucker (Jm) Co Com		32.000				4,271	5,071	800
Tempur Sealy International Inc Com		146.000				4,011	5,012	1,001
Teradyne Inc Com		40.000				4,035	3,494	(541)
Thermo Fisher Scientific Inc Com		7.000				4,114	3,855	(259)
Thryv Holdings Inc Com		165.000				4,038	3,135	(903)
Toll Bros Inc Com		88.000				4,279	4,393	114
Topbuild Corp Com		18.000				3,857	2,817	(1,040)
Trinet Group Inc Com		52.000				4,294	3,526	(768)
Zoominfo Technologies Inc Com		104.000				4,337	3,131	(1,206)
Vanguard								
500 Index Fund Admiral Shares		149.941				20,267	53,096	32,829
Total Bond Market Index Fund Admiral Shares		1,876.178				20,422	17,786	(2,636)
						<u>9,684,522</u>	<u>28,218,639</u>	<u>18,534,117</u>

UTAH STATE UNIVERSITY
OTHER INVESTMENTS PORTFOLIO
31 December 2022

Schedule C2B
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Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Alternatives								
InvenTrust Properties								
Highlands REIT, Inc		18,843.839				\$6,784	\$5,465	(\$1,319)
vSpring								
Kickstart Seed Fund 1, L.P.						130,336	68,632	(61,704)
						<u>137,120</u>	<u>74,097</u>	<u>(63,023)</u>
Money Market / Cash								
Charles Schwab - Cash						1,484	1,484	0
Charles Schwab - Money Market						10,137	10,137	0
Edward Jones						7	7	0
TD Ameritrade Deposit Account						12,139	12,139	0
						<u>23,767</u>	<u>23,767</u>	<u>0</u>
Receivable / In Transit / Unsettled Purchases								
Morgan Stanley Unsettled Purchases						1,068	1,068	0
PTIF Receivable						609	609	0
						<u>1,677</u>	<u>1,677</u>	<u>0</u>
Total Other Investments						<u>\$10,020,400</u>	<u>\$28,491,643</u>	<u>\$18,471,243</u>

UTAH STATE UNIVERSITY
SUMMARY OF OTHER INVESTMENT TRANSACTIONS
For the Month of December 2022

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	Purchases		Sales			Earnings
	Shares	Cost	Shares	Cost	Receipts	
<u>Other Investments</u>						
Common and Preferred Stock Gifts						
Edward Jones						
Franklin Income Fund Class A1	5,240.175	\$12,000	5,240.175	\$12,000	\$12,000	\$0
Morgan Stanley						
Tesla Inc	82.000	16,020	82.000	16,020	15,832	(188)
Wells Fargo & Co New	136.000	6,436	136.000	6,436	6,252	(184)
Apple Inc	57.000	8,242	57.000	8,242	7,924	(318)
Agilent Technologies	11.000	1,708	11.000	1,708	1,655	(53)
Apple Inc	29.000	4,127	29.000	4,127	4,012	(115)
Broadcom Inc	6.000	3,158	6.000	3,158	3,197	39
Charles Schwab New	23.000	1,848	23.000	1,848	1,787	(61)
Chevron Corp	6.000	1,045	6.000	1,045	994	(51)
Cintas Corp	1.000	455	1.000	455	437	(18)
Coastal Finl Corp WA	25.000	1,344	25.000	1,344	1,287	(57)
Danaher Corporation	12.000	3,239	12.000	3,239	3,154	(85)
Dicks Sporting Goods Inc	12.000	2,108	12.000	2,108	1,418	(690)
KLA Corporation	2.000	786	2.000	786	765	(21)
Microsoft Corp	3.000	738	3.000	738	710	(28)
Monster Beverage Corp New	4.000	405	4.000	405	387	(18)
Pioneer Natural Resources Co	8.000	1,818	8.000	1,818	1,688	(130)
PJT Partners Inc Com	13.000	1,011	13.000	1,011	982	(29)
T-Mobile US Inc Com	17.000	2,481	17.000	2,481	2,370	(111)
Thermo Fisher Scientific	1.000	563	1.000	563	545	(18)
United Rentals Inc	1.000	358	1.000	358	346	(12)
UnitedHealth Gp Inc	6.000	3,285	6.000	3,285	3,187	(98)
Williams Sonoma	4.000	451	4.000	451	439	(12)
Synopsis Inc	16.000	5,279	16.000	5,279	5,374	95
Thermo Fisher Scientific	25.000	14,153	25.000	14,153	14,196	43
Wells Fargo & Co New	355.000	15,095	355.000	15,095	14,982	(113)
Microsoft Corp	6.000	1,551	6.000	1,551	1,508	(43)
Bank of America Corp	122.000	3,872	122.000	3,872	3,740	(132)
Synopsis Inc	10.000	3,253	10.000	3,253	3,184	(69)
Tempur-Pedic Int'l Inc	130.000	4,411	130.000	4,411	4,201	(210)
Alphabet Inc Cl C	221.000	20,383	221.000	20,383	19,877	(506)
JP Morgan Chase & Co	150.000	19,375	150.000	19,375	19,603	228
Natixis Oakmark Intl Y	794.000	10,020	794.000	10,020	10,149	129
Oge Energy Corporation	1,024.000	39,844	1,024.000	39,844	39,692	(152)

\$6

UTAH STATE UNIVERSITY
SUMMARY OF OTHER INVESTMENT TRANSACTIONS
For the Month of December 2022

Schedule C2C
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	Purchases		Sales			Gain/(Loss)	Earnings
	Shares	Cost	Shares	Cost	Receipts		
Morgan Stanley (continued)							
Vanguard Value ETF	62.000	\$8,590	62.000	\$8,590	\$8,457	(\$133)	\$65
Vanguard 500 Index	14.000	4,884	14.000	4,884	4,878	(6)	
Energy Sel Sect Spdr	1,300.000	112,853	1,300.000	112,853	112,007	(846)	
Starbucks Corp Washington	11.000	1,096	11.000	1,096	1,068	(28)	
Apple Inc	120.000	15,443					
Utah Public Treasurers'							
Investment Fund		515					515
ETF / Bonds / Mutual Funds							
Charles Schwab							
ETF - Equity							
First Trust Value							1,484
Bond Funds							
Janus Henderson Multi Sector Income Fund	26.646	222					222
PIMCO Income Instl	104.664	1,085					1,085
Western Asset Core Plus Bond	27.021	253					253
Equity Funds							
American Funds American Balanced F3	48.615	1,436					1,436
MFS Intl Diversification I	38.845	781					781
T Rowe Price Blue Chip Growth	84.969	9,419					9,419
Thrivent Mid Cap Stock S	57.884	1,793					1,792
Commonfund							
CEU Title III							
Multi-Strategy Bond			88.816	1,052	1,242	190	
Multi-Strategy Equity			9.914	607	5,029	4,422	
Harold Dance Investments							
American Balanced Fund - Class A							164
TD Ameritrade							
Fixed Income Earnings							145
Stocks							
Mks Instruments Inc Com			32.000	3,790	2,591	(1,199)	
Starbucks Corp Com			53.000	4,502	5,227	725	
Stocks Earnings							339
Vanguard							
500 Index Fund Admiral Shares	0.711	250					250
Total Bond Market Index Fund Admiral Shares	13.068	123					123

UTAH STATE UNIVERSITY
 ENDOWMENT TRUSTS
 SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule D-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income/(Loss)	Less Expenses	Net Realized Income/(Loss)
Jul 2022	\$6,174,670	\$707,937	\$699,064	\$358,870	\$6,542,413	\$6,358,542	\$9,530	(\$60,327)	(\$50,797)	\$657	(\$51,454)
Aug 2022	6,542,413	834,153	824,000	(291,522)	6,261,044	6,401,729	19,737	(11,750)	7,987	86	7,901
Sep 2022	6,261,044	459,843	438,648	(609,588)	5,672,651	5,966,848	26,289	(683)	25,606	5,095	20,511
Oct 2022	5,672,651	478,180	466,457	407,595	6,091,969	5,882,310	12,374	(50,643)	(38,269)	651	(38,920)
Nov 2022	6,091,969	535,281	516,897	264,006	6,374,359	6,233,164	18,384	(243,405)	(225,021)	0	(225,021)
Dec 2022	6,374,359	928,155	901,418	(338,275)	6,062,821	6,218,590	31,265	40,845	72,110	4,528	67,582
Jan 2023											
Feb 2023											
Mar 2023											
Apr 2023											
May 2023											
Jun 2023											
<hr/> <hr/>											
Comparative Totals:											
Year-to-date											
FY 2022-23	\$6,174,670	\$3,943,549	\$3,846,484	(\$208,914)	\$6,062,821	\$6,176,864	\$117,579	(\$325,963)	(\$208,384)	\$11,017	(\$219,401)
FY 2021-22	6,689,873	4,335,490	4,451,081	445,489	7,019,771	6,638,707	120,543	256,372	376,915	1,440	375,475
Amt Change					(956,950)	(461,843)	(2,964)	(582,335)	(585,299)	9,577	(594,876)
% Change					-13.63%	-6.96%	-2.46%	-227.14%	-155.29%	665.07%	-158.43%

Note: Endowment Trusts include externally managed endowment trusts.

UTAH STATE UNIVERSITY
 ENDOWMENT TRUSTS PORTFOLIO
 31 December 2022

Schedule D-1-A
 Page 1 of 3

Description	Number of Shares	Cost	Fair Value	Unrealized Gain/(Loss)
Common and Preferred Stock				
Abbvie Inc Com	1,278.000	\$186,841	\$206,537	\$19,696
Amazon Com Inc	1,405.000	160,699	118,020	(42,679)
American Elec Tower Co Inc	725.000	63,365	68,839	5,474
Apple Inc	4,200.000	180,243	545,706	365,463
AT & T Inc	13,058.000	285,915	240,398	(45,517)
Atlantica Sustainable Infr. Plc	3,550.000	123,797	91,945	(31,852)
Blackstone Inc	1,557.000	150,029	115,514	(34,515)
Citizens Financial Group Inc	2,700.000	123,027	106,299	(16,728)
Comcast Corp (NEW) Class A	2,700.000	134,453	94,419	(40,034)
Crown Castle Intl Corp	750.000	136,342	101,730	(34,612)
Enbridge Inc	4,600.000	193,980	179,860	(14,120)
Enterprise Prod Partnership LP	7,100.000	186,120	171,252	(14,868)
Ford Motor Co New	8,540.000	121,789	99,320	(22,469)
Glaxosmithkline Plc ADR	3,440.000	126,258	120,881	(5,377)
Haleon Plc Spon Ads Adr	4,300.000	28,013	34,400	6,387
JP Morgan Chase & Co	2,411.000	364,017	323,315	(40,702)
Lyondellbasell	1,424.000	124,555	118,235	(6,320)
Medtronic Plc Shs	1,300.000	115,442	101,036	(14,406)
Merck & Co Inc. New Com	775.000	57,288	85,986	28,698
MetLife Incorporated	3,302.000	173,430	238,966	65,536
Microsoft Corp	1,050.000	181,917	251,811	69,894
Morgan Stanley	1,500.000	122,263	127,530	5,267
Novartis Ag Adr	700.000	58,690	63,504	4,814
Organon & Co	250.000	7,888	6,983	(905)
Proctre & Gamble	789.000	109,314	119,581	10,267
Qualcomm Inc	1,650.000	259,018	181,401	(77,617)
Regions Financial Corp New	6,200.000	124,212	133,672	9,460
Shell PLC ADR	4,000.000	236,034	227,800	(8,234)
Teva Pharmaceuticals ADR	5,200.000	212,490	47,424	(165,066)

UTAH STATE UNIVERSITY
 ENDOWMENT TRUSTS PORTFOLIO
 31 December 2022

Schedule D-1-A
 Page 2 of 3

Description	Number of Shares	Cost	Fair Value	Unrealized Gain/(Loss)
Common and Preferred Stock (continued)				
Verizon Communications	6,665.000	\$331,349	\$262,601	(\$68,748)
Viatis Inc	8,896.000	131,375	99,012	(32,363)
Cons Staple Sel Sect SPDR Fund	1,350.000	93,908	100,643	6,735
iShares Preferred & Income	29,225.000	987,837	892,239	(95,598)
		<u>5,891,898</u>	<u>5,676,859</u>	<u>(215,039)</u>
Mutual Funds - Equity				
Goldman Sachs Activebeta International Equity ETF	122.000	4,294	3,511	(783)
Goldman Sachs Activebeta US Large Cap Equity ETF	170.000	15,212	12,942	(2,270)
iShares Core S&P Total US Stock Market ETF	400.000	40,458	33,920	(6,538)
iShares Russell 2000 ETF	19.000	4,244	3,313	(931)
Vanguard Dividend Appreciation	67.000	10,716	10,174	(542)
Vanguard Midcap VIPER	137.000	32,978	27,922	(5,056)
iShares Core MSCI Emerging Markets ETF	72.000	4,597	3,362	(1,235)
Goldman Sachs Activebeta International Equity ETF	124.000	4,372	3,569	(803)
Goldman Sachs Activebeta US Large Cap Equity ETF	176.000	15,848	13,399	(2,449)
iShares Core S&P Total US Stock Market ETF	409.000	41,706	34,683	(7,023)
iShares Russell 2000 ETF	19.000	4,173	3,313	(860)
Vanguard Dividend Appreciation	70.000	11,370	10,630	(740)
Vanguard Midcap VIPER	140.000	33,989	28,533	(5,456)
iShares Core MSCI Emerging Markets ETF	73.000	4,491	3,409	(1,082)
		<u>228,448</u>	<u>192,680</u>	<u>(35,768)</u>
Mutual Funds - Bond				
iShares Core Total US Aggregate Bond ETF	314.000	33,840	30,455	(3,385)
iShares JP Morgan USD Emerging	120.000	13,339	10,151	(3,188)
PGIM High Yield Q #1067	1,046.218	5,849	4,750	(1,099)
The iShares Core Total US Bond Market ETF	215.000	11,330	9,660	(1,670)
iShares Core Total US Aggregate Bond ETF	332.000	35,832	32,200	(3,632)

UTAH STATE UNIVERSITY
 ENDOWMENT TRUSTS PORTFOLIO
 31 December 2022

Schedule D-1-A
 Page 3 of 3

Description	Number of Shares	Cost	Fair Value	Unrealized Gain/(Loss)
iShares JP Morgan USD Emerging	122.000	\$13,520	\$10,320	(\$3,200)
PGIM High Yield Q #1067	1,113.056	6,178	5,053	(1,125)
The iShares Core Total US Bond Market ETF	227.000	11,937	10,199	(1,738)
		<u>131,825</u>	<u>112,788</u>	<u>(19,037)</u>
Real Asset Funds				
PIMCO Commodity Real Return Strategy	375.000	6,671	5,543	(1,128)
PIMCO Commodity Real Return Strategy	428.000	7,654	6,326	(1,328)
		<u>14,325</u>	<u>11,869</u>	<u>(2,456)</u>
Money Market & Cash Funds				
Morgan Stanley MSILF Govt Sec Part		53,900	53,900	0
Morgan Stanley Cash		1,174	1,174	0
Federated Govt Obligations Prm #117		6,655	6,655	0
Federated Govt Obligations Prm #117		6,896	6,896	0
		<u>68,625</u>	<u>68,625</u>	<u>0</u>
Total Endowment Trusts		<u><u>\$6,335,121</u></u>	<u><u>\$6,062,821</u></u>	<u><u>(\$272,300)</u></u>

UTAH STATE UNIVERSITY
PLANT FUND TRUSTS
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule E-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest Income	Realized Gain or (Loss)	Total Realized Income	Less Expenses	Net Realized Income/(Loss)
Jul 2022	\$34,488,447	\$7,265,037	\$3,099,771	\$0	\$38,653,713	\$33,824,987	\$45,106		\$45,106		\$45,106
Aug 2022	38,653,713	7,213,719	8,603,548	0	37,263,884	38,421,090	70,709		70,709		70,709
Sep 2022	37,263,884	1,752,391	2,023,836	0	36,992,439	36,080,966	71,869		71,869		71,869
Oct 2022	36,992,439	71,869	4,744,451	0	32,319,857	33,490,724	79,450		79,450		79,450
Nov 2022	32,319,857	8,396,549	1,295,935	0	39,420,471	34,989,276	93,901		93,901		93,901
Dec 2022	39,420,471	99,293	10,644,695	0	28,875,069	29,162,516	92,825		92,825		92,825
Jan 2023											
Feb 2023											
Mar 2023											
Apr 2023											
May 2023											
Jun 2023											
<hr/> <hr/>											
Comparative Totals:											
Year-to-date											
FY 2022-23	\$34,488,447	\$24,798,858	\$30,412,236	\$0	\$28,875,069	\$34,328,260	\$453,860	\$0	\$453,860	\$0	\$453,860
FY 2021-22	66,189,244	18,682,707	33,441,003	0	51,430,948	58,955,631	101,732	0	101,732	0	101,732
Amt Change					(22,555,879)	(24,627,371)	352,128	0	352,128	0	352,128
% Change					-43.86%	-41.77%	346.13%	0.00%	346.13%	0.00%	346.13%

Note: Plant Fund Trusts include all debt service reserve and construction fund accounts in compliance with bond issue covenants.

UTAH STATE UNIVERSITY
 PLANT TRUSTS PORTFOLIO
 31 December 2022

Schedule E-1-A

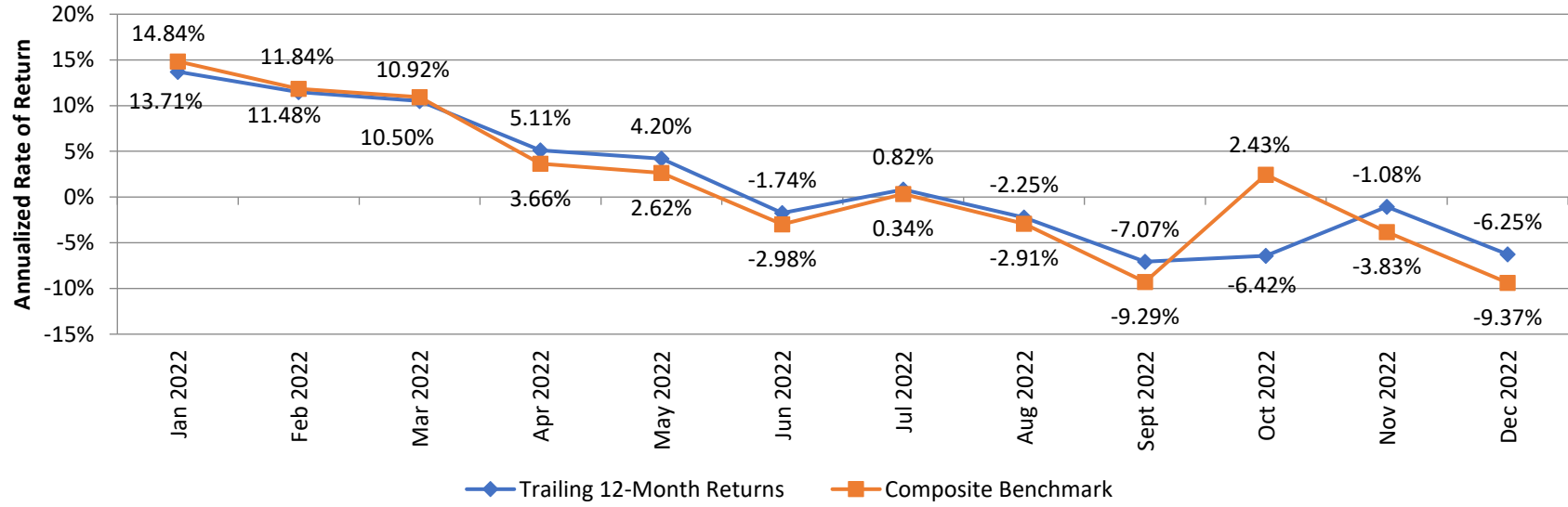
Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
US Bank								
Utah Public Treasurers' Investment Fund			3.801%			\$28,075,042	\$28,075,042	\$0
US Bank Money Market						800,027	800,027	0
Total Plant Trusts						<u>\$28,875,069</u>	<u>\$28,875,069</u>	<u>\$0</u>

UTAH STATE UNIVERSITY
SUMMARY OF PLANT TRUST INVESTMENT TRANSACTIONS
For the Month of December 2022

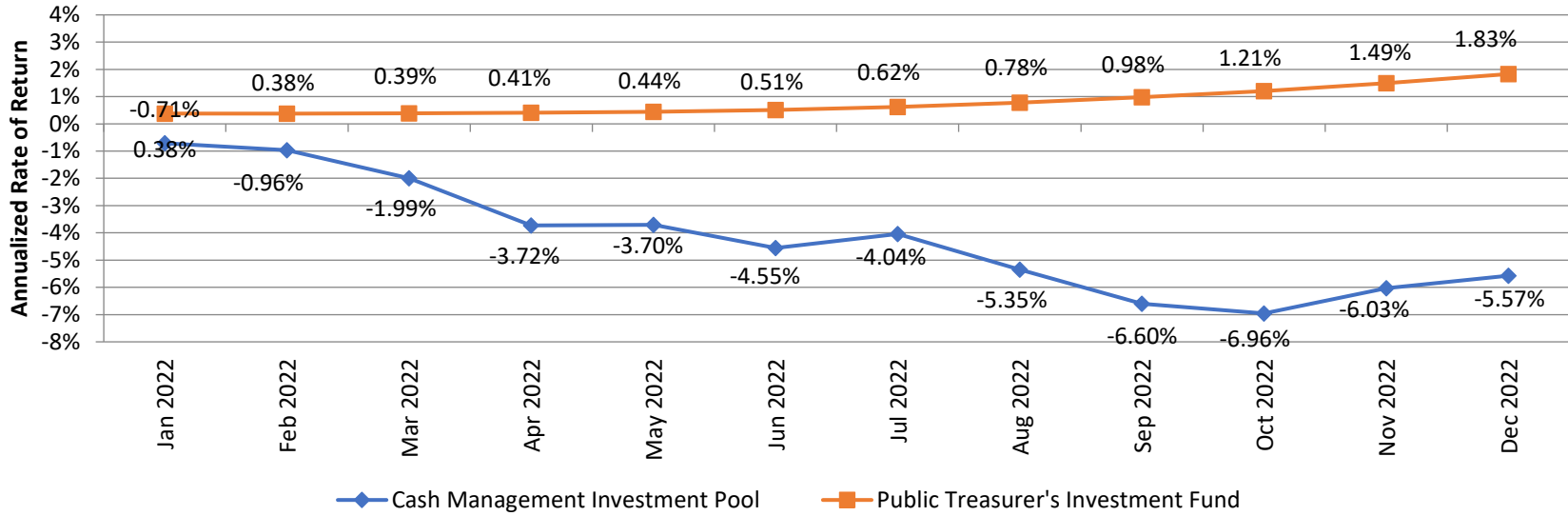
Schedule E-2

	Purchases		Sales			Earnings
	Shares	Cost	Shares	Cost	Receipts	
Plant Trusts						
Utah Public Treasurers' Investment Fund		\$99,290		\$10,644,695	\$10,644,695	\$0
US Bank - Money Market		3				3

Endowment Pool

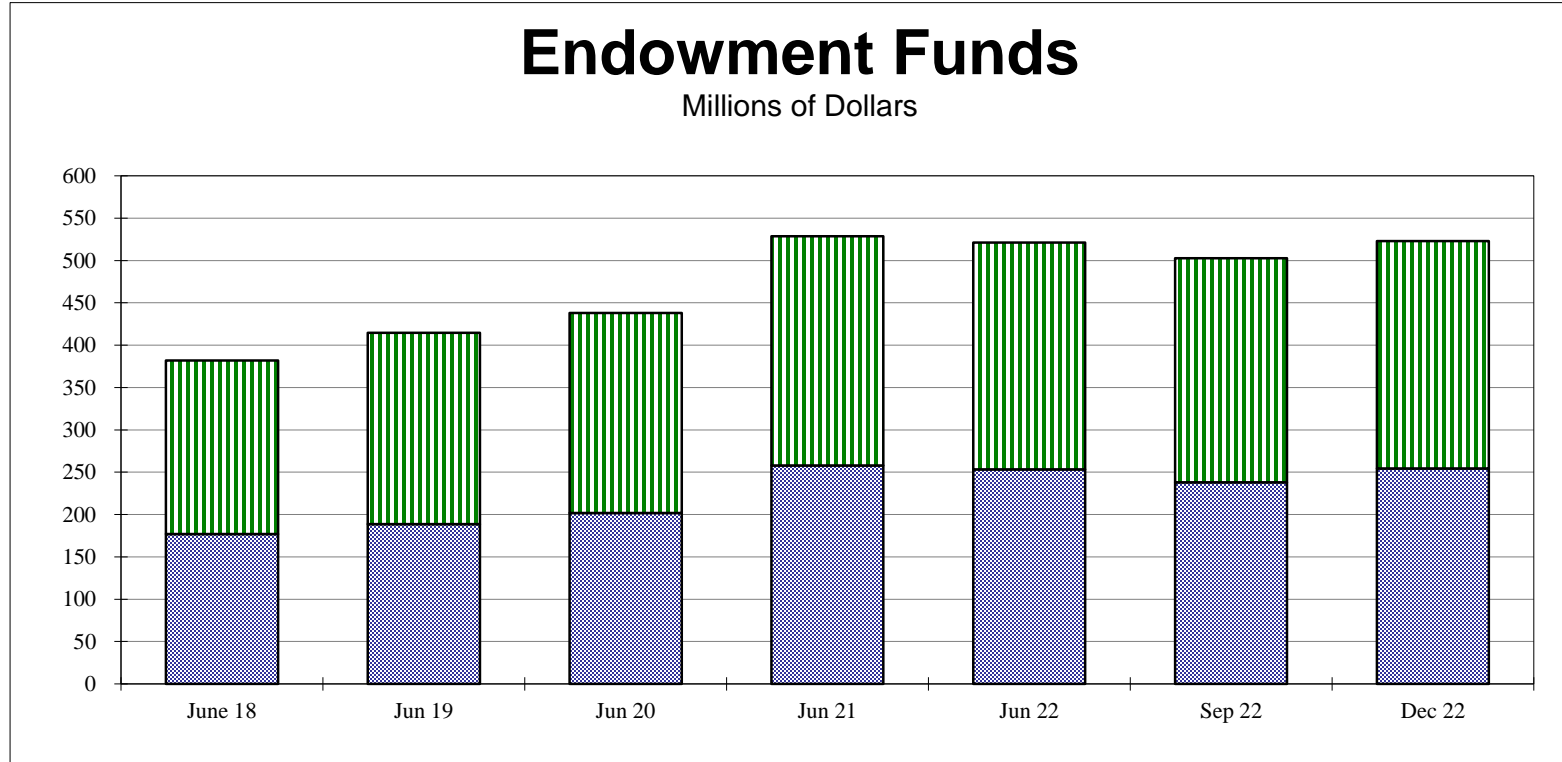


Cash Management Investment Pool



Endowment Funds

Millions of Dollars



Quasi Endowment

True Endowment

Total

Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value
\$204.9	\$226.0	\$236.5	\$271.0	\$267.7	\$264.6	\$268.7
177.0	188.7	201.7	257.8	253.4	238.2	254.3
\$381.9	\$414.7	\$438.2	\$528.8	\$521.1	\$502.8	\$523.0

ITEM FOR ACTION

RE: Report of Investments for January 2023

The Report of Investments for January 2023 is submitted to the Board of Trustees for consideration. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

This set of investment reports presents investment activity for January 2023 and comparative year-to-date totals for FY 2022-2023 and FY 2021-2022.

CASH MANAGEMENT INVESTMENT POOL

The average daily fair value invested during January 2023 was \$600,554,095, up \$19,516,335 over December 2022. Total investment gain was \$4,935,017, up \$2,736,927 over December 2022, reflecting the increase in the amount available for investing and an increase in total investment return. The annualized total investment return was 9.86%, up 5.32% over December 2022.

Year-to-date numbers show that the average daily fair value invested for FY 2022-2023 was \$576,397,379, up \$92,149,677 (19.03%) over FY 2021-2022. Total interest income for FY 2022-2023 amounted to \$9,055,296, up \$5,477,767 (153.12%) over FY 2021-2022, reflecting an increase in the amount available for investing and an increase in interest rates.

The total amount invested at 31 January 2023 was \$583,625,911, up \$56,098,383 (10.63%) over 31 January 2022.

ENDOWMENT POOL

The average daily fair value invested during January 2023 was \$265,336,866, up \$2,724,399 over December 2022. Interest and dividend income of \$134,132 plus net realized gains of \$109,480 totaled \$243,612 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2022-2023 was \$257,681,054, down \$2,858,108 (1.10%) from FY 2021-2022. Total realized income for FY 2022-2023 was \$3,543,677, down \$3,289,797 (48.14%) from FY 2021-2022. This decrease resulted from \$473,808 more in interest and dividends and \$3,763,605 less in net realized gains during FY 2022-2023.

The total amount invested at 31 January 2023 was \$270,506,820, up \$1,648,341 (0.61%) over 31 January 2022.

OTHER INVESTMENTS

The average daily fair value invested during January 2023 was \$259,291,771, up \$3,501,530 over December 2022. Interest and dividend income of \$835,477 minus net realized losses of \$38,332 totaled \$797,145 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2022-2023 was \$257,331,001, down \$6,757,355 (2.56%) from FY 2021-2022. Total realized income for FY 2022-2023 was \$5,359,129, up \$3,596,347 (204.02%) over FY 2021-2022. This increase resulted from \$3,352,227 more in interest and dividend income and \$244,120 more in net realized gains during FY 2022-2023.

The total amount invested at 31 January 2023 was \$264,250,518, down \$2,725,376 (1.02%) from 31 January 2022.

ENDOWMENT TRUSTS

The average daily fair value invested during January 2023 was \$6,283,325, up \$64,735 over December 2022. Interest and dividend income of \$7,380 minus net realized losses of \$66,753 totaled \$59,373 in realized losses for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2022-2023 was \$6,192,073, down \$497,970 (7.44%) from FY 2021-2022. Total realized loss for FY 2022-2023 was \$267,757, down \$671,583 (166.31%) from FY 2021-2022. This decrease resulted from \$4,898 less in interest and dividend income and \$666,685 more in net realized losses during FY 2022-2023.

The total amount invested at 31 January 2023 was \$6,503,829, down \$472,517 (6.77%) from 31 January 2022.

PLANT FUND TRUSTS

The average daily fair value invested during January 2023 was \$28,384,649, down \$777,867 from December 2022. Interest income totaled \$100,206 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2022-2023 was \$33,479,173, down \$24,301,346 (42.06%) from FY 2021-2022. Total realized income for FY 2022-2023 was \$554,066, up \$435,526 (367.41%) over FY 2021-2022. This increase reflects the decreased amount available for investing and an increase in the rate of return.

The total amount invested at 31 January 2023 was \$27,763,135, down \$21,325,407 (43.44%) from 31 January 2022.

SUMMARY OF INVESTMENT TRANSACTIONS

The University's average daily fair value invested for the month of January was \$1,047,027,475. Purchases totaled \$49,801,072 and sales totaled \$8,290,634. From this activity the University realized net gains of \$4,395 and earnings of \$2,506,955.

RECOMMENDATION

The President and Vice President for Finance and Administrative Services recommend that the Board of Trustees approve the Report of Investments for January 2023.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, The attached Report of Investments containing authorized transactions, documentation, and supporting papers has been filed for review by the Board of Trustees pertaining to the investment activities; and

WHEREAS, The investment transactions listed on the attached Report of Investments have been approved by the USU Controller's Office; and

WHEREAS, The investment activities listed on the attached Report of Investments are in accordance with the Utah State Money Management Act, the rules of the Utah State Money Management Council, the Utah State Uniform Prudent Management of Institutional Funds Act, and the laws and rules of Utah State University and the State of Utah; and

WHEREAS, The Chief Financial Officer for Utah State University, David T. Cowley, Vice President for Finance and Administrative Services, has certified to the best of his knowledge and belief all investment transactions listed on the attached Report of Investments were made in accordance with the guidelines, rules, and laws; and

WHEREAS, Vice President Cowley requests approval of the attached Report of Investments for the period 1 January 2023 to 31 January 2023 and comparative year-to-date totals for the periods 1 July 2022 to 31 January 2023 and 1 July 2021 to 31 January 2022; and

WHEREAS, The President of Utah State University has reviewed the attached report and recommends its approval by the Utah State University Board of Trustees; and

WHEREAS, The USU Board of Trustees has reviewed and given due consideration, review, and authorization of the investment transactions listed on the attached Report of Investments for the period 1 January 2023 to 31 January 2023 and comparative year-to-date totals for the periods 1 July 2022 to 31 January 2023 and 1 July 2021 to 31 January 2022;

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approves the attached Report of Investments as presented and ratifies the transactions listed on said Report of Investments for January 2023.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Date



UTAH STATE UNIVERSITY
REPORT OF INVESTMENTS
JANUARY 2023

The following schedules (A through E2) provide a report of the University's Investments. To the best of my knowledge, Utah State University is in compliance with the Utah State Money Management Act and the rules of the Utah State Money Management Council and the Utah State Uniform Prudent Management of Institutional Funds Act.

A handwritten signature in black ink, appearing to read 'Danfjord R. Christensen', written over a horizontal line.

Danfjord R. Christensen
Controller

4-14-2023

Date

A handwritten signature in black ink, appearing to read 'David T. Cowley', written over a horizontal line.

David T. Cowley
Vice President
for Finance and Administrative Services

4/17/23

Date

UTAH STATE UNIVERSITY
CASH MANAGEMENT INVESTMENT POOL
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule A-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest Income	Less Service Charges	Net Interest Income
Jul 2022	\$492,148,729	\$36,806,802	\$8,909,142	\$3,634,390	\$523,680,779	\$533,068,740	\$835,245	\$11,139	\$824,106
Aug 2022	523,680,779	22,871,803	8,930,748	(8,443,709)	529,178,125	553,613,625	981,243	(15)	981,258
Sep 2022	529,178,125	41,105,549	22,905,325	(10,798,210)	536,580,139	579,663,923	1,105,549	(3,085)	1,108,634
Oct 2022	536,580,139	32,377,870	5,836,190	(4,507,682)	558,614,137	591,997,660	1,377,870	(15)	1,377,885
Nov 2022	558,614,137	6,299,980	24,827,396	5,258,711	545,345,432	594,845,850	1,390,280	(15)	1,390,295
Dec 2022	545,345,432	6,503,724	11,328,611	587,966	541,108,511	581,037,760	1,610,125	843	1,609,282
Jan 2023	541,108,511	42,364,265	3,026,898	3,180,033	583,625,911	600,554,095	1,754,984	(50)	1,755,034
Feb 2023									
Mar 2023									
Apr 2023									
May 2023									
Jun 2023									

Comparative Totals:

Year-to-date

FY 2022-23	\$492,148,729	\$188,329,993	\$85,764,310	(\$11,088,501)	\$583,625,911	\$576,397,379	\$9,055,296	\$8,802	\$9,046,494
FY 2021-22	418,202,496	227,718,868	110,530,672	(7,863,164)	527,527,528	484,247,702	3,577,529	17,910	3,559,619
Amt Change					56,098,383	92,149,677	5,477,767	(9,108)	5,486,875
% Change					10.63%	19.03%	153.12%	-50.85%	154.14%

Note: The Cash Management Investment Pool includes cash of all funds over estimated daily operating requirements.

UTAH STATE UNIVERSITY
CASH MANAGEMENT INVESTMENT POOL
SUMMARY OF INVESTMENT TRANSACTIONS AND PERFORMANCE
For the Month of January 2023

Schedule A-2

	Purchases	Sales		Earnings	Change in Fair Value	Total Investment Income	Average Daily Fair Value	Annualized Total Investment Return
		Cost	Receipts					
Money Market Account				\$116,105		\$116,105	\$36,200,000	3.85%
Utah Public Treasurers' Investment Fund				69,419		69,419	19,100,000	4.36%
Commercial Paper and Corporate Notes	\$35,609,280	\$904,169	\$904,169	1,238,078	\$166,126	1,404,204	270,629,009	6.23%
Obligations of U. S. Government	5,000,000			321,004	2,931,832	3,252,836	268,850,086	14.52%
Municipal Bonds				10,379	82,075	92,454	5,775,000	19.21%
Receivable	<u>1,754,985</u>	<u>2,122,729</u>	<u>2,122,729</u>					0.00%
Total	<u><u>\$42,364,265</u></u>	<u><u>\$3,026,898</u></u>	<u><u>\$3,026,898</u></u>	<u><u>\$1,754,985</u></u>	<u><u>\$3,180,033</u></u>	<u><u>\$4,935,018</u></u>	<u><u>\$600,554,095</u></u>	9.86%

UTAH STATE UNIVERSITY
SUMMARY OF CASH MANAGEMENT INVESTMENT POOL TRANSACTIONS
For the Month of January 2023

Schedule A-3

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
<u>Cash Management Investment Pool</u>							
Money Market Account						116,105	
Utah Public Treasurers' Investment Fund						69,418	
Corporate Bonds and Floaters		\$35,609,280		\$904,169	\$904,169	\$0	1,238,078
Obligations of U. S. Government		5,000,000					321,004
Municipal Bonds							10,379
Accounts Receivable		1,622,170		2,026,898	2,026,898	0	
Premiums & Discounts		132,815		95,831	95,831	0	
 Total Cash Management Investment Pool		<u>\$42,364,265</u>		<u>\$3,026,898</u>	<u>\$3,026,898</u>	<u>\$0</u>	<u>\$1,754,984</u>

UTAH STATE UNIVERSITY
 ENDOWMENT POOL
 SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule B-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income	Less Expenses	Net Realized Income/(Loss)
*Jul 2022	\$253,569,010	\$2,334,051	\$2,134,353	\$7,254,463	\$261,023,171	\$257,296,091	\$185,001	(\$50,599)	\$134,402	\$1,977	\$132,425
Aug 2022	261,023,171	5,850,682	4,977,234	(5,037,536)	256,859,083	258,941,127	163,687	8,538	172,225	\$2,963	169,262
Sep 2022	256,859,083	7,212,882	4,750,921	(14,513,058)	244,807,986	250,833,535	474,526	204,985	679,511	(2,029)	681,540
Oct 2022	244,807,986	4,672,637	4,178,753	8,512,422	253,814,292	249,311,139	(44,243)	419,927	375,684	115,449	260,235
Nov 2022	253,814,292	4,693,022	3,494,728	10,045,435	265,058,021	259,436,157	120,862	30,164	151,026	15,929	135,097
Dec 2022	265,058,021	16,134,190	14,714,798	(6,310,501)	260,166,912	262,612,467	1,113,324	673,893	1,787,217	49,802	1,737,415
Jan 2023	260,166,912	4,700,113	2,874,459	8,514,254	270,506,820	265,336,866	134,132	109,480	243,612	15,008	228,604
Feb 2023											
Mar 2023											
Apr 2023											
May 2023											
Jun 2023											
<hr/> <hr/>											
Comparative Totals:											
Year-to-date											
FY 2022-23	\$253,569,010	\$45,597,577	\$37,125,246	\$8,465,479	\$270,506,820	\$257,681,054	\$2,147,289	\$1,396,388	\$3,543,677	\$199,099	\$3,344,578
FY 2021-22	252,565,749	39,116,602	31,668,295	8,844,423	268,858,479	260,539,162	1,673,481	5,159,993	6,833,474	253,537	6,579,937
Amt Change					1,648,341	(2,858,108)	473,808	(3,763,605)	(3,289,797)	(54,438)	(3,235,359)
% Change					0.61%	-1.10%	28.31%	-72.94%	-48.14%	-21.47%	-49.17%

Note: The Endowment Pool includes endowment funds designated for long-term investment. Included in this pool are endowment funds invested in the University's Cash Management Investment Pool (CMIP) consisting of \$5,791,101 principal beginning balance, a \$6,502,554 ending balance, and a \$7,311,498 average daily balance for the current month. Current month interest and dividends from the CMIP were \$21,089 bringing the total to \$110,501 year-to-date. These amounts have also been reported in Schedules A-1 and A-2.

*The July beginning fair value has been adjusted to reflect the amount distributed to expendable accounts at fiscal year end.

UTAH STATE UNIVERSITY
SUMMARY OF ENDOWMENT POOL TRANSACTIONS
For the Month of January 2023

Schedule B-2
Page 1 of 1

Endowment Pool Transactions	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
Cash Management Investment Pool							
Utah State University		\$1,706,530		\$1,016,166	\$1,016,166	\$0	
CMIP Interest		21,089					\$21,089
Fixed Income funds							
Longfellow		603,128		846,632	803,048	(43,584)	
Paydenfunds - Emerging Markets Bond Fund	1,064.828	10,829					10,829
Silver Rock Offshore Tactical Allocation Fund - 2019				219,007	219,007	0	
Vanguard Long Term Treasury Admiral Fund VLGsx							6,136
Wellington - CTF Opportunistic Emerging Markets	1,180.805	10,132	318.269	3,270	2,730	(540)	10,131
Alternatives							
Aether Investment Partners, LLC							
Aether Real Assets V, LP		228,043					1,465
Solamere Capital							
Solamere Founders Fund II, LP		32,791		33,053	186,657	153,604	3,889
Woodbury							
Woodbury Capital II, LP							20,676
Money Market Funds							
Goldman Sachs Bank Deposit		289					289
US Bank - Endowment Pool First Am Treas Ob Fd Cl Z		1,178,613					
US Bank - Longfellow First Am Treas Ob Fund Cl Z		711,051		431,983	431,983	0	
Cash							
Longfellow							
US Bank Cash		131,854		152,331	152,331	0	
Accruals / Payable							
Endowment Pool							
Goldman Sachs		(9)					(9)
US Bank - Accruals		9,830		3,864	3,864	0	3,694
Longfellow							
US Bank Receivable - Interest Accrual		55,943		58,673	58,673	0	55,943
Total Endowment Pool Transactions		<u>\$4,700,113</u>		<u>\$2,764,979</u>	<u>\$2,874,459</u>	<u>\$109,480</u>	<u>\$134,132</u>

UTAH STATE UNIVERSITY
DEFENSIVE RETURN POOL
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule C1A

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income
Jul 2022	\$232,326,049	\$21,749,543	\$21,137,864	\$2,540,646	\$235,478,374	\$233,902,212	\$611,679	\$0	\$611,679
Aug 2022	235,478,374	13,606,846	11,446,676	(3,369,981)	234,268,563	234,873,469	740,196	0	740,196
Sep 2022	234,268,563	4,147,887	7,124,021	(6,633,943)	224,658,486	229,463,525	720,648	98,820	819,468
Oct 2022	224,658,486	6,504,445	8,402,796	(3,270,204)	219,489,931	222,074,209	735,191	(101,290)	633,901
Nov 2022	219,489,931	3,962,374	1,192,573	5,332,539	227,592,271	223,541,101	765,321	0	765,321
Dec 2022	227,592,271	4,299,516	4,926,364	(1,124,043)	225,841,380	226,716,826	862,205	0	862,205
Jan 2023	225,841,380	1,815,371	301,571	6,763,308	234,118,488	229,979,934	833,852	0	833,852
Feb 2023									
Mar 2023									
Apr 2023									
May 2023									
Jun 2023									

Comparative Totals:

Year-to-date									
FY 2022-22	\$232,326,049	\$56,085,982	\$54,531,865	\$238,322	\$234,118,488	\$228,650,182	\$5,269,092	(\$2,470)	\$5,266,622
FY 2021-22	226,770,652	59,380,999	48,705,546	(3,742,268)	233,703,837	230,316,198	1,876,822	(258,443)	1,618,379
Amt Change					414,651	(1,666,016)	3,392,270	255,973	3,648,243
% Change					0.18%	-0.72%	180.75%	99.04%	225.43%

Note: The Defensive Return Pool is comprised of quasi-endowment funds designated for long-term investment. Included in this pool are quasi-endowment funds invested in the University's Cash Management Investment Pool (CMIP) consisting of \$104,679,717 principal beginning balance, a \$105,663,800 ending balance and a \$105,511,733 average daily balance for the current month. Current month interest and dividends from the CMIP were \$304,135 bringing the total to \$1,664,532 year-to-date. These amounts have also been reported in Schedules A-1 and A-2.

*The July beginning fair value has been adjusted to reflect the amount distributed to expendable accounts at fiscal year end.

UTAH STATE UNIVERSITY
OTHER INVESTMENTS
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule C2A

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income
Jul 2022	\$28,417,079	\$56,038	\$449,865	\$1,987,605	\$30,010,857	\$29,213,968	\$1,189	\$97,636	\$98,825
Aug 2022	30,010,857	278,014	282,459	(1,060,820)	28,945,592	29,478,225	1,510	(21,262)	(19,752)
Sep 2022	28,945,592	3,902	5,745	(2,466,108)	26,477,641	27,711,617	3,991	4,115	8,106
Oct 2022	26,477,641	3,009	23,294	1,452,900	27,910,256	27,193,949	1,309	16,853	18,162
Nov 2022	27,910,256	118,236	69,433	1,696,128	29,655,187	28,782,722	1,470	4,183	5,653
Dec 2022	29,655,187	380,463	403,667	(1,140,340)	28,491,643	29,073,415	18,083	137	18,220
Jan 2023	28,491,643	308,875	369,396	1,700,908	30,132,030	29,311,837	1,625	(38,332)	(36,707)
Feb 2023									
Mar 2023									
Apr 2023									
May 2023									
Jun 2023									

Comparative Totals:

Year-to-date									
FY 2022-23	\$28,417,079	\$1,148,537	\$1,603,859	\$2,170,273	\$30,132,030	\$28,680,819	\$29,177	\$63,330	\$92,507
FY 2021-22	32,803,523	5,059,838	5,104,734	513,430	33,272,057	33,772,158	69,220	75,183	144,403
Amt Change					(3,140,027)	(5,091,339)	(40,043)	(11,853)	(51,896)
% Change					-9.44%	-15.08%	-57.85%	-15.77%	-35.94%

UTAH STATE UNIVERSITY
SUMMARY OF OTHER INVESTMENT TRANSACTIONS
For the Month of January 2023

Schedule C2C
Page 1 of 1

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
<u>Other Investments</u>							
Common and Preferred Stock Gifts							
Morgan Stanley							
Apple Inc			120.000	\$15,443	\$15,056	(\$387)	
Tesla Inc	52.000	\$6,782	52.000	6,782	6,673	(109)	
Utah Public Treasurers'							
Investment Fund		574				\$574	
ETF / Bonds / Mutual Funds							
Charles Schwab							
ETF - Equity							
First Trust Value	492.000	19,968					
Bond Funds							
Janus Henderson Multi Sector Income Fund	24.726	212				212	
PIMCO Income Instl	35.838	382				382	
Western Asset Core Plus Bond	23.410	229				229	
Equity Funds							
American Funds American Balanced F3							
JPMorgan Large Cap Growth	2,441.941	110,000					
MFS Intl Diversification I							
T Rowe Price Blue Chip Growth			1,636.173	211,763	169,016	(42,747)	
Thrivent Mid Cap Stock S							
Commonfund							
CEU Title III							
Multi-Strategy Bond			88.591	1,049	1,280	231	
Multi-Strategy Equity			9.756	597	5,277	4,680	
TD Ameritrade							
Fixed Income Earnings						145	
Stock Earnings						73	
Money Market / Cash							
Charles Schwab - Cash				1,484	1,484	0	
Charles Schwab - Money Market		170,507		168,150	168,150	0	
TD Ameritrade Deposit Account		221		1,392	1,392	0	
Receivable / In Transit / Unsettled Purchases							
Morgan Stanley Unsettled Purchases				1,068	1,068	0	
 Total Other Investments		<u>\$308,875</u>		<u>\$407,728</u>	<u>\$369,396</u>	<u>(\$38,332)</u>	<u>\$1,625</u>

UTAH STATE UNIVERSITY
 ENDOWMENT TRUSTS
 SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule D-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income/(Loss)	Less Expenses	Net Realized Income/(Loss)
Jul 2022	\$6,174,670	\$707,937	\$699,064	\$358,870	\$6,542,413	\$6,358,542	\$9,530	(\$60,327)	(\$50,797)	\$657	(\$51,454)
Aug 2022	6,542,413	834,153	824,000	(291,522)	6,261,044	6,401,729	19,737	(11,750)	7,987	86	7,901
Sep 2022	6,261,044	459,843	438,648	(609,588)	5,672,651	5,966,848	26,289	(683)	25,606	5,095	20,511
Oct 2022	5,672,651	478,180	466,457	407,595	6,091,969	5,882,310	12,374	(50,643)	(38,269)	651	(38,920)
Nov 2022	6,091,969	535,281	516,897	264,006	6,374,359	6,233,164	18,384	(243,405)	(225,021)	0	(225,021)
Dec 2022	6,374,359	928,155	901,418	(338,275)	6,062,821	6,218,590	31,265	40,845	72,110	4,528	67,582
Jan 2023	6,062,821	519,623	513,551	434,936	6,503,829	6,283,325	7,380	(66,753)	(59,373)	1,308	(60,681)
Feb 2023											
Mar 2023											
Apr 2023											
May 2023											
Jun 2023											
<hr/> <hr/>											
Comparative Totals:											
Year-to-date											
FY 2022-23	\$6,174,670	\$4,463,172	\$4,360,035	\$226,022	\$6,503,829	\$6,192,072	\$124,959	(\$392,716)	(\$267,757)	\$12,325	(\$280,082)
FY 2021-22	6,689,873	4,745,839	4,852,773	393,407	6,976,346	6,690,043	129,857	273,969	403,826	2,097	401,729
Amt Change					(472,517)	(497,971)	(4,898)	(666,685)	(671,583)	10,228	(681,811)
% Change					-6.77%	-7.44%	-3.77%	-243.34%	-166.31%	487.74%	-169.72%

Note: Endowment Trusts include externally managed endowment trusts.

UTAH STATE UNIVERSITY
SUMMARY OF ENDOWMENT TRUST INVESTMENT TRANSACTIONS
For the Month of January 2023

Schedule D-2
Page 1 of 2

	Purchases		Sales			Earnings
	Shares	Cost	Shares	Cost	Receipts	
Endowment Trusts						
Common and Preferred Stock						
AT & T Inc			6,558.000	\$166,609	\$126,105	(\$40,504)
Blackstone Inc			1,557.000	150,029	126,370	(23,659)
Crown Castle Intl Corp			0.000	1,539	0	(1,539)
iShares Preferred & Income	7,700.000	\$250,553				
Funds held at Morgan Stanley - Dividends						\$6,981
Mutual Funds - Equity						
Goldman Sachs Activebeta International Equity ETF			15.000	533	462	(71)
Goldman Sachs Activebeta US Large Cap Equity ETF			2.000	172	161	(11)
iShares Core S&P Total US Stock Market ETF			7.000	678	624	(54)
iShares Russell 2000 ETF			1.000	223	188	(35)
Vanguard Dividend Appreciation			2.000	320	309	(11)
Vanguard Midcap VIPER			5.000	1,151	1,078	(73)
iShares Core MSCI Emerging Markets ETF			8.000	511	411	(100)
Goldman Sachs Activebeta International Equity ETF			13.000	465	400	(65)
Goldman Sachs Activebeta US Large Cap Equity ETF			2.000	172	159	(13)
Vanguard Dividend Appreciation			3.000	481	463	(18)
Vanguard Midcap VIPER			3.000	691	646	(45)
iShares Core MSCI Emerging Markets ETF			6.000	369	308	(61)
Funds held at Morgan Stanley - Dividends						157
Mutual Funds - Bond						
iShares JP Morgan USD Emerging			8.000	900	705	(195)
PGIM High Yield Q #1067						
The iShares Core Total US Bond Market ETF						
Vanguard Long-term Debt	43.000	3,308				
iShares Core Total US Aggregate Bond ETF			7.000	814	699	(115)
iShares JP Morgan USD Emerging			6.000	675	529	(146)
PGIM High Yield Q #1067						
The iShares Core Total US Bond Market ETF			5.000	269	231	(38)
Vanguard Long-term Debt	44.000	3,387				
Funds held at Wells Fargo - Dividends						62
Real Asset Funds (ETF)						
Invesco Optimum Yield Diversified ETF	63.000	953				
Invesco Optimum Yield Diversified ETF	26.000	393				

UTAH STATE UNIVERSITY
SUMMARY OF ENDOWMENT TRUST INVESTMENT TRANSACTIONS
For the Month of January 2023

Schedule D-2
Page 2 of 2

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
Money Market & Cash Funds							
Morgan Stanley Bank N.A. #		\$258,349		\$250,707	\$250,707	\$0	\$129
Morgan Stanley Cash		2,411		1,174	1,174	0	
Wells Fargo #451		132		894	894	0	25
Wells Fargo #451		137		928	928	0	26
 Total Endowment Trusts		<u>\$519,623</u>		<u>\$580,304</u>	<u>\$513,551</u>	<u>(\$66,753)</u>	<u>\$7,380</u>

UTAH STATE UNIVERSITY
PLANT FUND TRUSTS
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule E-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest Income	Realized Gain or (Loss)	Total Realized Income	Less Expenses	Net Realized Income/(Loss)
Jul 2022	\$34,488,447	\$7,265,037	\$3,099,771	\$0	\$38,653,713	\$33,824,987	\$45,106		\$45,106		\$45,106
Aug 2022	38,653,713	7,213,719	8,603,548	0	37,263,884	38,421,090	70,709		70,709		70,709
Sep 2022	37,263,884	1,752,391	2,023,836	0	36,992,439	36,080,966	71,869		71,869		71,869
Oct 2022	36,992,439	71,869	4,744,451	0	32,319,857	33,490,724	79,450		79,450		79,450
Nov 2022	32,319,857	8,396,549	1,295,935	0	39,420,471	34,989,276	93,901		93,901		93,901
Dec 2022	39,420,471	99,293	10,644,695	0	28,875,069	29,162,516	92,825		92,825		92,825
Jan 2023	28,875,069	92,825	1,204,759	0	27,763,135	28,384,649	100,206		100,206		100,206
Feb 2023											
Mar 2023											
Apr 2023											
May 2023											
Jun 2023											

Comparative Totals:

Year-to-date											
FY 2022-23	\$34,488,447	\$24,891,683	\$31,616,995	\$0	\$27,763,135	\$33,479,173	\$554,066	\$0	\$554,066	\$0	\$554,066
FY 2021-22	66,189,244	18,699,586	35,800,288	0	49,088,542	57,780,519	118,540	0	118,540	0	118,540
Amt Change					(21,325,407)	(24,301,346)	435,526	0	435,526	0	435,526
% Change					-43.44%	-42.06%	367.41%	0.00%	367.41%	0.00%	367.41%

Note: Plant Fund Trusts include all debt service reserve and construction fund accounts in compliance with bond issue covenants.

UTAH STATE UNIVERSITY
SUMMARY OF PLANT TRUST INVESTMENT TRANSACTIONS
For the Month of January 2023

Schedule E-2

	Purchases		Sales			Earnings
	Shares	Cost	Shares	Cost	Receipts	
Plant Trusts						
Utah Public Treasurers' Investment Fund		\$92,822		\$1,204,759	\$1,204,759	\$0
US Bank - Money Market		3				3

3 May 2023

ITEM FOR INFORMATION

RE: Revised 500 Level Policy

The attached policy is submitted to the Board of Trustees as information. The policy received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The University revised Policy 515 Travel as shown in the following documents that includes redlined and final versions of the policy.

Consistent with USU Policy 203, the revised policy was presented to and approved by the Executive Committee and President.



University Policy 515: Travel

Category: 500 Operating Policies

Sub Category: General

Covered Individuals: Employees, Students, and Visitors

Responsible Executive: Vice President for Finance and Administrative Services

Policy Custodian: Controller's Office, Controller

Last Revised: 2023/02/24~~08~~

515.1 PURPOSE AND SCOPE

Utah State University operates an Internal Revenue Service (IRS) Accountable Plan for University business related travel expenses. When IRS criteria are met, travel expenses allowed under an Accountable Plan are considered to be non-taxable to the employee, whether reimbursed to the employee or [guest](#), or paid directly to the vendor with University funds.

This policy determines when an actual expense is allowed or whether a per diem or mileage allowance may be used. The University reserves the right to set per diem or mileage allowances at or below the applicable current Federal rates. Rates will be reviewed annually. Travel expenses are to be allowed uniformly throughout the University.

The University is accountable for how public monies are spent and expects that travel expenses will be scrutinized. Those who travel on behalf of the University hold a position of trust and authority, requiring the demonstration of integrity by judicious use of such funds.

It is the responsibility of the Department Administrator to determine when travel is authorized. It is the responsibility of the traveler to certify via electronic approval that all expenses are correct and incurred in performance of University related business. Wherever possible, the University will establish controls to ensure that departments meet their fiduciary responsibilities related to University travel.

When University funds are not available for all expenses, an individual is not obligated to travel. However, if the individual chooses to travel, it is expected that the traveler will assume the remainder of the cost.

All University travel must be supported by a properly completed Travel Authorization (TA) form unless the only expenses are relating to the operation of University owned vehicles, including departmental and Motor Pool vehicles. The TA form is available at <https://servicenow.usu.edu>.

515.2 POLICY

2.1 Approved Rates for Reimbursement

2.1.1 Transportation

2.1.1.1 Private Automobile

The allowed rate for University business related use of a private automobile will be determined utilizing Motor Pool data for cost of operation adjusted for cost of fuel. Rates will not be greater

than the approved IRS rate. The current rates can be found at https://travel.usu.edu/travel_procedures.

2.1.1.2 Automobile at Airfare Rate

When traveling out-of-state, and the traveler elects to drive his or her own vehicle the entire trip (in lieu of using a commercial carrier), allowed expenses will be the lesser of:

The allowed mileage rate; or

The associated expenses of flying as allowed and documented by the department.

2.1.1.3 Rental Vehicles

Allowed expenses for rental vehicles will be based on actual receipts with reductions for any personal use outside of the University travel period.

Travelers should always use the car rental agencies which are under contract with the State of Utah (listed within Travel Procedures, https://travel.usu.edu/travel_procedures). These contracts include insurance coverage for damage to the rental vehicle and liability coverage for third party property damage and injuries. If non-contracted rental agencies are used, both the damage and liability insurance offered by the rental agency should be procured, otherwise there is a \$10,000 deductible with State Risk that would be the responsibility of the department.

2.1.1.4 Commercial Aircraft

Allowable air transportation costs are limited to those fares less than first class as supported by an itemized receipt.

2.1.1.5 Private Aircraft

The allowed rate will be ten cents higher than the private automobile rate per mile for one person and fifteen cents higher than the private automobile rate per mile for two or more persons.

2.1.2 Lodging

2.1.2.1 Domestic and International Travel

Lodging will be allowed at actual costs as supported by itemized receipts.

2.1.2.2 ~~Airbnb, VRBO or other~~ Alternative Lodging

~~Travelers may use services such as Airbnb or VRBO, but it is important to note that the University is not the contracting party for any agreements (electronic or otherwise). Instead, the agreement will be between the service and the individual, since it is the individual choosing this method of service, and the individual is responsible for any and all liability associated with the use of such services.~~

~~Hotels and other commercial properties offer insurance that cover their guests in case of injury or property loss. The type of properties offered via Airbnb and similar services vary widely in the type of coverage available for guests. Because of this we do not recommend their use for university business. However, if you choose to utilize these services, please be aware that you are accepting personal responsibility for any incidents that may occur during your stay.~~

Travelers may elect to stay with friends, relatives, or other alternative lodging options such as campgrounds, rather than staying in a traditional motel or hotel. With an authorized TA and proof of staying overnight away from home, the traveler will be reimbursed as follows:

\$25 per night with no receipts required; or Actual cost with an itemized receipt from a facility such as a campground or trailer park.

2.1.3 Meals

2.1.3.1 Travel Requiring an Overnight Stay – Either actual costs or per diem must be used for the entire trip.

2.1.3.1.1 Actual Costs (applicable to both domestic and international travel)

Expenses for meals based on actual costs are allowed but must be supported by itemized receipts.

2.1.3.1.2 Per Diem

2.1.3.1.2.1 Domestic Travel

Travelers may be allowed a per diem for any given trip.

The current per diem rate can be found at https://travel.usu.edu/travel_procedures.

2.1.3.1.2.2 International Travel

Travelers may be allowed a per diem for any given trip. The per diem rates applicable are the meals and incidental expense (M&IE) rates outlined in the Federal Travel Regulations. These rates can be accessed through the Department of State website at http://aoprals.state.gov/web920/per_diem.asp.

2.1.3.1.2.3 Partial-Day Travel

The per diem rate of the first and last day of any travel requiring more than a single day will be allowed at 75% of the full per diem rate.

2.1.3.1.2.4 Multiple Destination Points

The per diem rate will be based on the destination point. Where there is more than one destination point, the per diem could be different for any given travel itinerary. For example, travel might include a conference in Washington D.C. and then a departure to London, England. The initial per diem rate would be based on the rate effective for Washington D.C. Upon departure from Washington D.C. the per diem rate would be the rate effective for London, England.

2.1.3.1.2.5 Adjustment for Meals Provided

The per diem will be adjusted for any meals provided by the conference or event, included in the cost of lodging, or provided as part of a [group travel meal](#) or [business meal](#). Since per diem rates vary, the adjustment for meals provided will be a percentage of the total per diem allowed; 25% for breakfast, 30% for lunch, and 45% for dinner.

2.1.3.2 Travel Not Requiring an Overnight Stay

For single day travel where the individual is in travel status for more than 12 hours but is not required to stay overnight, the allowed meal expenses will be at the actual cost as supported by an itemized receipt or 75% of the per diem rate, and will be reported as taxable income in accordance with Internal Revenue Service regulations.

2.1.4 Other Out-of-Pocket Expenses

2.1.4.1 Parking Fees

Parking fees are allowed at the actual cost as supported by a receipt.

2.1.4.2 Taxi, WIFI, etc.

All other University business related expenditures are allowed at actual cost. Individual transactions of \$15.00 or more must be supported by an itemized receipt.

2.1.4.3 ATM Fees

ATM fees charged to obtain a cash advance related to the travel will be allowed.

[515.3 Airbnb, VRBO or Other](#)

[3.1 Travelers may use services such as Airbnb or VRBO, but it is important to note that the University is not the contracting party for any agreements \(electronic or otherwise\). Instead, the agreement will be between the service and the individual, since it is the individual choosing this method of service, and the individual is responsible for any and all liability associated with the use of such services.](#)

[3.2 Hotels and other commercial properties offer insurance that cover their guests in case of injury or property loss. The type of properties offered via Airbnb and similar services vary widely in the type of coverage available for guests. Because of this we do not recommend their use for university business. However, if you choose to utilize these services, please be aware that you are accepting personal responsibility for any incidents that may occur during your stay.](#)

515.3515.4 FAMILY/COMPANION TRAVEL

For those occasions when it is determined that family/companion travel is essential or beneficial to the University for the accomplishment of a bona fide business purpose, University funds may be used for the family/companion travel expenses with approval by the appropriate Dean or Vice President.

4.1 Essential Family/Companion Travel

If the family/companion travel is determined to be essential to the University for the accomplishment of a bona fide business purpose (not just beneficial), the allowed travel expenses will be non-taxable to the employee.

4.2 Beneficial Family/Companion Travel

If the family/companion travel is determined to be beneficial to the University for the accomplishment of a bona fide business purpose (not essential), the allowed travel expenses will be taxable to the employee and withholding taxes will be deducted from the next available payroll.

515.4515.5 RESPONSIBILITIES

5.1 Controllers Office

The Controller's Office is responsible for monitoring and updating this policy.

45.2 University Departments

Departments are responsible for adhering to this accountable plan.

~~515.5~~515.6 RELATED USU POLICIES

- Policy 516: Meals and Entertainment
- Policy 529: Procurement
- Policy 536: International Travel

~~515.6~~515.7 DEFINITIONS

7.1 Group Travel Meal

A meal where two or more employees eat together while on University business related travel and one employee pays for the entire cost of the meals of all employees in attendance.

7.2 Business Meal

A meal when one or more employees attend a meal with clients, customers, etc., whether the meal is paid for by the employee or the non-employee.

7.3 Per Diem Adjustment for Group Travel Meals or Business Meals

The per diem for meals will be adjusted for all employees in attendance at the group travel meal or business meal, including any employee who paid for the meal.

7.4 Guest

A guest is a non-employee traveling for University business such as a job interview, a guest lecturer, etc.

RESOURCES

Procedures

- Travel Procedures, https://travel.usu.edu/travel_procedures

Guidance

- IRS Publication 463: Travel, Gift, and Car Expenses, <https://www.irs.gov/publications/p463>

Related Forms and Tools

- Foreign Per Diem Rates, https://aoprals.state.gov/web920/per_diem.asp
- Private Automobile Reimbursement Rate, https://travel.usu.edu/travel_procedures
- Travel Authorization Form, <https://servicenow.usu.edu>

Contacts

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Michelle Bair, michelle.bair@usu.edu

POLICY HISTORY

Original issue date: 2010/07/01

Last review date: 2023/02/08

Previous revision dates: 2015/01/28, 2018/01/01, 2019/02/27, 2019/04/01, 2019/11/13, 2021/06/02, 2022/06/23, 2023/02/08, [2023/02/24](#)



University Policy 515: Travel

Category: 500 Operating Policies

Sub Category: General

Covered Individuals: Employees, Students, and Visitors

Responsible Executive: Vice President for Finance and Administrative Services

Policy Custodian: Controller's Office, Controller

Last Revised: 2023/02/24

515.1 PURPOSE AND SCOPE

Utah State University operates an Internal Revenue Service (IRS) Accountable Plan for University business related travel expenses. When IRS criteria are met, travel expenses allowed under an Accountable Plan are considered to be non-taxable to the employee, whether reimbursed to the employee or [guest](#), or paid directly to the vendor with University funds.

This policy determines when an actual expense is allowed or whether a per diem or mileage allowance may be used. The University reserves the right to set per diem or mileage allowances at or below the applicable current Federal rates. Rates will be reviewed annually. Travel expenses are to be allowed uniformly throughout the University.

The University is accountable for how public monies are spent and expects that travel expenses will be scrutinized. Those who travel on behalf of the University hold a position of trust and authority, requiring the demonstration of integrity by judicious use of such funds.

It is the responsibility of the Department Administrator to determine when travel is authorized. It is the responsibility of the traveler to certify via electronic approval that all expenses are correct and incurred in performance of University related business. Wherever possible, the University will establish controls to ensure that departments meet their fiduciary responsibilities related to University travel.

When University funds are not available for all expenses, an individual is not obligated to travel. However, if the individual chooses to travel, it is expected that the traveler will assume the remainder of the cost.

All University travel must be supported by a properly completed Travel Authorization (TA) form unless the only expenses are relating to the operation of University owned vehicles, including departmental and Motor Pool vehicles. The TA form is available at <https://servicenow.usu.edu>.

515.2 POLICY

2.1 Approved Rates for Reimbursement

2.1.1 Transportation

2.1.1.1 Private Automobile

The allowed rate for University business related use of a private automobile will be determined utilizing Motor Pool data for cost of operation adjusted for cost of fuel. Rates will not be greater

than the approved IRS rate. The current rates can be found at https://travel.usu.edu/travel_procedures.

2.1.1.2 Automobile at Airfare Rate

When traveling out-of-state, and the traveler elects to drive his or her own vehicle the entire trip (in lieu of using a commercial carrier), allowed expenses will be the lesser of:

The allowed mileage rate; or

The associated expenses of flying as allowed and documented by the department.

2.1.1.3 Rental Vehicles

Allowed expenses for rental vehicles will be based on actual receipts with reductions for any personal use outside of the University travel period.

Travelers should always use the car rental agencies which are under contract with the State of Utah (listed within Travel Procedures, https://travel.usu.edu/travel_procedures). These contracts include insurance coverage for damage to the rental vehicle and liability coverage for third party property damage and injuries. If non-contracted rental agencies are used, both the damage and liability insurance offered by the rental agency should be procured, otherwise there is a \$10,000 deductible with State Risk that would be the responsibility of the department.

2.1.1.4 Commercial Aircraft

Allowable air transportation costs are limited to those fares less than first class as supported by an itemized receipt.

2.1.1.5 Private Aircraft

The allowed rate will be ten cents higher than the private automobile rate per mile for one person and fifteen cents higher than the private automobile rate per mile for two or more persons.

2.1.2 Lodging

2.1.2.1 Domestic and International Travel

Lodging will be allowed at actual costs as supported by itemized receipts.

2.1.2.2 Alternative Lodging

Travelers may elect to stay with friends, relatives, or other alternative lodging options such as campgrounds, rather than staying in a traditional motel or hotel. With an authorized TA and proof of staying overnight away from home, the traveler will be reimbursed as follows: \$25 per night with no receipts required; or Actual cost with an itemized receipt from a facility such as a campground or trailer park.

2.1.3 Meals

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2.1.4.1 Parking Fees

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2.1.4.3 ATM Fees

ATM fees charged to obtain a cash advance related to the travel will be allowed.

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- 3.1 Travelers may use services such as Airbnb or VRBO, but it is important to note that the University is not the contracting party for any agreements (electronic or otherwise). Instead, the agreement will be between the service and the individual, since it is the individual choosing this method of service, and the individual is responsible for any and all liability associated with the use of such services.
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515.5 RESPONSIBILITIES

5.1 Controllers Office

The Controller's Office is responsible for monitoring and updating this policy.

5.2 University Departments

Departments are responsible for adhering to this accountable plan.

515.6 RELATED USU POLICIES

- Policy 516: Meals and Entertainment
- Policy 529: Procurement
- Policy 536: International Travel

515.7 DEFINITIONS

7.1 Group Travel Meal

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A guest is a non-employee traveling for University business such as a job interview, a guest lecturer, etc.

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Contacts

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Michelle Bair, michelle.bair@usu.edu

POLICY HISTORY

Original issue date: 2010/07/01

Last review date: 2023/02/08

Previous revision dates: 2015/01/28, 2018/01/01, 2019/02/27, 2019/04/01, 2019/11/13, 2021/06/02, 2022/06/23, 2023/02/08, 2023/02/24

University Policy 5XX: Export Controls

Category: Operating Policies

Subcategory:

Covered Individuals: All university personnel, employees, students, visitors, courtesy appointments, and any other individual conducting research, academic, operational, or business activities on behalf of Utah State University.

Responsible Executive: Vice President for Research

Policy Custodian: Office of Research; Division of Research Integrity and Compliance

Last Revised: Date of Latest Revision YYYY/MM/DD

Previous USU Policy Number: *Not applicable*

5XX.1 PURPOSE

This policy codifies Utah State University's commitment to compliance with U.S. export control laws and regulations, establishes the administrative structure for the University's export compliance program, and identifies the corresponding responsibilities of University Personnel. The University recognizes the importance of export control laws and regulations and expects compliance from all its personnel.

Faculty, staff, and students involved in research and academic projects that are subject to export controls must follow the requirements that are appropriate for the roles they serve. These individuals are responsible for completing export control training as directed, reviewing the materials on the University's export controls website and consulting the Export Controls Officer when export controls apply.

5XX.2 POLICY

University Personnel may not engage in any of the following export-controlled activities, unless authorized in advance as noted below:

- Export commodities, software, technology, or information subject to the Export Administration Regulations (EAR), except as authorized by the U.S. Department of Commerce;
- Export hardware, technical data, or services subject to the International Traffic in Arms Regulations (ITAR), except as authorized by the U.S. Department of State; or
- Engage in transactions subject to the Foreign Assets Control Regulations, except as authorized by the U.S. Department of Treasury.

To facilitate compliance with these restrictions, the University has directed and empowered the Vice President for Research and the University Export Control Officer to develop and maintain an export compliance program. The export compliance program shall provide:

- Periodic export control training to university personnel; and
- A written procedure document in the form of an [Export Compliance Program Manual](#) which university personnel shall be responsible to review, as applicable to their role at the University.

Determinations concerning the application of relevant export control laws or regulations to a particular item or activity may be obtained by requesting an export review by the University Export Control Officer.

5XX.3 RESPONSIBILITIES

3.1 University Advancement

Performs restricted party screening of donors to ensure compliance with export control laws and sanctions.

3.2 Controller's Office – Purchasing and Equipment Management

Performs restricted party screening of vendors, as well as export-controlled equipment tagging and tracking for export control compliance.

3.3 Deans and Department Heads

Responsible for taking required export control training, having knowledge of the export control requirements relating to the areas of research that are under their purview, and having general knowledge of the Export Compliance Program Manual as well as information available on the USU Export Control website.

3.5 Executive Director, Research Compliance Office

Serves as the Export Control Officer (ECO) and oversees the University's export controls compliance program, including updating the Export Compliance Program Manual. The ECO is responsible for university-level Export Compliance record keeping.

3.6 Human Resources

Performs restricted party screening of new employees to ensure compliance with export control laws and sanctions.

3.7 Office of General Counsel (OGC)

In conjunction with the University Export Control Officer, responsible for providing advice to university researchers and administrators regarding the laws, regulations, and University policies related to export controls.

3.8 Office of Global Engagement

Performs restricted party screening of potential incoming international undergraduate and graduate students for export control compliance. Provides visa, counseling and advisory support to incoming international students and scholars.

3.9 Principal Investigator (PI)

Responsible for taking required export control training. Works with Sponsored Programs (SPO) and the Export Controls Officer to determine if the PI's research is in a field that might be subject to export controls. Works with sponsors to design a scope of work for performance at the University that remains within the fundamental research rule where possible. For projects with potential export controls issues, works with the Export Controls Officer, OGC and the sponsor to address export control concerns and issues

3.10 Risk Management

Maintains the University Travel Registry for faculty, staff, and students, which provides information related to university policy, insurance, health, and safety, and institutional relationships/supports abroad. Supports compliance with export controls by requiring international travelers to complete the University Travel registration.

3.11 Sponsored Programs Contract and Grants Officer

Identifies potential export control terms and conditions in proposals and award documents, including restrictions on publication of research results, use of sponsor export-controlled technical information, or restrictions on Foreign Person participation in research, communicating these to the Export Controls Officer. Takes all other reasonable steps to comply with export control regulations. Negotiates incoming material transfer agreements and non-disclosure agreement when a PI desires to receive materials or confidential information that others desire to transfer to campus.

3.12 Surplus

Manages processes for selling University goods to outside parties. Coordinates with Export Controls Officer in reviewing proposed transactions for export control issues.

3.13 Technology Transfer Services

Negotiates outgoing material transfer agreements. Coordinates with the Export Control Officer in reviewing proposed transactions for export control issues.

3.14 Vice President for Research (VPR)

Provides education and training related to export controls for the University community. Assists SPO and researchers in complying with export controls. Makes the final decision whether to accept awards with export control restrictions. Serves as the University's Empowered Official (EO).

5XX.4 NON-COMPLIANCE

Violations of export control laws and regulations could result in criminal and/or civil penalties for University Personnel and the University.

Failure to fulfill the applicable responsibilities of Section 2 may result in a notation of such failure in performance reviews, removal, or reassignment of job responsibilities, corrective and/or disciplinary action up to and including termination, and criminal or civil prosecution under applicable state or federal law.

5XX.5 REFERENCES

- Export Administration Regulations (EAR), 15 CFR 730-774
- International Traffic in Arms Regulations (ITAR), 22 CFR 120-130
- Office of Foreign Assets Control (OFAC) U.S. Treasury Department, 31 CFR 500, Subtitle B, et seq.
- Department of Energy: 10 CFR 110 and 810, et seq.

5XX.6 RELATED USU POLICIES

- USU Policy 529: Procurement
- USU Policy 536: Foreign Travel
- USU Policy 545: Conflicts of Interest
- USU Policy 583: Research

5XX.7 DEFINITIONS AND TERMS

7.1 Deemed Export

Providing access to and/or sharing of export-controlled technology or information with foreign nationals on campus for whom such items are restricted by virtue of that foreign national's citizenship, subject to agency license approval or license requirement exemption.

7.2 Department of Energy (DOE)

Regulates nuclear research and related materials and software under the Nuclear Regulatory Commission and National Nuclear Security Administration.

7.3 Empowered Official (EO)

Pursuant to the U.S. Department of State's ITAR regulations, USU's officially designated employee responsible for all transactions subject to ITAR.

7.4 Export

International transfer of any commodity, software, material, technology, or information, including but not limited to, specifically "controlled" items by any means including but not limited to, courier/mailed shipment, hand-carried transfer, digital transfer, spoken communication and, depending on the export control level – visual access to certain controlled items and information.

7.5 Export Administration Regulations (EAR)

The U.S. Department of Commerce export control regulations governing and codifying the export and/or deemed export of "dual use" items and technologies (including but not limited to those used and/or generated by fundamental research and restricted research activities), for reasons concerning national security, chemical/biologics controls, missile technology, nuclear proliferation, international geo-political stability, anti-terrorism. Includes all export license/license exemption procedures pertaining to destination controls and restricted parties.

7.6 Export Controls

Government statutes and regulations that prohibit the unauthorized export of certain commodities, technologies, software, services, money, or information to non-U.S. destinations, persons, and entities (including universities). Export controls implement

a range of national obligations and interests, such as honoring treaties (e.g., Treaty on the Non-Proliferation of Nuclear Weapons, conventions on chemical and biological weapons), protecting national security, and combating terrorism. Export controls concern primarily national security, not customs or tariffs. Violators can face lengthy prison sentences, stiff fines, and loss of export privileges. The University is subject primarily to three sets of export controls - the EAR, the ITAR, and the Foreign Assets Control Regulations.

7.7 Export Control Officer (ECO)

USU's officially designated employee responsible for overseeing and implementing USU's export compliance program.

7.8 Export License/Authorization

Official approval by a governing agency to conduct a particular export or deemed export transaction; issued based on USU's formal license application to the agency.

7.9 Export Record Keeping

Federally required 5-year export-related record retention, as required under the EAR and the ITAR.

7.10 Foreign Assets Control Regulations

Economic sanctions regulations administered by the U.S. Department of the Treasury, Office of Foreign Assets Control. The Foreign Assets Control Regulations appear at 31 CFR Parts 500-598 and prohibit unauthorized transactions with embargoed countries and entities identified on the Specially Designated Nationals List.

7.11 Foreign Influence

Attempts by international governments and related organizations to gain access to export sensitive research applications or data, or other trade secret IP, either through illegal IT penetration or through proximity to and absorption of such IP domestically or internationally.

7.12 Foreign Person (or non-US Person)

An individual who is not a U.S. citizen or permanent resident of the U.S., and who has not been granted political asylum or other protected status; A corporation, business association, partnership, trust, society, or any other entity or group that is not incorporated or organized to do business in the U.S.; or an international organization or foreign government (including agencies or subdivisions).

7.13 Fundamental Research

Basic and applied research where the resulting information is ordinarily published and shared broadly within the scientific community, as distinguished from research the results of which are restricted for proprietary reasons or specific U.S. Government access and dissemination controls. The information that results from or arises during fundamental research (aside from certain encryption source code) is excluded from export controls under the Fundamental Research Exclusion.

7.14 International Travel

Travel to any country or territory outside the continental U.S. and other non-foreign U.S. overseas locations (Alaska, Hawaii, American Samoa, Guam, Midway Islands, Northern Mariana Islands, Puerto Rico, Virgin Islands [(U.S)], and Wake Island). Travel to Canada and Mexico is considered international travel.

7.15 International Traffic in Arms Regulations (ITAR)

The Department of State export control regulations governing access to and use of defense items and technologies domestically and internationally, as well as delivery of codified defense services to international defense agencies.

7.16 Office of Foreign Assets and Control (OFAC)

Branch of U.S. Treasury Department which exercises oversight over U.S. Government's trade sanctions and embargo programs.

7.17 Restricted Party Screening (RPS)

On-line accessible, screening procedure using USU's licensed software tool to determine whether individuals and entities with whom USU engages are identified or listed on any of the U.S. Government's restricted party lists.

7.18 Restrictive Clauses in Federal/Industry Agreements

Typically flowed down as citizenship participation restrictions, information dissemination restrictions, or data security requirements.

7.19 Technology Control Plan

Documented, comprehensive security measures applicable to federal and industry-sponsored research and service agreements and contracts where USU is a prime or subcontractor, and agreement/contract mandates export control restrictions, and/or dissemination restrictions; and/or special engagement; and/or data security restrictions (including but not limited to U.S. Government-governed classified contracts).

7.20 Trade Sanctions

Specific prohibition under the OFAC regulations governing engagement with OFAC-sanctioned ("blocked") parties as well as broad country-defined restrictions (e.g. Cuba, Iran, Syria, North Korea).

7.21 University Personnel

Employees, students, visitors, courtesy appointments, and any other individual conducting research, academic, operational, or business activities on behalf of Utah State University.

7.22 Voluntary Self-Disclosure

Procedure to timely report export control or trade sanction violations to the appropriate federal agency. The procedure will be overseen by the Export Control Officer under the direction of the Empowered Official.

RESOURCES

Guidance

- <https://research.usu.edu/compliance/export/>

Contacts

- Division of Research Integrity and Compliance (DRIC): <https://research.usu.edu/compliance/index>

POLICY HISTORY

Original issue date: YYYY/MM/DD

Last review date: YYYY/MM/DD

Next scheduled review date: YYYY/MM/DD

Website URL

Previous revision dates: NA